



# Phoenix Institute of Herbal Medicine and Acupuncture

2014 - 2015  
Catalog



PIHMA  
ACUPUNCTURE  
COLLEGE & CLINIC

301 E. Bethany Home Road, A-100  
Phoenix, Arizona 85012-1275  
[www.pihma.edu](http://www.pihma.edu)



## **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; phone (602) 274-1885; fax (602) 274-1895; email: info@pihma.edu.

## **Accreditation**

Phoenix Institute of Herbal Medicine & Acupuncture is accredited by the Accreditation Commission for Acupuncture and Oriental Medicine, which is the recognized accrediting agency for freestanding institutions and colleges of acupuncture or Oriental medicine that offer such programs. ACAOM is located at 8941 Aztec Drive, Eden Prairie, MN 55347; phone (952) 212-2434; fax (952) 657-7068.

The Master of Science in Oriental Medicine and the Master of Science in Acupuncture programs of the Phoenix Institute of Herbal Medicine & Acupuncture (PIHMA) are programmatically accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), which is the recognized accrediting agency for programs preparing acupuncture and Oriental medicine practitioners. ACAOM is located at 8941 Aztec Drive, Eden Prairie, MN 55347; phone (952) 212-2434; fax (301) 313-0912.

Phoenix Institute of Herbal Medicine & Acupuncture (PIHMA) is approved to offer the Master of Science in Oriental Medicine and Master of Science in Acupuncture, the Asian Bodywork Therapy Program and the Auricular Acupuncture Therapy Program by the Arizona State Board for Private Post-Secondary Education, 1400 W. Washington Street, Phoenix, Arizona 85007; phone (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, Arizona 85007; phone 602-542-3095.

## **Approved for Veterans**

PIHMA programs are approved for veterans by the U.S. Department of Veteran's Affairs and the Arizona Department of Veterans' Services. For more information, refer to the following websites: [www.gbill.va.gov](http://www.gbill.va.gov) or [www.dvs.az.gov](http://www.dvs.az.gov). The veterans organizations can also be contacted at the following locations: Department of Veteran's Affairs Muskogee Regional Office, 125 S. Main St, Muskogee, OK 74401, 800-827-1000; State of Arizona Department of Veterans' Services Education Division, 3225 North Central Avenue, Suite 316, Phoenix, Arizona 85012; phone (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 the 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 found in this Catalog and accompanying College Handbooks.

Catalog Effective: July, 2014

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# WELCOME TO THE PHOENIX INSTITUTE OF HERBAL MEDICINE & ACUPUNCTURE

The 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 re-accreditation in 2007 and 2012.

PIHMA is founded upon three major themes: professional excellence, commitment to student learning, and compassionate service to our immediate and extended communities. PIHMA's faculty reflect these themes by bringing their expertise to teaching and demonstrating professionalism. PIHMA's innovative curriculum and the high caliber of students that the college attracts further represents these themes. We also seek to practice and encourage our core values: Live the Medicine, Serve Compassionately, Act with Integrity, Be Innovative, Grow Thoughtfully, Practice Gratitude, and Commit to excellence. Through these values, we seek to create a compassionate community and make decisions and interactions from a centered heart.

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 own 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, we hope that students will bring these superior values of professionalism, competence and excellence in the field of Oriental medicine to their practices.

We invite you 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.  
Chief Executive Officer, President & Founder





## PIHMA 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, 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 the country of 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 of the Sun, PIHMA is easily accessible from major highways. It is also located near parks, public golf courses, hiking trails, shopping, entertainment venues, and restaurants.

## PIHMA LEARNING COMMUNITY

PIHMA is an active and dynamic learning environment with a variety of course delivery strategies, including traditional classroom didactic, practica, and clinical training. Select didactic course may be offered in a hybrid format, which integrates the face-to-face interactions of a traditional course with the flexibility of directed study course work to help the student learn all required course content.

PIHMA's campus houses classrooms supported by technology, a busy college clinic, and an herbal medicinal that is home to one of the largest herb collections in the State. In addition, students have access to the National Library of Traditional Medicine which contains a substantial collection of books and materials on Asian Medicine.

Students in PIHMA's degree and certificate programs are able to practice using all the tools of a licensed practitioner, as well as having access to wide variety of resources and 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 to have successful educational and learning experience, and to become effective practitioners.



## 2014 ACADEMIC CALENDAR

Semester	2014 Calendar	Open/Closed
<b>Spring Semester Begins</b>	January 6 <sup>th</sup>	
Martin Luther King Day	January 20 <sup>th</sup>	Open
President's Day	February 17 <sup>th</sup>	Open
Spring Break Weekend	April 19 <sup>th</sup> and 20 <sup>th</sup>	Closed
Memorial Day	May 26 <sup>th</sup>	Closed
Final Exam Weekends	May 24 <sup>th</sup> and 25 <sup>th</sup> May 31 <sup>st</sup> and June 1 <sup>st</sup>	Open
<b>Summer Semester Begins</b>	June 2 <sup>nd</sup>	
Independence Day	July 4 <sup>th</sup>	Closed
Final Exams	July 28 <sup>th</sup> -August 1 <sup>st</sup>	Open
<b>Fall Semester Begins</b>	August 2 <sup>nd</sup>	
Labor Day	September 1 <sup>st</sup>	Closed
Graduation Ceremony	September 13 <sup>th</sup>	Open
Veteran's Day	November 11 <sup>th</sup>	Open
Thanksgiving Break	November 27 <sup>th</sup> -30 <sup>th</sup>	Closed
Final Exam Weekends	December 13 <sup>th</sup> and 14 <sup>th</sup> December 20 <sup>th</sup> and 21 <sup>st</sup>	Open
Holiday Break	December 22, 2014 – January 5 <sup>th</sup> , 2015	Clinic remains open every day except December 24 - 25, and December 31 - January 1.

# **PIHMA – PURPOSE, VALUES, MISSION & VISION**

## **STATEMENT OF PURPOSE**

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

## **COLLEGE VALUES**

PIHMA's Values guide the Mission, Vision, planning, and practices:

- Live the Medicine
- Act With Integrity
- Grow Thoughtfully
- Commit to Excellence
- Serve Compassionately
- Be Innovative
- Practice Gratitude

## **MISSION**

PIHMA's mission is to prepare students to meet the national and professional certification standards prescribed for the practice of acupuncture, Oriental medicine, and other holistic healthcare fields

## **VISION**

PIHMA's ongoing vision is:

- To promote higher standards in the practice of acupuncture, herbology and other holistic healthcare fields.
- To facilitate research and advance public awareness as to the benefits and usefulness of acupuncture, herbology, and other holistic healthcare fields.
- 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.

# GOVERNING BOARD, ADMINISTRATION, STAFF

## GOVERNING BOARD

Chair: Adelaida Severson, Ph.D. (Public Member)

Members at Large: Catherine Niemiec, J.D., L.Ac., President  
Amy Kahn, Phd, (Board member)  
Mark Johnson, CPA (Board Member)  
R. Kirby Woods, CHMM (Student Member)  
Marie Yahner, MSOM, L.Ac. (Alumni Member)

## PIHMA ADMINISTRATION AND STAFF

Chief Executive Officer/President: Catherine Niemiec, JD, L.Ac.

Administrative Manager/Assistant to President/CEO: Marilee Whitfield

Chief Academic Officer: Debbie Major, MA.Ed, PhD (cand)

Dean of Academic Affairs: David Myrick, MSOM, Dipl.Ac. & Dipl.CH (NCCAOM), L.Ac.

Registrar & Financial Aid Coordinator: Teresa Begay, BS

Academic/Student Services Coordinator & Director of the Center for Professional Education & Development (CPED): Paula Farquharson, ADS

Admissions Representative: Yvette Moran, BA

Marketing & Design Assistant: Brad Leonard

Recruiter: George Munger, MSOM, L.Ac.

Acupuncture Dept. Chair: David Myrick, MSOM, Dipl.Ac. & Dipl.CH (NCCAOM), L.Ac.

Herbal Medicine Dept. Chair: Scott Anderson, MSOM, Dipl. Ac. & Dipl. CH (NCCAOM), L.Ac.

Western Sciences Dept. Chair: Michael Iliescu, MD

Clinic Department Chair: Toni Bennalley, MSOM, MSAc., Dipl. Ac. (NCCAOM), CPhT, L.Ac.

Research Chair: Jianying He, MD (China), PhD

Chief Legacy Officer: Dan Bedgood, MSOM, Dipl.Ac. (NCCAOM), L.Ac.

## PIHMA FACULTY

Scott C. Anderson, MSOM, Dipl.Ac. & Dipl.CH, (NCCAOM), L.Ac.  
Phoenix Institute of Herbal Medicine & Acupuncture (PIHMA)

Dan Bedgood, MSOM, Dipl. Ac. (NCCAOM), L.Ac.  
Pacific College of Oriental Medicine

Tina Rae Begay, MSOM, L.Ac.  
Phoenix Institute of Herbal Medicine & Acupuncture (PIHMA)

Toni Bernalley, MSOM, MSAc., Dipl.Ac. (NCCAOM), CPhT, LAc.  
Phoenix Institute of Herbal Medicine & Acupuncture (PIHMA)

Kathy Bilak, BS, PA-C  
Kettering College

Alexis Brereton, ND  
Bastyr University

Jodi Decker, EdD, MEd  
Arizona State University, Argosy University

Shannon Doan, MS  
Arizona State University

Jianying He, MD (China), PhD  
JinZhou Medical University, Toyama Medical and Pharmaceutical University

Zhen Hu, MD (China), Dipl.Ac. & Dipl. CH (NCCAOM), LAc.  
Guangxi College of Traditional Medicine, University of Shanghai

Sybil Ihrig, MSTOM, CCH (Canada), L.Ac.  
Pacific College of Oriental Medicine

Michael Iliescu, MD  
Winthrop Medical University, American Medical College of Homeopathy

Patricia Johnson, ND, MSAc, L.Ac.  
Southwest College of Naturopathic Medicine, Phoenix Institute of Herbal Medicine & Acupuncture (PIHMA)

Dawn Krueger-Sherin, MSOM, L.Ac.  
Rainstar University

Sophia Lee, BA  
Christ's College

Howard Major, EdD, MLS  
University of Michigan, Wayne State University

David Myrick, MSOM, Dipl.Ac. & Dipl. CH (NCCAOM), L.Ac.  
International Institute of Chinese Medicine

## PIHMA FACULTY (continued)

Catherine Niemiec, JD, L.Ac.

University of Arizona, Hastings College of the Law

Yeon Hee Park, BA, MSOM, MSAc, Dipl. Ac. (NCCAOM), L.Ac., LMT

Phoenix Institute of Herbal Medicine & Acupuncture (PIHMA)

Chad Powell, MSOM, L.Ac.

Phoenix Institute of Herbal Medicine & Acupuncture (PIHMA)

Bryon Powers, MSOM, MS, L.Ac.

University of Texas, Phoenix Institute of Herbal Medicine & Acupuncture (PIHMA)

Sami Rank, MSOM, L.Ac.

Yo San University

Ann Rea, MSOM, MS, L.Ac.

Phoenix Institute of Herbal Medicine & Acupuncture (PIHMA)

Nathalie Rennell, MSN, RN

University of Michigan, Wayne State University

Suzanne Rizvanolli, MD (Kosovo), MSAc, L.Ac.

Phoenix Institute of Herbal Medicine & Acupuncture (PIHMA), University of Prishtina at Kosovo  
(formerly Yugoslavia)

Brian Skow, MS, LMT, AOBTA®-CP, Dipl. ABT (NCCAOM)

University of Southern California

Peng Sun, MD (China), PhD, L.Ac.

Shandong University of Traditional Medicine, Qingdao University, Shanghai University of Traditional  
Medicine

Chris Vedeler, MSOM, Dipl. Ac. (NCCAOM), C.Ht., L.Ac.

Southwest Acupuncture College

David Wallace, MSOM, L.Ac.

Phoenix Institute of Herbal Medicine & Acupuncture (PIHMA)

Pamella Wallach, Dipl. Ac. (NCCAOM), L.Ac.

Midwest Center for the Study of Oriental Medicine

Jennifer Watkins, PhD

Arizona State University

Marie Yahner, MSOM., Dipl.Ac. (NCCAOM), L.Ac.

Phoenix Institute of Herbal Medicine & Acupuncture (PIHMA)

# CAREERS IN ORIENTAL MEDICINE, ACUPUNCTURE & HOLISTIC HEALTHCARE FIELDS

Acupuncture, Oriental Medicine, and Holistic Healthcare offer exciting and rewarding career opportunities. They represent fast-growing professions in the field of medicine. Graduates can work independently in private practices, with other healthcare providers in integrated practices or hospitals, in the spa industry, in education, and in business.

While PIHMA primarily prepares its students for traditional independent practice, PIHMA also offers support for students who may desire opportunities in conventional medicine (e.g. hospitals) and health-related industries such as spas and resorts. Notably, PIHMA's graduates were the first to work as acupuncturists at Banner Hospitals as well as the Phoenician and Westin Kierland resorts. PIHMA graduates may also choose to work in PIHMA's professional clinic alongside faculty practitioners.



## DEGREES, CERTIFICATES AND PROFESSIONAL CONTINUING EDUCATION PROGRAMS

### DEGREES

PIHMA offers a **Master of Science in Oriental Medicine (MSOM)** and a **Master of Science in Acupuncture (MSAc)**. PIHMA's degree programs are delivered in two 20-week semesters. Semesters are from January to May and from the end of August to December. PIHMA also has a summer intensive semester from the end of May through end of July.

