

Texas Health and Science University



Comprehensive Catalog Austin and San Antonio 2022

Est. 1990

Effective May 2022

Accreditation

Accredited by the Accrediting Council for Independent Colleges and Schools to award master's and bachelor's degrees, and certificates.

Texas Health and Science University's Master of Acupuncture with a Chinese herbal medicine specialization program is accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM). Accreditation status and notes may be viewed on the [ACAHM Directory](#). ACAHM is recognized by the United States Department of Education as the specialized accreditation agency for institutions/programs preparing acupuncture and practitioners of Chinese herbal medicine. ACAHM is located at 8941 Aztec Drive, Eden Prairie, Minnesota 55347; phone 952/212-2434; fax 952/657-7068; www.acahm.org.

The Texas Higher Education Coordinating Board has issued a Certificate of Authorization to grant Bachelor and Master's Degrees to Texas Health and Science University. 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 from certain, but not all, regulations. This exemption will continue as long as the institution maintains its accreditation status with the accrediting organization Accrediting Council for Independent Colleges and Schools and standards acceptable to the Coordinating Board. 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 until expiration of its current grant of accreditation.

Affiliations

The University is a member of the Council of Colleges of Acupuncture and Herbal Medicine (CCAHM), headquartered in Baltimore, MD.

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

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)
Yuanpei University of Medical Technology (since 2013)	Asia University in Taiwan (since 2015)
Da-Yeh University in Taiwan (since 2013)	Hsing Wu University in Taiwan (since 2017)
Dalian Medical University (2019)	Changchun Medical College (2019)
Fujian University of Traditional Chinese Medicine (2019)	Changchun University of Chinese Medicine (2019)
Tianjin University of Traditional Chinese Medicine (2019)	Baskent University (2019)
Yeditepe University (2019)	Putian University (2019)
Wenzao Urseline University of Languages (2020)	Yuanpei University of Medical Technology (2020)
National Quemoy University (2020)	

Under these arrangements, the above-named institutions recognize academic credits earned in the THSU MAcCHM program as applicable toward their own equivalent programs of study.

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 Louis J. Agnese, Jr., President and Chief Executive Officer; the Secretary is Wen Huei Chen.

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. This catalog is effective as of the date of publication.

The information contained herein is correct as of its date of release 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>.

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*, *New Student Library Guide*, *Clinic Observation & Intern Handbook and Policy Manual*, and *Crime Awareness and Campus Security (Jeanne Clery Act) Annual Report*. These documents contain additional information based on the topic specified and are available from the registrar upon request.

Notice of Non-discrimination

Texas Health and Science University is an equal opportunity institution. Texas Health and Science University complies with all applicable federal and state nondiscrimination laws and does not discriminate on the basis of race, color, ancestry, national or ethnic origin, sex, age, gender identity, sexual orientation, marital status, results of genetic testing, service in the military, 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.

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, with certain exceptions. For the complete FERPA policy, please refer to the THSU Student Handbook.

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A Message from the President



Welcome to Texas Health and Science University (THSU). I'm honored to follow Lisa Lin as the second president of THSU, which is located near downtown Austin.

Since our founding in 1990 by Lisa and her husband, Paul, both of whom retired in 2019, THSU has been at the forefront of establishing high standards to advance the profession of acupuncture and the practice of Traditional Chinese Medicine in the United States. Our academic curriculum expanded in 2013 with the addition of new undergraduate and graduate programs in business administration and healthcare management.

Our mission is three-fold: 1) to equip students with the necessary knowledge and skills in the clinical therapies and applications of Traditional Chinese Medicine; 2) to educate leaders that will become an integral part of the modern healthcare system; and 3) to develop and apply knowledge of acupuncture and Chinese medicine through research, best patient care practices, and community service and outreach.

Today, THSU operates multiple academic sites in Austin and San Antonio. Known for its vibrant music scene, Austin is also a hub for the high-tech industry, which includes a new \$1 billion Apple complex. San Antonio, located seventy miles south of Austin, is the seventh largest city in the U.S. and features world class medical facilities as well as many opportunities to engage in entertainment and cultural activities.

THSU is committed to confronting the academic challenges and addressing the urgent needs of the profession of acupuncture and Traditional Chinese Medicine in the 21st century. Thank you for considering THSU. I look forward to seeing you here.

Louis J. Agnese, Jr., Ph.D.
President
Texas Health and Science University

Our Mission Statement

The Mission of Texas Health and Science University, 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 Chinese Herbal Medicine and Business, and to contribute to the global economy with their leadership, business acumen, English language competency, and professional skills.

Our Institutional Objectives

Our institutional objectives are to foster and cultivate a community of scholars with the self-development and intellectual rigor needed to succeed in our more globalized world. At THSU, our students will integrate the applications they have attained, through in-person or online experiences, to move into the realms of their prospective fields with a solid foundation for the purpose of imparting their knowledge and skills that will contribute to the community for the greater good of our society.

Our Core Values

Harmony, Health, and Honor

History of Texas Health and Science University

Texas Health and Science University was founded as the Texas Institute of Traditional Chinese Medicine in 1990. It was the first school in Texas approved by the Texas State Board of Acupuncture Examiners to provide instruction in Acupuncture and Herbal Medicine and became a candidate for accreditation by the Accreditation Commission for Acupuncture and Herbal 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 Herbal Medicine degree and changed its name to Texas College of Traditional Chinese Medicine. In 2005, the institution was granted a Certificate of Authority by the Texas Higher Education Coordinating Board to award the Master of Acupuncture and Chinese Herbal Medicine degree.

In 2012, the college received an initial grant of accreditation from the Accrediting Council for Independent Colleges and Schools (ACICS), in addition to its programmatic accreditation with ACAHM. In 2013, the institution changed its name to Texas Health and Science University. These changes reflected a broadened mission of the University, allowing for additional programs in the field of business. In 2014 Texas Health and Science University began enrolling students in the Master of Science in Acupuncture and Herbal Medicine program at the San Antonio location. The Master of Business Administration programs were launched in 2015.

The programs of the University have been carefully constructed to ensure that our students receive the highest quality education possible and 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 Chinese Herbal Medicine, Texas Health and Science University 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 agreements 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 Chinese Herbal 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; 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 has cooperative arrangements with several sister schools in Asia. These institutions include:

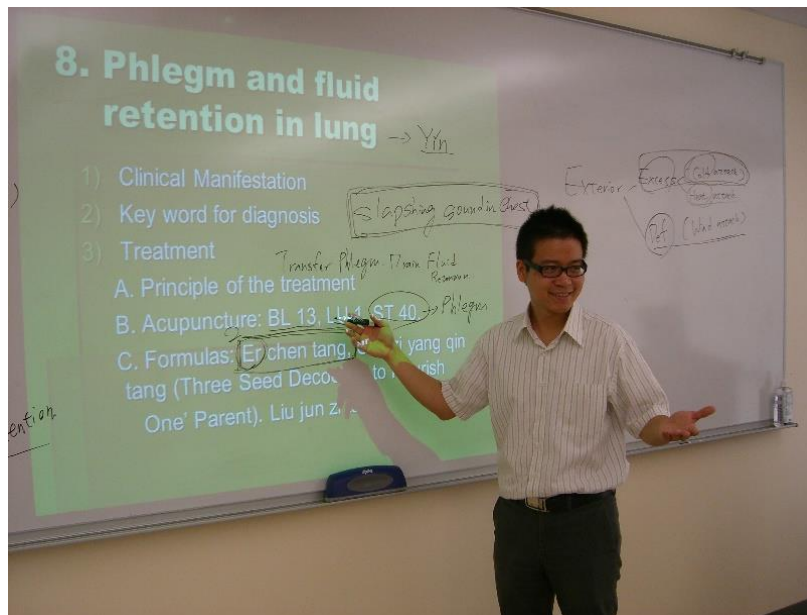
- Fu Jen Catholic University in Taiwan (since 2010)
- Zhejiang Chinese Medical University in China (since 2010)
- Transworld University in Taiwan (since 2011)
- Jiangxi University of T.C.M. International Education College (since 2011)
- Yuanpei University of Medical Technology (since 2013)
- Ming Chuan University in Taiwan (since 2013)
- National Peng Hu University of Science and Technology in Taiwan (since 2013)
- Da-Yeh University in Taiwan (since 2013)
- Asia University in Taiwan (since 2015)
- Hsing Wu University in Taiwan (since 2017)
- Changchun Medical College (2019)
- Changchun University of Chinese Medicine (2019)
- Fujian University of Traditional Chinese Medicine (2019)
- Tianjin University of Traditional Chinese Medicine (2019)
- Yeditepe University (2019)
- Dalian Medical University (2019)
- Baskent University (2019)
- Putian University (2019)
- Wenzao Ursuline University (2020)
- Yuanpei University of Medical Technology (2020)
- National Quemoy University (2020)

Articulation Agreements

Schools with which Texas Health and Science University have formalized articulation agreements are:

- Da-Yeh University in Taiwan (since 2015)
- University of the Incarnate Word (since 2017)
- Ming Chuan University in Taiwan (since 2019)
- Acupuncture and Massage College (since 2017)
- National University of Health Sciences (since 2017)
- National American University (since 2017)
- Cleary University (since 2017)
- Independence University (since 2017)
- Hallmark University (since 2017)
- Hoft Institute (since 2017)
- Guangzhou Huali Science and Technology Vocational College (2019)
- Baskent University (2019)
- Yuanpei University of Medical Technology (2020)
- National Quemoy University (2020)

Information on the transferability of credits may be found under each program section of this catalog. Details of the articulation agreements are available upon request.



Instruction in Traditional Chinese Medicine
San Antonio Campus

University Facilities – Austin Campus

Main Building

Texas Health and Science University is located at 4005 Menchaca Road, deep in the heart of Austin's 78704 neighborhood. This trendy creative community is in a beautiful tree-filled area, minutes from downtown. The campus is on one of the city's major bus routes, making public transportation convenient and accessible to our students. Affordable apartments and rental houses and shopping centers are a short walking distance from the THSU campus, and many students live within a few blocks of the school.

The main building houses the administrative offices, which are just inside to the right before one enters the courtyard. This is the main hub of the school through which all students pass on their way to classes.

All main classrooms have windows overlooking the courtyard and are located on the second floor. The student lockers, lounge and kitchen are located on the second floor of the main campus building. A refrigerator, microwave, sink, tables and chairs are provided in the student's lounge. Lockers are available for students to check out on a per-trimester basis at no charge.

THSU Library

The THSU Library is located on the first floor. It contains over 5,000 volumes that support academic exploration within our programs of study. Our Chinese language collection includes over 900 titles plus an exclusive collection of notes and journals. The English language collection focuses on medical, scientific, and business and entrepreneurship materials.

The subscribed databases THSU offers its students, faculty and staff, cover a wide range of areas within the subjects of medicine and business while also offering one comprehensive database. Now that THSU has added GALE/Cengage databases to the library, there are a total of seven research databases available. Our research resources also include print journals covering western medicine, alternative health and acupuncture.

The library can also be used as a study area for students, faculty and staff. If students do not want to use the library, they also have access to the courtyard, outside seating, and the lounge located on the second floor of the main building.

Students attend a library orientation and are provided with a handbook detailing the library services. These services include a computer lab, wireless internet services, copying, printing, and scanning. A link to [Textbook Sources](#) is available on the [Library webpage](#).

The THSU Library is a member of the National Libraries of Medicine and has an interlibrary loan agreement with the University of Texas.

THSU Student Intern Clinic

THSU offers its students in the Master of Acupuncture with a Chinese Herbal Medicine Specialization program practical hands-on experience in providing acupuncture treatments and receiving treatments through its student intern clinic. Housed at 1707 Fort View Road, our student interns practice what they've learned in a professional setting under the supervision of

licensed acupuncturists who serve as clinic supervisors. Additionally, students are encouraged to receive treatments at a greatly reduced cost to experience the holistic benefits of treatments they are learning to administer.

The clinic is convenient to the University, allowing students to walk to and from the main campus. There are 15 spacious treatment rooms, an intern discussion room, supply store, and a fully stocked herbal dispensary. Our dispensary carries over 500 different kinds of raw herbs, pills, and granular extracts from the traditional Chinese medicine herbal pharmacopoeia.

The THSU Student Intern Clinic shares its facility with Acupuncture Health Clinic, a professional acupuncture services clinic which provides a location for our faculty to practice their profession.

University Facilities – San Antonio Campus

Classroom Area

The THSU San Antonio classroom facilities are held at the Saidoff Center campus of University of the Incarnate Word. These facilities are located at 9240 Guilbeau Road in San Antonio and are outfitted with state-of-the-art instructional equipment including high-speed wi-fi.

THSU's student clinic, library, supply store, faculty offices and administrative offices are in a building adjacent to the classrooms, an easy walk from the classrooms.

THSU Student Intern Clinic and Library

The THSU Student Clinic has five treatment rooms and the herb dispensary contains herbal formulations 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. Students are encouraged to receive treatments at a greatly reduced cost to experience the holistic benefits of treatments they are learning to administer.

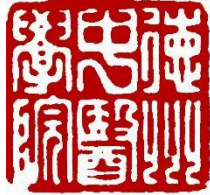
Additional space in the same building houses a library, clinic discussion room, conference room, and offices. The subscribed databases THSU offers its students, faculty and staff, cover a wide range of areas within the subjects of medicine and business while also offering one comprehensive database. Now that THSU has added GALE/Cengage databases to the library, there are a total of seven research databases available. Students may study in the Saidoff Center Library.

Students attend a library orientation and are provided with a handbook detailing the library services. These services include a computer lab, wireless internet services, copying, printing, and scanning. A link to [Textbook Sources](#) is available on the [Library webpage](#).

The THSU Library is a member of the National Libraries of Medicine and has an interlibrary loan agreement with the University of Texas.

The student lounges are located in the UIW Saidoff Center, adjacent to our classrooms.

College of Traditional Chinese Medicine



Why Traditional Chinese Medicine?

In Asia, one encounters several systems of healing based on the principles of Traditional Chinese Medicine. One does not, however, encounter "Traditional Chinese Medicine" anywhere in Asia. 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 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 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 humblest of acupuncture and TCM training programs in China must devote several 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.

The Acupuncture and Chinese Herbal Medicine Profession in the United States

Acupuncture and Chinese Herbal 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 Chinese Herbal Medicine and certifying graduates of American acupuncture and Chinese Herbal medicine schools.

The U.S. Department of Education recognizes the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM) as the specialized and professional accrediting agency for such schools. The Council of Colleges of Acupuncture and Herbal Medicine (CCAHM) is a membership organization for schools of acupuncture and Chinese Herbal 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 Chinese Herbal 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 Chinese Medicine, and Biomedical Sciences.

In the United States, 47 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 Chinese Herbal medicine such as herbs, diet and lifestyle counseling, and Chinese 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 Chinese Herbal 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 Chinese Herbal medicine in virtually every state and increasingly their services are included in preferred-provider organizations, third-party payer systems, veterans' hospitals, Medicare, and integrated health care clinics. A doctoral degree in the field of traditional Chinese medicine is offered by certain acupuncture schools.

Texas Health and Science University is affiliated with these three national acupuncture organizations: The THSU Master of Acupuncture with a Chinese herbal medicine specialization program is accredited by ACAHM; the University is an active member of CCAHM, and our graduates are eligible to take the NCCAOM examinations for acupuncture and Chinese herbal 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).

Summary of TCM Programs of Study at THSU

THSU's College of Traditional Chinese Medicine offers two degrees, the Bachelor of Science in Traditional Chinese Medicine and the Master of Acupuncture with a Chinese herbal medicine specialization program. The bachelor's degree program consists of the first four trimesters of the master's degree program. Students wishing to practice acupuncture must hold a master's

degree in acupuncture and herbal medicine, so most bachelor graduates continue to the master's degree program. Licensure in Texas requires studies in Chinese herbal medicine in addition to acupuncture, to become a licensed acupuncturist.

College of Business Sciences

THSU College of Business Sciences Honor Code

By becoming members of the THSU College of Business Sciences, students are bound to hold intellectual integrity to the highest standard and commit to uphold the THSU College of Business Sciences Honor Code. Any actions committed by a member of the student body in violation of the Honor Code degrades the principles underlying the mission of the University and profoundly affects the integrity and reputation of the degrees earned, as well as the reputation of the institution. At the core of the THSU College Honor Code is the requirement that students not lie, cheat, steal or tolerate those who do. Not reporting an honor violation is an honor violation. New graduate students receive a copy of the entire Honor Code at orientation and review all standards and policies. For additional information, students should contact the Director of the THSU College of Business Sciences.





UNDERGRADUATE DEGREE PROGRAMS

Bachelor of Science in Traditional Chinese Medicine Degree Program

(Austin and San Antonio Campuses)



Educational Objectives

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

- A systematic knowledge of the theories, philosophies, and practices of Traditional Chinese Medicine used in clinic operations;
- The skills to assist licensed acupuncturists by setting up patients in the treatment room, taking vital signs, recording health concerns, and preparing and dispensing herbal formulas in a clinic setting;
- The skills 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; and
- The confidence to obtain successful employment in a healthcare related field, including the expertise to work as an acupuncture assistant or to manage the front office of a healthcare practice.



Studying in the Herb Lab, Austin

Admission Requirements

The University requires for standard admission those applicants who have completed a minimum of sixty (60) semester credits (or equivalent quarter credits), applicable toward a baccalaureate degree, in general education (GE) 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. Department of Education. Each course being considered as part of the 60 credit hours must be recorded on the official transcript as having passed with a final grade of “C” or higher in order to be articulated into the total number of credit hours being considered as part of the GE and other credits requirement. Also, each course considered in the 60 credit hours cannot be remedial, even if credit had been granted. 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 if they are not remedial.

Humanities	Courses including, but not limited to, literature, philosophy, logic, foreign languages, art, music, theater appreciation, philosophy, religion, ethics, and communications, including rhetoric, composition, information literacy, and speech; but excluding business communications and business writing.
Science, Technology, Engineering, and Mathematics (STEM)	Courses including, but not limited to, biology, chemistry, physics, geology, anatomy and physiology, ecology, environmental science, oceanography, astronomy, information systems and digital literacy, introduction to computers, scientific reasoning, 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 including, but not limited to, history, economics, political science, government, geography, sociology, anthropology, cultural diversity, social responsibility, world religions, cultural sensitivity, global awareness, 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 if they are not remedial. They must equal 24 credits. Information literacy is recommended.

Admission Procedure for U.S. Students

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 based on 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) Official transcript(s); photocopies cannot be accepted. Transcripts must be mailed or digitally submitted to the University directly from the registrar's office of the institution(s) where credit was earned.
- 4) Full-face, personal photograph.
- 5) An application fee payable to the Texas Health and Science University as outlined for each program. This fee is non-refundable.
- 6) A one-page, double-spaced letter of interest from the applicant, explaining why he/she desires to attend the Texas Health and Science University.
- 7) Telephone or personal interview with the Academic Dean or other official of the University.
- 8) Two letters of reference.
- 9) 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), AACRAO International Education Services (prior to 2016), or a member of the Association of International Credential Evaluators (AICE), for equivalency to college or university transcripts in the U.S. 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.

Admission Procedure for International Students

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; therefore, 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), AACRAO International Education Services (prior to 2016), or a member of the Association of International Credential Evaluators (AICE), for equivalency to college or university transcripts in the U.S. 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) and a \$250.00 (USD) fee for the evaluation of credentials, transcripts, and other overseas documents.
- 2) A completed application for admission.
- 3) One (1) official transcript in English translation sufficient to establish the completion of the equivalent of at least 60 semester credits at the undergraduate level; such transcript must be mailed to the University from the institution where the coursework was completed. If the official transcript is not available in English, contact the Admissions Coordinator for further assistance.
- 4) Proof of sufficient financial resources for educational and personal expenses.
- 5) Proof of English language competency. 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. Department 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 5.5 or higher.

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 degree program according to the following guidelines:

1. Limitations on the transferability of credits may apply. Credit may be awarded for past coursework completed at institutions accredited by an agency recognized by the U.S. Secretary of Education or by a recognized governmental accrediting authority.
2. All foreign credentials must be evaluated by a credential service that is a member of the National Association of Credential Evaluation Services (NACES), AACRAO International Education Services (prior to 2016), or a member of the Association of International Credential Evaluators (AICE), for equivalency to college or university transcripts in the U.S. All credentials submitted to the University are retained by the University.
3. Coursework to be considered for transfer must have been completed within five (5) years of the date of application, unless the student has documentation of retaining the content knowledge and competencies of the coursework. A challenge exam may be given to confirm the student's knowledge and competencies.
4. The university or college offering the courses allows the courses to be used for credit towards its own academic degree program. Credits earned in vocational programs (such as an applied associate's degree) cannot be counted toward either the 60-semester credit hour admission requirement or coursework at THSU.
5. Student performance in the coursework to be transferred must indicate a grade of "C" or better.
6. The course work to be transferred must be substantially similar to the THSU courses to which the transfer credit applies. Course descriptions or syllabi may be requested to verify equivalency.
7. The maximum permissible number of transfer credits into this program is limited to one-half or fewer of the credits required for the master's degree. Of that one-half, no more than 25% of the program clinical training requirements may be accepted as transfer credit (Chinese medicine programs).
8. Coursework used to fulfill the 60-semester credit hour admission requirement may not be used for placing out of courses offered at THSU.
9. Quarter credits are converted to semester credits by a conversion factor of 2:3. When conversion results in a fraction and the number is less than the amount needed to fulfill

credit hour requirements, the student may need to take additional courses to fulfill credit hour requirements.

10. All credits transferred in must be equal to or greater than the equivalent course offered at THSU.
11. 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.

Students are encouraged to request a transcript review in writing within the first trimester of attendance. Request forms are available from the Registrar.

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

This program prepares the graduate to work as an entry-level Acupuncture Assistant or Clinic Office Manager. Acupuncture assistants set up the patient in the treatment room, take their vital signs, record their health concerns, 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 (total 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 (16 months), 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 Chinese herbal medicine.

Curriculum – Bachelor of Science in Traditional Chinese Medicine

Trimester	Course Name	Semester Credits	Contact Hours
First Trimester			
A-4101-O	Fundamental Theories of Traditional Chinese Medicine	4	60
A-4102-O	Chinese Terminology and Phonetics	2	30
A-4103-O	Meridian Theory	2	30

W-4101-O	Anatomy and Physiology I	3	45
A-4104-O	Introduction to Point Location	1	15
A-4105-O	Point Location – Green	3	45
	Total First Trimester	15	225
Second Trimester			
A-4106-O	Introduction to TCM Diagnosis	4	60
W-4102-O	Biomedical Concepts, Terminology and Western Medical History	2	30
A-4107-O	Point Location – Yellow	4	60
W-4103-O	Anatomy and Physiology II	2	30
H-4101-O	Introduction to TCM Herbology	1	15
H-4102-O	TCM Herbology – Yellow	2	30
	Total Second Trimester	15	225
Third Trimester			
A-4109	Qi Exercise	1	15
A-4110	Special Acupuncture Techniques	2	30
A-4111-O	Five Element Theory and Application	1	15
A-4112	CPR and Other Emergency Techniques	1	15
C-4101	Clinic Observation – Black	3	90
E-4101-O	Medical Ethics	1	15
H-4103-O	TCM Herbology – Green	3	45
A-4113-O	Point Location – Red	1	15
A-4108-O	TCM Diagnosis I	2	30
	Total Third Trimester	15	270
Fourth Trimester			
W-4201	Surface Anatomy	2	30
A-4201-O	Meridian Acupoint Energetics and Application	3	45
C-4201	Clinic Observation – White	3	90
E-4201-O	Marketing and Office Management	3	45
A-4114-O	TCM Diagnosis II	2	30
H-4201-O	TCM Herbology – Red	3	45
	Total Fourth Trimester	16	285
TOTAL		61	1,005

THSU follows the semester credit system: 15 contact hours plus 30 hours of out-of-class work equals one classroom credit, and 30 contact hours plus 15 hours of out-of-class work equals one clinic (lab) credit.

Total Semester Credits for the Bachelor of Science in Traditional Chinese Medicine degree, including minimum 60 semester credits of General Education and non-remedial courses (accepted upon admission): 121

Course Numbering System

The course number consists of the department designation, academic level, and course sequence.

Instructional Delivery Methods

The hybrid online program contains the following elements: lectures and demonstrations, threaded discussions, multimedia presentations, text presentations, research, case studies, problem-solving exercises, livestream discussions, and assessments such as quizzes and examinations.

Technology Requirements

Students will need a computer with camera and microphone capabilities, mobile phone and internet access to take courses in the program, as follows:

- Operating System: Windows 7, Windows 10, Mac OSX Sierra, iPad IOS10
- Internet: Broadband connection (256 Kbit/sec or faster—this will ensure that videos and online presentations can be viewed) through USB wireless modem, ADSL, T1/T2, fiber optic or cable.
- Compatible browsers: Google Chrome 32 bit version 50 or later, Safari 10 or later.
- Enable: Cookies, Pop-ups (in both Internet browser and security software), and JavaScript.
- Plug-Ins: the latest version of Adobe Flash Player and Adobe Acrobat Reader.
- To view all the resources uploaded to Moodle, students will need to have Microsoft Office (Word, Excel, PowerPoint) or an equivalent (e.g. Open Office, Viewer) installed.
- With all firewalls, the uploading of files must be enabled.

Required Student Orientation

New students are required to attend an orientation to the hybrid program. Portions of this program are presented synchronously, generally on the day preceding the first day of class. The program familiarizes students with the equipment and resources used in the distance education activities and orients them to the distance education learning process.

Maximum Classroom Size

The maximum number of students in a typical classroom at either campus is 24. The maximum number of students in a typical clinic setting at either campus is 8.

Maximum Academic Course Load

Students are considered full-time if registered for at least 15 semester credit hours. Students enrolled in this program may not register for more than 17 credits in any given trimester. Any exceptions must be submitted by the student to the Department Director, Academic Dean, and Senior Administrator for approval.

Assessment Examination

During their last trimester in the program, all candidates for graduation are required to take a comprehensive written exam. This exit exam assesses the student learning outcomes of the program. The academic department uses the exam results to assess students' readiness to enter the workforce in their chosen fields. Refusal to take and/or failure on the exam may hinder the expected graduation of the student from the program. Students will have two (2) chances to take and pass the Exit Exam.

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 Traditional Chinese Medicine program:

Acupuncture and related didactic studies	33 credits
Herbal didactic studies	9 credits
Biomedical didactic studies (western medical science)	9 credits
Clinical training	6 credits
Ethics, Business and Communications didactic studies	4 credits
Total	61 credits

A minimum of 60 credits are required for admission to THSU. Along with the 61-credit degree completion program described above, a total of 121 credits, and graduation approval by the Academic Dean, are required to be awarded the Bachelor of Science in Traditional Chinese Medicine degree.

Course Descriptions Acupuncture Courses

A-4101-O Fundamental Theories of Traditional Chinese Medicine

This course introduces the historical background and development of Acupuncture and Chinese Herbal Medicine (AOM) and explains the theories of Yin and Yang, the Five Elements, Vital substances (Essence, Qi, Blood, Body Fluids, and Shen), and AOM internal organs (Zang-Fu). Also it explains the Etiology and Pathogenesis of AOM.

4 credits, Prerequisites: None.

A-4102-O 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.

A-4103-O 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.

A-4104-O Introduction to Point Location

This is an introductory course in which students learn the concept, classification and measurement methods of acupuncture points. Students will also learn the basic features of specific acupuncture points and systematically build the knowledge base of the theories, philosophies, and practices of Traditional Chinese Medicine.

1 credit, Prerequisites: None.

A-4105-O Point Location – Green

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, and treatment methods utilizing acupuncture and moxibustion will be discussed for each point. This course 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: A-4104.

A-4106-O Introduction to TCM Diagnosis

This course introduces the classic Four Diagnostic Methods of Traditional Chinese Medicine: Observation including tongue observation, Palpation including pulse taking, Auscultation and Olfaction, and Inquiry. This course emphasizes how to combine the Four Diagnostic Methods to obtain a comprehensive and systematic understanding of the pattern of identification in terms of Chinese herbal medicine.

4 credits, Prerequisites: None.

A-4107-O Point Location – Yellow

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: A-4104.

A-4108-O 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, Vital Substances (Qi, Blood, Body fluids), pathogenic factors including Shang han lun six stages, Wen bing (warm febrile diseases) Four levels, and Triple Burner.

2 credits, Prerequisites: A-4106.

A-4109 Qi Exercise

Qi Gong is a meditation and breathing technique that is divided into two categories, internal and external gong. This class is focused on the internal Qi Gong and introduces different types of Qi Gong practice and practice. After practicing Qi Gong, students can recommend this gentle exercise to their patients to enhance their health and healing process.

1 credit, Prerequisites: None.

