

# Texas Health and Science University



## Comprehensive Catalog

Austin and San Antonio

2019

*Est. 1990*

*Effective May 1, 2019*



## **Accreditation**

Accredited by the Accrediting Council for Independent Colleges and Schools to award master's and bachelor's degrees, and certificates. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

The Master of Science in Acupuncture and Oriental Medicine program of Texas Health and Science University is accredited under Master's Degree standards, by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), the recognized accrediting agency for programs preparing acupuncture and Oriental medicine practitioners. ACAOM is located at 8941 Aztec Drive, Suite 2, Eden Prairie, MN 55347; phone 952/212-2434; fax 952/657-7068.

The Doctorate in Acupuncture and Oriental Medicine program of the Texas Health and Science University has been admitted to Pre-Accreditation status by the Accreditation Commission for Acupuncture and Oriental Medicine ("ACAOM") and is in the process of seeking accreditation. ACAOM is located at 8941 Aztec Drive, Eden Prairie, Minnesota 55347; phone 952/212-2434; fax 952/657-7068.

The Texas Higher Education Coordinating Board has issued a Certificate of Authorization to grant Bachelor, Master, and Doctoral Degrees to Texas Health and Science University. Texas Health and Science University has demonstrated that it meets the standards set forth in the rules of the Texas Higher Education Coordinating Board and qualifies for an exemption pursuant to Subchapter G, Chapter 61, Texas Education Code and, as defined in Chapter 7.3 of Board rules from certain, but not all, regulations. This exemption will continue as long as the institution maintains its accreditation status with the accrediting organization Accrediting Council for Independent Colleges and Schools and standards acceptable to the Coordinating Board. Texas Health and Science University is authorized to conduct courses, grant degrees, grant credit toward degrees, and to use certain protected academic terms in the State of Texas until expiration of its current grant of accreditation.

## **Affiliations**

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

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

Meiho Institute of Technology in Taiwan (since 2003)	Ming Chuan University in Taiwan (since 2013)
Xinjiang Medical University in China (since 2007)	National Peng Hu University of Science and Technology in Taiwan (since 2013)
Fu Jen Catholic University in Taiwan (since 2010)	Da-Yeh University in Taiwan (since 2015)
Zhejiang Chinese Medical University in China (since 2010)	Asia University in Taiwan (since 2015)
Transworld University in Taiwan (since 2011)	Hwa Hsia University of Technology (since 2015)
Jiangxi University of T.C.M International Education College (since 2011)	Hsing Wu University in Taiwan (since 2017)

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

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

## **Legal Control and Incorporation**

Texas Health and Science University is a domestic for-profit corporation, which is chartered and issued a Certificate of Incorporation by the State of Texas, on February 20, 1990, in the State of Texas, County of Travis,

pursuant to the provisions of Article 4.04 of the Texas Business Corporation Act. The name of the corporation is Texas Health and Science University, Inc. The Registered Agent is Louis J. Agnese, Jr., President and Chief Executive Officer; the Secretary is Wen Huei Thomas Chen.

## **Catalog and Other Publications**

This catalog is designed to provide prospective and current students with comprehensive information on the programs and offerings of Texas Health and Science University. This catalog is effective as of the date of publication.

The information contained herein is correct as of its date of release and is subject to change without notice when required by applicable laws and regulations. All consumer information is available on our website at <http://www.thsu.edu>.

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

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

## **Notice of Nondiscriminatory Policy**

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

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

## **Equal Access to College Educational Programs**

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

## **Disclosure of Educational Records**

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

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# A Message from the President



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

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

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

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

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

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

# **Our Mission Statement**

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

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

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

## **History of Texas Health and Science University**

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

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

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

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

In January 2013 the institution changed its name to Texas Health and Science University. These changes reflected a broadened mission of the University, allowing for additional programs in the field of business. In January 2014 Texas Health and Science University began enrolling students in the Master of Science in Acupuncture and Oriental Medicine program at the new San Antonio location.

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

## **Sister Schools**

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

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

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

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

- Meiho Institute of Technology in Taiwan (since 2003)
- Xinjiang Medical University in China (since 2007)
- Fu Jen Catholic University in Taiwan (since 2010)
- Zhejiang Chinese Medical University in China (since 2010)
- Transworld University in Taiwan (since 2011)
- Jiangxi University of T.C.M. International Education College (since 2011)
- Ming Chuan University in Taiwan (since 2013)
- National Peng Hu University of Science and Technology in Taiwan (since 2013)
- Da-Yeh University in Taiwan (since 2015)
- Asia University in Taiwan (since 2015)
- Hwa Hsia University of Technology (since 2015)
- Hsing Wu University in Taiwan (since 2017)

Texas Health and Science University offers Dual Degree programs with Zhejiang Chinese Medical University. New and current students can enroll and receive their Master of Acupuncture and Oriental Medicine degree from THSU, and enroll at Zhejiang Chinese Medical University and receive an additional Master of Acupuncture and Tui Na degree. Please see the Dual Degree section for more details elsewhere in this catalog.

# **University Facilities – Austin Campus**

## **Main Building**

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

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

All main classrooms have windows overlooking the courtyard and are located on the second floor. The student lockers, lounge and kitchen are located on the second floor. Lockers are available for students to check out on a per-trimester basis at no charge.

## **THSU Library**

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

Our research resources include print journals covering western medicine, alternative health and acupuncture, as well as additional electronic journals and databases. There is a small computer lab inside the main library for students to use. Additionally, a second student computer lab is located upstairs. High speed wireless internet services are available throughout the campus for student use.

Students attend a library orientation and are provided with a handbook detailing the library services. Copying, printing, and scanning services are also available.

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

## **THSU Student Intern Clinic**

THSU offers its students in the Master and Doctor programs in Acupuncture and Oriental Medicine practical hands-on experience in providing acupuncture treatments and receiving treatments through its student intern clinic. Housed at 1707 Fort View Road, our student interns have the opportunity to practice what they've learned in a professional setting under the supervision of licensed acupuncturists who serve as clinic supervisors. Additionally, students are encouraged to receive treatments at a greatly reduced cost in order to experience the holistic benefits of treatments they are learning to administer.

The 5,000 square foot clinic is convenient to the University, allowing students to walk to and from the main campus. There are 15 spacious treatment rooms, an intern discussion room, bookstore and a fully stocked herbal dispensary. Our dispensary carries over 500 different kinds of raw herbs, patent pills, and granular extracts from the traditional Chinese medicine herbal pharmacopoeia.

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

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

### **Classroom Area**

The THSU San Antonio campus began as an auxiliary classroom site in January 2014 at the University of the Incarnate Word. These facilities are located at 9240 Guilbeau Road in San Antonio, and are outfitted with state-of-the-art instructional equipment including wi-fi.

THSU faculty and administrative offices are located in the same building as the classrooms to serve the needs of the students. Students have access to library computers, a scanner, and full access to the UIW Saidoff Center Library collection.

### **THSU Student Intern Clinic and Library**

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

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



*THSU Student Interns at the Student Clinic in Austin.*

# College of Traditional Chinese Medicine



## Why Traditional Chinese Medicine?

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

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

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

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

## **The Acupuncture and Oriental Medicine Profession in the United States**

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

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

In the United States, 47 states plus the District of Columbia allow the legal practice of acupuncture, and the various laws and regulations of the different states reflect the diversity of thought within the field. Some states have detailed statutes and codes regulating the practice of acupuncture; in others, statutory language is brief. Some states license or permit the practice of acupuncture alone; others include other forms of Oriental medicine such as herbs, diet and lifestyle counseling, and Oriental exercise. Some states have extensive Western science requirements for the education of practitioners; others have none.

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

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

## **Summary of TCM Programs of Study at THSU**

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

THSU also offers a **Dual Degree Program** where students may be assisted to study both for the MSAOM degree at THSU and the Master of Acupuncture and Tui Na from Zhejiang Chinese Medical University.

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

### **Dual Degree Programs THSU/ Zhejiang Chinese Medical University**

Texas Health and Science University is very proud to be the first University in the United States to be able to offer full dual degree programs at the Master level. Because our MSAOM curriculum is very similar to those used in China, THSU was selected by Zhejiang Chinese Medical University as a partner school in 2011.

Students interested in the Dual Degree program must first be accepted by THSU before enrolling in the dual degree program. The dual degree program is being administered jointly by THSU and the International Education College (IEC) at Zhejiang Chinese Medical University, Zhejiang, China. Students who are interested in the Dual Degree may enroll at Texas Health and Science University in any trimester, and enroll at Zhejiang to start in the fall trimester.

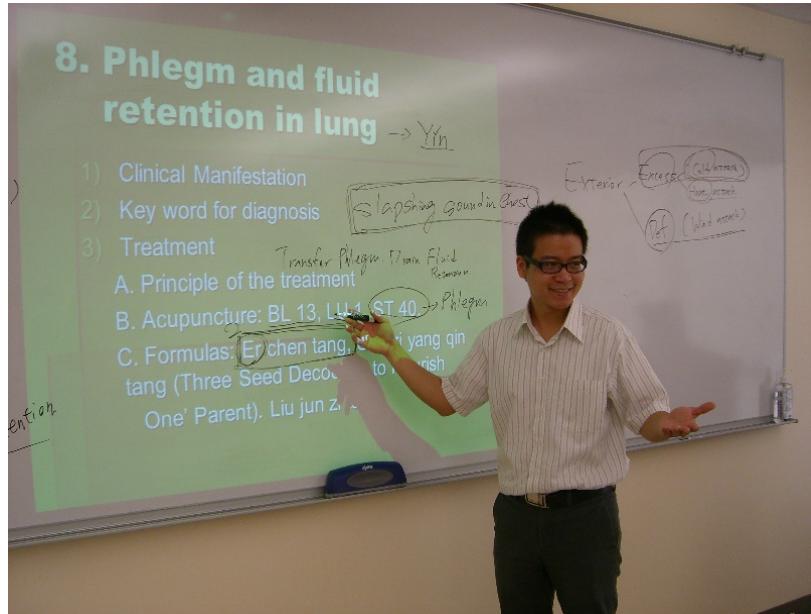
During their first program year, dual-degree students in the Master of Science in Acupuncture and Oriental Medicine program will go to China for two weeks to observe and study Tui Na. They will then return to THSU and complete the trimester normally. During the second year of the program, Zhejiang Chinese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

Students will progress through the THSU MSAOM program, complete all required coursework and clinic internship components, and upon graduation from THSU, defend a thesis and a complete a one-month internship at the Zhejiang Chinese Medical University Hospital. If successful, the student will receive a Medical Master's Degree in Acupuncture and Tui Na from Zhejiang, upon completion of all required elements.

Non-Chinese citizens, of good moral character and in good health, may apply to this program. The cost is \$10,000, not including transportation, room and board, instructional materials, and health insurance, in addition to the standard tuition at THSU. Other required items include a resume', application form, notarized copy of the highest academic degree certificate or graduation diploma, and transcript or pre-graduation certificate, 5 two-inch photos, recommendation letters from two professors, and a research plan. The IEC will finalize the enrolled students by evaluating the application documents and Physical Examination Form for Foreigners document. The Admission Notice and Visa Application for Study in China (JW202 Form) will be sent to the applicants enrolled by IEC. Applicants apply for the visa with admission notice and JW202 form at the Chinese embassy or consulate in the home country.

## 8. Phlegm and fluid retention in lung

- 1) Clinical Manifestation
- 2) Key word for diagnosis
- 3) Treatment
  - A. Principle of the treatment Transfer Phlegm from Fluid Reservoir
  - B. Acupuncture: BL 13, LU 4, ST 40 → Phlegm
  - C. Formulas: Erchen tang, Cang yang qin tang (Three Seed Decoction to Nourish One's Parent), Liu jun z...



Instruction in Traditional Chinese Medicine  
San Antonio Campus

# **College of Business Sciences**



**Studying at the Austin Campus**

## **THSU College of Business Sciences Honor Code**

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

## **Concurrent Degrees in Traditional Chinese Medicine and Business**

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



## **UNDERGRADUATE DEGREE PROGRAMS**

## **Bachelor of Science in Traditional Chinese Medicine Degree Program**

(Austin and San Antonio Campuses)



### **Educational Objectives**

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

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



Studying in the Herb Lab, Austin

## Admission Requirements

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

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

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

## Admission Procedure for U.S. Students

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

Prospective students must submit the following:

- 1) A completed application form.
- 2) A copy of applicant's birth certificate or current driver's license/identification card.
- 3) Copies of official transcript(s); photocopies cannot be accepted. Transcripts must be mailed to the University directly from the registrar's office of the institution(s) where credit was earned.

- 4) Copies of licenses or certificates in the healing arts, if any (required of applicants to the College of Traditional Chinese Medicine).
- 5) Two full-face, passport-sized photographs.
- 6) An application fee payable to the Texas Health and Science University as outlined for each program. This fee is non-refundable.
- 7) A letter of interest from the applicant, explaining why he/she desires to attend the Texas Health and Science University.
- 8) Telephone or personal interview with the Academic Dean or other official of the University.
- 9) Two letters of reference.
- 10) An evaluation of any foreign credentials showing equivalency to the educational system of the United States. All foreign credentials must be evaluated by a credential service that is a member of the National Association of Credential Evaluation Services (NACES). All credentials submitted to the University are retained by the University.

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

### **Admission Procedure for International Students**

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

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

- 1) A non-refundable application fee of \$150.00 (USD) and a \$200.00 (USD) fee for the evaluation of credentials, transcripts, and other overseas documents.
- 2) A completed application for admission.
- 3) One (1) official transcript in English translation sufficient to establish the completion of the equivalent of at least 60 semester credits at the undergraduate level; such transcript must be mailed to the University from the institution where the coursework was completed. If the official transcript is not available in English, contact the Admissions Coordinator for further assistance.
- 4) Proof of sufficient financial resources for educational and personal expenses.
- 5) Proof of English language competency. A student may be accepted into the program if he or she satisfies one of the following indicators:
  - Speaks English as his or her official or native language.
  - Graduates from a U.S.-accredited high school.
  - Transfers from or holds a degree from an institution accredited by an agency recognized by the U.S. Secretary of Education or from an English language institution in another country.
  - TOEFL English language proficiency iBT score of 50 or higher or IELTS score of 5.5 or higher.

### **Transfer of Credit**

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

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

#### **Transferring Credits To Other Institutions**

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

#### **Curriculum**

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

The bachelor's degree program allows students who have completed the general education requirements (totally 60 semester credit hours) at another recognized institution to be admitted and study toward a bachelor's degree. The suggested schedule of study may be completed in four trimesters (16 months), and all courses are considered upper-division coursework for the bachelor's degree. Students must complete all the coursework required for their degree within six trimesters. Upon completion of the program, students have the option to continue to the master's degree program in acupuncture and oriental medicine.

## Curriculum – Bachelor of Science in Traditional Chinese Medicine

Trimester	Course Name	Semester Credits	Contact Hours
<b>First Trimester</b>			
A-4101	Fundamental Theories of Traditional Chinese Medicine	4	60
A-4102	Chinese Terminology and Phonetics	2	30
A-4103	Meridian Theory	2	30
W-4101	Anatomy and Physiology I	3	45
A-4104	Introduction to Point Location	1	15
A-4105	Point Location – Green	3	45
<b>Total First Trimester</b>		<b>15</b>	<b>225</b>
<b>Second Trimester</b>			
A-4106	Introduction to TCM Diagnosis	4	60
W-4102	Biomedical Concepts, Terminology and Western Medical History	2	30
A-4107	Point Location – Yellow	4	60
W-4103	Anatomy and Physiology II	2	30
H-4101	Introduction to TCM Herbology	1	15
H-4102	TCM Herbology – Yellow	2	30
A-4108	TCM Diagnosis I	2	30
<b>Total Second Trimester</b>		<b>17</b>	<b>255</b>
<b>Third Trimester</b>			
A-4109	Qi Exercise	1	15
A-4110	Special Acupuncture Techniques	2	30
A-4111	Five Element Theory and Application	1	15
A-4112	CPR and Other Emergency Techniques	1	15
C-4101	Clinic Observation – Black	3	90
E-4101	Medical Ethics	1	15
H-4103	TCM Herbology – Green	3	45
A-4113	Point Location – Red	1	15
A-4114	TCM Diagnosis II	2	30
<b>Total Third Trimester</b>		<b>15</b>	<b>270</b>
<b>Fourth Trimester</b>			
W-4201	Surface Anatomy	2	30
A-4201	Meridian Acupoint Energetics and Application	3	45
C-4201	Clinic Observation – White	3	90
E-4201	Marketing and Office Management	3	45
A-4202	Practical Training in Diagnosis	2	30
H-4201	TCM Herbology – Red	3	45
<b>Total Fourth Trimester</b>		<b>16</b>	<b>285</b>
<b>TOTAL</b>		<b>63</b>	<b>1,035</b>

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

**Total Semester Credits for the Bachelor of Science in Traditional Chinese Medicine degree, including minimum 60 semester credits of General Education and nonremedial courses (accepted upon admission): 123**

### **Course Numbering System**

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

### **Maximum Classroom Size**

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

### **Maximum Academic Course Load**

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

### **Graduation Requirements**

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

The following minimum requirements must be completed prior to graduation from the Traditional Chinese Medicine program:

Acupuncture and related didactic studies	35 credits
Herbal didactic studies	9 credits
Biomedical didactic studies (western medical science)	9 credits
Clinical training	6 credits
Ethics, Business and Communications didactic studies	4 credits
<b>Total</b>	<b>63 credits</b>

A minimum of 60 credits are required for admission to THSU. Along with the 63-credit degree completion program described above, a total of 123 credits are required to be awarded the Bachelor of Science in Traditional Chinese Medicine degree.

### **Course Descriptions Acupuncture Courses**

#### **A-4101 Fundamental Theories of Traditional Chinese Medicine**

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

*4 credits: Prerequisites: None.*

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

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

*2 credits, Prerequisites: None.*

### **A-4103 Meridian Theory**

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

*2 credits, Prerequisites: None.*

### **A-4104 Introduction to Point Location**

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

*1 credit, Prerequisites: None.*

### **A-4105 Point Location – Green**

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

*3 credits, Prerequisites: A-4104.*

### **A-4106 Introduction to TCM Diagnosis**

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

*4 credits, Prerequisites: None.*

### **A-4107 Point Location – Yellow**

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

*4 credits, Prerequisites: A-4104.*

### **A-4108 TCM Diagnosis I**

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

*2 credits, Prerequisites: A-4106.*

### **A-4109 Qi Exercise**

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

*1 credit, Prerequisites: None.*

### **A-4110 Special Acupuncture Techniques**

These techniques include such needling methods as the filiform needle, cutaneous needle, electrical stimulation, moxibustion, and other methods. Academic familiarization with these techniques, with limited simulated application of the techniques will be applied in a classroom setting only.

