

**University Catalog**  
**(Master of Acupuncture with a Chinese Herbal Medicine Specialization)**

**Austin and San Antonio**  
**Fall 2025, Spring 2026, Summer 2026**

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## Accreditations and Authorizations

Texas Health and Science University and its following programs are accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM):

(1) Master of Acupuncture with a Chinese herbal medicine specialization

The programs listed above may offer courses via distance education.

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

Accreditation status and notes may be viewed on the [ACAHM Directory](#).

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

*Public Disclosure Statement Effective as of 4 October 2023.*

## Authorizations

The Texas State Board approves THSU [of Acupuncture Examiners](#).

The Texas Higher Education Coordinating Board ([THECB](#)) has granted a certificate of authorization to THSU to award master's degrees. The certificate is a license to operate in the State of Texas, and it does not constitute accreditation. It attests that THSU has demonstrated it meets the standards outlined in the rules of the Texas Higher Education Coordinating Board and qualifies for an exemption under Subchapter G, Chapter 61, Texas Education Code, and, as defined in Chapter 7.3 of the Board's rules, from certain, but not all, regulations. As long as the institution maintains standards acceptable to the Coordinating Board, THSU is authorized to conduct courses, grant degrees, grant credit toward degrees, and use certain protected academic terms in the State of Texas.

Questions for complaints about THSU should be addressed to the following agencies: Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM)

8941 Aztec Drive  
Eden Prairie, MN 55347  
(952) 212-2434  
[www.acaahm.org](http://www.acaahm.org)

Texas State Board of Acupuncture Examiners (TSBAE)  
333 Guadalupe Street, Tower 3, Suite 610  
Austin, TX 78701  
(512) 305-7030  
[www.tmb.state.tx.us](http://www.tmb.state.tx.us)

National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) 2025 M Street, NW, Suite 800  
Washington, DC 20036  
(888) 381-1140  
[www.nccaom.org](http://www.nccaom.org)

Texas Higher Education Coordinating Board  
P.O. Box 12788  
Austin, TX 78711-2788  
[www.thecb.state.tx.us](http://www.thecb.state.tx.us)

Student complaints may be submitted under Title 19 of the Texas Administrative Code 1.110-1.120 to: [www.thecb.state.tx.us/studentcomplaints](http://www.thecb.state.tx.us/studentcomplaints)

## 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 equivalent programs of study.

## Legal Control and Incorporation

Texas Health and Science University is a domestic for-profit corporation that was 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 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 students' academic progress. 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. The website is located at [www.thsu.edu](http://www.thsu.edu).

Additionally, the university publishes a *Student Handbook*, a *New Student Library Guide*, a *Clinic Observation & Intern Handbook and Policy Manual*, and a *Crime Awareness and Campus Security (Jeanne Clery Act) Annual Report*. These documents contain additional information on the specified topic 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 based on 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 offers accommodation and support based on individual needs.

### **Locations**

#### **Austin**

2015 S. Interstate Highway 35  
Suite 250  
Austin, TX. 78741  
512.444.8082

#### **San Antonio**

9240 Guilbeau Rd  
Suite 102  
San Antonio, TX. 78250  
210.509.8080

### **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.

### **Legal Notices**

Students are expected to adhere to all rules, regulations, and policies contained in this catalog, the student clinic, financial aid, safety & security, and general policies manuals. Students who attend full-time graduate studies under the curriculum that is in place at the time of their original enrollment agreement. However, THUS reserves the right to add, amend, or repeal the rules, regulations, policies, and curriculum.

## **Message from the President**

Welcome to Texas Health and Science University (THSU), which is located near downtown Austin. I'm honored to be just the second president of THSU since our founding in 1990.

THSU aims to advance the high standards of the acupuncture profession and the practice of Traditional Chinese Medicine in the United States.

The THSU 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 in their communities; and 3) to develop and apply knowledge of acupuncture and Traditional Chinese Medicine through research, best patient care practices, and community service and outreach.

THSU is committed to confronting the academic challenges and addressing the urgent needs of the acupuncture and Traditional Chinese Medicine professions in the 21st century.

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

## **Mission Statement**

Founded in 1990, Texas Health and Science University (THSU) features the oldest Traditional Chinese Medicine program in Texas. THSU aims to educate diverse healthcare providers and business leaders whose skills, knowledge, and compassion promote the wellness and economic improvement of their communities. The curriculum offers an integrated, holistic educational experience that encourages lifelong learning and respectful interaction in an inclusive academic environment.

## **Institutional Objectives**

Our institutional objectives are to foster a community of scholars with the self-development and intellectual rigor needed to succeed in our increasingly globalized world. At THSU, our students will integrate the applications they have gained to enter the realms of their prospective fields, with a solid foundation to impart their knowledge and skills that will contribute to the community for the greater good of our society.

## **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 Texas school approved by the State Board of Acupuncture Examiners to teach Acupuncture and Herbal Medicine, became an accreditation candidate in 1994, and received accreditation in 1996. The university has continually maintained its accreditation since that time.

In 1997, the Texas State Board of Acupuncture Examiners authorized the school to grant a Master of Acupuncture and Herbal Medicine degree, leading to its name change to Texas College of Traditional Chinese Medicine. In 2005, the Texas Higher Education Coordinating Board authorized the institution to grant the Master of Acupuncture and Chinese Herbal Medicine degree.

In 2012, the college received initial accreditation from the Accrediting Council for Independent Colleges and Schools (ACICS), in addition to its programmatic accreditation from ACAHM. In 2013, the institution changed its name to Texas Health and Science University and began enrolling students in the Master of Science in Acupuncture and Herbal Medicine program.

## **Sister Schools**

To promote the popularization of American higher education, foster academic exchanges between United States institutions, scholars,

students, and visitors, and encourage international cooperation in the field of Acupuncture and Chinese Herbal Medicine, Texas Health and Science University has developed formal cooperation agreements with sister schools in China and Taiwan. The institutions enter into sister school relationships voluntarily 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 oversight of the academic programs, facilities, faculty, and curriculum, as well as assurance of the program's faculty's English-language competency.

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

- Education and training to mutually recognize Acupuncture and Chinese Herbal Medicine courses, curriculum, teaching, and instructions received from each institution.
- 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)

## Articulation Agreements

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

- Da-Yeh University in Taiwan (since 2015)
- The 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. Articulation agreement details available on request.

## University Facilities – Austin Campus

The Texas Health and Science University and Student Intern Clinic are located at 2015 S. IH 35, Suite 250, deep in the heart of Austin's 78741 neighborhood. The campus is on one of the city's major bus routes, making public transportation convenient and accessible to our students. Affordable apartments, rental houses, and shopping centers are within a short walking distance from the THSU campus, and many students live within a few blocks of the school.

## Library Access

The THSU Library holds 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 and scientific books, as well as related materials. The subscription databases that THSU offers its students, faculty, and staff cover a wide range of topics in medicine and related fields and provide comprehensive coverage. Our research resources also include print journals covering Western medicine, alternative health, and acupuncture. The library is also a comfortable study area for students, faculty, and staff.

Students participate in a library orientation session and receive a handbook outlining the library's services. These services include a computer lab, wireless internet services, copying, printing, and scanning. A link to a list of course textbooks is available on the [Library webpage](#).

The THSU Library is a member of the National Library of Medicine and has an interlibrary loan agreement with OCLC World Share.

### **THSU Student Intern Clinic**

THSU offers its students the Master of Acupuncture with a Chinese Herbal Medicine Specialization program, as well as practical hands-on experience in providing acupuncture treatments and receiving treatments through its student intern clinic. Housed at 2015 S IH-35, Suite 200, Austin, TX. 78741, 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 the treatments they are learning to administer.

The clinic is housed on campus, allowing students to walk to and from classes. There are 12 spacious treatment rooms, an intern discussion room, a 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 pharmacopeia.

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

## **University Facilities – San Antonio Campus**

### **Classroom Area**

The THSU San Antonio classroom facilities and clinic are at 9240 Guilbeau Road, Suite 102, San Antonio, TX., 78250. They 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-faculty, 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 the treatments they are learning to administer. Additional space in the same building houses a library, a clinic discussion room, a 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 a comprehensive database.

Students join a library orientation and get a handbook of 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 Library of Medicine and has an interlibrary loan agreement with OCLC World Share.

## **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 shorthand for the varieties of healing arts and sciences developed in Asia, built on 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 more highly prized among Asian practitioners than the Yellow Emperor's Canon, the foundational text of TCM, and the Shang Han Lun, the primary clinical text. Both classical texts of Chinese medicine continue to be used and valued daily across 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 the 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 have reached a high level of perfection and completion, Ph.D. candidates devote years to these studies, and leading scholars, faculty, 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 also made TCM the very substance of our curriculum. We modeled our curriculum on the programs of study used by the best TCM schools in China, placing 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 are 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, three principal national organizations are involved in 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 varying state laws and regulations reflect the diversity of thought within the field. Some states have detailed statutes and codes regulating the practice of acupuncture; in others, the 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, lifestyle counseling, and Chinese exercise. Some states have extensive requirements in Western science for the education of practitioners; others have none.

If recent history is any indication, the field of Acupuncture and Chinese Herbal Medicine will continue to grow and expand. With the profession's growth and expansion, this pattern of regulatory diversity will likely 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 healthcare clinics. A doctoral degree in 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.

# Master of Acupuncture with Chinese Herbal Medicine Specialization

## General Information

(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 knowledge and skills 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 that incorporates classical literature, modern research, biomedical processes, and clinical 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 emergencies 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 per established legal and ethical standards.

## Admission Requirements

The university requires standard admission for 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 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 has been granted. General education requirements are the common experiences of all educated people, including subject matter from the humanities, mathematics, 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.

