

# ACAHM COMPREHENSIVE STANDARDS AND CRITERIA

## STANDARD 5: ADMISSIONS AND STUDENT SERVICES

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<b>Criterion 5.01: RECRUITMENT AND POLICY PUBLICATION</b>	
<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.

<b>Criterion 5.02: ADMISSIONS</b>	
<i>Related Policies:</i>	
<i>References:</i>	<i>20 U.S. Code § 4351. Definitions</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.
- D. Prospective students must meet the programmatic admissions requirements in effect at the time of their official matriculation.
- E. International applicants whose native language is not English are required to provide proof of English proficiency for admission to degree, certificate, and non-degree graduate programs. This must be demonstrated by one of the following means:
  1. The applicant must have completed one of the following:
    - a) four years at a U.S. high school demonstrably delivered in English;
    - b) at least two-years (60 semester credits or 90 quarter credits) of undergraduate- or graduate-level education in an institution accredited by an agency recognized by the U.S. Secretary of Education;
    - c) at least two-years (60 semester credits or 90 quarter credits) of undergraduate- or graduate-level education demonstrably delivered in English;
    - d) high school or two-years (60 semester credits or 90 quarter credits) of undergraduate- or graduate-level education in an institution in one of the following countries or territories: American Samoa; Anguilla; Antigua & Barbuda; Australia; Bahamas; Barbados; Belize; Bermuda; Botswana; British Virgin Islands; Cameroon; Canada (except Quebec); Cayman Islands; Christmas Island; Cook Islands; Dominica; Federated States of Micronesia; Fiji; The Gambia; Ghana; Gibraltar; Grenada; Guam; Guyana; Ireland; Isle of Man; Jamaica; Kenya; Lesotho; Liberia; Malawi; Montserrat; Namibia; New Zealand; Nigeria; Norfolk Island; Papua New Guinea; Philippines; Pitcairn Islands; Sierra Leone; Singapore; South Africa; South Sudan; St. Helena; St. Kitts & Nevis; St. Lucia; St. Vincent & the Grenadines; Swaziland; Tanzania; Trinidad and Tobago; Turks and Caicos Islands; United Kingdom; U.S. Virgin Islands; Uganda; Zambia; Zimbabwe.

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

OR

- 2. The applicant must have completed one of the following assessments at the required level:

ASSESSMENT TOOL	ACCEPTABLE SCORE
Test of English as a Foreign Language Internet-Based Test (TOEFL® iBT)	Total: 61
International English Language Testing System (IELTS), Academic Format	Overall band: 6
Duolingo English Test	90
China Standard of English Language (CSE)	CSE 6
Cambridge First Certificate in English (FCE)	C
Cambridge English Advanced (CAE)	C
Common European Framework Reference (CEFR)	B2
Occupational English Test (OET)	250, C
Pearson Test of English (PTE), Academic	Overall: 45

MASTER’S-LEVEL AND GRADUATE CERTIFICATE PROGRAMS

- F. The admissions criteria for the master’s program must include the satisfactory completion of at least two (2) years of undergraduate-level education (defined as 60 semester credits or 90 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. 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 recognized, independently administered, and validated standardized tests and/or (2) assignment of credit for military and corporate training based on recommendations established by the American Council on Education.
- H. Pre-requisite and co-requisite credits must not be counted towards degree completion credits.
- J. The admissions criteria for the master’s-level **certificate program in Chinese herbal medicine** must include current enrollment in, or the satisfactory completion of, an ACAHM-accredited/pre-accredited entry-level (i.e., master’s-level or professional doctoral) program in acupuncture or in acupuncture with a Chinese herbal medicine specialization. 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.

#### PROFESSIONAL ENTRY-LEVEL DOCTORAL PROGRAMS

- K. The admissions criteria for the entry-level doctoral 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.
- L. A maximum of 30 semester credits of the prerequisite three-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 recognized, independently administered, and validated standardized tests and/or (2) assignment of credit for military and corporate training based on recommendations established by the American Council on Education
- M. Prerequisite undergraduate-level education required for admission to the entry-level doctoral 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.
- N. Institutions/programs that confer a master's degree as part of the entry-level doctoral program 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 entry-level doctoral program.

#### ADVANCED PRACTICE DOCTORAL PROGRAMS

- P. The admissions criteria for the advanced practice doctoral program must include the satisfactory completion of an ACAHM-accredited/pre-accredited entry-level program (i.e., master's or professional doctorate). 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 advanced practice doctoral 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 advanced practice doctoral 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.
- R. Applications may be accepted for admission into the advanced practice doctoral program from licensed acupuncturists who have not completed an ACAHM-accredited/pre-accredited entry-level program (i.e., master's or professional doctorate) provided the program:

1. Demonstrates and documents an acceptable process for validating that the applicant has achieved professional competencies equivalent to an ACAHM-accredited/pre-accredited master's-level program.
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.

<b>Criterion 5.03: TRANSFER CREDITS/TRANSFER STUDENTS</b>	
<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 service.
- 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, GRADUATE CERTIFICATE, AND PROFESSIONAL ENTRY-LEVEL DOCTORAL 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.

ADVANCED PRACTICE DOCTORAL 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.

<b>Criterion 5.04: NON-MATRICULATED STUDENTS</b>	
<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 they must 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.

MASTER’S-LEVEL, GRADUATE CERTIFICATE, AND PROFESSIONAL ENTRY-LEVEL DOCTORAL PROGRAMS

- C. Credits from ACAHM-accredited/pre-accredited entry-level programs that are earned as a non-matriculated student may not be used to fulfill the corresponding program’s admissions requirements stipulated under *criterion 5.02: Admissions*.

<b>Criterion 5.05: STUDENT SERVICES</b>	
<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.

<b>Criterion 5.06: STUDENT POLICIES</b>	
<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.

<b>Criterion 5.07: STUDENT COMPLAINTS AND GRIEVANCES</b>	
<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 ACAHM'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 ACAHM's address and telephone number in its published policy on student complaints.

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

**INSTITUTIONAL COMPONENTS**

*There are no institutional components for this criterion.*

**PROGRAMMATIC COMPONENTS**

*Solely applicable to PROFESSIONAL ENTRY-LEVEL DOCTORAL 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 doctoral degree completion track must also include the satisfactory completion of a master's-level program in acupuncture or acupuncture with a Chinese herbal medicine specialization from an ACAHM 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 admissions assessment, including transcript analysis, that demonstrates that all applicable master's-level coursework completed is equivalent to published entry-level doctoral program degree requirements in terms of content, rigor, and the attainment of master's-level professional competencies.
- 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 an entry-level doctoral degree completion track that includes advanced study or specialty concentrations in herbal medicine is furthered conditioned upon satisfactory completion of ACAHM's masters' core curriculum requirements for herbal training typically evidenced by official transcripts issued by an ACAHM accredited/pre-accredited program or institution.