*2 credits, Prerequisites: A-4101.*

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

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

*1 credit, Prerequisites: None*

### **A-4112 CPR and Other Emergency Techniques**

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

*1 credit, Prerequisites: None.*

### **A-4113 Point Location – Red**

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

*1 credit, Prerequisites: A-4104.*

### **A-4114 TCM Diagnosis II**

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

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

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

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

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

### **A-4202 Practical Training in Diagnosis**

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

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

## **Herbology**

### **H-4101 Introduction to TCM Herbology**

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

*1 credit, Prerequisites: A-4101.*

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

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

*2 credits, Prerequisites: H-4101.*

### **H-4103 TCM Herbology - Green**

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

*3 credits, Prerequisites: H-4101.*

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

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

*3 credits, Prerequisites: H-4101.*

## **Biomedical Sciences (Western Medical Science)**

### **W-4101 Anatomy and Physiology I**

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

*3 credits, Prerequisites: None.*

### **W-4102 Biomedical Concepts, Terminology and Western Medical History**

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

*2 credits, Prerequisites: None.*

### **W-4103 Anatomy and Physiology II**

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

*2 credits, Prerequisites: W-4101.*

### **W-4201 Surface Anatomy**

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

*2 credits, Prerequisites: W-4101.*

## **Clinical Training**

**C-4101 Clinic Observation and Evaluation - Black**

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

*3 credits, Prerequisite: A-4101, A-4104, A-4106, W-4101, W-4103.*

**C-4201 Clinic Observation and Evaluation – White**

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

*3 credits, Prerequisites: A-4101, A-4104, A-4106, W-4101, W-4103*

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

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

*1 credit, Prerequisites: None.*

**E-4201 Marketing and Office Management**

This course introduces the student to a wide variety of medical office duties that are commonly performed by the administrator or owner of a small clinic. These duties include such marketing duties as building one's brand, be it the practitioner himself, or the clinic he wishes to develop, professional networking, internet and social media marketing, and building loyalty and retention within a target market. Also included are office management tasks, such as office communication, medical reception tasks, document production, medical office accounting, billing procedures, appointment scheduling, medical records management, and insurance claims processing. There is a brief introduction to International Classification of Disease-10 (ICD-10) and Current Procedural Terminology (CPT) coding, bookkeeping and accounting practices.

*3 credits, Prerequisites: None*

## Tuition and Fees

### Tuition

Classroom Tuition (Per Credit Hour)	\$350.00
Clinic Tuition (Per Credit Hour)	\$510.00

**Total Estimated Tuition** **\$23,010.00**

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

### One-Time Fees

Application Fee (Non-Refundable)

U.S. Students	\$75.00
International Students	\$150.00
International Student Foreign Transcript Evaluation Fee	\$200.00
Trimester Deposit (Applicable toward first trimester tuition)	\$250.00
Transfer Credit Fee (Per Credit Hour)	\$25.00
Herbal Sample Kit	\$149.00
White Coat Fee	\$39.00
Graduation Fee	\$150.00

### Recurring Fees

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

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

**Payment Plan Fee** \$25.00  
per trimester

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

### Late Fees and Penalties

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

## **Other Fees**

<b>Student I.D. Card (replacements)</b>	<b>\$5.00</b>
<b>Make-up Examinations</b>	<b>\$50.00</b>
	per exam
<b>Intern Clinic Treatment Fee-Students</b>	<b>\$5.00</b>
	per treatment
<b>Duplicate Diploma</b>	<b>\$25.00</b>
<b>Official Transcripts</b>	<b>\$15.00</b>
Transcripts will be provided upon receipt of a signed, written request and a fee of \$15.00 each, provided all financial obligations have been met.	
<b>Library Fees</b>	<b>Varies</b>
(All fees for late returns, lost books, print and copy services are detailed in the library manual. Fines and penalties must be paid prior to registration.)	

THSU reserves the right to make adjustments to tuition and fees that reflect changes in the cost of living and education, subject to governing board approval.



Student Clinic in San Antonio

## **Bachelor of Business Administration Degree Program**

(Austin Campus)

### **Educational Objectives**

The Bachelor of Business Administration program at Texas Health and Science University is designed to provide students with an inclusive learning environment and to prepare students with the basic knowledge and skills necessary to succeed in business and continue their business education at the graduate level. The emphasis of the program is to deliver contemporary best practices in management through the exploration of specific technical business-related disciplines. Exceptions to the curriculum schedule must be approved in advance by the Business Program Director.

### **Admission Requirements**

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

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

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

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

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

### **Admission Procedure for U.S. Students**

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

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

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

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

### **Admission Procedure for International Students**

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

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

1. A non-refundable application fee of \$150.00 (USD) and a \$200.00 (USD) fee for the evaluation of credentials, transcripts, and other overseas documents.
2. A completed application for admission.
3. One (1) official transcript in English translation sufficient to establish the completion of the equivalent of at least 60 semester credits at the undergraduate level; such transcripts must be mailed to the University from the institutions where the coursework was completed. If the official transcript is not available in English, contact the Admissions Coordinator for further assistance.
4. Proof of sufficient financial resources for educational and personal expenses for one (1) academic year.
5. Proof of English language competency. A student may be accepted into the program if he or she satisfies one of the following indicators:
  - Speaks English as his or her official or native language.
  - Graduates from a U.S.-accredited high school.
  - Transfers from or holds a degree from an institution accredited by an agency recognized by the U.S. Department of Education or from an English language institution in another country.
  - TOEFL English language proficiency iBT score of 50 or higher or IELTS score of 5.5 or higher.

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

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

### **Transfer of Credit**

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

1. Limitations on the transferability of credits may apply. Credit in the Bachelor of Business Administration Degree may be awarded for past coursework completed at institutions accredited by a recognized governmental accrediting authority or a regional accrediting agency authorized by the U.S. Department of Education. Student performance in the coursework to be transferred will be evaluated in terms of equivalent subject(s) offered by the University. Coursework to be considered for transfer will have been completed within ten (10) years of the date of application, with applicant receiving a grade of "C" or better.

2. In order to receive transfer credit, the student must request a transcript review in writing within the first trimester of attendance. Request forms are available from the Registrar.
3. The entire record of the evaluation and award of transfer credit will be included in the student's academic file and made an official part of the student's THSU transcript annotated with "TC" but will not be used to calculate the student's GPA. For each credit reviewed and approved for transfer, a fee will apply.
4. Credits awarded to meet the University's General Education requirement may not be used for transfer credit.
5. Up to fifty percent of the courses required in the Bachelor of Business Administration program may be considered for transfer.

### **Transferring Credits To Other Institutions**

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

### **Curriculum**

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

The bachelor's degree program allows students who have completed the general education requirements (totally 60 semester credit hours) at another recognized institution to be admitted and study toward a bachelor's degree. The suggested schedule of study may be completed in four trimesters (16 months), and all courses are considered upper-division coursework for the bachelor's degree. Students must complete all the coursework required for their degree within six trimesters.

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

<b>Trimester</b>	<b>Course Name</b>	<b>Semester Credits</b>	<b>Contact Hours</b>
<b>First Trimester</b>			
BBA 3301	Business Management	3	45
BBA 3302	Principles of Macroeconomics	3	45
BBA 3303	Accounting I	3	45
BBA 3304	Business Communication	3	45
BBA 3305	Marketing Management	3	45
	<b>Total</b>	<b>15</b>	<b>225</b>
<b>Second Trimester</b>			
BBA 3306	Principles of Microeconomics	3	45
BBA 3307	Accounting II	3	45
BBA 3308	Business Information Technology	3	45
BBA 3211	Experiential Consulting Case I	3	45
BBA 3310	Business Law and Ethics	3	45
	<b>Total</b>	<b>15</b>	<b>225</b>
<b>Third Trimester</b>			
BBA 4301	Human Resources Management	3	45
BBA 4302	Organizational Behavior	3	45
BBA 3309	Financial Management	3	45
BBA 4304	Operations and Supply Chain Management	3	45
BBA 4212	Experiential Consulting Case II	3	45
	<b>Total</b>	<b>15</b>	<b>225</b>
<b>Fourth Trimester</b>			
BBA 4213	Experiential Consulting Case III	3	45
BBA 4303	Project Management	3	45
BBA 4314	Small Business Management/Entrepreneurship	3	45
BBA 4315	International Business Management	3	45
BBA 4110	Practical Training Seminar	1	45
BBA 4311	BBA Capstone Course	3	45
	<b>Total</b>	<b>16</b>	<b>240</b>
<b>TOTAL</b>		<b>61</b>	<b>915</b>

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

## **Course Numbering System**

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

## **Graduation Requirements**

60 semester credits completed with a minimum overall G.P.A. of 2.0 or higher, combined with the 60 semester credits required to transfer in, to total 120 credits for the bachelor degree.

## **Maximum Academic Course Load**

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

## **Maximum Classroom Size**

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

## **Course Descriptions**

The following business courses have been approved by the THSU College of Business Sciences faculty for the BBA program. It should be noted that not all courses described in this catalog are necessarily offered in any given academic trimester. Students should check the published course schedules to see the courses offered for a specific term.

### **Required Courses:**

<b>BBA 3301    Business Management</b>	<b>3 credits (45 hours)</b>
Description: This course includes an introduction to business, including the broad scope of business related topics such as management, economics, human resources, marketing, and information management.	
Prerequisites: None	Corequisites: None

<b>BBA 3302    Principles of Macroeconomics</b>	<b>3 credits (45 hours)</b>
Description: This course includes an introduction to macroeconomics. This will include the various macro forces that impact on market economies.	
Prerequisites: None	Corequisites: None

<b>BBA 3303    Accounting I</b>	<b>3 credits (45 hours)</b>
Description: This course includes an introduction to financial accounting. This will include the understanding of the composition of financial statements and common	

accounting terms; as well as the ability to follow accounting standards and track, and record financial transactions.

Prerequisites: None

Corequisites: None

### **BBA 3304 Business Communication**

**3 credits (45 hours)**

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

Prerequisites: None

Corequisites: None

### **BBA 3305 Marketing Management**

**3 credits (45 hours)**

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

Prerequisites: None

Corequisites: None

### **BBA 3306 Principles of Microeconomics**

**3 credits (45 hours)**

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

Prerequisites: BBA 3302 Principles of Macroeconomics

Corequisites: None

### **BBA 3307 Accounting II**

**3 credits (45 hours)**

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

Prerequisites: BBA 3303 Accounting I

Corequisites: None

### **BBA 3308 Business Information Technology**

**3 credits (45 hours)**

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

Prerequisites: None

Corequisites: None

### **BBA 3309 Financial Management**

**3 credits (45 hours)**

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

Prerequisites: BBA 3303 Accounting I; BBA 3307 Accounting II

Corequisites: None

### **BBA 3211 Experiential Consulting Case I**

**2 credits (30 hours)**

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

Prerequisites: None

Corequisites: None

**BBA 3310 Business Law and Ethics                            3 credits (45 hours)**

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

Prerequisites: None

Corequisites: None

**BBA 4301 Human Resources Management                            3 credits (45 hours)**

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

Prerequisites: BBA 3301 Business Management

Corequisites: None

**BBA 4302 Organizational Behavior                            3 credits (45 hours)**

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

Prerequisites: BBA 3301 Business Management

Corequisites: None

**BBA 4303 Project Management                            3 credits (45 hours)**

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

Prerequisites: BBA 3301 Business Management

Corequisites: None

**BBA 4304 Operations and Supply Chain Management    3 credits (45 hours)**

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

Prerequisites: BBA 3301 Business Management

Corequisites: None

**BBA 4212 Experiential Consulting Case II                    3 credits (45 hours)**

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

Prerequisites: None

Corequisites: None

**BBA 4213 Experiential Consulting Case III                    3 credits (45 hours)**

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

Prerequisites: None

Corequisites: None

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

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

Prerequisites: BBA 3301 Business Management

Corequisites: None

**BBA 4315 International Business Management                    3 credits (45 hours)**

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

Prerequisites: None

Corequisites: None

**BBA 4110 Practical Training Seminar                    1 credit (45 hours)**

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

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

Corequisites: None

**BBA 4311 BBA Capstone Course                    3 credits (45 hours)**

Description: This course includes an application of the business topics addressed in the BBA curriculum. Students will operate a fictional business and complete the steps

necessary to produce a major event. This includes administration, human resources, legal, accounting, marketing, project management, and operations.

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

Corequisites: None

## **Tuition and Fees Bachelor of Business Administration (BBA) Program**

## **Tuition**

Per Credit Hour	\$350.00
Per Trimester (15 credits)	\$5,250.00
<b>Total Tuition</b> (4 trimesters)	<b>\$21,350.00</b>

### **One-Time Fees**

Application Fee (Non-Refundable)	
U.S. Students	\$75.00
International Students	\$150.00
International Student Foreign Transcript Evaluation Fee	\$200.00
Trimester Deposit (Applicable toward first trimester tuition)	\$250.00
Transfer Credit Fee (Per Credit Hour)	\$25.00
Graduation Fee	\$150.00

## Recurring Fees

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

## **Payment Plan Fee**

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

#### **Late Fees and Penalties**

<b>Late Registration</b> (Payable if classes are not registered at least one week before the start of each trimester. Does not apply to new students.)	\$25.00
<b>Late Tuition (1-15 days)</b>	\$50.00

**Late Tuition (16-30 days)** \$75.00  
(After 30 days, students will be dismissed from the program unless other arrangements are made with the Registrar or President.)

**Late Fee for Payment Plan** \$50.00  
(Payable if payment(s) made under the Payment Plan are more than 14 days late.)

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

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

### **Other Fees**

**Student I.D. Card replacement** \$5.00

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

**Duplicate Diploma** \$25.00

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

THSU reserves the right to make adjustments to tuition and fees that reflect changes in the cost of living and education, subject to governing board approval.

### **THSU College of Business Honor Code**

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



## GRADUATE DEGREE PROGRAMS

## **Master of Science in Acupuncture and Oriental Medicine Degree Program**

(Austin and San Antonio Campuses)



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

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

### **Educational Objectives**

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

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

## **Admission Requirements**

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

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

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

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

## **Admission Procedure for U.S. Students**

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

Prospective students must submit the following:

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

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

### **Admission Procedure for International Students**

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

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

1. A non-refundable application fee of \$150.00 (USD) and a \$200.00 (USD) fee for the evaluation of credentials, transcripts, and other overseas documents.
2. A completed application for admission.
3. One (1) official transcript in English translation sufficient to establish the completion of the equivalent of at least 60 semester credits at the undergraduate level; such transcripts must be mailed to the University from the institutions where the coursework was completed. If the official transcript is not available in English, contact the Admissions Coordinator for further assistance.
4. Proof of sufficient financial resources for educational and personal expenses.
5. Proof of English language competency. A student may be accepted into the program if he or she satisfies one of the following indicators:
  - Speaks English as his or her official or native language.
  - Graduates from a U.S.-accredited high school.
  - Transfers from or holds a degree from an institution accredited by an agency recognized by the U.S. Secretary of Education or from an English language institution in another country.

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

## **Additional Requirements for Admission to the Dual Master's Degree**

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

### **Transfer of Credit**

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

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

### **Transferring Credits To Other Institutions**

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

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

Texas Health and Science University is accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) to award the degree of Master of Acupuncture and Oriental Medicine with a major in Acupuncture and Oriental Medicine. This program prepares graduates to pass their national board exams and become a Licensed Acupuncturist. The suggested schedule of study may be completed in ten trimesters (40 weeks). Students must complete the coursework and required internship for this degree within 15 trimesters.

<b>Course Codes</b>	<b>Course Names</b>	<b>Semester Credits</b>	<b>Contact Hours</b>
<b>First Trimester</b>			
A-4101	Fundamental Theories of Traditional Chinese Medicine	4	60
A-4102	Chinese Terminology and Phonetics	2	30
A-4103	Meridian Theory	2	30
W-4101	Anatomy and Physiology I	3	45
A-4104	Introduction to Point Location	1	15
A-4105	Point Location – Green	3	45
<b>Total First Trimester</b>		<b>15</b>	<b>225</b>
<b>Second Trimester</b>			
A-4106	Introduction to TCM Diagnosis	4	60
W-4102	Biomedical Concepts, Terminology and Western Medical History	2	30
A-4107	Point Location – Yellow	4	60
W-4103	Anatomy and Physiology II	2	30
H-4101	Introduction to TCM Herbology	1	15
H-4102	TCM Herbology – Yellow	2	30
A-4108	TCM Diagnosis I	2	30
<b>Total Second Trimester</b>		<b>17</b>	<b>255</b>
<b>Third Trimester</b>			
A-4109	Qi Exercise	1	15
A-4110	Special Acupuncture Techniques	2	30
A-4111	Five Element Theory and Application	1	15
A-4112	CPR and Other Emergency Techniques	1	15
C-4101	Clinic Observation – Black	3	90
E-4101	Medical Ethics	1	15
H-4103	TCM Herbology – Green	3	45
A-4113	Point Location – Red	1	15
A-4114	TCM Diagnosis II	2	30
<b>Total Third Trimester</b>		<b>15</b>	<b>270</b>
<b>Fourth Trimester</b>			
W-4201	Surface Anatomy	2	30
A-4201	Meridian Acupoint Energetics and Applica-	3	45

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

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

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

### **Elective Courses**

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

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

### **Course Numbering System**

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

## **Maximum Academic Course Load**

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

## **Maximum Classroom Size**

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

## **Second Year Comprehensive Examination**

At the end of their second year of study or sixth consecutive trimester of enrollment, all MSAOM students are required to take a written exam. The academic department uses the exam results to assess students' readiness for the national certification exams and to assess the Satisfactory Academic Progress of second year students. Refusal to take and/or failure on the exam may hinder the continued enrollment of the student in the program. Students will have two (2) chances to take and pass the Second Year Exam. The fee for the Second Year Comprehensive Exam is \$50.00.