A-4110 Special Acupuncture Techniques

This class will introduce and demonstrate the needling methods of the filiform needle, cutaneous needle, and electrical stimulation of the needle. Also, students will practice cupping, moxibustion, Guasha, and other modalities. Included are the major functions, indications, precautions, and contraindications with such methods.

2 credits, Prerequisites: A-4101.

A-4111-O Five Element Theory and Application

This class is designed for an in-depth discussion of the theory and philosophy of the Five Elements and its application in diagnosis and treatment. Also, students will practice how to use the relationship between the elements to develop treatment strategies and plans.

1 credit, Prerequisites: None

A-4112 CPR and Other Emergency Techniques

In this course, students will be introduced to general safety, hygiene, and cleanliness requirements. Students will understand the special procedures associated with emergency situations. Students will become certified in Cardio-Pulmonary Resuscitation (CPR) and First Aid by the American Red Cross. Part I (classes 1, 2 and 3) covers 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.

A-4113-O Point Location – Red

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 Ren (Conception) and Du (Governing) vessels and commonly used Extra points.

1 credit, Prerequisites: A-4104.

A-4114-O TCM Diagnosis II

This course continues the discussion of the classical methods of Traditional Chinese Medicine diagnosis and focuses on the patterns of identification according to the Internal Organs (Five Zang and Six Fu), 12 Channels, Eight Extraordinary Vessels, 15 Luo Channels, and Five Elements.

2 credits, Prerequisites: A-4106, A-4108.

A-4201-O Meridian Acupoint Energetics and Application

This course teaches the indications and energetics of the 12 regular meridian and 8 extraordinary meridians. It also covers the application of points in the treatment of disease by utilizing an in-depth discussion of energetics including the Five transporting points, Yuan Source points, Luo Connecting points, Xi Cleft points, Back Shu points, Front Mu points, the Eight Confluent points, Eight Influential points, 13 Ghost points, and Emergency Aid points applied in the treatment of disease according to the principles of Traditional Chinese Medicine.

3 credits, Prerequisites: A-4104, A-4105, A-4107, A-4113, A-4114.

Herbology

H-4101-O Introduction to TCM Herbology

This is an introductory course to TCM herbology. This course will describe the fundamental theory underlying the use of herbs, natural products and formulations. Students will learn the basic herbal theories and build up a solid foundation for the next level of herbal studies.

1 credit, Prerequisites: A-4101.

H-4102-O 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 to be discussed in this course are from the functional categories of release exterior, clear heat, and drain downward.

2 credits, Prerequisites: H-4101.

H-4103-O 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 in this course are from the functional categories of drain dampness, dispel wind-dampness, transform phlegm, relieve food stagnation, regulate qi and regulate blood.
3 credits, Prerequisites: H-4101.

H-4201-O 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 in this course are from the functional categories of warm interior and expel cold, tonify, stabilize and bind, calm the spirit, open orifices, extinguish wind and stop tremors, expel parasites and topical applications.
3 credits, Prerequisites: H-4101.

Biomedical Sciences

W-4101-O 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.

W-4102-O 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, inter-disciplinary communications.
2 credits, Prerequisites: None.

W-4103-O Anatomy and Physiology II

This course is the second part of Anatomy and Physiology. 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: W-4101.

W-4201 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: W-4101.

Clinical Training

C-4101 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-year programs.
3 credits, Prerequisite: A-4101, A-4104, A-4106, W-4101, W-4103.

C-4201 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: A-4101, A-4104, A-4106, W-4101, W-4103

Ethics, Business and Communications

E-4101-O Medical Ethics

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.

1 credit, Prerequisites: None.

E-4201-O Marketing and 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. Also, the students will learn how to implement electronic medical record and electronic health record systems to maximize the benefit to the patient and the clinic. There is a brief introduction to International Classification of Disease-10 (ICD-10) and Current Procedural Terminology (CPT) coding, bookkeeping and accounting practices.

3 credits, Prerequisites: None



Filling Herbal Formulas in the Student Clinic, Austin

Tuition and Fees
Bachelor of Science in Traditional Chinese Medicine (BSTCM) Program

Tuition

Classroom Tuition (Per credit, 55 credits)	\$387.00 (For U.S. students)
	\$550.00 (For international students)
Clinic Tuition (Per credit, 6 credits)	\$510.00 (For both U.S. and international students)

Total Estimated Tuition (For U.S. students) **\$24,345.00**

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

One-Time Fees

Application Fee (Non-Refundable)

U.S. Students	\$75.00
International Students	\$150.00
International Student Foreign Transcript Evaluation Fee	\$250.00
Trimester Deposit (Applicable toward first trimester tuition)	\$250.00
Transfer Credit Fee (Per Credit Hour)	\$25.00
Herbal Sample Kit	\$170.00
White Coat Fee	\$39.00
Graduation Fee	\$150.00
Audit Fee for Graduates (Per Trimester)	\$110.00

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 to domestic students and is not available to international students. 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)	additional \$25.00
Late Tuition (> 30 days)	\$50.00 per month up to a maximum fee of \$200 per trimester
Late Fee for Payment Plan (Payable if payment(s) made under the Payment Plan are more than 14 days late.)	\$50.00
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
Intern Clinic Treatment Fee-Students	\$5.00 per treatment
Duplicate Diploma	\$25.00
Official Transcripts 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.	\$15.00
Library Fees (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 adjust tuition and fees that reflect changes in the cost of living and education, subject to Board of Directors approval.	Varies

Bachelor of Business Administration Degree Program (Austin Campus)

Educational Objectives

- Demonstrate foundational knowledge in accounting, finance, economics, management, marketing, technology, and operations (HR).
- Demonstrate the ability to integrate the concepts of the core areas of business.
- Demonstrate ethical behavior and social responsibility by identifying and analyzing ethical conflicts and social responsibility involving different stakeholders.
- Demonstrate effective business writing and documents by preparing and delivering effective oral business presentations using a variety of appropriate technologies.
- Demonstrate critical thinking and decision-making by utilizing analytical and reflective thinking techniques to identify and analyze problems, develop viable alternatives, and make effective decisions.
- Apply appropriate quantitative and qualitative techniques in solving business problems.
- Demonstrate the ability to contribute to cross-functional teams and cooperate and work effectively.
- Demonstrate the ability to conduct methodological and secondary research into business issues and make decisions based on the research.
- Demonstrate the understanding of cultural differences in globalization and the worldwide trends that shape the global marketplace.

Admission Requirements

The University requires for standard admission those applicants who have completed a minimum of sixty (60) semester credits (or equivalent quarter credits), applicable toward a baccalaureate degree, in general education (GE) 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. Department of Education. Each course being considered as part of the 60 credit hours must be recorded on the official transcript as having passed with a final grade of “C” or higher in order to be articulated into the total number of credit hours being considered as part of the GE and other credits requirement. Also, each course considered in the 60 credit hours cannot be remedial, even if credit had been granted. 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 if they are not remedial.

Humanities	Courses including, but not limited to, literature, philosophy, logic, foreign languages, art, music, theater appreciation, philosophy, religion, ethics, and communications, including rhetoric, composition, information literacy, and speech; but excluding business communications and business writing.
Science, Technology, Engineering, and Mathematics (STEM)	Courses including, but not limited to, biology, chemistry, physics, geology, anatomy and physiology, ecology, environmental science, oceanography, astronomy, information systems and digital literacy, introduction to computers, scientific reasoning, 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 including, but not limited to, history, economics, political science, government, geography, sociology, anthropology, cultural diversity, social responsibility, world religions, cultural sensitivity, global awareness, 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 if they are not remedial. They must equal 24 credits. Information literacy is recommended.

Note: Personal interviews may be conducted at the request of the Admissions Committee after a complete application package has been received. The applications for study in the BBA program are accepted year-round. Complete details and an application packet are available from www.thsu.edu or the THSU Admissions Office: phone 512-444-8082 or 1-800-252-5088; fax 512-444-6345; admissions@thsu.edu.

Admission Procedure for U.S. Students

Candidates who seek admission to the THSU College of Business Sciences and the BBA program must send the following documentation to the Admissions Committee 21 days before the beginning of a new trimester:

1. A completed application form.
2. A copy of the applicant's birth certificate or current driver's license/identification card.
3. Official transcript(s); photocopies cannot be accepted. Transcripts must be mailed or digitally submitted to the University directly from the registrar's office of the institution(s) where credit was earned.
4. Full-face, personal photograph.
5. An application fee payable to the Texas Health and Science University as outlined for each program. This fee is non-refundable.
6. A one-page, double-spaced letter of interest from the applicant, explaining why he/she desires to attend Texas Health and Science University.
7. Telephone or personal interview with the Program Director or other official of the University.
8. Two letters of reference.
9. 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), AACRAO International Education Services (prior to 2016), or a member of the Association of International Credential Evaluators (AICE), for equivalency to college or university transcripts in the U.S. All credentials submitted to the University are retained by the University.

Applicants are considered based on individual merit, without regard to gender, age, religion, creed, race, ethnic origin or disabling conditions. This policy applies to all matters within the University.

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

Admission Procedure for International Students

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; therefore, 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), AACRAO International Education Services (prior to 2016), or a member of the Association of International Credential Evaluators (AICE), for equivalency to college or university transcripts in the U.S. 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) and a \$250.00 (USD) fee for the evaluation of credentials, transcripts, and other overseas documents.
2. A completed application for admission.
3. One (1) official transcript 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. If the official transcript is not available in English, contact the Admissions Coordinator for further assistance.
4. Proof of sufficient financial resources for educational and personal expenses for one (1) academic year.
5. Proof of English language competency. 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. Department 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 5.5 or higher.

(Note: Personal interviews may be conducted at the request of the Admissions Committee after a complete application package has been received.)

The applications for study in the BBA program are accepted year-round. Complete details and an application packet are available from www.thsu.edu or the THSU Admissions Office: phone 512-444-8082 or 1-800-252-5088; fax 512-444-6345; admissions@thsu.edu.

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 degree program according to the following guidelines:

1. Limitations on the transferability of credits may apply. Credit may be awarded for past coursework completed at institutions accredited by an agency recognized by the U.S. Secretary of Education or by a recognized governmental accrediting authority.
2. All foreign credentials must be evaluated by a credential service that is a member of the National Association of Credential Evaluation Services (NACES), AACRAO International Education Services (prior to 2016), or a member of the Association of International Credential Evaluators (AICE), for equivalency to college or university transcripts in the U.S. All credentials submitted to the University are retained by the University.
3. Coursework to be considered for transfer must have been completed within five (5) years of the date of application, unless the student has documentation of retaining the content knowledge and competencies of the coursework. A challenge exam may be given to confirm the student's knowledge and competencies.
4. The university or college offering the courses allows the courses to be used for credit towards its own academic degree program. Credits earned in vocational programs (such as an applied associate's degree) cannot be counted toward either the 60-semester credit hour admission requirement or coursework at THSU.
5. Student performance in the coursework to be transferred must indicate a grade of "C" or better.
6. The course work to be transferred must be substantially similar to the THSU courses to which the transfer credit applies. Course descriptions or syllabi may be requested to verify equivalency.
7. The maximum permissible number of transfer credits into this program is limited to one-half or fewer of the credits required for the master's degree.
8. Coursework used to fulfill the 60-semester credit hour admission requirement may not be used for placing out of courses offered at THSU.
9. Quarter credits are converted to semester credits by a conversion factor of 2:3. When conversion results in a fraction and the number is less than the amount needed to fulfill

credit hour requirements, the student may need to take additional courses to fulfill credit hour requirements.

10. All credits transferred in must be equal to or greater than the equivalent course offered at THSU.
11. 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.

Students are encouraged to request a transcript review in writing within the first trimester of attendance. Request forms are available from the Registrar.

Transferring Credits to Other Institutions

The transferability of credits you earn at THSU is at the complete discretion of the 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

This program qualifies graduates to work in entry level fields in management and administration for private and public, and non-profit organizations. The graduate are prepared to work as management trainees and managers in the retail and sales industries.

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 (16 months), 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. Exceptions to the curriculum schedule must be approved in advance by the Business Program Director.

**Curriculum – Bachelor of Business Administration
Degree Program**

Trimester	Course Name	Semester Credits	Contact Hours
First Trimester			
BBA 3301-O	Business Management	3	45
BBA 3302-O	Principles of Macroeconomics	3	45
BBA 3303-O	Accounting I	3	45
BBA 3304-O	Business Communication	3	45
BBA 3305-O	Marketing Management	3	45
	Total	15	225
Second Trimester			
BBA 3306-O	Principles of Microeconomics	3	45
BBA 3307-O	Accounting II	3	45
BBA 3308-O	Business Information Technology	3	45
BBA 3211-O	Experiential Consulting Case I	3	45
BBA 3310-O	Business Law and Ethics	3	45
	Total	15	225
Third Trimester			
BBA 4301-O	Human Resources Management	3	45
BBA 4302-O	Organizational Behavior	3	45
BBA 3309-O	Financial Management	3	45
BBA 4304-O	Operations and Supply Chain Management	3	45
BBA 4212-O	Experiential Consulting Case II	3	45
	Total	15	225
Fourth Trimester			
BBA 4213-O	Experiential Consulting Case III	3	45
BBA 4303-O	Project Management	3	45
BBA 4314-O	Small Business Management/Entrepreneurship	3	45
BBA 4315-O	International Business Management	3	45
BBA 4110	Practical Training Seminar	1	45
BBA 4311	BBA Capstone Course	3	45
	Total	16	270
TOTAL		61	945

THSU follows the semester credit system: 15 contact hours plus 30 hours of out-of-class work equals one classroom credit.

Course Numbering System

The course number consists of the department designation, academic level, number of credit hours, and sequence of the course.

Instructional Delivery Methods

The hybrid online program contains the following elements: lectures and demonstrations, threaded discussions, multimedia presentations, text presentations, research, case studies, problem-solving exercises, livestream discussions, and assessments such as quizzes and examinations.

Technology Requirements

Students will need a computer with camera and microphone capabilities, mobile phone and internet access to take courses in the program, as follows:

- Operating System: Windows 7, Windows 10, Mac OSX Sierra, iPad IOS10
- Internet: Broadband connection (256 Kbit/sec or faster—this will ensure that videos and online presentations can be viewed) through USB wireless modem, ADSL, T1/T2, fiber optic or cable.
- Compatible browsers: Google Chrome 32 bit version 50 or later, Safari 10 or later.
- Enable: Cookies, Pop-ups (in both Internet browser and security software), and JavaScript.
- Plug-Ins: the latest version of Adobe Flash Player and Adobe Acrobat Reader.
- To view all the resources uploaded to Moodle, students will need to have Microsoft Office (Word, Excel, PowerPoint) or an equivalent (e.g. Open Office, Viewer) installed.
- With all firewalls, the uploading of files must be enabled.

Required Student Orientation

New students are required to attend an orientation to the hybrid program. Portions of this program are presented synchronously, generally on the day preceding the first day of class. The program familiarizes students with the equipment and resources used in the distance education activities and orients them to the distance education learning process.

Maximum Academic Course Load

Students are considered full-time if registered for at least 15 semester credit hours. Students enrolled in this program may not register for more than 17 credits in any given trimester. Any exceptions must be submitted by the student to the Department Director, Academic Dean, and Senior Administrator for approval.

Maximum Classroom Size

The maximum number of students in a typical classroom is 24.

Assessment Examination

During their last trimester in the program, all candidates for graduation are required to take a comprehensive written exam. This exit exam assesses the student learning outcomes of the program. The academic department uses the exam results to assess students' readiness to enter the workforce in their chosen fields. Refusal to take and/or failure on the exam may hinder the expected graduation of the student from the program. Students will have two (2) chances to take and pass the Exit Exam.

Graduation Requirements

Sixty-one semester credits completed with a minimum overall G.P.A. of 2.0 or higher, combined with the 60 semester credits required to transfer in, to total 121 credits for the bachelor's degree, along with graduation approval by the Business Programs Director, are required to graduate.

Course Descriptions

The following business courses have been approved by the THSU College of Business Sciences faculty for the BBA program. Students should check the published course schedules to see the courses offered for a specific term.

Required Courses:

BBA 3301-O Business Management **3 credits (45 hours)**

Description: This course includes an introduction to business, including the broad scope of business-related topics such as management, economics, human resources, marketing, and information management.

Prerequisites: None

Corequisites: None

BBA 3302-O Principles of Macroeconomics **3 credits (45 hours)**

Description: This course includes an introduction to macroeconomics. This will include the various macro forces that impact on market economies.

Prerequisites: None

Corequisites: None

BBA 3303-O Accounting I **3 credits (45 hours)**

Description: This course includes an introduction to financial accounting. This will include the understanding of the composition of financial statements and common accounting terms; as well as the ability to follow accounting standards and track and record financial transactions.

Prerequisites: None

Corequisites: None

BBA 3304-O Business Communication **3 credits (45 hours)**

Description: This course includes a brief introduction to the major forms of business communication including interpersonal communication, communication to groups, presenting/sales pitches, writing policies, requests for proposals, & business emails, and personal branding, including building resumes.

Prerequisites: None

Corequisites: None

BBA 3305-O Marketing Management

3 credits (45 hours)

Description: This course includes an introduction to marketing products and services. This will include exploring topics like integrated communications, marketing mix, consumer behavior, pricing, and market segmentation, targeting and positioning.

Prerequisites: None

Corequisites: None

BBA 3306-O Principles of Microeconomics

3 credits (45 hours)

Description: This course includes an introduction to microeconomics. This will include the various forces that impact on decisions of actors in market economies.

Prerequisites: BBA 3302 Principles of Macroeconomics

Corequisites: None

BBA 3307-O Accounting II

3 credits (45 hours)

Description: This course includes a continuation of financial accounting basics and an introduction to managerial accounting. This will include the understanding of specific accounts on financial statements; as well as the ability to understand the basics of managerial accounting.

Prerequisites: BBA 3303 Accounting I

Corequisites: None

BBA 3308-O Business Information Technology

3 credits (45 hours)

Description: This course includes an introduction to the importance of information technologies in business. This will include the various systems (and processes) and equipment used to automate work, track information about business practices, and assist in decision making.

Prerequisites: None

Corequisites: None

BBA 3309-O Financial Management

3 credits (45 hours)

Description: This course includes a brief introduction to business finance methods, models and practices. This includes the different types of financial reports and financial reporting best practices.

Prerequisites: BBA 3303 Accounting I; BBA 3307 Accounting II

Corequisites: None

BBA 3211-O Experiential Consulting Case I

2 credits (30 hours)

Description: This course teaches the students how to conduct a business analysis and to develop a deliverable that will meet the needs of an organization. Students will conduct an in-classroom experiential project with a client that only requires novice-level skills to complete.

Prerequisites: None

Corequisites: None

BBA 3310-O Business Law and Ethics

3 credits (45 hours)

Description: This course includes an introduction to topics in legal, ethical and economic issues in business. This will include business entities formation, contracts and the UCC, warranties, as well as other common risk and legal considerations for business managers.

Prerequisites: None

Corequisites: None

BBA 4301-O Human Resources Management

3 credits (45 hours)

Description: This course includes an introduction to human resource management models and practices. This includes the all the different human resources areas including recruitment, selection, training, performance management, employment law, HRIS systems, and compensation/benefits.

Prerequisites: BBA 3301 Business Management

Corequisites: None

BBA 4302-O Organizational Behavior

3 credits (45 hours)

Description: This course includes an overview of organizational behavior, the skills and solid understanding to meet the management challenges of a new century. Also, the most recent OB developments and contemporary trends, such as the impact of OB on the services sector; the effects of the economic downturn, how to manage people in these challenging times; the new role of stress on motivation and leadership; the effects of downsizing, the trends towards 'greening' businesses, outsourcing, and the stresses on company's ethical standards.

Prerequisites: BBA 3301 Business Management

Corequisites: None

BBA 4303-O Project Management

3 credits (45 hours)

Description: This course includes an introduction to project management. This will include the basics of project management for all types of projects from construction to information technology.

Prerequisites: BBA 3301 Business Management

Corequisites: None

BBA 4304-O Operations and Supply Chain Management

3 credits (45 hours)

Description: This course includes an introduction to production and operations management. This will include content on supply chain management, quality/process improvement models, and quantitative methods for management.

Prerequisites: BBA 3301 Business Management

Corequisites: None

BBA 4212-O Experiential Consulting Case II

3 credits (45 hours)

Description: This course teaches the students how to conduct a business analysis and to develop a deliverable that will meet the needs of an organization. Students will conduct an in-classroom experiential project with a client that requires moderate-level skills to complete.

Prerequisites: None

Corequisites: None

BBA 4213-O Experiential Consulting Case III

3 credits (45 hours)

Description: This course teaches the students how to conduct a business analysis and to develop a deliverable that will meet the needs of an organization. Students will conduct an in-classroom experiential project with a client that requires advanced-level skills to complete.

Prerequisites: None

Corequisites: None

BBA 4314-O Small Business Management/Entrepreneurship 3 credits (45 hours)

Description: This course includes instruction on how to open, operate, and manage a small business entity. The course tries to develop a knowledge and appreciation of Entrepreneurship and Small Business Management through the study of new ventures, and management of small firms.

Prerequisites: BBA 3301 Business Management

Corequisites: None

BBA 4315-O International Business Management 3 credits (45 hours)

Description: This course focuses on the global business environment and helps students develop an understanding of the global economy. Various topics will be explored including: the interrelation of government and business across borders, the economic dynamics between countries/regions, international monetary systems, international trade and foreign direct investments.

Prerequisites: None

Corequisites: None

BBA 4110 Practical Training Seminar 1 credit (45 hours)

Description: This course prepares students to apply BBA course concepts, skills, and capabilities to actual job experiences. The student is required to obtain a position in their area of concentration and apply what they've learned to the actual job experience. This internship requires that the student perform duties directly for an employer, at the employer's location, at the employer's discretion, and under the employer's supervision. A faculty advisor provides oversight.

Prerequisites: BBA 3305 Marketing

Management, BBA 3301 Business Management, BBA 3304 Business Communication, BBA 3303 Accounting I, BBA 3307 Accounting II, BBA 3302 Principles of Macroeconomics, BBA 3306 Principles of Microeconomics, BBA 3309 Financial Management, BBA 3310 Business Law and Ethics, BBA 3308 Business Information Technology

Corequisites: None

BBA 4311 BBA Capstone Course 3 credits (45 hours)

Description: This course includes an application of the business topics addressed in the BBA curriculum. Students will operate a fictional business and complete the steps necessary to produce a major event. This includes administration, human resources, legal, accounting, marketing, project management, and operations.

Prerequisites: BBA 3305 Marketing Management, BBA 3301 Business Management, BBA 3304 Business Communication, BBA 3303 Accounting I, BBA 3307 Accounting II, BBA 3302 Principles of Macroeconomics, BBA 3306 Principles of Microeconomics, BBA 3309 Financial Management, BBA 3310 Business Law and Ethics, BBA 3308 Business Information Technology

Corequisites: None

Tuition and Fees
Bachelor of Business Administration (BBA) Program

Tuition

Per credit (61 credits)	\$387.00 (For U.S. students)
	\$550.00 (For International students)

Total Tuition (4 trimesters) (For U.S. students) **\$23,607.00**

One-Time Fees

Application Fee (Non-Refundable)

U.S. Students \$75.00

International Students \$150.00

International Student Foreign Transcript Evaluation Fee \$250.00

Trimester Deposit \$250.00

(Applicable toward first trimester tuition)

Transfer Credit Fee (Per Credit Hour) \$25.00

Graduation Fee \$150.00

Audit Fee for Graduates (Per Trimester) \$110.00

Recurring Fees

Student Services Fee \$110.00
 (Including facility, wifi, library, tutoring, administrative services...etc.) per trimester

Textbooks, reference materials, and duplication costs (estimate) \$100.00
per course

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 of each month afterward. Fees are incorporated into the student's initial payment. This is the only payment plan currently available to domestic students and is not available to international students. Late payments on this plan will incur additional fees.

Late Fees and Penalties

Late Registration \$ 25.00

(Payable if registration is not completed at least one week before the start of each trimester. Not applicable to new students.)

Late Tuition (1-15 days) \$25.00

Late Tuition (16-30 days) additional \$25.00

Late Tuition (> 30 days) \$50.00

per month up to a maximum fee of \$200 per trimester

Late Fee for Payment Plan \$ 50.00

(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 replacement \$ 5.00

Make-up Examinations \$ 50.00
per exam

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 are met.

THSU reserves the right to adjust tuition and fees that reflect changes in the cost of living and education, subject to Board of Directors approval.

THSU College of Business Honor Code

By becoming members of the THSU College of Business Sciences, students are bound to hold intellectual integrity to the highest standard and commit to uphold the THSU College of Business Sciences Honor Code. Any actions committed by a member of the student body in violation of the Honor Code degrades the principles underlying the mission of the University and profoundly affects the integrity and reputation of the degrees to be earned, as well as the reputation of the institution. At the core of the THSU College Honor Code is the requirement that students not lie, cheat, steal or tolerate those who do. Not reporting an honor violation is an honor violation. New graduate students receive a copy of the entire Honor Code at orientation and review all standards and policies. For additional information, students should contact the Director of the THSU College of Business Sciences or see the Honor Code in the Student Life section at the website www.thsu.edu.



GRADUATE DEGREE PROGRAMS

Master of Acupuncture with a Chinese Herbal Medicine Specialization

(Austin and San Antonio Campuses)



Purpose Statement

The purpose of the program, Master of Acupuncture with a Chinese herbal medicine specialization, is to contribute to the health and welfare of the community by preparing highly trained acupuncture professionals skilled to practice in both independent and integrative clinical settings.

Goals of the Program

- Educate students in the knowledge and skill to effectively diagnose and treat a broad range of health conditions;
- Instill ethics, integrity, professionalism and compassion in future healthcare practitioners;
- Prepare graduates to be leaders in the field of acupuncture and Chinese herbal medicine; and
- Develop practitioners whose excellent work engenders a deep understanding of and appreciation for acupuncture and Chinese herbal medicine, thousands of years in development.

Program Learning Outcomes

Graduates of this program will demonstrate the following learning outcomes:

- A systematic knowledge of the theories, philosophies, and practices of acupuncture and Chinese herbal medicine including a thorough grounding in the traditional medical classics;
- The development of critical thinking and professional judgment which self-corrects;
- The ability to respectfully conduct a history and physical examination and to accurately document the findings;
- The skill to formulate an acupuncture and Chinese herbal medicine diagnosis which incorporates classical literature, modern research, biomedical processes, and clinic findings;
- The expertise to develop effective treatment strategies, to construct and modify treatment plans, and to prepare clinical reports;
- The technical skill to safely administer appropriate treatment procedures;
- The discernment to recognize emergency situations and to make referrals;
- The ability to communicate and collaborate with other healthcare professionals as part of a multi-disciplinary team in a patient-centered approach; and
- The proficiency to build a successful professional practice with integrity in accordance with established legal and ethical standards.

Admission Requirements

The University requires for standard admission those applicants who have completed a minimum of sixty (60) semester credits (or equivalent quarter credits), applicable toward a baccalaureate degree, in general education (GE) 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. Department of Education. Each course being considered as part of the 60 credit hours must be recorded on the official transcript as having passed with a final grade of “C” or higher in order to be articulated into the total number of credit hours being considered as part of the GE and other credits requirement. Also, each course considered in the 60 credit hours cannot be remedial, even if credit had been granted. 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 if they are not remedial.

Humanities	Courses including, but not limited to, literature, philosophy, logic, foreign languages, art, music, theater appreciation, philosophy, religion, ethics, and communications, including rhetoric, composition, information literacy, and speech; but excluding business communications and business writing.
Science, Technology, Engineering, and Mathematics (STEM)	Courses including, but not limited to, biology, chemistry, physics, geology, anatomy and physiology, ecology, environmental science, oceanography, astronomy, information systems and digital literacy, introduction to computers, scientific reasoning, 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 including, but not limited to, history, economics, political science, government, geography, sociology, anthropology, cultural diversity, social responsibility, world religions, cultural sensitivity, global awareness, 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 if they are not remedial. They must equal 24 credits. Information literacy is recommended.

Admission Procedure for U.S. Students

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 based on 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. Official transcript(s); photocopies cannot be accepted. Transcripts must be mailed or digitally submitted to the University directly from the registrar's office of the institution(s) where credit was earned.
4. Full-face, personal photograph.
5. An application fee payable to the Texas Health and Science University as outlined for each program. This fee is non-refundable.
6. A one-page, double-spaced letter of interest from the applicant, explaining why he/she desires to attend the Texas Health and Science University.
7. Telephone or personal interview with the Academic Dean or other official of the University.
8. Two letters of reference.
9. 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), AACRAO International Education Services (prior to 2016), or a member of the Association of International Credential Evaluators (AICE), for equivalency to college or university transcripts in the U.S. 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.