A distinctive feature of PIHMA's primary program is its unique and flexible scheduling. PIHMA is committed to offering a variety of schedules to aid students in making a smooth transition into Oriental medicine, while continuing to maintain their present careers and other obligations. Courses are generally held on **alternating weekends** between the hours of 8:00 a.m. and 6:00 p.m., and on **weekday evenings**. Summer semester courses may be held on each weekend. PIHMA now also offers some of their courses during the **daytime**. Clinic observation and internship hours are offered on a variety of weekdays and evenings to provide a variety of options for students. While clinic is a year-round commitment, scheduling flexibility affords students more time to maintain balance with school, work and other aspects of their lives.

### CERTIFICATES

PIHMA offers a **Certificate in Asian Bodywork Therapy** and a **Certificate in Auricular Acupuncture Therapy** to its degree-seeking students. The Certificate in Asian Bodywork Therapy includes select courses found in the Degree Programs, along with courses unique to the Certificate. The Certificate in Auricular Acupuncture Therapy offers courses both at PIHMA and specialized courses found at Rio Salado College.

### PROFESSIONAL CONTINUING EDUCATION

PIHMA offers a variety of courses, seminars, and workshops to further knowledge and skills in acupuncture, herbology, and a range of holistic modalities. A schedule for these programs can be found on PIHMA's website at [www.pihma-cped.org](http://www.pihma-cped.org).

# DEGREE PROGRAMS

## MASTER OF SCIENCE IN ORIENTAL MEDICINE

The Master of Science in Oriental Medicine (MSOM) degree offers students courses that cover all aspects of Oriental (Asian) medicine: acupuncture, Chinese herbal medicine, acupressure/tui na, tai chi, qi gong, meditation, Oriental nutrition, and contemporary biomedicine. 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 with a strong integration of biomedical principles. In contrast to other Oriental (or Asian medicine) herbal programs, the PIHMA herbal program is specifically designed for the Western learner by using learning modules. Therefore, rather than relying solely on traditional Eastern methods of memorization, the PIHMA program applies contemporary adult learning techniques and theories to the classroom; traditional herbal theory is combined with modern application. For example, the PIHMA program presents an overall picture of a syndrome and then resolves that syndrome with formula combinations and single herbal substances, so a student feels more confident in treating from the start. Memory retention is increased as herbs are learned in the context of the disease and therefore learning becomes more achievable.



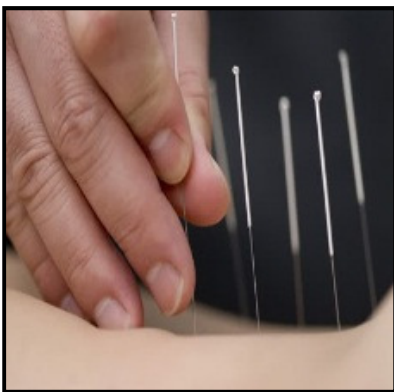
The herbal medicine courses for this degree include:

- A review of syndromes and practical diagnoses 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 but may be accelerated depending on previous coursework or decelerated to accommodate other obligations. At successful completion, students are eligible to sit for the national certification exams in acupuncture and in Chinese herbs.

Note: 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 to expand their range of practice and to enhance their patients' healing.

## MASTER OF SCIENCE IN ACUPUNCTURE



The Master of Science in Acupuncture (MSAc) degree offers an introduction to herbal medicine, along with courses and levels of training identical to the Oriental Medicine degree, with an emphasis on acupuncture as the primary treatment modality. Students completing this degree program will be prepared to assess patient using both Eastern and Western medicine techniques and, based upon the findings, administer treatment using acupuncture, cupping, moxibustion, tui na, and Oriental nutritional counseling. The foundational theory for Oriental medicine and biomedical principals are integral to these skills, and students are prepared to achieve competency in all of these areas. The MSAc degree program takes approximately three and a half to four years to complete, but may be accelerated depending on previous coursework and additional study. At successful completion,

students are eligible to sit for the national certification exam in Acupuncture.

Program Summary		
	MSOM	MSAc
Total Hours	3,540	2,925
Clinical Hours	1,125	915



# CERTIFICATE PROGRAMS

## **ASIAN BODYWORK THERAPY PROGRAM**

The Asian Bodywork Therapy (ABT) Certificate Program prepares students to treat patients through the use of movement, manipulation, pressure, and other techniques, and is based upon traditional Asian medical principles for assessing and evaluating the energetic system. Techniques and treatment strategies affect and balance the energetic system for the purpose of treating the human body, emotions, mind, energy field, and spirit for the promotion, maintenance, and restoration of health. This is a 51 semester credit hour program which has two paths toward completion: Tui Na or Zen Shiatsu. Students enrolled in the MSOM or MSAC programs may supplement their studies by adding courses that will lead to this Certificate.

For more information about this program, admission requirements, specific curriculum, and tuition/fees contact Admissions.

## **AURICULAR ACUPUNCTURE THERAPY PROGRAM**

The Auricular Acupuncture Therapy Certificate Program prepares acupuncture students to integrate Auricular Acupuncture in a detoxification, addiction, or substance abuse treatment setting.

The Program consists of three levels. Potential students may follow different pathways for completion of upper level certification depending on their educational and professional background. Contact Admissions to help determine the pathway best suited for one's background and goals. Note that the state of Arizona permits certification by the Arizona Board of Acupuncture Examiners for Auricular Detox Specialists who have completed a state approved program consisting of at least seventy hours of training to work under the supervision of a licensed acupuncturist in a Department of Health Services approved facility.

Completion of Level 1 of the PIHMA Auricular Acupuncture Therapy Program fulfills this requirement. Levels 2 and 3 include additional coursework through Rio Salado College specialized in the areas of detox and chemical abuse therapy.

For more information about this program, admission requirements, specific curriculum, and tuition/fees contact Admissions.

## **COLLABORATIVE EDUCATIONAL PARTNERSHIPS**

PIHMA has educational partnerships with Arizona State University, Southwest College of Naturopathic Medicine, the American College of Medical Homeopathy, Rio Salado College, and Southwest Institute of Healing Arts. There may be many courses transferable between the programs, thus avoiding replication. Details can be obtained by contacting the Admissions Office.

# ADMISSION TO PIHMA

## **SUBMITTING AN APPLICATION FOR DEGREE PROGRAMS**

Applications to PIHMA may be submitted year-round, as a new semester begins each January, June and August. Applicants are encouraged to pursue admission well in advance of their anticipated entrance date, particularly if planning to apply for financial aid.

## **ADMISSION REQUIREMENTS FOR THE MSOM AND THE MSAC**

While a bachelor's degree is preferred, applicants must have satisfactorily completed a minimum of 60 semester credit hours or 90 quarter credit hours of baccalaureate level education 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.). Only classes for which a grade of "C-" (2.0), "Pass," or better was earned can be considered to meet admissions requirements. Classes for which transfer credit is granted cannot be considered as part of the 60 semester / 90 quarter credits required for admission.



In addition, students must have completed a minimum of 3 credit hours of introductory level coursework, with a minimum grade of 'C-' in each of the 'Co-requisite' courses listed below. These courses can be included as part of the 60 semester credits / 90 quarter credits. They must be completed pursuant to the policy below:

- **General Biology** or biology for non-majors\*
- **General Chemistry** or chemistry for non-majors\*
- **General Physics** or physics for non-majors\*
- English Composition
- Psychology

*\*Biology, chemistry and physics must have been completed within ten (10) years of admission to PIHMA. If the course was completed more than 10 years ago, students have the option of re-taking the courses at an accredited university, college, or PIHMA when offered, or testing out by challenge examination.*

Co-requisite courses not completed at the time of admission must be completed during the first year of matriculation at PIHMA, as they are pre-requisite for PIHMA science courses: General Chemistry is pre-requisite for CHM 425 Organic Chemistry, General Biology is pre-requisite for BIO 405 Microbiology, and General Physics is pre-requisite for PHY 401 Physics and Oriental Medicine.

PIHMA reserves the right to make a professional judgment as to whether a student needs to retake a course and/or take supplemental training in order to maintain the rigor of the college curriculum.

### **CHARACTERISTICS AND CAPABILITIES REQUIRED FOR ADMISSION**

Applicants must be able to demonstrate basic competencies for admission. A combination of letters of recommendation, evaluations and, if needed, personal interviews determine whether an applicant is compatible with PIHMA programs and has the personal, mental, physical and academic capabilities to achieve the clinical and academic competencies required of PIHMA students. The following are the characteristics and capabilities expected and required:

- Academic ability, which includes critical thinking, problem-solving, and analytical skills.
- Psychological maturity, including the ability to function effectively under stress, adapt to change and proactively make use of available resources to help maintain both physical and mental health, interact professionally and collegially with others, and to maintain mature, sensitive and professional relationships with patients, faculty and peers.
- Integrity, self-discipline, and the motivation and desire to excel at PIHMA.
- Empathy and concern for the well-being of others, including compassion and patience with the healing process.
- Physical motor skills and tactile function to examine patients, perform assessments, diagnose, and to provide care and emergency aid.

### **APPLICATION PACKET**

All applicants must submit a fully completed application packet to PIHMA's Admissions Department to receive consideration for admission. The application packet consists of the following:

1. Completed application form.
2. Official transcripts from each academic institution attended sent directly to the PIHMA Admissions Department.
3. Brief personal statement (400-word minimum, see the application form for details).
4. Resume or curriculum vitae listing prior education and occupations (including dates).
5. Two (2) signed letters of recommendation sent directly to the PIHMA Admissions department. (See the application form for details);
6. Fifty dollar (\$50.00) Application fee. (See Tuition and Fees section of this Catalog for the applicable fee);

Note: A background check may be required prior to start of clinical internship (by 2nd year).

## **ADMISSION INTO PIHMA**

After a full review of the application packet has been completed, applicants will receive a Letter of Admission, Notice of Appointment to Waiting List, or Letter of Denial. Those who have been granted full or conditional admission status are encouraged to pay the registration fee (See Tuition and Fees section of this Catalog) upon receipt the letter of admission to PIHMA to reserve their place in the class entering the next semester. Applicants granted admission (and who accept by deposit) may defer their admission for one year without having to reapply. To qualify, a written notice of intent to defer admission should be submitted at least thirty (30) days prior to start of the semester, in order to allow those on the waiting list to take that spot.

## **STATUS OF ADMISSION**

The Letter of Admission will indicate the appropriate status of the applicant's admission as outlined below:

**Full Admission** - Given to those applicants who have met all admission and documentation requirements.

**Conditional Admission** - Given to those applicants who have provided evidence or attestation of meeting all admission requirements but have not yet provided all required documents and/or applicable processes, and to applicants who lack the co-requisite courses.

Applicants accepted under *conditional* status must provide all required documentation **by the end of their first semester** to continue matriculating with PIHMA. Co-requisite courses should be completed prior to the end of the first year of the program. *Conditional* status may be extended on a case-by-case basis and may also require conditions such as, but not limited to, requiring completion of additional outside training or asking the student to attend classes for a limited time period to assess student performance.

Applicants accepted under this status must acknowledge their status is conditional, and agree to waive any guarantees of ongoing admission and any refund for tuition paid if they do not meet the requirements for full admission.

**Waiting List** - Given to those applicants who meet full or conditional admission status requirements but cannot be accommodated by PIHMA due to full classes. In this case, PIHMA will accept the applicant for a future specified semester.

**Denial of Admission** - Given to those applicants who do not meet full or conditional admission status requirements. Students who have been denied admission are entitled to appeal their denial to the PIHMA Admissions Committee or re-apply when all requirements have been met.

## **APPLICANTS WITH DISABILITIES**

Individuals who meet the qualifications for admission are encouraged to apply. Every qualified applicant, including those with disabilities, receives equal consideration in the admissions process. Applicants are not required to notify PIHMA of a disability during the application process.

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.

Any requests for reasonable accommodations must be submitted to the Americans with Disabilities Act (ADA) coordinator and/or Dean of Academic Affairs after admission and prior to enrollment. Students with disabilities who require personal assistance must make appropriate arrangements in a timely manner before the beginning of each semester. The campus is accessible to those who are in wheelchairs.

Qualified students with documented disabilities are provided with reasonable accommodations at PIHMA, and those accommodations sometimes involve an intermediary or an auxiliary aid. However, it should be noted that no disability can be reasonably accommodated at PIHMA with an auxiliary aid or intermediary that provides cognitive support or medical knowledge, substitutes for essential clinical skills, or supplements clinical and ethical judgment. Accommodations cannot eliminate essential program

elements and requirements.

Some intermediaries that may be acceptable include sign language interpreters – provided the interpreters offer only translation, and do not perform selective, analytic, interpretive, or integrative functions for the student – or transcriptionists who provide a similar function.

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.

### **TRANSFER OF CREDIT**

PIHMA accepts transfer credits toward completion of its 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, from ACAOM accredited (or candidate) schools, or colleges or institutions approved by the California Acupuncture Board. 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. Limitations for the MSOM program or California bound students apply (see MSOM Program Credit Transfer Policy and Transfer Credit for California-bound Students).



Courses taken at other Oriental medical institutions may transfer if the college is accredited, or a candidate for accreditation, by the Accreditation Commission of Acupuncture and Oriental Medicine (ACAOM).

