



2025-26 STUDENT HANDBOOK

Master's Degree in Acupuncture (MAc)

Master's Degree in Acupuncture with a Chinese herbal medicine specialization (MAcCHM)

Certificate in herbal medicine

Certificate in Asian medical bodywork

Updated: Aug 2025; All content is subject to change by the college without notice.

Licensed by The Arizona State Board for Private Post-Secondary Education (ASBPPSE)
1740 W. Adams St., Phoenix, AZ 85007, Phone: (602) 542-5709

Accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM),
500 Lake Street, Suite 204 Excelsior, MN 55331 Phone: (952) 212-2434 ~ Fax: (952) 657-7068

Arizona School of Acupuncture and Oriental Medicine (ASAOM),
2856 E. Fort Lowell Rd., Tucson, AZ 85716 Phone: (520) 795-0787 ~ Fax: (877) 222-4606

GOVERNING BOARD

Alex Holland, MAc, *Member - Chair*

Dr. Mary Koithan, *Member*

Fred Sandlin, *Member*

Doug Foucheaux, *Member*

Joshua Hannum, *Member*

CPA

Steve Phillips, CPA

STAFF

Dr. Kara Michalsen, NMD, *Academic Dean*
Cassandra Mertz, LAc., *Registrar*
Danny Muritz, BA, EA, *Bookkeeper*
Diana Mateer, *Financial Aid Consultant*
Pamela Appelquist & Tasha Triplett, *Admissions Officers*
Fred Sandlin, *President - Interim*
Tony Della Croce, MTOM, LAc. *Dean of Clinical Education*
Anne Caulkins, DAOM, LAc., *Herb Dispensary Manager*
Pamela Appelquist, LMT, *Clinic Manager*
Dr. Susan Wagner, DAOM, MAC.OM, LAc., *Director of Federal Programs*
Tim Dunn, MAC.OM, *Human Resources / Facilities Manager*
(See full staff bios at the back of this Handbook.)

FACULTY AREA HEADS

Tony Della Croce, MTOM, LAc., *Clinic*
Dr. Edward Shabez, NMD, *Western Clinic Science*
Nathan Anderson, LAc., *Acupuncture*
Dr. Anne Caulkins, LAc., *Herbology*
Dr. Kara Michalsen, NMD, *Practice Management & Counseling*
Tony Della Croce, MAC., LAc., Tuina Cert. *AMB/Tuina*
(Faculty bios are located at the back of Student Catalog and online. Some bios may not yet be listed.)

The Arizona School of Acupuncture and Oriental Medicine is owned and operated by The Arizona School of Acupuncture and Oriental Medicine, Inc., an Arizona corporation.

Corporate and school offices, classrooms and clinic are located at:

2856 E. Fort Lowell Rd., Tucson, AZ, 85716
Telephone: (520) 795-0787
Toll Free Phone: (877) 222-5784
Toll Free Fax: (877) 222-4606
Website: www.asaom.edu

ACCREDITATION

Arizona School of Acupuncture and Oriental Medicine and its following programs are accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM):

- (1) Master of Acupuncture
- (2) Master of Acupuncture with a Chinese herbal medicine specialization
- (3) Certificate in Chinese herbal medicine
- (4) Certificate in Asian medical bodywork

Temporary federal flexibilities with respect to institutional eligibility for distance education related to the COVID- 19

national emergency expired on 7 October 2023. The programs listed above are not accredited by ACAHM to offer courses via distance education beyond 7 October 2023.

ACAHM does not accredit any programs at the undergraduate/bachelor 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 does not accredit any programs at the undergraduate/bachelor level. ACAHM is located at 500 Lake Street, Suite 204, Excelsior, Minnesota 55331; phone 952/212-2434; www.acahm.org

Public Disclosure Statement Effective as of 14 August 2024.

Graduates of both master's degree programs are eligible to sit for the following exams given by the National Commission for the Certification of Acupuncture and Oriental Medicine (NCCAOM):

- ❖ Acupuncture
- ❖ Chinese Herbology (Herbal students only)

The Association of Bodywork Therapies of Asia (AOBTA) recognizes the school's Certificate in Asian medical bodywork.

Graduates of both master's degree programs are eligible for licensing as Acupuncturists in Arizona.

The College is licensed by the Arizona State Board for Private Post-Secondary Education (ASBPPSE or AZBPPSE).

Arizona State Board Contact Information:

Address:

1740 W. Adams St., Suite 3008, Phoenix, Arizona, 85007

Phone: (602) 542-5709.

***The Arizona College of Acupuncture (ASAOM) is duly accredited nationally through the Accreditation Commission for Acupuncture and Chinese Herbal Medicine (ACAHM), and within the State of Arizona through the Arizona State Board of Post Private Secondary Education (ASBPPSE), to offer licensure for acupuncture in the State of Arizona. ASAOM does not prepare students for licensure in California.**

If you desire licensure elsewhere, refer to the information provided below. Be sure to follow up with the associated body connected to any information provided below as State-to-State and International regulations are subject to ongoing change.

To the best the school is able to determine, ASAOM's programs meet licensure requirements in the following states: Alabama; Alaska; Arizona; Arkansas; Colorado; Connecticut; Delaware; Florida; Hawaii; Idaho; Illinois; Indiana; Iowa; Kansas; Kentucky; Louisiana; Maine; Maryland; Massachusetts; Michigan; Minnesota; Mississippi; Missouri; Montana; Nebraska; Nevada; New Hampshire; New Jersey; New Mexico; North Carolina; North Dakota; Ohio; Oklahoma; Oregon; Pennsylvania; Rhode Island; South Carolina; South Dakota; Tennessee; Utah; Vermont; Virginia; Washington; West Virginia; Wisconsin; Wyoming.

However, the following States may not fully meet the licensure requirements due to additional State-specific criteria or exams: California; New York. Additionally, for States where requirements have not been fully determined, such as Texas and Georgia, students are advised to confirm directly with the State's acupuncture/governing boards.

ASAOM encourages all students and graduates to verify information with their respective State boards, as licensure requirements may change over time. Additionally, prospective students and graduates, please endeavor to be in contact with your State and stay informed about any State-specific criteria or updates, ensuring you meet all necessary standards for licensure.

Our state licensing board asks us to publish this notice:

"A degree in *Acupuncture and Oriental Medicine* does not authorize a person to practice *Oriental Medicine* in Arizona. Currently, the term *Oriental Medicine* is not included in the definition of the practice of acupuncture for persons licensed by the Acupuncture Board of Examiners. The laws of several other Arizona licensing boards prohibit a person from using any words, initials, or symbols that would lead the public to believe the person is licensed to practice medicine in Arizona."

"If you walk, just walk. If you sit, just sit; but whatever you do, don't wobble."

- Zen Saying

TABLE OF CONTENTS

STUDENT POLICIES AND PROCEDURES.....	1
PART I - Introduction.....	1
1. Dress Code.....	8
2. Respect and Professionalism	8
3. Student Responsibilities	8
PART II - Guiding Core Values	9
PART III - Code of Ethics.....	9
PART IV - Code of Conduct.....	10
1. Disruptive Activities	10
2. Gambling	11
3. Alcohol, Narcotics and Controlled Substances	11
4. Firearms, Explosives and Weapons	11
6. Smoking.....	11
7. Fragrance	11
8. Parking	12
9. Children	12
10. Theft or Destruction of Property	12
11. Forgery/Misrepresentation	12
12. Respect for other Cohorts.....	12
13. Classroom Disruption	12
14. Illegal Entry.....	12
15. Directions of School Officials.....	12
16. Fire Safety.....	13
17. Cell Phones.....	13
18. Computer Misuse.....	13
19. Copyrights.....	13
20. Compliance	13
PART V - Academic Integrity	13
1. Cheating.....	13
2. Fabrication.....	14
3. Plagiarism.....	14
4. Multiple Submissions	14
5. Complicity	14
PART VI - ADA Policy	15

PART VII - Sexual Harassment	15
PART VIII - Student Rights	20
PART IX - Due Process Guidelines.....	20
1. Conversation	20
2. Notice to the Academic Dean.....	21
3. Notice to the Student.....	21
5. Meeting with the Academic Dean.....	21
6. Final Decision	22
PART X - Grievance Procedures	22
1. Conversation	22
2. Student Council	22
3. Notice to the Academic Dean.....	22
4. Notice to the Accused.....	23
6. Meeting with the Academic Dean.....	23
7. Disciplinary Committee or Academic Council	23
8. Meeting with the President	23
9. Meeting with the Board of Directors	24
10. AZBPPSE or ACAHM.....	24
PART XI - Family Educational Rights and Privacy Act (FERPA)	24
1. Access to Education Records	24
2. Request for Amendment of Education Records.....	24
3. Disclosure of Education Records	24
PART XII - Roger J. O'connor Library Policies and Procedures.....	25
1. Purpose.....	25
2. Librarian.....	25
3. Hours	25
4. General vs. Reference Collections	25
5. Journals.....	25
6. Checking Out Books.....	26
7. Renewals	26
8. Returning Books.....	26
9. Lost Books	26
10. Graduation	26
ACADEMIC POLICIES AND PROCEDURES.....	27
1. Class Size	27
2. Attendance	27

3. Grading Scale	27
4. Withdraw (W) Grade	28
5. Incomplete (I) Grade	28
6. Comprehensive Exam.....	28
7. Rescheduling Exams	28
8. Retaking Exams	29
9. Course Challenge Procedures & Transfer Policy Procedures	29
10. Special Class Policy and Payment	30
11. Student Clinic Balance Policy	31
12. Tuition Payment Policy.....	31
13. Satisfactory Academic Progress (SAP).....	31
14. Probation	32
15. Reinstatement.....	32
17. Leave of Absence (LOA)	32
18. Withdrawal from the Program	33
19. Refund Policy.....	33
20. Dismissal	34
STUDENT SERVICES.....	35
Academic Advising	35
Professional Development	35
IT/Communications	35
Grievance Resolution	35
Health Services	35
Mental Health Services and Support	36
The Roger J. O'connor Memorial Library	36
Self-Cultivation	36
Records	36
Registration	36
Payments	37
Student Council	37
Suggestion Box	37
Tutoring Services	37
FACILITIES.....	38
School Hours	38
Classroom Settings	38
Location	38
Housing	38
GRADUATION PROCEDURES.....	39
Requirements	39

Award of Degrees and Certificates.....	39
National Certifying Exams	39
Placement Assistance.....	39
Alumni Association.....	39
ADMINISTRATIVE STAFF.....	41
ASAOM Organizational Chart.....	41
Administration Team Bios	41

STUDENT POLICIES AND PROCEDURES

THE PURPOSE OF THIS DOCUMENT IS TO PRESENT THE ESSENTIAL PROVISIONS OF STUDENTS' RIGHTS AND RESPONSIBILITIES, WHICH THE STUDENT ASSUMES DURING ENROLLMENT AT ASAOM. THESE RIGHTS AND RESPONSIBILITIES SHOULD BE EXERCISED WITHIN THE FRAMEWORK OF THE MISSION OF ASAOM. THIS PUBLICATION IS A LEGAL CONTRACT DESCRIBING THE PROCEDURES, WHICH ASAOM AND THE STUDENTS SHOULD FOLLOW. THESE POLICIES ARE SUBJECT TO CHANGE AS DEEMED NECESSARY BY ASAOM IN SUPPORT OF THE SCHOOL, STUDENTS, AND ACCREDITING AND LEGISLATIVE BODIES. ANY CHANGE IN POLICY WILL BE DISTRIBUTED AS AN ADDENDUM TO ALL STUDENTS, STAFF, AND FACULTY.

