

Texas Health and Science University



San Antonio Campus

**Comprehensive
Catalog**

2014-2015

January 2015

Accreditations

Texas Health and Science University, San Antonio Branch is accredited by the **Accrediting Council for Independent Colleges and Schools (ACICS)** to award doctoral, master's, and bachelor's degrees, and certificates. ACICS is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. ACICS is located at 750 First Street, NE, Suite 980, Washington, DC 20002-4223 Phone: (202) 336-6780, fax: (202) 842-2593, www.acics.org.

The Master of Acupuncture and Oriental Medicine degree program at **Texas Health and Science University** is accredited by the **Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM)**. The THSU San Antonio Branch is an approved auxiliary classroom and has applied to ACAOM for candidacy as an accredited, stand-alone campus. ACAOM is the recognized accrediting agency for the approval of programs preparing acupuncture and Oriental medicine practitioners. ACAOM is located at 8941 Aztec Drive, Suite 2, Eden Prairie, MN 55347. Phone: (952) 212-2434, fax: (952) 657-7068, www.acaom.org.

Texas Health and Science University has demonstrated that it meets the standards set forth in the rules of the Texas Higher Education Coordinating Board and qualifies for an exemption pursuant to Subchapter G, Chapter 61, Texas Education Code and, as defined in Chapter 7.3 of Board rules. **Texas Health and Science University** is authorized to conduct courses, grant degrees, grant credit toward degrees, and to use certain protected academic terms in the State of Texas. Authority for this exemption will continue as long as the institution maintains its accreditation status with the Accrediting Council for Independent Colleges and Schools (ACICS), Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), and standards acceptable to the Texas Higher Education Coordinating Board.

Affiliations

The University is a member of the Council of Colleges of Acupuncture and Oriental Medicine (CCAOM), headquartered in Baltimore, MD, and an institutional member of the Texas Association of Acupuncturists (TAOA).

Texas Health and Science University has cooperative arrangements with several sister schools in Asia. These institutions include:

- Meiho Institute of Technology in Taiwan (since 2003)
- Xinjiang Medical University in China (since 2007)
- Fu Jen Catholic University in Taiwan (since 2010)
- Zhejiang Chinese Medical University in China (since 2010)
- Transworld University in Taiwan (since 2011)
- Jiangxi University of T.C.M International Education College (since 2011)
- Ming Chuan University in Taiwan (since 2013)
- National Peng Hu University of Science and Technology in Taiwan (since 2013)

Texas Health and Science University offers Dual Degree programs with Zhejiang Chinese Medical University. New and current students can enroll in this program and receive their Master of Acupuncture & Oriental Medicine degree from THSU, and an additional Master of Acupuncture & Tui Na degree from Zhejiang Chinese Medical University.

Legal Control and Incorporation

Texas Health and Science University is a domestic for-profit corporation, which is chartered and issued a Certificate of Incorporation by the State of Texas, on February 20, 1990, in the State of Texas, County of Travis, pursuant to the provisions of Article 4.04 of the Texas Business Corporation Act. The name of the corporation is Texas Health and Science University, Inc. The Registered Agent is Lisa Ping-Hui Tsao Lin, President and Chief Executive Officer.

Catalog and Other Publications

This catalog is designed to provide prospective and current students with comprehensive information on the programs and offerings of Texas Health and Science University, the first acupuncture school in the state of Texas.

This catalog is effective as of January 2015.

The information contained herein is correct as of January 2015, and is subject to change without notice when required by applicable laws and regulations. All consumer information is available on our website at <http://www.thsu.edu/about-us/gainful-employment/> .

The University reserves the right at any time to change fees, tuition, courses, rules, calendars, curriculum, degree programs, degree requirements, graduation procedures, and any other requirements affecting the academic progress of the students. Changes will become effective at the time so determined, and the changes will normally apply to both prospective students and those already enrolled. This catalog is not intended to contain, nor does it contain, all regulations that relate to students. The University reserves the right to correct errors that may have occurred in the preparation or printing of this document. Any comments or questions regarding the Catalog should be directed to the Vice President for Academic Affairs, Assessment, and Research.

Texas Health and Science University distributes materials to prospective students and provides access to the catalog via the internet. THSU maintains a comprehensive website designed for all students – past, present and future. Our website is located at <http://www.thsu.edu> . Additionally, the University publishes a *Student Handbook*, *Clinic Observation & Intern Handbook and Policy Manual*, and *Crime Awareness and Campus Security (Jeanne Clery Act) Annual Report* to students. These documents contain additional information based on the topic specified and are available from the registrar upon request.

Notice of Nondiscriminatory Policy

Texas Health and Science University complies with all applicable federal and state nondiscrimination laws and does not discriminate on the basis of race, color, national or ethnic origin, sex, age, or disability, consistent with the Assurance of Compliance with Title VI of the Civil Rights Act of 1964, Executive Order 11246 as issued and amended; Title IX of the Education Amendments of 1972, as amended; Section 202 of the Americans with Disabilities Act of 1990; and Section 303 of the Age Discrimination Act of 1975.

All financial aid at THSU is administered in compliance with Title IV of the Higher Education Act of 1965, and Section 504 of the Rehabilitation Act. Texas Health and Science University is an equal opportunity institution and does not discriminate due to age, education, color, religion, national origin, gender, or sexual preference. Title II of the American Disability Act prohibits discrimination against any qualified individual with a disability.

Equal Access to College Educational Programs

The University provides equal access to all educational programs to every qualified student without regard to educationally-unrelated disabilities. Texas Health and Science University provides reasonable accommodations, academic adjustments, and/or auxiliary aids and services as determined on a case-by-case basis.

Disclosure of Educational Records

Information protected by the Family Educational Rights and Privacy Act (FERPA) of 1974 may not be made available to any person without the written authorization of the student except in the following cases: to other school officials, to officials of other schools in which the student intends to enroll, and other persons and agencies identified by the statute. Under FERPA, internal employees may be given access to student information upon having a legitimate educational interest.

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A Message from the President

In January of 2013, Texas College of Traditional Chinese Medicine announced the change of its name to **Texas Health and Science University**. Our name change represented another giant step to advance the school's global efforts and strategic initiatives and position the new university to educate a new generation of leaders in the professions of Acupuncture and Oriental Medicine and Business.

For 25 years, our school has been on the forefront of various efforts to establish high standards for the practice of Acupuncture and Oriental Medicine in Texas and throughout the United States. I am proud to have been a leader in the successful efforts to pass acupuncture legislation in the State of Texas, and to have served as the first Chair of the Education Committee of the Texas State Board of Acupuncture Examiners, appointed to the committee by then-governor Ann Richards, in 1993. I have even been called a *Pioneer!*

Texas Health and Science University is proud to be on the forefront today of legislative efforts to continue to advance the profession of Acupuncture and Oriental Medicine in the State of Texas. The *new* University is committed to confronting the academic challenges and addressing the urgent needs of the profession of Acupuncture and Oriental Medicine in the 21st century. Thus, our mission today is established upon the disciplines of Acupuncture and Business, the twin essential pillars of *Healthcare Management* for the 21st Century Global Community.

A new generation of *pioneers* is needed for the 21st century. The administration, faculty, and student body of Texas Health and Science University cordially invite **YOU** to become a part of our university family.

Come and join us as *pioneers* in the 21st century global community!

Lisa Ping-Hui Tsao Lin, L.Ac., EMBA
President and Chief Executive Officer
Texas Health and Science University

Our Mission Statement

The Mission of Texas Health and Science University (THSU), established upon the foundation, history, and traditions of its predecessor institution, Texas College of Traditional Chinese Medicine, is:

To educate a new generation of leaders for the global community in the professions of Acupuncture and Oriental Medicine and Business, and to contribute to the global economy with their leadership, business acumen, English language competency, and professional skills;

To equip students with the necessary knowledge and skills to succeed in today's competitive business environment; and for students of Traditional Chinese Medicine, to integrate this business knowledge and skills with training in the clinical therapies and applications of Traditional Chinese Medicine for the purpose of enhancing quality of life and community.

History of Texas Health and Science University

Texas Health and Science University was founded as the Texas Institute of Traditional Chinese Medicine in 1990 by Lisa and Paul Lin. It was the first school in Texas approved by the Texas State Board of Acupuncture Examiners to provide instruction in Acupuncture and Oriental Medicine and became a candidate for accreditation by the Accreditation Commission for Acupuncture and Oriental Medicine in 1994, and was first accredited in 1996. The University has continually maintained its accreditation since that time.

In 1997, the school was granted authority by the Texas State Board of Acupuncture Examiners to award the Master of Acupuncture and Oriental Medicine degree and changed its name to Texas College of Traditional Chinese Medicine. In April 2005, the institution was granted a Certificate of Authority by the Texas Higher Education Coordinating Board to award the Master of Acupuncture and Oriental Medicine degree with a major in Acupuncture and Oriental Medicine.

The start of 2011 brought many changes to the institution. Not only did it celebrate its 20th anniversary under the same leadership that it had started with but it was also able to expand its degree offerings. In April of 2011, the Texas Higher Education Coordinating Board granted a Certificate of Authority to the institution to award the Bachelor of Science degree in Traditional Chinese Medicine in addition to the master degree. Additionally, the institution was chosen by Zhejiang Chinese Medical University to be the first institution in the United States offering a Dual Degree program.

In December 2012, the college received an initial grant of accreditation from the Accrediting Council for Independent Colleges and Schools (ACICS), in addition to its ACAOM accreditation. In the same month, ACAOM granted approval to enroll the first class in the Doctor of Acupuncture and Oriental Medicine (DAOM) program, which was later affirmed in July 2014 by ACICS.

In January 2013 the institution changed its name to Texas Health and Science University. These changes reflect the broadened mission of the University, which allows for additional programs, such as the new Master of Business Administration and the Master of Business Administration in Healthcare Management programs. The University's mission and curricula

reflect an emphasis in enabling its graduates to have successful professional careers in the United States or global community. In January 2014 Texas Health and Science University began enrolling students in its San Antonio location. The bachelor and master programs in traditional Chinese medicine are offered there.

The programs of the University have been carefully constructed to ensure that our graduates receive the highest quality education possible; that they are fully eligible upon graduation to meet every opportunity to be personally and financially successful.

Sister Schools

In order to promote the popularization of American higher education, foster academic exchanges between United States institutions, scholars, students, and visitors, as well as encourage international cooperation in the field of Acupuncture and Oriental Medicine, Texas Health and Science University, College of Traditional Chinese Medicine has developed formal agreements of cooperation with sister schools in China and Taiwan. The institutions enter into Sister School Relationships voluntarily in order to achieve mutual benefits and opportunities for the respective institutions and their faculty and students. The terms and conditions of the agreement include administrative collaboration and control over the academic programs, facilities, faculty, and curriculum, as well as assurance of the English language competency of instructors in the program.

The goals and objectives of the program foster collaboration in educational programs, clinical practice, and research in order to achieve:

- Education and training to mutually recognize Acupuncture and Oriental Medicine courses, curriculum, teaching, and training from both schools;
- Summer exchange programs and related short-term training programs;
- Academic exchange visits for students and faculty;
- Cultural enrichment and education;
- Language training and communication; and
- The awarding of appropriate degrees upon successful completion of the combined programs when students complete the requirements for graduation.

Texas Health and Science University, College of Traditional Chinese Medicine has cooperative arrangements with several sister schools in Asia. These institutions include:

- Meiho Institute of Technology in Taiwan (since 2003)
- Xinjiang Medical University in China (since 2007)
- Fu Jen Catholic University in Taiwan (since 2010)
- Zhejiang Chinese Medical University in China (since 2010)
- Transworld University in Taiwan (since 2011)
- Jiangxi University of T.C.M. International Education College (since 2011)
- Ming Chuan University in Taiwan (since 2013)
- National Peng Hu University of Science and Technology in Taiwan (since 2013)

Texas Health and Science University, College of Traditional Chinese Medicine offers a Dual Degree program with Zhejiang Chinese Medical University that starts only in the fall trimester. New and current students can enroll in this program and receive their Master of Acupuncture and Oriental Medicine degree from THSU, with an additional Master of Acupuncture and Tui Na degree conferred by Zhejiang Chinese Medical University. Please see the Dual Degree section for more details elsewhere in this catalog.

University Facilities – San Antonio Campus

Classroom Area

The THSU San Antonio campus began as an auxiliary classroom site in January 2014 at the University of the Incarnate Word (UIW). These facilities are leased from UIW, located at 9240 Guilbeau Road in San Antonio.

The classrooms accommodate up to 40 students and are outfitted with state-of-the-art instructional equipment. Wi-fi is available for students, faculty and staff.

THSU faculty and administrative offices are located in the same building as the classrooms to serve the needs of the students. THSU's library collection is currently located within the UIW library facility, and is scheduled to be relocated in early Spring 2015. Students have access to library computers, a scanner, and full access to the UIW Saidoff Center Library collection.

THSU Student Intern Clinic and Library

The THSU Student Clinic encompasses 1,040 square feet. An additional 2,110 square feet, including a library, conference room, herbal room, additional treatment rooms and offices, are expected to be ready in February 2015. Online journals and databases located at THSU's Austin campus are available to San Antonio students by remote access.

The clinic building is attached to the classroom building, an easy walk. There are eight treatment rooms in the new clinic, and the herb dispensary contains herbal offerings in pill form, raw herbs, and granules. The facility offers our practitioner-instructors, interns and their patients a high-quality, modern internship facility for acupuncture and traditional Chinese Medicine.



THSU's beautiful San Antonio Campus

***COLLEGE OF
TRADITIONAL CHINESE MEDICINE***



Why Traditional Chinese Medicine?

In Asia, one encounters a number of systems of healing based on the principles of Traditional Chinese Medicine. One does not, however, encounter "Oriental Medicine" anywhere in Asia. Simply put, there is no such thing as "Oriental Medicine" per se. The term is, in fact, little more than a Westernized abstraction, a sort of intellectual short-hand to refer to the varieties of healing arts and sciences developed in Asia from the foundations established by the great scholars and thinkers of Chinese medicine over the last five thousand years.

Throughout Asia, practitioners pride themselves on their solid foundation within the classical texts of TCM and openly acknowledge their intellectual debt. As an example, the Japanese refer to the practice of herbal medicine as *kampo*, or "the Chinese method." Korean acupuncturists, with their highly developed systems of hand acupuncture, always take care to ground their variations in practice solidly in the canonical texts of TCM. For centuries, nothing was so highly prized among Asian practitioners as the Yellow Emperor's Canon, the foundational text for TCM, or the Shang Han Lun, the primary clinical text. Both of these classical Chinese medical texts are still sought after and in daily use throughout Asia.

Not only in China, but also in Japan, Korea, and elsewhere in Asia, some variation or derivative of TCM is practiced. The curriculum for practitioners has always required study of Huang ti nei ching su wen (Yellow Emperor's Canon of Internal Medicine), the Shang Han Lun (Discussion of cold induced diseases), the Jin Gui Yao Lue (Golden Chamber) and the Wen Bing Xue (Discussion of Febrile Diseases). In China, where the study and practice of TCM has been brought to a very high level of perfection and completion, Ph.D. candidates devote years to these studies and the leading scholars, instructors, and practitioners are never without well-thumbed copies of these canonical medical texts. Even students in the most humble of acupuncture and TCM training programs in China must devote a number of years to these classical texts.

This is why, in founding the Texas Health and Science University, College of Traditional Chinese Medicine, the first school of its kind in the state, we not only included "Traditional Chinese Medicine" in our name, but we also made TCM the very substance of our curriculum. We modeled our curriculum on the programs of study used in the best schools of TCM in China, with great emphasis on the study of the canonical texts of TCM as the key to understanding the proper use of acupuncture and herbs. It seemed obvious to us that there was no other way to teach acupuncture and Chinese herbal medicine except by giving our students a thorough grounding in the classics.

Paul C. K. Lin, M.A., L. Ac.

Co-Founder and Director of Development, Facilities and Operations
Texas Health and Science University

The Acupuncture and Oriental Medicine Profession in the United States

Acupuncture and Oriental Medicine is becoming one of the most rapidly recognized forms of integrative health care in the United States. One of the first steps in the development of any profession is the standardization of education. To achieve that end, there are three principal national organizations that concern themselves with standardizing education in Acupuncture and Oriental Medicine and certifying graduates of American acupuncture and Oriental medicine schools.

The U.S. Department of Education recognizes the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) as the specialized and professional accrediting agency for such schools. The Council of Colleges of Acupuncture and Oriental Medicine (CCAOM) is a membership organization for schools of acupuncture and oriental medicine. The CCAOM provides a forum for schools to discuss current issues in the field and to propose improvements in the educational system for Acupuncture and Oriental Medicine. The National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) certifies practitioners in acupuncture and herbal proficiency and offers separate certification examinations in Acupuncture with Point Location, Chinese Herbs, Foundations of Oriental Medicine, and Biomedical Sciences.

In the United States, 44 states plus the District of Columbia allow the legal practice of acupuncture, and the various laws and regulations of the different states reflect the diversity of thought within the field. Some states have detailed statutes and codes regulating the practice of acupuncture; in others, statutory language is brief. Some states license or permit the practice of acupuncture alone; others include other forms of Oriental medicine such as herbs, diet and lifestyle counseling, and Oriental exercise. Some states have extensive Western science requirements for the education of practitioners; others have none.

If recent history is any indication, it appears that the field of Acupuncture and Oriental Medicine will continue to grow and expand. With the growth and expansion of the profession, it is likely that this pattern of diversity in regulation will continue as states craft legislation to meet the needs of their citizens. There are practitioners of Acupuncture and Oriental medicine in virtually every state and increasingly their services are included in preferred-provider organizations, third-party payer systems, hospitals and integrated health care clinics.

Texas Health and Science University is affiliated with these three national acupuncture organizations: The THSU Master of Science in Acupuncture and Oriental Medicine program is accredited by ACAOM; the University is an active member of CCAOM, and our third year students are eligible to take the NCCAOM examinations for acupuncture and Oriental medicine. The State of Texas has determined that the NCCAOM examinations and certification will serve as one of the requirements for licensure to practice in Texas. In addition, THSU is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS).

Licensure Requirements for the State of Texas

Information on licensure requirements is available under Texas Medical Board Rules Chapter 183, Procedural Rules for Licensure Applicants, located at <http://www.tmb.state.tx.us/rules/rules/bdrules.php>. The following is paraphrased from that rule, and the fees shown are current as of the date of this catalog. Admission candidates are encouraged to read the entire rule and licensure information at <http://www.tmb.state.tx.us/professionals/acupuncturists/applicants/aculic.php>. The applicant must:

- Be at least 21 years of age;
- Submit an application online for licensure and pay the \$305 application fee;
- Complete 60 credits of general academic college courses, other than in an acupuncture school, that are not remedial;
- Complete 1,800 clock hours of Acupuncture training from an accredited acupuncture school;
- Complete 450 clock hours of the required 1,800 clock hours in herbal training;

- Graduate from an accredited acupuncture school;
- Take and pass four modules of the NCCAOM examination within 5 attempts;
- Take and pass the CCAOM Clean Needle Technique Course and Practical Examination;
- Take and pass the jurisprudence examination and pay the \$61 fee.

