

PHOENIX INSTITUTE OF HERBAL MEDICINE & ACUPUNCTURE



# 2025-2026 CATALOG



# Addendum to 2025-2026 Catalog



Effective January 9, 2026

Page 1 of Catalog:

Phoenix Institute of Herbal Medicine and Acupuncture and its following programs are accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM):

- (1) Master of Acupuncture
- (2) Master of Acupuncture with a Chinese herbal medicine specialization
- (3) Doctor of Acupuncture
  - including a Doctor of Acupuncture degree completion track
- (4) Doctor of Acupuncture with a Chinese herbal medicine specialization
  - including a Doctor of Acupuncture with a Chinese herbal medicine specialization degree completion track

The programs listed above may only offer courses via distance education to students residing or domiciled in the state of Arizona.

ACAHM does not accredit any programs at the undergraduate/bachelor level.

Effective 12 February 2025, Phoenix Institute of Herbal Medicine and Acupuncture and all its programs were issued an Order to Show Cause until 26 February 2026 at which time its accreditation status will be terminated by ACAHM consistent with its Commission Actions Policy unless the institution is able to demonstrate why such action should not be taken.

Accreditation status and notes may be viewed on the ACAHM Directory.

ACAHM is recognized by the United States Department of Education as the specialized accreditation agency for institutions/programs preparing acupuncture practitioners. ACAHM is located at 500 Lake Street, Suite 204, Excelsior, Minnesota 55331; phone 952/212-2434; <https://acahm.org>

Public Disclosure Statement Effective as of 22 December 2025

## **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.

The phone number is (602) 274-1885; fax (602) 274-1895. The website is [www.pihma.edu](http://www.pihma.edu).

## **Accreditation**

Phoenix Institute of Herbal Medicine & Acupuncture and its following programs are accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM):

- (1) Master of Science in Acupuncture (MSAc)
- (2) Master of Science of Acupuncture and Herbal Medicine (MSAcHM)
- (3) Doctor of Acupuncture-including a Doctor of Acupuncture degree completion track (DAc)
- (4) Doctor of Acupuncture with a Chinese herbal medicine specialization [currently named Doctor of Acupuncture with a Specialization in Herbal Medicine]- including a Doctor of Acupuncture with a Chinese herbal medicine specialization degree completion track. (DACHM)

The programs listed above may offer courses via distance education.

Accreditation status and notes may be viewed on the ACAHM Directory at [acahm.org/directory-menu](http://acahm.org/directory-menu).

ACAHM is recognized by the United States Department of Education as the specialized accreditation agency for institutions/programs preparing acupuncture practitioners. ACAHM does not accredit any programs at the undergraduate/bachelor level.

ACAHM is located at 500 Lake Street, Suite 204, Excelsior, MN 55331 phone 952-212-2434, website [www.acahm.org/](http://www.acahm.org/).

## **Institutional State Licensure**

Phoenix Institute of Herbal Medicine & Acupuncture (PIHMA) is approved to offer the Doctorate of Acupuncture, Doctorate of Acupuncture with Specialization in Herbal Medicine, Master of Science of Acupuncture and Herbal Medicine, the Master of Science in Acupuncture, the Asian Bodywork Therapy Program, and the Auricular Acupuncture Therapy Program, and the Homeopathic Practitioner Certificate by the Arizona State Board for Private Post-Secondary Education, 1740 W. Adams, Suite 3008, Phoenix, Arizona 85007; phone 602-542-5709. The Master of Science of Acupuncture and Herbal Medicine (MSACHM) degree meets the standards required by the California Acupuncture Board.

## **Approved for Veteran Education Benefits**

PIHMA programs are approved for veteran educational benefits by the Arizona State Approving Agency. PIHMA will inquire about each veteran's previous education and training and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated, and credit will be granted, as appropriate. For more information, refer [www.gibill.va.gov](http://www.gibill.va.gov). The veteran's organizations can also be contacted at the Department of Veterans Affairs Muskogee Regional Office, 125 S. Main St, Muskogee, OK 74401, (800) 827-1000.

## **Licensure for Graduates**

For information about the requirements for state licensure and the practice of acupuncture medicine, please contact the State of Arizona Acupuncture Board of Examiners, 1740 W. Adams, Suite 3008 Phoenix, Arizona 85007; phone 602-364-0145, or website: <https://acupunctureboard.az.gov/>.

## **State Authorization Reciprocity Agreement (SARA)**

The State Authorization Reciprocity Agreement (SARA) pertains to the approval of distance education courses and programs offered across state lines by postsecondary institutions that already have degree authorization in at least one state. SARA is a voluntary agreement among its member states and U.S. territories that establishes comparable national standards for the interstate offering of postsecondary distance-education courses and programs. The National Council for State Authorization Reciprocity Agreements (NC-SARA) provides national oversight for each NC-SARA-approved state. In Arizona, the Arizona SARA Council (AZ-SARA) provides statewide oversight for Arizona institutions.

Participation in SARA is voluntary for states and for institutions. SARA is intended to make it easier for students to take online courses offered by postsecondary institutions based in another state. SARA centralizes the authorization process for each



institution in a single state called the institution's "home state." Colleges or universities in a SARA state therefore only need their home state authorization to offer distance education to students in any other SARA member state, subject to certain limitations.

PIHMA College and Clinic was approved by the Arizona SARA Council (AZ-SARA) and the National Council for State Authorization Reciprocity Agreements (NC-SARA) as a SARA institution on May 30, 2023.

For a list of approved states and state actions regarding SARA, please visit this page – <https://www.nc-sara.org/sara-states>

Students interested in taking distance education courses at PIHMA College and Clinic that are located in a state that has not yet obtained approval through NC-SARA should contact admissions at [admissions@pihma.edu](mailto:admissions@pihma.edu).

SARA for States | NC-SARA

SARA for States

[www.nc-sara.org](http://www.nc-sara.org)

For more information about SARA, please visit <http://www.nc-sara.org/>.

For questions pertaining to SARA compliance at PIHMA College and Clinic please contact the SARA liaison officer Debbie Major at [dmajor@pihma.edu](mailto:dmajor@pihma.edu).

### 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.***

### Disclosures

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at [www.pihma.edu/accreditation-and-disclosures/](http://www.pihma.edu/accreditation-and-disclosures/).

**Catalog Effective Date January 1, 2025 to December 31, 2026.**



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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 Asian or Asian Medicine (AOM) and holistic healthcare to Arizona through the creation of Arizona's first educational program designed to meet nationally recognized standards in these fields.

PIHMA was founded upon three major themes: professional excellence, commitment to student learning, and compassionate service to our immediate and extended communities. Our faculty and staff reflect these themes by bringing their expertise to teaching and work, as well as their dedication to our students and community. Our innovative curriculum and the high caliber of students that the college attracts further represent these themes. We practice and encourage our core values of living our medicine, namely to: **Serve Compassionately, Act with Integrity, Foster Innovation, Grow Thoughtfully, Practice Gratitude, Commit to Excellence, Respect the Individual, Build Community, and Cultivate Success.** Through these core 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 a 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. Essentially, the mythology of the phoenix represents many of the concepts found in traditional 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 Master's and Doctoral programs at PIHMA, we hope that students will bring these superior values of professionalism, competence and excellence in the field of Asian medicine to their practices and communities.

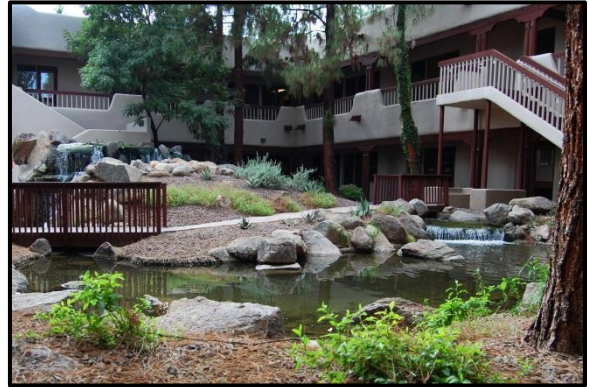
In our growth and evolution as a college, we acknowledge the connection and shared values, principles and practices of other related Traditional and Integrative medicines. We invite you to join PIHMA in the study of Acupuncture and Asian/Asian Medicine or any of our other offerings. Your education will be well-grounded in the practical and theoretical concepts of this and other historically proven and effective systems. Just as the fiery nature of the phoenix embodies the concept of the Heart/Fire element of compassion, 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

Located in Phoenix, Arizona, PIHMA is surrounded by scenic desert mountains, sunny skies 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, Surprise, Peoria, Sun City, and Cave Creek. A few hours to the north are the Grand Canyon National Park, Prescott, Sedona and Flagstaff, home to Sunrise ski resort. A few hours to the south are Tucson and the country of Mexico. The campus is 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. PIHMA's facility consists of more than 5000 square feet and includes four classrooms each equipped with a whiteboard and projector, ten treatment rooms equipped with the supplies and fixture to safely provide acupuncture treatments. The College facilities also include a conference room, kitchen space, and space to study or relax. Centrally located in metro Phoenix, PIHMA is easily accessible from major highways. It is also located near parks, public golf courses, hiking trails, shopping, entertainment venues, affordable housing and diverse restaurants.

## PIHMA LEARNING COMMUNITY

PIHMA offers an active and dynamic learning environment with a variety of course delivery strategies, including traditional classroom teaching (didactic) and practical clinical training. Select didactic courses may also 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 provides a multi-modality course delivery system. While most courses are delivered via the traditional classroom, students have other learning options for some courses. These include hybrid learning, online learning, and in some courses, synchronous online learning (real-time virtual classroom learning). PIHMA's campus houses technology-supported classrooms, a busy college clinic, and an integrative Medicinary that is home to one of the largest Asian herb and Homeopathy collections in Arizona. In addition, students have access to the National Library of Traditional Medicine, which contains a substantial collection of books and materials on Asian Medicine, Homeopathy, Mind-Body Medicine, Biomedicine, as well as offerings in traditional and botanical medicines of other cultures. Research opportunities are also available through the Foundation for PIHMA Research & Education.

Students in PIHMA's degree and certificate programs have access to a wide variety of resources and study aids, including all the tools of licensed practitioners during their practice. 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 experiences, furthering them to become effective practitioners. PIHMA offers a unique, integrative, and holistic medicine environment in the sunny warmth of Arizona, which is also reflective of our community.



## CATALOG DISCLAIMER

Although every effort has been made to assure the accuracy of the information in this catalog, students and others who use this catalog should note that laws, rules, and policies change from time to time and that these changes may alter the information contained in this publication. There may be statutes enacted by the Legislature, rules and regulations adopted or modified by government agencies, and policies adopted by the PIHMA Governing Board to ensure compliance. It is not possible in a publication of this size to include all the rules, policies and other information that pertains to students or the institution. More current or complete information may be obtained from the appropriate department, clinic, or administrative office. Nothing in this catalog shall be construed as, operate as, or have the effect of an abridgment or a limitation of any rights, powers, or privileges of the PIHMA Governing Board. The Governing Board and the President are authorized by law to adopt, amend, or repeal rules and policies that apply to students. **This catalog does not constitute a contract or the terms and conditions of a contract between the student and the College.** The relationship of students to the College is one governed by statute, rules, and policy adopted by the Governing Board, the President, and the College's accreditor.



## 2025 - 26 ACADEMIC CALENDAR

Semester	2025	2026	Open/Closed
<b>Spring Semester</b>	January 4 – April 18	January 3 – April 17	Open
Martin Luther King Day	January 20	January 19	Open
President's Day	February 17	February 16	Open
Final Exam Weekends	April 5 - 6 April 12 - 13	April 4 - 5 April 11 - 12	Open
Spring Break	April 19 – May 2	April 18 – May 1	No classes
<b>Summer Semester</b>	May 3 – August 15	May 2 – August 14	Open
Memorial Day	May 26	May 25	Closed
Juneteenth	June 19	June 19	Closed
Independence Day	July 4	July 4	Closed
Final Exams	August 2 – 3 August 9 - 10	August 1 – 2 August 8 - 9	Open
Summer Break	August 16 – 29	August 15 - 28	No classes
<b>Fall Semester</b>	August 30 – December 19	August 29 – December 18	Open
Labor Day	September 2	September 7	Closed
Graduation Ceremony	September 13	September 12	Open
Veteran's Day	November 11	November 11	Open
Thanksgiving Break	November 27 - 30	November 26 - 29	Closed
Final Exam Weekends	December 6 - 7 December 13 - 14		Open
<b>Holiday Break</b>	Dec 20, 2025 – Jan 2, 2026	December 19 – January 1,	No classes



# PIHMA – PURPOSE, VALUES, MISSION & VISION

## Statement of Purpose

The purpose of our college is to: **To educate and train students for practice as independent health care providers in a variety of settings and as healing facilitators in the art, science and philosophy of acupuncture, herbal and Asian medicine and other holistic healthcare fields.** The specific purpose of the Acupuncture and Herbal Medicine program collection is the **education and training of AOM professionals with the ability to practice as independent healthcare providers in a variety of settings and to be healing facilitators in the art, science, and philosophy of acupuncture, herbal medicine, and other holistic healthcare fields.**

## Values

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

- Serve Compassionately
- Act with Integrity
- Grow Thoughtfully
- Commit to Excellence
- Foster Innovation
- Practice Gratitude
- Respect the Individual
- Build Community
- Cultivate Success

## Mission

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

## Vision

PIHMA's ongoing Vision is: To be a leader in educating students as successful healers in the science and philosophy of integrative and traditional medicine.



## PIHMA GOVERNING BOARD, ADMINISTRATION, AND STAFF

### Governing Board

Chair	Amy Kahn, Ph.D. (Public Member)
Members at Large	Catherine Niemiec, J.D., L.Ac., PIHMA President Erik Droge, CPA (Public Member) Marilyn Allen (Public Member) Marie Yahner, MSOM, L.Ac. (Faculty Member) Robert “Kirby” Woods, MSOM, L.Ac. (Alumni Member)

### Administration and Staff

President & CEO	Catherine Niemiec, JD, L.Ac.
Chief Academic Officer	Debbie Major, MAED, EdD
Director of Administration, <b>Title IX Coordinator</b>	Marilee Rudin
Director of Clinic (Interim)	Catherine Niemiec, JD, L.Ac.
Dean of Academic Affairs/ Acupuncture & Clinic Chair	David Myrick, MSOM, Dipl.Ac. & Dipl.CH (NCCAOM), L.Ac.
Clinic Dean, Assessment & Academic Coordinator	David Murdoch, MSOM, Dipl.OM. (NCCAOM), L.Ac.
Director, Distance Education	Gail Rekers, PhD
Doctoral Program Chair	VACANT
Herbal Medicine Chair	Sami Rank, L.Ac.
Research Dept. Chair	Gail Rekers, PhD
Western Sciences Chair	Priscilla Holly, MSN, NP





Registrar	Judy Drayer
Assistant Registrar	Tracy Richmond
Financial Aid Officer/Compliance Officer	Anthony Morales
Academic Advisor	Mary Ellen Simmons
Admissions Counselors	Jyl Steinback
	Kylie Jo Winkles
Student Services Coordinator/ADA Coordinator	VACANT
Marketing Manager	Sydney Gauzza
Financial Staff	Daisy Dial
Front Desk Manager/EMR Manager	Debbie Pope
Front Desk Ambassadors	Johnny Martinez, Matthias Meux
Technology Support	Bugra Tek, MSAc
Executive Assistant to President and Strategic Initiatives	Kristen Gray

## **PIHMA CENTER FOR PROFESSIONAL EDUCATION & DEVELOPMENT (CPED)**

Director	Sydney Gauzza
AMCofH Program Director	Debbie Noah and Dr. Fnu Dhaani
Admissions Counselor	Jyl Steinback, CCH

## **THE FOUNDATION FOR PIHMA RESEARCH & EDUCATION, AND THE NATIONAL LIBRARY OF TRADITIONAL MEDICINE**

The Foundation for PIHMA Research & Education (a non-profit corporation) ([www.pihma-fpre.org](http://www.pihma-fpre.org)) oversees the National Library of Traditional Medicine ([www.nloftm.org](http://www.nloftm.org)), as well as supports PIHMA through research, nonprofit clinical work, scholarships and fellowships.



## Governing Board and Advisors

### PIHMA Governing Board:

- Dr. Amy Kahn, PhD,
- Erik Droge,
- Marilyn Allen
- Robert (Kirby) Woods, MSOM, L.Ac.

### Advisors:

- Az Growth Advisors
- Dave Farren, Esq.
- Adelaida Severson
- Cristina Whitehawk

## Foundation Board

### Foundation Board Members:

- Paul Sugar
- Oscar Morales, 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 Asian Medicine

Alexis Brereton, NMD  
Bastyr University

Yu Chen, AA Chinese Literature (China), AA Buddhism (China), TCM Practitioner (China)  
Beijing University of Chinese Medicine

Alex Gillen, DAChM, ND  
Southwest College of Naturopathic Medicine  
Phoenix Institute of Herbal Medicine & Acupuncture (PIHMA),

Mario Fontes, MSOM, DACM, CCH, Dipl. OM (NCCAOM), L.Ac.  
Phoenix Institute of Herbal Medicine & Acupuncture (PIHMA)  
American Medical College of Homeopathy



Priscilla Holly, BSN, MS, NP, MSAC  
Arizona State University  
Phoenix Institute of Herbal Medicine & Acupuncture (PIHMA)

Sybil Ihrig, MSTOM, CCH, DACM, L.Ac.  
Pacific College of Asian Medicine  
American Medical College of Homeopathy

Kevin Kolasa, MSAC  
Phoenix Institute of Herbal Medicine & Acupuncture (PIHMA)

Guohua Massey, MSOM, Dipl.Ac. (NCCAOM), L.Ac.  
Phoenix Institute of Herbal Medicine & Acupuncture (PIHMA)

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

David Murdoch, MSOM, Dipl.Ac. (NCCAOM), L.Ac.  
Phoenix Institute of Herbal Medicine & Acupuncture (PIHMA)

Lakshmi Nandyala, BS, NMD  
Virginia Commonwealth University  
Southwest College of Naturopathic Medicine

Catherine Niemiec, BA, JD, L.Ac.  
University of Arizona  
University of California: Hastings College of the Law  
Institute of Chinese Herbology (Residency program)

Angela Nunez BS, MSAOM, DACHM, L.Ac.  
Morgan State University  
South Baylo University  
Pacific College of Health Sciences

Sami Rank, MSTCM, Dipl.OM (NCCAOM), L.Ac.  
University of Southern California  
Yo San University

Jill Reavis-Aleman, DOM, L.Ac (MO), Dipl.Ac. (NCCAOM), LMT  
International Academy of Clinical Acupuncture,  
Alternative Medicine College of Canada

Gail Rekers, PhD  
Thomas More College  
Texas Women's University

Suzanne Rizvanolli, MD (Kosovo), MSAC, L.Ac.  
University of Prishtina, Kosovo (formerly Yugoslavia),  
Phoenix Institute of Herbal Medicine & Acupuncture (PIHMA)



Matthew Smith, MSOM

Southwest College of Naturopathic Medicine  
Phoenix Institute of Herbal Medicine & Acupuncture (PIHMA)

Matthew Struble, BS , BA , Medical Qi Gong

Kunyu Mountain Shaolin Academy, Dr. Yang Jwing-Ming Center  
Phoenix Institute of Herbal Medicine & Acupuncture (PIHMA) (pending)

Lisa Swanson, DAIM, MSOM, L.Ac.

Acupuncture and Integrative Medicine College

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.

New Mexico State University  
Southwest Acupuncture College

David Wallace, MSOM, Dipl.OM (NCCAOM), L.Ac.

Phoenix Institute of Herbal Medicine & Acupuncture (PIHMA)

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

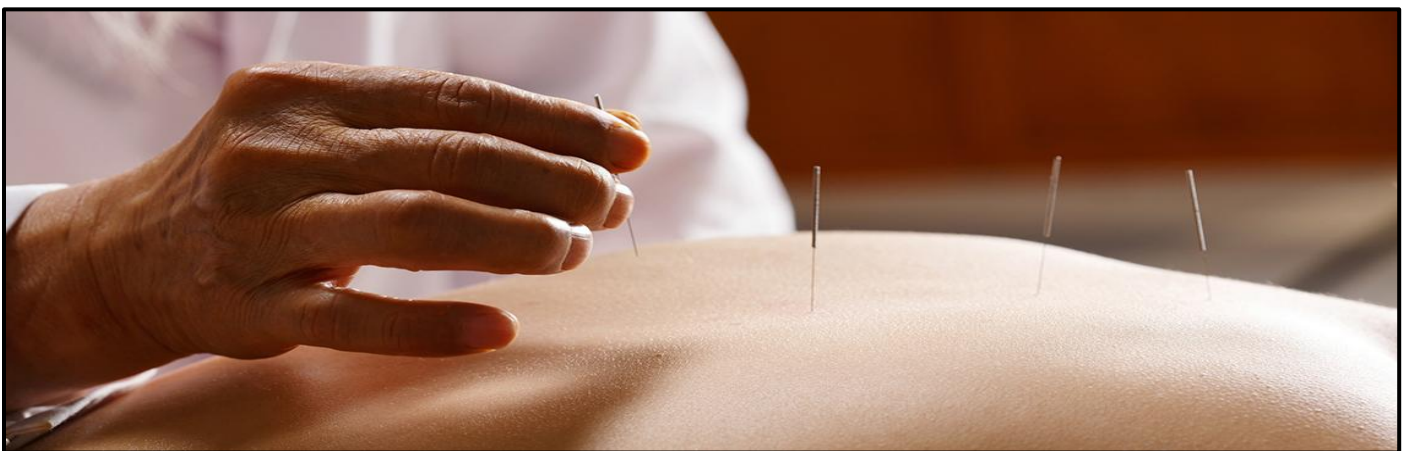
Mayfair College  
Midwest Center for the Study of Asian Medicine

Li Wang, PhD, MSTCM, BA, Dipl. Ac. (NCCAOM), L.Ac.