<p><b>Humanities</b></p>	<p>Courses include, but are 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.</p>
<p><b>Science, Technology, Engineering, and Mathematics (STEM)</b></p>	<p>Courses include, but are 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.</p>
<p><b>Social Sciences</b></p>	<p>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.</p>

<b>Other Courses</b>	Courses accepted in this category can be from any field if they are not remedial. They must equal 24 credits. Information literacy is recommended.
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### **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 on the basis of individual merit, without regard to gender, age, religion, creed, race, ethnic origin, or disabling conditions. This policy applies to all matters within the university.

Prospective students must submit the following:

A completed application form.

1. A copy of the applicant's birth certificate or current driver's license/identification card.
2. 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.
3. Full-face, personal photograph.
4. An application fee is payable to the Texas Health and Science University as outlined for each program. This fee is non-refundable.
5. A one-page, double-spaced letter of interest from the applicant, explaining why he/she desires to attend Texas Health and Science University.
6. Telephone or personal interview with the Academic Dean or other official of the university.
7. Two letters of reference.
8. 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 (before 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 (before 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 \$275.00 (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 is 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 Director of Admissions 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 criteria:
  - 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:

<b>ASSESSMENT TOOL</b>	<b>ACCEPTABLE SCORE</b>
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

## Transfer Credit

Texas Health and Science University will accept academic credits earned at other accredited institutions, including the military, 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 (before 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 retaining the content knowledge and competencies of the coursework. A challenging 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 toward its 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 coursework 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's clinical training requirements may be accepted as transfer credit (Chinese medicine programs).
8. Coursework used to fulfill the minimum incoming 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 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.

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.

## **Admission Procedure for Non-Degree Student**

### **Purpose**

Texas Health and Science University offers students, professionals, and members of the community who wish to understand or learn more about the fundamental theories, methods, and practices of East Asian Medicine the opportunity to take classes with the university without enrolling in a traditional degree-granting program. Non-degree students will participate in master's degree classes alongside the traditional student body of THSU and will be offered the same levels of support and education. Because they will be subject to the same metrics as the Master's students, should a non-degree student wish to enroll in the Master's program, any credits accumulated during their non-degree study are eligible for transfer into their Master's curriculum, making this an excellent option for those who are interested in a possible future in East Asian Medicine, but aren't completely sure. This also assists Acupuncture professionals moving to Texas or other states that require herbal studies, even if their initial training did not include them. For these students, THSU can provide the herbal credits necessary for the National Board Exam and licensure in various states. This program does not, by itself, prepare a student for licensure and professional practice, nor does it provide access to any practical clinical education. If a student wishes to enter into clinical practice, they will be required to apply and enroll in the Master's or Doctoral program.

## **Application Requirements for Non-Degree**

Non-degree students must meet all basic admissions requirements for entrance to the master's program at THSU. The courses offered to these students are through the existing Master's curriculum, so it is necessary to ensure that they are ready to operate at that standard before admission. The applicant must provide:

- Completed application forms
- Official transcript(s), sent directly from the original institution(s)
- Copy of a valid driver's license or passport
- A non-refundable application fee of \$25

- English language test approved by ACAHM

If a student wishes to transition from the non-degree path into one of the degree programs, they must submit an additional application fee to the admissions office (\$75 domestic/\$150 foreign) and all outstanding application materials for entrance to the program, as described in the THSU Catalogue. All applicants for transition will be required to interview with the Dean or VP of Academics to determine suitability for enrollment in the full program.

## **Available Courses for Non-Degree Seeking Students**

Non-degree students are eligible to take all courses at THSU that do not involve the application of treatment or treatment modalities to other students or patients, such as Clinical Internship, Special Acupuncture Techniques, Tuina, etc. Non-degree students are eligible to take Clinical Observation, as these courses involve only observation of treatment and no direct contact with the non-degree student.

Unless otherwise approved by the academic leadership, after review of the non-degree student's existing transcripts, the non-degree student must follow all prerequisite requirements within the THSU curriculum **and is not** eligible to take any course at THSU until they have taken all prerequisites at the school.

### *Eligible Courses*

A4101 Fundamental Theories of TCM  
 A4102 Chinese Terminology and Phonetics  
 A4016 Introduction to TCM Diagnosis  
 A4108 TCM Diagnosis I  
 A4109 Qi Exercise  
 A4111 Five Element Theory and Application  
 A4114 TCM Diagnosis II  
 A4202 Practical Training in Diagnosis  
 A6302 License Exam Prep: Foundations of TCM  
 A4103 Meridian Theory  
 A4104 Introduction to Point Location  
 A4105 Point Location Green  
 A4107 Point Location Yellow  
 A4113 Point Location Red  
 A4201 Meridian Acupoint Energetics and Application  
 A5203 Treatment Modality of Acupuncture I  
 A5205 Treatment Modality of Acupuncture II  
 A6303 License Exam Prep: Acupuncture and Point Location  
 H4101 Introduction to TCM Herbology  
 H4102 TCM Herbology Yellow  
 H4103 TCM Herbology Green  
 H4201 TCM Herbology Red  
 H5202 Introduction to prescription-ology  
 H6402 Classics III: Four Streams of Scholars  
 C4101 Clinic Observation - Black  
 C4201 Clinic Observation – White

## Clinical Skills Refresher Option

### Purpose

Due to Texas Medical Board regulations, clinicians seeking licensure who graduated and passed the National Board Exams more than 2 years prior, have not received licensure, and have not entered professional practice, are required to complete 100 hours of clinical practice under a licensed supervisor before pursuing licensure in Texas. THSU can provide the necessary hours in a non-degree capacity through the Student Intern Clinic. These students will practice in the Student Clinic under one of THSU's licensed acupuncture providers, with clinical hours tracked and verified for submission to the Medical Board.

### Admissions Requirements

This non-degree clinical training is available only to students who have completed a master's degree or higher in an accredited institution of East Asian Medicine and have passed all relevant National Board Exams. This requirement ensures that any applicant has the necessary training and skills to provide patient treatment. The applicant must provide:

- Completed application forms
- Official transcript(s), sent directly from the original institution(s)
- Copy of a valid driver's license or passport
- A non-refundable application fee of \$25
- Letter of reference from a previous clinical supervisor attesting to the student's suitability for clinical practice

### Courses Available

C4101 Clinic Observation- Black  
 C4201 Clinic Observation- White  
 C5202 Clinic Internship I  
 C5203 Clinic Internship II  
 C5301 Clinic Internship III  
 C6302 Clinic Internship IV  
 C6303 Clinic Internship V  
 C6401 Clinic Internship VI

## Full-Time Curriculum

### Master of Acupuncture with a Chinese Herbal Medicine Specialization

Code	Course Name	Trimester Credit	Trimester Hours	Method of Instruction
<b>First Trimester</b>				
A-4101	Fundamental Theories of TCM	4	60	Online/In Person

A-4102	Chinese Terminology and Phonetics	2	30	Online/In Person
A-4103	Meridian Theory	2	30	In Person
W-4101	Anatomy and Physiology I	3	45	Online/In Person
A-4015	Introduction to Needle Technique	1	15	In Person
A-4105	Point Location I	3	45	In Person
<i>Total First Trimester</i>		15	225	First Trimester
<b>Second Trimester</b>				
A-4106	Introduction to TCM Diagnosis	4	60	In Person
W-4102	Biomedical Concepts, Term. + His.	2	30	Online/In Person
A-4107	Point Location II	4	60	In Person
W-4103	Anatomy and Physiology II	2	30	Online/In Person
A-4115	Needle Technique I	1	15	In Person
W-6403	Biomed Research Design + Sci Method	2	30	Online/In Person
H-4102	Herbology I	2	30	Online/In Person
<i>Total Second Trimester</i>		17	255	Second Trimester
<b>Third Trimester</b>				
A-4109	Qi Exercise	1	15	In Person
A-4110	Special Acupuncture Techniques	2	30	In Person
A-4111	Five Element Theory and Application	1	15	Online/In Person
A-4112	Emergency Management	1	15	In Person
E-4101	Medical Ethics	1	15	Online/In Person

H-4103	Herbology II	3	45	Online/In Person
A-4113	Point Location III	1	15	In Person
A-4108	TCM Diagnosis I	2	30	Online/In Person
C-4011	Clinic Observation I	2	60	In Person
C-4301	Clinic Theater	2	60	In Person

<i>Total Third Trimester</i>		16	300	Third Trimester
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**Fourth Trimester**

W-4201	Surface Anatomy	2	30	In Person
A-4201	Meridian Acupoint Energetics and App.	3	45	In Person
E-4201	Marketing and Office Management	3	45	Online/In Person
A-4114	TCM Diagnosis II	2	30	In Person
H-4201	Herbology III	3	45	Online/In Person
C-4012	Clinic Observation II	4	120	In Person
<i>Total Fourth Trimester</i>		17	315	Fourth Trimester

**Fifth Trimester**

E-5202	Counseling and Communications	2	30	Online/In Person
W-5202	Biomedical Pathophysiology	3	45	Online/In Person
A-5203	Treatment Modality and Acupuncture I	3	45	Online/In Person
H-5203	TCM Prescription ology I	2	30	Online/In Person
A-5204	Auricular Acupuncture Therapy	2	30	In Person
C-5202	Clinic Internship I	4	120	In Person
<i>Total Fifth Trimester</i>		16	300	Fifth Trimester