A temporary license may be issued prior to the meeting of the Acupuncture Board upon completion of the application process.

Temporary licenses are issued at the discretion of the Executive Director and are valid for 100 days. In addition a 30-day extension may be requested if necessary.

There is a processing fee of \$107 for a temporary license. This fee must be paid in addition to the application-processing fee of \$305.

NCCAOM Certification Information

Texas Health and Science University assists its students with test preparation and offers study materials in the library geared specifically towards this purpose. Detailed information on the NCCAOM certification examinations may be located at: <http://www.nccaom.org/> Students must pass exams required for licensure in the state in which they plan to practice, prior to starting their practice. Students are urged to plan to take certification exams during their third year in the program, as experience has shown that those who do are more successful in passing the exams. The Oriental Medicine (OM) Certification Application and four exam modules required for licensure in Texas currently cost \$1,795.

Summary of TCM Programs of Study at THSU

THSU's College of Traditional Chinese Medicine has three programs of study and offers three degrees. The University offers a **Bachelor of Science in Traditional Chinese Medicine** degree. The bachelor's degree program allows students who have completed the general education requirements listed below at another institution to attain a bachelor's degree while completing their master's degree.

Texas Health and Science University offers as its main program of study the **Master of Science in Acupuncture and Oriental Medicine** degree. Students wishing to practice acupuncture must hold a master degree in Acupuncture and Oriental Medicine. The University reviews credits from other institutions following the guidelines for General Education Requirements to verify the requisite credits.

THSU also offers a **Dual Degree Program** where we assist students to study both for our M.S.A.O.M. and the Master of Acupuncture and Tui Na from Zhejiang Chinese Medical University.

The THSU Austin campus offers the **Doctor of Acupuncture and Oriental Medicine (DAOM)** program. The purpose of this program is to provide licensed acupuncturists with diverse opportunities for advanced classroom and clinic study and research in Acupuncture and Oriental Medicine. The program of study focuses on advanced clinical specialties, integration and collaboration in, AOM and Western Biomedical knowledge, modalities, and skills, and the development of leaders for the profession of Acupuncture and Oriental Medicine.

Dual Degree Programs

THSU/ Zhejiang Chinese Medical University Dual Degrees in Traditional Chinese Medicine – Master Level

Texas Health and Science University is very proud to be the first University in the United States to be able to offer full dual degree programs at the Master level. THSU was selected by **Zhejiang Chinese Medical University** (ZJCMU) in China as their partner school in spring of 2011. We have been chosen because our curriculum is very similar to the Traditional Chinese Medicine taught in China.

Students interested in the Dual Degree program may apply to Zhejiang to start in the fall. Students who are interested in the Dual Degree may start at Texas Health and Science University in any trimester.

During their first program year, dual-degree students in the Master of Science in Acupuncture and Oriental Medicine program will go to China for two weeks to observe and study Tui Na. They will then return to THSU and complete the trimester normally. During the second year of the program, Zhejiang Chinese Medical University will send an instructor to THSU to teach and advise the dual-degree students.

The students will progress through the program until they have completed all of the required courses for the master degree program. Once the student has officially graduated from THSU here in the United States, they will then go to China to defend their thesis and to complete a one month internship at the Zhejiang Chinese Medical University Hospital. If successful, the student will receive a Master of Acupuncture and Tui Na degree from Zhejiang and also receive a licensed endorsement which allows the student to practice acupuncture in China.

A practitioner of acupuncture who is fully licensed in the United States may make arrangements to accept insurance from American companies. That same practitioner, who also holds the licensed endorsement for China, then has an option to practice acupuncture in China. Many English speakers working abroad want an English-speaking TCM practitioner. This creates a market for American acupuncturists in China. Since THSU students will hold a degree from a medical university from China, this facilitates the ease with which they can practice acupuncture in China.

Many other countries also accept the Chinese licensed endorsement as a legitimate license to practice Traditional Chinese Medicine thereby opening up our graduates to practice globally.

Applications for this and all of our programs are available for download on our website. All of the forms are available at the bottom of the admissions page.

THSU Dual Degrees in Traditional Chinese Medicine and Business

Students at Texas Health and Science University have the option to combine their Master of Science in Acupuncture and Oriental Medicine degree with a Master of Business Administration or a Master of Business Administration in Healthcare Management degree. Courses are scheduled to allow exceptional students the opportunity to optimize their pursuit of excellence and future success while enrolled at THSU.

Bachelor of Science in Traditional Chinese Medicine



Program of Study – Bachelor of Science in Traditional Chinese Medicine

Educational Objectives of the Bachelor of Science in Traditional Chinese Medicine Program

Graduates of this university will be qualified to meet the challenges of establishing and maintaining a successful profession in the 21st century, as evidenced by the following learning outcomes:

- A systematic knowledge of the theories, philosophies, and practices of Traditional Chinese Medicine;
- The skill to assist licensed acupuncturists by setting up patients in the treatment room, taking vital signs, recording complaints, preparing and dispensing herbal formulas, and removing acupuncture needles;
- The skill to correctly apply gua sha, cupping, reflexology, and other therapies which do not involve the insertion or stimulation of needles;
- The skill to handle front desk duties, do marketing for the clinic, and file insurance claims;
- The ability to communicate professionally with healthcare providers, colleagues, business leaders, industry, patients and the public with empathy, compassion, and integrity;
- The confidence to find successful employment in a healthcare related field, including the competence to work as an acupuncture assistant, to manage a healthcare practice, or to be employed in an insurance billing office;
- The readiness to continue studies at the University to become a Licensed Acupuncturist or to earn a Master of Business Administration in Healthcare Management.

Admission Requirements

The University desires for standard admission those applicants who have completed a minimum of 60 semester credits (or equivalent quarter credits) in general education with a minimum cumulative grade point average of 2.0 on a 4.0 scale from an institution accredited by an agency recognized by the U.S. Secretary of Education. General education requirements are defined as those areas of learning that are the common experience of all educated persons, including subject matter from the humanities, mathematics and the sciences, and the social sciences.

Thirty-six (36) of the minimum 60 semester credits must be in these areas. Note that courses **within the area of concentration of the subject matter of the program shall *not*** be considered general education courses. The remaining 24 credits can be in any other field of study as long as they are not remedial.

Humanities	Courses in fields such as literature, philosophy, logic, foreign language, art, music appreciation, and communications, including rhetoric, composition, and speech; but excluding business communications, spelling, letter writing, and word study.
Mathematics and the Sciences	Courses such as biology, chemistry, physics, geology, astronomy, and mathematics theory and analysis, including algebra, trigonometry, geometry, calculus, and other advanced mathematics courses, but excluding business mathematics and basic computations.
Social Sciences	Courses such as history, economics, political science, geography, sociology, anthropology, and general psychology, but excluding courses such as practical psychology, selling techniques and social or business behavior.
Other Courses	Courses accepted in this category can be from any field as long as they are not remedial. They must equal 24 credits.

English language competency is required of all students seeking admission. A student may be accepted into the program if he or she satisfies one of the following indicators:

- Speaks English as his or her official or native language.
- Graduates from a U.S.-accredited high school.
- Transfers from or holds a degree from an institution accredited by an agency recognized by the U.S. Secretary of Education or from an English language institution in another country.
- TOEFL English language proficiency iBT score of 50 or higher or IELTS score of 4.5 or higher.

See **Admission Process** in this catalog for a list of documents required for admission.

Transfer of Credit

Texas Health and Science University's bachelor degree is an upper-division program which requires a minimum 60 semester credits for admission into the program. For students who have credits in subjects offered at THSU which are additional to the 60 semester credits applied toward admission, THSU will consider the award of course credit toward the University's Bachelor of Science degree according to the following guidelines:

1. Limitations on the transferability of credits may apply. Credit in the Bachelor of Science in Traditional Chinese Medicine Degree may be awarded for past coursework completed at institutions accredited by recognized governmental accrediting authorities or a regional accrediting agency authorized by the U.S. Department of Education. Student performance in the coursework to be transferred will be evaluated in terms of equivalent subject(s) offered by the University. Coursework to be considered for transfer will have been completed within ten (10) years of the date of application, with applicant receiving a grade of "C" or better.
2. In order to receive transfer credit, official transcripts must be forwarded from the original institution within the student's first academic year of two trimesters, and the student must request a transcript review in writing. Request forms are available from the Registrar.
3. The entire record of the evaluation and award of transfer credit will be included in the student's academic file and made an official part of the student's THSU transcript annotated with "TC" but will not be used to calculate the student's GPA. For each credit reviewed and approved for transfer, a fee will apply.
4. Credits which are used to meet the University's 60 semester credit admission requirement may not be used for transfer credit.

Transferring Credits To Other Institutions

The transferability of credits you earn at THSU is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in your program is also at the complete discretion of the institution to which you may seek to transfer.



THSU campus located at University of the Incarnate Word in San Antonio

Curriculum – Bachelor of Science in Traditional Chinese Medicine

This program prepares the graduate to work as an Acupuncture Assistant or Clinic Office Manager. Acupuncture assistants set up the patient in the treatment room, take their vital signs, record their complaints, prepare herbal formulas, pull needles, apply gua sha, do cupping, apply moxibustion, handle front desk duties, do marketing for the clinic, and file insurance claims. This program also provides a fundamental knowledge base for possible employment in an herbal dispensary or medical office.

The bachelor's degree program allows students who have completed the general education requirements (totally 60 semester credit hours) at another recognized institution to be admitted and study toward a bachelor's degree. The suggested schedule of study may be completed in four trimesters, and all courses are considered upper-division coursework for the bachelor's degree. Students must complete all the coursework required for their degree within six trimesters. Upon completion of the program, students have the option to continue to the master's degree program in acupuncture and oriental medicine.

Trimester	Course Name	Semester Credits	Clock Hours
First Trimester			
1100-A	Fundamental Theories of Traditional Chinese Medicine	4	60
1101-A	Chinese Terminology and Phonetics	2	30
1102-A	Meridian Theory	2	30
1105-W	Anatomy and Physiology I	3	45
1110-A	Introduction to Point Location	1	15
1113-A	Point Location I	3	45
1114-A	Introduction to TCM Diagnosis	4	60
	Total First Trimester	19	285
Second Trimester			
1107-W	Biomedical Concepts, Terminology and Western Medical History	2	30
1203-A	Point Location II	4	60
1205-W	Anatomy and Physiology II	2	30
1210-H	Introduction to TCM Herbology	1	15
1212-H	TCM Herbology – Yellow	2	30
1214-A	TCM Diagnosis I	2	30
1300-A	Special Acupuncture Techniques	2	30
2010-A	Reflexology and Other Microsystems	2	30
	Total Second Trimester	17	255
Third Trimester			
1201-O	CPR and Other Emergency Techniques	1	15
1207-C	Clinic Observation I	3	90
1209-E	Practice Management and Ethics I	2	30
1302-H	TCM Herbology – Green	4	60
1303-A	Point Location III	1	15
1305-W	Surface Anatomy	2	30

1311-E	Principles of Medical Office Management	2	30
1314-A	TCM Diagnosis II	2	30
	Total Third Trimester	17	300
Fourth Trimester			
1301-A	Meridian Acupoint Energetics and Application	4	60
1310-E	Healthcare Marketing	2	30
2105-A	Practical Training in Diagnosis	2	30
2108-H	TCM Herbology – Red	3	45
3206-E	Counseling and Communications	3	45
2109-H	Herbal Preparation and Dispensing	1	15
1407-C	Clinic Lab	2	60
	Total Fourth Trimester	17	285
TOTAL		70	1,125

Total Semester Credits for the Bachelor of Science in Traditional Chinese Medicine degree, including minimum 60 semester credits of General Education (accepted upon admission): 130

Course Numbering System

Course numbers in this program are historical, coincidental, and were established during the founding period of accreditation of the University by ACAOM. The course numbers are not related to academic level, prerequisites, grade levels, or credit value. Course suffixes are used to identify the University's division of courses by academic specialization as follows: H = Herbs; A = Acupuncture; O = Other required; W = Western medicine; E = Ethics, Business and Communications; C = Clinic; S = Specialty Elective. The course suffixes also identify teaching specialties for our core and adjunct faculty.

Graduation Requirements

All candidates for graduation from the bachelor's degree program must complete their studies within 6 trimesters with a Cumulative Grade Point Average (CGPA) of at least a 2.0 on a 4.0 scale.

The following minimum requirements must be completed prior to graduation from the Acupuncture and Oriental Medicine program:

Acupuncture and related didactic studies	35 credits
Herbal didactic studies	11 credits
Biomedical didactic studies (western medical science)	9 credits
Ethics, Business and Communications didactic studies	9 credits
Other related didactic courses	1 credits
Clinical training	5 credits
Total	70 credits

A minimum of 60 credits are required for admission to THSU. Along with the 70-credit program described above, a total of 130 credits are required to be awarded the Bachelor of Science in Traditional Chinese Medicine.

Course Descriptions

Acupuncture Courses

1100-A Fundamental Theories of Traditional Chinese Medicine

This course includes a brief introduction to the historical background and evolution of Traditional Chinese Medicine. This course mainly introduces the theories of Yin and Yang, the Five Elements, Zang Fu, Qi, Blood, Body Fluid, Etiology, Pathogenesis, and General Rules of Prevention and Treatment.

4 credits, Prerequisites: None.

1101-A Chinese Terminology and Phonetics

This course is an introduction to the Chinese characters and *Pinyin* words necessary to understand the curriculum, to assure correct pronunciation, and to enable the study of the existing body of Traditional Chinese Medicine literature and available texts.

2 credits, Prerequisites: None.

1102-A Meridian Theory

This course covers the basic concept of the meridians, with a focus on the 12 regular meridians and the eight extra meridians. It will also cover the 12 divergent meridians, 12 muscle regions, 12 cutaneous regions and 15 collaterals.

2 credits, Prerequisites: None.

1110-A Introduction to Point Location

This is an introductory course in which students will learn the concept, classification and measurement methods of acupoints. Students will also learn the basic concepts of specific acupoints.

1 credit, Prerequisites: None.

1113-A Point Location I

This course is the first of a three-trimester study of the acupuncture points of the 14 meridians and selected extra points. Chinese point names, comparative review of locations based on traditional and modern anatomy, therapeutic indications, treatment methods utilizing acupuncture and moxibustion, and point selection by differential diagnosis of conditions will be discussed for each point. This first trimester will focus on the Lung meridian of hand Taiyin, Large Intestine meridian of hand Yangming, Stomach meridian of foot Yangming, Spleen meridian of foot Taiyin, Heart meridian of hand Shaoyin and Small Intestine meridian of hand Taiyang.

3 credits, Prerequisites: 1110-A.

1114-A Introduction to TCM Diagnosis

This course introduces the classic methods of diagnosis of Traditional Chinese Medicine: inspection, auscultation and olfaction, inquiry and palpation. This course also emphasis how to combine the Four Diagnostic Methods to obtain a comprehensive and systematic understanding of the condition of disease.

4 credits, Prerequisites: None.

1203-A Point Location II

This course continues the study of the acupuncture points of the 14 meridians and selected extra points. Chinese point names, comparative review of locations based on traditional and modern anatomy, therapeutic indications, treatment methods utilizing acupuncture and moxibustion, and point selection by differential diagnosis of conditions will be discussed for each point. This course will focus on the Urinary Bladder meridian of foot Taiyang, Kidney meridian of foot Shaoyin, Pericardium meridian of hand Jueyin, San Jiao meridian of hand Shaoyang, Gallbladder meridian of foot Shaoyang and Liver meridian of foot Jueyin.

4 credits, Prerequisites: 1110-A.

1214-A TCM Diagnosis I

This course continues the discussion of the classical methods of Traditional Chinese Medicine diagnosis and focuses on differentiation according to the Eight Principles, Qi, Blood, Phlegm, Stagnation, and the theory of *Zang Fu*.

2 credits, Prerequisites: 1114-A.

1300-A Special Acupuncture Techniques

These techniques include such needling methods as the filiform needle, cutaneous needle, electrical stimulation, moxibustion, and other methods.

2 credits, Prerequisites: 1100-A.

1301-A Meridian Acupoint Energetics and Application

Focusing on the indications and energetics of the 12 regular meridians, the course also covers the application of points in the treatment of disease. An in-depth discussion of energetic points includes Five *Shu*, *Yuan*, *Luo*, *Xi*, *Shu*, *Mu*, the Eights (confluent and influential), 13 Ghost points and emergency aid points applied in the treatment of disease according to the principles of Traditional Chinese Medicine.

4 credits, Prerequisites: 1110-A, 1113-A, 1203-A, 1303-A, 1314-A.

1303-A Point Location III

Students determine the location of acupuncture points (numbering about 365 major points and 50 extra points) using anatomical landmarks and the proportional body measurement system. Subject matter addressed in this course includes the following channels: *Ren*, *Du*, and Extraordinary Points.

1 credit, Prerequisites: 1110-A.

1314-A TCM Diagnosis II

This course continues the discussion of the different systems by which TCM differentiates syndromes, with an emphasis on etiology, the eight principles and theory of *Zang Fu*. Also includes the theories of *wei qi*, *ying xue*, meridians and collaterals, *san jiao* and six meridians.

2 credits, Prerequisites: 1114-A, 1214-A.

2105-A Practical Training in Diagnosis

Students will further refine their pulse and tongue diagnosis skills under the assistance and guidance of the instructor.

2 credits, Prerequisites: 1114-A, 1214-A, 1314-A.

2110-A Reflexology and Other Microsystems

This course has two components. Reflexology provides students with an excellent training guide to conduct the Ingham method of foot reflexology on yourself and others for the purpose of maintaining good health and preventing disease. Other microsystems include ear, scalp, mouth, and hand acupuncture. A brief yet complete guide to these practices will be offered in this course.

2 credits, Prerequisite: 1100-A

Biomedical Sciences (Western Medical Science)

1105-W Anatomy and Physiology I

Students study the structures and functions of the human body and learn the basic principles of homeostasis in the internal environment. In this course, basic concepts of metabolism and regulation are applied to the study of the following systems: cellular, tissue, integumentary, skeletal, muscular, nervous, and endocrine systems.

3 credits, Prerequisites: None.