## **Graduation Requirements**

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

Acupuncture and related didactic studies	49 credits
Biomedical didactic studies (western medical science)	34 credits
Herbal didactic studies	32 credits
Clinical training	30 credits
Ethics, Business and Communications didactic studies	8 credits
<b>Total</b>	<b>153 credits</b>

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

The completion designation is Master of Science in Acupuncture and Oriental Medicine, with a major in Acupuncture and Oriental Medicine.

## **Licensure Requirements for the State of Texas**

Information on licensure requirements is available under Texas Medical Board Rules Chapter 183, Procedural Rules for Licensure Applicants, located at <http://www.tmb.state.tx.us/rules/rules/bdrules.php>. The following is paraphrased from that rule.

Admission candidates are encouraged to read the entire rule and licensure information at <http://www.tmb.state.tx.us/page/acupuncturist-licensing-overview>. The applicant must:

- Be at least 21 years of age;
- Submit an application online for licensure and pay the \$320 application fee;
- Complete 60 credits of general academic college courses, other than in an acupuncture school, that are not remedial;
- Complete 1,800 clock hours of Acupuncture training from an accredited acupuncture school;
- Complete 450 clock hours of the required 1,800 clock hours in herbal training;
- Graduate from an accredited acupuncture school;
- Take and pass all modules of the NCCAOM examination within 5 attempts;
- Take and pass the CCAOM Clean Needle Technique Course and Practical Examination;
- Take and pass the jurisprudence examination and pay the \$61 fee.

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

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

There is a processing fee of \$107 for a temporary license. This fee must be paid in addition to the application-processing fee of \$320.

### **NCCAOM Certification Information**

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

### **Course Descriptions Acupuncture Courses**

#### **A-4101 Fundamental Theories of Traditional Chinese Medicine**

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

*4 credits: Prerequisites: None.*

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

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

*2 credits, Prerequisites: None.*

#### **A-4103 Meridian Theory**

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

*2 credits, Prerequisites: None.*

#### **A-4104 Introduction to Point Location**

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

*1 credit, Prerequisites: None.*

#### **A-4105 Point Location – Green**

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

*3 credits, Prerequisites: A-4104.*

#### **A-4106 Introduction to TCM Diagnosis**

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

*4 credits, Prerequisites: None.*

#### **A-4107 Point Location – Yellow**

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

*4 credits, Prerequisites: A-4104.*

#### **A-4108 TCM Diagnosis I**

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

*2 credits, Prerequisites: A-4106.*

#### **A-4109 Qi Exercise**

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

*1 credit, Prerequisites: None.*

#### **A-4110 Special Acupuncture Techniques**

These techniques include such needling methods as the filiform needle, cutaneous needle, electrical stimulation, moxibustion, and other methods. Academic familiarization with these techniques, with limited simulated application of the techniques will be applied in a classroom setting only.

*2 credits, Prerequisites: A-4101.*

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

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

*1 credit, Prerequisites: None*

### **A-4112 CPR and Other Emergency Techniques**

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

*1 credit, Prerequisites: None.*

### **A-4113 Point Location – Red**

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

*1 credit, Prerequisites: 4104.*

### **A-4114 TCM Diagnosis II**

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

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

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

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

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

### **A-4202 Practical Training in Diagnosis**

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

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

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

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

*3 credits, Prerequisites: A-4104, A-4105, A-4107, A-4113, A-4114, A-4201.*

### **A-5204 Scalp and Ear Acupuncture**

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

*2 credits, Prerequisites: A-4103.*

### **A-5205 Treatment Modality of Acupuncture II**

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

*3 credits, Prerequisites: A-5203.*

#### **A-5301 Tui Na**

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

*2 credits, Prerequisites: A-4103.*

#### **A-6302 Licensure Examination Preparation: Foundations of TCM**

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

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

#### **A-6303 Licensure Examination Preparation: Acupuncture and Point Location**

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

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

### **Biomedical Sciences (Western Medical Science)**

#### **W-4101 Anatomy and Physiology I**

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

*3 credits, Prerequisites: None.*

#### **W-4102 Biomedical Concepts, Terminology and Western Medical History**

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

*2 credits, Prerequisites: None.*

#### **W-4103 Anatomy and Physiology II**

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

*2 credits, Prerequisites: W-4101.*

#### **W-4201 Surface Anatomy**

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

*2 credits, Prerequisites: W-4101.*

#### **W-5202 Biomedical Pathophysiology**

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

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

### **W-5203 Biomedical Diagnostics and Laboratory Tests**

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

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

### **W-5301 Biomedical Microbiology**

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

*3 credits, Prerequisites: W-4103.*

### **W-5302 Diet and Nutrition**

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

*1 credit, Prerequisites: None*

### **W-5303 Case Management and Referral**

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

*2 credits, Prerequisites: W-4102.*

### **W-6304 Biomedical Pharmacology**

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

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

### **W-6305 Clinical Sciences and Clinical Medicine**

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

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

### **W-6306 Biomedical Toxicology**

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

*2 credits, Prerequisites: W-6304, H-4101, H-4102, H-4103, H-4201.*

### **W-6401 Biomedicine Review**

This course is a comprehensive review of all previous biomedical courses taken at THSU, with a view to ensuring full grasp of the fundamental principles of biomedicine and their application to the successful

practice of acupuncture and Traditional Chinese Medicine within a modern integrated health care system, and to prepare students more fully for their licensing and certification exams.

*3 credits, Prerequisites: W-6304.*

### **W-6402 Hygiene, Public Health and Epidemiology**

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

*1 credit, Prerequisites: W-4102.*

### **W-6403 Biomedical Research Design and Scientific Methods**

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

*2 credits, Prerequisites: W-4102.*

## **Clinical Training**

### **C-4101 Clinic Observation and Evaluation - Black**

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

*3 credits, Prerequisite: A-4101, A-4104, A-4106, W-4101, W-4103.*

### **C-4201 Clinic Observation and Evaluation – White**

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

*3 credits, Prerequisites: A-4101, A-4104, A-4106, W-4101, W-4103*

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

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

*240 Clinic contact hours/8 credits, Prerequisites: C-4101, C-4201, CNT, Promotion Exam to Internship*

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

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

*240 Clinic contact hours/8 credits, Prerequisites: C-5202, C-5203,, CNT\**

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

Under the supervision and direction of the instructor, students apply acupuncture, herbs, and other TCM treatment modalities to patients. The three emphases of Clinic Internship are: (1) the interaction between the student practitioner and the patient, (2) the development of a responsible treatment plan, and (3) the practical application of basic treatment skills and techniques. Students will further develop their diagnostic skills and gain experience in syndrome identification and formula application. Students may be asked to mentor a junior intern. Students will discuss cases with classmates and with the instructor. Students will be assigned a clinic schedule in accordance with their classroom schedules. The internship phase of training is the culmination of the entire program of study and is designed to produce fully qualified professional practitioners. The internship phase of training is the culmination of the entire program of study and is designed to produce fully qualified professional practitioners.

*240 Clinic contact hours/8 credits, Prerequisites: C-5301, C-6302, CNT\**

#### **CNT**

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

## **Ethics, Business and Communications**

### **E-4101 Medical Ethics**

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

*1 credit, Prerequisites: None.*

### **E-4201 Marketing and Office Management**

This course introduces the student to a wide variety of medical office duties that are commonly performed by the administrator or owner of a small clinic. These duties include such marketing duties as building one's brand, be it the practitioner himself, or the clinic he wishes to develop, professional networking, internet and social media marketing, and building loyalty and retention within a target market. Also included are office management tasks, such as office communication, medical reception tasks, document production, medical office accounting, billing procedures, appointment scheduling, medical records management, and insurance claims processing. There is a brief introduction to International Classification of Disease-10 (ICD-10) and Current Procedural Terminology (CPT) coding, bookkeeping and accounting practices.

*3 credits, Prerequisites: None*

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

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

*2 credits, Prerequisites: None.*

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

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

*2 credits, Prerequisites: None.*

## **Herbology**

### **H-4101 Introduction to TCM Herbology**

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

*1 credit, Prerequisites: A-4101.*

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

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

*2 credits, Prerequisites: H-4101.*

### **H-4103 TCM Herbology - Green**

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

*3 credits, Prerequisites: H-4101.*

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

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

*3 credits, Prerequisites: H-4101.*

### **H-5202 Introduction to TCM Prescriptionology**

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

*1 credit, Prerequisites: A-4114, H-4101, H-4102, H-4103, H-4201.*

### **H-5203 TCM Prescriptionology - Orange**

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

*2 credits, Prerequisites: H-5202.*

### **H-5204 TCM Prescriptionology - Blue**

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

*2 credits, Prerequisites: H-5202.*

### **H-5301 TCM Prescriptionology - Purple**

This course builds upon the introductory course in Prescriptionology and presents major formulas in Traditional Chinese Medicine, including the herbal components, significance, explanation, indication and clinical use. This course covers selected herbal formula according to the treatment principles of calm the spirit, open the sensory orifices, regulate *qi*, invigorate the blood, stop bleeding, expel wind, treat dryness, expel dampness, dispel phlegm, reduce food stagnation, expel parasites, and treat abscesses and sores.

*3 credits, Prerequisites: H-5202.*

### **H-6302 Classics I: *Shang Han Lun***

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

*2 credits, Prerequisites: H-5202.*

### **H-6303 Clinical Patent Herbs**

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

*1 credit, Prerequisites: H-4101, H-4102, H-4103, H-4201.*

### **H-6304 Practical Training in Herbal Formulation**

This course is an in-depth study in the practical formulation of herbs. Students will be involved in the formulation of herbal treatments for patients' ailments under the guidance of the instructor.

*1 credit, Prerequisites: H-5203, H-5204, H-5301.*

### **H-6305 Internal Medicine – Herbology**

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

*3 credits, Prerequisites: H-5203, H-5204, H-5301.*

### **H-6306 TCM Gynecology**

This course explores the application of TCM herbal methodologies to gynecological issues and disorders, including menstruation, leukorrhea, pregnancy and post-partum disorders, and menopause.

*2 credits, Prerequisites: H-5203 H-5204, H-5301.*

### **H-6307 Classics II: *The Golden Chamber***

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

*1 credit, Prerequisites: H-5202.*

### **3206-H Licensure Examination Preparation: Herbology**

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

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

### **3214-H Classics IV: *Wen Bing Lun***

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

*1 credit, Prerequisites: H-5202.*

### **3215-H Classics III: Four Streams of Scholars (Jin-Yuan Dynasty)**

This class addresses the four schools of 13th century Chinese medical thought: the Cooling School as

taught by Liu, WanSu; the Purging School as taught by Zhang, CongZheng; the Nourishing Earth School as taught by Li, Dongyuan; and the Nourishing Yin School as taught by Zhu, Danxi. These schools continue to influence the TCM practice of acupuncture and herbology, making them an important component of a modern education in Traditional Chinese Medicine.

*1 credit, Prerequisites: H-5202.*

## **Elective Courses**

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

### **O-5001 Tai Chi: 108 Wu Tai Chi Chuan 1**

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

*1 credit, Prerequisites: None.*

### **O-5002 Tai Chi: Wu Tai Chi Chuan 2**

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

*1 credit, Prerequisites: None.*

### **O-6003 TCM Pediatrics**

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

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

### **O-6004 TCM Neurology**

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

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

### **O-6005 TCM Dermatology**

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

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

### **O-6006 TCM Facial Rejuvenation**

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

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

### **O-6007 TCM for Side Effects of Western Medicine**

The course discusses treatment of common side effects associated with various medications. Students learn how to provide relief for these side effects without causing further complications.

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

### **O-6008 TCM Sports Medicine**

This course covers the Traditional Chinese Medicine techniques peculiar to treatment of trauma including prevention and treatment of various types of sports and athletic injuries, with thorough discussion of post-recovery conditioning and therapies.

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

### **O-6009 TCM Geriatrics**

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

*1 credit, Prerequisites: A-4110, A-5204 and H-6305.*

### **O-6010 TCM for Modern Conditions**

This is a clinical course to introduce TCM treatment for some modern conditions such as: smoking, drug addiction and obesity.

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

### **O-6011 Fluid Physiology & Pathology**

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

*2 credits, Prerequisites: A-4101, A-4106, A-4108, and A-4114.*



Filling Herbal Formulas in the Student Clinic, Austin

**Tuition and Fees**  
**Master of Science in Acupuncture and Oriental Medicine**

**Tuition**

Classroom Tuition (Per Credit Hour)	\$350.00
Clinic Tuition (Per Credit Hour)	\$510.00

**Total Estimated Tuition** **\$58,350.00**

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

**One-Time Fees**

Application Fee (Non-Refundable)	
U.S. Students	\$75.00
International Students	\$150.00
International Student Foreign Transcript Evaluation Fee	\$200.00
Trimester Deposit (Applicable toward first trimester tuition)	\$250.00
Transfer Credit Fee (Per Credit Hour)	\$25.00
Herbal Sample Kit	\$170.00
White Coat Fee	\$39.00
Comprehensive Exam (second year)	\$50.00
Graduation Fee	\$150.00

**Recurring Fees**

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

(This fee **must** be paid by students in the intern clinic in order to treat patients.)

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

## Late Fees and Penalties

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

## Other Fees

<b>Student I.D. Card (replacements)</b>	<b>\$5.00</b>
<b>Make-up Examinations</b>	<b>\$50.00</b> per exam
<b>Intern Clinic Treatment Fee – Student discounted rate</b>	<b>\$5.00</b> per treatment
<b>Duplicate Diploma</b>	<b>\$25.00</b>
<b>Official Transcripts</b>	<b>\$15.00</b>
Transcripts will be provided upon receipt of a signed, written request and a fee of \$15.00 each, provided all financial obligations have been met.	
<b>Library Fees</b>	<b>Varies</b>
(All fees for late returns, lost books, print and copy services are detailed in the library manual. Fines and penalties must be paid prior to registration.)	

THSU reserves the right to make adjustments to tuition and fees that reflect changes in the cost of living and education, subject to governing board approval.

## Optional Dual Degree Program

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

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

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

### **Educational Objectives**

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

- To provide the intensive training in business administration required for success in today's global community as an international business leader, entrepreneur, manager, negotiator, vendor, or trader;
- To equip graduates with the ability to plan, direct and coordinate strategic and operational activities as managers of companies and public or private-sector organizations;
- To prepare graduates to communicate skillfully, effectively, and professionally with industry, business leaders, employees, colleagues, and the public;
- To produce the confidence in graduates to find management employment in their desired area of specialty, including the capability to establish and manage a successful business; and,
- To provide the means whereby graduates may lead more financially productive lives and have successful professional careers in the United States or global community.

## **Admission Requirements**

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

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

- Official transcript(s) indicating an earned bachelor's degree with a cumulative grade point average of 2.0 or above on a 4.0 scale from an institution accredited by an agency recognized by the U.S. Secretary of Education;
- TOEFL English language proficiency iBT score of 61 or higher, or IELTS score of 6.0 or higher (required for international applicants if English is not the native language);
- Two letters of recommendation from references who can speak to the candidate's interests and professional performance;
- A self-evaluation essay limited to one page, single-spaced, Times New Roman 12-point font, in legible English and in Microsoft Word or Adobe PDF format.

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

## **Admission Procedure for U.S. Students**

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

Prospective students must submit the following:

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

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

### **Admission Procedure for International Students**

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

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

1. A non-refundable application fee of \$150.00 (USD) and a \$200.00 (USD) fee for the evaluation of credentials, transcripts, and other overseas documents.
2. A completed application for admission.
3. One (1) official transcript in English translation sufficient to establish the completion of the equivalent a bachelor's degree; such transcript must be mailed to the University from the institutions where the coursework was completed. If the official transcript is not available in English, contact the Admissions Coordinator for further assistance.
4. Proof of sufficient financial resources for educational and personal expenses.
5. Proof of English language competency. A student may be accepted into the program if he or she satisfies one of the following indicators:
  - Speaks English as his or her official or native language.
  - Graduates from a U.S.-accredited high school.
  - Transfers from or holds a degree from an institution accredited by an agency recognized by the U.S. Secretary of Education or from an English language institution in another country.
  - TOEFL English language proficiency iBT score of 61 or higher or IELTS score of 6.0 or higher.

### **Transfer of Credit**

A maximum of 12 semester hours of credit earned at another institution may be accepted as transfer credit and applied toward the graduate degree. Transfer credits must be requested in writing within the first trimester of attendance. Transfer credit will be accepted and applied toward the graduate degree provided that:

1. The credit was earned in graduate courses completed in residence at an accredited institution.
2. The courses are at the appropriate level and applicable to the student's degree program at THSU.

Transfer work will be accepted only if it bears a letter grade of "B" or higher, or a numerical equivalent. A grade of "Credit," "Pass," "Satisfactory," etc., is unacceptable. Transfer work will not be accepted for graduate degree credit from another institution if such courses are designated as non-degree, background, preparatory, etc. No credit will be awarded until an official transcript showing the course work to be transferred is on file. The student may also be

requested to provide a catalog from his or her prior school that gives course descriptions for any transfer work requested.

THSU transcripts will separate transfer course work from THSU course work. Transfer work listed chronologically will be listed first and will show the number of hours transferred; no transfer GPA will be printed. THSU course work listed chronologically will follow any transfer course work. The transcript will show THSU hours attempted, THSU hours passed, THSU grade points and THSU GPA. Courses taken at other schools will not be included in the GPA at THSU. THSU GPA will be the only GPA calculated. Courses taken to fulfill background requirements will be accepted only if such courses are of the same level as those specified on the official degree audit.

#### **Transferring Credits to Other Institutions**

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

#### **Curriculum**

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

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

#### **Curriculum – Master of Business Administration Degree Program**

Trimester	Course Name	Semester Credits	Contact Hours
<b>First Trimester</b>			
MBA 5201	Business Communication	2	30
MBA 5302	Finance and Financial Reporting	3	45
MBA 5303	Human Resources Management	3	45
<b>Second Trimester</b>			
MBA 5304	Information Technology	3	45
MBA 5305	International Business Trends	3	45
MBA 5306	Law, Ethics and Economics in Business	3	45
<b>Third Trimester</b>			
MBA 5308	Managerial Accounting	3	45
MBA 5310	Marketing and Decision Making	3	45
MBA 5311	Operations, Supply Chain Management and Quality	3	45
<b>Fourth Trimester</b>			
MBA 5307	Organizational Leadership	3	45

MBA 5309	Project Management	3	45
MBA 5312	Capstone: Strategy and Environmental Scanning	3	45
MBA 5116	Externship: Practical Training Seminar	1	45
<b>Total</b>	<b>Total Required Credits for MBA</b>	<b>36</b>	<b>570</b>

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

### **Course Numbering System**

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

### **Graduation Requirements**

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

### **Maximum Classroom Size**

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

### **Maximum Academic Course Load**

Students are considered full-time if registered for at least 9 semester credit hours. Students enrolled in this program may not register for more than 12 credits in any given trimester. Exceptions are made for students in dual-degree programs (e.g., MSAOM and MBA seeking students) that have applied for both programs and have been approved for the higher course load by the Academic Dean. Any additional exceptions must be submitted by the student to the Department Director, Academic Dean, and Senior Administrator for approval.

