

	 <b>ALHAMBRA</b> <b>MEDICAL UNIVERSITY</b>
	<p style="text-align: center;">Master of Science in Acupuncture and Oriental Medicine</p>
	<p style="text-align: center;"><b>2018-2019</b> Catalog and Student Handbook</p>
	<p style="text-align: center;">Effective Date: January 1, 2018- January 1, 2019</p>

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## INTRODUCTION

Alhambra Medical University (AMU), located in the San Gabriel Valley of Southern California, is a private institution of higher education and is closely associated with seven hospitals in the area.

The Master of Science in Acupuncture and Oriental Medicine (MSAOM) program started its first class in spring of 2005. It has been licensed to operate by the California Bureau of Private Postsecondary Education (BPPE) and the California Acupuncture Board since 2007.

In February 2011, Alhambra Medical University became a candidate for accreditation by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), which is the recognized accrediting agency for freestanding institutions and colleges of acupuncture or Oriental medicine. AMU became accredited in February of 2014. This is attributed to our strong leadership, clear vision, and a committed faculty and staff.

AMU's programs are grounded in a practical approach to the training of holistic and integrative healthcare providers. Our goal is to educate and train future healthcare providers so they can go on to make valuable contributions to the healthcare system in the U.S. This is especially important now for many reasons, including helping to serve our aging and continually growing population. AMU is committed to preparing our students to attain the knowledge and skills necessary to practice and conduct research and become leaders in the field.

## MISSION, GOALS AND STUDENT LEARNING OUTCOMES

### Mission

- To provide the highest quality education available in acupuncture and Oriental medicine in a progressive learning environment.
- To provide the community with a highly competent and readily available source for complementary and alternative healthcare.
- To foster and enhance mutual understanding and the ability to communicate with other healthcare professionals.
- To assist acupuncture and Oriental medicine professionals to achieve their appropriate place within mainstream healthcare.

### Goals

- To educate and train students of acupuncture and Oriental medicine to competently enter the mainstream healthcare system as primary healthcare providers.

- To teach the theory and practice of Oriental medicine while simultaneously developing critical thinking and problem solving skills.
- To provide students with both the historical context and modern application of Oriental medicine.
- To develop an open academic environment and support the cultural diversity of our students.
- To simultaneously provide quality care in acupuncture and Oriental medicine to the community and a rich clinical experience for our students.
- To foster communication between practitioners of Oriental medicine and Western medicine.

## **Student Learning Outcomes**

Alhambra Medical University has established a series of measurable student learning outcomes (SLOs). These objectives are consistent with the institutional mission and goals. Graduates of AMU will be able to:

- practice Oriental medicine competently by assessing patients skillfully, making accurate diagnosis, and performing appropriate treatment using the various modalities of Oriental medicine.
- integrate traditional Oriental medicine and Western medicine in order to provide optimal patient care.
- critically analyze research reports on Oriental medicine and Western medicine.
- provide appropriate recommendations and referrals to patients for maintaining health and preventing disease.
- demonstrate professionalism.
- demonstrate an understanding of ethics and the legal environment for the practice of medicine.

## **ACCREDITATION, MEMBERSHIPS AND APPROVALS**

### **Accreditation**

Alhambra Medical University is institutionally accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), which is the recognized accrediting agency for freestanding institutions and colleges of acupuncture or Oriental Medicine that offer such programs. ACAOM is located at 8941 Aztec Drive, Eden Prairie, Minnesota 55347; phone 952/212-2434; fax 301/313-0912.

The English and Chinese Masters programs in Oriental Medicine at Alhambra Medical University are accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), which is

the recognized accrediting agency for programs preparing acupuncture and Oriental medicine practitioners. ACAOM is located at 8941 Aztec Drive, Eden Prairie, Minnesota 55347; phone 952/212-2434; fax 301/313-0912.

## **Bureau for Private Postsecondary Education**

Alhambra Medical University is a private institution and licensed to operate by the Bureau for Private Postsecondary Education (BPPE). As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
P.O. Box 980818, West Sacramento, CA 95798-0818  
[www.bppe.ca.gov](http://www.bppe.ca.gov)  
(888) 370-7589 (T), (916) 431-6959 (T), (916) 263-1897 (F)

Several states, including California, have a governmental agency that governs, supervises and controls the licensure and practice of acupuncture. In California, the Acupuncture Board is responsible for such duties. If you desire to practice in another state, it is recommended that you contact that state's medical board or other appropriate agency, for licensure requirements. The NCCAOM's website provides information regarding the various degree and other certification requirements for all fifty states.

## **California Acupuncture Board**

The Master of Science in Oriental Medicine program is approved by the California Acupuncture Board. Graduates who have successfully completed all graduation requirements are eligible to sit for the California Acupuncture Licensing Examination (CALE). The Acupuncture Board is an autonomous body under the umbrella of the Department of Consumer Affairs, which licenses and regulates acupuncturists in California. Pursuant to Business and Professions Code section 4925 et seq., the board administers an examination that tests an applicant's ability, competency, and knowledge in the practice of an acupuncturist; issues licenses to qualified practitioners; approves and monitors students in tutorial programs; approves acupuncture schools and continuing education providers and courses; and enforces the Acupuncture Licensure Act.

1747 N. Market Blvd, Suite 180, Sacramento, CA 95834  
Tel (916) 515-5200, Fax (916) 928-2204, [www.acupuncture.ca.gov](http://www.acupuncture.ca.gov)

## National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM)

The National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM®) is a non-profit 501(c)(6) organization established in 1982. The NCCAOM is the only national organization that validates entry-level competency in the practice of acupuncture and Oriental medicine (AOM) through professional certification. NCCAOM certification or a passing score on the NCCAOM certification examinations are documentation of competency for licensure as an acupuncturist by 43 states plus the District of Columbia which represents 98% of the states that regulate acupuncture.

76 South Laura Street, Suite 1290

Jacksonville, Florida 32202

Tel (904) 598-1005, Fax (904) 598-5001, [www.nccaom.org](http://www.nccaom.org)

This catalog is published for the purpose of informing students, prospective students and others interested in the operations of Alhambra Medical University, primarily with regard to the educational programs and policies of the school. All information is judged to be accurate at the time of publication. However, the contents hereof are subject to change without prior notice. Please note that all reasonable efforts are made on an ongoing basis to supplement in loose leaf hardcopy format any changes, additions, or other revisions to the text of this catalog which may come into existence prior to the publication of the following edition of the catalog.

## Campus

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AMU is located in the San Gabriel Valley within easy driving distance of the Pacific Coast beaches, Century City, and Downtown Los Angeles. Students have access to public transportation and part time job opportunities. AMU offers classrooms, library, and internship clinic as well as a student lounge for the students to study comfortably and effectively. Various educational equipment such as computer lab, electronic projectors, online resources, etc. ensure our students have an advanced learning environment. In addition to the regular classroom furnishings, audio visual equipment including electronic projectors, book projectors, LCD and computer equipment are available for instructional usage. Supplemental studying materials such as the anatomical models, charts, herb samples, and various electronic software are made available in classroom settings and in the library. Medical

equipment used within the scope of acupuncture treatment are also provided in the university clinic for practical training purposes.

## University Clinic

Alhambra Medical University is extremely proud of the clinical education it provides for its students, as well as the service it provides to the residents of the City of Alhambra and surrounding communities. By observing, assisting and independently practicing in a supervised environment, students have the opportunity to apply clinically the information learned through their didactic instruction. Equipment within the scope of acupuncture will be used for instruction.

## Herbal Pharmacy

The Herbal Pharmacy stocks over 400 Chinese herbs, concentrated herbal granules, and many commonly used prepared formulas. During clinical training, students learn how to become competent in herbal formula preparation, and become proficient in identifying individual herbs by their Latin or Pin Yin names.

## Educational Resources

### Library

The Library houses a sizable collection of acupuncture and Oriental medical books, in English and Chinese, as well as journals and other periodicals. The library also contains a substantial collection of Western medicine and science books and journals. A variety of publications related to massage education and practice can also be found. Valid student ID is required for access. The Library contains computer resources for the campus community of students, faculty, and staff.