1107-W Biomedical Concepts, Terminology and Western Medical History

This survey course introduces the historical development of medicine in the West, to familiarize students with the systems of medicine practiced by M.D.'s, D.C.'s, and D.O.'s. Emphasis will be placed on teaching students the use and meaning of terminology and technical vocabularies necessary for professional, interdisciplinary communications.

2 credits, Prerequisites: None.

1205-W Anatomy and Physiology II

Students study the structure and functions of the human body and learn the basic principles of homeostasis in the internal environment. In this course, basic concepts of metabolism and regulation are applied to the study of the following systems: endocrine, cardiovascular, respiratory, digestive, urinary, and reproductive systems.

2 credits, Prerequisites: 1105-W.

1305-W Surface Anatomy

This biomedical anatomy course focuses on the superficial features of the body, such as tendons and muscles and bony landmarks, with a view to the identification and use of anatomical landmarks as aids in locating underlying tissues and organs.

2 credits, Prerequisites: 1105-W.

Clinical Training

1207 C Clinic Observation and Evaluation I

Under the supervision and direction of the instructor, students observe licensed acupuncturists treating patients in a clinic theater setting. This provides students with a clinical context that balances the intensely didactic and theory-oriented first and second year programs.

3 credits, Prerequisite: 1100-A, 1114-A, 1105-W, 1205-W.

1407-C Clinic Lab

Under the direct supervision of the clinic manager and instructor, students will observe how a typical acupuncture clinic runs its daily routine work. Students will also follow a licensed acupuncturist to see how patients are treated in the clinical environment. This provides students with both clinical and business hands-on experiences that will prepare them to serve as a clinical manager and/or acupuncture assistant in the future.

2 credits, Prerequisites: 1100-A, 1114-A, 1300-A, 2109-H, 1311-E, 1207-C.

Ethics, Business and Communications

1209-E Practice Management and Ethics I

This course focuses on the scope of practice of Texas-licensed acupuncturists, with students familiarized with, and discussing, the laws and regulations of the State of Texas regarding the practice of acupuncture, record keeping, and confidentiality requirements. Students will also discuss various ethical dilemmas encountered by practitioners.

2 credits, Prerequisites: None.

1310-E Healthcare Marketing

Healthcare marketing focuses on the importance of marketing in any form of acupuncture and oriental medicine business. The course will first explore how to define and build one's brand, be it the practitioner himself, or the clinic he wishes to develop. Marketing techniques and tools will be introduced through segments on professional networking, internet and social media marketing and building loyalty and retention within a target market. *2 credits, Prerequisites: None.*

1311-E Principles of Medical Office Management

This course introduces the student to a wide variety of medical office duties that are commonly performed by the administrator or owner of a small clinic. These duties include: office communication, medical reception tasks, document production, medical office accounting, billing procedures, appointment

scheduling, medical records management, and insurance claims processing. There is a brief introduction to International Classification of Disease-10 (ICD-10) and Current Procedural Terminology (CPT) coding, bookkeeping and accounting practices.

2 credits, Prerequisites: None

3206-E Counseling and Communications

This course will help the student develop communication and counseling skills to maximize the therapeutic effect of acupuncture and herbal medicine treatments. The student will learn basic principles of counseling and communication through a process that will include discussion and role playing with a special emphasis on the development of the acupuncturist-patient relationship.

3 credits, Prerequisites: None.

Herbology

1210-H Introduction to TCM Herbology

This is an introductory course to TCM herbology. Students will learn the basic herbal theories and build up solid foundations for the three specific herbology courses.

1 credit, Prerequisites: 1100-A.

1212-H TCM Herbology - Yellow

This course builds upon the introductory course in TCM Herbology, presents various herbs by name, classification, identification, character and taste, meridian routes, dosage, indications, contraindications, preparation, scientific research and prescription examples. Chinese herbs in the functional categories of release exterior, clear heat, and drain downward are discussed, symbolized by the color of *Yellow*.

2 credits, Prerequisites: 1210-H.

1302-H TCM Herbology - Green

This course builds upon the introductory course in TCM Herbology, presents various herbs by name, classification, identification, character and taste, meridian routes, dosage, indications, contraindications, preparation, scientific research and prescription examples. Chinese herbs in the functional categories of drain dampness, dispel wind-dampness, transform phlegm, relieve food stagnation, regulate *qi* and regulate blood, symbolized by the color of *Green*.

4 credits, Prerequisites: 1210- H.

2108-H TCM Herbology - Red

This course builds upon the introductory course in TCM Herbology, presents various herbs by name, classification, identification, character and taste, meridian routes, dosage, indications, contra-indications, preparation, scientific research and prescription examples. Chinese herbs to be discussed are from the functional categories of warm interior, tonify, stabilize and bind, calm the spirit, open orifices, extinguish wind, and expel parasites, symbolized by the color of *Red*.

3 credits, Prerequisites: 1210-H.

2109-H Herbal Preparation and Dispensing

This course introduces to students all types of preparation methods for Chinese herbal products. Good compounding and dispensing practices will be discussed according to the American Association of Acupuncture and Oriental Medicine (AAAOM) guidelines.

1 credits, Prerequisites: 1210-H.

Other Studies

1201-O CPR and Other Emergency Techniques

Part I (classes 1, 2 and 3) cover the management of emergency situations specific to an acupuncture practice. Part II (classes 4 and 5) are taught by an American Red Cross certified instructor and will cover the management of heart and breathing emergencies, along with instruction in first aid.
1 credit, Prerequisites: None.

Tuition and Fees

Bachelor of Science in Traditional Chinese Medicine

Tuition

Classroom Tuition (Per Credit Hour)	\$270.00
Clinic Tuition (Per Credit Hour)	\$450.00

Total Estimated Tuition **\$19,800.00**

(Four Trimesters is the recommended schedule for this program of study. The Board of Governors reserves the right to raise tuition 4-7% as appropriate.)

One-Time Fees

Application Fee (Non-Refundable)

U.S. Students	\$75.00
International Students (Require F-1 VISA)	\$150.00
International Student Foreign Transcript Evaluation Fee	\$200.00
Trimester Deposit (Applicable toward first trimester tuition)	\$250.00
Transfer Credit Fee (Per Credit Hour)	\$15.00
Herbal Sample Kit	\$149.00
White Coat Fee	\$35.00
Graduation Fee	\$150.00

Recurring Fees

Student Services Fee (Including facility, lab, wifi, library, tutoring, administrative services...etc.)	\$110.00 per trimester
Textbooks, professional equipment, clinic supplies (estimate)	\$500.00 per trimester

Payment Plan Fee \$25.00
per trimester

The payment plan allows students to divide the total tuition and fees for each trimester into *four equal payments*. The first payment is due by the 1st day of class. The rest of the payments are due the first day of each month afterward. Fees are incorporated into the student's initial payment. This is the only payment plan currently available. Late payments on this plan will incur additional fees.

Late Fees and Penalties

Late Registration \$25.00
(Payable if classes are not registered at least one week before the start of each trimester. Does not apply to new students.)

Late Tuition (1-15 days) \$25.00

Late Tuition (16-30 days) \$50.00
(After 30 days, students will be dismissed from the program unless other arrangements are made with the Registrar or President.)

Late Fee for Payment Plan \$25.00
(Payable if payment(s) made under the Payment Plan are more than 14 days late.)

Late Add Fee \$25.00
Payable if course is added after 5 days following the start of the trimester. per course

Late Drop Fee \$75.00
Payable if course is dropped after 5 days following the start of the trimester. per course

Other Fees

Student I.D. Card (replacements) \$5.00

Make-up Examinations \$50.00
per exam

Intern Clinic Treatment Fee-Students \$5.00
per treatment

Duplicate Diploma \$25.00

Official Transcripts \$15.00
Transcripts will be provided upon receipt of a signed, written request and a fee of \$15.00 each, provided all financial obligations have been met.

Library Fees Varies
(All fees for late returns, lost books, print and copy services are detailed in the library manual. Fines and penalties must be paid prior to registration.)

THSU reserves the right to make adjustments of 4-7% per year that reflect changes in the cost of living and education, subject to governing board approval.

Master of Science in Acupuncture and Oriental Medicine



Program of Study – Master of Science in Acupuncture and Oriental Medicine

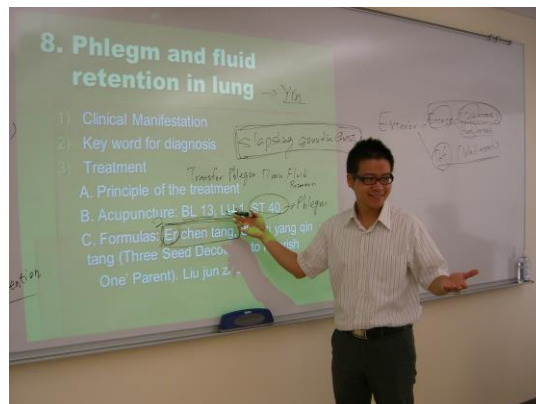
The Purpose of the Master of Science in Acupuncture and Oriental Medicine Program is:

To contribute to the health, welfare and public good of the people of Texas and the United States by providing a highly trained and professionally motivated cadre of health care specialists, schooled in the healing principles of Traditional Chinese Medicine, thousands of years in development and perfection.

Educational Objectives of the Master of Science in Acupuncture and Oriental Medicine Program

Graduates of this program will be qualified to meet the challenges of establishing and maintaining a successful profession in the 21st century, as evidenced by the following learning outcomes:

- A systematic knowledge of the theories, philosophies, and practices of Traditional Chinese Medicine including a thorough grounding in the Chinese medical classics;
- The skills to assess patients and make an accurate TCM diagnosis and effective treatment plan;
- The ability to formulate and apply acupuncture and Chinese herbs based upon the total assessment of the patient;
- The skill to communicate accurately and effectively with other health care providers and appropriately refer patients to them;
- The ability to communicate professionally with academic, professional colleagues, business leaders, industry, patients and the public with empathy, compassion, and integrity;
- The successful placement of graduates in a practice of Acupuncture and Oriental Medicine, and the competence to effectively and ethically manage the business aspects of a clinical practice.



Instruction in Traditional Chinese Medicine
San Antonio Campus

Admission Requirements

The University desires for standard admission those applicants who have completed a bachelor's degree or its equivalent from a U.S. Department of Education approved accredited institution, with a minimum cumulative grade point average of 2.0 on a 4.0 scale.

Candidates may also be admitted based upon the Admissions Committee determination that the applicant demonstrates suitability for graduate level study of Acupuncture and Oriental Medicine and has successfully completed a minimum of 60 semester credits (or equivalent quarter credits) in general education with a minimum cumulative grade point average of 2.0 on a 4.0 scale. General education requirements are defined as those areas of learning which are the common experience of all educated persons, including subject matter from the humanities, mathematics and the sciences, and the social sciences.

Thirty six (36) of the minimum 60 semester credits must be in these areas. Note that courses **within the area of concentration of the subject matter of the program shall not** be considered general education courses. The remaining 24 credits can be in any other field of study as long as they are not remedial.

Humanities	Courses in fields such as literature, philosophy, logic, foreign language, art, music appreciation, and communications, including rhetoric, composition, and speech; but excluding business communications, spelling, letter writing, and word study.
Mathematics and the Sciences	Courses such as biology, chemistry, physics, geology, astronomy, and mathematics theory and analysis, including algebra, trigonometry, geometry, calculus, and other advanced mathematics courses, but excluding business mathematics and basic computations.
Social Sciences	Courses such as history, economics, political science, geography, sociology, anthropology, and general psychology, but excluding courses such as practical psychology, selling techniques and social or business behavior.
Other Courses	Courses accepted in this category can be from any field as long as they are not remedial. They must equal 24 credits.

English language competency is required of all students seeking admission. A student may be accepted into the program if he or she satisfies one of the following indicators:

- Speaks English as his or her official or native language.
- Graduates from a U.S.-accredited high school.
- Transfers from or holds a degree from an institution accredited by an agency recognized by the U.S. Secretary of Education or from an English language institution in another country.
- English language proficiency score of 61 or higher on the Internet-Based Test Of English as a Foreign Language (TOEFL iBT) or IELTS score of 6.0 or higher. Applicants who score less than 61 may attend one of the THSU English as a Second Language programs.

See **Admission Process** in this catalog for a list of documents required for admission.

Additional Requirements for Admission to the Dual Master's Degree

All students must be first accepted by THSU before enrolling in the Dual Degree program. The Dual Degree program is being administered jointly by THSU and International Education College (IEC), Zhejiang Chinese Medical University, Zhejiang, China. Dual Degree candidates must be non-Chinese citizens holding a passport from any nation other than China, Taiwan, Hong Kong or Macau.

Transfer of Credit

Texas Health and Science University will accept academic credits earned at other accredited institutions and consider the award of course credit toward the University's Master of Acupuncture and Oriental Medicine degree according to the following guidelines:

1. Limitations on the transferability of credits may apply. Credit in the Master of Science in Acupuncture and Oriental Medicine degree may be awarded for past coursework completed at institutions accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) or by any other recognized governmental accrediting authority or a regional accrediting agency authorized by the U.S. Department of Education. Student performance in the coursework to be transferred will be evaluated in terms of equivalent subject(s) offered by the University. Coursework to be considered for transfer will have been completed within ten (10) years of the date of application, with applicant receiving a grade of "C" or better.
2. In order to receive transfer credit, official transcripts must be forwarded from the original institution within the student's first academic year of two trimesters, and the student must request a transcript review in writing. Request forms are available from the Registrar.
3. The entire record of the evaluation and award of transfer credit will be included in the student's academic file and made an official part of the student's THSU transcript annotated with "TC" but will not be used to calculate the student's GPA. For each credit reviewed and approved for transfer, a fee will apply.
4. The maximum permissible number of transfer credits into the master's degree programs is limited to one-half or fewer of the credits required for the master's degree.
5. Credits awarded to meet the University's General Education requirement may not be used for transfer credit.

Transferring Credits To Other Institutions

The transferability of credits you earn at THSU is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in your program is also at the complete discretion of the institution to which you may seek to transfer.

Curriculum – Master of Science in Acupuncture and Oriental Medicine (First Professional Degree)

Texas Health and Science University is accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) to award the degree of Master of Acupuncture and Oriental Medicine with a major in Acupuncture and Oriental Medicine. Students must complete the coursework and required internship for this degree within 15 trimesters.

Trimester	Course Name	Semester Credits	Clock Hours
First Trimester			
1100-A	Fundamental Theories of Traditional Chinese Medicine	4	60
1101-A	Chinese Terminology and Phonetics	2	30
1102-A	Meridian Theory	2	30
1105-W	Anatomy and Physiology I	3	45
1110-A	Introduction to Point Location	1	15
1113-A	Point Location I	3	45
1114-A	Introduction to TCM Diagnosis	4	60
	Total First Trimester	19	285
Second Trimester			
1106-O	Qi Gong: Ba Duan Jin (Eight Pieces of Silk)	1	15
1107-W	Biomedical Concepts, Terminology and Western Medical History	2	30
1203-A	Point Location II	4	60
1205-W	Anatomy and Physiology II	2	30
1210-H	Introduction to TCM Herbology	1	15
1212-H	TCM Herbology – Yellow	2	30
1214-A	TCM Diagnosis I	2	30
1300-A	Special Acupuncture Techniques	2	30
2101-A	Five Element Theory and Application	1	15
	Total Second Trimester	17	255
Third Trimester			
1201-O	CPR and Other Emergency Techniques	1	15
1207-C	Clinic Observation – Black	3	90
1209-E	Practice Management and Ethics I	2	30
1302-H	TCM Herbology – Green	4	60
1303-A	Point Location III	1	15
1305-W	Surface Anatomy	2	30
1311-E	Principles of Medical Office Management	2	30
1314-A	TCM Diagnosis II	2	30
	Total Third Trimester	17	300
Fourth Trimester			
1301-A	Meridian Acupoint Energetics and Application	4	60
1307-C	Clinic Observation – White	3	90

1310-E	Healthcare Marketing	2	30
2105-A	Practical Training in Diagnosis	2	30
2108-H	TCM Herbology – Red	3	45
3206-E	Counseling and Communications	3	45
	Total Fourth Trimester	17	300
Fifth Trimester			
2306-E	Practice Management and Ethics II	2	30
2100-H	Introduction to TCM Prescriptionology	1	15
2103-A	Treatment Modality of Acupuncture I	4	60
2107-C	Clinic Internship I	4	120
2112-H	TCM Prescriptionology – Orange	2	30
2201-A	Scalp and Ear Acupuncture	2	30
2301-W	Biomedical Pathophysiology	4	60
	Total Fifth Trimester	19	345
Sixth Trimester			
2202-H	TCM Prescriptionology – Blue	3	45
2203-A	Treatment Modality of Acupuncture II	3	45
2205-W	Biomedical Microbiology	3	45
2207-C	Clinic Internship II	4	120
2310-A	Tui Na	2	30
2400-W	Biomedical Diagnosis and Laboratory Tests	3	45
	Total Sixth Trimester	18	330
Seventh Trimester			
1200-HW	Food, Diet and Vitamins	2	30
1208-O	Tai Chi: 108 Wu Tai Chi Chuan 1	1	15
2204-H	Classics I: <i>Shang Han Lun</i>	2	30
2300-W	Case Management and Referral	2	30
2302-H	TCM Prescriptionology – Purple	4	60
2307-C	Clinic Internship III	4	120
3105-W	Biomedical Pharmacology	3	45
	Total Seventh Trimester	18	330
Eighth Trimester			
1318-H	Clinical Patent Herbs	2	30
3101-H	Practical Training in Herbal Formulation	2	30
3103-H	Internal Medicine – Herbology	4	60
3106-A	Licensure Examination Preparation: Foundations of TCM	2	30
3107-C	Clinic Internship IV	4	120
3211-H	TCM Gynecology	2	30
4109-W	Clinical Sciences and Clinical Medicine	2	30
	Total Eighth Trimester	18	330
Ninth Trimester			
2304-H	Classics II: <i>Golden Chamber</i>	2	30
3100-W	Biomedicine Review	3	45
3108-A	Licensure Examination Preparation: Acupuncture and Point Location	2	30
3204-H	Licensure Examination Preparation: Herbology	4	60

4103-W	Biomedical Toxicology	2	30
3207-C	Clinic Internship V	4	120
	Total Ninth Trimester	17	315
Tenth Trimester			
1308-O	Tai Chi: 108 Wu Tai Chi Chuan 2	1	15
3205-W	Hygiene, Public Health and Epidemiology	2	30
3209-H	Classics IV: <i>Wen Bing Lun</i>	2	30
3213-H	Classics III: Four Streams of Scholars (<i>Jin Yuan Dynasty</i>)	2	30
3307-C	Clinic Internship VI	4	120
4111-W	Biomedical Research Design and Scientific Method	2	30
	Total Tenth Trimester	13	255
TOTAL		173	3045

ELECTIVE COURSES

Students are also encouraged to take one or more concentration courses which are specialties within Traditional Chinese Medicine.