### **Course Descriptions**

The following business courses have been approved by the THSU College of Business Sciences faculty for the MBA program. It should be noted that not all courses described in this catalog are necessarily offered in any given academic trimester. Students should check the published course schedules to see the courses offered for a specific term.

#### **MBA 5201      Business Communication**

**2 credits (30 hours)**

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

*Prerequisite: None.*

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

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

**Prerequisite:** None

*Prerequisite:* None.

**MBA 5303 Human Resources Management** **3 credits (45 hours)**

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

### **Simulations and analysis**

**MBA 5304 Information Technology** **3 credits (45 hours)**

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

*Prerequisite:* None

**MBA 5305 International Business Trends** **3 credits (45 hours)**

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

*Prerequisite: None*

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

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

*Prerequisite:* None

**MBA 5308 Managerial Accounting** **3 credits (45 hours)**

**MBA 5309 Project Management** **3 credits (45 hours)**

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

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

**MBA 5312 Capstone: Strategy and Environmental Scanning      3 credits (45 hours)**

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

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

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

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

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

**Tuition and Fees**  
**Master of Business Administration (MBA)**

**Tuition**

Per Credit Hour	\$ 480.00
Per Trimester (9 credits)	\$ 4320.00
<b>Total Tuition (4 trimesters)</b>	<b>\$17,280.00</b>

**One-Time Fees**

Application Fee (Non-Refundable)	
U.S. Students	\$ 75.00
International Student	\$150.00
International Student Foreign Transcript Evaluation Fee	\$200.00
Trimester Deposit (Applicable toward first trimester tuition)	\$250.00
Transfer Credit Fee (Per Credit Hour)	\$ 75.00
Graduation Fee	\$150.00

**Recurring Fees**

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

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

**Late Fees and Penalties**

Late Registration (Payable if classes are not registered at least one week before the start of each trimester. Does not apply to new students.)	\$25.00
Late Tuition (1-15 days)	\$50.00

**Late Tuition (16-30 days)** \$75.00  
(After 30 days, students may be dismissed from the program unless other arrangements are made with the Registrar or President.)

**Late Fee for Payment Plan** \$50.00  
(Payable if payment(s) made under the Payment Plan are more than 14 days late.)

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

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

### **Other Fees**

Student I.D. Card replacement \$ 5.00

Make-up Examinations \$50.00  
per exam

Duplicate Diploma \$25.00

**Official Transcripts** \$15.00

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

THSU reserves the right to make adjustments to tuition and fees that reflect changes in the cost of living and education, subject to governing board approval.

## **Master of Business Administration in Healthcare Management (MBAH) Degree (Austin Campus)**

The THSU College of Business Sciences MBA is an intensive residential full-time program with classes offered primarily during the evenings and weekends. This program is designed for individuals who wish to pursue graduate management studies to assist them in the business world with a particular focus on issues related to healthcare management. The emphasis of the program is to deliver contemporary best practices in healthcare management through the exploration of a variety of business-related disciplines. In order to finish the program on time, each 15-week trimester students will take three classes per week, earning three credit hours per course. The MBAH program is 20 months long. Exceptions to the curriculum schedule must be approved in advance by the MBA Program Director.

### **Educational Objectives**

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

- To provide the intensive training in business administration required for success in today's global community as an international business leader, entrepreneur, manager, negotiator, vendor, or trader;
- To equip graduates with the ability to plan, direct and coordinate strategic and operational activities as managers of companies and public or private-sector organizations;
- To prepare graduates to communicate skillfully, effectively, and professionally with industry, business leaders, employees, colleagues, and the public;
- To produce the confidence in graduates to find management employment in their desired area of specialty, including the capability to establish and manage a successful business; and,
- To provide the means whereby graduates may lead more financially productive lives and have successful professional careers in the United States or global community.

## **Admission Requirements**

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

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

- Official transcript(s) indicating an earned bachelor's degree with a cumulative grade point average of 2.0 or above on a 4.0 scale from an institution accredited by an agency recognized by the U.S. Secretary of Education;
- TOEFL English language proficiency iBT score of 61 or higher, or IELTS score of 6.0 or higher (required for international applicants if English is not the native language);
- Two letters of recommendation from references who can speak to the candidate's interests and professional performance;
- A self-evaluation essay limited to one page, single-spaced, Times New Roman 12-point font, in legible English and in Microsoft Word or Adobe PDF format.

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

## **Admission Procedure for U.S. Students**

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

Prospective students must submit the following:

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

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

### **Admission Procedure for International Students**

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

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

1. A non-refundable application fee of \$150.00 (USD) and a \$200.00 (USD) fee for the evaluation of credentials, transcripts, and other overseas documents.
2. A completed application for admission.
3. One (1) official transcript in English translation sufficient to establish the completion of the equivalent of a bachelor's degree; such transcript must be mailed to the University from the institutions where the coursework was completed. If the official transcript is not available in English, contact the Admissions Coordinator for further assistance.
4. Proof of sufficient financial resources for educational and personal expenses.
5. Proof of English language competency. A student may be accepted into the program if he or she satisfies one of the following indicators:
  - Speaks English as his or her official or native language.
  - Graduates from a U.S.-accredited high school.
  - Transfers from or holds a degree from an institution accredited by an agency recognized by the U.S. Secretary of Education or from an English language institution in another country.
  - TOEFL English language proficiency iBT score of 61 or higher or IELTS score of 6.0 or higher.

### **Transfer of Credit**

A maximum of 12 semester hours of credit earned at another institution may be accepted as transfer credit and applied toward the graduate degree. Transfer credits must be requested in writing within the first trimester of attendance. Transfer credit will be accepted and applied toward the graduate degree provided that:

- The credit was earned in graduate courses completed in residence at an accredited institution.
- The courses are at the appropriate level and applicable to the student's degree program at THSU.

Transfer work will be accepted only if it bears a letter grade of "B" or higher, or a numerical equivalent. A grade of "Credit," "Pass," "Satisfactory," etc., is unacceptable. Transfer work will not be accepted for graduate degree credit from another institution if such courses are designated as non-degree, background, preparatory, etc. No credit will be awarded until an

official transcript showing the course work to be transferred is on file. The student may also be requested to provide a catalog from his or her prior school that gives course descriptions for any transfer work requested.

THSU transcripts will separate transfer course work from THSU course work. Transfer work listed chronologically will be listed first and will show the number of hours transferred; no transfer GPA will be printed. THSU course work listed chronologically will follow any transfer course work. The transcript will show THSU hours attempted, THSU hours passed, THSU grade points and THSU GPA. Courses taken at other schools will not be included in the GPA at THSU. THSU GPA will be the only GPA calculated. Courses taken to fulfill background requirements will be accepted only if such courses are of the same level as those specified on the official degree audit.

#### **Transferring Credits to Other Institutions**

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

#### **Curriculum**

The suggested schedule of study may be completed in five trimesters (20 months) for the Master of Business Administration in Healthcare Management degree. Students must complete all the coursework required for their MBAH degree within seven trimesters.

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

#### **Curriculum – Master of Business Administration in Healthcare Management Degree Program**

Trimester	Course Name	Semester Credits	Contact Hours
<b>First Trimester</b>			
MBA 5201	Business Communication	2	30
MBA 5302	Finance and Financial Reporting	3	45
MBA 5303	Human Resources Management	3	45
<b>Second Trimester</b>			
MBA 5304	Information Technology	3	45
MBA 5305	International Business Trends	3	45
MBA 5306	Law, Ethics and Economics in Business	3	45
<b>Third Trimester</b>			
MBA 5308	Managerial Accounting	3	45
MBA 5310	Marketing and Decision Making	3	45
MBA 5311	Operations, Supply Chain Management and	3	45

	<b>Quality</b>		
<b>Fourth Trimester</b>			
MBA 5307	Organizational Leadership	3	45
MBA 5309	Project Management	3	45
MBA 5312	Capstone: Strategy and Environmental Scanning	3	45
MBA 5116	Externship: Practical Training Seminar	1	45
<b>Fifth Trimester</b>			
MBA 5313	Healthcare Finance	3	45
MBA 5314	Process Improvement in Healthcare	3	45
MBA 5315	Special Topics in Healthcare	3	45
<b>TOTAL</b>	<b>Total Required Credits for Master of Business Administration in Healthcare Management</b>	<b>45</b>	<b>705</b>

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

### **Course Numbering System**

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

### **Graduation Requirements**

Forty-five (45) credit hours completed with a minimum cumulative grade point average of 3.0 or higher are required to receive the Master of Business Administration in Healthcare Management degree.

### **Maximum Classroom Size**

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

### **Maximum Academic Course Load**

Students are considered full-time if registered for at least 9 semester credit hours. Students enrolled in this program may not register for more than 12 credits in any given trimester. Exceptions are made for students in dual-degree programs (e.g., MSAOM and MBAH seeking students) that have applied for both programs and have been approved for the higher course load by the Academic Dean. Any additional exceptions must be submitted by the student to the Department Director, Academic Dean, and Senior Administrator for approval.

### **Course Descriptions**

The following business courses have been approved by the THSU College of Business Sciences faculty for the MBA in Healthcare Management program. It should be noted that not all courses described in this catalog are necessarily offered in any given academic trimester. Students should check the published course schedules to see the courses offered for a specific

term.

**MBA 5201 Business Communication** **2 credits (30 hours)**

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

*Prerequisite:* None.

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

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

*Prerequisite:* None.

**MBA 5303 Human Resources Management** **3 credits (45 hours)**

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

*Prerequisite:* None.

**MBA 5304 Information Technology** **3 credits (45 hours)**

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

*Prerequisite:* None.

**MBA 5305 International Business Trends** **3 credits (45 hours)**

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

*Prerequisite:* None.

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

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

*Prerequisite:* None.

**MBA 5307 Organizational Leadership** **3 credits (45 hours)**

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

*Prerequisite:* None.

**MBA 5308 Managerial Accounting** **3 credits (45 hours)**

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

*Prerequisite:* None.

**MBA 5309 Project Management** **3 credits (45 hours)**

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

*Prerequisite:* None.

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

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

*Prerequisite:* None.

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

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

*Prerequisite:* None.

**MBA 5312 Capstone: Strategy and Environmental Scanning      3 credits (45 hours)**

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

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

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

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

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

**MBA 5313 Healthcare Finance (Elective)      3 credits (45 hours)**

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

*Prerequisite:* None.

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

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

*Prerequisite:* None.

**MBA 5315 Special Topics in Healthcare (Elective)      3 credits (45 hours)**

This course will focus on contemporary trends impacting healthcare. This will include learning more about the special topic area and preparing to develop strategies for healthcare facilities

around the special topic area. This class is taught using a combination of lectures, discussions, case studies, simulations and assessments.

*Prerequisite:* None.

## **Tuition and Fees**

### **Master of Business Administration in Healthcare Management (MBAH)**

#### **Tuition**

Per Credit Hour	\$ 480.00
Per Trimester (9 credits)	\$ 4320.00
<b>Total Tuition (5 trimesters)</b>	<b>\$21,600.00</b>

#### **One-Time Fees**

Application Fee (Non-Refundable)	
U.S. Students	\$ 75.00
International Student	\$150.00
International Student Foreign Transcript Evaluation Fee	\$200.00
Trimester Deposit (Applicable toward first trimester tuition)	\$250.00
Transfer Credit Fee (Per Credit Hour)	\$ 75.00
Graduation Fee	\$150.00

#### **Recurring Fees**

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

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

#### **Late Fees and Penalties**

Late Registration (Payable if classes are not registered at least one week before the start of each trimester. Does not apply to new students.)	\$25.00
Late Tuition (1-15 days)	\$50.00

**Late Tuition (16-30 days)** \$75.00  
(After 30 days, students may be dismissed from the program unless other arrangements are made with the Registrar or President.)

**Late Fee for Payment Plan** \$50.00  
(Payable if payment(s) made under the Payment Plan are more than 14 days late.)

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

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

### **Other Fees**

Student I.D. Card replacement \$ 5.00

Make-up Examinations \$50.00  
per exam

Duplicate Diploma \$25.00

**Official Transcripts** \$15.00

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

THSU reserves the right to make adjustments to tuition and fees that reflect changes in the cost of living and education, subject to governing board approval.



## DOCTORAL DEGREE PROGRAM

## **Doctor of Acupuncture and Oriental Medicine (Austin Campus)**



### **Purpose of the Doctor of Acupuncture and Oriental Medicine Program**

The purpose of the Doctor of Acupuncture and Oriental Medicine program is to provide practitioners with diverse opportunities for advanced didactic and clinical study and research in Acupuncture and Oriental Medicine. The program of study focuses on advanced clinical specialties, integration of and collaboration in AOM and Western biomedical knowledge, modalities, and skills, and the development of leaders for the profession of Acupuncture and Oriental Medicine.

### **Educational Objectives of the Doctor of Acupuncture and Oriental Medicine Program**

Graduates of the Doctor of Acupuncture and Oriental Medicine (DAOM) program will be qualified to meet the challenges of membership in the modern health care system, as evidenced by:

- Deepened knowledge of Traditional Chinese Medicine theories, philosophies, and practices, including an extensive grounding in the Chinese medical classics and Western biomedical sciences, with application to integrated perspectives for prevention, diagnosis, and treatment of chronic conditions in the specialty area;
- Exceptional skills in advanced patient assessment and advanced clinical intervention and treatment with acupuncture, herbal medicine, qi cultivation and energetic, diet and nutrition, and manual therapy;
- Confidence in consultation with patients and collaboration with biomedical health care professionals in case management within a dynamic medical environment;
- Demonstration of clinical management and supervision knowledge and skills; and
- Competence to comprehend, analyze, and critically evaluate relevant AOM research from diverse sources, apply information effectively in clinical settings, and demonstrate the potential to make significant scholarly contributions to the profession.

### **Description of the Program**

The general training model and philosophy of the DAOM program is that of elevating, promoting, and increasing the skills and competencies of the professional practitioner of acupuncture and Oriental medicine, and advancing the profession by the practical application of training to improve clinical outcomes and developing a new generation of leaders.

This will be accomplished in a variety of didactic, clinical, and research experiences by intensive, rigorous training, utilizing innovative acupuncture and herbal formulations, case studies, and collaborative dialogue with Western healthcare practitioners.

The application of the Pain Management Specialty will serve local members of the community seeking lower cost, alternative approaches to pain management to improve their quality of life.

The DAOM program is three-and-one-half academic years in length (equivalent to two calendar years plus one trimester) and is delivered in one intensive weekend per month. Students must graduate within 1.5 times the regular curriculum schedule of seven trimesters, that is, within 10 attempted trimesters, and no later than four calendar years after their initial program enrollment. Additional information may be found in the Satisfactory Academic Progress section of this catalog.

The didactic studies are comprised of courses in Western Medicine, Traditional Chinese Medicine, Integrative Medicine, and Specialty Case Studies. Clinical courses include experiences in Collaboration, Supervision, and Internship. Defense of a Capstone research thesis completes the doctoral degree.

At the end of each trimester, student progress is assessed with a variety of instruments and measurements. These may include written and oral examinations, presentations of papers, and the final defense of research thesis as required. In addition to these end-of-trimester assessments, there will be End of Year Student Progress Evaluations after the first and second academic years, and an Exit Evaluation at the end of the program.

The Assessment at the end of Year One will focus on theoretical understandings, critical thinking skills, and the integration of conceptual learning experiences. At the end of Year Two, assessment will focus on the practical application of theories in the Student Clinic. The end of Year Three assessment will focus on overall didactic and clinical achievement, culminating in the Defense of Thesis.

[Note on Accreditation: The Doctorate in Acupuncture and Oriental Medicine program of the Texas Health and Science University has been admitted to Pre-Accreditation status by the Accreditation Commission for Acupuncture and Oriental Medicine ("ACAOM") and is in the process of seeking accreditation.]

## **Admission Requirements**

Texas Health and Science University seeks candidates for admission to the Doctor of Acupuncture and Oriental Medicine (DAOM) program who possess a history of success in the profession of Acupuncture and Oriental Medicine and who desire to deepen and broaden their knowledge and skills through a rigorous program of study, which focuses on advanced clinical specialties; integration of AOM and Western biomedical knowledge, modalities, and skills; and the development of leaders for the profession of Acupuncture and Oriental Medicine. In order to make this assessment of the candidate, the Admissions Committee reviews each applicant's file including academic records, NCCAOM board certification, licensure if any, and personal history of professional service and accomplishments.

Applicants for admission into the DAOM program are required to have completed a master's degree in Oriental medicine from an ACAOM-accredited or ACAOM-candidate school or an

international equivalent level master's level program. To meet the standard for the international equivalent, prior coursework must be evaluated by the National Certification Commission for Acupuncture and Oriental Medicine ([nccaom.org](http://nccaom.org)) for equivalency. Minimal cumulative grade point average for admission is 2.5 on a 4.0 scale.

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

- Speaks English as his or her official or native language.
- Transfers from or holds a degree from an institution accredited by an agency recognized by the U.S. Secretary of Education or from an English language institution in another country.
- English language proficiency score of at least 80 on the Internet-Based Test of English as a Foreign Language (TOEFL iBT) (with a minimum speaking score of 26 and a minimum listening score of 22), or 6.5 on the IELTS.

### **Admission Procedure for U.S. Students**

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

Prospective students must submit the following:

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

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

### **Admission Procedure for International Students**

All international students are required to adhere to the regulations of the U.S. Department of Homeland Security. University procedures and regulations for non-U.S. citizens must also comply with federal law; therefore, admission requirements for international students, including

permanent residents, differ from those for United States citizens. All foreign credentials must be evaluated by a credential service that is a member of the National Association of Credential Evaluation Services (NACES). All credentials submitted to the University are retained by the University.

