

# 2009-2010



Phoenix Institute of  
Herbal Medicine & Acupuncture

**PIHMA**

301 East Bethany Home Road, Suite A-100

301 E. Bethany Home Road, A-100

Phoenix, Arizona 85012

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## College

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## Organization

Phoenix Institute of Herbal Medicine & Acupuncture (PIHMA) is owned and operated by PIHMA Health & Education Network, LLC, a limited liability company. The corporate office is located at 301 East Bethany Home Road, Suite A-100, Phoenix, Arizona 85012.

## Accreditation

Phoenix Institute of Herbal Medicine & Acupuncture (PIHMA) is accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), Maryland Trade Center 3, 7501 Greenway Center Drive, Suite 820, Greenbelt, MD 20770, (301) 313.0855.

Phoenix Institute of Herbal Medicine & Acupuncture (PIHMA) is approved to offer the Master of Science in Oriental Medicine and Master of Science in Acupuncture by the Arizona State Board for Private Post-Secondary Education, 1400 W. Washington Street, Phoenix, Arizona 85007, (602) 542.5709.

## State Licensure

For information about the requirements for state licensure, and the practice of acupuncture, please contact the State of Arizona Acupuncture Board of Examiners, 1400 West Washington, Suite 230, Phoenix, AZ 85007, (602) 542.3095.

## Veteran's Approval

PIHMA was granted approval by the Arizona Department of Veterans' Services, Office of Veterans' Education, also known as the State Approving Agency. For more information, please refer to the following website: <http://www.gibill.va.gov/> or the State of Arizona Department of Veterans' Services Education Division, 3225 North Central Avenue, Suite 316, Phoenix, Arizona 85012. (602) 255-5395.

## Equal Opportunity

It is the policy of PIHMA to provide equal opportunity in employment and educational programs and activities. Equal employment opportunity includes, but is not limited to, education, tuition assistance, recruitment, hiring, promotion, termination, compensation, benefits, transfers, PIHMA-sponsored training, and social and recreational programs. In the administration of educational policies, admission policies, financial aid, or any other program of activity, PIHMA does not discriminate on the basis of race, color, religion, national origin, citizenship, gender, sexual orientation, age, disability, special disabled veteran status, other eligible veteran status, or Vietnam-era veteran status.

**PIHMA publishes its catalog to provide applicants, students, and general public with information about its educational programs, policies and procedures. This catalog does not constitute a contract. Information contained in this catalog is subject to change at the discretion of PIHMA. Current students are held to the policies in the student handbook of this catalog.**

*Catalog Effective Date from January 1, 2009*

## LETTER FROM THE PRESIDENT



### **W**ELCOME TO THE PHOENIX INSTITUTE OF HERBAL MEDICINE & ACUPUNCTURE

Phoenix Institute of Herbal Medicine & Acupuncture (PIHMA), College and Clinic, was founded by a team of highly motivated teachers, students and administrators who sought to bring the ancient practice of acupuncture and Oriental medicine to Arizona through the creation of Arizona's first educational program designed to meet nationally recognized standards in these fields. PIHMA was awarded candidacy for accreditation in 2001, accreditation in May of 2004 and 5-year re-accreditation in 2007.

PIHMA is built on two major themes: **quality** and **professional excellence**. PIHMA's faculty reflect these themes by bringing their expertise to teaching and demonstrating the highest professionalism. PIHMA's innovative curriculum and the high caliber of students that PIHMA attracts are also representative of these themes.

The phoenix bird was selected as the emblem of PIHMA's vision for several reasons. The phoenix is the bird in Egyptian mythology that lives for five centuries and then consumes itself by fire, later to come back to life renewed from its ashes to live another 500-year cycle. It is a symbol of continuity, strength, determination, wealth, immortality, hope, and reborn idealism. It also stands for unsurpassed excellence and beauty, as well as restoration. PIHMA believes that the mythology of the phoenix represents many of the concepts found in Oriental medicine and healing: the cycle of life, the goal of longevity, the rebirth of good health and balance after illness or disharmony, and the honoring of one's inherent worth and majesty. Understanding the cycles of life in nature creates a better understanding of the cycles in one's health and gives genuine hope for achieving a state of balance and wholeness. The phoenix also reflects the return of our culture to values of healing that take into consideration the *whole* person, that seek achievement of good health and longevity by *prevention* of disease or disharmony, and maintain *respect* for a person's dignity. Upon completion of the graduate program at PIHMA it is believed that students will maintain these superior values of professionalism, competence and excellence in the field of Oriental medicine.

You are invited to join PIHMA in the study of Oriental medicine. Your education will be well-grounded in the practical and theoretical concepts of this ancient and effective system. Just as the fiery nature of the phoenix embodies the Oriental concept of the Heart/Fire element, PIHMA opens its doors to you to become a compassionate facilitator of healing, serving others with an open heart.

Catherine Niemiec, J.D., L.Ac.  
President & Founder

## **GOVERNING BOARD AND ADMINISTRATION**

### Governing Board

Chair:	<b>Lucia Chow, M.I.M. (Public Member)</b>
Members at Large:	<b>Catherine Niemiec, J.D., L.Ac., President Adelaida Severson, PhD (Public Member) Marie Yahner, M.S.O.M. (Alumni Member)</b>

### Administrative Staff

President:	<b>Catherine Niemiec, J.D., L.Ac.</b>
Director of Academic Affairs:	<b>Amy E. Kahn, Ph.D., M.B.A.</b>
Clinic Director/Pharmacy Manager:	<b>Joseph Garner, Dipl.Ac. (NCCAOM), LAc.</b>
Director of Central Services	<b>Alan Goodyke, B.S.</b>
Registrar:	<b>Teresa Begay, B.S.</b>
Academic Advisor:	<b>David Myrick, M.S.O.M., Dipl.Ac. &amp; Dipl.C.H. (NCCAOM), L.Ac.</b>
Clinic Manager:	<b>Katie Urbancic</b>
Pharmacy Office Assistant	<b>Marie Yahner, MSOM, Dipl. Ac.</b>
Acupuncture Chair:	<b>David Myrick, M.S.O.M., Dipl.Ac. &amp; Dipl.C.H. (NCCAOM), L.Ac.</b>
Western Science Chair:	<b>Jennifer Gentry, N.D.</b>
Herb Chair:	<b>Scott C. Anderson, M.S.O.M., Dipl.Ac. &amp; Dipl.C.H. (NCCAOM), L.Ac.</b>
Research Chair:	<b>Shidfar Rouhani, PhD, N.D.</b>
Institutional Development Officer:	<b>Dan Bedgood, M.S.O.M., Dipl.Ac. (NCCAOM), L.Ac.</b>
Admissions Representative:	<b>Janelle Clare, (Student Ambassador)</b>
Marketing Representative:	<b>George Munger (Student Ambassador)</b>
General Staff:	<b>Andrea Valdez Buernadette Bonet Guadalupe Lopez Madison Hallock Michelle Burton, M.S.Ac., Dipl.Ac. (NCCAOM), L.Ac.;</b>
Pharmacy Assistant:	<b>Marie Yahner, M.S.O.M.</b>
Librarian:	<b>Roberta Santos, M.A.Ed., M.S.</b>

# **PURPOSE, MISSION & VISION STATEMENTS AND EDUCATIONAL OBJECTIVES**

## **Statement of Purpose**

The purpose of Phoenix Institute of Herbal Medicine & Acupuncture (PIHMA) is to educate and train students to be healing facilitators in the art, science and philosophy of acupuncture, herbal and Oriental medicine.

## **Mission Statement**

PIHMA's mission is to prepare students to meet the national and professional certification standards prescribed for the practice of acupuncture and Oriental medicine.

## **Vision Statement**

*PIHMA's ongoing vision is:*

- To promote higher standards in the practice of acupuncture and herbology.
- To facilitate research and advance public awareness as to the benefits and usefulness of acupuncture and herbology.
- To provide community service through health clinics and other community projects.
- To promote the rights of acupuncturists to practice the Oriental arts and sciences as an independent practitioner.

## **Academic Mission**

*PIHMA's ongoing Academic Mission is to:*

- The academic mission of Phoenix Institute of Herbal Medicine & Acupuncture (PIHMA) is characterized by the pursuit of academic rigor and integrity, excellence in instruction, intellectual accomplishment and research. The academic environment fosters a collegial and cooperative learning community, respect for and appreciation of differing viewpoints, scholarship, and academic freedom.
- The teaching/learning process at PIHMA is designed to offer students opportunities to realize their fullest capabilities and potential. The learning atmosphere is conducive to the exchange of ideas while balancing academic tradition with innovation.
- Faculty bring their expertise, experience and professionalism to PIHMA to promote intellectual engagement and the attainment of program competencies. They are dedicated to PIHMA's academic standards, the integrity of the academic function and the performance-based curriculum. Faculty's greatest achievement is to graduate highly professional, effective and safe practitioners of Oriental medicine.

## **Educational Objectives**

*At graduation, PIHMA students shall:*

- Possess knowledge of both the art and science of Oriental medicine, as well as the importance of western sciences to ensure a thorough grounding in scientific theories and principles;
- Demonstrate knowledge, skills, and reasoning ability to assess, diagnose, treat, and appropriately refer patients who present with a wide range of diseases using Oriental medicine theories and modalities;

- Demonstrate knowledge, skills, and reasoning ability requisite for safe and effective clinical application of acupuncture and herbal medicine;
- Demonstrate ongoing professional and ethical interactions with patients, and collaboration with fellow practitioners and members of the Western allied health field;
- Possess skills needed to advance Oriental medicine through scientific research;
- Recognize the importance and value of taking leadership roles in the socio-political dimensions of the Oriental medicine profession as an integral part of professional responsibility;
- Acquire the fundamental skills necessary to implement and maintain a private practice using effective business and marketing practices built on ethical and professional accountability; and
- Appreciate the need to pursue lifelong learning and professional growth.

### **Academic Calendar 2009-20010**

<b>Semester</b>	<b>2009 Calendar</b>	<b>2010 Calendar</b>
Spring Semester	January 5	January 4
Spring Break Weekend	April 11-12	March 20-21
Spring Finals	May 23-24	May 22-23
Summer Term	May 25	May 24
Summer Finals	August 1, 2	July 31-Aug 1
Fall semester	August 3	Aug 2
Graduation	Sept 12	Sept 11
Thanksgiving Break	November 28-29	Nov 27-28
Fall Finals	December 19-20	Dec 18, 19

### **A CAREER IN ORIENTAL MEDICINE & ACUPUNCTURE**

A career in the field of acupuncture and Oriental medicine is exciting and rewarding. It is one of the fastest-growing professions in the field of medicine. Our graduates work independently in private practice, with other healthcare providers in integrated practices or hospitals, in the spa industry, in education, and in business. Graduates can expect to earn from \$45,000 to \$200,000 a year, depending on the type of practice.

While PIHMA trains its students for independent practice, PIHMA assists students to enter the field of traditional medicine (e.g. hospitals) and health-related industries (spas and resorts). Notably, PIHMA's graduates were the first to work as acupuncturists at Valley-wide Banner Hospitals and the Phoenician and Westin Kierland resorts. PIHMA also offers its graduates the opportunity to work in PIHMA's professional clinic alongside faculty practitioners.

## DEGREE PROGRAMS

The Phoenix Institute of Herbal Medicine & Acupuncture offers a **Master of Science in Oriental Medicine** and a **Master of Science in Acupuncture**. PIHMA's degree programs are offered on a 20-week semester system. Semester sessions are held from January to May and from the end of August to December. PIHMA also has a summer intensive session from the end of May through July.

**Flexible Scheduling:** A distinctive attribute of PIHMA's program is our scheduling. Classes are generally held on **alternating weekends** between the hours of 8:00 a.m. and 6:00 p.m., and on **weekday evenings**. Summer sessions may be held on each weekend. PIHMA has made this commitment of offering weekend and evening classes to aid students in making a smooth transition into Oriental medicine, while continuing to maintain their present careers and other obligations.

Clinic observation and internship hours are offered on a variety of weekdays and evenings to provide further options for students. While clinic is a year-round operation and commitment, scheduling flexibility affords our students more time to maintain balance with school, work and other aspects of their lives.

### Master of Science in Oriental Medicine

PIHMA's Master of Science in Oriental Medicine (MSOM) degree program provides students with courses that cover all aspects of Oriental medicine: acupuncture, Chinese herbal medicine, acupressure/tui na, tai chi, qi gong, meditation and Oriental nutrition. Students are prepared to effectively handle the health issues for which Oriental medicine is noted. While rigorous and demanding, the degree program provides future practitioners with the unique skills of a comprehensively trained practitioner in Oriental medicine.

In contrast to other Oriental (or Asian medicine) herbal programs, the PIHMA herbal program is specifically designed for the Western learner. Instead of relying on traditional Eastern methods of memorization, the PIHMA program applies American adult learning techniques and theories to the classroom; traditional herbal theory is combined with

modern application. The PIHMA program presents an overall picture of a syndrome and then resolves the syndrome with formula combinations, so a student feels more confident in treating from the start. Memory retention is increased and learning becomes more enjoyable.

Currently practicing acupuncturists are encouraged to return to PIHMA for an in-depth study of Chinese herbal medicine and to obtain their Oriental Medicine degree, thereby expanding their range of practice and enhancing their patients' healing.

The Chinese herbal medicine courses for the Oriental Medicine degree cover:

- A review of syndromes and practical diagnosis related to the herbs and formulas presented.
- A thorough discussion of individual herbs and formulas, providing both practical and clinical use.
- Major Chinese patent formulas and American – made Chinese herbal products
- How to modify basic formulas according to differentiation of symptoms and signs.
- Case studies to illustrate and clarify concepts through examples.
- Home review exercises for optimal learning.

The MSOM degree program takes approximately four years to complete if attending full-time. At successful completion, students are eligible to sit for the national certification exams in acupuncture and in Chinese herbs.

## **Master of Science in Acupuncture**

The Master of Science in Acupuncture (MSAc) degree program focuses primarily on the major dimension of Oriental medicine: Acupuncture. Courses are identical to those in the Master of Science in Oriental Medicine, except that MSAc students do not take all of the herbal medicine degree courses. Students taking this degree program will be prepared to use acupuncture, cupping, moxibustion, tui na, and Oriental nutritional counseling in their practice. The foundational theory for Oriental medicine is integral to these skills, and students are prepared to achieve competency in all of these areas. The MSAc degree program takes approximately four years to complete, but may be accelerated depending on previous coursework. At successful completion, students are eligible to sit for the national certification exam in Acupuncture.

## **Concurrent Enrollment with SCNM and AMCH**

PIHMA is pleased to have ongoing relationships with Southwest College of Naturopathic Medicine (SCNM) and the American Medical College of Homeopathy (AMCH). Many of our students are concurrently enrolled at SCNM or AMCH to obtain a naturopathic medical degree or homeopathic medical degree (currently pending state approval) while attending PIHMA. Students can complete both programs simultaneously or in a modified format extending one's studies. Further details can be obtained through our admissions department.

## ADMISSION REQUIREMENTS

### Submitting Applications

Applications to PIHMA may be submitted at any time. New semesters begin each January, May and August. Prospective students are encouraged to apply for admission well in advance of the anticipated entrance date, particularly if also applying for financial aid.

Admission requirements for the Master of Science in Oriental Medicine and the Master of Science in Acupuncture are described below.

### Prerequisites & Corequisites

**Prerequisite:** Although a bachelor's degree is preferred, applicants must have satisfactorily completed at least 60 semester credits / 90 quarter credits of education at the baccalaureate level that is appropriate for graduate level work, or the equivalent, from an institution, or institutions, accredited by an agency recognized by the U.S. Department of Education (U.S.D.E.). A grade of "C" (2.0), "Pass," or better must have been earned in each course.

**Corequisites:** Students must also have a minimum of 3 credit hours or higher of general (survey) coursework in the classes listed below. These classes can be included as part of the 60 semester credits / 90 quarter credits. Otherwise they must be completed pursuant to the policy below:

- **Biology**, or biology for non majors,
- **Chemistry** or chemistry for non-majors,
- **Physics** or physics for non-majors,
- **English Composition**,
- **Psychology**.

Biology, chemistry and physics, if taken more than ten (10) years prior to admission, will not count toward admission requirements unless the applicant provides evidence of continuous activity within the previous two years in a related field or profession. (Examples: physician, physician's assistant, nurse practitioner, scientist, teacher in the field, registered nurse, et cetera). Applicants with biology, chemistry or physics credits earned more than 10 years ago may pursue any of the following three options:

- 1) Challenge courses by testing out of them;
- 2) Retake courses at an accredited college; or
- 3) Retake these courses if offered at PIHMA.

Any admission corequisite course must be taken prior

to or during the first year of matriculation into PIHMA. Please note that some of the corequisites for admission are prerequisites for class. For example: General Biology must be completed before taking Western Human Anatomy, Microbiology & Physiology I. Students planning to take Biochemistry must first complete the General Chemistry requirement; and General Physics must be completed prior to taking Western Physics & Oriental Medicine.

### Prior Learning Assessment

A maximum of 30 semester credits/45 quarter credits of admission requirements may be earned through prior learning assessment using a combination of the following assessment techniques:

1. Credit by examination may be earned through successful testing and the recommended college equivalencies of the College Scholarship Service's AP (Advanced Placement) examinations, the College Scholarship Service's CLEP (College Level Examination Program) examinations, the American College Testing PEP (Proficiency Examination Program) examinations, PONSI (N.Y. State Department of Education Program on Non-collegiate Sponsored Instruction), the USAFI (U.S. Armed Forces Institute) program, and the DANTES (Defense Activity for Non-Traditional Education Support) tests.

2. Credit for military and corporate training is assessed according to the recommendations from the American Council on Education in the National Guide to Educational Credit for Training Programs and the Guide to the Evaluation of Educational Experience in the Armed Services.

3. PIHMA accepts up to 30 semester credits toward its admissions requirement that have been awarded by portfolio assessment if that assessment was performed and credit was awarded by an institution (other than PIHMA) accredited by an institutional agency recognized by the U.S. Department of Education.

**Important Note:** Students who are awarded credit through prior learning assessment should be aware that some state licensing agencies and some institutions may not accept prior learning assessment credits that have been awarded by a non-regionally accredited institution.

## **Characteristics & Capabilities Required for Admission and Attendance**

Candidates must be able to demonstrate basic competencies for admission to the degree programs. The Admissions Committee gathers information on prospective students from letters of recommendation, evaluations, and personal interviews to determine whether a candidate is compatible with the PIHMA program and whether the prospective student has the personal, mental, physical and academic capabilities to perform the required duties of an Oriental medical student and practitioner. The committee considers the following personal qualities:

- Academic capability, including: measurement, calculation, reasoning, analysis, synthesis, problem-solving, assessment, understanding of all dimensions of objects, and use of one's senses and intuition
- Psychological maturity, including an ability to function effectively under stress, adapt to change and deal with uncertainty, and interact professionally and cooperate collegially with others; an ability to maintain mature, sensitive and professional relationships with patients and peers,
- Integrity
- Self-discipline, including the ability to provide prompt diagnosis and care of patients, and set priorities
- Good, sound professional judgment
- Empathy & concern for the well-being of others, including compassion and patience with the healing process
- Communication & observation skills, including the ability to observe with all of the senses; perception of nonverbal communications; and the ability to think critically, describe, read, write and speak effectively with patients to elicit information and to communicate to other health care staff,
- Physical motor skills to diagnose, provide care and emergency aid
- Intellectual curiosity & enthusiasm, including the ability to see multiple perspectives and possibilities,
- Motivation and desire to excel in the program
- Leadership skills
- Experience with, and knowledge of, medicine

## **Applicants with Disabilities**

All persons who meet the qualifications for admission are encouraged to apply. Any requests for reasonable accommodations must be submitted to the ADA coordinator (Director of Academic Affairs) prior to enrollment. Students with disabilities who require personal assistance must make appropriate arrangements in a timely manner before the beginning of each semester.

No student shall be retaliated against for seeking accommodation under this policy or for participating in any complaint procedures brought against PIHMA for its noncompliance with the policy. The facilities are accessible to those who are in wheelchairs.

PIHMA affirms its obligations under the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1974, prohibiting discrimination on the basis of a disability and requiring PIHMA to provide reasonable accommodations to qualified disabled students in all programs and activities.

## **Applicants with Veteran Status**

PIHMA was granted approval by the Arizona Department of Veterans' Services, Office of Veterans' Education, also known as the State Approving Agency. For more information, please refer to the following website: <http://www.gibill.va.gov/> or the State of Arizona Department of Veterans' Services Education Division 3225 North Central Avenue, Suite 316 Phoenix, Arizona 85012 2407 (602) 255 5395.

## **International Students**

### **International Applicants and Students**

#### 1. Students Holding or Requiring F-1 (Student) Visas

##### **Demonstration of academic and English Language Competence**

Applicants are expected to satisfy appropriate academic requirements, demonstrate English language proficiency, and provide acceptable evidence of adequate financial resources. Applicants with US educational credentials will be reviewed for academic eligibility under the same standards applied to domestic students. Standard reference materials published by recognized organizations such as (but not limited to) the American Association of Collegiate Registrars and Admissions Officers and the NAFSA Association of International Educators will be used as general guidelines to evaluate foreign academic credentials for academic eligibility, level of placement, and acceptability of transfer credit. In individual cases, appropriate faculty will be consulted for clarification of student credentials.

F-1 applicants whose recognized first language is not English must provide acceptable verification of their English language proficiency.

Verification must be on file by the appropriate deadline stated below.

##### **Financial Resources**

All F-1 applicants must submit proof of adequate financial resources to the Admissions Office in advance of admission.

##### **Health Insurance Requirement**

In support of the Immigration requirements for F-1 and J-1 visa holders, PIHMA requires that international students purchase and maintain health insurance coverage for the duration of their studies at PIHMA. Students who do not maintain this coverage will be blocked from registration. Ultimately these students can be dropped from their classes, thus jeopardizing their visa status.

The regulations (22.C.F.R. § 62.14) state that J-1 students and their dependents must have adequate coverage for the duration of their studies in the United States. Federal regulations require F-1 students to verify adequate funds for living expenses. Such living expenses should include health insurance. PIHMA, in compliance with federal regulations, has set the following as minimum insurance requirements for international students:

- \$50,000 per accident or illness
- Repatriation of remains in the amount of \$7,500
- \$10,000 coverage for medical evacuation
- Deductibles not to exceed \$500 per accident or illness

Insurance requirements apply to both J-1 and F-1 students. No exceptions will be made.