Electives			
5301-S	TCM Pediatrics	2	30
5302-S	TCM Neurology	2	30
5303-S	TCM Dermatology	2	30
5304-S	TCM Facial Rejuvenation	2	30
5305-S	TCM for Side Effects of Western Medicine	2	30
5306-S	TCM Sports Medicine	2	30
5307-S	TCM Geriatrics	1	15
5308-S	TCM for Modern Conditions	2	30
5309-S	Fluid Physiology and Pathology	2	30

Course Numbering System

Course numbers in this program are historical, coincidental, and were established during the founding period of accreditation of the University by ACAOM. The course numbers are not related to academic level, prerequisites, grade levels, or credit value. Elective Courses all carry 5000 numbers. Course suffixes are used to identify the University's division of courses by academic specialization as follows: H = Herbs; A = Acupuncture; O = Other required; W = Western medicine; E = Ethics, Business and Communications; C = Clinic; S = Specialty Elective. The course suffixes also identify teaching specialties for our core and adjunct faculty.

Second Year Comprehensive Examination

At the end of their second year of study or sixth consecutive trimester of enrollment, all MSAOM students are required to take a written exam. The academic department uses the exam results to assess students' readiness for the national certification exams and to assess the Satisfactory Academic Progress of second year students. Refusal to take and/or failure on the exam may hinder the continued enrollment of the student in the program. Students will have two (2)

chances to take and pass the Second Year Exam. The fee for the Second Year Comprehensive Exam is \$50.00.

Graduation Requirements

The MSAOM is programmatically accredited by the Accreditation Commission for Acupuncture and Oriental Medicine. All candidates for graduation from the master's degree program must complete their studies within 15 attempted trimesters, with a Cumulative Grade Point Average (CGPA) of at least a 2.5 on a 4.0 scale. The following minimum requirements must be completed prior to graduation from the Acupuncture and Oriental Medicine program:

Acupuncture and related didactic studies	49 credits
Herbal didactic studies	43 credits
Biomedical didactic studies (western medical science)	36 credits
Ethics, Business and Communications didactic studies	11 credits
Other related didactic courses	4 credits
Clinical training	30 credits
Total	173 credits

This is the suggested course of study. However, unless a prerequisite course is specified, a student may take several courses in a different order.

Course Descriptions

Acupuncture Courses

1100-A Fundamental Theories of Traditional Chinese Medicine

This course includes a brief introduction to the historical background and evolution of Traditional Chinese Medicine. This course mainly introduces the theories of Yin and Yang, the Five Elements, Zang Fu, Qi, Blood, Body Fluid, Etiology, Pathogenesis, and General Rules of Prevention and Treatment.

4 credits, Prerequisites: None.

1101-A Chinese Terminology and Phonetics

This course is an introduction to the Chinese characters and *Pinyin* words necessary to understand the curriculum, to assure correct pronunciation, and to enable the study of the existing body of Traditional Chinese Medicine literature and available texts.

2 credits, Prerequisites: None.

1102-A Meridian Theory

This course covers the basic concept of the meridians, with a focus on the 12 regular meridians and the eight extra meridians. It will also cover the 12 divergent meridians, 12 muscle regions, 12 cutaneous regions and 15 collaterals.

2 credits, Prerequisites: None.

1110-A Introduction to Point Location

This is an introductory course in which students will learn the concept, classification and measurement methods of acupoints. Students will also learn the basic concepts of specific acupoints.

1 credit, Prerequisites: None.

1113-A Point Location I

This course is the first of a three-trimester study of the acupuncture points of the 14 meridians and selected extra points. Chinese point names, comparative review of locations based on traditional and

modern anatomy, therapeutic indications, treatment methods utilizing acupuncture and moxibustion, and point selection by differential diagnosis of conditions will be discussed for each point. This first trimester will focus on the Lung meridian of hand Taiyin, Large Intestine meridian of hand Yangming, Stomach meridian of foot Yangming, Spleen meridian of foot Taiyin, Heart meridian of hand Shaoyin and Small Intestine meridian of hand Taiyang.

3 credits, Prerequisites: 1110-A.

1114-A Introduction to TCM Diagnosis

This course introduces the classic methods of diagnosis of Traditional Chinese Medicine: inspection, auscultation and olfaction, inquiry and palpation. This course also emphasizes how to combine the Four Diagnostic Methods to obtain a comprehensive and systematic understanding of the condition of disease.

4 credits, Prerequisites: None.

1203-A Point Location II

This course continues the study of the acupuncture points of the 14 meridians and selected extra points. Chinese point names, comparative review of locations based on traditional and modern anatomy, therapeutic indications, treatment methods utilizing acupuncture and moxibustion, and point selection by differential diagnosis of conditions will be discussed for each point. This course will focus on the Urinary Bladder meridian of foot Taiyang, Kidney meridian of foot Shaoyin, Pericardium meridian of hand Jueyin, San Jiao meridian of hand Shaoyang, Gallbladder meridian of foot Shaoyang and Liver meridian of foot Jueyin.

4 credits, Prerequisites: 1110-A.

1214-A TCM Diagnosis I

This course continues the discussion of the classical methods of Traditional Chinese Medicine diagnosis and focuses on differentiation according to the Eight Principles, Qi, Blood, Phlegm, Stagnation, and the theory of *Zang Fu*.

2 credits, Prerequisites: 1114-A.

1300-A Special Acupuncture Techniques

These techniques include such needling methods as the filiform needle, cutaneous needle, electrical stimulation, moxibustion, and other methods.

2 credits, Prerequisites: 1100-A.

1301-A Meridian Acupoint Energetics and Application

Focusing on the indications and energetics of the 12 regular meridians, the course also covers the application of points in the treatment of disease. An in-depth discussion of energetic points includes Five *Shu*, *Yuan*, *Luo*, *Xi*, *Shu*, *Mu*, the Eights (confluent and influential), 13 Ghost points, and emergency aid points applied in the treatment of disease according to the principles of Traditional Chinese Medicine.

4 credits, Prerequisites: 1110-A, 1113-A, 1203-A, 1303-A, 1314-A.

1303-A Point Location III

Students determine the location of acupuncture points (numbering about 365 major points and 50 extra points) using anatomical landmarks and the proportional body measurement system. Subject matter addressed in this course includes the following channels: *Ren*, *Du*, and Extraordinary Points.

1 credit, Prerequisites: 1110-A.

1314-ATCM Diagnosis II

This course continues the discussion of the different systems by which TCM differentiates syndromes, with an emphasis on etiology, the eight principles and theory of *Zang Fu*. Also includes the theories of *wei qi*, *ying xue*, meridians and collaterals, *san jiao* and six meridians.

2 credits, Prerequisites: 1114-A, 1214-A.

2101-A Five Element Theory and Application

This is an in-depth discussion of the theory of the Five Elements and their application in diagnosis and treatment. Students will associate points on the channels that correspond to specific elements.

1 credit, Prerequisites: None

2103-A Treatment Modality of Acupuncture I

This is a discussion of and approach to each internal disease from the Traditional Chinese Medicine perspective, with emphasis on acupuncture treatment. The course involves in-depth discussion of etiology, pathogenesis, and differentiation of syndromes, diagnosis and treatment with acupuncture according to the principles of Traditional Chinese Medicine.

4 credits, Prerequisites: 1110-A, 1113-A, 1203-A, 1301-A, 1303-A, 1314-A.

2105-A Practical Training in Diagnosis

Students will further refine their pulse and tongue diagnosis skills under the assistance and guidance of the instructor.

2 credits, Prerequisites: 1114-A, 1214-A, 1314-A.

2201-A Scalp and Ear Acupuncture

According to Traditional Chinese Medicine principles, scalp acupuncture techniques are most effective for treating afflictions such as stroke, movement hindrance and certain neurological problems. Point measurement and location, and needle stimulation skills will be introduced. Students will also study the physical surface of the ear to locate acupuncture points on the various auricular surfaces. The physiological links between the points and the internal organs will be presented. Ear acupuncture in the treatment of alcoholism, drug abuse and weight loss will be discussed.

2 credits, Prerequisites: 1102-A.

2203-A Treatment Modality of Acupuncture II

This is a continuation of the discussion of each internal disease from the Traditional Chinese Medicine perspective, with emphasis on acupuncture treatment. The course involves in-depth discussion of etiology, pathogenesis, and differentiation of syndromes, diagnosis and treatment with acupuncture.

3 credits, Prerequisites: 2103-A.

2310-A Tui Na

This class covers traditional methods of Oriental manual therapy and the use of this therapy in accordance with the principles of Traditional Chinese Medicine. Channel palpation, body mechanics, indications and contraindications for *Tui Na* techniques are also covered.

2 credits, Prerequisites: 1102-A.

3106-A Licensure Examination Preparation: Foundations of TCM

This course prepares the student for success on the Foundations of Oriental Medicine certification examination by rigorously reviewing and testing the student's knowledge base of TCM principles, modes of diagnosis, and treatment strategies. The student will identify areas of weakness in order to more efficiently conduct their exam preparation, and will learn effective test-taking strategies utilizing critical thinking skills. This course focuses on the specific areas of study recommended in the NCCAOM candidate handbook.

2 credits, Prerequisites: 2103-A, 2203-A.

3108-A Licensure Examination Preparation: Acupuncture and Point Location

Students will review the entire program of acupuncture studies, focusing on the specific areas of study recommended in the national exam preparation handbook for the Acupuncture and Point Location module.

2 credits, Prerequisites: 2103-A, 2203-A.

Biomedical Sciences (Western Medical Science)

1105-W Anatomy and Physiology I

Students study the structures and functions of the human body and learn the basic principles of homeostasis in the internal environment. In this course, basic concepts of metabolism and regulation are applied to the study of the following systems: cellular, tissue, integumentary, skeletal, muscular, nervous, and endocrine systems.

3 credits, Prerequisites: None.

1107-W Biomedical Concepts, Terminology and Western Medical History

This survey course introduces the historical development of medicine in the West, to familiarize students with the systems of medicine practiced by M.D.'s, D.C.'s, and D.O.'s. Emphasis will be placed on teaching students the use and meaning of terminology and technical vocabularies necessary for professional, interdisciplinary communications.

2 credits, Prerequisites: None.

1200-HW Food, Diet and Vitamins (1 credit Biomedical/1 credit Herbology)

Students study the principles of nutrition and diet as understood in the West, as well as the use of vitamins, minerals and other supplements as part of a course of treatment. The importance of various components of Chinese foods and herb-combination cooking are also discussed (1 class – listed also under Herbology)

2 credits, Prerequisites: None

1205-W Anatomy and Physiology II

Students study the structure and functions of the human body and learn the basic principles of homeostasis in the internal environment. In this course, basic concepts of metabolism and regulation are applied to the study of the following systems: endocrine, cardiovascular, respiratory, digestive, urinary, and reproductive systems.

2 credits, Prerequisites: 1105-W.

1305-W Surface Anatomy

This biomedical anatomy course focuses on the superficial features of the body, such as tendons and muscles and bony landmarks, with a view to the identification and use of anatomical landmarks as aids in locating underlying tissues and organs.

2 credits, Prerequisites: 1105-W.

2205-W Biomedical Microbiology

Students will explore the classification of bacteria, viruses, fungi and other microorganisms, their physiological and biochemical features, the microorganisms that cause human diseases and the spoilage of food, and the ecological significance of bacteria in the cycle of matter.

3 credits, Prerequisites: 1205-W.

2300-W Case Management and Referral

This course covers the ways in which students will meet the challenges and accountabilities of case management and referral in the 21st century practice of Traditional Chinese Medicine within the modern health care system. Students will become familiar with effective methods for planning a course of treatment, evaluating outcomes, identifying the need for referral, the process of making successful referrals, and how to do effective case closures. Associated ethical and legal issues will also be explored.

2 credits, Prerequisites: 1107-W.

2301-W Biomedical Pathophysiology

This course covers the pathological conditions that may affect the respiratory, circulatory, digestive, musculoskeletal, neurological, and other systems of the body. Understanding such disease processes helps the practitioner to work more effectively with patients and other health care professionals.

4 credits, Prerequisites: 1105-W, 1107-W, 1205-W.

2400-W Biomedical Diagnostics and Laboratory Tests

This course covers basic history taking and physical examination techniques. In addition, this course develops an understanding of the use of laboratory test data (whether done previously for a given patient or ordered specifically for the current course of treatment) as an aid in developing an appropriate plan of treatment.

3 credits, Prerequisites: 1105-W, 1107-W, 1205-W.

3100-W Biomedicine Review

This course is a comprehensive review of all previous biomedical courses taken at THSU, with a view to ensuring full grasp of the fundamental principles of biomedicine and their application to the successful practice of acupuncture and Traditional Chinese Medicine within a modern integrated health care system, and to prepare students more fully for their licensing and certification exams.

3 credits, Prerequisites: 3105-W.

3105-W Biomedical Pharmacology

This course introduces students to the classifications of prescription medications, covers some common medications that patients may be taking, and the physiological mechanisms and actions of those medications.

3 credits, Prerequisites: 2301-W, 2400-W.

3205-W Hygiene, Public Health and Epidemiology

Students study public health issues, the formulation of laws regarding health, and the agencies established to provide disease-free food and water, adequate sanitation systems, prevention and control of epidemic and endemic diseases, and the delivery of health care to the disadvantaged.

2 credits, Prerequisites: 1107-W.

4103-W Biomedical Toxicology

This course investigates the disciplines of toxicology and pharmacology. The course explores toxicity mechanisms and the tissues affected by different classes of naturally occurring toxins. Herbs with known toxicity will be classified and their mechanisms of toxicity discussed.

2 credits, Prerequisites: 3105-W, 1210-H, 1212-H, 1302-H, 2108-H.

4109-W Clinical Sciences and Clinical Medicine

This course is a review of internal medicine, pharmacology, neurology, surgery, obstetrics/gynecology, urology, radiology, nutrition, dermatology and sexually transmitted diseases. This course also surveys the clinical practices of specialists in various Western medical fields to familiarize students with the treatment modes of other health care practitioners.

2 credits, Prerequisites: 1205-W, 2301-W, 2400-W, 3105-W.

4111-W Biomedical Research Design and Scientific Methods

This is an introduction to the statistical methods used in biomedical research. Students will learn the mathematical basis for modern research in biomedicine and acupuncture, Traditional Chinese Medicine, and Oriental medicine. The course teaches the methods necessary to analyze research data with a special focus on the interpretation of results and the clinical application of data.

2 credits, Prerequisites: 1107-W.

Clinical Training

1207-C Clinic Observation and Evaluation – Black

Under the supervision and direction of the instructor, students observe licensed acupuncturists treating patients in a clinic theater setting. This provides students with a clinical context that balances the intensely didactic and theory-oriented first and second trimesters.

3 credits, Prerequisites: 1100-A, 1110-A, 1114-A, 1105-W, 1205-W.

1307-C Clinic Observation and Evaluation – White

Under the supervision and direction of the instructor, students observe licensed acupuncturists treating patients with complex conditions in a clinical theater setting. Students will prepare to pass the five-part examination required for promotion to clinic internship. Students will register for and take the Clean Needle Technique course if they have not already done so.

3 credits, Prerequisites: 1100-A, 1110-A, 1114-A, 1105-W, 1205-W.

2107-C, 2207-C, 2307-C Clinic Internship

This is the First Level of Clinic Internship. Under the supervision and direction of the instructor, students begin needling and applying other TCM treatment modalities to patients. The three emphases of Clinic Internship are: (1) the interaction between the student practitioner and the patient, (2) the development of a responsible treatment plan, and (3) the practical application of basic treatment skills and techniques. Students will further develop their diagnostic skills and gain experience in syndrome identification and formula application. Students will discuss cases with classmates and with the instructor. Students will be assigned a clinic schedule in accordance with their classroom schedules.

360 Clinic clock hours/12 credits, Prerequisites: 1207-C, 1307-C, CNT, Promotion Exam to Internship

3107-C, 3207-C, 3307-C Clinic Internship

This is the Second Level of Clinic Internship. Under the supervision and direction of the instructor, students begin needling and applying other TCM treatment modalities to patients. The three emphases of Clinic Internship are: (1) the interaction between the student practitioner and the patient, (2) the development of a responsible treatment plan, and (3) the practical application of basic treatment skills and techniques. Students will further develop their diagnostic skills and gain experience in syndrome identification and formula application. Students will be asked to mentor a junior intern. Students will discuss cases with classmates and with the instructor. Students will be assigned a clinic schedule in accordance with their classroom schedules.

*360 Clinic clock hours/12 credits, Prerequisites: 1207-C, 1307-C, CNT**

CNT

The Clean Needle Technique class is offered through CCAOM and made available to our students at various times. The Clean Needle Technique (CNT) course is a one-day program that includes a lecture, a demonstration, and written and practical examinations. The content of the CNT course provides a uniform standard of practice for acupuncture in the United States and is required before students may enroll in clinic internship.

Ethics, Business and Communications

1209-E Practice Management and Ethics I

This course focuses on the scope of practice of Texas-licensed acupuncturists, with students familiarized with, and discussing, the laws and regulations of the State of Texas regarding the practice of acupuncture, record keeping, and confidentiality requirements. Students will also discuss various ethical dilemmas encountered by practitioners.

2 credits, Prerequisites: None.

1310-E Healthcare Marketing

Healthcare marketing focuses on the importance of marketing in any form of acupuncture and oriental medicine business. The course will first explore how to define and build one's brand, be it the practitioner himself, or the clinic he wishes to develop. Marketing techniques and tools will be introduced through segments on professional networking, internet and social media marketing and building loyalty and retention within a target market. *2 credits, Prerequisites: None*

1311-E Principles of Medical Office Management

This course introduces the student to a wide variety of medical office duties that are commonly performed by the administrator or owner of a small clinic. These duties include: office communication, medical reception tasks, document production, medical office accounting, billing procedures, appointment scheduling, medical records management, and insurance claims processing. There is a brief introduction to International Classification of Disease-10 (ICD-10) and Current Procedural Terminology (CPT) coding, bookkeeping and accounting practices.

2 credits, Prerequisites: None

2306-E Practice Management and Ethics II

This course focuses on the management of a small health clinic and includes the preparation of a business plan. Information on economics, planning, controlling finances, record keeping, legal compliance, and patient relations will be discussed in detail.

2 credits, Prerequisites: None.

3206-E Counseling and Communications

This course will help the student develop communication and counseling skills to maximize the therapeutic effect of acupuncture and herbal medicine treatments. The student will learn basic principles of counseling and communication through a process that will include discussion and role playing with a special emphasis on the development of the acupuncturist-patient relationship.

