Where so ever you go, go with all your heart.

—Confucius
Message from the President

It is a pleasure to welcome you and thank you for your interest in Tai Sophia Institute. When you walk through our doors, you will notice that this is a truly special and unique place. Awaiting you is a sense of tranquility, community, and learning.

The focus of health care in our nation is rapidly shifting from a disease-based system to one of self-care, wellness, and prevention, making Tai Sophia’s programs even more relevant and the demand for our graduates that much greater. Since Tai Sophia’s modest beginnings in 1974, our pioneering vision of a relationship-centered, self-empowering, wellness system has infused our teachings, our clinical practices, and our advocacy.

We are committed to developing programs that are innovative, dynamic, applicable to market demands, and that meet the need for diverse, knowledgeable, and energetic professionals in today’s elite health and wellness workforce. Through this process of growth and development, there is the opportunity to affect the well-being of countless people.

At Tai Sophia, we are dedicated to providing students with an exceptional education and student experience within a highly personalized community. Our faculty and staff are intimately involved with all students to ensure these outcomes, and to help shape students’ futures. As a result, our graduates continue to broaden the definition of wellness in their workplaces, their communities, and, indeed, throughout the world.

We invite you to explore and learn with us, helping to alter the current paradigm in health care to one of integrative self-care and to take part in the great opportunities that lie ahead.

Frank Vitale

President and Chief Executive Officer
Tai Sophia Institute represents the meeting point of the ancient healing traditions from the East and West; the Chinese word Tai means “great,” and the Greek word Sophia means “wisdom.”

Together, the two words “great wisdom” serve as the foundation for our academic programs, clinical services, and community wellness offerings.

A premier accredited academic institution for health and wellness, Tai Sophia Institute offers graduate degrees and graduate certificates in a wide range of wellness topics.

Our 12-acre campus houses a bookstore, library, clinic, herbal dispensary, art gallery, meditation and herb gardens. We welcome you to explore the abundant opportunities for growth and renewal.
This catalog provides information and materials for prospective students about Tai Sophia Institute. We invite you to review this material.

If you have specific questions or wish to arrange a visit to the Institute, please contact the Office of Graduate Admissions at 410-888-9048 ext. 6647, or admissions@tai.edu.

Visit our web site: www.tai.edu.
Mission
In March 2006, Tai Sophia Institute’s Board of Trustees adopted a new mission statement:

Tai Sophia Institute is a graduate school for the healing arts and sciences characterized by our values-driven learning community and our commitment to shape the future of healthcare through personal and public service.

Our transformative and relationship-centered programs and services integrate the timeless wisdom of nature and ancient healing traditions with contemporary knowledge to develop practitioners and leaders capable of creating and sustaining individual and community wellness.

Our work to fulfill this mission is in service to our vision:

Rooted in nature and timeless wisdom, Tai Sophia Institute will be an anchoring academic institution for a global wellness community that enables all of us to practice the arts of living and dying.

The Tai Sophia learning community serves those committed to enabling all members of our society to practice the arts of living and dying, and to deepening society’s practice of the healing arts through our ability to learn from nature and the ancient wisdom traditions. Tai Sophia provides professional education through its master’s degree programs in acupuncture, herbal medicine, transformative leadership and social change (formerly called the Applied Healing Arts program), and its master of science in nutrition and integrative health, as well as its graduate certificate programs in Chinese herbs, transformative leadership, herbal studies, medical herbalism, health coaching, and wellness coaching. Additionally, we conduct research and offer wellness programs and clinical services to the wider community. The Institute is committed to education that empowers individuals and communities, furthering their well-being and personal transformation so that all their relationships are healing relationships.

Institutional Values
Tai Sophia Institute faculty, students and staff have developed the following statement of values, approved by the board of trustees, to guide our work:

- Operate from an acknowledgment and declaration of Oneness.
- Use nature and the rhythms of the earth as a guide in teaching our students and one another.
- Foster and teach the sensory skills that allow us to observe ourselves and others.
- Recognize that healing occurs in relationship and is more than the implementation of a treatment technique.
- Continue our learning in the presence of one another, acting not as truth-tellers but as guides for mutual self-discovery.
- Honor the individual gifts of each member of our community and hold one another in the highest possible regard.
- Honor the diversity of all healing and philosophical traditions and build upon the common foundation that joins them at the deepest level.
- Cultivate the next generation of teachers and leaders within the community to serve the mission and ongoing life of the institution.
- Make all judgments and decisions in the context and light of the seven (past three, future three, and present) generations.
- Ground all of our actions in honesty and integrity.
- Cultivate the ability to observe ourselves and our intentions to enable us to take responsibility for our learning, actions, and well-being.
- Be coachable: able to give, receive, and effectively respond to feedback.
- Take the time to listen deeply to one another, making sure we hear one another and are being heard.
- Consciously and courageously use our words, presence, and touch as instruments of healing — with deep respect, thoughtfulness, and compassion.
- Hold healing in partnership with illness and death. Embrace all aspects of life as part of healing and health.
- Acknowledge and engage in self-reflection and transformative practice as keys to healing and healing presence.
- Recognize that there is no Tai Sophia independent of the individuals who make up the Institute.
Learning and Physical Resources

Main Campus
Tai Sophia Institute is situated on a 12-acre campus in Laurel, MD, located between Baltimore and Washington, DC. We have taken advantage of adjacent untouched woodlands and stream valleys to create closeness with the environment and the changing seasons of nature. The land is adjacent to the Middle Patuxent River Valley, a major conservation area, and has footpaths leading to the Patuxent Wildlife Preserve. The campus includes a 32,500-square-foot building featuring classrooms, meeting rooms, a clinic, a public library, a student lounge and student kitchen, and a bookstore-café. The campus building is open for business Monday through Friday, 8:00 a.m. to 9:00 p.m., Saturday, 8:30 a.m. to 5:00 p.m, and occasionally on Sunday (depending on program schedules). The campus also offers outdoor learning spaces including a meditation garden and an herb garden. Parking is available adjacent to the building. For directions and a map to the campus, see the website, www.tai.edu.

Sherman Cohn Library
Our Library collection includes 12,000+ books, journals, and audiovisual materials. The library supports the curriculum and covers a wide range of topics such as acupuncture, ethnobotany, herbal medicine, pharmacognosy, Eastern and Western medicine, integrative medicine, wellness, healing arts, philosophy, nutrition, veterinary alternative medicine, mind-body medicine, bodywork and movement health, psychology, Eastern art and history, and also includes poetry and inspirational works. The online catalog can be accessed remotely through the Library’s page on the Institute’s website at http://www.tai.edu/ResourcesLibrary.aspx. Community members and alumni are welcome online and in person.

Research is an integral part of graduate studies, and our staff has the experience to help patrons develop efficient and effective research skills using print, audiovisual, and online resources. Students may make appointments for individual research consultation at no charge. The Library also schedules group sessions for general training and for customized course needs.

Six workstations in the Library plus Wi-Fi service throughout the building provide access to the Library’s Intranet site, campus email, and the Internet. Workstations also contain helpful applications such as Microsoft Word. Subscriptions that are available on site include Planta Medica, Natural Standard, HerbalGram, Classical Chinese Medicine, and the EBSCOHost databases. In addition, there are links to a customized version of PubMed, the Scientific Commons database, search engines and other materials. The Institute subsidizes classroom-related printing. A pay-per-use photocopier is available to copy information from resources that do not circulate such as journals or reference books.

Meeting Point Bookstore
Located off Tai Sophia’s main lobby, the Meeting Point Bookstore is dedicated to nourishing your mind and body. In addition to an eclectic assortment of wholesome food selections including bagels, cookies and muffins, coffee, tea, and assorted refreshing beverages, the Meeting Point Bookstore offers a unique selection of books on acupuncture, complementary medicine, herbal medicine, philosophy, health and natural healing, as well as unique titles related to the healing arts. The Meeting Point also carries a wide variety of wellness items including herbal teas, a complete line of natural supplements approved by the Tai Sophia herbal faculty, and cards and gift items related to the healing arts and teachings at Tai Sophia Institute. If patrons can’t visit in person, they may shop the Meeting Point online at www.tai.edu/bookstore.

410-888-9048 ext. 6636 or bookstore@tai.edu

Basic Store Hours
Monday – Thursday 8:30 a.m. – 5:00 p.m.
Friday 8:30 a.m. – 3:00 p.m.
Saturday – Sunday Weekend hours vary depending upon building activity.

Hours for the current week are always posted on the home page of the Meeting Point at www.tai.edu/bookstore.

Clinical Training Sites
Tai Sophia’s clinical training sites presently include ten individual sites throughout the Baltimore/Washington region. At each of these sites, our faculty and student practitioners deliver personalized health and wellness services to a broad base of clients in a diverse range of settings. Many of these settings also include rotations where students can develop specialized experience and fluency in their practices.

Faculty-Supervised Student Clinics
In the clinical phase of the Master of Acupuncture, Chinese Herb, and Master of Science in Herbal Medicine programs, students are required to begin their practices under the supervision of Tai Sophia faculty.

Faculty-supervised student clinics for the Acupuncture program are located at the Laurel campus as well as in Baltimore and Silver Spring, MD. Faculty-supervised student clinics for herbal medicine are held at the Laurel campus and twice each month in Baltimore and Silver Spring. For the Chinese Herbal program, faculty-supervised clinics are held exclusively at the Laurel campus.

Acupuncture, Herbal Medicine, and Chinese Herbs — Laurel at Tai Sophia Institute Campus
7750 Montpelier Road
Laurel, MD 20723
For acupuncture visits call 410-888-9048 ext. 6630
For herbal visits call 410-888-9048 ext. 6677
For Chinese herb visits call 410-888-9048 ext. 6637
Acupuncture and Herbal Medicine
(Herbal Medicine offered twice monthly)
— Baltimore at Belvedere Square
540 E. Belvedere Avenue, Suite 202
Baltimore, MD 21212
410-433-6846

Acupuncture and Herbal Medicine
(Herbal Medicine offered twice monthly)
— Summit Building in Silver Spring
8555 16th Street, Suite 402
Silver Spring, MD 20910
301-588-8279

Community Health - Internal/External Clinic Sites
Acupuncture students are also required to provide a minimum of 60 hours of service at community health sites located throughout the Baltimore Metropolitan region.

This aspect of the students’ clinical experience is a unique and important part of the curriculum for the Master of Acupuncture program. While providing acupuncture students with an array of clinical experiences, this component of the program also offers clinical tours in a variety public health settings. The following is a list of current community health sites.

Penn North Neighborhood Center
2410 Pennsylvania Avenue
Baltimore, MD 21217
410-728-2080

Healthcare for the Homeless
111 Park Avenue
Baltimore, MD 21201
410-837-5533

Howard Community College, Wellness Center
10901 Little Patuxent Parkway
Columbia, Maryland 21044
410-772-4640

The Serenity Center
9650 Basket Ring Road
Columbia, MD 21045-3421
410-884-6088

Grassroots Crisis Center
6700 Freetown Road
Columbia, MD 21044

Laurel Wellness
Main Campus
7750 Montpelier Road
Laurel, MD 20723

Recovery in Community
31 North Fulton Avenue
Baltimore, MD 21223
Support Services

Accessibility for the Physically Challenged
The building has convenient parking for physically challenged persons and is wheelchair-accessible. An elevator provides access to offices and treatment rooms on the second floor.

Disabilities Services
Tai Sophia Institute is committed to ensuring equal access for qualified individuals with disabilities and fully complies with all relevant federal and state laws. At Tai Sophia Institute, no qualified individual with a disability is excluded from participation in, denied the benefits of, or subjected to discrimination in access to services, benefits, and activities at the Institute solely by reason of his or her handicap. A “qualified individual with a disability” is a person with a disability who has been certified by a professional qualified to evaluate the disability in question; meets the essential eligibility requirements for participation in or receipt of a program or activity; and is capable with reasonable accommodation of achieving the education and training.

It is the responsibility of the student who has a disability and needs assistance in gaining equal access to services, benefits, and activities at the Institute to contact his or her academic and student affairs advisor with documentation of the need for reasonable accommodation. As appropriate to the disability, documentation should follow these guidelines:

• This documentation must be issued by an appropriate professional such as a psychologist, psychiatrist, or physician. The credentials of the diagnosing professional should include information describing the certification, licensure, and/or the professional training of the person conducting the evaluation.

• The documentation should explain how a disability limits an individual’s ability to benefit from a particular delivery system, instructional method, or evaluation criteria, or to perform certain duties or functions. It should address the accommodation that is necessary and how the accommodation might mitigate the effect of the disability.

• A description of treatments, medications, assistive devices, accommodations and/or assistive services in current use and their estimated effectiveness in ameliorating the impact of the disability. Significant side effects that may affect physical, perceptual, behavioral, or cognitive performance should also be noted.

• A description of the diagnostic criteria and/or diagnostic test used. The description should include the specific results of diagnostic procedures, diagnostic tests utilized, and when administered. When available, both summary and specific test scores should be reported as standard scores and the norming population identified. When standard scores are not available; then the mean, standard deviation, and the standard error of measurement are requested as appropriate to the construction of the test. Diagnostic methods used should be congruent with the disability and current professional practices within the field. Informal or non-standardized evaluations should be described in enough detail that a professional colleague could understand their role and significance in the diagnostic process.

• A diagnostic statement identifying the disability, date of the current diagnostic evaluation, and the date of the original diagnosis. The diagnostic systems used by the Department of Education, the State Department of Rehabilitative Services, or other State agencies and/or the current editions of either the Diagnostic Statistical Manual of the American Psychiatric Association (DSM) or the International Statistical Classification of Diseases and Related Health Problems of the World Health Organization (ICD) are the recommended diagnostic taxonomies.

• The academic and student affairs advisor will verify the disability and collaborate with the student in identifying reasonable accommodations and ways to implement these accommodations. The academic and student affairs advisor may require a new evaluation if the documentation submitted is outdated (5 years or more) or not pertinent to the accommodation request.

Campus Security
When the building is open for business, security staff is present to maintain the security of the campus facilities and all occupants. The vice president for administration and general counsel is responsible for campus security and informs the campus community of issues related to campus security. The vice president for administration and general counsel ensures there is timely warning to the campus community of any and all crimes, whether reported to campus security personnel or local police authorities. The vice president for administration and general counsel, as required by the U.S. Department of Education, prepares an annual security report that is posted online. Students receive email notification of the availability of this report, including a report summary, and may request a hard copy of the report.

Policies of the Programs
The policies, guidelines, regulations and procedures of the Institute and its programs can be found in detail in the student handbooks, all of which are posted online. All students must familiarize themselves with current policies and conform to these policies at all times. The student handbooks include, for example, policies concerning graduate levels of academic progress, grading, attendance, remaining up-to-date on health requirements, information on a drug-free workplace, FERPA, the student grievance procedure, sexual harassment and sexual assault policies. Revised annually, the handbooks also set forth practical, day-to-day operational information for students.

