

# **ACAOM INTERIM GUIDELINES FOR THE DOCTORAL ELIGIBILITY REPORT**



## **ACCREDITATION COMMISSION FOR ACUPUNCTURE & ORIENTAL MEDICINE**

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## I. ELIGIBILITY REPORT INSTRUCTIONS

The instructions presented herein are designed to provide a framework to complete an Eligibility Report for a **post-graduate doctoral program in acupuncture or in Oriental medicine**. All programs must follow these instructions. In addition, throughout the instructions certain data, documents, and materials are requested. These data, materials, and documents must be submitted with the Eligibility Report.

The candidacy application process should reflect a form of internal program evaluation. It is primarily intended to provide the program an opportunity to systematically review, describe, and evaluate its education and outcomes and general compliance with the Commission's Eligibility Requirements and Standards for post-graduate doctoral programs. Additionally the Eligibility Report forms part of an external program evaluation function, by providing the Commission and Site Visitors with an opportunity to assess the program's compliance with the ACAOM Eligibility Requirements and the degree to which the program meets ACAOM Standards and Criteria (See Section 1.2.1 of the *ACAOM Scope, Eligibility Requirements, Standards and Criteria Manual*).

The Standards require that each program be evaluated in the light of its own mission, goals and objectives as long as they are consistent with the elements required in Standard 1 of the Commission Standards. The Eligibility Report is therefore expected to reflect accurately both the unique aspects of the program's education and training as reflected in its mission, goals and educational objectives, well as the degree of its compliance with the Commission's Eligibility Requirements, Standards and Criteria. To achieve candidacy, a program must demonstrate that it is in full compliance with each of the Commission's General Eligibility Requirements and DAOM Eligibility Requirements and has adopted and initiated effective action plans to comply fully with the Standards and Criteria for Accreditation during the Candidacy period (See Section 1.2.1 of the *ACAOM Scope, Eligibility Requirements, Standards and Criteria Manual*).

The sections below contain Eligibility Report instructions that refer to and follow the sequence of the General Eligibility Requirements set forth in Section 1.3.1 of the *ACAOM Scope, Eligibility Requirements, Standards and Criteria Manual* and the DAOM Eligibility Requirements and Standards for Post-graduate Doctoral Programs set forth in Section 1.3.3 of the *Manual*. Please answer each question fully but succinctly and supply the requested documentation. Instructions are provided for clarification.

In many instances a question can be answered concisely. In some instances a question may require a more extensive or detailed response. *Please note that there is a limit of 100 pages of narrative text for the program's Eligibility Report.*

This does not include tables, appendices, or accompanying documents. Typeface should be no smaller than 12 point for the self-study text. The program should be judicious in the inclusion of appendices. Appendices should support material in the Eligibility Report. Only material which is specifically referenced in the report text should be included in appendices. When referring to material in an appendix, the report narrative must indicate the specific location of that material in the appendix (i.e., appendix #, page #).

When questions arise or when following preliminary reviews ACAOM staff, Commission review committees or site visitors request clarification, it benefits all involved to enter into collaborative efforts to present such clarification or answer such questions. While the program clearly has expertise regarding its own structure and program, the Commission represents expertise in acupuncture and Oriental medicine accreditation in general. Working collaboratively to enhance the clarity and comprehensiveness of the report should be the goal of all involved.

In instances where an answer provided to a question in these Guidelines appears in slightly different forms in more than one of the Commission's standards (i.e., is repeated), it may suffice to refer clearly to the response previously or subsequently provided to avoid redundancy. Most training programs and their activities are extensively documented. For that reason comprehensive responses can often be provided by referring directly to existing program documentation, thereby preventing duplication of effort. When this is the case, please append the relevant documentation.

You are strongly encouraged to strike a balance between being succinct and comprehensive in responding to Eligibility Report questions. Your program, the Commission, its review committees and site visitors are best served by descriptions that are accurate, complete, and concise.

In preparing an Eligibility Report, it is important that programs review all the Commission's policies, procedures, Eligibility Requirements and Standards that are directly relevant to doctoral programs. These can be found in the *ACAOM Scope, Eligibility Requirements and Standards Manual*. In completing the report, please do not provide references to any student by name unless their permission to do so has been granted.

**Transmittal Page** - The Transmittal Page (pg.7) must be completed, signed where indicated, and placed at the front of the Doctoral Eligibility Report.

The Commission regularly updates existing implementing policies, procedures and standards and develops new policies procedures and standards, as appropriate. ACAOM produces a biannual newsletter, which highlights new or updated policies, procedures and standards. Programs are encouraged to review the newsletter, available online at <http://www.acaom.org>.

## II. GENERAL ELIGIBILITY REQUIREMENTS

The Eligibility Requirements are designed to effectively define Commission expectations for institutions and programs to achieve and retain candidacy and accreditation status. They are intended as basic threshold requirements for master's and post-graduate doctoral level programs to achieve and maintain ACAOM candidacy and accreditation status.

Institutions and programs seeking candidacy status are required to demonstrate that they meet each of the Eligibility Requirements and adopt effective action plans to ensure full compliance with the Standards and Criteria for Accreditation during the candidacy period. Similarly, institutions and programs that have achieved candidacy or accreditation are required to maintain compliance with these requirements and certify that they continue to meet the requirements in each annual and self-study report submitted to the Commission.



- 1 The institution is authorized to operate as an educational institution and to award postsecondary degrees, certificates or diplomas by an appropriate governmental organization and other agencies as required by each of the jurisdictions in which it operates. Based on review of individual institutional/program requests, the Commission may determine that governmental authorization from a foreign government or other agency is an acceptable alternative.
- 2 For those seeking candidacy, the institution and its AOM program(s) are operational with students actively pursuing AOM degree, certificate or diploma programs. For those seeking initial or reaccreditation, the AOM program(s) has graduated students and can demonstrate appropriate learning outcomes.
- 3 The institution and its AOM programs comply with all federal, state and local laws and regulations applicable to their operations.
- 4 The institution/program's mission, goals, objectives are clearly defined and adopted by its governance structure consistent with its legal authorization, and are appropriate to the degrees, certificates or diplomas granted upon AOM program completion.
- 5 The institution and its AOM program(s) provide evidence of basic planning that integrates plans for academic, personnel, information, learning resources, and financial development.
- 6 The institution and its AOM program(s) document a funding base, financial resources, and plans for financial development adequate to support mission, goals, and objectives of the AOM program(s) and to assure financial stability. The institution regularly undergoes and makes available to the Commission an external audit by a certified public accountant or an audit by an appropriate public audit agency.

- 7** The institution devotes a sufficient portion of its income to the support of its AOM educational programs.
- 8** The institution has a functioning governance structure responsible for the quality and integrity of the institution and its AOM programs, as well as to ensure that the institution/program's mission, goals and objectives are being carried out. Its membership is sufficient in size and composition, with public representation adequate to fulfill all governing body responsibilities. The governing body is an independent policy-making body capable of reflecting constituent and public interest within governance activities and decisions pursuant to ACAOM standards.
- 9** There is in operation a "conflict of interest policy" for the governing body (and fiduciary body members, if such a body exists), which addresses matters such as remuneration, contractual relationships, employment, family, financial or other interests that could pose conflicts of interest, and that assures that those interests are disclosed and do not interfere with the impartiality of governing body members or outweigh the greater duty to secure and ensure the academic and fiscal integrity of the institution and its AOM programs.
- 10** The governing body is able to assure that the institution and its AOM program (s) adhere to the eligibility requirements, describes itself in identical terms to all accrediting agencies, can be reasonably expected to adhere to ACAOM accreditation standards and policies, communicates any changes in its accredited status, and assures that the governing body and the institution make freely available to the Commission accurate, fair, and complete information on all aspects of its AOM programs and their operations.
- 11** The institution has a chief executive officer who is appointed by the governing board, whose primary responsibility is to the institution, and who does not serve as the chair of the institution's governing body.
- 12** The institution has qualified administration and staff who provide the administrative services necessary to support its AOM programs and mission, goals and objectives.
- 13** The AOM programs are congruent with the institution's mission; they have clearly defined and published objectives; they are of sufficient content and length; they are conducted at levels of quality and rigor appropriate to the credentials offered upon program completion.
- 14** The AOM program engages in systematic evaluation of student achievement.
- 15** The institution/AOM program engages in evaluating systematically how well and in what ways it is accomplishing its purposes, goals, objectives and outcomes, including assessment of student learning and documentation of effectiveness.