Shanghai University of Traditional Chinese Medicine

Robert "Kirby" Wood, MSOM, Dipl.Ac. (NCCAOM), L.Ac.

Phoenix Institute of Herbal Medicine & Acupuncture (PIHMA)



## CAREERS IN ACUPUNCTURE & ASIAN MEDICINE

Acupuncture & Asian/Asian Medicine (AOM), as well as other areas in holistic healthcare, offer exciting and rewarding career opportunities. They represent the fastest-growing professions in holistic medicine. Depending on the market, graduates often work independently in private practices, with other healthcare providers in integrated practices or hospitals, in the spa and wellness industry, in education, and in business environments.

While PIHMA primarily prepares its students for traditional independent practice, PIHMA also offers guidance for students who may desire opportunities in conventional medicine (e.g., hospitals) and health-related industries such as med-spas, acupuncture franchises and resorts. Notably, PIHMA's graduates were the first to work as acupuncturists at local 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.

Regarding licensing, most states require at a minimum the master's level for licensure. In general, a doctorate degree is not required for licensure but may be required for or to enhance employability at hospitals or clinics. Income for these and other holistic professions will vary based on type of practice, frequency and caseload, as well as clientele or patients served.

## DEGREES, CERTIFICATES, AND PROFESSIONAL CONTINUING EDUCATION PROGRAMS

### Degrees

PIHMA offers a **Doctor of Acupuncture (DAc)** and a **Master of Science in Acupuncture (MSAc)** (165 semester credits), a **Doctor of Acupuncture with Specialization in Herbal Medicine (DAcHM)** and a **Master of Science of Acupuncture and Herbal Medicine (MSAcHM)** (199 semester credits). The Masters and Doctorate degrees are presently offered as independent and concurrent degrees with two different degrees conferred.

PIHMA's degree programs are delivered in two twenty-week semesters. Semesters run January to May and August to December. PIHMA also offers a summer intensive semester that students may elect to take, which runs from the end of May through the end of July.

A distinctive feature of PIHMA's acupuncture programs is their flexible scheduling. PIHMA is committed to offering a variety of schedules and options to aid students in making a smooth transition into the practice of this 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 with the occasional option of courses offered during the daytime**. Clinic observation and internship hours are offered on a variety of weekdays and evenings to provide options for students. While clinic can be a year-round commitment, scheduling flexibility affords students more time to maintain balance with school, work, and other aspects of their lives.

### PIHMA Center for Professional Education & Development (CPED)

PIHMA offers a variety of courses, seminars, and workshops to further continuing education, knowledge and skills in acupuncture, herbal medicine, and a range of holistic modalities, including Auricular Acupuncture, Animal Acupuncture, Homeopathy, Asian Bodywork, and Ayurveda. A schedule for these programs can be found on PIHMA's website at [www.pihma-cped.org](http://www.pihma-cped.org)



## DEGREE PROGRAMS

### Program Purpose

The **Statement of Purpose** specific to the AOM programs is:

***“The education and training of AOM professionals with the ability to practice as independent healthcare providers in a variety of settings and to be healing facilitators in the art, science, and philosophy of acupuncture, herbal medicine, and other holistic healthcare fields.”***

### Doctor of Acupuncture (DAc) and Doctor of Acupuncture with Specialization in Herbal Medicine (DAcHM)

The **Doctor of Acupuncture** degree (DAc) is offered independently, and as a concurrent program with the Master of Science in Acupuncture and as a stand-alone degree. The DAc and the MSAc programs share the same content (acupuncture, acupressure/tui na, tai chi, qi gong, Asian nutrition, and contemporary biomedicine), with the doctoral program requiring additional program competencies in Patient Care (advanced diagnostic studies), Systems-based medicine (patient care systems and collaborative care) and Professional Development (scholarship, research and evidence-based medicine). For more information on coursework in the DAc program, see also the MSAc below.

Similarly, the **Doctor of Acupuncture degree with a Specialization in Herbal Medicine** (DAcHM) is offered independently and as a concurrent program with the Master of Science of Acupuncture and Herbal Medicine (MSAcHM). The content is same as the Acupuncture degree above with the addition of Chinese Herbal Medicine studies. The DAcHM and MSAcHM share the same content, with the doctoral program requiring additional program competencies in Patient Care (advanced diagnostic studies), Systems-based medicine (patient care systems and collaborative care) and Professional Development (scholarship, research and evidence-based medicine). For more information on coursework in the DAcHM program, see also the MSAcHM below.

**Current PIHMA graduate-level degree students or those who have graduated within the past 5 years** can enroll in both the DAc or DAcHM and MSAc or MSAcHM and have their current coursework accepted towards the doctoral degree requirements. **PIHMA graduates who completed their program of study 5 or more years ago**, or from other programs, will need their transcripts evaluated to determine credit transfer. Transfer credit will only be awarded for coursework that matches PIHMA's program objectives, policy, and standards for completion of the program.

(See **Transfer Credit** policy; see also **Doctorate Degree Completion** track in the **Advanced Standing** section)

### Master of Science of Acupuncture and Herbal Medicine

The **Master of Science of Acupuncture and Herbal Medicine** (MSAcHM) degree offers courses that cover all aspects of Asian (Asian) medicine that are covered in the Acupuncture degrees (acupuncture, acupressure/tui na, tai chi, qi gong, meditation, Asian nutrition, and contemporary biomedicine), with the addition of Chinese herbal medicine. Students are prepared to effectively handle the health issues for which Asian medicine is noted. While rigorous and demanding, the degree program provides future practitioners with the unique skills of a comprehensively trained practitioner in traditional Asian medicine with a strong integration of biomedical principles. In contrast to other Asian (or Asian medicine) programs, the Chinese herbal medicine coursework is specifically designed for the Western mindset. Rather than relying solely on traditional Chinese educational methods of memorization, the PIHMA herbal program uses learning modules, which apply



contemporary adult learning techniques and theories to the classroom, combining traditional herbal theory 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 these degrees 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 and 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 MSAcHM degree program takes approximately four years to complete if attending full-time but may be accelerated or decelerated depending on the student's previous coursework and needs. Upon successful completion, students are eligible to sit for the national certification exams in acupuncture, biomedicine, 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 Master of Science of Acupuncture and Herbal Medicine degree to expand their range of practice and to enhance their patients' healing.

## Master of Science in Acupuncture

### Master of Science in Acupuncture Program Description, Goals, and Outcomes

**Program Description:** The Master of Science in Acupuncture (MSAc) degree offers an introduction to herbal medicine, along with courses and levels of training identical to the Herbal Medicine degree without the herbal courses and training, but instead with an emphasis on acupuncture as the primary treatment modality. Students completing this degree program will be prepared to assess patients using both Eastern and Western diagnostic techniques and, based upon the findings, administer treatment using acupuncture, cupping, moxibustion, tui na, and Asian nutritional counseling. The foundational theory for Asian medicine and biomedical principles is integral to these skills, and students are prepared to achieve competency in all these areas. The MSAc degree program takes approximately three and a half to four years to complete but may be accelerated or decelerated depending on the student's previous coursework and needs. At successful completion, students are eligible to sit for the national certification exams in acupuncture and biomedicine. With the development of the Doctor of Acupuncture (DAc) degree program, additional competencies were added to the MSAc for alignment with the DAc. These include doctoral competencies in Patient Care (advanced diagnostic studies), Systems-based medicine (patient care systems and collaborative care) and Professional Development (scholarship, research and evidence-based medicine). Select courses may be offered in a hybrid online format.

**Program Goals:** Students completing the program will develop skills as a health care professional with education in clinical care to assess, diagnose and provide treatment. Students who successfully complete the program will be eligible to sit for the national board examinations.



## Master Science Acupuncture: Program Learning Outcomes

1. Perform physical assessments, formulate an appropriate diagnosis and provide acupuncture and adjunctive treatments according to generally accepted national acupuncture and Asian/Asian medicine standards.
2. Develop individualized short and long-term treatment strategies, including but not limited to dietary and other lifestyle changes, for patients based upon the principles of Asian/Asian Medicine.
3. Utilize reasoning skills in identifying situations in which a patient should be referred to another healthcare provider (in addition to, or in lieu of acupuncture/herb treatment).
4. Demonstrate an understanding of the perspectives and value of Western Sciences in the diagnosis and treatment of patients.
5. Demonstrate an understanding of integrative healthcare and the knowledge and skills required to discuss patient concerns with healthcare providers and insurance company personnel to more effectively serve patients.
6. Retrieve, interpret, and apply current research and evidence-based treatments applicable to the profession of Asian/Asian Medicine.
7. Pursue lifelong learning opportunities and continuous professional development.
8. Demonstrate skills necessary to implement and maintain a private practice using effective business and marketing procedures that reflect ethical values and professional accountability.
9. Consistently practice within accepted legal, professional, and ethical guidelines as outlined by national, state, and local regulatory agencies.

## Doctor of Acupuncture

### Doctorate of Acupuncture Program Description, Goals, and Learning Outcomes

#### Program Description:

The Doctor of Acupuncture degree (DAc) is offered independently and as a concurrent program with the Master of Science in Acupuncture (MSAc) and as a stand-alone degree. The DAc and the MSAc programs share the same content, with the doctoral program requiring additional program competencies in the following areas:

- Patient Care (advanced diagnostic studies)
- Systems-based medicine (patient care systems and collaborative care)





- Professional Development (scholarship, research and evidence-based medicine).

Students completing this degree program will be prepared to assess patients using both Eastern and Western diagnostic techniques and, based upon the findings, administer treatment using acupuncture, cupping, moxibustion, tui na, and Asian nutritional counseling. The foundational theory for Asian medicine and biomedical principles are integral to these skills, and students are prepared to demonstrate competency in all of the above-noted areas as well as, patient care (advanced diagnostic studies), systems-based medicine (patient care systems and collaborative care) and professional development (scholarship, research, and evidence-based medicine).

### Program Goals:

Students completing the program will develop skills as a health care professional with education in clinical care to assess, diagnose and provide treatment, engage collaboratively with other healthcare providers and use acquired knowledge, including research and scholarly pursuits to include AOM professional practice. Students who successfully complete the program will be eligible to sit for the national board examinations.

Doctorate of Acupuncture: Program Learning Outcomes
1. Perform physical assessments, formulate an appropriate diagnosis and provide acupuncture and adjunctive treatments according to generally accepted national acupuncture and Asian/Asian medicine standards.
2. Develop individualized short and long-term treatment strategies, including but not limited to dietary and other lifestyle changes, for patients based upon the principles of Asian/Asian Medicine.
3. Utilize reasoning skills in identifying situations in which a patient should be referred to another healthcare provider (in addition to, or in lieu of acupuncture/herb treatment).
4. Demonstrate an understanding of the perspectives and value of Western Sciences in the diagnosis and treatment of patients.
5. Demonstrate an understanding of integrative healthcare and the knowledge and skills required to discuss patient concerns with healthcare providers and insurance company personnel to more effectively serve patients.
6. Retrieve, interpret, and apply current research and evidence-based treatments applicable to the profession of Asian/Asian Medicine.
7. Pursue lifelong learning opportunities and continuous professional development.
8. Demonstrate skills necessary to implement and maintain a private practice using effective business and marketing procedures that reflect ethical values and professional accountability.



9. Consistently practice within accepted legal, professional, and ethical guidelines as outlined by national, state, and local regulatory agencies.

## Master of Science of Acupuncture and Herbal Medicine

### Master of Science of Acupuncture and Herbal Medicine Program Description, Goals, and Outcomes

#### Program Description:

Master of Science of Acupuncture and Herbal Medicine (MSAChM) degree offers courses that cover all aspects of Asian (Asian) medicine: acupuncture, Chinese herbal medicine, acupressure/tui na, tai chi, qi gong, meditation, Asian nutrition, and contemporary biomedicine. Students are prepared to effectively handle the health issues for which Asian medicine is noted. While rigorous and demanding, the degree program provides future practitioners with the unique skills of a comprehensively trained practitioner in traditional Asian medicine with a strong integration of biomedical principles. In contrast to other Asian (or Asian medicine) programs, the Chinese herbal medicine coursework is specifically designed for the Western mindset. Rather than relying solely on traditional Chinese educational methods of memorization, the PIHMA herbal program uses learning modules that apply contemporary adult learning techniques and theories to the classroom, combining traditional herbal theory 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.

#### Program Goals:

The goals of the MSAChM program include the development of the learner as a health care professional, with clinical skills and ability to act independently or engage collaboratively in clinical care to assess diagnosis and provide treatment. Students can demonstrate competency in identifying syndromes and practical diagnoses related to the herbs and formulas presented. Students will discuss both practical and clinical uses of the individual herbs and formulas, as well as contraindications, and potential interactions with over the counter and prescription medication. Students will also be competent in the clinical use of major Chinese patent formulas and American-made Chinese herbal products, and how to modify basic formulas according to the differentiation of symptoms and signs.

#### Master Science of Acupuncture and Herbal Medicine: Program Learning Outcomes

1. Perform physical assessments, formulate an appropriate diagnosis and provide acupuncture and adjunctive treatments according to generally accepted national acupuncture and Asian/Asian medicine standards.

2. Develop individualized short and long-term treatment strategies, including but not limited to dietary and other lifestyle changes, for patients based upon the principles of Asian/Asian Medicine.



3. Utilize reasoning skills in identifying situations in which a patient should be referred to another healthcare provider (in addition to, or in lieu of acupuncture/herb treatment).
4. Demonstrate an understanding of the perspectives and value of Western Sciences in the diagnosis and treatment of patients.
5. Demonstrate an understanding of integrative healthcare and the knowledge and skills required to discuss patient concerns with healthcare providers and insurance company personnel to more effectively serve patients.
6. Retrieve, interpret, and apply current research and evidence-based treatments applicable to the profession of Asian/Asian Medicine.
7. Pursue lifelong learning opportunities and continuous professional development.
8. Demonstrate skills necessary to implement and maintain a private practice using effective business and marketing procedures that reflect ethical values and professional accountability.
9. Consistently practice within accepted legal, professional, and ethical guidelines as outlined by national, state, and local regulatory agencies
10. Demonstrate the ability to assemble individual herbal substances into classical Asian herbal formulas based upon Traditional Asian Medicine pattern identification and modern applications.
11. Articulate the expected therapeutic outcome of the application of individual herbs, combinations of herbs, and modification of classical Asian herbal formulas.
11. Utilize critical thinking, as well as herbal and pharmacological resources to identify and circumvent potential adverse interactions between herbs, drugs, and foods.

## Doctor of Acupuncture with Specialization in Herbal Medicine

### Doctor of Acupuncture with Specialization in Herbal Medicine Program Description, Goals, and Outcomes

#### Program Description:

The Doctor of Acupuncture with Specialization in Herbal Medicine degree (DAc-HM) is offered independently and as a concurrent program with the Master of Science of Acupuncture and Herbal Medicine (MSACHM) and as a stand-alone degree. The DAcHM and the MSACHM programs share the same content, with the doctoral program requiring additional program competencies in the following areas:

- Patient Care (advanced diagnostic studies)
- Systems-based medicine (patient care systems and collaborative care)



- Professional Development (scholarship, research and evidence-based medicine).

Students completing this degree program will be prepared to assess patients using both Eastern and Western diagnostic techniques and, based upon the findings, administer treatment using acupuncture, cupping, moxibustion, tui na, and Asian nutritional counseling. The foundational theory for Asian medicine and biomedical principals is integral to these skills, and students are prepared to demonstrate competency in all the above-noted areas as well as, patient care (advanced diagnostic studies), systems-based medicine (patient care systems and collaborative care) and professional development (scholarship, research, and evidence-based medicine).

### Program Goals:

The goals of the DAChM program include the development of the learner as a health care professional, with clinical skills and ability to act independently or engage collaboratively in clinical care to assess diagnosis and provide treatment. Students can demonstrate competency in identifying syndromes and practical diagnoses related to the herbs and formulas presented. Students will discuss both practical and clinical uses of the individual herbs and formulas, as well as contraindications, and potential interactions with over the counter and prescription medication. Students will also be competent in the clinical use of major Chinese patent formulas and American-made Chinese herbal products, and how to modify basic formulas according to the differentiation of symptoms and signs.

### Doctorate of Acupuncture with Specialization in Herbal Medicine: Program Learning Outcomes

1. Perform physical assessments, formulate an appropriate diagnosis and provide acupuncture and adjunctive treatments according to generally accepted national acupuncture and Asian/Asian medicine standards.
2. Develop individualized short and long-term treatment strategies, including but not limited to dietary and other lifestyle changes, for patients based upon the principles of Asian/Asian Medicine.
3. Utilize reasoning skills in identifying situations in which a patient should be referred to another healthcare provider (in addition to, or in lieu of acupuncture/herb treatment).
4. Demonstrate an understanding of the perspectives and value of Western Sciences in the diagnosis and treatment of patients.
5. Demonstrate an understanding of integrative healthcare and the knowledge and skills required to discuss patient concerns with healthcare providers and insurance company personnel in an effort to more effectively serve patients.
6. Retrieve, interpret, and apply current research and evidence-based treatments applicable to the profession of Asian/Asian Medicine.
7. Pursue lifelong learning opportunities and continuous professional development.



8. Demonstrate skills necessary to implement and maintain a private practice using effective business and marketing procedures that reflect ethical values and professional accountability.

9. Consistently practice within accepted legal, professional, and ethical guidelines as outlined by national, state, and local regulatory agencies

10. Demonstrate the ability to assemble individual herbal substances into classical Asian herbal formulas based upon Traditional Asian Medicine pattern identification and modern applications.

11. Articulate the expected therapeutic outcome of the application of individual herbs, combinations of herbs, and modification of classical Asian herbal formulas.

11. Utilize critical thinking, as well as herbal and pharmacological resources to identify and circumvent potential adverse interactions between herbs, drugs, and foods.



## PROGRAM INFORMATION & DISCLOSURES

(Based on Department of Education requirements for Federally funded programs; based on prior years' information when last required)

<b><u>Doctorate of Acupuncture</u></b> <b>Program Level – Doctorate Degree (165 total semester hours)</b> <b>Program Length – 4 years, 2,992.50 total clock hours (1,057.5 clinical hours)</b>			
Program Cost	Median amount of debt for program graduates	Completion Rate	Job Placement Rates
Tuition, book and fees: \$64,721.25 Books and supplies: \$1,140 On-campus room & board: not offered	Federal loans: \$65,980.50 based on 100% of students in program The typical monthly loan payment: \$646 per month in student loans with an interest rate of 6% (Median monthly loan debt if paid over 10 years) Private education loans: \$0 Institutional financing plan: \$250	The DAC was accredited by ACAHM in 2022, and completion rates are currently being captured.	72%

<b><u>Master of Science in Acupuncture</u></b> <b>Program Level – Master's Degree (165 total semester hours)</b> <b>Program Length – 4 years, 2,992.50 total clock hours (1,057.5 clinical hours)</b>			
Program Cost	Median amount of debt for program graduates	Completion Rate	Job Placement Rates
Tuition, book and fees: \$64,596.25 Books and supplies: \$1,140 On-campus room & board: not offered	Federal loans: \$65,980.50 based on 100% of students in program The typical monthly loan payment: \$646 per month in student loans with an interest rate of 6% (Median monthly loan debt if paid over 10 years) Private education loans: \$0	Of those that completed the program in 2017-2018, 63% percent of Title IV students completed in 4 years	72%



	Institutional financing plan: \$250		
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For further program cost information, visit: [www.pihma.edu/accreditation-and-disclosures/](http://www.pihma.edu/accreditation-and-disclosures/)

<b><u>Doctorate of Acupuncture with Specialization in Asian Medicine</u></b> <b>Program Level – Doctorate Degree (199 total semester hours)</b> <b>Program Length – 4 years, 3,592.5 total clock hours (1,267.5 clinical hours)</b>			
Program Cost	Median amount of debt for program graduates	Completion Rate	Job Placement Rates
Tuition, books and fees: \$77,021.25 Books and supplies: \$1,840 On-campus room & board: not offered	Federal loans: <i>Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.</i> Private education loans: \$0 Institutional financing plan. **	The DAChM was accredited by ACAHM in 2022 and completion rates are currently being captured.	88%

<b><u>Master of Science of Acupuncture and Herbal Medicine</u></b> <b>Program Level – Master's Degree (199 total semester hours)</b> <b>Program Length – 4 years, 3,592.5 total clock hours (1,267.5 clinical hours)</b>			
Program Cost	Median amount of debt for program graduates	Completion Rate	Job Placement Rates
Tuition, books and fees: \$76,896.25 Books and supplies: \$1,840 On-campus room & board: not offered	Federal loans: <i>Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.</i> Private education loans: \$0 Institutional financing plan. **	Of those that completed the program in 2017-2018, 46% percent of Title IV students completed in 4 years	88%

For further program cost information, visit: [www.pihma.edu/accreditation-and-disclosures/](http://www.pihma.edu/accreditation-and-disclosures/)



## Additional Information

Many students complete their program in more than the suggested amount of time due to work, families, and timing of licensure board exams. Accordingly, we offer a part-time track that enables students to complete the 4-year program in 6 years which supports the needs of some of our students.

After graduation and upon licensure, many of our students choose to work part-time due to family, health or other constraints, or choose to create a practice in which they choose the number of hours they work or patients they see. Others seek to treat disadvantaged populations. Consequently, their earnings may be less than the Department of Education deems necessary to meet the definition of "gainful employment". Most of our graduates are self-employed and generally take as many as 5 to 7 years to achieve top "earning rates" as they build their practices. We honor the varied definition of success (personal, financial, spiritual, emotional) and support students in whichever way they seek to express their life purpose in these medicines.

### Arizona Calculates placement rates using the formula below.

Placement Rate:  $(A + B) / (C - D) = 0$

A = Based upon the total number of graduates during the reporting period,

"A" is the number of graduates placed in their field of study.

B = Based upon the total number of graduates during the reporting period

"B" is the number of graduates placed in a related field of study

C = Total number of graduates

D = Total number of graduates "not available for placement" (i.e., due to health-related situations, continuing education, or military service).