Residency and Housing
The Acupuncture and Herbal Medicine programs are full-time programs, while the Graduate certificates and Transformative Leadership and Social Change program occur during the weekends. Students in full-time day programs must live within reasonable commuting distance of the Institute. Although it takes a bit of effort and determination, several students have commuted without moving to Maryland on a permanent basis. Many of these individuals rented space that accommodated them two to three nights a week while attending classes.

Off-campus housing is readily available. Lists of short and long-term housing possibilities in areas around Howard County, MD, Baltimore, MD, and Washington, DC, are available from the office of graduate admissions.

Housing expenses will vary widely depending upon the size and location of the residence.
Boards and Staff Listings

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Rhonda Sapp Amero, M.Ac., Associate Program Director, Acupuncture and Oriental Medicine Programs
Selwyn David, M.Comm. (India), Senior Accountant
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Kimberly Duncan, Ph.D., Academic Director, Integrative Health Sciences
Deneb Falabella, M.Ac., Associate Vice President, Student Clinics
Reginald Garcon, M.Ed. Associate Vice-President for Student Affairs & Registrar
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Sharon Jennings-Rojas, M.Ac., RT (NADA), Director of Community Partnerships
Gabrielle Julien-Molineaux, M.A., Director of Graduate Admissions
Mary Kay Kenney, B.A., Director of Community Programs
Jennifer Kirin, M.L.S., Director, Sherman Cohn Library
Jeff Millison, M.A., M.Ac., Program Director, Acupuncture and Oriental Medicine Programs
Janet Padgett, Ph.D., M.Ac., L.Ac., Acting Administrative Director, Integrative Health Sciences
Andrew Pengelly, Ph.D., RH (AHG), FNIHAA, Director, Herb Dispensary
Evan Rabinowitz, M.Ac., L.Ac., DiplAc, Program Manager, Chinese Herb Certificate Program
Stuart Rodes, B.F.A., Manager, Sherman Cohn Library
Linda Simons, M.Ac., R.N., Program Manager, Women's Holistic Health Post-Master's Certificate Program
James Snow, RH (AHG), Program Director, Herbal Medicine Program
Rebecca Snow, M.S., LDN, RH (AHG), CNS, Program Director, Nutrition and Integrative Health Program
Chiyuki Tanaka, B.A., Senior Accountant
Cheryl Walker, M.L. MCC, Program Director, Transformative Leadership and Social Change Program, and Program Manager, Health & Wellness Coaching Certificate Programs
John C. Wilson, M.A., Director, Publications
Valerie Mae Wright, M.S., Program Manager, Herbal Graduate Certificate Programs

Administrative Staff
Peggy Alexander, Academic & Student Affairs Advisor
Charles Ali, Database Systems Manager/Programmer
Anya Blakeley, Ambassador
Amy Byrne-Crowell, Billing Coordinator, Natural Care Center
Ashley Callaway, Client Services Receptionist, Natural Care Center
Nairobi Collins, Sales Associate, Meeting Point Bookstore
Sara Comeau, Academic & Student Affairs Advisor
Virginia Cook, Coordinator, Faculty-Supervised Student Clinic
Sheri DePetro, Faculty Coordinator, Community Health Clinical Lab
Christian Fadgen, Internet Marketing Associate
Star Ferguson, Environmental Health and Safety Coordinator
Eileen Foley, Program Coordinator, Herbal Medicine Program
Jenny Golan, Ambassador/Sales Associate, Meeting Point Bookstore
Sauncha Guy, Assistant Registrar
John Hall, Ambassador
Pam Hartke, Admissions Administrative Assistant/Evaluation Coordinator
Erin Holdren, Sales Associate, Meeting Point Bookstore
Melissa Huselton, Program Coordinator, Nutrition and Integrative Health
Melissa Koerner, Program Coordinator, Integrative Health Sciences
Norman Kraft, Webmaster
Beth Latture, Library Assistant
Dinara Mirzakarimova, Library Assistant
Erin Nelson, Program Coordinator, Transformative Leadership and Social Change and Health & Wellness Coaching Programs
Krista Noelle, Library Assistant
Jaymie Radomski, Lead Associate, Meeting Point Bookstore
Robin Reel, Assistant to the President and Provost
Tessa Ring, Program Coordinator, Acupuncture and Chinese Herb Programs
JoAnn Roach, Library Assistant
Juan Robles, Facilities Coordinator
Hee Seung, Coordinator, Chinese Herb Dispensary
Leah Turner, Graduate Admissions Counselor
Daniel Wessels, Systems Administrator
Marcia Yuriko, Insurance Coordinator/Accountant

Revised 11/11/11
SECTION TWO
GENERAL ADMISSIONS PROCESS

The journey of a thousand miles starts with the first step.

—Lao Tzu
Prospective Students

Welcome!
It is an honor to support your exploration of Tai Sophia’s master’s degree and graduate certificate programs. Each distinct program provides you with the knowledge and skills to build a successful career and to become a healing presence in the community.

We invite you to visit Tai Sophia, speak with an admissions counselor, and observe a class. The admissions team is committed to providing you with clear information, institutional resources, and personalized guidance throughout the admissions process. We look forward to joining you as you take the next steps.

In partnership,

Gabrielle Julien-Molineaux
Director of Graduate Admissions

Honoring Diversity
Tai Sophia seeks qualified applicants who have the maturity, commitment, and preparation necessary to take full advantage of the specialized studies offered by the Institute in each of our programs of study.

Tai Sophia is committed to being, communicating, and educating in ways that recognize and honor the full range of human diversity. Each student, faculty, staff, and board member strives to use language and manifest behavior that promotes inclusiveness. Further, each student and faculty, staff, and board member is responsible for creating an atmosphere that supports all in growth and movement toward inclusiveness and the acceptance of diversity. The Institute is committed to broadening the diversity of student body, staff, administration, and board members.

Non-Discrimination Policy
Tai Sophia Institute is an equal opportunity institution. Applicants for admission, employment, and financial aid are considered on the basis of individual merit. No person is excluded from participation in, denied the benefits of, or subject to discrimination in any program or activity of Tai Sophia Institute on the basis of race, color, national or ethnic origin, gender, gender identity, sexual orientation, marital status, pregnancy, age, religion, disability, or any other characteristic protected by law. Please see the Director, Office of Human Enrichment, for inquiries or concerns related to this policy.
Application and Admission Procedures

Campus Visit
Prospective students are strongly encouraged to visit Tai Sophia Institute, meet with an admissions counselor, and observe a class before applying. Please call or e-mail the Office of Graduate Admissions to schedule your visit.

Application Process
We encourage prospective students to apply as soon as you decide which programs best match your interests and career objectives. Applications for admission are accepted throughout the academic year. In most cases, applications are reviewed as they are received on a space available basis. However, there are priority deadlines for the Master’s programs. We recommend you apply six to eight months before the intended start date to ensure a space in the class, and that you are mindful of the priority deadlines listed below.

The completed application form, essay, and resume must be submitted with the application fee. The following application fees apply:

- Graduate Certificate in Chinese Herbs $75
- All other Graduate Certificate Programs $50
- All Master’s Degree Programs $95

For Master’s Degree Program applications received after July 15 for September classes and November 15 for January classes, the fee is $150.

Once application materials have been received, you may be contacted to schedule a formal admissions interview. Applicants will be notified in writing regarding the decision of the admissions committee.

Transcripts
Official transcripts for all degrees should be sent directly from the respective college or university. Transcripts for prerequisite coursework may be sent to admissions for review. Tai Sophia Institute reserves the right to request additional transcripts and course descriptions.

Applicants who have earned degrees outside of the U.S. will be required to have their transcripts evaluated by a credential evaluating service in the United States prior to submission. Please refer to the requirements outlined in the International Students section.

Please mail or deliver all application materials to:
Office of Graduate Admissions
Tai Sophia Institute
7750 Montpelier Rd
Laurel, MD 20723

Tuition Deposit
An individual accepted into one Tai Sophia’s academic programs will be billed a non-transferable, non-refundable tuition deposit. This fee holds a seat in the class for which the applicant has been accepted and will be applied to tuition upon matriculation. This fee is due upon acceptance and may be paid by cash, check, MasterCard, or Visa.

The following Deposit fees apply:
- Post Bachelor’s Certificates $500
- All Master’s Programs except Acupuncture $750
- Acupuncture $1000
- Post Master’s Certificates (Women’s Holistic Health) $500

Deferrals
Offers of acceptance and applications prior to acceptance may be deferred one time for up to one year. Requests for deferral must be made in writing to the Office of Graduate Admissions. If a student with a deferred acceptance does not enroll and the Deposit fee has been paid prior to the request for deferral, that fee is forfeited.
Tuition and Fees

**Tuition**
Tuition rates vary by program. For current tuition rates contact the Office of Graduate Admissions or visit the academic programs pages of our website at [www.tai.edu](http://www.tai.edu).

**Costs Not Covered in Tuition**
All programs require students to have computer and internet access, as well as books.

**Acupuncture**
Required materials include: a long, white, polyester-cotton examination coat; a sphygmomanometer (blood pressure cuff) and stethoscope; disposable acupuncture needles and moxa (to be purchased before entering Level III); and regular (e.g. seasonally, five times a year minimum) acupuncture treatments.

**Herbal Medicine**
Required materials include: the software program, Endnote, is highly recommended to assist in writing requirements of the program. Other costs include those associated with field trips (i.e., transportation, food, and lodging) and supplies in the Herbal Medicine program.

Each student is required to have three consultations with a clinical herbalist within Level I of the program. Individual consultation fees vary, depending on whether the student sees a Level III clinic intern, a graduate of the program, or a professional member of the American Herbalist Guild.

**Transformative Leadership and Social Change**
Required materials include miscellaneous supplies for your studies. In addition, if the student chooses to participate in a class, workshop, program, or any other fee-based experience as part of an Independent Study, the student is solely responsible for that expense.

**Nutrition and Integrative Health**
Required materials include: a cutting board, apron and 2 high-quality knives, which can all be purchased in the Meeting Point Bookstore. Additionally, the software program, Endnote, is highly recommended to assist in writing requirements of the program. Other costs include transport to cooking classes, completion of the ServSafe™ Online Manager Program from the National Restaurant Association, and five nutritional counseling sessions with a Tai Sophia Institute approved nutrition practitioner by the end of the fourth trimester. Individual consultation fees will vary.

**Chinese Herb Program**
The cost of materials may be approximately $700 and includes several required and recommended books. Students also may be required to purchase sample herbs for their learning.

**Health Coaching and Wellness Coaching Certificate Programs**
Required materials include books, and other additional reading material. The cost of required books and reading material is between $250-300. All required books can be found in our library. Students may choose to purchase suggested books, or may find several of them in our library.

**Herbal Studies Certificate Program**
Required materials include: supplies needed for making herbal preparations (teas, lotions, tinctures) for the Fall Herb Show. The cost of the Fall Herb Show can range from $75 to $300. The cost of books required for the program runs between $150 and $215.

**Medical Herbalism Certificate Program**
Required materials include: supplies needed for making herbal preparations (teas, lotions, tinctures) for the Fall Herb Show. The cost of the Fall Herb Show can range from $75 to $300. The cost of books required for the program runs between $250 and $300.

For all programs, please note: the costs associated with books will vary dramatically by person and program. Many choose to borrow rather than buy some of the required and recommended texts.

**Health Requirement Costs**
Acupuncture, herbal medicine, and Chinese herb students are responsible for the costs associated with one-time and ongoing health requirements, including CPR certification, PPD tests, and hepatitis B vaccinations. The Institute’s mandatory annual bloodborne pathogens classes are free.

**Clinic and Resource Fees for Acupuncture and Herbal Medicine Programs**
An additional continuing registration fee is due each month for any student who does not complete the program by her or his anticipated completion date. Please see the student handbooks for more detailed information on these fees.

**Post Graduate Trainee Program Fees for Acupuncture Program**
Students who wish to complete additional hours of supervised clinical treatment beyond the Master of Acupuncture degree requirements may enroll in the Post Graduate Trainee Program. A one-time application fee and a continuing monthly supervision fee applies. Please see the Clinical Student Handbook for details.

**Refund Policy**
Tai Sophia Institute follows Maryland State refund guidelines and the federal policy for return of Title IV funds. This information is posted on the Tai Sophia website, [www.tai.edu](http://www.tai.edu) and also available by request from the business and finance office.
Financial Aid

Types of Financial Aid Available

The William D. Ford Direct Loan Program
Tai Sophia participates in the William D. Ford Direct Loan Program. This program offers loans that are funded by the federal government, guaranteed by guarantors, and reinsured by the federal government. The Federal Direct Stafford and the Federal Direct Graduate PLUS loans are offered through this program to Tai Sophia students attending at least half time and seeking a master’s degree or post-bachelorette graduate certificate.

Federal Direct Stafford Loan
The Federal Direct Stafford Loan can be subsidized and/or unsubsidized. The subsidized loan is awarded on the basis of financial need. If you qualify for a subsidized loan, you can receive up to $8,500; and the federal government pays the interest on the loan until you begin repayment and during authorized periods of deferment thereafter. The unsubsidized loan is not awarded on the basis of need. If you qualify for an unsubsidized loan, you can receive up to $20,500 less subsidized eligibility. You will be charged interest from the time the loan is disbursed until it is paid in full. You can choose to pay the interest while you are in school, or choose to have the interest added to the principal of the loan. The interest rate is fixed at 6.8 percent; an origination fee of 0.5 percent and a default aversion fee of 1 percent may be deducted from the loan before it is disbursed. Repayment of the Federal Direct Stafford Loan begins six months after the last date of attendance, or if the student’s enrollment status drops less than half-time. Students who have prior loans that are in repayment may be eligible for an in-school deferment. Students should contact their prior lender to verify if they are eligible.

Federal Direct Graduate PLUS Loan
The Federal Direct Graduate PLUS Loan is a non-need based loan, which, before approval, requires a credit check by the lender to determine that the student does not have an adverse credit history. Students must apply for their annual Stafford Loan maximum eligibility before applying for this loan. The student can receive up to the cost of attendance less other financial aid in the Federal Direct Graduate PLUS loan. The interest rate is fixed at 7.9 percent; however, the federal government may offer interest rate reductions. An origination fee of 3 percent and a guarantee fee of 1 percent may be deducted from the loan before it is disbursed. Interest begins to accumulate on the date of the first disbursement; and repayment begins six months after you graduate or if the student withdraws or drops below part-time enrollment. Lenders may offer deferment and/or forbearance repayment options; students should contact the federal government for details.