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

1. A non-refundable application fee of \$150.00 (USD) and a \$200.00 (USD) fee for the evaluation of credentials, transcripts, and other overseas documents.
2. A completed application for admission.
3. One official transcript in English translation sufficient to establish the completion of a master degree in Acupuncture and Oriental Medicine or its equivalent; such transcripts must be mailed to the University from the institutions where the coursework was completed. If the official transcript is not available in English, contact the Admissions Coordinator for further assistance.
4. Proof of sufficient financial resources for educational and personal expenses.
5. Proof of English language competency. A student may be accepted into the program if he or she satisfies one of the following indicators:
  - Speaks English as his or her official or native language.
  - Graduates from a U.S.-accredited high school.
  - Transfers from or holds a degree from an institution accredited by an agency recognized by the U.S. Secretary of Education or from an English language institution in another country.
  - TOEFL English language proficiency iBT score of 80 or higher (with a minimum speaking score of 26 and a minimum listening score of 22), or IELTS score of 6.5 or higher.

### **Transfer of Credit**

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

1. Limitations on the transferability of credits apply. The maximum permissible number of transfer credits into the DAOM degree program is limited to 12 or fewer of the credits required for the DAOM degree. Credit may be awarded for past coursework in a Doctor of Acupuncture and Oriental Medicine program competed at institutions accredited by the Accreditation Commissions for Acupuncture and Oriental Medicine (ACAOM). Student performance in the coursework to be transferred will be evaluated in terms of equivalent subject(s) offered by the University. Coursework to be considered for transfer will have been completed within ten (10) years of the date of application, with applicant receiving a grade of "B" or better.
2. In order to receive transfer credit, the student must request a transcript review in writing within the first trimester of attendance. Request forms are available from the Registrar.
3. The entire record of the evaluation and award of transfer credit will be included in the student's academic file and made an official part of the student's THSU transcript, with such credits annotated with "TC," but will not be used to calculate the student's GPA. For each credit reviewed and approved for transfer, a fee will apply.
4. Applicants for admission into the DAOM program are required to have completed a master's degree in Oriental medicine from an ACAOM-accredited or ACAOM-candidate school or an

international equivalent level master's level program. The maximum permissible number of transfer credits from another ACAOM-accredited DAOM program into the doctoral degree program is fewer than half of the credits required for the degree.

### **Transferring Credits To Other Institutions**

The transferability of credits earned at THSU is at the complete discretion of an institution to which a student may seek to transfer. Acceptance of the degree earned in the THSU program is also at the complete discretion of the institution to which a student may seek to transfer.

## **Curriculum Doctor of Acupuncture and Oriental Medicine Degree**

<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>	<b>Hours</b>
<b>First Trimester</b>			
WM 8011	Introduction to Evidence-Based Medicine	1	15
WM 8021	Critical Thinking and Reasoning in Clinical Practice	1	15
OM 8062	Advanced TCM Diagnostic Techniques	2	30
OM 8072	Advanced Acupuncture and Moxibustion Therapy	2	30
OM 8082	Advanced Chinese Herbal Treatment	2	30
CO 8048	Clinical Collaboration I	1	30
IN 8096	Clinical Internship I	1	30
<b>Total First Trimester</b>		<b>10</b>	<b>180</b>
<b>Second Trimester</b>			
WM 8032	New Advances in Biomedical Research	2	30
WM 8042	Biomedical Pain Management	2	30
WM 8052	Advanced Scientific Research Methodologies	2	30
IM 8131	Advanced Patient Consultation and Case Management	1	15
IM 8141	Advanced Communication and Collaboration Skills	1	15
CO 8049	Clinical Collaboration II	1	30
IN 8097	Clinical Internship II	1	30
<b>Total Second Trimester</b>		<b>10</b>	<b>180</b>
<b>Third Trimester</b>			
IM 8092	Integrative Internal Medicine	2	30
IM 8102	Integrative Gynecology	2	30
IM 8112	Integrative Oncology	2	30
IM 8122	Integrative Pain Management	2	30
CO 8050	Clinical Collaboration III	1	30
IN 8098	Clinical Internship III	1	30

	<b>Total Third Trimester</b>	<b>10</b>	<b>180</b>
<b>Fourth Trimester</b>			
CS 8152	Clinical Case Studies of Pain Related to Musculoskeletal Disorders	2	30
CS 8162	Clinical Case Studies of Pain Related to Neurological Disorders	2	30
CO 8051	Clinical Collaboration IV	1	30
IN 8099	Clinical Internship IV	3	90
	<b>Total Fourth Trimester</b>	<b>8</b>	<b>180</b>
<b>Fifth Trimester</b>			
CS 8172	Clinical Case Studies of Pain Related to Gynecological Disorders	2	30
CS 8182	Clinical Case Studies of Pain Related to Circulatory Disorders	2	30
IN 8100	Clinical Internship V	3	90
CA 8036	Clinical Capstone Project I	1	30
	<b>Total Fifth Trimester</b>	<b>8</b>	<b>180</b>
<b>Sixth Trimester</b>			
CS 8192	Clinical Case Studies of Pain Related to Digestive Disorders	2	30
IN 8101	Clinical Internship VI	1	30
SU 8048	Clinical Supervision I	2	60
CA 8037	Clinical Capstone Project II	2	60
	<b>Total Sixth Trimester</b>	<b>7</b>	<b>180</b>
<b>Seventh Trimester</b>			
CS 8202	Clinical Case Studies of Pain Related to Cancers	2	30
IN 8102	Clinical Internship VII	1	30
SU 8049	Clinical Supervision II	2	60
CA 8038	Clinical Capstone Project III	1	30
	<b>Total Seventh Trimester</b>	<b>6</b>	<b>150</b>
	<b>Total</b>	<b>59</b>	<b>1,230</b>

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

### Course Numbering System

All DAOM courses in the curriculum are designated with a Course prefix used to identify the College's division of courses by academic specialization: **WM** = Biomedical and Western Medicine Courses; **OM** = Oriental Medicine and TCM Courses; **IM** = Integrative Medicine (TCM/Western Medicine) Courses; and **CS** = Clinical Specialization Courses. The prefix is

followed by a four-character unique number of **8**, which indicates its DAOM doctoral status, followed by three digits. The second, third, and fourth numbers indicate the unique course number.

## **Graduation Requirements**

The suggested schedule of study may be completed in seven trimesters (28 months). All candidates for graduation from the doctoral degree program must complete their studies, with a GPA of 3.0 or above, within 10 attempted trimesters, and no later than 4 calendar years after their initial program enrollment. The following minimum requirements must be completed to receive the Doctor of Acupuncture and Oriental Medicine degree:

Didactic studies	540 Contact Hours	36 Credits
Clinical studies	690 Contact Hours	23 Credits
<b>Total</b>	<b>1,230 Contact Hours</b>	<b>59 Credits</b>

## **Maximum Classroom Size**

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

## **Course Descriptions Western Medicine**

### **WM 8011 Introduction to Evidence-Based Medicine**

This course is intended for doctoral students who must have basic knowledge about the principles of evidence-based medicine (EBM, also known as evidence-based practice or EBP). It aims to apply the best available evidence gained from the scientific research to clinical decision-making. It seeks to assess the strength of the evidence of benefits and risks of treatments and diagnostic tests. It also helps clinicians understand whether or not a treatment will do more good than harm to the patients.

*1 credit; Prerequisites: None*

### **WM 8021 Critical Thinking and Reasoning in Clinical Practice**

This course will introduce to doctoral students the basic principles and processes of critical thinking and clinical reasoning. It will also provide essential skills students need to become safe and competent acupuncture and/or Oriental medicine practitioners. Critical thinking and clinical reasoning strategies are simplified through the use of real-life scenarios and decision-making tools, all supported with evidence for why the strategies work.

*1 credit; Prerequisites: None*

### **WM 8032 New Advances in Biomedical Research**

This course is designed to provide doctoral students with rich information about new developments and discoveries in the field of biomedical research and relevant medical advances in clinical diagnosis and treatment. It will offer most current insight into symptoms, signs, epidemiology, prevention, diagnosis, and treatment for common diseases and disorders of virtually all organ systems of the body.

*2 credits; Prerequisites: None*

### **WM 8042 Biomedical Pain Management**

This course is presented to doctoral students with a strong emphasis on the subject of pain management

in Western medicine. Topics that will be covered include general principles and guidelines for pain management, definitions, mechanisms, classification, prevalence, and consequences of pain, appropriate assessment and treatment of pain, and strategies to improve pain management.

*2 credits; Prerequisites: None*

### **WM 8052 Advanced Scientific Research Methodologies**

This course will teach doctoral students advanced scientific research methodologies used to assess and evaluate quantitative and qualitative approaches to clinical research in Western, Oriental and Integrative medicine. Focused topics include basic principles of biostatistics, data collection, analysis and interpretation, study design, literature searching, and research paper writing. It will help students in their preparation for the capstone project proposal and thesis.

*2 credits, Prerequisites: None*

## **Traditional Chinese Medicine**

### **OM 8062 Advanced TCM Diagnostic Techniques**

This course focuses on the introduction of advanced diagnostic techniques of traditional Chinese medicine. The course covers the research about the diagnostic standard of syndromes, experimental methodology using animal models in research, advanced meridian diagnostic method, objective research methods of observation, smelling and listening, questioning, and pulse diagnosis of traditional Chinese medicine.

*2 credits; Prerequisites: None*

### **OM 8072 Advanced Acupuncture and Moxibustion Therapy**

This course focuses on the comprehensive and advanced indications, contraindications and energetics of the classical 12 kinds of puncture methods recorded in inner Canon of Yellow Emperor and Nanjing. The course also covers the comprehensive and advanced indications, contraindications and energetics of all kinds of moxibustion used in China. The course also covers the basis of Acupuncture with respect to the assessment and treatment of painful syndromes.

*2 credits; Prerequisites: None*

### **OM 8082 Advanced Chinese Herbal Treatment**

This course addresses the applications of herbal formula compatibility and is an advanced subject of herbology and formulas. This course will cover comprehensive, advanced technique and method of herbal formula combinations, with an emphasis on herbal formulations for pain management.

*2 credits; Prerequisites: None*

## **Integrative Medicine**

### **IM 8092 Integrative Internal Medicine**

This course integrates the TCM internal medicine into the Western internal medicine by addressing the practical applications of TCM diagnosis and treatment for common Western medical diseases and disorders. Students will focus on studying painful syndromes related to the body's organ systems, and all the TCM treatment modalities for these conditions. Chinese herbal medicine therapy will be covered more extensively in this course.

*2 credits; Prerequisites: None*

### **IM 8102 Integrative Gynecology**

This course will present to the students an integrated approach to common gynecological conditions encountered in clinical practice. A step-by-step diagnostic methodology and key points in the treatment methods of gynecological diseases based on clinical experience will be discussed. Students will also learn ovulation-related menstrual disorders, pelvic inflammatory diseases, pregnancy and postpartum complications, and other miscellaneous problems.

*2 credits; Prerequisites: None*

**IM 8112 Integrative Oncology**

This course focuses on the comprehensive and advanced knowledge of oncology from both Western medicine and Oriental Medicine perspectives, which include epidemiology of oncology, etiology of oncology, pathophysiology of oncology, influencing factors, assessment of techniques, diagnosis of oncology symptoms from the Oriental Medicine point of view, and the treatment modalities such as medication, herbal medicine, and diet therapy.

*2 credits; Prerequisites: None*

**IM 8122 Integrative Pain Management**

This course focuses on the introduction of advanced acupuncture and moxibustion techniques, Chinese herbs, and Chinese massage (tui na) to treat a wide range of diseases and conditions associated with pain that practitioners commonly encounter in their practice. Advanced acupuncture techniques are emphasized in this course. The course is a presentation of definition, etiology, pathology, and treatment approaches in TCM and Western medicine.

*2 credits; Prerequisites: None*

**IM 8131 Advanced Patient Consultation and Case Management**

This course will teach doctoral students how to master techniques that manifest themselves as behaviors that clinicians display when they interact with their patients. Psychology of patient care, patient education, health promotion, managed care system, and coordination of health care services are among the topics that will be discussed.

*1 credit; Prerequisites: None*

**IM 8141 Advanced Communication and Collaboration Skills**

This course will teach doctoral students advanced interpersonal communication theory and topics. Interpersonal communication principles are applied to different settings, groups and organizational contexts. Cultural sensitivity awareness and diversity issues will be applied when working and communicating in different contexts to improve and gain better collaboration among organizational settings.

*1 credit, Prerequisites: None*

**Clinical Specialization: Pain Management****CS 8152 Clinical Case Studies of Pain Related To Musculoskeletal Disorders**

This course uses a clinical case study curriculum which is designed to introduce the doctoral students to effective pain management of patients with pain related to musculoskeletal disorders. This includes the cause, pathophysiology, influencing factors, diagnosis, assessment of techniques, treatment, and interventions from the Oriental Medicine point of view. Students will learn by studies of case reports, analysis, and discussion. Evidence-based treatment mechanisms will be addressed to help students build a strong scientific background for the appropriate application of acupuncture and herbal treatments for musculoskeletal pain management.

*2 credits; Prerequisites: None*

**CS 8162 Clinical Case Studies of Pain Related to Neurological Disorders**

This course is clinical case study curriculum, which is designed to introduce the doctoral students to effective pain management of patients with pain related to neurological disorders, which include cause, pathophysiology, influencing factors, diagnosis, assessment of techniques, treatment and interventions from the Oriental Medicine point of view by studies of case reports, analysis, and discussion. Evidence-based treatment mechanisms will be addressed to help students build a strong scientific background for the appropriate application of acupuncture and herbal treatments for neurological pain management.

*2 credits; Prerequisites: None*

**CS 8172 Clinical Case Studies of Pain Related To Gynecological Disorders**

Based on advanced literature and evidence-based medicine, this course is clinical case study curriculum, which is designed to introduce the doctoral students to effective pain management of patients with pain

related to gynecological disorders, such as dysmenorrhea, dyspareunia, urinary tract infections, volvodynia and vaginitis. Topics include etiology, pathology, pathophysiology, epidemiology, diagnosis, assessment of techniques, treatment and interventions from the Oriental Medicine point of view by way of case reports, case analysis, case discussion, and case presentation. Evidence-based treatment mechanisms will be addressed to help students build a strong scientific background for the appropriate application of acupuncture and herbal treatments for gynecological pain management.

*2 credits; Prerequisites: None*

### **CS 8182 Clinical Case Studies of Pain Related to Circulatory Disorders**

This course is clinical case study curriculum, which is designed to introduce the doctoral students to effective pain management of patients with pain related to circulatory disorders: coronary artery disease, hypertension, cardiomyopathy, peripheral vascular disease and so on, which include cause, pathophysiology, influencing factors, diagnosis, assessment of techniques, treatment and interventions from the Oriental Medicine point of view by the ways of case report, analysis and discussion. Evidence-based treatment mechanisms will be addressed to help students build up a strong scientific background for acupuncture and herbal treatment for circulatory pain management.

*2 credits; Prerequisites: None*

### **CS 8192 Clinical Case Studies of Pain Related to Digestive Disorders**

Based on advanced literature and evidence-based medicine, this course is in the clinical case study curriculum. It is designed to introduce the doctoral students to advanced, comprehensive, effective pain management of patients with pain related to digestive disorders such as irritable bowel syndrome, celiac disease, inflammatory bowel disease, gastroesophageal reflux disease, gastroparesis, and others. Topics include the etiology, pathology, pathophysiology, epidemiology, diagnosis, assessment of techniques, treatment and intervention from the Oriental Medicine point of view by the way of case report, case analysis, case discussion, and case presentation. Evidence-based treatment mechanisms will be addressed to help students build a strong scientific background for the appropriate application of acupuncture and herbal treatments for digestive pain management.

*2 credits; Prerequisites: None*

### **CS 8202 Clinical Case Studies of Pain Related to Cancer**

This course is clinical case studies curriculum, which is designed to introduce the doctoral students to effective pain management of patients with pain related to cancer, which include cause, pathophysiology, influencing factors, diagnosis, assessment of techniques, treatment and interventions from the Oriental Medicine point of view by the ways of case report, analysis and discussion. Evidence-based treatment mechanisms will be addressed to help students build a strong scientific background for the appropriate application of acupuncture and herbal treatments for cancer pain management.

*2 credits; Prerequisites: None*

## **Clinical Training**

### **CO 8048, CO 8049, CO 8050, CO 8051 Clinical Collaboration**

These courses are designed to give students exposure to and engagement in interdisciplinary collaboration among a variety of practitioners. The courses are sequential and will introduce a new interdisciplinary collaboration each trimester. Clinical collaboration is one component of the clinical training for doctoral students. From the first trimester, students will start to work strategically to develop professional relationships and affiliations with other health care providers, such as MDs, DOs, RNs, DCs, etc. Students will learn how to write a detailed case note or progress report by utilizing standardized SOAP format, and to understand the scope of practice for other health care practitioners and specialists in an attempt to establish a potential referral network.

*4 credits; Prerequisites: None for CO 8048. Because of the consecutive nature of the course levels, each course in this category is prerequisite to the subsequent course.*

### **SU 8048, SU 8049 Clinical Supervision**

In this course, students will become familiar with the process of clinical supervision, understand and develop supervision skills of traditional Chinese medicine. Students are mentored to become a supervisor of master's level students. The format includes clinic discussion, interaction, and TCM practice of skills. Each of the students will supervise two specific intern students in the school clinic during the course of the trimester. Students will also learn how to evaluate the quality of performance of clinic intern students.  
*4 credits; Prerequisites: WM 8011, WM 8021. Because of the consecutive nature of the course levels, each course in this category is prerequisite to the subsequent course.*

#### **IN 8096, IN 8097, IN 8098, IN 8099, IN 8100, IN 8101, IN 8102 Clinical Internship**

The internship phase of training is the practical application of classroom training, collaborative clinic training, and research studies to the treatment of patients. Interns will see patients in the clinic who present with the conditions of the program specialty. Interns will diagnose and treat patients utilizing advanced skills learned in the classroom, with oversight from the Clinic Instructor. Interns will also dialog with master's level interns to continue the treatment principles and practices for their patients in the weeks between intensive weekend clinic sessions. The three emphases of Clinic Internship will be (1) the interaction between the student practitioner and the patient, (2) the development of a treatment plan that reflects advanced understandings, and (3) the practical application of advanced treatment skills and techniques.