**Sixth Trimester**

A-4202	Practical Training and Diagnosis	2	30	Online/In Person
E-5203	Business Planning and Entrepreneurship	2	30	Online/In Person
H-5204	TCM Prescription ology II	2	30	Online/In Person
A-5205	Treatment Modality of Acupuncture II	3	45	Online/In Person
W-5203	Biomedical Diagnosis + Laboratory Tests	3	45	Online/In Person
C-5203	Clinic Internship II	4	120	In Person
<i>Total Sixth Trimester</i>		<i>16</i>	<i>300</i>	Sixth Trimester

**Seventh Trimester**

W-5301	Biomedical Microbiology	3	45	Online/In Person
A-5301	Tui Na	2	30	In Person
W-5302	Diet and Nutrition	1	15	Online/In Person
W-5303	Case Management and Referral	2	30	Online/In Person
H-5301	TCM Prescription ology III	3	45	Online/In Person

C-5301	Clinic Internship III	4	120	In Person
<i>Total Seventh Trimester</i>		<i>15</i>	<i>285</i>	Seventh Trimester

**Eighth Trimester**

H-6302	Classics I: Shang Han Lun	2	30	Online/In Person
W-6304	Biomedical Pharmacology	3	45	Online/In Person
H-6303	Clinical Patent Herbs	1	15	Online/In Person
H-6304	Practical Training in Herbal Formulation	1	15	Online/In Person

H-6305	Internal Medicine- Herbology	3	45	Online/In Person
W-6305	Clinical Sciences and Clinical Medicine	2	30	Online/In Person
C-6302	Clinic Internship IV	4	120	In Person
<i>Total Eighth Trimester</i>		16	300	Eighth Trimester
<b>Ninth Trimester</b>				
H-6306	TCM Herbology- Gynecology	2	30	Online/In Person
H-6307	Classics II: Golden Chamber	1	15	Online/In Person
A-6303	LEP: Acupuncture and Point Location	2	30	Online/In Person
H-6308	LEP: Herbology	3	45	Online/In Person
A-6302	LEP: Foundations of TCM	2	30	Online/In Person
W-6306	Biomedical Toxicology	2	30	Online/In Person
C-6303	Clinic Internship V	4	120	In Person
<i>Total Ninth Trimester</i>		16	300	Ninth Trimester
<b>Tenth Trimester</b>				
W-6404	License Exam Preparation: Biomed	3	60	Online/In Person
W-6402	Hygiene, Public Health Epidemiology	1	15	Online/In Person
H-6401	Classics IV: Wen Bing Lun	1	15	Online/In Person
H-6402	Classics III: Four Streams	1	15	Online/In Person
C-6401	Clinic Internship VI	4	120	In Person
<i>Total Tenth Trimester</i>		10	225	Tenth Trimester
Total credits: 155 Total Contact Hours: 2805				

## **Online Instructional Delivery Methods**

Online instructional methods may include the following elements: lectures and demonstrations, threaded discussions, multimedia presentations, text presentations, research, case studies, problem-solving exercises, live-stream discussions, and assessments such as quizzes and examinations.

### **Technology Requirements**

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

- Operating System: Windows 7, Windows 10, Mac OSX Sierra, iPad iOS 10
- 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 browsers 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 Student Orientation. Portions of this orientation are presented synchronously, generally on the day preceding the first day of class. The orientation familiarizes students with the equipment and resources used in distance education activities and/or 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 Registrar 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) opportunities 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 enhance the curriculum for upcoming 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 all required courses within 15 attempted trimesters, with a Cumulative Grade Point Average (CGPA) of at least 3.0 on a 4.0 scale, document 350 or more treatments in the Student Clinic, and receive graduation approval by the Academic Dean. The following minimum course requirements must be completed to receive the Master of Acupuncture with a Chinese Herbal Medicine Specialization degree:

Acupuncture and related didactic studies	50 credits	750 hours
Biomedical didactic studies (Western medical science)	35 credits	525 hours
Herbal didactic studies	30 credits	480 hours
Clinical training (Clinic Observation 240) (Clinic Internship 720)	32 credits	960 hours
Ethics, Business, and Communications didactic studies	8 credits	120 hours
<b>Total</b>	<b>155 credits</b>	<b>2835 hours</b>

## 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.
- Apply online for licensure and pay the application fee.
- Complete 60 credits of general academic college courses, other

than in 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 by the Acupuncture Board before the meeting, 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 two years.

### **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.

## **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 is available at <http://www.nccaom.org/>. Students must pass exams required for licensure in the state in which they plan to practice before starting their practice. Students are urged to plan early to take certification exams immediately after graduation, as experience has shown that those who do so are more likely to pass 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 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.*

### **-4102 Chinese Terminology and Phonetics**

This course is an introduction to the Chinese characters and *Pinyin* words necessary to understand the curriculum, to ensure 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 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 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 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 reviews 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 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 Point Location – Yellow**

This course continues the study of the acupuncture points of the 14 meridians and selected extra points. Chinese point names, a 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

The course will focus on the Urinary Bladder meridian of the foot Taiyang, the Kidney meridian of the foot Shaoyin, the Pericardium meridian of the hand Jueyin, the San Jiao meridian of the hand Shaoyang, the Gallbladder meridian of the foot Shaoyang, and the Liver meridian of the foot Jueyin.

*4 credits, Prerequisites: A-4104.*

#### **A-4108 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 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 of such methods.

*2 credits, Prerequisites: A-4101.*

#### **A-4111 Five Element Theory and Application**

This class is designed for an in-depth discussion of the theory and philosophy of the Five Elements and their application in diagnosis and treatment. Also, students will practice using relationships among 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 emergencies. 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 emergencies specific to an acupuncture practice. Part II (classes 4 and 5) is taught by an American Red Cross-certified instructor and will cover the management of heart and breathing emergencies, as well as first aid.

*1 credit, Prerequisites: None.*

### **A-4113 Point Location – Red**

This course continues the study of the acupuncture points of the 14 meridians and selected extra points. Chinese point names, a 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 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-4115 Needle Technique I**

This course will continue the work begun in Intro to Needle Technique. Building on the basic principles of needle insertion and tissue sensation, the students will be guided in practicing needling 'difficult' acupuncture points to gain hands-on experience with these points before entering clinical practice. This will also serve as reinforcement of the point location curriculum. The class will be structured as one week of discussion and demonstration by the instructor, followed by one week of supervised hands-on practice by the students. *1 credit, Prerequisite Course: A-4204, A-4105, Corequisite: A-4107*

### **A-4201 Meridian Acupoint Energetics and Application**

This course teaches the instructions and energetics of the 12 regular meridians 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 integrating Western disease into the TCM pattern of identification.

*2 credits, Prerequisites: A-4106, A-4108, A-4114.*

### **A-4204 Intro to Needle Technique**

This course will introduce the basic concepts of needle technique, including needle insertion both free hand and with a guide tube, de qi sensation, basic manipulations, fundamental concepts of tonifying and sedation, and the practical portion of the CNT exam.

*Prerequisite Course:*

*1 credit, Prerequisites: None*

### **A-5203 Treatment Modality of Acupuncture I**

This course explores Western diseases, including emergency diseases such as stroke, and internal diseases such as respiratory, gastrointestinal, urogenital, psycho-emotional, and musculoskeletal diseases from the perspective of

traditional Chinese medicine. The course includes a discussion of the etiology, pathogenesis, diagnosis, and treatment with acupuncture, as well as an understanding of 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 conditions such as stroke, movement impairment, and certain neurological disorders. Point measurement 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 Treatment Modality of Acupuncture II**

This course explores Western diseases, including obstetrics/gynecology (OB-GYN) conditions such as irregular menstruation, menorrhagia, amenorrhea, dysmenorrhea, and symptoms occurring during the menstrual cycle, as well as menopausal syndrome. Also included are Pediatrics and Eye/Ear/Nose/Throat (EENT) from a traditional Chinese medicine perspective. The course includes a discussion of the etiology, pathogenesis, diagnosis, and treatment with acupuncture, as well as an understanding of 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 their use under 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 20 basic Tui Na hand techniques and their use in treating common adult diseases.

2 credits, Prerequisites: A-4103.

#### **A-6302 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 of TCM principles, diagnostic methods, and treatment strategies. The students will identify areas of weakness to more efficiently prepare for their exam and will learn effective test-taking strategies that utilize 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 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 the development of treatment principles and methods. Students will also review the Clean Needle Technique.

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

## Biomedical Sciences (Western Medical Science)

### **W-4101 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 regulations are applied to the study of the following systems: cellular, tissue, integumentary, skeletal, muscular, nervous, and endocrine.

*3 credits, Prerequisites: None.*

**W-4102 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 the terminology and technical vocabulary necessary for professional, interdisciplinary communications.

*2 credits, Prerequisites: None.*

### **W-4103 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 identifying and using anatomical landmarks to locate underlying tissues and organs.

*2 credits, Prerequisites: W-4101.*

### **W-5202 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 healthcare professionals.

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

### **W-5203 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 previously obtained for a given patient or specifically ordered for the current course of treatment) as an aid in developing an appropriate treatment plan.

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

### **W-5301 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 spoil food, and the ecological significance of bacteria in the cycle of matter. *3 credits, Prerequisites: W-4103.*

**W-5302 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 treatment. The

The importance of various components of Chinese foods and herb-combination cooking is also discussed.