## Other Programs

PIHMA operates the PIHMA Center for Professional Education and Development (CPED) ([www.pihma-cped.org](http://www.pihma-cped.org)), which offers continuing education certificate and non-credit training in a variety of integrative medicine areas. This includes an Auricular Acupuncture Therapy Program and Homeopathic programs (a 40-hour Acute Care Homeopathy, a 150-hour Clinical Homeopathy Certificate Program, and a 3-year Homeopathic Certificate Program). There are also several short courses for the general public, as well as continuing education for acupuncturists, nurses, and other healthcare providers. See the CPED website for current offerings. **There is no federal financial aid for these programs at this time, but some programs offer payment plans and financing to those who qualify.**

## Auricular Acupuncture Certification Program

The Auricular Acupuncture Certificate is offered through the PIHMA Center for Professional Education & Development and prepares students to integrate Auricular Acupuncture in detoxification, addiction, or substance abuse treatment settings. Contact Admissions to help determine the pathway best suited for one's background and goals.

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 specialized in the areas of detox and chemical abuse therapy offered through Rio Salado College. For more information about this program, admission requirements, specific curriculum, and tuition/fees, please feel free to contact Admissions.





## Collaborative Educational Partnerships

PIHMA has educational partnerships with Arizona State University, Sonoran University of Health Sciences, Paradise Valley Community College, Rio Salado College, and Southwest Institute of Healing Arts. Students can take programs at other institutions while currently attending PIHMA. There may be many courses transferable between the programs, thus avoiding replication. Details can be obtained by visiting PIHMA's home page at [www.pihma.edu](http://www.pihma.edu).



## ADMISSION TO PIHMA

### Submitting an Application for Degree Programs

Applications to PIHMA may be submitted year-round. New semesters begin 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 Doctor of Acupuncture (DAc) and Doctor of Acupuncture with Specialization in Herbal Medicine (DAcHM)

While a bachelor's degree is preferred, applicants must have satisfactorily completed a minimum of **90 semester credit hours or 120 quarter credit hours** (typically 3 years) 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 (USDE). Only classes for which a grade of "C-" (2.0), "Pass," or better was earned can be considered to meet admissions requirements. Three (3) semester/four (4) quarter credits each of English Composition and Psychology with a C- or better must be among the 90 semester/120 quarter credits. Classes for which transfer credit is granted cannot be considered as part of the 90 semester/120 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 90 semester credits /120 quarter credits. They must be completed pursuant to the policy below:

- **General Biology** or biology for non-majors\* – *This may be completed as a co-requisite **after** enrollment into PIHMA.*
- **General Chemistry** or chemistry for non-majors\* – *This may be completed as a co-requisite **after** enrollment into PIHMA.*
- **Organic Chemistry** – *This may be completed as a co-requisite **after** enrollment into PIHMA.*

*\*Biology and chemistry must have been completed within five (5) years of admission to PIHMA. If the course was completed more than 5 years ago, students have the option of re-taking the courses at an accredited university, college, or PIHMA College when offered or by testing out through a challenge examination.*

Co-requisite courses must be completed prior to registering for PIHMA science courses. General Chemistry and Organic Chemistry are prerequisites for CHM 430 Biochemistry. General Biology is a prerequisite for BIO 406/BIO 806 Microbiology.

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.

### Admissions Requirements for the MSAcHM and 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 (USDE). Only classes for which a grade of "C-" (2.0), "Pass," or better was earned can be considered to meet admissions requirements. Three (3) semester/four (4) quarter credits each of English Composition and Psychology with a C- or better must be among the 90 semester/120 quarter credits. 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\* – This may be completed as a co-requisite **after** enrollment into PIHMA.
- **General Chemistry** or chemistry for non-majors\* – This may be completed as a co-requisite **after** enrollment into PIHMA.
- **Organic Chemistry\*** – This may be completed as a co-requisite **after** enrollment into PIHMA.

*\*Biology and chemistry and organic chemistry must have been completed within five (5) years of admission to PIHMA. If the course was completed more than 5 years ago, students have the option of re-taking the courses at an accredited university, college, or PIHMA when offered, or by testing out through completion of a challenge examination.*

Co-requisite courses must be completed prior to registering for PIHMA science courses. General Chemistry and Organic Chemistry are prerequisites for CHM 430 Biochemistry. General Biology is a prerequisite for BIO 406/BIO 806 Microbiology.

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.

## Concurrently Enrolled Degree Students

Students who enroll in more than one program (e.g., MSACHM and DAc) should be aware that they must meet the requirements of both programs, and that these programs will be tracked separately (e.g., separate enrollment agreements, course codes, curriculum progress tracking).

## Technical Skills, Standards and Characteristics Required for Admission, Matriculation, Retention and Graduation

The programs at PIHMA require students to engage in diverse and specific experiences essential to the acquisition and practice of necessary skills. Unique combinations of cognitive, psycho-motor, and affective abilities are required to satisfactorily perform these functions. Providing safe care to patients is the priority in Asian/Asian medical education and is dependent on the skills of students in training to become practitioners and doctors. These technical skills and standards apply to all students in all programs and are applied to consideration of **admission, matriculation, retention, and graduation** from PIHMA. Students must meet the following competencies:

**Communication** – Communication includes speech, reading, and writing. Students must be able to communicate effectively with all the members of a healthcare team. They must maintain appropriate medical records. They must be able to speak and hear effectively and be able to observe patients and peers to elicit information; be able to perceive non-verbal communication; and recognize and respond to changes in mood, activity, posture and patient communication. Students must demonstrate a willingness and ability to give and receive feedback. They must approach each patient, being free from bias, with social and cultural sensitivity, and obtain thorough information using critical thinking while establishing rapport with the patient. They must be able to communicate with empathy and concern for the well-being of others.

**Observation/Sensory** – Observation necessitates the functional use of the senses of vision, touch, hearing, and somatic sensation. It is enhanced by the functional use of the sense of smell and by color vision. Students must be able to acquire the information presented through demonstrations and experiences. They must be able to observe a patient accurately, at a distance and close at hand, and observe and appreciate non-verbal



communications when working with patients. They must be capable of perceiving the signs of disharmony and manifestations through physical examination. They must be able to observe a patient's emotions, body, demeanor, and tongue; discern muscles and bones; obtain auditory information from voice, breathing, sighing; tolerate unusual smells, such as moxa smoke or liniments; and tolerate the use of Wi-Fi on campus.

**Motor/Physical** – Students should have sufficient motor function to be able to execute movements required to provide general care and treatment to patients in all health care settings. Students must be able to directly examine patients; palpate the body, pulse, and acupoints effectively and efficiently; perform basic physical exam procedures/tests; demonstrate the use of all Acupuncture and Asian/Asian Medicine (AOM) practical and clinical skills, including, qigong/tai chi. They must be able to perform CPR and first aid and function in an emergency. Students must have the ability, within reasonable limits, to safely assist a patient in moving, for example, from a wheelchair to a treatment table or chair. They must be able to accompany staff during clinical sessions; attend a full clinic shift, and a full day of scheduled classes/clinic.

PIHMA has a focused education that emphasizes but is not limited to insertion of acupuncture needles. Asian Medicine styles that have accommodations that are appropriate for the visually impaired to learn and practice acupuncture, such as abdominal diagnosis or Japanese Toyohara, are not taught at PIHMA.

**Intellectual/Cognitive/Conceptual** – Students must be able to concentrate and engage in critical thinking, self-discipline, focus, and problem-solving in the classroom and clinical setting. Students must be able to promptly complete required assignments and responsibilities related to the effective and timely diagnosis and treatment of patients, which begins with assignments in the first year and thereafter in class, practicum and clinic. They must be able to quickly read, comprehend, synthesize, and memorize extensive written material; effectively participate in solving clinical problems; effectively interpret the data collected from the interview/examination of patients; exhibit sound judgment, resourcefulness, and analytical skills even under pressure; effectively organize information and tasks to efficiently work in patient care environments; and effectively function as a member of a healthcare team.

#### **Computer/Technical Skills –**

Students must be proficient in using Microsoft Office programs such as Word and have access to a computer. They must also have access to sufficient internet service appropriate to support video conferencing.

**Professionalism/Behavioral/Emotional/Social** – Students are required to consistently demonstrate integrity, ethics, professionalism, maturity, honesty, and fairness in all dealings with patients, the families of patients, peers, staff, supervisors, other healthcare providers and instructors. They must be able to integrate feedback from supervisors or peers in a collaborative and collegial manner; preserve confidentiality; follow rules and regulations; and maintain a professional demeanor. Students must have the emotional stability, maturity and resilience to function effectively under stress and adapt to an environment that may change in unpredictable ways. They must be able and willing to change their behavior when it interferes with productive individual or team relationships. They must be able to proactively make use of available resources to maintain physical, mental and emotional health. They must possess the ability to reason morally and practice health care in an ethical manner. They must possess attributes that include compassion, empathy, responsibility, and tolerance. They must be able to engage in patient care delivery in all settings and to all patient populations including but not limited to children, adolescents, adults, developmentally disabled persons, medically compromised patients, and vulnerable adults of all races, age and gender.



## 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 Registrar.
3. Personal statement (four hundred word minimum, see 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.
6. Seventy-five (\$75) application fee
7. Signed FERPA Waiver

Note: A Fingerprint background check may be required for certain off-site clinic shifts and for licensure (varies by state). Students with a criminal history may be prevented from practicing in that state and should check those states' regulations.

## Applicants with a Criminal History Disclaimer

Applicants who have been convicted of a past offense or assigned to deferred adjudication for the offense may be ineligible for a medical license to practice. While such applicants can be accepted for a program of study, there is a strong possibility that they would be unable to obtain an acupuncture (or other health-related) license through any state licensing authority. A "licensing authority" is a state agency or political subdivision that issues an occupational license (for instance: The Arizona Acupuncture Board is the licensing authority that issues acupuncture licenses to qualified applicants who wish to practice acupuncture in Arizona). Most licensing authorities have defined regulations and restrictions relating to various past criminal offenses. Before applying to this or any school, an applicant with a past criminal conviction or deferred adjudication should first determine if they would be eligible for a state license in the state where they wish to practice after graduation. It is strongly recommended that all applicants with a past criminal conviction, or who were assigned deferred adjudication for the offense, first obtain a criminal history evaluation letter from the relevant licensing authority before applying to an educational program that prepares a student for licensure. This process should be started early, because the process for obtaining a criminal history evaluation letter can take up to 90 days. Any questions regarding this notification should be directed to the relevant licensing authority.

## Admission into PIHMA

After a review of the completed application packet, and a required admissions interview with the Chief Academic Officer and/or Dean of Academic Affairs, applicants will receive an official letter that indicates admission status. Admission statuses are noted below:

### Status of Admission

**Full Admission** – Applicants who have met **all** admission and documentation requirements.

**Conditional Admission** – Applicants who have provided proof of meeting all admission requirements but have not yet provided all required or official documents.

- Applicants accepted under conditional admissions status must provide all required documentation by the end of her/his first term. This excludes the co-requisite coursework which should be completed within the first year of attendance at PIHMA.



- 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** – 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** – Applicants who do not meet full or conditional admission 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

PIHMA offers medical education programs that prepare students to become licensed, independent health care providers. Students are required to engage in diverse and specific experiences essential to the acquisition and practice of necessary skills. Unique combinations of cognitive, psychomotor, and affective abilities are required to satisfactorily perform these functions. Providing safe care to patients is the priority in Chinese medical education and is dependent on the skills of students in training to become practitioners.

PIHMA is committed to providing equal access for persons with disabilities in accordance with the Americans with Disabilities Act of 1990 (ADA), Amendments Act of 2010 and Section 504 of the Rehabilitation Act of 1973 along with Section 508. In support of its commitment to provide equal access to all students, the College has adopted the following language.

Admitted or enrolled students who believe they have a current and essential need for disability accommodation are responsible for registering with and requesting accommodation through PIHMA's ADA Coordinator. Unless the disability is obvious, the student must provide the ADA coordinator with qualifying disability documentation verifying the nature and extent of the disability prior to receiving any accommodation. PIHMA will make every effort to provide reasonable accommodation for qualified students with disabilities unless doing so would result in an undue hardship, safety, and/or health risk.

The following guidelines may be used to assist in determining qualifying documentation. All documentation will be evaluated on a case-by-case basis. Supporting documentation must be current, within the past year.

## Physical Disabilities

PIHMA will accept current diagnoses of physical disabilities that are based on appropriate diagnostic evaluations administered by trained and qualified (i.e., certified and/or licensed) professionals (e.g., medical doctors, neurologists, ophthalmologists, psychologists, neuropsychologists, audiologists).

## Learning Disabilities

PIHMA will accept diagnoses of specific learning disabilities that are based on comprehensive, age-appropriate, psychoeducational evaluations that demonstrate current functional limitations of the disability. The assessment must be administered by a trained and qualified (i.e., certified and/or licensed) professional (e.g., psychologist, school psychologist, neuropsychologist, educational diagnostician) who has had direct experience with adolescents and adults with learning disabilities.



## Attention Deficit Hyperactivity Disorder (ADHD)

PIHMA will accept current diagnoses of ADHD that are based on age-appropriate, diagnostic evaluations, administered by trained and qualified (i.e., certified or licensed) professionals (e.g., psychiatrists, psychologists, or neuropsychologists). Submitted documentation must demonstrate current functional limitations of the disability.

## Psychiatric Disabilities

PIHMA will accept current diagnoses of psychiatric disabilities that are based on comprehensive and appropriate diagnostic evaluations completed by trained and qualified (i.e., licensed or certified) professionals (e.g., psychologists, psychiatrists, neuropsychologists, school psychologists, certified professional counselors, or licensed social workers). Submitted documentation must demonstrate current functional limitations of the disability.

PIHMA can provide a "Disability Verification Form" that can be completed by a trained and qualified professional, or the professional may choose to submit a letter. The letter must be on letterhead, with date and signature within the past year, and must include the following:

1. A diagnostic statement identifying the disability, including the date of the diagnosis.
2. Severity of the disability (mild/moderate/severe).
3. An assessment of major life activities that are impacted by disability (e.g., learning, concentration, class attendance, social interactions, reading, walking, etc.).
4. Specific recommendations for accommodation.

PIHMA is responsible for providing reasonable accommodation to qualified students with disabilities, unless doing so would result in undue hardship, safety, and/or health risk. Approved accommodation is determined on an individual student and on a course-by-course basis with priority given to a student's preferred accommodation. Accommodations may include but are not limited to, alternative testing, alternative formatted materials, interpreting, note-taking, classroom laboratory aides, and/or assistive technology.

## Attendance Accommodations

While PIHMA does its best to be flexible and work with students as much as possible, PIHMA views class attendance as an individual student responsibility. Students are expected to attend class and complete all assignments. According to the ADA, some students with disabilities may be approved for accommodation of modified attendance due to a disability. Generally, these students have disabilities which are chronic or episodic in nature which may cause difficulties with regular class attendance. The Federal Office of Civil Rights (OCR), in determining how many disability-related absences are reasonable by considering whether attendance is an essential element of a course states that the accommodation should be provided unless the accommodation threatens the integrity of the course as offered. Thus, even if accommodation is warranted, it may not be considered reasonable accommodation where such accommodation threatens the integrity of the course(s). In the case of Acupuncture and Asian/Asian Medicine, lack of sufficient attendance threatens the integrity of the training in these medical degrees. PIHMA's accreditor, ACAHM, has determined and stated what the mandatory attendance requirements are based on their evaluation of the courses and training required to be a practitioner of this medicine. Due to the nature of this specialized medical training, allowing for excessive absences is not reasonable accommodation. Therefore, even students with disabilities must meet PIHMA's attendance policy, which does include some alternatives for all students with attendance issues under our other Absence, Incomplete and Leave of Absence policies.





## Disability Rights and Declarations

Students who believe they have been discriminated against because of disability and are unable to find resolution through the ADA Coordinator may use PIHMA's Grievance Process delineated in this catalog.

**PIHMA students who have documented disabilities, regardless of the age of the documentation, should make their disability known after they have been admitted to the College and prior to their enrollment. Students should contact the College ADA Coordinator to complete the appropriate paperwork and to discuss their disabilities, needs, and reasonable accommodation.**

## Transfer Credit

### Doctoral Students

PIHMA accepts transfer credits toward completion of its programs through evaluation of original transcripts. Applicants may receive up to 50% of the Doctoral of Acupuncture (DAc) program total credits pending evaluation of courses for equivalency. No more than 25% of the DAc program clinical training requirements may be accepted as transfer credit.

### All Students

Courses must be successfully completed with a grade of "C-" or better and earned from regionally accredited academic institutions, from ACAHM 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 (USDE) or have been a candidate for accreditation at the time of the student's completion of the course work. Limitations for the MSACHM program or California bound students apply (see MSACHM Program Credit Transfer Policy and Transfer Credit for California-bound Students).

Courses taken at other Asian medical institutions may transfer into PIHMA if the college is accredited or a candidate for accreditation by the Accreditation Commission of Acupuncture and Herbal Medicine (ACAHM).

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 graduates who return for another 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 MSACHM program see MSACHM Program Credit Transfer Policy below.)

### Transitional Transfer to Doctorate of Acupuncture and/or Doctorate of Acupuncture with Herbal Medicine Specialization Degrees

Graduates of PIHMA or other programs who have completed a master's degree or certificate in Acupuncture or Asian Medicine and wish to enroll in any of the doctoral programs may apply to have their prior credits transferred to PIHMA and count toward the doctorate degree. If the applicant is a PIHMA graduate of 2013 or later, the transfer of credits will be completed through an academic review of the student's transcript.

Graduates of prior years or other programs will be required to have their transcripts reviewed for appropriate transfer of credits. Transfer credit will only be awarded for coursework that matches PIHMA's program objectives and standards for completion of the program. Course descriptions and syllabi will be required from the applicant for each course to be transferred. Applicants may receive up to 50% of the Doctor of





Acupuncture program total credits pending evaluation of courses for comparability. No more than 25% of the Doctor of Acupuncture program clinical training requirements may be accepted as transfer credit.

**NOTE: Continuing education hours are not acceptable as transfer credit.**

### Transfer of Credit for California-Bound Students

PIHMA's Master of Science of Acupuncture and Herbal Medicine degree (MSACHM) is approved by the California Acupuncture Board. 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 Acupuncture and Herbal Medicine program to transfer 100% of the credit hours for coursework and clinical instruction completed successfully as part of another acupuncture and Asian medicine program approved by the California Acupuncture Board. Furthermore, a maximum of 50% of the credit hours for coursework in acupuncture and Asian 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 Asian 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 Student Residency Requirement

Transfer students are required to complete 40 or more credits in the MSACHM 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 or upon admission to 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 reserves the right to require challenge examinations, if needed, in order to determine the award of transfer credits.

**Note:** Courses submitted to satisfy admission 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 credential 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 fewer hours of instruction than the comparable PIHMA course may be transferred without additional testing or tutoring if the subject matter is equivalent. Coursework having less than 60% of the scheduled hours of instruction will not be considered for equivalency. In such cases, the student can request a challenge exam or repeat the course at PIHMA.
3. Grades – Courses under consideration for transfer of credit must have been completed with a minimum grade of "C -" (2.5) or "Pass."
4. Timing – Credits earned more than five (5) years prior to admission can be acceptable for transfer credit by PIHMA only after validation that the student has retained the content knowledge and competencies of the respective course(s) for which transfer credit is being assessed. Validation of this can include a competency exam or an individual working in a field directly related to the subject matter, such as a practicing physician or registered nurse who completed biomedical and science courses more than five (5) years ago.
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

Matriculating students who have received full or conditional admission may be granted Advanced Standing upon enrollment if they have been awarded substantial transfer credits from previous college education directly related to the PIHMA degree program and/or successfully challenging courses by examination (See Challenge Examinations for Course Credit in this catalog). Students eligible for Advanced Standing are required to pay a Transfer fee (See Tuition and Fees section in this Catalog). Advanced standing status will be determined during the student's first semester of matriculation. Advanced Standing requirements for PIHMA's degree programs are as follows, (as determined by the average number of credits completed per semester required by our Satisfactory Academic Progress policy (SAP), which is equivalent to one year's credits):

Degree Program	Advanced Standing Requirement
Doctor of Acupuncture (DAc or DAChM)	Transfer and/or challenge by examination of a minimum of 25 semester credits
Master of Science of Acupuncture and Herbal Medicine (MSAChM)	Transfer and/or challenge by examination of a minimum of 25 semester credits
Master of Science in Acupuncture (MSAc)	Transfer and/or challenge by examination of a minimum of 25 semester credits



## Doctorate Degree Completion Track

The Doctor of Acupuncture (Dac or DAchM) degree completion track is designed to be completed by a PIHMA alumnus or an individual who graduated from an ACAHM accredited or pre-accredited program. Students who enter this *Completion Track* will complete the doctoral program requirements that were not previously included in their master's level training. Prospective students must meet all DAc or DAchM admissions requirements and include satisfactory completion of a master's degree or master's level program in Acupuncture or Herbal Medicine from an ACAHM-accredited or pre-accredited program or institution. Students applying to the DAc or DAchM using the completion track route must have a transcript analysis to determine which of the completed Master-level AOM coursework is equivalent to the DAc or DAchM program degree requirements in terms of content, rigor, and credit hour requirements. Specifically, credits earned more than five (5) years prior to admission may only be accepted for transfer/Advanced Standing after validating through proficiency assessment that the student has retained the content knowledge and competencies of the respective course(s) for which transfer credits are being assessed.

## Doctoral Degree Applicants Currently Enrolled in Master's Programs

Applicants from currently matriculated master's programs will be required to meet standard DAc or DAchM admissions requirements and must have a minimum of 90 undergraduate semester credits to meet the admission criteria.

## Doctoral Degree Applicants from Other ACAHM-Accredited Programs

Applicants from other ACAHM-accredited programs will be required to meet PIHMA's standard DAc or DAchM admissions requirements. Prior acupuncture training is subject to the transfer credit policy and will count towards total credits and prerequisites if they have been in continual practice. See Transfer of Credit policies for more information.