*11 credits; Prerequisites: OM 8062, OM 8072, OM 8082. Because of the consecutive nature of the course levels, each course in this category is prerequisite to the subsequent course.*

#### **CA 8036, CA 8037, CA 8038 Clinical Capstone Project**

This course is a culminating clinical research project, which begins at the 5th trimester of the second year of the doctoral study, and completes at the end of the program. There are 3 phases as described in the following:

Phase 1: Introduction to the clinical capstone project, in which doctoral students will learn the general principles of how to select a research topic related to the clinical practice, and to organize, write, and present their proposals for the clinical research projects to the Institutional Review Board (IRB) for approval;

Phase 2: Ongoing clinical capstone projects, in which doctoral students will further understand the detailed expectations of the clinical research project, and conduct their research work in the clinical setting with the support and advice from their mentors;

Phase 3: Completion of the project followed by defense of the thesis for the clinical capstone project, in which doctoral students will present their completed research projects and written papers to peer-reviewed committees, receive feedback, and finish final editing for potential publication

*4 credits; Prerequisites: WM 8011, WM 8021, WM 8042, WM 8052, IM 8131, IM 8141; Because of the consecutive nature of the course levels, each course in this category is prerequisite to the subsequent course.*

**Tuition and Fees**  
**Doctor of Acupuncture and Oriental Medicine**

**Tuition**

Classroom Tuition (Per Credit Hour)	\$360.00
Clinic Tuition (Per Credit Hour)	\$620.00

**Total Estimated Tuition** **\$27,220.00**

(Seven trimesters is the recommended schedule for this program of study. The Board of Governors reserves the right to raise tuition 4-8% as appropriate.)

**One-Time Fees**

Application Fee (Non-Refundable)

U.S. Students \$75.00

International Students \$150.00

International Student Foreign Transcript Evaluation Fee \$200.00

Transfer Credit Fee (Per Credit Hour) \$75.00

White Coat Fee \$39.00

Two bound copies of doctoral dissertation for THSU Library \$260.00

(Cost is approximate. Students will be given print shop information and will pay them directly. It is suggested that students order at least one additional copy for personal use.)

Doctoral gown with embroidery, hood, and cap \$287.00  
(Cost is approximate.)

Graduation Fee \$150.00

**Recurring Fees**

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

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

Internship: \$95.00  
per trimester

(This fee pays for expendable supplies in the clinic as well as cleaning and waste disposal.)

Malpractice Insurance \$95.00

per trimester

(This fee **must** be paid by students in the intern clinic in order to treat patients.)

<b>Payment Plan Fee</b>	<b>\$25.00</b>
	per trimester

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

### **Late Fees and Penalties**

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

<b>Late Tuition (1-15 days)</b>	<b>\$25.00</b>
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<b>Late Tuition (16-30 days)</b>	<b>\$50.00</b>
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(After 30 days, students will be dismissed from the program unless other arrangements are made with the Registrar or President.)

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

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

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

### **Other Fees**

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

<b>Duplicate Diploma</b>	<b>\$25.00</b>
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<b>Additional Transcripts</b>	<b>\$15.00</b>
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Transcripts will be provided upon receipt of a signed, written request and a fee of \$15.00 each.

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

THSU reserves the right to make adjustments to tuition and fees that reflect changes in the cost of living and education, subject to governing board approval.

## **CERTIFICATE AND OTHER PROGRAMS**

## **ESL Achieve TOEFL**

# **English as a Second Language Certificate Program**

(Austin Campus)

### **ESL Program Mission Statement**

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

### **The Program**

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

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

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

## **Educational Objectives of the English as a Second Language Programs**

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

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

## **Admission Requirements and Procedures**

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

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

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

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

- Official transcript(s) indicating a minimum of 60 semester credits (or equivalent quarter credits), applicable toward a baccalaureate degree, in general education with a minimum cumulative grade point average of 2.0 on a 4.0 scale;
- TOEFL English language proficiency iBT test score of at least 32 or IELTS score of 4;
- Two letters of recommendation from references who can speak to the candidate's interests and professional performance; and
- A letter of interest from the applicant, explaining his or her reasons for attending the THSU English as a Second Language program.

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

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

1. A completed ESL Program application.
2. A copy of applicant's birth certificate.
3. Two full-face, passport-sized photographs.
4. A non-refundable application fee of \$150.00USD for applicants not residing in the U.S.
5. A \$200.00USD fee for the evaluation of transcripts, credentials, and other overseas documents.
6. One official transcript in English translation sufficient to establish the completion of the equivalent of at least 60 semester credits at the undergraduate level; such transcripts must be mailed to the University from the institutions where the coursework was completed. If the official transcript is not available in English, contact the Admissions Coordinator for further assistance.
7. Proof of sufficient financial resources for educational and personal expenses.

## Curriculum

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

## Program Assessment

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

## Program Advancement and Completion

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

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

## Course Descriptions

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

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

**L-802 – Intensive TOEFL Preparation (360 Hours)**

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

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

Classroom Tuition	\$5,400.00 per trimester (\$15.00 per clock hour)
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**One-Time Fees**

## Application Fee (Non-Refundable)

Domestic Students	\$ 75.00
International Students	\$150.00
International Student Foreign Transcript Evaluation Fee	\$200.00

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

Student Services Fee (Including facility, wifi, library, tutoring, administrative services...etc.)	\$110.00 per trimester
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<b>Library Fees</b>	Varies
(All fees for late returns, lost books, print and copy services are detailed in the library manual.	per trimester
Fines and penalties must be paid prior to registration.	
<b>Textbooks, reference materials, duplication costs (estimate)</b>	<b>\$150.00</b>
	per trimester
<b>TOEFL iBT Assessment exams (estimate)</b>	<b>\$160.00 - 250.00</b>
Assessment exams administered by ETS. Fees are paid directly to ETS and vary according to location.	per exam

## **Additional Fees**

<b>Late Registration</b>	<b>\$ 25.00</b>
Payable if registration fee is not received at least one week before the start of each trimester. Does not apply to new students.	
<b>Student I.D. Card replacement</b>	<b>\$ 5.00</b>
<b>Duplicate Certificate</b>	<b>\$ 25.00</b>
<b>Official Transcripts</b>	<b>\$ 15.00</b>
Transcripts will be provided upon receipt of a signed, written request and a fee of \$15.00 each, provided all financial obligations are met.	

<b>Total Estimated Cost of Tuition</b>	<b>\$11,135.00</b>
(Two trimesters is the recommended schedule for this program of study. THSU reserves the right to make adjustments to tuition and fees that reflect changes in the cost of living and education, subject to governing board approval.)	



Indoor courtyard at THSU – Austin

## GENERAL INFORMATION



Courtyard at Classroom Building in Austin

## **Academic Calendar**

### **Spring 2019 Trimester**

**Applications/Documents due (new students) December 6, 2018**

**Registration due (current students) December 10, 2018**

**Classes begin January 3, 2019**

**Trimester ends April 25, 2019**

### **Summer 2019 Trimester**

**Applications/Documents due (new students) April 5, 2019**

**Registration due (current students) April 12, 2019**

**Classes begin May 6, 2019**

**Trimester ends August 20, 2019**

### **Fall 2019 Trimester**

**Applications/Documents due (new students) August 2, 2019**

**Registration due (current students) August 9, 2019**

**Classes begin September 4, 2019**

**Trimester ends December 19, 2019**

### **Spring 2020 Trimester**

**Applications/Documents due (new students) December 6, 2019**

**Registration due (current students) December 10, 2019**

**Classes begin January 3, 2020**

**Trimester ends April 24, 2020**

### **Summer 2020 Trimester**

**Applications/Documents due (new students) April 6, 2020**

**Registration due (current students) April 13, 2020**

**Classes begin May 5, 2020**

**Trimester ends August 19, 2020**

### **Texas Health and Science University observes the following annual holidays:**

January 1: New Year's Day

Third Monday in January: MLK Jr. Day

March 18 to 22: Spring Break 2019

Last Monday in May: Memorial Day

July 4: Independence Day

First Monday in September: Labor Day

Fourth Thursday of November: Thanksgiving

The day after Thanksgiving: Black Friday

December 25: Christmas

## **Financial Policies**

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

### **Payment Options**

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

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

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

After 30 days, arrangements must be made with the Finance Department in order to continue attending classes. Additionally, late fees will continue to accrue on the student's outstanding account balance until the balance is paid off.

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

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

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

**Federal Financial Aid:** For students that qualify. Further information can be found below and from the THSU Financial Aid Officer.

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

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

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

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

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

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

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

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

## **VETERAN'S BENEFITS**

### **Documents Needed for Education VA Benefits**

- Provide school with a copy of DD214. If the student does not have a copy, it can be requested at the following link.  
<https://www.ebenefits.va.gov/ebenefits/about/feature?feature=military-personnel-file>.
- Veterans who have not received VA Education benefits before must complete VA Form 22-1990. The application can be completed online at <https://www.vets.gov/education/apply/>.
- Dependents of veterans who are applying for VA Education benefits must complete VA Form22-5490. The form can be completed online at <https://www.vets.gov/education/apply-for-education-benefits/application/5490/introduction>.
- Any veteran or dependent who has received benefits at another institution must complete Form 22-1995. The form can be completed online at <https://www.vba.va.gov/pubs/forms/VBA-22-1995-ARE.pdf>

## **Veteran's Assistance Programs**

### **Post- 911 (Chapter 33)**

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

- The benefits may be transferred to dependent children
- Tuition and fees are covered up to the most expensive public school tuition and fees

- Stipend to books and supplies up to \$1000.00 per year

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

## **Traditional VA Benefits**

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

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

### **Reserve Duty That Counts Toward Post 9-11 Eligibility**

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

### **Purple Heart Recipients**

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

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

## **TITLE IV STUDENT LOAN PROGRAMS**

### **Federal Direct Student Loans**

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

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

## **Applying for Financial Aid**

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

### **Filing the FAFSA THSU School code: 031795**

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

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

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

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

### **STEP 4: Monitor the Status of Your FAFSA**

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

### **STEP 5: FAFSA Complete**

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

### **Receiving the financial aid package**

1. Review your financial aid package Estimated Award Letter and direct any questions you may have to the Financial Aid Officer at THSU. When you accept your financial aid package, you will need to sign an Award Letter from the THSU Financial Aid Office.
2. (Required for first-time borrowers) Complete an on-line Direct Loan Entrance Counseling session at: <http://www.studentloans.gov>. THSU will receive electronic confirmation once completed; however, you may wish to print a copy for your records (and as a back-up should we not receive the confirmation). We cannot request loan funds until the Entrance Counseling completion is confirmed/on file.
3. Complete a Federal Direct Subsidized and Unsubsidized Loan Master Promissory Note at <http://www.studentloans.gov>. You will need reference information for two people. One of them should be a parent/family member.
4. If required due to selection for verification, submit an IRS Tax Return Transcript for the previous year and any other documentation requested. The Financial Aid Office will contact you if this is necessary.
5. If required, complete an Institutional Verification Worksheet, available through the Financial Aid Office.

- 6.Sign a Financial Aid Certification and Authorization Statement authorizing THSU to deduct tuition, fees and other charges from your loan proceeds.
- 7.Upon completion of all the documents and actions above, the University will generate an Official Award Letter, detailing the amounts and types of aid for which you are eligible. Sign and return this to the financial aid office at THSU.
- 8.Once all of these documents are received and processed, your loan funds will be sent electronically from the lender to the University. Upon receipt of funds, the University will deduct any charges from the loan proceeds and disburse the remaining amount (if applicable) to you for living expenses.

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

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

### **General**

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

A financial aid award is based on information that the student and the student's family (if applicable) submitted in the Free Application for Federal Student Aid (FAFSA) as well as any other supporting documentation. THSU is required by federal law to resolve any conflicts of information that become evident as part of the application review process. It is the student's responsibility to complete and submit application materials to the appropriate agencies within the required or recommended timeframes. It is also the student's responsibility to notify the Financial Aid Office of any circumstantial changes to the information reported in the FAFSA and supporting documentation.

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

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

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

## **Rights and Responsibilities**

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

You have the right to know:

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

You have the responsibility to:

- Accurately and honestly complete your Free Application for Federal Student Aid (FAFSA). Errors can result in delays. False or misleading information is a criminal offense and is subject to fine, imprisonment, or both.
- Respond promptly and return all required additional documentation, corrections, and/or new information.
- Report all outside resources that may be received throughout the aid year.
- Read, understand, and accept responsibility for all forms or agreements you sign. THSU recommends maintaining copies of all forms and agreements you sign.
- Use any federal, state, institutional or private financial aid received during the award year solely for expenses related to attendance at THSU.
- Know and comply with the timelines and deadlines for verification or additional information requests from Student Financial Services.
- Complete Entrance and Exit Counseling if you borrow a Federal Direct student loan.

- Notify your student loan servicers of changes in your name, address, and school status.
- Perform and complete satisfactory work assignments accepted through the Federal Work Study program.
- Know and comply with THSU's procedures related to financial aid: enrollment status for disbursement, satisfactory academic progress, withdrawal, refunds and repayment and debt management.
- Review and understand specific rights and responsibilities associated with being a **Direct Loan borrower**.
- Review and understand specific rights and responsibilities associated with being a **Federal Work Study employee**.

### **Awarding of Aid**

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

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

### **Financial Need Calculation: COA minus EFC equals Financial Need.**

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

### **Non-Need based Aid Calculation: COA minus Financial Aid Awarded equals Eligibility for Non-Need-based Aid.**

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

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

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

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

### **Reporting Additional Financial Awards**

In the event that a student receives additional funds not listed on his/her financial aid award

letter (including but not limited to: employer reimbursement or assistance, tuition waivers, private scholarships, veterans' benefits, vocational rehabilitation benefits, etc.), he/she is required to report these awards to the Financial Aid Office.

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

### **Over-awards of Aid**

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

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

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

### **Verification**

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

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

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

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

### **Verification Deadline**

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

### **Secondary Confirmation**

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

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

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

### **Expectations after Successful Completion of Secondary Confirmations**

#### **Direct Loan Borrower Requirements**

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

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

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

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

#### **Disbursement of Aid**

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

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

### **Use of Aid**

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

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

### **Credit Balances and Refunds**

#### **Funds for Title IV Recipients to Obtain Books and Supplies**

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

#### **Refunds**

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

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

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

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

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

### **Satisfactory Academic Progress**

To remain eligible for federal financial aid programs, students must maintain Satisfactory Academic Progress (SAP) toward completion of a degree. Federal regulations require the Financial Aid Department to monitor the progress of each student toward their degree completion. Students who fail to achieve defined minimum standards for grade point average and/or fail to maintain the standards for pace of completion of their program, may lose their

eligibility for all types of federal and/or institutional aid. THSU's current SAP policy can be found in the student handbook and comprehensive catalog.

### **Financial Aid Penalties for Drug Law Violations**

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

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

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

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

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

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

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

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

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

### **Student Information and Confidentiality**

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

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

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

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

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

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

### **Post Withdrawal Disbursement**

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

### **Documenting Attendance**

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

### **Determining Earned Aid**

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

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

When a student receiving Federal Title IV financial aid withdraws from THSU during the

enrollment period, the amount of the Title IV funds (not including Federal Work Study) that the student earned during the enrollment period is calculated as of the student's withdrawal date.

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

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

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

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

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

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

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

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

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

### **Grant Overpayment**

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

## **Notification to student**

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

## **Unofficial withdrawals**

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

## **Leaving THSU**

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

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

### ***Q: Am I eligible for any financial aid?***

**A:** Eligible students must:

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

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

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

student who has completed more than 60% of the payment period (trimester) has earned all the assistance they were scheduled to receive for that period.

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

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

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

## **Academic Standards**

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

## **Course Selection**

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

## **Assignments/Homework**

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

## **Grading System**

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

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

<u>Grade</u>	<u>Description</u>	<u>Numerical Grade</u>	<u>Quality Points</u>
A	Excellent	90-100%	4.00

B	Above Average	80-89%	3.00
C	Average	70-79%	2.00
F	Failed	Below 70%	0.00

**Other Grades Worth Zero Quality Points:**

P	Pass	Not computed in Cumulative Grade Point Average (CGPA), but computed in Credit Completion Percentage (CCP)
I	Incomplete	Not computed in CGPA or CCP until course is completed
W	Withdrawal	Not computed in CGPA, but computed in CCP
TC	Transfer Credit	Not computed in CGPA or CCP

## **Leave of Absence**

### **Purpose**

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

### **Policy**

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

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

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

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

### **Required Documentation**

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

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

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

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

### **Failure to Return**

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

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

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

**Requirements and Limitations of Medical LOA (International Students):** Student must have a letter from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist recommending leave for a specific trimester. The doctor's note should specify if the student

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

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

### **How to Apply for Leave of Absence**

Students may request and submit a leave of absence application to the Registrar. Application requests may be sent to the registrar at [registrar@THSU.edu](mailto:registrar@THSU.edu).

## **Satisfactory Academic Progress for Degree Granting Programs**

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

The Satisfactory Academic Progress standards are as follows:

- Students must earn a grade of "C" or better in each course taken in order to earn academic credit for the course; all required courses in which a grade of "F" is earned must be retaken by the student in order to complete the program.
- Students must maintain a minimum standard Cumulative Grade Point Average (CGPA) on a 4.00 scale for their program. The CGPA is calculated by multiplying credits for each course by grade points associated with the grade earned to get the quality points for the course, totaling the quality points earned for all the courses, and dividing total quality points earned by the total number of credits attempted.
- Students in all degree-granting programs must complete 67% of the credits for which they register each trimester. Grades for all courses attempted, but not transfer credit, affect Credit Completion Percentage.
- Students must graduate within 1.5 times the Regular Curriculum Schedule. This is referred to as the Maximum Time Frame for Completion. The Regular Curriculum Schedule for the Master of Science in Acupuncture and Oriental Medicine is 10 trimesters.

Grades for all courses attempted, but not transfer credit, affect Maximum Time Frame for Completion.