PART I - Introduction

All members of ASAOM, including students, are responsible for the well-being and stability of the ASAOM community. Students, faculty, and staff share responsibility in adhering to the following guidelines and subsequent conduct regulations. Students who violate these responsibilities and conduct regulations may be subject to disciplinary actions. **Comprehensive school Policies are being adapted into an online format and can be found on the school's website documentation page.** You are responsible for all policies governing the operations of the school and your status as a student.

ASAOM believes and maintains:

Students are the future of the medical field. They are the cornerstone of a focused learning environment that shall empower all students to develop strong confidence and to become engaged learners, informed decision-makers, and responsible, considerate, contributing practitioners in an ever-changing society. The culture they strive for here will be the foundation of the practices they develop after graduation.

1. Students are expected to adhere to the highest standards of academic integrity, including honesty, integrity, and fairness in all academic work. This includes avoiding plagiarism, cheating, and other forms of academic dishonesty.
2. Students should always conduct themselves in a professional manner, both on and off campus. This includes treating faculty, staff, and other students with respect and dignity
3. Students should approach this education as an opportunity to prepare for licensure and to prepare deliver top quality care in their own practice. They can multiply the effectiveness of their education by immersing themselves wholeheartedly into every learning opportunity the school offers.
4. Students are responsible for creating a safe and inclusive learning environment for all. This includes avoiding any behavior that could be considered discriminatory, harassing, or abusive.

5. Students are encouraged to actively participate in their education by attending classes, completing assignments, and engaging in discussions.
6. Students should strive to develop the knowledge, skills, and attitudes necessary to become competent and compassionate healthcare professionals.
7. Students are encouraged to engage with the community and learn to appreciate and respect diverse perspectives.
8. Students are encouraged to provide feedback on their educational experience, both positive and negative, always with the intention of creating a path to beneficial resolutions for all stakeholders.

1. Dress Code

Classroom clothing is tastefully casual. Dress for comfort and ease of movement- particularly for bodywork and movement classes. No breasts, or genitalia may be exposed during movement.

Clinic internship attire is described in detail in the Clinic Handbook. Students are required to follow clinic dress code when involved in the internship. Clinic dress code is subject to change.

Personal hygiene is important and should be given appropriate consideration.

2. Respect and Professionalism

Students are expected to interact with instructors, fellow students and staff members with respect, professionalism, and consideration.

Because the nature of Acupuncture and Oriental Medicine demands a close patient/practitioner relationship, all instructors will evaluate student professionalism in class. Any misconduct by the student, which might jeopardize the reputation of ASAOM and/or the Oriental Medicine profession, may be cause for probation or dismissal.

Frequent tardiness, appointment cancellations, and/or failure to attend school related commitments, demonstrates unprofessional and irresponsible behavior that may result in probation or dismissal.

3. Student Responsibilities

The following are student responsibilities:

- ❖ Cooperate with the school staff
- ❖ Respect other students' rights to obtain an education
- ❖ Interact respectfully with and around patients, students, faculty, and staff. Avoid potentially harmful behavior including, but not limited to, gossip, unprofessional written/verbal communication, and foul and/or sexually explicit language

- ❖ Respect the confidentiality of information obtained during class and/or clinic regarding patients, (including other students, faculty, and staff)
- ❖ Meet all financial obligations to the school on time
- ❖ Treat others with equality regardless of race, color, gender, sexual preference or expression, national origin, age, physical disability, mental disability, medical condition, marital status, or veteran status
- ❖ Obey all penal, civil statutes, and ASAOM policies
- ❖ Be familiar with school documents including, but not limited to, schedule of classes, handbooks, catalog, code of conduct, and critical deadlines contained therein
- ❖ Give accurate and complete information on all official records required by the school
- ❖ Participate fully and professionally in all classes
- ❖ Show progress in skills and techniques taught at ASAOM, fulfill Satisfactory Academic Progress (SAP) requirements
- ❖ Observe all school regulations including, but not limited to, the Code of Ethics and Code of Conduct and Regulations
- ❖ Refrain from bringing pets on school grounds

PART II - Guiding Core Values

The Academic Dean has set forth for the following Guiding Core Values:

1. **Consistency** – We aim to provide consistency in our actions, words and deeds that reflect in the level of excellence that we bring to our work, academically and professionally
2. **Competence** – Competence is displayed in our willingness and ability to strive for excellence while maintaining a beginner’s mindset of self-reflection for personal growth
3. **Balance** – Balance is at the heart of any successful endeavor. It is the focal point of Chinese medicine. We are gathered here to maintain a balance. By valuing balance, we take personal and professional responsibility to:
 - ❖ Observe when something is out of balance
 - ❖ Take action to bring things back into balance

PART III - Code of Ethics

Students at ASAOM agree to:

- ❖ Make every effort to create a safe, comfortable, and supportive environment inside and outside the classroom in order to foster high quality education for all students
- ❖ Accept responsibility for yourself and associates in maintaining physical, mental, and emotional well-being

- ❖ Respect the integrity of each person including the professional distance required for the learning process. Subsequently, do not engage in any sexual conduct or activities involving patients or school personnel
- ❖ Acknowledge the inherent worth and individuality of each person, and therefore do not discriminate against patients, students, faculty, staff, or any other person
- ❖ Strive for personal excellence through:
 - Regular self-assessment of personal strengths, limitations, and effectiveness
 - Maintaining regular attendance
 - Keeping commitments and appointments
 - Receiving tutoring and counseling when necessary
 - Giving and receiving constructive feedback in a positive manner
- ❖ Have a sincere commitment to provide high quality care to patients and fellow students
- ❖ Maintain the confidential nature of relationships between students and patients. Respect each persons' right to privacy
- ❖ Respect all health care practitioners
- ❖ Conduct personal, business, and school activities with professional, honest integrity
- ❖ Support the professional image of the school through appropriate attire, attitude, and practicing direct communications on and off campus
- ❖ Support the school and profession through participation in local, state, and national events
- ❖ Follow all laws regarding the practice of Acupuncture and Oriental Medicine. When appropriate, work toward the repeal or revision of laws that are detrimental to the legitimate practice of Acupuncture and Oriental Medicine
- ❖ Report unethical conduct through proper reporting procedures described below

PART IV - Code of Conduct

The following regulations are intended to govern student, faculty, and staff conduct while on school property. Students enrolled at ASAOM must adhere to the following regulations.

1. Disruptive Activities

Students and visitors must not engage in any individual or group activity, which disrupts the scheduled activities or processes of education. Anyone who initiates such activity will be in violation of school regulations and/or state law.

The following are examples of such disruptive activities (not intended as a complete list of all prohibited, disruptive activities):

- ❖ Disrupting the orderly conduct of classroom or formal learning activities, school meetings, activities, and functions
- ❖ Inciting others to violence and/or to participation in violent behavior. This includes physical or verbal abuse, or any threat of force or violence directed toward any member of the school, (including students, employees, and visitors)
- ❖ Blocking or impeding access to any facility at the school
- ❖ Conducting any activity which causes school personnel to be drawn away from their scheduled duties for the purpose of maintaining order at the school
- ❖ Harassment of other students or employees in a manner which interferes with, or otherwise impedes their learning/job performance
- ❖ Engaging in harassment or unlawful discriminatory activities on the basis of race, color, gender, sexual preference or expression, national origin, age, physical disability, mental disability, medical condition, marital status, or veteran status; or violating school rules governing harassment or discrimination

Items above apply to "off-campus" activities sponsored by the school as well.

Consequences may include being dismissed from class, probation, or dismissal from the program.

2. Gambling

Gambling of any kind on school property is prohibited.

3. Alcohol, Narcotics and Controlled Substances

Students may not attempt to possess, use, transmit, or be under the influence of any narcotic or controlled substance on campus premises, and/or off campus at a school-sponsored functions.

The influence, use, purchase, or sale of intoxicating beverages is prohibited on school property, and/or off campus premises at a school-sponsored functions.

4. Firearms, Explosives and Weapons

The possession, distribution, sale and/or use of any firearms, explosives, and weapons on school property or at school-sponsored events is forbidden.

6. Smoking

Smoking is not allowed in the school facilities or on campus.

7. Fragrance

We are a fragrance-free facility.

8. Parking

Please park in the back parking lot during clinic hours. Do not park in front of the entrances to the office buildings during clinic hours. The clinic depends on our clients being able to park close by.

9. Children

We do not have the facilities to accommodate children at school. Babysitting arrangements must be made, or students must obtain pre-approved permission from the course instructor to bring a child to class. No sick children are allowed in classrooms. Children are not allowed in clinic without adult supervision.

10. Theft or Destruction of Property

Theft or the willful destruction of any property, belonging to the school, a member of the school, and/or a school visitor is forbidden.

11. Forgery/Misrepresentation

The forgery, alteration, or misuse of school documents, records/identification, or knowingly furnishing false information to the school is forbidden.

12. Respect for other Cohorts

Keep in mind that we have wall-to-wall classes. Several classes will occur concurrently. Please keep the noise level during breaks low to avoid interrupting other classes in session.

13. Classroom Disruption

When a student's behavior in a classroom, laboratory, clinic or other formal learning environment impinges or violates the rights of other students to seek an effective learning climate, or faculty to maintain an effective learning climate, the student shall lose the privilege of attending or receiving credit in the class. Depending on the type of disruptive activity in question, the student may face further disciplinary action.

14. Illegal Entry

The unauthorized entry, use, or misuse of school property is prohibited.

15. Directions of School Officials

Students are required to comply with directions from school officials acting in the performance of their official duties.

16. Fire Safety

Starting a fire and/or the misuse of fire safety equipment or alarms is prohibited.

17. Cell Phones

Cell phones must be turned off during class and clinic times. If an urgent phone call is anticipated, cell phones must be set on vibrate only. Texting or disrupting any class or clinic time for non-urgent matters is prohibited.

18. Computer Misuse

Use of computers for unauthorized purposes is prohibited.

19. Copyrights

Students must adhere to current school policies, U.S. Copyright laws, and statutes as they apply to print, audio, video, and computer software materials. In joining ASAOM as an enrolled student you are expected to perform due diligence in using published material and you are liable for any violations of copyright, declared against you.

- ❖ If you would like more information, or require guidance in addressing copyright concerns, please contact a member of ASAOM's administration for copyright explanations and steps you should take to ensure you are addressing Copyright concerns appropriately.

20. Compliance

Failure to comply with sanctions imposed under the Code of Conduct is a violation.