- 16 The institution provides sufficient learning and information resources and services to support the nature, scope, and level of the AOM programs offered.
- 17 The institution has adopted and adheres to admissions policies consistent with its mission that specify the qualifications of students appropriate for its AOM programs.
- 18 Faculty is sufficient in number, background and experience to support the AOM programs offered and includes a core of faculty with sufficient responsibility to the institution to assure the continuity and coherence of its AOM programs. The institution provides a clear statement of faculty responsibilities that include development and review of curriculum as well as assessment of learning outcomes.
- 19 The institution maintains physical facilities for administration, faculty, students, and programs and services that are appropriate for the institution's mission and its AOM educational programs.
- 20 The institution provides student services and development programs to students in its AOM programs, which are consistent with student characteristics and its mission, goals, objectives and outcomes.
- 21 The institution publishes in its catalog or other appropriate places accurate and current information that describes purposes and objectives, admission requirements and procedures, academic calendars, rules and regulations directly affecting students, AOM programs and courses, credentials offered and their requirements, costs and refund policies, grievance procedures, academic credentials of faculty and administrators, and other items relative both to attending and withdrawing from the AOM program(s).

**Instruction:**

**Describe how your institution meets each of the 21 General Eligibility Requirements. If an Eligibility Requirement is addressed in more detail in response to a specific ACAOM Standard or Criterion, include a cross reference and citation to the section and page number(s) of the Eligibility Report where the requirements is addressed.**

**Documentation:**

**Either providing relevant supporting documentation to support the narrative under this section or reference in the narrative citations to essential supporting documentation addressed under separate ACAOM standards (e.g., state authorization to operate and grant degrees; mission, goals, objectives; evidence of planning).**

### III. DAOM ELIGIBILITY REQUIREMENTS

ACAOM will consider applications for candidacy and accreditation from programs that meet the following prerequisites:

- ❶ The program's purpose must be within the Commission's scope of recognition and must be pursued in an institutional setting appropriate for doctoral education in Oriental medicine. The program shall be supported by an academic, clinical, and administrative infrastructure consonant with the goals and standards of professional doctoral education within the United States;
- ❷ The program must be sponsored by an institution accredited: (1) by ACAOM; (2) an accrediting agency recognized by the U.S. Secretary of Education; or, (3) in the case of Canadian programs, the institution must be publicly recognized by the Association of Universities and Colleges of Canada as a member in good standing;
- ❸ The program must be offered in an institution that offers a Master's degree program in acupuncture or Oriental medicine which is accredited by ACAOM or its equivalent;
- ❹ The program must be an integral part of the mission of the academic department, college, school or institution in which it resides. The program must be represented in the institution's operating budget and strategic plans in a manner designed to enable the program to achieve its goals and objectives. The program must have students in sufficient numbers and the facilities necessary to ensure meaningful peer interaction, support and socialization;
- ❺ The institution in which the program is offered has formal authorization from the appropriate state agency to offer a doctoral degree in Oriental medicine or it must actively seek doctoral degree-granting status for the Oriental medicine program;
- ❻ The program must be a minimum of 1200 hours of advanced AOM training at the doctoral level;
- ❼ The institution must demonstrate that its ACAOM-accredited Master's degree program has resolved any outstanding areas of “non-compliance” and has a plan in place to remedy all outstanding “areas requiring further development” previously identified by the Commission, and;
- ❽ The program must conduct its operations with honesty and integrity.

**Instruction:**

**Briefly describe how your institution meets each of the eight (8) DAOM Eligibility Requirements. If an Eligibility Requirement is addressed in more detail under a specific ACAOM Standard or Criterion, include a cross reference and citation to the section and page number(s) of the Eligibility Report where the requirements is addressed.**

**Documentation:**

**Either providing essential supporting documentation to support the narrative under this section or reference in the narrative citations to relevant supporting documentation addressed in the Eligibility Report under separate ACAOM standards (e.g., state authorization to operate and grant degrees; mission, goals, objectives; evidence of planning).**

**TRANSMITTAL PAGE**

.....

**1. Program Title:**

**Date Submitted:**

**2. Is the program part of a consortium?**  No;  Yes (List all consortium affiliates below.):

**3. Is the program seeking concurrent candidacy or accreditation status with any other accrediting agencies?**

No  Yes

If yes, please identify the agency, with contact information:

**4. Does the program or institution currently have candidacy or accreditation status with any other accrediting agencies?**

No  Yes

If yes, please identify the agency, with contact information and enclose a copy of the most recent site visit report and action letter:

**5. Program Director:**

*(Type name)*

*(Signature)*

Address:

Phone Number:

Ext:

Fax:

Email Address:

**6. Department Name:**

**Department Chair:**

*(Type name)*

*(Signature)*

Address:

Phone Number:

Ext:

Fax:

Email Address:

**TRANSMITTAL PAGE** *(Cont'd)*

**7. College Name:**

**Dean:**

*(Type name)*

*(Signature)*

Address:

Phone Number:

Ext:

Fax:

Email Address:

**8. Institution:**

**President:**

*(Type name)*

*(President's Signature or that of Designee)*

Address:

Phone Number:

Ext:

Fax:

Email Address:

***Note: Please include all required signatures.***

## IV. THE STANDARDS

*Specific or clarifying instructions are indicated and bolded throughout the text. These instructions are not meant to be all-inclusive. It is the institution/program's responsibility to ensure that the Eligibility Report is comprehensive and addresses all General and DAOM Eligibility Requirements, Standards and Criteria.*

### **STANDARD 1 – PURPOSE**

The institution shall have a formally adopted statement of purpose that provides clear direction for the institution and its post-graduate doctoral (DAOM) programs. The Doctoral program must have a formally adopted statement of purpose that provides clear direction for the program and is based upon the following principles:

- a) The program will provide advanced training for the purpose of deepening the practitioner's existing knowledge and skills and broadening their competencies in core, specialty and clinical areas, particularly in the areas of clinical assessment, diagnosis, and intervention.
- b) The program shall impart a deepened ability to apply major Oriental medicine modalities for an Oriental medicine program, or acupuncture therapies for an acupuncture program, including acupuncture, herbal medicine (for an Oriental medicine program), qi cultivation and energetic diet and nutrition and manual therapy.
- c) The program shall provide opportunities for specialization.
- d) The program will provide the practitioner with a broadened perspective with which to engage in collaborative interactions between Oriental medicine/acupuncture practitioners and other health care practitioners and patients.
- e) The program will develop students' abilities to synthesize knowledge, engage in scientific and scholarly inquiry, and to think critically and creatively.
- f) The program shall provide the competencies necessary to facilitate the growth of knowledge, skills, and attitudes in the Oriental medicine/acupuncture practitioner as a lifelong learner.
- g) The program shall encourage the academic discourse between faculty and students which results in the development of an academic community that will enrich and advance the profession, and contribute to the development of future generations of practitioners, faculty, researchers, clinical supervisors, and leaders of the profession.

#### **Instruction:**

**Describe comprehensively your program's statement of purpose, educational philosophy and training model. Detail the general goals and objectives that emanate from your model. It is NOT sufficient to merely label your model. Rather, you must elaborate on the model, goals, and purposes relative to the elements listed under this Standard.**

#### **Documentation:**

**Submit a copy of the program's Statement of Purpose.**

**Criterion 1.1 - Relationship:** The program must demonstrate that its resources, and its current or projected programs, services and activities, are consistent with its statement of purpose, and that the institution is currently achieving its mission, goals and objectives.