AMU issues an ID card to all students. This ID card serves as each student's library card and must be kept current. Students may check out four books per time, two magazines per time. Circulation Time Books: Student- two weeks; Faculty-two months. Overdue Fine: 20 cent per item per day.

### Library Hours

Monday :	10:00 AM – 6:00 PM
Tuesday :	10:00 AM – 6:00 PM
Wednesday :	10:00 AM – 6:00 PM
Thursday :	10:00 AM – 6:00 PM
Friday :	10:00 AM – 6:00 PM
Saturday :	10:00 AM – 6:00 PM
Sunday:	Closed

(Times vary during quarterly breaks)

## Student Life

Alhambra Medical University places a high value on the quality of student life both in and out of the classroom. We provide an environment that encourages involvement in a wide variety of activities of an academic and nonacademic nature, including clubs, community service opportunities, and various committees designed to enhance the quality of student life.

## Student Housing

Alhambra Medical University does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offer student housing assistance. The Student Services Staff can advise students on local affordable rentals. Housing located within 5-10 miles radius is available year-round and cost ranges from a \$800 studio to \$1,400 two bedroom apartment.

## Parking

Ample street parking surrounds the campus. Street parking is available in front of the University and is not metered or limited by time. There is also substantial parking in the rear of the main University building.

### Job Placement Service

Alhambra Medical University does not provide job placement for graduates.

## Americans with Disabilities Act

Alhambra Medical University is committed to accommodating students with physical and learning disabilities. Accommodations and other support services are tailored to meet the needs of the individual student, and are intended to comply with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

## MASTER OF SCIENCE IN ACUPUNCTURE & ORIENTAL MEDICINE

### Graduation Requirements

The Master of Science in Acupuncture and Oriental Medicine degree is awarded upon satisfactory completion of the following:

- Completion of the core curriculum with a minimum of 2160 hours of didactic instruction (216 quarter units with 210 required didactic units and 6 required elective didactic units) plus 960 hours of clinical internship (200 hours observation plus 760 hours of supervised clinical

internship which comprises 48 quarter units). As such, 264 quarter units are required for graduation.

- Completion of all clinical requirements as stated in the Clinic Handbook.
- Successfully passing the Comprehensive Graduation Examination
- Fulfillment all financial obligations to the University
- In terms of residency, a quarter is defined as twelve (12) units or more. The minimum residency for the MSAOM degree program is 12 quarters. For transfer students, the minimum residency requirement is 45 quarter units of classroom instruction.

**To achieve the eligibility for licensure by the California Acupuncture Board:**

- Graduate from a California Board approved training program
- Obtain a current CPR certification
- Obtain a valid Clean Needle Technique certificate
- Successfully pass the California’s written examination administered by the Acupuncture Board.

## Admissions Requirements

The Master’s Program Admissions requirements are as follows:

1. The satisfactory completion of 60 semester/90 quarter units (equivalent to approximately two academic years) of education at a baccalaureate level with a minimum cumulative grade point average of 2.25. This course work must be completed at an institution accredited by an agency recognized by the U. S. Department of Education or, in the case of foreign candidates, recognized by the appropriate agency in that country.
2. A completed and signed application form along with the non-refundable application fee. (U.S. citizens/residents: \$100; international students: \$150)
3. Provide Official Transcript(s) from all colleges and/or universities attended. If the transcripts are from a country where English is not the primary language, they must be translated into English and must be sent to a reputable foreign credentials evaluation agency to evaluate equivalent levels of educational achievement in the U.S.
4. Two recommendation letters.
5. A personal essay describing yourself and your interest in Oriental Medicine.
6. Two recent 2”x2” color head shot photos.
7. An interview with a member of the Admissions Committee.

For international applicants, in addition to the above requirements, the following must also be submitted:

1. A financial statement showing at least \$20,000 in assets to verify the availability to pay educational and living expenses for one year.

2. A copy of a passport that is valid for at least 6 months after the date of entry into the US for the purposes of education at our institution.
3. Applicants currently studying in the United States on an F-1 visa must submit a photocopy of their I-94 form, I-20 form, visa, and the first page of the passport. A completed transfer release form must be sent to AMU by the school from which the applicant is transferring.
4. Additional fees may apply for postage and handling overseas/expedited mailing

## **International Students**

Alhambra Medical University welcomes students from foreign countries. We are authorized by the US Department of Homeland Security to issue an I-20 and enroll non-immigrant international students. Specific application procedures apply (see above).

## **Languages of Study**

The didactic part of the MSAOM program is currently offered in two languages: English and Mandarin Chinese. Clinical training is taught in English only.

Students who have completed a two-year (60 semester or 90 quarter credit) baccalaureate level education in an institution accredited by an agency recognized by the U.S. Secretary of Education or from an equivalent English Language Institution in another country, are exempt from TOEFL. Non-native students must demonstrate English competency as follows:

- For students applying to the English Track: Students must take the TOEFL exam (Test of English as a foreign language) internet based test (iBT) scoring at least 61 with a minimum speaking exam score of 26 and a minimum listening exam score of 22 or a level 6 on the International English Testing System (IELTS) exam prior to admission.
- For students applying to the Chinese Track: Students must take the TOEFL exam (Test of English as a foreign language) internet based test (iBT) scoring at least 45 with a minimum speaking exam score of 18 and a minimum listening exam score of 15 prior to beginning clinic internship.

## **Leave of Absence Policy**

A Leave of Absence (LOA) refers to a specific time period during a student's ongoing program of study when he or she is not in academic attendance. It does not include non-attendance for a scheduled break in a student's program. Upon returning from an approved LOA, a student must complete any coursework he or she began prior to their LOA.

For the MSAOM program, a written request must be made and the LOA may not exceed a cumulative one hundred and eighty (180) days within any twelve (12) month period.

For a LOA to be approved, the student must do the following:

- Provide a written, signed, and dated request, prior to the time period in which the leave is to occur, unless unforeseen circumstances prevent the student from doing so.
- This request must be approved by the Academic Dean and the Registrar.
- Foreign students may apply for a limited Leave of Absence as long as Homeland Security rules, regulations, policies and procedures are adhered to. As stated above, a Leave of Absence must be requested prior to the time the student plans to be away from school. In addition, a foreign student may not apply for a Leave of Absence until the student has been in attendance at the University for at least one academic year. If the Leave of Absence is not approved and the student no longer attends class, the student is considered to have ceased attendance at the school.

Students returning from a LOA must contact the Registrar's Office or Academic Dean before registering for classes. It is the responsibility of the student to be aware of any policy and/or curriculum changes.

Students who have not attended the University for one year or more, must apply for re-admission and must meet the current entrance requirements.

### **Program Withdrawal**

A student may withdraw from the school any time after the add/ drop period (described above) and receive a pro rata refund if he or she has completed 60 percent or less of the scheduled days in the current payment period in his or her program through the last day of attendance. A registration or administration fee will be deducted from the refund, not to exceed \$250.00, as well as a deduction for equipment not returned in good condition within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution in writing of the student's withdrawal the date the student last attended class, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of the maximum set forth by the institution; and/or failure to meet financial obligations to the school.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of the scheduled attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Withdrawals may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

### **Re-admission**

The Academic Dean must evaluate the student's standing. If more than five years have elapsed, since the last prior enrollment, the Academic Committee will reevaluate the student's placement and the student may be required to take a placement exam; if this is failed, he or she needs to retake the class.

Students must contact the Registrar's Office to be sure all prior financial commitments are complete no less than 30 days before the quarter starts. A letter of full acceptance will be sent to the student after the student file and prior financial commitments are complete.