## Doctoral Degree Applicants – Licensed Acupuncturists with or without Prior Masters Level Training

Licensed acupuncturists with or without prior master's level training (such as grandfathered licensed practitioners) will be required to meet standard Doctor of Acupuncture (Dac or DAchM) admissions requirements.

## Residency Requirement – Advanced Standing

Advanced Standing students must meet residency requirements to be eligible to earn a PIHMA degree. Residency requirements for each PIHMA degree program are as follows:

Degree Program	Advanced Standing Requirement
Doctor of Acupuncture (Dac or DAchM)	Transfer and/or challenge by examination of a minimum of 25 semester credits
Master of Science of Acupuncture and Herbal Medicine (MSAchM)	Transfer and/or challenge by examination of a minimum of 30 semester credits



Master of Science in Acupuncture (MSAc)	Transfer and/or challenge by examination of a minimum of 25 semester credits
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## 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 MSACHM 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, performance of appropriate acupuncture techniques, and herbal medicine assessment and prescribing (in herbal internship). Internship hours and patient contacts may be transferred from another teaching clinic accredited (or in candidacy) by ACAHM 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%). In accordance with the State of California, the maximum number of clinic hours that can be transferred for California-bound students can be as few as 277.5 (25%), subject to the institution where the clinical hours were completed.

## 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 completed courses 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. All challenge exams must be completed within the first year of matriculation.

To challenge a course, students should do the following:

1. Submit a written request to the Dean of Academic Affairs.



2. Provide written documentation such as certified letters, course materials, certificates, etc. verifying and/or describing 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.
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 70%. 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 below 70%), 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; 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 following:
  - a. College Scholarship Service's AP (Advanced Placement) examinations
  - b. College Scholarship Service's CLEP (College Level Examination Program) examinations
  - c. American College Testing PEP (Proficiency Examination Program) examinations
  - d. PONSI (N.Y. State Department of Education Program on Non-collegiate Sponsored Instruction)
  - e. USAFI (U.S. Armed Forces Institute) program
  - f. 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 admission requirements 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 U.S. citizens in addition to meeting the international application requirements. It is recommended 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 along with their application and school transfer information form.

## 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 10 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 PIHMA immediately: change of legal name, address, or 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. **English Language Proficiency** –
  - a. International applicants whose native language is not English are required to provide proof of English proficiency for admission to degree, certificate, and non-degree graduate programs. This must be demonstrated by one of the following means:

**The applicant must have completed one of the following:**

- four years at a U.S. high school demonstrably delivered in English;
- at least two-years (60 semester credits or 90 quarter credits) of undergraduate or graduate-level education in an institution accredited by an agency recognized by the U.S. Secretary of Education;



- at least two-years (60 semester credits or 90 quarter credits) of undergraduate or graduate-level education demonstrably delivered in English;
- high school or two-years (60 semester credits or 90 quarter credits) of undergraduate- or graduate-level education in an institution in one of the following countries or territories:

American Samoa; Anguilla; Antigua & Barbuda; Australia; Bahamas; Barbados; Belize; Bermuda; Botswana; British Virgin Islands; Cameroon; Canada (except Quebec); Cayman Islands; Christmas Island; Cook Islands; Dominica; Federated States of Micronesia; Fiji; The Gambia; Ghana; Gibraltar; Grenada; Guam; Guyana; Ireland; Isle of Man; Jamaica; Kenya; Lesotho; Liberia; Malawi; Montserrat; Namibia; New Zealand; Nigeria; Norfolk Island; Papua New Guinea; Philippines; Pitcairn Islands; Sierra Leone; Singapore; South Africa; South Sudan; St. Helena; St. Kitts & Nevis; St. Lucia; St. Vincent & the Grenadines; Swaziland; Tanzania; Trinidad and Tobago; Turks and Caicos Islands; United Kingdom; U.S. Virgin Islands; Uganda; Zambia; Zimbabwe.

In all cases, English must have been both the language of instruction and the language of the curriculum used.

**OR**

**Completion and acceptable score of one of the following assessments:**

ASSESSMENT TOOL	ACCEPTABLE SCORE
Test of English as a Foreign Language Internet-Based Test (TOEFL® iBT)	Total: 61
International English Language Testing System (IELTS), Academic Format	Overall band: 6
Duolingo English Test	90
China Standard of English Language (CSE)	CSE 6
Cambridge First Certificate in English (FCE)	C
Cambridge English Advanced (CAE)	C
Common European Framework Reference (CEFR)	B2
Occupational English Test (OET)	250, C
Pearson Test of English (PTE), Academic	Overall: 45

For international students completing the Test of English as a Foreign Language Internet-Based Test (TOEFL iBT) or International English Language Testing System (IELTS) exams the scores must reflect those noted below.

TOEFL iBT			IELTS Exam
Overall: 61 required	Speaking: 20 preferred	Listening: 17 preferred	Overall: Level 6 required

4. **Financial Statement** – International applicants must provide 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 US\$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 US\$250,000 per incident, and a deductible of no more than US\$500 per person, per year. **The coverage should include repatriation of remains in the amount of US\$7,500 and US\$10,000 coverage for medical evacuation.**

Prior to your arrival into the United States, we recommend you obtain medical records for you and your dependents from your primary physician. 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 previous school's 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.

## COLLEGE CURRICULUM

### Doctor of Acupuncture with Specialization in Herbal Medicine (DAcHM)

Suggested Four-Year Completion Schedule

	Semester 1 (Spring and Summer)	Clock Hours		
Course Code	Course Title	Credit Hours	Didactic	Clinical
ORI 700	Orientation	0	0	
OMT 800	Asian Medical Theory I	3	45	





OMT 820p	Point Location & Meridians I	3	45	
OMP 808	Materials & Methods	3	45	
BIO 801	Anatomy & Physiology I	4	60	
BIO 807	Surface Anatomy	1	15	
HCR 820	Western Medical Terminology	2	30	
HCR 800	History of Medicine & Integrative Medicine	2	30	
EMV 810	Qi Gong	1	15	
OMP 8001	Clinic Preparation and Procedures I	0.5		7.5
HCR 860	Public Health & Prevention	3	45	
		<b>22.5</b>	<b>330</b>	<b>7.5</b>

	Semester 2 (Fall)	Clock Hours		
Course Code	Course Title	Credit Hours	Didactic	Clinical
OMT 810	Asian Medical Theory II	3	45	
OMT 850p	Point Location & Meridians II	3	45	
ACU 830p	Acupuncture Practicum I	2	30	
OMT 825	Point Energetics I	3	45	
OMT 830p	Asian Medical Diagnosis & Practicum	3	45	
BIO 802	Anatomy & Physiology II	4	60	
MGT 821a	Practice Management Module A	0.5	7.5	
EMV 815	Tai Chi	1	15	
OMP 801	Clinical Observation I	3		90
		<b>22.5</b>	<b>292.5</b>	<b>90</b>

	Semester 3 (Spring)	Clock Hours		
Course Code	Course Title	Credit Hours	Didactic	Clinical
OMT 840	Asian Medical Theory III	3	45	
ACU 825p	Acupuncture Practicum II	3	45	
OMT 855	Point Energetics II	3	45	
BIO 803	Anatomy & Physiology III	2	30	
CHM 830	Biochemistry	3	45	
HBT 896	Fundamentals of Herbal Medicine	3	45	
EMV 820	Qi Gong II	1	15	
OMP 802	Clinical Observation II	3		90
		<b>21</b>	<b>270</b>	<b>90</b>



	Semester 4 (Fall)	Clock Hours		
Course Code	Course Title	Credit Hours	Didactic	Clinical
OMT 805	Asian Medical Pathology I	3	45	
OMT 860	OM Nutrition	2	30	
OMP 815	Tui Na I	2	30	
RES 802	Research Design	3	45	
MGT 805	Counseling & Communication	3	45	
HBT 801a	Herb Theory 1A	3	45	
HBT 801b	Herb Theory 1B	3	45	
MGT 821b	Practice Management Module B	0.5	7.5	
OMP 811A	Clinical Internship 1A	3		90
HCR 830	Integrative Nutrition	3	45	
		25.5	337.5	90

	Semester 5 (Spring)	Clock Hours		
Course Code	Course Title	Credit Hours	Didactic	Clinical
OMT 826	Asian Medical Pathology II	3	45	
HCR 802	Western Physical Exam Techniques	3	45	
HCR 832	Western Pathophysiology I	4	60	
RES 830	Evidence Based Clinical Practice	2	30	
OMP 855	Tui Na II	2	30	
HBT 802a	Herb Theory 2A	3	45	
HBT 802b	Herb Theory 2B	3	45	
OMP 8002	Clinic Preparation and Procedures II	0.5		7.5
OMP 811B	Clinical Internship 1B	3		90
OMP 811C	Clinical Internship 1C	3		90
		26.5	300	187.5

	Semester 6 (Fall)	Clock Hours		
Course Code	Course Title	Credit Hours	Didactic	Clinical
OMT 801	Applied Channel Theory	3	45	
HCR 810	Western Clinical Diagnosis	3	45	
HCR 822	Western Pathophysiology II	4	60	
HCR 805	Integrative Case Management	2	30	
HCR 850	Collaborative Care	3	45	
HCR 803a	Herb Theory 3A	3	45	



HCR 803b	Herb Theory 3B	3	45	
MGT 821c	Practice Management Module C	0.5	7.5	
OMP 821a	Clinical Internship 2A	3		90
OMP 821b	Clinical Internship 2B	3		90
OMP 821c	Clinical Internship 2C	3		90
		<b>30.5</b>	<b>322.5</b>	<b>270</b>

	Semester 7 (Spring)	Clock Hours		
Course Code	Course Title	Credit Hours	Didactic	Clinical
OMT 811	Classics Seminar	2	30	
OMT 827	Terminal Competencies of Acupuncture	2	30	
PHM 810	Pharmacology	4	60	
ACU 820p	Acu-Microsystems Practicum	2	30	
BIO 806	Microbiology	3	45	
HBT 850	Complementary Herbology	3	45	
HBT 860	Herbal Classics	2	30	
OMP 831a	Clinical Internship 3a	3		90
OMP 831b	Clinical Internship 3b	3		90
OMP 8003	Clinic Prep & Procedures	0.5		7.5
HBP 830	Herb Clinic I	3.5		105
		<b>28</b>	<b>270</b>	<b>292.5</b>

	Semester 8 (Fall)	Clock Hours		
Course Code	Course Title	Credit Hours	Didactic	Clinical
OMP 840	Advanced Clinical Techniques	3	45	
HCR 840	Integrative Clinical Diagnosis	3	45	
MGT 808	Professional Development & Leadership	3	45	
HBT 870	Herb-Drug Interaction	2	30	
HBT 880	Herb Preparation and Pharmacy Practice	2	30	
MGT 810	Professional Ethics	1	15	
MGT 821d	Practice Management Module D	0.5	7.5	
OMP 832a	Integrative Clinic A	1.5		45
OMP 832b	Integrative Clinic B	1.5		45
OMP 832c	Integrative Clinic C	1.5		45
HBP 840	Herb Clinic II	3.5		105
		<b>22.5</b>	<b>217.5</b>	<b>240</b>



Program Totals			
Credit Hours	Didactic Hours	Clinical Hours	Total Hours
<b>199</b>	<b>2340</b>	<b>1267.50</b>	<b>3607.50</b>

## Doctor of Acupuncture (DAc)

### Suggested Four-Year Completion Schedule

	Semester 1 (Spring and Summer)	Clock Hours		
Course Code	Course Title	Credit Hours	Didactic	Clinical
ORI 700	Orientation	0	0	
OMT 800	Asian Medical Theory I	3	45	
OMT 820p	Point Location & Meridians I	3	45	
OMP 808	Materials & Methods	3	45	
BIO 801	Anatomy & Physiology I	4	60	
BIO 807	Surface Anatomy	1	15	
HCR 820	Western Medical Terminology	2	30	
HCR 800	History of Medicine & Integrative Medicine	2	30	
EMV 810	Qi Gong	1	15	
OMP 8001	Clinic Preparation and Procedures I	0.5		7.5
HCR 860	Public Health & Prevention	3	45	
		<b>22.5</b>	<b>330</b>	<b>7.5</b>

	Semester 2 (Fall)	Clock Hours		
Course Code	Course Title	Credit Hours	Didactic	Clinical
OMT 810	Asian Medical Theory II	3	45	
OMT 850p	Point Location & Meridians II	3	45	
ACU 830p	Acupuncture Practicum I	2	30	
OMT 825	Point Energetics I	3	45	
OMT 830p	Asian Medical Diagnosis & Practicum	3	45	
MGT 521a	Practice Management Module A	0.5	7.5	
BIO 802	Anatomy & Physiology II	4	60	
EMV 815	Tai Chi	1	15	
OMP 801	Clinical Observation I	3		90
		<b>22.5</b>	<b>29.5</b>	<b>90</b>



	Semester 3 (Spring)	Clock Hours		
Course Code	Course Title	Credit Hours	Didactic	Clinical
OMT 840	Asian Medical Theory III	3	45	
ACU 825p	Acupuncture Practicum II	3	45	
OMT 855	Point Energetics II	3	45	
BIO 803	Anatomy & Physiology III	2	30	
CHM 830	Biochemistry	3	45	
HBT 896	Fundamentals of Herbal Medicine	3	45	
EMV 820	Qi Gong II	1	15	
OMP 802	Clinical Observation II	3		90
		21	270	90

	Semester 4 (Fall)	Clock Hours		
Course Code	Course Title	Credit Hours	Didactic	Clinical
OMT 805	Asian Medical Pathology I	3	45	
OMT 860	OM Nutrition	2	30	
OMP 815	Tui Na I	2	30	
RES 802	Research Design	3	45	
MGT 521b	Practice Management Module B	0.5	7.5	
MGT 805	Counseling & Communication	3	45	
OMP 811A	Clinical Internship IA	3		90
HCR 830	Integrative Nutrition	3	45	
		19.5	247.5	90

	Semester 5 (Spring)	Clock Hours		
Course Code	Course Title	Credit Hours	Didactic	Clinical
OMT 826	Asian Medical Pathology II	3	45	
HCR 802	Western Physical Exam Techniques	3	45	
HCR 832	Western Pathophysiology I	4	60	
RES 830	Evidence Based Clinical Practice	2	30	
OMP 855	Tui Na II	2	30	
OMP 8002	Clinic Preparation and Procedures II	0.5		7.5
OMP 811a	Clinical Internship 1B	3		90
OMP 811b	Clinical Internship 1C	3		90
		20.5	210	187.5



	Semester 6 (Fall)	Clock Hours		
Course Code	Course Title	Credit Hours	Didactic	Clinical
OMT 801	Applied Channel Theory	3	45	
HCR 810	Western Clinical Diagnosis	3	45	
HCR 822	Western Pathophysiology II	4	60	
HCR 805	Integrative Case Management	2	30	
HCR 850	Collaborative Care	3	45	
MGT 521c	Practice Management Module C	0.5	7.5	
OMP 821a	Clinical Internship 2A	3		90
OMP 821b	Clinical Internship 2B	3		90
OMP 821c	Clinical Internship 2C	3		90
		24.5	232.5	270

	Semester 7 (Spring)	Clock Hours		
Course Code	Course Title	Credit Hours	Didactic	Clinical
OMT 811	Classics Seminar	2	30	
OMT 827	Terminal Competencies of Acupuncture	2	30	
PHM 810	Pharmacology	4	60	
ACU 820p	Acu-Microsystems Practicum	2	30	
BIO 806	Microbiology	3	45	
OMP 831a	Clinical Internship 3A	3		90
OMP 831b	Clinical Internship 3B	3		90
OMP 8003	Clinic Prep & Procedures	0.5		7.5
		19.5	195	187.5

	Semester 8 (Fall)	Clock Hours		
Course Code	Course Title	Credit Hours	Didactic	Clinical
OMP 840	Advanced Clinical Techniques	3	45	
HCR 840	Integrative Clinical Diagnosis	3	45	
MGT 808	Professional Development & Leadership	3	45	
MGT 810	Professional Ethics	1	15	
MGT 521d	Practice Management Module D	0.5	7.5	
OMP 832a	Integrative Clinic A	1.5		45
OMP 832b	Integrative Clinic B	1.5		45
OMP 832c	Integrative Clinic C	1.5		45
		15	157.5	135



Program Totals			
Credit Hours	Didactic Hours	Clinical Hours	Total Hours
<b>165</b>	<b>1935</b>	<b>1057.50</b>	<b>2992.50</b>

## Master of Science of Acupuncture and Herbal Medicine (MSAcHM)

### Suggested Four-Year Completion Schedule

	Semester 1 (Spring and Summer)	Clock Hours		
Course Code	Course Title	Credit Hours	Didactic	Clinical
ORI 100	Orientation	0	0	
OMT 500	Asian Medical Theory I	3	45	
OMT 520p	Point Location & Meridians I	3	45	
OMP 508	Materials & Methods	3	45	
BIO 401	Anatomy & Physiology I	4	60	
BIO 407	Surface Anatomy	1	15	
HCR 420	Western Medical Terminology	2	30	
HCR 400	History of Medicine & Integrative Medicine	2	30	
EMV 510	Qi Gong I	1	15	
OMP 1000	Clinic Preparation and Procedures I	0.5		7.5
HCR 460	Public Health & Prevention	3	45	
		<b>22.5</b>	<b>330</b>	<b>7.5</b>

	Semester 2 (Fall)	Clock Hours		
Course Code	Course Title	Credit Hours	Didactic	Clinical
OMT 510	Asian Medical Theory II	3	45	
OMT 550p	Point Location & Meridians II	3	45	
ACU 530p	Acupuncture Practicum I	2	30	
OMT 525	Point Energetics I	3	45	
OMT 530p	Asian Medical Diagnosis & Practicum	3	45	
BIO 402	Anatomy & Physiology II	4	60	
MGT 521a	Practice Management Module A	0.5	15	
EMV 515	Tai Chi	1	15	
OMP 501	Clinical Observation I	3		90
		<b>22.5</b>	<b>292.5</b>	<b>90</b>



	Semester 3 (Spring)	Clock Hours		
Course Code	Course Title	Credit Hours	Didactic	Clinical
OMT 540	Asian Medical Theory III	3	45	
ACU 525p	Acupuncture Practicum II	3	45	
OMT 555	Point Energetics II	3	45	
BIO 403	Anatomy & Physiology III	2	30	
CHM 430	Biochemistry	3	45	
HBT 496	Fundamentals of Herbal Medicine	3	45	
EMV 520	Qi Gong II	1	15	
OMP 502	Clinical Observation II	3		90
		21	270	90

	Semester 4 (Fall)	Clock Hours		
Course Code	Course Title	Credit Hours	Didactic	Clinical
OMT 605	Asian Medical Pathology I	3	45	
OMT 560	OM Nutrition	2	30	
OMP 515	Tui Na I	2	30	
RES 602	Research Design	3	45	
MGT 505	Counseling & Communication	3	45	
HBT 501A	Herb Theory IA	3	45	
HBT 501B	Herb Theory IB	3	45	
MGT 521b	Practice Management Module B	0.5	15	
OMP 611A	Clinical Internship IA	3		90
HCR 630	Integrative Nutrition	3	45	
		25.5	337.5	90

	Semester 5 (Spring)	Clock Hours		
Course Code	Course Title	Credit Hours	Didactic	Clinical
OMT 625	Asian Medical Pathology II	3	45	
HCR 602	Western Physical Exam Techniques	3	45	
HCR 432	Western Pathophysiology I	4	60	
RES 630	Evidence Based Clinical Practice	2	30	
OMP 555	Tui Na II	2	30	
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
OMP 611C	Clinical Internship IC	3		90
		<b>26.5</b>	<b>300</b>	<b>187.5</b>

	Semester 6 (Fall)	Clock Hours		
Course Code	Course Title	Credit Hours	Didactic	Clinical
OMT 401	Applied Channel Theory	3	45	
HCR 610	Western Clinical Diagnosis	3	45	
HCR 522	Western Pathophysiology II	4	60	
HCR 405	Integrative Case Management	2	30	
HCR 620	Collaborative Care	3	45	
HBT 503A	Herb Theory 3A	3	45	
HBT 503B	Herb Theory 3B	3	45	
MGT 521c	Practice Management Module C	0.5	15	
OMP 621A	Clinical Internship 2A	3		90
OMP 621B	Clinical Internship 2B	3		90
OMP 621C	Clinical Internship 2C	3		90
		<b>30.5</b>	<b>322.5</b>	<b>270</b>

	Semester 7 (Spring)	Clock Hours		
Course Code	Course Title	Credit Hours	Didactic	Clinical
OMT 610	Classics Seminar	2	30	
OMT 627	Terminal Competencies of Acupuncture	2	30	
PHM 610	Pharmacology	4	60	
ACU 620p	Acu-Microsystems Practicum	2	30	
BIO 406	Microbiology	3	45	
HBT 650	Complementary Herbology	3	45	
HBT 660	Herbal Classics	2	30	
OMP 3000	Clinic Prep & Procedures	0.5		7.5
OMP 631A	Clinical Internship 3A	3		90
OMP 631B	Clinical Internship 3B	3		90
HBP 630	Herb Clinic I	3.5		105
		<b>28</b>	<b>270</b>	<b>292.5</b>



	Semester 8 (Fall)	Clock Hours		
Course Code	Course Title	Credit Hours	Didactic	Clinical
OMP 640	Advanced Clinical Techniques	3	45	
HCR 640	Integrative Clinical Diagnosis	3	45	
MGT 508	Professional Development & Leadership	3	45	
HBT 670	Herb-Drug Interactions	2	30	
HBT 680	Herbal Preparation & Pharmacy Practice	2	30	
MGT 510	Professional Ethics	1	15	
MGT 521d	Practice Management Module D	0.5	15	
OMP 632A	Integrative Clinic A	1.5		45
OMP 632B	Integrative Clinic B	1.5		45
OMP 632C	Integrative Clinic C	1.5		45
HBP 640	Herb Clinic II	3.5		105
		<b>22.5</b>	<b>217.5</b>	<b>240</b>