All exchange students (both J-1 and J-2) are required to have sickness and accident insurance and medical evacuation and repatriation insurance in effect for the duration of their exchange visitor status. A written copy of the policy in English must be provided

A **hold** will be placed on registration for all international students until proof of medical health insurance has been provided for the semester. Holds will not be lifted for any reason, including add/drop of classes. By the first day of the semester, those international students who do not provide proof of medical health insurance will be dropped from their classes.

#### 2. Applicants with Foreign Academic Credentials

Standard reference materials published by recognized organizations such as (but not limited to) the American Association of Collegiate Registrars and Admissions Officers and the NAFSA Association of International Educators will be used as general guidelines to evaluate foreign academic credentials for academic eligibility, level of placement, and acceptability of transfer credit.

Applicants are responsible for making all appropriate arrangements for providing official academic records attesting to all secondary and post-secondary education. Credentials not available in English must be submitted with an original and an attested translation prepared by a professional translator. Baccalaureate-level academic work will be considered for transfer of credit as appropriate.

Secondary and post-secondary school transcripts of applicants' academic records (including certification of graduation and the title of the diploma or certificate awarded when appropriate) must be mailed directly to the Admissions Office by the registrar or principal of each school attended. Each transcript must bear the official's signature and the school's official seal. Photocopies of educational records and documents are acceptable only if they bear an original certification of authenticity from the issuing school or examination board. The submission of notarized copies of educational records and documents and

other exceptions to the above stated foreign academic credentials policy will be considered when recommended by recognized organizations such as AACRAO and NAFSA. PIHMA reserves the right to verify the authenticity of applicants' academic records with the issuing institutions.

### 3. Applicants Who's First Language Is Not English

All students whose first language is not English must demonstrate adequate English language proficiency in advance of admission. English language proficiency must be verified in one of the following ways:

1. Applicants may sit for either the International Testing Program or the Special Center Testing Program of the Test of English as a Foreign Language (TOEFL) and have an official score report sent directly to Graduate and International Admissions. The minimum acceptable TOEFL score is 550.
2. Applicants may submit a properly certified copy of their General Certificate of Education administered by a British Testing Agency showing a grade of A, B, or C in the subject English Language. Recognized equivalent examinations will also be considered.
3. Applicants may submit academic records certifying that they have graduated from a recognized secondary school, college or university where English is the exclusive language of instruction and is located in an English-speaking country.
4. Applicants may demonstrate that they have lived in and / or worked in the United States for more than 10 years.
5. Applicants may submit academic records certifying that they have completed courses, totaling at least 6 semester hours, equivalent to both English 101 (English Composition I) and English 102 (English Composition II) with earned grades of "C" or better at a regionally accredited college or university in the United States.

## Application Packet

All applicants must submit a fully completed application packet to the Admissions department in order to receive full admission into PIHMA. The application packet shall contain the following:

1. Completed application form;
2. Two (2) recent passport size photographs;
3. Brief essay (400-word minimum) (See the application form for details);
4. Official transcripts from each academic institution attended sent directly to PIHMA Admissions;
5. Resume' or curriculum vitae listing previous occupations, positions held, previous education with start and finish dates;
6. Two (2) signed letters of recommendation from business or health care professionals. (See the application form for details);
7. Application fee of \$50

## Admission into the Master of Science Program (MSOM or MSAc)

After full review of the completed application packet, applicants will receive a **notice of appointment to a waiting list, grant of admission (conditional or full), or denial of admission**. Students who have been accepted are encouraged to send a registration fee and deposit (see Fees & Tuition) within thirty (30) days of receiving their notification of admission to PIHMA in order to reserve their place in the class entering in the next semester.

## Status of Admission

### **Full Admission:**

This status is given to those students who have met all admission requirements.

### **Conditional Admission:**

This status is given to those students who have provided evidence or attestation of meeting all entrance requirements but have not yet provided all application documents or met all admission requirements.

Students accepted with *conditional* status must provide all documents and meet all requirements by the end of their first semester in order to continue on in the program. Students have their first year of matriculation to complete the admission corequisite courses. The Admissions Committee extends

*conditional admission* on a case-by-case basis. The committee may also require conditions such as, but not limited to, requiring a student to complete additional outside training or allow the student to attend classes for a limited time period during academic observation in order to assess that student's performance.

A student accepted with *conditional acceptance* acknowledges that their status is conditional, and agrees to waive any guarantees of ongoing admission and any refund for tuition paid if they do not meet the requirements for completion of the course(s).

#### **Denial of Admission:**

This status is given to those students who do not meet full or conditional admission status requirements. Students who have been denied admission are entitled to dispute their denial to the Admissions Committee.

#### **Waiting List:**

This status is given to those students who meet full or conditional admission status requirements. Students who have been placed on the waiting list may be admitted to PIHMA at a later date. Should a class be full in a specific term, PIHMA may accept the student for a future term. Students who are ultimately denied admission are entitled to dispute their denial to the Admissions Committee.

#### **Deferral of Admission:**

Students who are granted full admission (and who accept by deposit) may defer admission for one year without having to reapply. In order to qualify, a student must provide written notice of intent to defer admission at least thirty (30) days prior to start of the semester to allow students on a waiting list to be placed in their stead.

#### **Advanced Standing:**

A Student may be granted *Advanced Standing* if he or she (1) has full or conditional admission status, and (2) the student has been awarded credit for previous college education, whether through transfer of credit or through successfully challenging courses. Students eligible for *Advanced Standing* are required to pay an Advanced Standing fee (see Financial Policies & Procedures of catalog). All prior learning and transfer equivalencies will be established, and credit granted, by the end of the first year of enrollment. Please take note that all students must earn at least 40 credits in PIHMA's Master of Science in Oriental Medicine program, or 30 credits in PIHMA's Master of Science in Acupuncture program in order to graduate.

## **Transfer of Credit**

Coursework taken at another Oriental medical institution may be transferable if the college is accredited, or a candidate for accreditation, by the Accreditation Commission of Acupuncture and Oriental Medicine (ACAOM).

**Transfer students are required to complete 40 or more credits in the Oriental Medicine program, and 30 or more credits in the Acupuncture program at PIHMA.**

**Evaluation of Credit:** PIHMA accepts transfer credits toward completion of its degree programs through evaluation of original transcripts. Courses must be successfully completed with a grade of "C" or better and earned from regionally accredited academic institutions or from ACAOM accredited (or candidate) schools. Academic institutions under consideration for transfer credits must have been accredited by an agency recognized by the U.S. Department of Education (U.S.D.E.), or have been a candidate for accreditation at the time of the student's completion of the course work.

PIHMA's registrar will evaluate transfer eligibility. Students must submit any potential transfers to the Registrar prior to admission into PIHMA. Once a student at PIHMA, transfers are limited and must receive prior written approval from the Registrar in order to be eligible for transfer. PIHMA also reserves the right to require challenge examinations in the judgment of all transfer credits.

Note: Courses used to satisfy admissions requirements cannot be used for transfer of credit. Coursework transferred will not be included in GPA calculation.

**Documentation:** For evaluation of transfer credit, applicants must provide official transcripts and college/school catalogs containing course descriptions. Some applicants may also be asked to provide course syllabi. Transcripts from foreign countries must be translated into English and evaluated by a credentials evaluation service.

**Evaluation Process:** The Registrar determines transfer of credit. A course under consideration is evaluated for equivalency to the comparable PIHMA course.

The Registrar considers the following factors when determining equivalency:

- I. Equivalency of core subject matter.
- II. Equivalency of course hours. Transfer credit for courses that contained 90% or more of the course hours of instruction required for the comparable PIHMA course may be transferred without additional testing or tutoring. If the course hours were 60% to 89% of the course-hour requirement, the student requesting transfer credit must meet with the Director of Academic Affairs to determine whether the student must (1) pass a challenge exam in the subject (see policy below on Challenging Courses by Examination) and/or (2) participate in a tutorial class or required review to make up the identified deficiency. (At such a meeting, the student may be required to present detailed course descriptions and/or syllabi). Courses for which less than 60% of the PIHMA course-hour requirement has been completed must be taken for credit at PIHMA.
- III. Grade. Courses under consideration for transfer of credit must have been completed with a minimum grade of "C" (2.0) or "Pass."
- IV. Courses under consideration for transfer of credit should have been taken within ten (10) years prior to the application date, unless the applicant/student provides evidence of continuous activity within the previous two years in the specific field for which transfer of credit is requested (for example, a physician requests credit transfer for a biomedical Western science course taken more than 10 years prior to his/her application date).
- V. Audited, continuing education, and vocational courses are not equivalent, and therefore credit for these courses are generally not transferable.

#### **Evaluation of Coursework from Non-Accredited Colleges.**

Students who have completed relevant coursework at non-accredited institutions may request to challenge courses at PIHMA. See Challenging Courses by Examination.

#### **Transfer of Clinic Hours.**

Official transcripts, catalogs and/or other official documents will be required and evaluated to determine whether clinic hours performed at another facility have met PIHMA's guidelines for acceptance. The maximum number of acupuncture clinic hours that may be transferred is 490. The maximum number of Herb clinic hours that may be transferred is 105. (*Policy Exception: PIHMA MSAC graduates who return for the MSOM Degree are considered transfer students. For these students, although they may be subject to additional clinic hours, all of the clinic hours listed on their PIHMA transcript will transfer from one program to the other.*)

#### **Guidelines for determining transferability of clinic hours are set forth as follows:**

**a. Observation Hours.** Students may only transfer in fully completed clinic hours. PIHMA will not accept partial transfers. Acupuncture observation clinic hours can only be transferred as long as the student fulfilled these hours observing licensed acupuncturists and/or senior student interns performing acupuncture therapies under a licensed acupuncturist in a clinical setting where patients were regularly treated.

**b. Internship Hours.** Students may transfer internship clinic hours in acupuncture if the student's internship was under the supervision of a licensed acupuncturist and where Asian medicine was the primary form of healthcare used in treating the patient (e.g., if at a naturopathic school, it must have been an acupuncture shift). The student must have performed treatments that included patient interviews, participation in diagnosis and treatment planning, performance of appropriate acupuncture, and follow-up on patients' responses to treatment. Internship hours may be transferred from another teaching clinic accredited by ACAOM (or in candidacy) or from a clinical facility with a formal affiliation with PIHMA, and where the other clinic: (1) exercises academic oversight substantially equivalent to the academic oversight exercised for teaching clinics operated by PIHMA; (2) clinical instructors' qualifications meet PIHMA's requirements for clinical instruction; (3) regular, systematic evaluation of the clinical experience takes place; and (4) clinical training supervision procedures and treatment modalities are substantially equivalent to those within the teaching clinic operated by PIHMA.

#### **c. Clinic Hours to Credit Hour Ratio.**

Externships: For every 3 clock hours interned at an off-site facility (approved by PIHMA) students can transfer in 2 clock hours towards PIHMA internship requirements. 45 clock hours of externship is equal

to 1 credit hour at PIHMA. Some of the SCNM supervised shifts fall into this category. Note: Before beginning an externship, be sure to check with the Clinic Director and with the Registrar for approval.

**PIHMA Offsite Clinic:** An observer/intern may complete a portion of their credit hours at a PIHMA Offsite Clinic. These hours can be transferred at a 1-to-1 ratio. For every 1 clock hour interned at a PIHMA off-site facility, students can transfer in 1 clock hour towards PIHMA internship requirements. Like on-site credits, 30 clock hours is equal to 1 credit hour at PIHMA. A list of approved PIHMA Offsite Clinics can be obtained from the Clinic Director. See *Clinic Handbook* for more information.

**d. Evidentiary Documentation.** Students who desire to transfer clinic hours obtained at another institution and/or clinic facility are required to provide evidence of the nature of the clinical instruction in the form of official transcripts, tracking forms, catalogs and/or other official documents.

## **POLICIES, PRACTICES & PROCEDURES**

### **Challenging Courses by Examination**

**Challenging for Transfer or Test Credit:** Students may ask in writing to take a challenge examination in order to receive credit (transfer or otherwise) for courses that do not meet equivalency requirements. Students who have received informal education and training at sources from which there is no transcript to evaluate, or whose credit policies are different from PIHMA, may challenge courses if the subject of the course material is comparable to courses at PIHMA.

All students taking challenge examinations are required to:

1. Submit a written notification to the Registrar.
2. Provide written documentation such as certified letters, course materials, certificates, et cetera of the informal education and training, which may include career experience applicable to the course being challenged.
3. Pay a challenge examination fee.

The Registrar will assure that the student is provided with (1) a course syllabus, and/or (2) a list of reading materials required in the course. The Faculty Member and/or the Registrar will schedule the day and time for the test to be taken, assign a proctor, and will make arrangements for the test to be graded. After the exam has been passed (by 80% or higher required), the student will receive credit. The student will receive a "T" on his or her transcript to indicate

the award of transfer credit. If the student fails the test (a grade of 79% or lower), he or she must register and pay for the course and successfully complete the course in the classroom setting. The challenge fee is non-refundable. If the student changes his or her mind and decides to not take the test after it has been prepared, the student will not be refunded the challenge fee, and must additionally register and pay full tuition for the course and successfully complete the course in the classroom setting.

**Leave of Absence:** A student seeking a leave of absence must obtain consent from the Registrar. A request for leave must be submitted in writing. The *Request for Leave of Absence* forms can be obtained from the Registrar. If a student does not obtain consent for a leave of absence and fails to either attend 3 consecutive classes or to register for the next semester, that student is deemed withdrawn from PIHMA and must reapply for admission.

A *leave of absence* (LOA) is granted for one semester at a time and no longer than 6 months per request. If a student would like to extend their LOA beyond 6-months the student must formally renew the LOA with the Registrar.

Students who collect federal financial aid and who are on leave of absence for 6-months will be subject to the terms of repayment as outlined during the financial aid entrance interview.

Students who choose to extend their leave for over 12-months must reapply and be accepted in order to register for courses. The student is subject to the catalog in effect at time of re-admission.

**Readmission:** If a student has been dismissed, disqualified or expelled for any reason, that student must complete a new student application and follow the admissions process to resume coursework, and is considered to be enrolled on a probationary status for one year after return into the program. During this time, the student may be disqualified or expelled if the student fails to demonstrate either *satisfactory academic progress* or any of the core *characteristics required for admission*. Students who wish to re-enter into clinic may also be required to take the written and/or practical clinic entrance exam.

**Program Change (between OM and Acupuncture degrees):** Students may change from one program to another upon application and payment of the program transfer fee. This fee covers a comprehensive assessment of the students' work to date. Note: Herb clinic hours cannot be counted toward clinic requirements of a Masters of Science in

Acupuncture (MSAc) degree. If a student prescribed herbs during a shift, these hours will not count toward the MSAc hours. This is because MSAc students cannot prescribe herbs as part of their clinical internship.

**Non-Matriculation Policy:** Non-matriculating students are individuals who do not anticipate graduating with a Master's degree from PIHMA. Non-matriculating students are not enrolled in degree programs. All policy, standards, and guidelines for non-matriculating students are nevertheless the same as those for matriculating students. Non-matriculating students must meet the appropriate corequisites and prerequisites and submit an application packet. Non-matriculating students may earn transferable credit and be awarded grades. It should be noted that physical exercise courses such as Qi Gong and Tai Chi are the exception to this policy.

### **Degree Program Completion Requirements**

Students will receive their Master of Science degree if they have:

1. Completed all required courses and classroom hours, with a minimum cumulative grade point average of 3.0 within the permitted time frame(s).
2. Satisfactorily achieved all clinic competencies and the required number of clinic hours.
3. Fully paid all tuition and fees, and clear all encumbrances such as return of library materials, and completed any review board obligations.
4. Passed annual competency exams.
5. Met their community service requirements (see below).

### **About the NCCAOM Exam & Licensure**

In order to practice in most states, including Arizona, students must successfully pass the certification exam administered by the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM). Its mission is to establish, assess, and promote recognized standards of competence and safety in acupuncture and Oriental medicine for the

protection and benefit of the public. Students are responsible for pursuing certification in a timely manner. The NCCAOM requires test applicants to submit verification from their school at least one (1) month prior to its due date to NCCAOM. Students must ensure that they request such verification from PIHMA in a timely manner from the Registrar. PIHMA is not responsible for any delays in the certification process due to the actions or non-actions of students or by NCCAOM.

Exam schedules and requirements may be found at the organization's website, [www.nccaom.org](http://www.nccaom.org).

### **Important Note with regard to Arizona licensure:**

The following language has been requested for insertion in all catalogs of Acupuncture & Oriental Medicine (AOM) educational institutions in Arizona by the Arizona Board of Private Postsecondary Education regarding the current language of the Acupuncture Board of Examiners.

*"A degree in Acupuncture and Oriental Medicine does not authorize a person to practice "Oriental medicine" in Arizona. Currently, the term "Oriental medicine" is not included in the definition of the practice of acupuncture for persons licensed by the Acupuncture Board of Examiners. The laws of several other Arizona licensing boards prohibit a person from using any words, initials, or symbols that would lead the public to believe the person is licensed to practice medicine in Arizona."*

This language helps clarify the distinction between the practice of conventional, Western medicine and the training in acupuncture and Oriental medicine practiced in nearly all states in the U.S. and taught at all AOM schools nationwide, including Arizona. In addition, the previous insertion refers to the fact that the Acupuncture Board of Examiners currently does not include the specific language and terminology of "Oriental medicine" in its scope of oversight, although in its definition of "Acupuncture," all of the tools and modalities of Oriental medicine are included in the scope of practice. The board also requires that all colleges be approved by the Accreditation Commission for Acupuncture & Oriental Medicine (ACAOM) and licensees successfully pass the NCCAOM exam.

## Suggested Schedule: Master of Science in Oriental Medicine

<b>SEMESTER 1</b>			
<b>Course Code</b>	<b>Course Title</b>	<b>Credit(s)</b>	<b>Clock Hours</b>
OMT 500	Oriental Medical Theory I	3.0	45
OMT 520p	Point Location & Meridians I	3.0	45
OMT 580	Chinese Language & Culture	2.0	30
BIO 400p	Applied Human Anatomy	2.0	30
HCR 420	Western Medical Terminology	2.0	30
HCR 425	History of Medicine	1.0	15
BIO 410	Botany	3.0	45
EMV 510	Qi Gong I	1.0	15
		<b>17 credits</b>	<b>255 hours</b>

<b>SEMESTER 2</b>			
<b>Course Code</b>	<b>Course Title</b>	<b>Credit(s)</b>	<b>Clock Hours</b>
OMT 510	Oriental Medical Theory II	3.0	45
OMT 550p	Point Location & Meridians II	3.0	45
OMP 508	Materials & Methods	3.0	45
OMIT 525	Point Energetics I	3.0	45
OMT 530p	Oriental Medical Diagnosis & Practicum	3.0	45
HCR 441	Public Health	3.0	45
EMV 515	Tai Chi	1.0	15
		<b>19 credits</b>	<b>285 hours</b>

<b>SEMESTER 3</b>			
<b>Course Code</b>	<b>Course Title</b>	<b>Credit(s)</b>	<b>Clock Hours</b>
OMT 540	Oriental Medical Theory III	3.0	45
ACU 515p	Acupuncture Practicum I	3.0	45
OMT 555	Point Energetics II	3.0	45
BIO 401	Anatomy & Physiology I	4.0	60
CHM 425	Organic Chemistry	3.0	45
HBT 100	Intro to Herbs	2.0	30
OMP 501	Clinical Observation I	3.0	90
		<b>18 class cr.</b>	<b>270 hours</b>
		<b>3 clinic cr.</b>	<b>90 clinic hour</b>

<b>SEMESTER 4</b>			
<b>Course Code</b>	<b>Course Title</b>	<b>Credit(s)</b>	<b>Clock Hours</b>
ACU 525p	Acupuncture Practicum II	3.0	45
OMT 605	Oriental Medical Pathology I	3.0	45
MGT 510	Counseling & Communications	3.0	45
BIO 402	Anatomy & Physiology II	4.0	60
CHM 430	Biochemistry	3.0	45
HBT 501a	Herb Theory IA	3.0	45
HBT 501b	Herb Theory IB	3.0	45
RES 600	Research	2.0	30
OMP 502	Clinical Observation II	3.0	90
		<b>24 class cr.</b>	<b>360 hours</b>
		<b>3 clinic cr.</b>	<b>90 clinic hour</b>

<b>SEMESTER 5</b>			
<b>Course Code</b>	<b>Course Title</b>	<b>Credit(s)</b>	<b>Clock Hours</b>
OMT 625	Oriental Medical Pathology II	3.0	45
ACU 615p	Acu-Microsystems Practicum	3.0	45
HCR 432	Western Pathophysiology I	4.0	60
BIO 405	Microbiology	4.0	60
HBT 502a	Herb Theory 2A	3.0	45
HBT 502b	Herb Theory 2B	3.0	45
OMP 515	Tui Na I	2.0	30
RES 610	Applied Research Project	2.0	30
OMP 1000	Clinic Procedures	.17	5
OMP 611A	Clinical Internship IA	3.0	90
OMP 611B	Clinical Internship IB	3.0	90
		<b>24 class cr.</b>	<b>360 hours</b>
		<b>6.17 cl cr.</b>	<b>185 cl hr</b>

<b>SEMESTER 6</b>			
<b>Course Code</b>	<b>Course Title</b>	<b>Credit(s)</b>	<b>Clock Hours</b>
OMT 630	Oriental Medical Theory IV	3.0	45
OMT 560	Oriental Nutrition	2.0	30
HCR 522	Western Pathophysiology II	4.0	60
HCR 410	Western Nutrition	3.0	45
HBT 503a	Herb Theory 3A	3.0	45
HBT 503b	Herb Theory 3B	3.0	45
EMV 520	Qi Gong II	1.0	15
OMP 611C	Clinical Internship 1C	3.0	90
OMP 621A	Clinical Internship 2A	3.0	90
		<b>19 class cr.</b>	<b>285 hours</b>
		<b>6 clinic cr.</b>	<b>180 cl. hour</b>

<b>SEMESTER 7</b>			
<b>Course Code</b>	<b>Course Title</b>	<b>Credit(s)</b>	<b>Clock Hours</b>
OMT 640	Advanced Integrative Pathology	2.0	30
PHY 401	Western Physics & Oriental Medicine	2.0	30
OMT 610	Classics Seminar	2.0	30
PHM 610	Pharmacology	4.0	60
HCR 600	Western Physical Exam	3.0	45
HBT 650	Complementary Herbology	3.0	45
HBT 660	Herbal Classics	3.0	45
OMP 555	Tui Na II	3.0	45
OMP 621B	Clinical Internship 2B	3.0	90
OMP 621C	Clinical Internship 2C	3.0	90
OMP 2000	Advanced Clinical Procedures	.17	5
HBP 630	Herb Clinic I	3.5	105
		<b>22 class cr.</b>	<b>330 hours</b>
		<b>9.67 cl cr.</b>	<b>290 cl hour</b>