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

#### Bachelor of Science in Traditional Chinese Medicine Program SAP Policy

Maximum Trimesters Attempted	Minimum Requirements for Satisfactory Academic Progress			
	Percentage of Program Completed	Number of Credits Completed	Course Completion Percentage per Trimester	Cumulative Grade Point Average
2	25%	16	67%	2.0
3	50%	32	67%	2.0
5	75%	48	67%	2.0
6	100%	63	67%	2.0

#### Bachelor of Business Administration SAP Policy

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

#### Master of Science in Acupuncture and Oriental Medicine SAP Policy

Maximum Trimesters Attempted	Minimum Requirements for Satisfactory Academic Progress			
	Percentage of Program Completed	Number of Credits Completed	Course Completion Percentage per Trimester	Cumulative Grade Point Average
4	25%	38	67%	2.2
8	50%	76	67%	2.3
11	75%	114	67%	2.4
15	100%	153	67%	2.5



### Master of Business Administration SAP Policy

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

### Master of Business Administration in Healthcare Management SAP Policy

Maximum Trimesters Attempted	Minimum Requirements for Satisfactory Academic Progress			
	Percentage of Program Completed	Number of Credits Completed	Course Completion Percentage per Trimester	Cumulative Grade Point Average
2	25%	12	67%	2.25
4	50%	23	67%	2.5
6	75%	34	67%	3.0
7	100%	45	67%	3.0

### Doctor of Acupuncture and Oriental Medicine SAP Policy

Maximum Trimesters Attempted	Minimum Requirements for Satisfactory Academic Progress			
	Percentage of Program Completed	Number of Credits Completed	Course Completion Percentage per Trimester	Cumulative Grade Point Average
3	25%	15	67%	2.6
5	50%	30	67%	2.75
8	75%	45	67%	2.9
10	100%	59	67%	3.0

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

A student will receive an Academic Warning if, at any time, the school determines that the

student is not completing the minimum requirements for Satisfactory Academic Progress. (See section entitled "Academic Warning.")

## **Actions that Affect Satisfactory Academic Progress**

### ***Transfer Credits***

The grade "TC" (Transfer Credit) is given to students whose courses taken at another institution are being transferred in for required courses at Texas Health and Science University. The grade of "TC" has no effect on the calculations for Cumulative Grade Point Average (CGPA) or Credit Completion Percentage (CCP). Transfer credits will affect Maximum Time Frame for Completion (MTFC).

### ***Incomplete Grades***

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

### ***Repeated Courses and Grades***

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

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

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

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

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

### ***Dropped Courses***

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

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

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

The calculation required determines a student's earned and unearned Title IV aid based on the percentage of the enrollment period completed by the student. The percentage of the period that the student remained enrolled is derived by dividing the number of days the student attended by the number of days in the period. Calendar days (including weekends) are used, but breaks of at least 5 days are excluded from both the numerator and denominator. Until a student has passed the 60% point of an enrollment period, only a portion of the student's aid has been earned. A student who remains enrolled beyond the 60% point is considered to have earned all awarded aid for the enrollment period. Earned aid is not related in any way to institutional charges. In addition, the University's refund policy and Return of Title IV Funds procedures are independent of one another. A student who withdraws from a course may be required to return unearned aid and still owe the college for the course. For example, the calculation may require THSU to return a portion of Federal funds to the Federal Title IV programs. In addition, the student may also be required to return funds based on the calculation. A student returns funds to the Federal Stafford loan programs based on the terms and conditions of the promissory note of the loan. A student who receives a Federal Pell Grant may be required to repay 50% of the funds received. The return of Federal aid is in the following order: Unsubsidized Federal Stafford loans, Subsidized Federal Stafford loans, Federal, Federal PLUS (Parent) loans, and Federal Pell Grants.

### **Overpayment**

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

If a student is unable to pay their overpayment in full, they can set up a repayment plan with the U.S. Department of Education. Before doing this please contact the THSU Office of Financial Aid. You will need to make sure we have referred your situation to the U.S. Department of Education before any repayment plan can be set up. If you want to contact the U.S. Department of Education, their address is listed below. U.S. Department of Education Student Financial

Assistance Programs P.O. Box 4222 Iowa City, IA 52245 Phone: 1-800-621-3115 E-Mail: DCS\_HELP@ed.gov For examples of the Return of Title IV Funds calculations or questions regarding the overpayment policy, please contact the Office of Financial Aid.

### ***Change of Program***

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

### ***Seeking an Additional Credential***

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

### ***Withdrawal from a Program***

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

## **Satisfactory Academic Progress Procedures**

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

### **Academic Warning**

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

**Credit Completion Percentage for his or her program, he or she may continue in good standing (satisfactory academic progress).**

### **Academic Suspension**

Students on Academic Warning who fail to maintain the stated CGPA or do not complete the stated percentage of the credits for which they registered are suspended and must **appeal** their suspension to be considered for readmission (see section below for Appeal Process). Students who do not appeal are **not** eligible for federal financial aid / VA funding. If the student satisfies all of the requirements, the student will be placed on **Academic Probation**.

### **Academic Probation**

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

### **Academic Termination**

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

### **Appeal Process**

Students may appeal their Academic Suspension or Academic Termination if:

1. The student submits documents in evidence that the student earned the required CGPA or credit completion ratio to meet SAP standards while enrolled in the program; or,
2. Mitigating circumstances interfered with the student's ability to meet SAP standards. The acceptable mitigating circumstances are as follows:
  - Illness, accident, injury or incident experienced by the student or by a significant person in the student's life.
  - Death of a family member or significant person in the student's life.
  - Personal problems or issues with spouse, family, roommate, or significant person.
  - Divorce experienced by the student or parent.
  - Previously undocumented disability.

- Military deployment.
- Change in work schedule during the period or other similar work related circumstance
- Natural disaster
- Family emergency
- Financial hardship such as foreclosure or eviction
- Loss of transportation where there are no alternative means of transportation
- Documentation from a Professional Counselor

3. Proper documentation is required for all mitigating circumstances. Examples of proper documentation include:

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

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

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

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

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

### **Appeals Committee**

The Appeals Committee is responsible for:

1. Considering the cases of students on Academic Suspension who appeal the notification of their suspension from the University because of their failure to maintain the minimum academic standards.
2. Reviewing the entire academic record of the student and the specific reasons and/or circumstances that the student indicates warrant the appeal.

3. Recommending a decision to approve the appeal, approve the appeal with conditions, or deny the appeal. A recommendation to approve the appeal may set a target grade point average for a student or place other conditions on a student that otherwise supersede institutional academic standards.
4. The committee will be chaired by the Academic Dean/ Program Director and will be composed of other members of the faculty and staff. The committee will consist of 3-5 members and an appeal will only be granted based on a majority vote.

## Attendance Policies

**Texas Health and Science University** has a strict attendance policy. Students are required to attend all classes each trimester. Roll is taken at the start of each class hour. Students are responsible for the consequences of any absences, and for ensuring that the proper forms for making up clinic absences are filled out.

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

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

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

**Incomplete Course Work:** If coursework has not been completed due to illness, family emergency or other event considered by the administration to be a valid excuse, but the student's work to date is passing, a grade of "Incomplete" (I) may be issued for that class. An Incomplete grade does not count toward quality points in the CGPA calculation, the maximum time frame for completion, or successful course completion calculations. The student must submit an Incomplete Grade Request form and, if approved, the student must complete the required coursework by the end of the second week of the next trimester. If the coursework is not completed, the "Incomplete" grade will be converted to the grade of "F". The final grade will affect the student's CGPA, maximum time frame for completion and successful course completion.

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

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

## **Adding and Dropping Classes after the Start of the Trimester**

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

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

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

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

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

## **Adding or Changing a Program**

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

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

## **Withdrawal Policy**

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

- **Materials:** Once purchased, books and other materials are the property of the student. The University does not accept material returns and makes no refunds for materials.
- **Program Withdrawals:** Any student wishing to withdraw from the University must contact the Registrar to complete the withdrawal process. This process must be completed in writing or via email and cannot be done by telephone.

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

## **Refund Policy**

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

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

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

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

## **Readmission**

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

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

### **Grievance Policy for Students**

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

In attempting to resolve any grievance/complaint, it is the obligation of the individual first to make a serious effort to resolve the matter with the individual with whom the complaint/grievance originated. The following steps are used to ensure efficiency in this process:

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

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

**Accrediting Council for Independent Colleges and Schools (ACICS)**  
**750 First Street, NE, Suite 980**  
**Washington, DC 20002-4241**  
**202-336-6780**

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

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

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

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

### **Misconduct**

1. "Scholastic dishonesty" includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, and/or any act designed to give unfair academic advantage to the student.
2. "Cheating" includes, but is not limited to:
  - a. copying from another student's test paper
  - b. using materials not authorized by the instructor or proctor during a test or examination
  - c. failing to comply with instructions given by the instructor or proctor
  - d. using, sharing, buying, stealing, transporting, or soliciting in whole or in part the contents of a test, test key, or homework solution
  - e. collaborating with or seeking aid from another student during a test or other assignment without authority or without permission to do so from the instructor or proctor
  - f. falsifying research data and/or other academic work offered for credit
  - g. clocking time spent in Clinic Observation or Clinic Internship when in fact such time was not spent in clinic instruction
  - h. logging the treatment of a patient while in Clinic Internship when in fact the student was not actively involved in the treatment of such patient
3. Taking, keeping, misplacing, or damaging the property or services of the University, or those belonging to other individuals.
4. Possessing, using, displaying of firearms, facsimile firearms, ammunition, explosives, or other weapons on property owned or controlled by the University.
5. Conduct that impedes, interferes with, or disrupts any University teaching, research, administrative operation, disciplinary action, public service, learning, or other official activity.
6. Conduct that endangers the health or safety of any student or employee of the University, or of visitors on the campus.
7. Failure to comply with the directions of University employees acting in the performance of their duties.

8. Verbally threatening, intimidating, abusing or harassing any University employee in the performance of their duties.
9. Engaging in disorderly conduct, public intoxication, lewd, indecent or obscene behavior on University premises or at University-sponsored activities.
10. Actions not committed on University property, but related to the security of the University community or the integrity of the educational process.
11. Engaging in conduct that violates any provision of federal, state, and/or local laws whether or not the violation occurs on University property or at University-sponsored events.
12. Use of the name, "Texas Health and Science University," "THSU", or its logos or slogans, in any way purporting to represent the University without the express written permission of the University president.
13. Any organized activity that would impede, interfere with, or disrupt any University teaching or official activity, or that endangers the health or safety of anyone on campus. All parties involved in such activity are subject to disciplinary procedures.
14. Engaging in alcohol and/or drug use as described in the section below.
15. Engaging in sexual misconduct as described in the section below.

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

### **Alcohol and Drugs**

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

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

### **Sexual Harassment Policy**

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

- submission to such conduct is made a term or condition of an individual's education or employment, either explicitly or implicitly;

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

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

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

A student or employee may wish to discuss the situation informally with the administration. These discussions will be handled in a professional manner, and kept as confidential as possible. If appropriate, an attempt will be made to resolve the matter through informal procedures.

Staff or faculty members who receive a complaint of offensive behavior from an employee or a student must contact the administration. The complaint should be documented as thoroughly as possible. The administration will initiate the investigation, and will form an investigative team.

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

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

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

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

### **Disciplinary Process**

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

der this policy will be tolerated. Any retaliatory actions will result in discipline – up to and including suspension or dismissal from the University.

### **Investigation**

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

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

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

### **Hearing**

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

### **Possible Actions Taken**

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

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

### **Disciplinary Appeals Process**

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

## **Student Services and Activities**

Texas Health and Science University provides programs, services, and activities consistent with its mission and institutional purposes that promote student learning and enhance the personal,

professional, and academic development of its students. THSU's philosophy of Student Support Services reflects the size of the institution, the demographic composition of the student body, and the nature of professional graduate education.

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

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

#### **Department of Financial Aid**

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

#### **Registrar**

- Course selection and/or withdrawal
- Graduation ceremony
- Chinese New Year celebration
- Clean Needle Technique (CNT) course registration (Austin campus only)
- Official transcripts
- Grade reports

#### **Dean of Students**

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

#### **Academic Dean**

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

#### **Library**

- Computer labs

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

#### **Clinic Manager**

- Patient recruiting and retention
- Discounted acupuncture and herbal treatments

#### **Admissions**

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

### **Employment Assistance**

Administrative staff in the Placement Department is available to assist enrolled students and alumni with job placement assistance. The Director of Student Placement collaborates with the Academic Dean with offering and providing student employment assistance activities. Recognizing that the entrepreneurial model is normative for graduates of the Master of Science in Acupuncture and Oriental Medicine program, several courses in business setup and management are integrated into the program. Additionally, a jobs board with postings, a Speakers Series featuring local acupuncturists, and networking at the Texas Association of Acupuncturists meetings provide additional opportunities for future acupuncture practice owners.

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

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

## **Consumer Information**

### **Security**

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

normal business hours, the faculty or staff member present will assess the situation and take actions accordingly.

### **Class Cancellations**

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

# **Board of Directors**

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

## **Gary Henry, Chair of the Board**

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

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

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

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

## **David J. Cibrian, Vice-Chair of the Board**

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

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

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

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

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

Mr. Agnese serves as Corporate In-House Counsel for Schlitterbahn Waterparks and Resorts.

His responsibilities include matters related to development, real estate, finance, corporate structure, contract negotiation, and general liability and risk assessment.

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

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

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

### **Michael Beucler**

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

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

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

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

### **Chien-Cheng Peter Chen**

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

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

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

### **Yusheng Feng, Ph.D.**

Dr. Feng is Associate Professor of Mechanical Engineering and Core Faculty of the Joint Ph.D. Program in Biomedical Engineering at the Computational Bioengineering and Control Laboratory, University of Texas at San Antonio (UTSA). Prior to joining the faculty of UTSA, he was an Assistant Professor of Mathematics at Concordia University and Research Fellow at the Institute for Computational Engineering and Sciences (ICES) at the University of Texas at Austin.

Dr. Feng's research focuses on mathematical modeling of biological systems, particularly in the area of computational cancer research. Well-trained in applied mathematics and computation science, Dr. Feng has worked in Biomechanics and Bioheat Transfer, Model-Based Real-Time Control, and Multi-scale Modeling of Cancer. Currently, his research focuses on Haptic Device Enabled Surgical Simulation and Medical Devices Design.

Dr. Feng is a recipient of the National Institutes of Health/National Science Foundation career award for his work on integrative modeling of image-guided cancer treatment simulation. His research is funded by the National Institutes of Health (NIH), National Science Foundation (NSF), and San Antonio Life Science Institute (SALSI).

Dr. Feng holds a Ph.D. in Computational Mechanics from the University of Texas at Austin; a Master of Science in Mechanical Engineering from the University of Oklahoma; a Master of Applied Mathematics from the University of Oklahoma, and a Bachelor of Science from Tsinghua University in China.

### **Lionel Sosa**

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

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

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

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

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

# Administration

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

Ph.D., Counselor Education, University of Pittsburgh

Education Specialist Degree in Supervision of Counseling Services; Master of Education in Counseling, Gannon University (Erie, PA)

Bachelor of Arts, History and Psychology, Saint Mary of the Plains College (Dodge City, KS)

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

## **Wen Huei Chen, M.S., M.Ed., Vice President of International Affairs (*Austin and San Antonio Campuses*)**

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

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

## **John Shu-Chiang Lin, Ph.D., M.S. (*Austin Campus*)**

### **VICE PRESIDENT OF ACADEMICS AND ASSESSMENT / BUSINESS PROGRAMS DIRECTOR**

Ph.D. Industrial Engineering, Purdue University

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

M.S. Industrial Engineering and Engineering Management, National Tsing Hua University, Taiwan

B.S. Industrial Engineering and Engineering Management, National Tsing Hua University, Taiwan

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

revolves around patience, open-mindedness, motivation, fun, and preparing students for success both within and outside of the academic environment.

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

**ADMINISTRATIVE COORDINATOR**

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

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

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

**ACADEMIC DEAN/ BIOMEDICAL SCIENCE DIRECTOR/INSTRUCTOR OF TCM**

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

Medical Council of Canada (MCC), Canada

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

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

MBA, Texas Health and Science University

*Teaching Specialization: Biological Sciences*

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

**Kai-Chang Chan, Lic. Ac., DAOM (San Antonio Campus)**

**SAN ANTONIO CAMPUS DIRECTOR/ CLINIC DIRECTOR/ DEAN OF STUDENTS/ INSTRUCTOR OF TCM**

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

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

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

*Teaching Specialization: Acupuncture, Herbology*

**Dr. Chan** obtained his doctoral and master degrees from THSU. He previously completed his bachelor degree and obtained a physical therapy license in Taiwan in 2008. Because his goal was to increase his technique and skill in pain management and sport medicine, he studied acupuncture and other special techniques such as cupping and Asian bodywork. His herbal

studies at THSU built upon his knowledge and experience while assisting his family in their Chinese herb business.

**Ronald W. Meyer, C.P.A. (Austin and San Antonio Campuses)  
CHIEF FINANCIAL OFFICER**

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

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

**Wai Lan Kuo, M.Ed., (Austin Campus)  
SENIOR ADMINISTRATOR, DEAN OF STUDENTS**

M.S. Special Education, University of Kansas

B.S. English, Tamkang University, Taiwan

**Ms. Kuo** has over 30 years professional experience in industry in the fields of material planning and customer service. She joined THSU in 2005 and brought her wealth of customer service experience to the school's administrative offices. She served as Senior Administrator and Dean of Students and assisted the school in the accreditation and re-accreditation processes of Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) Texas Higher Education Coordinating Board (THECB), and Accrediting Council for Independent Colleges and Schools (ACICS). Ms. Kuo oversees the administrative main offices and services.

**Martha Calliham, L.Ac., MSAOM (Austin Campus)  
ASSESSMENT DIRECTOR, DAOM PROGRAM ASSOCIATE DIRECTOR**

MSAOM, Texas Health and Science University

BA, Music, Milton College, Milton, Wisconsin

**Ms. Calliham** has been a licensed acupuncturist since 1999, working in a variety of practice settings including her own clinics as entrepreneur, in chiropractic offices, and in an athletic club. She has worked in the administration of THSU for over eleven years, assisting the school in accreditation and re-accreditation processes, in student services, and as school representative to annual meetings. Ms. Calliham is committed to excellence in traditional Chinese medical education and is proud to support student success at THSU.