## COURSE DESCRIPTIONS

<b>Department of</b>	<b>Traditional Chinese Medicine</b>	<b>39 units / 390 hrs</b>
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OM100	Medical History & TCM Literature	3 units / 30 hrs
	<p>This course introduces students to the history and development of Eastern and Western Medicine with reference to Traditional Chinese Literary classics. Students will discuss early theories and philosophies from ancient Oriental medical texts and will compare the basic factors that contributed to advancements in both Eastern and Western Medicine. In addition, students will examine how cultural factors and changes in ruling bodies formed and altered “Traditional” Chinese Medicine.</p>	
Prerequisite:	None. Recommended: OM111	

OM111	Basic Theory of TCM I	3 units / 30 hrs
OM112	Basic Theory of TCM II	3 units / 30 hrs
	<p>This is a two-part series course covering the basic principles and theories of Traditional Chinese Medicine. These courses serve as the theoretical foundation for the various departments of Traditional Chinese Medicine.</p> <ul style="list-style-type: none"> <li>• Theory I: Relations of Yin-Yang; Five elements; Eight Principles; the formation and function of Qi, Blood, Body Fluids and Essence; the anatomy and physiological functions of the viscera and bowels(Zang Fu Organs) with reference to the Nei Jing and other classics and the nature of the human being.</li> <li>• Theory II: The traditional pathological concepts of Traditional Chinese Medicine. Students learn how the six external pathogens, the seven emotions and miscellaneous factors can lead to disharmony in the body and result in pathology. Students also come to understand the effects of over-tonifying or sedating a patient, Yin/Yang imbalance, and the dysfunctions of Qi, Blood, and Body Fluids. This course also introduces basic principles of disease diagnosis, prevention and treatment.</li> </ul>	
Prerequisite:	None. Recommended OM111 to study in OM112	

OM201	TCM Diagnosis I	3 units / 30 hrs
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OM202	TCM Diagnosis II	3 units / 30 hrs
OM203	TCM Diagnosis III	3 units / 30 hrs
	<p>This is a three part series course which survey the OM Diagnosis through detailing the methods in Traditional Chinese Medicine.</p> <ul style="list-style-type: none"> <li>• TCM Diagnosis I: Four Examination methods: Observation, Auscultation (Listening), Inquiry and Palpation. As a hands-on class, Diagnosis students learn to observe the tongue body and coating and to palpate the radial pulse in order to form a more thorough diagnosis. Students also practice patient interviews, learning to collect pertinent diagnostic information from the patient.</li> <li>• TCM Diagnosis II: explores different theories of disease differentiation. As such, students learn the concepts and theory behind Eight Principles diagnosis. This course additionally covers Qi, Blood and Body Fluids diagnosis. In preparation for upcoming courses, students will briefly be introduced to Wen Bing (4 levels), Shang Han (6 channels), and San Jiao diagnostics, as well as Earth School theories. Internal Organs (Zang Fu) pattern differentiation and correlation between Western diagnosis and TCM syndromes are provided. Treatment plans involving acupuncture and herbs are also discussed</li> <li>• TCM Diagnosis III: This is a composite diagnosis course designed to assist the student in developing the skills necessary to draw correlation between western diagnosis and TCM syndromes. At the end of this class, students will be able to describe each organ’s associated patterns and will know the key signs and symptoms of each pattern to allow for rapid differentiation in diagnosis. Students will understand the similarities and differences between patterns affecting the Zang and the Fu organs and will be able to combine Eight Principle Differentiation with Zang-Fu Differentiation. Treatment methods are introduced through the integration of TCM diagnostic philosophies including Channel &amp; Collateral Theory, Conformations according to the Three Warmers, and Progression of Infections Fever Diseases and Six Channel Differentiation.</li> </ul>	
Prerequisite:	OM201: None. Recommended: OM111-112 OM202 & 203: OM201	

OM301	TCM Internal Medicine I	3 units / 30 hrs
OM302	TCM Internal Medicine II	3 units / 30 hrs

OM303	TCM Internal Medicine III	3 units / 30 hrs
OM304	TCM Internal Medicine IV	3 units / 30 hrs
	<p>This is a 4-part series covering the etiology, pathogenesis, and treatment of illness in TCM. By learning the signs and symptoms, treatment principles, and herbal and acupuncture prescriptions of various disorders, students reinforce their understanding of basic diagnostic and treatment theories.</p> <ul style="list-style-type: none"> <li>● Part I of the series focuses on common respiratory illnesses, and additionally covers some cardiovascular disorders, hemorrhagic syndromes, and night sweating.</li> <li>● Part II of the series focuses on diseases of the Spleen, Stomach, Liver, and Gallbladder.</li> <li>● Part III of the series focuses upon diseases of the Kidney, lower burner &amp; fluid metabolism.</li> <li>● Part IV of the series focuses on systemic, miscellaneous, multi-system &amp; channel disorders.</li> </ul>	
Prerequisite:	OM 201-203	

OM410	TCM Dermatology	3 units / 30 hrs
	<p>This course discusses oriental medical perspectives on the etiology, pathology, and diagnosis of a variety of skin diseases with therapeutic treatments focusing on acupuncture and herbal medicine. Students will learn to apply TCM diagnostic skills in differentiating and diagnosing symptoms of the skin and construct treatment plans appropriate to the presenting pattern of symptoms. This class teaches classical applications and modern clinical modifications of internal and external herbal treatments and acupuncture therapy for skin disorders.</p>	
Prerequisite:	OM201-203	

OM420	TCM Gynecology	3 units / 30 hrs
	<p>This course examines the anatomy, physiology, and pathologies of gynecological diseases and their diagnoses and treatments according to Traditional Chinese Medicine. Students will learn to apply TCM diagnostic skills in differentiating and diagnosing symptoms of the female reproductive cycle and construct treatment plans appropriate to the presenting pattern of symptoms. Finally, students will learn classical applications and modern clinical modifications of acupuncture and herbal treatments for gynecological disorders.</p>	

Prerequisite:	OM201-203
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OM430	Yellow Emperor's Classics	3 units / 30 hrs
	<p>This course is designed as an introduction to eastern philosophy and discussion of its impact upon Chinese Medical Theory. Topics covered include Confucianism, Taoism, and Buddhism. Students will learn the history of the Yellow Emperor's Inner Classic (Huang Di Nei Jing) and will discuss its tenets in class. In addition, students will explore the impact of the Yellow Emperor on medical concepts, treatment principles, and applications to clinical practice.</p>	
Prerequisite:	OM201-203	

<b>Department of</b>	<b>Acupuncture &amp; Moxibustion</b>	<b>37 units / 270 hrs</b>
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AC100	Meridian Theory	3 units / 30 hrs
	<p>Introduction to the basic theory of meridians, classification of acupuncture points and systems of nomenclature. Detailed presentation of the major meridians, distribution of channels, branches and collaterals and the relationship with the internal organs.</p>	
Prerequisite:	None. Recommended OM111, BS221 Concurrent: AC111 or 112	

AC111	Acupuncture Anatomy I	3 units / 30 hrs
AC112	Acupuncture Anatomy II	3 units / 30 hrs
	<p>Study of the points located on the 14 meridians, including names and anatomical locations, 15 collateral points, 8 extra channels, and non-channel points.</p> <p>This two-part course provides students with a detailed study of point locations and primary channel pathways in relation to anatomical regions, nerves, bones, muscles, tendons, ligaments, and vessels, with an emphasis on channel and collateral theory.</p> <ul style="list-style-type: none"> <li>● Acupuncture Anatomy I: Channels and associated acupoints covered in this course include those of: Hand and Foot Taiyin, Hand and Foot Yangming, Hand and Foot Taiyang, and Hand Shaoyin.</li> <li>● Acupuncture Anatomy II: Channels and associated acupoints covered in this class include those of: Foot Shaoyin, Hand and Foot Jueyin, Hand</li> </ul>	

	and Foot Shaoyang, as well as extra points and points of the 8 extraordinary vessels.
Prerequisite:	None. Recommended: BS221