Up to 100% transfer credit may be awarded for courses completed in the basic sciences, clinical medicine, case management, practice management, public health, and professional development at a college/university approved by an accrediting agency recognized by the U.S. Department of Education.

PIHMA MSAc graduates who return for the MSOM Degree are considered transfer students. For these students, although they may be subject to additional coursework and clinical instruction requirements, all credits will transfer from one program to the other. (MSAc graduates wishing to enroll in the MSOM program see MSOM Program Credit Transfer Policy below.)

### **TRANSFER OF CREDIT FOR CALIFORNIA-BOUND STUDENTS**

California law places certain restrictions on transfer and acceptance of credit by programs approved by the California Acupuncture Board. This law allows students enrolling in PIHMA’s Master of Science of Oriental Medicine program to transfer 100% of the credit hours for coursework and clinical instruction completed successfully as part of another acupuncture and Oriental medicine program approved by the California Acupuncture Board. Furthermore, a maximum of 50% of the credit hours for coursework in acupuncture and Oriental Medicine principles, theories, treatment procedures, clinical instruction and challenge exams completed successfully as part of a program not approved by the California Acupuncture Board may be permitted for transfer.

PIHMA alumni who earned a degree based upon PIHMA's 2010 or later catalog curriculum receive 100% credit for completed courses and are eligible to re-enroll in the Master of Science Oriental Medicine program to complete any remaining courses specifically required to sit for the California Acupuncture Licensing exam. Transfer credit for alumni whose degree is based upon a curriculum prior to 2010, and students transferring from a school that has not been approved by the California Acupuncture Board is subject to California transfer credit restrictions and, therefore, will be assessed on a case-by-case basis.

Transfer students are required to complete 40 or more credits in the MSOM program, and 30 or more credits in the MSAc program at PIHMA to establish residency for graduation.

## DOCUMENTATION AND EVALUATION OF TRANSFER CREDIT

Applicants must submit a request for transfer credit to the Registrar prior to admission into PIHMA. Upon becoming 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 submitted to satisfy admissions requirements cannot also be used for transfer of credit. Coursework transferred is not included in GPA calculation.

Applicants must provide official transcripts and, in some cases, college catalogs and/or course syllabi containing course descriptions for courses to be considered for transfer credit. Transcripts from schools outside the United States must be accompanied by an English translation and evaluation completed by an approved credentials evaluation service.

The Registrar determines transfer of credit. All courses under consideration for transfer credit are evaluated using the following criteria:

1. **Subject matter.** A course being considered for transfer credit must be equivalent in core subject matter to the comparable PIHMA course.
2. **Course hours.** A course consisting of 90% or more of the hours of instruction required for the comparable PIHMA course may be transferred without additional testing or tutoring. If the course hours are 60% to 89% of the PIHMA course hour requirement, the student requesting transfer credit will meet with the Dean of Academic Affairs to determine which of the following steps must be completed: (a) pass a challenge exam in the subject (see policy below on Challenging Courses by Examination) and/or (b) complete a tutorial bridge class to make up the identified deficiency. The applicant may be required to present detailed course description(s) and/or syllabi. Coursework with less than 60% of the required PIHMA course hours may not be considered for equivalency.
3. **Grades.** Courses under consideration for transfer of credit must have been completed with a minimum grade of "C-" (2.0) or "Pass."
4. **Timing.** Courses under consideration for transfer of credit should have been completed within ten (10) years of the application date. Exceptions can be made for students who can provide evidence of continuous activity during the previous two years in the specific field for which transfer of credit is requested. For example, a practicing physician or registered nurse can be granted transfer credit for biomedical or science courses completed more than 10 years prior to the application date because the subject matter is directly related to his/her profession.
5. **Course Level.** Courses under consideration for transfer credit must be at the baccalaureate level. Audited, continuing education, and vocational courses are not considered equivalent and, therefore, are generally not transferable.



### ADVANCED STANDING

Applicants may be granted *Advanced Standing* if they (1) receive full or conditional admission status, and (2) have been awarded substantial credit for previous college education that applies to PIHMA requirements, whether through transfer of credit or successfully challenging courses by examination. Students eligible for *Advanced Standing* are required to pay an Advanced Standing fee (See Tuition and Fees section in this Catalog). All advanced standing credits will be determined no later than the end of the first year of

matriculation. *Note: All students must earn at least 40 semester credits in PIHMA's MSOM program, or 30 credits in PIHMA's MSAc to establish residency to graduate*

### EVALUATION OF COURSEWORK FROM NON-ACCREDITED COLLEGES

Applicants who have completed relevant coursework at non-accredited institutions may request to challenge courses by examination at PIHMA. (See Challenging Courses by Examination). Coursework



from non-accredited colleges is not eligible for transfer credit (See MSOM Program Credit Transfer Policy).

### **CLINIC HOUR TRANSFER GUIDELINES**

**Observation Hours** Acupuncture clinic observation hours can be transferred only when accrued observing licensed acupuncturists and/or senior student interns performing acupuncture therapies under a licensed acupuncturist, in a clinical setting where patients were regularly treated.

**Internship Hours** Clinical acupuncture internship hours may be transferred when the internship was completed under the supervision of a licensed acupuncturist and where Asian medicine was the primary form of healthcare administered. Treatments should have included patient interviews, participation in diagnosis and treatment planning, and performance of appropriate acupuncture techniques. Internship hours and patient contacts may be transferred from another teaching clinic accredited (or in candidacy) by ACAOM or from a clinical facility with a formal affiliation with PIHMA, and where the other clinic: (a) exercises academic oversight substantially equivalent to the academic oversight exercised for teaching clinics operated by PIHMA; (b) clinical faculty qualifications meet PIHMA's requirements for clinical instruction; (c) regular, systematic evaluation of the clinical experience takes place; and (d) clinical training supervision procedures and treatment modalities are substantially equivalent to those used in PIHMA's teaching clinic .

### **DOCUMENTATION FOR TRANSFER OF CLINIC HOURS**

Applicants 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, clinic hours and patient contact tracking forms, catalogs and/or other official documents. The maximum number of clinical acupuncture internship hours is 360 (50%). The maximum number of herbal internship hours is 105 (50%).

### **CHALLENGE EXAMINATIONS FOR COURSE CREDIT**

Applicants may request in writing a challenge examination to receive credit for courses that do not meet equivalency requirements. Those who have received informal education, training at sources from which there is no transcript to evaluate, or whose credit policies are different from PIHMA, or courses completed at institutions that do not meet the transfer credit guidelines may request to challenge a course if the subject of the previously completed course is comparable to a course at PIHMA. Courses cannot be challenged where the student has previously taken the course and failed it.

To challenge a course, students should do the following:

1. Submit a written request to the Registrar.
2. Provide written documentation such as certified letters, course materials, certificates, etc. of the informal education and training, which may include career experience applicable to the course being challenged.
3. Receive approval from the Dean of Academic Affairs or Registrar.
4. Pay the \$100 challenge examination fee (See the Tuition and Fees section of this Catalog).

Once these steps have been completed, the challenge examination is scheduled and a proctor assigned. The minimum grade on a challenge exam to receive course credit is 80%. This is identified on the student's transcript by an "R", and is not calculated into the G.P.A. The student will pay \$50 per credit hour for the challenged course. If the challenge examination is not passed (a grade of 79% or lower), the student must take and complete the course for which the challenge exam was taken and pay the standard tuition. The student is not required to pay the \$50 per credit hour fee however, the challenge examination fee is non-refundable.



## **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 through 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:** Some state licensing agencies and some institutions may not accept prior learning assessment credits that have been awarded by a non-regionally accredited institution.

## **INTERNATIONAL APPLICANTS**

PIHMA welcomes international applicants from all over the world. PIHMA defines an international applicant as someone who is a citizen or permanent resident of a country, other than the United States, who wishes to pursue a degree at PIHMA.

PIHMA is authorized under Federal law to enroll nonimmigrant alien students and complies with all Federal guidelines and directives of the U.S. Citizenship and Immigration Services (USCIS). Special application and admission procedures are required of all international F-1 students. Permanent residents, refugees and aliens in other non-immigrant statuses should use the regular application and admission procedure.

International applicants follow the same application and admissions procedures as required of US residents, in addition to meeting the international application requirements. It is recommended however that international applicants begin the admissions process six months to one year prior to the desired priority application date. Tuition and fees for international students are the same as for U.S. citizens and residents. International students are not eligible for U.S. Federal Financial Aid.

An I-20 will be issued only after the applicant's file is complete, the applicant is accepted into the program, and tuition deposit is received by PIHMA. A non-refundable I-20 fee of \$100 will be withheld from the deposit if the applicant does not attend PIHMA.

Non-immigrant F-1 students transferring from another approved school within the U.S must also provide a copy of their current I-20, passport name page, visa and I-94 card as well as the school transfer information form along with the application.

## **GENERAL INFORMATION FOR INTERNATIONAL F-1 STUDENTS**

Upon arrival at PIHMA, international students must provide PIHMA with a copy of their stamped I-20 and I-94 card, visa, and passport name page. The Department of Homeland Security requires that all International Students enroll in a full-time course of study, defined as a minimum of 12 units per semester, attend classes regularly, and make satisfactory progress towards completion of the degree or diploma objective.



International students who apply from outside the United States may be admitted each semester. A student is accepted only for the term indicated on the I-20 and the letter of acceptance and must register for classes during that semester. If admission for a different semester is desired, the applicant must request a change of their starting date in writing and receive a new I-20.

Once enrolled, international students must report any of the following activities to the PIHMA immediately: change of legal name, address, program of study, request for program extension, intent to travel outside the U.S., and/or desire to transfer to another institution.

There is currently no dormitory housing available at PIHMA.

**INTERNATIONAL APPLICATION REQUIREMENTS**

The international applicant’s name must appear on the application and supplemental documents as it appears on the applicant’s passport. International applicants applying for an F-1 student visa through PIHMA must submit the following documents along with the completed application: .

**1. A photocopy of the first page of the passport**

**2. Transcript evaluation**

If you have completed college or university level education in another country, you must have your transcripts reviewed by a credential evaluation agency that is a member of the National Association of Credential Evaluation Services, Inc. Transcripts need to be evaluated on a course-by-course basis. The evaluation, containing the total number of earned credits and cumulative GPA, should be sent directly to PIHMA by the evaluating agency. Two agencies we recommend are: the American Association of Collegiate Registrars and Admissions Officers (AACRAO), [www.aacrao.org](http://www.aacrao.org) or World Educational Services (WES), [www.wes.org](http://www.wes.org).

**3. Test of English as a Foreign Language (TOEFL) and International English Language Testing System (IELTS)**

International applicants must demonstrate English language competency by achieving the following TOEFL or IELTS exam scores:

<i><b>TOEFL Internet-Based Testing Scores</b></i>			<i><b>IELTS Exam</b></i>
Overall: 61	Speaking: 26	Listening: 22	Level 6

International applicants who have completed a two year (60 semester credit or 90 quarter credit) baccalaureate level education at an institution in the United States accredited by an agency recognized by the U.S. Secretary of Education, or at an equivalent English language institution in another country, may request to have the TOEFL/IELTS requirement waived.

**4. Financial Statement**

A Financial Statement, certified by a financial institution, verifying the availability of at least \$25,000 in U.S. dollars. This amount should cover your education and living expenses for one academic year. If you need the university to issue an F-2 I-20 for your dependents, you will need to calculate an additional \$4,000 for each dependent. In addition, you may want to consider having additional funds for off-campus months and miscellaneous expenses. We recommend having approximately \$7,000 for this purpose. If your tuition or living expenses are going to be partially or fully paid by a sponsor, the Financial Statement

must be signed by your sponsor, stating they assume financial responsibility for the designated amount.

## 5. Health Insurance

International students should provide proof of health insurance coverage prior to student registration. Due to the high costs of medical insurance in the United States it may be advantageous to purchase health insurance coverage in your home country. We recommend you purchase a healthcare policy for yourself and any dependents, with a minimum coverage of 250,000 per incident, and a deductible of no more than \$500 per person, per year. **The coverage should include repatriation of remains in the amount of \$7,500 and \$10,000 coverage for medical evacuation.**

Prior to your arrival into the United States we recommend you obtain from your primary physician, medical records for you and your dependents. These should include a medical history describing previous illnesses, surgeries, and records of all immunizations, including those received in childhood. In addition, since dental costs in the United States tend to be considerably higher than most other countries, you are advised to have any necessary dental work completed in your home country prior to your arrival in the U.S.

### **INTERNATIONAL APPLICANTS CURRENTLY STUDYING IN THE U.S.**

If you are an international student who is currently on an F-1 student visa, enrolled at another college or university, you must submit the following documents along with your application materials:

1. A photocopy of your visa, contained in your passport.
2. A photocopy of your I-94 Form (Arrival-Departure Form).
3. A photocopy of your I-20 Form.
4. A signed FERPA Agreement.

Upon acceptance to PIHMA, a Transfer Release Form must be signed by your school International Student Official (Admissions Representative), verifying you have maintained your visa status and are eligible for transfer. Please contact the admissions office to receive a copy of this form.

If you have any questions or need additional information regarding the international application requirements, our admissions staff is available to assist you.

# MASTER OF SCIENCE IN ORIENTAL MEDICINE

## CURRICULUM SCHEDULE

The Master of Science of Oriental Medicine Program is sequenced to insure that students effectively move from foundational to more advanced coursework as they complete each requirement.