*1 credit, Prerequisites: None*

**W-5303 Case Management and Referral**

This course covers how students will meet the challenges and accountabilities of case management and referral in the 21<sup>st</sup>-century practice of Traditional Chinese Medicine within the modern healthcare system. Students will become familiar with effective methods for planning a course of treatment, evaluating outcomes, identifying the need for referrals, the process of making successful referrals, and conducting effective case closures. Associated ethical and legal issues will also be explored. *2 credits, Prerequisites: W-4102.*

**W-6304 Biomedical Pharmacology**

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

*3 credits, Prerequisites: W-5202, W-5203.*

**W-6305 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 healthcare practitioners. *2 credits, Prerequisites: W-4103, W-5202, W-5203, W-6304.*

**W-6306 Biomedical Toxicology**

This course investigates the disciplines of toxicology and pharmacology. The course explores the mechanisms of toxicity 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 Biomedicine Review**

This course is a comprehensive review of all previous biomedical courses taken at THSU, to ensure a 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 Hygiene, Public Health, and Epidemiology**

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

*1 credit, Prerequisites: W-4102.*

### **W-6403 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 faculty, 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 faculty, 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 who have not already done so will register for and take the Clean Needle Technique course. *3 credits, Prerequisites: A-4101, A-4104, A-4106, W-4101, W-4101, W-4103, C-4101*

### **C-4301 Clinic Theater**

In the Clinic Theater class, the students will have the opportunity to observe a variety of practitioners treating patients. Unlike the Clinical Observation and Evaluation classes, where the goal is to learn not only the methods but also the flow and timing of practice, Clinic Theater will focus more strongly on developing clinical reasoning and diagnostic methodologies. To this end, each week the class will treat only one patient, with the beginning of the course allotted to discussion and preparation, and the latter part of the class (after the patient treatment) to discussion of the case and clinical decisions that influenced the course of treatment.

Schedule: (2 credits)

*0-1.5hrs Discussion and preparation for patient care*

*1.5-2.5hrs Patient Treatment*

*2.5-4hrs Discussion of course of treatment and clinical decision-making*

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

Under the supervision and direction of the faculty, students begin needling and applying other TCM treatment modalities to patients. The three emphases of a 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 faculty. 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 faculty, students begin needling and applying other TCM treatment modalities to patients. The three emphases of a 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 faculty. 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 faculty, students apply acupuncture, herbs, and other TCM treatment modalities to patients. The three emphases of a 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 faculty. 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 CCAHM and made available online to our students by the Council of Colleges of Acupuncture and Herbal Medicine (CCAHM.org). The Clean Needle Technique (CNT) course includes 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 internships.

**Ethics, Business, and Communications****E-4101 Medical Ethics**

This course focuses on the scope of practice of Texas-licensed acupuncturists, with students familiarizing themselves 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 that practitioners encounter.

*1 credit, Prerequisites: None.*

**E-4201 Marketing and Office Management**

This course introduces the student to a wide range of medical office duties 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 records and electronic health record systems to maximize the benefit to the patient and the clinic. There is a brief introduction to the International Classification of Diseases-10 (ICD-10) and Current Procedural Terminology (CPT) coding, bookkeeping, and accounting practices.

*3 credits, Prerequisites: None*

### **E-5202 Counseling and Communications**

This course will help the students develop communication and counseling skills to maximize the therapeutic effect of acupuncture and herbal medicine treatments. The student will learn basic principles of counseling and communication through a process that includes lectures, class discussion, case presentations and analysis, and role-playing. There will be a special emphasis on developing the acupuncturist-patient relationship.

*2 credits, Prerequisites: None.*

### **E-5203 Business Planning and Entrepreneurship**

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

*2 credits, Prerequisites: None.*

## **Herbology**

### **H-4101 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 basic herbal theories and build up a solid foundation for the next level of herbal studies.

*1 credit, Prerequisites: A-4101.*

### **H-4102 TCM Herbology - Yellow**

This course builds upon the introductory course in TCM Herbology. It 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 TCM Herbology - Green**

This course builds upon the introductory course in TCM Herbology. It 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 the drain dampness, dispel wind-dampness, transform phlegm, relieve food stagnation, regulate qi, and regulate blood.

*3 credits, Prerequisites: H-4101.*

### **H-4201 TCM Herbology - Red**

This course builds upon the introductory course in TCM Herbology. It 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 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 Introduction to TCM prescription ology**

This is an introductory course to TCM Prescription ology. Students will learn the basic prescription theories and build a solid foundation for the Chinese herbal formula Prescription ology courses, the composition and modifications of prescriptions based on syndrome differentiation, therapeutic methods, and the particular principles of selecting the proper herbs. Also, students study how to identify the various treatment methods used 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 TCM Prescription ology - Orange**

This course explores the major formulas, including their herbal components, significance, explanations, indications, and clinical uses. Throughout this course, the principles and methods of AOM treatment, along with 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 the properties, functions, principles, dosages, and ingredients of traditional formulations. The herbal formulas we focus on in this course will release exterior, drain downward, and harmonize. Also, students will study how to approach Western diseases with Chinese herbal formulas.

*2 credits, Prerequisites: H-5202.*

### **H-5204 TCM Prescription-ology – Blue**

This course explores the major formulas, including their herbal components, significance, explanations, indications, and clinical uses. Throughout this course, the principles and methods of AOM treatment, along with 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 the properties, functions, principles, dosages, and ingredients of traditional formulations. This course focuses on the herbal formula of Clear heat, Dispelling summer heat, Warm interior cold, releasing exterior-interior excess, Tonifying, and Stabilizing and Binding. Also, students will study how to approach Western diseases with Chinese herbal formulas.

*2 credits, Prerequisites: H-5202.*

### **H-5301 TCM Prescription-ology - Purple**

This course explores the major formulas, including their herbal components, significance, explanations, indications, and clinical uses. Throughout this course, the principles and methods of AOM treatment, along with 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 the properties, functions, principles, dosages, and ingredients of the traditional

formulations. This course focuses on herbal formulas: Calm the spirit, Open the sensory orifices, regulate qi, Invigorate the blood, stop bleeding, expel wind, treat dryness, expel dampness, disperse phlegm, reduce food stagnation, expel parasites, and treat abscesses and sores. Also, students will study how to approach Western diseases with Chinese herbal formulas.

*3 credits, Prerequisites: H-5202.*

**H-6302 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 with which common infectious diseases, transmitted and developed within the body, are discussed in a very logical and methodical manner. The elegance and effectiveness of its formulas are widely used today for a variety of diseases. This text richly illustrates the flexibility of herbal therapy in addressing individual variations in disease and, when studied, can offer much guidance on the use of formulas and how to modify them to suit an individual patient.

*2 credits, Prerequisites: H-5202.*

**H-6303 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 Practical Training in Herbal Formulation**

This course is an in-depth study of the practical formulation of herbs. Students will be involved in formulating herbal treatments for patients' diseases under the guidance of the faculty. *1 credit, Prerequisites: H-5203, H-5204, H-5301.*

**H-6305 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 the disease, its development, treatment, prognosis, and prevention. This course explores Western diseases, including emergency diseases such as stroke, and internal diseases such as respiratory, gastrointestinal, urogenital, psycho-emotional, and musculoskeletal diseases 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 TCM Gynecology**

This course explores the application of TCM methodologies to gynecological issues and disorders, including menstruation, leukorrhea, pregnancy, postpartum disorders, and menopause. The discussion will address the physiology of the female reproductive system, considering factors such as blood and the health of the Ren, Chong, Dai, and Du channels, and the health of the zang organs as they relate 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 the differentiation of syndromes according to zang-fu, channels, and pathological factors such as cold and stagnant blood, and the herbal treatment of gynecological disorders. *2 credits. Prerequisites: H-5203, H-5204, H-5301.*

**H-6307 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, as well as Zhang's great contributions after "*Nei Jing*," are discussed here.

*1 credit, Prerequisites: H-5202.*

**H-6308 Licensure Examination Preparation: Herbology**

The entire study of Chinese herbology will be reviewed and discussed. Specific study assignments will be designed to prepare students to pass the national Chinese herbology certification examination.

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

**H-6401 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.*

**H-6402 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 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 introduces the philosophy and principles of Tai Chi and its application to health, well-being, 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. It is designed to deepen the student's understanding of Tai Chi principles within the broader 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 herbal prescriptions, dosages, 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 a major branch of acupuncture science. This course provides students with basic, useful knowledge of neurology in medical Chinese, including basic diagnostic and treatment methods for neuropathy. Students will also learn useful skills in neurology clinical methods.

*2 credits, Prerequisites: A-4110, A-5204 and H-6305.*

**O-6005 TCM Dermatology**

The students will learn the general introduction to TCM Dermatology, including TCM physiology, pathology, and syndrome differentiation, 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 the treatment of common side effects associated with various medications. Students learn how to relieve 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 the treatment of trauma, including prevention and treatment of various types of sports and athletic injuries, with a thorough discussion of post-recovery conditioning and therapies.

*2 credits, 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 the care of older adults. It aims to promote health maintenance and prevent and treat disease and disability 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 teaches students to delve deeply into the principles, practice, and clinical utility of fluid mechanics in 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.*

## Tuition and Fees

### Master of Acupuncture with a Chinese Herbal Medicine Specialization (Effective 9.3.2025)

<b>Tuition</b>		
Classroom Tuition	(Per credit, for U.S. students, 125 credits)	\$425.00
	(Per credit, for international students)	\$604.00

Clinic Tuition (Per credit, for both U.S. and international students, 30 credits \$562.00)

**Total Estimated Tuition (For U.S. Students) \$70,259.00**

(For International Students) **92,276.00**

(Ten Trimesters is the recommended schedule for this program of study. The Board of Directors reserves the right to raise tuition by 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 \$275.00

Trimester Deposit	\$250.00 (Applicable toward the first-trimester tuition)
Herb Sample Kit and White Coat Fee	varies
Class Audit Fee	\$75.00
Second-Year Comprehensive Exam	\$50.00
Graduation Comprehensive Exam	\$200.00 (Retakes \$50 each)
Graduation Fee	\$150.00

Course Audit Fee for Graduates \$125.00 per trimester

#### Recurring Fees

Student Services Fee \$125.00 (Including facility, lab, Wi-Fi, library, tutoring, administrative services, etc.) per trimester

Textbooks, professional equipment, clinic supplies (estimate) \$500.00 per trimester

Clinic Fee: (Interns only) \$250.00 (This fee pays for expendable supplies in the clinic, waste disposal, malpractice per-trimester insurance, and electronic health records technology)

**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 on the 1<sup>st</sup> day of class. The remaining payments are due on the first day of each month thereafter. 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 \$50.00 (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 a course is added after 5 days following the start of the trimester, per course

Late Drop Fee \$75.00 Payable if a 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.