<b>SEMESTER 8</b>			
<b>Course Code</b>	<b>Course Title</b>	<b>Credit(s)</b>	<b>Clock Hours</b>
OMP 640	Advanced Clinical Techniques	3.0	45
OMT 645	OM Psychology	3.0	45
HCR 610	Western Clinical Diagnosis	3.0	45
HBT 670	Herb-Drug Interactions	2.0	30
HBT 680	Herbal Preparation & Pharmacy Practice	2.0	30
MGT 510	Professional Ethics	1.0	15
MGT 520	Practice Management	2.0	30
OMP 631A	Clinical Internship 3A	3.0	90
OMP 631B	Clinical Internship 3B	3.0	90
HBP 640	Herb Clinic II	3.5	105
		<b>16 class cr.</b>	<b>240 hours</b>
		<b>9.5 cl cr.</b>	<b>285 cl hour</b>

<b>Totals for Oriental Medicine Degree:</b>	<b>196.34 credits</b>	<b>3,505 hours</b> 1120 clinical hours (combined acupuncture & herb)
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## Suggested Schedule: Master of Science in Acupuncture

<b>SEMESTER 1</b>			
<b>Course Code</b>	<b>Course Title</b>	<b>Credit(s)</b>	<b>Clock Hours</b>
OMT 500	Oriental Medical Theory I	3.0	45
OMT 520p	Point Location & Meridians I	3.0	45
OMT 580	Chinese Language & Culture	2.0	30
BIO 400p	Applied Human Anatomy	2.0	30
HCR 420	Western Medical Terminology	2.0	30
HCR 425	History of Medicine	1.0	15
BIO 410	Botany	3.0	45
EMV 510	Qi Gong I	1.0	15
		<b>17 credits</b>	<b>255 hours</b>

<b>SEMESTER 2</b>			
<b>Course Code</b>	<b>Course Title</b>	<b>Credit(s)</b>	<b>Clock Hours</b>
OMT 510	Oriental Medical Theory II	3.0	45
OMT 550p	Point Location & Meridians II	3.0	45
OMP 508	Materials & Methods	3.0	45
OMIT 525	Point Energetics I	3.0	45
OMT 530p	Oriental Medical Diagnosis & Practicum	3.0	45
HCR 441	Public Health	3.0	45
EMV 515	Tai Chi	1.0	15
		<b>19 credits</b>	<b>285 hours</b>

<b>SEMESTER 3</b>			
<b>Course Code</b>	<b>Course Title</b>	<b>Credit(s)</b>	<b>Clock Hours</b>
OMT 540	Oriental Medical Theory III	3.0	45
ACU 515p	Acupuncture Practicum I	3.0	45
OMT 555	Point Energetics II	3.0	45
BIO 401	Anatomy & Physiology I	4.0	60
CHM 425	Organic Chemistry	3.0	45
HBT 100	Intro to Herbs	2.0	30
OMP 501	Clinical Observation I	3.0	90
		<b>18 class cr.</b>	<b>270 hours</b>
		<b>3 clinic cr.</b>	<b>90 clinic hour</b>

<b>SEMESTER 4</b>			
<b>Course Code</b>	<b>Course Title</b>	<b>Credit(s)</b>	<b>Clock Hours</b>
ACU 525p	Acupuncture Practicum II	3.0	45
OMT 605	Oriental Medical Pathology I	3.0	45
MGT 510	Counseling & Communications	3.0	45
BIO 402	Anatomy & Physiology II	4.0	60
CHM 430	Biochemistry	3.0	45
ELE	Elective	2.0	30
RES 600	Research		
OMP 502	Clinical Observation II	3.0	90
		<b>20 class cr.</b>	<b>300 hours</b>
		<b>3 clinic cr.</b>	<b>90 clinic hour</b>

<b>SEMESTER 5</b>			
<b>Course Code</b>	<b>Course Title</b>	<b>Credit(s)</b>	<b>Clock Hours</b>
OMT 625	Oriental Medical Pathology II	3.0	45
ACU 615p	Acu-Microsystems Practicum	3.0	45
HCR 432	Western Pathophysiology I	4.0	60
BIO 405	Microbiology	4.0	60
OMP 515	Tui Na I	2.0	30
RES 610	Applied Research Project	2.0	30
OMP 1000	Clinic Procedures	.17	5
OMP 611A	Clinical Internship IA	3.0	90
OMP 611B	Clinical Internship IB	3.0	90
		<b>18 class cr.</b>	<b>270 hours</b>
		<b>6.17 cl cr.</b>	<b>185 cl hr</b>

SEMESTER 6			
Course Code	Course Title	Credit(s)	Clock Hours
OMT 630	Oriental Medical Theory IV	3.0	45
OMT 560	Oriental Nutrition	2.0	30
HCR 522	Western Pathophysiology II	4.0	60
HCR 410	Western Nutrition	3.0	45
ELE	Elective	2.0	30
EMV 520	Qi Gong II	1.0	15
OMP 611C	Clinical Internship 1C	3.0	90
OMP 621A	Clinical Internship 2A	3.0	90
		<b>15 class cr.</b>	<b>225 hours</b>
		<b>6 clinic cr.</b>	<b>180 cl. hour</b>

SEMESTER 7			
Course Code	Course Title	Credit(s)	Clock Hours
OMT 640	Advanced Integrative Pathology	2.0	30
PHY 401	Western Physics & Oriental Medicine	2.0	30
OMT 610	Classics Seminar	2.0	30
PHM 610	Pharmacology	4.0	60
HCR 600	Western Physical Exam	3.0	45
OMP 555	Tui Na II	3.0	45
OMP 621B	Clinical Internship 2B	3.0	90
OMP 621C	Clinical Internship 2C	3.0	90
OMP 2000	Advanced Clinical Procedures	.17	5
		<b>16 class cr.</b>	<b>240 hours</b>
		<b>6.17 cl cr.</b>	<b>185 cl hour</b>

SEMESTER 8			
Course Code	Course Title	Credit(s)	Clock Hours
OMP 640	Advanced Clinical Techniques	3.0	45
OMT 645	OM Psychology	3.0	45
HCR 610	Western Clinical Diagnosis	3.0	45
MGT 510	Professional Ethics	1.0	15
MGT 520	Practice Management	2.0	30
OMP 631A	Clinical Internship 3A	3.0	90
OMP 631B	Clinical Internship 3B	3.0	90
		<b>18 class cr.</b>	<b>180 hours</b>
		<b>6.5 cl cr.</b>	<b>180 cl hour</b>

<b>Totals for Acupuncture Degree:</b>	<b>169.84 credits</b>	<b>910 hours</b>
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Course Prefix Legend					
Code	Course Type	Code	Course Type	Code	Course Type
ACU:	Acupuncture	HBT:	Herb Theory	p:	Practicum
BIO:	Biology and Botany	HCR:	Health Care Related	PHY:	Physics
CHM:	Chemistry	MGT:	Practice Management	PSY:	Psychology
EMV:	Movement	OMP:	Oriental Medicine Practicum	RES:	Research
HBP:	Herbal Practicum	OMT:	Oriental Medicine Theory	ELE	Elective

Students are advised that **these are full-time Oriental medical degree programs which require commitment and study time during free weekends and weeknights.** (Note: Students are encouraged to continue the practice of Qi Gong, Tai Chi, yoga, or a martial art after their first year in order to maintain physical harmony throughout the rigorous academic schedule.) **Note: PIHMA reserves the right to select which courses will be offered each semester and to cancel or reschedule any class or clinic shift in which there is an insufficient number of students enrolled or patients signed up. PIHMA reserves the right to change instructional staff and equipment, to reset class schedules and hours, to consolidate classes, to change locations, to change graduation requirements and curriculum, to adjust tuition, and to revise, add or delete courses as necessary.**

## CLINICAL INTERNSHIP COMPETENCIES

Clinical internship at PIHMA is progressive and carries the student through a series of leveled experiences which are designed to produce a graduate practitioner ready for independent clinical practice.

**General Clinical Competencies** represent a culmination of composite clinical behaviors, knowledge, skills, and abilities which must be acquired by the end of the internship experience. These are competencies expected of all practitioners. **Specific Clinical Competencies** are skills, behaviors, and attitudes that are specific to and are assessed in each internship experience. The Specific Clinical Competencies are tied directly to the General Clinical Competencies because they include work ethic behaviors, clinic set-up, and performance of specific procedures. Competencies are assessed through evaluations and competency exams which are required for admittance into the subsequent levels of clinic and graduation.

**Internship** is an integration of theory and practicum experiences. Through the experiences in Internship, students gain the knowledge and confidence to safely diagnose and treat patients. Each internship experience is leveled according to prescribed and progressive skills and knowledge. Students are not placed in clinical situations they are not prepared to handle. This is assured through a progressively leveled clinical experience that is supervised by clinical faculty and a clinic director all of whom are licensed practitioners. Students begin internship having only observational experiences. As knowledge, experience and confidence are acquired, the level of supervision moves from strict to minimal. By the completion of the entire internship, students are working in an independent practice setting with consultation by the clinic faculty, and are expected to possess the knowledge and clinical expertise required of a graduate practitioner.

### Clinic Internship Levels of Supervision

Levels	Responsibilities
<b>Observation I &amp; II</b>	Students primarily observe patient treatments. They may take pulses and observe procedures performed by advanced students under the strict supervision of clinic faculty. <b>(180 hours)</b>
<b>Internship 1A, 1B, 1C &amp; Clinical Procedures</b>	Students perform basic procedures under supervision during diagnosis and treatment of the patient. The process of diagnosis and formulation of treatment plans begins, which are developed in conjunction with the clinic supervisor. OM Students may assist in formula making, but may not yet prescribe formulas. <b>(275 hours)</b>
<b>Internship 2A, 2B, 2C &amp; Advanced Clinical Procedures</b>	Students gain experience and confidence to perform most procedures, with clinical supervision during needling. They conduct patient intakes, formulate treatment plans based upon their diagnosis and administer treatments. Students must get treatment plans approved by clinic faculty prior to administering them. OM students may develop and prepare formulas, if primary herbal training is completed. <b>(275 hours)</b>
<b>Internship 3A,3B</b>	Students work independently with oversight by clinic faculty. Students construct treatment plans, understand complications and modifications to existing treatment plans, and in the case of herb students, prescribe and prepare formulas. <b>(180 hours)</b>
<b>Herbal Clinic I &amp; II</b>	Students will be integrating herbal practice throughout their clinical hours and also while working in herb clinic. These additional hours further prepare students. Herbal students gain experience diagnosing patients and developing treatment plans using raw herbs and patent formulas, and through extensive clinical testing and review. <b>(Additional 180 hours for OM students)</b>

## COMMUNITY SERVICE REQUIREMENT

PIHMA Students must complete 30 total hours of documented and approved community service for graduation.

PIHMA values community service for a multitude of reasons. Service to others fosters a compassionate and empathetic heart which is required for being a healer. It also provides opportunities for enhancement of many of the characteristics required for the role of the practitioner: psychological maturity, integrity, self-discipline, good judgment, communication and observation skills, enthusiasm, the ability to see other perspectives, and leadership skills. It is also important to be active in the community in which one lives, contributing to the well-being of others, which in turn also nurtures our own well-being. Through kind acts and interactions, one can create positive impact on the lives of others in untold ways.

## COURSE DESCRIPTIONS

### Acupuncture Courses

#### **ACU 515p ACUPUNCTURE PRACTICUM I 45 hours/3 credits**

This course is the second stage in a 3-semester sequence of skill-based TCM Practicum classes at PIHMA. This course expands upon the knowledge and experience gained in OMP 505 to teach students the needling techniques and adjunctive therapies such as electro-acupuncture, interdermal needling, cupping, gua sha, and moxibustion that enable a practitioner to safely and effectively treat patients in a clinical setting. Students will learn how to choose the appropriate needling and adjunctive techniques to treat conditions commonly seen in the clinic. Students are provided plenty of supervised hands-on experience to insure proficiency in these skills.

**Prerequisite:** OMP 508 Materials & Methods

#### **ACU 525p ACUPUNCTURE PRACTICUM II 45 hours/3 credits**

This course is the third stage in a 3-semester sequence of skill-based TCM Practicum classes at PIHMA. This course integrates and applies the theoretical and clinical skills learned to date by putting the student to work in a simulated clinical setting. Under close supervision of the instructor, students will practice their interviewing, diagnostic, and pattern identification skills, as well as acu-point selection and treatments on each other and volunteer patients from the community.

**Prerequisites:** ACU 515p Acupuncture Practicum I

OMT 530p OM Diagnosis  
Practicum  
OMT 510 Oriental Medical Theory  
II  
OMT 520p Point Locations I  
OMT 550p Point Locations II  
OMT 525 & 555 Point Energetics I  
& II

#### **ACU 615p ACU-MICROSYSTEMS PRACTICUM 45 hours/3 credits**

Microsystems are anatomical areas in which the entire body can be treated. The ear, scalp, and hand are three of these systems. Each has particular diagnostic and treatment strengths which are presented during this course, along with the anatomy and pathology specific to each. Through supervised hands-on experience, students learn the applications, acupuncture point locations and needling techniques appropriate to each micro-system.

**Prerequisite:** ACU 515p Acupuncture Practicum I

### Biology & Botany Courses

#### **BIO 400p APPLIED HUMAN ANATOMY 30 hours/2 credits**

This course covers the introductory study of the structure of the human body for assistance with point location courses. Primary material covered will be skeletal, muscular, nerve and circulatory anatomy, as well as the bony and soft-tissue structures of the body. Students will learn to apply their anatomical knowledge in palpation relative to anatomy.

**Corequisite:** OMT 520p Point Location & Meridians I

#### **BIO 400Ap (Elective) ADVANCED APPLIED HUMAN ANATOMY 30 hours/2 credits**

This integrative course explores the anatomical underpinnings of the acupuncture channels and shows how they articulate with the network of arteries, veins, nerves and muscles in the human body. Students will study the entire channel system in detail, including internal and external main channels, tendino-muscular channels, all luo channels, divergent channels and the eight extraordinary channels. Students will also study the physiological meaning of essence, qi, blood, yin, yang, the zangfu organs, endocrine glands, lymphatics and other body systems in ancient Chinese thought.

**Prerequisite:** BIO 281 Introduction to Biology  
OMT 520p Point Location & Meridians I  
OMT 550p Point location & Meridians II  
BIO 401 Human Anatomy &

## Biology & Botany Courses

**BIO 281**  
**GENERAL BIOLOGY**  
**45 hours/3 credits**

This class is a corequisite for admission into PIHMA. This introductory course covers the basic principles and concepts of biology. Methods of scientific inquiry and behavior of matter and energy in biological systems are explored. prereq

**Prerequisite: None**

**BIO 401**  
**HUMAN ANATOMY & PHYSIOLOGY I**  
**60 hours/4 credits**

This course covers human skeletal, vascular, nerve, and muscular anatomy, with a focus on the importance of these structures when choosing acupuncture points. Histology and microstructures of human tissue are also studied. This course will help the student understand the importance of the relationship between the anatomy and function of all these systems.

**Prerequisite: None**

**BIO 402**  
**HUMAN ANATOMY & PHYSIOLOGY II**  
**60 hours/4 credits**

In this course, the normal functions of the systems of the human body are studied: digestive, respiratory, lymphatic, neurological, endocrine, cardiovascular, reproductive, sensory, and renal. Concepts of homeostasis and the physiology of the immune system are also covered.

**Prerequisite: BIO 401 Hum. Anatomy & Physiology I**

**BIO 405**  
**MICROBIOLOGY**  
**60 hours/4 credits**

This course covers the principles and science of microbiology, including the role of bacterial, viral, fungal, and parasitic agents in disease.

**Prerequisite: BIO 281 General Biology**

**BIO 410**  
**BOTANY**  
**45 hours/3 credits**

Plants nurture and sustain all living things. As complex chemical factories, plants provide oxygen, food, medicines, raw materials for industry and many other products. This overview course will introduce the student to the plant kingdom and explore the human connection to plants. Topics covered include

taxonomy (classification and naming, including important plant families), geography, morphology (structure), physiology (functions), important plant constituents, toxicology and uses of plants. In addition, students will learn and practice basic plant identification methods. Some field trips are included.

**Prerequisite: None**

## Chemistry Courses

**CHM 213**  
**GENERAL CHEMISTRY**  
**45 hours/3 credits**

This class is a prerequisite for admission into PIHMA. Elements of general chemistry are covered in this class. Students can expect the major groups of elements, equilibrium theory, electrochemistry thermodynamics and other related topics.

**Prerequisite: None**

**CHM 425**  
**ORGANIC CHEMISTRY**  
**45 hours/3 credits**

This course begins with the representative groups of organic compounds and their biological applications. This course covers nomenclature, functional groups and reactions, and molecular orbital theory.

**Prerequisite: CHM 213 General Chemistry**

**CHM 430**  
**BIOCHEMISTRY**  
**45 hours/3 credits**

This course covers biochemistry with focus on bioenergetics (carbohydrates, lipids, proteins & enzymes) and biosynthetic pathways (nucleic acids and protein synthesis). In this class, you will learn structures, properties and functions as well as the utilization and synthesis of these materials by living systems and the relationship of the processes to energy production and utilization.

**Prerequisite: CHM 213 General Chemistry**

## Movement Courses

**EMV 510**  
**Qi GONG I**  
**15 hours/1 credit**

Qi Gong builds strength, tonifies and circulates qi & Blood, and balances the organs. It is used for self-cultivation, prescribed for patients to augment weaknesses or circulate qi, or used directly as a treatment modality. In this course, students will be introduced to basic Qi Gong techniques in order to learn how to access and direct the flow of their qi using breath, simple exercises, and meditation.

**Prerequisite: None**

**EMV 515****TAI CHI****15 hours/1 credit**

Tai Chi is an internal Chinese martial art and health cultivation tool consisting of slow, linked movements designed to circulate and balance the Qi. It is widely practiced in China by people of all ages and has been shown to have outstanding health benefits, particularly for the aged and those in poor health. Students will learn gentle, relaxing, and centering exercises ideal for cultivating health.

**Prerequisite: None****EMV 520****QI GONG II****15 hours/1 credit**

This semester takes students more in depth in the use of Qi Gong for therapeutics, as well as for self-cultivation. Students will practice basic techniques for developing skills in the use of medical Qi Gong.

**Prerequisite: EMV 510 Qi Gong I****EMV 900****ADVANCED QI GONG (elective)****15 hours/1 credit**

This class allows students to refine their Qi Gong skills by practicing the concepts and exercises for personal

**Prerequisite: EMV 510 Qi Gong I  
EMV 515 Qi Gong II****English Courses****ENG 100****ENGLISH COMPOSITION****45 hours/3 credits**

This class is a prerequisite for admission into PIHMA. This class will cover the fundamentals of writing. The emphasis is on writing composition with a focus on persuasive, research-based writing and understanding writing as a process. This course will help students be better equipped to master the research requirements at PIHMA.

**Prerequisite: None**

## **PIHMA's Herbal Program:**

*The following herbal courses have been exclusively developed for PIHMA through the collaboration of the Institute of Chinese Herbology (ICH), Oakland, CA, and PIHMA. The PIHMA program acknowledges the way western minds think and organize information. Instead of rote memorization, this program has created learning modules whereby theory is combined with practical application within a cohesive framework. This program presents the overall picture and goes in depth with each new module, so the student can feel confident early on with the art and skill of Chinese herbal prescriptions.*

*Each segment will cover: [1] a review of syndromes and practical diagnostics related to the herbs and formulas presented; [2] a thorough discussion of individual herbs and formulas in which they are commonly found; [3] major Chinese patent formulas and American-made Chinese herbal formulas; [4] how to modify basic formulas according to differentiation of symptoms and signs; [5] case studies to illustrate and clarify through application; and [6] home review exercises for optimal learning.*

## **Herbal Practicum Courses**

### **HBP 630**

#### **HERB CLINIC I**

**105 hours/3.5 credits**

Students will begin Herb Clinic through observation of herbal consultations and assisting with filling herbal prescriptions. In addition, students will participate in the business of running the herb clinic: stocking, ordering, inventory, and herbal preparation. Students will also participate in researching and developing herbal formulas based on consultations.

**Prerequisite:** HBT 100 Introduction to Herbs & 2 Additional Herb Courses

### **HBP 640**

#### **HERB CLINIC II**

**105 hours/3.5 credits**

During this clinical rotation, students will take the lead in doing comprehensive patient intakes, create formulas for patients based on TCM diagnosis, provide patient education on the correct preparation and use of formulas, put together the prescribed formulas, and be responsible for appropriate follow-up consultations with patients.

**Prerequisite:** HBP 630 Herb Clinic I & 6 Additional Herb Classes

## **Herb Theory Courses**

### **HBT 100**

#### **Introduction to Herbs**

**30 hours/2 credits**

This introductory herb class for both Acupuncture and Oriental Medicine degree students provides a unique overview of the herbal medicine system. Students will begin by examining the development of Chinese herbal medicine. Topics will include presentation of new terms to identify substances by pinyin name and pharmaceutical name and classifying herbal substances by therapeutic actions. The first module includes the beginning of Chinese herbal medicine by introducing contents of classical texts such as the *shan han bing lun* and the formulas that continue to be as effective today as they were 1760 years ago. Presented are designations of characteristics of thermal, flavor properties, channel tropism, concepts of combinations for cumulative effects, and appropriate dosing guidelines, and use of processed or unprocessed substances for therapeutic effects. Topics also include the introduction of the principles of herbal theory, differentiation of patterns, implementing strategies, using formulas for therapeutic treatment, modification by additions or omissions of formulas. Details of emphasis in this module will be in qi and blood generation.

### **HBT 501a**

#### **HERB THEORY 1A**

**45 hours/3 credits**

Kidneys yin and yang

This course prepares students to identify the functions, importance and characteristic aspects of the Kidneys in TCM. Emphasis is placed on differentiation of Kidney patterns of qi, yin and yang. Students will learn to recognize when Kidney jing deficiency is a factor with presentations and to detail categories of substances and formulas including those that tonify yin, tonify yang, herbs that stabilize and prevent loss of jing, and herbs that clear heat from deficiency.