➤ **Guideline:** The statement of purpose should guide the adoption of priorities in allocating resources and should ensure consistency in the conduct of the institution's activities.

**Instruction:**

**Describe the degree to which the program's resources, services, and activities are consistent with its statement of purpose and educational objectives. Also describe the degree to which program is achieving its goals, objectives and statement of purpose.**

**Criterion 1.2 - Review:** The statement of purpose must be reviewed periodically by the institution's relevant communities of interest, and revised, when necessary, to ensure its relevance and accuracy.

➤ **Guideline:** The re-examination of purpose should determine whether programs are relevant to stated purposes, whether they are being fulfilled, and whether the statement is understood adequately by all those involved. This review process should be accomplished by representatives of the student body, faculty, administration, governing board, acupuncturists/Oriental medicine practitioners and other appropriate members of the community.

**Instruction:**

**Describe the process by which the program's statement of purpose and educational objectives are reviewed by the program's relevant communities of interest, and revised when necessary.**

**Documentation:**

**Submit relevant meeting minutes documenting the review process.**

**Criterion 1.3 - Educational Objectives:** The program must maintain clearly specified and measurable educational objectives which reflect the effects the educational program is designed to have on students and are consistent with its purpose and with the degree or certificate it awards. The educational objectives must provide the parameters within which the program's instructional activities can be verified through its evaluation processes.

**Instruction:**

**Describe fully your educational objectives in terms of the specific professional competencies that you expect of your graduates. Describe the degree to which the objectives are consistent with its statement of purpose. Also describe the degree to which the educational objectives are being achieved by students.**

**Documentation:**

**Submit a copy of the program's educational objectives.**

## **STANDARD 2 - LEGAL ORGANIZATION**

The program shall be in a legally organized institution and authorized to conduct its operation under the laws of its own state and community as far as the state and community provide for such authorization, and shall be in compliance with all local, state and federal regulations applicable to it. The institution in which the program is a part must have or actively pursue doctoral degree-granting status for the program with the appropriate state authorities.

**Instruction:**

**Address the program's compliance with relevant local, state, and federal laws and regulations. Describe the program's progress for meeting relevant state requirements for doctoral degree-granting status.**

**Documentation:**

**The state's requirements for authorization to grant doctoral degrees**

**STANDARD 3 - GOVERNANCE**

The composition of the governance structure of the institution must be appropriate to an institution offering doctoral education.

**Instruction:**

**Describe the credentials and expertise of members of the institution's governance structure and assess how these credentials reflect higher education governance and administrative expertise relevant to a clinical program at the doctoral-level.**

**Documentation:**

**CV's of members of the institution's governance structure.**

**Criterion 3.1 - Off-Campus Activities:** The institution must be directly responsible for all of its off-campus educational activities, regardless of whether the activity has been arranged by agreement with other organizations or individuals. If components of the program are conducted at sites geographically separated from the main campus or the program is offered through a consortium at separate sites, the institution(s) and consortium must ensure that all educational components and services of the program are equivalent in quality. Any agreement with the institution for off-campus training or for the establishment of consortiums must be consistent with the school's mission.

**Instruction:**

**Describe the institution/program's policies, procedures and practices for monitoring and ensuring the quality of education and training provided for all off-campus sites.**

**Documentation:**

**Provide copies of all agreements that provide doctoral students opportunities to train at off-campus locations, if applicable.**

**Criterion 3.2 - Consortium:** A doctoral program may only be offered by a college or program that is ACAOM-accredited and in good standing. Such schools or programs may formally agree to pool resources to offer a doctoral program in the form of a consortium. A consortium comprises multiple, independently administered entities which have, in writing, formally agreed to pool resources to conduct a doctoral training program. Written consortium agreements must articulate:

- a) The nature and characteristics of the participating entities;
- b) The rationale for the formation of the consortium;
- c) Each partner's commitment to the training/educational program, its philosophy, model, and goals;
- d) Each partner's obligations regarding contributions and access to resources;

- e) Each partner's adherence to central control and coordination of the training program; and,
- f) Each partner's commitment to uniform administration and implementation of the program's training principles, policies, and procedures addressing trainee/student admission, financial support, training resource access, potential performance expectations, and evaluations.

**Instruction:**

**Describe, comprehensively, any arrangements with other institutions or programs to train doctoral students through a consortium as described in this criterion. Describe the policies, procedures and practices for ensuring quality training, student assessment/evaluation, financial aid, and access to training resources.**

**Documentation:**

**Written consortium agreement**

### **STANDARD 4 - ADMINISTRATION**

The program shall have a qualified program director whose full-time or major responsibility is to the program and a qualified administrative staff of a size and organizational structure that is appropriate to the size and purpose of the program.

**Instruction:**

**Describe the roles, responsibilities and qualifications of the Program Director relative to providing effective administrative leadership for the program. Also briefly describe the overall administrative structure for the program, including qualifications of administrative staff and the degree to which they are capably administering the affairs of the program.**

*Criterion 4.1 - Organization of Staff:* The administrative staff must be stable, qualified, and well organized with clearly defined roles and responsibilities. Individuals in the organization should be knowledgeable of their responsibilities and aware of those of each of the other principal positions in the administrative structure.

**Instruction:**

**Describe the administrative structure for the program, including the specific staff positions that are responsible for the administration of the program in all relevant areas (e.g., program oversight, admissions, student services, financial aid, registrar functions, etc.). The roles of each administrative staff position must be briefly described. Also describe the current incumbents for each position and assess their qualifications and credentials relative to their responsibilities to the program. Assess the rates of staff turnover (e.g., how long incumbents have been in their positions).**

**Documentation:**

**Organizational chart listing all staff positions relative to the administration of the program and their reporting lines. The organizational chart must list incumbents. Also submit comprehensive job descriptions for administrative positions that reflect position responsibilities, required qualifications and reporting lines. CV's for current incumbents must also be submitted.**

*Criterion 4.2 - Academic Leadership:* The program must have a clearly defined and effective structure for academic leadership to facilitate curriculum development and the ongoing assessment of the program. The individuals responsible for the academic leadership of the program must be qualified for those positions.

- a) The program shall designate a qualified individual responsible for the educational aspects of the doctoral program. This position will provide oversight of the doctoral program including faculty hiring, in-service training and evaluation as well as responsibility for overall academic affairs including curriculum development, evaluation and quality assurance. This individual shall possess a doctorate from an accredited institution. This individual shall also have competence in dealing with the issues of doctoral level education in the United States or Canada.
- b) The program shall designate a qualified clinical director, as documented through significant education, training and professional experience appropriate to doctoral level training, who shall be responsible for the oversight and coordination of all doctoral clinical education activities.
  - Guideline: A qualified clinical director should have a minimum of 10 years of documented professional experience as a practitioner.
- c) All individuals responsible for the leadership of the program (e.g., program director, academic dean, clinical director) must hold tenured or senior appointments at the institution and must be role models for faculty, staff and students as demonstrated (in addition to licensure/certification) by recognition or distinction within professional organizations or their field(s) of expertise. They should possess documented qualifications through education, training and professional experience appropriate to their respective roles.

**Instruction:**

**Describe the program's current overall academic leadership structure. Describe the responsibilities for each academic leadership position, required qualifications and reporting lines. This description must explicitly address the following critical roles: faculty hiring and evaluation; oversight of the program's processes for the evaluation of student performance; student academic advisement; curriculum development and program assessment; and oversight for clinical training. Assess the qualifications and credentials for each member of the academic leadership team relative to the proper functioning of a candidate clinical program at the doctoral level.**

**Documentation:**

**Submit comprehensive job descriptions for academic leadership positions that reflect position responsibilities, required qualifications and reporting lines. CV's for current incumbents must also be submitted.**

## **STANDARD 5 - RECORDS**

The program shall have accurate and complete record keeping systems.