Admission Procedure for International Students

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; therefore, 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), AACRAO International Education Services (prior to 2016), or a member of the Association of International Credential Evaluators (AICE), for equivalency to college or university transcripts in the U.S. 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) and a \$250.00 (USD) fee for the evaluation of credentials, transcripts, and other overseas documents.
2. A completed application for admission.
3. One (1) official transcript 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. If the official transcript is not available in English, contact the Admissions Coordinator for further assistance.
4. Proof of sufficient financial resources for educational and personal expenses.
5. Proof of English language competency. A student may be accepted into the program if he or she satisfies one of the following indicators:

- a) four years at a U.S. high school demonstrably delivered in English;
- b) at least two-years (60 semester credits or 90 quarter credits) of undergraduate- or graduate-level education in an institution accredited by an agency recognized by the U.S. Secretary of Education;
- c) at least two-years (60 semester credits or 90 quarter credits) of undergraduate- or graduate-level education demonstrably delivered in English;
- d) high school or two-years (60 semester credits or 90 quarter credits) of undergraduate- or graduate-level education in an institution in one of the following countries or territories: American Samoa; Anguilla; Antigua & Barbuda; Australia; Bahamas; Barbados; Belize; Bermuda; Botswana; British Virgin Islands; Cameroon; Canada (except Quebec); Cayman Islands; Christmas Island; Cook Islands; Dominica; Federated States of Micronesia; Fiji; The Gambia; Ghana; Gibraltar; Grenada; Guam; Guyana; Ireland; Isle of Man; Jamaica; Kenya; Lesotho; Liberia; Malawi; Montserrat; Namibia; New Zealand; Nigeria; Norfolk Island; Papua New Guinea; Philippines; Pitcairn Islands; Sierra Leone; Singapore; South Africa; South Sudan; St. Helena; St. Kitts & Nevis; St. Lucia; St. Vincent & the Grenadines; Swaziland; Tanzania; Trinidad and Tobago; Turks and Caicos Islands; United Kingdom; U.S. Virgin Islands; Uganda; Zambia; Zimbabwe.

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

OR

2. The applicant must have completed one of the following assessments at the required level:

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

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 degree program according to the following guidelines:

1. Limitations on the transferability of credits may apply. Credit may be awarded for past coursework completed at institutions accredited by an agency recognized by the U.S. Secretary of Education or by a recognized governmental accrediting authority.

2. All foreign credentials must be evaluated by a credential service that is a member of the National Association of Credential Evaluation Services (NACES), AACRAO International Education Services (prior to 2016), or a member of the Association of International Credential Evaluators (AICE), for equivalency to college or university transcripts in the U.S. All credentials submitted to the University are retained by the University.
3. Coursework to be considered for transfer must have been completed within five (5) years of the date of application, unless the student has documentation of retaining the content knowledge and competencies of the coursework. A challenge exam may be given to confirm the student's knowledge and competencies.
4. The university or college offering the courses allows the courses to be used for credit towards its own academic degree program. Credits earned in vocational programs (such as an applied associate's degree) cannot be counted toward either the 60-semester credit hour admission requirement or coursework at THSU.
5. Student performance in the coursework to be transferred must indicate a grade of "C" or better.
6. The course work to be transferred must be substantially similar to the THSU courses to which the transfer credit applies. Course descriptions or syllabi may be requested to verify equivalency.
7. The maximum permissible number of transfer credits into this program is limited to one-half or fewer of the credits required for the master's degree. Of that one-half, no more than 25% of the program clinical training requirements may be accepted as transfer credit (Chinese medicine programs).
8. Coursework used to fulfill the 60-semester credit hour admission requirement may not be used for placing out of courses offered at THSU.
9. Quarter credits are converted to semester credits by a conversion factor of 2:3. When conversion results in a fraction and the number is less than the amount needed to fulfill credit hour requirements, the student may need to take additional courses to fulfill credit hour requirements.
10. All credits transferred in must be equal to or greater than the equivalent course offered at THSU.
11. 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.

Students are encouraged to request a transcript review in writing within the first trimester of attendance. Request forms are available from the Registrar.

Transferring Credits to Other Institutions

The transferability of credits earned at THSU is at the complete discretion of the institution to which a student may seek to transfer.

Curriculum

Master of Acupuncture with a Chinese Herbal Medicine Specialization

Texas Health and Science University is accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM) to award the degree of Master of Acupuncture with a Chinese Herbal Medicine Specialization. This program is a first professional degree program that prepares graduates to pass their national board exams and become a Licensed Acupuncturist in most U.S. states (see “States for which THSU’s Program Meets Licensure Requirements” in this section). The suggested schedule of study may be completed in ten trimesters (40 weeks). Students must complete the coursework and required internship for this degree within 15 trimesters.

Course Codes	Course Names	Semester Credits	Contact Hours
First Trimester			
A-4101-O	Fundamental Theories of Traditional Chinese Medicine	4	60
A-4102-O	Chinese Terminology and Phonetics	2	30
A-4103-O	Meridian Theory	2	30
W-4101-O	Anatomy and Physiology I	3	45
A-4104-O	Introduction to Point Location	1	15
A-4105-O	Point Location – Green	3	45
	Total First Trimester	15	225
Second Trimester			
A-4106-O	Introduction to TCM Diagnosis	4	60
W-4102-O	Biomedical Concepts, Terminology and Western Medical History	2	30
A-4107-O	Point Location – Yellow	4	60
W-4103-O	Anatomy and Physiology II	2	30
H-4101-O	Introduction to TCM Herbology	1	15
H-4102-O	TCM Herbology – Yellow	2	30
	Total Second Trimester	15	225
Third Trimester			
A-4109	Qi Exercise	1	15
A-4110	Special Acupuncture Techniques	2	30
A-4111-O	Five Element Theory and Application	1	15
A-4112	CPR and Other Emergency Techniques	1	15
C-4101	Clinic Observation – Black	3	90
E-4101-O	Medical Ethics	1	15
H-4103-O	TCM Herbology – Green	3	45
A-4113-O	Point Location – Red	1	15
A-4108-O	TCM Diagnosis I	2	30
	Total Third Trimester	15	270
Fourth Trimester			
W-4201	Surface Anatomy	2	30

A-4201-O	Meridian Acupoint Energetics and Application	3	45
C-4201	Clinic Observation – White	3	90
E-4201-O	Marketing and Office Management	3	45
A-4114-O	TCM Diagnosis II	2	30
H-4201-O	TCM Herbology – Red	3	45
	Total Fourth Trimester	16	285
Fifth Trimester			
E-5202-O	Counseling and Communications	2	30
W-5202-O	Biomedical Pathophysiology	3	45
H-5202-O	Introduction to TCM Prescriptionology	1	15
A-5203-O	Treatment Modality of Acupuncture I	3	45
C-5202	Clinic Internship I	4	120
H-5203-O	TCM Prescriptionology – Orange	2	30
A-5204	Scalp and Ear Acupuncture	2	30
	Total Fifth Trimester	17	315
Sixth Trimester			
A-4202	Practical Training in Diagnosis	2	30
E-5203-O	Business Planning and Entrepreneurship	2	30
H-5204-O	TCM Prescriptionology – Blue	2	30
A-5205-O	Treatment Modality of Acupuncture II	3	45
C-5203	Clinic Internship II	4	120
W-5203-O	Biomedical Diagnosis and Laboratory Tests	3	45
	Total Sixth Trimester	16	300
Seventh Trimester			
W-5301-O	Biomedical Microbiology	3	45
A-5301	Tui Na	2	30
W-5302-O	Diet and Nutrition	1	15
W-5303-O	Case Management and Referral	2	30
H-5301-O	TCM Prescriptionology – Purple	3	45
C-5301	Clinic Internship III	4	120
	Total Seventh Trimester	15	285
Eighth Trimester			
H-6302-O	Classics I: <i>Shang Han Lun</i>	2	30
W-6304-O	Biomedical Pharmacology	3	45
H-6303-O	Clinical Patent Herbs	1	15
H-6304-O	Practical Training in Herbal Formulation	1	15
H-6305-O	Internal Medicine – Herbology	3	45
A-6302-O	Licensure Examination Preparation: Foundations of TCM	2	30
C-6302	Clinic Internship IV	4	120
	Total Eighth Trimester	16	300
Ninth Trimester			
H-6306-O	TCM Gynecology	2	30
W-6305-O	Clinical Sciences and Clinical Medicine	2	30
H-6307-O	Classics II: <i>Golden Chamber</i>	1	15

A-6303-O	Licensure Examination Preparation: Acupuncture and Point Location	2	30
H-6308-O	Licensure Examination Preparation: Herbology	3	45
W-6306-O	Biomedical Toxicology	2	30
C-6303	Clinic Internship V	4	120
	Total Ninth Trimester	16	300
Tenth Trimester			
W-6404-O	Licensure Examination Preparation: Biomedicine	3	45
W-6402-O	Hygiene, Public Health and Epidemiology	1	15
H-6401-O	Classics IV: <i>Wen Bing Lun</i>	1	15
H-6402-O	Classics III: Four Streams of Scholars (<i>Jin Yuan Dynasty</i>)	1	15
C-6401	Clinic Internship VI	4	120
W-6403-O	Biomedical Research Design and Scientific Method	2	30
	Total Tenth Trimester	12	240
TOTAL		153	2745

THSU follows the semester credit system: 15 contact hours plus 30 hours of out-of-class work equals one classroom credit, and 30 contact hours plus 15 hours of out-of-class work equals one clinic (lab) credit.

Course availability per trimester is as shown:

Foundation and Diagnosis Courses			
Course Number and Name	Spring	Summer	Fall
A4101 Fundamental Theories of TCM	X	X	X
A4102 Chinese Terminology and Phonetics	X		
A4016 Introduction to TCM Diagnosis	X	X	X
A4108 TCM Diagnosis I	X	X	X
A4109 Qi Exercise		X	
A4111 Five Element Theory and Application			X
A4114 TCM Diagnosis II	X	X	X
A4202 Practical Training in Diagnosis	X	X	
A6302 License Exam Prep: Foundations of TCM		X	X

Acupuncture Courses			
Course Number and Name	Spring	Summer	Fall
A4103 Meridian Theory	X	X	X
A4104 Introduction to Point Location	X	X	X
A4105 Point Location Green	X	X	
A4107 Point Location Yellow	X		X
A4110 Special Acupuncture Techniques	X		
A4112 CPR and Other Emergency Techniques	X		X
A4113 Point Location Red		X	X
A4201 Meridian Acupoint Energetics and Application	X		
A5203 Treatment Modality of Acupuncture I		X	
A5204 Scalp and Ear Acupuncture			X
A5205 Treatment Modality of Acupuncture II			X
A5301 Tui Na	X		
A6303 License Exam Prep: Acupuncture and Point Location		X	X

Herbology Courses			
Course Number and Name	Spring	Summer	Fall
H4101 Introduction to TCM Herbology	X	X	X
H4102 TCM Herbology Yellow	X		X
H4103 TCM Herbology Green	X	X	
H4201 TCM Herbology Red		X	X
H5202 Introduction to Prescriptionology	X	X	X
H5203 TCM Prescriptionology Orange		X	X
H5204 TCM Prescriptionology Blue	X	X	
H5301 TCM Prescriptionology Purple	X		X
H6302 Classics I: Shang Han Lun	X		X
H6303 Clinical Patent Herbs	X		
H6304 Practical Training in Herbal Formulation			X
H6305 Internal Medicine - Herbology		X	
H6306 TCM Gynecology			X
H6307 Classics II: Golden Chamber		X	
H6308 License Exam Prep: Herbology	X		X
H6401 Classics IV: Wen Bing Lun	X		X
H6402 Classics III: Four Streams of Scholars	X	X	

Biomedical Sciences and Western Medicine Courses			
Course Number and Name	Spring	Summer	Fall
W4101 Anatomy and Physiology I	X	X	X
W4102 Biomedical Concepts, Terminology and West Med History		X	
W4103 Anatomy and Physiology II	X		
W4201 Surface Anatomy			X
W5202 Biomedical Pathophysiology		X	X
W5203 Biomedical Diagnosis and Laboratory	X		X
W5301 Biomedical Microbiology	X	X	
W5302 Diet and Nutrition			X
W5303 Case Management and Referral		X	
W6304 Biomedical Pharmacology	X	X	X
W6305 Clinical Sciences and Clinical Medicine		X	X
W6306 Biomedical Toxicology	X	X	
W6401 Biomedicine Review	X		X
W6402 Hygiene, Public Health and Epidemiology	X		X
W6403 Biomedical Research Design and Scientific Method		X	X

Ethics, Business and Communications Courses			
Course Number and Name	Spring	Summer	Fall
E4101 Medical Ethics		X	
E4201 Marketing and Office Management		X	
E5202 Counseling and Communications			X
E5203 Business Planning and Entrepreneurship	X		

Observation and Intern Clinic			
Course Number and Name	Spring	Summer	Fall
C4101 Clinic Observation - Black	X	X	X
C4201 Clinic Observation - White	X	X	X
C5202 Clinic Internship I	X	X	X
C5203 Clinic Internship II	X	X	X
C5301 Clinic Internship III	X	X	X
C6302 Clinic Internship IV	X	X	X
C6303 Clinic Internship V	X	X	X
C6401 Clinic Internship VI	X	X	X

Elective Courses

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

Electives			
O-5001	Tai Chi: 108 Wu Tai Chi Chuan 1	1	15
O-5002	Tai Chi: 108 Wu Tai Chi Chuan 2	1	15
O-6003	TCM Pediatrics	2	30
O-6004	TCM Neurology	2	30
O-6005	TCM Dermatology	2	30
O-6006	TCM Facial Rejuvenation	1	15
O-6007	TCM for Side Effects of Western Medicine	2	30
O-6008	TCM Sports Medicine	2	30
O-6009	TCM Geriatrics	1	15
O-6010	TCM for Modern Conditions	2	30
O-6011	Fluid Physiology and Pathology	2	30

Course Numbering System

The course number consists of the department designation, academic level, year in the program, and course sequence.

Online Instructional Delivery Methods – MAc Program offered Online under Emergency Waiver Only

The hybrid online program contains the following elements: lectures and demonstrations, threaded discussions, multimedia presentations, text presentations, research, case studies, problem-solving exercises, livestream discussions, and assessments such as quizzes and examinations.

Technology Requirements

Students will need a computer with camera and microphone capabilities, mobile phone and internet access to take courses in the program, as follows:

- Operating System: Windows 7, Windows 10, Mac OSX Sierra, iPad IOS10
- Internet: Broadband connection (256 Kbit/sec or faster—this will ensure that videos and online presentations can be viewed) through USB wireless modem, ADSL, T1/T2, fiber optic or cable.
- Compatible browsers: Google Chrome 32 bit version 50 or later, Safari 10 or later.
- Enable: Cookies, Pop-ups (in both Internet browser and security software), and JavaScript.
- Plug-Ins: the latest version of Adobe Flash Player and Adobe Acrobat Reader.
- To view all the resources uploaded to Moodle, students will need to have Microsoft Office (Word, Excel, PowerPoint) or an equivalent (e.g. Open Office, Viewer) installed.
- With all firewalls, the uploading of files must be enabled.

Required Student Orientation

New students are required to attend an orientation to the hybrid program. Portions of this program are presented synchronously, generally on the day preceding the first day of class. The program familiarizes students with the equipment and resources used in the distance education activities and orients them to the distance education learning process.

Maximum Academic Course Load

Students are considered full-time if registered for at least 15 semester credit hours. Students enrolled in this program may not register for more than 17 credits in any given trimester. Any exceptions must be submitted by the student to the Department Director, Academic Dean, and Senior Administrator for approval.

Maximum Classroom Size

The maximum number of students in a typical classroom at either campus is 24. The maximum number of students in a typical clinic setting at either campus is 8.

Second Year Comprehensive Examination

At the end of their second year of study or sixth consecutive trimester of enrollment, all MAcCHM students are required to take a written exam. The academic department uses the exam results to assess students' progress through 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 Comprehensive Assessment

In the last trimester of study, all MAcCHM students are required to take a written assessment. The academic department uses the results to assess students' readiness for the national certification exams and to improve the curriculum for future students. The fee for the Graduation Comprehensive Assessment is \$200.00, and retakes of portions of the assessment are \$50 each.

Graduation Requirements

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 3.0 on a 4.0 scale, and graduation approval by the Academic Dean, are required for graduation. The following minimum requirements must be completed to receive the Master of Acupuncture with a Chinese Herbal Medicine Specialization degree:

Acupuncture and related didactic studies	49 credits
Biomedical didactic studies (western medical science)	34 credits
Herbal didactic studies	32 credits
Clinical training	30 credits
Ethics, Business and Communications didactic studies	8 credits
Total	153 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. The entire program must be completed within 150% of the published program length, which would be 15 attempted trimesters.

The completion designation is Master of Acupuncture with a Chinese Herbal Medicine Specialization.

Licensure Requirements for the State of Texas

Acupuncture license requirements vary by state, and prospective students are encouraged to research the requirements for licensure in the state(s) in which they plan to work.

Information on Texas acupuncturist license requirements is available under Texas Medical Board Rules Chapter 183, Procedural Rules for Licensure Applicants, located at <http://www.tmb.state.tx.us/page/board-rules> . The following information is a summary only. Candidates for admission are encouraged to read the entire rule and licensure information at <http://www.tmb.state.tx.us/page/acupuncturist-licensing-overview> . The applicant must:

- Be at least 21 years of age;
- Submit an application online for licensure and pay the application fee;
- Complete 60 credits of general academic college courses, other than in an acupuncture school, that are not remedial;
- Graduate from an accredited acupuncture school;
- Take and pass all 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.

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 Texas Medical Board's Executive Director and are valid for 100 days. In addition a 30-day extension may be requested if necessary. There is a processing fee for a temporary license. This fee must be paid in addition to the application-processing fee. License renewals are for a two-year period.

States for which THSU's Program Meets Licensure Educational Requirements

THSU has determined that the Master of Acupuncture with a Chinese Herbal Medicine Specialization program meets the educational requirements for acupuncture licensure in the following: Arkansas, Connecticut, Delaware, Georgia, Hawaii, Idaho, Illinois, Kansas, Maine, Massachusetts, Minnesota, Mississippi, Montana, New Hampshire, New Jersey, New Mexico, North Carolina, North Dakota, Ohio, Oregon, Pennsylvania, Rhode Island, Texas, Utah, Vermont, Washington, West Virginia, and Wisconsin.

THSU's program exceeds the educational requirements for acupuncture licensure in the following states because Chinese herbology is not practiced by acupuncturists in these states: Alaska, Arizona, District of Columbia, Indiana, Iowa, Kentucky, Louisiana, Maryland, Michigan, Missouri, Nebraska, New York, South Carolina, Tennessee, Virginia, and Wyoming.

The following states require coursework in addition to that provided by THSU's program: California, Colorado, Florida, and Nevada.

The following states do not license acupuncturists: Alabama, Oklahoma, and South Dakota.

This information is subject to change. Prospective students are encouraged to research the requirements for licensure in the state(s) in which they plan to work.

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 early to take certification exams immediately following

graduation, as experience has shown that those who do so are more successful in passing on the first attempt. The Oriental Medicine (OM) Certification Application and four exam modules required for licensure in Texas currently cost \$1,835.

Course Descriptions Acupuncture Courses

A-4101-O Fundamental Theories of Traditional Chinese Medicine

This course introduces the historical background and development of Acupuncture and Herbal Medicine and explains the theories of Yin and Yang, the Five Elements, Vital substances (Essence, Qi, Blood, Body Fluids, and Shen), and AOM internal organs (Zang-Fu). Also it explains the Etiology and Pathogenesis of AOM.

4 credits, Prerequisites: None.

A-4102-O 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.

A-4103-O 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.

A-4104-O Introduction to Point Location

This is an introductory course in which students learn the concept, classification and measurement methods of acupuncture points. Students will also learn the basic features of specific acupuncture points and systematically build the knowledge base of the theories, philosophies, and practices of Traditional Chinese Medicine.

1 credit, Prerequisites: None.

A-4105-O Point Location – Green

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, and treatment methods utilizing acupuncture and moxibustion will be discussed for each point. This course 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: A-4104.

A-4106-O Introduction to TCM Diagnosis

This course introduces the classic Four Diagnostic Methods of Traditional Chinese Medicine: Observation including tongue observation, Palpation including pulse taking, Auscultation and Olfaction, and Inquiry. This course emphasizes how to combine the Four Diagnostic Methods to obtain a comprehensive and systematic understanding of the pattern of identification in terms of traditional Chinese medicine.

4 credits, Prerequisites: None.

A-4107-O Point Location – Yellow

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: A-4104.

A-4108-O 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, Vital Substances (Qi, Blood, Body fluids), pathogenic factors including Shang han lun six stages, Wen bing (warm febrile diseases) Four levels, and Triple Burner.

2 credits, Prerequisites: A-4106.

A-4109 Qi Exercise

Qi Gong is a meditation and breathing technique that is divided into two categories, internal and external gong. This class is focused on the internal Qi Gong and introduces different types of Qi Gong practice and practice. After practicing Qi Gong, students can recommend this gentle exercise to their patients to enhance their health and healing process.

1 credit, Prerequisites: None.

A-4110 Special Acupuncture Techniques

This class will introduce and demonstrate the needling methods of the filiform needle, cutaneous needle, and electrical stimulation of the needle. Also, students will practice cupping, moxibustion, Guasha, and other modalities. Included are the major functions, indications, precautions, and contraindications with such methods.

2 credits, Prerequisites: A-4101.

A-4111-O Five Element Theory and Application

This class is designed for an in-depth discussion of the theory and philosophy of the Five Elements and its application in diagnosis and treatment. Also, students will practice how to use the relationship between the elements to develop treatment strategies and plans.

1 credit, Prerequisites: None

A-4112 CPR and Other Emergency Techniques

In this course, students will be introduced to general safety, hygiene, and cleanliness requirements. Students will understand the special procedures associated with emergency situations. Students will become certified in Cardio-Pulmonary Resuscitation (CPR) and First Aid by the American Red Cross. Part I (classes 1, 2 and 3) covers 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.

A-4113-O Point Location – Red

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 Ren (Conception) and Du (Governing) vessels and commonly used Extra points.

1 credit, Prerequisites: 4104.

A-4114-O TCM Diagnosis II

This course continues the discussion of the classical methods of Traditional Chinese Medicine diagnosis and focuses on the patterns of identification according to the Internal Organs (Five Zang and Six Fu), 12 Channels, Eight Extraordinary Vessels, 15 Luo Channels, and Five Elements.
2 credits, Prerequisites: A-4106, A-4108.

A-4201-O Meridian Acupoint Energetics and Application

This course teaches the indications and energetics of the 12 regular meridian and 8 extraordinary meridians. It also covers the application of points in the treatment of disease by utilizing an in-depth discussion of energetics including the Five transporting points, Yuan Source points, Luo Connecting points, Xi Cleft points, Back Shu points, Front Mu points, the Eight Confluent points, Eight Influential points, 13 Ghost points, and Emergency Aid points applied in the treatment of disease according to the principles of Traditional Chinese Medicine.
3 credits, Prerequisites: A-4104, A-4105, A-4107, A-4113, A-4114.

A-4202 Practical Training in Diagnosis

This is an advanced diagnosis class. The students will analyze actual clinical cases to improve their diagnostic skills, treatment strategy and principles, and treatment methods. They will also practice how to integrate western disease into the TCM pattern of identification.
2 credits, Prerequisites: A-4106, A-4108, A-4114.

A-5203-O Treatment Modality of Acupuncture I

This course explores western diseases, including emergency diseases such as stroke, and internal diseases such as respiratory, gastro-intestinal, urogenital, psycho-emotional, and musculoskeletal disease from the perspective of traditional Chinese medicine. The course includes a discussion of the etiology, pathogenesis, diagnosis and treatment with acupuncture as well as understanding the integration of western diseases into TCM patterns.
3 credits, Prerequisites: A-4104, A-4105, A-4107, A-4113, A-4114, A-4201.

A-5204 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: A-4103.

A-5205-O Treatment Modality of Acupuncture II

This course explores western diseases including the obstetrics/gynecology (OB-GYN) conditions of irregular menstruation, menorrhagia, amenorrhea, dysmenorrhea and the symptoms appearing in the menstrual cycle as well as menopausal syndrome. Also included are Pediatrics and Eye/Ear/Nose/Throat (EENT) from the perspective of traditional Chinese medicine. The course includes a discussion of the etiology, pathogenesis, diagnosis and treatment with acupuncture as well as understanding the integration of western diseases into TCM patterns.
3 credits, Prerequisites: A-5203.

A-5301 Tui Na

This class covers traditional methods of East Asian 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. Students will be familiar with approximately twenty basic Tui Na hand techniques and the usage of these techniques to treat common adult diseases.
2 credits, Prerequisites: A-4103.

A-6302-O 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: A-5203, A-5205.

A-6303-O 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. This includes point location, function, indications, contraindications, channel pathologies, TCM diagnosis, and developing treatment principle and methods. Students will also review Clean Needle Technique.

2 credits, Prerequisites: A-5203, A-5205.

Biomedical Sciences (Western Medical Science)

W-4101-O 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.

W-4102-O 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, inter-disciplinary communications.

2 credits, Prerequisites: None.

W-4103-O Anatomy and Physiology II

This course is the second part of Anatomy and Physiology. 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: W-4101.

W-4201 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: W-4101.

W-5202-O 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.

3 credits, Prerequisites: W-4101, W-4102, W-4103.

W-5203-O 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: W-4101, W-4102, W-4103.

W-5301-O 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: W-4103.

W-5302-O Diet and Nutrition

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 credit, Prerequisites: None

W-5303-O 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: W-4102.

W-6304-O 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: W-5202, W-5203.

W-6305-O 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: W-4103, W-5202, W-5203, W-6304.

W-6306-O 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: W-6304, H-4101, H-4102, H-4103, H-4201.

W-6401-O 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: W-6304.

W-6402-O 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.
1 credit, Prerequisites: W-4102.

W-6403-O 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, acupuncture, and Traditional Chinese 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: W-4102.

Clinical Training

C-4101 Clinic Observation 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: A-4101, A-4104, A-4106, W-4101, W-4103.

C-4201 Clinic Observation II

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: A-4101, A-4104, A-4106, W-4101, W-4103, C-4101

C-5202, C-5203 Clinic Internship I, Clinic Internship II

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. The internship phase of training is the culmination of the entire program of study and is designed to produce fully qualified professional practitioners.
240 Clinic contact hours/8 credits, Prerequisites: C-4201, CNT, Promotion Exam to Internship

C-5301, C-6302 Clinic Internship III, Clinic Internship IV

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. The internship phase of training is the culmination of the entire program of study and is designed to produce fully qualified professional practitioners.
240 Clinic contact hours/8 credits, Prerequisites: C-5203, CNT

C-6303, C-6403 Clinic Internship V, Clinic Internship VI

Under the supervision and direction of the instructor, students apply acupuncture, herbs, and 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 may be asked to

mentor a junior intern. Students will discuss cases with classmates and with the instructor. The internship phase of training is the culmination of the entire program of study and is designed to produce fully qualified professional practitioners.

240 Clinic contact hours/8 credits, Prerequisites: C-6302, CNT

CNT

The Clean Needle Technique class is offered through CCAOM and made available online to our students by the Council of Colleges of Acupuncture and Herbal Medicine (CCAOM.org). The Clean Needle Technique (CNT) course includes a 16 modules with quizzes, a proctored written exam and a proctored practical exam. 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

E-4101-O Medical Ethics

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.

1 credit, Prerequisites: None.

E-4201-O Marketing and 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. Also, the students will learn how to implement electronic medical record and electronic health record systems to maximize the benefit to the patient and the clinic. There is a brief introduction to International Classification of Disease-10 (ICD-10) and Current Procedural Terminology (CPT) coding, bookkeeping and accounting practices.

3 credits, Prerequisites: None

E-5202-O 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 which will include lecture, class discussion, case presentation and analysis, and role playing. There will be a special emphasis on the development of the acupuncturist-patient relationship.

2 credits, Prerequisites: None.

E-5203-O Business Planning and Entrepreneurship

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.

Herbology

H-4101-O Introduction to TCM Herbology

This is an introductory course to TCM herbology. This course will describe the fundamental theory underlying the use of herbs, natural products and formulations. Students will learn the basic herbal theories and build up a solid foundation for the next level of herbal studies.

1 credit, Prerequisites: A-4101.

H-4102-O 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 to be discussed in this course are from the functional categories of release exterior, clear heat, and drain downward.
2 credits, Prerequisites: H-4101.

H-4103-O 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 in this course are from the functional categories of drain dampness, dispel wind-dampness, transform phlegm, relieve food stagnation, regulate qi and regulate blood.
3 credits, Prerequisites: H-4101.