**Prerequisite:** OMT 500 Oriental Medical Theory I  
OMT 510 Oriental Medical Theory II  
HBT 100 Introduction to Herbs

### **HBT 501b**

#### **HERB THEORY 1B**

**45 hours/3 credits**

Liver

The focus of this course is on identifying the functions, importance and characteristic aspects of the Liver in TCM. Students will learn about the differentiation of Liver patterns of constraint, inhibited flow of qi, disharmony of Liver and Spleen, and/or other zang or fu organs, excesses of damp heat, internal movement of wind, and yang ascendant. Detailing categories of

substances and formulas include those that regulate and move qi or blood, drain fire, clear damp heat, extinguish movement of wind, and harmonize shaoyang disorders.

**Prerequisite:** OMT 500 Oriental Medical Theory I  
OMT 510 Oriental Medical Theory II  
HBT 100 Introduction to Herbs

**HBT 502a**  
**HERB THEORY 2A**  
**45 hours/3 credits**

Middle jiao, Lower jiao, Dampness

The focus of this course is on identifying the functions, importance and characteristic aspects of the zang and fu organs of the middle and lower jiao in TCM.

Students will learn about the differentiation of patterns of excesses and deficiencies, acute and chronic that affects the Spleen and Stomach and the intestines. Detailing categories of substances and formulas include those that dry dampness, moisten dryness, warm the interior, transform phlegm, relieve food stagnation, clear damp heat and toxins, and redirect qi.

**Prerequisite:** OMT 500 Oriental Medical Theory I  
OMT 510 Oriental Medical Theory II  
HBT 100 Introduction to Herbs

**HBT 502b**  
**HERB THEORY 2B**  
**45 hours/3 credits**

Women's, Heart, Spirit

The focus of this course is on identifying the functions, importance and characteristic aspects of the menstrual cycle and women health while also identifying the functions and importance of the Heart and of the spirit. Students will learn about the differentiation of patterns of excesses and deficiencies; acute and chronic that affects menstruation and women health, also Heart and spirit. Detailing categories of substances and formulas include those that invigorate blood and dispel blood stasis, cool blood and stop bleeding, stabilize the womb, stabilize the Kidneys, tonify and nourish the Heart and calm the spirit.

**Prerequisite:** OMT 500 Oriental Medical Theory I  
OMT 510 Oriental Medical Theory II  
HBT 100 Introduction to Herbs

**HBT 503a**  
**HERB THEORY 3A**  
**45 hours/3 credits**

Respiratory, Lungs, Exterior

The focus of this course is on identifying the functions, importance and characteristic aspects of the Lungs, respiratory function and stabilizing the exterior. Students will learn about the differentiation of patterns of excesses and deficiencies; acute and chronic that

affects the Lungs, exterior patterns that may move internally. Detailing categories of substances and formulas include those that release wind heat, release wind cold, treat exterior with head and neck symptoms, exterior disorder with interior deficiency, moisten dryness, redirect qi, stabilize the exterior, and clear heat and expel phlegm.

**Prerequisite:** OMT 500 Oriental Medical Theory I  
OMT 510 Oriental Medical Theory II  
HBT 100 Introduction to Herbs

**HBT 503b**  
**HERB THEORY 3B**  
**45 hours/3 credits**

Pain, Skin

The focus of this course is on identifying the characteristics of pain and the appropriate ways to address and/or to alleviate it. This course also covers treatment of skin disorders. Students will learn about the differentiation of patterns of excesses and deficiencies; acute and chronic that affects all location of the body, muscles, joints, and skin. Detailing categories of substances and formulas include those that dispelling wind dampness, warming the channels and dispersing cold, invigorate the blood and dispel blood stasis, release exterior and interior excess, release wind from the skin, clear heat and relieve toxins, clear damp heat, tonify the blood.

**Prerequisite:** HBT 100 Introduction to Herbs & Herb Theory 1A, 1B, 2A, 2B, and 3A

**HBT 650**  
**COMPLEMENTARY HERBOLOGY**  
**45 hours/3 credits**

In this course, students will study Western and Ayurvedic herbs and spices according to Oriental theory and energetics. Also covered is a review of foods which act as "medicine," and their application in formulas. In particular, the herbs indigenous to the Southwestern United States will also be discussed.

**Prerequisites:** BIO 410 Botany  
HBT 503b Herb Theory 3B

**HBT 660**  
**HERBAL CLASSICS**  
**45 hours/3 credits**

This course addresses the great Chinese herbal classics of epidemiology: the Shang Han Lun and Wen Bing Lun, the classics of cold and warm diseases, respectively. Students will analyze how these classics can help the herbalist in differentiating and treating illnesses ranging from common colds and flus to auto-immune diseases and life-threatening illnesses. Also addressed are differences in diagnostic differentiation between everyday TCM and these classics, and when it is most appropriate to use each style.

**Prerequisites:** HBT 503b Herb Theory & Practicum 3B

**HBT 670**  
**HERB-DRUG INTERACTIONS**  
**30 hours/2 credits**

This course addresses the pharmacology specific to the interaction of drugs and Chinese herbal medicine, as well as some other herbs commonly used in today's herbal medical practices. Unlike the western pharmacology class which studies the actions of chemicals ingested in the body, this course looks at what is presently known about the chemical and energetic interactions of drugs and herbs, especially Chinese herbs.

**Prerequisites:** HBT 503b Herb Theory 3B  
PHM 610 Western Pharmacology

**HBT 680**  
**HERB PREPARATIONS & PHARMACY PRACTICE**  
**30 hours/2 credits**

This course addresses the methods used for preparing herbs for Chinese herbal preparations, both traditionally and by modern herbal pharmacies. Also addressed are the skills and knowledge needed for a successful herbal pharmacy. Students will study how current herbal companies prepare and market their herbal products, the FDA regulations and related political issues, and the determination of good, quality herbal products.

**Prerequisites:** HBT 503b Herb Theory 3B  
HBP 630 Herb Clinic I

**HBT 900**  
**HERBAL BRIDGE OPTION**  
**60 hours/5 credits\***

*\*Credits may vary depending on student preparation*

This course helps students transferring into PIHMA to integrate into our program and successfully complete more advanced herbal courses. This course is only available for students who have had previous herbal training at other OM colleges or in practice and who are prepared to challenge certain herbal courses.

**Health Care Related Courses**

**HCR 410**  
**WESTERN NUTRITION**  
**45 hours/3 credits**

This course covers western nutrition, dietary components and deficiencies, western dietary therapy, the use of nutritional supplements, and biochemical food values. Also discussed are traditional western nutrition concepts and modern research findings.

**Prerequisite:** None

**HCR 420**  
**WESTERN MEDICAL TERMINOLOGY**  
**30 hours/2 credits**

This course teaches basic word building and terminology used in the medical profession, both in

diagnostics and clinical testing. This course will provide the student with skills for communicating with Western medical practitioners and reading Western medical texts and journals.

**Prerequisite:** None

**HCR 432**  
**WESTERN PATHOPHYSIOLOGY I**  
**60 hours/4 credits**

This course covers western medical concepts of disease by studying pathological states of the immune, circulatory, respiratory, gastro-intestinal, genito-urinary, musculo-skeletal, nervous, and endocrine systems.

**Prerequisites:** HCR 420 Western Medical Terminology  
BIO 401 Human Anatomy & Physiology I  
BIO 402 Human Anatomy & Physiology II

May be taken concurrently with HCR 522 w authorization of Director of Academic Affairs and instructor

**HCR 441**  
**PUBLIC HEALTH**  
**45 hours/3 credits**

This course covers environmental and cultural issues relating to illness and health in our society, including economic healthcare delivery, occupational and family health, underserved populations, epidemiology and world health. This includes a special focus on the treatment of chemical dependency. Also covered is a review of current healthcare systems: (internal medicine, pharmacology, neurology, surgery, obstetrics/gynecology, urology, radiology, nutrition, and public health) and providers in the clinical practice of medicine, including the specialties of osteopathy, dentistry, psychology, nursing, chiropractic, podiatry, and homeopathy.

**Prerequisite:** HCR 430 Western Pathophysiology I

May be taken concurrently with or prior to HCR 430 with authorization of Director of Academic Affairs and instructor

**HCR 522**  
**WESTERN PATHOPHYSIOLOGY II**  
**60 hours/4 credits**

This course is a continuation of Western Pathophysiology I, discussing specific western categories of disease and analyzing the pathological mechanisms contributing to the signs and symptoms of the patient presentation.

**Prerequisite:** HCR 432 Western Pathophysiology I

May be taken concurrently with or prior to HCR 432 with authorization of Director of Academic Affairs and instructor

**HCR 600**  
**WESTERN PHYSICAL EXAMINATION**

**45 hours/3 credits**

**This course covers the** practical diagnostic methods used by Western medicine to determine underlying pathologies develop treatment strategies and formulate prognosis: physical examination and orthopedic diagnosis, palpation, blood pressure, and neurological testing. The objective is to train the student to understand the language and process of patient assessment, and make judgments based on those assessments for responsible medical referral and /or follow up care of patients.

**Prerequisite:** HCR 520 Western Pathophysiology I

**HCR 610****WESTERN CLINICAL DIAGNOSIS****45 hours/3 credits**

In this course students will learn how to evaluate laboratory tests and radiologic imaging. The objective is to train the student to understand the language and process of patient assessment, and make judgments based on those assessments for responsible medical referral and /or follow up care of patients.

**Prerequisite:** HCR 520 Western Pathophysiology II

**Practice Management****MGT 505****COUNSELING & COMMUNICATION****45 hours/3 credits**

This course examines multiple approaches to counseling and psychotherapy. Ethical issues, integrative perspectives, and counseling models will be illustrated through case studies. Family systems, life-stages, trauma, culture and societal factors will be explored relative to the manifestation and treatment of psychopathology. Students will learn and practice basic communication and counseling techniques, as well as when to refer patients to professional psychotherapists. The course provides a foundation for work in employee assistance programs and human resource departments.

**Prerequisite:** College level psychology at an accredited institution

**MGT 510****PROFESSIONAL ETHICS****15 hours/1 credit**

This course emphasizes ethics and morality in all aspects of the medical world and specifically in clinical relationships. It includes issues of confidentiality, boundaries, referrals, and business ethics.

**Prerequisite:** OMP 611B Clinical Internship I

**MGT 520****PRACTICE MANAGEMENT****30 hours/2 credits**

This course covers the business aspect of an acupuncture practice. Topics include scheduling, treatment costs, overhead costs, bookkeeping, record keeping, insurance, clinic layout and size, and the issues of confidentiality, cleanliness and referrals. Outside speakers are brought in to lecture on major topics. Legal aspects of acupuncture, such as local and national politics, will be brought into the discussion for the understanding of where the field of acupuncture fits in the United States today.

**Prerequisite:** None

## **Oriental Medicine Practicum Courses**

### **OMP 1000**

#### **CLINICAL PROCEDURES**

**5 hours/1.7 credits**

This course introduces students to the skills and procedures that are required to maintain a safe and competent acupuncture practice. The course includes sections HIPAA, OSHA and Sexual Harassment. The course emphasizes practical techniques and introduces clinic regulations, guidelines and policies.

### **OMP 2000**

#### **ADVANCED CLINICAL PROCEDURES**

**5 hours/1.7 credits**

This course reviews the skills and procedures that are required to maintain a safe and competent acupuncture practice including HIPAA, OSHA and Sexual Harassment. Students will review sterility, asepsis, hygienic practices and other practical guidelines associated with advanced clinical experiences.

### **OMP 508**

#### **MATERIALS & METHODS**

**45 hours/3 credits**

This course is the first stage in a 3-semester sequence of skill-based TCM Practicum classes at PIHMA. This course introduces the skills, materials, and methods that are used in the acupuncture clinic to keep both patient and practitioner safe. Lecture and demonstrations on the clinical aspects of acupuncture such as needling techniques, moxibustion, cupping, gua sha, clean needle protocols and accident/emergency management are included as well as OSHA training in infectious disease. Clinic housekeeping practices, record-keeping, patient management, and professional conduct are also presented. This course prepares students for clinic observation.

**Prerequisite: None**

### **OMP 515**

#### **TUI NA I**

**30 hours/2 credits**

This course is the first stage in a 2-semester sequence of TCM bodywork classes at PIHMA. Students are taught basic Tui Na (Chinese Medical Massage) hand techniques and applications utilizing both lecture and supervised hands-on experience. Students will learn how to choose hand techniques appropriate for specific therapeutic effects and areas of the body.

**Prerequisite: None**

### **OMP 501**

#### **CLINICAL OBSERVATION I**

**90 hours/3 credits - each**

Clinical observation allows the student to closely observe senior students and experienced supervisors

in the management and treatment of patients using the theories and technical skills of Oriental medicine. The students will learn how to safely and effectively care for patients, the appropriate legal aspects of running a clinic and maintaining records, and begin to develop and refine the role of a professional caregiver.

**Prerequisite: OMP 508 Materials & Methods  
OMT 510 Oriental Medical Theory II**

### **OMP 502**

#### **CLINICAL OBSERVATION II**

**90 hours/3 credits - each**

Clinical observation allows the student to closely observe senior students and experienced supervisors in the management and treatment of patients using the theories and technical skills of Oriental medicine. The students will learn how to safely and effectively care for patients, the appropriate legal aspects of running a clinic and maintaining records, and begin to develop and refine the role of a professional caregiver.

**May be taken concurrently with OMP 501 Clinical Observation I with permission from the Clinic Director and the Academic Director if all prerequisites are met for OMP 501**

### **OMP 555**

#### **TUI NA II**

**45 hours/ 3 credits**

This course is the second stage in a 2-semester sequence of TCM bodywork classes at PIHMA. In this class, an extension of OMP 515, students will review and enhance their knowledge of Tui Na principles and diagnostics, and refine their hand techniques. Students will also learn protocols to treat various conditions commonly seen in a clinical setting.

**Prerequisite: OMP 515 Tui Na I**

### **OMP 611A, 611B, 611C**

#### **CLINICAL INTERNSHIP I**

**90 hours /3 credits- each**

Clinical Internship (Level 1) is designed to create an environment in which the student brings together the theory and techniques as he or she learns them, and gradually refines the clinical skill necessary to become an effective practitioner. In Clinical Internship I, the student performs basic procedures under strict supervision during diagnosis and needling. The process of diagnosis and formulation of treatment plans begins. Students participate in pre- and post-clinical conferences. As the student progresses in Internship levels, he or she will gradually develop skills with the Four Examinations: pulse and tongue diagnosis, syndrome differentiation, designing treatment protocols, and executing treatment.

**Prerequisites: OMP 1000 Clinical Procedures  
ACU 515p Acupuncture Practicum I  
ACU 525p Acupuncture Practicum II**

OMP 508 Material & Methods  
OMP 502 Clinical Observation II  
OMT 530p OM Diagnosis & Practicum  
OMT 510 Oriental Medical Theory II  
OMT 520p & 550p Point Locations I & II  
OMT 525 & 555 Point Energetics I & II

Prerequisite: OMP 2000 Advanced Clinical Procedures  
OMP 621A/B/C Clinical Internship II

Note: OM Students will need to have completed HBT 1A, 1B, 2A, 2B, 3A to prescribe herbal formulas.

**OMP 621A, 621B, 621C  
CLINICAL INTERNSHIP II  
90 hours/3 credits - each**

With Clinical Internship Level 2, the student continues to develop and refine techniques through applied theory in the clinical setting, gaining more confidence and experience to perform most procedures. The student, under strict supervision during needling, performs diagnosis and formulation of treatment plans, participates in pre- and post-clinical conferences, and develops pulse and tongue diagnosis, syndrome differentiation, designing treatment protocols, and executing treatment. (OM Students will assist in constructing and preparing formulas.)

Prerequisite: OMP 611a,b,c Internship I and the prerequisites plus  
OMT 540 Oriental Medical Theory III

Note: OM Students will need to have completed HBT 1A, 1B, 2A, 2B, 3A to prescribe herbal formulas.

**OMP 640  
ADVANCED CLINICAL TECHNIQUES  
45 didactic hours/3 credits**

During this course experience, PIHMA students are able to apply the knowledge, skills and attitude attributes obtained through their coursework and clinical experiences to date. In a grand rounds model with the instructor or guest practitioner, student review cases and clinical techniques as a team and as individuals. Students will apply the various techniques learned during grand rounds on corresponding clinical shifts, as well as during grand rounds. This provides students with an excellent preparation for the national certification exam in acupuncture.

Corequisite: Student must be concurrently enrolled in Clinical Internship III

Prerequisite: OMP 630 Clinical Internship II

**OMP 631A, OMP 631B  
CLINICAL INTERNSHIP III  
165 hours/5.5 credits**

The student will gain experience and confidence to perform most procedures. Under limited supervision, the student will conduct patient intakes, take histories, formulate treatment plans based on his or her diagnosis and administer treatment. Students prepare and present cases for pre- and post-clinical conferences. (OM Students will also prepare herbal prescriptions and prepare formulas.)

Oriental Medicine Theory Courses

**OMT 500  
ORIENTAL MEDICAL THEORY I  
45 hours/3 credits**

This course is the first stage in a 4-semester sequence of knowledge-based TCM theory classes at PIHMA. Oriental Medical Theory I offers a foundation of knowledge in the essential theories of Oriental medicine. Students will be introduced to the philosophies of Yin & Yang, TCM physiology, the Meridian system, Vital Substances, Three Treasures, Five Elements, causes of disease and the Eight Principle method of TCM assessment.

Prerequisite: None

**OMT 510  
ORIENTAL MEDICAL THEORY II  
45 hours/3 credits**

This course is the second stage in the 4-semester sequence of knowledge-based TCM theory classes at PIHMA. Here, students extend their knowledge in Oriental medicine theory by learning the etiology, pathology, treatment principles and differentiation of Zang Fu disease patterns based upon TCM pathology and physiology. Students will also learn to differentiate exogenous and endogenous pathogenic factors, inherited disease patterns and the influence of diet base upon the sign & symptom patterns.

Prerequisite: OMT 500 Oriental Medical Theory I

**OMT 520p  
POINT LOCATION & MERIDIANS I  
45 hours/3 credits**

Acupuncture channel points occur along the surface of the body, with an anatomy that must be learned singly, point by point. In this course, students are taught to locate these points. This is a skill-based class, where acupoints of the first seven primary channels are learned through lecture and by hands-on practice. Students will learn to locate acupoints based upon proportional measurement and anatomical landmarks as well as the surface and internal pathways of the following channels: Lung, Large Intestine, Stomach, Spleen, Heart, Kidney and Bladder.

Corequisite: BIO 400p Applied Human Anatomy

May be taken concurrently with BIO400p and / or OMT 550p with authorization of Director of Academic

**OMT 525  
POINT ENERGETICS I  
45 hours/3 credits**

Point Energetics helps students learn the functions of each channel and their acupoints. Students will extend their knowledge of the theoretical and clinical uses of the channels and presentation of acupoint categories. Emphasis is placed upon the detailed examination of each acupoint, its image, energetic functions, and its classical and modern uses. In OMT 525, students learn about 7 of the 14 meridians: Lung, Large Intestine, Stomach, Spleen, Heart, Small Intestine and Bladder.

**Prerequisite:** OMT 500 Oriental Medical Theory I

**May be taken concurrently with or prior to OMT 555 with authorization of Director of Academic Affairs and instructor**

**OMT 530p  
ORIENTAL MEDICAL DIAGNOSIS & PRACTICUM  
45 hours/3 credits**

The art of successfully practicing Oriental medicine rests largely on the practitioner's ability to identify the pattern of disharmony in the patient. This course teaches the skills associated with the 4-pillars of examination utilized to insightfully identify these patterns: observation, palpation, interview, and auscultation & olfaction. Pulse and tongue diagnosis and interviewing skills are presented in detail through lecture, demonstration and hands-on practice.

**Prerequisite:** OMT 500 Oriental Medical Theory I

**OMT 540  
ORIENTAL MEDICAL THEORY III  
45 hours/3 credits**

This course is the third stage in stage in the 4-semester sequence of knowledge-based TCM theory classes at PIHMA. In Oriental Medical Theory III, the students shift from experiencing knowledge about Oriental medicine to application of knowledge. Here, the students can begin to hone their critical thinking skills. Students will analyze case studies and formulate treatments plan utilizing the various pattern identification theories. This course includes the presentation of the pathology, disease pattern identification and treatment principles of internal and external diseases based upon Five-Element, Six Stages, Four-Levels, Zang Fu and San Jiao theories of disease pattern differentiation.

**Prerequisite:** OMT 510 Oriental Medical Theory II

**OMT 580  
CHINESE MEDICAL LANGUAGE & CULTURE  
30 hours / 2 credits**

This is an introductory course to the Chinese language and its relevance to Chinese medicine. Chinese characters and terminology are taught; phonology, morphology, grammar and syntax of the language are being introduced.

**Prerequisite:** None

**OMT 550p  
POINT LOCATION & MERIDIANS II  
45 hours/3 credits**

This course is a continuation of OMT 520p. Students will learn to locate acupoints based upon proportional measurement and anatomical landmarks, as well as the surface and internal pathways of the remaining 5 primary meridians - Kidney, Pericardium, San Jiao, Gallbladder and Liver, as well as the Conception and Governing Vessels. Comparative locations and body geography are used to hone student skills and demonstrate the holistic nature of the Oriental meridian system.

**Prerequisite:** BIO 400p Applied Human Anatomy

**May be taken concurrently with or prior to BIO400p and / or OMT 520p with authorization of Director of Academic Affairs and instructor**

**OMT 555  
POINT ENERGETICS II  
45 hours/3 credits**

This course is a continuation of OMT 525's detailed study of the acupuncture channels and their individual points. The course continues with acupoints of the Kidney, Pericardium, San Jiao, Gallbladder, Liver, Governing Vessel and Conception Vessel and the Extraordinary Points. As the students' understanding of theory increases, the application of points based on their functions becomes clearer.

**Prerequisite:** OMT 500 Oriental Medical Theory II  
OMT 525 Point Energetics I

**May be taken concurrently with OMT 525 with authorization of Director of Academic Affairs and instructor**

**OMT 560  
ORIENTAL NUTRITION  
30 hours/2 credits**

Oriental nutrition is an interactive smorgasbord of learning peppered with lecture and food preparation (tasting) activities. In this course, students will gain knowledge about using food to both treat and prevent imbalances in the body, about the effects that foods have on the organs and channels, about how these effects can be utilized to create dietary guidelines to treat various types of disease syndromes, and how to

address seasonal and constitutional needs. The students will also learn the thermal properties and flavors of various foods based upon Oriental medicine theories of how various foods affect the body.

**Prerequisite:** OMT 510 Oriental Medical Theory II

### **OMT 571**

**ACUDETOX** (elective)

**30 didactic hours / 2 credits**

This course is designed to train students in the auricular acupuncture method used by the National Association for Detoxification and Addiction (NADA) for treating addiction and withdrawal.