AC201	Acupuncture Physiology I	3 units / 30 hrs
AC202	Acupuncture Physiology II	3 units / 30 hrs
	<p>Acupuncture Physiology covers the usage of the regular and special acupuncture points and their traditional functions in treatment. Additionally, this two-part course discusses the basic principles of prescription in acupuncture treatment.</p> <ul style="list-style-type: none"> <li>● Acupuncture Physiology I: Special categories of points (Five Shu points, Xi Cleft, etc.) and go over the functions of the points in the Lung, Large Intestine, Stomach, Spleen, Heart, Small Intestine, and Urinary Bladder channels.</li> <li>● Acupuncture Physiology II: Channels such as the Kidney, Pericardium, Gallbladder, and Liver are covered, as well as the Eight Extra Meridians, Extra Points, and 15 Luo channels.</li> </ul>	
Prerequisite:	Concurrent: AC111. Recommended: AC100	

AC321	Acupuncture Techniques I	3 units / 30 hrs
AC322	Acupuncture Techniques II	3 units / 30 hrs
	<p>This course provides students with an introduction to the techniques of acupuncture, including the insertion and removal of needles, and needle manipulation for both the tonification and sedation of points and stimulation of Qi. Students will learn to incorporate CNT protocols for safe and responsible needling and how to manage emergency situations arising from improper needling or weak patient condition (ex: hematoma, pneumothorax, fainting).</p> <ul style="list-style-type: none"> <li>● Techniques I: Students will practice needling major points of the 14 main channels and will gain an understanding of the historical types of needles and their traditional functions.</li> <li>● Techniques II: Students learn auricular and scalp acupuncture, moxibustion, and cupping.</li> </ul>	
Prerequisite:	AC111, AC112. Recommended: CNT Certification	

AC401	Acupuncture Therapeutics I	3 units / 30 hrs
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AC402	Acupuncture Therapeutics II	3 units / 30 hrs
	<p>This is a two-part course detailing the etiology and treatment of diseases utilizing common acupoint prescriptions. Students begin to analyze and differentiate between pathological conditions, applying principles of point prescription in deciding upon a treatment plan, and modifying them as necessary to the patient's symptom presentation.</p> <ul style="list-style-type: none"> <li>● Acupuncture Therapeutics I covers Four Needle Technique, exogenous diseases, and a variety of Zang Fu syndromes.</li> <li>● Acupuncture Therapeutics II covers disease of the head, trunk, and lumbar regions; gynecologic, pregnancy, and postpartum disorders; infantile diseases; diseases of the skin; abnormal growths; and eye, ear, nose, and throat disorders.</li> </ul>	
Prerequisite:	AC201-202, OM201-203	

<b>Department of</b>	<b>Herbal Medicine</b>	<b>45 units / 450 hrs</b>
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HB110	Botany & Herbs	3 units / 30 hrs
	<p>Students in this course will learn to identify Latin classifications of plants used in Western medicine as well as major plants used in Traditional Chinese Medicine with attention on botanical nomenclature. This class focuses particularly on identifying the basic properties of herbs, including their tastes, temperature entering meridians and function and medicinal uses. It also includes the identification of toxic and non-toxic herbs, storage, and rules governing pharmacy.</p>	
Prerequisite:	None: Recommended: OM111	

HB121	Chinese Herbology I	3 units / 30 hrs
HB122	Chinese Herbology II	3 units / 30 hrs
HB123	Chinese Herbology III	3 units / 30 hrs
HB124	Chinese Herbology IV	3 units / 30 hrs
	<p>This four-part classes teaches students about the most commonly used herbs in the Chinese Pharmacopoeia. Students will learn the properties, taste, functions, dosages, and contra-indications of each herb covered.</p>	

	<ul style="list-style-type: none"> <li>● Herb I: Herbs that release the exterior, clear heat and relieve toxicity, and drain downward</li> <li>● Herb II: Herbs that drain dampness, transform and dispel wind dampness, warm the interior, expelling cold, regulate qi, relieve food stagnation and expel parasites.</li> <li>● Herb III: herbs that regulate blood, transform phlegm and relieve coughing, calm the spirit, as well as aromatic herbs that open the orifices</li> <li>● Herb IV: herbs include herbs that tonify Qi, warms the Yang, nourish the Yin, nourish Blood, astringent herbs, extinguish wind and stop tremors, emetics and herbs for external application</li> </ul>
Prerequisite:	None. Recommended: HB110, OM111-112

HB201	Chinese Herbal Formula I	3 units / 30 hrs
HB202	Chinese Herbal Formula II	3 units / 30 hrs
HB203	Chinese Herbal Formula III	3 units / 30 hrs
HB204	Chinese Herbal Formula IV	3 units / 30 hrs
	<p>This course is a comprehensive introduction to Chinese Herbal Formulas for various clinical applications. Students will learn the herbal components of each formula and the role that each herb plays within the formula. In addition, students will learn modifications, clinical applications, and contra-indications of the formulas. The entire course consists of four parts.</p> <ul style="list-style-type: none"> <li>● Formula 1 covers the formulas used for diaphoretic, purgative, harmonizing, antipyretics and summer heat clearing.</li> <li>● Formula 2 covers formulas used for warming, exterior releasing, tonifying, sedation, resuscitation, and astringents.</li> <li>● Formula 3 covers formulas with carminative, blood regulating, anticonvulsant, and moisturizing characteristics.</li> <li>● Formula 4 covers formulas with diuretic, phlegm expelling, anti-parasitic, and anti-abscess qualities.</li> </ul>	
Prerequisite:	OM201-203 and two courses from HB121-124	

HB300	TCM Nutrition	3 units / 30 hrs
	<p>This course is designed as an introduction to the concepts of Oriental Medical nutritional theory. Students will discuss the importance of a proper diet and eating habits in maintaining health and preventing disease and will differentiate OM nutritional principles and practices from concepts of Western nutrition.</p>	

	Students learn to create and demonstrate several recipes with medicinal effects and apply TCM nutrition theory to foods from other ethnic and cultural dietary traditions, extrapolating some of their likely functions and properties from existing knowledge. They will learn to counsel patients on proper TCM nutrition
Prerequisite:	None (many instructors suggest to set OM201-203 as prerequisites). Recommended: OM111

HB401	Advanced Formula: Shang Han Lun	3 units / 30 hrs
	Students will learn the Six Channel diagnosis (Taiyang, yangming, shaoyang, shaoyin, taiyin, and jueyin), Zang-fu diagnosis, and the therapeutic process and prognosis for cold-induced disorders and internal diseases from the ancient Chinese medical classics <u>Shang Han Lun</u> , known in English as the Treatise on Cold Damage Disorders or the Treatise on Cold Injury. This is a Chinese medical treatise compiled by Zhang Zhongjing during the Eastern Han dynasty (25-220CE).	
Prerequisite:	HB201-204; OM201-203	

HB402	Advanced Formula: Jin Kui Yao Lue	3 units / 30 hrs
	Students will learn the formulas presented in the Han Dynasty classic Jin Kui Yao Lue, which is known in English as the Synopsis of Prescriptions of the Golden Cabinet. The differential diagnosis and the therapeutic process and prognosis of miscellaneous diseases will be covered along with the formulas. It is a Chinese medical treatise compiled by Zhang Zhongjing during the Eastern Han dynasty (25-220CE).	
Prerequisite:	HB201-204; OM201-203	

HB403	Advanced Formula: Wen Bing	3 units / 30 hrs
	Students will learn the basic concepts of the Wen Bing School of Chinese medicine and the differential diagnosis and treatment of febrile disease based on the systems of the Four Level Theory (Wei, Qi Ying, Xue) and Three Jiao Theory expounded in the TCM Febrile Diseases (Wen Bing) Classics. The seven types of warm pathogen disease are discussed, including wind-warmth (feng wen), spring warmth (Chuan wen), autumn dryness (qiu zao), warm toxin (wen du), summer heat warmth (shu wen), damp warmth (Shi wen) and lurking summer heat (fu shu)	

Prerequisite:	HB201-204; OM201-203
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HB420	Pair of Herbs/ Dui Yao	3 units / 30 hrs
	Class describes Chinese herbs in context of comparative functions and herb combination, emphasizing on the pairing of certain herbs in various formula writing to enhance synergistic effects and how to prepare small dosage of herbal formulas in clinical practice. This course enhances the student's knowledge of materia medica and herbal formulary in the context of zang fu organ pattern differentiation.	
Prerequisite:	HB121-124; OM201-203	