**Instruction:**

**Describe the types of records maintained by the program and the program's policies, procedures and practices governing the maintenance of those records, particularly relative to ensuring accuracy and completeness.**

**Criterion 5.1 - Permanent Records:** Observing the requirements of right-to-privacy legislation, the program must maintain and safeguard accurate, permanent academic records that reasonably document the satisfaction of program requirements. The program must have a written plan for storage of permanent student records in the event that the institution closes.

**Instruction:**

**Describe the academic records maintained for students in the program, including the types of information obtained and compiled at successive stages in each student's career. Indicate the purposes for which these are maintained and assess how the records are used to assess student performance and for academic advisement. Describe the program's policies, procedures and practices for ensuring that records are accurate and maintained as confidential. Describe the program's plan for the storage of permanent student records in the event that the institution closes.**

**Documentation:**

**Policies and Procedures governing the maintenance of student records; Sample academic transcript**

*Criterion 5.2 - Clinical Records:* The program must maintain clinical records of patients currently being seen by students that are accurate, secured, complete and kept confidential with respect to the generally accepted standards of health care practice. Clinical charts must be signed by the student and the supervisor. To maintain the highest level of patient care through accessibility to patient records by all current and future caregivers, the program must have provisions for translating patient records into English or, where mandated, into the language of the country or province in which the program is located if patient clinical records are recorded in other languages.

**Instruction:**

**Describe the program's policies and procedures and practices for the maintenance of clinical records. Assess the records in terms of accuracy and security.**

**Documentation:**

**Clinical record forms**

*Criterion 5.3 - Data:* The program must maintain data that will facilitate the compilation of the following records and statistics: student profiles showing number of students enrolled, graduated and readmitted; admissions data showing the number of applications received and accepted; and ages, sex, educational backgrounds, and racial origins (optional reporting by student when permitted by law) of the student body.

**Instruction:**

**Describe the program's process for maintaining the data required under this Criterion. Describe how these data will be used to assess program effectiveness.**

**Documentation:**

**Current program statistics**

## **STANDARD 6 - ADMISSIONS**

The program must have admission policies, procedures and practices that are appropriate for doctoral education. Admissions policies, procedures and practices must result in a body of matriculated students who are capable of meeting the rigors of a doctoral program in acupuncture or Oriental medicine.

**Instruction:**

**Describe the program's admissions policies and procedures and assess whether they are**

**adequate to ensure that students admitted to the program are capable of undertaking a rigorous course of study in AOM at the doctoral-level.**

**Documentation:**

**The program's policies and procedures governing admissions**

**Criterion 6.1 - Standard Admissions:** The program shall have implemented an admissions policy that as a prerequisite for the admission into the professional doctoral program requires the satisfactory completion of a Master's degree or Master's level program in acupuncture or Oriental medicine from an ACAOM-accredited or candidate institution or its equivalent. For applicants to an Oriental medicine doctoral program who have not completed herbal training in a Master's level program, the admissions policy must require satisfactory completion of ACAOM's Masters' core curriculum requirements for herbal training in an Oriental medicine program. Applicants for a doctoral program in acupuncture must minimally document satisfactory completion of an introductory course in the fundamentals of Chinese herbal medicine or its equivalent. This course shall facilitate communication with, and referral to, practitioners of Oriental medicine, and must be a minimum of 3 semester credits (or 45 hours).

**Instruction:**

**Document how the program meets this criterion. Describe and assess the effectiveness of the program's policies, procedures and practices for admitting foreign students. Describe and assess the effectiveness of the program's policies, procedures and practices relative to students admitted to a DAOM program who have not previously received any herbal training.**

**Documentation:**

**Relevant policies and procedures**

**Criterion 6.2 - Special Admissions:**

- a) Admissions with Deficiencies: The program may admit students with particular educational deficiencies of a limited nature who possess an ACAOM-accredited or candidate degree or its equivalent provided that such persons complete any course work deficiencies prior to taking relevant doctoral program courses for which such course work is a prerequisite.
- b) Experienced Practitioners: The program may admit students who are experienced practitioners that do not otherwise meet the criteria for standard admissions who meet all of the following criteria:
  - 1) A thorough entrance evaluation of each candidate to establish a foundation of knowledge and skills that are appropriate for admission to a clinical doctoral program.
  - 2) Documentation of five years of full-time clinical practice in acupuncture or Oriental medicine.
  - 3) Successful completion of an identified curriculum from the institution's Master's level program to rectify any deficiencies identified through the program's entrance evaluation and admission standards. Completion of the identified curriculum can be accomplished through the successful completion of specified courses, or by

demonstrating achievement of the specific course objectives through successful completion of challenge examinations.

- 4) Applicants for a doctoral program in acupuncture must minimally document satisfactory completion of an introductory course in the fundamentals of Chinese herbal medicine or its equivalent. This course shall facilitate communication with, and referral to, practitioners of Oriental medicine, and must be a minimum of 3 semester credits (or 45 hours).

The program must identify the specific courses of the Master's level curriculum that the applicant must complete, articulate and document the rationale for its decision in relation to the doctoral program, and maintain a record of this process with respect to each candidate.

**Instruction:**

**Describe and assess the effectiveness of the program's policies, procedures and practices for admitting students with educational deficiencies and for admitting experienced practitioners.**

**Documentation:**

**Relevant policies and procedures**

*Criterion 6.3 - Transfer Credit:* The program may accept transfer credit for prior course work toward the clinical doctoral program that the program judges to be equivalent to its requirements for graduation from the doctoral program. The program must demonstrate an acceptable process for assuring equivalent competence in the acceptance of transfer credit. Transfer credit awarded by the program shall be no more than one-third of the credits beyond the Master's level program. Transfer credit may only be awarded for course work at the doctoral level that supports the program's objectives and meets the standards for completion of the program. These credits must come from an accredited institution or its international equivalent.

**Instruction:**

**Describe and assess the effectiveness of the program's policies, procedures and practices for the acceptance of transfer credit, including how the program ensures that prior coursework is equivalent to courses in the program before transfer credit is awarded.**

**Documentation:**

**Relevant policies and procedures**

*Criterion 6.4 - Policy Publication:* The program's admissions policies and procedures must be fully and clearly stated in institutional publications.

**Instruction:**

**Assess whether the program's admissions policies and procedures could be more clearly stated.**

*Criterion 6.5 - Policy Planning:* The admissions policy must involve careful planning to determine whether it is serving the program's needs and the interests of its students, and a careful assessment of how it could be doing so more effectively.

**Instruction:**

**Assess the quality of the student body and how the quality of the student body relates to the school's admissions policies, procedures and practices.**

**Documentation:**

**Relevant meeting minutes reflecting deliberations on the program's admissions process.**

**Criterion 6.6 - Recruitment:** The program must observe honest, ethical and legal recruiting practices.

**Instruction:**

**Describe and assess the program's student recruitment program.**

**Documentation:**

**Brochures, advertisements and other publications used to recruit students**

**Criterion 6.7 - English Language Competency:** English language competency must be required of all students seeking admission to the program.

**Instruction:**

**Describe and assess the effectiveness of the program's policies, procedures and practices for ensuring adequate English language competency skills of students admitted to the program**

**Documentation:**

**Relevant policies and procedures**

**Criterion 6.8 - Non-Matriculated Students:** Non-matriculated students who are enrolled in doctoral-level courses must meet all entry requirements and course prerequisites for participation in particular courses or demonstrate sufficient prior education and experience to successfully complete the specific course. Doctoral programs must have clearly defined policies with respect to allowing non-matriculated students to take courses and must ensure that their participation does not adversely affect the quality of instruction.

**Instruction:**

**Describe and assess the effectiveness of the program's policies, procedures and practices for permitting non-matriculated students to audit particular courses in the program.**

**Documentation:**

**Relevant policies and procedures**

**Criterion 6.9 – Retention and Graduation Rates:** If the program's student retention rate falls below sixty-five percent (65%) or if the program's graduation rate falls below sixty percent (60%), ACAOM shall review the program to determine if it remains in compliance with the accreditation criteria.