Scholarships

Tai Sophia Institute-sponsored Minority Scholarship
The Tai Sophia Institute-sponsored Minority Scholarship may provide up to 40 percent remission from the tuition cost of a degree program for one year to a new or continuing eligible minority student who demonstrates financial need. The scholarship will be awarded each September and January based on an evaluation of eligible applicants and availability of funds. Students who are not selected for the scholarship or are nearing the end of their one-year scholarship award period must reapply for future consideration. Candidates for the scholarship must be a member of a racial minority and demonstrate financial need, have a current processed Free Application for Federal Student Aid (FAFSA) on file with the financial aid office at the time of application, meet satisfactory academic progress requirements, be in good standing as defined by the Institute’s academic policy, and be enrolled as a degree-seeking student in one of the master’s degree or post-bachelorette certificate programs. Eligible students who are interested in applying for a scholarship must submit an application to the chair of the Scholarship Review and Selection Committee by May 31 for the September intake, and September 30 for the January intake. The application must include an essay (no more than two pages) describing why you believe you are deserving of the scholarship, your unique skills and interests that embody the Institute’s values and mission, and two letters of recommendation.

The Debora A. Mahan & Charles D. Hock Scholarship
The Debora A. Mahan & Charles D. Hock Scholarship provides up to $1000 for education-related expenses for one year to new or continuing eligible students who demonstrate financial need. The scholarship will be awarded each September and January based on an evaluation of eligible applicants and availability of funds. Students who are not selected for the scholarship or are nearing the end of their one-year scholarship award period must reapply for future consideration. Candidates must demonstrate financial need, have a current processed Free Application for Federal Student Aid (FAFSA) on file with the financial aid office at the time of application, meet satisfactory academic progress requirements, be in good standing as defined by the Institute’s academic policy, and be enrolled as a degree-seeking student in one of the master’s degree or post-bachelorette certificate programs. Eligible students who are interested in applying must submit an application to the chair of the scholarship review and selection committee by May 31 for the September intake, and September 30 for the January intake. The application must include an essay (no more than two pages) describing why you believe you are deserving of the scholarship, your unique skills and interests that embody the Institute’s values and mission, and a letter of recommendation.
**Sherman L. & Lucy Diaz Cohn Scholarship**

Sherman L. & Lucy Diaz Cohn Scholarship provides up to $500 for education-related expenses for one year to a new or continuing eligible student who demonstrates financial need. The scholarship will be awarded each September and January based on an evaluation of eligible applicants and availability of funds. Students who are not selected for the scholarship or are nearing the end of their one-year scholarship award period must reapply for future consideration. Candidates for the scholarship must demonstrate financial need, have a current processed Free Application for Federal Student Aid (FAFSA) on file with the financial aid office at the time of application, meet satisfactory academic progress requirements, be in good standing as defined by the Institute’s academic policy, and be enrolled as a degree-seeking student in one of the master’s degree or post-bachelorette certificate programs. Eligible students who are interested in applying for the scholarship must submit an application to the chair of the scholarship review and selection committee by May 31 for the September intake, and September 30 for the January intake. The application must include an essay (no more than two pages) describing why you believe you are deserving of the scholarship, your unique skills and interests that embody the Institute’s values and mission, and a letter of recommendation.

**Helen M. & Annetta E. Himmelfarb Scholarship**

Helen M. & Annetta E. Himmelfarb Scholarship provides up to $700 for education-related expenses for one year to new or continuing eligible Master of Acupuncture students who demonstrate financial need. The scholarship will be awarded each September and January based on an evaluation of eligible applicants and availability of funds. Students who are not selected for the scholarship or are nearing the end of their one-year scholarship award period must reapply for future consideration. Candidates for the scholarship must demonstrate financial need, be enrolled full-time in the Master of Acupuncture program, have a current processed Free Application for Federal Student Aid (FAFSA) on file with the financial aid office at the time of application, meet satisfactory academic progress requirements, and be in good standing as defined by the Institute’s academic policy. Eligible students who are interested in applying for the scholarship must submit an application to the chair of the scholarship review and selection committee by May 31 for the September intake, and September 30 for the January intake. The application must include an essay (no more than two pages) describing why you believe you are deserving of the scholarship, your unique skills and interests that embody the Institute’s values and mission, and a letter of recommendation.

**The Jo Ann Barlow Fellowship**

The Jo Ann Barlow Fellowship provides partial tuition and/or financial assistance up to one academic year to a new or continuing student enrolled in one of the master’s degree or post-bachelorette certificate programs who will help the Institute develop a relationship with the international community. Fellowship awards will be decided each September and January based on an evaluation of eligible applicants and availability of funds. Continued funding of the fellowship will be evaluated at the end each trimester or academic year. Candidates for the Jo Ann Barlow Fellowship must be enrolled as a degree-seeking student in one of the master’s programs, meet satisfactory academic progress requirements, be in good standing as defined by the Institute’s academic policy, and pursue work to help the Institute develop a relationship with the international community. Eligible students must be nominated by a faculty member and be approved by the President. Nominations by faculty to the President should be submitted by July 1st for the September awarding period, and November 1st for the January awarding period.

**Maryland State Scholarships**

Maryland State Scholarships are available to Maryland residents who qualify. To apply, students should complete the Free Application for Federal Student Aid (FAFSA) by March 1 of each year. Recipients will be notified by the Maryland Higher Education Commission.

**Outside Scholarships**

Outside Scholarships are financial aid funds awarded through outside agencies to assist students with their educational expenses. Contact the financial aid office for a list of scholarship websites.

**Alternative Loans**

Alternative loans are available to students who need additional assistance with their educational expenses, are enrolled in the Chinese Herb or Animal Acupuncture programs, or do not qualify for Stafford Loan funds. In an alternative loan, a student can receive up to the cost of attendance less other financial aid. A list of possible lenders is available in the financial aid office.

**Eligibility Requirements for Financial Aid**

To qualify for federal financial aid, you must:

- Be a U.S. citizen or eligible non-citizen.
- Be enrolled at least half-time in an eligible program as a regular student seeking a degree or certificate.
- Have a high school diploma, GED, or equivalent.
- Not be in default on any student loans or owe a refund on any grant under the Title IV federal student aid programs.
- Be registered with Selective Service if you are a male between the ages of 18 and 25.
- Not be ineligible due to a drug conviction.
- Not have borrowed in excess of the annual or aggregate Federal Stafford Loan limits.
- Maintain Satisfactory Academic Progress.
How to Apply for Federal Financial Aid

To apply for financial aid, you will need to complete the FAFSA online at www.fafsa.ed.gov. If you do not have a personal identification number (PIN), go to www.pin.ed.gov to request one.

You will need your federal tax returns, your social security number, bank statements, investment records, and Tai Sophia's school code (G25784) to complete the FAFSA.

Once your FAFSA is processed by the Department of Education, you will receive a Student Aid Report (SAR), which will indicate your expected family contribution (EFC). The EFC is used to determine if you qualify for need-based aid. The way this is determined is by subtracting the EFC from the Cost of Attendance (COA). The COA is an estimate of expenses that includes tuition and fees, books and supplies, transportation, room and board, and personal expenses for your period of enrollment.

Once the financial aid office receives your SAR from the Department of Education, you will receive an award offer in the mail indicating the types and amounts of financial aid for which you qualify. You will need to accept or decline the award offer and submit it, along with additional forms, to the financial aid office.

If you are selected for verification by the Department of Education, or if there is data on the SAR that is incomplete or conflicting, you will be asked to submit documentation required to complete the verification process.

Financial aid funds usually are disbursed at the beginning of each trimester or at the beginning and midpoint of the academic year, depending on the academic program. Financial aid funds in excess of tuition and fees will be mailed by check to the student within 14 days of disbursement if the student is eligible.

Return of Title IV Funds Policy

Federal law and regulations require Tai Sophia Institute to calculate a return of Title IV funds for any student who withdraws or does not complete an enrollment period or payment period and who has received financial aid through the federal Title IV program. This calculation is performed using a specific formula required by the U.S. Department of Education.

Title IV programs include Federal Direct Stafford Subsidized, Federal Direct Stafford Unsubsidized loans, and Federal Direct Graduate PLUS loans. Title IV funds are awarded to a student under the assumption that the student will attend school for the entire enrollment period or payment period for which the aid is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds received. The return of Title IV funds calculation is based on the percentage of the enrollment period or payment period completed and the amount of Title IV aid disbursed.

There are two required calculations; the amount of unearned aid the withdrawn student is responsible for returning and the amount of aid the school is responsible for returning. The Office of Financial Aid will utilize the web based software provided by the U.S. Department of Education to calculate the return of Title IV funds. The following paragraphs describe the procedure and basis for the calculations.

The calculation for return of Title IV funds is based upon the official withdrawal date determined by the Registrar's Office. The number of days completed is divided by the total number of days in the enrollment period or payment period to identify the percentage of time the student has completed. This would be the percentage of aid actually earned by the student at the time of withdrawal.

If 60% or more of the enrollment period or payment period is completed, there is no return of the Title IV funds for that period and the student is considered to have earned 100% of the Title IV funds received.

If the percentage is less than 60%, this percentage is multiplied by the total amount of Title IV aid to arrive at the amount of earned aid. The difference between the amount of earned aid and the total amount of Title IV aid is the amount of unearned aid.

The amount of unearned aid the school is responsible for returning:
The institutional charges (tuition, fees, etc. for the entire enrollment period or payment period) are multiplied by the percentage of unearned aid to determine the amount the school is responsible for returning.

The amount the school is responsible for returning is compared to the total amount of unearned aid; the lesser amount is then returned to the student's loans in the following order: The Federal Direct Stafford Unsubsidized loan, Federal Direct Stafford Subsidized loan, Federal Direct Graduate PLUS loan. This amount is charged to the student's account. Depending on the results of the Tuition Refund Policy, it is possible that the student then must owe the school for the remaining unpaid portion of tuition and fees. An example of this is available from the Office of Financial Aid upon request.

The amount of unearned aid the student is responsible for returning:
The student is responsible for returning any portion of the unearned aid that is not returned by the school. This is in addition to any refund money from the school that is required to be returned. For any unearned aid that came from Title IV loans, the student is responsible for repaying those funds according to the terms of the promissory note.

A student’s failure to return funds they are not eligible to receive will result in the student being ineligible for further financial aid. The school and the U.S. Department of Education may also seek legal action against the student to collect any funds the student is not entitled to retain.

Post-Withdrawal Disbursements:
At the time of withdrawal, if less Title IV aid has been received than the amount earned, the student may be eligible to receive additional funds in a post-withdrawal disbursement. In this case the Office of Financial Aid will inform the student of this eligibility. The student may then request the disbursement of these additional funds; the student may also decline some or all of the funds to prevent the incurrence of additional debt.
Transfer and Exemption Policy

Veterans Benefits
Students attending Tai Sophia Institute and receiving Veterans Benefits must be aware of the following:

• Students are expected to pursue degree programs or approved postbaccalaureate certificate programs at the Institute.
• Students must achieve satisfactory academic progress toward degree or program completion.
• Students must report changes in enrollment including drops, adds, withdrawals, changes to audit, and changes to educational objectives to the associate vice president of student affairs/registrar as well as the DVA.
• Students who register for courses and do not attend without officially withdrawing are misusing federal funds.
• Students who repeat a course for which a passing grade was awarded are ineligible for DVA benefits for that course.
• Students who audit a course or register for a non-credit course will be ineligible for DVA benefits.
• Students who wish to receive Veterans Benefits must also notify the Registrar’s Office in writing one month prior to the intended start date of every trimester of enrollment.

For further information, please visit the Veterans Benefit website at www.va.gov or call 1-888-442-4551.

Transfer Credit Policy
Transfer credits may be considered in cases where a student has taken postgraduate coursework and met the same course outcomes at another institution within five years of starting a program at Tai Sophia. Courses older than five years are not eligible for transfer credit (student may apply for course exemption). Equivalency is determined by the program director. Each transferred course must meet a minimum grade of “B-” or 80 percent. Upon approval, course credits are transferred to the Tai Sophia transcript. To apply for transfer credit:

• Contact the Registrar’s Office to obtain a list of courses eligible for the Transfer Credit and the Transfer Credit form.
• Submit the form with official documentation to the Registrar’s Office. Official documentation includes the transcript(s) and a syllabus for each course for review from the previous school(s).
• Note: The application and documentation for transfer credit must be submitted at least one trimester prior to the start of the Tai Sophia course(s) being considered.

Exemption Policy
Course exemptions may be considered in cases where a student has prior experience in the subject that meets the outcomes of a particular course. Students who are approved will have an “X” placed on their transcript. Because no credits will be awarded for an exempted course, students may be required to take another course to meet total program credit requirements. To apply for course exemption:

• Contact the Registrar’s Office to obtain a list of courses eligible for Course Exemption and the Course Exemption form.
• Submit the form with official documentation to the Registrar’s Office. Official documentation requirements are listed on the course eligibility form for each program and may include: transcripts for a course older than five years; documentation of licensure; portfolio; written assignment, etc., as determined by program faculty.
• In some cases an exam or other evaluation will be required. If an exam is required, arrangements for taking the exam can be made through the program director or designee. The cost of exams is $75 per credit and should be submitted to the Registrar’s Office prior to scheduling the exam.
• Note: The application and documentation for course exemption must be submitted at least one trimester prior to the start of the Tai Sophia course(s) being considered.
International Students

If you earned your bachelor’s degree or equivalent outside the United States, in addition to all required application documents, you must submit:

An official evaluation (in a sealed envelope) from a foreign credential evaluation service confirming that the foreign degree earned is equivalent to a U.S. baccalaureate. Students must order this evaluation independently. Below are two recommended resources (not affiliated with Tai Sophia) for credential evaluation services.

National Association of Credential Evaluation Services
Web: www.naces.org

World Education Service
Phone: 212-966-6311 Web: www.wes.org

The Institute is authorized under U.S. law to enroll non-resident alien students. Tai Sophia Institute requires that all applicants who intend to hold F-1 student visa status while enrolled in a program submit a financial statement to determine eligibility to receive an I-20 Form. In order to receive the I-20, applicants must be able to support themselves or be able to receive financial support from a sponsor.

When considering study in the United States, applicants should carefully consider how they will support themselves financially. Students should not expect to support themselves through employment, as immigration laws limit employment for international students. Additionally, Tai Sophia is not responsible for changes in students’ financial circumstances while enrolled. Applicants must complete and return the I-20 Application Form along with a current bank statement providing evidence of the required funds.

Applicants with dependents who will apply for F-2 visas must also provide proof of financial support for their dependents as well.

Individuals already in the United States who are applying for admission must present proof of a valid passport, visa stamp page and I-94 arrival/departure card, and any other document that may involve the student’s current visa status.