PART V - Academic Integrity

Maintaining academic integrity is essential at ASAOM. Any member of the ASAOM community who witnesses an act of academic dishonesty must report it to the appropriate faculty member or to the Academic Dean. The following sections cover types of academic dishonesty. Violations of Academic Integrity will be addressed following the Due Process Guidelines.

1. Cheating

Cheating is the use of unauthorized materials, information or study aids in any assignment, exam or quiz. Examples include but are not limited to:

- ❖ Unauthorized use of notes, texts or other aids during an examination
- ❖ Copying another student's exam, paper, homework, etc.
- ❖ Hiding notes for use during an examination
- ❖ Talking during an examination

2. Fabrication

Fabrication is the intentional falsification or invention of any information, data or citation in any academic work. Examples include but are not limited to:

- ❖ Falsifying data
- ❖ Listing a citation for a source not used
- ❖ Stating an opinion as a scientifically proven fact

3. Plagiarism

Plagiarism is using the words or ideas of another as one's own in any academic work without providing proper documentation. Examples include but are not limited to:

- ❖ Submitting work written by another source, including a commercial writing service
- ❖ Submitting work previously used in another course without citing your self. See 'Multiple Submissions' below
- ❖ Quoting directly or paraphrasing closely from any source, including the Internet, radio, television programs or telephone conversations, without giving proper credit. This also includes figures, graphs and charts

4. Multiple Submissions

This is submitting the same assignment for more than one course without permission from the instructor.

5. Complicity

Complicity refers to any student who knowingly helps, or attempts to help another student commit an act of academic dishonesty. Examples include but are not limited to:

- ❖ Taking a test or writing a paper for another student
- ❖ Knowingly allowing another to copy from one's exam or paper
- ❖ Signing a false name on any academic work

PART VI - ADA Policy

- ❖ The Arizona School of Acupuncture & Oriental Medicine recognizes and supports the standards set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, as amended, and which are designed to eliminate discrimination against qualified individuals with disabilities. Disabilities may include physical or mental impairments, which substantially limit one, or more of a person's major life activities, and which necessitate modifications to the facilities, programs, or services of the College.
- ❖ ASAOM is committed to making reasonable accommodations for qualifying students, faculty, and employees with disabilities as required by applicable laws. ASAOM is committed to making the campus and its facilities accessible as required by applicable laws.
- ❖ The College cannot make accommodations that are unreasonable, unduly burdensome or that fundamentally alter the nature of the College's programs.
- ❖ If a student has concerns regarding ADA accommodations, they should report their concern to ASAOM's Human Resources department.
- ❖ ASAOM's full ADA policy is available from Human Resources and can be found online at www.asaom.edu.

PART VII - Sexual Harassment

All students, faculty, and staff have the right to work and study in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive - including sexual harassment. Anyone engaging in harassing conduct will be subject to discipline, ranging from a warning to dismissal.

What is sexual harassment? Sexual harassment is defined as any unwanted physical, verbal or visual sexual advances, request for sexual favors, and other sexually oriented conduct which is offensive or objectionable to the recipient, including but not limited to: epithets, derogatory or suggestive comments, slurs, gestures, stories, jokes, and offensive posters, cartoons, pictures, or drawings.

When is conduct unwelcome or harassing? Sexual advances, (either verbal or physical), requests for favors and other verbal or physical conduct of a sexual nature constitute sexual harassment including when:

- ❖ Submission to such conduct is either an explicit or implicit term or condition of employment or participation in a course or educational activity, (e.g. course enrollment, taking and/or passing a test, promotion, overtime assignments, etc.)
- ❖ Submission to or rejection of the conduct is used as a basis for making employment or academic decisions, (assigning grades, admission to the program or a course, hiring, promotion, termination of study)
- ❖ The conduct has the purpose or effect of interfering with an individual's work and/or study performance or creating an unwelcome, intimidating, hostile, or offensive work or academic environment

What is *not* sexual harassment? Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that debilitates morale, and therefore, interferes with work and study effectiveness.

What should you do if you believe you are a victim of sexually harassment? If you feel that you have been the recipient of sexually harassment you should report it immediately to the Human Resources Department of ASAOM. It is preferable to make a complaint in writing. You may accompany, or follow up your written complaint with a verbal complaint. If you are uncomfortable or prefer not to establish a written complaint, please know it is not treated as requirement.

If the Human Resources department houses the source of the harassing conduct, report the behavior to the School President.

Your identity will be protected, and you will not be retaliated against for making a complaint.

What happens after a complaint is made? Within seven days after a complaint is made, a designate from the Human Resources department will appoint a committee chaired by a member of the Board of Directors to investigate the complaint. The investigators will speak with possible witnesses and will speak with the person named in your complaint. ***Your anonymity will be protected to the best of ASAOM's ability. You are entitled to a fair Grievance Procedure as outlined below:***

- ❖ Both parties will receive a written notice of the allegations, and will have equal opportunity to select an advisor of the party's choice (who may be, but does not need to be, an attorney), and an equal opportunity to submit and review evidence throughout the investigation;
- ❖ Trained Title IX personnel will objectively evaluate all relevant evidence without prejudgment of the facts at issue and free from conflicts of interest or bias for or against either party;
- ❖ Both/All parties' privacy will be protected by requiring a party's written consent before using the party's medical, psychological, or similar treatment records during a grievance process;
- ❖ Both/All parties' voluntary, written consent will be obtained before using any kind of "informal resolution" process, such as mediation or restorative justice, and not use an informal process where an employee allegedly sexually harassed a student;
- ❖ A presumption that the respondent is not responsible will be applied during the grievance process (often called a "presumption of innocence"), so that the school bears the burden of proof and the standard of evidence is applied correctly;
- ❖ Either the preponderance of the evidence standard or the clear and convincing evidence standard will be used (and the same standard will be used for formal complaints against students as for formal complaints against employees);
- ❖ The decision-maker will not be the same person as the investigator or the Title IX Coordinator (i.e., no "single investigator models");
- ❖ As a postsecondary institution, a live hearing will be held, allowing for cross-examination by party advisors (never by the parties personally);
- ❖ All complainants will be protected from inappropriately being asked about prior sexual history ("rape shield" protections);
- ❖ Both/All parties will receive a written determination regarding responsibility explaining how and why the decisionmaker reached conclusions;
- ❖ Remedies will be effectively implemented for a complainant if a respondent is found responsible for sexual harassment;
- ❖ Both/All parties will have an equal opportunity to appeal;

- ❖ Any individual, including complainants, respondents, and witnesses, will be protected from retaliation for reporting sexual harassment or participating (or refusing to participate) in any Title IX grievance process;
- ❖ All materials used to train Title IX personnel are publicly available through ASAOM's website
- ❖ All sexual harassment reports will be documented and kept in ASAOM's records.

Depending on the complexity of the investigation, you should be contacted within two weeks about the status of your complaint and what action is being taken.

If after the above steps have been taken, the person making the complaint of sexual harassment is not satisfied with the resolution provided by ASAOM, he/she is encouraged to take the matter up with the Arizona Board of Acupuncture Examiners at 602-542-3095.

TITLE IX STANDARDS AT ASAOM ARE ADAPTED DIRECTLY FROM UPDATES TO THE TITLE IX STANDARDS UNDER THE DEPARTMENT OF EDUCATION AS OF THE SUMMER OF 2020. THE TITLE IX FINAL RULE OVERVIEW IS INCLUDED HERE IN FULL DETAIL.

U.S. Department of Education Title IX Final Rule Overview

Guiding Principles

- ❖ Historic Recognition of Sexual Harassment as Sex Discrimination
 - For the first time, the Department's Title IX regulations recognize that sexual harassment, including sexual assault, is unlawful sex discrimination. The Department previously addressed sexual harassment only through guidance documents, which are not legally binding and do not have the force and effect of law. Now, the Department's regulations impose important legal obligations on school districts, colleges, and universities (collectively "schools"), requiring a prompt response to reports of sexual harassment. The Final Rule improves the clarity and transparency of the requirements for how schools must respond to sexual harassment under Title IX so that every complainant receives appropriate support, respondents are treated as responsible only after receiving due process and fundamental fairness, and school officials serve impartially without bias for or against any party.
- ❖ Supporting Complainants & Respecting Complainants' Autonomy
 - Under the Final Rule, schools must offer free supportive measures to every alleged victim of sexual harassment (called "complainants" in the Final Rule). Supportive measures are individualized services to restore or preserve equal access to education, protect student and employee safety, or deter sexual harassment. Supportive measures must be offered even if a complainant does not wish to initiate or participate in a grievance process. Every situation is unique, and individuals react to sexual harassment differently. Therefore, the Final Rule gives complainants control over the school-level response best meeting their needs. It respects complainants' wishes and autonomy by giving them the clear choice to file a formal complaint, separate from the right to supportive measures. The Final Rule also provides a fair and impartial grievance process for complainants, and protects complainants from being coerced or threatened into participating in a grievance process.
- ❖ Non-Discrimination, Free Speech, and Due Process
 - The Final Rule reflects core American values of equal treatment on the basis of sex, free speech and academic freedom, due process of law, and fundamental fairness. Schools must operate free from sex discrimination, including sexual harassment. Complainants and

respondents must have strong, clear procedural rights in a predictable, transparent grievance process designed to reach reliable outcomes. The Final Rule ensures that schools do not violate First Amendment rights when complying with Title IX.

A School's Response to Sexual Harassment

- ❖ Under the Final Rule, any of the following conduct on the basis of sex constitutes sexual harassment:
 - A school employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct (often called "quid pro quo" harassment);
 - Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
 - Sexual assault, dating violence, domestic violence, or stalking (as those offenses are defined in the Clery Act, 20 U.S.C. § 1092(f), and the Violence Against Women Act, 34 U.S.C. § 12291(a)).

U.S. Department of Education Title IX Final Rule Overview

- ❖ Consistent with Supreme Court precedent and the text of Title IX, a school must respond when: (1) the school has actual knowledge of sexual harassment; (2) that occurred within the school's education program or activity; (3) against a person in the United States. The Final Rule expands "actual knowledge" to include notice to any elementary or secondary school employee, and states that any person (e.g., the alleged victim or any third party) may report to a Title IX Coordinator in person or by e-mail, phone, or mail. The Final Rule also specifies that a school's "education program or activity" includes situations over which the school exercised substantial control, and also buildings owned or controlled by student organizations officially recognized by a postsecondary institution, such as many fraternity and sorority houses.
- ❖ Consistent with Supreme Court precedent, a school violates Title IX when its response to sexual harassment is clearly unreasonable in light of the known circumstances, and the Final Rule adds mandatory response obligations such as offering supportive measures to every complainant, with or without a formal complaint.
- ❖ Schools must investigate every formal complaint (which may be filed by a complainant or by a school's Title IX Coordinator). If the alleged conduct does not fall under Title IX, then a school may address the allegations under the school's own code of conduct and provide supportive measures.