**(The fee will be waived upon the student's documentation of a legitimate emergency)**

**Other Fees**

Student I.D. Card (replacements)	\$5.00
<b>Make-up Examinations</b>	<b>\$50.00</b> 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. One transcript will be sent to NCCAOM for the board exams at no charge.

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

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

# Academic Calendar

## Fall 2025 Trimester

Applications/Documents due (new students) August 6, 2025  
Registration Due (current students) August 13, 2025  
Classes begin September 3, 2025  
Trimester ends December 19, 2025

## Spring 2026 Trimester

Applications/Documents due (new students) December 12, 2025  
Registration Due (current students) December 19, 2025  
Classes begin January 5, 2026  
Trimester ends April 27, 2026

## Summer 2026 Trimester

Applications/Documents due (new students) April 30, 2026  
Registration Due (current students) May 1, 2026  
Classes begin May 11, 2026  
Trimester ends August 24, 2026

## Texas Health and Science University Official Holiday Observations

September 1, 2025: Labor Day

November 27-28, 2025: Thanksgiving Day and the day after  
Thanksgiving

December 24-27, 2025: Christmas Break

January 1, 2026: New Year's Day

January 19, 2026: MLK Day

March 16 to 21, 2026: Spring Break 2026 in Austin and San Antonio

May 25, 2026: Memorial Day

June 19, 2026: Juneteenth National Independence Day

July 4: Independence Day

# Financial Aid Policies

## Financial Aid Programs and VA Benefits

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 (THSU).

Eligibility for financial aid is determined by evaluating the student's total resources, including employment earnings, assets, and various educational benefits. All students must meet 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 family contributions and the cost of education. THSU is approved to participate in various federal financial assistance programs

## 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 \$50 late fee will be assessed, capped at \$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 for 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 only to domestic students. 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 \$50.00 late charge will be assessed on the first working day after the due date.

**Federal Financial Aid:** For those who qualify. Further information can be found below and on the THSU Financial Aid page.

**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 financial aid department for more information.

## VETERAN 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 the VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.

- Provide the 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 the VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.

## **Post-9/11 (Chapter 33)**

Effective August 1, 2009, veterans who were on active duty on or after September 11, 2001, may be eligible for post-9/11 (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 the 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 for benefits from traditional programs, such as Chapter 30, Chapter 31, and Chapter 34/30.

Effective 8-1-18, several changes were made 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 receive 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 the 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>

## How to Apply for Financial Aid

To qualify for federal financial aid, you must first complete the Free Application for Federal Student Aid (FAFSA). This requirement ensures eligibility for all federal grants, loans, and work-study programs. See the steps below or visit <https://studentaid.gov/h/apply-for-aid/fafsa> to get started.

You may also visit our website for more details at <http://www.thsu.edu/> and navigate to *How to Apply for Financial Aid*.

**THSU School code: 031795**

**STEP 1:** Create an FSA ID or sign in with an already verified

account. **STEP 2:** Start the FAFSA at

<https://studentaid.gov/h/apply-for-aid/fafsa>

**STEP 3:** Fill out the Student Demographics section

**STEP 4:** List the schools that will receive your FAFSA information

**STEP 5:** Answer the dependency status questions to determine if you are dependent or independent

**STEP 6:** Fill out the Parent Demographics section if it was determined in **Step 5** that you are dependent

**STEP 7:** Provide your financial information

**STEP 8:** Sign and submit your FAFSA form

### Receiving the financial aid package

1. Review your Financial Aid Notification Letter and direct any questions you may have to the Financial Aid Office at [faid@thsu.edu](mailto:faid@thsu.edu). Your financial aid is accepted when you sign the Financial Aid Notification Letter.
2. (Required for first-time borrowers) Complete an online Direct Loan Entrance Counseling for Graduate/Professional students at [https://studentaid.gov/entrance\\_counseling/](https://studentaid.gov/entrance_counseling/). The financial aid office will receive an electronic confirmation once completed; however, you may wish to print a copy for your records (and as a backup should we not receive the confirmation). Loan funds will not be requested until the Entrance Counseling is completed and confirmation is on file.
3. If instructed, complete a Federal Direct Loan Master Promissory Note (MPN) for Graduate/Professional students at <https://studentaid.gov/mpn/>.
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 if you are instructed to do so.
7. Once everything is submitted, the university will issue a Financial Aid Notification Letter with your eligible aid amounts and types. Sign and return this to the financial aid office.
  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 credit balance to you.

Students need to complete a new FAFSA for each academic year. The Financial Aid office will notify students when it is time for them to reapply.

## **Financial Aid Award Terms and Conditions**

### **General**

All financial aid award offers are based on enrollment patterns 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 or discontinued funds, may result in the rescission 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 supporting documentation. THSU is required by federal law to resolve any conflicts in information that become evident during 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. Students must inform the Financial Aid Office of any changes to their FAFSA details or supporting documents.

False or incomplete information submitted by a student or on the student's behalf may result in the cancellation of an award. It may require repayment of all or part of the funds disbursed to the student. If a student has received aid to which he/she is not entitled, it will be the student's responsibility 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 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 that he or 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 the pay rate) for any offered position.

## **Rights and Responsibilities**

Students are obligated to know their rights and responsibilities as 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 are made.
- Confidential protection of your financial aid record under the Federal Family Educational Rights 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 a 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 of 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, 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 the 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 attending college.

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 students' COA and how much assistance is currently awarded are what matter in this calculation. Non-need-based programs at THSU include Direct Unsubsidized Loans and Direct PLUS Loans.

Financial aid funds are awarded for an academic year or the remaining period of study and distributed equally between the terms or payment periods that define that academic year or the 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 at the maximum eligibility level for the academic year. The academic year consists of two trimesters.

## **Reporting Outside Financial Resources**

If 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, along with the reasons for it. 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 that was not accounted for when the student was originally awarded. 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, and could become the responsibility of the student.

In some instances, THSU is required by federal and state regulations to verify financial aid applications. 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 on time 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) cancel all aid that has previously been awarded, and/or;
- (3) 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 or conflicting information must complete the process no later than 30 days after notification from the Financial Aid Office. The applicant can request an extension if the verification documents can't be submitted within this timeframe.

### **Secondary Confirmation**

In addition to the verification process 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:

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

### **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. The annual borrowing limit for graduate students is \$20,500.00 in Unsubsidized Stafford Loans.

THSU promotes responsible borrowing and encourages students to borrow only what they need to cover costs, rather than the amount 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 disbursed (paid) during each payment period or academic term, based on the 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 3 days of funds being applied to their student account. Students should review their accounts to confirm the dollar amount and disbursement date. 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 Financial Aid**

Funds listed on financial aid award letters may only be used for educationally related expenses. THSU applies all financial aid awards directly to institutional charges on a student's account (charges may include, but are not limited to, tuition, fees, book vouchers, etc.). After these charges are deducted, any remaining financial aid funds will be released to the student as a refund. If subsequent charges are posted to 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 before 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 disbursed financial aid and/or payments made on a student account exceed 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 as checks within 14 calendar days after Direct Loans are posted to the student's account, and a credit balance exists.

If financial aid funds are disbursed in error, the student agrees to repay the full amount to THSU if the error results from a student action. 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:

- The current year for a student who only receives Direct Loans is the loan period.
- THSU may use as much as \$200 from an existing Title IV credit balance to cover charges from the previous year.

A prior year is defined as:

- Any loan period or award year before 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 each student's progress toward degree completion. Students who fail to achieve defined minimum standards for grade point average and/or fail to maintain the standards for the 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.

### **Duration & Renewal of Aid**

Financial aid is awarded on a one-year basis. Students intending to use financial aid in future terms will need to file a FAFSA that corresponds with the appropriate award year. FAFSAs 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 status, academic status, enrollment status, legal name, etc. Additionally, the student will be expected to keep his/her local and permanent mailing address current with the Registrar. According 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 THSU program. 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 before 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 before withdrawing, a post-withdrawal disbursement may be due. If the post-withdrawal disbursement includes loan funds, the student must permit it 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 Return to Title IV Funds, the university must verify that 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 canceled, 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 on a calendar day, not a class day. This includes weekends, holidays, and breaks of fewer than 5 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 above the amount earned that 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 receive 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 Title IV funds (excluding Federal Work Study) the student earned is calculated as of the student's withdrawal date.

Title IV funds are earned daily up to the 60% point during 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 before or on the 60% point of the semester, THSU must 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 must 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 percentage earned.

### **Order of Aid to be Returned at THSU**

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

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

### **Withdrawn Student Notification**

Once the Return to Title IV Funds calculation has occurred, the Financial Aid Office will notify the student of the results of the calculation, 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 stops attending before the 60% point of the term, the student will be billed for outstanding charges resulting from 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. If you are 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](http://www.studentloans.gov). You will need the contact information for three references. Please allow 30-60 minutes to complete the session.

### **Frequently Asked Financial Aid Questions**

#### ***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 with a Chinese Herbal Medicine specialization.
- Be a U.S. citizen or eligible non-citizen.