3 credits, Prerequisites: None.

Herbology

1200-HW Food, Diet and Vitamins (1 credit Herbology/1 credit Biomedical)

Students study the principles of nutrition and diet as understood in the West, as well as the use of vitamins, minerals and other supplements as part of a course of treatment. The importance of various components of Chinese foods and herb-combination cooking are also discussed. (Listed also under Biomedical Sciences)

2 credits, Prerequisites: None.

1210-H Introduction to TCM Herbology

This is an introductory course to TCM herbology. Students will learn the basic herbal theories and build up solid foundations for the three specific herbology courses.

1 credit, Prerequisites: 1100-A.

1212-H TCM Herbology - Yellow

This course builds upon the introductory course in TCM Herbology, presents various herbs by name, classification, identification, character and taste, meridian routes, dosage, indications, contraindications, preparation, scientific research and prescription examples. Chinese herbs in the functional categories of release exterior, clear heat, and drain downward are discussed, symbolized by the color of *Yellow*.

2 credits, Prerequisites: 1210-H.

1302-H TCM Herbology - Green

This course builds upon the introductory course in TCM Herbology, presents various herbs by name, classification, identification, character and taste, meridian routes, dosage, indications, contraindications, preparation, scientific research and prescription examples. Chinese herbs to be discussed are from the functional categories of drain dampness, dispel wind-dampness, transform phlegm, relieve food stagnation, regulate *qi* and regulate blood, symbolized by the color of *Green*.

4 credits, Prerequisites: 1210-H.

1318-H Clinical Patent Herbs

This is a practical course in which the most commonly used herbal formulas in patent form are presented. The students will learn how to use and combine herbal patent medicines according to the differentiation of syndromes. Students learn methods of herbal formulation, preparation and application, as well as modification and preservation.

2 credits, Prerequisites: 1210-H, 1212-H, 1302-H, 2108-H.

2100-H Introduction to TCM Prescriptionology

This is an introductory course to TCM prescriptionology. Students will learn the basic prescription theories and build up solid foundations for the three specific prescriptionology courses.

1 credit, Prerequisites: 1314-A, 1210-H, 1212-H, 1302-H, 2108-H.

2108-H TCM Herbology - Red

This course builds upon the introductory course in TCM Herbology, presents various herbs by name, classification, identification, character and taste, meridian routes, dosage, indications, contra-indications, preparation, scientific research and prescription examples. Chinese herbs to be discussed are from the functional categories of warm interior, tonify, stabilize and bind, calm the spirit, open orifices, extinguish wind, and expel parasites, symbolized by the color of *Red*.

3 credits, Prerequisites: 1210-H.

2112-H TCM Prescriptionology - Orange

This course continues the study of the major formulas, including the herbal components, significance, explanation, indication, and clinical use. The course addresses herbs and herbal formulas according to the following functional categories: release exterior, drain downward, and harmonize, symbolized by the color of *Orange*.

2 credits, Prerequisites: 2100-H.

2202-H TCM Prescriptionology - Blue

This course studies the major formulas, including the herbal components, significance, explanation, indication, and clinical use. This course addresses herbs and herbal formulas according to the following functional categories: clear heat, dispel summer-heat, warm interior cold, release exterior-interior excess, tonify, and stabilize and bind, symbolized by the color of *Blue*.

3 credits, Prerequisites: 2100-H.

2204-H Classics I: *Shang Han Lun*

The Treatise on Febrile Disease Caused by Cold, written by Dr. Zhang Zhongjing (150 A.D. – 219 A.D.) is considered one of the classic medical texts in the field of Chinese medicine. This text is remarkable for the detail in which febrile disease is discussed and the elegance of its formulas, many of which are in wide use today for a variety of diseases. This text richly illustrates the flexibility of herbal therapy to address individual variations of disease, and when studied can offer much guidance in the use of formulas and how to modify them to suit an individual patient.

2 credits, Prerequisites: 2100-H.

2302-H TCM Prescriptionology - Purple

This course builds upon the introductory course in Prescriptionology and presents major formulas in Traditional Chinese Medicine, including the herbal components, significance, explanation, indication and clinical use. This course covers selected herbal formula according to the treatment principles of calm the

spirit, open the sensory orifices, regulate qi, invigorate the blood, stop bleeding, expel wind, treat dryness, expel dampness, dispel phlegm, reduce food stagnation, expel parasites, and treat abscesses and sores, symbolized by the color of *Purple*.
4 credits, Prerequisites: 2100-H.

2304-H Classics II: *The Golden Chamber*

This course introduces the student to the great classic of herbal therapy by Dr. Zhang Zhongjing, *The Jin Kui Yao Lueh*, or "*A Glimpse of the Golden Chamber*." Students will gain insight into the treatment of internal diseases with herbal therapy. Various syndromes are described and many formulas discussed in this text are still used commonly today. The basic concepts of diseases and treatments and Zhang's great contributions after "*Nei Jing*" are discussed here.
2 credits, Prerequisites: 2100-H.

3101-H Practical Training in Herbal Formulation

This course is an in-depth study in the practical formulation of herbs. Students will be involved in the formulation of herbal treatments for patients' ailments under the guidance of the instructor.
2 credits, Prerequisites: 2112-H, 2202-H, 2302-H.

3103-H Internal Medicine – Herbology

This course will introduce students to TCM internal medicine. Using the fundamental knowledge of TCM, students will gain a systematic knowledge of disease, its development, treatment, prognosis, and prevention. The treatment modality we will use to address these diseases in this class is herbology.
4 credits, Prerequisites: 2112-H, 2202-H, 2302-H.

3204-H Licensure Examination Preparation: Herbology

The entire study of Chinese herbology will be reviewed and discussed. Specific study assignments will be oriented towards preparing the students to pass the national Chinese herbology certification examination.
4 credits, Prerequisites: 3103-H, 3211-H.

3209-H Classics IV: *Wen Bing Lun*

This course familiarizes students with the theories of the Warm Disease School developed as an independent diagnostic system in the Qing Dynasty. The etiological and pathological principles of Warm Disease Theory (Febrile Disease due to heat or infection) will be addressed.
2 credits, Prerequisites: 2100-H.

3211-H TCM Gynecology

This course explores the application of TCM herbal methodologies to gynecological issues and disorders, including menstruation, leukorrhea, pregnancy and post-partum disorders, and menopause.
2 credits, Prerequisites: 2112-H, 2202-H, 2302-H.

3213-H Classics III: *Four Streams of Scholars (Jin-Yuan Dynasty)*

This class addresses the four schools of 13th century Chinese medical thought: the Cooling School as taught by Liu, WanSu; the Purging School as taught by Zhang, CongZheng; the Nourishing Earth School as taught by Li, Dongyuan; and the Nourishing Yin School as taught by Zhu, Danxi. These schools continue to influence the TCM practice of acupuncture and herbology, making them an important component of a modern education in Traditional Chinese Medicine.
2 credits, Prerequisites: 2100-H.

Other Studies

1106-O Qi-Gong: *Ba Duan Jin (Eight Pieces of Silk)*

Qi-Gong is a meditation and breathing technique that is divided into two categories, internal and external *gong*. The internal *gong* is a study that, according to the principles of Traditional Chinese Medicine can enhance longevity by promoting the smooth flow of *Qi* through the body. After practicing Qi-Gong,

students can recommend this gentle exercise to their patients to enhance their health and healing process.

1 credit, Prerequisites: None.

1201-O CPR and Other Emergency Techniques

Part I (classes 1, 2 and 3) cover the management of emergency situations specific to an acupuncture practice. Part II (classes 4 and 5) are taught by an American Red Cross certified instructor and will cover the management of heart and breathing emergencies, along with instruction in first aid.

1 credit, Prerequisites: None.

1208-O Tai Chi: 108 Wu Tai Chi Chuan 1

This course includes an introduction to the philosophy and principles of Tai Chi, and application of its relationship to health, wellbeing, meditation, self-awareness, relaxation, balance and harmony. Basic Tai Chi patterns and techniques will be taught.

1 credit, Prerequisites: None.

1308-O Tai Chi: Wu Tai Chi Chuan 2

This class further develops the student's grasp of Tai Chi techniques and is designed to deepen students' understanding of the principles of Tai Chi within the larger context of cardiovascular fitness and health.

1 credit, Prerequisites: None.

Elective Courses

Students are encouraged to take a number of concentration courses in one or more specialties within Traditional Chinese Medicine. Courses may not be offered every trimester. Student recommendations for additional classes are always welcome.

5301-S TCM Pediatrics

This course will explore the principles, practice and clinical techniques involved in pediatric medicine, discussing the herbal prescriptions, dosaging, special acupuncture techniques, qi-gong massage (acupressure), dietary, and other treatments for many common childhood disorders.

2 credits, Prerequisites: 1300-A, 2201-A and 3103-H.

5302-S TCM Neurology

Neurology is one of the major parts of acupuncture science. This course provides the students with the basic and useful knowledge of neurology in medical Chinese such as basic diagnosis and treatment method for neuropathy. Students will also learn useful skills of clinical methods of neurology.

2 credits, Prerequisites: 1300-A, 2201-A and 3103-H.

5303-S TCM Dermatology

The students will learn the general introduction of TCM Dermatology, including TCM physiology, pathology, differentiation of syndromes, as well as the treatment of common skin diseases with acupuncture, herbs and other TCM modalities. Student learning outcomes will include a systematic knowledge of Traditional Chinese Medicine theories, philosophies, and practices.

2 credits, Prerequisites: 1300-A, 2201-A and 3103-H.

5304-S TCM Facial Rejuvenation

This course is a study of the combination of Traditional Chinese Medicine herbs and physical protocols (acupuncture, guasha, and acupressure) in response to the signs of aging, including TCM facial diagnosis and an introduction to traditional Chinese face reading.

2 credits, Prerequisites: 1102-A, 1110-A, 1113-A, 1203-A, 1300-A, 1301-A, 1303-A, and 2107-C

5305-S TCM for Side Effects of Western Medicine

The course discusses treatment of common side effects associated with various medications. Students learn how to provide relief for these side effects without causing further complications.
2 credits, Prerequisites: 1300-A, 2201-A and 3103-H.

5306-S TCM Sports Medicine

This course covers the Traditional Chinese Medicine techniques peculiar to treatment of trauma including prevention and treatment of various types of sports and athletic injuries, with thorough discussion of post-recovery conditioning and therapies.
2 credit, Prerequisites: 1300-A, 2201-A and 3103-H.

5307-S TCM Geriatrics

TCM Geriatrics is considered a sub-specialty of TCM internal medicine and gynecology that focuses on health care of elderly people. It aims to promote health maintenance and disease or disability prevention and treatment in older adults through Chinese medical practices, such as acupuncture, herbs, and dietary therapy. Longevity and improvement of quality of life in a TCM way will also be discussed in this course.
1 credit, Prerequisites: 1300-A, 2201-A and 3103-H.

5308-S TCM for Modern Conditions

This is a clinical course to introduce TCM treatment for some modern conditions such as: smoking, drug addiction and obesity.
2 credits, Prerequisites: 1300-A, 2201-A and 3103-H.

5309-S Fluid Physiology & Pathology

This course instructs students how to delve deeply into the principles, practice and clinical utility of fluid mechanics within the human body from the perspective of Traditional Chinese Medicine. The course will also discuss in detail the herbal, acupuncture, and other treatments for such disorders.
2 credits, Prerequisites: 1100-A, 1114-A, 1214-A, and 1314-A.

Tuition and Fees

Master of Science in Acupuncture and Oriental Medicine

Tuition

Classroom Tuition (Per Credit Hour)	\$270.00
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Clinic Tuition (Per Credit Hour)	\$450.00
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Total Estimated Tuition	\$52,110.00
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(Ten Trimesters is the recommended schedule for this program of study. The Board of Governors reserves the right to raise tuition 4-7% as appropriate.)

One-Time Fees

Application Fee (Non-Refundable)

U.S. Students	\$75.00
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International Students (Require F-1 VISA)	\$150.00
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International Student Foreign Transcript Evaluation Fee	\$200.00
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Trimester Deposit (Applicable toward first trimester tuition)	\$250.00
Transfer Credit Fee (Per Credit Hour)	\$15.00
Herbal Sample Kit	\$149.00
White Coat Fee	\$35.00
Comprehensive Exam (second year)	\$50.00
Graduation Fee	\$150.00

Recurring Fees

Student Services Fee (Including facility, lab, wifi, library, tutoring, administrative services...etc.)	\$110.00 per trimester
Textbooks, professional equipment, clinic supplies (estimate)	\$500.00 per trimester
Internship: (Interns only) (This fee pays for expendable supplies in the clinic as well as cleaning and waste disposal. Internship normally begins in the fifth trimester when the student takes Clinical Internship.)	\$95.00 per trimester
Malpractice Insurance (This fee must be paid by students in the intern clinic in order to treat patients.)	\$95.00 per trimester

Payment Plan Fee	\$25.00 per trimester
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The payment plan allows students to divide the total tuition and fees for each trimester into *four equal payments*. The first payment is due by the 1st day of class. The rest of the payments are due the first day of each month afterward. Fees are incorporated into the student's initial payment. This is the only payment plan currently available. Late payments on this plan will incur additional fees.

Late Fees and Penalties

Late Registration (Payable if classes are not registered at least one week before the start of each trimester. Does not apply to new students.)	\$25.00
Late Tuition (1-15 days)	\$25.00
Late Tuition (16-30 days) (After 30 days, students will be dismissed from the program unless other arrangements are made with the Registrar or President.)	\$50.00
Late Fee for Payment Plan	\$25.00

(Payable if payment(s) made under the Payment Plan are more than 14 days late.)

Late Add Fee **\$25.00**
Payable if course is added after 5 days following the start of the trimester. per course

Late Drop Fee **\$75.00**
Payable if course is dropped after 5 days following the start of the trimester. per course

Other Fees

Student I.D. Card (replacements) **\$5.00**

Make-up Examinations **\$50.00**
per exam

Intern Clinic Treatment Fee-Students **\$5.00**
per treatment

Duplicate Diploma **\$25.00**

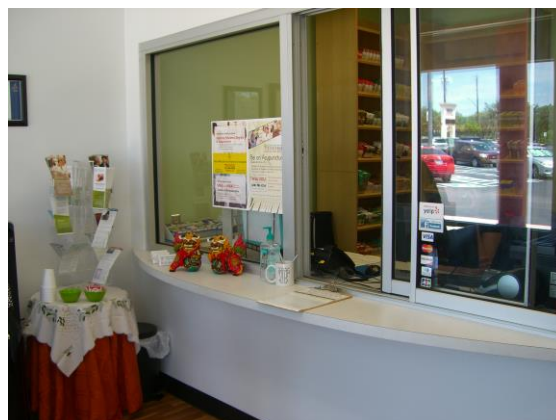
Official Transcripts **\$15.00**
Transcripts will be provided upon receipt of a signed, written request and a fee of \$15.00 each, provided all financial obligations have been met.

Library Fees **Varies**
(All fees for late returns, lost books, print and copy services are detailed in the library manual. Fines and penalties must be paid prior to registration.)

THSU reserves the right to make adjustments of 4-7% per year that reflect changes in the cost of living and education, subject to governing board approval.

Optional Dual Degree Program

Opportunity to earn Master of Acupuncture and Tui Na in China, along with the eligibility to receive a licensed endorsement to practice acupuncture in China. Federal Financial Aid not available for this option.



Student Clinic in San Antonio

Non-Degree Seeking Plan in Traditional Chinese Medicine

Texas Health and Science University offers a plan for medical professionals and others who want to learn about traditional Chinese medicine and how it can promote health and well-being, but who are not seeking to complete the master's degree and become a licensed acupuncturist. The courses selected for the Plan of Study provide the rich theories and practices of traditional Chinese medicine that are the foundation for acupuncture and Chinese herbal medicine.

These courses will be beneficial:

- For those who have experienced relief with acupuncture and Chinese herbal medicine and want to learn more;
- For those who want to learn non-needling techniques such as cupping and reflexology for self-help;
- For massage therapists practicing acupressure and other involving the meridians;
- For medical professionals for whom the use of needles falls within their scope of practice; and
- For medical professionals who want to understand the potential benefits for the purpose of referring patients to licensed acupuncturists.

Interested persons are invited to complete the Application Form, submit the required documentation and pay the applicable fees. Up to 10 semester credits may be taken simultaneously under this plan once the pre-requisites are met.

Non-degree seeking students attend classes with TCM students, adhere to all admissions requirements, academic standards and professional standards required and receive grades and credits for completed coursework. Pre-requisites apply, and it is recommended that courses are taken in the order indicated below. Courses are subject to availability.

Students who are interested may apply to have their credits considered for a degree program such as the Bachelor of Science in Traditional Chinese Medicine program or the Master of Acupuncture and Oriental Medicine program.

Plan of Study

	Course Name	Semester Credits	Clock Hours
1100-A	Fundamental Theories of Traditional Chinese Medicine	4	60
1102-A	Meridian Theory	2	30
1110-A	Introduction to Point Location	1	15
1113-A	Point Location I	3	45
1114-A	Introduction to TCM Diagnosis	4	60
1203-A	Point Location II	4	60
1207-C	Clinic Observation I	3	90
1210-H	Introduction to TCM Herbology	1	15
1214-A	TCM Diagnosis I	2	30
1300-A	Special Acupuncture Techniques	2	30
1303-A	Point Location III	1	15
2010-A	Reflexology and Other Microsystems	2	30
	TOTAL	29	480

Tuition

Tuition is \$270 per didactic credit (all courses listed above except for 1207-C) and \$450 per clinic credit (for course 1207-C). Additional fees will apply. Textbooks and supplies are extra.

For example, a student enrolling in the first 2 courses would pay \$1,620 tuition (6 credits x \$270). Tuition for the entire Non-Degree Seeking Plan is \$8,100. The Board of Governors reserves the right to raise tuition 4-8% per year as appropriate.

One-Time Fees

Application Fee (Non-Refundable)	\$75.00
Foreign Transcript Evaluation Fee	\$200.00
Trimester Deposit (Applicable toward first trimester tuition)	\$250.00

Recurring Fees

Student Services Fee (Including facility, lab, wifi, library, tutoring, administrative services...etc.)	\$110.00 per trimester
Textbooks, professional equipment, clinic supplies (estimate)	\$500.00 per trimester

Late Fees and Penalties

Late Registration (Payable if classes are not registered at least one week before the start of each trimester. Does not apply to new students.)	\$25.00
Late Tuition (1-15 days)	\$25.00
Late Tuition (16-30 days) (After 30 days, students will be dismissed from the program unless other arrangements are made with the Registrar or President.)	\$50.00
Late Fee for Payment Plan (Payable if payment(s) made under the Payment Plan are more than 14 days late.)	\$25.00
Late Add Fee Payable if course is added after 5 days following the start of the trimester.	\$25.00 per course
Late Drop Fee Payable if course is dropped after 5 days following the start of the trimester.	\$75.00 per course

Other Fees

Student I.D. Card (replacements)	\$5.00
Make-up Examinations	\$50.00 per exam

Official Transcripts

\$15.00

Transcripts will be provided upon receipt of a signed, written request and a fee of \$15.00 each, provided all financial obligations have been met.