H-4201-O 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 in this course are from the functional categories of warm interior and expel cold, tonify, stabilize and bind, calm the spirit, open orifices, extinguish wind and stop tremors, expel parasites and topical applications.
3 credits, Prerequisites: H-4101.

H-5202-O 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 Chinese herbal formula prescriptionology courses, the composition and modifications of prescriptions based on differentiation of syndromes, therapeutic methods, and particular principals of selecting the proper herbs. Also, students study how to identify the various methods of treatment utilized in TCM formulas, and when they are appropriate to apply.
1 credit, Prerequisites: A-4114, H-4101, H-4102, H-4103, H-4201.

H-5203-O TCM Prescriptionology - Orange

This course explores the major formulas including herbal components, significance, explanation, indication, and clinical use. Throughout this course the principles and methods of AOM treatment and its related clinical procedures will be described. Students will learn how to compose and revise formulations of appropriately dosed herbs and natural products based on traditional practice and patient assessment. Furthermore, they will learn to accurately articulate properties, functions, principles, dosages and ingredients of the traditional formulations. The herbal formulas we focus on this course will Release exterior, Drain downward, and Harmonize. Also students will study how to approach the western diseases with Chinese herbal formulas.
2 credits, Prerequisites: H-5202.

H-5204-O TCM Prescriptionology – Blue

This course explores the major formulas including herbal components, significance, explanation, indication, and clinical use. Throughout this course the principles and methods of AOM treatment and its related clinical procedures will be described. Students will learn how to compose and revise formulations of appropriately dosed herbs and natural products based on traditional practice and patient assessment. Furthermore, they will learn to accurately articulate properties, functions, principles, dosages and ingredients of the traditional formulations. This course focuses herbal formula of Clear heat, Dispel summer-heat, Warm interior cold, Release exterior-interior excess, Tonify, and Stabilize and bind. Also students will study how to approach the western diseases with Chinese herbal formulas.
2 credits, Prerequisites: H-5202.

H-5301-O TCM Prescriptionology - Purple

This course explores the major formulas including herbal components, significance, explanation, indication, and clinical use. Throughout this course the principles and methods of AOM treatment and its

related clinical procedures will be described. Students will learn how to compose and revise formulations of appropriately dosed herbs and natural products based on traditional practice and patient assessment. Furthermore, they will learn to accurately articulate properties, functions, principles, dosages and ingredients of the traditional formulations. This course focuses on herbal formula 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. Also students will study how to approach the western diseases with Chinese herbal formulas.
3 credits, Prerequisites: H-5202.

H-6302-O 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 the oldest clinical medical text in the history of Chinese medicine. This text is remarkable for the detail in which common infectious diseases, transmitted and developed in the body, are discussed very logically and methodologically. The elegance and effectiveness of its formulas are widely being used 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: H-5202.

H-6303-O Clinical Patent Herbs

This is a practical course in which the most commonly used herbal formulas in prepared forms 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.
1 credit, Prerequisites: H-4101, H-4102, H-4103, H-4201.

H-6304-O 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' diseases under the guidance of the instructor.
1 credit, Prerequisites: H-5203, H-5204, H-5301.

H-6305-O 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. This course explores western diseases, including emergency diseases such as stroke, and internal diseases such as respiratory, gastro-intestinal, urogenital, psycho-emotional, and musculoskeletal disease from the perspective of traditional Chinese medicine. In addition, the students will integrate biomedicine knowledge into TCM concepts to provide the appropriate Chinese herbal treatment.
3 credits, Prerequisites: H-5203, H-5204, H-5301.

H-6306-O TCM Gynecology

This course explores the application of the TCM methodologies to gynecological issues and disorders, including menstruation, leukorrhea, pregnancy, and postpartum disorders, and menopause. The discussion will address the physiology of the female reproductive system, considering such factors as blood and the health of the Ren, Chong, Dai, and Du channels, and the health of the zang organs as related to gynecology. Also considered will be reproductive history and its impact on the patient's health. The course prepares the student to address female reproductive system disorders with herbal therapy. The course will also emphasize differentiation of syndromes according to zang-fu, channels, pathological factors such as cold, stagnant blood, etc. and the herbal treatment of gynecological disorders.
2 credits, Prerequisites: H-5203 H-5204, H-5301.

H-6307-O 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.

1 credit, Prerequisites: H-5202.

3206-H-O 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.

3 credits, Prerequisites: H-6305, H-6306.

3214-H-O 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.

1 credit, Prerequisites: H-5202.

3215-H-O 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.

1 credit, Prerequisites: H-5202.

Elective Courses

Students are encouraged to take 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.

O-5001 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.

O-5002 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.

O-6003 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: A-4110, A-5204 and H-6305.

O-6004 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: A-4110, A-5204 and H-6305.

O-6005 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: A-4110, A-5204 and H-6305.

O-6006 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.
1 credit, Prerequisites: A-4103, A-4104, A-4105, A-4107, A-4110, A-4113, A-4201, and C-4202.

O-6007 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: A-4110, A-5204 and H-6305.

O-6008 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: A-4110, A-5204 and H-6305.

O-6009 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: A-4110, A-5204 and H-6305.

O-6010 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: A-4110, A-5204 and H-6305.

O-6011 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: A-4101, A-4106, A-4108, and A-4114.



Indoor courtyard at THSU – Austin

Tuition and Fees
Master of Acupuncture with a Chinese Herbal Medicine Specialization

Tuition

Classroom Tuition	(Per credit, for U.S. students, 123 credits)	\$387.00
	(Per credit, for international students)	\$550.00
Clinic Tuition	(Per credit, for both U.S. and international students, 30 credits)	\$510.00

Total Estimated Tuition (For U.S. students) **\$62,901.00**

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

One-Time Fees

Application Fee (Non-Refundable)

U.S. Students	\$75.00
International Students	\$150.00
International Student Foreign Transcript Evaluation Fee	\$250.00
Trimester Deposit	\$250.00
	(Applicable toward first trimester tuition)
Transfer Credit Fee (Per Credit Hour)	\$25.00
Herb Sample Kit	\$170.00
White Coat Fee	\$39.00
Comprehensive Exam (second year)	\$50.00
Graduation Fee	\$150.00
Audit Fee for Graduates (Per Trimester)	\$110.00

Recurring Fees

Student Services Fee	\$110.00
(Including facility, lab, wifi, library, tutoring, administrative services...etc.)	per trimester
Textbooks, professional equipment, clinic supplies (estimate)	\$500.00
	per trimester
Internship: (Interns only)	\$95.00
	per trimester
(This fee pays for expendable supplies in the clinic and waste disposal.)	
Malpractice Insurance	\$95.00
	per trimester
(This fee applies for students enrolled in Clinic Internship.)	

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 to domestic students and is not available to international students. 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) additional \$25.00

Late Tuition (> 30 days) \$50.00

per month up to a maximum fee of \$200 per trimester

Late Fee for Payment Plan \$50.00

(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

Frequent Clinic Schedule Changes Fee \$50.00

per schedule change beyond a maximum of 3 changes per trimester.

Fee will be waived upon student's documentation of a legitimate emergency.

Other Fees

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

Make-up Examinations **\$50.00**

per exam

Intern Clinic Treatment Fee – Student discounted rate \$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 adjust tuition and fees that reflect changes in the cost of living and education, subject to Board of Directors approval.

Master of Business Administration (MBA) Degree (Austin Campus)

The THSU College of Business Sciences MBA is an intensive, hybrid online and residential full-time program with classes offered primarily during the evenings and weekends. This program is designed for individuals who wish to pursue a career in business management. The emphasis of the program is to deliver contemporary best practices in 21st century management through the exploration of a variety of business-related disciplines. To complete the program on time, each 15-week trimester students will take three classes per week, earning three credit hours per course. The MBA program is 16 months long.

Educational Objectives

The educational objectives of the Master of Business Administration Program are as follows:

- Develop a strategic understanding of entrepreneurship and innovation and be able to take into account the relationships between entrepreneurship and other business disciplines for a holistic decision-making approach.
- Apply knowledge in entrepreneurship by successfully completing case studies and small business projects.
- Apply knowledge in entrepreneurship by implementing classroom projects in a small business context.
- Develop a global entrepreneurial mindset, lead with integrity, purpose and ethical perspective, and draw value from diversity and inclusion.
- Demonstrate ethical reasoning skills, understand social, civic, and professional responsibilities, and add value to business and society.
- Develop analytical and thinking skills to take advantage of opportunities in an uncertain and dynamic business environment.
- Learn to achieve business results by fostering collaboration and communication across the organization, individuals, and teams.
- Learn to effectively communicate by using business specific terminology in written and verbal form.
- Evaluate the legal issues confronting a typical business and apply legal concepts in business decision-making.

Admission Requirements

The THSU College of Business Sciences Admissions Committee seeks candidates who show a strong potential for success in today's global business environment. Candidates who demonstrate analytical capabilities, leadership qualities, management potential, interpersonal and communication skills, and personal commitment and motivation are invited to apply.

To assess these characteristics, the committee will look to the following elements to help identify a candidate's potential to succeed in the program:

- Official transcript(s) indicating an earned bachelor's degree with a cumulative grade point average of 2.0 or above on a 4.0 scale from an institution accredited by an agency recognized by the U.S. Department of Education;
- TOEFL English language proficiency iBT score of 61 or higher, or IELTS score of 6.0 or higher (required for international applicants if English is not the native language);
- Two letters of recommendation from references who can speak to the candidate's interests and professional performance;
- A self-evaluation essay limited to one page, single-spaced, Times New Roman 12-point font, in legible English and in Microsoft Word or Adobe PDF format.
- The completion of a self-assessment to measure the prospective student's essential skills that lead to success in the courses delivered online. At this time, the prospective student will be provided with an account on the institution's secure learning management system (LMS) with a unique log-in, password, IP address and mobile phone number registered. This will be used for accessing the self-assessment and later, the course materials. There will be no additional cost to students for student identity verification.

Note: Personal interviews may be conducted at the request of the Admissions Committee after a complete application package is received.

Admission Procedure for U.S. Students

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 based on 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. Official transcript(s); photocopies cannot be accepted. Transcripts must be mailed or digitally submitted to the University directly from the registrar's office of the institution(s) where credit was earned.
4. Full-face, personal photograph.
5. An application fee payable to the Texas Health and Science University as outlined for each program. This fee is non-refundable.
6. A one-page, double-spaced letter of interest from the applicant, explaining why he/she desires to attend the Texas Health and Science University.
7. Telephone or personal interview with the Academic Dean or other official of the University.
8. Two letters of reference.

9. 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), AACRAO International Education Services (prior to 2016), or a member of the Association of International Credential Evaluators (AICE), for equivalency to college or university transcripts in the U.S. 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.

Admission Procedure for International Students

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; therefore, admission requirements for international students, including permanent residents, differ from those for United States citizens. 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), AACRAO International Education Services (prior to 2016), or a member of the Association of International Credential Evaluators (AICE), for equivalency to college or university transcripts in the U.S. 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) and a \$250.00 (USD) fee for the evaluation of credentials, transcripts, and other overseas documents.
2. A completed application for admission.
3. Official transcript(s) in English translation sufficient to establish the completion of the equivalent a bachelor's degree; such transcript must be mailed to the University from the institutions where the coursework was completed. If the official transcript is not available in English, contact the Admissions Coordinator for further assistance.
4. 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), AACRAO International Education Services (prior to 2016), or a member of the Association of International Credential Evaluators (AICE), for equivalency to college or university transcripts in the U.S. All credentials submitted to the University are retained by the University.
5. A letter of interest from the applicant, explaining why he/she desires to attend Texas Health and Science University.
6. Two letters of reference.
7. Proof of sufficient financial resources for educational and personal expenses.
8. Proof of English language competency. 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. Department of Education or from an English language institution in another country.

- TOEFL English language proficiency iBT score of 61 or higher or IELTS score of 6.0 or higher.

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 degree program according to the following guidelines:

1. Limitations on the transferability of credits may apply. Credit may be awarded for past coursework completed at institutions accredited by an agency recognized by the U.S. Secretary of Education or by a recognized governmental accrediting authority.
2. All foreign credentials must be evaluated by a credential service that is a member of the National Association of Credential Evaluation Services (NACES), AACRAO International Education Services (prior to 2016), or a member of the Association of International Credential Evaluators (AICE), for equivalency to college or university transcripts in the U.S. All credentials submitted to the University are retained by the University.
3. Coursework to be considered for transfer must have been completed within five (5) years of the date of application, unless the student has documentation of retaining the content knowledge and competencies of the coursework. A challenge exam may be given to confirm the student's knowledge and competencies.
4. The university or college offering the courses allows the courses to be used for credit towards its own academic degree program. Credits earned in vocational programs (such as an applied associate's degree) cannot be counted toward either the 60-semester credit hour admission requirement or coursework at THSU.
5. Student performance in the coursework to be transferred must indicate a grade of "C" or better.
6. The course work to be transferred must be substantially similar to the THSU courses to which the transfer credit applies. Course descriptions or syllabi may be requested to verify equivalency.
7. The maximum permissible number of transfer credits into this program is limited to one-half or fewer of the credits required for the master's degree.
8. Coursework used to fulfill the bachelor's degree admission requirement may not be used for placing out of courses offered at THSU.
9. Quarter credits are converted to semester credits by a conversion factor of 2:3. When conversion results in a fraction and the number is less than the amount needed to fulfill credit hour requirements, the student may need to take additional courses to fulfill credit hour requirements.
10. All credits transferred in must be equal to or greater than the equivalent course offered at THSU.

11. 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.

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

The suggested schedule of study may be completed in four trimesters (16 months) for the Master of Business Administration degree. Students must complete all the coursework required for their MBA degree within six trimesters (24 months).

The MBA program prepares graduates to start their own businesses in their areas of interest. The graduates may also utilize management and leadership skills learned to obtain jobs in marketing, logistics, finance, and human resources at public, private, and non-profit organizations.

Exceptions to the curriculum schedule must be approved in advance by the Program Director.

Curriculum – Master of Business Administration Degree Program

Trimester	Course Name	Semester Credits	Contact Hours
First Trimester			
MBA 5301-O	Business Communication	3	45
MBA 5302	Finance and Financial Reporting	3	45
MBA 5303-O	Human Resources Management	3	45
Second Trimester			
MBA 5304	Information Technology	3	45
MBA 5305	International Business Trends	3	45
MBA 5306-O	Law, Ethics and Economics in Business	3	45
Third Trimester			
MBA 5308	Management Accounting	3	45
MBA 5310	Marketing and Decision Making	3	45
MBA 5311	Operations, Supply Chain Management and Quality	3	45
Fourth Trimester			
MBA 5307-O	Organizational Leadership	3	45
MBA 5309	Managing People, Projects, and Technology	3	45
MBA 5312-O	Strategy and Environmental Scanning	3	45
Total	Total Required Credits for MBA	36	540

THSU follows the semester credit system: 15 contact hours plus 30 hours of out-of-class work equals one classroom credit.

Course Numbering System

The course number consists of the department designation, academic level, number of credit hours, and sequence number, and for courses delivered online, the letter “O” indicating the course is delivered hybrid online and in person.

Instructional Delivery Methods

The hybrid online program contains the following elements: lectures and demonstrations, threaded discussions, multimedia presentations, text presentations, research, case studies, problem-solving exercises, livestream discussions, and assessments such as quizzes and examinations.

Technology Requirements

Students will need a computer with camera and microphone capabilities, mobile phone and internet access to take courses in the program, as follows:

- Operating System: Windows 7, Windows 10, Mac OSX Sierra, iPad IOS10
- Internet: Broadband connection (256 Kbit/sec or faster—this will ensure that videos and online presentations can be viewed) through USB wireless modem, ADSL, T1/T2, fiber optic or cable.
- Compatible browsers: Google Chrome 32 bit version 50 or later, Safari 10 or later.
- Enable: Cookies, Pop-ups (in both Internet browser and security software), and JavaScript.
- Plug-Ins: the latest version of Adobe Flash Player and Adobe Acrobat Reader.
- To view all the resources uploaded to Moodle, students will need to have Microsoft Office (Word, Excel, PowerPoint) or an equivalent (e.g. Open Office, Viewer) installed.
- With all firewalls, the uploading of files must be enabled.

Required Student Orientation

New students are required to attend an orientation to the hybrid program. Portions of this program are presented synchronously, generally on the day preceding the first day of class. The program familiarizes students with the equipment and resources used in the distance education activities and orients them to the distance education learning process.

Maximum Classroom Size

The maximum number of students in a typical classroom is 24.

Maximum Academic Course Load

Students are considered full-time if registered for at least 9 semester credit hours. Students enrolled in this program may not register for more than 12 credits in any given trimester. Any

exceptions must be submitted by the student to the Business Programs Director and Registrar for approval.

Assessment Examination

During their last trimester in the program, all candidates for graduation are required to take a comprehensive written exam. This exit exam assesses the student learning outcomes of the program. The academic department uses the exam results to assess students' readiness to enter the workforce in their chosen fields. Refusal to take and/or failure on the exam may hinder the expected graduation of the student from the program. Students will have two (2) chances to take and pass the Exit Exam.

Graduation Requirements

Thirty-six (36) credit hours completed with a minimum cumulative grade point average of 3.0 or higher, and graduation approval by the Business Programs Director are required to receive the Master of Business Administration degree.

Course Descriptions

The following business courses have been approved by the THSU College of Business Sciences faculty for the MBA program. Students should check the published course schedules to see the courses offered for a specific term.

MBA 5301-O Business Communication 3 credits (45 hours)

This course is designed to give students a comprehensive view of the major forms of business communication including: interpersonal communication, communication to groups, presenting sales pitches, writing policies, requests for proposals, business emails, and personal branding (including building resumes and bios). This class is taught using a combination of lectures, discussions, case studies, simulations and assessments.

Prerequisite: None.

MBA 5302 Finance and Financial Reporting 3 credits (45 hours)

This course focuses on financial modeling as a tool in contemporary financial analysis. The course is designed to give students a finance perspective from a corporate point of view including investments, capital structure, budgeting, financial markets, etc. Students will analyze a firm's opportunities and risk level to evaluate the impact to shareholder's value. This class is taught using a combination of lectures, discussions, case studies, simulations and assessments.

Prerequisite: None.

MBA 5303-O Human Resources Management 3 credits (45 hours)

This course is designed to give students a comprehensive view of the traditional and modern techniques used in human resources management by illustrating real work HR applications. Students gain an in-depth knowledge of recruitment, hiring, training, compensation benefits, HRIS systems and other HR issues, including how they impact both organizations and employees. This class is taught using a combination of lectures, discussions, case studies, simulations and assessments.

Prerequisite: None.

MBA 5304 Information Technology

3 credits (45 hours)

This course focuses on the importance of information technologies in business. This will include the various systems (and processes) and equipment used to automate work, track information about business practices, and assist in decision making. This class is taught using a combination of lectures, discussions, case studies, simulations and assessments.

Prerequisite: None.

MBA 5305 International Business Trends

3 credits (45 hours)

This will include the various drivers to globalization as well as the impacts of other countries' economic, political, cultural, and legal environments on an organization's operational and strategic alternatives and its managerial decisions. This class is taught using a combination of lectures, discussions, case studies, simulations and assessments.

Prerequisite: None.

MBA 5306-O Law, Ethics and Economics in Business

3 credits (45 hours)

This course provides an in-depth view of the legal environment of business by looking at legal issues and regulations in a business context. The course covers employment law, contracts, tort and product liability, internet law as well as other legal issues affecting the business environment. The legal and ethical implications of US companies doing business domestically or internationally are discussed. This class is taught using a combination of lectures, discussions, case studies, simulations and assessments.

Prerequisite: None.

MBA 5307-O Organizational Leadership

3 credits (45 hours)

This course will provide an in-depth view of traditional and contemporary leadership theories that should apply to the analysis of the behavior of business managers and others in a leadership position. Areas covered include the societal evolution of leadership; the leadership roles of strategy, vision and transformational change; the development of leaders; the leadership responsibilities of creating effective teams, organizations and cultures; the exploration of different leadership styles; and current popular approaches to leadership theory.

Prerequisite: None.

MBA 5308 Management Accounting

3 credits (45 hours)

Managerial Accounting will explore the financial impact that financial decisions have on businesses. After completing this course, the student will understand how accounting and other productivity information can be used to assess the past and improve the future performance of a business by giving managers essential information they need to make more informed decisions. This class is taught using a combination of lectures, discussions, case studies, simulations and assessments.

Prerequisite: None.

MBA 5309 Managing People, Projects, and Technology 3 credits (45 hours)

This course includes the study of concepts, tools, and practices of project management. The course focus is on- initiating, planning, executing, controlling and closing the project. Major topics will include project scope, project time, project cost, project quality, project risk, project resources, project communications and how to be an effective project manager. This class is taught using a combination of lecture, discussions, case studies, simulations and assessments.

Prerequisite: None.

MBA 5310 Marketing and Decision Making 3 credits (45 hours)

This course provides and in-depth view of marketing products and services. The course will explore topics such as: integrated communications, marketing mix, consumer behavior, pricing, and market segmentation, targeting and positioning. This class is taught using a combination of lectures, discussions, case studies, simulations and assessments.

Prerequisite: None.

MBA 5311 Operations, Supply Chain Management and Quality 3 credits (45 hours)

This course analyzes the role and activities of those involved in supply chain management decision making. It emphasizes the importance of transportation planning, inventory control, warehouse management, development of customer service standards, and procurement in the design and operation of supply and distribution systems. The importance of information systems and the internet in supporting such activities is also discussed. Special attention is given to the close working relationships with managers in other functional areas including information systems, marketing, and international operations. The class is taught using a combination of lectures, discussions, simulations and assessments.

Prerequisite: None.

MBA 5312-O Strategy and Environmental Scanning 3 credits (45 hours)

This capstone course hones the student's understanding of strategy concepts and models. This will include learning more about environmental scanning and preparing to develop strategies (decision making). The student's will show their mastery of the concepts through a comprehensive and integrative final capstone business case analysis.

Prerequisites: All core MBA courses (MBA 5301, MBA 5302, MBA 5303, MBA 5304, MBA 5305, MBA 5306, MBA 5308, MBA 5310, and MBA 5311)

Tuition and Fees Master of Business Administration (MBA)

Tuition

Per credit (36 credits)	\$528.00 (For U.S. students) \$750.00 (For international students)
Total Tuition (4 trimesters) (For U.S. students)	\$19,008.00

One-Time Fees

Application Fee (Non-Refundable)	
U.S. Students	\$ 75.00
International Student	\$150.00
International Student Foreign Transcript Evaluation Fee	\$250.00
Trimester Deposit (Applicable toward first trimester tuition)	\$250.00
Transfer Credit Fee (Per Credit Hour)	\$ 75.00
Graduation Fee	\$150.00
Audit Fee for Graduates (Per Trimester)	\$110.00

Recurring Fees

Student Services Fee (Including facility, wifi, library, tutoring, administrative services...etc.)	\$110.00 per trimester
Textbooks, reference materials, and duplication costs (estimate)	\$100.00 per course

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 of each month afterward. Fees are incorporated into the student's initial payment. This is the only payment plan currently available to domestic students and is not available to international students. 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
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Late Tuition (1-15 days)	\$25.00
Late Tuition (16-30 days)	additional \$25.00
Late Tuition (> 30 days)	\$50.00 per month up to a maximum fee of \$200 per trimester
Late Fee for Payment Plan (Payable if payment(s) made under the Payment Plan are more than 14 days late.)	\$50.00
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 replacement	\$ 5.00
Make-up Examinations	\$50.00 per exam
Duplicate Diploma	\$25.00
Official Transcripts Transcripts will be provided upon receipt of a signed, written request and a fee of \$15.00 each, provided all financial obligations are met.	\$15.00

THSU reserves the right to adjust tuition and fees that reflect changes in the cost of living and education, subject to Board of Directors approval.



Students in Austin Classroom

Master of Business Administration in Healthcare Management (MBAHM) Degree (Austin Campus)

The THSU College of Business Sciences MBAHM is an intensive, hybrid online and residential full-time program with classes offered primarily during the evenings and weekends. This program is designed for individuals who wish to pursue graduate management studies to assist them in the business world with a focus on issues related to healthcare management. The emphasis of the program is to deliver contemporary best practices in healthcare management through the exploration of a variety of business-related disciplines. To finish the program on time, each 15-week trimester students will take three classes per week, earning three credit hours per course. The MBAHM program is 16 months long.

Educational Objectives

The educational objectives of the Master of Business Administration in Healthcare Management Program are as follows:

- Develop an understanding of stakeholders in a healthcare system, and articulate how the stakeholders operate in a collaborative environment.
- Demonstrate ethical reasoning skills, understand social, civic, and professional responsibilities, and add value to healthcare organization and society.
- Develop analytical and thinking skills to take advantage of opportunities in an uncertain and dynamic healthcare business environment.
- Learn to achieve business and healthcare results by fostering collaboration and communication across the organization, individuals, and teams.
- Learn to effectively communicate by using business specific terminology in written and verbal form particularly in a healthcare setting.
- Develop a strategic understanding of the relationships between different business disciplines that lead to a holistic approach to decision-making in a healthcare environment.
- Apply knowledge gained in healthcare administration by successfully completing case studies and healthcare management projects.
- Apply cost management tools and techniques to managerial decision-making.
- Develop a global healthcare mindset, lead with integrity, purpose and ethical perspective, and draw value from diversity and inclusion.
- Evaluate the legal issues confronting the legal healthcare organization and apply legal concepts in decision-making.

Admission Requirements

The THSU College of Business Sciences Admissions Committee seeks candidates who show a strong potential for success in today's global business environment. Candidates who demonstrate analytical capabilities, leadership qualities, management potential, interpersonal and communication skills, and personal commitment and motivation are invited to apply.

To assess these characteristics, the committee will look to the following elements to help identify a candidate's potential to succeed in the program:

- Official transcript(s) indicating an earned bachelor's degree with a cumulative grade point average of 2.0 or above on a 4.0 scale from an institution accredited by an agency recognized by the U.S. Department of Education;
- TOEFL English language proficiency iBT score of 61 or higher, or IELTS score of 6.0 or higher (required for international applicants if English is not the native language);
- Two letters of recommendation from references who can speak to the candidate's interests and professional performance;
- A one-page, double-spaced letter of interest from the applicant, explaining why he/she desires to attend the Texas Health and Science University.

Note: Personal interviews may be conducted at the request of the Admissions Committee after a complete application package is received.

Admission Procedure for U.S. Students

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 based on 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. Official transcript(s); photocopies cannot be accepted. Transcripts must be mailed or digitally submitted to the University directly from the registrar's office of the institution(s) where credit was earned.
4. Full-face, personal photograph.
5. An application fee payable to the Texas Health and Science University as outlined for each program. This fee is non-refundable.
6. A letter of interest from the applicant, explaining why he/she desires to attend the Texas Health and Science University.
7. Telephone or personal interview with the Academic Dean or other official of the University.
8. Two letters of reference.

An evaluation of any foreign credentials showing equivalency to the educational system of the United States. 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), AACRAO International Education Services (prior to 2016), or a member of the Association of International Credential Evaluators (AICE), for equivalency to college or university transcripts in the U.S. 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.

Admission Procedure for International Students

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; therefore, admission requirements for international students, including permanent residents, differ from those for United States citizens. 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), AACRAO International Education Services (prior to 2016), or a member of the Association of International Credential Evaluators (AICE), for equivalency to college or university transcripts in the U.S. 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) and a \$250.00 (USD) fee for the evaluation of credentials, transcripts, and other overseas documents.
2. A completed application for admission.
3. One (1) official transcript in English translation sufficient to establish the completion of the equivalent of a bachelor's degree; such transcript must be mailed to the University from the institutions where the coursework was completed. If the official transcript is not available in English, contact the Admissions Coordinator for further assistance.
4. Proof of sufficient financial resources for educational and personal expenses.
5. Proof of English language competency. 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. Department of Education or from an English language institution in another country.
 - TOEFL English language proficiency iBT score of 61 or higher or IELTS score of 6.0 or higher.