**Instruction:** Indicate the number of students who were matriculated in the program on the first day of the last academic year. Of those students, indicate the number of students who were still enrolled in the program on the last day of the last academic year. If applicable, provide the number of students who were matriculated in the program 4 years ago. Of those students indicate the number who graduated.

## **STANDARD 7 - ASSESSMENT**

The program demonstrates a commitment to excellence through self-evaluation, which assures that its goals and objectives are met, enhances the quality of professional education and training obtained by its students, and contributes to the fulfillment of its institution's mission. The program shall demonstrate and document an evaluation system that provides accurate information to the student and to the program of the student's educational progress regarding relevant knowledge, skills, competencies, and attitudes.

### **Instruction:**

**Describe and assess the program's general methods for evaluating its effectiveness relative to the achievement of program mission, goals, objectives and student learning outcomes. Describe and assess the program's general methods for evaluating student performance.**

### ***Criterion 7.1 - Programmatic Review:***

- a) The program, with appropriate involvement from all program constituencies, engages in regular, ongoing self-evaluations that address:
  - 1) Its effectiveness in achieving program goals and objectives (i.e., its outcomes);
  - 2) How its goals and objectives are met (i.e., its processes); and
  - 3) Its procedures to make program changes as necessary.
  
- b) The program demonstrates commitment to excellence through periodic, systematic reviews of its goals and objectives, training model, and curriculum to ensure their appropriateness in relation to:
  - 1) The program's mission and goals;
  - 2) Local, regional and national needs for acupuncture/Oriental medicine services;
  - 3) National standards of professional competency and practice;
  - 4) The evolving body of scientific and professional knowledge; and,
  - 5) Its graduates' job placements and career paths.
  
- c) The program must evaluate the effectiveness of its training and the accomplishment of its stated objectives by measuring and documenting the achievement of a sufficient number of students and graduates in verifiable and internally consistent

### **Instruction:**

**Describe and assess the effectiveness of the program's policies, procedures and practices for curriculum developing and program assessment, including, specifically, the use of relevant program outcome data. Describe how these processes can effectively verify the achievement of the program's: 1) purposes, goals, educational objectives; 2) local, regional and national needs for Oriental medicine services; 3) national standards of professional competency and practice; 4) the evolving body of scientific knowledge in the field; and, 5) the program's graduates career needs.**

### **Documentation:**

**The program's policies and procedures governing curriculum development and program assessment; Relevant meeting minutes, if available, documenting the implementation of these processes**

**Criterion 7.2 - Measurement of Student Achievement:** The program must establish principles and methods for the ongoing evaluation of student achievement. A variety of evaluation measures must be systematically and sequentially applied throughout the professional program in acupuncture/Oriental medicine. Assessments must measure the following: advanced patient assessment and diagnosis; advanced clinical intervention and treatment; consultation, collaboration, clinical supervision and management skills; clinical research skills; and competencies in the specialty area(s) of the program. The evaluation processes must measure student performance in the professional competency areas in accord with outcome expectations as outlined in the Program of Study section.

**Instruction:**

**Describe the program's methods for assessing student achievement for each stage of a student's career in the program relative to each element listed in this criterion (refer to Criterion 8.1 as you complete this section). Address, specifically, how the program will verify that students are achieving the program's purposes, educational objectives and the professional competencies listed in Criterion 8.1.**

**Documentation:**

**The program's policies and procedures for assessing student performance**

**Criterion 7.3 - Assessment of Graduates' Success:** The program must make a systematic effort to record the professional career development of its graduates.

**Instruction:**

**Describe the program's proposed methods to record the professional career development of its graduates. Address how data from those methods will be used to assess program effectiveness.**

**Documentation:**

**Instruments for assessing graduate career outcomes.**

**Criterion 7.4 - Standard Measurement:** Equivalent methods and standards of evaluation must be applied to students at all institutional sites, including externships.

**Instruction:**

**Describe and assess the programs policies, procedures and practices for assessing student performance at off-campus locations.**

## **STANDARD 8 - PROGRAM OF STUDY<sup>1</sup>**

The Doctor of Acupuncture or Oriental Medicine shall be a clinically based, professional degree program. The doctoral program shall provide advanced graduate studies in core, clinical, and specialty areas and require a clinical research project. The program must ensure that the sequencing, duration, nature, and content of all didactic, practical, and clinical training courses are appropriately integrated and consistent with the program's goals and objectives.

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<sup>1</sup> For purposes of Standard 8, the terms "acupuncture/Oriental medicine" or "acupuncture and Oriental medicine" refer to a doctoral program in acupuncture or a doctoral program in Oriental medicine.

**Instruction:**

Generally describe the nature of the program relative to the requirements set forth in this Standard. Address how the program's sequencing, duration and curriculum contents are appropriately integrated and consistent with the program's purposes, goals and educational objectives.

**Documentation:**

Curriculum outline indicating course and clinical training sequencing throughout the program

**Criterion 8.1 - Core Curriculum:** The core curriculum must include instruction necessary to provide knowledge and skill development in critical thinking, problem solving, and communication skills that transmit the practice and essence of acupuncture/Oriental medicine and prepare graduates for leadership roles within the field. The need for lifelong learning must be reflected as an integral theme of the curriculum. The core curriculum must emphasize knowledge and skill development that reflects the changing roles and responsibilities of the practitioner and the dynamic nature of the profession.

The clinical doctoral program must provide a curriculum covering the competencies in the following core areas:

1. Advanced patient assessment and diagnosis;
2. Advanced clinical intervention and treatment;
3. Consultation and collaboration;
4. Clinical supervision and practice management;
5. Clinical evaluation and research

The first two areas constitute a qualitatively advanced level of training which involves a significant broadening and deepening of those competencies achieved at the Master's level.

Consultation and collaboration refers to the interaction between the acupuncture/ Oriental medicine practitioner and others, including patients, clients and other health care professionals. Clinical supervision is clinical teaching with the goal of enhancing the supervisee's competencies. Clinical practice management consists of those activities, including practical aspects that direct or organize the provision of patient care services. Evaluation and research enables graduates to become critical consumers of the body of professional literature. These latter competencies must further encompass the competencies that will enable graduates to participate in research projects in acupuncture/Oriental medicine.

**Instruction:**

Describe how the core curriculum meets each of the elements required in the foregoing sections of this criterion.

**Documentation:**

Complete syllabi for all courses in the program that meet the requirements of Criterion 8.9.  
The Program's Clinical Manual and student requirements for each phase of clinical training;  
The Program's Research requirements (refer to Criterion 8.3)

Across the core curriculum, the doctoral program must have an articulated, clear and coherent curriculum plan for students to acquire and demonstrate the following competencies:

- 1) Utilizing assessment, diagnosis, intervention and treatment modalities of acupuncture/Oriental medicine with advanced and deepened competence in core, specialty and clinical areas;
- 2) Understanding the foundations of acupuncture/Oriental medicine as represented in the classical texts of acupuncture and Oriental Medicine, including interpretation and use of historical cultural perspectives and demonstrating relevant Chinese language terminology skills sufficient to clarify essential concepts in Oriental medicine;
- 3) Demonstrating biomedical assessment knowledge, skills, and abilities including, but not limited to, physical exams, related laboratory tests, and narrative report writing sufficient to evolve the practice of acupuncture/Oriental medicine and facilitate patient care in collaboration with other health care personnel;
- 4) Demonstrating consultative and collaborative knowledge and skills when interacting with biomedical health care personnel in case management;
- 5) Demonstrating general clinical management and supervision knowledge and skills; and,
- 6) Demonstrating knowledge and skills in clinical research and design sufficient to provide an understanding of currently accepted research standards and methodology as well as the current scientific literature in the field.

**Instruction:**

**Assess, comprehensively, how the program curriculum is designed to ensure the achievement of the professional competencies listed in 1-6 of this Criterion. Provide available evidence that students are achieving the required competencies.**

**Documentation:**

**Description of the courses, research requirements, and clinical training experiences that will lead to each of the required professional competencies**

***Criterion 8.2 - Clinical Training/Specialties:***

- A. The doctoral program shall provide an in-depth level of practical and clinical training and experience in specific specialty areas that will distinguish the candidate as having advanced expertise in acupuncture and Oriental medicine. The training shall offer a concentration in at least one clinical specialty in acupuncture/Oriental medicine.