- 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).
- 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, they 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

The payment period (trimester) has earned all the assistance they were scheduled to receive for that period. There are also academic consequences 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 repay funds based on the percentage of 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 12 months; otherwise, the student will be 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 domestic and international students enrolled at the university, full-time and part-time, and address policies and procedures for students enrolled in each program.

### **Course Selection**

Students registering for classes must meet the prerequisites for each class. 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. The minimum passing grade required for successful completion of courses is 70%. The student must repeat all required courses where a grade of F was awarded. THSU utilizes the semester credit system. 1 credit = 15 classroom contact hours or 30 clinic 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 is not computed in the Cumulative Grade Point Average (CGPA), but computed in Credit Completion Percentage (CCP)

**Incompletes** are not computed in CGPA or CCP until the course is completed

**Withdrawals** are not computed in CGPA, but computed in CCP

**TC** Transfer Credit is not computed in CGPA or CCP.

# Auditing Courses

## Leave of Absence

### Purpose

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

### Policy

Texas Health and Science University may grant multiple LOAs to a student for unforeseen and extreme circumstances that do not exceed 180 days in any 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 member per 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 absent due to an unforeseen circumstance, 14 consecutive days of absence constitute an unofficial withdrawal. 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 before a Return of Title IV is performed, the student will be considered an unofficial withdrawal, and all unearned Title IV funds will be returned per U.S. Department of Education regulations.

### Required Documentation

Students must request a leave of absence from the Registrar. For medical leave of absence, the student's request must be accompanied by a letter from a physician, physician's assistant, or nurse practitioner. The letter must be on official letterhead and include the diagnoses and an estimated recovery time. For a financial or personal leave of absence, the student's 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 12 months for financial aid recipients and may not exceed 5 months for international students.
- Students must be in satisfactory academic standing and must have a reasonable expectation to return to the university by the start of the next trimester.
- Students must submit an LOA request in writing and have it approved before 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 before deployment.

- Students must stay in contact with the Registrar while on LOA. Failure to contact the Registrar monthly 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 effective as of 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 to 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 take a temporary absence from 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 students' 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):** Students 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 the U.S. to receive treatment. No more than 12 months of total leave is 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 more than five months, the student must obtain a new USC I-20 with a new SEVIS ID number to re-enter the U.S. and return to THSU. It is the student's responsibility to email the International Student Advisor at least 2 months before returning to THSU to request a 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 if they have an unexpired visa associated with their previous I-20.

Note: If the international student does not return within 5 months, the F1 status may not be changed, and the student must begin the process for 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](mailto:registrar@THSU.edu).

### Satisfactory Academic Progress Policy: Degree-Granting Programs

#### (Applies to All Students)

Satisfactory Academic Progress (SAP) is the standard used by the University to assess whether students are making adequate progress in their studies. The University has established these qualitative and quantitative standards to monitor students' progress toward completing their degree program. If a student fails to meet these standards, the student will be placed on Financial Aid Warning, Financial Aid Probation, or Financial Aid Suspension. All actions have specific consequences for students receiving U.S. Department of Education Title IV financial aid, and the same standards apply to all students.

#### The Satisfactory Academic Progress standards are as follows:

- Students must earn a grade of "C" or better in each course taken to earn academic credit for the course; all required courses in which a grade of "F" is earned must be retaken by the student 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 the credits for each course by the grade points associated with the grade earned to obtain the quality points for the course, totaling the quality points earned for all courses, and dividing the 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 for transfer credit, count toward the 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 Master of Acupuncture with a Chinese Herbal Medicine Specialization is 10 trimesters. Grades for all courses attempted, but not transfer credits, affect the Maximum Time Frame for Completion.

**SAP is checked at the end of each term. No further action is required from the student if the standards are met. are being met.**

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

**Master of Acupuncture with a Chinese Herbal Medicine Specialization SAP Policy**

Trimesters Attempted	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%	155	67%	3.0

### **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" does not affect the calculations for the 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 "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. Repeated coursework that falls under the following conditions cannot be included in a student's enrollment status for financial aid eligibility.

- Repeating a previously passed course more than once. A course is considered passed if the student earns a grade of D 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 1: A student is taking a previously passed 3-credit-hour course for the third time. The student is enrolled in 13 credit hours for the term. Per federal regulations, the repeated course must be excluded from the student's aid eligibility. Only 10 students' 13 hours can be used to calculate aid eligibility.

Example 2: A student is taking a previously passed course. The student receives an F on the second attempt. The student attempts the course for a third time. The course attempt will not be counted in total enrollment hours for financial aid.

Example 3: A student repeats a previously passed course. The student withdraws from the course for the second attempt. The student attempts the course a third time. The third Course attempt will not be counted in the total enrollment hours for financial aid.

## **Dropped Courses**

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

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 receive 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 and Federal Graduate Plus Loans. 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 required determines a student's earned and unearned Title IV aid based on the percentage of the enrollment period completed. The percentage of the period the student remained enrolled is calculated 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. 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. Students return funds to the Federal Stafford loan program in accordance with the terms and conditions of the loan's promissory note. THSU only offers master's degree programs and awards and disburses Federal Unsubsidized Stafford and Grad Plus Loans; therefore, the return of Federal aid is in the following order at THSU:

Unsubsidized Federal Stafford loans, Federal Grad Plus loans.

## **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 uses the above Dropped Courses formula for any courses 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 the international student advisor, as appropriate.

## **Satisfactory Academic Progress Procedures**

The University evaluates students at the end of each term 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 below are not met. Failure to make Satisfactory Academic Progress will affect the student's eligibility for Title IV Financial Aid funds.

## **Financial Aid Warning**

Students who fail to maintain the required CGPA or do not complete the stated percentage of the credits for which they registered at the end of each term will be placed on Academic Financial Aid Warning for one term. At the end of the term (trimester), the student's academic progress will be evaluated to determine eligibility for continuing enrollment and federal financial aid for the subsequent term. If the student meets the minimum CGPA and Credit Completion Percentage for their program, they 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 become ineligible for financial aid. Students can file an appeal to have their financial aid reinstated. The appeals are generally based on extenuating circumstances that occurred during the school year and led to a decline in the students' CGPA or Credit Completion Percentage. Students may appeal the loss of their financial aid eligibility by following the steps in the Appeals Section below. All appeal decisions are final.

## **Appeals Process**

Students may appeal their loss of financial aid eligibility by filing an appeal with the Appeals Committee. If the appeal is approved, the student will be placed on Financial Aid Probation. All documentation must be attached to the appeal form. A complete appeal form must include the following:

1. Mitigating circumstances that interfered with the student's ability to meet SAP standards.

Acceptable mitigating circumstances are as follows:

- Illness, accident, injury, or incident experienced by the student or by a significant other 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 circumstances
- Natural disaster or 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.

2. Proper documentation is required for all mitigating circumstances. Examples of proper documentation are as follows:

- Physician's statement.
- Police reports.
- Death certificate or obituary.
- Professional Counselor's statement.
- Hospital bills.
- Letter from an employer.
- Military orders.
- Divorce decree.
- Attorney's statements.

All appeals must be submitted to the Appeals Committee. Appeal letters must include the mitigating circumstances, the resolution of those circumstances, and the student's plan to succeed academically. Appeal letters must be accompanied by the required documentation to be heard by the Appeals Committee. The student may be required to meet with one or all members of the Appeals Committee to present any further evidence requested. After the appeal is received, the student will be notified within fourteen (14) business days of whether the appeal is granted or denied. Fax or mail the appeal form and documentation to:

**Attention: Financial Aid Department  
Texas Health and Science University  
2015 S IH-35, Suite 250  
Austin, TX. 78741  
faid@thsu.edu**

## Financial Aid Probation

Upon the approval of an appeal, the student will be placed on financial aid probation, and financial aid will be reinstated. Students will be placed on financial aid probation for one academic year (two trimesters). Academic progress will be checked at the end of each term until the student either loses financial aid due to suspension or regains satisfactory progression toward earning the degree. To regain satisfactory progression toward earning the degree, the student must complete 100% of attempted classes and earn the required GPA based on the number of attempted trimesters, as indicated below.

Trimesters Attempted	Cumulative Grade Point Average
4	2.25
	2.5
	2.75
	3.0

## Financial Aid Suspension

If the student's appeal is denied, the student will be placed on financial aid suspension. To regain eligibility, the student will need to attempt and complete, at his or her own expense, the same number of hours that were attempted before financial aid was suspended at Texas Health and Science University. The credits must be attempted at Texas Health and Science University for the student's financial aid to be reinstated.

## 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 catalog.

## **Incomplete Course Work**

If coursework has not been completed due to illness, family emergency, or other events 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, 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 "F" grade. The final grade will affect the student's CGPA, the 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 faculty.** 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, before 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

get in touch with the Registrar to complete this process.

- **Course Drops:** Students may drop a class, for a fee, up to the point at which the course meets 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 CGPA calculation, the maximum time frame for completion, and the course completion percentage. The process for dropping courses must be completed in writing or by email, and the drop fee must be paid. Please get in touch with the Registrar to complete this process.

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:

<b>Day of the Semester Calendar</b>	<b>Refund Amount</b>
Before 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:**

Per 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 the funds have already been disbursed. 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 the university a balance. In addition, students who completely withdraw from all their coursework during a trimester may jeopardize their eligibility for future financial assistance through the university.

## 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.

## Readmission to the University

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 to 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 of 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. To do so, the student must complete the grievance form and return it to the Academic Dean's mailbox in the Main Office.

4. The Academic Dean will decide within ten (10) working days of receiving the written statement. The individual will be contacted via email or phone to either schedule a meeting or 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 is still not satisfied with the resolution, an appeal may be made in writing to the president. The president's decision will be final.