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 degree program according to the following guidelines:

1. Limitations on the transferability of credits may apply. Credit may be awarded for past coursework completed at institutions accredited by an agency recognized by the U.S. Secretary of Education or by a recognized governmental accrediting authority.
2. All foreign credentials must be evaluated by a credential service that is a member of the National Association of Credential Evaluation Services (NACES), AACRAO International Education Services (prior to 2016), or a member of the Association of International Credential Evaluators (AICE), for equivalency to college or university transcripts in the U.S. All credentials submitted to the University are retained by the University.
3. Coursework to be considered for transfer must have been completed within five (5) years of the date of application, unless the student has documentation of retaining the content knowledge and competencies of the coursework. A challenge exam may be given to confirm the student's knowledge and competencies.
4. The university or college offering the courses allows the courses to be used for credit towards its own academic degree program. Credits earned in vocational programs (such as an applied associate's degree) cannot be counted toward either the 60-semester credit hour admission requirement or coursework at THSU.
5. Student performance in the coursework to be transferred must indicate a grade of "C" or better.
6. The course work to be transferred must be substantially similar to the THSU courses to which the transfer credit applies. Course descriptions or syllabi may be requested to verify equivalency.
7. The maximum permissible number of transfer credits into this program is limited to one-half or fewer of the credits required for the master's degree.
8. Coursework used to fulfill the bachelor's degree admission requirement may not be used for placing out of courses offered at THSU.
9. Quarter credits are converted to semester credits by a conversion factor of 2:3. When conversion results in a fraction and the number is less than the amount needed to fulfill credit hour requirements, the student may need to take additional courses to fulfill credit hour requirements.
10. All credits transferred in must be equal to or greater than the equivalent course offered at THSU.
11. 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.

Students are encouraged to request a transcript review in writing within the first trimester of attendance. Request forms are available from the Registrar.

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

The suggested schedule of study may be completed in four trimesters (16 months) for the Master of Business Administration in Healthcare Management degree. Students must complete all the coursework required for their MBAHM degree within seven trimesters.

The MBAHM program prepares graduates to start their own businesses in their areas of interest. The graduates may also utilize management and leadership skills learned to obtain jobs in marketing, logistics, finance, and human resources at public, private, and non-profit organizations. With the addition of the healthcare concentration, graduates receive specialized knowledge to enter positions in the healthcare industry.

Curriculum – Master of Business Administration in Healthcare Management Degree Program

Trimester	Course Name	Semester Credits	Contact Hours
First Trimester			
MBA 5303-O	Human Resources Management	3	45
MBA 5304	Information Technology	3	45
MBA 5305	International Business Trends	3	45
Second Trimester			
MBA 5306-O	Law, Ethics and Economics in Business	3	45
MBA 5307-O	Organizational Leadership	3	45
MBA 5308	Management Accounting	3	45
Third Trimester			
MBA 5201-O	Business Communication	2	30
MBA 5310	Marketing and Decision Making	3	45
MBA 5311	Operations, Supply Chain Management and Quality	3	45
MBA 5116	Externship: Practical Training Seminar	1	45
Fourth Trimester			
MBA 5313	Healthcare Finance	3	45
MBA 5314-O	Process Improvement in Healthcare	3	45
MBA 5315-O	Special Topics in Healthcare	3	45
TOTAL	Total Required Credits for MBA in Healthcare Management	36	570

THSU follows the semester credit system: 15 contact hours plus 30 hours of out-of-class work equals one classroom credit, and 45 contact hours equals one externship credit.

Course Numbering System

The course number consists of the department designation, academic level, number of credit hours, and sequence number, and for courses delivered online, the letter “O” indicating the course is delivered hybrid online and on campus.

Instructional Delivery Methods

The hybrid online program contains the following elements: lectures and demonstrations, threaded discussions, multimedia presentations, text presentations, research, case studies, problem-solving exercises, livestream discussions, and assessments such as quizzes and examinations.

Technology Requirements

Students will need a computer with camera and microphone capabilities, mobile phone and internet access to take courses in the program, as follows:

- Operating System: Windows 7, Windows 10, Mac OSX Sierra, iPad IOS10
- Internet: Broadband connection (256 Kbit/sec or faster—this will ensure that videos and online presentations can be viewed) through USB wireless modem, ADSL, T1/T2, fiber optic or cable.
- Compatible browsers: Google Chrome 32 bit version 50 or later, Safari 10 or later.
- Enable: Cookies, Pop-ups (in both Internet browser and security software), and JavaScript.
- Plug-Ins: the latest version of Adobe Flash Player and Adobe Acrobat Reader.
- To view all the resources uploaded to Moodle, students will need to have Microsoft Office (Word, Excel, PowerPoint) or an equivalent (e.g. Open Office, Viewer) installed.
- With all firewalls, the uploading of files must be enabled.

Required Student Orientation

New students are required to attend an orientation to the hybrid program. Portions of this program are presented synchronously, generally on the day preceding the first day of class. The program familiarizes students with the equipment and resources used in the distance education activities and orients them to the distance education learning process.

Maximum Classroom Size

The maximum number of students in a typical classroom is 24.

Maximum Academic Course Load

Students are considered full-time if registered for at least 9 semester credit hours. Students enrolled in this program may not register for more than 12 credits in any given trimester. Any

exceptions must be submitted by the student to the Business Programs Director and Registrar for approval.

Assessment Examination

During their last trimester in the program, all candidates for graduation are required to take a comprehensive written exam. This exit exam assesses the student learning outcomes of the program. The academic department uses the exam results to assess students' readiness to enter the workforce in their chosen fields. Refusal to take and/or failure on the exam may hinder the expected graduation of the student from the program. Students will have two (2) chances to take and pass the Exit Exam.

Graduation Requirements

Thirty-six (36) credit hours completed with a minimum cumulative grade point average of 3.0 or higher, and graduation approval by the Business Programs Director are required to receive the Master of Business Administration in Healthcare Management degree.

Course Descriptions

The following business courses have been approved by the THSU College of Business Sciences faculty for the MBA in Healthcare Management program. Students should check the published course schedules to see the courses offered for a specific term.

MBA 5201-O Business Communication 2 credits (30 hours)

This course is designed to give students a comprehensive view of the major forms of business communication including: interpersonal communication, communication to groups, presenting sales pitches, writing policies, requests for proposals, business emails, and personal branding (including building resumes and bios). This class is taught using a combination of lectures, discussions, case studies, simulations and assessments.

Prerequisite: None.

MBA 5303-O Human Resources Management 3 credits (45 hours)

This course is designed to give students a comprehensive view of the traditional and modern techniques used in human resources management by illustrating real work HR applications. Students gain an in-depth knowledge of recruitment, hiring, training, compensation benefits, HRIS systems and other HR issues, including how they impact both organizations and employees. This class is taught using a combination of lectures, discussions, case studies, simulations and assessments.

Prerequisite: None.

MBA 5304 Information Technology 3 credits (45 hours)

This course focuses on the importance of information technologies in business. This will include the various systems (and processes) and equipment used to automate work, track information about business practices, and assist in decision making. This class is taught using a combination of lectures, discussions, case studies, simulations and assessments.

Prerequisite: None.

MBA 5305 International Business Trends 3 credits (45 hours)

This course includes the various drivers to globalization as well as the impacts of other countries' economic, political, cultural, and legal environments on an organization's operational and strategic alternatives and its managerial decisions. This class is taught using a combination of lectures, discussions, case studies, simulations and assessments.

Prerequisite: None.

MBA 5306-O Law, Ethics and Economics in Business 3 credits (45 hours)

This course provides an in-depth view of the legal environment of business by looking at legal issues and regulations in a business context. The course covers employment law, contracts, tort and product liability, internet law as well as other legal issues affecting the business environment. The legal and ethical implications of US companies doing business domestically or internationally are discussed. This class is taught using a combination of lectures, discussions, case studies, simulations and assessments.

Prerequisite: None.

MBA 5307-O Organizational Leadership 3 credits (45 hours)

This course will provide an in-depth view of traditional and contemporary leadership theories that should apply to the analysis of the behavior of business managers and others in a leadership position. Areas covered include the societal evolution of leadership; the leadership roles of strategy, vision and transformational change; the development of leaders; the leadership responsibilities of creating effective teams, organizations and cultures; the exploration of different leadership styles; and current popular approaches to leadership theory.

Prerequisite: None.

MBA 5308 Management Accounting 3 credits (45 hours)

Managerial Accounting will explore the financial impact that financial decisions have on businesses. After completing this course, the student will understand how accounting and other productivity information can be used to assess the past and improve the future performance of a business by giving managers essential information they need to make more informed decisions. This class is taught using a combination of lectures, discussions, case studies, simulations and assessments.

Prerequisite: None.

MBA 5116 Externship: Practical Training Seminar 1 credit (45 hours)

This course prepares students to apply MBA course concepts, skills, and capabilities to actual job experiences. The student is required to obtain an externship position in their area of concentration and apply what they have learned to the actual job experience.

Prerequisites: All core MBA courses (MBA 5201, MBA 5302, MBA 5303, MBA 5304, MBA 5305, MBA 5306, MBA 5308, MBA 5310, MBA 5311)

MBA 5310 Marketing and Decision Making 3 credits (45 hours)

This course provides an in-depth view of marketing products and services. The course will explore topics such as: integrated communications, marketing mix, consumer behavior, pricing,

and market segmentation, targeting and positioning. This class is taught using a combination of lectures, discussions, case studies, simulations and assessments.

Prerequisite: None.

MBA 5311 Operations, Supply Chain Management and Quality 3 credits (45 hours)

This course analyzes the role and activities of those involved in supply chain management decision making. It emphasizes the importance of transportation planning, inventory control, warehouse management, development of customer service standards, and procurement in the design and operation of supply and distribution systems. The importance of information systems and the internet in supporting such activities is also discussed. Special attention is given to the close working relationships with managers in other functional areas including information systems, marketing, and international operations. The class is taught using a combination of lectures, discussions, simulations and assessments.

Prerequisite: None.

MBA 5313-O Healthcare Finance 3 credits (45 hours)

This course will focus on contemporary trends impacting healthcare. This will include learning more about the special topic area and preparing to develop strategies for healthcare facilities around the special topic area. This class is taught using a combination of lectures, discussions, case studies, simulations and assessments.

Prerequisite: None.

MBA 5314 Process Improvement in Healthcare 3 credits (45 hours)

This course provides an in-depth exploration of the best practices in process improvement in healthcare facilities. This will include learning more about quality models and theories and the ROI for healthcare stakeholders. This class is taught using a combination of lectures, discussions, case studies, simulations and assessments.

Prerequisite: None.

MBA 5315-O Special Topics in Healthcare 3 credits (45 hours)

This course will focus on contemporary trends impacting healthcare. This will include learning more about the special topic area and preparing to develop strategies for healthcare facilities around the special topic area. This class is taught using a combination of lectures, discussions, case studies, simulations and assessments.

Prerequisite: None.

Tuition and Fees
Master of Business Administration in Healthcare Management (MBAHM)

Tuition

Per credit (36 credits)	\$528.00 (For U.S. students) \$750.00 (For international students)
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Total Tuition (4 trimesters) (For U.S. students) **\$19,008.00**

One-Time Fees

Application Fee (Non-Refundable)	
U.S. Students	\$ 75.00
International Student	\$150.00
International Student Foreign Transcript Evaluation Fee	\$250.00
Trimester Deposit (Applicable toward first trimester tuition)	\$250.00
Transfer Credit Fee (Per Credit Hour)	\$ 75.00
Graduation Fee	\$150.00
Audit Fee for Graduates (Per Trimester)	\$110.00

Recurring Fees

Student Services Fee (Including facility, wifi, library, tutoring, administrative services...etc.)	\$110.00 per trimester
Textbooks, reference materials, and duplication costs (estimate)	100.00 per course
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 of each month afterward. Fees are incorporated into the student's initial payment. This is the only payment plan currently available to domestic students and is not available to international students. 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)	additional \$25.00
Late Tuition (> 30 days)	\$50.00

per month up to a maximum fee of \$200 per trimester

Late Fee for Payment Plan (Payable if payment(s) made under the Payment Plan are more than 14 days late.)	\$50.00
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 replacement	\$ 5.00
Make-up Examinations	\$50.00 per exam
Duplicate Diploma	\$25.00
Official Transcripts Transcripts will be provided upon receipt of a signed, written request and a fee of \$15.00 each, provided all financial obligations are met.	\$15.00

THSU reserves the right to adjust tuition and fees that reflect changes in the cost of living and education, subject to Board of Directors approval.



Student Clinic in San Antonio

CERTIFICATE PROGRAM

ESL Achieve TOEFL

English as a Second Language Certificate Program

(Austin Campus)

ESL Program Purpose Statement

The Texas Health and Science University's English as a Second Language (ESL) Program aims to provide quality English language instruction for students whose native language is not English. The program focuses on developing sufficient language proficiency and skills to successfully advance learners towards educational, vocational and personal goals that ultimately lead to their full participation in the diverse society of the United States. The program also intends to ready students for the TOEFL examination, preparing them for entrance into American colleges and universities.

The Program

ESL Achieve TOEFL, the intensive English as a Second Language (ESL) program at Texas Health and Science University, is a resident certificate program, which does not award semester credit hours, but awards a Certificate of Completion. The University accepts candidates for admission three (3) times per year, in January, May, and September. Our ESL students are expected to progress through the program by attaining specific levels of English language proficiency, completing the program in two 15-week trimesters. Initial assessment of English language proficiency is required for admission to the course of study with the TOEFL Internet based test (iBT) Test of English as a Foreign Language standardized examination.

The classroom curriculum is flexible to accommodate the varied learning styles and pace of each student admitted to the program, while meeting the demands of all of students in the program. All classes are taught by experienced teachers who possess certification in ESL and/or TEFL. Classes meet twice daily, for 3 hours each session, four days per week, Monday through Thursday, from 9:00 A.M. to 12:00 Noon, and from 1:15 P.M. to 4:15 P.M., for a total of 24 clock hours of instruction for 15 weeks or 360 contact hours per trimester for two trimesters or 720 contact hours for completion of the program.

The THSU English as a Second Language Program (ESL) is based on and designed from best practices research as defined by the US Department of Education's Office of Career, Technical and Adult Education (OCTAE), which publishes frameworks for ESL programs. Our vision is in sync with the Department's view which details that successful programs be designed to be flexible, innovative, accountable, and taught by qualified Instructors.

Educational Objectives of the English as a Second Language Programs

The objectives of the ESL Program are to equip our students:

- To develop their desired level of English language proficiency through intensive instruction and practice in all language skill areas (Reading, Writing, Listening, Speaking, and Grammar);
- To develop the academic skills necessary to be successful on the TOEFL examination and in the American university classroom; and
- To adapt successfully to American life and culture and become full participants in their community.

Admission Requirements and Procedures

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; therefore, admission requirements for international students, including permanent residents, differ from those for United States citizens. 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), AACRAO International Education Services (prior to 2016), or a member of the Association of International Credential Evaluators (AICE), for equivalency to college or university transcripts in the U.S. All credentials submitted to the University are retained by the University.

The THSU English as a Second Language Admissions Committee seeks candidates who show a strong potential for success in today's global environment. Candidates who demonstrate interpersonal skills and personal commitment and motivation are invited to apply.

The University accepts candidates for admission three (3) times per year, in January, May, and September. Initial assessment of English language proficiency is required for admission to the course of study with the TOEFL Internet based test (iBT) or IELTS. Students must have a documented minimum TOEFL iBT score of < 32 > or IELTS score of < 4.0 > to be admitted to the ESL Program.

To assess these characteristics, the committee will look to the following elements to help identify a candidate's potential to succeed in the program:

- Official transcript(s) indicating a minimum of 60 semester credits (or equivalent quarter credits), applicable toward a baccalaureate degree, in general education with a minimum cumulative grade point average of 2.0 on a 4.0 scale;
- TOEFL English language proficiency iBT test score of at least 32 or IELTS score of 4;

- Two letters of recommendation from references who can speak to the candidate's interests and professional performance; and
- A one-page, double-spaced letter of interest from the applicant, explaining his or her reasons for attending the THSU English as a Second Language program.

Note: Personal interviews may be conducted at the request of the Admissions Committee after a complete application package has been received. Exceptions to the above requirements are subject to approval by the Admissions Committee.

In addition, the following items are required for admission to the program:

1. A completed ESL Program application.
2. A copy of applicant's birth certificate.
3. Full-face, personal photograph.
4. A non-refundable application fee of \$150.00 USD for applicants not residing in the U.S.
5. A \$250.00 USD fee for the evaluation of transcripts, credentials, and other overseas documents.
6. One official transcript 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. If the official transcript is not available in English, contact the Admissions Coordinator for further assistance.
7. Proof of sufficient financial resources for educational and personal expenses.

Curriculum

Trimester	Course Name	Clock Hours
First Trimester		
L-801	Language Assessment and Comprehensive Review	360
Second Trimester		
L-802	Intensive TOEFL Preparation	360
TOTAL		720

Program Assessment

All students are required to submit their TOEFL score as a basis for admission to the program. Each student is assessed regularly throughout the program to determine progress in mastering English proficiency and receive the intensive personal instruction required in order to pass the TOEFL at the desired level by the end of the second trimester. All students must pay for the tests on their own. The tests are administered online and developed by ETS (Education Testing Service) and administered at several testing centers in Austin and throughout the Central Texas region.

Program Advancement and Completion

ESL courses at Texas Health and Science University are non-credit-bearing courses. Students must have an overall grade of 70% or higher to pass a course and move on to the next level. Students who score less than 70% must retake the course. A course may be retaken only one time. (See Academic Standards section for more details.)

Regular attendance in class is required for all students, and the instructor takes attendance twice daily. The University will award a **Certificate of Completion** to each student upon completion of two trimesters of instruction in the **ESL Achieve TOEFL** curriculum and the achievement of a minimum score of 50 in the TOEFL Internet-based test or 5.5 in the IELTS test.

Course Descriptions

L-801 – Language Assessment and Comprehensive Review (360 Hours)

This introductory course to the *ESL Achieve TOEFL* curriculum is designed for non-native High Beginner – Low Intermediate speakers of English who score in the following range on the TOEFL Internet-based test (iBT): 32 – 44 (or an IELTS score of 4.0-4.5). The purpose of this course is to establish a foundation of basic English grammar, vocabulary and skills necessary for daily life, as well as preliminary academic skills that will prepare the student for further study in academic English. The 15-week course provides initial assessment of the student's deficiency in English language comprehension of vocabulary, word usage, grammar and pronunciation, and assessment of the student's reading comprehension and writing skills. The course enables each student to develop a plan of study and learning strategies that is intended to advance the student toward the TOEFL levels desired for completion of the curriculum within two trimesters. *Prerequisite: None.*

L-802 – Intensive TOEFL Preparation (360 Hours)

The second course in the *ESL Achieve TOEFL* curriculum is designed for Low Intermediate to Intermediate speakers of English who score in the following range on the TOEFL Internet-based test (iBT): 45 – 59 (IELTS score of 5.0 – 5.5). This course builds upon the foundation, strategies and skills developed in the introductory course. The primary focus of the course is to develop foundational academic English competencies in the following areas: Listening/Speaking, Reading/Writing, TOEFL Testing Strategies and Key Vocabulary, which are intended to equip the student to enter an academic degree program at the university level. The course also continues to introduce aspects of American culture and language necessary for daily life and the acculturation process. *Prerequisite: None.*

**Tuition and Fees
for ESL Achieve TOEFL Program**

Tuition

Classroom Tuition \$5,400.00
per trimester, total 2 trimesters

One-Time Fees

Application Fee (Non-Refundable)

Domestic Students \$ 75.00

International Students \$ 150.00

International Student Foreign Transcript Evaluation Fee \$ 250.00

Trimester Deposit \$ 250.00
(Applicable toward first trimester tuition)

Recurring Fees

Student Services Fee \$ 110.00
(Including facility, wifi, library, tutoring, administrative services...etc.) per trimester

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

Textbooks, reference materials, duplication costs (estimate) \$ 150.00
per trimester

TOEFL iBT Assessment exams (estimate) \$160.00 - 250.00
Assessment exams administered by ETS. Fees are paid directly to ETS and vary according to location. per exam

Additional Fees

Late Registration \$ 25.00
Payable if registration fee is not received at least one week before the start of each trimester. Does not
apply to new students.

Student I.D. Card replacement \$ 5.00

Duplicate Certificate \$ 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 are met.

Total Estimated Cost of Tuition \$10,800.00

(Two trimesters is the recommended schedule for this program of study. THSU reserves the right to adjust
tuition and fees that reflect changes in the cost of living and education, subject to Board of Directors
approval.)

FOR NON-DEGREE SEEKING STUDENTS

(Austin and San Antonio Campuses)



Students in Classroom, Austin Campus

THSU's Non-degree program is designed for students who are interested in studying in one of our offered programs and have not decided on their major. Students may choose from a variety of classes that will introduce them to the world of acupuncture, Chinese herbal medicine or courses within our business program.

The Non-degree option is also available for graduates of acupuncture programs who are in need of additional courses to meet licensing requirements or who have to renew their practical clinic experience.

APPLYING and REQUIREMENTS

Application to non-degree study is open to individuals who have already obtained at least a baccalaureate degree, or its equivalent (for our business program), or who meet the minimum requirements of 60 U.S. college credits, including 36 general education credits (for our acupuncture program).

Application Requirements

1. A completed application form.
2. A copy of applicant's birth certificate or current driver's license/identification card.
3. Official transcript(s); photocopies cannot be accepted. Transcripts must be mailed or digitally submitted to the University directly from the registrar's office of the institution(s) where credit was earned. International degrees issued in a foreign language should be accompanied by a certified translation.
4. Full-face, personal photograph.

5. An application fee payable to the Texas Health and Science University as outlined for each program. This fee is non-refundable.
6. A one-page, double-spaced letter of interest from the applicant, explaining why he/she desires to attend the Texas Health and Science University.
7. Telephone or personal interview with the Academic Dean or other official of the University.
8. Two letters of reference.
9. 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), AACRAO International Education Services (prior to 2016), or a member of the Association of International Credential Evaluators (AICE), for equivalency to college or university transcripts in the U.S. All credentials submitted to the University are retained by the University.

If all prior coursework was done abroad, English proficiency requirements may apply.

NON-DEGREE ELIGIBILITY FOR INTERNATIONAL STUDENTS

International applicants who would need an F-1 student visa in order to enroll at THSU are not eligible for non-degree study.

Applicants who do not require a visa or are in the USA on a visa such as the H1B, H4, or J1 are eligible for non-degree study. Contact us if you're not sure whether your visa status would allow for non-degree study.

OTHER IMPORTANT NON-DEGREE INFORMATION

- Non-degree seeking students may register for courses at all levels, however, some courses are restricted to students within a specific program or department.
- Contact the Academic Dean of that department for approval. Approval decisions lie at the discretion of the instructor or department.
- Course availability cannot be guaranteed.
- Students who do not enroll for their term of admission will need to apply for admission again for a later term. Non-degree admission cannot be deferred.
- Tuition is assessed at the Graduate Base Rate.
- Admission as a non-degree seeking student does not entitle a student to admission in a degree program at a later date. Non-degree seeking students who wish to join a degree program must apply for that program and complete all admission requirements.
- No more than 12 credit hours earned as a Non-degree seeking student can be transferred into a degree program at THSU.
- Non-degree seeking students do not qualify for financial aid.

Tuition and Fees

Classroom Tuition – Traditional Chinese Medicine (Per credit)	\$387.00
Classroom Tuition – Traditional Chinese Medicine (Per credit for International Students)	\$550.00
Classroom Tuition – Business (Per credit)	\$528.00
Classroom Tuition – Business (Per credit for International Students)	\$750.00
Clinic Tuition (Per credit)	\$510.00

One-Time Fees

Application Fee (Non-Refundable) U.S. Students	\$ 75.00
Trimester Deposit (Applicable toward first trimester tuition)	\$250.00

Recurring Fees

Student Services Fee (Including facility, lab, Wi-Fi, 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)	additional \$25.00
Late Tuition (> 30 days)	\$50.00 per month up to a maximum fee of \$200 per trimester
Late Fee for Payment Plan (Payable if payment(s) made under the Payment Plan are more than 14 days late.)	\$50.00
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
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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 adjust tuition and fees to reflect changes in the cost of living and education, subject to Board of Directors approval. Federal financial aid is not available for students who are not seeking a degree. THSU does not issue I-20 forms for non-degree-seeking students.



Austin Class in Session

GENERAL INFORMATION



Courtyard at Classroom Building in Austin

Academic Calendar

Spring 2022 Trimester

Applications/Documents due (new students) December 3, 2021

Registration due (current students) December 6, 2021

Classes begin January 4, 2022

Trimester ends April 26, 2022

Summer 2022 Trimester

Applications/Documents due (new students) April 1, 2022

Registration due (current students) April 8, 2022

Classes begin May 9, 2022

Trimester ends August 23, 2022

Fall 2022 Trimester

Applications/Documents due (new students) August 3, 2022

Registration due (current students) August 8, 2022

Classes begin September 1, 2022

Trimester ends December 19, 2022

Spring 2023 Trimester

Applications/Documents due (new students) December 4, 2022

Registration due (current students) December 7, 2022

Classes begin January 3, 2023

Trimester ends April 25, 2023

Summer 2023 Trimester

Applications/Documents due (new students) April 3, 2023

Registration due (current students) April 10, 2023

Classes begin May 8, 2023

Trimester ends August 22, 2023

Fall 2023 Trimester

Applications/Documents due (new students) August 1, 2023

Registration due (current students) August 8, 2023

Classes begin September 1, 2023

Trimester ends December 19, 2023

Texas Health and Science University observes the following annual holidays:

January 1: New Year's Day

Third Monday in January: MLK Jr. Day

March 7 to 12: Spring Break 2022

Last Monday in May: Memorial Day

July 4: Independence Day

First Monday in September: Labor Day

Fourth Thursday in November: Thanksgiving

Day after Thanksgiving

December 25: Christmas

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 **two weeks before the beginning of 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	\$ 25.00

After 30 days, a late fee of \$50 per month will be assessed up to a maximum late fee of \$200 per trimester.

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. This option is available for domestic students only.

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 those who qualify. Further information can be found below and from the THSU Financial Aid Officer.

Federal Work Study Program: For those who qualify. 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.

Financial Aid Programs and VA Benefits (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 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.

VETERAN'S BENEFITS

Documents Needed for Education VA Benefits

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill> .

- Provide school with a copy of DD214. If the student does not have a copy, it can be requested at the following link.
<https://www.ebenefits.va.gov/ebenefits/about/feature?feature=military-personnel-file>.
- Veterans who have not received VA Education benefits before must complete VA Form 22-1990. The application can be completed online at <https://www.vets.gov/education/apply/>.
- Dependents of veterans who are applying for VA Education benefits must complete VA Form 22-5490. The form can be completed online at <https://www.vets.gov/education/apply-for-education-benefits/application/5490/introduction>.
- Any veteran or dependent who has received benefits at another institution must complete Form 22-1995. The form can be completed online at <https://www.vba.va.gov/pubs/forms/VBA-22-1995-ARE.pdf>

Veteran's Assistance Programs

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill> .

Post- 911 (Chapter 33)

Effective August 1, 2009, veterans who were active duty on or after September 11, 2001, may be eligible for post-911 (Chapter 33) benefits.

- The benefits may be transferred to dependent children
- Tuition and fees are covered up to the most expensive public-school tuition and fees
- Stipend for books and supplies up to \$1000.00 per year

More information on the post 9-11 GI Bill can be found at <https://www.vets.gov/education/gi-bill/post-9-11/>.

Traditional VA Benefits

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill> .

If a student is not approved to receive VA benefits from the post 9-11 program, he/she may still be eligible to receive benefits from the traditional programs; such as, chapter 30, chapter 31, and chapter 34/30.

Effective 8-1-18 several changes will take place to the post 9-11 GI Bill. These changes are referenced in the Forever GI Bill- Harry W. Colmery Educational Assistance Act as follows:

Reserve Duty That Counts Toward Post 9-11 Eligibility

The time that a reservist is ordered to active duty to received authorized medical care, be medically evaluated for disability, or complete a Department of Defense (DoD) health care study on or after September 11, 2011, now counts as active duty toward eligibility for the Post 9-11 GI program.

Purple Heart Recipients

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill> .

Service members and honorably discharged Veterans who were awarded a Purple Heart on or after September 11, 2001 will be entitled to Post 9-11 benefits at the 100 percent benefit level for up to 36 months.

Other benefits from the Forever GI bill become effective in 2022. For more information on the forever GI Bill, go to the following link. <https://benefits.va.gov/GIBILL/FGIBSummaries.asp>

TITLE IV STUDENT LOAN PROGRAMS (For Those Who Qualify)

Federal Direct Student Loans

The Federal Direct Loan program provides low interest loans made by the government and insured by the federal government.

- **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

After 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 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.

Financial Aid Award Terms and Conditions

General

All financial aid award offers are based on enrollment pattern, and are dependent upon a determination of eligibility based on grade level, whether or not priority application deadlines have been met (if applicable), and other program specific criteria at the time of the award offer. Awards are contingent upon continued funding from federal, state, and institutional sources. Action by federal or state governments, including but not limited to insufficient funds or discontinuation of funds may result in rescinding or reduction of award amounts.