➤ **Guideline:** Concentrations may include, but are not limited to: acupuncture, herbology, medical Qi Gong, Tai Chi, Oriental bodywork, diet and nutrition, moxibustion, tui na, Qi Gong, the clinical practice of acupuncture traditions, family or general practice, acute and critical care, pain management, rehabilitation medicine, internal medicine, immunology, cardiac and pulse disorders, neurology, dermatology, mental health, orthopedics, pediatrics, geriatrics, obstetrics, gynecology, physiotherapy and exercise, or public health.

**Instruction:**

**Describe and assess the nature and rigor of the clinical training program relative to this criterion.**

- B. The program must provide in-depth didactic and practical training in the area(s) of clinical specialty sufficient to support the clinical experience. Clinical training for the doctoral program shall be characterized by a broader and more in-depth clinical experience than what is offered at the Master's level.

**Instruction:**

**Describe the clinical specialty areas in which the program trains its students. Describe and assess the clinical experiences that will support the program's chosen clinical specialty areas and how these experiences are appropriate to doctoral-level training.**

- C. Both didactic and clinical components of specialty training may be completed through joint arrangements with other institutions. All institutional sites must be ACAOM approved with the standards and rigor of training expected of a doctoral program. The program must closely and systematically monitor the structure, setting, organization, comprehensiveness, and the general quality of the specialty program provided to its students.

**Instruction:**

**Describe any agreements with other institutions/entities to provide clinical training opportunities for program students. Describe and assess the program's policies, procedures and practices for ensuring quality clinical training at those locations.**

**Documentation:**

**Agreements documenting arrangements for students to receive clinical training at off-campus locations**

- D. The primary clinical experience must be in an internship, although the program may also offer externship experiences. Clinical training must place students in internship settings with an adequate number of professional supervisors and provide a wide range of educational experiences.

**Instruction:**

**Describe the program's compliance with this criterion (refer to the Commission's definitions of an internship and externship in Section 7.2 of the Accreditation Handbook).**

- E. The program must provide opportunities for interns to engage in collaborative interactions with other medical providers in appropriate clinical settings.

**Instruction:**

**Describe how the clinical training program complies with this criterion.**

- F. The clinical curriculum of the doctoral program shall provide the student with the opportunity for assuming in-depth professional responsibilities and demonstrating professional role modeling. This may include supervised: teaching assignments, participation in administration of services, quality assurance activities, clinical research activities, and supervision responsibilities. The clinical program must promote the integration of practice and scholarly inquiry.

**Instruction:**

**Describe the program's educational experiences that comply with this criterion.**

**Criterion 8.3 - Clinical Research Projects:**

A. Doctoral candidates must demonstrate an integration of the knowledge and skills required in the core curriculum by completing an acceptable clinically oriented research project, which is evaluated by clinical doctoral faculty, in the final phases of the program in which students incorporate the use of current literature and research in acupuncture/Oriental medicine. The project must demonstrate the necessary knowledge and skills for designing and critiquing approaches to systematic inquiry and the use of qualitative and/or quantitative methods. The products from individual clinical projects must be of such a nature that they meet academic form and style standards suitable for peer-reviewed professional publications. The kinds of research projects may include the following:

- Theoretical analyses
- Surveys, analyses of archival data
- Outcomes research
- Systematic, qualitative investigations
- Public policy issues
- Case studies
- Evaluative research
- Interpretive translation research
- Educational research - professional and patient

**Instruction:**

**Describe the program's research project requirements,**

**Documentation:**

**The Program's policies and procedures governing student research projects and their evaluation by program faculty.**

B. Students shall be required to routinely conduct critical analyses of the clinical and scientific literature in acupuncture/Oriental medicine. The doctoral program shall provide the competencies necessary for practitioners to engage in lifelong learning, scholarly inquiry and professional problem solving in the field of acupuncture/Oriental medicine in the context of an evolving body of scientific and professional knowledge.

**Instruction:**

**Describe the elements within the curriculum that provide the educational experiences required under this criterion.**

**Criterion 8.4 - Prerequisites:** The program must show evidence that it has developed appropriate course prerequisites and that students enrolled in a course have completed all prerequisites.

**Documentation:**

**Curriculum outline listing course sequencing and prerequisite requirements; Syllabi submitted pursuant to "Documentation" for Criterion 8.1, above) must list course prerequisites.**

**Criterion 8.5 - Program Length/Maximum Time Frame:** The minimum educational program length for the clinical post-graduate doctorate in acupuncture/Oriental medicine is 1200 hours, 650 hours of which must be in advanced clinical training. The doctoral program must be completed within four (4) calendar years from the date of matriculation.

**Instruction:**

**Describe the program’s compliance with this criterion, including how the program addresses students who graduated from Master’s-level programs from other institutions.**

**Documentation:**

**Relevant policies and procedures**

**Criterion 8.6 - Residency:** Doctoral study includes residence at the educational institution in which the student pursues graduate study together with other students enrolled in the program. Residence provides students access to: a) a core acupuncture/Oriental medicine faculty who are committed to and responsible for the doctoral program; and b) other students matriculated in that program. Doctoral study in residence also requires education to be conducted on campus. A majority of the doctoral program must be taken in residency at the institution.

**Instruction:**

**Address the program’s compliance with this criterion, and describe any components of the program offered through distance learning.**

**Criterion 8.7 - Clock to Credit Hour Conversion:** One semester credit hour is granted for each 15 hours of classroom contact plus appropriate outside preparation or the equivalent; or one semester credit hour for each 30 hours of supervised laboratory or clinical instruction plus appropriate outside preparation; or one semester credit hour for each 45 hours of clinical externship or independent study. One-quarter credit hour is granted for each 10 hours of classroom contact plus appropriate outside preparation or the equivalent; or one-quarter credit hour for each 20 hours of supervised laboratory or clinical instruction plus appropriate outside preparation; or one-quarter credit hour for 30 hours of clinical externship or independent study.

☞ **Guideline:** If translation is provided for a class taught by an instructor who is not fluent in the language of the students, the program should take into account an adjustment to the class-to-credit-hour-ratio to allow for the extra time needed for translation.

☞ **Guideline:** The program is expected to articulate its curriculum for each academic year, identifying semesters, courses and precise clock or credit hours. A credit hour is 50 minutes of instruction per week for a specified term, semester or its equivalent.

**Instruction:**

**Describe your program’s credit system (i.e., semester, quarter, trimester) relative to this criterion.**

**Criterion 8.8 - Completion Designation:** To each person successfully completing the clinical doctoral program, the degree Doctor of Acupuncture (“D.Ac.”) is awarded for an acupuncture program and the degree Doctor of Acupuncture and Oriental Medicine (“DAOM”) degree is awarded. A certificate of completion or a diploma may be awarded in the interim while the school is actively pursuing state authorization to grant a doctoral degree.

**Instruction:**

**Provide the name of the degree or credential awarded upon successful program completion.**

**Documentation:**

**Provide the program’s sample completion document (i.e., diploma).**

**Criterion 8.9 - Syllabi:** A syllabus must be prepared for each course or major unit of instruction and must be distributed to each student in the course. A syllabus must contain at least the following: the purpose of the course, the objectives of the course in specific terms, the prerequisites of the course, an outline of the content of the course and laboratory instruction in enough detail to permit the student to see its full scope; the method(s) of instruction, the requirements of the course with important dates (e.g., papers, projects, examinations), the type of grading system used, and the required and recommended reading.

- Guideline: Syllabi should be reproduced and made available to faculty members so that they may learn what the various courses in the curriculum include and can relate their instruction to other courses.
- Guideline: Copies of syllabi should be kept in the library and the curriculum files.