**Prerequisite:** None

### **OMT 605**

**ORIENTAL MEDICAL PATHOLOGY I**

**45 hours/3 credits**

This course is the first stage in a 2-semester sequence of knowledge-based OM Pathology classes at PIHMA. The OM pathology sequence will expand on knowledge obtained through the TCM Theory sequence, by covering specific disease pathologies and sub-categories (grouped by location in the body or Western names, e.g. asthma), concurrent with an in-depth discussion of the pathologies, etiologies, diagnostic principles, treatment points, herbal strategies and prognosis.

**Prerequisite:** OMT 540 Oriental Medical Theory III

### **OMT 610**

**CLASSICS SEMINAR**

**30 hours/2 credits**

This course consists of reading and discussion from some of the most important classical Oriental medical texts. It also includes readings from other philosophical books that relate to the study of Oriental thought or the area of special interest to the student.

**Prerequisite:** OMT 500 Oriental Medical Theory I

### **OMT 625**

**ORIENTAL MEDICAL PATHOLOGY II**

**45 hours/3 credits**

This course is the second stage in a 2-semester sequence of knowledge-based OM Pathology classes at PIHMA. This course continues OMT 605 by covering the remaining body systems, and specialty topics such as obstetric, gynecological, geriatric and pediatric conditions..

**Prerequisite:** OMT 540 Oriental Medical Theory III

### **OMT 630**

**ORIENTAL MEDICINE THEORY IV**

**45 hours/3 credits**

This course is the fourth stage in the 4-semester sequence of knowledge-based TCM theory classes at PIHMA. This course continues the application of knowledge and critical thinking that began in Theory III. Here, students will detail the different levels of meridian and channel theory that broaden and complete the system. The Luo channels, the Eight Extraordinary channels, and the Divergent channels will be presented

by their pathways, points and functions, pathologies and inter-relationships. Also discussed is the application of channel theory as it relates to treatment of pain disorders.

**Prerequisite:** OMT 540 Oriental Medical Theory III

### **OMT 640**

**ADVANCED INTEGRATIVE PATHOLOGY**

**30 hours/2 credits**

As a practitioner of Oriental medicine in the United States, it is important to understand disease concepts and terminology through the eyes and experiences of Western patients and the allopathic medical paradigm. In this skill-based course, students are taught to analyze Western medically defined diseases in order to identify disease patterns based upon Oriental medicine principles. Students will begin to practice the art and skill of integrating and interpreting the medicine.

**Prerequisite:** HCR 520 Western Pathophysiology II  
OMT 540 Oriental Medical Theory III

### **OMT 645**

**ORIENTAL MEDICAL PSYCHOLOGY**

**45 hours/3 credits**

This course approaches mental health from the traditional Oriental medical perspective. It is an important piece in helping students to gain the essential attitude of a professional practitioner. The first half of the class focuses on five element theoretical approaches to the organs and psychological types, discussion of basic theories, the relationship between mental health and the organs, and the application of acupuncture point combinations and Chinese herbal formulas in treatment of psycho-emotional disorders. The second half includes the integration of TCM and allopathic medicine in the treatment of psychiatric diseases with Chinese medicines. Throughout the course, the students will also learn the key indications for referral to allopathic medical practitioners.

**Prerequisites:** PSY 201 General Psychology  
OMT 500 Oriental Medical Theory I  
OMT 510 Oriental Medical Theory II

### **OMT 900**

**Bridge Option – SCNM Students**

**45 hours/3 credits**

This course is designed to help SCNM transfer students successfully integrate into PIHMA's Acupuncture or Oriental Medicine program. It is available only to students who have completed or nearly completed SCNM's ND program and who would like to obtain a degree at PIHMA.

**Prerequisites:** A Degree from SCNM

## Pharmacology Courses

**PHM 610  
WESTERN PHARMACOLOGY**

**60 hours/4 credits**

This course covers western medical concepts of drug mechanisms and classifications, actions, and contraindications. Also covered are newer pharmaceuticals, natural therapies, and current research. Legal and statutory issues are also discussed.

**Prerequisite:** CHM 430 Western Chemistry III

**Physics Courses**

**PHY211  
GENERAL PHYSICS**

**45 hours / 3 credits**

This class is a prerequisite for admission into PIHMA. This introductory course surveys the applications of physics to modern life. It may include a basic introduction to motion, energy, and properties of matter, electricity, electromagnetism and modern physics..

**Prerequisite:** None

**PHY 401  
WESTERN PHYSICS AND ORIENTAL MEDICINE**

**30 hours/2 credits**

This course explores the basic principles of physics as they apply to the normal functioning of the human body. It will examine each of the major body systems and demonstrate how specific laws of physics can be used to explain aspects of human anatomy, physiology, biochemistry, pathology and pharmacology from the western and Oriental medical perspective. It will also cover thermal physics and its effects on the motion of particles, fluids, energy and qi; electricity, magnetism, and the basic principles of electro-acupuncture, and modern physics' role in This course also examines the areas where theories of physics overlap with Oriental medical theory.

**Prerequisite:** PHY 211 – General Physics  
OMT 540 – Oriental Medical Theory III

**Research Courses**

**RES 600  
RESEARCH METHODS**

**RES 61045 hours / 3 credits**

This course focuses on the use of quantitative and qualitative research designs in field and clinical settings within Oriental medicine. The use of primary and secondary data, research design and methodology, and data analysis are included. Also emphasized is the utilization of research findings in practice. This course prepares students to begin work on their Applied Research Project.

**Prerequisite:** None

**RES 610  
APPLIED RESEARCH PROJECT**

**30 hours/2credits**

Emphasis is placed on the implementation of the student's research study and the development of the written research project utilizing formal research guidelines. Also included is a presentation of the research findings to a research committee made up of an advisor, a researcher and an outside reader.

**Prerequisite:** OMT 540 Oriental Medical Theory III  
RES 600 Research Methods  
HCR 441 Public Health & Epidemiology

**Western Psychology Courses**

**PSY 201  
INTRODUCTION TO PSYCHOLOGY**

**45 hours / 3 credits**

This class is a prerequisite for admission into PIHMA. The purpose of this course is to familiarize students with the basic principles, methods and fields of psychology such as learning, memory, emotion, perception, physiological, developmental, intelligence, social and abnormal.

**Prerequisite:** None

## Faculty

**Scott C. Anderson, M.S.O.M., Dipl.Ac. & Dipl.C.H., (NCCAOM), L.Ac.,** earned his Master of Science degree in Oriental Medicine at PIHMA and graduated as Class Valedictorian in 2002. Subsequently, he became the Herbal Pharmacy Manager, and later an instructor at PIHMA. Scott is the first acupuncturist at Good Samaritan Hospital in Phoenix where he manages a practice. He currently serves as Chair of the Herb department at PIHMA.

**Dan Bedgood, M.S.O.M., Dipl. Ac. (NCCAOM), L.Ac.,** is a Cum Laude graduate of Pacific College of Oriental Medicine, in San Diego, California. Subsequently, he established a private practice in Florida and specialized in Geriatrics and Pediatrics. Dan is a member of the Association of Teachers of Chinese Medicine and the Florida Toyohara Association. He is a former faculty member of the Academy of Chinese Healing Arts and the Sarasota School of Natural Healing Arts. Dan serves as Dean of Students and Institutional Development Officer.

**Toni Bernalley, CPhT, M.S.Ac., Dipl.Ac. (NCCAOM), L.Ac.,** has been working in the healthcare field since 1991. She graduated from PIHMA where she also served as Student Body President for 3 years. She obtained additional medical training at Chengdu University, in China, where she studied emotional disorders, scalp acupuncture and tui-na. Formerly a Senior Certified Pharmacy Technician, Toni maintains a private practice in Glendale, Arizona specializing in neck/back pain, migraines and sciatica and is also one of the first acupuncturists at Banner Hospitals in the Phoenix area. Toni also oversees the NADA clinic in Phoenix. Most recently, she was appointed to serve as a member of the Arizona Acupuncture Board of Examiners.

**Maureen Bronson, Ph.D.,** received her doctorate degree in Pharmacology from Louisiana State University Medical Center in New Orleans and has extensive teaching and research experience. Her research specialty is the central nervous system and drug abuse and she has presented her findings at 25 national and international meetings. She has 18 manuscripts in peer-reviewed journals and one book chapter.

**Susanne Davis, D.C.,** earned her Doctorate from Palmer College of Chiropractic in 1986. Prior to this she earned a Bachelor of Music degree in Performing Arts from Temple University and a Bachelor of Arts degree in Biology from St. Ambrose. She worked at University of Pennsylvania Medical School in biophysics & biochemistry research, co-publishing several papers. Susanne is a Fellow of the International Academy of Clinical Acupuncture & is Second Level Traditional Usui Reiki. She has studied

craniosacral therapy & somatoemotional release facilitation with Dr. John Upledger & continues study with the Upledger Institute in Florida. She maintains a private practice in Tempe which also includes canine massage.

**Robin Dunn, MBA, M.S.** Robin graduated with her Master of Science in Herbal Medicine from Tai Sophia Institute in Maryland, after also obtaining her diploma as a Clinical Herbalist from the Southwest School of Botanical Medicine in Bisbee, Arizona. Prior to this, she had obtained her Master of Business Administration (Finance) from New York University and her Bachelor of Science in Economics from Arizona State University. Robin also teaches at local community colleges and has a practice as a Wellness Counselor, in addition to her volunteer work with Green Farmacy Garden, the Desert Botanical Garden and the McDowell Sonoran Land Trust. She is also a certified reflexologist.

**Sandra Egli, Th.D., Ph.D.** graduated Cum Laude from Loyola University (Chicago) in mathematics and earned her doctoral degrees through Holos University Graduate Seminary. Dr. Egli works with individuals and families, employing many models and traditions of healing.

**Joseph Garner, Dipl.Ac. & Dipl. C.H. (NCCAOM), L.Ac.,** graduated from the Colorado School of Traditional Chinese Medicine (CSTCM) in Denver in 1995, where he worked in private practice and was Assistant Clinic Supervisor at CSTCM. He also worked for the Mile High Council on Drug Abuse & Alcoholism in Denver as a NADA practitioner for court-ordered ear acupuncture detox. He has worked in private practice in Phoenix since 1997. From 1998 to 2003, he served as faculty member and clinic supervisor at PIHMA, and was later appointed Clinic Dean, OSHA Coordinator and Herb Department Chair. He currently serves as PIHMA's Clinic Director and a faculty member. Joseph specializes in treating musculo-skeletal pain with meridian-style acupuncture and herbal prescriptionology. He also specializes in diagnosis emphasizing physical signs obtained from the face, skin, tongue, pulse and body as a whole.

**Jennifer Gentry, ND** earned her doctorate of Naturopathic medicine from the Southwest College of Naturopathic Medicine in Tempe, Arizona, and her Bachelor of Science in Biochemistry from Queens University. Her private practice focuses on women's health issues, ADHD, chronic illness and fatigue, fibromyalgia and thyroid health. She is a member of the American Society of Aesthetic Lipodissolve and the American Association of Naturopathic Physicians. She has also served as a researcher at Applied Analytical Industries in North Carolina.

**Adrian Hillyer, MSAc, LMT** earned his Masters of Science in Acupuncture from the Phoenix Institute of Herbal Medicine & Acupuncture and his massage certification from Rainstar University where he specialized in Oriental Bodywork and Tui Na and went on to become an instructor and clinic supervisor. Adrian is a member of the Associated Bodywork and Massage Professionals, as well as the Kura Toro Karate Association

**Zhen Hu, MD (China), Dipl.Ac. & Dipl.C.H. (NCCAOM), L.Ac.** Dr. Hu studied Oriental Medicine at Guangxi College of Traditional Chinese Medicine and at the University of Shanghai, where she later worked as a clinic supervisor. She subsequently worked for 15 years at the Hospital of Guangxi Province, specializing in Anesthesia, Acupuncture, Hemorrhoid, and Dermatology. She came to the States, where she worked as an herbal chemist for Chemolee Labs. She currently operates her own Chinese herbal center in Chandler in addition to teaching and supervising at PIHMA. Dr. Hu also serves on the Chinese language Committee of the National Commission for the Certification of Acupuncture & Oriental Medicine (NCCAOM).

**Daniel Johnson, MSOM, Dipl.Ac. (NCCAOM), Dipl. CH (NCCAOM), L.Ac., DOM (New Mexico)** Daniel graduated from the International Institute of Chinese Medicine and practiced in Colorado and New Mexico. He now maintains a practice in Phoenix while also teaching and supervising at PIHMA.

**Amy E. Kahn, PhD, MBA** is the Director of Academic Affairs and Diversity Director at PIHMA. She obtained her Masters in Business Administration from Thunderbird Graduate School of International Management, and went on to obtain her doctorate in Organizational Systems from Fielding Graduate University. Amy has worked in and around the field of education for nearly 20 years, and is also adjunct faculty at University of Phoenix Online. She has hosted and presented hundreds of workplace seminars to the healthcare industry and throughout corporate America, and has been featured in Acupuncture Today, National Public Radio, CNN and the Wall Street Journal.

**Joshuah Kim, MSOM, Dipl.Ac. (NCCAOM), Dipl. CH (NCCAOM), L.Ac.** Joshuah graduated from South Baylo University after having obtained his Bachelor of Science in Biology from Sung Kyun Kwan University in Seoul, Korea. He currently practices in Scottsdale and Flagstaff, and provides medical missionary services to Hopi & Navajo Indians on the reservation.

**Wendy Lee, M.S.F.S., B.S., M.S.O.M., L.Ac, Dipl.Ac. (NCCAOM),** earned her Master of Science degree in Oriental Medicine at PIHMA, after obtaining her Master of Science degree in Food Science/Nutrition at Ohio

State University, and her Bachelor of Science degree in Health Sciences/Microbiology at Hunter College, City University of New York. Wendy has conducted research in Microbiology at the Rockefeller University, has published and taught at several colleges in New York. Wendy also received additional clinical training in Oriental medicine from Guangzhou Traditional Chinese Medical School Hospital. She currently runs a general private practice in Scottsdale in addition to teaching at PIHMA.

**Karen Liu, M.S.** is the President of North America Literary, and provides Chinese Language and Culture training. Her first language was in Mathematics, having received her Bachelor of Science in Mathematics from Xinjiang Normal University in China, and her M.S. in Computer Engineering Technology from Arizona State University. She is also the Chairwoman for the North American Chinese Writers' Group, and author of several publications.

**Patricia E. Martin, Dipl. Ac (NCCAOM), Dipl. OM (NCCAOM), L.Ac.(Ga, FL), MA** graduated from the Florida School of Acupuncture and studied extensively in China. She is a licensed acupuncturist in numerous states. She is the founder and president of a Birth Control Center and a Women's Health Center. She has been on the faculty of T'ai School of Oriental Medicine in Florida. Her many memberships include but are not limited to: Arizona Society of Acupuncture & Oriental Medicine, the Florida State Oriental Medical Association, Florida State Homeopathic Medical Society, the American Association of Oriental Medicine, the International Macrobiotic Shiatsu Association and more.

**David Myrick, M.S.O.M., Dipl.Ac. & Dipl.C.H. (NCCAOM), L.Ac.,** received a Master of Science in Oriental Medicine from the International Institute of Chinese Medicine in New Mexico, In addition to teaching at PIHMA, David serves as Academic Advisor at PIHMA. David maintains a private practice and is an acupuncturist for Banner Health Systems. He also serves on the Exam Development Committee for the National Commission for the Certification of Acupuncture & Oriental Medicine (NCCAOM).

**Catherine Niemiec, J.D., L.Ac.,** is the President and Founder of the Phoenix Institute of Herbal Medicine & Acupuncture. After her studies (University of Arizona, University of California-Hastings), she practiced law in California and served as director for a national legal education company. She has prepared students for bar exams since 1989. She is a Certified Practitioner of Chinese Herbology, having completed the residency program at the Institute of Chinese Herbology in Oakland, California. She co-authored Arizona's acupuncture law which was enacted in 1998. She has served as President of the Arizona Consortium of Complementary Healing Organizations, Chair of Arizona's Acupuncture Board of Examiners Subcommittee on Preceptorships, and Founder &

President of the Arizona Society of Acupuncture and Arizona Society of Oriental Medicine & Acupuncture. She recently completed 5 years as Vice-President of the Council of Colleges of Acupuncture & Oriental Medicine (CCAOM) and served as a representative to the National Education Dialogue and the Academic Consortium for Complementary and Alternative Healthcare (ACCHAC). She currently serves as a Site Visitor for the Accreditation Commission for Acupuncture & Oriental Medicine (ACAOM) and is a board member of AZ Soma.

**Yeon Hee Park B.A., LMT**, obtained her Bachelor of Science in Physics from Keimyung University in Taegu, Korea. She has 13 years experience in Tai Chi, Qi Gong and Energy Healing. She has taught in Korea, Hawaii, California, Colorado and Arizona.

**Bryon Powers, M.S.**, obtained his Bachelor of Science in Physics and Math from the University of Texas in Arlington. He went on to obtain his Masters degree in Physics from there and pursued post-Master's studies in Physics and Hebrew at Purdue University. He has taught Introductory and Modern Physics courses and labs at both universities. He also studied with Dr. Xie Peiqi of Beijing for six years until Dr. Peiqi's death; during that time he studied traditional Body-Energy Healing system which included An Mo/Tui Na, Qi Gong/Guiding Energy Meditations, Luchan Patting, and Healing Sounds. He is currently pursuing his Masters of Oriental Medicine at PIHMA.

**Mukhtar Ramsey, M.S.O.M., L.Ac., Dipl. O.M. (NCCAOM)**, earned his Bachelor of Arts from St. Mary's College of Maryland, where he focused his studies in Eastern philosophical traditions. Before moving to Phoenix to enroll at PIHMA in 2003, he worked as an environmental advocate and political organizer on Capitol Hill, Washington, D.C. He completed the International Traditional Chinese Medicine Program at Chengdu University of Traditional Chinese Medicine in Sichuan Province, China, in 2006. He was the recipient of the Kathy Salisbury award for excellence and creativity in herbal formulation when he graduated from PIHMA in 2007. His private practice is in Scottsdale.

**Chris Vedeler, MSOM, Dipl.Ac. (NCCAOM), L.Ac., C.Ht.** first started his career as a Clinical Hypnotherapist, after having obtained his Bachelor degrees in Philosophy and Psychology from New Mexico State University, and postgraduate studies in Psychology from University of Washington. He studied at International Institute of Chinese Medicine and graduated from Southwest Acupuncture College in Albuquerque, New Mexico. Since then, he has combined his experience in psychology with Chinese and Japanese medicine in his practice in Phoenix and his teaching at PIHMA.

**Pamella J. Wallach, R.N., Dipl. Ac. (NCCAOM), L.Ac.**, graduated from the Midwest Center for the

Study of Oriental medicine in 1991. She has additional training from the College of Traditional Chinese Medicine and Moxibustion in Guangzhou,, China. Pam also studied Chinese herbal medicine at the Institute of Chinese Herbology in Oakland, California. Previously, Pam received her nursing degree from Mayfair College in Chicago and has been a registered nurse for 26 years. In addition to working as a labor & delivery nurse for 17 years, she currently practices Oriental medicine with a focus on women's health issues, with a focus on infertility and in vitro fertilization.

**Marie Yahner, MSOM, Dipl.Ac. (NCCAOM), L.Ac.** received her Master of Science in Oriental Medicine from the Phoenix Institute of Herbal Medicine & Acupuncture and maintains a private practice in Scottsdale, Arizona. She completed a clinical internship at Chengdu University Hospital of Traditional Chinese Medicine in Sichuan, China. Prior to studying at PIHMA, she received her Bachelor of Arts at Purdue, working in Madrid, Spain, Boston and Phoenix in management, language instruction and publishing. Marie is the faculty advisor to the Animal Acupuncture club at PIHMA.

## Visiting Faculty

**Robert Abrahamson Dipl. Ac. (NCCAOM) L.Ac. (U.K. & CA), O.M.D. (CA)**, graduated from the college of Traditional Acupuncture in the United Kingdom in 1976 and from Samra University in California in 1981. He has been practicing and teaching Oriental medicine for over 20 years in the United States and Europe. Robert is an Acupuncture Coordinator for the detoxification program at Desert Canyon Treatment Center in Sedona, Arizona. He is also part of a multidisciplinary practice in Sedona, Arizona. In addition to teaching at PIHMA, he teaches at the Academy of Chinese Medicine at Winterthur, Switzerland.

**Arlan Cage, N.D., M.S., L.Ac., Dipl.Ac. (NCCAOM)**, graduated from Whitman College with a Bachelor's degree in Physics & Astronomy, and graduated from the Florida Institute of Technology with a Master's degree in space technology.& Dr. Cage later graduated at the Southwest College of Naturopathic Medicine & Health Sciences, and studied at PIHMA. Dr. Cage was an adjunct instructor in physics at Scottsdale Community College from 1999 to 2002, and holds an Arizona Community College Teaching Certificate in Physics. He is currently in private practice in Southern California.

**Lucia Chow, M.I.M.**, is the 28th generation descendant of the Great Chinese philosopher and mathematician Zhou Dun Yi of the Sung dynasty who brought the theory of "Yin" and "Yang" into I-Ching. She has a Master's degree in International Management from Baylor University and has studied at the Sophia University in Tokyo. She is a practiced Master of I-Ching, and has served as a business

consultant to individuals and corporations. She has been a staff columnist with the Arizona Chinese News,. In addition to a business consulting practice, Ms. Chow also serves as Chair of the PIHMA Governing Board.

**Kay Evje, Dipl. Ac. (NCCAOM), D.O.M (New Mexico), is one of the original founders of PIHMA. She graduated from the** Southwest Acupuncture College in Santa Fe, NM, and received her Oriental Medical Doctor degree from the North American Academy of Advanced Asian Medicine (NAAAM), and served as a faculty thesis advisor for its doctoral programs. She was a prominent practitioner of Traditional Chinese Medicine in Sedona since 1987, and served as Vice-President of the Acupuncture Society of Arizona. She was also a member of the National Association of Teachers of Acupuncture & Oriental Medicine. Kay went on to work in the field of hospice care in California.

**Mary Herring, M.S.N.,** received her Bachelor of Science in Nursing from Illinois Wesleyan University and her Master of Science in Nursing from the University of Hawaii. There she studied cross-cultural medicine & medical anthropology that evolved into appreciation of CAM modalities. She is certified in Occupational Health Nursing from the National Board of Occupational Health Nurses as well as certified in hypnosis by the American Society of Clinical Hypnosis. Her publications include: *Cardiovascular Nursing*, a text published by Medical Examination Co. Inc., contribution to *Comprehensive Nursing Review* by Mosby, and most recently she was co-editor of *Blackwell Complementary and Alternative Medicine: Fast Facts for Medical Practice*, published by Blackwell Publishing, 2002. Ms. Herring has a private nursing practice providing medical hypnotherapy.