Library Fees

Varies

(All fees for late returns, lost books, print and copy services are detailed in the library manual. Fines and penalties must be paid prior to registration.)

Disclaimers

THSU reserves the right to make adjustments of 4-7% per year that reflect changes in the cost of living and education, subject to governing board approval. Federal financial aid is not available for students who are not seeking a degree. Completion of the Non-Degree Seeking Plan does not qualify students for certification or licensure in the practice of acupuncture. THSU does not issue I-20 forms for non-degree-seeking students.



Herb Clinic at THSU's San Antonio Campus

GENERAL INFORMATION



ACADEMIC CALENDAR

Spring 2015 Trimester

Applications/ Documents due (new students) December 8, 2014

Registration due (current students) December 10, 2014

Classes begin January 5, 2015

Trimester ends April 27, 2015

Summer 2015 Trimester

Applications/Documents due (new students) April 13, 2015

Registration due (current students) April 15, 2015

Classes begin May 6, 2015

Trimester ends August 21, 2015

Fall 2015 Trimester

Applications/ Documents due (new students) August 10, 2015

Registration due (current students) August 12, 2015

Classes begin September 3, 2015

Trimester ends December 21, 2015

Spring 2016 Trimester

Applications/Documents due (new students) December 7, 2015

Registration due (current students) December 9, 2015

Classes begin January 5, 2016

Trimester ends April 26, 2016

Summer 2016 Trimester

Applications/ Documents due (new students) April 15, 2016

Registration due (current students) April 18, 2016

Classes begin May 9, 2016

Trimester ends August 23, 2016

Fall 2016 Trimester

Applications/Documents due (new students) August 12, 2016

Registration due (current students) August 15, 2016

Classes begin September 2, 2016

Trimester ends December 20, 2016

Holidays

Texas Health and Science University observes the following annual holidays:

New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day,

Thanksgiving Day, Day After Thanksgiving Day, Christmas Day

(Note: Additional holidays may be designated by the President.)

Admission Process

Admission Process for U.S. Citizens

The application for admission and all associated documentation should arrive at the University at least 21 days before the first day of class (see Academic Calendar in this catalog). Applicants are considered on the basis of individual merit, without regard to gender, age, religion, creed, race, ethnic origin or disabling conditions. This policy applies to all matters within the University.

Prospective students must submit the following:

- 1) A completed application form.
- 2) A copy of applicant's birth certificate or current driver's license/identification card.
- 3) Copies of official transcript(s); photocopies cannot be accepted. Transcripts must be mailed to the University directly from the registrar's office of the institution(s) where credit was earned.
- 4) Copies of licenses or certificates in the healing arts, if any (required of applicants to the College of Traditional Chinese Medicine).
- 5) Two full-face, passport-sized photographs.
- 6) An application fee payable to the Texas Health and Science University as outlined for each program. This fee is non-refundable.
- 7) A letter of interest from the applicant, explaining why he/she desires to attend the Texas Health and Science University.
- 8) Telephone or personal interview with the Academic Dean or other official of the University.
- 9) Two letters of reference.
- 10) An evaluation of any foreign credentials showing equivalency to the educational system of the United States. All foreign credentials must be evaluated by a credential service that is a member of the National Association of Credential Evaluation Services (NACES). All credentials submitted to the University are retained by the University.

Upon acceptance into the program, the student must sign and return the enrollment agreements and schedule a time for registration, at which time the plan of study will be discussed.

Admissions Process for International Students and Permanent Residents

All international students are required to adhere to the regulations of the U.S. Department of Homeland Security. University procedures and regulations for non-U.S. citizens must also comply with federal law; hence, admission requirements for international students, including permanent residents, differ from those for United States citizens. All foreign credentials must be evaluated by a credential service that is a member of the National Association of Credential Evaluation Services (NACES). All credentials submitted to the University are retained by the University.

Admission of an international student to the University requires the following documents. The University will issue an I-20 upon receipt of:

- 1) A non-refundable application fee of \$150.00 (USD) for applicants not residing in the U.S. (\$75.00 if applicant currently resides in U.S.), and a \$200.00 (USD) fee for the evaluation of credentials, transcripts, and other overseas documents.
- 2) A completed application for admission.
- 3) Two (2) copies of official transcripts in English translation sufficient to establish the completion of the equivalent of at least 60 semester credits at the undergraduate level;

such transcripts must be mailed to the University from the institutions where the coursework was completed.

- 4) Proof of sufficient financial resources for educational and personal expenses.
- 5) Proof of English language competency as stated in the Admissions Requirements for each program.

Financial Policies

Please refer to the individual programs earlier in this catalog for a complete listing of tuition and fees.

Payment Options

Full Pay Plan: The payment of all tuition and fees must be completed no later than the **first class day each trimester**, unless financial assistance has been arranged. This is the only payment option for International Students.

Late payments are subject to the assessment of late fees, according to the following schedule and will be charged in addition to any other applicable fees:

1 - 15 days late	\$ 25.00
16 - 30 days late	\$ 50.00

After 30 days, arrangements must be made with the Finance Department in order to continue attending classes. Additionally, interest will be charged on the student's outstanding account balance monthly at a rate of interest equal to the current APR for Federal Student loans until the balance is paid off.

Students with outstanding balances at the beginning of a trimester may be prohibited from registering until their account is paid in full. Diplomas and Official Transcripts will not be released until all student account balances are paid in full.

Four Payment Plan: The total may be paid in four installments, for an additional charge of \$25.00. The calculation is as follows: \$25 is added to the charges for the current trimester and the total is divided by four. Any outstanding balance is added to the first payment.

The first payment is due on the **first day of classes**, and subsequent payments are due monthly no later than the **first day of the month**. A late charge of \$25.00 will be assessed for any payment made more than 14 days after the due date.

Federal Financial Aid: For students that qualify. Further information can be found below and in the THSU Financial Aid Handbook.

Federal Work Study Program: Students who qualify are referred to the THSU Financial Aid Department for further information.

Veterans Administration Benefits: Eligible students are referred to the University's VA Certifying Official, for information.

Texas Department of Assistive and Rehabilitative Services: Eligible students are referred to the University's Registrar for information.

Financial Aid **(For Those Who Qualify)**

Financial Aid Programs provide financial assistance to students, who, without such assistance would be unable to meet educational costs at Texas Health and Science University.

Eligibility for financial aid is determined by evaluating the total resources available to the student including earnings from employment, assets, and various educational benefits. All students must meet the Satisfactory Academic Progress standards to maintain their eligibility. Please see the academic standards section elsewhere in this catalog.

The Financial Aid Office will provide as much support as possible to students who need assistance to attend THSU. Any student who has been accepted for admission to the University or who is presently enrolled in the University and in good standing is eligible to apply for financial assistance. The primary responsibility of meeting educational costs lies with the student and the student's spouse (if married). Financial aid can often fill the gap between the family contribution and the cost of education.

Texas Health and Science University is approved to participate in various federal and state financial assistance programs, including the Federal Assistance options administered by the U.S. Department of Education under Title IV Student Aid Programs. Federal Pell Grants are available for undergraduate (less than 90 credits) students who have not earned a bachelor's or professional degree, and who show substantial need. Additionally, THSU is also qualified to accept V.A. Benefits as well for those who have served in the U.S. Military.

The Federal Direct Loan program provides low interest loans made by the government and insured by the federal government. The Direct Loan Program offers the following types of loans.

- Subsidized: based on financial need and only available to undergraduate students. The federal government pays the interest while the student is in school at least half-time and during deferment periods, but not during the 6-month grace period.
- Unsubsidized: not based on financial need; interest is charged during all periods, even during the time a student is in school and during grace and deferment periods.
- PLUS: unsubsidized loans for the parents of dependent students and for graduate/professional students. PLUS loans help pay for education expenses up to the cost of attendance minus all other financial assistance. Interest is charged during all periods and repayment begins once the loan is fully disbursed. However, graduate or professional students will have their PLUS Loans placed into deferment while enrolled at least half-time and for an additional 6 months after a student ceases to be enrolled at least half-time. PLUS Loans in deferment will continue to accrue interest.

Applying for Financial Aid

The first step in qualifying for federal financial aid is filing out the FAFSA, the Free Application for Federal Student Aid. This is necessary in order to be eligible for all federal grants, loans and work study programs. We've listed some helpful steps below to make the process easier, or you can go to <http://www.fafsa.ed.gov/> to get started now. You may also visit our website for more details at <http://www.thsu.edu/> and navigate to *How to Apply for Financial Aid?*

Filing the FAFSA THSU School code: 031795

STEP 1: Get a new PIN or retrieve an old/duplicate PIN: <http://www.pin.ed.gov>

STEP 2 (Optional): Complete the "FAFSA on the Web" Worksheet if you wish to preview some of the questions and collect/organize your financial information: <https://studentaid.ed.gov> .

STEP 3: File Your FAFSA Online - <http://www.fafsa.ed.gov>

When you (and your parent, if necessary) have obtained a PIN, log on to fafsa.ed.gov to file the FAFSA. Make sure to add Texas Health and Science University's Federal School Code, 031795, in the School Selection section.

STEP 4: Monitor the Status of Your FAFSA

THSU should receive the results of your application within two to three business days after it has been submitted. If you do not receive a response/email from the Department of Education within one week of submitting your FAFSA, you should contact the Federal Student Aid Information Center or the THSU Financial Aid Office for assistance. THSU cannot move forward without the FAFSA being completed.

STEP 5: FAFSA Complete

Once you have completed your FAFSA and received the Estimated Award Letter from the school, you should consider your financial aid package. A financial aid package can consist of scholarships, grants, loans and work-study.

Receiving the financial aid package

1. Review your financial aid package Estimated Award Letter and direct any questions you may have to the Financial Aid Officer at THSU. When you accept your financial aid package, you will need to sign an Award Letter from the THSU Financial Aid Office.
2. (Required for first-time borrowers) Complete an on-line Direct Loan Entrance Counseling session at: <http://www.studentloans.gov>. THSU will receive electronic confirmation once completed; however, you may wish to print a copy for your records (and as a back-up should we not receive the confirmation). We cannot request loan funds until the Entrance Counseling completion is confirmed/on file.
3. Complete a Federal Direct Subsidized and Unsubsidized Loan Master Promissory Note at <http://www.studentloans.gov>. You will need reference information for two people. One of them should be a parent/family member.
4. If required due to selection for verification, submit an IRS Tax Return Transcript for the previous year and any other documentation requested. The Financial Aid Office will contact you if this is necessary.
5. If required, complete an Institutional Verification Worksheet, available through the Financial Aid Office.
6. Sign a Financial Aid Certification and Authorization Statement authorizing THSU to deduct tuition, fees and other charges from your loan proceeds.
7. Upon completion of all the documents and actions above, the University will generate an Official Award Letter, detailing the amounts and types of aid for which you are eligible. Sign and return this to the financial aid office at THSU.
8. Once all of these documents are received and processed, your loan funds will be sent electronically from the lender to the University. Upon receipt of funds, the University will deduct any charges from the loan proceeds and disburse the remaining amount (if applicable) to you for living expenses.

All students will periodically need to re-apply for financial aid. The Financial Aid office will notify students when it is time for them to re-apply.

Leaving THSU

If or when you graduate, withdraw, or drop below half-time status from Texas Health and Science University, and if you were a recipient of any Direct Loans, you will be asked to take part in Exit Counseling and fulfill all financial obligations owed to the University. This Exit Counseling is required by federal law. Your degree and diploma can be withheld until proof of completion of Exit Counseling is received. The Exit Counseling can be done at www.studentloans.gov. You will need the contact information for three references. Please allow 30-60 minutes to complete the session.

Frequently Asked Questions on Financial Aid

Q: Am I eligible for any financial aid?

A: Eligible students must:

- Have a high school diploma or its equivalent, a GED certificate, or proof of completion of a high school education in a homeschool setting approved under State Law.
- Be working toward a degree in an eligible program, such as the Master of Acupuncture and Oriental Medicine program at THSU.
- Be U.S. citizens or eligible non-citizens.
- Have a valid Social Security Number (unless you're from the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau).
- (For males) Register with the Selective Service between the ages of 18-25, if required.
- Maintain Satisfactory Academic Progress once in school.
- Not be in default on a federal student loan and not owe a refund on a federal student grant.
- Sign the FAFSA, certifying that you will use the Federal Student Aid only for educational purposes.

Q: What happens if I drop a course or courses?

A: If a student needs to drop a single course, take a leave of absence or withdraw from the program, he or she will be held responsible for any money borrowed under the following guidelines: Students who are receiving federal Title IV financial aid (e.g., federal Direct loans, Pell) are required to return the portion of unearned federal aid if they withdraw, do not register, or otherwise fail to complete the period of enrollment for which the Title IV aid was provided. A student who has completed more than 60% of the payment period (trimester) has earned all the assistance they were scheduled to receive for that period.

To determine the percentage of aid earned, divide the number of calendar days completed by the total calendar days in the enrollment period (excluding scheduled breaks of five days or more and days that the student is on an approved leave of absence). Federal financial aid is returned to the program from which it was disbursed based on the percentage of unearned aid. To determine the percentage of unearned aid, subtract the percentage of aid earned from 100. The percentage of unearned aid is then multiplied by the amount of aid disbursed toward allowable institutional charges (for example, tuition and fees).

A refund of tuition does not apply to any student whose date of withdrawal is beyond 20 days in the enrollment period for which the student has been charged. The last date of attendance is

determined by the date the student began their University's withdrawal process or the student's last date of recorded attendance.

Q: I am taking a leave of absence for a trimester, what do I have to do to make sure I don't lose my financial aid?

A: Students requesting a leave of absence must fill out a "Leave of Absence" form available from the Registrar. This form must be fully completed and given to the Registrar before taking the leave of absence. If the student needs to leave in the middle of a term, he or she may have to pay back funds based on a percentage of the work completed. Please review the information for dropped courses or speak to the Financial Aid Officer for additional details. An approved Leave of Absence's maximum timeframe cannot exceed 180 days, or the student will have been considered to have withdrawn from the school and a Return of Title IV funds calculation must be performed.

Lisa Lin Foundation Scholarship

In the interest of encouraging the study of Traditional Chinese Medicine and Business, and to further the knowledge that will enable students to succeed, the Lisa Lin Foundation invites students accepted to Texas Health and Science University to apply for tuition-reimbursement scholarships.

The Lisa Lin Foundation is an independent third-party, non-profit organization, which establishes eligibility criteria and reserves the right to rescind, modify or decline the award of a scholarship. Scholarships are administered by Texas Health and Science University and are on a first-come, first-served basis.

Application procedures, forms, deadlines and potential award amounts may be requested from the THSU admissions office.

Academic Standards

The Academic Standards published below apply to all students enrolled in the University, full-time and part-time, and address policies and procedures for students enrolled in each program of the University.

Course Selection

Students registering for classes must meet the class prerequisites. Any exceptions must be submitted by the student to the Department Director, Academic Dean or MBA Program Director, and Vice President for Academic Affairs for approval.

Assignments/Homework

Students are expected to spend approximately two (2) hours per week, on average, completing out-of-class work in order to achieve the learning objectives for each hour of lecture, and one-half (1/2) hour per week of out-of-class work for every 1 hour in clinic. This meets the Federal Government's requirement for clock to credit hour conversion.

Maximum Academic Course Load

Students may not take more than 21 credits in any given trimester. Any exceptions must be submitted by the student to the Department Director, Academic Dean or MBA Program Director, and Registrar for approval.

Satisfactory Academic Progress for Degree Granting Programs

Satisfactory Academic Progress (SAP) is the University's standard used to define successful completion of coursework. The University has established these qualitative and quantitative standards to monitor student progress toward completion of their degree program. If a student fails to meet these standards, the student will be placed on Academic Warning, Academic Probation, Academic Suspension, or Academic Termination and while these actions have specific consequences for students who are receiving U.S. Department of Education Title IV financial aid, the same standards are applied to all students regardless of funding source.

The Satisfactory Academic Progress standards are as follows:

- Students must earn a grade of "C" or better in each course taken in order to earn academic credit for the course; all required courses in which a grade of "D" or "F" is earned must be retaken by the student in order to complete the program.
- Students must maintain a minimum standard Cumulative Grade Point Average (CGPA) on a 4.00 scale at all times, which they must maintain in order to graduate from the program. The minimum standards are as follows:

Program	CGPA
Bachelor of Science in Traditional Chinese Medicine	2.00 CGPA
Master of Science in Acupuncture and Oriental Medicine	2.50 CGPA

- Students must complete 67% of the credits for which they register each trimester ("Credit Completion Percentage" or CCP).
- Students must graduate within 1.5 times the Regular Curriculum Schedule (RCS). This calculates to:

Program	RCS	1.5 X RCS
Bachelor of Science in Traditional Chinese Medicine	4 trimesters	6 attempted trimesters
Master of Science in Acupuncture and Oriental Medicine	10 trimesters	15 attempted trimesters and no longer than 8 calendar years

- Students must graduate within the Maximum Time Frame for Completion (MTFC) for the program of study; which is 150% of the credits designated in the Program Outline for the program of study, rounded down to the nearest whole credit hour.

The University evaluates students at the completion of each trimester to ensure that Satisfactory Academic Progress is maintained. A student will not make Satisfactory Academic Progress (SAP), if at any evaluation point:

- The student's cumulative grade point average ("CGPA") in his or her program of study is less than the minimum standard CGPA for that program of study; or
- The student has not successfully completed the required percentage of credits for which he or she registered for that trimester ("Credit Completion Percentage"); or
- The student fails to meet the Regular Curriculum Schedule (RCS) standard; or
- The student fails to meet the Maximum Time Frame for Completion (MTFC).

At any evaluation point during Academic Warning or Academic Probation, if a student makes Satisfactory Academic Progress, the student will return to **Satisfactory** progress status.

Academic Warning

Students who fail to maintain the required CGPA or do not complete the stated percentage of the credits for which they registered will be placed on Academic Warning by the Registrar. The student will be given a written notice and will remain eligible for federal financial aid / VA funding for their subsequent trimester. At the end of the trimester the student's academic progress will be evaluated to determine continuing enrollment eligibility and federal financial aid / VA funding eligibility for their subsequent trimester.