A Fair Grievance Process

The Final Rule requires schools to investigate and adjudicate formal complaints of sexual harassment using a grievance process that incorporates due process principles, treats all parties fairly, and reaches reliable responsibility determinations. A school's grievance process must:

- ❖ Give both parties written notice of the allegations, an equal opportunity to select an advisor of the party's choice (who may be, but does not need to be, an attorney), and an equal opportunity to submit and review evidence throughout the investigation;
- ❖ Use trained Title IX personnel to objectively evaluate all relevant evidence without prejudgment of the facts at issue and free from conflicts of interest or bias for or against either party;

- ❖ Protect parties' privacy by requiring a party's written consent before using the party's medical, psychological, or similar treatment records during a grievance process;
- ❖ Obtain the parties' voluntary, written consent before using any kind of "informal resolution" process, such as mediation or restorative justice, and not use an informal process where an employee allegedly sexually harassed a student;
- ❖ Apply a presumption that the respondent is not responsible during the grievance process (often called a "presumption of innocence"), so that the school bears the burden of proof and the standard of evidence is applied correctly;
- ❖ Use either the preponderance of the evidence standard or the clear and convincing evidence standard (and use the same standard for formal complaints against students as for formal complaints against employees);
- ❖ Ensure the decision-maker is not the same person as the investigator or the Title IX Coordinator (i.e., no "single investigator models");
- ❖ For postsecondary institutions, hold a live hearing and allow cross-examination by party advisors (never by the parties personally); K-12 schools do not need to hold a hearing, but parties may submit written questions for the other parties and witnesses to answer;
- ❖ Protect all complainants from inappropriately being asked about prior sexual history ("rape shield" protections);

U.S. Department of Education Title IX Final Rule Overview

- ❖ Send both parties a written determination regarding responsibility explaining how and why the decisionmaker reached conclusions;
- ❖ Effectively implement remedies for a complainant if a respondent is found responsible for sexual harassment;
- ❖ Offer both parties an equal opportunity to appeal;
- ❖ Protect any individual, including complainants, respondents, and witnesses, from retaliation for reporting sexual harassment or participating (or refusing to participate) in any Title IX grievance process;
- ❖ Make all materials used to train Title IX personnel publicly available on the school's website or, if the school does not maintain a website, make these materials available upon request for inspection by members of the public; and
- ❖ Document and keep records of all sexual harassment reports and investigations.

Sex Discrimination Regulations

Relating to sex discrimination generally, and not only to sexual harassment, the final regulations also:

- ❖ Affirm that the Department may require schools to take remedial action for discriminating on the basis of sex or otherwise violating the Department's Title IX regulations;
- ❖ Expressly state that in response to any claim of sex discrimination under Title IX, schools are never required to deprive an individual of rights guaranteed under the U.S. Constitution;
- ❖ Account for the interplay of Title IX, Title VII, and FERPA, as well as the legal rights of parents or guardians to act on behalf of individuals with respect to exercising Title IX rights;
- ❖ Update the requirement for schools to designate and identify a Title IX Coordinator, disseminate their non-discrimination policy and the Title IX Coordinator's contact information to ensure

accessible channels for reporting sex discrimination (including sexual harassment), and notify students, employees, parents, and others of how the school will respond to reports and complaints of sex discrimination (including sexual harassment); and

- ❖ Clarify that an institution controlled by a religious organization is not required to submit a written statement to the Department to qualify for the Title IX religious-exemption.

PART VIII - Student Rights

Students are entitled to all rights guaranteed to citizens in the United States Constitution and State Constitution of Arizona.

Rights and Privileges

These rights include, but are not limited to, the following:

- ❖ The right of freedom of speech
- ❖ The right to assemble in a peaceful and orderly fashion
- ❖ The right to support or protest causes by orderly means
- ❖ The right to petition for redress of complaints
- ❖ The right to pursue an education without interference, obstruction or harassment
- ❖ The right to discuss concerns with directors, instructors, counselors, registrars, coordinators, and other appropriate school personnel
- ❖ The right to inspect and review their own student records, to have protection of the privacy of student records, and to request correction of inaccuracies in their own records
- ❖ The right to participate in school functions, access to facilities, and equal treatment

PART IX - Due Process Guidelines

Procedures in Case of Alleged Violations of Code of Conduct, Regulations and/or Student Responsibilities by the Student

The procedures below are due process guidelines for handling alleged student violations of conduct regulations and student responsibilities. Available options for student, faculty/staff and ASAOM range from discussion, guidance, tutoring, referrals for evaluation, referrals for counseling, and therapy to the disciplinary penalties specified below.

1. Conversation

Appropriate school personnel will first consult with the student to resolve such problems. *Contact occurs within 7 working days of the alleged violation.*

Breach of contract for nonpayment of fees is not subject to these procedural guidelines; dismissal is automatic.

If informal procedures fail to bring about a solution acceptable to the school and student *within 14 working days of initial contact*, the following procedures will be followed.

2. Notice to the Academic Dean

An allegation of a violation of Academic Integrity, Code of Ethics, Code of Conduct, Regulations, or Student Responsibilities will be logged with the Academic Dean through a formal written memorandum, which includes documentation of the allegations. The memorandum must be logged with the Academic Dean *48 hours after the conclusion of informal procedures*. The Academic Dean may choose to begin an informational investigation of the allegation prior to official notification to the student.

3. Notice to the Student

The Academic Dean shall notify the accused student through a formal written memorandum *within 32 hours of receipt of the allegations*, which will include the following:

- ❖ The nature and date of the alleged violation
- ❖ Instructions on how to schedule a meeting
- ❖ A list of consequences if the student's fails to schedule a meeting
- ❖ A copy of ASAOM Student Code of Ethics, and Code of Conduct. If necessary, a copy of the Catalog/Handbook, or Policy that has been breached

A copy of this memorandum will be filed with the accused party *at least 7 working days prior to the suggested date of the meeting*.

The student must reply to the Academic Dean's Memorandum *within 7 working days of notification of the violation* to schedule a meeting, or the Academic Dean may levy a suitable penalty.

4. Advocate Selection

The student has the right to select an advocate to ensure she/he understands the alleged violation and to ensure her/his rights are protected. A counselor, instructor, staff member, or a student may be chosen as a student advocate. The advocate's role is limited to clarifying and protecting the student's due process rights under the Code of Conduct. If the student chooses to select an advocate, the student must notify the Academic Dean *a minimum of 48 hours prior to the meeting*.

The Academic Dean may also choose to invite other appropriate administrators, (e.g. the school President or Clinic Dean) to the meeting. If so, the Academic Dean must notify the student *a minimum of 48 hours prior to the meeting*.

5. Meeting with the Academic Dean

At this meeting, which occurs *7-14 working days after notice to the student*, the charging party shall present evidence in support of the allegation, and the accused student shall have the right to review the notice of charges, examine the evidence and/or witnesses, present evidence, and respond to the charges.

6. Final Decision

Within 48 hours of the meeting's conclusion, the Academic Dean may either find the student innocent of the accusation, in which case the matter is closed; or find the student guilty of the accusation, in which case the Academic Dean shall fix a penalty. The following are potential penalties:

- ❖ Guidance
- ❖ Tutoring
- ❖ Referral for evaluation
- ❖ Referral for counseling or therapy
- ❖ Academic Probation
- ❖ Verbal reprimand
- ❖ Written reprimand
- ❖ Suspension
- ❖ Dismissal from the program

PART X - Grievance Procedures

The procedures below are Grievance Procedures for handling student grievances. Available options for student, faculty/staff and ASAOM range from discussion, guidance, tutoring, referrals for evaluation, referrals for counseling, and therapy to the disciplinary penalties specified below.

1. Conversation

The student who feels her/his rights have been violated should meet with the person against whom she/he has the complaint and try to resolve the conflict first if possible. *Contact should occur within 7 working days of the alleged violation.*

If informal procedures fail to bring about a solution acceptable to the school and student *within 14 working days of initial contact*, the following procedures should be followed.

2. Student Council

If Student Council is in operation, when appropriate, the student who feels their rights have been violated should meet with their Student Council class representative. *Contact should be within 48 hours after the conclusion of informal procedures.* If Student Council is not operating procedures proceed to point three (3) and disregard aspects of Student Council involvement.

The representative will then schedule a special Student Council meeting *7-14 working days after receipt of the complaint.*

If, at the conclusion of this meeting, the student or Student Council feel further steps are necessary, the student should contact the Academic Dean.

3. Notice to the Academic Dean

The student should notify the Academic Dean *48 hours after the conclusion of Student Council procedures.*

If the Academic Dean is the accused party, the student should notify the school President.

4. Notice to the Accused

After reviewing the situation, the Academic Dean shall notify the accused through a formal written memorandum *within 48 hours of receipt of the allegations*, which will include the following:

- ❖ The nature and date of the alleged violation
- ❖ Instructions on how to schedule a meeting
- ❖ A list of consequences if the accused fails to schedule a meeting
- ❖ A copy of ASAOM Code of Ethics, and Code of Conduct. If necessary, a copy of the Policy that has been breached

A copy of this memorandum will be filed with the accused party *at least 7 working days prior to the suggested date of the meeting*.

The accused must reply to the Academic Dean's Memorandum *within 7 working days of notification of the violation* to schedule a meeting, or the Academic Dean may levy a suitable penalty.

5. Advocate Selection

The student and accused each have the right to select an advocate to ensure she/he understands the alleged violation and to ensure her/his rights are protected. A counselor, instructor, or staff member may be chosen as advocate. The advocate's role is limited to clarifying and protecting the student's due process rights under the Code of Conduct. If the accused chooses to select an advocate, he/she must notify the Academic Dean *a minimum of 48 hours prior to the meeting*.

The Academic Dean may also choose to invite other appropriate administrators, (e.g. the school President or Clinic Dean) to the meeting. If so, the Academic Dean must notify the student *a minimum of 48 hours prior to the meeting*.

6. Meeting with the Academic Dean

At this meeting, which occurs *7-14 working days after notice to the accused*, the charging party shall present evidence in support of the allegation, and the accused shall have the right to review the notice of charges, examine the evidence and/or witnesses, present evidence, and respond to the charges.

Within 48 hours of the meeting's conclusion, the Academic Dean will suggest a possible resolution and/or further steps to take.

7. Disciplinary Committee or Academic Council

If a conclusion cannot be reached following a meeting with the Academic Dean, the Academic Dean will call together a Disciplinary Committee (composed of appropriate faculty, and/or student council members) or an emergency Academic Council meeting, (when appropriate). The committee or council will be formed, meet, review evidence, and arrive at a conclusion within 7-10 working days of receiving notice.

8. Meeting with the President

If a conclusion cannot be reached after the above steps are taken, the student should request a meeting with the President. At this meeting, which occurs within *7 working days after notice to the accused*, the charging party shall present evidence in support of the allegation, and the accused shall have the right to review the notice of charges, examine the evidence and/or witnesses, present evidence, and respond to the charges.

Within 48 hours of the meeting's conclusion, the President will suggest a possible resolution and/or further steps to take.

9. Meeting with the Board of Directors

If a conclusion cannot be reached after the above steps are taken, the President will schedule a meeting with the Board of Directors. Upon receipt of the request from the President, the Board has 15 days to review evidence, meet, and come to a conclusion.

