

ACAOM COMPREHENSIVE STANDARDS AND CRITERIA

STANDARD 5: ADMISSIONS AND STUDENT SERVICES

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Criterion 5.01: RECRUITMENT AND POLICY PUBLICATION	
<i>Related Policies:</i>	
<i>References:</i>	

INSTITUTIONAL COMPONENTS

- A. The institution must observe honest, ethical, and legal recruiting practices.
- B. The institution must publish its admissions policies, procedures, and practices, including any applicable policies related to:
 - 1. standard admissions,
 - 2. special admissions,
 - 3. advanced placement,
 - 4. credit for prior learning.

PROGRAMMATIC COMPONENTS

ALL PROGRAMS

- A. The program must observe honest, ethical, and legal recruiting practices.
- B. The program must have admissions policies, procedures, and practices that are appropriate for graduate-level professional education and training.
- C. The program must publish its admissions policies, procedures, and practices, including any applicable policies related to:

1. standard admissions,
2. special admissions,
3. advanced placement,
4. credit for prior learning.

Criterion 5.02: ADMISSIONS	
<i>Related Policies:</i>	
<i>References:</i>	

INSTITUTIONAL COMPONENTS

There are no institutional components for this criterion.

PROGRAMMATIC COMPONENTS

ALL PROGRAMS

- A. The program must have admissions policies, procedures, and practices that include explicit English language proficiency requirements, and are consistent with students achieving the statement of purpose and goals of the program.
- B. Admissions policies, procedures, and practices must result in matriculated students who meet the program’s admissions criteria and are capable of achieving the professional competencies expected from the program.
- C. The program's admissions policies, procedures, and practices must be regularly and systematically assessed to determine their effectiveness and revised as necessary.

MASTER’S LEVEL PROGRAMS

- D. Prospective students must meet the programmatic admissions requirements in effect at the time of their official matriculation.
 1. The admissions criteria for the master’s program must include the satisfactory completion of at least two (2) years of undergraduate-level education (60 semester credits or 90 quarter credits) from an institution accredited by an agency recognized by the U.S. Secretary of Education. In considering the acceptance of education and training obtained in foreign countries, credits earned at a foreign educational institution must be validated by a recognized, educational credentials, evaluation service.
 2. A maximum of 30 semester credits (or 50%) of the prerequisite two-year education requirement may be earned through prior learning assessment using either, or a combination, of the following assessment techniques: (1) credit by examination using standardized tests and/or (2) assignment of credit for military and corporate training based on recommendations established by the American Council on Education.

3. Pre-requisite and co-requisite credits must not be counted towards degree completion credits.
- E. English language competency is required of all students seeking admission to the program. This must be demonstrated by one of the following means:
1. The student must have completed a two-year (60 semester credits or 90 quarter credits) baccalaureate- or graduate-level, English-based education in an institution:
 - a) accredited by an agency recognized by the U.S. Secretary of Education, or
 - b) in the United Kingdom, Australia, Canada (except Quebec), New Zealand, or Ireland.In all cases, English must have been both the language of instruction and the language of the curriculum used;
 2. For programs taught in English, the student must score a total score of at least 61 on the Test of English as a Foreign Language Internet-Based Test (TOEFL® iBT), including a minimum speaking exam score of 26 and a minimum listening exam score of 22, or an overall band score of level 6 on the International English Language Testing System (IELTS) exam;
 3. For programs taught in Chinese or Korean, the student must score a total score of at least 45 on the Test of English as a Foreign Language Internet-Based Test (TOEFL® iBT), including a minimum speaking exam score of 18 and a minimum listening exam score of 15, or an overall band score of level 5 on the International English Language Testing System (IELTS) exam.

PROFESSIONAL DOCTORATE [PD] PROGRAMS

- F. Prospective students must meet the programmatic admissions requirements in effect at the time of their official matriculation.
1. The admissions criteria for the PD program must include the satisfactory completion of at least three (3) years of undergraduate-level education (defined as 90 semester credits or 135 quarter credits) from an institution accredited or pre-accredited by an agency recognized by the U.S. Secretary of Education. In considering the acceptance of education and training obtained in foreign countries, credits earned at a foreign educational institution must be validated by a recognized educational credentials evaluation service.
- G. Prerequisite undergraduate-level education required for admission to the PD program must include chemistry, biology, and psychology. Institutions may offer professional-level programmatic courses in chemistry, biology, and psychology in lieu of program admission prerequisites.
- H. Institutions/programs that confer a master's degree as part of the PD must ensure that separate enrollment agreements for each degree program are simultaneously executed at the date of initial enrollment; and clearly outline if/when it is possible for a student to be awarded a master's degree without completing the full PD program.