HB440	Formula Writing	3 units / 30 hrs
	Practical training of constructing herbal formulas based on the principles of classical herbal formulation and therapeutic functions is covered. Major formulas currently used in Chinese medicine will be analyzed according to the classical hierarchy of its ingredients and students will learn to modify the herbs and dosages to suite the patient's constitutional needs. Students will also learn the therapeutic actions and clinical indications of the written formula including prohibitions and contraindications.	
Prerequisite:	HB201-204; OM201-203	

<b>Department</b>	<b>Therapeutic Massage, Qi Gong, TCM Exercise</b>	<b>9 units / 90 hrs</b>
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TB110	Tai Ji Quan & Qi Gong	3 units / 30 hrs
	Introduction to the Chinese system of movement and meditation, exercises combining breathing and postures, energy moving motion, relaxation and mind-regulating techniques to train and nourish energy. Students in this class will practice movements, flowing and centering techniques and exercises to maintain good health and longevity by promoting the flow of Qi.	
Prerequisite:	None	

TB221	Tui Na & Orthopedics I	3 units / 30 hrs
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TB222	Tui Na & Orthopedics II	3 units / 30 hrs
	<p>This is a two part series course introducing the Traditional Chinese massage therapy as a form of Chinese physical medicine to treat disease and traumatic injuries. It covers the theory (Yin, Yang, Qi, Blood and Zang Fu), history, application, and specific tuina techniques. It addresses a variety of specific complaints and examination and diagnosis of common musculo-skeletal trauma cases such as neck and back pain and the management of these pain using specific tuina treatment protocols. The role of proper breathing and movement as well as stretching exercises for both practitioner and clients is emphasized.</p> <ul style="list-style-type: none"> <li>• Tui Na &amp; Ortho I: Evaluation, diagnosis and treatment of common musculo-skeletal trauma cases in terms of TCM Tui Na. Theory, history and specific tuina techniques are introduced include rolling, gliding, kneading, vibration, tapping, friction, pulling, pressing and shaking.</li> <li>• Tui Na &amp; Ortho II: The course will emphasize the examination, diagnosis and treatment of common orthopedic disorders affecting the neuromusculoskeletal components of the neck, thorax, lumbar spine, pelvis, upper and lower extremities and combine the anatomical knowledge with Tui Na techniques to clinical practices such as trigger point therapy and myofascial release.</li> </ul>	
Prerequisite:	BS221	

**Department of Basic Sciences**
**36 units / 360 hrs**

BS110	Biology	3 units / 30 hrs
	<p>This course provides students with a general study of human biology and is designed as an introduction to the health care sciences, explaining biological concepts and processes and emphasizing the classification of living things, their unit structures, metabolism, response and reproduction systems. Topics covered include cellular structure and function, human organization, homeostasis, mitosis and meiosis, evolution, and the classification of organisms.</p>	
Prerequisite:	None	

BS120	Chemistry & Biochemistry	3 units / 30 hrs
	<p>The first half of the course covers the principles of inorganic chemistry and application to various facets of life with emphasis on chemical properties of elements. The second half of the course introduces organic chemistry along with</p>	

	structure and functions of carbohydrates, lipids, proteins and nucleic acids and their relationship to nutritional science as well as their clinical aspects as essential nutrients to preserve health.
Prerequisite:	None

BS130	Physics	3 units / 30 hrs
	Basic introduction to the principles of general physics. Principles of classical and quantum physics are introduced. This course examines general mechanics, electromagnetism, optics, thermodynamics, relativity and various technical concepts.	
Prerequisite:	None	

BS140	Psychology	3 units / 30 hrs
	Course covers various psychopathological conditions, basic techniques of assessment and treatment methods focusing on their clinical implications and applications for the Licensed Acupuncturist. In addition, this class will emphasize on the patient-practitioner relationship and counseling skills so students can examine themselves and their biases in order to gain a greater understanding of who we are as healthcare providers in relation to our patients.	
Prerequisite:	None	

BS150	Nutrition & Vitamins	3 units / 30 hrs
	This course is an introduction to the study of nutrients and vitamins essential to human life and well-being. Topics will focus on the essential elements of nutritional physiology, the roles of vitamins and minerals in health maintenance and as therapeutic supplements, and the use of food as medicine. Students will learn to identify the functions, properties, human requirements, and food sources of essential nutrients and examine the ethics involved in making nutrition recommendations which affect the welfare of individuals, family, and society as a whole. Additionally, the course will explore tools such as the RDA, Food Pyramid and Exchange lists and their role in selecting a nutritionally adequate diet.	
Prerequisite:	None	

BS221	Anatomy & Physiology I	3 units / 30 hrs
BS222	Anatomy & Physiology II	3 units / 30 hrs
BS223	Anatomy & Physiology III	3 units / 30 hrs
BS224	Anatomy & Physiology II V	3 units / 30 hrs
	<p>The four-part Anatomy &amp; Physiology series provides a survey of the normal structure and functions of the human body.</p> <ul style="list-style-type: none"> <li>● Part I covers the introduction to body organization, anatomical terminology, basic chemistry and biochemistry, basic cytology and cellular metabolism, as well as embryology and an in-depth study of the anatomy and physiology of the skeletal and integumentary systems.</li> <li>● Part II covers the anatomical structures and physiological functions of the cardiovascular system, respiratory, and digestive systems. Students will be able to identify the anatomical structures of each system and how the system overall works.</li> <li>● Part III covers the anatomical structures and physiological functions of the sensory organs, circulatory systems, blood and lymph, genitourinary and reproductive systems.</li> <li>● Part IV covers the anatomical structures and physiological functions of the nervous system and endocrine system. Students will be able to identify structures of the nervous system and how the system overall works.</li> </ul>	
Prerequisite:	None; Recommended BS221 prior to taking BS 222-224	

BS311	Pathology I	3 units / 30 hrs
BS312	Pathology II	3 units / 30 hrs
BS313	Pathology III	3 units / 30 hrs
	<p>This three part course will explore the pathogenesis of diseases from a microscopic and macroscopic level. Major consideration is given to systemic pathology, surveying the principal disorders of each organ system.</p> <ul style="list-style-type: none"> <li>● Part I: Introduction to the study of general pathology including cellular dynamics, inflammation and repair, environmental and genetic disorders, hemodynamic and hematological disorders, immunopathology and neoplasia. This course also covers microbiology including communicable and infectious diseases such as bacteria, fungi, viruses and parasite.</li> <li>● Part II. Continuation of BS311 with emphasis on systematic pathology including respiratory, digestive, cardiovascular, genitourinary, endocrine and reproductive systems.</li> </ul>	

	<ul style="list-style-type: none"> <li>Part III Continuation of BS312 with emphasis on systematic pathology, including musculoskeletal, integumentary, nervous hematopoietic and lymphatic systems. Disorders of the sensory organs.</li> </ul>
Prerequisite:	BS221-224. BS311 is recommended prior to BS312 or BS313

Department	Western Clinical Medicine	27 units / 270 hrs
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WM100	Western Medical Terminology	3 units / 30 hrs
	Study of Western Medical terms used for various diseases, medical/surgical procedures and body parts. Introduction on how medical terminology are formed using Greek and Latin roots, prefixes, suffixes and abbreviations	
Prerequisite:	None	

WM310	Physical Examination	3 units / 30 hrs
	This course will provide an introduction to Western Medical Diagnostic examinations. Students will learn to collect a complete health history and vital signs and will learn physical examination of the cardiovascular, respiratory, abdominal and neurological systems. In addition, students will learn to understand key signs and symptoms requiring referral to other healthcare providers and will learn to demonstrate professionalism in interacting with patients during the Physical Exam setting.	
Prerequisite:	BS221-224	