10. AZBPPSE or ACAHM

If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Post-Secondary Education at 1740 W. Adams St. Suite 3008, Phoenix, Arizona 85007, Phone: (602) 542-5709, Website: www.azppse.gov.

Or the student may contact the school's accrediting body, Accreditation Commission for Acupuncture and Herbal Medicine, 500 Lake Street, Suite 204 Excelsior, MN 55331, Phone: (952) 212-2434 | Fax: (952) 657- 7068

PART XI - Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (commonly referred to as "FERPA" or the "Buckley Amendment") is designed to protect the confidentiality of students' educational records and to give students access to their records to assure accuracy. FERPA outlines four rights with respect to students Education Records. They are:

1. Access to Education Records

Students have the right to inspect and review their Education Records within 45 days of the day the College receives a written request for access, any time after their matriculation.

2. Request for Amendment of Education Records

Students have the right to request amendment of Education Records if they believe the records are inaccurate, misleading or in violation of their privacy rights.

3. Disclosure of Education Records

This right protects confidentiality of student records and requires the student's signature to release academic records, such as transcripts. Some exceptions exist such as school officials who've been determined to have a legitimate educational interest, or information determined to be directory information.

Examples of directory information include: name, addresses, email, telephone numbers, major and/or minor fields of study, degree sought, expected date of completion of degree requirements and graduation, degrees conferred, awards and honors (e.g. Dean's list), full or part time enrollment status, dates of attendance, or photograph.

4. Compliance

Students have the right to contact the Family Policy Compliance Office with complaints concerning the College's compliance with the requirements of FERPA.

For more information on FERPA, click here to see ASAOM's entire [FERPA Policy](#).

FERPA related forms can be found on the [Forms for Student](#) page.

Questions and concerns can be sent to the Director of Federal Programs at – financialaid@asaom.edu or (520) 795-0787.

PART XII - Roger J. O'connor Library Policies and Procedures

1. Purpose

The library supports the school's educational programs by:

- ❖ Having up-to-date reference books in Acupuncture and Oriental Medicine readily available for consultation
- ❖ Providing resource materials on western biomedical sciences, particularly regarding mind/body medicine, and clinical nutrition
- ❖ Enabling students to tap into ongoing professional thinking and research in Oriental Medicine, clinical nutrition, and mind/body medicine by means of select journals and newsletters

2. Librarian

For questions about library policy and procedures, or to renew a book, speak with the schools Librarian or Librarian Assistant. Email: librarian@asaom.edu

3. Hours

The Roger J. O'Connor library is open when the school is open.

4. General vs. Reference Collections

Reference works such as dictionaries and books, that are frequently consulted during clinic, (e.g. Maciocia's texts) are kept in the reference section. Reference books do not leave the library. All other books are part of the general collection.

5. Journals

Journals are part of the reference shelf and do not leave the school.

6. Checking Out Books

Books can be checked out by login into Populi and accessing the “Library” tab.

7. Renewals

To renew a book log into Populi and access the “Library” tab.

8. Returning Books

Return books to the "Return Books" box in the library. Do not re-shelve them yourself.

9. Lost Books

A book that is signed out and lost will be charged to the borrower at the replacement rate, plus an acquisition and shelving fee.

10. Graduation

All checked out library materials must be returned and be in satisfactory condition for students to be cleared to graduate. Library assets returned less-than-satisfactory condition, as declared by ASAOM administration, may subject a student to additional fees accounting for the price of the assets in question.

ACADEMIC POLICIES AND PROCEDURES

1. Class Size

The typical starting class averages 10 to 15 students. There is no set limit to class sizes. The supervisor-to-patient ratio in the acupuncture clinic is a maximum of 1:4.

2. Attendance

Within a term, a student can miss:

- ❖ One (1) didactic class with no consequences
- ❖ Missing two (2) classes will require a meeting with the instructor and a class makeup, with appropriate outside work for the class, as determined by the instructor
- ❖ Missing three (3) or more classes will result in a failing grade unless the student withdraws from the course by the Withdrawal deadline

All missed clinic hours, including preceptorship hours, *must* be made up hour-for-hour and may incur additional expense. Makeups must be scheduled in advance as outlined in the Clinic Handbook.

Withdraw from one or more courses will affect Financial Aid. It is the student's responsibility to meet with the Financial Aid Advisor and be aware of the procedure for withdrawal.

3. Grading Scale

Examinations are given in didactic courses. Courses are graded as follows:

Grade	Percent	Grade Point	Assessment
A	90 – 100	4.0	Excellent
B	80-89	3.0	Good
C	70-79	2.0	Satisfactory
D	60-69	1.0	Fail
F	0-59	0.0	Fail
P	n/a	n/a	Pass
I	n/a	n/a	Incomplete
IP	n/a	n/a	In Progress
W	n/a	n/a	Withdraw
Au	n/a	n/a	Audit

4. Withdraw (W) Grade

If a student cannot complete a course successfully, they may choose to Withdraw before the start of the 6th week in Fall, Winter, and Spring or the 4th week in Summer. The refund policy follows the Program Withdrawal policy. Failure to withdraw by the specified deadline will result in an F for the course.

Attendance reports indicating poor attendance may affect the student Financial Aid Award. It is the student's responsibility to be familiar with attendance policies for Financial Aid.

5. Incomplete (I) Grade

A student who has an incomplete grade at the end of the term must present the Academic Dean with an instructor-approved plan to remedy the deficiency. Unless the Academic Dean approves otherwise, a course must be completed, and an Incomplete grade removed within the first two weeks of the next quarter or the student will receive a failing grade and must repeat the course at additional tuition.

6. Comprehensive Exam

Students take comprehensive examinations at the end of each year of the program. The first-year comp exam must be passed in order to enter internship. The second-year comp exams tests herbal knowledge (if you are M.ac.OM.) and comprehensive knowledge and must be passed in order to continue the herbal program. The third-year comp exam must be passed in order to graduate.

In the spring of year 2 and 3, comprehensive clinic exams are administered to assess the student's progress in their clinical education. Requirements are listed below:

- ❖ Students must pass each section with a minimum of 70%
- ❖ Unsatisfactory grades in any section require a retake
 - Limit: 3 retakes per section
 - All missed and retake exams must be completed prior to the start of 2nd year Fall Quarter for Pre-Clinic Comp Exams or 3rd Fall Quarter for Herbal Comp Exams
 - All retakes must be completed within two weeks of each other
 - Tutoring is required, at the student's expense, \$30 per hour, for any failed section after the 2nd retake
 - Schedule retakes with the Academic Dean.
 - Proctoring and evaluation fee is \$150 per retake
- ❖ Per ASAOM policy, if a section is failed 3x, students must retake and pass the class as well as the Pre-Clinic Comp Exam before treating in the Acupuncture Clinic
- ❖ If any section of the exam is failed 4x the student will be withdrawn from the M.Ac.(O.M.) program due to 'failure to maintain satisfactory academic progress', as stated in the *Dismissal Policy*

7. Rescheduling Exams

If a student fails to attend class for a scheduled exam, they will need to reschedule the exam with the teacher. By prior arrangement, staff can proctor the examination in the office. Missed examinations/quizzes must be made up within one week, (at the discretion of the instructor), to receive a passing grade.

8. Retaking Exams

If a student scores below 70 % on a final exam, at the discretion of the instructor, remedial tutorial(s) may be scheduled, and a different version of the exam may be taken. The school will bill the student for the tutorial time and the time required to construct a new test. The exam should be retaken within two weeks of the date the student was informed of his/her original exam result.

NOTE: TUTORIAL TIME AND THE TIME REQUIREMENT TO CONSTRUCT A NEW TEST CANNOT BE CERTIFIED FOR VA EDUCATIONAL BENEFITS.

9. Course Challenge Procedures & Transfer Policy Procedures

Students applying to the school who have prior study, and believe they possess competency in a subject area required for graduation (e.g. a medical practitioner with ability to interpret medical tests), may choose among the following paths of action:

- ❖ Request a transfer of a comparable course; or,
- ❖ Enroll in the required course to refresh his/ her knowledge base; or,
- ❖ Challenge the course(s) by requesting a challenge and:
 - Meeting with the instructor to determine the advisability of challenging;
 - If the instructor approves, paying 1/2 of the course tuition plus \$100; and,
 - Being examined on the content of the course, which may include completion of projects, oral and written exams, and/or other tests and assessments.

If the challenge is successful, the student will be awarded credit for the course. If the challenge is unsuccessful, the student will be required to take the course and pay the balance of tuition.

If a student has the intention of challenging a course at ASAOM or transferring courses into ASAOM, they should make these intentions known during the application process. Course challenge requests will be evaluated at the beginning of a student's tenure at ASAOM, and transfer requests should be provided for review prior to a student's enrollment.

In the event of a challenge of a course sequence, the Academic Dean and instructor may see fit to give credit for some courses in the sequence and require that other courses be taken. Should a limited area of knowledge be missing, but the content of a course be otherwise known by a student, the instructor may provide the option of tutorials for the missing areas and when completed by the student, declare the course sequence successfully challenged. The student will be billed for the tutorials following the same guidelines as a course challenge.

Assessment of transfer credit is done on a case-by-case basis, with a limit of 20 credits for Eastern Medicine coursework; 24 credits for Western medicine coursework, and 4 credits of "other" category. No credit transfer will be awarded for clinic internship. Challenge courses are approved on a case-by-case basis, but no more than three courses may be challenged.

Courses to be challenged must be identified and approved 2 weeks prior to registration deadline for the term in which the applicant intends to matriculate.

Students must submit an official declaration (letter form) of their intent to pursue transfer credits at ASAOM and provide records of previous college credit attained within the last 5 years. These records should include the syllabus

for each course a transfer evaluation is being requested for and the syllabus/syllabi provided should be consistent with the period in which a student attended the course/s in question. i.e. If you attended courses in 2018, your syllabi provided should be from that time period unless you are able to provide evidence from the college you attended stating the course content has not changed since your attendance. ASAOM maintains this requirement so credit evaluations are completed accurately and reflect the growth of knowledge within the field of medicine we teach.

If your college credit extends past 5 years you must demonstrate a consistent use of your knowledge base over the period you have been absent from a structured program of study, and may be subject to examinations to prove your knowledge retention. Acceptance of transfer credit does not necessarily affect the overall cost of the program or the length of time to complete the program.

10. Special Class Policy and Payment

A Special Class may be offered in lieu of traditional classes when adequate evidence of an extenuating circumstance is presented to the Academic Dean. Requests for Special Classes must be submitted to the Academic Dean by the end of the regularly scheduled registration week. The Academic Dean will review each Special Class outline and proposed syllabus request and notify the student and instructor of approval or denial within two weeks of a submission request.

If a course within a degree path has been offered in line with the degree path sequencing and it has been missed by a STUDENT, ASAOM has no obligation to authorize a Special Class. As a STUDENT, you are considered to have had equal opportunity to have taken your course in line with your peers. Outside of extenuating circumstances, subject to admin review, Special Classes are not to be considered an alternative for not registering for a course offering when it is offered in sequence with your degree.