Maintaining Legal F-1 Status

As an international student, it is essential that you adhere to the Department of Homeland Security regulations that govern your status. This is your individual responsibility of which you must be aware and for which you are accountable. Please be advised that these policies are enforced and that ignorance of the law is not considered an excuse for non-compliance. Therefore, it is essential that you maintain your legal F-1 status. The following is provided solely for informational purposes:

- Ensure that your passport is valid at all times. Contact your embassy regarding extension issues at least six months prior to your passport expiration date (www.embassy/org).
- Students must be registered for a full course load in each trimester to maintain F-1 status.
- Should you move to another address, ensure that the registrar’s office is notified in writing within 10 days of the move.
- Should you leave the U.S., make sure the F-1 visa in your passport is valid. If this is not the case, you must apply for a new one overseas before attempting to re-enter the U.S. (see Department of State Visa Services). Make an appointment with the associate vice president for student services and registrar to have your I-20 endorsed for travel before departing from the United States.
- F-1 students are not permitted to work.
- Should you change your program or need an extension of time to complete the program, you must apply for an extension, one month before your I-20 expires.
- New students with a Form I-20 are required to pay the SEVIS fee, which is non-refundable (subject to change). This is a separate fee paid to the Student and Exchange Visitor Program in the Department of Homeland Security. You can fill in the Form I-901 online at www.fmjfee.com. For more information on the SEVIS I-901 non-refundable fee, please see the website at http://www.ice.gov/graphics/sevis/i901.

In December 2003, the United States Department of Homeland Security (DHS) implemented a new system for recording information on international visitors entering and exiting the U.S. As part of this initiative, the Student and Exchange Visitor Information System (SEVIS) was implemented and administered by the Student and Exchange Visitor Program (SEVP), which is a division of United States Immigration and Customs Enforcement (ICE) and considered the largest investigative division of the Department of Homeland Security. SEVIS is a centralized and automated web-based information system that manages and maintains data for international students and exchange visitors who are studying in the United States and their dependents. We do realize this is an involved process and have provided the SEVIS information and website (http://www.ice.gov/) to assist you in learning more about this process.

English Language Requirements

Success in Tai Sophia’s graduate degree programs is dependent on a student’s ability to communicate in English. This ability not only includes comprehending, reading, and writing English, but specifically the ability to understand the nuances in the language and to speak effectively. This level of proficiency is greater than that which is required for daily living. The requirements stated below are in place to ensure a student’s ability to take full advantage of the academic programs and serve the outside community as practitioners.

Students who are non-native English speakers may be required to take the Test of English as a Foreign Language (TOEFL) or the TOEFL Internet Based Test (IBT). Tai Sophia Institute’s school code is 8400. Contact TOEFL directly at toefl.org for information about registering for the test. If you have any questions related to fulfilling the language requirement, please speak with an admissions counselor.
How are the programs at Tai Sophia different from other programs?
Tai Sophia offers a holistic healing approach at the foundation of our degree programs. Our programs are experiential and relationship-based. The philosophical core of this work incorporates ancient wisdom from around the world. These teachings will help you recover a worldview that honors the unity of all life. This oneness will have an enormous impact on you as a healer and in your person-to-person relationships with patients, clients, friends, family, and all those in your community. All three programs begin with an opening ceremony and SOPHIA® (School of Philosophy and Healing in Action®) Intensive course in which this core philosophy is introduced.

May I visit the school and sit in on a class?
Yes. Please contact the Office of Graduate Admissions to make arrangements. Open Houses, class visits, and the Redefining Health weekend workshop also provide wonderful opportunities for prospective students to meet faculty and staff and get a sense of the philosophy that is the foundation of our programs.

How important is it that I have a background in a health-related field?
Approximately 30 percent of our students have experience in professional healthcare, while about 70 percent have backgrounds or degrees in a broad range of areas. We find that the learning of each class is enriched by this diversity of backgrounds and gifts provided by people from all walks of life.

May I talk with some of the students or graduates who have the same background as I do?
Yes. Please make arrangements through the Office of Graduate Admissions.

Am I too old to start something new?
Our students have ranged in age from 22 to 73, with an average age of 40. Thirty percent have advanced degrees beyond a bachelor’s degree. For most of our students, pursuing one of our degree programs is an important and desired change of career. Many shift from successful and lucrative jobs in order to study a healing modality that has changed and enriched their own lives. For many, this change is an opportunity to pursue a path for which they have a passion.

What if I don’t have a bachelor’s degree?
You must have a bachelor’s degree in any discipline as the minimum requirement for all of the graduate degree programs and all of our graduate certificate programs. If you do not have a bachelor’s degree, we recommend that you contact a variety of local and online universities and colleges to investigate bachelor’s programs tailored to adult learners.

Is Federal Financial Aid available for the graduate degree programs?
Yes. Please speak directly with our financial aid director for details on financial aid. Contact the Office of Financial Aid at ext. 6628.

Is it possible to work while enrolled in the degree programs?
It is possible to hold a part-time job and attend the Acupuncture and Herbal Medicine programs. Based on our experience working with students in these programs, we recommend that you work no more than 15 hours per week on average. Please note that the clinical portion of these programs places significant additional time and energy demands on students, and that this may have an impact on the amount of time that will be available for employment. The Transformative Leadership and Social Change program and the Nutrition and Integrative Health program are offered in an part-time format thus designed for working professionals, as are the graduate certificate programs.
SECTION THREE
ACUPUNCTURE AND ORIENTAL MEDICINE
Master of Acupuncture Program

Overview

The acupuncture program is a graduate curriculum leading to a Master of Acupuncture (M.Ac.) degree. It is designed to draw on the Taoist tradition as the basis for treating the whole person. This tradition includes studying the five elements, the twelve officials, and yin/yang.

The program provides a values-driven, transformative, and relationship-centered curriculum which guides students to intentionally craft their words and actions in order to be a healing presence that supports their patients. The program also provides students with a solid knowledge of the theory and philosophy of traditional acupuncture, the competence to treat their patients skillfully with needles and words, the capacity to become a healing force and an agent of change, and the ability to communicate their competency effectively.

Program Goals

• Serve the patient at all levels of being.
• Possess knowledge of the history of acupuncture and the theory of different traditions of acupuncture.
• Establish and maintain an acupuncture practice.
• Grow personally and professionally.

Learning is discovering that something is possible.

—Fritz Perls
Curriculum

Overview
The acupuncture curriculum consists of 9 trimesters, divided into 3 levels over 3 calendar years. Each trimester has a theme that articulates the overarching goals for that trimester. The trimesters flow and build from one to the next, much like a novel unfolds from chapter to chapter. The coursework is sequenced to provide a rich and transformative educational experience.

The trimester themes are as follows:
- Trimester 1: Awaken The Observer
- Trimester 2: Develop the Frame/the Lens: The Contextual View
- Trimester 3: Learn Distinctions: Ground Observations in the 4 Inspections:
  - Theory and Assessment: the Field of Discrimination
- Trimester 4: Restore Wholeness and Balance: Begin Treatment
- Trimester 5: Balance Presence and Distinctions in Assessment and Treatment (The Art of Being a Practitioner)
- Trimester 6: Root the Clinician
- Trimester 7: Refine Clinical Skills and Presence
- Trimester 8: Develop Independence in Judgment and Application
- Trimester 9: Embody Practice and Transformation in Service to Life

Level I:
The One: The Tao: Health In Wholeness
Level I consists of Trimesters 1 and 2, and begins with 9 days of intensive coursework that introduces the experience of Qi and basic laws of nature and lays the philosophical groundwork for the entire program. Students become more familiar with language and sensory awareness. They begin to practice Chinese philosophy in everyday life as a preparation for its specific application in acupuncture.

The intensive is followed by coursework designed to open up the power of observation and sensory awareness.

The content in Level I includes the following major topics:
- Tao, Five Element cycle and the seasons, Yin/Yang, and Qi
- Building rapport, awareness of how energy moves in ourselves and in others
- Surface Anatomy and Wellness Physiology
- History of Acupuncture from ancient China to the present
- Introduction to classical texts
- Introduction to the twelve officials
- Learning to use senses: to see, to hear, to feel, to smell, to ask
- Learning diagnostic skills: color, sound, odor, emotion, pulse-taking
- Learning basic skills of point location and touch
- Ethics

Level II
The Two: Yin/Yang: Health in Balance
Level II consists of Trimesters 3, 4, and 5; and the Level II coursework, in addition to delving deeper into the topics introduced in Level I, focuses on theory, diagnosis, treatment planning, and skills development.

Students continue to observe clinical practice throughout Level II, and also begin supervised clinical work in Trimester 4. Over the duration of Trimesters 4 through 7, each student spends a minimum of 15 hours per trimester in active, supervised practice at the off-campus Community Clinic Sites.

Level III
The Three: Qi: Health in Movement (Practitioner & Patient in Service To Life)
Level III consists of Trimesters 6, 7, 8, 9, and begins with an off-campus retreat. The retreat serves as a bridge between the academic work of Level II and the clinical experience of Level III. During the retreat, students reflect on their clinical transition and build community with peers who will practice with them in the Faculty-Supervised Student Clinic.

Over the course of Level III, each student must generate a minimum number of patients and complete, under supervision, a minimum of 250 treatments. In addition, each student performs at least 180 treatments on patients provided through Community Clinic Sites (begun in Level II).

Students may graduate once all coursework, clinical, and other requirements have been fulfilled. Thus, some students may finish the program at the end of Trimester 9. Some students progress at a more moderate pace, however, and continue their clinical work through Trimester 11.
# Course of Study

## Course Descriptions

### Level I

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<th>Trimester</th>
<th>Course Description</th>
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<td><strong>ACP 601a</strong> History and Classics: Acupuncture from China to America</td>
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<td><strong>ACP 601b</strong> History and Classics: Chinese Medicine from the Classical Perspective</td>
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<td><strong>ACP 611</strong> Theory: Principles of Healing and the Laws of Nature</td>
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<td><strong>ACP 631</strong> Diagnostic Skills: Awakening the Observer</td>
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<td><strong>APP 600</strong> SOPHIA®: Intensive/Skills</td>
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<td><strong>APP 601</strong> Initiating a Healing Presence</td>
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<td><strong>APP 610</strong> Embodying Qi Gong: Dance with Nature</td>
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<td><strong>ISci 640</strong> Clinical Anatomy: Regional and Surface Anatomy</td>
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<td><strong>ACP 612</strong> Theory: Officials and Substances</td>
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<td><strong>ACP 622</strong> Point Location: Distal Points of the Arm Primary Meridians</td>
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<td><strong>ACP 632a</strong> Diagnostic Skills: Cultivating the Instrument</td>
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<td><strong>ACP 632b</strong> Diagnostic Skills: Rapport Intensive</td>
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<td><strong>ACP 652</strong> Clinical Observation: From Story to Phenomena</td>
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<td><strong>ACP 662</strong> Practice Management: Ethics for the Health-care Professional</td>
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<td><strong>APP 602</strong> Being the Needle</td>
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<td></td>
<td><strong>APP 620</strong> Volunteer Professional Project</td>
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<tr>
<td></td>
<td><strong>ISci 600</strong> BioScience Elective²</td>
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<td><strong>ISci 642</strong> Physiology: The Science of Wellness</td>
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### Level II

<table>
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<tr>
<th>Trimester</th>
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<tr>
<td>3</td>
<td><strong>ACP 613</strong> Theory: Five Phases I</td>
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<tr>
<td></td>
<td><strong>ACP 623</strong> Point Location: Distal Points of the Leg Primary Meridians</td>
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<tr>
<td></td>
<td><strong>ACP 633</strong> Diagnostic Skills: Diagnostic Interactions</td>
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<tr>
<td></td>
<td><strong>ACP 653</strong> Clinical Observation: Qi in Motion</td>
<td>0.75</td>
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<tr>
<td></td>
<td><strong>APP 603</strong> Speech Acts and the Art of Skillful Inquiry</td>
<td>1.50</td>
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<tr>
<td></td>
<td><strong>APP 611</strong> Tai Chi Roots and Branches</td>
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<td><strong>ISci 600</strong> BioScience Elective²</td>
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<td><strong>ISci 650</strong> Pathology: Biologic Basis for Disease</td>
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### Level III

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<td><strong>ACP 716</strong> Theory: Organs of the Body and Patterns of Disharmony II</td>
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<td><strong>ACP 746</strong> Treatment Skills: Pre-Clinic Retreat</td>
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<tr>
<td></td>
<td><strong>ACP 766</strong> Practice Management: Building a Successful Practice</td>
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<tr>
<td></td>
<td><strong>ACP 790a</strong> Supervised Clinical Practice: Community Health</td>
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</tr>
<tr>
<td></td>
<td><strong>ACP 790b</strong> Supervised Clinical Practice: Core Groups</td>
<td>1.00</td>
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<tr>
<td></td>
<td><strong>ACP 790c</strong> Supervised Clinical Practice: Student Clinic³</td>
<td>1.25</td>
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<tr>
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<td><strong>APP 701</strong> Deep Listening Within</td>
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<tr>
<td></td>
<td><strong>ISci 740</strong> Advanced Clinical Anatomy: Qi Follows Structure</td>
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<tr>
<td>7</td>
<td><strong>ACP 700</strong> History and Classics: Visiting Scholar Intensive</td>
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<td></td>
<td><strong>ACP 727</strong> Point Location: Advanced Point Location</td>
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<tr>
<td></td>
<td><strong>ACP 757</strong> Clinical Observation: Living Traditions</td>
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<tr>
<td></td>
<td><strong>ACP 767</strong> Practice Management: Maintaining a Successful Practice</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td><strong>ACP 790a</strong> Supervised Clinical Practice: Community Health</td>
<td>0.50</td>
</tr>
<tr>
<td></td>
<td><strong>ACP 790b</strong> Supervised Clinical Practice: Core Groups</td>
<td>1.00</td>
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<tr>
<td></td>
<td><strong>ACP 790c</strong> Supervised Clinical Practice: Student Clinic³</td>
<td>1.25</td>
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<td></td>
<td><strong>ISci 737</strong> Nutrition: Food and Balance</td>
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</tr>
</tbody>
</table>
Faculty

Faculty Biographies

Program Director
Jeff Millison, M.Ac.