<b>Semester 1</b>			<b>Clock Hours</b>	
<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Didactic</b>	<b>Clinical</b>
OMT 500	Oriental Medical Theory I	3	45	
OMT 520p	Point Location & Meridians I	3	45	
OMP 508	Materials & Methods	3	45	
BIO 400p	Applied Human Anatomy	2	30	
HCR 420	Western Medical Terminology	2	30	
HCR 425	History of Medicine	1	15	
HCR 441	Public Health	3	45	
EMV 510	Qi Gong I	1	15	
		<b>18</b>	<b>270</b>	<b>0</b>

<b>Semester 2</b>			<b>Clock Hours</b>	
<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Didactic</b>	<b>Clinical</b>
OMT 510	Oriental Medical Theory II	3	45	
OMT 550p	Point Location & Meridians II	3	45	
ACU 515p	Acupuncture Practicum 1	3	45	
OMT 525	Point Energetics I	3	45	
OMT 530p	Oriental Medical Diagnosis & Practicum	3	45	
CHM 425	Organic Chemistry	3	45	
EMV 520	Qi Gong II	1	15	
EMV 515	Tai Chi	1	15	
OMP 1000	Clinic Preparation and Procedures I	0.5		7.5
OMP 501	Clinical Observation I	3		90
		<b>23.5</b>	<b>300</b>	<b>97.5</b>

<b>Semester 3</b>			<b>Clock Hours</b>	
<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Didactic</b>	<b>Clinical</b>
OMT 540	Oriental Medical Theory III	3	45	
ACU 525p	Acupuncture Practicum II	3	45	
OMT 555	Point Energetics II	3	45	
BIO 401	Anatomy & Physiology I	4	60	
CHM 430	Biochemistry	3	45	
HBT 496	Fundamentals of Herbal Medicine	3	45	
OMT 580	Chinese Language and Culture	2	30	
OMP 502	Clinical Observation II	3		90
		<b>24</b>	<b>315</b>	<b>90</b>

<b>Semester 4</b>			<b>Clock Hours</b>	
<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Didactic</b>	<b>Clinical</b>
OMT 605	Oriental Medical Pathology I	3	45	
MGT 505	Counseling & Communications	3	45	
BIO 402	Anatomy & Physiology II	4	60	
HBT 501a	Herb Theory IA	3	45	
HBT 501b	Herb Theory IB	3	45	
RES 601	Evidence Based Research	3	45	
OMP 515	Tui Na I	2	30	
OMP 611A	Clinical Internship IA	3		90
		<b>24</b>	<b>315</b>	<b>90</b>

<b>Semester 5</b>			<b>Clock Hours</b>	
<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Didactic</b>	<b>Clinical</b>
OMT 625	Oriental Medical Pathology II	3	45	
ACU 615p	Acu-Microsystems Practicum	3	45	
HCR 432	Western Pathophysiology I	4	60	
BIO 405	Microbiology	4	60	
OMP 555	Tui Na II	3	45	
HBT 502a	Herb Theory 2A	3	45	
HBT 502b	Herb Theory 2B	3	45	
OMP 2000	Clinic Preparation and Procedures II	0.5		7.5
OMP 611B	Clinical Internship IB	3		90
		<b>26.5</b>	<b>345</b>	<b>97.5</b>

<b>Semester 6</b>			<b>Clock Hours</b>	
<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Didactic</b>	<b>Clinical</b>
OMT 630	Oriental Medical Theory IV	3	45	
OMT 560	Oriental Nutrition	2	30	
HCR 522	Western Pathophysiology II	4	60	
HCR 410	Western Nutrition	3	45	
HCR 620	Collaborative Care	3	45	
HBT 503a	Herb Theory 3A	3	45	
HBT 503b	Herb Theory 3B	3	45	
OMP 611C	Clinical Internship 1C	3		90
OMP 621A	Clinical Internship 2A	3		90
		<b>27</b>	<b>315</b>	<b>180</b>

<b>Semester 7</b>			<b>Clock Hours</b>	
<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Didactic</b>	<b>Clinical</b>
OMT 640	Advanced Integrative Pathology	2	30	
PHY 401	Western Physics & Oriental Medicine	2	30	
OMT 610	Classics Seminar	2	30	
PHM 610	Pharmacology	4	60	
HCR 600	Western Physical Exam	3	45	
HBT 650	Complementary Herbology	3	45	
HBT 660	Herbal Classics	2	30	
OMP 621B	Clinical Internship 2B	3		90
OMP 621C	Clinical Internship 2C	3		90
HBP 630	Herb Clinic I	3.5		105
		<b>27.5</b>	<b>270</b>	<b>285</b>

<b>Semester 8</b>			<b>Clock Hours</b>	
<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Didactic</b>	<b>Clinical</b>
OMP 640	Advanced Clinical Techniques	3	45	
OMT 645	OM Psychology	3	45	
HCR 610	Western Clinical Diagnosis	3	45	
BIO 411	Botanical Concepts of Herbal Medicine	3	45	
HBT 670	Herb-Drug Interactions	2	30	
HBT 680	Herbal Preparation & Pharmacy Practice	2	30	
MGT 510	Professional Ethics	1	15	
MGT 520	Practice Management	2	30	
OMP 631A	Clinical Internship 3A	3		90
OMP 631B	Clinical Internship 3B	3		90
HBP 640	Herb Clinic II	3.5		105
		<b>28.5</b>	<b>285</b>	<b>285</b>

	<b>Credit Hours</b>	<b>Didactic Hours</b>	<b>Clinical Hours</b>	<b>Clock Hours</b>
<b>Master of Oriental Medicine Degree Totals</b>	<b>199</b>	<b>2415</b>	<b>1125</b>	<b>3540</b>

# MASTER OF SCIENCE IN ACUPUNCTURE

## CURRICULUM SCHEDULE

The Master of Science of Acupuncture Program is sequenced to insure that students effectively move from foundational to more advanced coursework as they complete each requirement.

<b>Semester 1</b>			<b>Clock Hours</b>	
<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Didactic</b>	<b>Clinical</b>
OMT 500	Oriental Medical Theory I	3	45	
OMT 520p	Point Location & Meridians I	3	45	
OMP 508	Materials & Methods	3	45	
BIO 400p	Applied Human Anatomy	2	30	
HCR 420	Western Medical Terminology	2	30	
HCR 425	History of Medicine	1	15	
HCR 441	Public Health	3	45	
EMV 510	Qi Gong I	1	15	
		<b>18</b>	<b>270</b>	<b>0</b>

<b>Semester 2</b>			<b>Clock Hours</b>	
<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Didactic</b>	<b>Clinical</b>
OMT 510	Oriental Medical Theory II	3	45	
OMT 550p	Point Location & Meridians II	3	45	
ACU 515p	Acupuncture Practicum 1	3	45	
OMT 525	Point Energetics I	3	45	
OMT 530p	Oriental Medical Diagnosis & Practicum	3	45	
CHM 425	Organic Chemistry	3	45	
EMV 520	Qi Gong II	1	15	
EMV 515	Tai Chi	1	15	
OMP 1000	Clinic Preparation and Procedures I	0.5		7.5
OMP 501	Clinical Observation I	3		90
		<b>23.5</b>	<b>300</b>	<b>97.5</b>

<b>Semester 3</b>			<b>Clock Hours</b>	
<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Didactic</b>	<b>Clinical</b>
OMT 540	Oriental Medical Theory III	3	45	
ACU 525p	Acupuncture Practicum II	3	45	
OMT 555	Point Energetics II	3	45	
BIO 401	Anatomy & Physiology I	4	60	
CHM 430	Biochemistry	3	45	
HBT 496	Fundamentals of Herbal Medicine	3	45	
OMT 580	Chinese Language and Culture	2	30	
OMP 502	Clinical Observation II	3		90
		<b>24</b>	<b>315</b>	<b>90</b>

<b>Semester 4</b>			<b>Clock Hours</b>	
<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Didactic</b>	<b>Clinical</b>
OMT 605	Oriental Medical Pathology I	3	45	
MGT 505	Counseling & Communications	3	45	
BIO 402	Anatomy & Physiology II	4	60	
RES 601	Evidence Based Research	3	45	
OMP 515	Tui Na I	2	30	
ELE	Elective	2	30	
OMP 611A	Clinical Internship IA	3		90
		<b>20</b>	<b>255</b>	<b>90</b>

<b>Semester 5</b>			<b>Clock Hours</b>	
<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Didactic</b>	<b>Clinical</b>
OMT 625	Oriental Medical Pathology II	3	45	
ACU 615p	Acu-Microsystems Practicum	3	45	
HCR 432	Western Pathophysiology I	4	60	
BIO 405	Microbiology	4	60	
OMP 555	Tui Na II	3	45	
OMP 2000	Clinic Preparation and Procedures II	0.5		7.5
OMP 611B	Clinical Internship IB	3		90
		<b>20.5</b>	<b>255</b>	<b>97.5</b>

<b>Semester 6</b>			<b>Clock Hours</b>	
<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Didactic</b>	<b>Clinical</b>
OMT 630	Oriental Medical Theory IV	3	45	
OMT 560	Oriental Nutrition	2	30	
HCR 522	Western Pathophysiology II	4	60	
HCR 410	Western Nutrition	3	45	
OMP 611C	Clinical Internship 1C	3		90
OMP 621A	Clinical Internship 2A	3		90
		<b>18</b>	<b>180</b>	<b>180</b>

<b>Semester 7</b>			<b>Clock Hours</b>	
<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Didactic</b>	<b>Clinical</b>
OMT 640	Advanced Integrative Pathology	2	30	
PHY 401	Western Physics & Oriental Medicine	2	30	
OMT 610	Classics Seminar	2	30	
PHM 610	Pharmacology	4	60	
HCR 600	Western Physical Exam	3	45	
ELE	Elective	2	30	
OMP 621B	Clinical Internship 2B	3		90
OMP 621C	Clinical Internship 2C	3		90
		<b>21</b>	<b>225</b>	<b>180</b>

<b>Semester 8</b>			<b>Clock Hours</b>	
<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Didactic</b>	<b>Clinical</b>
OMP 640	Advanced Clinical Techniques	3	45	
OMT 645	OM Psychology	3	45	
HCR 610	Western Clinical Diagnosis	3	45	
MGT 510	Professional Ethics	1	15	
MGT 520	Practice Management	2	30	
ELE	Elective	2	30	
OMP 631A	Clinical Internship 3A	3		90
OMP 631B	Clinical Internship 3B	3		90
		<b>20</b>	<b>210</b>	<b>180</b>

	<b>Credit Hours</b>	<b>Didactic Hours</b>	<b>Clinical Hours</b>	<b>Clock Hours</b>
<b>Master of Acupuncture Degree Totals</b>	<b>165</b>	<b>2010</b>	<b>915</b>	<b>2925</b>

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 throughout their program in order to maintain physical harmony throughout the rigorous academic schedule.)

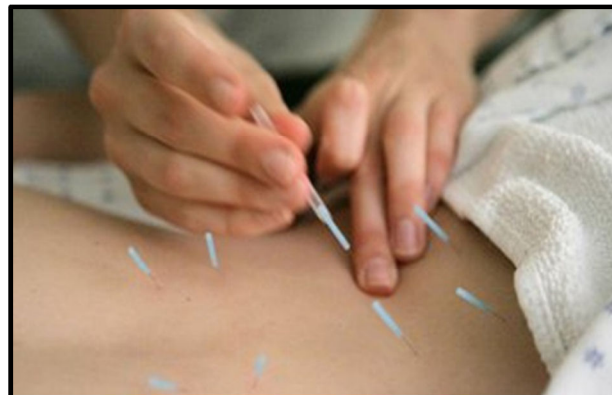
**Note:** PIHMA reserves the right to select which courses will be offered each semester and to cancel or reschedule any course or clinic shift for which there are insufficient students enrolled or patients scheduled. PIHMA further reserves the right to change instructional staff and equipment, reset class schedules and hours, consolidate classes, change locations, change graduation requirements and curriculum, adjust tuition, and to revise, add or delete courses as necessary.

# CLINICAL TRAINING

Clinical training at PIHMA is progressive and carries students through a series of leveled experiences that 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 that must be acquired by the end of the Senior 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 are required for admittance into the subsequent levels of clinic and graduation.

**Observer, Intern, and Senior Intern** is an integration of theory and practicum experiences. Through these experiences, students gain the knowledge and confidence needed to safely diagnose and treat patients. Each 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 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

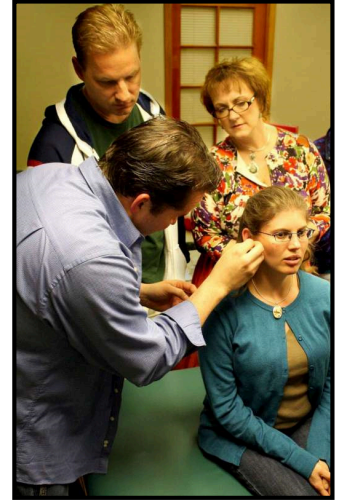
Levels	Responsibilities
Observer	Students primarily observe patient treatments. They may take pulses and observe procedures performed by advanced students under the strict supervision of clinic faculty. Students are encouraged to accrue a significant portion of the observation hours with licensed acupuncturists. <b>(180 hours)</b>
Intern	Students perform basic procedures under direct supervision during diagnosis and treatment of the patient. The process of diagnosis and formulation of treatment plans begins with and- are developed in conjunction with a clinic supervisor. OM Students may assist in formula making, but may not yet prescribe formulas. <b>(270 hours)</b>
Senior Intern	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 <u>have</u> treatment plans approved by clinic faculty prior to administering them. OM students may develop and prepare formulas if primary herbal training has been completed. <b>(270 hours)</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>
Herbal Clinic	Students integrate 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>(210 hours for OM students)</b>



## **EXTERNSHIP AND OFFSITE CLINIC HOUR RATIOS**

**Externships:** A student intern may complete up to 25% of his or her internship requirement at a PIHMA-approved off-site facility. Credit for these hours is earned at a 3-to-2 ratio. Therefore, a forty-five hour externship will earn the student 30 hours toward their internship requirements.