It is the opinion of the ASAOM faculty and administration that classroom learning is always preferable to Special Class courses. Special Classes are a last resort for students who cannot attend regular classroom meetings times due to extenuating circumstances. The following are potential reasons a Special Class may be approved.

- ❖ The course will not be offered prior to the students expected graduation date (EGD).
- ❖ The student is enrolled in a required course that conflicts with a second required course.
- ❖ Other extenuating circumstance may be reviewed and determined by the Academic Dean.

STUDENTS are obligated to the hours/credits of their program of study. As an example: if a course is represented as 33 hours, a student is obligated to pay the entire 33 hours of their course. Admin acknowledges that a contact hour for a one-to-one meeting is not always the same as a contact hour for a classroom meeting. Dedicated single-person time can cover more ground than group time. As such, to some degree it is up to the INSTRUCTOR and the STUDENT to establish what feels like an adequate amount of face-to-face time that will cover the course content entirely. However, the agreement on face-to-face time should cover at least 50% of the class hours. In the case of a 33-hour course, at least 17 hours would need to be face-to-face. As a STUDENT engaging in an approved Specialty Class situation you should be exceedingly clear that you are obligated to pay the entire tuition of the course you require as a Special Class. i.e. 33 hours will equal 33 hours in tuition.

It is in a STUDENT's interest, and Admin encourages you, to maintain as many face-to-face hours as possible. As, in addition to the regular tuition of a course, the STUDENT is responsible for 75% of the INSTRUCTOR's wages for the total hours of the class. Ex: If a class is 33 hours, the STUDENT will pay for the entire 33 hours of INSTRUCTOR wages. Face-to-face time bears no impact on hour totals for INSTRUCTOR wages. This additional fee accounts for an INSTRUCTOR's time and expertise dedicated to you, and offsets the price of ASAOM's employment of an INSTRUCTOR for your Special Class.

11. Student Clinic Balance Policy

As a student of Chinese medicine, we believe it is exceedingly important for you to engage and experience the medicine/field you seek expertise in, and diligently acquire knowledge in during your tenure as a student at ASAOM. As a member of ASAOM's student body, ASAOM provides you with a significant discount for services offered in our community/school clinic. Your discount in our clinic for treatments and clinic services, extends to include herbal supplements and brews as well. Treatments, supplements, brews, and all other products and services you may receive or purchase in our clinic are for your personal use only and cannot extend in quantity past what ASAOM's Chinese medicine, herbal-licensed, practicing supervisors, staff, or faculty deem is necessary or adequate for your use.

As a recipient of this benefit you are required to clear your outstanding balance within the clinic at the end of each academic term (quarter). This means at the end of each quarter you are obligated to the outstanding balance you may have within the clinic and you must pay your outstanding balance in full, returning your account balance to zero-owed. You may choose to apply your financial aid to cover your balance; this arrangement should be established by you, with ASAOM's Director of Financial Programs, to ensure funds are set aside to cover your clinic balance owed.

It is your responsibility to review your clinic balance and be sure it is accurate to the best of your knowledge.

12. Tuition Payment Policy

To maintain ASAOM's ability to offer students the option of processing their tuition and fee payments via credit card, any student paying tuition through a credit card will be subject to an additional 2.5% processing fee.

This 2.5% processing fee is instituted to manage the merchant fee associated with each transaction and imposed on ASAOM. (This policy may also be found under the heading 'Payments' in the Student Services section.)

13. Satisfactory Academic Progress (SAP)

In compliance with federal regulations of the U.S. Department of Education, ASAOM has adopted a *Satisfactory Academic Progress* policy (SAP), which will promote the successful completion of a student's academic program. All student enrolled at ASAOM must continue to be SAP compliant throughout their programs in order to maintain federal aid eligibility.

An evaluation of whether a student is meeting SAP standards is made throughout the quarter and reported on a Letter of Concern, as needed. Letters may be submitted by faculty or staff members. An official evaluation of a student's progress after submission of the Letter of Concern will occur immediately, an appropriate Plan of Action will be implemented by the Academic Dean and Student.

The following components are evaluated to ensure that a student is SAP compliant:

1. *Qualitative* - a student must have a cumulative grade point average of 2.0 as of the last completed quarter for which ASAOM has calculated grades.
2. *Quantitative* - a student must have attended at least 80% of scheduled hours at the end of each payment period. This will ensure that students make timely progress toward completing their programs in the maximum time frame of no more than one and one-half times the program length: e.g., three academic years for the A.B.T. certificate, four and a half academic years for the M.Ac. degree and six academic years for the M.Ac.O.M. degree.

3. The student must demonstrate a mature, responsible, honest attitude toward studies, staff, faculty and other students.
4. The student must maintain at least a "C" grade average.
5. The student must fulfill financial agreements in a timely manner; adhere to the attendance policy; not use alcohol and drugs on campus; and demonstrate respect for school property and reputation.

14. Probation

If satisfactory performance is not maintained in academic or practical areas of study and there is concern about the probability of a student successfully completing the program:

- ❖ The Dean, in consultation with the academic council, will place the student on probation for a period of one (1) term, at the end of which academic progress will be reevaluated. This may result in extra expense to the student if she/he requires tutorials, and/or retaking a section of a course in order to achieve a passing grade.
- ❖ Students on probation are also placed on Financial Aid Warning for the next payment period when applicable. During the Financial Aid Warning period, a student is still eligible for federal financial aid. If at the end of the Warning Period SAP is still not met the student will be considered SAP non-compliant and will be ineligible for all subsequent payment periods until SAP requirements are met. SAP compliance cannot be established in the middle of a payment period.
- ❖ A student who is SAP non-compliant may file an appeal for continued federal aid eligibility with the ASAOM Financial Aid Office. The appeal must be in writing and must address, with third party documentation as appropriate, the reasons that the grade point average or attendance requirements were not met.
- ❖ If satisfactory improvement is not shown during the probationary period, as determined by the Academic Dean, and instructors - while in regular consultation with the student, the student may be dismissed.
- ❖ Satisfactory improvement during the probationary period will lead to a lifting of probation.

15. Reinstatement

If a student is dismissed for any reason, she/he may seek reinstatement. This process will begin with an interview with the Academic Dean. The readmission policy (below) will then be followed. If dismissal was the result of failure to pay tuition, an acceptable plan for payment must be agreed upon prior to reinstatement.

16. Re-Admission

A student who withdraws and later wishes to re-enter the school must reapply, pay the application fee, and have an interview with the Academic Dean. The Admissions Committee will then assess for re-admission.

If a student has been terminated from the program based on unsatisfactory progress, that student shall not be eligible for re-admission.

17. Leave of Absence (LOA)

A student may apply for a formal Leave of Absence (LOA) by submitting a LOA form to the Registrar. It is required that the student meet with a financial aid adviser and an academic adviser prior to submitting this form, in order to anticipate how the leave will impact their financial aid and the remainder of their coursework.

ASAOM's policy on LOA allows a student not on financial aid to take a LOA at the end of a term for up to one year before being subject to the readmissions policy.

For students using federal financial aid, a leave of absence may be granted at the end of a term for not more than 180 days within a twelve-month period. A student may be granted more than one leave of absence within twelve months provided the cumulative leave of absence days do not exceed 180, or the student will be withdrawn from ASAOM.

If the student wishes to return later, the student must reapply to the program and will be subject to the readmissions policy. At the time of reapplication, the student is subject to admissions and graduation requirements as outlined in the catalog in use at that time, regardless of whether those requirements have changed.

18. Withdrawal from the Program

There are two types of withdrawals: voluntary and administrative. A student may voluntarily withdraw by submitting a completed withdrawal form to the registrar. Students who fail to maintain continuous enrollment without filing for a leave of absence will be administratively withdrawn and receive an 'F' in all courses.

- ❖ Failure to regularly attend classes may result in a failing grade and withdrawal from the program by default.
- ❖ Withdrawal status can impact both financial aid eligibility and/or repayment requirements.
- ❖ Any student in withdrawn status, whether voluntary or not, must complete the formal application process to re-enter the academic program, except when the student withdraws due to a call for military service. Students who withdraw and then re-enter the program, must meet all requirements for admission that are in place at the time of the re-entry.
- ❖ For students who withdraw from the program and are not receiving financial aid, refunds will be based on the date that the withdrawal form is received in the registrar's office, or on the date of the last class attended in the event of default withdrawals. Refunds will not include the initial application fee. If the student is on a payment plan, the student will be held responsible for money owed at the time of withdrawal. The balance of any in-house student loan immediately becomes due and payable if a student leaves school before graduation.
- ❖ A 2-year payment plan may be established at current interest rates at disenrollment. Failure to pay 2 times in the period may result in the account being turned over to a collection agency.

19. Refund Policy

Should a student withdraw or be dismissed, refunds will be made according to the following policy:

1. Written notice of withdrawal must be submitted to ASAOM either in person or by certified mail.
2. Tuition and application fees paid to ASAOM will be refunded in full if the applicant is not accepted for enrollment by ASAOM, or if the applicant cancels enrollment within three (3) business days, excluding Saturdays and Sundays, after signing the enrollment agreement.
3. Withdrawal after a term has begun shall result in refund of payment for the term according to the following schedule less a \$20 drop/add fee after the first week.
 - ❖ Withdrawal between the end of the free add/drop period and the end of the first week of classes: 100% tuition refund.
 - ❖ Withdrawal during week 2 of classes: 75% tuition refund.
 - ❖ Withdrawal during week 3 of classes: 50% tuition refund.

❖ Withdrawal during week 4 of classes: No refund of charges.

4. Any installment payments of tuition then unpaid shall remain due and payable to ASAOM.
5. Refunds are based on tuition only. Fees and class materials expenses are not refundable. There are no refunds on textbooks and other supplies.
6. Program services beyond the date at which withdrawal occurs are automatically cancelled.
7. Withdrawal date for refund computation purposes is the last date of attendance by the student or the arrival date of the written withdrawal notice, whichever is later.

NOTE: FOR STUDENTS ON FINANCIAL AID, ASAOM FOLLOWS THE RETURN TO TITLE IV (R2T4) PROVISIONS DETAILED UNDER 'FINANCIAL AID' IN THE STUDENT CATALOGUE.

20. Dismissal

Students are expected to maintain a mature, responsible attitude toward their studies, staff and faculty, and other students. Behavior outlined below is cause for dismissal:

- ❖ Failure to meet SAP
- ❖ Failure to fulfill financial agreements.
- ❖ Unsatisfactory attendance.
- ❖ Use of alcohol or drugs on campus
- ❖ Behavior in any manner that is dishonest, unprofessional, disruptive or harmful to fellow students, faculty, staff, school property or reputation, i.e., cheating, plagiarism or discrimination of any kind.

Unsatisfactory attendance is defined as:

- ❖ Three (3) consecutive days, or a total of three (3) days in one term, of absence without prior notification to the school; and/or,
- ❖ Tardiness of four (4) consecutive days or seven (7) days per term.

A student who is dismissed will receive a partial tuition refund or pay the balance due following the refund policy.