Associate Program Director
Deneb Falabella, M.Ac., Dipl. Ac. (NCCAOM)

Division Chairs

Theory Division: Jane Grissmer, M.Ac. (UK), Dipl. Ac. (NCCAOM)
Clinical Foundations Division: Stacey MacFarlane, M.Ac.
Touching Energy and Structure Division: Tatyana Malsheva, M.D. (Ukraine), M.Ac.
Interim Chair, Clinical Practices Division: David M. Blaiwas, M.A., M.Ac., Dipl. Ac. (NCCAOM)

Core Faculty

Dianne M. Connelly, Ph.D., M.Ac. (UK), Dipl. Ac. (NCCAOM)
Robert M. Duggan, M.A., M.Ac. (UK), Dipl.Ac. (NCCAOM)
Hope Finn Gilbert, M.Ac.
Tyme M. Gigliotti, M.Ac.
Celeste Homan, M.Ac.
Karen Larson, M.Ac.
Heidi Most, M.Ac., Dipl. Ac. (NCCAOM)
David Paton, M.Ac.
Sharon M. Smith, M.Ac., Dipl. Ac. (NCCAOM)
Deanna Slate Stennett, Adv. L.Ac. (U.K. and FL)

Visiting Scholars

Heiner Fruehauf, Ph.D.
Elisabeth Rochat de la Vallée, M.A.,(France), M.A.(France), D.E.A.(France)
Jeffrey C. Yuen, Dipl. C.H.(NCCAOM)

Trimester 8

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<tr>
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<tr>
<td>ACP 718</td>
<td>Theory: Advanced Modes of Integration</td>
<td>2.00</td>
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<td>ACP 758</td>
<td>Clinical Observation: Integrating Traditions</td>
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<td>ACP 790b</td>
<td>Supervised Clinical Practice: Core Groups</td>
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<td>ACP 790c</td>
<td>Supervised Clinical Practice: Student Clinic</td>
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<tr>
<td>ISci 750</td>
<td>Pathophysiology: Comparative Perspectives</td>
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Trimester 9

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<tr>
<td>ACP 000</td>
<td>Theory: Senior Elective</td>
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<tr>
<td>ACP 719</td>
<td>Theory: Chinese Medical Therapy and Asian Bodywork</td>
<td>2.00</td>
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<tr>
<td>ACP 759</td>
<td>Clinical Observation: Discussion of Case Presentation</td>
<td>0.75</td>
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<tr>
<td>ACP 790b</td>
<td>Supervised Clinical Practice: Core Groups</td>
<td>1.00</td>
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<tr>
<td>ACP 790c</td>
<td>Supervised Clinical Practice: Student Clinic</td>
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<tr>
<td>APP 702</td>
<td>Bring Your Work into the World</td>
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Trimester 10

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<tbody>
<tr>
<td>ACP 790b</td>
<td>Supervised Clinical Practice: Core Groups</td>
<td>1.00</td>
</tr>
<tr>
<td>ACP 790c</td>
<td>Supervised Clinical Practice: Student Clinic</td>
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Trimester 11

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<th>Course Title</th>
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<tbody>
<tr>
<td>ACP 790b</td>
<td>Supervised Clinical Practice: Core Groups</td>
<td>1.00</td>
</tr>
<tr>
<td>ACP 790c</td>
<td>Supervised Clinical Practice: Student Clinic</td>
<td>3.25</td>
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<tr>
<td><strong>Subtotal</strong></td>
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Optional Level III Courses

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<tr>
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<tr>
<td>ACP 710</td>
<td>Theory: NCCAOM Review Elective</td>
<td>0.00</td>
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<tr>
<td><strong>Total semester credits</strong></td>
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<td><strong>136.25</strong></td>
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</table>

Total program hours: **2575.50**

1Credit hour conversion:
15 hours (lecture) = 1 semester credit;
30 hours (lab) = 1 semester credit;
60 hours (independent study) = 1 semester credit.

2Students must complete 12 credits of BioScience Elective coursework.

3Semester credits granted for clinical requirements completed in the ACP 790c series are listed with estimates per trimester based on minimum requirements. Since students complete their clinical work in a partially self-scheduled manner, exact credits per trimester may vary. 16.75 total semester credits are granted for successful completion of the ACP 790c series.

4Students select from several advanced courses to fulfill the Theory: Senior Elective requirement.

5Non-required course.

6Does not include hours for Optional Level III Courses.
Admission Requirements

Degree Requirements
Applicants for admission to Tai Sophia Institute must submit:

- Official transcript to verify completion of a baccalaureate (bachelor’s) degree.
- Official transcript of highest degree earned beyond a baccalaureate.

If the degree was not completed at a college or university recognized by a U.S. Department of Education accrediting body, copies of the institution’s academic catalog may be required and course syllabi may be requested. International students please refer to the additional instructions outlined under the heading "International Students" in the General Admissions Process section of this catalog.

Health Requirements

- Current, documented tuberculosis skin test (PPD).
- A completed “Hepatitis B Vaccination Form for Students” declining vaccination, stating prior vaccination, or indicating plan to receive vaccination. The form and a Hepatitis B Information Packet will be provided to students prior to the start of the program.

Program Format

The acupuncture curriculum consists of nine trimesters, divided into three levels over three years. Additionally, students are required to complete twelve credits of elective coursework, which is self-scheduled outside of their core class days as well as supplemental clinical work in the Community Clinic sites.

Students also are required to attend occasional “intensive” classes which take place about two times each year. The term “intensive” is used to designate special times when the student’s attendance is required in addition to the regularly scheduled core class days. Most intensive classes range from two to three days in length, and generally focus on one topic in depth. Most classes are held at the main campus in Laurel.

As a student begins Level III of the program, the core class days are consolidated into one full class day weekly, through trimester 9. At this point, students are assigned to “core groups,” which typically consist of five to seven students and three faculty supervisors. Core groups are held Monday through Friday, and may fall on days other than the days core classes are scheduled. In addition, students intern in the Community Clinic Sites.

The course of study is a full-time program averaging 36 to 44 months, depending on the pace each student sets when building a practice during the clinical portion of the program. The maximum amount of time allowed to complete the program is 60 months.

The exact dates for the Master of Acupuncture program are available through the Graduate Admissions Office.
Laws and Licensure

Licensure and Acupuncture

Completion of the Master of Acupuncture program does not automatically qualify graduates to begin practicing independently. Each state, including Maryland, has specific licensure or registration procedures that must be met. There may be a waiting period between the completion of the program and the legal recognition allowing you to begin practice. Until a graduate receives official notification of legal recognition to begin practice, she or he may continue to practice only under faculty supervision. Students who wish to continue to practice in Maryland after graduating, but prior to being licensed, must enroll in Tai Sophia’s Trainee Program.

Most states require successful completion of the National Certification Commission for Acupuncture and Oriental Medicine exam. For more information, refer to www.nccaom.org.

Graduates wishing to practice in Maryland may be licensed by applying to the Maryland Board of Acupuncture.

The Institute is approved by the Maryland Higher Education Commission to award a Master of Acupuncture degree, and the program conforms to Maryland laws and regulations regarding the practice of acupuncture.

General

Governmental laws, regulations, legal opinions, and requirements differ from country to country and state to state. The Institute cannot provide assurance that completion of the program will qualify a graduate to be registered or accepted under a state law other than Maryland. However, the Institute’s Master of Acupuncture program is designed to provide basic, solid competence in traditional acupuncture.

Maryland Acupuncture Licenses

For requirements for licensure in Maryland, contact the Maryland Board of Acupuncture:

Board of Acupuncture
4201 Patterson Avenue, Room 311
Baltimore, MD 21215
410-764-4766
800-530-2481
http://dhmh.state.md.us/bacc

State of California

The California Acupuncture Board (formerly the California Acupuncture Examining Committee) approved the Tai Sophia Institute (formerly the Traditional Acupuncture Institute) by unanimous vote on August 27, 1983. The Institute was the first U.S. school outside of California to be approved by the Board. Graduates of Tai Sophia who complete the course of study required by the California Acupuncture Board may sit for the California Acupuncture Licensing Examination.

As of January 1, 2005, the California Acupuncture Licensing Examination requires students to complete a total of 3,000 hours (2,050 theoretical hours and 950 clinical hours) in the following areas:

- Basic Sciences: 350
- Oriental Medicine Principles, Theories and Treatment (includes 450 hours in herbs): 1255
- Clinical Medicine, Patient Assessment and Diagnosis: 240
- Case Management: 90
- Practice Management: 45
- Public Health: 40
- Professional Development: 30
- Clinical Practice: 950

In order to gain eligibility, Tai Sophia students wishing to take the California Acupuncture Licensing Examination must meet specific requirements above and beyond those necessary for the Institute’s Master of Acupuncture program. The following must be completed separately at Tai Sophia and/or at other accredited institutions at an additional cost to the student:

- **Basic Sciences.** In order to ensure that all requirements are met, Tai Sophia students who wish to take the California Acupuncture Licensing Examination must take the following 12 credits of BioScience coursework or the equivalent while fulfilling their BioScience Elective requirements as part of Tai Sophia Institute’s Master of Acupuncture Program: ISci 621 Physics and Energy, ISci 623 Biology and Ecobiology, ISci 624 Chemistry, Elements of Wellness, and ISci 625 Microanatomy, Molecular Biology and the Future of Ancient Traditions.

Students who wish to take the California Acupuncture Licensing Examination must also complete an additional 3 credits of BioScience coursework above and beyond those necessary for the Institute’s Master of Acupuncture program. These students must take course ISci 665 Neuroscience of Addictions and Mental Health or its equivalent to fulfill this requirement.

- **Required Elective Course.** Students who wish to take the California Acupuncture Licensing Examination are required to take the elective course ACP 710 Theory: NCCAOM Review Elective.

- **CPR.** Students who wish to take the California Acupuncture Licensing Examination must complete a minimum of eight (8) hours in first-aid and adult/child cardiopulmonary resuscitation (CPR) from the American Red Cross, American Heart Association, or other organization with an equivalent course approved by the CA board. Completion of this CA requirement also fulfills the requirement for one year’s CPR certification during Tai Sophia’s M.Ac. program.

- **Graduate Certificate Program in Chinese Herbs.** Students who wish to take the California Acupuncture Licensing Examination must complete coursework in Chinese herbs. Contact the Office of Graduate Admissions for information on Tai Sophia’s Chinese Herbs program.
If any of the above coursework is to be completed at an institution other than Tai Sophia Institute, it must be approved by the director of the Master of Acupuncture program. Appropriate documentation must also be submitted to the office of the registrar before such coursework can be included in the student’s academic file and official transcript.

Further information on California requirements is available in the office of graduate admissions as well as on the California Acupuncture Board’s website, www.acupuncture.ca.gov. Students planning to become licensed in California should speak to an admissions counselor to discuss their plan of study to meet these requirements.

Requirements of Other States
For eligibility to apply for licensure, other states may stipulate additional requirements, such as completion of a course in Chinese herbs or clinical hours beyond what is required by ACAOM. For information about licensure procedures in specific states, please contact the medical or acupuncture regulating agency in each state.

Acupuncture Resources
The Council of Colleges of Acupuncture and Oriental Medicine (CCAOM), formerly the National Council of Acupuncture Schools and Colleges (NCASC), was established in 1982. The primary mission of the Council is to advance acupuncture and Oriental medicine by promoting educational excellence within the field. In furtherance of this mission, the Council supports the development and improvement of educational programs in acupuncture and Oriental medicine, and develops recommended curricula for degree, diploma, and other educational programs. It supports and fosters academic freedom and a diversity of educational approaches within the field. As well, it encourages scientific research, innovative teaching methodology, and faculty development, and provides a forum for discussion of issues relevant to member colleges. The Council also serves as an information resource for member colleges, other colleges and organizations, regulatory agencies, and the public. It encourages ethical business practices among member colleges and works with accreditation, certification, licensing and regulatory agencies to develop appropriate educational standards and requirements. It also promotes increased public access to high quality health care provided by well-trained practitioners of acupuncture and Oriental medicine. CCAOM can be reached at 600 Wyndhurst Ave., Suite 112, Baltimore, MD 21210; 410-464-6040. The web address is www.ccaom.org.

The Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) was established in 1982 by the Board of the CCAOM. ACAOM, working under existing guidelines for similar agencies at a national level, acts as an independent body to evaluate schools and colleges of acupuncture and Oriental medicine for the purpose of establishing and maintaining high standards and ethical business practices. The Commission is recognized as a specialized accrediting agency by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation. ACAOM can be reached at 7501 Greenway Center Drive, Suite 760, Greenbelt, MD 20770; 301-313-0855. The web address is www.acaom.org.

The American Association of Acupuncture and Oriental Medicine (AAAOM) is a national membership organization dedicated to promoting excellence and integrity in the professional practice of acupuncture and Oriental medicine, in order to enhance public health and well-being. The AAAOM is committed to high ethical and educational standards and to ensuring the safety of the public. As part of its purpose, the AAAOM seeks to advance the professional field of acupuncture and Oriental medicine and to educate and serve as a resource to legislators, regulators, and the general public regarding the nature and scope of the practice of acupuncture and Oriental medicine. The AAAOM can be reached at PO Box 162340, Sacramento, CA 95816; 916-443-4770. The web address is www.aaaomonline.org.

National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM), the only nationally recognized certification body in the United States for acupuncture, Chinese herbology, Oriental medicine, and Asian bodywork therapy, was established in 1982. NCCAOM’s mission is to establish, assess, and promote recognized standards of competence and safety in acupuncture, Chinese herbology, Asian bodywork therapy, and Oriental medicine for the protection and benefit of the public. The Board of Commissioners consists of nine practitioners who are elected by other diplomates, or are appointed if a vacancy arises mid-year. Additionally, the Board includes two public members, who serve to ensure NCCAOM’s commitment to the public. Over 16,000 diplomates are currently certified through NCCAOM, which is a member of the National Organization for Competency Assurance, and which is accredited by the National Commission for Certifying Agencies (NCCA). NCCAOM can be reached at 76 S. Laura Street Suite 1290, Jacksonville, FL 32202; 904-598-1005; info@nccaom.org. The web address is www.nccaom.org.
The treatments themselves do not 'cure' the condition, they simply restore the body's self-healing ability.