**PIHMA Offsite Clinic:** An observer/intern may complete a portion of their credit hours at a PIHMA Offsite Clinic. These hours are earned 1-to-1 ratio. 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 Department Chair**.



## **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, nurtures our own well-being. Through kind acts and interactions, one can create positive impact on the lives of others in untold ways.



## DEGREE COMPLETION REQUIREMENTS

Students receive their degree if they have:

1. Completed all required courses and exams and achieved a minimum cumulative grade point average of 3.0 within the permitted time frame(s).
2. Satisfactorily met all clinic competencies and the required number of clinic hours.
3. Maintained satisfactory conduct and a professional clinical demeanor.
4. Met all financial obligations to PIHMA, such as return of library materials.
5. Fulfilled community service requirements.

## GRADUATION

The commencement ceremony for PIHMA is held annually in September. All students completing their degrees during the year or who are within nine (9) semester 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 and is not mandatory, but highly encouraged. It is an important ceremonial event, one that is both rewarding and commemorative of the journey toward completion. Students must apply to walk in the graduation ceremony by submitting a form to the Registrar at least sixty **(60) days prior to the expected ceremony date**. Upon receipt of the request, the Registrar updates the student's program evaluation, and the student can then meet with an Academic Advisor to review remaining requirements. A non-refundable graduation fee is assessed to cover the review of student records and preparation of graduation documents.

## NCCAOM EXAM & LICENSURE

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. For other states which do not use the NCCAOM exam for licensure, students must contact that state's regulatory body to determine what requirements need to be met for licensure. In order to sit for the NCCAOM exams, students must take the PIHMA competency exams before exams will be sent.

Students may qualify to take NCCAOM exams after completion of 1,490 hours of instruction. 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. Students may also contact the NCCAOM for information: Phone: **904-598-1005**; fax: **904-598-5001**; e-mail: [info@nccaom.org](mailto:info@nccaom.org) **76 South Laura Street, Suite 1290, Jacksonville, FL 32202**. Exam schedules and requirements may be found at, [www.nccaom.org](http://www.nccaom.org).

**Important Note with regard to Arizona licensure:** "A degree in Acupuncture and Oriental Medicine does not authorize a person to practice "Oriental medicine" in Arizona. Currently, the term "Oriental or Asian 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 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. Visit the web for more information about NCCAOM ([www.nccaom.org](http://www.nccaom.org)) or the Arizona Acupuncture Board of Examiners ([www.azacupunctureboard.us](http://www.azacupunctureboard.us)).

## **STUDENT SUPPORT SERVICES**

The primary goal at PIHMA is for students to be successful during their academic experience while balancing the yin & yang of life. PIHMA has developed and maintains an active student/career service department to assist students while in college and to support graduates in pursuing their careers through the Alumni Network.

Services include but are not limited to, tutoring, student/alumni events, resume writing, interview skills, portfolios, and other assistance as the need may arise. Students are also provided confidential support to help them work through any personal challenges that may interfere with academic success.

PIHMA works directly with employers, and the industry, to assist graduates in accessing opportunities in the marketplace. PIHMA cannot guarantee employment, however it is the goal of Student/Career Services, the staff and faculty to prepare students so they have the needed depth and scope of knowledge and skills to become successful practitioners.

### **STUDENT ORIENTATION**

All students are required to attend MGT500 PIHMA Fundamentals which is the orientation and onboarding for PIHMA.

Students are also required to be familiar with all rules and regulations set forth in the College Catalog, Handbooks, Student Financial Aid, Clinic Manuals and notices and memos posted on the college bulletin board or distributed by PIHMA email or student mail boxes.

### **ACADEMIC ADVISING AND COUNSELING**

PIHMA provides support to its students through Academic advisement, 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 their academic process.

### **TUTORING**

Tutoring services are offered 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 faculty may recommend tutoring. There is free tutoring available to students for a specified amount of time. 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 Student Services Coordinator.

### **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.

### **LIBRARY**

The Phoenix Institute of Herbal Medicine & Acupuncture's book collection, which includes holdings in the areas of Oriental medicine, Western sciences, psychology, and business, is housed on campus at the National Library of Traditional Medicine ([www.NLofTM.org](http://www.NLofTM.org)). NLTM also hosts collections in homeopathy, Ayurvedic medicine, mind/body and biomedicine. The library also features a break room and computer lab available for students. Visit NLTM at 301 E. Bethany Home Rd., Phoenix, Arizona 85012, Suite A-135.

### **PARKING**

**Parking is located near building A.** PIHMA student and staff daytime parking is located in the paved lot in between the Pueblo Nuevo parking lot (east side), 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 reserved (non-visitor) spots as vehicles may be towed away by Pueblo Nuevo Co. Management.

If students or faculty members park in reserved spots at any time including weekends, a verbal request to move the car will be given first. Repeated violations will result in towing, suspension 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**

Since the PIHMA college and Teaching 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. The PIHMA dress code can be found in the Faculty and Student/Clinic Student Handbooks.

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

### **CAMPUS SECURITY**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act require PIHMA Acupuncture College to publish annually specific crime-related information. The report includes information about PIHMA Acupuncture College's security policies and procedures, crime prevention programs, and campus crime statistics. PIHMA distributes the report to all current students and employees, and on request, to prospective students and employees. The Campus Safety and Security Policy and the Annual Crime Statistics Report are also available from Academics.

Students, faculty and employees at PIHMA have access to all areas of the facility and parking lot located at 301 East Bethany Home Rd, Ste A-100, Phoenix, AZ 85012. The general public can access the facility only when an appointment is made with the PIHMA Teaching Clinic or a PIHMA staff member. During operations hours (Monday through Friday 7:30am – 9:00pm, Saturday 7:30am – 6:00pm), PIHMA staff members monitor access to the facility. An alarmed and coded security system monitors the College during non-operational hours.

### **SEXUAL ASSAULT**

PIHMA recognizes that sexual assault is a serious issue. The college will not tolerate acts of sexual assault under any circumstances. Any student or employee who commits sexual assault will be subject to

disciplinary action that may result in expulsion or suspension from the college in addition to any actions

external authorities may undertake.

With the consent of the victim, all sexual assaults will be investigated and appropriate disciplinary, legal action, or both, will be taken. Once any college employee knows about an incident of sexual assault, that person has an obligation to report that incident. Procedures for reporting sexual assault can be found under Reporting Crimes and Emergencies.

Upon receiving a report, the Chief Operations Officer and/or an appointed staff member will report the assault to the Phoenix Police Department. The Phoenix Police Department will then assume full responsibility for any criminal investigation. Victims should be conscious of preserving evidence that may be useful during criminal prosecution.

Victims should be encouraged to follow up with public or private services. The college maintains a referral list for community resources. The College will make accommodations in a victim's academic situation if reasonably possible.

### **CRIME PREVENTION AND SAFETY TIPS**

Please report suspicious persons or vehicles to the Front Desk and/or another administrative staff member. When possible, travel in groups, especially at night. Use streets and routes that are well-traveled and well-lighted.

### **INTERNET POLICY**

**PIHMA Emails should be used, checked and cleared daily.** An email account will be created for every PIHMA student, faculty, and staff member. The standard email address format is first initial+last name@pihma.edu. This will serve as a primary method of regular communication from the College. Contact Administration for further questions about management of email accounts.

Profanity and offensive materials are prohibited and may result in access and privileges being revoked. 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 faculty 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, PIHMA reserves the right to monitor and view any email account associated with 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 individual 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 Teaching 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 Front Desk staff member 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 Administration.

# 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) afford 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 in which 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); an accreditation site visitor; 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



# ACADEMIC POLICIES

## **COURSE REGISTRATION**

All students must register for courses and clinical training within the time frame established for each semester. Any student planning to be on leave of absence or program withdrawal should submit the appropriate forms to the Registrar.

Students are required 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 MSOM or thirty (30) credits (of PIHMA courses) in the MSAc.

## **NON-MATRICULATION POLICY**

Non-matriculating students are individuals who do not anticipate graduating with a degree or certificate from PIHMA. Non-matriculating students are not enrolled in formal programs but take individual courses. 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 co-requisites, prerequisites, and submit an application packet. Non-matriculating students may earn transferable credit that may be awarded grades. Physical exercise courses such as Qi Gong and Tai Chi are the exception to this policy.

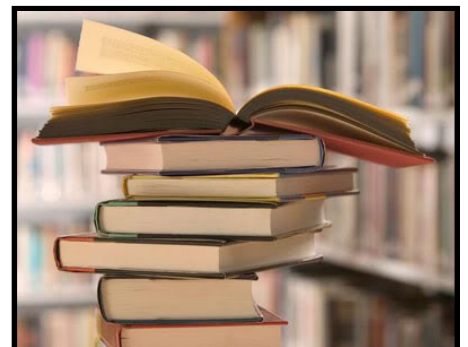
## **SCHEDULE ADJUSTMENT**

PIHMA reserves the right to select which courses will be offered each semester and to cancel or reschedule any class in which there are an insufficient number of students enrolled. Courses are not offered solely to meet an 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 their Academic Advisor as needed to assure a timely completion of their degree.

## **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 Dean of Academic Affairs. Students should consult the Academic Advisor, the Dean of Academic Affairs, or the Registrar to determine if a particular course load is appropriate.

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 Student/Clinic Student 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. **Students in practicum courses (including clinic) may not miss more than 10% of the scheduled class meetings and 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.

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 faculty 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. Making up course work due to absences may include reviewing notes from other classmates or the faculty, reading relevant material from the course text, or listening to an audio recording of the missed class meeting (if available) and formulating a summary of the key points. In rare instances when 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**

Being 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 COURSES**

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

## **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 using a form which 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 with a limit of two consecutive semesters. If a student would like to extend their LOA beyond the initially requested semester they 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.

## **VOLUNTARY PROGRAM WITHDRAWAL**

Students who wish to withdraw from a 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 the Academic Advisor, the Registrar, or the Dean of Academic Affairs to formally withdraw from a program. Students who wish to be readmitted after withdrawing from a 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.



## **ADDING AND DROPPING COURSES**

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

After two class sessions, students must get approval of the faculty for any course they may want to add.

## **PROGRAM CHANGE**

Students may change from one program to another upon application, demonstration that program requirements are met, and payment of the program change fee, if applicable.

Changing from the MSAc to the MSOM can be accomplished with a visit to the Registrar. There is no charge for this change. However, students wishing to change their major from MSOM to MSAc can expect a program change fee.

This fee covers a comprehensive assessment of the students' work to date. Note: Herb clinic hours cannot be counted toward clinic requirements of the MSAc degree. If a student prescribed herbs during a shift, these hours will not count toward the MSAc clinic hours. This is because MSAc students are not permitted to prescribe herbs as part of their clinical training. Students enrolled in the MSAc wishing to transfer to the MSOM will be subject to credit transfer policies as outlined in the MSOM Credit Transfer Policy section.

## **DIRECTED STUDY**

A directed study is a course taken by one student facilitated by one member of faculty. Directed Study must be approved by the Dean of Academic Affairs. This type of learning format is specifically designed for those students who are both close to graduation and require a course/s for graduation which is not being officially offered during the semester that the directed study is requested.

Directed study courses do not apply to practicum courses and students must have met all pre-requisites for the course being requested as a directed study. Students may not complete more than 9 credits of their program in a directed study format.

The student and the faculty member will mutually agree upon the structure of the course and create a written document which confirms the agreement. This form is available through the Registrar's office and titled "Directed Study Form". Specific information about Directed Study can be found in the Faculty and Student/Clinic Student Handbooks.



## **EXAMINATION STANDARDS**

Students must attend 75% of a course in order 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:

1. *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 Dean of Academic Affairs.
2. *Extraordinary Reasons:* A student may be excused from a regularly scheduled exam for reasons such as accident, personal emergency, or other extraordinary circumstances.
3. *Prior Arrangements:* A student may take the mid-term or final exams on an alternate date if circumstances prevent the student from taking the exam as scheduled and prior arrangements are made with the instructor.

## **RESCHEDULING AN EXAMINATION**

In the event of an unforeseen crisis or an extraordinary reason that prevents the student from taking the exam as scheduled or making prior arrangements, a student may petition to reschedule an exam. The student will then negotiate an exam date with the faculty member and pay a make-up exam fee (see fee schedule). 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, as well as notebooks, briefcases, backpacks, purses, or other bags, are allowed in the exam area unless permitted by the instructor or proctor. These items must be placed across the room. Any materials near or below the desk may be removed to another area by the faculty 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 faculty 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 course. 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.