By ASAOM's determination, any student understood to have been deceitful during their application process or tenure within an ASAOM program or discerned to be deliberately acting in a manner deemed harmful to ASAOM's student body, ASAOM's public image, or the profession of Chinese Medicine may be subject to immediate dismissal. Deceit is understood by ASAOM to include the deliberate omission of pertinent information as well as the misrepresentation of information.

STUDENT SERVICES

Academic Advising

ASAOM administration offers academic advising to assist you in the planning and completion of your degree requirements. From the first term - through graduation and beyond, the administrative team will support you to complete your master's degree and become a nationally certified and state licensed TCM practitioner, as well as welcome you as an alumnus of the Arizona School of Acupuncture and Oriental Medicine.

The registrar issues progress reports to each student at the term's end and keeps a cumulative transcript in each student's permanent file. In the event of unsatisfactory performance, the Academic Dean counsels with the student and a record of the meeting is placed in the student's file.

Professional Development

ASAOM offers on-going courses in professional development, practice management and marketing to assist you in your development as a successful TCM practitioner. You can refine your presentation skills by giving TCM lectures at universities, participating in annual health fairs, and speaking at public events. ASAOM supports the Alumni Association and promotes the exchange of ideas to foster professional development. Graduates are invited to share their expertise with students during on-campus lectures. Professional vacancies in the field of acupuncture and TCM are posted regularly under Career Opportunities.

IT/Communications

ASAOM maintains Internet and data platforms to facilitate effective administration, student, and alumni interaction. Communications include direct email, the school's web site, voice over IP phone services, and ASAOM's email and forum platform running through Google's G Suite and Populi (ASAOM's Student Management System).

Grievance Resolution

A student having a concern with another person at the school is advised to do the following:

1. Address the person with whom the concern is felt and courteously seek to remedy the situation.
2. If that does not work or is not feasible because the concern is with a rule or policy of the school, please speak with the Academic Dean.

See the Grievance Procedures in the Student Policies & Procedures section for more detail.

If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the Board at 1740 W. Adams St. Suite 3008, Phoenix, AZ 85007, Phone: (602) 542-5709 Website: <http://azppse.gov>.

If all else fails, the Accreditation Commission can be contacted at (301) 313-0855. (Both the State Board and the Commission have copies of ASAOM's Grievance procedure).

Health Services

The ASAOM Community Clinic is an adaptive environment for both student education and quality healthcare. Prospective students receive a free acupuncture treatment during a campus tour of the campus. Enrolled students receive healthcare services at the clinic, including Acupuncture, Tuina, Cupping, and Nutritional Information at a significant discount.

Mental Health Services and Support

ASAOM is currently not able to offer full-time in-house counseling and mental health support services for students, staff, and faculty. We encourage all members of this school to refer to the contact information below to access national resources for support (flyers detailing these programs are linked on ASAOM's website).

Here are two national resources for support of individuals who are feeling anxious or isolated or in need of support during stressful times.

- ❖ Crisis Text Line (Text HOME to 741741) Crisis Text Line is free, 24/7 support. Text 741741 from anywhere in the US to speak in confidence with a trained Crisis Counselor.
- ❖ Connect with a live Disaster Distress Hotline crisis counselor 24/7 via SMS, from all 50 states text "TalkWithUs" for English or "Hablamos" for Spanish to 66746 or call 1-800-985-5990.

The Roger J. O'connor Memorial Library

The ASAOM library contains over 2,000 books and 35 journals on traditional Chinese medicine, Western medicine, and related topics. The library provides wireless Internet, copy/print services, and operates on the honor system. The library remains open if the door/s remain open. A reference library of frequently consulted texts is also maintained in the clinic.

Tucson's Pima County Public Library and the library of the University of Arizona are minutes from the school and easily accessible. ASAOM students are eligible to use the University of Arizona's medical library. Through its computer system, students can access Medline and other sources of medical research and receive email copies of the results. Further, through Inter-Library loan, students can reach any library in the United States, including state libraries, university collections and the Library of Congress.

Self-Cultivation

Self-cultivation is a required element of ASAOM's curriculum. We believe self-cultivation is a critical component in maintaining a healthy mind and body through our rigorous master's programs.

Records

The Registrar maintains records of student accomplishment such as grades, financial records, clinic hours, and treatments. Each student's personal file is available for viewing by appointment. Student records are permanent, confidential, and are released only with written permission of the student.

Registration

The Registrar's office ensures that course scheduling and registration flows smoothly. During registration, students may enroll online or meet with the Registrar to enroll in required and specialized elective courses.

Students will also receive updates regarding changes in programs, campus facilities, and support services during registration.

Payments

Payments may be made toward tuition and fees or other outstanding personal account balances by check, cash, or credit card. To maintain ASAOM's ability to offer students the option of processing their tuition and fee payments via credit card, any student paying tuition through a credit card will be subject to an additional 2.5% processing fee.

This 2.5% processing fee is instituted to manage the merchant fee associated with each transaction and imposed on ASAOM.

Student Council

The Council, made up of representatives from each class, meets regularly with the administration, faculty, and various other school councils. Student Council plays a vital role in the development and growth of the school and its students.

Each class is encouraged to elect one or more class representatives to the Student Council at the beginning of the second term. Class representatives are encouraged to address concerns of the Student Council at any time.

Suggestion Box

A suggestion box is in the student lounge. The Registrar communicates all suggestions to the appropriate person or committee. Signed suggestions are responded to within a week. The Suggestion Box is also available in a digital format and can be found on the school's website at www.asaom.edu.

Tutoring Services

ASAOM offers tutoring from faculty members on an as-needed basis. Tutoring is scheduled at the students' convenience at a cost of \$30 per hour.

FACILITIES

School Hours

Staff members maintain office hours. Inquire with staff members for their availability and to make an appointment. The administrative office is open 8am-5pm, Monday-Friday. Many instructors maintain their own private practices while sharing their knowledge as teachers. Instructors are also available to meet by appointment.

Classroom Settings

In keeping with higher-education standards, the classroom experience is intended to make learning easy and natural. Teaching methods emphasize learning by doing. Opportunities are provided for visual, auditory and kinesthetic learning.

In addition to traditional methods such as lecture, discussion, supervised practice, and homework assignments, there are discovery-learning methods suitable for adults. For example, role-play, group projects and reports, guided meditations and visualizations, and movement exercises may be used.

Clinical training involves interacting with many types of people. An attitude of open-minded respect for the human condition is essential in the clinic and classroom setting.

Prospective students may visit classes and clinic by prior arrangement with the Director of Admissions.

Location

The school classrooms, clinic and offices are located at *2856 E. Fort Lowell Road* in north central Tucson. Classrooms are spacious and clinic rooms are maintained with essential equipment. An herbal dispensary, a library and a student lounge provide for a functional learning experience. A map to ASAOM's facility can be found on our website.

Housing

The school does not offer student housing. Depending on the season in Tucson, housing can be difficult or easy to combine. Experiences vary. Please contact your Admissions Department for information about apartments/housing opportunities in the area.

GRADUATION PROCEDURES

Requirements

To graduate, a student must:

- ❖ Pass all courses and comprehensive examinations
- ❖ Meet all clinical requirements
- ❖ Pay all tuition and applicable fees, (including clinic fees according to the enrollment agreement)
- ❖ Return all library materials
- ❖ Comply with all school rules and regulations

A regularly enrolled student who does not finish the program in one and one-half times the contracted program length, in academic years, must take additional coursework as determined by the school, and pay additional tuition.

Award of Degrees and Certificates

After all requirements have been completed, the student is awarded the Master's Degree in Acupuncture, (M.Ac.) or Master's Degree in Acupuncture and Oriental Medicine, (M.Ac.OM).

The Certificate in Asian Bodywork Therapy/Tuina is awarded to students who have completed all the course and clinical requirements for the certificate.

National Certifying Exams

Full time students are eligible to take the NCCAOM acupuncture, and Chinese herbology examinations after graduation. NCCAOM acupuncture certification is required for licensing in Arizona.

Placement Assistance

The school does not actively seek placement for graduates. Employment counseling is provided upon request. Announcements for available positions are posted on the school's website at <https://www.asaom.edu/employment-scholarship-board>, if employment opportunities or requests are brought to the attention of ASAOM by outside agencies.

In ASAOM's experience, most graduates enter private practice, either alone or with one or more other practitioners. The industry of acupuncture has shown growth in the United States and is anticipated to continue to do so as the demands for Western medicine alternatives increase.

Alumni Association

ASAOM maintains a list of alumnus's contact information and works to bring graduates together through community events. Graduates do contact the school when they have an opportunity they would like to bring to the school, or when they are seeking aid from current students or recent graduates in professional endeavors. On-going education courses and social events invite graduates to return to the school and meet with faculty, alumni, and

students. Graduates play an important role in the definition of our successful master's program and continue to play valuable roles in the profession.