**Li-Chien (Lois) Chan, L. Ac., MSAOM (Austin and San Antonio Campuses)  
TEACHING ASSISTANT**

MSAOM, Texas Health and Science University

**Ms. Chan** is a Summa Cum Laude graduate from the MSAOM program at Texas Health and Science University. She holds a Bachelor of Science degree in Microbiology and a Master of Science degree in Agricultural Chemistry from universities in Taiwan. The study of Traditional Chinese Medicine and Acupuncture is her passion. Her desire is to encourage more people in the United States to experience, explore, and study the healing power of Traditional Chinese Medicine.

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

**DIRECTOR OF FINANCIAL AID**

M.B.A. Healthcare Management, Our Lady of the Lake - San Antonio, Texas

B.B.A. Finance, Wayland Baptist University, Plainview, Texas

**Mr. Holloway's** professional career spans over twenty-five years in Title IV financial aid administration, and includes experience working with for-profit and private not-for-profit institutions. He is very active in training provided by National Association of Financial Aid Administrators (NASFAA) and The Texas Higher Education Coordinating Board (THECB), and has served before on committees with both organizations. He is also a member of Delta Mu Delta and Kappa Gamma Pi honor societies.

**Jessica C. Tsing, M. Ac. (Austin and San Antonio Campuses)****ACCOUNTING MANAGER**

Master of Accounting, University of Texas at Dallas, Richardson

B.S. in Accounting and Finance, University of Texas at Dallas, Richardson

**Ms. Tsing** has held a previous position as a senior assurance associate for RSM LLP in the Dallas office. Throughout her audit career, she worked in several industries such as not-for-profit, commercial, and SEC clients. During her 5-year program at the University of Texas at Dallas, where she received her B.S. in Accounting and Finance and her M.S. in Accounting, she was a Peer Advisor for University housing and held the position as the Multicultural and Diversity Chair for Student Union Activities and Advisory Board for the school. Ms. Tsing began working for Texas Health and Science University in the summer of 2016 and is pursuing her TCM degree at the THSU San Antonio Branch.

**Waine Li, B.S. Acct. (Austin and San Antonio Campuses)****BOOKKEEPER**

Bachelor of Science in Accounting, University of Texas at Arlington

**Mr. Li** has held a previous position as a data evaluation analyst at Apple and a bookkeeper at a local daycare center. While pursuing his BS in Accounting, he was a member of the Accounting Society, and even received honors. He began working for Texas Health and Science University in the fall of 2017.

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

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

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

**Ms. Elizondo** has served customers, clients, and students over the past decade. She joined THSU in the summer of 2018. Her previous experience includes admissions, advising, and the reviewing of transferrable credit. Additionally she has participated in and attended many conferences servicing students at the higher education level. These include the National Association of Campus Activities, the National Institute for the Study of Transfer Students, and the Texas Association for College Admission Counseling.

**David Sylvia, MLS (Austin and San Antonio Campuses)****LIBRARIAN**

Master of Science in Library Science, University of North Texas

Bachelor of Arts in English: Creative Writing, University of Houston

**Mr. Sylvia** earned his master's degree in library science online while working as a writing specialist in Houston and later as an assistant librarian in Dallas. He has visited and worked at several higher education institutions in Texas, and over the years has developed an affinity for campus libraries. This affinity has gradually led to a change of career and city of residence. He is very happy and proud to now be the librarian for THSU.

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

**ADMISSIONS RECRUITER/ CLINIC RECEPTIONIST**

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

**Ms. Sanftner** comes to our University with over 15 years of experience in customer service including sales, food service and management. This experience built in her the desire to turn her skill with both people and business toward helping those who wish to better themselves, either through personal health or education. She brings this desire with her into her new career as a clinic receptionist and a recruiter for THSU.

## **Core Faculty – Austin Campus**

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

**ACADEMIC DEAN/ BIOMEDICAL SCIENCE DIRECTOR/ DEAN OF STUDENTS/  
INSTRUCTOR OF TCM**

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

Medical Council of Canada (MCC), Canada

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

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

MBA, Texas Health and Science University

*Teaching Specialization: Biomedical Sciences*

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

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

**CLINIC DIRECTOR/ INSTRUCTOR OF TCM**

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

M.S., Traditional Chinese Medicine, Internal Medicine, Shaanxi College of Traditional Chinese Medicine, China

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

*Teaching Specialization: Acupuncture; Herbology; Clinic*

**Dr. Cao** joined the faculty in 2007 bringing with her more than 10 years of experience as a clinician, instructor, and researcher in Traditional Chinese Medicine, specializing in Internal Medicine. Dr. Cao teaches many of the core courses in the Acupuncture curriculum, supervises clinic interns, and advises students in a variety of research issues in Traditional Chinese Medicine. She has published in journals including *Traditional Chinese Medicine Research* and the *Chinese Journal of Integrated Traditional and Western Medicine* on Digestion, and she edits

volumes including *Methodology of Traditional Chinese Medicine* and *Introduction to Traditional Chinese Medicine*. She also holds the position of Director of Acupuncture at the University.

**William S. W. Hong, L.Ac., DAOM (Austin Campus)**

**INSTRUCTOR OF TCM/ ACUPUNCTURE DIRECTOR**

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

Sunnyvale, CA

Master of Science in Traditional Chinese Medicine, University of East-West Medicine –  
Sunnyvale, CA

Master of Business Administration, Boston University

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

BBA, Yonsei University, Korea

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

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

**VICE PRESIDENT OF ACADEMICS AND ASSESSMENT / BUSINESS PROGRAMS  
DIRECTOR**

Ph.D., Industrial Engineering, Purdue University

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

M.S., Industrial Engineering and Engineering Management, National Tsing Hua  
University, Taiwan

B.S., Industrial Engineering and Engineering Management, National Tsing Hua  
University, Taiwan

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

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

**INSTRUCTOR OF TCM**

Ph.D., Beijing University of Traditional Chinese Medicine and Pharmacology, China

Master of Medicine, Shandong University of Traditional Chinese Medicine, China

Bachelor of Medicine, Shandong University of Traditional Chinese Medicine, China

*Teaching Specialization: Heriology*

**Dr. Zheng** has been a distinguished professor of Traditional Chinese Medicine for more than 25 years. Formerly, he served as Assistant Professor, Associate Professor, and Associate Dean at Shandong University of TCM. He is a member of the China National Committee of Chinese

Medicinal Formulae, paper reviewer of *Journal of Traditional Chinese Medicine* and the *Journal of Shanxi Traditional Chinese Medicine*. In addition, he has more than 20 years of experience in clinical research and he has published more than 20 papers and books of TCM in both Chinese and English. Dr. Zheng has been on the faculty since 2001.

**Daniel Puhl, MBA, CPA**

MBA Metropolitan State University, Minneapolis, MN  
M.S., Accounting, Liberty University, Lynchburg, VA  
M.S.S., Strategic Studies, Army War College, Carlisle, PA  
B.S., Physical Education, University of Minnesota

*Teaching Specialization: Business Planning and Entrepreneurship*

**Mr. Puhl** has worked in not for profit, for profit, and federal government positions for 25 years, culminating as a Plant Manager for Sodexho Marriott Services. After completing his MBA, he continued accounting studies and passed all four sections of the CPA examination on the first attempt in 2002. He worked as financial controller for small businesses until being called to Active Duty to command the mobilization and demobilization activities at Fort McCoy, Wisconsin for two years. After returning to Minnesota, he managed Fairview Health Services \$2 billion annual cash flow and \$1.6 billion of investments until being selected as Chief Financial Officer for the 2008 Republican National Convention. Following the Convention, he started Cardinals FEC Compliance Services, PLC to provide contribution processing, recordkeeping, and FEC reporting for federal committees. In 2011, he accepted the position of Chief Financial Officer for the Republican National Committee. In 2012, he resumed his work with Cardinals FEC Compliance Services as they added national, state, PAC, and candidate client committees. Dan holds master's degrees in Business from Metropolitan State University, Accounting from Liberty University, and Strategic Studies from the US Army War College.

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

**HERB DIRECTOR, INSTRUCTOR OF TCM**

M.A.O.M., Texas Health and Science University  
M.Ed. in Counseling Education from University of North Texas  
B.A. in Sociology, National Chengchi University, Taipei, Taiwan

*Teaching Specialization: Acupuncture, Clinic, Herbology*

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

## **Adjunct Faculty – Austin Campus**

**Qijun Gu, Ph.D.**

Ph.D. Information Sciences and Technology, Pennsylvania State University, University Park

M.S. Communication and Information Systems, Peking University, Beijing, China  
*Teaching Specialization: Information Technology*

**Dr. Gu** has been working in the field of information sciences since 2001. His research interests include software security in embedded systems, broadcast authentication in sensor networks, P2P/Overlay information assurance, quality of service in wireless networks, and evolutionary algorithms in network optimization, among others. He has served as associate professor at Texas State University in San Marcos, and previously as research assistant at Pennsylvania State University. Dr. Gu began teaching at THSU in 2019.

**Ramey Ko, J.D.**

J.D. with Honors, University of Chicago Law School, Chicago, IL

B.A. in History, Yale University, New Haven, CT

*Teaching Specialization: Business Law*

**Dr. Ko** is a lecturer and practicing lawyer in the areas of immigration, small business, criminal, and commercial litigation. He works extensively in the Asian American community in Austin and serves on numerous boards, including the Greater Austin Asian Chamber of Commerce. Dr. Ko has served as commissioner for the City of Austin Public Safety Commission, associate judge for Austin Municipal Court, legal intern for the U.S. Department of State and for Senator Tom Harkin, and law school exam instructor for Kaplan, Inc. His skills and broad practical experience make him a welcome faculty member at Texas Health and Science University.

**Alan M. Preston, Sc.D.**

Sc.D. in Health Services Research, Tulane University, New Orleans, LA

M.H.A. in Health Systems Management, Tulane University, New Orleans, LA

B.B.A. in Business Administration, University of Louisiana, Lafayette, LA

**Dr. Preston** brings his extensive experience to Texas Health and Science University. He has served as Chief Executive Officer for Oncologics, a company of eight radiation and oncology clinics, and GMG Management Group, in which he was responsible for business units under a holding company including primary care clinics, outpatient surgery center, physical therapy, occupational medicine, radiology and urgent care. He was CEO and Founder of Synergist Research, where he serviced co-owned research centers as well as contract research functions to various start-up pharmaceutical companies. From 2010 to 2012, Dr. Preston previously served as Vice President for Academics, Research and Assessment at Texas Health and Science University. He has served as Professor at University of the Incarnate Word in San Antonio and has taught graduate-level business and management students and conducts research in the areas of epidemiology, statistics, healthcare policy, health insurance systems, and healthcare management at Texas A&M University.

**Antonio Holloway, MBA**

**DIRECTOR OF FINANCIAL AID**

M.B.A. Healthcare Management, Our Lady of the Lake - San Antonio, Texas

B.B.A. Finance, Wayland Baptist University, Plainview, Texas

**Mr. Holloway's** professional career spans over twenty-five years in Title IV financial aid administration, and includes experience working with for-profit and private not-for profit institutions. He is very active in training provided by National Association of Financial Aid Administrators (NASFAA) and The Texas Higher Education Coordinating Board (THECB), and has served before on committees with both organizations. He is also a member of Delta Mu Delta and Kappa Gamma Pi honor societies.

**Kan-Lee Liou, Ph.D.**

**INSTRUCTOR OF BUSINESS ADMINISTRATION**

Ph.D. Electrical Engineering, University of Washington – Seattle  
M.S. Electrical Engineering, National Taiwan University – Taipei  
B.S. Electrical Engineering, National Taiwan University – Taipei  
*Teaching Specialization: Information Technologies in Business*

**Dr. Liou** has been working as a software developer and project manager since 1993. His career has led him to specialize increasingly in the management of complex projects. He has successfully managed teams of up to 70 members to successfully deploy mission-critical IT solutions in workflow control/automation, enterprise resources planning, customer relationship management, web services, e-commerce and mobile applications. Dr. Liou maximizes the utilization of all available software/hardware systems to best improve efficiency and reduce costs for corporations. When not teaching at THSU, Dr. Liou is employed as a data architect at the Texas Department of Health and Human Services.

**Jon Porter, J.D.**

J.D., University of Arkansas  
B.A., Southwestern University  
*Teaching Specialization: Ethics*

**Mr. Porter** is a Partner in the law firm McDonald, Mackay, and Weitz, L.L.P. His area of practice is licensure investigation and defense for health care professionals and administrative law, specialization highly relevant to the field of health care professions. He has been a member of the Texas bar since 1999, and a Partner at his firm since 2003. He is a former medical licensure examiner for the State of Texas. He has published in several professional journals relevant to the field of acupuncture and Oriental medicine. Dr. Porter's teaching responsibilities at Texas Health and Science University are in the area of Practice Management, Ethics, and legal regulation of acupuncture in the State of Texas.

**Tiffany Smith, L.Ac., MSAOM**

M.S.A.O.M., Texas Health and Science University  
M.S., Microbiology and Immunology, Texas Tech University  
B.S., Microbiology, Texas Tech University  
*Teaching Specialization: Biomedical Sciences*

**Ms. Smith** is a licensed acupuncturist and herbalist, and a board-certified Diplomat in Oriental Medicine. A graduate of Texas Health and Science University in August 2012, Ms. Smith was the Valedictorian of her class graduating with highest academic honors at the Summer Graduation Ceremony. She earned her bachelor degree in Microbiology and the Master of Science degree in Microbiology and Immunology at Texas Tech University. Prior to pursuing a degree in Acupuncture and Oriental Medicine, Smith spent 15 years in the biotech industry as a research scientist, technical writer, and marketing manager. Smith also has taught at Austin Community College and joined the Faculty of Texas Health and Science University in 2013. She teaches courses in Western Biomedical Sciences. She maintains her own acupuncture practice specializing in pain and stress management, and Internal Medicine.

**Charese R. Lande, Licensed Physical Therapist**

B.S., University of Texas Health Science Center of San Antonio  
B.A., University of Texas at Austin  
*Teaching Specialization: Clinic Collaboration*

**Ms. Lande** has worked as a physical therapist for over 30 years in a variety of healthcare practice settings. She has extensive experience providing rehabilitative care to patients with chronic orthopedic, neurological, and mental conditions, and has included pediatric patients in her practice. Ms. Lande has served as Senior Physical Therapist and Acting Interim Co-Director at St. David's Medical Center, Sports/Ortho Team. She has also delivered outpatient

services for injured workers with work conditioning, work-hardening and acute management of injuries in a start-up industrial medicine clinic which interfaced with 400 companies. Ms. Lande currently works in private practice alongside licensed acupuncturists to provide a holistic model of healthcare to address a wide amount of symptoms and issues related to the origins of pain. Ms. Lande teaches integrative clinical skills at Texas Health and Science University.

## Core Faculty – San Antonio Campus

### Kai-Chang Chan, Lic. Ac., DAOM

#### CAMPUS DIRECTOR/ ACADEMIC DEAN/ CLINIC DIRECTOR/ INSTRUCTOR/ DEAN OF STUDENTS

D.A.O.M. Acupuncture and Oriental Medicine, Texas Health and Science University  
M.S.A.O.M. Acupuncture and Oriental Medicine, Texas Health and Science University  
B.S. Physical Therapy, Chang Gung University, Taiwan

*Teaching Specialization: Acupuncture, Herbology*

**Dr. Chan** obtained his doctoral and master degrees from THSU. He previously completed his bachelor degree and obtained a physical therapy license in Taiwan in 2008. Because his goal was to increase his technique and skill in pain management and sport medicine, he studied acupuncture and other special techniques such as cupping and Asian bodywork. His herbal studies at THSU built upon his knowledge and experience while assisting his family in their Chinese herb business.

### Roberto G. Guerrero, L.Ac., DAOM

#### INSTRUCTOR

D.A.O.M., Acupuncture and Oriental Medicine, Texas Health and Science University  
M.A.O.M., Texas College of Traditional Chinese Medicine  
B.A., Psychology, University of Texas in San Antonio

*Teaching Specialization: Acupuncture, Clinic, Herbology*

**Dr. Guerrero**, a Licensed Acupuncturist and Chinese herbalist, is Owner of *Alamo Acucare*, a practice located in San Antonio, Texas, which specializes in pain management, chronic conditions, martial arts, and sport related injuries. He received his doctoral and master of Acupuncture and Oriental Medicine degrees from Texas Health and Science University. He also holds a Bachelor of Arts degree in Psychology from the University of Texas in San Antonio. Mr. Guerrero is Senior Instructor at the Mu Sool Won of San Antonio, Martial Arts Center.

### Linying Tan, L.Ac., Ph.D. (China)

#### HERBOLOGY DIRECTOR/ ACUPUNCTURE DIRECTOR/ INSTRUCTOR OF TCM

Ph.D. and M.Med., Shanghai University of Traditional Chinese Medicine, China  
M.M.S., Guang Xi Research Institute of Acupuncture & Moxibustion, China  
B.Med., Guang Xi College of Traditional Chinese Medicine, China

*Teaching Specialization: Acupuncture; Clinic; Herbology*

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

## **Adjunct Faculty – San Antonio Campus**

### **Aaron Root, D.C., D.A.C.N.B., Dipl.Ac., F.A.C.F.N.**

Doctor of Chiropractic, Texas Chiropractic College

MS Human Nutrition, University of Bridgeport

*Teaching Specialization: Biomedical Sciences*

**Dr. Root** has been in practice since 1993, and, in addition to his impressive background in chiropractic medicine, has extensive education, training, and experience in a range of TCM and related modalities. A Fellow of American College of Functional Neurology, Dr. Root specializes in the diagnosis and treatment of neurological disorders, pain syndromes, chronic illnesses, and the application of acupuncture and other techniques within the broader context of functional medicine, and is Team Doctor and Consultant for the Cambodian National Volleyball League for the Disabled. Dr. Root's areas of expertise and interest include functional genomics, nutritional biochemistry, neurology, and endocrinology.

### **Irene Silvernail, L.Ac., MSN, MSAOM**

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

Master of Science in Nursing, University of Phoenix

Bachelor of Science in Nursing, University of Reno

*Teaching Specialization: Biomedical Sciences*

**Ms. Silvernail** has worked in the medical field as an RN for over 28 years, including positions in intensive care, charge, supervisor, and manager. She has 7 years' experience as a clinical nurse educator for the Northern California Healthcare System. Besides her instructional duties at THSU, she operates Regeneration Acupuncture Wellness SA, and serves as a Vascular Access Specialist at the Baptist Medical Center in San Antonio. Ms. Silvernail is certified by the National Acupuncture Detoxification Association.



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