Program Totals			
Credit Hours	Didactic Hours	Clinical Hours	Total Hours
<b>199</b>	<b>2340</b>	<b>1267.50</b>	<b>3607.50</b>

## Master of Science in Acupuncture (MSAc)

Suggested Four-Year Completion Schedule

	Semester 1 (Spring and Summer)	Clock Hours		
Course Code	Course Title	Credit Hours	Didactic	Clinical
ORI 100	Orientation	0	0	
OMT 500	Asian Medical Theory I	3	45	
OMT 520p	Point Location & Meridians I	3	45	
OMP 508	Materials & Methods	3	45	
BIO 401	Anatomy & Physiology I	4	60	
BIO 407	Surface Anatomy	1	15	
HCR 420	Western Medical Terminology	2	30	
HCR 400	History of Medicine & Integrative Medicine	2	30	
EMV 510	Qi Gong	1	15	
OMP 1000	Clinic Preparation and Procedures I	0.5		7.5



HCR 460	Public Health & Prevention	3	45	
		<b>22.5</b>	<b>330</b>	<b>7.5</b>

	Semester 2 (Fall)	Clock Hours		
Course Code	Course Title	Credit Hours	Didactic	Clinical
OMT 510	Asian Medical Theory II	3	45	
OMT 550p	Point Location & Meridians II	3	45	
ACU 530p	Acupuncture Practicum I	2	30	
OMT 525	Point Energetics I	3	45	
OMT 530p	Asian Medical Diagnosis & Practicum	3	45	
BIO 402	Anatomy & Physiology II	4	60	
MGT 521a	Practice Management Module A	0.5	7.5	
EMV 515	Tai Chi	1	15	
OMP 501	Clinical Observation I	3		90
		<b>22.5</b>	<b>292.5</b>	<b>90</b>

	Semester 3 (Spring)	Clock Hours		
Course Code	Course Title	Credit Hours	Didactic	Clinical
OMT 540	Asian Medical Theory III	3	45	
ACU 525p	Acupuncture Practicum II	3	45	
OMT 555	Point Energetics II	3	45	
BIO 403	Anatomy & Physiology III	2	30	
CHM 430	Biochemistry	3	45	
HBT 496	Fundamentals of Herbal Medicine	3	45	
EMV 520	Qi Gong II	1	15	
OMP 502	Clinical Observation II	3		90
		<b>21</b>	<b>270</b>	<b>90</b>

	Semester 4 (Fall)	Clock Hours		
Course Code	Course Title	Credit Hours	Didactic	Clinical
OMT 605	Asian Medical Pathology I	3	45	
OMT 560	OM Nutrition	2	30	
OMP 515	Tui Na I	2	30	
RES 602	Research Design	3	45	
MGT 505	Counseling & Communication	3	45	
MGT 521b	Practice Management Module B	0.5	7.5	



OMP 611A	Clinical Internship IA	3		90
HCR 630	Integrative Nutrition	3	45	
		<b>19.5</b>	<b>247.5</b>	<b>90</b>

	Semester 5 (Spring)	Clock Hours		
Course Code	Course Title	Credit Hours	Didactic	Clinical
OMT 625	Asian Medical Pathology II	3	45	
HCR 602	Western Physical Exam Techniques	3	45	
HCR 432	Western Pathophysiology I	4	60	
RES 630	Evidence Based Clinical Practice	2	30	
OMP 555	Tui Na II	2	30	
OMP 2000	Clinic Preparation and Procedures II	0.5		7.5
OMP 611B	Clinical Internship IB	3		90
OMP 611C	Clinical Internship IC	3		90
		<b>20.5</b>	<b>210</b>	<b>187.5</b>

	Semester 6 (Fall)	Clock Hours		
Course Code	Course Title	Credit Hours	Didactic	Clinical
OMT 401	Applied Channel Theory	3	45	
HCR 610	Western Clinical Diagnosis	3	45	
HCR 522	Western Pathophysiology II	4	60	
HCR 405	Integrative Case Management	2	30	
HCR 620	Collaborative Care	3	45	
MGT 521c	Practice Management Module C	0.5	7.5	
OMP 621A	Clinical Internship 2A	3		90
OMP 621B	Clinical Internship 2B	3		90
OMP 621C	Clinical Internship 2C	3		90
		<b>24.5</b>	<b>232.5</b>	<b>270</b>

	Semester 7 (Spring)	Clock Hours		
Course Code	Course Title	Credit Hours	Didactic	Clinical
OMT 610	Classics Seminar	2	30	
OMT 627	Terminal Competencies of Acupuncture	2	30	
PHM 610	Pharmacology	4	60	
ACU 620p	Acu-Microsystems Practicum	2	30	
BIO 406	Microbiology	3	45	



OMP 631A	Clinical Internship 3A	3		90
OMP 631B	Clinical Internship 3B	3		90
OMP 3000	Clinic Prep & Procedures	0.5		7.5
		<b>19.5</b>	<b>195</b>	<b>187.5</b>

	Semester 8 (Fall)	Clock Hours		
Course Code	Course Title	Credit Hours	Didactic	Clinical
OMP 640	Advanced Clinical Techniques	3	45	
HCR 640	Integrative Clinical Diagnosis	3	45	
MGT 508	Professional Development & Leadership	3	45	
MGT 510	Professional Ethics	1	15	
MGT 521d	Practice Management Module D	0.5	7.5	
OMP 632A	Integrative Clinic A	1.5		45
OMP 632B	Integrative Clinic B	1.5		45
OMP 632C	Integrative Clinic C	1.5		45
		<b>15</b>	<b>157.5</b>	<b>135</b>

Program Totals			
Credit Hours	Didactic Hours	Clinical Hours	Total Hours
<b>165</b>	<b>1935</b>	<b>1057.50</b>	<b>2992.50</b>

\* **Please be advised that these are full-time medical degree program schedules** that require commitment and study time during free weekends and weeknights.

\***Contact Admissions/Advising if you seek to follow a part-time track.**

Students are encouraged to practice Qi Gong, Tai Chi, yoga, meditation, or a martial art throughout their program in order to maintain physical and mental harmony throughout the rigorous academic schedule.

**NOTE: PIHMA reserves the right to select courses that will be offered each semester, and to cancel, reschedule and consolidate any course/clinic shift (e.g., due to insufficient students enrolled or patients scheduled), to change instructional staff & equipment, class schedules and hours, 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 for graduation.

**Observer, Intern, and Doctoral Intern levels** represent 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 placed in clinical situations they are expected to be able to handle. This is assured through progressively leveled clinical experience that is supervised by clinical faculty that are licensed practitioners. Students begin their internship with observational experiences. As knowledge, experience, and confidence are acquired, the level of performance expected increases and clinical supervision gradually moves from strict to minimal. By the completion of the entire internship, students are working in an independent practice setting with clinic faculty consultation and are expected to possess the knowledge as well as clinical expertise required of a graduate practitioner.

***External Clinical Experiences: All PIHMA degrees require the completion of integrative clinic experiences totaling 135 hours which is included in the program curriculum.***

Students are required to wear a mandatory dark, navy blue scrub uniform and/or lab coat for all levels of clinic. Observers, Interns and Herbal Interns must wear the exact same color and logo. Arrangements for fittings are made a month prior to the beginning of each semester. There will be no exceptions. A mandatory intern name badge is required as well.



## Clinic Internship Levels

Levels	Responsibilities
Observer I	Students observe a licensed supervisor performing intake, diagnosis, and treatment in a classroom for 60 hours of class observation. The remaining class time (30 hours) is in the PIHMA clinic observing interns performing intake, diagnosis, treatment, case notes. Observers do not participate directly in the intake or treatment. They observe procedures performed by a licensed acupuncturist in the classroom and advanced students in the clinic <b>(90 hours)</b> .
Observer II	Students observe patient treatments through observing advanced PIHMA interns in the clinic. Interns are under the strict supervision of clinic faculty. Observers are required to complete the full 90 hours in the PIHMA clinic <b>(90 hours)</b> .
Level I Intern	Students perform basic procedures under direct supervision during the diagnosis and treatment of the patient. The process of diagnosis and formulation of treatment plans begins, and are developed in conjunction with, a clinic supervisor. MSACHM Students may assist in making formulas but may not yet prescribe formulas. <b>(270 hours)</b>
Level II 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 have treatment plans approved by clinic faculty prior to administering them. MSACHM students may develop and prepare formulas if primary herbal training has been completed. <b>(270 hours)</b>
Level III Intern	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>
Doctoral Intern	Same as Level III interns, with an <b>additional 135 hours</b> work in an integrative care clinical setting. This includes observing, assisting, and interning where a clinical supervisor is overseeing training.
Herbal Clinic	Students integrate herbal practice throughout their clinical hours and 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 MSACHM students)</b>



Additional Training	OMP 1000, 2000, 3000 includes but not limited to: HIPAA, Bloodborne Pathogens & COVID, and OSHA training and refresher courses. These constitute an additional 22.5 hours of clinical internship.
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## CLINIC ATTENDANCE

Clinical hours and patient contacts are documented by the supervisor for each clinic shift. Records are maintained in the student's clinical internship or observer file and reviewed by the clinic Dean prior to issuing a grade. Clinic attendance and on-time arrival/completion of shift are mandatory requirements for clinic grades. Showing up for our patients both scheduled and unscheduled are important aspects of running a successful clinic and creating a loyal clientele. Thus, on-time attendance is mandatory.

## Externship and Offsite Clinic Hour Ratios

**Externships:** Level II and III student interns may complete up to 25% of their internship requirements with a PIHMA-approved licensed acupuncturist at a PIHMA-approved off-site facility. Credit for these hours is earned at a 3:2 ratio. Therefore, a forty-five-hour externship will earn the student 30 hours toward their internship requirements. Standard documentation of attendance hours and patient contacts will apply.

**PIHMA Offsite Clinics:** Student interns may complete a portion of their clinic hours at a PIHMA offsite Clinic. These clinical hours are earned at a 1:1 ratio. All PIHMA offsite clinics are supervised by Licensed Acupuncturists who are in good standing on PIHMA faculty. 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 approved and documented community service prior to 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 one's own well-being. Through kind acts and interactions, one can create a positive impact on the lives of others in untold ways. Community service hours cannot be certified for veteran's education benefits.

*\*\*Students should see their advisor to complete the paperwork for their community service and ensure completeness in order to meet graduation requirements.*

## 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 not mandatory but highly encouraged as it is one of the most meaningful experiences acknowledging accomplishment of these degrees. 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 ninety **(90) 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 Asian Medicine (NCCAOM). The NCCAOM mission is to establish, assess, and promote recognized standards of competence and safety in acupuncture and Asian medicine for the protection and benefit of the public. Students are responsible for pursuing certification in a timely manner. PIHMA is not responsible for any delays in the certification process due to the actions or non-actions of students, or by NCCAOM. For states that do not use the NCCAOM exam for licensure, and **for any state licensing application, students should contact that state's regulatory body to be aware of the most current requirements that need to be met for licensure**. In order to sit for the NCCAOM exams, students must take the PIHMA competency exams beforehand. Once the competency exam has been completed, transcripts will be sent to NCCAOM.

Any student planning to take the certification exam is required to submit an on-line application to the NCCAOM. Applicant resources, including practice tests and content outlines, can be found at:  
<https://www.nccaom.org/resources/applicant-resources/>

Students may also contact NCCAOM at (888) 381-1140 or [www.nccaom.org](http://www.nccaom.org) for additional information.

**Important Note regarding California licensure:** Only the **Master of Science of Acupuncture and Herbal Medicine (MSACHM)** of all the PIHMA programs allows you to sit for the California Acupuncture Board (CAB) licensing exam. Students contemplating practice in California should review the CAB website for more information:  
<http://www.acupuncture.ca.gov/students/index.shtml>.





## 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 ORI 100/ORI 700 PIHMA orientation. This seminar is designed to orient and help new students to navigate the College and how to access needed services. Included in this seminar is a discussion of how to survive medical school, study skills, and an introduction to the profession. Students are also required to be familiar with all rules and regulations set forth in the College Catalog, Handbooks, Student Financial Aid, Clinic Manuals, as well as notices and memos posted on the college bulletin board(s) or distributed by PIHMA email or student mailboxes. Here, the President also conveys the PIHMA Purpose, Mission, Vision and the Core Values which guide our community. Students learn about the history of PIHMA and the nature of Acupuncture in Arizona and across the nation and receive details about the national boards. It also includes a discussion of compassionate communication styles and mind-body medicine themes.

### Academic Advising

PIHMA provides the following services to students to ensure their success throughout their degree progress:

- academic advisement,
- tutoring, and



- support/mentor sessions.

## 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 (see Student Services and Fee Schedule in the catalog for more information). Private, independent tutoring is also available. For more information, contact the Student Services Coordinator.

## Study Groups

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

## Clinic Discounts

Students receive discounted rates at the PIHMA clinic, as well as for herbal and homeopathic consultations, and the Medicinary. Other discounts are available from PIHMA partnerships for fitness, massage, naturopathic consultation, etc.

## Library

PIHMA's book collection, which includes holdings in the areas of Asian medicine, Western sciences, psychology, and business, is housed on campus at the National Library of Traditional Medicine ([www.NLoFTM.org](http://www.NLoFTM.org)), which is a subsidiary of the nonprofit Foundation for PIHMA Research & Education ([www.pihma-fpre.org](http://www.pihma-fpre.org)). The NLTM also hosts collections in Homeopathy, Ayurvedic medicine, mind/body medicine, and biomedicine. The library also features a break room and computer usage available for students. There are support services to assist students and faculty in research and location of materials for course requirements. Visit NLTM at 301 E. Bethany Home Rd., Phoenix, Arizona 85012, Suite A-135.

## Veterans' Support

PIHMA supports its veterans through the above services and additional veteran's discounts in clinic. Contact Student Services for more information.

## 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 the 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 choose to park in reserved spots at any time (including weekends), the offender shall first receive a written notice or verbal request to move the car. Repeated violations will result in towing, suspension, and/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 on campus is open to the public and serves the needs of the community, it is crucial to always maintain a professional appearance. Attire and appearance should be clean and neat whenever on campus for class, and at any PIHMA offsite event or training. In the PIHMA clinic, observers are required to wear PIHMA scrubs, and interns must wear PIHMA scrubs or lab coats with business casual or professional attire. 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. Any 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 ("Clery Act") requires PIHMA to publish specific crime-related information annually in an Annual Safety and Security Report. The report includes information about PIHMA's safety and security policies and procedures, crime prevention programs, victim's services, and campus crime statistics for the preceding three calendar years. The report is presented annually to prospective and current students, faculty, staff and the public on the PIHMA website. A paper copy of the report is also available from the Director of Administration. Any questions about the report should be directed to the Director of Administration.

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 hours of operations (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.

# PIHMA POLICIES & SANCTIONS

## PIHMA Policies

***Code of conduct violations include but are not limited to:***

- Possession, use, and sale of alcoholic beverages to minors
- Possession, sale and use of illegal drugs & weapons
- Assault of any nature
- Theft/burglary
- Sexual offense, discrimination and/or harassment
- Copyright infringement

Individuals on the PIHMA campus may report crimes and other emergencies to the Clinic Director, Academic Dean, Chief Academic Officer, Administrative Director, or to the President. The incident should be reported as soon as possible. Crimes will be reported to the Phoenix Police Department. Other emergencies are reported to the appropriate authorities. The victims or witnesses to the incident may request that their identities be kept confidential. PIHMA is required by federal law to publish crime statistics on an annual basis and to deliver such to the student body each year. Prospective students will be provided with the Campus Security Report upon request.



## Campus Security Authority

**The Clinic Director** and Director of Administration have responsibility for monitoring the entrance to the school property, taking reports of criminal offenses, and is the liaison to the property manager at the school location. These directors are also responsible for administration & staff discipline.

**The Chief Academic Officer** is responsible for student and faculty discipline.

**The Property Manager** is responsible for security around the area of the campus including parking lots and common areas.

## PIHMA Disciplinary Sanctions

Individuals who break Federal and/or State laws will be turned over to the authorities. Sanctions will be dependent on the severity of the crime. 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. All decisions relating to suspension that are concerned with academic dishonesty are determined by the Chief Academic Officer, who also sets an appropriate amount of time for suspension.

**Dismissal.** Permanent separation from PIHMA. All decisions relating to dismissal are to be made by the Review Board; the committee will consider the facts and the severity.

## LOCAL CRIME STATISTICS

### Crime Statistics within a one-mile radius of PIHMA's Campus from 2018-2022

Crimes	Year 2018	Year 2019	Year 2020	Year 2021	Year 2022
Homicide	0	0	0	0	0
Sexual Offenses/Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	1	0	3	0
Theft	0	0	0	0	0
Auto Theft	0	0	0	0	0
Arson	0	0	0	0	0
Illegal Weapons	0	0	0	0	0
Drug Violations	2	0	0	0	0
Liquor Violations	0	0	0	0	0
Domestic Violence [1]	0	0	5	1	0
Bias Crimes	0	0	0	0	0
Stalking	0	0	0	0	0

**Domestic Violence [1]: Includes all reported crime types.**

1. Year 2021: Phoenix Police Public Records Data Collection Date: 10/10/2023.



2. Year 2022: Phoenix Police Public Records reported no incidents or calls for service on the property or adjacent addresses during the time period of January - December 2022.

## Definition Of Campus

The PIHMA campus as referred to in this report includes the college and clinic located at 301 East Bethany Home Road, Suite A-100, Phoenix, Arizona 85012. Non-campus property frequently used by students includes the parking lot, access areas to the campus and public restrooms.

## Timely Warning

The policy of PIHMA is to provide timely warning of any serious crimes in the area (should such occur) via the student e-mail system.

### Crime Statistics on Location at PIHMA's Campus from 2018-2022

Year	Crimes	Action Taken by School
2018	None	Not Applicable
2019	Sexual Offense	Investigated and Dismissed
2020	None	Not Applicable
2021	None	Not Applicable
2022	None	Not Applicable

## PIHMA is a Drug-Free College

### 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.)
- Smoking in PIHMA facilities.



## State Law Governing Alcohol & Possession of a Controlled Substance:

**State Law Governing Alcohol & Possession of a Controlled Substance:** The State of Arizona sets 21 as the "legal drinking age"; individuals in violation of this law are guilty of a misdemeanor and may be subject to a fine and imprisonment for up to six months. Also, the Uniform Act Regulating Traffic on Highways prohibits driving while under the influence of intoxicating liquor or drugs (DWI). The punishment for DWI ranges from not less than twenty-four consecutive hours in jail and a fine of not less than two hundred fifty dollars for a first offense to a minimum of six months in jail and revocation of the driver's license for three years upon a third offense.

**Illegal Possession of a Controlled Substance:** Title Thirteen, Chapter 34 of the Arizona Revised Statutes lists drug offenses and their penalties. It is against State and Federal law to possess, use, or distribute drugs.

## PIHMA Disciplinary Sanctions:

Individuals who break Federal and/or State laws will be turned over to the authorities. Disciplinary sanctions will be imposed on students who violate 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. All decisions relating to suspension that are concerned with academic dishonesty are determined by the Chief Academic Officer, who also sets an appropriate amount of time for suspension.
- **Dismissal.** Permanent separation from PIHMA. All decisions relating to dismissal are to be made by the Review Board; the committee will consider the facts and the severity.

## Non-Discrimination and Anti-Harassment

PIHMA College is an academic and health services community dedicated to the ideals of integrity, wellness, service, and equal opportunity. PIHMA endeavors to provide an environment that respects, encourages, and promotes the talents and contributions of all. PIHMA values a community with a shared sense of purpose where people demonstrate mutual respect and appreciation for one another. PIHMA is committed to maintaining a work and learning environment that is free from unlawful discrimination and harassment for all employees and students. Accordingly, PIHMA does not discriminate on an individual's age, race, color, sex, gender, gender identity and expression, national origin, ancestry, sexual orientation, religion, creed, disability, veteran status, genetic information, marital status or any other basis protected by federal, state or local law.

PIHMA is strongly opposed to sexual harassment and such behavior is prohibited both by law and by PIHMA policies. PIHMA also prohibits discrimination of one person by another for any reason including, but not limited to: veteran status, race, color, religion, sex, national origin, ancestry, age, physical or mental disability, medical condition including genetic characteristics, pregnancy status, marital status, sexual orientation, and gender identity.

If you believe you have experienced or witnessed discrimination or harassment, immediately report the incident to Marilee Rudin, Director of Administration, at [mrudin@pihma.edu](mailto:mrudin@pihma.edu), or 602-274-1885 x 115. PIHMA will promptly





investigate all complaints. Individuals will not be retaliated against for bringing a complaint of discrimination or harassment and/or participating in an investigation.

## Title IX Policy

In accordance with Title IX of the Education Amendments of 1972, PIHMA does not discriminate on basis of sex /gender in its employment practices or its educational programs or activities. PIHMA also prohibits Sexual Harassment (as defined below) committed against persons in the United States as part of its educational programs or activities. If you believe that you have experienced or witnessed other incidents of sexual misconduct or discrimination, please follow the procedures outlined in this handbook.

PIHMA's Title IX policy is available on its website and in this handbook. PIHMA reserves the right to make changes to the policy as necessary and once those changes are posted online, they are in effect. If government laws, regulations or court decisions change requirements in a way that affects the policy, the policy will be construed to comply with the most recent regulations or holdings. PIHMA has designated a Title IX Coordinator (the Director of Administration) to coordinate PIHMA's compliance with its Title IX responsibility.

**Title IX Coordinator: Marilee Rudin, Director of Administration, [mrudin@pihma.edu](mailto:mrudin@pihma.edu), 602-274-1885 x 115.**

PIHMA prohibits retaliation against any person opposing discrimination or participating in any investigation or complaint process internally or externally. Reports of misconduct, questions regarding Title IX and concerns about noncompliance should be directed to the Title IX Coordinator. The Title IX Coordinator can also provide a complete copy of PIHMA's Title IX policy. An individual can also contact the Office for Civil Rights for additional Title IX information or to report an alleged violation of Title IX by visiting

<http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>, calling 1-800-421-3481 or via email at [OCR@ed.gov](mailto:OCR@ed.gov).