Academic Suspension

Students on Academic Warning who fail to maintain the stated CGPA or do not complete the stated percentage of the credits for which they registered are suspended and must appeal their suspension to be considered for readmission. These students are **not** eligible for federal financial aid / VA funding. The student may appeal the school's determination in writing to the Appeals Committee (as provided in the Appeal section). If the student satisfies all of the requirements, the Appeals Committee may grant the student's appeal.

Academic Probation

Students on Academic Suspension or Academic Termination whose appeal is successful are placed on Academic Probation and required to develop an *Action Plan* with the Academic Dean / Program Director for remediation before being allowed to continue classes for the trimester. Students on Academic Probation will regain their eligibility for federal financial aid / VA funding.

Academic Termination

Students on Academic Probation who fail to maintain the stated CGPA or do not complete the stated percentage of the credits for which they registered are terminated. These students are **not** eligible for federal financial aid/ VA funding. These students must sit out the next two (2) trimesters, and must appeal the termination before re-applying to the University. The student may appeal the school's determination in writing to the Appeals Committee (as provided in the Appeal section). If the student satisfies all of the requirements, the Appeals Committee may grant the student's appeal which will re-instate their federal financial aid/ VA funding eligibility.

Appeal Process

Students may appeal their Academic Suspension or Academic Termination if:

1. The student submits documents in evidence that the student earned the required CGPA or credit completion ratio to meet SAP standards while enrolled in the program; or,
2. Mitigating circumstances interfered with the student's ability to meet SAP standards. The acceptable mitigating circumstances are as follows:
 - Illness, accident, injury or incident experienced by the student or by a significant person in the student's life.
 - Death of a family member or significant person in the student's life.
 - Personal problems or issues with spouse, family, roommate, or significant person.
 - Divorce experienced by the student or parent.
 - Previously undocumented disability.
 - Military deployment.
 - Change in work schedule during the period or other similar work related circumstance
 - Natural disaster
 - Family emergency
 - Financial hardship such as foreclosure or eviction
 - Loss of transportation where there are no alternative means of transportation
 - Documentation from a Professional Counselor
3. Proper documentation is required for all mitigating circumstances. Examples of proper documentation include:
 - Physician's statement
 - Police reports
 - Death certificate
 - Obituary
 - Professional Counselor's statement
 - Hospital bills
 - Letter from employer
 - Military orders
 - Divorce decree
 - Attorney's statements

4. Student may appeal only twice. Any further actions must be approved by the University President.

All appeals must be submitted in writing to the Appeals Committee. Appeal letters must include the mitigating circumstances, the resolution of the mitigating circumstance as well as the student's plan to succeed. Appeal letters must be accompanied by the required documentation in order to be heard by the Appeals Committee. It may be required for the student to meet with one or all members of the Appeals Committee to present any further requested evidence. After the appeal is received, the student will be notified within fifteen (15) business days on whether the appeal is granted or denied.

It is in the student's interest to submit an appeal to the University's Appeals Committee as soon as the student receives a written notice of suspension.

For additional information and details regarding the appeal process, please consult the Registrar.

Appeals Committee

The Appeals Committee is responsible for:

1. Considering the cases of students on Academic Suspension who appeal the notification of their suspension from the University because of their failure to maintain the minimum academic standards.
2. Reviewing the entire academic record of the student and the specific reasons and/or circumstances that the student indicates warrant the appeal.
3. Recommending a decision to approve the appeal, approve the appeal with conditions, or deny the appeal. A recommendation to approve the appeal may set a target grade point average for a student or place other conditions on a student that otherwise supersede institutional academic standards.
4. The committee will be chaired by the Academic Dean/ Program Director and will be composed of other members of the faculty and staff. The committee will consist of 3-5 members and an appeal will only be granted based on a majority vote.

Explanations of Related Issues

Calculation of CGPA

Texas Health and Science University uses a 4.00 scale in assigning grade points. A student's cumulative grade point average is calculated by:

1. Multiplying credits for each course by grade points associated with the grade earned to get the quality points for the course.
2. Totaling the quality points earned for all the courses.
3. Dividing total quality points earned by the total number of credits attempted.

Repeated Courses and Grades

As courses are retaken, all attempts are included in the CGPA calculation. All attempts are also included in the credit completion percentage.

Maximum Time Frame for Completion

The student's Maximum Time Frame for Completion (MTFC) for his or her program of study is 150% of the credits designated in the Program Outline for their program of study, rounded down to the nearest whole credit hour. For example, if a program of study is 173 credits, the MTFC is 260 credits (150% of 173). Each credit hour in a program of study that is "attempted" (see definition below) by a student is counted towards the MTFC of that program of study each and every time the credit hour is attempted by the student. A credit hour is attempted if a student receives any of the following grades by the school: A, B, C, D, F, I, P, NP, W, or TC. For example, if a student takes course X, consisting of 4 credits and receives a grade of W and that student then retakes course X and earns a grade of B, the student will have attempted 8 credits with respect to course X. A student may not exceed his or her MTFC for the program of study. The student's MTFC for program of study will include the credits attempted with respect to each course that the student took at the school.

A student will not be making Satisfactory Academic Progress and will be terminated from his or her program of study if, at any time, the school determines that the student is unable to graduate from his or her program of study without exceeding the MTFC for that program of study.

Grading System

All grades are numerically calculated and annotated on the transcript utilizing the grading system below. Grading average required for successful completion of courses is a minimum-passing grade of 70%. The student must repeat all required courses where grades of D or F were awarded.

THSU utilizes the semester credit system. 1 credit = 15 classroom clock hours or 30 Clinic (laboratory) clock hours. All grades for repeated courses appear on the transcript and are calculated into the cumulative grade point average.

<u>Grade</u>	<u>Description</u>	<u>Numerical Grade</u>	<u>Quality Points</u>
A	Excellent	90-100%	4.00
B	Above Average	80-89%	3.00
C	Average	70-79%	2.00
D	Below Average	60-69%	1.00
F	Failed	Below 60%	0.00

Other Grades Worth Zero Quality Points:

P	Pass	Not computed in Cumulative Grade Point Average (CGPA), but computed in Credit Completion Percentage (CCP)
NP	No Pass	Not computed in CGPA, but computed in CCP
I	Incomplete	Not computed in CGPA or CCP until course is completed
W	Withdrawal	Not computed in CGPA, but computed in CCP
TC	Transfer Credit	Not computed in CGPA or CCP

Attendance Policies

Texas Health and Science University has a strict attendance policy. Students are required to attend all classes each trimester. Roll is taken at the start of each class hour. Students are

responsible for the consequences of any absences, and for ensuring that the proper forms for making up clinic absences are filled out.

Absences: Students missing 20% of class hours in any class will have their course grade lowered by one letter grade. **No student who has missed 50% or more of the scheduled classes will be allowed to complete the course. These students will be administratively withdrawn from the course.**

Faculty may impose stricter regulations regarding attendance and other matters of classroom management and decorum, provided such regulations are published to the students in writing in the course syllabus at the beginning of each course and placed on file in the administration office.

Students who miss **fourteen (14)** consecutive calendar days of their scheduled classes without contacting the school will be administratively withdrawn from the trimester. Those students who have contacted the University must submit a written statement including expected date of return to be approved by the administration. If the student does not return by the agreed-upon return date, he or she will be administratively withdrawn from the trimester.

Incomplete Course Work: If coursework has not been completed due to illness, family emergency or other event considered by the administration to be a valid excuse, but the student's work to date is passing, a grade of "Incomplete" (I) may be issued for that class. The student must submit an Incomplete Grade Request form and, if approved, the student must complete the required coursework by the end of the second week of the next trimester. If the coursework is not completed, the "Incomplete" grade will be converted to the grade of "F".

Make-up Work: Make-up work may be required for any absence. However, the number of hours spent on make-up work cannot be accepted as hours of class attendance. **It is the student's responsibility to obtain make-up work assignments from the instructor.** Students will be charged an additional fee for make-up exams. Please review the fees listed elsewhere in this catalog for more information.

Leave of Absence (LOA): A leave of absence is a student's voluntary, on-trimester break. Students intending to take a leave of absence must meet the following requirements:

- Leaves may only begin during the break between trimesters.
- LOAs may only be one trimester in length.
- A student may only take ONE approved leave in a twelve month period.
- Students must be in Satisfactory academic standing and must have a reasonable expectation to return to the University by the start of the next trimester.
- Students must submit a LOA request in writing and have it approved PRIOR to the beginning of the leave.
- Students must stay in contact with the University administration office on a monthly basis. Failure to contact the University monthly will result in an administrative withdrawal from the University.

International students must coordinate with the International Student Advisor to make sure they maintain their status.

* Students who have their financial aid adjusted as a result of a leave of absence or withdrawal will receive a revised financial aid award notification. More detailed information is available by visiting the Financial Aid office.

Adding and Dropping Classes after the Start of the Trimester

- **Course Adds:** Students may add a class, for a fee, prior to the second meeting of the course. This process must be completed in writing or via email and the fee must be received in order for the “add” to be accepted. Please contact the Registrar to complete this process.
- **Course Drops:** Students may drop a class, for a fee, up to the point in which the course has met for 80% of its scheduled meeting times. After the 80% mark of the course, the student will not be able to drop and will earn a grade. This process must be completed in writing or via email and the fee must be received in order for the drop to be accepted. Please contact the Registrar to complete this process.

Students officially dropping a course may be eligible for a refund of tuition according to the following schedule. Class days indicated below are as defined by the University academic calendar, and not by the individual student's or course's schedule. Texas Health and Science University's refund policy for dropping a course is as follows, based on a student's date of notification of course drop:

Day of the Semester Calendar	Refund Amount
Prior to the first day	100%
First through fifth days	80%
Sixth through tenth days	70%
Eleventh through fifteenth days	50%
Sixteenth through twentieth days	25%
After the twentieth day	No refund

Notice to Recipients of Federal Financial Aid, DARS and VA Assistance:

In accordance with federal guidelines, students who receive financial assistance and withdraw from any or all of their coursework may have some or all of their assistance returned to the original funding sources if disbursement of funds has not occurred. Students who have received their funding and withdraw will not receive any refunds until after the full loan amounts have been returned to the original funding source. Students in this situation may owe a balance to the University. In addition, students who completely withdraw from all their coursework during a trimester may jeopardize their eligibility for future financial assistance through the University.

Withdrawals and Refund Policy

Texas Health and Science University allows students to withdraw from the University when necessary subject to the following terms and conditions:

- **Cancellation:** A student may terminate enrollment by sending written notice to the school prior to the first day of class. Any refunds will be made by the school within 30 days.
- **Materials:** Once purchased, books and other materials are the property of the student. The University does not accept material returns and makes no refunds for materials.
- **Program Withdrawals:** Any student wishing to withdraw from the University must contact the Registrar to complete the withdrawal process. This process must be completed in writing or via email and cannot be done by telephone.

Students who do not complete the withdrawal process by the appropriate deadline will be assigned a grade in each of their classes.

Students officially withdrawing from the University are eligible for a refund of tuition and fees according to the following schedule. Class days indicated below are as defined by the University academic calendar, and not by the individual student's or course's schedule. Texas Health and Science University's refund policy for withdrawal from all registered coursework is as follows, based on a student's last day of attendance:

Day of the Semester Calendar	Refund Amount
Prior to the first day	100%
First through fifth days	80%
Sixth through tenth days	70%
Eleventh through fifteenth days	50%
Sixteenth through twentieth days	25%
After the twentieth day	No refund

Notice to Recipients of Federal Financial Aid, DARS and VA Assistance:

In accordance with federal guidelines, students who receive financial assistance and withdraw from any or all of their coursework may have some or all of their assistance returned to the original funding sources if disbursement of funds has not occurred. Students who have received their funding and withdraw will not receive any refunds until after the full loan amounts have been returned to the original funding source. Students in this situation may owe a balance to the University. In addition, students who completely withdraw from all their coursework during a trimester may jeopardize their eligibility for future financial assistance through the University.

Readmission

Students whose enrollment has been withdrawn, transferred or otherwise terminated must submit an application for readmission, transcripts from any institutions attended in the interim, a letter expressing their desire and intent to re-enroll and complete their course of study at the University, and the application fee. The letter of intent must specifically address any changes in the goals of the student from the period of the student's decision to leave the University and his or her decision to return.

Students who are placed on Academic Warning or Academic Probation at the time of their withdrawal remain on Academic Warning or Academic Probation upon return, and must earn the minimum required CGPA for the first trimester of readmission to remain enrolled.

Grievance Policy for Students

It shall be the policy of Texas Health and Science University that this Grievance Policy for Students shall represent the University's commitment to the highest quality of customer service and the fair and equitable resolution to complaints or grievance. This policy applies to all full-time and part-time students enrolled in the University. We welcome all comments and suggestions for improvement. All complaints will be handled in a professional and timely manner to ensure the best course of action for all parties involved.

In attempting to resolve any grievance/complaint, it is the obligation of the individual first to

make a serious effort to resolve the matter with the individual with whom the complaint/grievance originated. The following steps are used to ensure efficiency in this process.

- It is encouraged that, if the problem is with an individual, both parties address the issue informally in an attempt to settle the situation and develop a working solution.
- If the situation is not resolved amicably, any student with a complaint regarding the administration of a University policy or procedure, or with a University administrator or member of the faculty, or with another student should next contact the Dean of Students who will make every reasonable effort to resolve the problem.
- If the grievance is not settled the student has the right to use the formal grievance procedure. In order to do so, the student must complete the grievance form and return it to the Academic Dean, whose mailbox is located in the Main Office.
- The Academic Dean will make a decision within ten (10) working days of receiving the written statement. The individual will be contacted via e-mail or phone either to schedule a meeting or to inform the aggrieved student of any follow-up to be taken.
- If the individual is not satisfied with the resolution, an appeal may be made in writing to the Vice President of the University.
 - If the individual still is not satisfied with the resolution, an appeal may be made in writing to the President. The decision of the President will be final.

Grievances and Formal Complaints may also be addressed to the following:

Accrediting Council for Independent Colleges and Schools (ACICS)

750 First Street, NE, Suite 980
Washington, DC 20002-4241
202-336-6780
www.acics.org

Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM)

8941 Aztec Drive, Suite 2
Eden Prairie, MN 55347
952-212-2434
www.acaom.org

Student Services and Activities

Texas Health and Science University provides programs, services, and activities consistent with its mission and institutional purposes that promote student learning and enhance the personal, professional, and academic development of its students. THSU's philosophy of Student Support Services reflects the size of the institution, the demographic composition of the student body, and the nature of professional graduate education.

The majority of our students fall into the 21 to 40 age group and come to the University already possessing a bachelor, master or doctoral degree. These two details are strongly correlated, as one might expect, and the trend in the student population since 2003 has been toward a student body in the mid-to-late thirties with a growing percentage of beginning students holding Bachelor's or Master's degrees. THSU has worked with students to identify the core service needs of its student body and has worked within its financial and material limitations to meet those needs in the best ways possible. Since THSU does not maintain any student housing, for example, University personnel assist students who relocate to the Austin area to locate suitable, affordable housing.

The student support programs, services, and activities that Texas Health and Science University offers its students are as follows:

- Federal Title IV Student Financial Aid for those who qualify
- Department of Assistive and Rehabilitative Services (DARS) participation
- Veteran's Administration (VA) program eligibility
- Student Government Association
- Academic and Professional Advising
- Complimentary Tutorial Program
- Patient Recruiting and Retention
- Housing Location Assistance
- Student Identification Card
- Discounted Acupuncture and Herbal Treatments
- Computer Labs
- Wi-Fi Internet Access
- New Student Orientation
- Chinese New Year Celebration
- Graduation Ceremony
- Financial Aid Workshops
- International Student Advising
- Faculty Seminars
- Tea with the President

Graduate Program Oversight Committees

It shall be the policy of the Texas Health and Science University that shared governance committees comprised of administrative staff, faculty representatives, currently enrolled student representatives, and alumni employed in the field, shall meet at least twice each calendar year for the purpose of reviewing and recommending improvements to the University and graduate programs of study.

The membership of the committee shall include a minimum of two (2) administrative staff representatives (the Academic Dean and the Dean of Students); two (2) representatives of the Faculty (one a full-time Core member and the other a part-time Adjunct member); at least two (2) currently enrolled students (the elected President of the Student Government Association and a representative of the new student Cohort) and two (2) alumni. The Vice President for Academic Affairs shall serve as the facilitator of the committee, record its minutes, and submit its reports to the President.

The Committee meets once each trimester. The Spring Meeting convened in March or April shall have its agenda the review of the data and recommendations from the General Student Satisfaction Survey, the Annual Alumni Survey, and the Graduate Exit Survey. The Annual Meeting convened in August shall have as its agenda the review of recommendations submitted by the Faculty, the Student Government Association, and the Administrative staff; the recommendations developed in the Annual Planning Retreat, and the update of the Campus Effectiveness Plan.

Consumer Information

Security

In accordance with the Clery Act of 2008, Texas Health and Science University maintains the required safety related information on its website. You will find a link to "Consumer Information" on the home page. Students who witness any suspicious activity are encouraged to report it to the Vice President of Academic Affairs, Assessment, and Research who will act as the designated Campus Security Authority. The Vice President will take all reports to the President who determines the appropriate response.

In the event that anything untoward takes place after normal business hours, the faculty or staff member present will assess the situation and take actions accordingly.

Class Cancellations

The campus notifies students via email, *Facebook* and *Twitter* when there is a cancellation. Thanks to the very favorable weather in Texas, we seldom close for more than two days in any given year.

Graduation Statistics – Gainful Employment

THSU is fortunate to have a very high number of graduates in our program. Eighty-three percent of our students graduate within 10 trimesters and 82.6 percent of our students obtain a position within 12 months of graduation.

At Texas Health and Science University, College of Traditional Chinese Medicine, most alumni start their own acupuncture practices and in time employ others to work for them. We are committed to providing the business and medical training necessary to help our students succeed. Please visit our website to obtain the most current gainful employment information.

Grievance Policy

THSU responds to all student complaints under the open door policy described in the THSU *Student Handbook* and the Grievance Policy for Students published elsewhere in this catalog.

Standard Hours of Instruction

Weekday classes are in session from 9:00 a.m. until 12:00 p.m. and 1:15 p.m. until 4:15 p.m., Monday through Friday. The student clinic is open at certain times which are specified at the start of each trimester. Students are normally scheduled for 16-25 hours of class time or clinic per week. Our goal is to offer intern opportunities at times that meet the needs of working students. Students select their own shifts each trimester during the hours that the clinic is open.

Board of Governors

The University is advised by a voluntary Board of Governors which meets quarterly.