A financial aid award is based on information that the student and the student's family (if applicable) submitted in the Free Application for Federal Student Aid (FAFSA) as well as any

other supporting documentation. THSU is required by federal law to resolve any conflicts of information that become evident as part of the application review process. It is the student's responsibility to complete and submit application materials to the appropriate agencies within the required or recommended timeframes. It is also the student's responsibility to notify the Financial Aid Office of any circumstantial changes to the information reported in the FAFSA and supporting documentation.

False or incomplete information submitted by a student or on behalf of a student may result in the cancellation of an award and may require repayment of all or part of the funds disbursed to the student. In the event a student has received aid he/she is not entitled to, it will be the responsibility of the student to repay those funds. A student may not receive federal or state aid at multiple institutions during the same enrollment period.

Students should carefully review and ensure that they understand all financial aid related materials sent from THSU and/or the U.S. Department of Education. Students are advised to keep copies of these items for their own records.

During a student's application for aid or at any subsequent time thereafter, he/she will have the right to receive a thorough explanation of the financial aid award process, including the conditions of any student loan that may be awarded. Conditions may include but are not limited to interest rate(s) for student loans, deferment options, repayment periods and programs, etc. The student will also be responsible for complying with the provisions of any promissory note or other agreement which he/she may sign, including repayment of any student loans. Students accepting an employment offer as part of the Federal Work Study (FWS) program will be entitled to disclosure of the terms and conditions (including pay rate) for any position that is offered.

Rights and Responsibilities

Students are obligated to know their rights and responsibilities associated with being a financial aid applicant and recipient as well as a student loan borrower and a federal work study employee.

You have the right to know:

- All the federal, state, institutional and private student aid programs available, including both need-based and non-need-based programs.
- Procedures, forms, deadlines, and eligibility requirements to apply for assistance; the criteria for selecting aid recipients and determining the amount of aid awarded.
- The authorized educational expenses involved in your cost of attendance and how they are determined.
- How the expected family contribution is calculated, how financial need is determined, and how outside resources may affect your aid eligibility.
- The institutional refund schedules and the return of federal aid as a result of withdrawing from all your coursework.
- The standards required for maintaining Satisfactory Academic Progress for financial aid eligibility and the appeal process if you have lost aid eligibility.
- Terms and conditions of any loans, employment, scholarships or grant aid you receive.

- How and when disbursements of financial aid is made.
- Confidential protection of your financial aid record in accordance with the Federal Family Educational Right and Privacy Act (FERPA).

You have the responsibility to:

- Accurately and honestly complete your Free Application for Federal Student Aid (FAFSA). Errors can result in delays. False or misleading information is a criminal offense and is subject to fine, imprisonment, or both.
- Respond promptly and return all required additional documentation, corrections, and/or new information.
- Report all outside resources that may be received throughout the aid year.
- Read, understand, and accept responsibility for all forms or agreements you sign. THSU recommends maintaining copies of all forms and agreements you sign.
- Use any federal, state, institutional or private financial aid received during the award year solely for expenses related to attendance at THSU.
- Know and comply with the timelines and deadlines for verification or additional information requests from Student Financial Services.
- Complete Entrance and Exit Counseling if you borrow a Federal Direct student loan.
- Notify your student loan servicers of changes in your name, address, and school status.
- Perform and complete satisfactory work assignments accepted through the Federal Work Study program.
- Know and comply with THSU's procedures related to financial aid: enrollment status for disbursement, satisfactory academic progress, withdrawal, refunds and repayment and debt management.
- Review and understand specific rights and responsibilities associated with being a **Direct Loan borrower**.
- Review and understand specific rights and responsibilities associated with being a **Federal Work Study employee**.

Awarding of Aid (For Those Who Qualify)

There are two types of calculations used to determine a student's financial aid award. The following definitions are required to understand these calculations:

- **Cost of attendance (COA)** is an estimate of your educational expenses that you may incur while you attend THSU. The COA involves estimates for tuition and fees, books and supplies, room and board, transportation, miscellaneous expenses and loan fees (Direct Loan borrowers only).
- The **Expected Family Contribution (EFC)** is calculated according to a formula established by law from the information reported on the FAFSA. This information may include your family's taxed and untaxed income, assets, and benefits (such as unemployment or Social Security) as well as family size and the number of family members who will attend college that year.

Financial Need Calculation: COA minus EFC equals Financial Need.

Financial need is the student's eligibility for the following need-based programs available at THSU: Federal Work Study.

Non-Need based Aid Calculation: COA minus Financial Aid Awarded Equals Eligibility for Non-Need-based Aid.

Non-need-based aid is financial aid that is not based on your EFC. The student's COA and how much assistance that is currently awarded is what matters in this calculation. Non-need-based programs at THSU include: Direct Unsubsidized Loan, Direct PLUS Loan, and other THSU scholarship programs.

Financial aid funds are awarded for an academic year or remaining period of study and distributed equally between the terms or payment periods that define that academic year or remaining period of study.

Direct Loan proration is required when a student is enrolled in a remaining period of study that is shorter than a full academic year.

Direct Loans are awarded to maximum eligibility based on the academic year. The academic year consists of two tri-semesters.

Reporting Additional Financial Awards

In the event that a student receives additional funds not listed on his/her financial aid award letter (including but not limited to: employer reimbursement or assistance, tuition waivers, private scholarships, veterans' benefits, vocational rehabilitation benefits, etc.), he/she is required to report these awards to the Financial Aid Office.

Should the additional funds result in a change to a student's financial aid status, he/she will receive notification of the change of status as well as the reasons for the change. It should be noted that whenever a student receives additional assistance, his/her aid awards may be adjusted or reduced, even if their financial aid has already been disbursed.

Over-awards of Aid

Over-awards can occur when THSU receives additional information not accounted for when the student was awarded originally. THSU is required to resolve any over-award on a student's account. Common examples of changes that result in over-awards include, but are not limited to:

- Receipt of internal or external scholarships
- Notification of tuition and fee waivers
- Enrollment changes
- FAFSA corrections

Over-awards can result in a balance due to the University which is the responsibility of the student.

Verification

In some instances, THSU is required by federal and state regulations to review financial aid applications through the process of verification. Student Financial Services reserves the right to request verification of any data submitted by applicants or the parents of applicants (if applicable).

Verification requires that the university review additional documents to verify the information reported on the FAFSA for the student, parent(s), and spouse. Information that must be verified includes income information, high school completion, the number of family members in the household and the number of children in the household who are enrolled at least half-time in college. Document requirements at THSU for graduate programs include:

1. Low income form to explain zero or low income reported on the FAFSA
2. Drastic changes in income from year to year, etc.
3. Other requirements may include: Evidence of college completion, and any other documentation deemed required to validate the FAFSA.

Failure to submit requested documents in a timely manner may result in a delay or cancellation of a financial aid award. If during the process, data is found to be incorrect; the data may be corrected and the award revised. If a student is found to have knowingly submitted falsified or intentionally misleading information, THSU shall reserve the right to (1) refuse to award financial aid, (2) to cancel all aid that has previously been awarded, and/or (3) to dismiss the offending student from the University. Additionally, at THSU's discretion, all fraudulent information shall be forwarded to the Office of Inspector General for further investigation.

Verification Deadline

An applicant who is selected for verification due to conflicting information, must complete the process no later than 7 days after notification from the Financial Aid Office.

Secondary Confirmation

In addition to the practice of verification for conflicting information, THSU reserves the right to select any student's file for Secondary Confirmation. As part of this process, THSU may request identifying information including but not limited to:

1. A valid, government-issued photo ID; and
2. A copy of a utility bill depicting your physical address; and
3. A notarized statement of identity.

Failure to submit all the required items within the allotted seven business day timeline, or submission of information which cannot be authenticated will result in a failed review. Failed reviews shall be evaluated on a case by case basis, but will result in loss of financial aid eligibility, withdrawal from course(s), administrative dismissal and/or permanent expulsion from the university.

Expectations after Successful Completion of Secondary Confirmations

Direct Loan Borrower Requirements

First-time Direct Loan borrowers must complete the following requirements before a loan disbursement will be applied to his/her student account:

- Complete Entrance Counseling online which helps you learn about a Federal Direct Loan, how the process works, how to manage your education expenses, and understand your rights and responsibilities as a borrower.
- Complete the Master Promissory Note (MPN) which is a legal document in which you promise to repay the amount borrowed and any accrued interest to the U.S. Department of Education. It also explains the terms and conditions of your loan(s). THSU uses the multi-year MPN which means students can borrow additional Direct Loans on a single MPN for up to ten years.

Award amounts are based on cumulative credits earned toward a specific degree program. Annual borrowing limits for graduate students is \$20,500.00 in Unsubsidized Stafford Loans.

THSU promotes responsible borrowing and encourages students to borrow what they need to assist with cost as opposed to the amount that they are eligible for. Repayment for Federal Direct Loans begins six months after you graduate, withdraw, stop attending, or your enrollment status is less than half-time. The standard repayment term is ten years and the interest rate may vary depending on the type of Direct Loan and the disbursement date.

Disbursement of Aid

Financial aid is paid (disbursed) through an academic year or remaining period of study during each payment period or academic term based on academic program. At the time of disbursement, eligibility checks confirm attendance, program, enrollment, and the completion of loan requirements. Financial aid is disbursed:

Direct Loan recipients will receive a disbursement notification to their ORBUND email within 7 days of funds being applied to their student account. Students should review their accounts for the dollar amount, and date of disbursement. Students have the right to request cancellation of all or part of the Direct Loan amounts disbursed within 30 days of the notification.

Use of Aid

Funds listed on financial aid award letters may only be used for educationally related expenses for the respective academic year.

THSU applies all financial aid awards directly to institutional charges on a student's student account (charges may include but are not limited to tuition, fees, and book voucher, etc.). Following deduction of these charges, any remaining financial aid funds will be released to the student in the form of a refund. If subsequent charges occur on the student's account after a refund is processed in a given term, the student will be responsible for these new charges.

Credit Balances and Refunds

Funds for Title IV Recipients to Obtain Books and Supplies

THSU allows Title IV eligible and VA Chapter 31 students to charge books and supplies to their accounts prior to the beginning of the term if (1) THSU could disburse the Title IV funds to the eligible student; and (2) the student would have a Title IV credit balance if funds were disbursed.

Refunds

When the disbursed financial aid and/or payments made on a student account total more than the billed cost, the additional amount will be refunded to eligible students.

The university processes refunds to students based on a refund processing schedule and in a manner that complies with Department of Education requirements for refunding financial aid (Title IV) funds. All refunds are disbursed to students in the form of a check within 14 days after Direct Loans are posted to the student's account and a credit balance exists.

In the event that financial aid funds are disbursed in error, the student agrees to repay the full amount to THSU. If a mistake was made, whether by the student, the Financial Aid Department, or another agency, federal regulations require that the mistake be corrected and that funds be billed back as necessary.

THSU may use a current credit balance created by Title IV funds to satisfy a past due balance for allowable unpaid charges within the current year. The current year is defined as the following:

- Current year for a student who only receives Direct Loans is the loan period.
- THSU can apply up to \$200 from a current Title IV credit balance to pay prior year charges. Prior year is defined as:
- Any loan period or award year prior to the current loan period or award year.

Satisfactory Academic Progress

To remain eligible for federal financial aid programs, students must maintain Satisfactory Academic Progress (SAP) toward completion of a degree. Federal regulations require the Financial Aid Department to monitor the progress of each student toward their degree completion. Students who fail to achieve defined minimum standards for grade point average and/or fail to maintain the standards for pace of completion of their program, may lose their eligibility for all types of federal and/or institutional aid. THSU's current SAP policy can be found in the student handbook and comprehensive catalog.

Financial Aid Penalties for Drug Law Violations

If a student, receiving Title IV funding, has been convicted of an offense involving the possession or sale of illegal drugs while enrolled, the student becomes ineligible to receive Title IV funds. If the offense occurred outside of an enrollment period, the student is still eligible to receive funding.

When completing the Federal Student Aid (FAFSA) Free Application, students self-certify and respond to questions regarding drug convictions. Should a conviction occur after a student has submitted the FAFSA, the student must immediately notify Student Financial Services. A conviction denotes a conviction that is on a student's record. A conviction that was reversed, set aside, or removed from the student's record is not relevant for these purposes. In addition, it is not a determination or adjudication arising out of a juvenile proceeding.

An illegal drug is a controlled substance as defined by section 102(6) of the Controlled Substance Act (CSA) (Title 21 of the United States Code section 802) and does not include alcohol or tobacco.

Possession of Illegal Drugs	Period of Ineligibility
First Offense	Ineligible for one year after date of conviction
Second Offense	Ineligible for two years after date of conviction
Third Offense	Ineligible indefinitely after date of conviction

Sale of Illegal Drugs	Period of Ineligibility
First Offense	Ineligible for two years after date of conviction
Second Offense	Ineligible indefinitely after date of conviction

Pursuant to federal law, a conviction for the sale of drugs includes convictions for conspiring to sell drugs. Furthermore, those students convicted of both selling and possessing illegal drugs will be subject to ineligibility for the longer period as prescribed under the circumstances.

A student regains eligibility the day after the period of ineligibility ends or when the student successfully completes a qualified drug rehabilitation program. Further drug convictions will make the student ineligible again for federal financial aid programs.

Duration & Renewal of Aid

Financial aid is awarded one academic year at a time. Students intending to use financial aid in future terms will need to file a FAFSA that corresponds with the appropriate award year. FAFSA's become available for the new aid year on October 1st.

Student Information and Confidentiality

The student shall be responsible for notifying THSU of any changes in status including but not limited to marital, academic, enrollment, legal name, etc. Additionally, the student will be expected to keep his/her local and permanent mailing address current with the Registrar.

Pursuant to the Family Education Rights and Privacy Act (FERPA), all records and data submitted with an application for financial aid, or documentation in support of a student's verification or financial aid appeal will be treated as confidential information.

Return to Title IV (R2T4) Policy for Financial Aid Recipients Withdrawing from the University

General Information

The US Department of Education requires institutions to apply the Return to Title IV Funds policy for students withdrawing from a University who receive Title IV financial aid. The Title IV programs at Texas Health and Science University (THSU) include: Federal Pell Grants, Iraq and Afghanistan Service Grants, Direct Loans, and Direct Plus Loans.

The R2T4 (Return of Title IV Funds) policy is separate from any other program at THSU. When students withdraw, the institution must complete the R2T4 form to determine if funds must be returned to the Title IV programs.

A student who withdraws after the 60% point of a semester is entitled to retain all Title IV aid for that semester. However, if the student withdraws prior to the 60% point of the term, unearned Title IV funds as determined by the federal policy must be returned to the various programs. These funds must be returned even if the University provides no refund to the student. This means the student could owe the University and/or the U.S. Department of Education a significant amount of money.

Post Withdrawal Disbursement

If the student did not receive all the funds that were earned prior to withdrawing, a post-withdrawal disbursement may be due. If the post-withdrawal disbursement includes loan funds, the student must give permission before the funds can be disbursed. THSU may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges. Permission is required to use the post-withdrawal grant disbursement for all other school charges. Students will be notified of post-withdrawal disbursement eligibility within 30 days of the date of withdrawal determination. The school must return the Title IV funds within 45 days of the date the school determines the student withdrew.

Documenting Attendance

Before processing a Return to Title IV Funds, the University must verify the student began attendance in all classes used to determine financial aid eligibility. The Financial Aid Office will verify all attendance with the Registrar and/or faculty. If a faculty member indicates that a student never attended, the University will first adjust the disbursed aid if there is a resulting change in eligibility and then calculate the Return of Title IV Funds. As a result, the student may end up owing THSU for the amount of unearned aid. If the student never attended any classes, all aid will be cancelled and the student will be billed for all outstanding charges.

Determining Earned Aid

Though aid is posted to accounts at the start of each semester, students earn the funds as they complete the semester. Title IV financial aid is earned by the calendar day, not class day. This includes weekends, holidays, and breaks of less than five consecutive days. THSU is required to determine the amount of Title IV aid the withdrawing student has earned and then either disburse any additional funds the student may be entitled to up to the amount earned, or return funds in excess of the amount earned which the student has already received.

If a student withdraws during the enrollment period, the amount of Title IV program assistance earned up to that point is determined by a specific formula. If students received less assistance than the amount they earned, they may be able to receive those funds. Conversely, if students received more assistance than they earned, the excess funds must be returned by THSU.

When a student receiving Federal Title IV financial aid withdraws from THSU during the enrollment period, the amount of the Title IV funds (not including Federal Work Study) that the student earned during the enrollment period is calculated as of the student's withdrawal date.

Title IV funds are earned on a daily basis up to the 60 percent point in the enrollment period. Title IV funds are 100 percent earned if the withdrawal date is after the 60 percent point in that period.

If students withdraw from THSU prior to or on the 60% point of the semester, THSU is required to determine the portion of the aid disbursed that was "earned" by the student before the withdrawal date. The "unearned" Title IV funds must be returned to the respective federal aid programs. Unearned aid is the amount of disbursed Title IV aid that exceeds the amount of Title IV aid earned based on attendance in the enrollment period.

For example: If \$1000 in federal aid is disbursed, and the student withdraws at the 30% point of the term, \$700 of the aid is unearned and needs to be returned to one of the Title IV programs.

The following formula is used to determine the percentage of unearned aid that must be returned to the federal government:

- The percent earned is equal to the number of calendar days completed up to the withdrawal date, divided by the total calendar days in the payment period (less any scheduled breaks that are at least 5 days long)
- The payment period is the entire semester.
- The percent unearned is equal to 100% minus the percent earned.

Order of Aid to be Returned

Returned Title IV Funds at THSU are allocated in the following order:

- Direct Unsubsidized Loans
- Direct Loans (subsidized)
- Direct PLUS Loans (Graduate student)

- Direct PLUS Loans (Parent)
- Iraq Afghanistan Service Grant
- Other Federal Sources of aid

If a credit balance exists after returning required Title IV funds, the balance will be returned to other private sources.

Grant Overpayment

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment the student must repay is half the grant funds that were received or scheduled to receive. The student does not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. Arrangements must be made with THSU or the Department of Education to return the unearned grant funds. The student will be notified of any grant overpayment within 30 days of the date the school determined the student withdrew.

Notification to student

Once the Return to Title IV Funds calculation has occurred, the Financial Aid Office will notify the student of the results of the calculation and the aid that was returned, and any balance that occurs as a result of the calculation.

Unofficial withdrawals

Title IV aid recipients who fail to withdraw but stop attending class are considered unofficial withdrawals. The Return to Title IV Funds policy requires THSU to calculate the "earned" amount based on documentation of education related activity or the last day of attendance of the semester. If the student stopped attending prior to the 60% point of the term, the student will be billed for the outstanding charges as a result of the Return of Title IV funds. Unofficial withdrawals are processed within 30 days of determining the student was an unofficial withdrawal.

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: Financial aid is available for those who qualify. 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, or Master of Business Administration 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.

There are academic consequences as well, to dropping a course, taking a leave of absence, or withdrawing from the program. Please see the sections on Academic Policies and Satisfactory Academic Progress for more information.

Q: If I take 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 within a 12-month period, or the student will have been considered to have withdrawn from the school and a Return of Title IV funds calculation must be performed.

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, and Vice President for Academic Affairs for approval.

Federal Credit Hour Definition and Homework Assignments

Except as provided in federal regulations, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

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 contact hours or 30 Clinic (laboratory) contact 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
F	Failed	Below 70%	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)
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

Auditing Courses

All current degree-seeking students and graduates may audit any courses previously taken for credit. THSU encourages all students and graduates to be well-prepared for their national board exams or other future endeavors and welcomes auditing students. Auditing students who

are currently or previously enrolled complete an Audit Course Request form with the Registrar and obtain permission from the course instructor.

Auditing students attend classes, listen, and observe. They do not submit assignments, participate in discussions, or receive evaluations. The fee for auditing is the \$110 student services fee, paid once per trimester.

Student Records

Student admissions, academic, financial, and financial aid records are maintained in both hard-copy and electronic formats. A student may make a request to the Registrar to view admissions and academic records, to the Bookkeeper for financial records, and to the Financial Aid Director for financial aid records. Students may also access their grades at any time by logging into their Orbund student database portal.

Leave of Absence

Purpose

The purpose of the Texas Health and Science University LOA (Leave of Absence Policy) is to grant eligible students a temporary leave from academic attendance for a period in which academic attendance is required by the program of study.

Policy

Texas Health and Science University may grant multiple LOAs to a student for unforeseen and extreme circumstances not exceeding 180 days in a 12-month period. Each LOA may not exceed one trimester (4 months). Examples of unforeseen and extreme circumstances are:

- A medical situation affecting the student and/or an immediate family member in accordance with the Family Medical Leave Act of 1993;
- Financial or other personal reasons;
- Military and jury service duties;
- Natural disasters, etc.

(Rules governing international students can be found in the International Student section below).

If the student is out of attendance due to an unforeseen circumstance and considered an unofficial withdrawal and the Department Dean can document the reason and decision for the LOA, the student will be placed on an approved LOA and no calculation will be required. However, if the student is an unofficial withdrawal and the Department Dean does not document the reason prior to a Return of Title IV being performed, the student will be considered an unofficial withdrawal and all unearned Title IV funds will be returned in accordance with U.S. Department of Education regulations.

Required Documentation

Students must request a leave of absence from the Academic Dean or Registrar.

1. For a medical leave of absence, the student request must be accompanied by a letter from a physician, physician's assistant, or nurse practitioner. The letter must be on official letterhead, and must include the diagnoses, and an estimated time for recovery;
2. For a financial or personal leave of absence, the student request may be required to be accompanied by documentation to support the leave.

Students intending to take a leave of absence must meet the following requirements:

- LOAs may not exceed 180 days within a 12-month period for financial aid recipients and may not exceed 5 months for international students.
- Student must be in satisfactory academic standing and must have a reasonable expectation to return to the College by the start of the next trimester.
- Student must submit LOA request in writing and have it approved PRIOR to the beginning of the leave.
- Military students recalled to active duty must provide documentation of the deployment on official military letterhead if a letter can be prepared prior to deployment.
- Student must stay in contact with the Registrar while on LOA. Failure to contact the Registrar on a monthly basis may result in an administrative withdrawal from the College.
- International students must coordinate with the International Student Advisor to make sure they remain in status.

Failure to Return

Financial Aid Recipients: If the student fails to return from the LOA, the student will be considered a withdrawal based on the last date of attendance. A Return of Title IV Funds will be performed, and all unearned federal funds will be returned to the U.S. Department of Education. Therefore, the student may leave the College owing a balance even though the account would have been paid in full had the student completed the payment period. Additionally, the student's loan servicer will be notified, and the student's loan(s) will enter repayment within 6 months after the last date of attendance.

International Students: If the international student (F1) must take a temporary leave of absence from studies due to unforeseen circumstances, the SEVIS record must be terminated for Authorized Early Withdrawal. A student whose record is terminated for authorized early withdrawal must depart the United States within 15 days of the record termination. With a terminated SEVIS record, the student must spend temporary absence outside the United States. If the student will be able to resume studies in less than 5 months (which is considered a "temporary absence"), the THSU International Student Advisor may request to reactivate the student's record, so that the student may return to the United States on a new I-20 (provided his or her F-1 visa is still valid). This request can be made up to 60 days before the student's next session start date.

Medical LOA for International Students: International students generally cannot receive an LOA greater than 5 months. There is one exception for medical reasons. Students have the option to return to their home country or remain in the U.S. to receive medical treatment if recommended by a doctor. Students who wish to remain in the U.S. must obtain a doctor's letter recommending the LOA for medical reasons. Students who remain in the U.S. without obtaining advance approval for medical LOA from THSU will be considered out of status.

Requirements and Limitations of Medical LOA (International Students): Student must have a letter from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist recommending leave for a specific trimester. The doctor's note should specify if the student should remain in U.S. to receive treatment. No more than 12 months total leave are allowed per degree level. The 12-month aggregate maximum includes all Reduced Course Load (RCL) approved for medical reasons. If the student chooses to go home for medical reasons and will be outside the U.S. for greater than five months, the student must obtain a new USC I-20 with a new SEVIS ID number in order to re-enter the U.S. and return to THSU. It is the student's responsibility to email the International Student Advisor at least two months prior to returning to THSU to request the new I-20. Students will need to use the new I-20 to pay the SEVIS fee and apply for a new F-1 visa, even though they may possess an unexpired visa associated with their previous I-20.

Note: If the international student does not return before 5 months, the F1 status may not be changed and the student must start the process for getting a new initial I-20, including all necessary documents.

How to Apply for Leave of Absence

Students may request and submit a leave of absence application to the Registrar. Application requests may be sent to the registrar at registrar@THSU.edu.

Scholarships

Scholarships offer students a great way to maximize their financial aid. Scholarships do not need to be repaid. A good rule of thumb is to "apply early", "apply often", and "meet scholarship application deadline".

THSU is not offering internal scholarships at this time, but external scholarships may be available.

External Scholarships

External scholarships are scholarships that students seek, apply, and receive on their own with little or no assistance from the institution. External scholarships are generally available through student's place of employment, churches, and civic organizations. There are thousands of external scholarships that student can apply to online from various organizations. However, the institution urges students to be cautious when applying for scholarships online to avoid becoming a victim of fraud. For example, if an organization require that you enter a credit card or pay a fee to receive a scholarship, more than likely it is an organization that is engaging in fraudulent activity. Reputable organizations do not charge a fee to search and apply for their scholarships.

Does the external scholarship impact my financial aid? Yes, the student is required to report the amount of scholarship received to the Financial Aid Office. Upon notification of the amount, the Financial Aid Office will re-calculate eligibility to see if student loans need to be adjusted or returned to the U.S. Department of Education if the amount of the scholarship causes the student to exceed the annual Cost of Attendance published in the Financial Aid Office and made available to students.

Please click on links below to apply for scholarships from external agencies that the institution recommends.

External Scholarship Links

Fast Web

<https://www.fastweb.com/>

Sallie Mae Scholarships

<https://www.salliemae.com/college-planning/college-scholarships/>

UNIGO Scholarships

<https://www.unigo.com/scholarships/our-scholarships>

Austin Community Foundation

<https://www.austincf.org/Scholarships/Scholarships-Overview>

Common Knowledge Scholarship Foundation

<http://www.cksf.org/>

Asian and Pacific Islander Scholarship Program

<https://apiascholars.org/scholarship/apia-scholarship/>

American Indian College Fund

<https://collegefund.org/>

American Indian Graduate Center (AIGCS)

<https://www.aigcs.org/>

Good Call Scholarships

<https://www.goodcall.com/scholarships/>

Peterson's Scholarships

<https://www.petersons.com/scholarship-search.aspx>

Diversity Abroad Scholarship

<https://www.diversityabroad.com/>

Benjamin A Gilman International Scholarship

<https://www.iie.org/Programs/Gilman-Scholarship-Program#.WIEWyDt4LEU>

Do you need help with writing scholarship essays? The following search engine can help – Scholar Snapp. <https://www.scholarSnapp.org/>

This is a free, simple to use data standard that allows students to reuse their application information - including contact information, essays, transcripts, etc. - from one scholarship application to another thereby streamlining the college scholarship application process.

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 "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 for their program. The CGPA is calculated by multiplying credits for each course by grade points associated with the grade earned to get the quality points for the course, totaling the quality points earned for all the courses, and dividing total quality points earned by the total number of credits attempted.
- Students in all degree-granting programs must complete 67% of the credits for which they register each trimester. Grades for all courses attempted, but not transfer credit, affect Credit Completion Percentage.
- Students must graduate within 1.5 times the Regular Curriculum Schedule. This is referred to as the Maximum Time Frame for Completion. The Regular Curriculum Schedule for the Bachelor of Science in Traditional Chinese Medicine Program is 4 trimesters, and the Regular Curriculum Schedule for the Master of Acupuncture with a Chinese Herbal Medicine Specialization is 10 trimesters. Grades for all courses attempted, but not transfer credit, affect Maximum Time Frame for Completion.
- SAP is checked at the end of each term. There is no further action required from the student if the standards are being met.