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

**Accreditation Commission for  
Acupuncture and Herbal  
Medicine (ACAHM)  
8941 Aztec Drive  
Eden Prairie, Minnesota 5534  
(952) 212-2434**

[www.akahm.org](http://www.akahm.org)

**National Certification Commission for Acupuncture and**

**Oriental Medicine (NCCAOM)  
2025 M Street, N W, Suite 800  
Washington, DC 20036  
(888) 381-1140**

[www.nccaom.org](http://www.nccaom.org)

**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:

[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 located 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 faculty or proctor during a test or examination
  - c. failing to comply with instructions given by the faculty 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 faculty 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 a Clinic Internship, when in fact the student was not actively involved in the treatment of such a patient
3. Taking, keeping, misplacing, or damaging the property or services of the university, or those belonging to other individuals.
4. Possessing, using, and displaying 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 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, Drugs, and Harassment**

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 concerning 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 creating an intimidating, hostile, or offensive educational or work environment.

While THSU seeks to foster an atmosphere that promotes freedom of expression on campus and in clinics, such expression must always be accompanied by a responsibility to respect others' rights. 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 who feels they are being subjected to offensive behavior of any kind should clearly communicate to the offender that the behavior is not welcome and also report it to the administration.

A student or employee may wish to discuss the situation informally with the administration. These discussions will be handled professionally 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 kept confidential and disclosed only on a need-to-know basis 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 they are subjected to offensive behavior of any kind should feel free to clearly communicate to the offender that the behavior is not welcome and should also report it to the Academic Dean, the Dean of Students, or another member of the administration. These discussions will be handled professionally 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 the accused in to meet for a personal discussion regarding the allegations. The Academic Dean or the Dean of Students may choose another member of the administration to attend this meeting.

If the individual agrees to modify his/her behavior as a result of this discussion, the Academic Dean will attempt to resolve the matter. If, however, other issues arise that 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 investigation's status. At the end of the Investigation, the matter may 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 with 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.

## **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 Support Services**

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

The majority of our students fall into the 22 to 50 age group and come to the university already possessing a bachelor's, master's, 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, within its financial and material limitations, met those needs in the best possible ways. Since THSU does not maintain any student housing, university personnel assist students relocating to the Austin or San Antonio areas in locating suitable, affordable housing.

The student support programs, services, and activities that Texas Health and Science University offers its students can be accessed 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/vrap/p/ind\\_ex.asp](https://webservices.sos.state.tx.us/vrap/p/ind_ex.asp)
- Constitution Day program

### **Registrar**

- Course selection and/or withdrawal
- Coordinate New student orientation
- Graduation ceremony
- Chinese New Year celebration
- Autumn Festival celebration
- Official transcripts
- Grade reports
- Coordinate transfer credit evaluations

### **Enrollment Specialist**

- Student Association
- Job placement assistance
- Student Town Hall meetings
- Continuing Acupuncture Education (CAE) registration
- Coordinate New student orientation

### **Vice President of Academics**

- 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
- Student email addresses
- Student Employment Supervision

## **Clinic Manager**

- Patient recruiting and retention
- Discounted acupuncture and herbal treatments

## **Administrative Coordinator**

- WiFi internet access
- Student billing
- Student and employee email addresses

## **Admissions**

- New and transfer student recruitment
- Coordinate New student orientation
- International student recruiting and advising
- Housing location assistance contact

## **Employment Assistance**

The Director of Admissions collaborates with the Academic Dean to provide 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 events 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 offer support to students and alumni seeking externships or employment opportunities.

## **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 are encouraged to speak with their physician about the hepatitis B vaccine.

## **Safety and Security**

Per 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. If anything takes place after normal business hours, the faculty or staff member present will assess the situation and take action accordingly.

## **Class Cancellations**

The campus notifies students via email when there is a cancellation, and we generally follow the policies of the University of Texas (Austin) or the University of Texas (San Antonio) for inclement-weather delays or cancellations. Thanks to the very favorable weather in Texas, we seldom close for more than a few days in any given year.

## **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 the scholarship application deadline". THSU is not offering internal scholarships at this time, but external scholarships may be available.

## External Scholarships

External scholarships are those that students seek, apply for, and receive on their own, with little or no assistance from the institution. External scholarships are generally available through students' employers, churches, and civic organizations. There are thousands of external scholarships that students can apply for 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 requires you to enter a credit card or pay a fee to receive a scholarship, it is likely engaging in fraudulent activity. Reputable organizations do not charge a fee to search for or apply to 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 recalculate eligibility to determine whether student loans need to be adjusted or returned to the U.S. Department of Education if the scholarship amount causes the student to exceed the annual Cost of Attendance published by the Financial Aid Office and made available to students.

## External Scholarship Links

Fast Web

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

Sallie Mae Scholarship (African American)

<https://www.salliemae.com/college-planning/college-scholarships/types-of-scholarships/minority-scholarships/african-american-scholarships/>

Sallie Mae Scholarship (Hispanic)

<https://www.salliemae.com/college-planning/college-scholarships/types-of-scholarships/minority-scholarships/hispanic-scholarships/>

Sallie Mae Scholarship (General Sallie Mae Fund)

<https://www.salliemae.com/about/scholarship-opportunities/>

Sallie Mae Scholarship (Asian American)

<https://www.salliemae.com/college-planning/college-scholarships/types-of-scholarships/minority-scholarships/asian-american-scholarships/>

Sallie Mae Scholarship (Thurgood Marshall)

<https://www.salliemae.com/landing/bridging-the-dream-for-graduates/>

Sallie Mae Scholarship (Native American)

<https://www.salliemae.com/college-planning/college-scholarships/types-of-scholarships/minority-scholarships/native-american-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.

## Board of Directors

The university is advised by a voluntary board of directors, which meets quarterly.

### **Dr. Patricia Watkins, Chair of the Board**

Dr. Watkins, Vice President Emeritus and Professor Emeritus, retired from the University of the Incarnate Word (UIW) in 2010 and served as Consultant to the President until 2016. While at UIW, she served as the first Dean of College Preparatory Programs, including Principal of Incarnate Word High School, the first Dean of the Dreeben School of Education, and Vice President for International Affairs. She was also a member of the University Strategic Planning Committee and the President's Executive Council.

Before entering higher education, Dr. Watkins taught elementary, middle, and high school, as well as adult education and special education in Texas, Alabama, Washington, New York, Newfoundland, and the Republic of the Philippines. She served as a classroom teacher, campus principal, and central office administrator; authored four nationally adopted science textbooks in the fields of life science, biology, and general science; lectured extensively throughout the U.S. in the field of science education and served as a consultant to K-12 science teachers in the Commonwealth of Puerto Rico. Dr. Watkins earned the B.A. degree from the University of St. Thomas in Houston, Texas, where she received the first John Baptiste de la Salle award for excellence in education. She attended Texas State University in San Marcos, Texas, where she completed a master's degree in the Management of Vocational/Technical Education and earned the Ed.D. in Instructional Management (Curriculum and Instruction + Educational Administration) from Texas A&M in College Station, Texas.

### **Mr. Pat Frost**

Mr. Frost is a recognized leader in the financial services industry and the community who seamlessly combines his role as an executive manager with his commitment to community service, working passionately in the areas of economic development, health care, education, and sports business. He has chaired more than 40 community boards and played an integral part in Frost Bank's growth to its current position as one of the 50 largest banks, with \$48.6 billion in assets. Mr. Frost earned an MBA from the University of Texas and a BA in economics from Vanderbilt University.

### **Michael Agnese, JD, Secretary of the Board**

Mr. Agnese serves as Corporate In-House Counsel for Schlitterbahn Waterparks and Resorts. His responsibilities include development, real estate, finance, corporate structure, contract negotiation, and general liability and risk assessment. Before 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 holds a Master of 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 led it until its sale in 2006. FAS provided over \$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. Mr. Beucler 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 spanning hospitality, international trade, banking, industrial construction consulting, and laboratory testing. He travels frequently to Asia for business and has extensive knowledge of 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 the 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, Procter & 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 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 and academic standards, monitors student progression, and uses policies and procedures to differentiate between satisfactory and unsatisfactory progression. Dr. Henry previously served as Chief of the University of the Incarnate Word's largest healthcare facility, Bowden Eye Care and Health Institute. He orchestrated the development of multidimensional projects, aligning with stakeholder needs while establishing scopes and effectively expanding optometric eye care services for the public. He led processes to investigate innovative approaches to the Bowden Eye Care and Health Institute's delivery model that reduced costs and increased access to services. Dr. Henry revitalized and re-envisioned key functions using the best national 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 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. He has extensive experience in deal structuring and business development across Greater China and the United States. Mr. Chen holds a Bachelor of Science in Business Administration from the University of the Incarnate Word.

### **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. She served as Director of Public Relations at the University of the Incarnate Word in San Antonio. Sosa is the Co-creator of the online 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. Galleries in San Antonio, Charlotte, and Santa Fe represent her.

### **Carolyn Labatt**

Ms. Labatt has led Computer Solutions from its early days as an Apple retail store to its current status as a technology powerhouse. In addition to being CEO of Computer Solutions, Carolyn serves as a director on several boards, including Broadway Bank and Texas Biomedical Research Institute. Ms. Labatt holds a BBA in Finance from Southern Methodist University and was recognized by the North San Antonio Chamber of Commerce as the "Outstanding Small Business Leader in San Antonio

### **Ashley Hu**

Mrs. Ashley Hu built a successful career with her renowned restaurants in Austin, Texas, which are considered some of the best Asian dining establishments in the area. Her restaurants attracted a diverse clientele of various ages and races. And socio-economic groups, establishing her strong connections with local Asian and broader communities. After retiring from the restaurant business, she continues to offer valuable insights and support to universities in setting up and organizing various initiatives.