WM320	Laboratory & Imaging	3 units / 30 hrs
	The course is designed to teach students the interpretation and integration of hematology, clinical chemistry, and urology within the historical physical examination. In addition, students will learn and review specifics of universal (standard) precautions. At the end of the course, students will understand over 400 lab tests and their reference ranges and will be able to order lab tests when and as appropriate, interpret the findings, and apply the interpretation of lab results to integrated differential diagnostic procedures. Finally, students will learn to perform basic readings of imaging studies.	
Prerequisite:	BS221-224	

WM330	Western Pharmacology	3 units / 30 hrs
	<p>This course is an introduction to Western Pharmacology, focusing on mechanisms of action of common pharmacological categories. Students taking this class will be able to understand how various classes of drugs are absorbed, distributed and eliminated by the human body. Additionally, students will become familiar with generally applied pharmacological interventions for common western diagnoses, such as diabetes, Parkinson’s disease, hypertension, and thyroid disorders.</p>	
Prerequisite:	BS221-224	

WM401	Western Medicine I	3 units / 30 hrs
WM402	Western Medicine II	3 units / 30 hrs
WM403	Western Medicine III	3 units / 30 hrs
WM441	Western Medicine IV	3 units / 30 hrs
	<p>Western Internal Medicine is a vast subject, laying the foundation for integrated clinical practice. This four part course will explore the most common western diseases practitioners may encounter in clinic, following their diagnostic and treatment protocols as well as potential side-effects of treatment. Strong understanding of basic sciences, particularly pathophysiology, will greatly facilitate student learning.</p> <ul style="list-style-type: none"> <li>● Part I: covers ambulatory medicine, nutritional, hormonal disorders, errors of metabolism and biological agents.</li> <li>● Part II: Diseases of the cardiovascular system, respiratory system, gastrointestinal and genitourinary system.</li> <li>● Part III: Examination of hepatobiliary and nervous systems, the pancreas, hematopoiesis, and neoplasia. Common immunological disorders are also discussed.</li> <li>● Part IV: This course conclude the series with specialized area of obstetrics and gynecology, pediatrics and geriatrics medicine. Common neurological and psychiatric disorders are discussed.</li> </ul>	
Prerequisite:	BS311-313	

WM510	Survey of Clinical Medicine	3 units / 30 hrs
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	This course provides an overview of the clinical practices of various branches of medicine. Specialties covered include: Osteopathy, dentistry, psychology, nursing, chiropractic, podiatry, homeopathy, naturopathy, and other natural healing modalities.
Prerequisite:	None

<b>Department</b>	<b>Professional Development</b>	<b>27 units / 270 hrs</b>
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CM301	Case Management I	3 units / 30 hrs
CM302	Case Management II	3 units / 30 hrs
CM303	Case Management III	3 units / 30 hrs

	<p>The three Case Management courses are designed to prepare the students to manage patient care as a primary health care professionals. Students are required to develop case reports and presentations as well as participate in discussion about clinical cases in groups. Instructors will evaluate the presentation based on procedures, case analysis, research techniques and conclusions.</p> <ul style="list-style-type: none"> <li>● Case I: The first course is designed as an overview of the responsibilities of a primary care provider. By the end of this course, students will be able to perform a thorough intake according to the diagnostic principles of Oriental Medical theory, including western vital signs and other information relevant to integrated practice. Students will also review on how to chart accurately and concisely, following S.O.A.P. notes procedure and patient report-of-findings, and write a detailed case study presentation utilizing S.O.A.P. format. One case presentation is required from each student.</li> <li>● Case II: This course will prepare the students with the knowledge and skills of treatment planning, continuity of care, referral, and collaboration; follow-up care, final review, and functional outcome. Interns will present clinical case studies and receive a more rigorous analysis of their diagnostic tactics and case management.</li> <li>● Case III. This course will prepare the students with the knowledge and skills of case management for workers compensation/labor codes and procedures and qualified evaluations, coding procedures for current procedure codes, including CPT and ICD-10 diagnosis. Interns are required to demonstrate their skills and present clinical case studies. Interns must research on a comprehensive treatment program covering both eastern and western perspectives, including thorough documentation of patient charting; physical examination with prior</li> </ul>	
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	<p>medical history; possible diagnosis and recommended treatment; provide competent and efficient application of acupuncture and herbal therapies and prescription. Interns will be expected to present and defend their professional decisions and techniques before their peers and licensed supervisor.</p>
Prerequisite:	<p>CM301: Clinic Internship I          CM302: Clinic Internship I, Recommended Clinic Internship II          CM303: Clinic Internship I, Recommended Clinic Internship II or III</p>

MG410	Clinical Management	3 units / 30 hrs
	<p>This course provides students with the information they need to apply their acupuncture training skills in a business-like manner in a variety of clinical settings. The emphasis is on a practical application of business and professional skills and information necessary to provide acupuncture health care to an ever-growing population of patients. This course will teach students to understand the synergistic nature of the professional, ethical, financial and marketing skills necessary to run a primary health care practice in the USA in the 21st century and will prepare students to set up, run and/or maintain a viable practice. Course will cover insurance billing, maintenance and release of records, personal injury and Workman’s Compensation procedures. Other topics include patient communication skills, counseling, confidentiality, and public service.</p>	
Prerequisite:	None	

MG420	Medical Ethics	3 units / 30 hrs
	<p>This course focuses on the ethical considerations of practice management, including lectures and discussions on ethics, jurisprudence, and current issues affecting the modern health care practitioner. Topics as informed consent, patient referral, legal requirements of record keeping, office liability, insurance laws, and malpractice are covered. The laws and regulations of the California Acupuncture Board and other government agencies will be thoroughly reviewed. Students will gain familiarity with ethical issues facing modern integrated health care practitioners and an understanding of the legal responsibilities of private practitioners. Additionally, students will be taught the ethics of business management, including marketing strategies and insurance billing, and the laws and regulations of local and federal governments as regards Medical Ethics.</p>	
Prerequisite:	None	

PH101	Public Health	3 units / 30 hrs
	In this course, students will become familiar with basic principles of public health. Topics covered include: public and community health, disease prevention, public health education, treatment of chemical dependency, communicable disease, public alerts, biostatistics, and epidemiology.	
Prerequisite:	None	

RM400	Research of AOM	3 units / 30 hrs
	This course will prepare the students with the skills to continue to expand their knowledge, via research and evidence based medicine, knowledge of academic peer review process, and medical statistics. Introduction of the research methods, process of generating hypotheses and questions, and understanding their relationship to research designs. Usage of medical statistics, double-blind studies will be presented. The modern research of acupuncture and TCM will be also discussed.	
Prerequisite:	None	

	Comprehensive Review	6 units / 60 hrs
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CR501	Comprehensive Review I	3 units / 30 hrs
CR502	Comprehensive Review II	3 units / 30 hrs
	<p>This two part course is designed to provide students with a comprehensive review of the entire curriculum including TCM Theory, Acupuncture, Herbology, Basic Sciences, Clinical Medicine, Patient Assessment and Diagnosis. Review courses are emphasized on methods to pass the graduation examination and the California Acupuncture Board Licensing Examination.</p> <ul style="list-style-type: none"> <li>● Review I: General Review of TCM Basic Theory and Diagnosis, Acupuncture point location and physiology, Commonly used herbs and cautions and contraindications with herbal formulas, anatomy and physiology, terminology and pharmacology.</li> <li>● Review II: General Review of TCM Internal Medicine, Shanghan Wen Bing, Acupuncture meridian review and therapeutics, WM Pathology and Physiology, Integrative medicine focusing on diagnosis and treatment using acupuncture and herbal formulas.</li> </ul>	
Prerequisite:	Concurrent: Clinic Level III or equivalent	

	<b>Clinical Practice</b>	<b>48 units/960 hrs</b>
	After completing 69 quarter units of specific didactic course requirements as defined in the Clinic Entrance Exam Application form, students may register for Level I after successfully passing this exam. Students must also have a Cardio-Pulmonary Resuscitation (CPR) and First Aid certificate among other requirements before registering for the clinic.	