ADMINISTRATIVE STAFF

ASAOM Organizational Chart

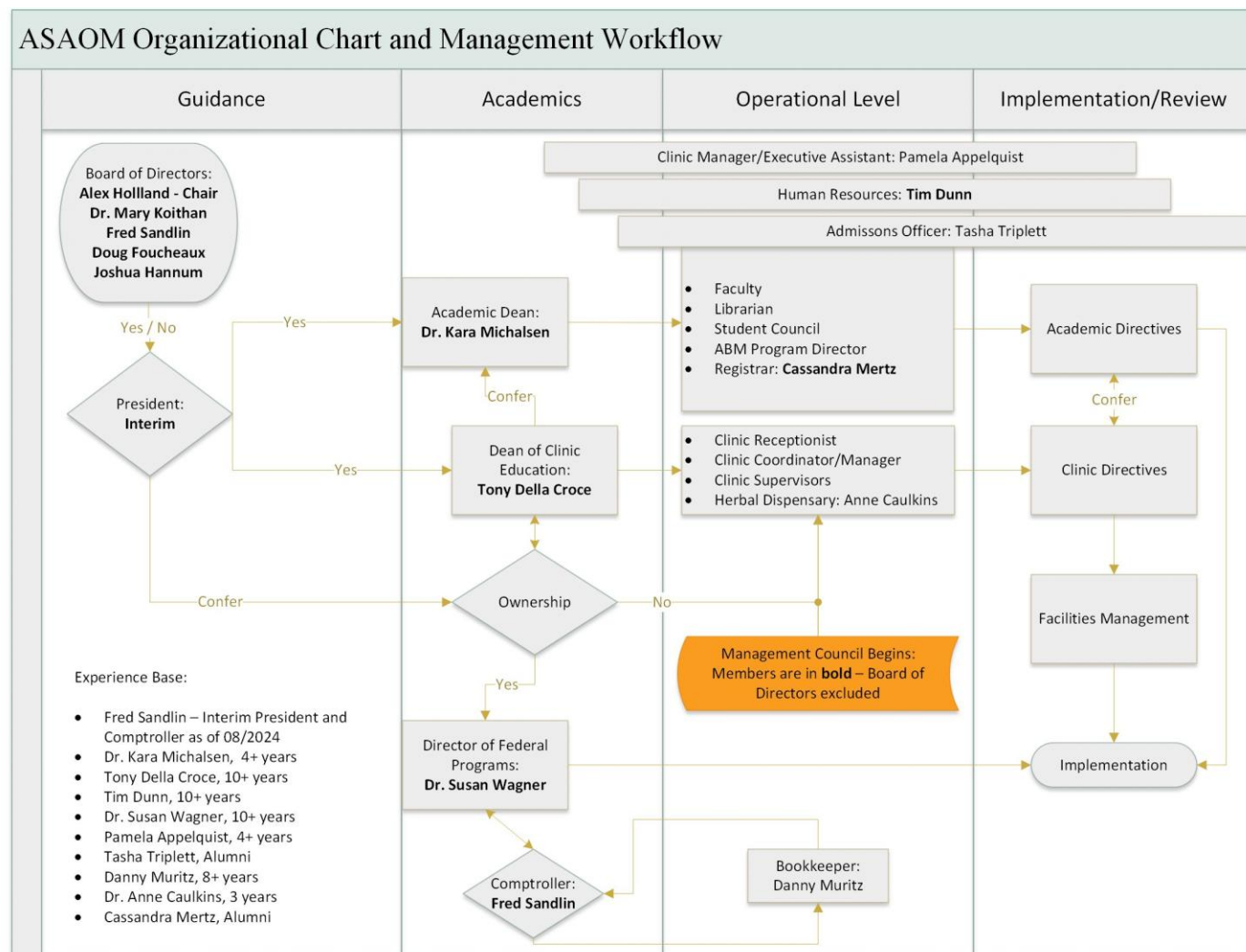


Figure 1 Depicts the ASAOM Organizational Chart and approach to Workflow. Management levels are shown from left to right. The column labels (Guidance; Academics; Operational Level; Implementation/Review) are known as Swim Lanes. These lanes are areas of the organization the individuals/departments work within. Notice the Human Resources department straddles several lanes, as does Admissions. This is because the work required of these departments stretches across several aspects of the organization. Arrows in this chart are used to illustrate the flow, either direct, or reciprocated, as decisions are made and managed toward implementation.

Administration Team Bios

Academic Dean Dr. Kara Michalsen, NMD - Dr. Kara Michalsen, a Doctor of Naturopathic Medicine, comes to her current position as Academic Dean for ASAOM with experience and excitement.

After graduating California Poly Technic University in 2007 with a bachelor's degree in science, she researched and pursued a medical career, attending the medical school, Southwest College of Naturopathic Medicine. In 2013 Dr. Kara was invited to participate in an Internship at Emanuel Hospital's Trauma Unit in Portland, Oregon. While

involved in this internship she was a part of the research for medical case studies that were ultimately published in the Texas Medical Journal, 2015 Vol 42.

Following the medically diverse experience in Oregon, Dr. Kara opened her own medical practice in Southern California. In addition to her practice, she became interested in the educational journey of doctors and the importance of their medical training. Consequently, Dr Kara chose to attend workshops/classes at Harvard University focused on the importance of how doctors/health professional's medical training directly affects their patient's health.

She then entered the field of medical education becoming an Assistant Professor and Head of the Integrative Clinical Rotations of the Physician Assistant Program at Southern California University of Health Sciences. Teaching in the Doctor of Chiropractic, Doctorate of Acupuncture, and Physician Assistant programs increased her understanding of the importance of highly effective medical education and training for all health professionals.

Micro Masters in Instructional Design from University of Maryland was the natural next step for Dr. Kara to take to meld all her experiences and expertise together. She moved to a concierge medical practice while teaching at ASAOM, becoming the Director of Curriculum, and is now serving as Academic Dean.

Beyond her passion for medical education, Dr. Kara relaxes by hiking, preparing dinner and pairing wines, has recently discovered balloon artistry for birthdays of family members, designs cookie art ... and so much more.

Admissions Officer Frank Harris, LAc. – Bio Coming Soon

Registrar Dr. Kara Michalsen, NMD – See Academic Dean

Bookkeeper Daniel Munitz, BS, completed accounting studies, Pima Community College, Tucson, AZ and earned his bachelor's in accounting from the University of Arizona. He is the intern and understudy to Steven Phillips, CPA in Tucson. Daniel was formerly on an athletic scholarship, and two-year starter, for the Pima Community College Men's Soccer Team. Currently, Danny is an accountant in private practice in Tucson.

Clinic Coordinator/Manager Pamela Appelquist, LMT – Pam's dedication and drive for helping and caring for others is a passion that sustains her. Working in the medical field for the past two decades has brought her joy and a plethora of valuable experiences, and she believes experience is the greatest teacher.

Pam's career journey has taken her through hospitals, Veterans Affairs, in-home/concierge healthcare, private practice Doctor's offices, Tribal Emergency Medical Services (EMS), casinos, and many other corporate and large-care facility entities. In 2003 she began teaching First Responder, and CPR Healthcare at the provider level, while working as an Emergency Medical Technician (EMT) intermediate level from 2004 until 2015. In the time between 2004-2015, she received her Phlebotomy Certificate, CNA, and EMT instructor certificates, and continued teaching EMTs, First Responders, and CPR until 2012 when she graduated from the Arizona school of Massage Therapy. Following a short career as a provider within professional massage networks, Pam opened her own Private Practice as a Licensed Massage Therapist (LMT) in 2013. She continues to partner with four other healthcare provider colleagues to combine the power and potential of natural healing medical modalities and therapies, with medicinal massage techniques. Pam considers Eastern modalities her specialty and enjoys combining ancient techniques with modern techniques to aid people on their wellness journey and recovery from injuries and daily pain. Always learning and growing her knowledge base, she looks forward to helping others on their journey with integrative care.

Director Federal Programs Susan Wagner, DAOM, LAc., BCIM began her career as a western medical practitioner as an EMT in 1976. Seeking additional medical training, she enlisted in the US Navy and is now a retired HMCS(DV) with 22 years of experience in Military Medicine. In 2008, she completed her degree in Acupuncture and Oriental Medicine at ASAOM. In 2010, she completed her Master's of Auricular Medicine through the Auricular Medicine Institute Research and Training Center with Dr; Lichun Huang. Dr. Wagner graduated with her Doctorate in Acupuncture and

Oriental Medicine in 2017 from ACTCM at CIIS in San Francisco, CA. She has Clinical research experience in Human Studies, is Board Certified Integrative Medicine (BCIM) American Association of Integrative Medicine and has completed two externships to China to further her knowledge in Chinese Medicine. Dr. Wagner maintains her private practice in Tucson, AZ.

Facilities Manager/Human Resources Tim Dunn, MAcOM, received his A.A. from Pima Community College in Tucson. He earned his Diploma in Massage Therapy from Desert Institute of the Healing Arts in Tucson, and his M.Ac.O.M., degree from ASAOM. Tim was an intern at Haikou Provincial TCM Hospital, Hainan, China, with Dr. Heping Luo.

Dean of Clinical Education Tony Della Croce, LAc. - Originally from outside New York, Tony has lived in Tucson for over 30 years and considers the Sonoran Desert home. He came to Tucson to study the Archaeology of Ancient China at the University of Arizona, but once immersed in Chinese Culture he began practicing martial arts and Qigong with the local Chinese college community. In 1995 he met his teacher and mentor, Vince Black. Aside from being a profound martial artist, Dr. Black was a well-known practitioner of Chinese medicine and Cranial-Sacral Therapy. Tony studied both martial arts and medicine with Dr. Black until his untimely death in 2019. Dr. Black aided in establishing the tuina program at ASAOM. Tony began assistant teaching the tuina program at ASAOM in 2007 and became faculty area head of the program in 2012. He decided to formalize his education by Completing his formal masters in acupuncture and herbal medicine in 2014. Aside from teaching at the school and working in the Oncological environment, he has also been teaching Taijiquan at Tucson Parks & Rec for over 20 years and has taught other martial art forms to at least three generations of students covering the past 25 years.

Tony has practiced as a licensed acupuncturist since 2015. He obtained his Master's Degree from the Arizona School of Acupuncture and Oriental Medicine (ASAOM). While there, in addition to acupuncture, he also studied associated modalities of traditional Chinese Medicine as offered at ASAOM: Chinese herbs and nutrition, Qigong, and tuina (Asian bodywork). These last two modalities he also taught prior to and while attending school as a student. His education in Chinese medicine predates his licensure by 20 years, as he was apprenticed to a noted martial artist and practitioner of Chinese Medicine (Vince Black), who was well-known throughout the country for his tuina acumen. Tony has apprenticeship and formal education skills to ASAOM as a faculty member and bodywork program head, to guide future practitioners of TCM in the art of Tui Na and Qigong.

Tony is a certified practitioner of Upledger-style Craniosacral Therapy. He applies his medicinal craft at Arizona Oncology Foundation, providing palliative care for current and recovering patients dealing with various forms of cancer.

Herb Dispensary Director Anne Caulkins, DAOM, LAc. – Dr. Anne Caulkins is a nationally certified acupuncturist and herbalist, licensed in the state of Arizona. She is a graduate of the Arizona School of Acupuncture and Oriental Medicine and completed her doctorate at the Yosan University of Traditional Chinese Medicine. Her training in Chang Chun, China was a unique window into East meeting West in terms of integrated health care. She is an expert on lifestyle medicine and acupuncture to prevent and treat chronic conditions, including but not limited to pain, hypertension, and being overweight. Given that 80% of noncommunicable diseases are preventable, Dr. Caulkins especially appreciates patients who are willing to help themselves and accept the support of a caring practitioner. Her motto is “Your health journey is one good decision at a time.”

President Interim

NOTES

STUDENT CONTRACT

THE HANDBOOK YOU RECEIVED, VOLUME _____, NO. ____, AS AN ENROLLED STUDENT ON THE DAY OF _____ (INT: _____) REPRESENTS YOUR BINDING CONTRACT WITH THE ARIZONA SCHOOL OF ACUPUNCTURE AND ORIENTAL MEDICINE (ASAOM). BY SIGNING THIS PAGE, YOU ACCEPT AND ACKNOWLEDGE YOUR UNDERSTANDING OF YOUR STUDENT HANDBOOK'S CONTENTS AND WILLINGLY ACCEPT THE TERMS AS THEY ARE DEPICTED IN YOUR STUDENT HANDBOOK AS CONTRACTUALLY BINDING. BY SIGNING THIS PAGE, YOU WILL BE BOUND BY THIS CONTRACT FOR YOUR TENURE AS A STUDENT OF ASAOM.

YOU ARE EXPECTED TO RESPONSIBLY MAINTAIN A COPY OF THIS SIGNED PAGE FOR YOUR PERSONAL REFERENCE. UPON SIGNING, THIS PAGE WILL BE REMOVED FROM YOUR HANDBOOK AND KEPT IN YOUR STUDENT FILE AS REPRESENTATION OF YOUR ENROLLMENT.

ALL PREVIOUS VERSIONS OF THIS DOCUMENT ARE CONSIDERED NULL AND VOID.

STUDENT NAME – PRINTED: _____

STUDENT SIGNATURE: _____

DATE: _____

ADMINISTRATIVE WITNESS: _____