## Sexual Harassment

PIHMA will not tolerate sexual harassment which should be reported immediately to the Title IX Coordinator. The 2020 amendments of Title IX define sexual harassment to include certain types of unwelcome sexual conduct, sexual assault, dating violence, domestic violence, and stalking. Specifically, **sexual harassment** means conduct on the basis of sex that satisfies one or more of the following: (1) An employee of the [school] conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo); (2) Unwelcome conduct, determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or (3) 'Sexual Assault' as defined in 20 U.S.C. 1092(f)(6)(A)(v), 'Dating Violence' as defined in 34 U.S.C. 12291(a)(10), 'Domestic Violence' as defined in 34 U.S.C. 12291(a)(8), or 'Stalking' as defined in 34 U.S.C. 12291(a)(30). For additional information, please see 34 C.F.R. § 106.30.

When **unwelcome conduct** on the basis of sex meets one or more of these three categories, the conduct is considered to be sexual harassment under the 2020 Title IX amendments. Here is some additional information about each category:

- The first category is commonly referred to as "quid pro quo" sexual harassment, meaning that a school employee offers something to an individual in exchange for sexual conduct.
- The second category incorporates the definition of sexual harassment by one individual toward another individual.
- The third category refers to definitions in the **Clery Act** and the **Violence Against Women Act (VAWA)**. The Clery Act is a federal law that requires colleges and universities that participate in the federal student financial aid programs to provide current and prospective students and employees, the public, and the Department with crime statistics and information about campus crime prevention programs





and policies. VAWA is a federal law (see 34 CFR Part 668) administered by the U.S. Departments of Justice (DOJ) and Health and Human Services (HHS) that supports comprehensive responses to domestic violence, sexual assault, dating violence, and stalking.

- o **Sexual Assault** means an offense classified as forcible or nonforcible offense under the uniform crime reporting system of the Federal Bureau of Investigation. This system includes the National Incident-Based Reporting System (NIBRS), which defines forcible sex offenses to include any sexual act, including rape, sodomy, sexual assault with an object, or fondling “directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.”
- o **Dating Violence** includes violence committed by a person who has been in a social relationship of a romantic or intimate nature with the complainant; the existence of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- o **Domestic Violence** includes felony or misdemeanor crimes of violence committed by: a current or former spouse or intimate partner of the complainant, a person with whom the complainant shares a child, a person who is cohabitating with or has cohabitated with the complainant as a spouse or intimate partner, a person similarly situated to a spouse of the complainant under the jurisdiction’s domestic or family violence laws, or any other person against a complainant who is protected under the domestic or family violence laws of the jurisdiction.
- o **Stalking** is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their own safety or the safety of others or to suffer substantial emotional distress.

In accordance with its Title IX policy, PIHMA is committed to providing a prompt response to reports of sexual harassment and conducting the applicable grievance procedures in a manner that is impartial and equitable to all parties.

## 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 take. Likewise, intentionally false accusations can cause similar harm and will be grounds for discipline.

With the consent of the victim, all sexual assaults will be investigated; appropriate disciplinary and 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 Director of Administration 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 are encouraged to follow up with public or private services. The college maintains a referral list for community resources. The College will provide accommodations in a victim’s academic situation if reasonably possible.

## Crime Prevention and Safety Tips

Please report suspicious people or vehicles to personnel at 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-lit.



## Internet Policy

**PIHMA emails should be used solely for PIHMA communications and be checked daily and maintained regularly.** 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 the **primary method** of regular communication from the college. Contact the 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 that 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 that 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 located across the PIHMA parking lot to the west of PIHMA. A 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 in the Intern room or are available through the Administration.

## Student Academic Record

PIHMA maintains an academic record for each student. These records, which are stored and maintained in the academic office, may contain additional academic materials (student surveys, graduation requirements, exams, degree progress, etc.). A student may access his or her academic records under the supervision of PIHMA staff by submitting a written request to the Registrar.

After a student's separation from PIHMA (by graduation, leave, or withdrawal), the academic record will be retired to permanent storage according to the retention schedule. Academic records may be destroyed when it has been determined that administrative needs have been satisfied. Academic records and documents that are removed will be documented, and then destroyed by a certified document destruction company by incineration or shredding.



# FERPA: THE FAMILY RIGHTS AND PRIVACY ACT

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

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

1. **The right to inspect and review the student's education records within 45 days of the day that PIHMA receives a request for access.**

Students should submit a written request to the Registrar, dean, head of the academic department, or other appropriate official identifying the record(s) they wish to inspect. The PIHMA 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 PIHMA 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 which the student believes is inaccurate or misleading.**

Students may ask PIHMA to amend a record that they believe is inaccurate or misleading. They should write to the PIHMA 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 PIHMA decides not to amend the record as requested by the student, PIHMA 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 PIHMA 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 PIHMA has contracted (such as an attorney, auditor, or collection agent); an accreditation site visitor; a person serving on PIHMA's Governing Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another PIHMA official in performing his or her tasks. A PIHMA 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 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. Students planning to take a leave of absence or withdrawal from their program should submit the appropriate forms to the Registrar. Leave of Absence and withdrawal forms are located in the Academic Offices. Students must see their advisor prior to submitting a Withdrawal form.

**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 ten (10) or more credits is considered a full-time student. Audited, transferred, and challenged courses cannot be counted toward a full-time status. To remain in compliance with PIHMA's Satisfactory Academic Progress (SAP) policy (see maximum time frame in the catalog), students must complete an average of 24.88 credits per year in the Master of Science of Acupuncture and Herbal Medicine program, and 27.50 credits per year in the Master of Acupuncture program.

Note: A minimum of 5 credits is considered part-time for financial aid.

### Residency Requirements

To receive a degree from PIHMA, students must satisfactorily complete the following minimum number of credits at PIHMA:

Degree	Minimum Credits Completed at PIHMA
Doctor of Acupuncture (DAc, DAChM)	83
Master of Science of Acupuncture and Herbal Medicine	30
Master of Acupuncture	30

### 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 policies, 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 and 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 is insufficient enrollment. 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. 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 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 practicum courses at PIHMA and as a result are subject to the same policies as any other practicum course. The details are further delineated in the Student/Clinic Student Handbook.

## Attendance

PIHMA is a medical college that trains students to be doctors and healthcare providers in Acupuncture and Asian/Asian Medicine. Acupuncture is an invasive surgical technique requiring a highly critical set of diagnostic and treatment skills. Therefore, attendance is critical. It is so critical that our accreditor has set the attendance requirement at 80% for didactic classes and 90% for clinic. Students with disabilities should be aware that due to the nature of this medical program, lack of attendance will threaten the integrity of the courses and program, and accordingly they are held to the attendance requirement pursuant to the policies below.

Students are required to attend a minimum of 80% of each didactic course in the program. Students enrolled in practicum courses (including clinic) must attend a minimum of 90% of the scheduled class meetings and clinic. **Therefore, students may only be absent for 20% of didactic courses and 10% of practicum courses and clinic.**

**Additional absences may 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 member by phone, email, or another form of written message. It is also the student's responsibility to make up any and all coursework missed.

Unavoidable absences will require make-up work to be arranged with the faculty member. Faculty members, at their discretion, may work with the students who have absences which are caused by special circumstances such as illness, injury, family tragedy, etc. In such cases, the faculty member and the student must come develop a written *alternative learning plan* for making up the missed work prior to the end of that semester. This plan may include additional assignments, research, written reports, and/or tutoring. The student may be charged for make-up tutorials. If extensive, the alternative learning plan/special arrangements must be *in writing, signed by the student and faculty, and filed with the academic office, and meet all academic policies*.

In some cases, course absences beyond the College limit may warrant that a student take a **Leave of Absence** (see below) or an **Incomplete** for the course. In all cases, where attendance is essential to the student's learning and the absence threatens the integrity of the course, absences beyond the College limit will not be excused, and the student may receive a failing grade. Students receiving a failing grade due to excessive absences must pay to retake the course to obtain a new grade. In cases where a faculty member may give the student a grade of Incomplete, this would require completion of all course requirements and attendance within one year.



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

## **Tardiness**

Being tardy is defined as missing more than 15 minutes of class or clinic due to arriving late or leaving before a class or clinic is over. If a student is tardy more than 3 times in a particular course or clinic shift, this shall constitute one absence (e.g., 3 or more tardy days = 1 absence in the course). Three consecutive absences (or 9 consecutive tardies) will result in a student being dropped from the course and repeating the course during a subsequent term with payment of full tuition.

## **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 accommodation, including a leave of absence (see below). A student may be required to repeat certain courses or attend several tutorials.

## **Automatic Dropping from Courses**

A student who has missed 14 consecutive days and/or 3 consecutive classes will be automatically dropped from the course and must repeat it with payment of full tuition.

## **Leave of Absence**

A leave of absence (LOA) is a temporary interruption in a student's program of study for specific time during the program when the student is not in attendance. The LOA, along with any additional LOA, must not exceed 180 days in any 12-month period. Students with LOA exceeding 180 days during any 12-month period will be withdrawn from PIHMA (student-initiated) and must apply for re-admission. Students who receive Title IV financial assistance will be subject to the terms of repayment as outlined during the entrance interview.

In order to meet Title IV requirements, all requests for a leave of absence must meet the following criteria:

- Submitted in writing to the Registrar- A Request for a Leave of Absence will be provided.
- Include the reason for LOA and the effective date.
- Include an expected date of return not exceeding 180 days from the effective date.

Students who request an LOA which does not meet the above criteria must be withdrawn from PIHMA (school-initiated).

## **Voluntary Program Withdrawal**

Students who wish to withdraw from a program must submit 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. Students who wish to be readmitted after withdrawing from a program may do so by following the established admissions procedures. Any tuition refunds will be calculated based on the date of receipt of official notice.

## **Adding and Dropping Courses**

Students may add or drop a course prior to the first course session without faculty's signature. Adding courses after the first course session requires the signature of the faculty on the required form. A \$30 per class per class drop fee will be assessed for each class or clinic shift dropped after the add-drop period published on each semester's schedule.





**Note:** Dropping a course after the first scheduled class can negatively affect the student's satisfactory academic progress (SAP) as described below in the catalog.

## Program Change

Students may change from one program to another by submitting a Change of Program request form to the Registrar at the conclusion of the semester in progress. Students changing from PIHMA's Master of Science of Acupuncture and Herbal Medicine (MSACHM) and/or DACHM program to its Master of Acupuncture (MSAc) and/or DAc program after their fourth semester of enrollment are subject to a program change fee. This fee covers a comprehensive assessment of the students' work to date. The fee is waived for students who change from the MSAc to the MSACHM program. There is a fee to change from Master's level to Doctorate level programs.

## Degree Change

A student changing from PIHMA's MSACHM or MSAc to the other Master's degree must withdraw from the Master's program in which they are enrolled and complete a Master's degree application and a new enrollment agreement. The Application fee will be waived.

If a student wishes to concurrently enroll in the Doctor of Acupuncture (DAc) degree, they must fill out a Doctoral application and Doctoral enrollment agreement. **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. MSAc students are not permitted to prescribe herbs as part of their clinical training in Acupuncture. Students enrolled in the MSAc wishing to transfer to the MSACHM will be subject to credit transfer policies as outlined in the MSACHM Credit Transfer Policy section.

## Directed Study

A directed study course is taken by a student and facilitated by a faculty member. Directed study courses meet all competencies of the standard course and require a minimum of nine (9) face-to-face contact hours between the faculty member and student, with a minimum of four (4) in-person meetings, two of which must be the first and last of the nine (9) contact hours. Approved contact includes in-person meetings, phone conferences, and internet-based forms of communication, i.e., Skype, social networking, email, etc. Meeting times must consist of academically relevant communication (a simple message via phone or email will not be considered as part of the 9 contact hours). **This type of learning format is specifically designed and intended for those students who are close to graduation (two semesters or less) and (a) require a course(s) for graduation not being offered during the remaining semesters or (b) have required classes that meet the same day & time.**

Directed study courses do not apply to practicum courses, and students must have met all prerequisites for the course being requested as a directed study. Students may be limited to 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 that confirms the agreement. This form is available through the Registrar's office and titled "Directed Study Form." A Directed study course must be completed by the end of the semester during which it began. 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 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 quiz or 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 quiz or exam for reasons such as an accident, personal emergency, or other extraordinary circumstances.
3. *Prior Arrangements*: A student may take a quiz, mid-term or final exam on an alternate date if circumstances prevent the student from taking the exam as scheduled and prior arrangements are made with the instructor.

A proctoring fee will be assessed for quizzes and exams taken on an alternate date. Please refer to PIHMA's Tuition and Fees schedule.

## 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. Exams may be modified from the original exam if the instructor deems appropriate.

## Exam Room Behavior

Food, drink, cell phones, PDAs or other electronic devices, as well as notebooks, briefcases, backpacks, purses, or other bags, are not allowed in the exam area unless permitted by the instructor or proctor. These items must be placed across the room or away from reach or view by the student. 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 and must leave cell phones and materials behind. 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.

Online exams which are proctored must adhere to exam protocols. The proctor must be able to observe their working area/desk prior to the start of the exam. The work area must be clean with no papers or books accessible, unless stated in the exam guidelines. Students must have camera on at all times and be visible to the proctor. The student may not have ear buds or ear phones on unless required for ADA reasons.

## 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. The exception is the comprehensive evaluative exams which PIHMA requires before graduation. These are assessment exams to provide support for further training or tutoring if needed, and to prepare a student for national certification examinations.





## Artificial Intelligence/CHAT GPT Policy

There are situations and contexts within the coursework where students will be asked to use AI tools to explore how they can be used. Outside of those circumstances, students are discouraged from using AI tools to generate content (text, video, audio, images) that will end up in any student work (assignments, activities, responses, etc.) that is part of their evaluation for a course. Any student work submitted using AI tools should clearly indicate what work is the student's work and what part is generated by the AI. In such cases, no more than 25% of the student work should be generated by AI. Students are encouraged to discuss the AI Policy with their instructors prior to using any AI tool for assignments.

## Grades

Grades are based on total scores from assignments, testing, class participation, and attendance. A passing grade is a C-minus (70%) 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.

## Incompletion

**Academic Program Incompletes:** Incomplete grades are limited to those students who have extenuating circumstances and who have met all the requirements of the course, but still need to submit a late paper, 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 the deficient work is not completed by the end of the following semester, the grade will be changed 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, a mark of "I" 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 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 grade earned. 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.

Students opting 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.



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 two (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 six (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:

1740 W. Adams Street, Suite 3008  
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 and/or the DAc degree programs are required to attend a minimum of 90 instructional weeks which are to be completed in not less than 27 calendar months. Students in the MSACHM and or DACHM degree programs 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/DAc within six (6) years and for the MSACHM/DACHM 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 the expected completion date**. Upon receipt of the request, the Registrar's Office commences a final file audit with information from the Librarian, the Dean of Academic Affairs, and the finance office. There is a non-refundable fee associated with a graduation audit.



The student must be in good academic standing, clear of any indebtedness to PIHMA, and pay the graduation fee before releasing the diploma and an official transcript.

## Transcripts

The Registrar will release transcripts upon written request from the student using the Request Regarding Student Records form. Requests will not be accepted from or released to third parties without a written release from the student.

## Readmission

If a student has been withdrawn, 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, he or she will be considered enrolled on a probationary status for one year after returning to 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 retake the written and/or practical clinic entrance exam.

## Satisfactory Academic Progress for Title IV Financial Assistance Recipients

The United States Department of Education (USDE) requires that the Phoenix Institute of Herbal Medicine & Acupuncture (PIHMA) monitor the academic progress of all recipients of Title IV student assistance, including veterans also receiving education benefits under the G.I. Bill®. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>. To remain in compliance, PIHMA has established a Satisfactory Academic Progress (SAP) policy that includes both qualitative and quantitative measures of progress: Grade point average, pace, and maximum time frame. In compliance with this regulation, PIHMA has adopted the following SAP policy applicable to all students receiving Title IV assistance:

### Grade Point Average

Course in progress (\*), Incomplete (I), Withdraw (W), Audit (Z), Course challenge (R), and Transfer credits (T) are not calculated in student grade point average.

To meet the standards of S.A.P. students must achieve and maintain a grade point average as outlined below:

Semester	Minimum Cumulative G.P.A.
Upon completion of the first semester	2.50
Upon completion of the second semester	2.75
Upon completion of the third and all subsequent semesters (also a requirement for graduation)	3.0

### Pace

Pace is a quantitative measure which calculates the rate at which a student is progressing toward program completion. Pace is measured by the cumulative percentage of credits attempted that are successfully completed. Specifically, it is calculated by dividing the total number of credits attempted by the total number



of credits successfully completed. A course is considered successfully completed when a grade of A, B, C or Pass (P) has been recorded. A course is considered not successfully completed if Work in Progress (\*), Fail (F), Incomplete (I) or Withdraw (W) has been recorded.

The following courses are used in calculating pace: 1) PIHMA courses that are part of the student's degree program, 2) Transfer credits applicable to the student's degree program, and 3) Repeated courses. The following courses are not used in calculating pace: 1) Audited courses, 2) Military credit, 3) Courses that are not part of the student's degree program, 4) Course withdrawals for extenuating circumstances beyond the student's control (with appropriate documentation).

#### Examples of Pace calculation:

- (Example) A student registers for and successfully completes 12 credits. Pace is calculated as having 12 credits completed divided by 12 credits attempted equals a 100% pace rate.
- (Example) A student who registers for 12 credits, successfully completes 6 credits, withdraws from three credits, and has an incomplete for three credits is calculated as having 6 credits completed divided by 12 credits attempted which equals a 50% pace rate.

To meet the standards of S.A.P. students must achieve and maintain a minimum successful completion percentage as outlined below:

Semester	Successful Completion Percentage
Upon completion of the first semester	50%
Upon completion of the second semester	58.5%
Upon completion of the third and all subsequent semesters	67%

#### Maximum Time Frame

Maximum time frame is a quantitative measure used to determine whether the student is completing his or her degree program within the maximum time frame. This calculation is done by dividing the total number of years completed, including credits transferred, by the number of semesters completed. The resulting average successful credits per semester, along with the pace calculation, help ensure that the student is successfully completing enough credits each semester to complete his or her degree program within the maximum time frame. It is important to note that once the maximum time frame has been exceeded, the student is deemed ineligible for further Title IV assistance unless successfully appealed (see appeal process).

The maximum time frame for PIHMA's MSACHM or DACHM degrees is 16 semesters from the start date, excluding the summer session. The maximum time frame for PIHMA's MSAC or DAC degrees is 12 semesters from the start date, excluding the summer session. The maximum time frame for students returning from a leave of absence of 180 days or fewer is measured using the initial start date. Students returning after more than 180



days will establish a new start date effective the first date of attendance upon return. The average credits completed per semester must be achieved by the conclusion of the students third (3rd) semester.

Degree Program	Maximum Time Frame	Program Credits	Average Credits Completed per Year
Master of Science of Acupuncture and Herbal Medicine and/or Doctor of Acupuncture with Specialization in Herbal Medicine	8 years / 16 semesters	199	24.88
Master of Acupuncture and/or Doctor of Acupuncture	6 years / 12 semesters	165	27.50

### **Determining Satisfactory Academic Progress**

Each student's academic progress will be evaluated at the end of every semester (Spring, Summer and Fall). To be considered as making satisfactory academic progress, a student must meet the minimum requirements as previously stated for cumulative grade point average, pace, and maximum time frame. Results of each SAP calculation will be rounded to the nearest tenth. Students who fail to meet any of the three (3) SAP requirements will be notified by email within seven (7) days and be placed on Financial Aid Warning without appeal.

### **Financial Aid Warning**

Financial Aid Warning is a status assigned to students who failed to meet SAP requirements the previous semester. Students may continue to receive Title IV assistance while on Financial Aid Warning but must meet SAP requirements at the end of the semester for which they are on Financial Aid Warning. Students not meeting all SAP requirements at the end of the warning semester will be placed on Financial Aid Suspension.

### **Financial Aid Suspension**

Students who fail to meet all SAP requirements for two (2) consecutive semesters will be declared suspended from receiving Title IV assistance with possibility to appeal.

### **Re-Establishing Eligibility**

Students in Financial Aid Suspension status may regain eligibility as follows:

- Complete the credits necessary to become compliant with SAP without Title IV assistance, or
- Submit a written appeal to the Financial Aid Office within two (2) weeks of Financial Aid Suspension notification.

### **Appeal Process**

The written appeal should include the following:

1. The extenuating circumstances that led to the student not meeting the SAP standards. Documentation of extenuating circumstances may be required.
2. The actions the student is taking, including an academic plan, to ensure future satisfactory academic progress will be made.



The appeal will be reviewed by the SAP committee and a determination made. If the appeal is declined, the student must complete enough credits to become compliant with SAP policy without the aid of Title IV assistance. If the appeal is approved, the student will be placed on Financial Aid Probation.

### **Financial Aid Probation**

Students who had their appeal to re-establish eligibility approved are placed on Financial Aid Probation. During this time, the student may receive Title IV assistance; however, the student will be monitored based upon the approved academic plan that was included in the appeal and must be meet all SAP requirements by the end of the semester in which the student was placed on Financial Aid Probation.

A student whose appeal is denied and who fails to meet all the SAP requirements at the end of the semester on Financial Aid Probation will be declared ineligible for Title IV assistance without appeal and must complete the credits necessary to meet SAP requirements to restore eligibility.

### **Satisfactory Academic Progress for Non-Title IV Assistance Students**

Students who forgo Title IV assistance, including veterans receiving education benefits under the G.I. Bill® (GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>) must achieve and maintain the following Grade Point Average (GPA):

Semester	Minimum Cumulative G.P.A
Upon completion of first semester	2.50
Upon completion of second semester	2.75
Upon completion of third and all subsequent semesters (also a requirement for earning degree)	3.0

The escalation of the process resulting from failing to meet the GPA requirement is as follows:

### **Academic Warning**

Students who fail to meet GPA standards will be placed on Academic Warning. Students assigned this status must meet GPA standards by the end of the subsequent semester. The appeal process is not available at this step in the process.