## **GRADES**

Grades are 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 toward program completion. Grades are determined using the following scale:

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

Other designations include:

Designation	Explanation
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 co-requisite 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 course, 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 faculty 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 faculty.*

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 faculty must submit a Grade Change form to the Registrar.

If deficient work is not completed in the timeframe allotted by the Dean of Academic Affairs and the Faculty member,

and agreed upon by the Student, the grade will be converted to an “F” and the student will need to repeat the course.

During the incomplete period the posted Incomplete (I) is not factored into the cumulative GPA. 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. 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. The student will be required 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 a student repeats 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 course 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 under audit status in order to obtain information, for personal development or to enhance specific skills. With faculty 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 auditing courses is the same as for all other PIHMA courses. Students who plan to only audit courses must still 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 audited courses for Advanced Standing at PIHMA.



### **COPYRIGHT AND INTELLECTUAL PROPERTY POLICY**

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.

### **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 first resolve a grade issue directly with the faculty member. 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 within 6 weeks of being assigned the grade. If the faculty member and the student are not able to mutually resolve the issue, the Dean 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  
Phone: 602-542-5709  
Website: [www.azppse.state.az.us](http://www.azppse.state.az.us)

### **DEGREE COMPLETION**

Students in the MSAc degree program are required to attend a minimum of 90 instructional weeks to be completed in not less than 27 calendar months. Students in the MSOM degree program 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 MSAc within six (6) years and for the MSOM 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.

### **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 Dean 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.

### **TRANSCRIPTS**

The Registrar will release transcripts upon written request from the student using the Request Regarding Student Records form. 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.

### **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 prior to resuming coursework. If re-admission is granted to the student they will be considered 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 and continued enrollment*. Students who wish to re-enter into clinic may also be required to re-take the written and/or practical clinic entrance exam.

## **SATISFACTORY ACADEMIC PROGRESS**

A student is required to maintain *satisfactory academic progress* (SAP) in order to continue attendance at PIHMA. This is defined as maintaining a GPA of 3.0 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). Students who do not meet satisfactory academic progress as defined above for any one semester will be placed on in an academic observation status. Those students who do not meet satisfactory academic progress for a period of two semesters will be placed on academic probation. These status levels are discussed below:

### **ACADEMIC OBSERVATION**

Entering students with a Grade Point Average (GPA) below 2.5 and enrolled students with a cumulative GPA below 3.0 to be calculated each semester will automatically be placed on *academic observation for a period of one semester*. Enrolled students include those on *leave of absence*, but do not include students who have either voluntarily withdrawn or have been automatically withdrawn. Students who have been placed on academic observation and are on leave of absence have one semester after their return to improve their GPA to 3.0 or better. If they do not achieve that improvement they will be placed on academic probation.

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 meet SAP or equate to a **3.0 on a 4.0 scale to be moved back into a regular student status. Students have one**

**semester in which to improve their GPA to 3.0 or above.** Students within this status may be required to meet with their Academic Advisor to determine academic progress.

### **ACADEMIC PROBATION**

A student on Academic Probation is deemed as no longer meeting satisfactory academic progress for a period of two consecutive semesters. Criteria for being placed on Academic Probation include any one of the following:

1. Any enrolled student with a cumulative Grade Point Average (GPA) below 3.0 for two consecutive semesters 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 this Catalog), continuance and graduation (See Graduation Requirements section of this Catalog), (b) adhere to the code of ethics (See Code of Ethics section of this Catalog), or (c) comply with student responsibilities (See Student Responsibility section of this Catalog) may be placed on *academic probation*.

Enrolled students who can be placed on academic probation for low GPA's include those on *leave of absence*, but do not include students who have either voluntarily withdrawn or have been automatically withdrawn. Students who are placed on academic probation and are also on leave of absence have one semester after their return to improve their GPA to 3.0 or better.

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 Dean of Academic Affairs, in order to be returned to *satisfactory academic progress* status. Students will have one semester to raise their GPA.

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**

Enrolled students who fail to maintain satisfactory academics progress for 3 consecutive semesters will be placed on 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 permitted 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:

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

# CODE OF CONDUCT

Students at PIHMA must abide by the Student Code of Ethics and meet their responsibilities as students.

## **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. Follow all laws regarding the practice of acupuncture and Oriental medicine including refraining from the independent, unlicensed practice of acupuncture.
10. Support PIHMA and the legal practice of acupuncture and Oriental medicine.
11. Report unethical conduct to appropriate authorities.
12. Report any unsafe conditions in the clinic or classroom to PIHMA's appointed Clinic Dean, Dean of Academic Affairs or designated OSHA coordinator. If an unsafe condition is not resolved, the student should then submit a written report to the Administrative Office.

## **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, except for official certified companion animals.
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 basis (at least once every two days). This is the primary form of communication between PIHMA administration, faculty, and students.

## **ACADEMIC CONDUCT**

All 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**

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/clinic student handbook and this Catalog.

Academic violations 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 Dean of Academic Affairs.
- **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 AND CODE OF CONDUCT VIOLATIONS**

Charges of academic misconduct or code of conduct violations brought against a student shall be submitted in writing by the faculty member, student, or staff member to the Academic Office. The documentation must state sufficient facts, including specific names(s), date(s), locations and descriptions of the alleged act(s) of misconduct to enable the Dean of Academic Affairs to determine whether or not further fact-finding is necessary. Where the alleged misconduct is related to discrimination or harassment, the Dean will consult with Administration to determine whether an affirmative action investigation is warranted.

- For *plagiarism, cheating and other grade-related accusations*, 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.
- The Dean of Academic Affairs will send written notice of the accusation(s) of academic dishonesty to the student.
- The student will have an opportunity to either meet with the Dean 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 Dean of Academic Affairs.
- The Dean of Academic Affairs will conduct an investigation and use the findings to determine the appropriate sanction(s), or that the accusation(s) of academic dishonesty should be dropped.
- For code of *conduct violations*, PIHMA reserves the right to immediately suspend the student from PIHMA until further notification. The interim sanctions will remain in effect until the Dean of Academic Affairs conducts an investigation and determines the appropriate sanction(s), or that the reasons for imposing the interim sanctions no longer exist, or, the accusation(s) to be incorrect.

## **SANCTIONS**

1<sup>st</sup> Offense: The Dean of Academic Affairs has the right to make a decision on sanctions for academic misconduct or code of conduct violations.

2<sup>nd</sup> Offense: When a student is accused for the 2<sup>nd</sup> time, the case must be presented to a Review Board.

3<sup>rd</sup> Offense: When a student is accused for the 3<sup>rd</sup> time, the Dean 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.

In each of the above situations, students have the right to request a meeting of the Review Board to hear the case. In such event, the student is bound by the determination(s) of the Board.

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

Students who are placed on suspension may apply for reinstatement after the specified period of suspension has elapsed. 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 procedure stated within this Catalog.

## **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. This ad-hoc board considers the facts and the severity and frequency of any violations or omissions. The Board is the body that

reviews disputes submitted to the Dean of Academic Affairs.

The purpose of the Board is to formulate a recommendation back to the Dean of Academic Affairs as to whether a violation was more likely than not to have been committed by the student.

*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 Dean 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.

The Board reviews are generally reserved for issues regarding student suspension or dismissal.



# 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, computers, machines and 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 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 animals.
- **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.

### **SAMPLE PROCEDURE FOR VIOLATIONS OF GENERAL CONDUCT**

Charges of general conduct violations brought against a student shall be submitted in writing by the faculty member, student, or staff member to the Academic Office. The documentation must state sufficient facts, including specific names(s), date(s), locations and descriptions of the alleged act(s) of misconduct to enable the Dean of Academic Affairs to determine whether or not further fact-finding is necessary. The Dean, in conjunction with Administration, will determine the appropriate sanction(s). Where the alleged misconduct is related to discrimination or harassment, the Dean will consult with Administration to determine whether an affirmative action investigation is warranted.

### **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:

- Pursue an education without interference or obstruction;
- Equal treatment without discrimination or harassment;
- Make concerns known in a professional manner to directors, coordinators, faculty, registrars, staff, counselors, and other appropriate PIHMA personnel or committees;
- Petition for redress of complaints;
- 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; Protection of the privacy of student records;
- Access to PIHMA facilities, and participate in PIHMA activities; Freedom of speech.

### **STUDENT PETITIONS**

All student petitions must be completed in writing, with legible student signatures. 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.

# GRIEVANCE & COMPLAINT PROCEDURES

## 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 Administrative Manager.

## 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 a faculty, the student must first attempt to resolve the matter with the faculty. 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: Front Desk Manager, Clinic Dean, Administration Manager  
Fellow Student, Academics Issues, Academic conduct, Code of Ethics, Academic Misconduct Issues: Dean of Academic Affairs (see Code of Conduct in this Catalog)  
Grade Dispute: Instructor, Dean of Academic Affairs  
General Conduct Issues, Discrimination or Harassment Complaints, Complaints about PIHMA Employees, and Facilities Complaints: Administrative Manager  
Each 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 appropriate College staff by written memorandum, which includes reasons that support the allegations.
2. **Notice.** The appropriate College staff 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.** The appropriate College staff 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 College staff may either find the student innocent of the accusation, in which case the matter is closed, or make a recommendation for sanctions, or refer the case to a Review Board.
4. **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 earlier description).

The discussion at the review board may be appealed to the President solely on the grounds of new evidence or a

failure in procedure, whose decision is final.

5. **Post Review Board.** 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  
Phone: 602-542-5709  
Website: [www.azppse.gov](http://www.azppse.gov)

Or contact the college's accrediting body,

Accreditation Commission for Acupuncture and Oriental Medicine  
8941 Aztec Drive, Eden Prairie, MN 55347  
Phone: (952) 212-2434  
Fax: (952) 657-7068

# 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, cashier's 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.

**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 for validation 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 the registration fee.

### **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 3 consecutive classes or clinic shifts in all of their classes and clinic.

## 2. Tuition Charges

Tuition charges for the time period shall be determined based upon the student's actual course drop date of the class. If the student failed to attend any of the assigned classes and failed to officially drop the course in a timely period, the student will be charged the appropriate percentage of overall tuition for the course as noted in Refund Percentage Table below. 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 and/or official drop date, by the total number of weeks in the enrollment period. Tuition charges and refund amounts for the enrollment period are stated below in the Refund Percentage Table.

- A. 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%.
- 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%.
- C. 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%.
- D. 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%.
- E. 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%.
- F. 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.

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 (USDE) to participate in Title IV loan programs. The packaging of Federal Student Aid is determined according to guidelines set by the USDE. 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 Federal Student Aid, you must first complete a Free Application for Federal Student Aid (FAFSA) at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Should you need assistance with this process please see the Registrar/Financial Aid office or Academic Advising.

### **DISTRIBUTION OF FINANCIAL AID**

All financial aid disbursements are handled through the Financial Aid office. You will 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 Federal Student Aid 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 meet 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 (see page 41-42) 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.

## **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**

Financial aid may be used to cover the cost of repeated courses. Audited courses, non-curriculum 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. Courses funded through a consortium agreement are included in determining academic progress. 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**

Any federal student aid recipient who withdraws from all class is subject to a Federal Return of Title IV Aid Calculation (see above). 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 ensure proper award of financial aid.

## TUITION AND FEES (EFFECTIVE JULY 31, 2013)

**Matriculated Students:** Course tuition is \$18.50 per clock hour (15 didactic hours per credit hour, and 30 clinic hours per credit hour [15:1 didactic / 30:1 clinic]).

**Non-Matriculated Students:** Course tuition is \$21.50 per clock hour.

**Book and material fees** will vary, but are estimated at \$1200.00 per year.

PIHMA accepts VISA, MasterCard and American Express.

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

Estimated Program Completion Tuition for a Matriculated Student (assuming no transfer credits) based on \$18.50 per clock hour.

Degree/Certificate	Total Hours	Didactic Hours	Clinic Hours	Total Cost	Average Yearly Cost
Master's of Oriental Medicine	3540	2415	1125	\$67,690	\$16,923
Master's of Acupuncture	2925	2010	915	\$56,312	\$14,078
Asian Bodywork Certificate	810	720	90	\$14,985	\$7,493
Auricular Therapy Certificate	70	30	40	\$1,295	\$1,295

Fees: (Non-refundable: Subject to Change)

Type of Fee	Amount	When Due
Registration/Matriculation*	\$275.00	Each Semester with Registration Form
Prospective Student Application (Early)	\$50.00 up to 30 days prior to Semester start	With Application Submission
Prospective Student Application (Late)	\$100.00 Day 31 to Semester start	With Application Submission
International Prospective Student Application	\$150.00	With Application Submission
International Transfer	\$100.00	With Application Submission
Advanced Standing	\$100.00	At time of request
Directed Study	\$50 per credit	At time of request
MGT500 PIHMA Fundamentals	\$85.00	At Registration for First Semester (One-Time Only Fee). Pass/Fail
Clinic Training	\$50.00	Each Semester with Registration for Students in Clinic Training
Clinic Shift Drop	\$30.00 per Shift	Upon Notification per Semester
Degree Program Change after 4 <sup>th</sup> semester	\$250.00	At Time of Request
Challenge Exam	\$100 per course	At time of request
Credits for Challenged Course	\$50 per credit	At time challenge exam passed



Exam Re-Take	\$75.00per Exam	At Time of Request
Clinic Exam	\$50.00	At Time of Submission
Tutoring	\$15 per hour after PIHMA Free Tutoring Option	As Requested/Needed
Graduation	\$250	With Application for Graduation
Diploma replacement/duplicate	\$75 per Replacement	At time of request
Official Transcript	First Free and \$10 for Each Additional Transcript	At time of request
Letter of Academic Standing	\$25per Letter	At time of request
Returned Check/NSF or Declined Credit Card	\$30/per heck or Declination	Upon notification

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

# COURSE DESCRIPTIONS

## **ABT 510 - ZEN SHIATSU FORMS (2 credits)**

This course is an introduction to Zen Shiatsu, including Zen Shiatsu principles, tools, and techniques, and practice of the tools and techniques in the four positions.