ALL minimum requirements for Satisfactory Academic Progress must be met, as follows:

Bachelor of Science in Traditional Chinese Medicine Program SAP Policy

Maximum Trimesters Attempted	Minimum Requirements for Satisfactory Academic Progress			
	Percentage of Program Completed	Number of Credits Completed	Course Completion Percentage per Trimester	Cumulative Grade Point Average

2	25%	15	67%	2.0
3	50%	30	67%	2.0
5	75%	45	67%	2.3
6	100%	61	67%	2.3

Bachelor of Business Administration SAP Policy

Maximum Trimesters Attempted	Minimum Requirements for Satisfactory Academic Progress			
	Percentage of Program Completed	Number of Credits Completed	Course Completion Percentage per Trimester	Cumulative Grade Point Average
2	25%	15	67%	2.0
3	50%	30	67%	2.0
5	75%	45	67%	2.0
6	100%	60	67%	2.0

Master of Acupuncture with a Chinese Herbal Medicine Specialization SAP Policy

Maximum Trimesters Attempted	Minimum Requirements for Satisfactory Academic Progress			
	Percentage of Program Completed	Number of Credits Completed	Course Completion Percentage per Trimester	Cumulative Grade Point Average
4	25%	38	67%	2.25
8	50%	76	67%	2.5
11	75%	114	67%	2.75
15	100%	153	67%	3.0

Master of Business Administration SAP Policy

Maximum Trimesters Attempted	Minimum Requirements for Satisfactory Academic Progress			
	Percentage of Program Completed	Number of Credits Completed	Course Completion Percentage per Trimester	Cumulative Grade Point Average
2	25%	9	67%	2.25
3	50%	18	67%	2.5
5	75%	27	67%	2.75
6	100%	36	67%	3.0

Master of Business Administration in Healthcare Management SAP Policy

Maximum Trimesters Attempted	Minimum Requirements for Satisfactory Academic Progress			
	Percentage of Program Completed	Number of Credits Completed	Course Completion Percentage per Trimester	Cumulative Grade Point Average
2	25%	9	67%	2.25
3	50%	18	67%	2.5
5	75%	27	67%	2.75
6	100%	36	67%	3.0

Note to Dual Degree Students: All students must graduate within the Maximum Time Frame for Completion for each program of study enrolled.

A student will receive an Academic Warning if, at any time, the school determines that the student is not completing the minimum requirements for Satisfactory Academic Progress. (See section entitled “Academic Warning.”)

Actions that Affect Satisfactory Academic Progress

Transfer Credits

The grade “TC” (Transfer Credit) is given to students whose courses taken at another institution are being transferred in for required courses at Texas Health and Science University. The grade of “TC” has no effect on the calculations for Cumulative Grade Point Average (CGPA); however, the credits received from another institution will be included in both attempted and completed hours.

Incomplete Grades

An Incomplete grade does not count toward quality points in the CGPA calculation, the maximum time frame for completion, or successful course completion calculations. If the coursework is not completed, the incomplete grade will be converted to the grade of "F". The final grade, however, will affect the student’s CGPA, Credit Completion Percentage, and Maximum Time Frame for Completion.

Repeated Courses and Grades

A student may retake a course one time to attempt to raise the final grade. All retake attempts are included in the CGPA calculation, Credit Completion Percentage, and Maximum Time Frame for Completion.

Title IV rules allow for financial aid to be used for a one-time repeat of a failed course. Repeated coursework that falls under the following conditions cannot be included in a student's enrollment status for federal aid eligibility (Title IV).

- Repeating a previously passed course more than once. A course is considered passed if the student receives a grade of C or better.
- Repeating a previously passed course due to failing other coursework.
- Repeating a previously passed course for the sole purpose of gaining eligibility for financial aid.

Federal aid is calculated according to need and the student's adjusted enrollment status. Recalculation will be applied regardless of whether a student received aid for previous courses and is based solely on how many times a course has been taken and passed.

Example: A student is taking a previously passed 3 credit hour course for the third time. The student is enrolled in a total of 17 credit hours for the term. Per federal regulations, the repeated course must be excluded from the student's aid eligibility. Only 14 of the student's 17 hours can be used to calculate aid eligibility. The student's aid will be adjusted to $\frac{3}{4}$ time instead of full-time enrollment.

Dropped Courses

After a course has met for 80% of its scheduled meeting times, a course may not be dropped, and a grade will be issued. This grade will affect the calculation for CGPA, Credit Completion Percentage, and Maximum Time Frame for Completion.

The following policy applies to students who complete 60% or less of the enrollment period (i.e., Fall, Spring or Summer sessions) for which they received Federal Title IV aid. A student who drops a class but still completes one or more classes does not qualify for the Return of Title IV Funds policy. The term "Title IV aid" refers to the following Federal financial aid programs offered at THSU: Unsubsidized Federal Stafford loans, Subsidized Federal Stafford loans, Federal PLUS (Parent) loans, and Federal Pell Grants. To conform to the policy, THSU must determine the student's withdrawal date. The withdrawal date is defined as:

1. The date the student began the withdrawal process or officially notified THSU of their intent to withdraw; or
2. The last date of attendance at an academically related activity by a student who doesn't notify THSU.

The calculation that is required determines a student's earned and unearned Title IV aid based on the percentage of the enrollment period completed by the student. The percentage of the period that the student remained enrolled is derived by dividing the number of days the student attended by the number of days in the period. Calendar days (including weekends) are used but breaks of at least 5 days are excluded from both the numerator and denominator. Until a student has passed the 60% point of an enrollment period, only a portion of the student's aid has been earned. A student who remains enrolled beyond the 60% point is considered to have earned all awarded aid for the enrollment period. Earned aid is not related in any way to institutional charges. In addition, the University's refund policy and Return of Title IV Funds procedures are independent of one another. A student who withdraws from a course may be required to return unearned aid and still owe the college for the course. For example, the

calculation may require THSU to return a portion of Federal funds to the Federal Title IV programs. In addition, the student may also be required to return funds based on the calculation. A student returns funds to the Federal Stafford loan programs based on the terms and conditions of the promissory note of the loan. A student who receives a Federal Pell Grant may be required to repay 50% of the funds received. The return of Federal aid is in the following order: Unsubsidized Federal Stafford loans, Subsidized Federal Stafford loans, Federal, Federal PLUS (Parent) loans, and Federal Pell Grants.

Overpayment

Students who owe funds to a grant program are required to make payment of those funds within 45 days of being notified that they owe this overpayment. During the 45-day period students will remain eligible for Title IV funds. If no positive action is taken by the student within 45 days of being notified, THSU will notify the U.S. Department of Education of the student's overpayment situation. The student will no longer be eligible for Title IV funds until they enter into a satisfactory repayment agreement with the U.S. Department of Education. During the 45-day period, the student can make full payment to THSU of the overpayment. The university will forward the payment to the U.S. Department of Education and the student will remain eligible for Title IV funds.

If a student is unable to pay their overpayment in full, they can set up a repayment plan with the U.S. Department of Education. Before doing this please contact the THSU Office of Financial Aid. You will need to make sure we have referred your situation to the U.S. Department of Education before any repayment plan can be set up. If you want to contact the U.S. Department of Education, their address is listed below. U.S. Department of Education Student Financial Assistance Programs P.O. Box 4222 Iowa City, IA 52245 Phone: 1-800-621-3115 E-Mail: DCS_HELP@ed.gov For examples of the Return of Title IV Funds calculations or questions regarding the overpayment policy, please contact the Office of Financial Aid.

Change of Program

When a student changes to a different program, any credits earned that are applicable toward the new program will be granted, and the CGPA, Credit Completion Percentage, and Maximum Time Frame for Completion will continue forward from that point. A student must meet all admission requirements to the new program and receive acceptance to that program before registering for classes. For students who qualify for financial aid, any change of undergraduate to graduate level, or graduate to undergraduate level, a change in potential financial aid award levels will result.

Seeking an Additional Credential

Credits applicable toward an additional credential may be transferred into the additional program and all credits earned count toward the CGPA, Credit Completion Percentage, and Maximum Time Frame for Completion. A student must meet all admission requirements to the additional program and receive acceptance to that program before registering for classes. For students who qualify for financial aid, changes in potential financial aid award levels will result. For dual-degree students, maintaining Satisfactory Academic Progress is expected in all programs enrolled.

Withdrawal from a Program

The calculation for CGPA, Credit Completion Percentage, and Maximum Time Frame for Completion following withdrawal from a program during a trimester utilizes the above Dropped Courses formula for any courses that were dropped as a result of the withdrawal. For students who are receiving financial aid or who are international students, certain requirements must be met upon withdrawal from a program. For additional information, contact the Director of Financial Aid or international student advisor, as appropriate.

Satisfactory Academic Progress Procedures

The University evaluates students at the completion of each academic year to ensure that Satisfactory Academic Progress is maintained. A student will not make Satisfactory Academic Progress (SAP), if at any evaluation point the minimum standards stated above are not met. Failure to make Satisfactory Academic Progress will affect students' eligibility for Title IV Financial Aid funds.

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 required to complete an academic plan with the Dean. The student 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. **If the student achieves the minimum CGPA and Credit Completion Percentage for his or her program, he or she may continue in good standing (satisfactory academic progress).** If the student does not make the minimum CGPA and Credit Completion Percentage, he or she will be placed on Academic Probation.

Academic Probation

Students on Financial Aid Probation may receive Title IV/HEA program funds for one term. If the student does not meet the academic standards at the end of the term, the student's financial aid will be suspended.

Financial Aid Suspension

Students on Academic Probation who fail to maintain the stated CGPA, do not complete the stated percentage of the credits for which they registered, or meet the requirements in an academic plan, 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 the requirements, the Appeals Committee may grant the student's appeal which will re-instate their federal financial aid/ VA funding eligibility. This will return the student to Probationary Status. Following the successful completion of the terms and conditions laid out in an Action Plan, the student will return to Satisfactory Academic Progress status.

Appeal Process

Students may appeal their 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.

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.

Administrative Withdrawal from University: **Students who miss fourteen (14) consecutive calendar days from all their scheduled classes will be administratively withdrawn from the university.** A letter will be sent to the student to formally notify him/her of the administrative withdrawal. International students should consult the Designated School Official for additional information. Students wishing to be readmitted will be required to follow the readmission policy in this handbook.

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. An Incomplete grade does not count toward quality points in the CGPA calculation, the maximum time frame for completion, or successful course completion calculations. The student must submit an Incomplete Grade Request form and, if approved, the student must complete the required coursework by the end of the next trimester. If the coursework is not completed, the "Incomplete" grade will be converted to the grade of "F". The final grade will affect the student's CGPA, maximum time frame for completion and successful course completion.

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.

* 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 for the addition 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 grade will affect the calculation for CGPA, maximum time frame for completion, and course completion percentage. The process for dropping courses must be completed in writing or via email and the fee must be received for the drop to be accepted. Please contact the Registrar to complete this process.

Cash-paying students who drop 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 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 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.

Adding or Changing a Program

Students wishing to add a program (seek a dual degree) or change from one program to another before completing the original program must complete the following procedures:

1. Review the requirements for admission to the new program;
2. Consult with the Academic Dean or Program Director of the new program;
3. Consult with the Financial Aid Director if the student is a borrower of financial aid;
4. Obtain a “Change of Program Request” form from the Registrar, complete and sign it, and submit it to the Registrar to obtain the required signatures;
5. Sign an enrollment agreement with the Admissions Director for the new program;
6. Receive a copy of the forms indicating all signatures/approvals have been obtained. Only students who meet the new program requirements of the new program will be approved.

Withdrawal Policy

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

- **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.

Refund Policy

Students 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 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 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 grievances. 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:

1. When a problem is between two individuals, it is encouraged that both parties address the issue informally in an attempt to settle the situation and develop a working solution.
2. 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.

3. 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.
4. 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 action/follow-up that will be taken.
5. If the individual is not satisfied with the resolution, an appeal may be made in writing to the Vice President of the University.
6. 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.

Following exhaustion of the University's procedures, Grievances and Formal Complaints may also be addressed to one of the following:

Accrediting Council for Independent Colleges and Schools (ACICS)
1350 Eye Street, NW, Suite 560
Washington, DC 20005
202-336-6780

**Accreditation Commission for
Acupuncture and Herbal Medicine (ACAHM)**
8941 Aztec Drive
Eden Prairie, Minnesota 55347
952-212-2434 voice
301-313-0912 – FAX

Texas Higher Education Coordinating Board (THECB)
Office of General Counsel
P.O. Box 12788
Austin, Texas 78711-2788

THECB rules governing student complaints can be found at: Texas Administrative Code, Title 19, Part 1, chapt.1, Subchapter E, 1.110 – 1.120:
[http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y)

THECB's Student Complaints page, with forms and a description of the complaint procedure, is at: <http://www.thecb.state.tx.us/studentcomplaints>

Misconduct

1. "Scholastic dishonesty" includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, and/or any act designed to give unfair academic advantage to the student.
2. "Cheating" includes, but is not limited to:
 - a. copying from another student's test paper
 - b. using materials not authorized by the instructor or proctor during a test or examination
 - c. failing to comply with instructions given by the instructor or proctor
 - d. using, sharing, buying, stealing, transporting, or soliciting in whole or in part the contents of a test, test key, or homework solution
 - e. collaborating with or seeking aid from another student during a test or other assignment without authority or without permission to do so from the instructor or proctor
 - f. falsifying research data and/or other academic work offered for credit
 - g. clocking time spent in Clinic Observation or Clinic Internship when in fact such time was not spent in clinic instruction
 - h. logging the treatment of a patient while in Clinic Internship when in fact the student was not actively involved in the treatment of such patient
3. Taking, keeping, misplacing, or damaging the property or services of the University, or those belonging to other individuals.
4. Possessing, using, displaying of firearms, facsimile firearms, ammunition, explosives, or other weapons on property owned or controlled by the University.
5. Conduct that impedes, interferes with, or disrupts any University teaching, research, administrative operation, disciplinary action, public service, learning, or other official activity.
6. Conduct that endangers the health or safety of any student or employee of the University, or of visitors on the campus.
7. Failure to comply with the directions of University employees acting in the performance of their duties.
8. Verbally threatening, intimidating, abusing or harassing any University employee in the performance of their duties.
9. Engaging in disorderly conduct, public intoxication, lewd, indecent or obscene behavior on University premises or at University-sponsored activities.
10. Actions not committed on University property but related to the security of the University community or the integrity of the educational process.
11. Engaging in conduct that violates any provision of federal, state, and/or local laws whether or not the violation occurs on University property or at University-sponsored events.
12. Use of the name, "Texas Health and Science University," "THSU", or its logos or slogans, in any way purporting to represent the University without the express written permission of the University president.
13. Any organized activity that would impede, interfere with, or disrupt any University teaching or official activity, or that endangers the health or safety of anyone on campus. All parties involved in such activity are subject to disciplinary procedures.
14. Engaging in alcohol and/or drug use as described in the section below.
15. Engaging in sexual misconduct as described in the section below.

Any of these offenses, whether committed singly or in combination, may result in disciplinary action and/or expulsion from the program, as well as referral to the appropriate law enforcement agency.

Alcohol and Drugs

Texas Health and Science University will not tolerate the unauthorized sale, use, distribution or possession of any controlled substance, illegal drugs or drug paraphernalia on school premises or at school-sponsored activities. Being on campus or clinic intoxicated is prohibited.

Student groups requesting permission from the president to consume, distribute, or use alcoholic beverages on campus must provide a written request to the president not less than one week prior to the anticipated event. Student organizations are reminded that the consumption, distribution, or use of alcohol on campus is permissible only with the prior knowledge and written approval of the president. All other instances of alcohol use or consumption on University premises are strictly forbidden. Violators are subject to the Disciplinary Process up to and including immediate termination of employment, suspension from the University, and/or other sanctions as determined by the University.

Sexual Harassment Policy

THSU is committed to providing an environment for its students and employees that is free from offensive or degrading behavior, including degrading conduct or remarks about an individual's race, color, creed, religion, national origin, gender, sexual orientation, marital status, disability, age, or status with regard to public assistance. Offensive behavior also includes requests to engage in illegal, immoral or unethical conduct. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made a term or condition of an individual's education or employment, either explicitly or implicitly;
- submission to or rejection of such conduct by an individual is used as a basis for or limitation on an individual's advancement in his/her education or employment;
- such conduct has the purpose or effect of unreasonably interfering with an individual's educational experience or work performance, or creates an intimidating, hostile, or offensive educational or work environment.

While THSU attempts to promote an atmosphere that facilitates freedom of expression in the University and clinics, such expression must always be coupled with a responsibility to observe the rights of others. In an academic or professional setting, there is no place for conduct that diminishes, uses, or abuses another person. This includes, but is not limited to, student to student harassment. Any incident of sexual harassment should be reported to the clinic director or the administration immediately.

Any student or employee of THSU that feels they are being subjected to offensive behavior of any kind should feel free to communicate clearly to the offender that the behavior is not welcome and should also report the behavior to the administration.

A student or employee may wish to discuss the situation informally with the administration. These discussions will be handled in a professional manner and kept as confidential as

possible. If appropriate, an attempt will be made to resolve the matter through informal procedures.

Staff or faculty members who receive a complaint of offensive behavior from an employee or a student must contact the administration. The complaint should be documented as thoroughly as possible.

All allegations of offensive behavior will be investigated promptly, fairly and completely. The facts of each incident will determine the administration's response to each complaint. Information disclosed during a complaint will be held in confidence and will be disclosed only on a need to know basis in order to investigate and resolve the complaint.

All employees and students found to have been engaged in offensive behavior will be subject to appropriate disciplinary action, up to and including dismissal.

No retaliatory or intimidating action directed toward an individual making a complaint under this policy will be tolerated. Any retaliatory actions will result in disciplinary action up to and including dismissal.

Administrative staff will not condone offensive behavior as stated in this policy and will enforce disciplinary action against offenders as appropriate.

Disciplinary Process

Any staff member, student, or faculty member may bring an allegation of student misconduct. Any student who believes himself or herself subjected to offensive behavior of any kind should feel free to communicate clearly to the offender that the behavior is not welcome and should also report the behavior to the Academic Dean, the Dean of Students, or another member of the administration. These discussions will be handled in a professional manner and kept as confidential as possible. If appropriate, an attempt will be made to resolve the matter through informal procedures. If the behavior continues, the administration will initiate the Disciplinary Process. No retaliatory or intimidating action directed toward an individual making a complaint under this policy will be tolerated. Any retaliatory actions will result in discipline – up to and including suspension or dismissal from the University.

Investigation

The Academic Dean or Dean of Students will call in the accused to meet for a personal discussion concerning the allegations. The Academic Dean or Dean of Students may choose another member of the administration to be present for this meeting.

If the individual agrees to modify his/her behavior as a result of this discussion, the Academic Dean will attempt to bring resolution to the matter. If, however, other issues are raised that would suggest the need for additional investigation, the Academic Dean or Dean of Students will proceed without delay and keep the parties involved informed of the status of the investigation.

At the end of the Investigation, it may be possible for the matter to be resolved. In this case, the Academic Dean or Dean of Students will notify both parties, together or separately as appropriate, of the results of the Investigation. If, however, the matter would benefit from the presence of all parties to present evidence in a Hearing, such will be arranged.

Hearing

The Academic Dean or Dean of Students, the complainant, the accused, witnesses of each party's choosing, and representatives from the University administration will meet to hear the complaint, any counter-complaint, evidence from both sides, and possible options for resolution. Such a hearing will be conducted in strict confidence.

Possible Actions Taken

The Academic Dean, Dean of Students or other representative of the University may take any one or several of the following actions as a result of an Investigation and/or Hearing:

1. Place a written Letter of Concern in the student's academic file.
2. Give a verbal warning.
3. Give a written warning, signed by the student, and placed in the student's academic file.
4. If the matter is academic in nature, Academic Probation and/or Suspension may be instituted.
5. If the matter is such that the presence of an offending individual presents a reasonable risk of danger to others, appropriate medical and law enforcement agencies are contacted, as well as family members notified.
6. In the case of suspension for Misconduct, the Academic Dean or Dean of Students may impose conditions for any readmission into the program.

Disciplinary Appeals Process

An appeal to a decision made as the result of an Investigation and/or Hearing must be presented in writing to the University president within five (5) days of the decision. An appeal may be made on the following grounds: evidence of improper procedure during the hearing, introduction of evidence that was not available at the time of the hearing, or evidence that the action taken was too severe. The hearing may then be reopened.

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 or San Antonio areas to locate suitable, affordable housing.

The student support programs, services, and activities that Texas Health and Science University offers its students can be accessed in through the following departments:

Department of Financial Aid

- General questions regarding financial aid programs and/or financial aid disbursements
- Veteran's Administration (VA) program eligibility
- Financial Aid workshops
- F1 Visa and international student advising
- Insurance for domestic and international students
- Voter Registration form (also available in the office):
<https://webservices.sos.state.tx.us/vrapp/index.asp>
- Constitution Day program

Registrar

- Course selection and/or withdrawal
- Graduation ceremony
- Chinese New Year celebration
- Clean Needle Technique (CNT) course (All courses given in Austin)
- Official transcripts
- Grade reports

Dean of Students

- Student Association
- Job placement assistance
- Tea with the president cohort meetings

Academic Dean

- Academic and professional advising
- F1 Visa and international student advising
- Faculty development workshops and seminars
- Complimentary tutorial program
- Transfer credit evaluation

Library

- Computer labs
- WiFi internet access
- Library resources and research
- Student identification card

Clinic Manager

- Patient recruiting and retention
- Discounted acupuncture and herbal treatments

Admissions

- New and transfer student recruitment
- New student orientation
- International student advising
- Continuing Acupuncture Education (CAE) registration
- Housing location assistance

Employment Assistance

Administrative staff in the Placement Department is available to assist enrolled students and alumni with job placement assistance. The Director of Student Placement collaborates with the Academic Dean with offering and providing student employment assistance activities.

Recognizing that the entrepreneurial model is normative for graduates of the Master of Acupuncture with a Chinese Herbal Medicine Specialization program, several courses in business setup and management are integrated into the program. Additionally, a jobs board with postings, a Speakers Series featuring local acupuncturists, and networking at the Texas Association of Acupuncturists meetings provide additional opportunities for future acupuncture practice owners.

Students are also encouraged to utilize the Texas Workforce Commission resume' development service in Austin or San Antonio, attend career fairs, and join professional associations in the area of their employment focus. Examples of associations are the American Marketing Association, the American College of Health Care Executives, and the American Society of Acupuncturists.

Texas Health and Science University makes no promises regarding externships or guaranteed employment. The placement assistance methods described above offers assistance to students and alumni who would like externship or employment assistance.

Consumer Information

About Vaccinations

Vaccinations are not required for entry to Texas Health and Science University. Students in the Master of Acupuncture with a Chinese Herbal Medicine Specialization and Bachelor of Science in Traditional Chinese Medicine are encouraged to speak with their physician about the hepatitis B vaccine.

THSU Student Demographics

The following table shows the Student Demographics of both Austin and San Antonio campuses, as of June 30, 2021. (Source: IPEDS 12-Month Enrollment Report.)

		Number	Percentage of Total
Gender	Male	48	33%
	Female	98	67%
	TOTAL	146	
Ethnicity	Non-resident Alien	52	36%
	Hispanic/Latino	12	8%
	American Indian or Alaska Native	0	0%
	Asian	41	28%
	Black or African American	6	4%
	Native Hawaiian or Pacific Islander	1	1%
	White	21	14%
	Two or more races	1	1%
	Race and ethnicity unknown	12	8%
	TOTAL	146	

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, and we generally follow the policy of the University of Texas (Austin) or University of Incarnate Word (San Antonio) for inclement weather delays or cancellations. Thanks to the very favorable weather in Texas, we seldom close for more than two days in any given year.

Board of Directors

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

Gary Henry, Chair of the Board

Mr. Henry is co-owner and a member of the founding family of Schlitterbahn. He currently oversees the management of the Schlitterbahn brand and directs all financial and legal matters.

Along with his parents and siblings, Mr. Henry grew Schlitterbahn from a small resort on the banks of the Comal River in Texas to the most respected waterpark and resort brand in the world. He has performed a variety of jobs at Schlitterbahn during his career, from building the iconic castle at the company's flagship park to directing the growth and development of a company that has entertained millions of guests since its inception.

Mr. Henry's expertise is in finance and development. Through his leadership, Schlitterbahn has grown to include the most successful waterpark and resort operations in the industry. Schlitterbahn became the home to the first Flow Rider – an inland surfing ride – and the world's first uphill water coaster, the Dragon Blaster. His commitment to family-focused entertainment has shaped the company to break the traditional theme park-based entertainment model.

Mr. Henry has a BBA in Accounting from the University of Texas and is a retired Certified Public Accountant. He previously served on the Board of Trustees at the University of the Incarnate Word.

David J. Cibrian, Vice-Chair of the Board

Mr. Cibrian is CEO and Co-Chief Investment Officer of American Triple I Partners. He's responsible for developing and directing overall business strategies; building trusted relationships with asset and investor partners; leading high-quality investment decisions; and enforcing adherence to compliance, legal, and operating guidelines and policies.

Mr. Cibrian has served in a variety of roles during his career – lawyer, accountant, corporate executive, and investment professional. He was formerly a managing director with Brevet Capital, a New York City-based investment firm. He was also a CPA with Ernst & Young. In addition, he was a practicing international and corporate attorney for 25 years.

Mr. Cibrian is currently on the Board of Mirage Energy Corporation, a start-up developer of natural gas storage facilities outside of the United States. He previously served on the Board of Onko Solutions, a development stage medical device company. Mr. Cibrian is also a past member of the Board of Trustees at the University of the Incarnate Word. Additionally, he's a former member of the Texas Finance Commission and the Texas Credit Union Commission.

Mr. Cibrian holds a Juris Doctor with honors from the law school at Georgetown University and a Bachelor of Science in Accounting with honors from Loyola Marymount University.

Michael Agnese, JD, Secretary of the Board

Mr. Agnese serves as Corporate In-House Counsel for Schlitterbahn Waterparks and Resorts. His responsibilities include matters related to development, real estate, finance, corporate structure, contract negotiation, and general liability and risk assessment.

Prior to joining Schlitterbahn in 2014, Mr. Agnese worked in the commercial real estate industry managing industrial, office, and retail assets, with responsibilities that included portfolio management, capital project and operational budgeting, financial reporting, and due diligence matters.

Mr. Agnese is active in several organizations. These include serving as the President of the Children's Advocacy Center of Comal County and serving as a member of the New Braunfels Downtown Board. He's also a volunteer with Communities in Schools of South-Central Texas.

Mr. Agnese holds a Juris Doctor from The University of Texas School of Law. He also has a Master's in Business Administration from the University of the Incarnate Word and a Bachelor of Arts in Economics and International Relations from the University of Delaware. A graduate of Leadership New Braunfels, he's also bilingual in Japanese.

Michael Beucler

Mr. Beucler presently serves as Principal and CEO of Beucler Properties and BFLP Finance, L.L.C. He's also the co-founder and CEO of Devils River Bourbon Whiskey ("DRBW"). He has more than thirty years of experience in global real estate development, construction, banking and financial services.

He previously co-founded FAS Construction Management, Inc. ("FAS") in 1995, and which he led until its sale in 2006. FAS provided in excess of \$10 billion of construction risk management services to more than 300 Real Estate Lenders, Developers and Corporations, and completed multiple projects in 47 states and numerous foreign countries for companies including Bank of America, Wells Fargo, SouthTrust Bank, Colonial Bank, Compass Bank, GE Capital, Textron Financial, Crow Family Holdings, and Home Depot.

He presently holds board directorships for several companies and previously served on the Board of Trustees at the University of the Incarnate Word.

Mr. Beucler has a Bachelor of Arts degree in Business Administration from Texas Lutheran University.

Chien-Cheng Peter Chen

Mr. Chen is an entrepreneur with a wide range of experience ranging from hospitality, international trade, banking, industrial construction consulting, and laboratory testing. He travels frequently to Asia for business and has extensive knowledge in the Asian market.

Mr. Chen was the past Vice-Chair of the Board of Directors of the Taiwanese Heritage Society of Houston and a member of Society of Houston Taiwanese Association of America.

Mr. Chen holds a Master of Sports Science from Louisiana Tech University at Ruston. He also has a Bachelor of Science in Business Administration with a minor in Computer Information Systems from John Brown University in Siloam Springs, Arkansas.

Lionel Sosa

Mr. Sosa is CEO of YesOurKidsCan.org, (Yes!) a not-for-profit organization based in San Antonio that currently serves 10,000 public school students and their families. Its mission is to disrupt generational poverty by instilling a success mindset in families regardless of their financial circumstances.

He also founded Sosa Bromley Aguilar and Associates, which became the largest Hispanic advertising agency in the United States. Its clients included Fortune 500 companies such as Coca Cola, Anheuser-Busch, Proctor & Gamble and American Airlines.

Mr. Sosa currently serves as an advisor to the president of Texas A&M University-San Antonio. He previously served on the Board of Trustees at the University of the Incarnate Word and on the Board of Regents of The Texas A&M University System. He also served on the Boards of Sesame Workshop (creators of Sesame Street), ACT (American College Testing) and the Public Broadcasting System.

Time Magazine named Mr. Sosa one of the 25 most influential Hispanics in America while NBC.com named him as one of the five people in the U.S. who are “The Keepers of the Latino Culture.”

In recognition of his many contributions to higher education, he was awarded an honorary doctorate degree by the University of the Incarnate Word.

Adreain Maurice Henry, OD, EdD, MBA

Dr. Henry is Chair of Academic Standards and Clinical Assistant Professor at Rosenberg School of Optometry. He oversees the committee that reviews policies related to academic progress, academic standards, monitors student progression, and uses policies and procedures to differentiate satisfactory and unsatisfactory progression of students.