### **Academic Probation**

Students who fail to meet GPA standards for two (2) consecutive semesters will be placed on Academic Probation. Students assigned this status must meet GPA standards by the end of the subsequent semester. The appeal process is not available at this step in the process.

### **Academic Dismissal**

Students who fail to meet GPA standards three (3) consecutive semesters will be dismissed from PIHMA. Students may appeal in writing for reinstatement. The appeal must be in writing and include the following:

1. The extenuating circumstances led to the student not meeting the SAP standards. Documentation of extenuating circumstances may be required.



2. The actions the student is taking, including an academic plan, to ensure future satisfactory academic progress will be made.

The appeal will be reviewed by the SAP committee and a determination made. If the appeal is approved, the student will be placed on Academic Warning. If the appeal is declined, the student will be dismissed from PIHMA and not 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.

## 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. Support the professional image of PIHMA and these professions by following the guidelines prescribed herein.
2. Maintain a sincere commitment to obtaining a superior education for themselves and respect that same desire in others.
3. Endeavor to conduct personal, business, and college activities with the highest degree of honesty and integrity.
4. Accept personal responsibility for actions and respect the boundaries of others.
5. 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.
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 Asian medicine including refraining from the independent, unlicensed practice of acupuncture.
10. Support PIHMA and the legal practice of acupuncture and Asian medicine.
11. Report unethical conduct to appropriate authorities.
12. Report on any unsafe conditions in the clinic or classroom to PIHMA's 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 Director of Administration.
13. Demonstrate respect for PIHMA faculty members, at all times, including in and outside of the classroom and in written and verbal communication.

### Student Responsibilities

Students at PIHMA are responsible for:

1. Cooperating with PIHMA staff in the performance of their duties and authorized activities.
2. Refraining from obstructing other students from obtaining an education.





3. Refraining 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. Meeting all financial obligations to the school in a timely manner.
5. Obeying penal codes, civil statutes, and PIHMA policies (including proper attendance and exam behavior).
6. Refraining from unlicensed practice except under PIHMA supervision.
7. Complying with the following documents including, but not limited to, schedule of classes, catalog, code of conduct, and critical deadlines contained therein.
8. Treating 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.
9. Giving accurate and complete information for all official records required by PIHMA.
10. Showing progress in skills and techniques, fulfilling academic requirements of satisfactory achievement, and participating fully in classes.
11. Refraining from bringing pets on college grounds or inside the college buildings (except for official certified companion animals).
12. Refraining from public displays of sexual affection.
13. Keeping confidential all information about patients/clients, including other students, staff or faculty, obtained during classes and clinics.
14. Observing all regulations of PIHMA, including but not limited to, those included in the student code of conduct, student responsibilities, student code of ethics, the clinic handbook and definition of professional behavior.
15. Checking PIHMA email on a regular basis (at least once every 24-48 hours). This is the primary form of communication between PIHMA administration, faculty, and students.
16. Honoring PIHMA's name, logo, identity, reputation, and goodwill, and avoiding unauthorized use of the same as actionable at law.

## 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 as 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 and student responsibilities 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 Review Board 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 for the Dean of Academic Affairs to determine whether further fact-finding is necessary. Where the alleged misconduct is related to discrimination or harassment, the Dean will consult with the 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 ten (10) working days will be suspended or dismissed from PIHMA by the Dean of Academic Affairs.
- The Dean of Academic Affairs will investigate and use the findings to either determine the appropriate sanction(s) or decide 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 notice. The interim sanctions will remain in effect until the Dean of Academic Affairs investigates 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 decide on sanctions for academic misconduct or code of conduct violations.

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

**3<sup>rd</sup> Offense:** When a student is accused of a 3rd time, the Dean of Academic Affairs (in discussion with the Executive Team) may choose to confer sanctions on the student without reconvening the Review Board for a second time.

Students have the right (in each of the above situations) to request a meeting of the Review Board to hear the case. In such an event, the student is bound by the determination(s) of the Review 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 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, the severity, and frequency of any violations or omissions. The Review Board is the body that reviews disputes submitted to the Dean of Academic Affairs.



The purpose of the Review Board is to formulate a recommendation back to the Dean of Academic Affairs as to whether a violation was 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 interest of the student who is charged with the violation, as well as 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 Review Board along with their recommendation for sanctions.

Following the presentation of information, the members of the Review 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 Review Board reviews are generally reserved for issues regarding student suspension or dismissal.

### **Sample Procedure for Violations of General Conduct**

Charges of general conduct violations brought against a student, faculty, or staff member shall be submitted in writing by the student, faculty, 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 further fact-finding is necessary. The Dean, in conjunction with the Administration, will determine the appropriate sanction(s). Where the alleged misconduct is related to discrimination or harassment, the Dean will consult with the 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, Registrar, 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 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 the grievance process. Student signatures should 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 related to a PIHMA College policy may do so by submitting a signed and dated complaint, in writing, to the Director of Administration.

## 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.

**Students who have a grievance should follow the following process:**

**Step 1:** Student should meet with the person whom they have the complaint. This time should be scheduled outside of class and should be scheduled within a week of the event. If the grievance is with a faculty member, the student must first attempt to resolve the matter with that individual. Similarly, if it is with a fellow student or a staff member, the student should first attempt to resolve the matter with that individual.

**Step 2:** If the conflict cannot be resolved in Step 1, the student should notify the appropriate Manager in the following order:

- Clinic Director: Clinic Issues, Patient Concerns
- Academic Dean: Academics Issues, Academic conduct, Code of Ethics, Academic Grade Issues, Misconduct Issues (see Code of Conduct in this Catalog)
- Director of Administration: General Conduct Issues, Discrimination or Harassment Complaints, Complaints about PIHMA Employees, and Facilities Complaints

**Step 3.** Each will review the case and discuss an informal resolution with the injured party. Resolution or further steps to take will be agreed upon.

**Step 4.** If the matter cannot be resolved at this level, the matter may proceed with formal 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 PIHMA staff member by written memorandum, which includes reasons that support the allegations.
2. Notice. The appropriate PIHMA staff member 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 PIHMA staff member 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, documentation, and email exchanges. At the conclusion of the investigation, the PIHMA staff member may either find the accused party 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 (whose decision is final) solely on the grounds of new evidence or a failure in procedure.

5. Post Review Board. If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details.

**The State Board address is:**

1740 W. Adams, Suite 3008

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 Herbal Medicine

500 Lake Street, Excelsior, MN 55331

Phone: (952) 212-2434

Fax: (952) 657-7068

Website: <https://acahm.org/>

## **Complaint Process for Distance Education Students**

PIHMA College and Clinic is a SARA participating institution. The Arizona SARA Council has jurisdiction over Arizona SARA-approved institutions in relation to non-instructional complaints. Instructional complaints, such as grade grievances, are not reviewed by the Council and should not be submitted for review. Distance education students who reside in SARA states (see list of SARA states at [nc-sara.org](http://nc-sara.org)), may file a non-instructional complaint with the Arizona SARA council. However, non-instructional complaints may only be filed with SARA after student's have first utilized PIHMA's appeal process (see PIHMA College Grievance and Complaint Procedures below) and the [Arizona State Board for Private Postsecondary Education's complaint process](http://www.azsara.arizona.edu/complaints). Non-instructional complaints may be submitted to AZ-SARA via <https://azsara.arizona.edu/complaints>



## Distance Learning Complaint Process for Out of State Students

PIHMA College and Clinic desires to resolve student grievances, complaints, and concerns in an expeditious, fair, and amicable manner. Students residing outside the state of Arizona who desire to resolve a grievance regarding any PIHMA College and Clinic distance learning course should follow the College's Grievance Procedure as outline in the College catalog.

## STEPS FOR FILING A COMPLAINT THROUGH AZ SARA

### AZ SARA Complaint Eligibility

To file a complaint against an Arizona SARA Council-approved institution, you must meet the following requirements:

- File within **two years** of the incident about which the complaint is made.
- Complete the **institutional complaint** process prior to submission with the Council.
- Complete the **applicable state complaint** process prior to submission with the Council.
  - Private Institutions: AZPPSE- Arizona State Board for Private Postsecondary Education Complaints
  - Public Universities: ABOR- Arizona Board of Regents
  - Community Colleges: AC4- Arizona Community College Coordinating Council
- The complaint must be a formal assertion in writing that the terms of SARA, or of laws, standards or regulations incorporated by SARA, are being violated by a person, institution, state, agency or other organization or entity operating under the terms of SARA.
- You are a student of an Arizona SARA Council-approved institution.

### Non-Eligible Complaints

- Grade appeals/grievances.
- Student Code of Conduct related complaints.
- Complaints beyond two-years of the incident.

### About the Filing Process

Once a complaint is received by the Arizona SARA Council, the Council will determine eligibility/jurisdiction of the complaint. If the complaint meets eligibility and falls within the jurisdiction of the Arizona SARA Council, the Council will review the information provided and contact the complainant and institution. The Arizona SARA Council works directly with the institution's SARA contacts to secure resolution.

## FINANCIAL POLICIES & PROCEDURES

### Payment Policies

**All tuition and applicable fees are due and payable prior to the 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. Please refer to PIHMA's Tuition and Fees schedule on pages 68-69. If a student's check is 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.



**Payment Plan Option:** PIHMA is pleased to provide a payment plan for students who are unable to pay semester tuition in full or who may not qualify for financial aid to cover tuition each semester. The Payment Plan allows students who are enrolled in full semester-length courses to pay for tuition and fees in installments. Installments must be set up prior to the start of the semester and will include a non-refundable administrative payment plan fee. Please refer to PIHMA's Tuition and Fees schedule on pages 68-69. Students who elect to use the Plan must complete and sign a promissory note. **Note: You must pay your tuition invoice in full or sign up for a payment plan prior to the start of the semester in order to secure your registration for the semester.**

Payments for the semester are typically divided across the months of the semester (e.g., 5 months = 5 payments). Summer payment plans may be extended to three months. A processing fee will be assessed as part of the payment plan and based on a percentage of the amount due. Students electing to pay by credit card may further be assessed a credit card processing fee. Please refer to PIHMA's Tuition and Fees schedule on pages 79-80. Automatic debit is available and suggested. Each payment that is ten or more days late may accrue a late fee of \$50.00 each month until the account is brought current. Failure to make timely payments by the due dates may result in the assessment of a late fee. A student who fails to make payment in full, including incidental fees, by the due dates may be prohibited from registering in future classes until full payment or other arrangements are made. A student who fails to make payment prior to the end of the semester may have their records withheld until their account is brought current. Refunds due as a result of withdrawal or schedule change will be applied to the outstanding balance due on the promissory note.

### **Military Veteran Payment Option**

Military veterans are permitted to attend and participate in educational activities during the period beginning on the date on which the individual provides to PIHMA a certificate of eligibility for entitlement to educational assistance under Vocational Rehabilitation and Employment, chapter 31 or 33 GI benefits (Covered Individuals). A certificate of eligibility can also include a 'Statement of Benefits' obtained from the Department of Veterans Affairs' website eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes. Certificates of eligibility can be submitted up to and including the first day of class. The period ends at the earliest of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

PIHMA will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the require a covered individual borrow additional funds because of the covered individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Vocational Rehabilitation and Employment, chapter 31 or 33.

### **Refund Policy**

**Three-Day Cancellation:** An applicant who provides written notice of cancellation within three (3) 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 the start of classes, 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 withdrawal 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 a Leave of Absence.
- c. A student who has missed 14 consecutive days will be considered withdrawn, and automatically dropped from the course. Tuition will be refunded based upon the guidelines in section two. Full payment of tuition will be required when the course is repeated.

2. Tuition Refunds:

Tuition refunds 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 the 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**.

Course Completion	Refunds
If 10% or less of the time has elapsed of the student's registered classes;	PIHMA may keep 10% of the tuition charged and will refund 90%.
If more than 10% but less than or equal to 20% of the time has elapsed of the student's registered classes;	PIHMA may keep 20% of the tuition charged and will refund 80%.
If more than 20% but less than or equal to 30% of the time has elapsed of the student's registered classes;	PIHMA may keep 30% of the tuition charged and will refund 70%.
If more than 30% but less than or equal to 40% of the time has elapsed of the student's registered classes;	PIHMA may keep 40% of the tuition charged and will refund 60%.
If more than 40% but less than or equal to 50% of the time has elapsed of the student's registered classes;	PIHMA may keep 50% of the tuition charged and will refund 50%.
If more than 50% of the time has elapsed of the student's 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 with the applicable refund within 30 days.

**Books, Supplies, and other fees:** There is no refund for equipment, books, or supplies received by the student. There are also non-refundable fees as indicated below in the Fees section of this catalog.

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

## Federal Assistance Programs

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 based on demonstrated financial need. To be eligible to receive Federal aid, students must be enrolled at PIHMA and pursuing an eligible degree or certificate program. Federal Student Aid may only be received from one institution for the same period of enrollment. You must fulfill all the student responsibilities in accordance with federal and state law as well as institutional policy to receive this federal student aid.

PIHMA offers Direct Unsubsidized Stafford Loans and Direct GRAD PLUS loans as part of Federal student aid. Speak with the Financial Aid department about available alternative 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.studentaid.gov](http://www.studentaid.gov). Should you need assistance with this process please see the Financial Aid office.

## Distribution of Financial Aid

All financial aid disbursements are handled through the Financial Aid office. Federal loans have multiple disbursements that are released from our third-party servicer. Funds will be credited directly to your PIHMA account to pay for tuition and fees.

Accounting will issue checks for any credit balances within 14 days of disbursement. You must provide identification to receive your financial aid check(s) that are typically made available for pick up at the front desk.

## 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 for Student Receiving Federal Financial Aid

The United States Department of Education (USDE) requires that the Phoenix Institute of Herbal Medicine and Acupuncture (PIHMA) monitor the academic progress of all recipients of Title IV student assistance. (See below for Non-federal financial aid students.) To remain in compliance, PIHMA has established a Satisfactory Academic Progress (SAP) policy that includes both qualitative and quantitative measures of progress: Grade point average, pace, and maximum time frame.



## **Determining Satisfactory Academic Progress**

Each student's academic progress will be evaluated at the end of every semester (Spring, Summer and Fall). To be considered as making satisfactory academic progress, a student must meet the minimum requirements as previously stated for cumulative grade point average, pace, and maximum time frame. Students who fail to meet any of the three SAP requirements will be notified by email within seven days and be placed on Financial Aid Warning without appeal.

## **Financial Aid Warning**

Financial Aid Warning is a status assigned to students who failed to meet SAP requirements the previous semester. Students may continue to receive Title IV assistance while on Financial Aid Warning but must meet SAP requirements at the end of the semester for which they are on Financial Aid Warning. Students not meeting all SAP requirements at the end of the warning semester will be declared ineligible for Title IV assistance.

## **Ineligibility**

Students who fail to meet all SAP requirements for two consecutive semesters will be declared ineligible for Title IV assistance.

## **Re-establishing Eligibility**

Students in Ineligibility status may regain eligibility status as follows:

1. Complete the credits necessary to become compliant with SAP without Title IV assistance, or
2. Submit a written appeal to the Financial Aid Office within two weeks of Financial Aid Warning notification.

## **Appeal Process**

The written appeal should include the following:

1. The extenuating circumstances that led to the student not meeting the SAP standards; documentation of extenuating circumstances may be required.
2. The actions the student is taking (including academic plan) to ensure future satisfactory academic progress will be made.

The appeal will be reviewed by the SAP committee and a determination will be made. If the appeal is declined, the student must complete enough credits to become compliant with SAP policy without the aid of Title IV assistance. If the appeal is approved, the student will be placed on Academic Probation.

## **Academic Probation**

Students who had their appeal approved to re-establish eligibility are placed on academic probation. During this time, the student may receive Title IV assistance, however, the student will be monitored based upon the approved academic plan that was included in the appeal and must meet all SAP requirements by the end of the semester in which the student was placed on academic probation.

Students who fail to meet all the SAP requirements at the end of their semester of academic probation will be declared ineligible for Title IV assistance without appeal and must complete the credits necessary to meet SAP requirements in order to restore eligibility.

Satisfactory Academic Progress criteria and procedures also apply to students not receiving in Title IV assistance (see below). In cases where the student exhausts the appeal process and fails to meet SAP requirements, he or she will be academically dismissed from PIHMA.



## Academic Suspension

Enrolled students who fail to maintain satisfactory academic progress for three (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 or 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 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, retention (continuance) and graduation.

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

Financial aid may be used to cover the cost of one repeated course. 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.

## 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 classes 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 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 27, 2024)

- **Matriculated Students:** Effective Fall 2024, course tuition is \$22.50 per clock hour (15 didactic clock hours equal 1 credit hour, and 30 clinic hours equal 1 credit hour [15:1 didactic / 30:1 clinic])
- **Non-Matriculated Students:** Course tuition is \$24.50 per clock hour
- **Audited Courses:** \$10.25 per clock hour
- **Book and material fees** will vary but are estimated at \$1,140 - \$1,840 per year.

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

Estimated Program Completion Tuition for a Matriculated Student without transfer credits:

Degree/Certificate	Total Credits	Total Clock Hours	Didactic Hours	Clinic Hours	Total Cost	Average Yearly Cost (based on 4 years/FT)
Master of Science of Acupuncture and Herbal Medicine (MSACHM)	199	3,607.50	2,340	1,267.50	<b>\$86,678.75</b>	\$21,669.69
Masters of Acupuncture (MSAc)	165	2,992.50	1,935	1,057.50	<b>\$72,141.25</b>	\$18,035.31
Doctor of Acupuncture with specialization in Herbal Medicine (DAChM)	199	3,607.50	2,340	1,267.50	<b>\$86,803.75</b>	\$21,700.94
Doctor of Acupuncture (DAc)	165	2,992.50	1,935	1,057.50	<b>\$72,266.25</b>	\$18,066.56
Auricular Therapy Certificate (see also Center for Professional Education)	29.33	70	30	40	\$1,372	\$1372 (1 year)

### Fees: (Non-refundable: Subject to Change)

Type of Fee	Amount	Due
Registration/Matriculation*	\$300.00	Each semester with registration form
Technology	\$75.00	Each semester with registration form
Prospective Student Application	\$75.00	With application submission



International New Student Application	\$200.00	With application submission
International Transfer Credit	\$100.00	With application submission
Transfer Credit Fee (one time only)	\$100.00	At time of request
ORI 100 PIHMA Fundamentals	\$85.00	One-time orientation fee with registration for first semester
Uniform Fee**	\$30.00 per observer level	Each semester with registration for students in Clinic Training
Clinical Training Fee**	\$25.00 per intern level	Each semester with registration for students in Clinic Training
Class/Clinic Shift Drop	\$30.00 per Class or per Clinic Shift	After add/drop period upon notification each semester
Degree Program Change after 4 <sup>th</sup> semester	\$200.00	At time of request
Challenge Exam	\$100 per course	At time of request
Fees for Successfully Challenged Courses	\$50 per credit	At time of request
Exam Makeup	\$75.00 per Exam	At time of request
Materials fee for OMP 508/808	\$125	With tuition

Type of Fee	Amount	Due
Tutoring	Total of 2 hours per week are free; \$15 per hour thereafter	For paid tutoring, students pay upon completion to the front desk and deliver receipt to Tutor for records.
Master's degree completion processing fee	\$250.00	With application for degree
Doctoral Degree completion processing Fee	\$375.00	With application for degree
Diploma replacement/duplicate	\$75.00 per Replacement	At time of request
Official Transcript	First Transcript is free, \$10 for Each Additional Transcript	At time of request
Letter of Academic Standing	\$25.00 per Letter	At time of request
Returned Check/NSF or Declined Credit Card	\$35.00/per check or declination	Upon notification



Late Payment Fees	\$50	\$50 for payments received after stated payment plan due date; additional \$50 for each month past-due balance is carried
Credit Card Payment Fee	3%	A fee of 3% is added to approved monthly payments made by credit card. There is no fee is using a debit card.
Payment Plan Fee	6.8%	This is for a monthly promissory note fee.
Replacement ID card	\$10.00	At time of replacement
Proctoring Fee	\$15.00 per quiz/exam	Prior to taking the quiz/exam

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

**\*\*Clinical Training Fee includes** scrubs, needles, and supplies.



## COURSE DESCRIPTIONS

### **ACU 530p/830p ACUPUNCTURE PRACTICUM I (2 Credits)**

This is the second in a 3-semester sequence of skill-based TCM Practicum courses (OMP 508/OMP 808p/808, ACU 530p/830p, ACU 525p/ACU 825p/825p). This course expands on the knowledge and experience gained in OMP 508/OMP 808p/808p 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 with supervised hands-on experience to ensure proficiency in these skills. Prerequisites: OMP 508/OMP 808, OMT520p/820p

### **ACU 525p/ACU 825p ACUPUNCTURE PRACTICUM II (3 Credits)**

This course is the third in a 3-semester sequence of skill-based TCM Practicum classes at PIHMA (OMP 508/OMP 808p, ACU 530p/ACU 830p, ACU 525p/ACU 825p). 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 808p, OMP 501/OMP 801, ACU 530p/ACU 830p, OMT 500/OMT 800, OMT 510/OMT 810, OMT 520p/OMT 820p, OMT 525/OMT 825, OMT 530p/OMT 830p, OMT 550p/OMT 850P; Concurrent Enrollment: OMT 540, OMT 555

### **ACU 620p/ACU 820p ACU-MICRO SYSTEMS THEORY & PRACTICUM (2 Credits)**

This course focuses on the microsystems that are anatomical areas in which the entire body can be treated (the ear, scalp, hand and foot). 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: eligible to begin clinical internship

### **BIO 407/807 Surface Anatomy (1 credit)**

This course covers the introductory study of the structures of the human body and serves as the foundation for the structure identification and palpation skills utilized in the point location courses. Primary material covered will be skeletal, muscular, nerve, and circulatory anatomy, as well as the bony and soft tissue structures of the body. Students will learn to apply their anatomical knowledge by palpation. Prerequisites: None

### **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. Prerequisites: None

### **BIO 401/BIO 801 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. This course includes virtual clinic laboratory work. Prerequisites: None



**BIO 402/BIO 802 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. This course includes virtual clinic laboratory work. Prerequisites: None

**BIO 403/BIO 803 HUMAN ANATOMY & PHYSIOLOGY  
III (2 Credits)**

This course covers a deeper evaluation of orthopedic and kinesiology with a focus on motor and trigger points, spinal cord anatomy, mechanoreceptors and vasoactive neuropeptide function in the nervous system, physiology of pain and its analysis and measurement. Prerequisites: BIO 401/BIO 801, BIO 402/BIO 802

**BIO 406/BIO 806 MICROBIOLOGY (3 Credits)**

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

**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. Prerequisites: 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. Prerequisites: General Chemistry

**CHM 430/CHM 830 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: General Chemistry, Organic Chemistry

**EMV 510/EMV 810 QI GONG I (1 Credit)**

This course is an introduction to basic Qi Gong techniques. It provides the foundation to learn how to access and direct the flow of qi using breath, simple exercises, and meditation. Prerequisites: None

**EMV 515/EMV 815 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. Prerequisites: None

**EMV 520/EMV 820 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. Prerequisites: EMV 510/EMV 810

**HBP 630/HBP 830 HERB CLINIC I (3.5 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. Prerequisites: HBT 496/HBT 896, OMP 611A/OMP 811A/OMP 811A, and 6 credit hours from the HBT 501-503/HBT 801-803 series.