**Marcia Hindman, B.S.N., R.N., M.S.O.M., Dipl.Ac. & Dipl.C.H. (NCCAOM), L.Ac.,** graduated from Lake Superior State University in Michigan with a degree in Nursing. During her employment at various hospitals throughout the United States she has worked with diabetes, chemotherapy, many areas of behavioral health, ortho/neuro, med/surg, trauma, infection control, AIDS, and telemetry. She managed the Childrens' Unit in behavioral health for five years. In 1999 Marcia graduated with a Masters of Science Degree in Oriental Medicine from Pacific College of Oriental Medicine in San Diego, California, and practices locally in Goodyear, Arizona.

**Elaine Joyal, Ph.D.,** completed her doctorate in Botany at Arizona State University. With a background in plant conservation and ecology, her dissertation used an ethnoecological approach to assess traditional ecological knowledge and traditional resource management among palm workers in Sonora, Mexico. She is presently an Adjunct Professor in ASU's Department of Anthropology and

served as Western Sciences Chair at PIHMA.

**Willie Lim, B.A.,** has 42 years experience in Tai Chi and martial arts, and currently holds the rank of 8th Dan Black Belt in Karate. Willie teaches the classical way of Tai Chi in Scottsdale. He has taught in England, Northern Ireland, Australia, New Zealand, Canada, Finland, Thailand and Malaysia. He combines an international approach with the classical art, making it both adaptable and practical. He was a nominee for Martial Artist of the Millenium- Australasian Martial Art Journal and teaches tai chi at the Virginia Piper Cancer Center, The Boulders Resort, and the Gainey Ranch Spa.

**Robert Lorek, M.A.,** obtained his Bachelor of Science in Business Administration from University of Dayton, Ohio, and went on to obtain his Masters degree in Philosophy from University of Nebraska. Subsequently, he became an Adjunct Professor of Philosophy at Morton College, University of St. Francis, College of DuPage and Elmhurst College, all in Illinois. He also was an instructor at Zayed University in the United Arab Emirates, providing baccalaureate education to Emirati women. He currently serves as Department Chair for the Humanities-Philosophy department at Lassen College in California, also teaching courses in Critical Thinking, Logic, Introduction to Philosophy, Humanities and Ethics.

**Rachelle Marmor, M.S.Ac., Dipl.Ac. (NCCAOM), L.Ac.,** received her Master of Science Degree in Acupuncture and Chinese Herbal Medicine from PIHMA. Rachelle graduated as Valedictorian, Summa Cum Laude and was the recipient of the 1999 Arizona Consortium of Complementary Healing Organization's "Dream" Scholarship. She has a private practice in Tempe, where she specializes in migraines, digestive disorders and chronic pain. As a result of a life long interest in sports and 16 years in the music business, she also treats many athletes and musicians for sports related and repetitive stress injuries.

**Else Morris, N.M.D.,** obtained her Doctorate of Naturopathic Medicine from the Southwest College of Naturopathic Medicine and Health Sciences in Tempe, Arizona. Her primary interest is teaching, with a particular focus in the basic sciences. Dr. Morris is an Assistant Professor of Anatomy at Southwest College of Naturopathic Medicine where she teaches gross anatomy, microscopic anatomy, and neuroanatomy.

**Kenneth Morris, Dipl.Ac. (NCCAOM), L.Ac. (CA),** began his study of Chinese Medicine in 1976 with Korean Master Se Han Kim and the Taoist Master Ni Hua Ching. He graduated from the American Chinese College of Traditional Chinese Medicine, San Francisco, in 1986. He is founder of the Institute of Chinese Herbology in Oakland, California and has taught comprehensive herbal seminars to health professionals around the country. Recently, Ken has

developed his own line of premium quality herbal extracts known as Tai Botanicals. Ken is also a practicing acupuncturist, herbalist and nutrition consultant.

**Timothy Peace, B.S., N.D.** graduated from Arizona State University in 1995, where he continued to teach Chemistry. He went on to obtain his naturopathic doctorate from the Southwest College of Naturopathic Medicine in 2001, where also serves as Adjunct Professor.

**Howard Reynolds, B.S., M.Ed., M.S., M.Ed., M.Ac., L.Ac.** Howard obtained his bachelors and Masters of Education in Physical Education at Frostburg State University in Maryland, where he also obtained his Master of Science in Counseling & Psychology. He went on to obtain his Masters of Education in School Psychology from San Diego State University. Howard studied acupuncture at Tai Sophia, where he later worked as a clinic supervisor, in addition to private and group practice. He currently works as a Director of Healthy Visions Wellness Center, a program of the Foundation for Senior Living, and Director of Wellness for the Foundation, in addition to his private practice.

**Nancy Rizzo-Roberts, Ph.D., Th.D., M.S., B.S.,** earned her bachelors degree from Oakland University in Medical Physics in 1984. In 1987, she received a Master of Science degree in Radiological Physics at Wayne State University. At Greenwich University, Nancy received her doctorate degree in Energy Medicine Biophysics in 2002. In that same year, she also received a doctorate degree in Spirituality at Holos Seminary. Nancy formerly worked as a radiation physicist at Mayo Clinic in Scottsdale, Arizona, and was chosen to lead a physics research project for the University of Arizona. She currently maintains a practice combining Qi principles and modern clinical techniques.

**Sue Roe, BSN., RN, DPA,** has a doctorate in public administration with an emphasis in administration and policy from Arizona State University (1989). She has additional graduate work in educational administration and instructional development and a Masters and Bachelor's degree in Nursing (University of Arizona, 1968, 1972). She serves on several boards and is an Associate Professor at Western International University and a faculty associate at Arizona State University. She has authored and co-authored several publications and has designed, developed and taught many programs, including in the fields of nursing and research. She runs Roe Group Enterprises, which includes Performance Dimensions, LLC, a consulting firm which specializes in performance based learning, instructional resources and management. She also operates a publishing company and is the Executive Director of The Consortium to Advance Integrative Healing and Wellness (CAIHW).

**Shidfar Rouhani, ND, PhD, MSOM (candidate), BSE-MS**

Shidfar received his Master of Science in Biomedical Engineering from Arizona State University where he also went on to obtain his doctorate in Cell & Molecular Biology. He served as Medical Officer, 1<sup>st</sup> Lieutenant, Civil Air Patrol with the U.S. Air Force. Meanwhile, he also became a nationally registered EMT after studying at Mesa Community College. He received his doctorate in Naturopathic Medicine from Southwest College of Naturopathic Medicine in Tempe and is completing his Masters in Oriental Medicine from PIHMA. His ASU Honors Thesis project was to invent a Micro-capillary Bio-reactor. In addition to being a laboratory research assistant, he has taught science, mathematics, physics and engineering at ASU, as well as Gross Anatomy at SCNM. In addition to teaching biomedicine courses at PIHMA, he served as Chair of the Research Department.

**Kevin Spelman, B.S.,** is a Medical Herbalist, having graduated from the New Mexico Herbal Institute in 1993. He went on to obtain his Bachelor of Science from the University of New Mexico in 1998. He is also an Adjunct Assistant Professor at the Southwest College of Naturopathic Medicine.

## **STUDENT SUPPORT SERVICES**

### **Our Campus**

The Phoenix Institute of Herbal Medicine & Acupuncture (PIHMA) is located in Phoenix, Arizona. Phoenix is surrounded by scenic desert mountains and towering saguaro cacti. Combining a southwestern setting with modern sophistication and style, Phoenix is famous for its luxurious accommodations, rich cultural community and award-winning restaurants.

Phoenix boasts some of the sunniest weather in the country. With 300 days of sunshine each year and an average temperature of 85 degrees, students will find Phoenix a pleasant place for learning and living. Phoenix, home of the state capital, is adjacent to Scottsdale, Paradise Valley, Fountain Hills, and the surrounding cities of Tempe (home of Arizona State University), Mesa, Chandler, Glendale, Sun City, and Cave Creek. A few hours to the north are the Grand Canyon National Park, Sedona and Flagstaff, home to Sunrise ski resort. A few hours to the south are Tucson and Mexico.

The campus is located in a beautiful southwestern pueblo-style building within an oasis of serenity, created by statuesque pine trees, and courtyards of waterfalls and picturesque desert flora. Centrally located in the Phoenix valley, PIHMA is easily accessible from major highways. It is also located near easily accessible parks, public golf courses, hiking trails, shopping, entertainment venues and restaurants.

### **Our Learning Community**

PIHMA provides an active learning environment. Students practice acupuncture in the college clinic and in clinical practicums, make herbal formulas using one of the largest herb collections in the state, and have access to a library containing a substantial collection of books and materials on Oriental medicine. Students practice with all the tools of an Oriental medical practitioner: moxa, cups, needles, electrical stimulation machines, herbs, TDP lamps, acupuncture models and posters, and a wide variety of study aids. Most importantly, PIHMA's greatest resource is its faculty, whose experience, knowledge, and wisdom provide students with a sound, practical and philosophical foundation for the practice of Oriental medicine.

### **Academic Advising & Counseling**

PIHMA provides support to its students through its academic advising department, as well as other support services, such as tutoring, support sessions, and meetings with administration. All of PIHMA's staff and faculty also endeavor to support students throughout the academic process.

## **Library**

The Phoenix Institute of Herbal Medicine & Acupuncture has a growing library within its facility. The library supports the school's educational programs by:

- a Having readily available for consultation the principle up-to-date reference books in acupuncture and Oriental medicine;
- b Providing resource materials on Western biomedical sciences, including mind/body medicine and clinical nutrition;
- c Enabling students to review ongoing professional thinking and research in Oriental medicine, clinical nutrition and mind/body medicine by means of select journals and newsletters;
- d Providing a lending library which includes books, journals, and computer programs relevant to the practice of health care and Oriental medicine.

Important knowledge about Oriental medicine is traditionally transmitted directly from teacher to student, while texts are used mainly for confirmation and review. Books and journals on philosophy, human sciences, and acupuncture and Oriental medicine, are available at the school for students who wish to pursue special interests.

The PIHMA library collection includes holdings in the areas of Oriental medicine, Western sciences, psychology, and business. In addition to PIHMA's library, students can have access to materials at other libraries including Southwest College of Naturopathic Medicine, American College of Homeopathic Medicine, Arizona State University, community colleges and the public libraries.

## **PROGRAM POLICIES**

### **Course Registration**

All students must register for internship and for classes within the time frame established for each semester/term. Any student planning to be on leave of absence or program withdrawal should submit the appropriate forms to the Registrar's Office.

Students are to register in person. Special arrangements can be made with the Registrar for out-of-town students. Students must be registered and have tuition payment arrangements made by the registration deadline, otherwise a late fee will be assessed. Students will not be able to attend classes without having paid tuition in full or made other arrangements with PIHMA.

## **Full-Time Enrollment Requirements**

A student registered and enrolled in courses totaling twelve (12) or more credits is considered a full-time student. All students are required to be enrolled as a full-time student for at least 1 academic year (12 or more credits per semester for two semesters of a year minimum of 24 credits in one year) to be awarded a degree from PIHMA. Audited, transferred, and challenged courses cannot be counted toward the minimum academic year requirement.

## **Residency Requirements**

To receive a diploma from PIHMA, students must satisfactorily complete a minimum of forty (40) credits (of PIHMA courses) in the Oriental Medicine Program or thirty (30) credits (of PIHMA courses) in the Acupuncture program.

## **Schedule Adjustment**

**PIHMA reserves the right to select which courses will be offered each term and to cancel or reschedule any class in which there is an insufficient number of students enrolled.** Classes will not be offered solely to meet one individual student's needs. Because curriculum changes are possible, students who withdraw from, fail or are dismissed from programs or courses for any reason, and then resume their studies, may need to take additional coursework requiring additional tuition obligations. PIHMA reserves the right to change instructional staff and equipment, to reset class schedules and hours, to consolidate classes, to change locations, to change graduation requirements and curriculum, and to revise, add or delete courses as necessary. Students should consult with the Academic Advisor as needed to assure a timely completion of their degree.

## **Degree Completion**

The professional acupuncture program students are required to attend a minimum of 90 instructional weeks to be completed in not less than 27 calendar months. The professional Oriental medicine students are required to attend a minimum of 120 instructional weeks to be completed in not less than 36 calendar months.

Students may be enrolled on a part-time basis, but must complete all requirements for the Master of Science in Acupuncture degree within six (6) years and for the Master of Science in Oriental Medicine degree within eight (8) years. Students who do not complete their degree program within the allowed time

frame will be automatically withdrawn, and must reapply under the most recent catalog in order to complete their program and receive a diploma.

## **Academic Load**

Full-time students should not exceed twenty-eight (28) credits in a semester, including clinic credits. Any student who wishes to exceed the recommended limit must petition the Director of Academic Affairs. Students should consult the Academic Advisor, the Director of Academic Affairs, the Registrar or the Dean of Students to determine if a particular course load is appropriate.

## **Parking**

**PIHMA is located in building A.** PIHMA student and staff daytime parking is located in the unpaved lot in between the Pueblo Nuevo parking lot (east side) and the Synagogue, or in visitor parking near Building C. On evenings and weekends, regular visitor parking is available in the Pueblo Nuevo lot.

Please do not park in designated (non-visitor spots) as vehicles will be towed away by Pueblo Nuevo Co. Management.

If students or faculty park in reserved spots at any time including weekends, a verbal request to move the car will be given first. The second offense can result in a 2-week suspension of classes, clinic or a fee. Please note that Pueblo Nuevo Co. may tow your vehicle away at any time for parking in unauthorized spots and PIHMA will **not** be responsible for towing fees.

## **Dress Code**

The following policy is intended to be fair and beneficial to all concerned. Since the PIHMA college clinic is on campus, open to the public and serving the needs of the community, it is crucial to maintain a professional appearance at all times. Attire and appearance should be clean and neat whenever on campus, both in and outside of clinic, and at any offsite event or training. Generally speaking, PIHMA students, staff and faculty should not wear clothes that a reasonable person might construe as "revealing." Accordingly, PIHMA reserves the right to ask students or interns to change their attire if they are not dressed in accordance with the dress code.

**Clinic:** In clinic specifically, students, staff and faculty may not wear shorts or jeans of any color. All shoes must be closed-toed, with polished dress shoes or clean, solid-colored athletic shoes preferred.

Women may wear heels, with a 2-inch maximum height. Dresses and skirts should not be shorter than 4 inches above the knees and proper undergarments must be worn. Camisoles, low-cut blouses or articles

of clothing that are revealing should be avoided.

Men should wear dress shirts only. Ties are preferred, but are not mandatory. Clean, neat slacks or dress pants are acceptable. Articles of clothing that are too revealing should be avoided.

**Lab Coats:** All clinic practitioners and observers must wear clean, white lab coats while practicing in the clinic. Name tags should be placed prominently on the lab coat and identify the student as Intern or Observer. Name tags can be obtained at any office supply store. ***Herb interns*** must wear a lab coat in order to receive credit for any clinic shift.

**Grooming:** Long hair must be pulled back or pinned up sufficiently so that it will not brush against the patient or impair the student's ability to see what they are doing when bending over a patient. If needed, the front desk can provide you with a rubber band to pull hair back. Beards must be nicely groomed. Nails should be kept short and filed, with traditional looking polish. Acrylic nails or chipped polish are not permitted in accordance with OSHA requirements. Hands and nails must be scrubbed clean at all times. Cologne, perfume or other strongly scented products should not be used in the clinic due to possible chemical sensitivity of patients and fellow students.

**When working in clinic, students should not wear:** shorts, hats (other than religious headgear), T-shirts, sweatshirts, midriff shirts, stretch pants, sweat pants, bike shorts, open-toed shoes, tank tops, sandals, jeans, or torn or ragged clothing.

Recognizing the importance of professionalism, this dress code will be strictly enforced. Clinic supervisors will be responsible for ensuring that this policy is followed, under the direction of the Clinic Director. A student who fails to comply will be relieved from clinic duty by the supervisor for whatever time is needed to remedy the situation.

### **Internet Policy**

**PIHMA Emails should be checked and cleared weekly (if not daily).** An email account has been established for every PIHMA student, instructor, and administrator. If you forget someone's address, know that the standard is firstinitial+last [name@pihma.edu](mailto:name@pihma.edu). This will serve as a primary method of regular communication from the college. Refer to the Director of Central Services for further questions about management of email accounts.

Profanity and offensive materials are prohibited on the internet, and violations may result in access and privileges being taken away. This policy prohibits any conduct which is harmful, obstructive, disruptive to, or interferes with the educational process. Therefore, PIHMA asks that the language of any communication between students and instructors maintain the level of

formality appropriate to any college teaching or learning situation. Rude or insulting language will not be tolerated. Students, supervisors or staff who engage in such behavior will be dealt with accordingly. For security purposes, we reserve the right to monitor and view any email account associated with [pihma.edu](mailto:pihma.edu). PIHMA reserves the right to suspend email account use at any time.

### **Emergencies**

All supervisors, staff and students must be trained in CPR. If someone arrives at PIHMA with signs of a medical emergency, a supervisor will direct a staff member to call 911. The trained personnel will stabilize the patient while waiting for paramedic transportation to the hospital. The same actions will be taken for a patient who becomes unstable while undergoing treatment at the clinic; if needles have been inserted, the first step is to immediately remove any needles which are not specifically for the purpose of stabilizing the patient.

**Fire Alarm:** In case of a fire, everyone should immediately exit the building and congregate in the northeast corner of the Baptist church parking lot. A receptionist will call 911 from a different building or cell phone.

All emergencies should be handled as per the PIHMA Emergency Manual. Copies are located in the intern room or are available through the Central Services Manager.

### **ACADEMIC POLICIES**

Note: Clinic observation and internship are considered a practicum course at PIHMA and as a result are subject to the same or similar policies as any other practicum course. The details are further delineated in the Clinic Handbook.

#### **Attendance**

PIHMA provides each student with a program of instruction consisting of a specified number of hours. An awarded degree certifies that the program has been taught and the training hours completed. When PIHMA sends a transcript to NCCAOM to qualify a student to take the national examinations, such transcript certifies that the requirements were met. In order to meet these commitments, PIHMA must keep detailed attendance records and require all absences to be made up.

If a student knows in advance that he or she is going to miss a class, it is the student's responsibility to inform the instructor by phone, e-mail, or another form of written message. It is also the student's responsibility to make up any and all work missed. Students in practicum courses (including clinic) may not miss more than 10% of the scheduled class

meetings and students in didactic courses, may not miss more than 20% of the scheduled classes. Additional absences can result in a drop in letter grade or failure of a course.

Making up course work due to absences may include reviewing notes from other classmates or the instructor, reading relevant material from the course text, or listening to an audiotape of the missed class meeting (if available) and formulating a summary of the key points of the audio tape. In the rare instances when the make-up work is not done prior to the end of the semester, the student will receive an Incomplete as a grade (see policy on incompletes).

### **Tardiness**

A tardy is defined as arriving more than 15 minutes late to class or a clinic shift, or leaving more than 15 minutes before class or clinic is over. If a student is tardy more than 2 times in a particular course, this shall constitute 1 absence (3 or more tardy days = 1 absence in the course).

### **Prolonged Absence**

Absences are sometimes unavoidable (i.e., due to a birth, death, accident, change of health or employment). In the event of a prolonged absence, the administration and faculty will work with the student to make appropriate accommodations. A student may be required to repeat certain courses or attend several tutorials.

### **Automatic Dropping from Course**

A student who has missed 3 consecutive class meetings will be automatically dropped from the course and will be required to repeat it with payment of full tuition.

### **Tutorials**

Tutorials are intended to ensure that minimum academic standards are met and to prevent students from falling behind in course requirements. Granting tutorial assistance does not preclude a student from having to repeat a course to meet standard academic requirements.

Course instructors have the discretion to require that a student attend a tutorial, and will notify the student and administration of the requirement for a tutorial. A fee is required for tutorials; instructors may, on request, schedule group tutorials, to permit several students to meet a tutorial requirement at the same time and share the fee. Students may also provide tutorial

assistance to one another. If interested in being a tutor or receiving tutoring, the student should submit his or her request to the Academic Advisor or to the Registrar.

**Study Groups:** Students are encouraged to join or form an ongoing study group to reinforce learning and perfect their skills. Participating in a study group improves learning and test performance and is an invaluable study aid for mastering this material.

### **Copyrights**

Students must adhere to federal copyright laws and statutes as they apply to print, audio, video and computer software materials. Students must also refrain from fraud, forgery, alteration or unauthorized use of documents, class notes, PIHMA records, or instruments of identification. Copyright laws and statutes are also posted on the PIHMA copy room door.

### **Adding and Dropping Courses**

Courses added or dropped prior to the start of classes do not need the instructor's signature. Courses added or dropped within the first two class sessions require the signature of the instructor on the form.

**After two class sessions, the student must get the approval of the instructor for the course they want to add.**

Courses added or dropped within the first week of any semester will not incur a fee; an add/drop fee will be required of students adding or dropping after the first week of classes (see the Fees and Tuition section at the end of this catalog).

### **Voluntary Program Withdrawal**

Students who wish to withdraw from the program must send a written withdrawal notice to the Registrar. The student is responsible for all financial and administrative obligations. While financial aid students are required to conduct a formal exit interview, all students are strongly encouraged to also meet with either the Academic Advisor, the Registrar, or the Director of Academic Affairs to formally withdraw from the program. Students who wish to be readmitted after withdrawing from the program may do so by following the established admissions procedures. Any tuition refunds can be calculated based on the date of receipt of official notice.

## Changing Degree Tracks

Changing from the Master of Science in Acupuncture (MSAc) to the Master of Science Oriental Medicine (MSOM) is a simple change that can be accomplished with a visit to the Registrar. There is no charge for this change. Changing from an MSOM degree to an MSAc degree is not a simple switch. Students wishing to change their major from MSOM to MSAc can expect a degree-change fee of \$100 and a file-audit with a fee of up to \$500.

## Directed Study

A directed study is a class that is taken with one student and one instructor or in a small group. These classes are initiated at the direction of PIHMA to allow a student who is close to graduation to complete the program within a reasonable time frame or to help a student who needs a class as a prerequisite to another course. Directed study does not apply to practicum courses. Students may have no more than nine (9) credits earned through directed study.

The directed study course must have nine (9) documented contacts during the course with a minimum of three (3) classroom meetings, two of which must be the first and last of the nine (9) contacts. Approved contact includes classroom meetings, phone conferences with academically relevant conversation (messages are not acceptable), assignments submitted, fax transmittal consisting of academically relevant information, and computer generated communications.