J. English language competency is required of all students seeking admission to the program. This must be demonstrated by one of the following means:

1. The student must have completed a two-year (60 semester credits or 90 quarter credits) baccalaureate- or graduate-level, English-based education in an institution:
 - a) accredited by an agency recognized by the U.S. Secretary of Education, or
 - b) in the United Kingdom, Australia, Canada (except Quebec), New Zealand, or Ireland.

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

2. Test of English as a Foreign Language Internet-Based Test (TOEFL® iBT)

Acceptable scores:

TOEFL iBT total score – 80 and TOEFL iBT speaking score – 26; or

3. International English Language Testing System (IELTS)

Acceptable scores:

ELTS overall band score 6.5 (Academic Format) and IELTS spoken band score – 8.0

POST-PROFESSIONAL DOCTORATE [DAOM] PROGRAMS

K. Prospective students must meet the programmatic admissions requirements in effect at the time of their official matriculation.

L. The admissions criteria for the DAOM program must include the satisfactory completion of an ACAOM-accredited or pre-accredited entry-level program (i.e., master’s or professional doctorate) in acupuncture or in Oriental medicine. In considering the acceptance of education and training obtained in foreign countries, credits earned at a foreign educational institution must be validated by a recognized educational credentials evaluation service.

1. For DAOM programs that include advanced study or specialty concentrations in herbal medicine, the admissions criteria must include the satisfactory completion of the minimum credits and clock hours of instruction stipulated under *criterion 7.02 – Chinese herbal medicine certificate programs*.
2. For DAOM programs that do not include advanced study or specialty concentrations in herbal medicine, the admissions criteria must include the satisfactory completion of a minimum of three (3) semester credits (45 clock hours of instruction) of introductory coursework in the fundamentals of Chinese herbal medicine either as a prerequisite or as a co-requisite.

M. Applications may be accepted for admission into the DAOM program from licensed acupuncturists who have not completed an ACAOM-accredited or pre-accredited entry-level program (i.e., master’s or professional doctorate) in acupuncture or in Oriental medicine provided the program:

1. Demonstrates and documents an acceptable process for validating that the applicant has achieved professional competencies equivalent to an ACAOM-accredited or pre-accredited master's degree or master's level program in acupuncture or in Oriental medicine.
 2. Provides opportunities 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.
 3. Does not count prerequisite and co-requisite credits toward degree completion credits.
- N. English language competency must be required of all students seeking admission to the program. This may be demonstrated by one of the following means:
1. The student must have completed a two-year (60 semester credits or 90 quarter credits) baccalaureate- or graduate-level, English-based education in an institution:
 - a) accredited by an agency recognized by the U.S. Secretary of Education, or
 - b) in the United Kingdom, Australia, Canada (except Quebec), New Zealand, or Ireland.

In all cases, English must have been both the language of instruction and the language of the curriculum used;
 2. For programs taught in English, the student must score a total score of at least 61 on the Test of English as a Foreign Language Internet-Based Test (TOEFL® iBT), including a minimum speaking exam score of 26 and a minimum listening exam score of 22, or an overall band score of level 6 on the International English Language Testing System (IELTS) exam;
 3. For programs taught in Chinese or Korean, the student must score a total score of at least 45 on the Test of English as a Foreign Language Internet-Based Test (TOEFL® iBT), including a minimum speaking exam score of 18 and a minimum listening exam score of 15, or an overall band score of level 5 on the International English Language Testing System (IELTS) exam.

CHINESE HERBAL MEDICINE CERTIFICATE PROGRAMS

- P. Prospective students must meet the programmatic admissions requirements in effect at the time of their official matriculation.
1. The admissions criteria for the program must include current enrollment in, or the satisfactory completion of, an ACAOM-accredited/pre-accredited master's degree or master's level program in acupuncture or in Oriental medicine. In considering the acceptance of education and training obtained in foreign countries, credits earned at a foreign educational institution must be validated by a recognized educational credentials evaluation service.
- R. English language competency is required of all students seeking admission to the program. This must be demonstrated by one of the following means:

1. The student must have completed a two-year (60 semester credits or 90 quarter credits) baccalaureate- or graduate-level, English-based education in an institution:
 - c) accredited by an agency recognized by the U.S. Secretary of Education, or
 - d) in the United Kingdom, Australia, Canada (except Quebec), New Zealand, or Ireland.
 In all cases, English must have been both the language of instruction and the language of the curriculum used;

2. For programs taught in English, the student must score a total score of at least 61 on the Test of English as a Foreign Language Internet-Based Test (TOEFL® iBT), including a minimum speaking exam score of 26 and a minimum listening exam score of 22, or an overall band score of level 6 on the International English Language Testing System (IELTS) exam;

3. For programs taught in Chinese or Korean, the student must score a total score of at least 45 on the Test of English as a Foreign Language Internet-Based Test (TOEFL® iBT), including a minimum speaking exam score of 18 and a minimum listening exam score of 15, or an overall band score of level 5 on the International English Language Testing System (IELTS) exam.