**HBP 640/HBP 840 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 and use of formulas, assembling prescribed formulas, and being responsible for appropriate follow-up consultations with patients. Students enrolled in HBP 640 must complete an on-line competency assessment before a final grade is posted. Prerequisites: HBT 496/HBT 896, HBP 630/HBP 830, and 12 credit hours from the HBT 501-503/HBT 801-803 series.

**HBT 496/HBT 896 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 800, OMT 510/OMT 810

**HBT 501a/HBT 801a HERB THEORY 1A (3 Credits)**

Kidney yin and yang syndromes. 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 800, OMT 510/OMT 810, HBT 496/HBT 896

**HBT 501b/HBT 801b HERB THEORY 1B (3 Credits)**

Liver syndromes. 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. This course details categories of substances and formulas including those that regulate and move qi or blood, drain fire, clear damp heat, extinguish movement of wind, and harmonize Shao yang disorders. Prerequisites: OMT 500/OMT 800, OMT 510/OMT 810, HBT 496/HBT 896

**HBT 502a/HBT 802a HERB THEORY 2A (3 Credits)**

Middle jiao, Lower jiao, Dampness syndromes. 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, Stomach, and intestines. This course details categories of substances and formulas including 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 800, OMT 510/OMT 810, HBT 496/HBT 896

**HBT 502b/HBT 802b HERB THEORY 2B (3 Credits)**

Female Health, Heart, Spirit syndromes. This course focuses on identifying the functions, importance, and characteristic aspects of the menstrual cycle and women's 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's health, also Heart and spirit. This course details categories of substances and formulas including 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 800, OMT 510/OMT 810, HBT 496/HBT 896



**HBT 503a/HBT 803a HERB THEORY 3A (3 Credits)**

Respiratory, Lungs, Exterior syndromes. 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 illnesses that affects the Lungs, exterior patterns that may move internally. This course details categories of substances and formulas including 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, clear heat, and expel phlegm. Prerequisites: OMT 500/OMT 800, OMT 510/OMT 810, HBT 496/HBT 896

**HBT 503b/HBT 803b HERB THEORY 3B (3 Credits)**

Pain, Skin, Oncology and Environmental syndromes. 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. Additionally, oncology and environmental illness is covered. Prerequisites: OMT 500/OMT 800, OMT 510/OMT 810, OMT 540/OMT 840, and 12 credit hours from the HBT 500/HBT 800 series of courses.

**HBT 650/HBT 850 COMPLEMENTARY HERBOLOGY (3 Credits)**

This course includes Western and Ayurvedic herbs and spices according to Asian theory and energetics. Also covered is a review of foods that act as "medicine," and their application in formulas. In particular, the herbs indigenous to the Southwestern United States will also be discussed. Also covered is an overview of Homeopathy and the parallel of homeopathic remedies to Asian herbs. Prerequisites: OMT 500/OMT 800, OMT 510/OMT 810, OMT 540/OMT 840, 9 credit hours from the HBT 500/HBT 800 series of courses.

**HBT 660/HBT 860 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 disease. Covered is how these classics can help the herbalist in differentiating and treating illnesses ranging from common colds and flus to autoimmune 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 800, OMT 510/OMT 810, OMT 540/OMT 840, and 15 credit hours from the HBT 500/HBT 800 series of courses.

**HBT 670/HBT 870 HERB-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 800, OMT 510/OMT 810, PHM 610/PHM 810, and 15 credit hours from the HBT 500/HBT 800 series of courses.



**HBT 680/HBT 880 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 800, OMT 510/OMT 810, 12 credit hours from the HBT 500/HBT 800 series of courses, and HBP 630/HBP 830

**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 Asian Medicine colleges or in practice and who are prepared to challenge certain herbal courses.

**HCR 420/HCR 820 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. Prerequisites: None

**HCR 400/HCR 800 HISTORY OF MEDICINE AND INTEGRATIVE MEDICINE (2 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. Prerequisites: None

**HCR 405/HCR 805 INTEGRATIVE CASE MANAGEMENT (2 credits)**

This course covers integrative case management of a variety of health issues through case-based presentations involving both biomedical, Asian and other integrative medicines. Students will address a variety of community services that will interface with their diagnosis and treatment of patients in order to deliver optimal care. Prerequisites: HCR 460/HCR 860, OMP 611C/OMP 811C

**HCR 432/HCR 832 WESTERN PATHOPHYSIOLOGY I (4 credits)**

This course covers western medical concepts of health and disease states by studying cell pathology, inflammation, immunity, cancer and tumor spread, and pathological states of the hematopoietic, cardiovascular, and respiratory systems. Prerequisites: HCR 420/HCR 820, BIO 401/BIO 801

**HCR 460/HCR 860 PUBLIC HEALTH AND PREVENTION (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. Additional focus is placed on the role and practice of prevention in conventional and integrative medicine. Prerequisites: None; Concurrent enrollment: HCR 400/HCR 800



**HCR 522/HCR 822/HCR 822 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/HCR 820, BIO 401/BIO 801, BIO 402/BIO 802

**HCR 630/HCR 830 INTEGRATIVE 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 and integrative nutrition concepts, functional nutrition and supplements and relevant research findings. Prerequisites: HCR 402/HCR 802, CHM 430/CHM 830

**HCR 602/HCR 802 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 and other diagnostic testing. The focus is on understanding the language and process of patient assessment and making judgments based on those assessments for responsible medical referral and /or follow up care of patients. Additional focus is added in best case-taking practices and reports. Prerequisites: HCR 420/HCR 820; Concurrent enrollment in HCR 432/HCR 832

**HCR 610/HCR 810 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 making judgments based on those assessments for responsible medical referral and /or follow up care of patients.

Prerequisites: HCR 420/HCR 820, HCR 432/HCR 832

**HCR 640/HCR 840 INTEGRATIVE CLINICAL  
DIAGNOSIS (3 credits)**

This course advances diagnostic skills through the study of a variety of clinical assessment methods used in integrative and conventional settings. After a thorough review and enhancement of understanding of biomedical labs, diagnostic imaging and screening, and orthopedic and neurological assessments, additional attention is given to functional medicine and diagnostic methods from other systems. Students will be trained in preparation of reports that can be effectively used for communication with other providers and insurance companies. Prerequisites: HCR 610/HCR 810

**HCR 620/HCR 850 COLLABORATIVE CARE (3 Credits)**

This course prepares students to deliver and coordinate care within U.S. health care systems, provide collaborative care such as that found in team-based and multi-disciplinary healthcare settings, and engage with 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 the public and other health care professionals regarding the appropriate use of AOM. Opportunities for advancing leadership in our profession will be offered through course assignments. (Note: MSACHM students who took Collaborative Care will receive transfer credit for this course.) Prerequisites: HCR 460/HCR 860



**HCR 405/HCR 805 INTEGRATIVE CASE MANAGEMENT  
(2 credits)**

This course covers the basic terms and strategies of integrative case management, and its applicability on a variety of common health issues, where Southeast Asian Medicine is known to have a tangible clinical effect. Students will have the opportunity to discover the various parameters (including personal limitations and the importance of teamwork) of the integrative approach, through case-based presentations involving biomedical, Asian and other integrative medicines. Through actively participating in discussion, students will address a variety of community services that will interface with their diagnosis and treatment of patients in order to deliver optimal care.

Prerequisites: HCR 460/HCR 860, OMP 611C/OMP 811C

**HCR 640/HCR 840 INTEGRATIVE CLINICAL  
DIAGNOSIS (3 credits)**

This course advances diagnostic skills for several common complaints seen in the everyday practice of Chinese Medicine, through the study of various clinical assessment methods used in integrative and conventional settings. After a thorough review and enhancement of understanding of biomedical labs, diagnostic imaging and screening, and orthopedic and neurological assessments, additional attention is given to functional medicine and diagnostic methods from other systems. The students will learn how to search for biomedical information, evaluate and utilize information from many sources, and to harmoniously coordinate with other health specialists as part of a team. Students will also be trained in preparation of reports that can be effectively used for communication with other providers and insurance companies. Prerequisites: HCR 600 or HCR 601/HCR 801, HCR 610/HCR 810

**MGT 505/MGT 805 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. Prerequisites: General Psychology

**MGT 510/MGT 810 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. Prerequisites: None

**MGT 521A/MGT 821A PRACTICE MANAGEMENT A:  
Introduction to Practice Building (0.5 Credit)**

PIHMA's four course Practice Management series is dispersed throughout the curriculum to help insure that by the time a student graduates, she/he will know what is required when starting a healthcare practice and have a well-thought-out business plan in place. This emphasis of this course is certification, licensing, and an introduction to business plans. Topics include business licensing, OSHA/HIPAA requirements, practice models, buy and selling a practice, business name, products and services sales, product and services costs, legal forms, location, taxes, health history form, and scheduling. Prerequisites: None

**MGT 521B/MGT 821B PRACTICE MANAGEMENT B:  
Business SKILLS, MANAGEMENT, OPERATIONAL  
PLANS AND ABOUT ME (0.5 Credit)**

The emphasis on this module of PIHMA's Practice Management series is business skills, management, operational plans, and "about me". Topics include accounting, spreadsheet basics, business software, business insurance, malpractice insurance, files and records, credit card readers, specialization, leasing, inventory, supplies, fee schedule, hours of operation, employees, compensation, taxes, health insurance, retirement plan, income statement, cash flow, start-up expenses, and break-even analysis. Prerequisites: None



**MGT 521C/MGT 821C PRACTICE MANAGEMENT C: MARKETING AND INSURANCE (0.5 Credit)**

The emphasis on this module of PIHMA's Practice Management series is marketing and insurance billing. Topics include in markets serviced, demographics, competition, web presence, collateral materials, marketing vehicles, what works and what does not, how to get patients and keep them, referrals, mailing lists, insurance billing, personal injury, and worker compensation claims. Prerequisites: None

**MGT 521D/MGT 821D PRACTICE MANAGEMENT D: DETAILS, CUSTOMER SERVICE AND BUSINESS PLANS (0.5 Credit)**

The final module in PIHMA's Practice Management series will emphasize details, customer service and presentation of completed business plans. Topics include business technology, needle disposal, office procedures, structure, what happens when somebody is injured passes away, difficult patients and employees, answering the phone, cleaning, continuing education related to NCCAOM and the State, and avoiding burn out. Prerequisites: MGT 521A/MGT 821A, MGT 521B/MGT 821B, MGT 521C/MGT 821C

**MGT 508/MGT 808 PROFESSIONAL DEVELOPMENT AND LEADERSHIP (3 credits)**

This course is designed to help students identify professional opportunities and growth areas within AOM and within general healthcare. Students will work to identify and consolidate areas of strength and remediate perceived areas of professional weakness. They will work to expand their repertoire of skills through a series of practice-based learning assignments and projects. Students will also develop skills in professional development and leadership to enable taking on leadership roles in the community. Prerequisites: None

**OMP 501/OMP 801 CLINICAL OBSERVATION I (3 Credits)**

This course is designed to allow students to learn the role of an acupuncturist in an actual clinical setting. Students learn basic principles of diagnosis and treatment through observing treatments performed by a PIHMA faculty member (licensed acupuncturist) in a clinical classroom. Students keep a clinical record of treatments observed and are expected to learn the basic principles and practices that are involved in maintaining the Acupuncture clinic. Treatment room set-up, patient scheduling, steps of patient care, PIHMA clinic policies, and introductions to the Clean Needle

Technique are emphasized. Additionally, students will have the opportunity to practice pulse and tongue assessment. Patients will include students, friends and family members of students and Observation I supervisor, as well as community members. Sixty hours are completed in with the licensed acupuncturist in the classroom clinical setting and 30 hours are completed in the PIHMA clinic observing advanced interns. Prerequisites: OMP 508/OMP 808, OMP 1000/OMP 8001, OMT 500/OMT 800, OMT 520p/OMT 820p; Concurrent Enrollment: OMT 510

**OMP 502/802 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 Asian 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 Acupuncture and Asian Medicine (AOM) practitioner.

Prerequisites: OMP 501/OMP 801, OMP 508/OMP 808, OMT 500/OMT 800, OMT 510/OMT 810, OMT 520p/OMT 820p; Concurrent Enrollment: OMT 530p/OMT 830p

**OMP 501.37/OMP 801.37 CLINICAL OBSERVATION I (1.23 Credits)**

Like OMP 501, this course is designed to allow students to learn the role of an acupuncturist in an actual clinical setting, and is intended for students who have had a minimum of 37 hours of clinical observation experience at a traditional Asian medicine or naturopathic school. Prerequisites: OMP 508/OMP 808, OMP 1000/OMP 8001, OMT 500/OMT 800, OMT 520p/OMT 820p; Concurrent Enrollment: OMT 510

**OMP 501.53/OMP 801.53 CLINICAL OBSERVATION I (1.77 Credits)**

Like OMP 501.37, this course is designed to allow students to learn the role of an acupuncturist in an actual clinical setting, and is intended for students who have had a minimum of 53 hours of clinical observation experience at a traditional Asian medicine or naturopathic school. Prerequisites: OMP 508/OMP 808, OMP 1000/OMP 8001, OMT 500/OMT 800, OMT 520p/OMT 820p; Concurrent Enrollment: OMT 510



**OMP 508/OMP 808p/OMP 808p MATERIALS & METHODS (3 Credits)**

This course is the first in a 3-semester sequence (OMP 508/OMP 808, ACU 530p/ACU 830p, ACU 525p/ACU 825p) of skill-based TCM Practicum classes at PIHMA that introduce the skills, materials, and methods used in the acupuncture clinic to keep both patient and practitioner safe. Included: acupuncture needling techniques, moxibustion, cupping, gua sha, clean needle protocols, taking and recording blood pressure, and accident/emergency management, 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. This course includes a materials fee of \$125. Prerequisites: None; Concurrent Enrollment: OMT 520p/OMT 820p

**OMP 515/OMP 815/OMP 815 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: OMT 520p/OMT 820p, OMT 550p/OMP 850p

**OMP 555/OMP 855/OMP 855 TUI NA II (2 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/OMP 815 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/OMP 815, OMT 520p/OMT 820p, OMT 550p/OMP 850p

**OMP 611A/OMP 811A, 611B, 611C/ OMP 811A, 811B, 811C 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 skills 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, which are pulse and tongue diagnosis, syndrome differentiation, designing treatment protocols, and executing treatment. Prerequisites: OMP 1000/OMP 8001, ACU 530p/ACU 830p, ACU 525p/ACU 825p, BIO 401/BIO 801, HCR 420/HCR 820, OMP 508/OMP 808, OMP 501/OMP 801, OMP 502/OMP 802, OMT 530p/OMT 830p, OMT 510/OMT 810, OMT 520p/OMT 820p, OMT 550p/OMT 850p, OMT 525/OMT 825, OMT 555/OMT 855, OMT 540/OMT 840

**OMP 621A, B, C/OMP 821A, B, C 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 continues to build skills in pulse and tongue diagnosis, syndrome differentiation, designing treatment protocols, and executing treatment. (OM Students will assist in constructing and preparing herbal formulas.) Prerequisites: OMP 611A, B, C/OMP 811A, B, C



**OMP 631A, B/OMP 831A, B 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.)

Students enrolled in OMP 631A / OMP 831A must complete an on-line competency assessment before a final grade is posted. Prerequisites: OMP 2000/OMP 8002, OMP 621A, B, C/OMP 821A, B, C

**OMP 632A, B, C/OMP 832A, B, C INTEGRATIVE  
CLINIC A, B, and C (1.5 credits each)**

This series of clinical internships are designed to provide students with opportunities to practice in systems-based collaborative care settings. Whether in a PIHMA-sponsored integrative clinic or at an external site, doctoral interns will be able to develop inter-communication, diagnosis and treatment skills in integrative medical settings to deliver patient care.

Prerequisites: OMP 631B/OMP 831B, HCR 405/HCR 805, HCR 620/HCR 850; Concurrent Enrollment: HCR 640/HCR 840

**OMP 640/OMP 840 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. Prerequisites: OMP 611A/OMP 811A, 611B/OMP 811B, 611C/OMP 811C

**OMP 1000/OMP 8001 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. Prerequisites: None

**OMP 2000/OMP 8002 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.

Prerequisites: OMP 1000/OMP 8001

**OMP 3000/OMP 8003 CLINICAL PROCEDURES AND  
PREPARATION III (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.

Prerequisites: OMP 2000/OMP 8002





**OMT 401/OMT 801 APPLIED CHANNEL THEORY (3 credits)**

This course will introduce students to modern applications of classical channel-based acupuncture. Students will learn the fundamentals of Channel Theory, the functions and inter-relationships of each channel system (Taiyang, Shaoyang, Yangming, Taiyin, Shaoyin, and Jueyin) with respect to the Bagua and Yi Jing, and the indications and importance of the Transport/Antique points. Students will also be introduced to the clinical application of the Balance Approach and the Master Tung system. Prerequisites: ACU 525p/ACU 825p, OMT 540/OMT 840

**OMT 500/OMT 800/OMT 800 ASIAN 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 Asian 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. Prerequisites: None

**OMT 510/OMT 810/OMT 810 ASIAN 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 Asian 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. Prerequisites: OMT 500/OMT 800

**OMT 520p/OMT 820p 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. Concurrent enrollment: BIO 401p/801p. Prerequisites: None.

**OMT 525/OMT 825 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. Prerequisites: OMT 520p/OMT 820p

**OMT 530p/OMT 830p ASIAN 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 800

**OMT 540/OMT 840 ASIAN 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 800, OMT 510/OMT 810; Concurrent enrollment: OMT 530p/OMT 830p



### **OMT 550p/OMT 850p POINT LOCATION & MERIDIANS II (3 Credits)**

This course is a continuation of OMT 520p/OMT 820p 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 Asian meridian system. Prerequisites: OMT 520p/OMT 820p, or Dean of Academic Affairs and faculty approval.

### **OMT 555/OMT 855 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 800.

### **OMT 560/OMT 860 ASIAN 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 Asian medicine theories of how various foods affect the body. Prerequisites: OMT 500/OMT 800, OMT 510/OMT 810

### **OMT 605/OMT 805/OMT 805 ASIAN 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 800, OMT 510/OMT 810, OMT 525p/OMT 825p, OMT 540/OMT 840

### **OMT 610/OMT 811 CLASSICS SEMINAR (2 Credits)**

This course offers reading and discussion from some of the most important classical Asian medical texts. It also includes readings from other philosophical books that relate to the study of Asian thought and areas of special interest to the students.

Prerequisites: OMT 500/OMT 800, OMT 510/OMT 810

### **OMT 625/OMT 826 ASIAN 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/OMT 805) and specialty topics such as obstetric, gynecological, geriatric, and pediatric conditions. Prerequisites: OMT 500/OMT 800, OMT 510, OMT 540/OMT 840, OMT 555/OMT 855

### **OMT 627/OMT 827 TERMINAL COMPETENCIES OF ACUPUNCTURE (2 credits)**

This course summarizes the information and knowledge of the content areas covered during the student's first three semesters to ensure that students possess the competencies related to materials covered by the National Certification Commission for Acupuncture and Asian Medicine (NCCAOM) board exams. Content areas include acupuncture point location and functions, point categories, theory, pattern identification and differentiation, and diagnosis. Prerequisites: OMT 500/OMT 800, OMT 510/OMT 810, OMT 520p/OMT 820p, OMT 525/OMT 825, OMT 530p/OMT 830p, OMT 540/OMT 840, OMT 550p/OMT 850p, OMT 555/OMT 855, scheduled to complete degree in one year or less.



**ORI 100/ORI 700 PIHMA FUNDAMENTALS (not for credit)**

This required orientation 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. Prerequisites: None

**PHM 610/PHM 810 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, current research, and relevant legal and statutory issues. Prerequisites: CHM 430/CHM 830

**RES 602/RES 802 RESEARCH DESIGN (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 630/RES 830 EVIDENCE BASED CLINICAL PRACTICE (2 credits)**

Evidence-Based Clinical Practice will present the principles of evidence-informed practice (EIP). EIP is an approach that integrates clinical experience and findings, patient preferences, and research (all important types of evidence) into the process of health care decision-making. Students will learn the strengths and limitations of each element of the model and how to use them together to enhance clinical decision-making and patient outcomes. This course will also focus on important contemporary issues related to EIP and integrated medicine within the Chinese medicine profession. The overarching goal is to enhance students' skills as professional consumers of research in a way that will benefit clinical practice and outcomes. Prerequisites: RES 602/RES 802



***May you live long and prosper using our amazing medicines!***