The student and the instructor will meet to agree on the structure of the course and create a written document "Directed Study Form" confirming the agreement. This form will be held by the Registrar. Any changes to the original agreement, as stated on the Directed Study Form are to be made with the agreement of the student, instructor, and Director of Academic Affairs and be documented accordingly.

**Bridge Courses** are independent studies that are exempt from the 9 credit rule. These classes are specifically developed to accommodate transfer students in preparing for the PIHMA program. These bridge courses have been designed for graduates from Southwest College of Naturopathic Medicine and for schools who have had formalized agreements with PIHMA.

## Examination Regulations

**Students must attend 75% of a course in order to be able to take the final course examination, and must make up all missed classes before taking the mid-term or final examination.** All examinations must be taken on the date and time they are regularly scheduled with the following exceptions:

- a. *Health Reasons:* A student may be excused from a regularly scheduled exam for medical necessity after written documentation from a physician is submitted. Such documentation may be reviewed by the Director of Academic Affairs.
- b. *Extraordinary Reasons:* A student may be excused from a regularly scheduled exam for reasons such as accident, personal emergency, or other extraordinary circumstances.

**Rescheduling an Examination.** In the event of an unforeseen crisis or an extraordinary reason, a student may petition the Director of Academic Affairs to reschedule an exam. The student will then negotiate an exam date with the instructor. All fees must be paid to the Registrar prior to taking the exam. Rescheduled exams can only be administered after the original exam date, and must be taken within two (2) weeks of the original exam date to avoid receiving a zero for the exam,

**Exam Room Behavior.** Food, drink, cell phones, iPods, PDAs or other electronic devices are not allowed in the exam area unless specified by an instructor. For closed and limited book exams, there are no briefcases, backpacks, purses, or other bags allowed in the exam area. These materials must be placed across the room. Any materials near or below the desk may be removed to another area by the instructor or proctor as necessary.

Once the examination has begun, late arrivals will not be given extra time and may be subject to exclusion from the exam. Students are not allowed to converse with other students during the exam for any reason. Requesting, giving or receiving any unauthorized assistance is not allowed. Only one male and one female at a time may be permitted to leave the room to go to the restrooms. All exam materials must be turned into the instructor or proctor before leaving; students are not permitted to leave the exam area with exam material.

**Repeating an Exam.** Students are not permitted to repeat exams in order to pass a class. If a student fails an exam and the result is a failing grade in the course, then the student must repeat the course at full cost.

## Grading

Grading is based on total scores from assignments, testing, class participation, and attendance.

A passing grade is a "C" or higher. Students who fail a course are required to retake the course to receive credit towards program completion. Grades are decided on the following scale:

<b>A</b>	<b>95+</b>	<b>B-</b>	<b>80-83</b>	<b>D</b>	<b>65-69</b>
<b>A-</b>	<b>90-94</b>	<b>C+</b>	<b>77-79</b>	<b>F</b>	<b>64 or less</b>
<b>B+</b>	<b>87-89</b>	<b>C</b>	<b>74-76</b>		
<b>B</b>	<b>84-86</b>	<b>C-</b>	<b>70-73</b>		

Other designations include:

<b>Designation</b>	<b>Explanation</b>
Incomplete	I (see section below)
Pass	P (not calculated in GPA)
No Pass	N (not calculated in GPA)
Course Challenge	R (not calculated in GPA)
Withdrawal	W (not calculated in GPA)
Withdrawal - Failing	WF (not calculated in GPA)
Audit	Z
Course in Progress	*
Transfer of Credit	T
Repeated Class	#

Students who receive an "F" in a corequisite or prerequisite course will not be permitted to register for the next level course until they have retaken the course and received a passing grade.

## Incompletes

**Academic Program Incompletes:** Incomplete grades are limited to those students who have extenuating circumstances and who have met all the requirements of the class, and who still need to submit a late paper, or make up an exam or missed classes.

A mark of "I" (incomplete) is given by the instructor when students are otherwise doing acceptable work but are unable to complete the course because of illness or other conditions beyond the student's control. *Students are required to arrange for the completion of the course requirements with the instructor.*

Unless otherwise arranged, a student has one semester (excluding the Summer term) from the date the mark of "I" is recorded to complete the course. When he or she completes the course, the instructor must submit a Grade Change form to the Registrar's Office. If deficient work is not completed in the timeframe allotted by the Director of Academic Affairs and the Faculty member, and agreed upon by the

Student, the grade will be converted to a grade of "F" and the student will need to repeat the class.

During the incomplete period the posted Incomplete (I) is not factored into the cumulative GPA. Once the student completes the coursework, the instructor shall submit a completed Grade Change Form to the registrar. Upon issuance of the earned grade, the GPA will be amended to reflect the earned grade for the course.

**Clinical Program Incompletes:** In clinic an Incomplete will be issued when a student enrolled in clinical observation or internship has not completed his or her hours within a given semester or term. Incompletes will revert to an "F" at the end of the incomplete period (generally one semester) if the clinic hours are not made up prior to the end of the subsequent semester/term. The student will need to pay to retake the internship if the grade reverts to an "F."

**All courses:** Students who receive an "F" in a prerequisite course will not be permitted to register for the next level course until they have retaken the course and received a passing grade.

## Course Repeat Policy

Normal registration procedures are followed when students repeat courses. A new grade earned in a repeated course will be computed in the student's GPA. The student's transcripts will only reflect the earned grade. The earned grade (the second grade) will be posted as the official grade and factored into the student's GPA. The highest grade a student can earn in a repeated course is a "B" The designation of "#" will be noted on the transcript for the first class and a record of the grade will be maintained in the student's file.

Electing to repeat courses in which passing grades have been earned may adversely affect Satisfactory Academic Progress for purposes of VA Educational benefits, Financial Aid or corporate funding.

## Course Audit Policy

Students are permitted to enroll in a course to obtain information, for personal development or to enhance specific skills. With instructor approval, a student may audit a course and participate in all course activities. Writing assignments and examinations are not mandatory. No grade is assigned and audited courses carry no credit toward the GPA or degree requirements. A non-grade symbol of Z is assigned. Approval of audit status must be arranged prior to the start of the course.

All policy, standards and guidelines for auditing students are the same as those for all other students. The auditing student shall in no way interfere with the

learning process of students taking the course for credit. Tuition for courses audited is calculated differently (see Tuition & Fees section of catalog).

Students who plan to only audit courses must submit an admission application like all other students. An auditing student is not allowed to register without meeting the appropriate prerequisites.

A student cannot use an audited course for Advanced Standing at PIHMA.

## **Grade Disputes**

If a student believes that a grade was unfairly or incorrectly awarded, the student may dispute the grade. It is incumbent upon the student to attempt to resolve a grade issue directly with the faculty member. This dialogue must be initiated within 6 weeks of the course end date. The burden of proof is on the student (e.g., unjust treatment, errors in calculation, et cetera). The faculty is obligated to respond to the student's inquiry within 2 weeks (unless there is a reasonable cause for extension), explain the rationale for the grade issued, and review grade calculations for accuracy. Grades are awarded and changed through the faculty member, or through the dispute process.

**Grade Dispute Process** The student must first direct the dispute to the faculty member, presenting evidence of unfair evaluation or any other relevant documentation. If the faculty member and the student are not able to mutually resolve the issue, the Director of Academic Affairs will adjudicate the issue. Any subsequent dispute must be pursued according to the grievance and complaint procedure stated within this catalog. Should all of PIHMA's procedures be unsatisfactory to the student, he or she may address the college's licensing board, the Arizona State Board for Private Postsecondary Education at 1400 Washington Street, Suite 260, Phoenix, Arizona 85007, (602) 542-5709 (website: <http://azppse.state.az.us>).

## **National Certification Examinations**

National certification examinations are administered by the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM). Any student planning to take the certification exam is required to submit an application and an Exam Registration Form (ERF). Students will receive an ERF from the NCCAOM after they are approved to take the certification exam. There are deadlines by which to submit an application and ERF. A deadline schedule is posted in the Registrar's Office or Board. Starting in January 2010, students will be required to graduate from PIHMA in advance of taking the boards. Students may also contact the NCCAOM for information:

Phone: 904-598-1005; fax: 904-598-5001

[www.nccaom.org](http://www.nccaom.org); e-mail: [info@nccaom.org](mailto:info@nccaom.org) 76 South Laura Street, Suite 1290 Jacksonville, FL 32202

## **Satisfactory Academic Progress**

A student is required to maintain *satisfactory academic progress* in order to continue attendance at PIHMA. This is defined as maintaining a GPA of 2.0 and meeting minimum competencies in all courses, both practicum and didactic and (a) meeting the characteristics required for admission, continuance and graduation (see above), (b) adherence to the code of ethics (see below), and (c) complying with student responsibilities (see below).

## **Academic Observation**

Entering students with a Grade Point Average (GPA) below 2.0 and any enrolled student with GPA below 3.0 will automatically be placed on *academic observation*. Enrolled students include those on *leave of absence*, but do not include students who have either voluntarily withdrawn or have been automatically withdrawn.

Students on *academic observation* will receive notice from the Registrar's Office. Students on Academic Observation may still be considered as meeting Satisfactory Academic Progress, however the student's GPA must be raised to an acceptable level, as designated by the Director of Academic Affairs, in order to be taken off of Academic Observation. Students may be required to have updated meetings with the Director of Academic Affairs, Registrar, Dean of Students, or Academic Advisor. Academic Observation is important as students are required to have a 3.0 average in order to graduate from PIHMA.

## **Academic Probation**

A student on Academic Probation is no longer meeting satisfactory academic progress. Criteria for being placed on Academic Probation include any one of the following:

1. Any enrolled student with a Grade Point Average (GPA) below 2.0 or who fails to meet minimum competencies in all courses, both practicum and didactic will be placed on Academic Probation;
2. Any enrolled student who fails to (a) meet the characteristics required for admission (See Admission section of catalog), continuance and graduation (See Graduation Requirements section of catalog), (b) adhere to the code of ethics (See Code of Ethics section of catalog), or (c) comply with student responsibilities (See Student Responsibility section of catalog) may be placed on *academic probation*.

Enrolled students include those on *leave of absence*, but do not include students who have either voluntarily withdrawn or have been automatically withdrawn.

Students on *academic probation* will receive notice from the Academic Office. If a student is on probation

for grade-related reasons, the student's GPA must be raised to an acceptable level, as designated by the Director of Academic Affairs, in order to be returned to *satisfactory academic progress* status. Students will have one semester to raise their GPA above 2.0.

Conditions for retention in PIHMA's program are imposed upon a student placed on academic probation and he or she is subject to suspension if the conditions imposed for retention are not met. Additionally, academic probation will affect financial aid status.

### **Academic Suspension**

A suspended student is notified of his or her suspension by the Academic Office, and may dispute the suspension. Unless fully reinstated, the suspended student will not be allowed to register for courses (matriculating or non-matriculating), and will not be eligible to receive a diploma, nor participate as a graduate at any graduation ceremony.

**Reinstatement.** To be reinstated, the student must submit an application for reinstatement. Reinstated students may return under previous catalog requirements.

### **Dismissal**

Dismissal is a permanent separation from PIHMA. A student may be dismissed for:

- a. Violation of law, regulation, code and/or public policy;
- b. Violation of the Student Code of Conduct, Student Responsibilities, the Student Code of Ethics, and/or professional behavior;
- c. Academic Misconduct.
- d. Poor academic performance or failure to meet the characteristics required for admission, continuance and graduation.

### **Academic Conduct Regulations**

All the work submitted by a student must represent the student's learning, honesty and original endeavor. PIHMA considers cheating, plagiarism and falsification of documents a serious matter. Disciplinary sanctions may be imposed on students who engage in academic misconduct, dishonesty and plagiarism.

**Academic Misconduct includes:** plagiarism, work submitted by the student which fails to make appropriate reference to outside sources, cheating, falsification of documents, copyright violations, and / or violation of ethical standards delineated in the student handbook (See Code of Ethics section in catalog ).

The foregoing academic violation may result in the following sanctions:

- **Warning.** Notice given orally or in writing that any further misconduct may result in more serious discipline.
- **Forfeiture.** Loss of all or part of the credit for work conducted in association with academic misconduct or dishonesty.
- **Suspension.** Separation from PIHMA for a specified period of time. All decisions relating to suspension that are concerned with academic misconduct or dishonesty are determined by the Director of Academic Affairs, who also sets an appropriate amount of time for suspension.
- **Dismissal.** Permanent separation from PIHMA. All decisions relating to dismissal are to be made by the Review Board; the committee will consider the facts and the severity.

### **Sample Procedure for Academic Misconduct:**

Charges of academic misconduct brought against a student shall be made in writing by the faculty member, another student, or staff member and submitted to the Academic Office. The referral must state sufficient facts, including specific names(s), date(s), locations and descriptions of the alleged act(s) of misconduct to enable the Director of Academic Affairs to decide whether further fact-finding is necessary. Where the alleged misconduct is related to discrimination or harassment, the Director will consult with the Director of Central Services to determine whether an affirmative action investigation is warranted.

- For plagiarism, cheating and other grade-related charges, the faculty member must assign the student an F grade for the specific assignment or for the entire course within the usual grade reporting time.

Interim sanctions: for code of conduct violations or repeat offenses, PIHMA reserves the right to immediately suspend the student from PIHMA until further notification. The interim charges will remain in effect until a final decision has been made on the pending charges or until the Director of Academic Affairs determines that the reasons for imposing the interim sanctions no longer exist.

- The Director of Academic Affairs will send written notice of charges of academic dishonesty to the student.

- The student will have an opportunity to either meet with the Director of Academic Affairs in person or to respond in writing.
- Students who do not respond within 10 working days will be suspended or dismissed from the College by the Director of Academic Affairs.
- Once the Director of Academic Affairs has completed the investigation, the findings will either be dismissed, determined by the Director of Academic Affairs, determined by the executive team or be forwarded to the Review Board with recommendations for action.
- This decision is final, unless the student requests a hearing to review a decision to suspend or dismiss.

**1<sup>st</sup> Offense:** The Director of Academic Affairs has the right to make a decision on sanctions of Academic Misconduct for a student's 1<sup>st</sup> offense, or the Director may consult with the executive team, the school President or a Review Board.

**2<sup>nd</sup> Offense:** If a student is accused a 2<sup>nd</sup> time, the case must be presented to the Executive Team or to a Review Board.

**3<sup>rd</sup> Offense:** If a student is accused a 3<sup>rd</sup> time and a Review Board has already met the Director of Academic Affairs (in discussion with the Executive Team) may choose to confer sanctions to the student without reconvening the Review Board for a second time.

Students found not to be in violation of standards of academic dishonesty, and who were imposed interim sanctions, shall be reinstated automatically without further petition and without recourse.

For students who are placed on suspension, an application for reinstatement may be made after the specified period of suspension. Merely having remained in a suspended status for a period of time does not, in itself, constitute a basis for reinstatement. Any dispute must be pursued according to the Grievance and Complaint procedure stated within this catalog.

Students have the right to request a meeting of the Executive Team or the Review Board to hear the case.

**The Executive Team** is comprised of any combination of 3 school executives including the school President, the Director of Academic Affairs, the Director of Central Services, the Clinic Director and the Controller. This team plays a vital role in decision making for student grievances and complaints. From time to time, the Director of Academic Affairs will present cases to the team for review in advance of convening a more

formal Review Board. The team decides if cases merit a Review Board decision.

**The Review Board** is comprised of three faculty or administration members and two students. The role of the Review Board is to make impartial recommendations to the administration on disciplinary matters.

This ad-hoc board will consider the facts and the severity and frequency of any violations or omissions. The Board is the body that reviews disputes submitted to the Director of Academic Affairs. The Board reviews are generally reserved for issues regarding student suspension or dismissal. The purpose of the Board is to formulate a recommendation back to the Director of Academic Affairs as to whether a violation was more likely than not to have been committed by the student. Students will be given the option of presenting their case to the Review Board.

*General conduct of the Review Board:* In order to preserve the confidential nature of the disciplinary process, and to protect the privacy interests of the student who is charged with the violation and the witnesses who may be called to testify, the hearing conducted by the Review Board will be closed and all parties will be asked to sign a confidentiality agreement. The Director of Academic Affairs will present the case to the Board and a recommendation for sanctions.

Following the presentation of information the members of the Board will discuss the information that has been presented and the reasonable inferences to be drawn from this information prior to reaching their decision.

## **Student Code of Ethics**

### **Students at PIHMA shall:**

1. Maintain a sincere commitment to obtaining a superior education for themselves and respecting that same desire in others.
2. Endeavor to conduct personal, business and college activities with the highest degree of honesty and integrity.
3. Accept personal responsibility for actions and respect the boundaries of others.
4. Strive for academic excellence through regular self-assessment of personal strengths, limitations, and effectiveness by maintaining regular attendance in the classroom, keeping commitments and appointments, receiving tutoring and counseling when necessary, and through giving and receiving constructive feedback.
5. Support the professional image of PIHMA by following the guidelines prescribed herein.
6. Have a sincere commitment to provide the highest quality care to patients/clients.
7. Acknowledge the inherent worth and individuality

- of each person, and, therefore, not discriminate against patients, clients, students, faculty, staff, or any other persons; work to eliminate prejudice in the profession and the classroom.
8. Acknowledge the confidential nature of relationships between students and patients/clients and respect each person's right to privacy.
  9. Support PIHMA and the profession of Acupuncture and Oriental medicine through participation in local, state, and national events.
  10. Follow all laws regarding the practice of acupuncture and Oriental medicine including refraining from the independent, unlicensed practice of acupuncture
  11. Support the legitimate practice of acupuncture and Oriental medicine.
  12. Report unethical conduct by way of proper reporting procedures.
  13. Report any unsafe conditions in the clinic or classroom to PIHMA's appointed OSHA Coordinator. If an unsafe condition is not resolved, the student is required to submit a written report to the Administrative Office.
11. Refrain from public displays of sexual affection.
  12. Keep confidential all information about patients/clients, including other students, staff or faculty, obtained during classes and clinics.
  13. Observe all regulations of PIHMA, including but not limited to, the student code of conduct, student responsibilities, and student code of ethics, professional behavior, and the clinic handbook.
  14. Check PIHMA email on a regular.

### Transcripts

The Academic Office will release transcripts upon written request from the student. The Request Regarding Student Records form is available for transcript releases. No official transcripts will be released until all financial and other obligations to PIHMA have been met. Requests will not be accepted from, or released to, third parties without a written release from the student.

### **Student Responsibilities:**

1. Cooperate with PIHMA staff in the performance of their duties and authorized activities.
2. Refrain from obstructing other students from obtaining an education.
3. Refrain from behaving in a manner potentially harmful to patients, clients, students, or the reputation of PIHMA, including exhibiting a habitual and overt negative attitude, unprofessional dress, or inappropriate language.
4. Meet all financial obligations to the school in a timely manner.
5. Obey penal codes, civil statutes, and PIHMA policies, including proper attendance and refrain from unlicensed practice except under PIHMA supervision.
6. Be responsible for being familiar with the following documents, including, but not limited to schedule of classes, catalog, code of conduct, and critical deadlines contained therein. Inquire with regard to information and where it can be found.
7. Treat others with respect. This is inclusive of all differences, including but not limited to, age, ethnicity, gender, disability, national origin, race, religion, sexual orientation, or veteran status.
8. Give accurate and complete information for all official records required by PIHMA.
9. Show progress in skills and techniques, fulfill academic requirements of satisfactory achievement, and participate fully in classes.
10. Refrain from bringing pets onto college grounds or inside the college buildings,

### Graduation

**Commencement Ceremony:** The commencement ceremony for PIHMA is held once a year. All students completing their degrees during the year or who are within nine (9) credits of degree completion at the time of the ceremony are eligible to participate. Students are notified by the Registrar's Office of eligibility. Participation in the commencement ceremony is free of charge; it is not mandatory, but highly encouraged. Students must apply to walk in the graduation ceremony by submitting a form to the Registrar's Office at least sixty (60) days prior to the expected ceremony date. Upon receipt of the request, the Registrar's Office updates the student's program evaluation, and the student can then meet with an Academic Advisor to review remaining requirements and make arrangements for any final courses/program requirements.

**Graduation Clearance Procedure:** Students are responsible for obtaining appropriate forms and signatures for graduation. A student who has met all degree requirements and financial obligations may request from the Registrar's Office a letter verifying degree completion prior to receiving the diploma. Students must apply for graduation by submitting a form to the Registrar's Office at least ninety (90) days prior to expected completion date. Upon receipt of the request, the Registrar's Office commences a final file audit from the librarian, the Director of Academic Affairs and the finance office. There is a fee associated with a graduation audit. The student must be in good academic standing, clear any indebtedness to PIHMA, and pay the graduation fee prior to release of the diploma and official transcript indicating the award of the degree.

## FERPA: THE FAMILY RIGHTS AND PRIVACY ACT

"The Family Rights and Privacy Act of 1974 guarantees that the academic records for students over 18 years old cannot be discussed with anyone except the student or authorized College personnel. However, certain information classified as "Directory Information" is available for public consumption unless the student specifically directs that it be withheld. Public Directory Information as defined by the act includes: Student's name, addresses (campus, home, e-mail), telephone listings, date and place of birth, major field of study, class year, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, status (full-time, half-time, part-time), degrees, honors, and awards received, and the most recent previous educational institution attended."

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- 1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.**  
Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- 2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.**  
Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identifying the part of the record that they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- 3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- 4. The right to file a complaint with the U.S. Department of Education concerning alleged failure by PIHMA College to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

## **GENERAL CONDUCT REGULATIONS**

PIHMA strives to provide an environment conducive to learning, growth and professionalism. Students are expected to demonstrate good citizenship, to behave courteously and respectfully, to observe PIHMA policy and regulations, to devote themselves earnestly to their studies and to uphold the image of PIHMA.

All students, staff, clients and faculty members (hereafter referred to as the "PIHMA Community") are expected to maintain and adhere to a code of conduct that ensures the professionalism of PIHMA as well as maintains the academic rigor commensurate with all state and national guidelines befitting an institution of higher learning.

Failure to adhere to PIHMA's standards and any abuses of policies and procedures will be met with appropriate disciplinary action.

**The PIHMA Community will show respect for PIHMA, the Community and for one another by agreeing to:**

- Refrain from conduct that might be construed as verbal or physical abuse of any person or conduct that threatens or endangers the health or safety of any such person on PIHMA premises or at PIHMA sponsored functions.

