

# ACAHM Accreditation Commission for Acupuncture and Herbal Medicine

**Policy Title:** Access to School Data Policy

**Approved By:** ACAHM Executive Committee

**Document History:** Implementation Date: 2011

Last Updated: 11 Jan 2024

**Related Commission Policies:** [Integrity in the Accreditation Process Policy](#); [Comprehensive Accreditation Standards and Criteria](#); [Accreditation Procedures](#); [Site Visit Manual](#); [Confidentiality and Non-Disclosure Agreement](#); [Code of Conduct and Professional Ethics Guide](#)

**References:** 34 CFR Part 602; 20 U.S. Code § 1099(b), 20 U.S.C. § 1232g, 34 CFR §99.31

**Responsible Official:** ACAHM Director of Regulatory Affairs

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**Policy Summary:** This policy describes the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM or Commission) authority to access relevant data collected and managed by ACAHM-accredited and pre-accredited (candidate) institutions/programs.

As a condition of participating in ACAHM's accreditation processes, institutions/programs are expected to timely, accurately, and fully comply with ACAHM requests for data necessary to validate compliance with ACAHM's *Comprehensive Accreditation Standards and Criteria* and the quality of the institution/program in areas including but not limited to:

1. Success with respect to student achievement in relation to the institution's mission, program's statement of purpose, goals and learning outcomes including, as appropriate, consideration of course completion and certification/licensing examination pass rates<sup>1</sup>.
2. Legal and regulatory compliance.
3. Decision making, including minutes from meetings of governing board, administration, committees, faculty.
4. Recordkeeping, including education, personnel, and medical records.
5. Recruiting and admissions practices, academic calendars, catalogs, publications, grading, and advertising.
6. Student support services.
7. Record of student complaints.
8. Curricula.
9. Measures of program length and the objectives of the degrees or credentials offered.
10. Faculty and personnel qualifications.

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<sup>1</sup> ACAHM receives certification and licensure examination pass rate data directly from the relevant examination authority to ensure that the Commission has access to reliable data.

11. Facilities, equipment, and supplies.
12. Fiscal and administrative capacity as appropriate to the specified scale of operations.
13. Record of compliance with the institution's program responsibilities under Title IV of the Higher Education Act of 1965, based on the most recent student loan default rate data provided by the Secretary, the results of financial or compliance audits, program reviews, and any other information that the Secretary may provide.

ACAHM manages all *confidential information* (including but not limited to HIPAA and FERPA protected information, personnel information, personal and sensitive personal information) provided by Institutions and Programs as part of their accreditation process as outlined in *ACAHM's Site Visit Manual, Confidentiality and Non-Disclosure Agreement, and Code of Conduct and Professional Ethics Guide*.

**Revision History**

<b>Date Revised</b>	<b>Summary of Revisions</b>	<b>Approved By</b>
161030	Refreshed and Reformatted	ACAOM Executive Director
200303	Addition of program/institution duty to provide ACAOM requested student educational records; non-substantive grammatical edits	ACAOM Executive Director
220203	Expanded data categories to correspond with accreditation standard requirements; Adjusted terminology throughout for ACAHM name change and removal of "Oriental" term	ACAHM Executive Director
240111	Reviewed; no revisions	ACAHM Executive Director