—Leon Chaitow
## Course of Study

### Year One

#### Trimester 1
- CHP 610 History of Chinese Herbal Medicine: 0.25
- CHP 620A Chinese Herbal Medicine Theory I: 1.50
- CHP 640A Clinical Observation: 0.50
- CHP 740A Diagnostic Skills & Cultivation of Yi: 3.00
- **Total:** 5.25

#### Trimester 2
- CHP 620B Chinese Herbal Medicine Theory I: 4.00
- CHP 640B Clinical Observation: 0.50
- **Total:** 4.50

#### Trimester 3
- CHP 620C Chinese Herbal Medicine Theory I: 2.00
- CHP 750 Prepared Medicinals/Pao Zhi: 0.25
- CHP 640C Clinical Observation: 0.25
- CHP 630 Nutrition and Chinese Dietary Therapy: 2.00
- **Total:** 4.50

### Year Two

#### Trimester 4
- CHP 710A Chinese Herbal Medicine Theory II: Specialties of Chinese Medicine: 4.00
- CHP 720A Clinical Internship: 2.00
- CHP 730A Clinical Discussion: Case Studies: 1.00
- CHP 760A Distance/Online Courses: 1.00
- CHP 770A Pharmacy Practicum: 0.50
- **Total:** 8.50

#### Trimester 5
- CHP 640D Clinical Observation: 0.25
- CHP 710B Chinese Herbal Medicine Theory II: Specialties of Chinese Medicine: 3.00
- CHP 720B Clinical Internship: 2.00
- CHP 730B Clinical Discussion: Case Studies: 0.50
- CHP 740B Diagnostic Skills & Cultivation of Yi: 1.00
- CHP 760B Distance/Online Courses: 1.00
- CHP 770B Pharmacy Practicum: 0.50
- **Total:** 8.25

#### Trimester 6
- CHP 710C Chinese Herbal Medicine Theory II: Specialties of Chinese Medicine: 3.00
- CHP 720C Clinical Internship: 1.50
- CHP 730C Clinical Discussion: Case Studies: 0.50
- CHP 760C Distance/Online Courses: 0.50
- CHP 770C Pharmacy Practicum: 0.50
- **Total:** 6.00

## Faculty

### Faculty Biographies

#### Program Manager and Core Faculty
- Evan Rabinowitz, M.Ac., Dipl.Ac.

#### Associate Faculty
- Mary Beth Burke, M.Ac.
- Ann Cecil-Sterman, M.S., L.Ac.
- Jie Chen, M.S., O.M.D., L.Ac.
- Cara O. Frank, Dipl.Ac., Dipl.CH., R.Ac.
- Dan Parrish, M.Ac, Dipl.Ac.

#### Assistant Faculty
- Lucía G. Perillán, M.Ac., Dipl.Ac.
- Hee Seung, L.Ac.

#### Guest Lecturers
- Stephen Cowan, M.D., FAAP
- Thea Elijah, M.Ac., Dipl.Ac.
- Anne Jeffres, D.A.O.M., M.S.
- Jeffrey Yuen, B.S., Dipl.CH.
Admission Requirements

Applicants for admission must meet one of the following criteria:

• Graduate of Tai Sophia Institute’s Master of Acupuncture program.
• Current student in Tai Sophia’s Master of Acupuncture program.*
• Graduate or current student** of an Acupuncture or Oriental medicine program that is accredited by, or in candidacy, with the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM).
• Currently licensed acupuncturist in the U.S. who does not fall into any of the above categories.
• Professional healthcare provider currently licensed in the U.S. to practice acupuncture within the scope of a medical practice.

* Tai Sophia Institute Acupuncture students who have not completed Trimester 6 by April 2011 may now enroll in the Graduate Certificate in Chinese Herbs. They must also register for and complete the Chinese Herb Prep Course offered January-March 2011, before the Chinese Herb program begins.

** Students currently enrolled in Acupuncture programs other than Tai Sophia Institute’s must submit transcripts to verify completion of basic Zang-Fu and Patterns of Disharmony, or complete the Chinese Herb Prep Course.

Health Requirements

• Current, documented tuberculosis skin test (PPD). If PPD is positive, a completed TB screening form is required.
• A completed “Hepatitis B Vaccination Form for Students” stating prior vaccination, declining vaccination, or indicating plan to receive vaccination. This form and a Hepatitis B information packet will be provided to students prior to the start of the program.

Program Format

The 37-credit, 25-month Graduate Certificate in Chinese Herbs meets as follows:

Year One (April 2011–March 2012) consists of 12 two-day weekends (Saturday and Sunday) and an intensive in August. Class times are from 9:00 a.m. – 6:00 p.m.

Year Two (April 2012–April 2013) includes both classroom and clinical experiences, and consists of one two-day weekend (Saturday and Sunday), 12 three-day weekends (Friday, Saturday, and Sunday), and an intensive in August.

Please contact the Office of Graduate Admissions for a formal schedule of class meetings.
Master of Science in Nutrition and Integrative Health

Overview
The Masters of Science in Nutrition and Integrative Health at the Tai Sophia Institute offers students a uniquely comprehensive and integrative approach to the study of applied nutrition. Tai Sophia Institute’s distinctive curriculum blends courses in cultivating a “healing presence” and teaching self-care practices with a solid biochemical and physiological understanding of the complex role of nutrition in human health. The program integrates biochemical, historical, environmental, and cultural perspectives on nutrition with innovative experiential and mindfulness-based approaches to food, cooking, and eating. The program also encourages students to question assumptions in the field of nutrition, and to learn through personal transformation. Students gain practical skills, apply theory through participation in cooking labs, clinical application, and nutrition counseling sessions as patients.

The 47-credit program is designed to accommodate working professionals and can be completed in two years of concentrated weekend study (approximately one weekend each month plus two week-long intensives each year). A variety of elective courses are offered to meet students’ specific interests. The comprehensive and multifaceted program ensures that graduates are prepared for a variety of careers in the diverse field of nutrition as practicing nutritionists, consultants, coaches, educators, researchers, and writers.

Program Goals
• Demonstrate the knowledge and competencies necessary for a variety of food and nutrition careers.
• Demonstrate the skills and understanding needed to empower clients toward better health and well-being.
• Effectively educate and treat individuals using nutrition.
• Demonstrate an integrated knowledge of nutrition that includes the biochemical, environmental, historical, and cultural perspectives, as well as the role of personal transformation in healing.
• Teach clients to prepare whole foods to support health and wellness.

The doctor of the future will no longer treat the human frame with drugs, but rather will cure and prevent disease with nutrition.
—Thomas Edison
Course of Study

Course Descriptions

YEAR ONE

Trimester 1 (Fall)  Semester Credits
ISci 632  Foundations of Health and Wellness  3.0
NUTR 601  Redefining Nutrition  1.0
NUTR 611  Human Nutrition I: Macronutrients  3.0
NUTR 681  Cooking with Whole Foods Lab I  0.5
Subtotal  7.5

Trimester 2 (Spring)  Semester Credits
ISci 626  Nutritional Biochemistry  3.0
COA 601A  Practitioner Skills I  2.0
(ISci 646A  Health and Wellness Physiology I  2.0)
NUTR 671  Food and Culture  1.0
NUTR 682  Cooking with Whole Foods Lab II  0.5
Subtotal  8.5

Trimester 3 (Summer)  Semester Credits
ISci 646B  Health and Wellness Physiology II  2.0
NUTR 612  Human Nutrition II: Micronutrients  3.0
NUTR 683  Cooking with Whole Foods Lab III  0.5
Subtotal  5.5

YEAR TWO

Trimester 4 (Fall)  Semester Credits
NUTR 622  Advanced Nutritional Biochemistry and Nutritional Assessment  3.0
NUTR 641  Life Cycle Nutrition  3.0
ISci 703A  Applied Statistics  1.5
NUTR 684  Cooking with Whole Foods Lab IV  0.5
Subtotal  8.0

Trimester 5 (Spring)  Semester Credits
NUTR 631  Therapeutic Diets I  2.0
ISci 703B  Applied Research Skills  1.5
NUTR 672  Nourishment  2.0
NUTR 652  Practitioner Skills II  2.0
NUTR 685  Cooking with Whole Foods Lab V  0.5
Subtotal  8.0

Trimester 6 (Summer)  Semester Credits
NUTR 653  Practitioner Skills III  2.0
NUTR 632  Therapeutic Diets II  2.0
NUTR 654/691  Clinic/Practicum  2.0
NUTR 686  Cooking with Whole Foods Lab VI  0.5
Elective Credits  3
Subtotal  6.5

Faculty

Sample Selection of Elective Courses

NUTR 661  Practice Management  1.0
NUTR 664  Food Systems and Policies  3.0
NUTR 699  Independent Study  3.0
HRB 530  Fundamentals of Herbalism  3.0
HRB 604  Frequently Used Herbs: Understanding for the Health Professional  3.0
HRB 618  Herbs for Home Use: Living in Harmony with the Seasons  3.0
ISci 601  History & Language of Medicine  3.0
ISci 615  Mind-Brain Science  3.0
ISci 623  Biology & Ecobiology  3.0
ISci 655  Holistic Medicine  3.0
ISci 730  Integrating Approaches for Care of the Whole Person  0.5
ISci 733  Research in Complementary Medicine  3.0

Co-Curricular Program Requirements:
- Complete the 1 credit Serv-Safe™ Manager Online Course from the National Restaurant Association before starting the second year.
- Participate in three nutrition-counseling sessions with a Tai Sophia Institute approved nutrition practitioner as a patient by the end of the fourth trimester.

Faculty Biographies

Program Director
Rebecca Snow, M.S., LDN, CNS, RH(AHG)

Core and Adjunct Faculty
Tom Balles, L.Ac.(UK), M.Ac., Dipl.Ac. (NCCAOM)
Monica Corrado, M.A., CNC
Chris D’Adamo, Ph.D., C.P.T.
Luigi DeLuca, Ph.D.
Sara Bachman Ducey, M.S., CNS
Joel S. Edman, D.Sc., FACN, CNS
Charles Eisenstein, B.A.
Camille Freeman, M.S., LDN, CNS, RH(AHG)
Penny Friedberg, MBA, CHHC
Daemon Jones, ND
Rebecca Katz, M.S.
James Snow, RH (AHG)

Distinguished Guest Lecturers
Annemarie Colbin, Ph.D.
Robert M. Duggan, M.A., M.Ac.(UK), Dipl.Ac.(NCCAOM)
Gerard Mullin, M.D.
Paul Pitchford, M.S.
Kathie Madonna Swift, M.S., RD, LDN
**Admission Requirements**

**Degree Requirements**
Prospective students must meet the following admission requirements:
- Hold a bachelor’s degree, with a minimum 2.5 GPA, from an accredited educational institution and submit an official transcript.
- Submit an official transcript of highest degree earned beyond a bachelor’s degree.

If the bachelor’s degree was not completed at a college or university recognized by a U.S. Department of Education accrediting body, copies of the institution’s academic catalog may be required and course syllabi may be requested. International students please refer to the additional instructions outlined under the heading “International Students” in the academic catalog.

**Prerequisite Requirements**
(Eligibility to test out or be exempt from the prerequisite is at the discretion of the Program Director.)

Candidates for admission must have:
- Completed a minimum of three (3) credits of Organic Chemistry and submit an official transcript,
- OR
- Enroll in ISci 521: Foundational Chemistry for Health Sciences (details below) at Tai Sophia Institute prior to the start of his/her course of study in the program.

**Continuing Health Requirements**
Students must comply with health-related requirements including blood-borne pathogen training prior to entering clinic. For health requirements that need to be updated regularly, the update must be completed prior to or within the month of expiration, and documentation submitted to the administrative coordinator for Faculty Supervised Student Clinic office. Complete requirement details are included in Student Handbook.

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**Program Format**

The Master of Science in Nutrition and Integrative Health is delivered in a format to accommodate working professionals. The 47-credit degree is designed to be completed in two years of concentrated weekend study (approximately one weekend each month plus one or two week-long intensives each year).

In addition to required courses, which include the choice of a clinical, research, or community-based practicum, students are required to take a minimum of three elective credits. The three-credit elective requirement may be met at any time during the course of the program. The clinic/practicum will be scheduled at the student’s discretion.

Please contact the Office of Graduate Admissions for a formal schedule of class meetings.
Overview

The Herbal Medicine program is a graduate program leading to a Master of Science degree in herbal medicine. Integrating modern scientific knowledge with traditional wisdom, the curriculum provides an understanding of varied health and wellness paradigms as well as the bio-psycho-social constructs that inform them. It engages nature as teacher, using natural rhythms of the living world to guide the model for client care and broader practices. The educational environment serves as a catalyst for meaningful change and empowers our graduates to serve as facilitators of change in others.

Students who complete the program possess a solid knowledge of the theory and practice of supporting health and wellness; are able to consult safely and communicate their competence effectively; and have a positive, knowledgeable understanding of the potential of herbs.

The program’s main emphasis is clinical study, and all students are required to complete a requisite amount of clinical work. Students who choose not to focus primarily on clinical work pursue a self-guided independent study project.

Program Goals

• Be able to serve clients through the gathering and contextualizing of relevant information from the client in order to develop an individualized plan for wellness.

• Be able to advise and educate effectively to create a comprehensive wellness plan incorporating herbal, dietary and lifestyle recommendations integrating self-awareness and lessons of nature.

• Possess knowledge of traditional herbal systems as well as an understanding of the principles and practices of modern Western herbalism. Have a foundational understanding of biomedicine, pharmacology, materia medica, herbal preparations, history, clinical assessment, safety, and plant identification and wildcrafting.

• Have the skills to establish and maintain an effective and legal herbal practice.

• Be able to grow personally and professionally and to actively participate in the field of herbalism through writing, research, public speaking, and/or professional affiliation.

Note: The Master of Science in Herbal Medicine Program will not be enrolling students in September 2011. Since the program began, there has been significant interest in delivery options other than a residential weekday program. We are taking this trimester to review the program and to consider a redesign that meets the needs of working professionals. The description of the new master’s program will be available in the next few months. Please check the online catalog or call the Admissions Office at 410-888-9048 ext. 6647 for updates.

Come forth into the light of things, let nature be your teacher.

—William Wordsworth

Revised 5/10/11
Graduate Certificate in Herbal Studies

Overview
This 12-credit Graduate Certificate in Herbal Studies provides the herbal enthusiast with a foundational knowledge of herbal sciences as well as an understanding of wellness-based models of health care. An emphasis on practical skills ensures that students are familiar with the identification of local plants and have the ability to make medicinal food and herbal preparations. Combining modern, scientific knowledge with traditional wisdom, the coursework uses the cycles of nature to guide the integration of herbs into daily life. This program empowers the student with the knowledge and skills to support self-care through the safe and effective incorporation of herbs into daily life, using body care products, food preparations, and other herbal supplements. Nine of the credits from the Graduate Certificate in Herbal Studies can be applied to the Master of Science degree in Herbal Medicine, and six credits can be applied to the Master of Science in Nutrition and Integrative Health.

The program is offered in an executive format on weekends and evenings to accommodate the needs of working professionals.

Program Goals
• Identify the principles of a wellness-based model of health care and apply these principles in a variety of personal and professional settings.
• Identify and harvest local herbs in the field, recognize raw materials, and manufacture herbal and food preparations.
• Describe the safe and appropriate use of a limited number of herbs as dietary supplements within the framework of a wellness-based model of health care.
• Identify how life is intertwined with the surrounding environment, articulate the implications of the changing seasons, and be able to safely and effectively utilize herbs to support self-care throughout the year.
• Incorporate herbs into food preparation as a way to provide daily wellness support.