**Documentation:**

**Provide course syllabi for the program.**

**Criterion 8.10 - Challenge Examinations:** Any procedures for challenge examinations which are available for didactic course work must be clearly articulated and must ensure that students have acquired the relevant knowledge and skills required by the challenged course(s). Clinical and research practicum courses cannot be challenged.

**Documentation:**

**Provide the program's policies and procedures relevant to this criterion. Provide sample challenge exams.**

## **STANDARD 9 – FACULTY<sup>2</sup>**

The program must have an identifiable core didactic and clinical faculty responsible for its leadership who:

- a) Function as an integral part of the program, including engaging in curriculum planning and development and program assessment;
- b) Are sufficient in numbers for their academic and professional responsibilities;
- c) Have theoretical perspectives as well as academic and applied experience appropriate to the program's goals and educational objectives;
- d) Demonstrate substantial competence and have recognized credentials in those areas which are at the core of the program's goals and educational objectives;
- e) Are available to function as appropriate role models for students in their learning and socialization into the discipline and profession and engage in actions that promote the stu-

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<sup>2</sup> For purposes of Standard 9, the terms “acupuncture/Oriental medicine” or “acupuncture and Oriental medicine” refer to a doctoral program in acupuncture or a doctoral program in Oriental medicine.

dents' acquisition of knowledge and competencies consistent with the program's training goals;

- f) Are accessible to students and provide them with a level of guidance and supervision that actively encourages timely completion of the program; and,
- g) Provide continuing evidence of keeping abreast of developments within the fields in which they teach.

The majority of faculty must possess a doctoral degree, the terminal degree or its international equivalent in the areas in which they teach no later than December 31, 2015. In addition to the core faculty, other individuals with demonstrated professional experience and adequate credentials who hold faculty appointments at the institution may be used to augment and expand students' educational experiences.

☞ **Guideline:** Clinical Supervisors should have a minimum of five years of documented professional experience as licensed acupuncture/Oriental medicine practitioners.

**Instruction:**

**Describe faculty credentials and responsibilities to the program relative to each of the elements listed under this Standard.**

**Documentation:**

**Provide sample faculty contract that articulates faculty responsibilities within the program. Also provide CVs or a summary of the backgrounds, education and professional experience for each program faculty member sufficient to document compliance with this standard.**

**Criterion 9.1 - Faculty Credentials:** For each faculty member who does not possess a doctoral degree, the program must document the method(s) by which it determined the instructor's competence, including relevant education and training and significant experience and leadership in their areas of instruction, to teach at the doctoral level.

**Instruction:**

**Describe the program's policies, procedures and practices for meeting the requirements set forth in this criterion.**

**Criterion 9.2 - Policies and Procedures:** The recruitment, appointment, promotion and retention of well-qualified faculty members must be outlined in policies and procedures that are clearly stated in institutional documents. Due attention must be given to pertinent legal requirements in areas of non-discrimination, equal opportunity, and affirmative action employment practices.

☞ **Guideline:** Faculty contracts should clearly specify responsibilities.

**Instruction:**

**Indicate the relevant publications that list the policies and procedures governing faculty relative to this criterion.**

**Documentation:**

**Provide the program's Faculty Handbook articulating the program's policies and procedures relative to compliance with this criterion.**

**Criterion 9.3 - Professional Development and Benefits:** Conditions of faculty service must be adequate and equitable, and administered ethically, to provide faculty members with academic freedom, opportunities for professional growth and development, and adequate preparation time. Evaluation of individual faculty performance must be carried out periodically.

➡ Guideline: Provisions for benefits and/or professional development should be reviewed periodically.

**Instruction:**

**Describe and assess the conditions of faculty service relative to all the elements in this criterion. Describe the program's policies, procedures and practices relative to the evaluation of faculty performance.**

**Criterion 9.4 - Communication:** Provision must be made for regular and open communication among members of the faculty and between the faculty and administrative officers of the institution. The faculty must meet frequently enough to adequately consider educational policies and issues. Complete and accurate minutes of faculty meetings must be taken and kept in a permanent file within the institution.

➡ Guideline: The faculty should adopt, subject to the approval of the board, a set of bylaws which delineate faculty governance and responsibilities within the institution.

**Instruction:**

**Describe and assess the provisions for faculty communication relative to this criterion.**

**Documentation:**

**Faculty Bylaws, if available; Sample faculty meeting minutes.**

## **STANDARD 10 - STUDENT SERVICES AND ACTIVITIES**

The program shall provide student services and activities that reflect the program's objectives, create good student morale, and assist students in the achievement of professional growth while making progress toward their career goals.

**Criterion 10.1 - Support Fulfillment of Objectives:** Student services and activities must fulfill the objectives of the program and meet public and community service needs. The institution or program must assure all students access to a well-developed program of counseling, advisement, orientation, and career development.

**Instruction:**

**Comprehensively describe the student services and activities provided by the program. Assess the quality of student services in the areas of counseling, academic advisement, orientation, and career development.**

**Criterion 10.2 - Published, Fair Student Policies:** The program must develop a statement of the rights, privileges, and responsibilities of students and of disciplinary proceedings for violations of those responsibilities. The program's policies and procedures regarding student discipline, academic progress, and grading must be fair and consistent and published and made available to

students. These policies and procedures must be made available to students through the catalog, student handbook, or other appropriate means.

**Instruction:**

**Indicate where student policies and procedures that meet each of the requirements of this criterion are published.**

**Documentation:**

**Student Handbook and/or other relevant publications that document the program's policies and procedures governing students**

*Criterion 10.3 - Student Input:* Some provision or vehicle must be provided for obtaining student views and input into institutional decision making.

**Instruction:**

**Describe the program's provisions for student input into institutional decision making.**

**Documentation:**

**Relevant policies and procedures that address this criterion; Bylaws for Student Government, if applicable**

*Criterion 10.4 - Grievances:* The program must have fair and efficient procedures for reviewing and responding to legitimate grievances made by students and must maintain a record of all student complaints during the preceding three-year period demonstrating that these complaints were handled in a fair and equitable manner. The program must disclose the Commission's address in its published policy on student complaints so that, if upon the program's disposition of a legitimate student complaint, the student is not satisfied that the program has adhered to its policy or been fair in its handling of the complaint, the student may contact the Commission.

**Instruction:**

**Describe and assess the program's policies, procedures and practices for addressing student grievances. Also describe how the resolution of student grievances are documented by the program.**

**Documentation:**

**Student grievance policies and procedures**

## **STANDARD 11 - LIBRARY AND LEARNING RESOURCES**

The program shall have adequate learning resources and equipment to support the professional doctoral program. The program shall have a library with sufficient resources to support faculty and student scholarship and research at the professional doctoral level.

**Instruction:**

**Generally describe and assess the program's library and learning resources/equipment relative to whether they adequately support the program and its mission, goals, objectives and student learning outcomes.**

**Criterion 11.1 - Library Resources and Access:** The library must include adequate space and access time appropriate for the size of the student body. Access and utilization of library resources by faculty and students in the core areas, including acupuncture and Oriental medicine for an Oriental medicine program, and acupuncture theory and practice for an acupuncture program, biomedical sciences, research, specialty and clinic topics, must be demonstrated by the institution.

**Instruction:**

**Describe and assess the adequacy of library space, cataloging system (e.g., Library of Congress, Dewey), and access by faculty and students.**

**Criterion 11.2 - Professional Librarian:** The program must have a professional librarian with expertise in issues of library development, management, and computer on-line research.