**Prerequisite: None**

## **ABT 515 / OMP 515 - TUI NA I (2 credits)**

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

**Prerequisites: BIO 400p, OMT 520p, OMT 550p**

## **ABT 520 - ZEN SHIATSU MERIDIANS (2 credits)**

This course is an exploration of the Zen Shiatsu Meridians and Extensions, and practice of Zen Shiatsu tools and techniques.

**Prerequisite: ABT 510**

## **ABT 525 / OMP 555 - TUI NA II (3 credits)**

This course is the second in the 2-semester sequence of TCM bodywork classes at PIHMA. In this course, the hand techniques OMP 515 are reviewed, with the goal of refining the techniques and learning the application of the techniques in protocols to treat various conditions commonly seen in the clinical setting. This course also enhances student knowledge of Tui Na principles and diagnostic techniques.

**Prerequisites: OMP 515, BIO 400p, OMT 520p, OMT 550p**

## **ABT 530 - ZEN SHIATSU THEORY (2 credits)**

This course covers Zen Shiatsu theory, including how Zen Shiatsu theory differs from TCM and 5 Element theories, plus application of these theories in the practice of Zen Shiatsu tools and techniques on the Zen Shiatsu Meridians and Extensions.

**Prerequisite: ABT 510, ABT 520**

## **ABT 540 - ZEN SHIATSU ASSESSMENT (2 credits)**

This course includes Zen Shiatsu assessment, treatment strategy development, execution of the treatment strategy, and reassessment.

**Prerequisites: ABT 510, ABT 520, ABT 530**

## **ABT 550 - CHAIR SHIATSU (1 credit)**

This course includes the application of Zen Shiatsu and Anma techniques in the chair position.

**Prerequisites: ABT 510, ABT 520**

## **ABT 560 - ZEN SHIATSU TREATMENT (2 credits)**

This course offers a synthesis of the primary Zen Shiatsu courses, with a focus on case studies and full therapies.

**Prerequisites: ABT 510, ABT 520, ABT 530, ABT 540**

## **ACU 515p – ACUPUNCTURE PRACTICUM I (3 Credits)**

This is the second in a 3-semester sequence of skill-based TCM Practicum courses. This course expands on the knowledge and experience gained in OMP 508 to teach students needling techniques and adjunctive therapies such as electro-acupuncture, intra-dermal needling, cupping, gua sha, and moxibustion that enable a practitioner to safely and effectively treat patients in a clinical setting. Students learn how to choose the appropriate needling and adjunctive techniques to treat conditions commonly seen in the clinic. Students are provided supervised hands-on experience to insure proficiency in these skills.

**Prerequisite: OMP 508, OMT 520p**

**Concurrent Enrollment: OMT 550p**

## **ACU 525p – ACUPUNCTURE PRACTICUM II (3 Credits)**

This course is the third 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 faculty, 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:** OMP 508, OMP 501, ACU 515p, OMT 500, OMT 510, OMT 520p, OMT 525, OMT 530p, OMT 550p,  
**Concurrent Enrollment:** OMT 540, OMT 555

### **ACU 615p – ACU-MICRO SYSTEMS THEORY & PRACTICUM (3 Credits)**

This course focuses on the microsystems which are anatomical areas in which the entire body can be treated (the ear, scalp, and hand are three of these systems). Included are the particular diagnostic and treatment strengths, along with the anatomy and pathology specific to each. Emphasized are supervised hands-on experiences where applications and acupuncture point locations and needling techniques appropriate to each micro-system are learned.

**Prerequisites:** ACU 515p, ACU 525p, and eligible to begin clinical internship

### **BIO 281- GENERAL BIOLOGY (3 Credits)**

This introductory course is a co-requisite for admission into PIHMA. Included is information necessary for successful completion of Microbiology, by covering the basic principles and concepts of biology. Methods of scientific inquiry and behavior of matter and energy in biological systems are also explored.

**Prerequisite:** None

### **BIO 400p – APPLIED HUMAN ANATOMY (2 Credits)**

This course covers the introductory study of the superficial structures of the human body including skeletal, muscular, neural and circulatory anatomy, as well as the bony and soft-tissue structures of the body. Knowledge and skills gained in this course will be used extensively in the point location courses.

**Prerequisite:** None

### **BIO 401 – HUMAN ANATOMY & PHYSIOLOGY I (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 along with the importance of the relationship between the anatomy and function of all these systems.

**Prerequisite:** None

### **BIO 402 – HUMAN ANATOMY & PHYSIOLOGY II (4 Credits)**

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

**Prerequisite:** BIO 401

### **BIO 405 – MICROBIOLOGY (4 Credits)**

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

**Prerequisite:** CHM 430

### **BIO 411 – BOTANICAL CONCEPTS OF MEDICINAL PLANTS (3 Credits)**

This course provides an introduction to the plant kingdom and explores 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. Also covered is basic plant identification methods. Field trips may be included.

**Prerequisite:** None

### **CHM 213 – GENERAL CHEMISTRY (3 Credits)**

This course is a co-requisite for admission into PIHMA that presents the student with the information necessary for successful completion of Organic Chemistry and Biochemistry. Students can expect the major groups of elements, equilibrium theory, electrochemistry thermodynamics and other related topics.

**Prerequisite:** None

### **CHM 425 – ORGANIC CHEMISTRY (3 Credits)**

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

**Prerequisite:** CHM 213 or equivalent transfer credit

### **CHM 430 – BIOCHEMISTRY (3 Credits)**

This course covers biochemistry with focus on bioenergetics (carbohydrates, lipids, proteins & enzymes) and biosynthetic pathways (nucleic acids and protein synthesis). Included are 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.

**Prerequisites: CHM 213, CHM 425**

**EMV 510 – QI GONG I (1 Credit)**

This course is an introduction to basic Qi Gong techniques which provide the foundation to learn how to access and direct the flow of their qi using breath, simple exercises, and meditation.

**Prerequisite: None**

**EMV 515 – TAI CHI (1 Credit)**

This course includes the techniques of Tai Chi as a tool for learning gentle, relaxing, and centering exercises ideal for cultivating health.

**Prerequisite: None**

**EMV 520 – QI GONG II (1 Credit)**

This course emphasizes more in depth use of Qi Gong for therapeutics, as well as for self-cultivation. Included is the practice of basic techniques for developing skills in the use of medical Qi Gong.

**Prerequisite: EMV 510**

**EMV 530 – MEDICAL QI GONG FOR PRACTITIONERS (1 Credit)**

This course introduces use of Qi Gong for clinical therapeutic purposes, as well as for self-cultivation. Included is practice of basic techniques for developing skills in the use of Qi Gong to treat patients.

**Prerequisites: EMV 510, EMV 520**

**EMV 540 - ZEN SHIATSU MERIDIAN EXERCISES (1 Credit)**

This course provides exploration and practice of all 52 of the Makko Ho, exercises to open the Meridians which are likened to a combination of Yoga and Qigong. Included are two moves of Qigong and The Five Tibetan yoga set.

**Prerequisite: None**

**HBP 630 – HERB CLINIC I (3 Credits)**

This clinic rotation focuses on observation of herbal consultations and assisting with filling herbal prescriptions. Also included is assisting in operating the herb pharmacy: stocking, ordering, inventory, and herbal preparation as well as researching and developing herbal formulas based on consultations.

**Prerequisite: HBT 496, and 6 credit hours from the HBT 501-503 series.**

**HBP 640 – HERB CLINIC II (3.5 Credits)**

This clinic rotation focuses on taking the lead in performing comprehensive patient intakes, creating formulas for patients based on TCM diagnosis, providing patient education on the correct preparation, using formulas, putting together prescribed formulas, and being responsible for appropriate follow-up consultations with patients.

**Prerequisite: HBT 496, HBP 630, and 15 credit hours from the HBT 501-503 series.**

**HBT 496 – FUNDAMENTALS OF HERBAL MEDICINE (3 Credits)**

This course focuses on the unique overview of the herbal medicine system. Emphasis is on the development of Chinese herbal medicine. Topics include presentation of new terms to identify substances by pinyin name and pharmaceutical name and classifying herbal substances by therapeutic actions including the beginning of Chinese herbal medicine by introducing contents of classical texts such as the *shan han lun* and the formulas that continue to be as effective today. Also included is 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

**Prerequisites: OMT 500, OMT 510**

**HBT 501a – HERB THEORY 1A (3 Credits)**

*Kidney yin and yang*

This course focuses on identifying the functions, importance and characteristic aspects of the Kidney 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.

**Prerequisites: OMT 500, OMT 510, HBT 496**

**HBT 501b - HERB THEORY 1B (3 Credits)**

*Liver*

This course focuses 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.

**Prerequisites: OMT 500, OMT 510, HBT 496**

### **HBT 502a – HERB THEORY 2A (3 Credits)**

*Middle jiao, Lower jiao, Dampness*

This course focuses 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.

**Prerequisites: OMT 500, OMT 510, HBT 496**

### **HBT 502b – HERB THEORY 2B (3 Credits)**

*Women's, Heart, Spirit*

This course focuses 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.

**Prerequisites: OMT 500, OMT 510, HBT 496**

### **HBT 503a – HERB THEORY 3A (3 Credits)**

*Respiratory, Lungs, Exterior*

This course focuses 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.

**Prerequisites: OMT 500, OMT 510, HBT 496**

### **HBT 503b – HERB THEORY 3B (Credits)**

*Pain, Skin*

This course focuses on identifying characteristics of pain and the appropriate ways to address and/or to alleviate it. Also covered is treatment of skin disorders, differentiation of patterns of excesses and deficiencies, acute and chronic illnesses that affect all locations of the body, muscles, joints, and skin, detailing categories of substances and formulas including those that dispel wind dampness, warming the channels and dispersing cold, invigorating the blood and dispelling blood stasis, releasing exterior and interior excess, releasing wind from the skin, clearing heat and relieving toxins, clearing damp heat, and tonifying the blood.

**Prerequisites: OMT 500, OMT 510, OMY 540, and 18 credit hours from the HBT series of courses**

### **HBT 650 – COMPLEMENTARY HERBOLOGY (3 Credits)**

This course includes 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: OMT 500, OMT 510, and 21 credit hours from the HBT series of courses**

### **HBT 660 – HERBAL CLASSICS (2 Credits)**

This course addresses the great Chinese herbal classics of epidemiology: the Shang Han Lun and Wen Bing Lun, and the classics of cold and warm diseases, Covered is 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 included are differences in diagnostic differentiation between everyday TCM and these classics, and when it is most appropriate to use each style.

**Prerequisites: OMT 500, OMT 510, and 21 credit hours from the HBT series of courses**

### **HBT 670 – HERG-DRUG INTERACTIONS (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: OMT 500, OMT 510, PHM 610, and 21 credit hours from the HBT 500 series of courses.**

### **HBT 680 – HERB PREPARATIONS & PHARMACY PRACTICE (2 Credits)**

This course emphasizes 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: OMT 500, OMT 510, 21 credit hours from the HBT 500 series, and HBP 630**

### **HBT 900 – HERBAL BRIDGE OPTION (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.

### **HCR 410 - WESTERN NUTRITION (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 relevant research findings.

**Prerequisite: None**

### **HCR 420 - WESTERN MEDICAL TERMINOLOGY (2 credits)**

This course includes basic word building and terminology used in the medical profession, both in diagnostics and clinical testing. The course also covers skills for communicating with Western medical practitioners and reading Western medical texts and journals.

**Prerequisite: None**

### **HCR 425 - HISTORY OF MEDICINE (1 Credit)**

This course gives a balanced overview of the history and evolution of medical practices, including Asian, Ayurvedic and Western traditions, as well as contributions by women and Native Americans.

**Prerequisite: None**

### **HCR 432 - WESTERN PATHOPHYSIOLOGY I (4 credits)**

This course covers western medical concepts of health and disease state by studying cell pathology, inflammation, immunity, cancer and tumor spread and pathological states of the hematopoietic, cardiovascular and respiratory systems.

**Prerequisites: HCR 420, BIO 401, BIO 402**

### **HCR 441 - PUBLIC HEALTH (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 population, 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: None Concurrent enrollment: HCR 425**

### **HCR 522 - WESTERN PATHOPHYSIOLOGY II (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 presentation of patients.

**Prerequisites: HCR 420, BIO 401, BIO 402, HCR 432**

### **HCR 600 – WESTERN PHYSICAL EXAMINATION TECHNIQUES (3 Credits)**

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

**Prerequisites: HCR 420, HCR 432**

### **HCR 610 – WESTERN CLINICAL DIAGNOSIS (3 Credits)**

This course emphasizes the evaluation of laboratory tests and radiologic imaging. The focus is on understanding the language and process of patient assessment, and to make judgments based on those assessments for responsible

medical referral and /or follow up care of patients.