You are already the precious mixture that will make you well. Use it.
——Rumi
Course of Study

Course Descriptions

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Name</th>
<th>Semester Credits</th>
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</thead>
<tbody>
<tr>
<td>APP 632</td>
<td>Foundations of Health and Wellness</td>
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<td>HRB 530</td>
<td>Fundamentals of Herbal Medicine: Past to Present &amp; Soil to Clinic</td>
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<td>TOTAL REQUIRED CREDITS</td>
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<td>12.0</td>
</tr>
</tbody>
</table>

Faculty

Faculty Biographies

Program Manager
Rebecca Snow M.S., LDN, RH(AHG), CNS

Core Faculty
James Snow, RH(AHG)

Associate Faculty
Sara Eisenberg, M.S.

Assistant Faculty
Karl Ardo, M.F.A.
David M. Blaiwas, M.A., M.Ac., Dipl. Ac.(NCCAOM)
Jillian Borchard M.S., RH(AHG)
Margo Gladding, M.S., CNS, LDN
Jamiel Hafiz, LPA, M.Ac, LAc, RYT
James Kinsinger, Ph.D.
Paige Lescure, J.D., LL.M., M.S.
Ashley Sky Litecky, M.S., ERYT
Tricia McCauley, M.S.
Helen Metzman, M.S.

Distinguished Lecturers
Jerry Cott, Ph.D.
James A. (Jim) Duke, Ph.D.
Marta E. Hanson, Ph.D.
Leena Hilakivi-Clarke, Ph.D.
Simon Mills, M.A., FNIMH, MCPP
Gerard Mullin, MD
Kevin Spelman, Ph.D., RH(AHG), MCPP

Admission Requirements

Applicants for admission to the Herbal Studies Graduate Certificate program must submit:

- Official transcript to verify completion of a baccalaureate (bachelor’s) degree from an accredited educational institution.
- Official transcript of highest degree earned beyond a baccalaureate.

Internationally educated students please refer to the additional instructions outlined under the heading “International Students” in the Admissions section of this catalog.

Program Format

The Graduate Certificate in Herbal Studies is an eight-month program. All classes are held on Saturdays and Sundays from 8:30 a.m. to 5:30 p.m. with the exception of the opening course, which is held Friday-Sunday over two consecutive weekends. Class hours on Friday are 3:30 p.m. to 8:00 p.m. Please contact the Office of Graduate Admissions for a formal schedule of class meetings.

Revised 7/8/11
Overview

The 12-credit Graduate Certificate in Medical Herbalism program provides licensed or certified health care professionals, pharmacists, and researchers with a foundational knowledge of herbal medicine. Students learn about the most popular herbs and herbal supplements in the U.S. market and likely interactions with conventional pharmaceuticals. Modern scientific understanding is discussed within the framework of traditional herbal wisdom to provide a truly integrated and realistic perspective on the use of herbs in a variety of health care models. Students learn how to identify and create quality herbal products through hands-on wild plant identification, harvesting, and making medicinal food and herbal preparations. Combining theory with practical applications, the program empowers health-care professionals with the necessary tools to engage patients in an informed discussion of herbal supplements, understand the implications of proposed treatments, and determine the safety and efficacy of herbal options. Nine of the credits from the Graduate Certificate in Medical Herbalism can be applied to the Master of Science degree in Herbal Medicine, and six credits can be applied to the Master of Science in Nutrition and Integrative Health.

The program is offered in an executive format on weekends and evenings to accommodate the needs of working professionals.

Program Goals

• Help patients understand and differentiate between the application of herbs in a wellness-based and disease-based model of health care.

• Contextualize isolated herbal research or traditional uses within a broader body of knowledge, allowing for a balanced assessment of clinical relevance and safety concerns.

• Describe the safe and appropriate use of a limited number of herbs as dietary supplements within the framework of modern health care.

• Identify and harvest local herbs in the field, recognize raw materials, and manufacture herbal and food preparations.

If you are not ready to alter your way of life, you cannot be healed.

—Hippocrates
Course of Study

Course Descriptions

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<td>HRB 604</td>
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TOTAL REQUIRED CREDITS 12.0

Faculty Biographies

Program Manager
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Leena Hilakivi-Clarke, Ph.D.
Simon Mills, M.A., FNIMH, MCPP
Gerard Mullin, M.D.
Kevin Spelman, Ph.D., RH(AHG), MCPP

Admission Requirements

Applicants for admission to the Medical Herbalism Graduate Certificate program must submit:

☐ Official transcript to verify completion of a baccalaureate (bachelor’s) degree from an accredited educational institution.

☐ Official transcript of highest degree earned beyond a baccalaureate.

☐ Professional licensure in an allied health field such as medicine, osteopathy, chiropractic medicine, pharmacology, naturopathy, nursing, physical therapy, health education, exercise physiology, psychotherapy, nutrition, acupuncture, and other appropriately related health fields. Other applicants with a bachelor’s degree or higher with related licensure and/or certification will be considered on an individual basis.

Internationally educated students please refer to the additional instructions outlined under the heading International Students in the Admissions section of this catalog.

Program Format

The Graduate Certificate in Medical Herbalism is an eight-month program. All classes are held on Saturdays and Sundays from 8:30 a.m. to 5:30 p.m. with the exception of the opening course, which is held Friday-Sunday over two consecutive weekends. Class hours on Friday are 3:30 p.m. to 8:00 p.m. Please contact the Office of Graduate Admissions for a formal schedule of class meetings.
SECTION FIVE
APPLIED PHILOSOPHY
AND PRACTICES
Overview
Tai Sophia’s Masters of Arts in Transformative Leadership and Social Change is a groundbreaking program that prepares leaders to meet the unique demands of today’s highly-diverse, global community. It is designed to provide the next generation of creative, inspiring leaders and agents of change with the requisite skills to infuse their organizations and their own lives with a greater sense of drive and purpose. Our MA in Transformative Leadership and Social Change is unlike any other leadership program. It will change the way you think. It will change your sense of being. It will change your way of doing your work.

Through a unique intellectual and philosophical framework, the curriculum weaves together evidence-based leadership practices; the emerging field of transformative language arts (the intentional use of language to create positive change); and traditional wisdom practices. Our graduates are groomed to be innovative leaders, skilled to meet the challenges of an increasingly more complex and ever changing world. Organizations of today need leaders skilled in broad complex thinking, relationship building, and ethical decision-making to create a social impact.

This program is offered in weekend and evening format to accommodate working professionals. Individuals from all types of backgrounds – including business, education, social justice, wellness and healthcare, law, government/public administration, engineering, consulting, social services, and others – find this program to be life changing and empowering.

Program Goals
• Apply leadership skills to positively affect others’ actions, commitment, effectiveness, and productivity.
• Develop a personal style of leadership grounded in ethics, philosophy, service, individual passions, individual talents, and unification.
• Engage in personal transformation through daily practices and through interaction with a community of committed learners.
• Broaden one’s perspective and the ability to generate positive actions and outcomes.
• Mobilize one’s self and others toward social and ethical responsibility.
• Create and sustain positive coalitions and communities.
• Approach complex issues and embrace paradox with clarity, vision, and commitment to personal and professional goals.
• Develop the ability to convert breakdowns into breakthroughs.

We must be the change we wish to see in the world.
—Mahatma Gandhi
Curriculum

Core Courses
The theme for the first half of the program is commitment in oneness to one another and nature. The theme for the second half of the program is stillness and service, allowing students to deepen into the wisdom traditions and learn more effective ways to be in service to the human family and beyond.

Individualized Application Phase
In this phase, students work with a faculty advisor who assists with the design and completion of four Independent Studies and a Project of Excellence. This phase of the program typically begins after the core coursework has been completed; however, this work may be started earlier with the permission of the program director.

Transformative Practice Groups (TPG)
At the start of the program, students are assigned to a learning group consisting of other students from their class as well as from previous and later classes. Facilitated by faculty, these groups give students the opportunity to explore, teach, and coach one another about what the group is learning in their required core courses and how to apply their learning in their professional and personal lives. Work in a TPG is a substantive and integral part of the core coursework portion of the Transformative Leadership program. TPGs meet at Tai Sophia on the Friday evenings of each class weekend and either in person or via electronic means once in between class weekends. In each core course, students are assigned weekly practices and are required to maintain daily logbooks to document their experiences with these practices. Discussing the application of these practices is a major focus of the work done in the TPGs.

Consolidation Weekends & Intensives
Students will begin the program with a five-day SOPHIA® intensive in January. Three Consolidation Weekends, which provide the opportunity for review and integration of the work conducted during previous weeks, including coaching and mentoring, are also scheduled during the program: the first occurs in September of the first year of core coursework; the second in April of the second year of core coursework; and the third — a four-day intensive at the conclusion of the core courses and moving into independent work — in January of the third year. The Consolidation Weekends are a unique feature of our program. These sessions are co-designed by students and faculty to ensure that learning is cumulative and effective.

Demonstration/Documentation of Learning
Demonstration/documentation of learning is important for the integrity of the program and for the assessment of learning. For the Master of Arts in Transformative Leadership and Social Change, this includes:
(a) maintaining daily practice logs
(b) attendance and course participation
(c) written assignments based on the readings
(d) peer coaching
(e) self-assessments completed three times during the course of the first two years
(f) other assignments related to specific course and program goals and outcomes

Course of Study

Core Requirements
(to develop a Larger World and Deeper Work)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Name</th>
<th>Semester Credits</th>
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</thead>
<tbody>
<tr>
<td>APP 600t</td>
<td>School of Philosophy and Healing in Action® (SOPHIA®)</td>
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<tr>
<td>TLSC 610</td>
<td>Revisioning a Sense of Calling and Commitment in All the Ways We Lead</td>
<td>3.0</td>
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<tr>
<td>TLSC 615</td>
<td>Practicing Leadership</td>
<td>3.0</td>
</tr>
<tr>
<td>TLSC 620</td>
<td>Recovering Oneness with Nature: Opening to Interconnection</td>
<td>3.0</td>
</tr>
<tr>
<td>TLSC 630</td>
<td>New Science; New Thinking</td>
<td>3.0</td>
</tr>
<tr>
<td>TLSC 640</td>
<td>Practicing Stillness through the Timeless Wisdom Traditions</td>
<td>3.0</td>
</tr>
<tr>
<td>TLSC 650</td>
<td>Practicing Service: Leading through Service</td>
<td>3.0</td>
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</tbody>
</table>

Individualized Application Phase
(to offer a Focused, Grateful Gift)
Four Independent Studies (relevant to the learner’s deepening and his or her Project of Excellence)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Name</th>
<th>Semester Credits</th>
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</thead>
<tbody>
<tr>
<td>TLSC 661</td>
<td>Independent Study I</td>
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<td>TLSC 662</td>
<td>Independent Study II</td>
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<tr>
<td>TLSC 663</td>
<td>Independent Study III</td>
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<tr>
<td>TLSC 664</td>
<td>Independent Study IV</td>
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Project of Excellence

<table>
<thead>
<tr>
<th>Number</th>
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<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TLSC 690</td>
<td>Project of Excellence</td>
<td>2.0</td>
</tr>
</tbody>
</table>

TOTAL REQUIRED CREDITS 30.0

Please Note: Semester credit for Transformative Practice Groups and Consolidation Weekends that are part of core coursework is subsumed within the 30-semester credits noted above.

Students will be able to complete the 30-credit-hour program in three years. The seven required core courses (24 Semester Credits) are offered the first two years. This leaves four independent studies (4 Semester Credits) and the Project of Excellence (2 Semester Credits) to be completed in the third year.
Faculty

Faculty Biographies

Program Director
Cheryl Walker M.L., MCC

Core Course Faculty
Anne Huyler Baker, M.A.
Tom Balles, L.Ac. (UK), M.Ac., Dipl.Ac. (NCCAOM)
David Beares, M.Ac.
Dianne M. Connelly, Ph.D., M.Ac. (UK), Dipl. Ac. (NCCAOM)
Robert M. Duggan, M.A., M.Ac. (UK), Dipl.Ac. (NCCAOM)
Susan Duggan, M.Ac.
Robert Gordon, M.S., M.A.
Allyson Jones, M.Ac., L.Ac.
Helen Mitchell, Ph.D.
John G. Sullivan, J.C.D., Ph.D.

Program Format

The program begins once yearly in January. The Transformative Leadership and Social Change program weekends are held Friday evenings 6:00 to 9:00 p.m., Saturdays 9:00 a.m. to 5:00 p.m., and Sundays 8:30 a.m. to 4:30 p.m. Between scheduled class sessions, students meet with their Transformative Practice Groups; however, the group decides the schedule for these meetings.

The seven core courses are taken in sequential order over the first two years of the program, followed by an individualized application phase consisting of four independent studies and the Project of Excellence. The program averages 36+ months for completion, depending on the pace you set when completing the individualized application phase. The maximum amount of time allowed to complete the program is 60 months.

Please contact the Office of Graduate Admissions for a formal schedule of class meetings.

Admission Requirements

Degree Requirements
Applicants for admission to Tai Sophia Institute must submit:

☐ Official transcripts to verify completion of a baccalaureate (bachelor’s) degree.

☐ Official transcripts of the highest degree earned beyond a baccalaureate.

Internationally educated students please refer to the additional instructions outlined under the heading International Students in the General Admissions Process section of this catalog.

If your undergraduate degree was not completed at a college or university recognized by a U.S. Department of Education accrediting body, copies of the institution’s academic catalog will be required and course syllabi may be requested.
We have more possibilities available in each moment than we realize.

—Thich Nhat Hanh

### Overview

The Graduate Certificate in Transformative Leadership is designed for established and developing leaders seeking a path to enhance their skills in order to create constructive change personally, in the workplace, and in the larger community. Through deeply personal transformation and daily practice, leadership is redefined. Students discern and implement ways to take new ideas and insight into their work and all relationships in order to affect change. Students come from a variety of professional backgrounds and find this program to be life changing and powerfully applicable to their own unique setting.

The graduate certificate is the first nine months (12 credits) of the Masters of Arts in Transformative Leadership and Social Change program. The coursework includes the following courses: School of Philosophy and Healing in Action® (SOPHIA®), Revisioning a Sense of Calling and Commitment in All the Ways We Lead, and Practicing Leadership. Students in the program are also required to participate in the Transformative Practice Groups and Consolidation Weekend.

Participants who are accepted for this executive-format educational experience have the option to continue study for the master’s degree in transformative leadership and social change after receiving the graduate certificate.

### Program Goals

Those awarded the Tai Sophia Graduate Certificate in Transformative Leadership will:

- Gain clarity, vision and commitment to personal and professional goals.
- Engage in daily transformative practices that foster mindful action and reflective awareness.
- Develop a personal style of leadership grounded in ethics, philosophy, service, individual passions and talents, and unification.
- Take new ideas and visions into work, home, and the community to effect positive change.
Curriculum

Core Courses
The Graduate Certificate in Transformative Leadership consists of the first three courses of the Master of Arts in Transformative Leadership and Social Change. Students who complete the graduate certificate can transfer all 12 credits towards the master’s degree. These courses elegantly blend innovative leadership competencies, transformative language arts, and ancient wisdom traditions to provide students with effective ways to lead at work, at home and in their communities.