PHASED CHANGE TO ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS

2019 is the second year of a three-year phase-in for a change to the *English language proficiency* requirements for admission. **The following English language proficiency requirement shall apply to all students matriculating in ALL PROGRAMS on or after January 1, 2020:**

English language competency is required of all students seeking admission to the program. This must be demonstrated by one of the following means:

1. The student must have completed a two-year (60 semester credits or 90 quarter credits) baccalaureate- or graduate-level, English-based education in an institution:
 - a) accredited by an agency recognized by the U.S. Secretary of Education, or
 - b) in the United Kingdom, Australia, Canada (except Quebec), New Zealand, or Ireland.
 In all cases, English must have been both the language of instruction and the language of the curriculum used;

2. Test of English as a Foreign Language Internet-Based Test (TOEFL® iBT)
 Acceptable scores:
 TOEFL iBT total score – 80 and TOEFL iBT speaking score – 26; or

3. International English Language Testing System (IELTS)
 Acceptable scores:
 ELTS overall band score 6.5 (Academic Format) and IELTS spoken band score – 8.0

Criterion 5.03: TRANSFER CREDITS/TRANSFER STUDENTS	
<i>Related Policies:</i>	
<i>References:</i>	

INSTITUTIONAL COMPONENTS

- A. The institution must publish its policies on awarding of credit by transfer, and said policy must comply with all applicable state authorizing and licensing agencies’ regulations.
- B. Credits accepted for transfer by the institution must have been earned at a post-secondary institution accredited or pre-accredited by an agency recognized by the U.S. Secretary of Education.
- C. Credits accepted for transfer by the institution must be based on an official transcript received by the institution.
- D. In considering the acceptance of education and training obtained in foreign countries, credits earned at a foreign educational institution must be validated by a recognized education credentials evaluation services.
- E. Transfer students must meet the admissions requirements in effect at the time of their official matriculation.

PROGRAMMATIC COMPONENTS

ALL PROGRAMS

- A. Programs must demonstrate that credits accepted for transfer to meet program graduation requirements are equivalent to published program degree requirements in content, rigor, and credit hour requirements.
- B. Credits accepted for transfer into the program must have been earned at a post-secondary institution accredited or pre-accredited by an agency recognized by the U.S. Secretary of Education.
- C. Credits accepted for transfer into the program must be based on an official transcript received by the institution.
- D. In considering the acceptance of education and training obtained in foreign countries, credits earned at a foreign educational institution must be validated by a recognized educational credentials evaluation service.
- E. Transfer students must meet the program admissions requirements in effect at the time of their official matriculation.
- F. The program must demonstrate and document an acceptable process for assuring equivalent competencies for credit accepted via transfer. Credits earned more than five (5) years prior to admission may only be accepted for transfer after validating and documenting that the

student has retained the content knowledge and competencies of the respective course(s) for which transfer credits are being assessed.

MASTER’S LEVEL AND PROFESSIONAL DOCTORATE [PD] PROGRAMS

- G. Subject to relevant state regulations and licensing agency rules, applicants may receive transfer credit for up to 50% of the total program credit requirements. Of that 50%, no more than 25% of the program clinical training requirements may be accepted as transfer credit.

POST-PROFESSIONAL DOCTORATE [DAOM] PROGRAMS

- H. Subject to relevant state regulations and licensing agency rules, applicants may receive transfer credit for up to 33% of the total program credit requirements. 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.

Criterion 5.04: NON-MATRICULATED STUDENTS	
<i>Related Policies:</i>	
<i>References:</i>	

INSTITUTIONAL COMPONENTS

There are no institutional components for this criterion.

PROGRAMMATIC COMPONENTS

ALL PROGRAMS

- A. Non-matriculated students who are enrolled in courses must meet all of the corresponding program’s admission requirements and course prerequisites, or demonstrate sufficient prior education and experience to successfully complete those courses.
- B. The program must ensure that participation by non-matriculated students in program courses does not adversely affect the quality of instruction.