**Prerequisites: HCR 432, HCR 522**

### **HCR 620 – COLLABORATIVE CARE (3 Credits)**

This course prepares students to deliver and coordinate care within health care systems, provide collaborative care such as that found in team-based and multi-disciplinary healthcare settings, and engage other health care professionals regarding the appropriate use of AOM. The course explores cognitive approaches to organizational structures and practices, integrative medical theories, and areas of business practices and policy development. Students will also explore methods for educating other health care professionals regarding the appropriate use of AOM.

**Prerequisites: HCR 441, OMP 611C**

### **MGT 500 – PIHMA FUNDAMENTALS (.5 Credits)**

This Pass/Fail course provides information, knowledge, and skills needed by new students to navigate PIHMA policies, procedures, standards, and programs. Also included is an overview of programmatic and clinic information; PIHMA values documents and resources; student responsibilities and requirements; learning, communication and retention styles; and college success strategies.

**Prerequisite: None**

### **MGT 505 – COUNSELING & COMMUNICATION (3 Credits)**

This course examines multiple approaches to counseling and psychotherapy. Ethical issues, integrative perspectives, and counseling models are illustrated through case studies. Included are family systems, life-stages, trauma, culture and societal factors relative to the manifestation and treatment of psychopathology. Emphasis is on basic communication and counseling techniques, as well as when to refer patients to professional psychotherapists.

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

### **MGT 510 – PROFESSIONAL ETHICS (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: None**

### **MGT 520 - PRACTICE MANAGEMENT (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**

### **OMP 501 – CLINICAL OBSERVATION I (3 Credits)**

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.

**Prerequisites: OMP 508, OMP 1000, OMT 500, OMT 520p**

**Concurrent Enrollment: OMT 510**

### **OMP 502 – CLINICAL OBSERVATION II (3 Credits)**

Clinical observation offers the opportunity to closely observe senior students and experienced supervisors in the management and treatment of patients using the theories and technical skills of Oriental medicine. Included is learning how to safely and effectively care for patients, the appropriate legal aspects of running a clinic and maintaining records, and beginning to develop and refine the role of the AOM practitioner.

**Prerequisites: OMP 501, OMP 508, OMT 500, OMT 510, OMT 520p**

**Concurrent Enrollment: OMT 530p**

### **OMP 508 – MATERIALS & METHODS (3 Credits)**

This course is the first in a 3-semester sequence of skill-based TCM Practicum classes at PIHMA which introduces the skills, materials, and methods used in the acupuncture clinic to keep both patient and practitioner safe. Included is acupuncture needling techniques, moxibustion, cupping, gua sha, clean needle protocols, taking and recording blood pressure, and accident/emergency management are included, as well as OSHA training in infectious disease prevention. Clinic housekeeping practices, record-keeping, patient management, and professional conduct are also presented. This course prepares students for clinic observation. Students are required to purchase their own



acupuncture supplies, blood pressure cuff, and stethoscope for this course.

**Prerequisite: None Concurrent Enrollment: OMT 520p**

**OMP 611A, 611B, 611C – CLINICAL INTERNSHIP I (3 Credits each)**

The process of diagnosis and formulation of treatment plans begins. 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 OMP 611, the student performs diagnostic, needling, and adjunctive treatment procedures under direct supervision. 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, ACU 515p, ACU 525p, BIO 401, HCR 420, OMP 508, OMP 501, OMP 502, OMT 530p, OMT 510, OMT 520p, OMT 550p, OMT 525, OMT 555, OMT 540**

**OMP 621A, 621B, 621C – CLINICAL INTERNSHIP II (3 Credits – each)**

In 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 1000, ACU 515, ACU 525p, BIO 401, HCR 420, OMP 508, OMP 501, OMP 502, OMT 530p, OMT 510, OMT 520p & 550p, OMT 525 & 555, OMT 540, OMP 611a,b,c**

**OMP 640 – ADVANCED CLINICAL TECHNIQUES (3 Credits)**

This course uses a grand rounds model where cases and clinical techniques are reviewed as a team and as individuals. Included are various techniques learned during grand rounds and corresponding clinical shifts. This course provides excellent preparation for the national certification exam in acupuncture.

**Co-requisite/Prerequisite: OMP 611A, 611B, 611C, 621A, 621B, 621C Concurrent Enrollment: OMP 631A**

**OMP 631A, OMP 631B – CLINICAL INTERNSHIP III (3 Credits – each)**

In this clinical internship, 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.)

**Prerequisites: OMP 2000, OMP621A/B/C**

**OMP 650 - ASIAN BODYWORK THERAPY CLINICAL INTERNSHIP 1**

This courses focused on the experience and confidence needed to practice Tuina or Zen Shiatsu by performing a minimum of 50 one-hour Asian Bodywork therapy (ABT) treatments, with a maximum of 5 therapies on any one individual.

**Prerequisites: ABT 515, 525, 535, 545 or ABT 510, 520, 530, 540, 550, 560, Concurrent Enrollment: ABT 560**

**OMP 1000 – CLINICAL PROCEDURES AND PREPARATION I (0.5 Credits)**

This self-paced course introduces students to the skills and procedures required to maintain a safe and competent acupuncture practice. The focus is on HIPAA, OSHA, clean needle technique, fire safety, and sexual harassment and emphasizes practical techniques while introducing clinic regulations, guidelines and policies.

**Prerequisite: None**

**OMP 2000 – CLINICAL PROCEDURES AND PREPARATION II (0.5 Credits)**

This self-paced course provides a review of the skills needed to ensure a safe and competent acupuncture practice. The focus is on students maintaining their competencies in HIPAA, OSHA, clean needle technique, fire safety, and sexual harassment. Further emphasis will be on practical techniques while introducing clinic regulations, guidelines and policies.

**Prerequisite: OMP 1000**

**OMT 500 – ORIENTAL MEDICAL THEORY I (3 Credits)**

This course is the first in a 4-semester sequence of knowledge-based TCM theory courses and offers a foundation of knowledge in the essential theories of Oriental medicine. Included is an introduction 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 (3 Credits)**

This course is the second in a 4-semester sequence of knowledge-based TCM theory courses. Emphasis is on 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. Included is how to differentiate exogenous and endogenous pathogenic factors, inherited disease patterns and the influence of diet based upon the sign and symptom patterns.

**Prerequisite: OMT 500**

**OMT 520p - POINT LOCATION & MERIDIANS I (3 Credits)**

This course is skills based and provides opportunities to learn the acu-points of the first seven primary channels. Included is the location of acu-points 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.

**Prerequisite: Completion or Concurrent Enrollment in BIO 400p, or Dean of Academic Affairs and faculty approval.**

**OMT 525 – POINT ENERGETICS I (3 Credits)**

This course focuses on the theoretical and clinical uses of the channels and presentation of acu-point categories. Emphasis is placed upon the detailed examination of each acu-point, its image, energetic functions, and its classical and modern uses. Included are 7 of the 14 meridians: Lung, Large Intestine, Stomach, Spleen, Heart, Small Intestine and Bladder.

**Prerequisite: OMT 520p**

**OMT 530p ORIENTAL MEDICAL DIAGNOSIS & PRACTICUM (3 Credits)**

This course provides the skills associated with the 4-pillars of examination utilized to insightfully identify patterns: observation, palpation, interview, and auscultation & olfaction. Pulse and tongue diagnosis and interviewing skills are also included along with demonstration and hands-on practice.

**Prerequisites: OMT 500**

**OMT 540 ORIENTAL MEDICAL THEORY III (3 Credits)**

This course is the third in a 4-semester sequence of knowledge-based TCM theory courses and transitions from application of knowledge to honing critical thinking skills. Case studies are analyzed and treatment plans are formulated utilizing the various pattern identification theories. 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, San Jiao and Extraordinary Vessel theories of disease pattern differentiation.

**Prerequisites: OMT 500, OMT 510, concurrent enrollment in OMT 530p**

**OMT 550p - POINT LOCATION & MERIDIANS II (3 Credits)**

This course is a continuation of OMT 520p and includes locating acu-points 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 skills and demonstrate the holistic nature of the Oriental meridian system.

**Prerequisite: BIO 400p, OMT 520p, or Dean of Academic Affairs and faculty approval.**

**OMT 555 - POINT ENERGETICS II (3 credits)**

This course is a continuation of OMT 525's detailed study of the acupuncture channels and their individual points. It continues with the use of acu-points of the Kidney, Pericardium, San Jiao, Gallbladder, Liver, Governing Vessel and Conception Vessel and the Extraordinary Points.

**Prerequisites: OMT 500, OMT 510, OMT 525, or Dean of Academic Affairs and faculty approval.**

**OMT 560 - ORIENTAL NUTRITION (2 Credits)**

This course 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.

**Prerequisites: OMT 500, OMT 510**

**OMT 571 ACU-DETOX (2 credits)**

This course is designed to train students in auricular acupuncture methods appropriate for treating individuals in

addiction recovery and withdrawal. It is the first step to becoming certified as an acu-detox specialist by the State of Arizona.

**Prerequisite: None**

**OMT 580 – CHINESE MEDICAL LANGUAGE AND CULTURE (2 Credits)**

This introductory course covers the Chinese language and its relevance to Chinese medicine and includes Chinese characters and terminology, phonology, morphology, grammar and syntax of the language.

**Prerequisite: None**

**OMT 605 - ORIENTAL MEDICAL PATHOLOGY I (3 credits)**

This course is the first in a 2-semester sequence of knowledge-based OM Pathology courses. The OM pathology sequence expands the 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.

**Prerequisites: OMT 500, OMT 510, OMT 525p, OMT 540**

**OMT 610 - CLASSICS SEMINAR (2 Credits)**

This course offers 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 and areas of special interest to the students.

**Prerequisites: OMT 500, OMT 510**

**OMT 625 - ORIENTAL MEDICAL PATHOLOGY II (3 Credits)**

This course is the second of a 2-semester sequence of knowledge-based OM Pathology courses. It includes the remaining body systems (from OMT605) and specialty topics such as obstetric, gynecological, geriatric and pediatric conditions.

**Prerequisite: OMT 500, OMT 510, OMT 540, OMT 555**

**OMT 630 - ORIENTAL MEDICINE THEORY IV (3 Credits)**

This course is the fourth in a 4-semester sequence of knowledge-based TCM theory courses. It continues the application of knowledge and critical thinking that began in Theory III by detailing the different levels of meridian and channel theory that broaden and complete the system. Also included are the Luo and Divergent channels by their pathways, points, functions, pathologies and inter-relationships, abdominal diagnosis, French Energetics and the application of channel theory as it relates to treatment of pain disorders.

**Prerequisites: OMT 500, OMT 510, OMT 525, OMT 540, OMT 555**

**OMT 640 - ADVANCED INTEGRATIVE PATHOLOGY (2 Credits)**

This course offers disease concepts and terminology through the eyes and experiences of Western patients and the allopathic medical paradigm. This is a skill based course where students are taught to analyze Western medically defined diseases to identify disease patterns based upon Oriental medicine principles.

**Prerequisites: HCR 520, OMT 500, OMT 510, OMT 540**

**OMT 645 - ORIENTAL MEDICAL PSYCHOLOGY (3 Credits)**

This course examines mental health from a traditional Oriental medical perspective by focusing on the Five Element (Five Phases) theoretical approaches to the organ systems and psychological types. The course includes basic theories, mental health-organ system relationships, and the treatment of psycho-emotional disorders with acupuncture and Chinese herbal formulas, and the integration of TCM and allopathic medicine approaches. Also included are indications for referral (red flags) to allopathic medical practitioners.

**Prerequisites: General Psychology, OMT 500, OMT 510**

**PHM 610 – WESTERN PHARMACOLOGY (4 Credits)**

This course covers western medical concepts of drug mechanisms and classifications, actions, and contraindications. Also included are newer pharmaceuticals, natural therapies, and current research. and relevant legal and statutory issues.

**Prerequisites: CHM 213, CHM 425, CHM 430**

**PHY 211 - GENERAL PHYSICS (3 Credits)**

This introductory course surveys the application of physics to modern life. It includes a basic introduction to motion, energy, and properties of matter, electricity, electromagnetism and modern physics.

**Prerequisite: None**

**PHY 401 - WESTERN PHYSICS AND ORIENTAL MEDICINE (2 Credits)**

This course explores the basic principles of physics as they apply to the normal functioning of the human body by examining each of the major body systems and 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. The course 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, the and the areas where theories of physics overlap with Oriental medical theory.

**Prerequisite: PHY 211**

**RES 601 – EVIDENCE BASED RESEARCH (3 credits)**

This course introduces the principles, methods, and skills for evidence-based practice (EBP) and includes research design, research methods, and critical analysis. Emphasis will be placed on how to interpret and plan research that is applicable to clinical settings and how research is utilized and disseminated.

**Prerequisite: None.**

**RES 610 – APPLIED RESEARCH PROJECT (2 credits) Elective**

Students enrolled in RES 610 must either write a formal thesis or develop and implement an applied research project. Students selecting the thesis format will define and describe a proposition of interest to the field of Complementary and Alternative Medicine, review the literature related to that proposition, draw conclusions, and recommend opportunities for further study. Students selecting the applied research project will describe a problem to be studied, review related literature, design a methodology for studying that problem, and collect and analyze data, drawing conclusions and making recommendations for further study. Upon final approval, the thesis or the research findings will be made available to the public.

**Prerequisite: HCR 441, OMT 540, RES 601**

# NOTES

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