## 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; MEd Counseling, Gannon University, Erie, PA; BA 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-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 an in-depth understanding of media and business systems.

### **Antonio Holloway, MBA, MS (Austin and San Antonio Campuses) SENIOR VICE PRESIDENT**

MS Human Resource Management, Southern New Hampshire Univ., Concord, NH MBA Healthcare Management, Our Lady of the Lake - San Antonio, Texas

BBA Finance, Wayland Baptist University, Plainview, Texas

**Mr. Holloway** has held several roles over his eight-year tenure at THSU. He is currently the Senior Vice President, where he plays a pivotal role in linking the university's mission to the desired outcomes of aligning enrollment services (financial aid, admissions, registrar, and business office), faculty, and assessment strategies with the university's broader goals. He is instrumental in developing the university's strategic plan and actions that guide the institution in maintaining institutional accreditation.

Mr. Holloway's professional career spans over thirty years in higher education, primarily in Title IV financial aid administration, where he has substantial experience organizing and managing the operations and activities of federal, state, and private financial aid programs. He embraces the enrollment management concept in which the enrollment management team (admissions, registrar, and financial aid) is integral to 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 on committees with both organizations. He currently serves on a diversity and inclusion committee with the Texas Association of Financial Administrators (TASFAA). He also has over ten years of direct experience as a human resources generalist. He is a member of Delta Mu Delta and Kappa Gamma Pi honor societies.

**Maoyi Cai, MD, Dipl.OM (NCCAOM) (Austin Campus)**

**VICE PRESIDENT OF ACADEMICS/ TCM FACULTY**

MD, Education Commission for Foreign Medical Graduates (ECFMG), U.S.A. Medical Council of Canada (MCC), Canada

MS 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.

**Justin Phillips, L.Ac., DAOM (San Antonio Campus)**

**ACADEMIC DEAN / TCM FACULTY**

DAOM- AOMA, Austin

MSTCM- ACTCM, San Francisco; BA

English- U of Houston, Houston

**Dr. Phillips** began studying martial arts and meditation at the age of five. From this, he developed a lifelong interest in health, movement, and energy that eventually led him to a career in Traditional East Asian Medicine. Dr. Phillips received his Master of Science in Traditional Chinese Medicine degree from the American College of Traditional Chinese Medicine in San Francisco and his Doctorate of Acupuncture and Oriental Medicine from AOMA College of Integrative Medicine. Dr. Phillips has worked extensively in both the clinical and educational worlds of medicine. He has been the head of East Asian Medicine at Austin Integrative Medicine, the Associate Dean and Director of Clinical Studies at the Healing Tao Institute of Austin, a faculty member at AOMA College of Integrative Medicine, and the Clinical Director at Modern Acupuncture of Austin. Dr. Phillips has published multiple articles on Traditional East Asian Medicine and a textbook on needle technique. Dr. Phillips has worked extensively in treating orthopedic pain, thyroid, and endocrine disorders, and has a special focus on psycho-social trauma. He is certified in Mental Health First Aid for adults, Kids, and veterans.

**Tama Henderson, L.Ac.**

**ASSOCIATE DEAN/FACULTY (San Antonio Campus)**

Master of Acupuncture and Oriental Medicine, AOMA, Austin, TX

Bachelor of Science, University of Texas, Austin, TX

**Ronald W. Meyer, CPA (Austin Campus)**  
**CHIEF FINANCIAL OFFICER**

BBA 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.

**Ryan Haecker, PhD, MRes, MLis, BA**  
**TECHNOLOGY LIBRARIAN**

MLis, University of Texas at Austin

PhD, Theology and Religious Studies, University of Cambridge

MRes, Theology and Religious Studies, University of Nottingham

BA, History, University of Texas at Austin

**Dr. Ryan Haecker** brings experience in library science, logic and technology studies, and information literacy. Throughout his career in libraries and the academy, he has developed skills in academic publishing, archival research, and conference management across diverse environments in Texas, England, and Italy. In his role as Librarian, Dr. Haecker focuses on supporting and encouraging THSU students to strive for excellence in their studies and to develop new skills for their current and future endeavors.

**Joan Uribe, MS (Austin and San Antonio Campuses)**  
**DIRECTOR OF ADMISSIONS**

AA Lone Star College, Houston, TX.

**Ms. Uribe** has 36 years of experience in higher education and has held positions such as Director of Student Services, Executive Admissions Manager, and School Director. She holds professional membership in the Texas Association of Collegiate Registrars and Admissions Officers (TACRA).

**Lisa Walker, MS (Austin and San Antonio Campuses)**  
**REGISTRAR**

MS Teaching and Learning, Colorado State University Global, Aurora, CO. BS Arts Administration, Wagner College, Staten Island, NY.

**Ms. Walker** brings a diverse background in higher education to the university. Lisa Walker began her academic career journey at Wagner College in Staten Island, New York, where she completed her undergraduate studies. In 2012, Lisa expanded her horizons by moving to South Korea, where she taught English for a year. In 2014, Lisa relocated to Thailand, where they spent nearly two years contributing to the English immersion program. Collaborating with British, American, and Thai educators, Lisa played a key role in student teaching and curriculum development, enhancing the educational experience for students in the program. In 2015, Lisa moved to Austin and continued her teaching career until February 2024, when she transitioned to her current role as Registrar at Texas Health and Science University.

**Norma Gonzalez**

**BOOKKEEPER (*Austin and San Antonio Campuses*)**

BA Mt Hood Community College

## Core Faculty – Austin Campus

**Maoyi Cai, MD, Dipl.OM (NCCAOM)**

**VICE PRESIDENT OF ACADEMICS/ TCM FACULTY**

MD Education Commission for Foreign Medical Graduates (ECFMG), U.S.A. Medical Council of Canada (MCC), Canada

MS 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., PhD (China) CLINIC**

**DIRECTOR/ TCM FACULTY**

Ph.D. 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 more than 10 years of experience as a clinician, faculty member, 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 on a variety of research issues in Traditional Chinese Medicine. She has published original research in journals such as Traditional Chinese Medicine Research and the Chinese Journal of Integrated Traditional and Western Medicine on Digestion and 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, MBA**  
**ACUPUNCTURE DIRECTOR/ TCM FACULTY**

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 in 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 a campus security officer, and assisted in the 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)**  
**TCM FACULTY**

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 and a paper reviewer of the *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 on TCM in both Chinese and English. Dr. Zheng has been on the faculty since 2001.

**Allison Y. Yu, L.Ac., MSAOM**

**HERBOLOGY DIRECTOR, TCM FACULTY**

MAOM, Texas College of Traditional Chinese Medicine

MEd in Counseling and Student Services from the University of North Texas, BA 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 of 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 cultivate a holistic understanding of the influences of body, mind, spirit, and environment, and she provides her patients with whole health treatments.

## **Part-Time Faculty – Austin Campus**

**Sung Moon Rhim, MSOM**

**CLINIC FACULTY**

MS Oriental Medicine, South Baylo University

BA 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 later pursued an intensive clinical practice in Silicon Valley, where she treated over 10,000 patients. She is currently a DAOM candidate with a focus on PTSD, anxiety, insomnia, depression, addiction, and other psychological symptoms; furthermore, Ms. Rhim has a great deal of experience in applying Bio-Acupuncture, facial rejuvenation techniques, and internal medicine. She teaches clinical courses in Austin.

## **Core Faculty – San Antonio Campus**

**Justin Phillips, L.Ac., DAOM ACADEMIC**

**DEAN/ TCM FACULTY**

DAOM, AOMA Graduate School of Integrative Medicine, Austin, TX

MSTCM, American College of Traditional Chinese Medicine, San Francisco, CA, BA,

English/ Creative Writing, University of Houston

*Teaching Specialization: Clinic Supervision, Medical Qigong*

**Dr. Phillips** is certified in Medical Qigong from the Healing Tao Institute. Since beginning his career in 2009, he has served as a clinical director at Modern Acupuncture, an owner/acupuncturist at Stonegate Wellness, a speaker offering wellness talks to corporate groups, and as a head of acupuncture/assessment specialist at Austin Integrative Medicine. Dr. Phillips is a member of the National Alliance on Mental Illness and a volunteer for the UT Medical Reserve Corps. He is the author of *The Living Needle*, published by Singing Dragon Press, and

several professional articles.

## **Part-Time Faculty – San Antonio Campus**

### **Tristan Ramirez, L.Ac., MSAOM TCM FACULTY**

MS, Texas Health and Science University,  
BS, Texas Health and Science University

*Teaching Specialization: Acupuncture, Herbology*

**Mr. Ramirez** has experience working at a reflexology and massage spa while obtaining his credentials in traditional Chinese medicine. His teaching experience includes tutoring classmates, and doing presentations at health fairs, translating English to Chinese, and instructing patients in promoting a healthy lifestyle. Mr. Ramirez is passionate about advocating for the healing potential of acupuncture, herbs, and complementary modalities.

### **Patricia Lew, DAOM, L.Ac.**

#### **TCM FACULTY**

Doctor of Acupuncture and Oriental Medicine, AOMA Graduate School of Integrative Medicine,  
Austin, TX

MS Oriental Medicine, Texas Health and Science University, BA  
Sociology, University of Texas at Austin

**Dr. Lew** brings an infectious enthusiasm and a spirit of entrepreneurship to her work in traditional Chinese medicine. Since obtaining her license, she has expanded her acupuncture practice from a one-room clinic to an eight-room facility over 10 years, employing six employees. Dr. Lew formerly served as the Dean of Students and Admissions Coordinator at THSU. She has also worked as a computer troubleshooter and as a trainer for students and state employees at the University of Texas at Austin Information Technology Services.

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