Louis J. Agnese, Jr., Ph.D., Chair of the Board

Ph.D., Counselor Education, University of Pittsburgh
Education Specialist Degree in Supervision of Counseling Services; Master of Education in Counseling, Gannon University (Erie, PA)
Bachelor of Arts, History and Psychology, Saint Mary of the Plains College (Dodge City, KS)

In 1985, **Dr. Agnese** became one of the youngest presidents of a four-year institution of higher learning in the United States, the University of the Incarnate Word (UIW). UIW is a Catholic, co-ed liberal arts/professional university in San Antonio, Texas, a comprehensive Hispanic serving Institution with a diverse student body of more than 9,000 undergraduate, graduate, doctoral and professional students, and is the largest Catholic university in the Southwestern USA and the fourth-largest private university in Texas. Today, Dr. Agnese has the distinction of being one of the longest current-serving presidents of an American institution of higher learning. His career in higher education is distinguished by exemplary civic service in San Antonio and international education, a proactive leadership style, extensive knowledge and comprehension of individual cultures throughout Asia and Latin America, and in-depth understanding of media and business systems.

Yusheng Feng, Ph.D., Vice-Chair of the Board

Ph.D., Computational Mechanics, University of Texas at Austin
Master of Science, Mechanical Engineering, University of Oklahoma
Master of Applied Mathematics, University of Oklahoma
Bachelor of Science, Tsinghua University (China)

Dr. Feng is Associate Professor of Mechanical Engineering and Core Faculty of the Joint Ph.D. Program in Biomedical Engineering at the Computational Bioengineering and Control Laboratory, University of Texas at San Antonio (UTSA). Prior to joining the faculty of UTSA, he was an Assistant Professor of Mathematics at Concordia University and Research Fellow at the Institute for Computational Engineering and Sciences (ICES) at the University of Texas at Austin. Dr. Feng's research focuses on mathematical modeling of biological systems, particularly in the area of computational cancer research. Well trained in applied mathematics and computation science, Dr. Feng has worked in Biomechanics and Bioheat Transfer, Model-Based Real-Time Control, and Multi-scale Modeling of Cancer. Currently, his research focuses on Haptic Device Enabled Surgical Simulation and Medical Devices Design. Dr. Feng is a recipient of the National Institutes of Health/National Science Foundation career award for his work on integrative modeling of image-guided cancer treatment simulation. His research is funded by the National Institutes of Health (NIH), National Science Foundation (NSF), and San Antonio Life Science Institute (SALSI).

Luke Liou, M.S., Secretary of the Board

Master of Science, Metallurgical Engineering, University of Wisconsin
Bachelor of Science, Chemical Engineering, Chung Cheng Institute of Technology (Taiwan)

Mr. Liou began his professional career as a Chemical Engineer in Taiwan and then immigrated to the United States and earned a Master of Science degree in Metallurgical Engineering at University of Wisconsin while serving as a Research Assistant for the University of Wisconsin (Madison). Upon relocating to Austin, Texas, in 1985, he served as a technical translator for a Foreign Language Studio before being hired by one of Austin's major high-tech firms as an engineer. Following a long and distinguished career as a Central Engineer with new product/material introduction responsibilities and later as Quality Assurance Engineer, he retired as a Senior Staff Engineer to provide more time for his community and civic commitments and to establish his own business which provides commercial and residential services in plumbing, electrical, Air Conditioning/Heating, automotive, and appliances. Mr. Liou currently serves as a missionary in the local Chinese-American community.

Paul C. K. Lin, L.Ac., M.A.

Master of Arts, Chinese Culture University (Taiwan)

Bachelor of Arts, Taiwan National University (Taiwan)

Mr. Lin, along with his wife President Lisa Lin, are the proud founders of Texas Health and Science University, established in 1990, as Texas Institute of Traditional Chinese Medicine. Mr. Lin received his early education in Taiwan where he served as a fellow of the Research Institute of Acupuncture at China Academy, Taipei, and as an instructor and fellow of research at the Chinese Culture University. He traveled to the United States through a teacher exchange program and lectured at Seton Hall University in New Jersey. Following the historic trip to China in 1971 by President Richard Nixon, which introduced acupuncture to the American audience, Mr. Lin was able to apply his knowledge through clinical practice in the United States and ultimately led him to pursue the establishment of Acupuncture and Oriental Medicine as a professional career path in the U.S. Mr. Lin has practiced acupuncture and Chinese herbal medicine in Texas since 1974, and was a pioneer in the successful efforts to pass acupuncture practice legislation in the State of Texas. He was the founding Academic Dean of Texas College of Traditional Chinese Medicine and served in that position until 2005. He currently serves as Director of Development, Facilities, and Operations for the University and represents the interests of the founders on the Board of Governors.

Wen Huei Chen, M.S., M.Ed.

Bachelor of Education, National Taiwan Normal University (Taiwan)

Master of Educational Leadership, Barry University (FL)

Master of Human Performance and Health Promotion, University of New Orleans (LA)

Mr. Chen holds master degrees in Educational Leadership, and in Human Performance and Health Promotion, and brings to the Board many years' experience as a businessman and consultant to a number of higher education institutions. Currently serving as Director of the Board of the University of the Incarnate Word in San Antonio, TX, and on the Board of American First Bank in Houston, TX, Mr. Chen combines higher education leadership with business acumen and an emphasis on organizational and personal success and achievement.

Chen Zhou, M.D., M.S.

Internal Medicine Resident: University of Texas Medical Branch Austin Residency Program, Austin, TX

Internal Medicine Intern: Texas Tech University Health Sciences Center, Odessa, TX

Master of Science, Computer Sciences, Rochester Institute of Technology (NY)

Doctor of Medicine, Peking Union Medical College (Beijing, China)

Dr. Zhou is a western medical doctor, software engineer, and programmer analyst. Her medical professional experience includes private practice as well as service as a Clinical Assistant Professor at Texas A & M University Health Sciences Center College of Medicine. Prior to this responsibility, she served as Hospitalist for the Central Texas Hospitalists, PA and as Staff Physician for the Center for Diagnostic Medicine, Scott & White Hospital and Clinics. Her Internal Medicine specialties include the following: Cardiology, Infectious Disease, Medical Consult, Gastroenterology, Hematology/Oncology, and Ambulatory Care. She is certified by the Education Commission for Foreign Medical Graduates (ECFMG), American Board of Internal Medicine, Texas Medical Board, and Medical Board of California.

Administration

Lisa Ping-Hui Tsao Lin, L.Ac., E.M.B.A.

PRESIDENT AND CHIEF EXECUTIVE OFFICER

E.M.B.A., Zhongnan University of Economics and Law (China)

Ming Chuan University (Taiwan)

President Lin, along with her husband Paul Lin, are the founders of Texas Health and Science University, in 1990. After graduating from Taiwan's Ming Chuan University, majoring in accounting and statistics, Ms. Lin completed a four-year internship under Dr. P. R. Sun, a renowned doctor of Traditional Chinese Medicine in Taiwan. Ms. Lin has distinguished herself as a pioneer in the profession of Acupuncture and Oriental Medicine by her successful efforts to pass acupuncture legislation in the State of Texas; in her position as the first Chair of the Education Committee of the Texas State Board of Acupuncture Examiners; and in her work to set high standards for the practice of Acupuncture and Oriental Medicine throughout the United States. In 1993, then-governor Ann Richards appointed Lisa Lin to serve on the newly established first Texas State Board of Acupuncture Examiners, on which she served until 1999. Ms. Lin is a Licensed Acupuncturist and has practiced Traditional Chinese Medicine in Texas for more than 30 years.

David G. Vequist IV, Ph.D.

VICE PRESIDENT FOR ACADEMIC AFFAIRS, ASSESSMENT, AND RESEARCH

Ph.D. in Industrial/Organizational Psychology, University of Tulsa, Tulsa, OK

M.A. in Industrial/Organizational Psychology, University of Tulsa, Tulsa, OK

B.S. in Industrial/Organizational Psychology/Management, Northern Arizona University, Flagstaff, AZ

Dr. Vequist has served as Associate Professor of Management of University of the Incarnate Word in San Antonio, Texas. He worked as project manager for Ernst & Young in the areas of competency modeling, organizational development, and customer relations manager. He also served as Director of Human Resources, Planning and Systems for Methodist Healthcare System. Dr. Vequist's research interests include training technologies, management of technology, business strategy, project management, competency modeling, data warehousing, knowledge management, organization behavior and effectiveness, and quality improvement.

Ronald W. Meyer, C.P.A.

CHIEF FINANCIAL OFFICER

B.B.A., Accounting, University of Texas at San Antonio

Mr. Meyer, a native of San Antonio, is a Certified Public Accountant who passed all four parts of the CPA examination on his first attempt in 1991. He joined a local public accounting firm the following summer. He is a member of the Austin Chapter of the Texas Society of Certified Public Accountants, and a frequent speaker for such groups as the Austin Young Lawyers Association, Southwest Region of the National Society of Professional Engineers, South Texas Youth Soccer Association, Texas Association of Builders, and the Texas Society of Professional Engineers. He is the founder and Managing Member of Ronald W. Meyer, P.L.L.C., based in Austin, Texas. His areas of responsibility include preparation or review for individual, corporate, partnership, estate, trust, homeowner association, and non-profit organization tax returns.

Christopher Atkins, B.A.

FINANCIAL AID OFFICER/ DEAN OF STUDENTS/ INTERNATIONAL STUDENT ADVISOR

Bachelor of Arts, Boston University

Mr. Atkins is a graduate of Boston University. He has an extensive background in higher education administration and operations, with particular specialization in accreditation and compliance, student financial aid, and international student advising. Mr. Atkins has served the University in a variety of roles and capacities since 2003 and currently assists in assessment processes, as Dean of Students, and as Financial Aid Officer.

Ryan Haecker, M.L.I.S.

LIBRARIAN

Master of Library and Information Science, University of Texas

B.A., History, University of Texas

Mr. Haecker graduated from School of Liberal Arts of the University of Texas at Austin in 2009 with a Bachelor of Arts in History and Philosophy, and from the School of Information of the University of Texas at Austin in 2012 with a Master Degree of Library and Information Science. He has formerly worked for many years as a retail caricature artist and website manager. In the course of his education, Mr. Haecker has presented guest lectures on history, philosophy and literature. He has formerly managed the St. Thomas Aquinas Library of the Notre Dame de La Salette Boys Academy. Ryan Haecker brings his liberal education, his background in design and technology, and his library management experience to the service of the General Shu-Ping Tsao Library.

Ellen Underwood, B.A.

ADMINISTRATOR

B.A., English and Chinese, Beloit College

Ms. Underwood graduated with departmental honors from Beloit College, Wisconsin. As an undergraduate, she studied English literature, as well as Chinese language and culture. Most recently, she served as an English Department faculty member at Henan University in China, specializing in teaching academic writing to college students. As an administrator at Texas Health and Science University, Ms. Underwood provides general administrative support for the San Antonio, Texas, location.

Rachel Chow, M. Ac.

BOOKKEEPER

Master of Accountancy, Texas State University, San Marcos

B.B.A., Texas State University, San Marcos

Ms. Chow has held a previous position as an audit assistant for Ernst & Young in Malaysia, and as a general manager at a restaurant in Austin, Texas. She has received honors from McCoy College of Business Administration at Texas State University and is proficient in five languages. Ms. Chow began working for Texas Health and Science University in 2015.

Full-Time Core Faculty

Maoyi Cai, M.D., Dipl.O.M. (NCCAOM)

ACADEMIC DEAN/BIOMEDICAL SCIENCE DIRECTOR/PROFESSOR OF TCM

M.D., Education Commission for Foreign Medical Graduates (ECFMG), U.S.A.

Medical Council of Canada (MCC), Canada

M.S. Biomedical Sciences, University of Texas at El Paso

Bachelor of Medicine, Clinical Medicine, Fu Dan University (formerly Shanghai Medical University, China)

Teaching Specialization: Biomedical Sciences

Dr. Cai's professional career in biomedical sciences spans nearly 30 years, and includes distinguished service in China, Canada, and the United States. After completing his Bachelor of Medicine degree he practiced as a physician in the Shanghai Medical University Hospital before immigrating to North America. Dr. Cai has served as a board member of the Acupuncture Committee of Alberta, Canada, and also as the Dean of Academic Affairs at Alberta College of Acupuncture and Traditional Chinese Medicine. He has taught a variety of biomedical science courses at colleges and universities in Mexico and Texas. He is a Diplomate of Oriental Medicine of the National Certification Commission for Acupuncture and Oriental Medicine. Dr. Cai joined the faculty of Texas Health and Science University in 2006. He has served as Academic Dean at Texas Health and Science University since 2008.

Lin-ying Tan, Ph.D. (China)

CLINIC DIRECTOR/PROFESSOR OF TCM

Ph.D., Shanghai University of Traditional Chinese Medicine, China

M.M.S., Guang Xi Research Institute of Acupuncture & Moxibustion, China

B.M., Guang Xi College of Traditional Chinese Medicine, China

Teaching Specialization: Acupuncture, Clinic

Dr. Tan has taught professionally for more than eleven (11) years, and has been a practitioner of acupuncture for more than ten (10) years. She loves the culture of TCM and the “amazing therapeutic effect of acupuncture and moxibustion.” She specialized in Internal Medicine and Moxibustion and Tuina Science at Shanghai Research Institute of Acupuncture and Meridians and served as Attending Physician of Acupuncture and Moxibustion in the clinic. She has also taught basic theory of TCM and the theory and application of acupuncture and moxibustion. She is the author, principal and/or co-researcher of more than sixteen (16) published research articles and studies. Dr. Tan is a welcome member of the core faculty of Texas Health and Science University in May of 2012.

Roberto G. Guerrero, L.Ac., MAOM

ACADEMIC DEAN/ CLINIC DIRECTOR/ INSTRUCTOR OF TCM

M.A.O.M., Texas College of Traditional Chinese Medicine

B.A., Psychology, The University of Texas in San Antonio

Associate of Arts, San Antonio College

Teaching Specialization: Acupuncture, Clinic

Mr. Guerrero, a Licensed Acupuncturist and Chinese herbalist, is Owner of *Alamo Acucare*, a practice located in San Antonio, Texas, which specializes in pain management, chronic conditions, martial arts, and sport related injuries. He received his Master of Acupuncture and Oriental Medicine degree from Texas College of Traditional Chinese Medicine, now known as Texas Health and Science University. He also holds a Bachelor of Arts degree in Psychology from the University of Texas in San Antonio. Mr. Guerrero is Senior Instructor at the Mu Sool Won of San Antonio, Martial Arts Center. His love and involvement in the martial arts was the main catalyst for his initial interest, and later pursuit, of a career in the field of Traditional Chinese Medicine. He holds a Third degree black belt in Ku Sool Won, and is a Fifth Degree candidate in Mu Sool Won, a Traditional Korean Martial Art.

Kai-Chang Chan, Lic. Ac., M.S.A.O.M.

ACUPUNCTURE DIRECTOR/ INSTRUCTOR OF TCM

M.S. Acupuncture and Oriental Medicine, Texas Health and Science University

B.S. Physical Therapy, Chang Gung University, Taiwan

Teaching Specialization: Acupuncture, Clinic

Mr. Chan graduated as valedictorian from THSU. He previously completed his bachelor degree and obtained a physical therapy license in Taiwan in 2008. Because his goal was to increase

his technique and skill in pain management and sport medicine, he studied acupuncture and other special techniques such as cupping and Asian bodywork. His herbal studies at THSU built upon his knowledge and experience while assisting his family in their Chinese herb business.

Allison Y Yu, L.Ac., MAOM

M.A.O.M., Texas Health and Science University

M.Ed. in Counseling Education from University of North Texas

Teaching Specialization: Acupuncture, Clinic Internship

Ms. Yu is a licensed acupuncturist and herbalist and is nationally recognized as a board-certified Diplomate in Oriental Medicine by the NCCAOM. With a background in education, she has been supervising the Student Intern Clinic at THSU and bringing her practical experience to help students with theoretical understanding. Along with her general practice, she has strong interests in pain management, reproductive and gynecological conditions, and “Shen – Zhi” conditions which include insomnia, depression, anxiety, panic, PTSD, ADHD and weight control. With over 10 years’ practice as an alternative health care professional, her passion is being a healer by combining a counseling and education background with Chinese medicine methods. She helps her patients to cultivate a holistic understanding of the influences of body, mind, spirit, and environment, and she provides her patients with whole health treatments.

Part-Time Adjunct Faculty

David G. Vequist IV, Ph.D. (Austin/San Antonio Campuses)

VICE PRESIDENT FOR ACADEMIC AFFAIRS, ASSESSMENT, AND RESEARCH

Ph.D. in Industrial/Organizational Psychology, University of Tulsa, Tulsa, OK

M.A. in Industrial/Organizational Psychology, University of Tulsa, Tulsa, OK

B.S. in Industrial/Organizational Psychology/Management, Northern Arizona University, Flagstaff, AZ

Teaching Specialization: Strategy, Management, Business Statistics, Organizational Behavior and Organizational Development

Dr. Vequist has served as Associate Professor of Management of University of the Incarnate Word in San Antonio, Texas. He worked as project manager for Ernst & Young in the areas of competency modeling, organizational development, and customer relations manager. He also served as Director of Human Resources, Planning and Systems for Methodist Healthcare System. Dr. Vequist’s research interests include training technologies, management of technology, business strategy, project management, competency modeling, data warehousing, knowledge management, organization behavior and effectiveness, and quality improvement.

Isaac Liou, L.Ac., MSAOM

HERBOLOGY DIRECTOR/ INSTRUCTOR OF TCM

Master of Science in Acupuncture and Oriental Medicine, Texas Health and Science University

Bachelor of Science in Biology and Psychology

Teaching Specialization: Herbology, Clinic

Mr. Liou is a Texas-licensed acupuncturist and herbalist and is nationally recognized as a board-certified Diplomat in oriental medicine by the NCCAOM. As a former medical student in Dallas, Texas, Mr. Liou began studying Traditional Chinese Medicine in 2011. Mr. Liou completed an overseas internship in Taiwan where he treated hundreds of different ailments ranging between arthritis to scoliosis along with addictions and various muscular diseases. His

current doctoral studies at THSU specialize in Traditional Chinese Medicine pain management and sports medicine.

Brad Baldwin, L.Ac., MSAOM

M.A.O.M., Texas Health and Science University

Teaching Specialization: Tai Chi and Qi Gong (Austin and San Antonio)

Mr. Baldwin is a licensed acupuncturist and herbalist and is board-certified by the Texas Medical Board. A graduate of Texas Health and Science University in August 2009, he was top of his graduating class when he received his Masters in Acupuncture and Oriental Medicine. Along with his general practice, he has strong interests in pain management, insomnia, chronic digestion problems and stress. He has been practicing Qi Gong: Ba Duan Jin (Eight Pieces of Silk) and Wu Tai Chi Chuan 108 movements since 2002.



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