CL111	Clinic Level I: Clinic Orientation & Preparation	2 units / 40 hrs
	An orientation to the acupuncture clinic for entering interns. All aspects of clinic procedures including professional dress code, equipment safety code, patient practitioner relationship, proper medical charting format, traditional Chinese medical therapies, clean needle technique protocol and prevention of infection from bloodborne pathogens are presented. Students will practice and role play intake of patient proper handling of equipments and treatment of patients.	
Prerequisite:	Passing grade on Clinic Internship Entrance exam and current C.P.R.card.	

CL112	Clinic Level I: Herbal Dispensary	2 units / 40 hrs
	Supervised training in the herbal pharmacy where interns prepare herbal prescriptions for patients. Various forms of herbal medication including raw herb decoction, capsule/pill formulations as well as powder extracts are used and interns will learn to select, weigh, and compounding herbal prescriptions.	
Prerequisite:	Passing grade on Clinic Internship Entrance exam and current C.P.R.card.	

CL113	Clinic Level I: Clinic Observation	6 units / 120 hrs
	Interns at this level are assistants who observe treatment procedures, discuss reasoning and begin to formulate their own opinions, in writing, assistants describe and evaluate treatment rationales and do a medical literature search. First Level Interns are expected to assist upper level interns chart acupuncture points, perform moxibustion, cupping, massage and all non-invasive therapies within the scope of practice.	

Prerequisite:	Passing grade on Clinic Internship Entrance exam and current C.P.R.card.
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<b>CL211</b>	<b>Clinic Level II: Supervised Assisted Practice</b>	<b>16 units / 320 hrs</b>
	<p>After completing Level I Observation and successfully passing of the Level I exit examination, students may register for the Clinic Level II Assisted Practice. The clinical Level II training consists of 320 hours and includes a minimum of 350 patient treatments during Levels II &amp; III:</p> <p>Level II Interns are expected to practice acupuncture and Chinese Herbology, along with other healing therapies within the scope of the acupuncture license. The internship is done under close guidance and supervision. Students are regularly evaluated as to their abilities to treat patients. Toward the end of this level, emphasis is shifted toward the intern's defense of their independently derived treatment decisions.</p>	
Prerequisite:	Passing grade on Clinic Internship Level I Exit exam and a current C.P.R.card	

<b>CL311</b>	<b>Clinic Level III: Supervised Solo Practice</b>	<b>22 units / 440 hrs</b>
	<p>After completing Level II Assisted Practice and successfully passing of the Level III exit examination, students may register for the Clinic Level III Solo Practice. The clinical Level III training consists of 440 hours and includes a minimum of 350 patient treatments during Levels II &amp; III:</p> <p>This is the last level of internship before graduation where Senior interns demonstrate a thorough understanding of clinical diagnosis and treatment skills and are expected to perform "solo practice" and assume primary responsibility for treating patients. Interns at this level have less supervision of their activities but must obtain the supervisor's approval of all treatment decisions. By the end of this course, an intern must have performed at least 350 treatments in order to graduate.</p>	
Prerequisite:	Passing grade on Clinic Internship Level II Exit exam and a current C.P.R.card	

	<b>Electives</b>	<b>6 units / 60 hrs</b>
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<b>EL310</b>	<b>Special Topics in Basic Science</b>	<b>3 units / 30 hrs</b>
	<p>Instructors with special areas of expertise in basic sciences have the opportunity to share their knowledge in advanced seminars. Topics will vary.</p>	

Prerequisite:	TBA
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EL320	Special Topics in Oriental Medicine	3 units / 30 hrs
	Instructors with special areas of expertise in Oriental Medicine practice have the opportunity to share their knowledge in advanced seminars. Topics will vary.	
Prerequisite:	TBA	

EL330	Special Topics in Integrative Medicine	3 units / 30 hrs
	Instructors with special areas of expertise in Integrative Medical practices have the opportunity to share their knowledge in advanced seminars. Topics will vary.	
Prerequisite:	TBA	

EL340	Special Topics in Clinical Medicine	3 units / 30 hrs
	Instructors with special areas of expertise in Clinical Medical practice have the opportunity to share their knowledge in advanced seminars. Topics will vary.	
Prerequisite:	TBA	

EL350	Special Topics in Clinical Science	3 units / 30 hrs
	Instructors with special areas of expertise in Clinical Science practice have the opportunity to share their knowledge in advanced seminars. Topics will vary.	
Prerequisite:	TBA	

EL360	Special Topics in Public Health	3 units / 30 hrs
	Instructors with special areas of expertise in Public Health have the opportunity to share their knowledge in advanced seminars. Topics will vary.	
Prerequisite:	TBA	

EL370	Special Topics in Professional Development	3 units / 30 hrs
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	Instructors with special areas of expertise in Professional Development practice have the opportunity to share their knowledge in advanced seminars. Topics will vary.
Prerequisite:	TBA

## ACADEMIC PROCEDURES

### Satisfactory Academic Progress Policy

The (SAP) of a student is measured by three concurrent parameters: the qualitative factor, the quantitative factor, and the completion within the maximum time frame factor.

The qualitative SAP factor is defined as the level of academic achievement which is measured by the grades attained, i.e. the Grade Point Average (GPA). All students in attendance at Alhambra Medical University must maintain a quarter-to-quarter, as well as a cumulative minimum GPA of 2.0 and passing at least 67% of the registered courses. The course work shall extend over a minimum of 3 academic years or 12 quarters, with the average units earned per quarter of 12 for full time students and 6 for part time students.

The quantitative SAP factor or payment period, is defined as the frequency of measuring the qualitative SAP factor. This occurs at the end of each PP which coincides with the end of each quarter. The quantitative factor SAP also includes the attendance policy requirements.

The terms "payment period" and "increment for evaluation" have the same meaning which is represented by the period of time between two consecutive SAP evaluations of the student. For students receiving Title IV funds, the term "payment period" has a particular meaning in regards to the disbursements from the government. The US Department of Education requires schools receiving Title IV funds to use the term "payment period".

The completion within the maximum time frame factor (CWMTF) is defined as the maximum time allowed for the completion of an educational program and it has the value of 150% of the standard time taken to complete the program. This means that the maximum time a student has to complete this four year program is six years (24 quarters).

If a student fails to meet SAP requirements in any specific payment period, he or she will be placed on academic probation the following payment period, and required to attend mandatory tutoring and academic advising. During this probationary period, the Academic Committee will evaluate the student and analyze the reason for the poor performance. Students receiving financial aid will be placed on financial aid warning for the payment period and notified that failure to meet SAP standards at the end of the current payment period will lead to them losing their financial aid eligibility.

If the student fails to bring his or her GPA up to 2.0 at the end of the academic probation payment period, he or she will be placed on academic suspension from the University. Once a student is suspended, his or her financial aid will be terminated, as they will no longer be in attendance, and he or she will not be allowed to re-enroll for two quarters.

If the student wishes to appeal their academic suspension, they must make their request in writing to the Academic Committee. Appeals must explain why SAP standards were unmet and what changes the student has made that will allow them to meet SAP standards by the following quarter. The appeal must also include an evaluation plan approved by the Academic Committee to ensure the student meets the standards within the specified time frame. If the appeal is granted by the committee, eligibility is re-instated and the student is placed on academic probation and "financial aid warning" for one quarter. If the student fails during this quarter to meet SAP standards again, and/or fails to follow the evaluation plan, the student once again becomes ineligible for financial aid and is academically dismissed from the University.

A student that has been academically dismissed from the University that is allowed to re-enter, will be allowed one quarter to achieve a quarterly GPA of 2.0 or face academic dismissal once again. Students who have been academically dismissed that formerly received financial aid, will not be allowed to apply for aid during this first quarter of re-entry.

Failed courses must be repeated and courses repeated more than once may not count toward fulltime or half time status. Transfer Units from other schools are added to total units earned and attempted.

Please note that International Students on an F-1 visa have a specific set of satisfactory academic progress standards.

## **Academic Progress**

The University operates on the quarter system for the MSAOM program, with each quarter consisting of 10 weeks of class work. Each quarter unit is equivalent to 10 hours of class. A grade is assigned for each registered course. The final grade is determined by the total points accumulated by the student as listed in the individual course syllabus. Clinical practice coursework and some other coursework receive a "Pass" or "No Pass" grade based on the completion of performance objectives. The academic courses are graded with a standard letter grading methodology.