- Comply with all administrative policies and procedures.
- Respect the school by not disrupting teaching or other components of the academic process, administration or PIHMA activity.
- Comply with published PIHMA policy or with directives of PIHMA officials while performing their duties.
- Honor the PIHMA name, logo and identity. Unauthorized use of PIHMA's name, logo, or identity that is the property of PIHMA will result in further actions.
- Respect telephones, machines or other equipment of this nature by refraining from any unauthorized usage.
- Show consideration for night time visitors and use precaution when walking to the parking lot at night.

**The PIHMA Community will create an environment of safety, where individuals feel safe from:**

- **Endangerment** including discrimination and harassment of any kind.
- **Theft** of PIHMA property or of property of a member of the PIHMA community or a visitor on campus.
- **Damage to property.** Willful, wanton, or reckless damage to PIHMA premises, property or the property of a member of the PIHMA community or visitor on campus will not be tolerated.
- **Weapons and drug paraphernalia.** Use, possession, selling or distributing of any firearms, fireworks, explosives, dangerous weapons, illegal drugs, drug paraphernalia, or any other materials/substances prohibited by law on PIHMA premises or at PIHMA sponsored events is strictly prohibited! The PIHMA Community is prohibited from:
- **Drugs.** Unlawful manufacture, distribution, dispensation, sale, possession, or use of controlled substances / illegal drugs, or being under the influence of the same, during academic activities, during an assigned clinic shift, during treatment of patients/clients, in any professional capacity, in class, on PIHMA premises, or at any PIHMA-sponsored activity.

- **Alcohol.** Manufacture, distribution, dispensation, possession, use of alcohol, or being under the influence of alcohol during academic activities, during an assigned clinic shift, during treatment of patients/clients, in any professional capacity, or in class. *(Possession or use of alcoholic beverages at PIHMA-sponsored activities, not in violation of public policy or professional ethics, may be permitted. Check with the Administration Office regarding authorization.)*
- **Discrimination.** Interference with equal opportunity in education, tuition assistance, recruitment, hiring, promotion, termination, compensation, benefits, transfers, PIHMA-sponsored training, and social and recreational programs. *Discrimination is prohibited on the basis of race, color, religion, national origin, citizenship, gender, sexual orientation, age, disability, special disabled veteran status, other eligible veteran status, or Vietnam-era veteran status.*
- **Harassment,** sexual or otherwise, or intimidation of any member of the PIHMA Community while on PIHMA premises or during PIHMA-sponsored events. This includes any behavior which creates a hostile or offensive educational environment for any student, or a hostile or offensive environment for any faculty, employee, or guest. Harassment Defined. Actions or statements constitute harassment if (1) they substantially interfere with another's educational or employment opportunities, peaceful enjoyment of residence, attendance at PIHMA, physical security, and (2) they are made with a general intent to engage in the actions and with knowledge that the actions are likely to substantially interfere with a protected interest identified above. Such intent and knowledge may be inferred from all the circumstances. Harassing conduct includes but is not limited to:
  - Comments, jokes, slurs, innuendo, and ridicule relative to race, color, religion, national origin, citizenship, gender, sexual orientation, age, disability, special disabled veteran status, other eligible veteran status, or Vietnam-era veteran status that would be offensive to a reasonable person.
  - Unwelcome physical contact, such as kissing, hugging, fondling, massaging, caressing, pinching and patting.
  - Unwanted or unwelcome sexual advances or requests for sexual favors. This

includes any implication that such advances or favors would affect academic achievement.

- The display of pictures, drawings, or objects which are sexually explicit.
- Smoking in PIHMA facilities.
- Gambling of any kind on campus.
- Unauthorized entry in any PIHMA facility.
- Bringing or keeping animals on campus, with the exception of official certified companion dogs.
- Starting a fire or the misuse of safety equipment, alarms or emergency exits.

### **Disciplinary Sanctions for Violations of General Conduct Regulations**

Disciplinary sanctions are defined as follows:

- **Warning.** Notice given orally or in writing that any further misconduct may result in more serious discipline.
- **Suspension.** Separation from PIHMA for a specified period of time.
- **Dismissal.** Permanent separation from PIHMA.

### **Student Rights:**

Subject to their contractual commitments, students are entitled to all the rights guaranteed to citizens by the U.S. Constitution and the Arizona Constitution. The purpose of the listing of these rights is to uphold the dignity of each individual student at PIHMA.

These rights include but are not limited to the following:

1. Pursue an education without interference or obstruction;
2. Equal treatment without discrimination or harassment;
3. Make concerns known in a professional manner to directors, coordinators, instructors, registrars, staff, counselors, and other appropriate PIHMA personnel or committees;
4. Petition for redress of complaints;
5. Inspect and review his or her own student records under the supervision of PIHMA staff, and to request correction of inaccuracies in his or her own records;
6. Protection of the privacy of student records;
7. Access to PIHMA facilities, and participate in PIHMA activities;
8. Freedom of speech;
9. Assemble in a peaceful and orderly fashion;
10. Support or protest causes by orderly means.

## GRIEVANCE & COMPLAINT PROCEDURE

### Complaint Procedure

Students who want to express an opinion of dissatisfaction in matters such as PIHMA policy may do so by submitting a signed and dated complaint **in writing** to the Director of Central Services.

### **Grievance Procedure and Due Process Guidelines:**

The procedures below are general due process guidelines for handling alleged violations of the general conduct regulations or student code of ethics. Appropriate college personnel will first consult with the student to resolve such problems. The options open to the student and the college range from discussion, guidance, mediation, tutoring, referrals for evaluation, referrals for counseling and therapy. Breach of contract for nonpayment of fees is not subject to these procedural guidelines; termination is automatic.

The student who feels his or her rights have been violated should:

1. Meet with the person against whom they have the complaint outside of class, and attempt to resolve the conflict. If the grievance is with an instructor, the student must first attempt to resolve the matter with the instructor. Similarly, if it is with a fellow student or a staff member, the student should first attempt to resolve the matter with that individual.
2. If the conflict cannot be resolved among those involved, the student may notify the appropriate Manager in the following order:

#### **Clinic Issues:**

Clinic Manager → Clinic Director → Director of Academic Affairs → Executive Team

#### **Fellow Student, Academic Issue, Grade Dispute, Academic Conduct, Code of Ethics, Academic Dishonesty Issues:**

Director of Academic Affairs → Executive Team

#### **General Conduct Issues, Discrimination or Harassment Complaints, Complaints about PIHMA Employees, Facilities Complaints:**

Director of Central Services → Director of Academic Affairs → Executive Team

The Manager will review the case and discuss an informal resolution with the injured party.

Resolution or further steps to take will be agreed upon

3. If the matter cannot be resolved at this level, the matter may proceed with formalized proceedings.

### **Formal Procedures**

If informal procedures fail to bring about a solution acceptable to the school and the student, the following formal procedures will be followed:

1. **Formal notice of alleged violation.** An allegation of a violation of the general conduct regulations or student code of ethics will be lodged with the Academic Office by written memorandum, which includes reasons that support the allegations. The Academic Office may choose to begin an informational investigation of the allegation prior to official notification to the alleged violator.
2. **Notice to the student.** The Academic Office will endeavor to notify the alleged violator through a written memorandum which should include the following: The nature and date of the alleged violation, instructions on how to request a meeting, and the consequences of the student's failure to schedule a meeting. A copy of this memorandum will be filed with the charging party at least ten (10) working days prior to the suggested date of the meeting.
3. **Investigation of the Director of Academic Affairs** The Director of Academic Affairs will formally investigate the charges by conferring with all parties. The charging party shall present evidence in support of the allegation, and the alleged violator shall have the right to respond to the charges. This investigation can consist of meetings, documentations and e-mail exchanges. At the conclusion of the investigation, the Director of Academic Affairs may either find the student innocent of the accusation, in which case the matter is closed, make a recommendation of sanctions or refer the case to the Executive Team to determine sanctions or if a Review Board should convene. If the case should be referred to the Review Board, the alleged violator has the right to select a counselor, instructor, staff member or a student as an advocate. The advocate's role is limited to clarifying the student's due process rights under the code of conduct.

4. **Executive Team.**

The executive team is comprised of any combination of 3 school executives including the school President, the Director of Academic Affairs, the Director of Central Services, the Clinic Director and the Controller. This team plays a vital role in decision making for student grievances and complaints. From time to time, the Director of Academic Affairs will present cases to the team for review in advance of convening a more formal Review Board. The team decides if cases merit a Review Board decision

5. **Review Board.**

The Review Board is comprised of three faculty or administration members and two students. The role of the Review Board is to make impartial recommendations to the administration on disciplinary matters. (see Review Board)

4. Should all of the college's procedures fail to reasonably address the issue, the student may address the college's licensing board, the Arizona State Board for Private Postsecondary Education at 1400 Washington, Suite 260, Phoenix, Arizona 85007, telephone (602) 542-5709, website: <http://azppse.state.az.us>. Or contact the college's accrediting body, Accreditation Commission for Acupuncture and Oriental Medicine, Maryland Trade Center #3, 7501 Greenway Center Drive, Suite 820, Greenbelt, MD 20770 Phone: 301-313-0855

**Student Petitions:** All student petitions must be completed in writing. Petitions will not be accepted if they have not followed grievance process. Student signatures shall only be from those students who are directly impacted by the grievance.

## **FINANCIAL POLICIES & PROCEDURES**

### **Payment Policies**

All tuition and applicable fees are due and payable prior to start of classes unless specified differently by the student's payment option. There will be a late payment fee if payment is not received consistent with the terms of the student's chosen financial option. There may be a fee for declined credit cards or for checks returned for any reason. If a student's checks are returned from the bank on two (2) occasions, the student will be required to pay all future charges in cash, cashiers check or money order.

Students are required to clear any indebtedness to PIHMA before grades or transcripts will be issued or the degree awarded. All costs of collection, court fees and reasonable attorney's fees will be added to delinquent accounts collected through third parties.

**NOTE:** Failure to pay tuition and fees in accordance with the student's chosen financing agreement can result in administrative withdrawal, no course credit, account holds, late fees assessed, referral to collections and unfavorable credit reference. Failure to comply with terms of the chosen financial option may result in a student defaulting to the "Cash" option. Further violation of these policies will jeopardize eligibility for deferment and re-entry into PIHMA.

**Cash Payment Option:** Students who have selected the cash payment option, or have been defaulted to cash payment option, are required to pay all tuition and fees in full when they register for courses. At PIHMA, checks, credit cards and cash are all considered as "cash" for purposes of this option. Students who have not paid tuition may not be allowed to attend the course. A fee will be required of students who change the form of payment (see the fee schedule).

**Direct Bill Option:** Students who request PIHMA to bill employers or another agency directly for the cost of tuition must submit approved tuition vouchers or letters of credit to the Accounting Office prior to registering for courses. A late fee will be assessed and the student's account may be placed on hold if the student's direct billing paperwork is not received prior to registration.

Each direct bill program has specific requirements that the student must meet. Students may contact the Accounting Office for further information. Students must contact their employer to determine if this option is available to them.

**Military Payment Option:** Students utilizing military tuition assistance must submit appropriate documentation and pay their portion of the tuition and fees prior to registration. A late fee will be assessed and the student's account placed on hold if the student's military assistance paperwork and /or payment is not received prior to registration.

This program does not relieve students of their financial obligation to PIHMA. Students retain full responsibility for ensuring that all appropriate tuition and fees are paid in a timely manner.

## **Refund Policy**

**Three-Day Cancellation:** An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal or state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days after receiving the notice of cancellation, PIHMA shall provide a refund of 100% of all student fees and tuition paid.

**Other Cancellations:** An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus a registration fee of \$200.

### **Refund after the commencement of classes:**

#### **1. Procedure for withdrawal/withdrawal date:**

A. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Registrar. The notice is to indicate the expected last date of attendance and must be signed and dated by the student.

B. For a student who is on approved Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so or the date that the student notifies the school of their intent to not return from the Leave of Absence.

C. A student will be determined to be withdrawn from PIHMA if the student has not attended any class for 14 consecutive class days.

**2. Tuition Charges:** Tuition charges for the time period will be determined based upon the student's **last day of attendance** and the resulting percentage of the enrollment period completed. The percentage of the enrollment period completed is determined by dividing the total number of weeks elapsed from the student's start date to the last day of attendance, by the total number of weeks in the enrollment period. Tuition charges and refund amounts for the enrollment period are determined as follows:

<b>A.</b> If the student completes 10% or less of his or her registered classes, PIHMA may keep 10% of the tuition charged and will refund 90%.
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<b>B.</b> If the student completes 10% and up to 20% of his or her registered classes, PIHMA may keep 20% of the tuition charged and will refund 80%.
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<b>C.</b> If the student completes 20% and up to 30% of his or her registered classes, PIHMA may keep 20% of the tuition charged and will refund 80%.
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<b>D.</b> If the student completes 30% and up to 40% of his or her registered classes, PIHMA may keep 30% of tuition charged and will refund 70%.
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<b>E.</b> If the student completes 40% and up to 50% of his or her registered classes, PIHMA may keep 50% of the tuition charged and will refund 50%.
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<b>F.</b> If the student completes more than 50% of his or her registered classes, PIHMA may keep 100% of the tuition charged and no refund is due.
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### ***UPON THE DETERMINATION OF WITHDRAWAL OR TERMINATION, PIHMA SHALL PROVIDE THE STUDENT THE APPLICABLE REFUND WITHIN 30 DAYS.***

**Books and Supplies:** There is no refund for equipment, books and supplies received by the student.

**Special Cases.** In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical for the student to complete the program, PIHMA may make a settlement which is reasonable and fair.

### **FEDERAL ASSISTANCE PROGRAMS**

(AR 2.2.11 & Appendix E)

PIHMA is approved as an eligible institution by the U.S. Department of Education (USDOE) to participate in Title IV loan programs. The packaging of Federal Student Aid is determined according to guidelines set by the USDOE. A variety of loans are available for enrolled PIHMA students who qualify for assistance. Student financial assistance shall be awarded on the basis of demonstrated financial need. To be eligible to receive Federal aid, students must be enrolled at PIHMA and pursuing an eligible degree or certificate program. Receipt of this aid indicates your permission for PIHMA to release information relative to you, including grades and/ or transcripts to the donor. Federal Student Aid may only be received from one institution for the same period of enrollment. You must fulfill all of the student responsibilities in accordance with federal and state law as well as institutional policy to receive this federal student aid.

PIHMA offers Stafford Loans and PLUS loans as part of Federal student aid. In addition, PIHMA offers several competitive non-federal loan options.

### **How to Apply for Federal Student Aid:**

To apply for FSA, you must first complete a Free Application for Federal Student Aid (FAFSA) at: [www.fasfa.ed.gov](http://www.fasfa.ed.gov). This process requires you to use a PIN or print and send a signature page to the federal government. If you do not have access to a printer or you do not have a PIN, you can obtain one. If you are a first time PIHMA student loan applicant, take the required [Entrance Student Loan Counseling Interview and Test](http://www.mapping-your-future.org) at [www.mapping-your-future.org](http://www.mapping-your-future.org) or more specifically: <http://mappingyourfuture.org/OSLCSchoolPages/?SchoolPageID=6993&SchoolID=2004592>.

### **Distribution of Aid**

All aid disbursements are handled through the Financial Aid office. You may be required to provide identification to receive your financial aid check(s). Federal loans have multiple disbursements and first time borrowers have a 30-day delayed disbursement. Generally, funds will be credited directly to your account.

### **Rights and Responsibilities**

Students should read all information provided in the process of applying for federal student aid in order to gain a greater knowledge of all the rights as well as responsibilities involved in receiving that assistance.

### **Satisfactory Academic Progress:**

All FSA recipients are expected to understand their responsibility in regard to the Satisfactory Academic Progress (SAP) requirements for financial aid recipients at this institution. Failure to make SAP as defined in the School Catalog may result in withholding or canceling part or all of your financial aid award(s). Contact the Registrar or Financial Aid Office regarding your SAP status. Federal regulations (CFR 668.32(f) and 668.34) require a student to move toward the completion of a degree or certificate when receiving financial aid. Specific requirements for academic progress for financial aid recipients are applied differently than scholastic standards. Federal regulations state that Academic Progress Standards must include a review of all periods of enrollment, regardless of whether or not aid was received. The student must meet the following minimum standards in order to receive financial aid.

### **Evaluation of Financial Aid Eligibility:**

Standards of Academic Progress (**SAP**) are applied once per academic year, on or about June 1st to determine the eligibility for the following academic year. The **evaluation period** will be based on attendance in the immediate prior Spring, Fall and Summer term (example: for 2001-2002 academic year, academic progress will be evaluated on Spring 2001, Fall 2000, and Summer 2000). Students who do not meet the SAP will be notified by phone, e-mail or mail of their loss of financial aid eligibility. The student may dispute or follow reinstatement procedures.

### **Repeated, Audited, Consortium, Remedial Courses, Summer**

- A. Financial aid may be used to cover the cost of repeated courses.
- B. Audited courses, non-credit courses, credit by examination, and any credit for prior learning option (as outlined in the catalog) are excluded when determining eligibility for financial aid.
- C. Courses funded through a consortium agreement are included in determining academic progress.
- D. Up to 30 credit hours of remedial courses (excluding ESL courses) will be included in determining eligibility.

### **Dispute Process:**

A student who has lost financial aid eligibility may dispute this. All disputes must be in writing to the Financial Aid Office where the student is applying for aid and include appropriate documentation. Documentation would include a letter from a physician, attorney, social services agency, parole officer, obituary notice or divorce decree. Extenuating circumstances that may be considered include: personal illness or accident, serious illness or death within immediate family, long-term absence from school, or other circumstances beyond the reasonable control of the student. The condition or situation must be resolved which will allow the student the ability to complete course work successfully or an appeal will not be granted. The outcome of the dispute may include approval, a probationary period, or denial. Students will be notified in writing of the results of the dispute, and of any restrictions or conditions that might apply.

### **Reinstatement of Financial Aid Eligibility**

Classes taken at other colleges will not be taken into consideration for reinstatement purposes. A student who has lost financial aid eligibility may be reinstated after the student has taken (without federal funds) at least six credit hours in a semester, passed all attempted credit hours, and meets minimum cumulative GPA requirements. It is the student's responsibility to notify the Financial Aid Office when this condition has been met. The Financial Aid office will verify this with the Academic office before reinstating aid.

### **Refunds and Repayment**

In accordance with federal regulations (CFR 668.22), students may be required to repay federal student aid if they are completely withdrawn from all classes during a period of enrollment, are withdrawn from the program, or fail to earn a passing grade from all classes during a semester. Any refunds and deposits are applied to institutional debts and/ or federal programs as regulated by law. Students are affected by this policy if completely withdrawn from all credits before completing more than 60% of the semester, and they have received federal student aid (referred to as Title IV funds) for that same period. Students will be notified within 30 days if they must repay federal money as a result of withdrawing. Award amount is determined, in part, on the level of enrollment. Federal student aid recipients are advised to register at the same time for all classes they intend to take during a semester to maximize award.

### **Refunds and Repayment: Withdrawal from Classes or Programs**

Upon receipt of a formal student withdrawal (through signed and dated written notification) to the Registrar, in accordance with federal regulations (CFR 668.22), students may be required to repay federal student aid if they are completely withdrawn from all classes during a period of enrollment, are withdrawn from the program, or fail to earn a passing grade from all classes during a semester. Any federal student aid recipient who withdraws from all class is subject to a Federal Return of Title IV Aid Calculation. This calculation determines the amount of federal aid that the student and the school are eligible to retain and the amount that must be returned to the student's lender and/or the federal government.

Students receiving financial aid will not receive a refund of tuition/fees when they withdraw. The student's financial aid will be re-evaluated to determine the amount of aid the student has earned and how much needs to be returned to the federal programs. Any refunds and deposits are applied to institutional debts and/ or federal programs as regulated by law. Students are affected by this policy if completely withdrawn from all credits before completing more than 60% of the semester, and they have received federal student aid (referred to as Title IV funds) for that same period. Federal student aid will be considered to be 100% earned after that point. Students will be notified within 30 days if they must repay federal money as a result of withdrawing. Award amount is determined, in part, on the level of enrollment. Federal student aid recipients are advised to register at the same time for all classes they intend to take during a semester to maximize award.

## Fees & Tuition

**Matriculated Students:** Course tuition is calculated at \$15.50 per clock hour (15 didactic hours per credit hour, and 30 clinic hours per credit hour [15:1 didactic / 30:1 clinic]) plus an all-inclusive \$250 matriculation fee due at the beginning of each semester..

**Non-Matriculated Students:** Tuition for non-matriculated students is calculated at \$17.50 per clock hour.

**Audit Students Tuition:** 50% of non-matriculated course tuition.

**Book and material fees** will vary, but are estimated at \$300.00 per year.

PIHMA accepts VISA, MasterCard and American Express. Payment plans and financial aid are available.

**PIHMA reserves the right to increase the tuition rate, and/or change fees as necessary.**

### Estimated Program Completion Tuition for a Matriculated Student

**(This estimation assumes that the student has no transfer credits, that prerequisites are met, & that the student finishes in 4 years.)**

Degree	Total Hours	Didactic Hours	Clinic Hours	Total Cost	Average Yearly Cost
Oriental Medicine Degree	3505	2385	1120	\$56,328	\$14,082
Acupuncture Degree	2935	2025	910	\$47,493	\$11,873

### Table of Fees:

(NON-REFUNDABLE: SUBJECT TO CHANGE)

Type of Fee	Amount	When Due
Registration / Matriculation *	\$250	Paid with Registration each semester
Application Fee	\$50	Paid with Application
Advanced Standing Fee (Transfer fee)	\$50 + \$15 per class (SCNM \$150)	Paid at time of request
Challenge Course / Test-Out-Exam	\$100 / course + \$50 / credit student is challenging	Paid at time of request
Diploma replacement/duplicate	\$75	Paid at time of request
Drop/Add (applies after first week of semester)	\$10 per class	Paid at time of request
Exam Retake – per exam	\$75	Paid at time of request
Graduation	\$250	Paid with Application for Graduation
Late Registration	\$50	Paid at registration
Letter of Good Standing	\$25	Paid at time of request
Official Transcript	\$10 / transcript	Paid at time of request
Program Change	Up to \$500**	Paid at time of request
Replacement Photo ID Card	\$15	Paid at time of request
Returned Check	\$30	Paid upon notification
Clinic Shift Change	\$50 per shift	Paid upon notification
Tutorial	Negotiable; average rate is \$20 / hour	Pay as you go

\*Registration / Matriculation Fee includes: Malpractice Insurance, Discounts on Treatments and Herbs, Library Access Card, Student Email, Student ID

\*\* See section titled Program Change