**Instruction:**

**Describe the credentials of the program's librarian relative to this criterion.**

**Documentation:**

**Curriculum Vitae (CVs) of library staff**

**Criterion 11.3 - Library Holdings:** The program's library must have:

- Suitable and sufficient dictionaries and general reference materials;
- Minimum holdings of a significant proportion of acupuncture and Oriental medical texts or 1000 Oriental medical volumes, whichever is greater, in a language or languages accessible to students and faculty for an Oriental medicine program and minimum holdings of a significant proportion of available acupuncture texts or 1000 acupuncture/Oriental medical volumes, whichever is greater for an acupuncture program in a language or languages accessible to students and faculty;
- Minimum holdings of a significant proportion of professional journals or 12 titles, whichever is greater, per language area, covering topics such as Oriental medicine, acupuncture theory and practice, as relevant to the program offered by the institution. Journal holdings shall extend back three years or to journal inception, whichever is less;
- Minimum holdings of 100 text volumes in biomedicine, which are up-to-date and relevant;
- Minimum holdings of five biomedical journals. Journal holdings shall extend back three years or to journal inception, whichever is less;
- Appropriate number and balance of both acupuncture/Oriental medicine, as relevant to the program offered by the institution, and biomedicine journals and texts in the program's specialty area(s) and;
- Sufficient holdings, or convenient and ready access to other library resources, covering subject matter in the curriculum other than acupuncture/Oriental medicine and biomedicine.

cine, including volumes concerning research, statistics, ethics, languages, counseling skills, and additional foundation areas related to the program.

**Instruction:**

**Describe and assess library resources and holdings relative to the degree of compliance with each of the elements in this criterion. Describe the program's plans for continued library development, including budgetary information, to strengthen the program's library resources.**

**Documentation:**

**List of library texts and journals broken out by subject area and language; Contracts with any institutions providing student access to outside library resources**

**Criterion 11.4 - Computer Resources:** The program must have on-site computer resources sufficient to provide ready access to biomedical and other databases. At a minimum, CD-ROM and on-line access to Medline and the Internet must be provided.

**Instruction:**

**Describe and assess the program's library computer, CD-ROM and other relevant library resources relative to this criterion.**

**Documentation:**

**Learning equipment inventory**

## **STANDARD 12 - FACILITIES AND EQUIPMENT**

The institution shall provide sufficient and appropriate facilities to house the doctoral program. These must include:

- **Classroom space properly equipped and appropriate to the program's curriculum and size;**
- **Adequate staff, faculty, and student facilities and learning equipment; clinical facilities appropriate to doctoral training and clinical specialties with sufficient and appropriate equipment, including sterilizers, sinks, work areas, storage and disposal; and,**
- **An herbal dispensary appropriately equipped for doctoral training in Oriental medicine.**

**All program facilities must be safe, accessible, functional, flexible, appropriately maintained and sufficient to house the program, to provide for effective functioning, and to accommodate the staff, faculty, and the student body.**

**Instruction:**

**Describe and assess the adequacy of the current facilities in terms of classroom space, student space, clinic facilities, learning equipment, etc. Assess whether the current facilities adequately support the program and its purposes/educational objectives.**

**Documentation:**

**Contracts for any leased space; Floor plan of the campus facilities that clearly indicate space which is allocated solely for the doctoral program, and space which is shared with other pro-**

**grams offered by the institution; Floor plans of any off-campus facilities which are allocated for the doctoral program; Insurance policies for facilities**

*Criterion 12.1 - Compliance with Standards:* Facilities must meet all applicable laws and regulations including federal, state, and local; fire, safety, and health standards.

**Instruction:**

**Describe and assess the facility's compliance with applicable laws and regulations, including federal, state, and local fire, safety, and health standards.**

*Criterion 12.2 - Upkeep:* Provisions for the cleaning, repair, and maintenance of buildings and grounds, and specific responsibilities for care of grounds, security, fire protection, utilities and facilities upkeep must be appropriately assigned.

**Instruction:**

**Describe and assess the program's compliance with this criterion.**

### **STANDARD 13 - FINANCIAL RESOURCES**

Financial resources must be adequate so that continuing operation of all professional programs in acupuncture/Oriental medicine is assured at an acceptable level. A separate budget must be available for the doctoral program that provides for all programmatic needs, including but not limited to, faculty resources, materials and supplies, faculty development, library and learning resources, and evaluation for purposes of assessment of achievement and to ensure program effectiveness. The college or school must establish and manage student enrollment consistent with available resources.

**Instruction:**

**Describe and assess whether the financial resources available to the program adequately support the resources needs of the program relative to its purposes and educational objectives. Describe and assess, in particular, the program budget in terms of whether it provides adequately for administrative staff, faculty, facilities, student services, learning resources and equipment, etc.**

**Documentation:**

**CPA-prepared financial statements for the institution for the preceding year; Year-to-date financial statements for the institution; Financial statements reflecting a comparison of the program budget to actual revenue and expenditures for the program for the preceding year; Program budget for the current fiscal year and for the next fiscal year.**

*Criterion 13.1 - Financial Aid Operation:* If the program utilizes public resources for financial aid, the financial aid operation must be capably administered as documented by reports from the funding source.

**Instruction:**

**If applicable, describe and assess the program's financial aid policies, procedures and practices relative to compliance with this criterion.**

**Documentation:**

**Submit the program's policies and procedures for financial aid and financial aid administration. Submit financial aid audits, if available.**

**Criterion 13.2 - Default Rate:** If the program's cohort default rate exceeds 25%, or if it is 15% or higher and has increased 50% over the prior year's rate, the Commission shall review the program to determine if it remains in compliance with the accreditation criteria.

**Instruction:**

**If applicable, describe the program's student cohort default rates relative to the degree of compliance with this criterion.**

**Criterion 13.3 - Refund Policy:** The program must clearly define and uniformly follow a fair and equitable refund policy for unearned tuition that complies with applicable state and federal laws and regulations.

➤ **Guideline:** The pro rata amount may be computed by using the ratio of the number of weeks of instruction completed to the total number of weeks of instruction scheduled for the period of enrollment.

➤ **Guideline:** Refund computations should apply to the stated tuition charges attributable to each school term.

**Instruction:**

**Indicate where the program's tuition refund policies are published, including the citation in the relevant publication.**

**Documentation:**

**The program's refund policies**

## **STANDARD 14 - PUBLICATIONS AND ADVERTISING**

All publications, advertising, and other communications of information concerning the institution and its programs, services, activities, and personnel must be accurate, honest, clear, and unambiguous.

**Instruction:**

**List all major program publications and generally describe the contents, methods of publication, and means of distribution for each. Assess, generally, how the program ensures that the publications accurately and clearly portray the program's services, activities, personnel, and program policies and procedures.**

**Documentation:**

**All major institutional publications and advertisements that pertain to the program**

**Criterion 14.1 - Catalog:** The institution shall publish, and make available to students and to the general public, a catalog or comparable official publication that honestly and accurately sets forth the doctoral program's:

- Current purposes and educational objectives
- Entrance requirements and procedures
- Admissions and transfer credit policies
- Rules and regulations for conduct and attendance
- Opportunities and requirements for financial aid (if applicable)

- Procedures for discipline and/or dismissal (for academic and other reasons)
- Grievance procedures for students
- Grading policy
- Fees and equitable refund policies
- Program completion and performance requirements
- Members of the administration
- Professional education and qualifications of full- and part-time faculty (If degrees are listed, the institution from which the higher degree was issued must be listed; when indicating an earned doctorate, designation of the country of origin, other than the U.S., in which the degree is conferred shall be listed, e.g., Ph.D. (China), M.D. (China))
- Members of the governing and advisory boards
- Non-discrimination policy
- Curriculum with course descriptions of each course
- Academic calendar
- Course schedule
- Description of each academic program and course of study
- Description of the learning and other physical resources

**Documentation:**

**The program's catalog**

**Criterion 14.2 - Accurate Disclosure:** Programs, courses, services, and personnel not available during a given academic year must be identified clearly. Degree titles of faculty must reflect the actual degree conferred.

**Criterion 14.3 - Representation of Opportunities:** Publications and advertising must not misrepresent employment, career, or licensure opportunities.

**Instruction:**

**Describe the processes used by the program to ensure the accuracy of program publications, advertisements, and other communications about the program.**

**Criterion 14.4 - Status with ACAOM:** The program must report accurately to the public its status and relationship with the Commission according to the statements provided to it by the Commission.

**Instruction:**

**Describe and provide any written or published statements made available to the college community or the public concerning the program's relationship with the Commission.**