Transformative Practice Groups (TPG)
At the start of the program, students are assigned to a learning group consisting of other students from their class as well as from previous and later classes. Facilitated by faculty, these groups give students the opportunity to explore, teach, and coach one another about what the group is learning in their required core courses and how to apply their learning in their professional and personal lives. Work in a TPG is a substantive and integral part of the core coursework portion of the Transformative Leadership program. TPGs meet at Tai Sophia on the Friday evenings of each class weekend and either in person or via electronic means once in between class weekends. In each core course, students are assigned weekly practices and are required to maintain daily log books to document their experiences with these practices. Discussing the application of these practices is a major focus of the work done in the TPGs.

The Intensive and Consolidation Weekend
Students will begin the program with a five-day SOPHIA® intensive in January. A Consolidation Weekend, which provides the opportunity for review and integration of the work conducted in the three courses, including coaching and mentoring, conclude the program. The Consolidation Weekend is a unique feature of our program, as it is co-designed by students and faculty to ensure that learning is cumulative and effective.

Demonstration/Documentation of Learning
Demonstration/documentation of learning is important for the integrity of the program and for learning to be assessed. For the Graduate Certificate in Transformative Leadership, this includes:

(a) maintaining daily practice logs
(b) attendance and course participation
(c) written assignments based on the readings
(d) peer coaching
(e) a self-assessment completed prior to the concluding Consolidation Weekend
(f) other assignments related to specific course and program goals and outcomes

Course of Study

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<thead>
<tr>
<th>Course Descriptions</th>
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<tbody>
<tr>
<td>Number</td>
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<tr>
<td>APP 600t</td>
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<tr>
<td>TLSC 610</td>
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<tr>
<td>TLSC 615</td>
</tr>
<tr>
<td>TOTAL REQUIRED CREDITS</td>
</tr>
</tbody>
</table>
Faculty

Faculty Biographies

Program Director
Cheryl Walker M.L., MCC

Core Course Faculty
Anne Huyler Baker, M.A.
Tom Balles, L.Ac. (U.K), M.Ac., Dipl.Ac. (NCCAOM)
Dianne M. Connelly, Ph.D., M.Ac. (UK), Dipl. Ac. (NCCAOM)
Robert M. Duggan, M.A., M.Ac. (UK), Dipl.Ac. (NCCAOM)
Susan Duggan, M.Ac.
Allyson Jones, M.Ac., L.Ac.
John G. Sullivan, J.C.D., Ph.D.

Admission Requirements

Degree Requirements
Applicants for admission to Tai Sophia Institute must submit:

☐ Official transcripts to verify completion of a baccalaureate (bachelor's) degree.

☐ Official transcripts of the highest degree earned beyond a baccalaureate.

Internationally educated students please refer to the additional instructions outlined under the heading “International Students” in the General Admissions Process section of this catalog.

If your undergraduate degree was not completed at a college or university recognized by a U.S. Department of Education accrediting body, copies of the institution's academic catalog will be required and course syllabi may be requested.

In exceptional circumstances, individuals who have not completed a bachelor's degree may be eligible for enrollment. Please contact the office of graduate admissions for further details.

Program Format

The Graduate Certificate in Transformative Leadership is a nine-month program. Typical class hours are Friday, 6:00 pm to 9:00 pm, Saturday, 9:00 am to 5:00 pm, and Sunday, 8:30 am to 4:30 pm. In addition to the course dates listed above, students are required to attend a Transformative Practice Group (TPG) meeting by phone or in person in between each class weekend. Please contact the Office of Graduate Admissions for a formal schedule of class meetings.

Revised 5/18/11
Graduate Certificate in Health Coaching

Overview
Tai Sophia Institute’s Graduate Certificate in Health Coaching program is at the forefront of a growing field in the health care industry. This groundbreaking program is designed for established health-care professionals, to prepare them to work as coaches in a multitude of practice settings including hospitals, clinics, health educational facilities, private practice, corporations, and schools. The curriculum focuses on three primary goals. The first goal is the development of a wider view of the field of health and wellness in contrast to our current disease-focused model. The second is to teach coaches to listen to the wisdom of their own bodies, learn to reconnect with the cycles of nature, and to teach clients to do the same. The third is to develop both proficiency and excellence in the skills necessary to help clients adopt attitudes and lifestyle changes most conducive to optimal health and other issues that affect health.

This 15-credit graduate certificate program consists of five courses delivered over 13 weekends to accommodate working health-care professionals. Professional disciplines appropriate for the graduate certificate in health coaching include nursing, acupuncture, naturopathy, chiropractic, allopathic medicine, mental health, physical therapy, herbal medicine, and other allied health fields.

Program Goals
• Use language, listening, and composure as a means to inspire and motivate clients to make health-generating changes.
• Design and implement personalized health and wellness plans with clients.
• Inspire accountability in clients to adhere to goals.
• Use the art of evocative and powerful questioning as a means to develop client self-awareness and effective action.
• Demonstrate proficiency in active, reflective, and empathetic listening skills.
• Develop a comprehensive set of health-generating practices based on the rhythms of nature, life skills, and language.
• Use the science of behavior change to motivate others toward health-generating behaviors.
• Carry out professional responsibilities and an adherence to ethical principles of the profession.
• Apply health-coaching skills in a workplace setting.

What lies behind us and what lies before us are tiny matters, compared to what lies within us.
—Ralph Waldo Emerson
Course of Study

Course Descriptions

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Name</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>APP 632</td>
<td>Foundations of Health and Wellness</td>
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</tr>
<tr>
<td>COA 601</td>
<td>Becoming a Healing Presence</td>
<td>3.0</td>
</tr>
<tr>
<td>COA 610</td>
<td>Fundamentals of Health and Wellness Coaching</td>
<td>3.0</td>
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<tr>
<td>COA 611</td>
<td>Principles and Practices of Health and Wellness</td>
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<tr>
<td></td>
<td>Coaching</td>
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<td>COA 620</td>
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<td>15.0</td>
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</tbody>
</table>

Faculty

Faculty Biographies

Program Manager
Cheryl Walker M.L., MCC

Core Faculty
Tom Balles, M.Ac., L.Ac.(UK), Dipl.Ac.(NCCAOM)
Katherine E. Johnson, Ed.D., PCC
Cheryl Walker M.L., MCC

Distinguished Guest Lecturers
Janet Baldwin Anderson, Ph. D.
Robert Duggan, M.A., M.Ac., Dipl.Ac.
Ali Hall, J.D.
James Snow, RH(AHG)
Rebecca Snow, M.S., LDN, CNS, RH(AHG)

Program Format

The Graduate Certificate in Health Coaching typically begins in April. All classes are held on Saturdays and Sundays from 8:30 a.m. to 5:30 p.m. with the exception of the opening course, which is held Friday-Sunday over two consecutive weekends. Class hours on Fridays are 3:30 p.m. to 8:00 p.m. Please contact the Office of Graduate Admissions for a formal schedule of class meetings.

Admission Requirements

For consideration for the Graduate Certificate in Health Coaching, applicants must submit:

- Official transcript to verify completion of a baccalaureate (bachelor’s) degree from an accredited educational institution.
- Official transcript of highest degree earned beyond a baccalaureate.
- Professional licensure in an allied health field.

Internationally educated students please refer to the additional instructions outlined under the heading “International Students” in the Admissions section of this catalog.
Graduate Certificate in Wellness Coaching

Overview
Tai Sophia Institute’s Graduate Certificate in Wellness Coaching program is at the forefront of the growing field of wellness education, preparing students with the skills and expertise to empower people to take charge of their own health by adopting healthy lifestyles. This groundbreaking program, the only graduate certificate in wellness coaching in the country, is designed to prepare educators, life coaches, fitness instructors, employee assistance specialists, human resource specialists, and others with a strong interest in health and wellness to practice in a multitude of settings including health educational facilities, gyms, spas, corporations, and schools.

The curriculum focuses on three primary goals. The first goal is the development of a wider view of the field of wellness in contrast to our current disease-focused model. The second is to teach coaches to listen to the wisdom of their own bodies, to learn to reconnect with the cycles of nature, and to teach clients to do the same. The third is to develop both proficiency and excellence in the skills necessary to help clients adopt attitudes and lifestyle changes most conducive to optimal health and other issues that affect health.

This 12-credit graduate certificate consists of four courses delivered over a nine-month period, and is offered in a weekend format to accommodate working professionals.

Program Goals
• Use language, listening, and composure as a means to inspire and motivate clients to make health-generating changes.
• Design and implement personalized health and wellness plans with clients.
• Inspire accountability in clients to adhere to goals.
• Use the art of evocative and powerful questioning as a means to develop client self-awareness and effective action.
• Demonstrate proficiency in active, reflective, and empathetic listening skills.
• Develop a comprehensive set of health-generating practices based on the rhythms of nature, life skills, and language.
• Use the science of behavior change to motivate others toward health-generating behaviors.
• Carry out professional responsibilities and an adherence to ethical principles of the profession.

Every blade of grass has its Angel that bends over it and whispers, “Grow, grow.”
—The Talmud
Course of Study

Course Descriptions

<table>
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<tr>
<th>Number</th>
<th>Course Name</th>
<th>Semester Credits</th>
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<tr>
<td>APP 632</td>
<td>Foundations of Health and Wellness</td>
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<td>COA 601</td>
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<td>COA 611</td>
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<td>COA 612</td>
<td>Applied Wellness: Internship (Optional)*</td>
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* Students taking the optional Internship will earn a total of 15 credits for the program.

Faculty

Faculty Biographies

Program Manager
Cheryl Walker M.L., MCC

Core Faculty
Tom Balles, M.Ac., L.Ac.(UK), Dipl.Ac.(NCCAOM)
Katherine E. Johnson, Ed.D., PCC
Cheryl Walker M.L., MCC

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Robert Duggan, M.A., M.Ac., Dipl.Ac.
Ali Hall, J.D.
James Snow, RH(AHG)
Rebecca Snow, M.S., LDN, CNS, RH(AHG)

Admission Requirements

For consideration for the Graduate Certificate in Wellness Coaching, applicants must submit:

☐ Official transcript to verify completion of a baccalaureate (bachelor’s) degree from an accredited educational institution.

☐ Official transcript of highest degree earned beyond a baccalaureate.

Internationally educated students please refer to the additional instructions outlined under the heading “International Students” in the Admissions section of this catalog.

Program Format

The Graduate Certificate in Wellness Coaching is a nine-month program, typically offered each April-December. Students who choose to take the optional course, COA 612, will complete in March of the following year. All classes are held on Saturdays and Sundays from 8:30 a.m. to 5:30 p.m. with the exception of the opening course, which is held Friday-Sunday over two consecutive weekends. Class hours on Fridays are 3:30 p.m. to 8:00 p.m. Please contact the Office of Graduate Admissions for a formal schedule of class meetings.
Health is the greatest possession.

Contentment is the greatest treasure.

Confidence is the greatest friend.

—Lao Tzu
About the Department

Overview
The Health Sciences Department provides the foundational underpinning in health sciences that supports all of the Institute’s programs, including Acupuncture, Herbal, Coaching, and Nutrition and Integrative Health programs. Tai Sophia’s Health Sciences courses have been designed around the science of wellness to meet the unique needs of our current students and to serve as a foundation for future programs.

Course of Study

Course Descriptions

Bioscience Requirements in the Master of Acupuncture Program
Students in the Master of Acupuncture program are required to complete 30 credits in the ISci program. These 30 credits include 18 credits of required (“Core”) coursework and 12 credits of Elective coursework.

Master of Acupuncture Program Prerequisite Course
ISci 541 Fundamentals of Human Physiology 3.00

Master of Acupuncture Program Core Courses
ISci 640 Clinical Anatomy: Regional & Surface Anatomy 3.00
ISci 642 Physiology: The Science of Wellness 2.00
ISci 650 Pathology: Biologic Basis for Disease 2.00
ISci 740 Advanced Clinical Anatomy: Qi Follows Structure 2.00
ISci 737 Nutrition: Healing & Food 2.00
ISci 750 Pathophysiology: Comparative Perspectives 2.00
ISci 754 Biomedicine: Safe Practices 2.00
ISci 755 Biomedicine: Systems Review 3.00

Master of Acupuncture Program Bioscience Electives
Options for Bioscience Electives may include:
ISci 601 Language & History of Medicine 3.00
ISci 615 Mind Body Science 3.00
ISci 623 Biology & Ecobiology 3.00
ISci 633 Fundamentals of Botanical Supplements 3.00
ISci 655 Holistic Medicine 3.00
ISci 730 Patient Assessment: Integrating Approaches for Care of the Whole Person 0.50
ISci 733 Research in Complementary Medicine 3.00

Master of Science in Nutrition and Integrative Health Program

Prerequisite Course
ISci 521 Foundational Chemistry for Health Sciences 3.00

Core Courses
ISci 632 Foundations of Health & Wellness 3.00
ISci 626 Nutritional Biochemistry 3.00
ISci 646A Health and Wellness Physiology I 2.00
ISci 646B Health and Wellness Physiology II 2.00
ISci 703A Applied Statistics 1.50
ISci 703B Applied Research Skills 1.50

Bioscience Electives
Options for Bioscience Electives may include:
ISci 601 History & Language of Medicine 3.00
ISci 615 Mind Body Science 3.00
ISci 623 Biology & Ecobiology 3.00
ISci 633 Fundamentals of botanical Supplements 3.00
ISci 655 Holistic Medicine 3.00
ISci 730 Patient Assessment: Integrating Approaches for Care of the Whole Person 0.50
ISci 733 Research in Complementary Medicine 3.00

Certificate Program Core Courses
ISci 632 Foundations of Health & Wellness 3.00
ISci 641 Foundations of Women’s Health & Wellness 1.00
ISci 617 Small Animal Veterinary Medicine 3.00
ISci 618 Equine Veterinary Medicine 2.00

Faculty

Faculty Biographies

Academic Director
Duncan, Kimberly, Ph.D.

Acting Administrative Director
Padgett, Janet, Ph.D., M.Ac.

Faculty
Duncan, Kimberly, Ph.D.
Ferguson, Star, M.Ac.
Maltseva, Tatyana, M.D. (Ukraine), M.Ac.
Most, Heidi, M.Ac., Dipl. Ac. (NCCAOM)
Padgett, Janet, Ph.D., M.Ac.
Snow, James, RH (AHG)
Snow, Rebecca, M.S. RH (AHG), CNS (ACN)
Walker, Cheryl, M.L., M.C.C.
Zhu, Heming, M.D. (China), Ph.D., CMD, M.Ac.

Tai Sophia Institute www.tai.edu

Health Sciences 6:2

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