Dr. Henry previously served as Chief of University of the Incarnate Word’s largest healthcare facility, Bowden Eye Care and Health Institute. He orchestrated the development of multi-dimensional projects, spearheading stakeholder needs while establishing scopes and effectively expanding optometric eye care services for the public. He led processes to actively investigate innovative approaches to the Bowden Eye Care and Health Institute delivery model that decreased costs and increased access to services. Dr. Henry revitalized and re-envisioned key functions using national best practices and assessment results to drive key decisions. Additionally, he provided diplomatic leadership with complete transparency, encouraging shared governance that inspired all stakeholders to support the school’s mission, and fostered a culture of civility and professionalism through collaboration and open communication.

Dr. Henry has a relentless dedication and commitment to diversity, equity, and inclusion. He provided exceptional meritorious service while on active duty in the U.S. Army. In 2019, Dr. Henry was inducted into the Mississippi Gulf Coast Community College Alumni Hall of Fame.

Dr. Henry holds a Doctor of Education with Distinction in Higher Education Management from the University of Pennsylvania’s Graduate School of Education; a Master of Business Administration from the University of Virginia’s Darden School of Business; a Master of Arts

from Webster University; a Doctor of Optometry from Salus University's Pennsylvania College of Optometry; a Bachelor of Science from Pennsylvania College of Optometry; a Bachelor of Science from the University of Southern Mississippi; and an Associate of Arts from Mississippi Gulf Coast Community College.

Eric Chen, BBA

Eric is a proud graduate of the University of the Incarnate Word with a Bachelor of Science in Business Administration. He has extensive deal structuring and business development experience in Greater China and the United States.

Mr. Chen has spent most of his career in the automotive industry in various business and corporate development roles which involved securing lithium battery purchase agreements, investing in electric vehicle companies, forming a joint venture in the United States valued at over 100 million USD, and structuring agreements with Fortune 500 companies such as FedEx and Ryder.

Kathy Sosa

Kathy Sosa is an educator and artist. She was a middle school teacher for 7 years at Irving Middle School in the San Antonio Independent School District and served as Director of Public Relations at the University of the Incarnate Word in San Antonio. Sosa is Co-creator the on-line digital educational program, "YesOurKidsCan," which promotes self-confidence and social/emotional learning in K and PreK students.

Through her oil portrait collages, Kathy Sosa's artistic voice speaks to the beautiful things that women are, make and do. She enjoys blurring the creative boundaries between fine art and folk art, photography and ornament, as she showcases the faces and stories of the women around her. She is a student of the renowned portrait artist Nelson Shanks and Studio Incamminati. Born in 1953 in Troy, Alabama, she has lived in San Antonio since childhood. In 2006 she was commissioned by the Texas Conference for Women to create a portrait of keynote speaker Martha Stewart. In 2007-2008 a traveling exhibition of 26 of her "Huipilista" paintings, organized by the Smithsonian Latino Center, debuted at the Mexican Cultural Institute in Washington, DC, and traveled to the Museo Alameda in San Antonio. She is represented by galleries in San Antonio, Charlotte and Santa Fe.

Administration

Louis J. Agnese, Jr., Ph.D. (*Austin and San Antonio Campuses*)

PRESIDENT AND CEO

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. Dr. Agnese has had 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.

Wen Huei Chen, M.S., M.Ed., (*Austin and San Antonio Campuses*)

VICE PRESIDENT OF INTERNATIONAL AFFAIRS

Master of Human Performance and Health Promotion, University of New Orleans

Mr. Chen has many years of experience as a businessman and consultant to institutions of higher education. He combines his background in higher educational leadership with business acumen and an emphasis on organizational and personal success and achievement. He has served on the Development Board of the University of the Incarnate Word and on the Board of American First Bank in Houston.

Antonio Holloway, MBA, MS (*Austin and San Antonio Campuses*)

VICE PRESIDENT OF OPERATIONS/ DIRECTOR OF FINANCIAL AID/ INSTRUCTOR OF BUSINESS ADMINISTRATION

M.S. Human Resource Management, Southern New Hampshire Univ., Concord, NH
M.B.A. Healthcare Management, Our Lady of the Lake - San Antonio, Texas
B.B.A. Finance, Wayland Baptist University, Plainview, Texas

Mr. Holloway's professional career spans over thirty years in higher education, primarily in the area of Title IV financial aid administration where he has substantial knowledge in organizing and managing the operations and activities of federal, state, and private financial aid programs. He embraces the enrollment management concept where the enrollment management team (admissions, registrar, financial aid) is an integral part of recruitment, enrollment growth, and retention. He has experience working with for-profit and private not-for-profit institutions. He is very active in training provided by the National Association of Financial Aid Administrators (NASFAA) and The Texas Higher Education Coordinating Board (THECB), where he has served before on committees with both organizations. He currently serves on a diversity and inclusion committee with the Texas Association of Financial Aid Administrators (TASFAA). In

addition, he has over ten years of direct experience in Human Resources. He is a member of Delta Mu Delta and Kappa Gamma Pi honor societies.

Mei-Ling Chen, Ph.D. (Austin Campus)

DEAN OF THE COLLEGE OF BUSINESS

Ph.D., Economics, Utah State University

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

B.A., Economics, Tunghai University

Dr. Chen is an esteemed alumna of Texas Health and Science University. Before coming to THSU, she served as a faculty member at Da-Yeh University for 20 years, including 16 years in the administration and founder of the finance department. She worked as Dean of Academic Affairs, Associate Dean of Student Affairs, Dean of International Affairs and head of three departments. Dr. Chen has published more than 30 papers in SSCI, TSSCI, SCI, ECON LIT, FLI and other journals. She was awarded Excellent Teacher and Mentor at Da-Yeh University. In addition, Professor Chen was invited by the Ministry of Economic Affairs of Taiwan to serve as a jury member of the National Quality Award, the highest award for business quality in Taiwan. The Ministry of Economic Affairs requested her to serve as a member of the review committee for many competitive awards, such as Elite Award, Little Giant Award, and Quality Control Circle (QCC), also served as board member and trustee of Corporate Synergy Development Center.

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

ACADEMIC DEAN/ INSTRUCTOR OF TCM

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

Medical Council of Canada (MCC), Canada

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

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

MBA, Texas Health and Science University

Teaching Specialization: Biological Sciences and Integrative Medicine

Dr. Cai's professional career in biomedical sciences spans over 35 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 as the Dean of Academic Affairs at Alberta College of Acupuncture and Traditional Chinese Medicine. He has taught a variety of biological science courses at colleges and universities in New 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.

Roberto G. Guerrero, L.Ac., DAOM (San Antonio Campus)

ASSOCIATE ACADEMIC DEAN / CLINIC DIRECTOR / INSTRUCTOR OF TCM

D.A.O.M., Acupuncture and Oriental Medicine, Texas Health and Science University

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

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

Teaching Specialization: Acupuncture, Clinic, Herbology

Dr. 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 doctoral and master of Acupuncture and Oriental Medicine degrees from Texas Health and Science University. He also holds a Bachelor of Arts degree in Psychology from the University of Texas at San Antonio. Mr. Guerrero is Senior Instructor at the Mu Sool Won of San Antonio, Martial Arts Center.

Ronald W. Meyer, C.P.A. (Austin Campus)

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.

Jue Iris Gong, MBA (Austin and San Antonio Campuses)

ADMINISTRATIVE COORDINATOR

Master of Business Administration, University of the Incarnate Word, San Antonio, Texas

Ms. Gong, who is bilingual (English and Chinese), has many years of experience in management, sales and customer service in China and the United States. She has served as manager of WHCTC in San Antonio. Her responsibilities at WHCTC included analyzing the profitability of products and determining their market potential. Ms. Gong also develops and analyzes financial reports to determine progress in achieving business objectives. She also provides technical support to customers and monitors the accuracy of product display and appearance to implement promotions that ensure presentation pricing and signage are properly displayed to maintain in-stock conditions. Ms. Gong previously served as assistant to the general manager at Elegant Palace Holdings Ltd., in Hong Kong, where she documented and prepared reports on management and information systems. Her other responsibilities included monitoring and managing operational activities. She also directed the operational risks, financial aspects and audit processes of the properties.

Martha Calliham, L.Ac., MAOM (Austin Campus)

DIRECTOR OF INSTITUTIONAL ASSESSMENT

MAOM, Texas Health and Science University

BA, Music, Milton College, Milton, Wisconsin

Ms. Calliham enjoys supporting THSU by identifying and designing methods for assessment and evaluation of both student progress and institutional quality. Before she was licensed as an acupuncturist in 1999, Ms. Calliham worked for ten years for the state of Texas. As an acupuncturist, she has worked in a variety of practice settings including her own community-style clinic, chiropractic offices, and an athletic club. Ms. Calliham has acquired over 13 years' institutional memory in the THSU administration. She is known for her diligent attention to detail and broad understanding of assessment and accreditation processes, developed through ongoing training with colleagues in the field of acupuncture higher education. In 2019, Texas

Health and Science University awarded Ms. Calliham an honorary doctorate for her valuable contributions to the success and furtherance of the institutional mission.

Alexandra Sanftner, MBA, BS (*Austin and San Antonio Campuses*)

REGISTRAR

Master of Business Administration, Texas Health and Science University, Austin

Bachelor of Science in Microbiology, University of Texas at El Paso

Ms. Sanftner comes to our University with over 15 years of experience in management and customer service including sales, food service and administration. She began her business career assisting the sales training manager at Sears. She then moved into the food service industry and for more than 10 years worked as an assistant general manager, assistant manager, and floor manager in restaurants specializing in both full and counter service. Ultimately her experience in management and training led her to expand into the field of education. She is now serving as Registrar and part-time instructor in the MBA program at Texas Health and Science University.

Cindy Meng, Dipl. Fin. Man. (*Austin Campus*)

BOOKKEEPER

Diploma in Financial Management, Professional Accounting Option; Senior Management

Certificate in Financial Management; Management Certificate in Financial Management – British Columbia Institute of Technology

Ms. Meng has worked as an accounting clerk at Travis County Transportation and Natural Resources in Austin. Prior to moving to Austin, she worked as a bookkeeper for several firms in British Columbia, Canada, where she was in charge of financial statements, payroll, daily ledger, bank reconciliations, and other duties. Ms. Meng also has a mechanical engineering background. She joined Texas Health and Science University in 2022.

Priscilla A. Elizondo, M.S. (*Austin and San Antonio Campuses*)

DEAN OF ADMISSIONS AND STUDENT SERVICES

M.S. Organizational Leadership, Our Lady of the Lake University, San Antonio

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

Ms. Elizondo has served customers, clients, and students over the past decade. She joined THSU in the summer of 2018. Her previous experience includes admissions, advising, managing the registrar's office, and student support services. Additionally, she has participated in and attended many conferences servicing students at the collegiate level. These include the National Association of Campus Activities, the National Institute for the Study of Transfer Students, and the Texas Association for College Admission Counseling.

Elizabeth J. Hinderer, M.L.S. (*Austin and San Antonio Campuses*)

LIBRARIAN

M.L.S. Texas Woman's University, Denton, Texas

B.A. Ancient History and Classical Civilization, The University of Texas at Austin

Ms. Hinderer has been assisting students with their library research since 2016. She spent a year teaching English as a second language in Seoul, South Korea. Her library experience ranges from assisting grade-school children to college-age and graduate students. Ms. Hinderer is the recipient of several scholarships and is a member of Beta Phi Mu and the American Library Association.

Core Faculty – Austin Campus

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

ACADEMIC DEAN/ INSTRUCTOR OF TCM

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

Medical Council of Canada (MCC), Canada

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

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

MBA, Texas Health and Science University

Teaching Specialization: Biomedical Sciences and Integrative Medicine

Dr. Cai's professional career in biomedical sciences spans over 35 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 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 New 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.

Haitao Cao, L.Ac., Ph.D. (China)

CLINIC DIRECTOR/ INSTRUCTOR OF TCM

Ph.D. In Basic Theory of Traditional Chinese Medicine, Shanghai University of Traditional Chinese Medicine, China

Master of Medicine in Internal Medicine, Shaanxi College of Traditional Chinese Medicine, China

Bachelor of Traditional Chinese Medicine, Shaanxi College of Traditional Chinese Medicine, China

Teaching Specialization: Acupuncture; Herbology; Clinical Medicine

Dr. Cao joined the faculty in 2007 bringing with her more than 10 years of experience as a clinician, instructor, and researcher in Traditional Chinese Medicine in China, specializing in Internal Medicine. Dr. Cao teaches many of the core courses in the Acupuncture curriculum, supervises clinic interns, and advises students in a variety of research issues in Traditional Chinese Medicine. She has published original research in journals including *Traditional Chinese Medicine Research* and the *Chinese Journal of Integrated Traditional and Western Medicine* on Digestion, and she has edited volumes including *Methodology of Traditional Chinese Medicine* and *Introduction to Traditional Chinese Medicine*. She also holds the position of Clinic Director at the University.

William S. W. Hong, L.Ac., DAOM

ACUPUNCTURE DIRECTOR/ INSTRUCTOR OF TCM

Doctor of Acupuncture and Oriental Medicine, University of East-West Medicine – Sunnyvale, CA

Master of Medicine, University of East-West Medicine – Sunnyvale, CA

Master of Business Administration, Boston University

BBA, Yonsei University, Korea

Teaching Specializations: TCM Diagnostics, Acupuncture, Licensure Preparation and Chinese Herbal Formulations

Dr. Hong has instructed many students of Traditional Chinese Medicine since 2008. In addition to his teaching, Dr. Hong has served as academic dean in Korean and English language MSTCM programs, participated in program evaluation, served as campus security officer, and assisted in adoption of several online program management systems. Dr. Hong's broad experience as a licensed acupuncturist and earned doctorate make him a welcome addition to our core faculty at Texas Health and Science University.

Guili Zheng, L.Ac., Ph.D. (China)

INSTRUCTOR OF TCM

Ph.D. in Pharmacology, Beijing University of Traditional Chinese Medicine, China
Master of Medicine in Pharmacology, Shandong College of Traditional Chinese Medicine, China

Bachelor of Medicine in Traditional Chinese Medicine, Shandong College of Traditional Chinese Medicine, China

Teaching Specialization: Herbology

Dr. Zheng has been a distinguished professor of Traditional Chinese Medicine for more than 35 years. Formerly, he served as Assistant Professor, Associate Professor, and Associate Dean at Shandong University of TCM. He is a member of the China National Committee of Chinese Medicinal Formulae, paper reviewer of *Journal of Traditional Chinese Medicine* and the *Journal of Shanxi Traditional Chinese Medicine*. In addition, he has more than 20 years of experience in clinical research and he has published more than 20 papers and books of TCM in both Chinese and English. Dr. Zheng has been on the faculty since 2001.

Allison Y Yu, L.Ac., MSAOM

HERBOLOGY DIRECTOR, INSTRUCTOR OF TCM

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

M.Ed. in Counseling and Student Services from University of North Texas

B.A. in Sociology, National Chengchi University, Taipei, Taiwan

Teaching Specialization: Herbology

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.

Adjunct Faculty – Austin Campus

Shu-Chiang Lin, Ph.D., M.S.

BUSINESS PROGRAMS INSTRUCTOR

Ph.D., Industrial Engineering, Purdue University

M.S., Ocean Systems Management, Massachusetts Institute of Technology

Dr. Lin is a leader, facilitator, and promoter in the areas of lean-agile and continuous improvement activities that span across manufacturing and services industries. For 30 years, he has leveraged his broad and deep understanding and practical experience in business processes, risk and data analysis, decision support, lean six sigma, human factors, and innovation to help various companies in the United States, Mexico and Taiwan achieve better results and greater customer experience. Dr. Lin has taught various management courses at several universities in the U.S. and Taiwan, including Purdue University, the University of Texas at San Antonio, National Taiwan University of Science and Technology, and the National United University (Taiwan). He has also taught at companies and in communities either underserved by higher education or located in economically disadvantaged areas. Dr. Lin's teaching philosophy revolves around patience, open-mindedness, motivation, fun, and preparing students for success both within and outside of the academic environment.

Michael Agnese, JD

INSTRUCTOR OF BUSINESS ADMINISTRATION

Juris Doctor, University of Texas School of Law, Austin

MBA, University of the Incarnate Word, San Antonio

B.A., Economics and International Relations, University of Delaware

Teaching Specialization: Business Law

Mr. Agnese brings business and legal experience to Texas Health and Science University. Mr. Agnese's experience includes serving as the sole in-house counsel for Schlitterbahn Waterparks and Resorts with responsibilities related to development, real estate, finance, corporate structure, contract negotiation, and general liability and risk assessment. Prior to Schlitterbahn, Mr. Agnese worked in the commercial real estate industry managing industrial, office, and retail assets, with responsibilities that included portfolio management, capital project and operational budgeting, financial reporting. In addition to his professional experience in the United States, Mr. Agnese also worked and studied in Japan for four years.

Mr. Agnese is active in several organizations, serving as the President of the Children's Advocacy Center of Comal County, a board member of the New Braunfels Downtown Board, and a volunteer with Communities in Schools of South-Central Texas. He is also a 2018 graduate of the Leadership New Braunfels program.

David J. Cibrian, JD

INSTRUCTOR OF BUSINESS ADMINISTRATION

Juris Doctor, Georgetown University Law School, Washington, D.C.

B.S. Accounting, Loyola Marymount University, Los Angeles, CA

Mr. Cibrian is CEO and Co-Chief Investment Officer of American Triple I Partners. He is responsible for developing and directing overall business strategies; building trusted relationships with asset and investor partners; leading high-quality investment decisions; and enforcing adherence to compliance, legal, and operating guidelines and policies.

Mr. Cibrian has served in a variety of roles during his career – lawyer, accountant, corporate executive, and investment professional. He was formerly a managing director with Brevet Capital, a New York City-based investment firm. He was also a CPA with Ernst & Young. In addition, he was a practicing international and corporate attorney for 25 years.

Mr. Cibrian is currently on the Board of Mirage Energy Corporation, a start-up developer of natural gas storage facilities outside of the United States. He previously served on the Board of Onko Solutions, a development stage medical device company. Mr. Cibrian is also a past member of the Board of Trustees at the University of the Incarnate Word. Additionally, he's a former member of the Texas Finance Commission and the Texas Credit Union Commission.

Mr. Cibrian holds a Juris Doctor with honors from the law school at Georgetown University and a Bachelor of Science in Accounting with honors from Loyola Marymount University.

Daniel Puhl, MBA, CPA

INSTRUCTOR OF TCM

MBA Metropolitan State University, Minneapolis, MN

M.S., Accounting, Liberty University, Lynchburg, VA

Master of Strategic Studies, United States Army War College, Carlisle, PA

B.S., Physical Education, University of Minnesota

Teaching Specialization: Business Planning and Entrepreneurship

Mr. Puhl has worked in not for profit, for profit, and federal government positions for 25 years, culminating as a Plant Manager for Sodexo Marriott Services. After completing his MBA, he continued accounting studies and passed all four sections of the CPA examination on the first attempt in 2002. He worked as financial controller for small businesses until being called to Active Duty to command the mobilization and demobilization activities at Fort McCoy, Wisconsin for two years. After returning to Minnesota, he managed Fairview Health Services \$2 billion annual cash flow and \$1.6 billion of investments until being selected as Chief Financial Officer for the 2008 Republican National Convention. Following the Convention, he started Cardinals FEC Compliance Services, PLC to provide contribution processing, recordkeeping, and FEC reporting for federal committees. In 2011, he accepted the position of Chief Financial Officer for the Republican National Committee. In 2012, he resumed his work with Cardinals FEC Compliance Services as they added national, state, PAC, and candidate client committees. Dan holds master's degrees in Business from Metropolitan State University, Accounting from Liberty University, and Strategic Studies from the US Army War College.

Antonio Holloway, MBA, MS

VICE PRESIDENT OF OPERATIONS/ DIRECTOR OF FINANCIAL AID/ INSTRUCTOR OF BUSINESS ADMINISTRATION

M.S. Human Resource Management, Southern New Hampshire Univ., Concord, NH

M.B.A. Healthcare Management, Our Lady of the Lake - San Antonio, Texas

B.B.A. Finance, Wayland Baptist University, Plainview, Texas

Mr. Holloway's professional career spans over thirty years in higher education, primarily in the area of Title IV financial aid administration where he has substantial knowledge in organizing and managing the operations and activities of federal, state, and private financial aid programs. He embraces the enrollment management concept where the enrollment management team (admissions, registrar, financial aid) is an integral part of recruitment, enrollment growth, and retention. He has experience working with for-profit and private not-for-profit institutions. He is very active in training provided by the National Association of Financial Aid Administrators

(NASFAA) and The Texas Higher Education Coordinating Board (THECB), where he has served before on committees with both organizations. He currently serves on a diversity and inclusion committee with the Texas Association of Financial Aid Administrators (TASFAA). In addition, he has over ten years of direct experience in Human Resources. He is a member of Delta Mu Delta and Kappa Gamma Pi honor societies.

Tiffany Smith, L.Ac., MSAOM

INSTRUCTOR OF BIOMEDICINE

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

M.S., Microbiology, Texas Tech University

B.S., Microbiology, Texas Tech University

Teaching Specialization: Biomedical Sciences

Ms. Smith is a licensed acupuncturist and herbalist, and a board-certified Diplomat in Oriental Medicine. A graduate of Texas Health and Science University in August 2012, Ms. Smith was the Valedictorian of her class graduating with highest academic honors at the Summer Graduation Ceremony. She earned her bachelor's degree in microbiology and the Master of Science degree in Microbiology and Immunology at Texas Tech University. Prior to pursuing a degree in Acupuncture and Oriental Medicine, Smith spent 15 years in the biotech industry as a research scientist, technical writer, and marketing manager. Smith also has taught at Austin Community College and joined the faculty of Texas Health and Science University in 2013. She teaches courses in Western Biomedical Sciences. She maintains her own acupuncture practice specializing in pain and stress management, and Internal Medicine.

Sung Moon Rhim, M.S.O.M.

CLINIC INSTRUCTOR

M.S. Oriental Medicine, South Baylo University

B.A., Social Science, Ehwa Women's University, Seoul, Korea

Ms. Rhim is a licensed acupuncturist and herbalist, nationally Board-certified in Oriental Medicine (NCCAOM), and a member of the EBM. She completed her Oriental Medicine education in Los Angeles, California, and afterwards she underwent an intensive clinical practice in Silicon Valley where she treated over 10,000 patients. She is currently a DAOM candidate with focus on PTSD, anxiety, insomnia, depression, addiction, and other psychological symptoms. Furthermore, Ms. Rhim has a great number of experiences in applying Bio-Acupuncture, facial rejuvenation techniques, and internal medicine. She teaches clinic courses in Austin.

Hussain Y. Sama, MBA

INSTRUCTOR OF BUSINESS ADMINISTRATION

M.B.A., Global Business Leadership, Johnson and Wales University, Providence, RI

B.B.A., King Khalid University, Abha, Saudi Arabia

Mr. Sama is an educator, a mentor, and entrepreneurial mindset practitioner. He is a continuous learner, who strives to add value to individuals and communities.

Mr. Sama came from an entrepreneurial family, and he brings a global and diverse perspective to Texas Health and Science University. He worked for his family business for a few years, and he has general business management and leadership knowledge. He is passionate about youth entrepreneurship and leadership. His expertise includes entrepreneurial mindset, experiential learning, and cross-sector collaboration (education, non-profit, and for-profit). Prior to joining THSU, he co-taught several doctoral and undergraduate courses. In addition, he has

been mentoring students, high school to doctoral level, in various topics such as self-improvement, academic achievement, professional development, entrepreneurship, and an entrepreneurial mindset.

Mr. Sama built a strong and global network of entrepreneurship educators, researchers, and practitioners. He is also a member of United States Association of Small Business and Entrepreneurship (USASBE), Academy of Management, and Association of Accredited Small Business Consultants (AASBC). He has been a volunteer with Communities in Schools San Antonio (CIS-SA) and CAVALRY (cavalry-united.org) since 2017. Currently, he is serving as the Organizational Development Consultant for CAVALRY. Mr. Sama is a candidate for Ph.D. in International Education and Entrepreneurship at the University of the Incarnate Word.

Priscilla A. Elizondo, M.S. (Austin and San Antonio Campuses)

DEAN OF ADMISSIONS AND STUDENT SERVICES

M.S. Organizational Leadership, Our Lady of the Lake University, San Antonio

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

Ms. Elizondo has served customers, clients, and students over the past decade. She joined THSU in the summer of 2018. Her previous experience includes admissions, advising, managing the registrar's office, and student support services. Additionally, she has participated in and attended many conferences servicing students at the collegiate level. These include the National Association of Campus Activities, the National Institute for the Study of Transfer Students, and the Texas Association for College Admission Counseling.

Alexandra Sanftner, MBA, BS (Austin and San Antonio Campuses)

REGISTRAR

Master of Business Administration, Texas Health and Science University, Austin

Bachelor of Science in Microbiology, University of Texas at El Paso

Ms. Sanftner comes to our University with over 15 years of experience in management and customer service including sales, food service and administration. She began her business career assisting the sales training manager at Sears. She then moved into the food service industry and for more than 10 years worked as an assistant general manager, assistant manager, and floor manager in restaurants specializing in both full and counter service. Ultimately her experience in management and training led her to expand into the field of education. She is now serving as Registrar and part-time instructor in the MBA program at Texas Health and Science University.

Core Faculty – San Antonio Campus

Roberto G. Guerrero, L.Ac., DAOM

ACADEMIC DEAN / CLINIC DIRECTOR / INSTRUCTOR OF TCM

D.A.O.M., Acupuncture and Oriental Medicine, Texas Health and Science University

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

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

Teaching Specialization: Acupuncture, Clinic, Herbology

Dr. 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 doctoral and master of Acupuncture and Oriental Medicine degrees from Texas Health and Science University. He also holds a Bachelor of Arts degree in Psychology from the University of Texas at San Antonio. Mr. Guerrero is Senior Instructor at the Mu Sool Won of San Antonio, Martial Arts Center.

Jessie Villegas, L.Ac., DACM
INSTRUCTOR OF TCM

D.A.C.M., Acupuncture and Chinese Medicine, Pacific College of Health and Science
M.S., Texas Health and Science University

B.A., Media Arts, University of Arizona

Teaching Specialization: Acupuncture, Herbology

Dr. Villegas is a Licensed Acupuncturist in the State of Texas and is nationally certified as a Diplomate in Oriental Medicine by the NCCAOM. Ms. Villegas's rich Mexican heritage and her holistic health and herbal remedies have always been a part of her life. Throughout the years Jessie has worked as a wellness coach, group exercise instructor, and personal trainer. "My goal as a practitioner is to not only treat the patient's ailment but to educate them on sensing imbalances before they become problematic. This enables health to synergistically flow through all aspects of life."

Adjunct Faculty – San Antonio Campus

Rongpei Lan, Ph.D., M.D. (China)

INSTRUCTOR OF BIOMEDICINE

Clinical Ph.D. (China) in Urology, Medical Center of Fudan University

Clinical Master's Degree in Medicine (China), Urology, Shanghai Second Medical University

Bachelor of Medicine M.D. (China), Medical Center of Fudan University and Shanghai Second Medical University

Teaching Specialization: Biomedical Science

Dr. Lan has studied and worked in the field of urology for 25 years. Following his residency and fellowship in urology in Shanghai, he continued his postdoctoral work at the University of Texas Health Science Center at San Antonio in the field of kidney injury, failure, and transplantation, where he also taught and supervised medical and doctoral students. As a research scientist, Dr. Lan is the co-author of numerous professional papers and study abstracts and the translator of a book chapter from English to Chinese. He is the recipient of numerous scholarships and awards for his academic achievements.

Rongmin Jiang, Ph.D. (China)

INSTRUCTOR OF TCM

Ph.D., Acupuncture and Moxibustion, Tianjin University of Traditional Chinese Medicine

Master of Clinical Basis of Traditional Chinese Medicine, Tianjin University of Traditional Chinese Medicine

Bachelor of Traditional Chinese Medicine, Tianjin University of Traditional Chinese Medicine

Teaching Specialization: Acupuncture, Herbology

Dr. Jiang is an experienced practitioner and instructor in traditional Chinese medicine, having served in hospital settings in China, as a lecturer in the U.S., and as a supervisor of traditional Chinese medicine students. His specialties include internal medicine, gynecology, and pediatrics, as well as treating nervous system and skeletal muscle system disorders with the use of acupuncture and herbal medicine. His research studies have included acupuncture for the treatment of ischemic stroke patients, research on the classic text Shang Han Lun, and

many other subjects. Dr. Jiang has experience collaborating with traditional and modern physicians in emergency, outpatient, and inpatient settings.



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