Criterion 5.05: STUDENT SERVICES	
<i>Related Policies:</i>	
<i>References:</i>	

INSTITUTIONAL COMPONENTS

- A. Student services and co-curricular activities must support the fulfillment of the institutional mission.
- B. The institution must ensure that all students have access to well-developed and effective orientation, counseling, academic advising, and career development programs.

PROGRAMMATIC COMPONENTS

ALL PROGRAMS

- A. The parent institution must ensure that all students have access to well-developed and effective orientation, counseling, academic advising, and career development programs.
- B. The program must develop and maintain program-specific student services and other student development and co-curricular activities that reflect the nature of the student body being served and support the accomplishment of the program's goals.
- C. Program-specific services and co-curricular activities must be organized to ensure that student needs are met and that the program's learning outcomes are achieved.
- D. The program must ensure that all students enrolled in the program have access to program-specific services.

Criterion 5.06: STUDENT POLICIES	
<i>Related Policies:</i>	
<i>References:</i>	

INSTITUTIONAL COMPONENTS

- A. The institution must develop and maintain a statement of the rights, privileges, and responsibilities of students.
- B. The institution must develop and maintain policies and procedures relating to student disciplinary proceedings.
- C. The institution's policies and procedures regarding student discipline, academic progress, grading and refunds must be fair, consistent, published, and made available to students.

PROGRAMMATIC COMPONENTS

ALL PROGRAMS

The program must utilize policies that meet or exceed institutional policies that:

- A. describe the rights, privileges, and responsibilities of program students.
- B. describe program student disciplinary proceedings, academic progress, grading, and refunds.
- C. are fair, consistent, published, and made available to program students.

Criterion 5.07: STUDENT COMPLAINTS AND GRIEVANCES	
<i>Related Policies:</i>	
<i>References:</i>	

INSTITUTIONAL COMPONENTS

- A. The institution must maintain fair and efficient policies and procedures for reviewing and responding to student complaints and grievances.
- B. The institution must provide appropriate training to faculty, staff, and students regarding procedures for reviewing and responding to student complaints and grievances.
- C. The institution must maintain a record of all student complaints and grievances during the preceding three-year period.
- D. The institution must be able to demonstrate that any student complaints or grievances were handled in a fair and equitable manner.
- E. The institution must disclose ACAOM's address and telephone number in its published policy on student complaints.

PROGRAMMATIC COMPONENTS

ALL PROGRAMS

- A. The program must consistently apply institutional policies and procedures for reviewing and responding to student complaints and grievances.
- B. The program must provide appropriate training to faculty, staff, and students regarding procedures for reviewing and responding to student complaints and grievances.
- C. The program must maintain a record of all student complaints and grievances during the preceding three-year period.
- D. The program must be able to demonstrate that any student complaints or grievances were handled in a fair and equitable manner.
- E. The program must disclose ACAOM's address and telephone number in its published policy on student complaints.

Criterion 5.08: DOCTORATE DEGREE COMPLETION STUDENTS	
<i>Related Policies:</i>	
<i>References:</i>	

INSTITUTIONAL COMPONENTS

There are no institutional components for this criterion.

PROGRAMMATIC COMPONENTS

Solely applicable to PROFESSIONAL DOCTORATE [PD] PROGRAMS

- A. Prospective students must meet all of the programmatic standard admissions requirements outlined in Criterion 5.02: Admissions.
- B. The admissions criteria for the PD completion track must also include the satisfactory completion of a master’s degree or master’s level program in acupuncture or Oriental medicine from an ACAOM accredited/pre-accredited program or institution. In considering the acceptance of education and training obtained in foreign countries, credits earned at a foreign educational institution must be validated to be equivalent to a master’s degree by a recognized educational credentials evaluation service.
- C. The program must complete a comprehensive transcript analysis that demonstrates that all applicable master’s-level coursework completed is equivalent to published PD program degree requirements in terms of content, rigor, and credit hour requirements.
- D. Credits earned more than five (5) years prior to admission may only be accepted for transfer credit by an institution after validating that the student has retained the content knowledge and competencies of the respective course(s) for which transfer credits are being assessed.
- E. Acceptance to a doctoral degree completion track that includes advanced study or specialty concentrations in herbal medicine is furthered conditioned upon satisfactory completion of ACAOM’s masters’ core curriculum requirements for herbal training typically evidenced by official transcripts issued by an ACAOM accredited/pre-accredited program or institution.