## **Attendance Policy**

Students must be present for at least 80% of the class time to obtain credit for a course. If a student has missed more than 20% of the class time, he or she will fail and the course must be repeated.

If excessive absences are taken prior to week six of the quarter, the student may withdraw from the course or courses, and a grade of "W" will be assigned. If excessive absences are taken after

week six, the student may withdraw from the course or courses, and a grade of “F” will be assigned.

If an emergency arises, students must complete an absence request form to be signed by the faculty and approved by the Academic Dean. An excused absence is still considered an absence within the attendance policy. For any extended period of absence, the student must request a Leave of Absence prior to taking it.

## **Students Records**

In accordance with the Family Educational Rights and Privacy Act (FERPA), the University protects the privacy of student records, including address, phone number, grades and attendance dates. Student records are permanently kept in locked fireproof file cabinets and a backup copy of student records is kept on an off-site server. Students have the right to review their academic file by submitting a request to the Registrar.

Student records are maintained at the school site for five years from the last date of attendance. Transcripts are maintained permanently.

At graduation, students are provided with a copy of their official transcript and diploma at no additional cost. Students requesting additional copies of their transcript must do so in writing and pay a \$10 fee for each copy of the transcripts.

## **Transfer Credit**

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:**

The transferability of credits you earn at Alhambra Medical University is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the diploma you earn in Master of Science in Acupuncture & Oriental Medicine program is also at the complete discretion of the institution to which you may seek to transfer.

If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Alhambra Medical University to determine if your credits or certificate will transfer.

## Transfer or Articulation Agreements

Alhambra Medical University has not entered into any transfer or articulation agreements with any other college or university.

The Master's program accepts transfer credits towards its professional program that it judges to be equivalent to its requirements for graduation. Students transferring from another program must meet the following requirements:

- A minimum of forty-five (45) didactic units and 50% of the clinic intern hours (480 hours) must be completed in the program as a matriculated student.
- Before transfer credit will be awarded, all official transcripts containing the coursework for which the prospective student seeks credit must be received by the Office of Admission. The following guidelines apply:
  1. Only transfer credit for actual coursework successfully completed at a college or university accredited by an agency recognized by the U.S. Department of Education or, in the case of foreign institutions, recognized by the appropriate government agency.
  2. For institutions approved by the California Board of Acupuncture, 100% transfer credit may be awarded, provided that the actual coursework to be transferred has been successfully completed and is equivalent to the relevant required coursework.
- For candidates applying from institutions not approved by the California Board of Acupuncture, but are accredited by ACAOM (Accreditation Committee of Acupuncture and Oriental Medicine) or from foreign institutions which are evaluated as the equivalent of a regionally accredited college in the U.S., the following guidelines will apply:
  1. Up to 100% transfer credit may be awarded for courses completed successfully in basic sciences, clinical medicine, case management, practice management, public health, and professional development if the actual number of hours completed is equal to or greater than that required.
  2. Up to fifty percent (50%) credit, by transfer or challenge exam, for clinical practice and instruction in acupuncture and Oriental medicine principles, theories and treatment procedures may be awarded. The actual number of hours completed must be equal to or greater than that required by Alhambra Medical

University. At least 50% of the course hours in the above individual subjects must be taken at Alhambra Medical University.

- In compliance with BPE requirement CCR 71770(b)(2), no more than 20% of graduate units may be transferred.
- Once received by the Admission Office, these transcripts will be forwarded to the Academic Dean for evaluation. After a careful course-by-course evaluation of the contents of the Official Transcript(s), a written evaluation will be sent to the student indicating what coursework will be applied as transferable credits against the MSAOM graduation requirement, and the entire record of the evaluation and award of the student's transfer credit will be included in the student's academic file.
- A transfer credit evaluation form has been devised to be used in processing a student's request for credit by transfer. The Academic Committee will interview students to determine the equivalency of courses taken at another institution to replace Alhambra Medical University's courses.
- Students may be asked to submit course descriptions or outlines and/or may be required to take a challenge exam if the Academic Committee feels this is necessary to substantiate equivalency. All transfer credit forms must be signed by a member of Academic Committee.
- Alhambra Medical University does not admit ability-to-benefit students.
- Alhambra Medical University does not accept transfer credit for hours earned through challenge examinations, achievement tests, or experiential learning.
- Any transfer credits that are accepted will be counted towards the 150% maximum time frame completion calculation.

## Appealing a Grade

If a student is not satisfied with the grade given by the instructor, he or she can initiate in writing a grade appeal to the instructor involved. If the student is not satisfied by the instructor's explanation or action, the grade appeal can be presented to the Academic Dean for resolution. The Academic Dean and the Academic Committee will render the final decision.

## Policy on Prior Learning and Challenge Examinations

Alhambra Medical University does not award prior learning credit. While transferring in credit from an accredited institution is preferable to taking challenge examinations for prior learning. The prospective student must document his or her prior learning in all three of the following ways:

- Learning experience in these subjects must be documented: there must be transcripts from a program (for example, a trade school that is not accredited, or from a foreign institution with transcripts that cannot be properly evaluated)

- A current credential for a related occupation issued in the United States by a state, local, or the federal government institution: for example an EMT Certificate or an RN license. This credential must be currently valid.
- Must have worked within this profession within the last year: the student must document that they have been working in the field within the last twelve months.
- Documentation of all three criteria must be submitted during the admissions process along with a letter requesting the challenge exam[s], and listing each class to be challenged.
- The Academic Dean along with members of the Academic Committee will evaluate this documentation. If the members of the Academic Committee agree that the request is justified, the student will be allowed to take the challenge examination(s).
- A fee of \$120 will be paid by the student for each challenge exam.
- The examination must be completed within 13 weeks of the first quarter of attendance or the opportunity will be forfeited.
- If the student passes the challenge exam:
  - The student will not need to attend the challenged class.
  - The student will receive CBE (Credit By Exam) on his or her transcripts.
  - If the challenged class is a pre-requisite for other classes, the prerequisite will be considered fulfilled.
- If the student does not pass the challenge exam, s/he will need to attend the challenged class in the future and the fee for the challenge exam will not be refunded.

## Add/Drop Period

The Add/Drop Period is an established period of time at the beginning of each quarter when students may add classes or drop classes from their registration without penalty. Currently the Add/Drop Period is the first eight days of each quarter.

## Course Withdrawal

To officially withdraw from a course, a student must complete a “Course Withdrawal” form. A student who officially withdraws from the course after the Add/Drop period and prior to the end of the sixth week will be given a grade of “W”. If the student wishes to withdraw after the sixth week, he/she will be given a grade of “F” for each course.

## Consulting and Tutoring Services

Academic tutoring is available at the request of the student or as deemed necessary by the faculty. Tutoring may require an additional fee. Contact administration for more information.

## PROGRAM TUITION & FEES

Item	Tuition and Fee
US Application Fee (non-refundable)	\$100
International Student	\$150
Academic Course Tuition	\$125 Per Unit
Clinic Internship	\$9 per clinic hour
Malpractice Insurance for Interns (non-refundable)	\$50 per quarter
***Textbooks and Materials	\$1,000
Lab Coat	\$50
Herbal Education Box I – IV	\$120
Graduation Evaluation/ Commencement	\$250
** Student Tuition Recovery Fund (non-refundable)	\$0.00
* Total Cost	\$36,370

## Additional Fees

Item	Tuition and Fee
Late Registration Fee	\$30
Late Payment Fee	\$20
Certificate of Attendance	\$5
Certificate of Graduation	\$5
Official Transcript	\$10
Unofficial Transcript	\$5
Abroad Mailing Service (Letter)	\$5
Challenge Exam Fee	\$120 per course
Make-Up Exam Fee	\$50

Student/Intern ID card	\$10
Bounced Check Penalty	\$25
** Student Tuition Recovery Fund (non-refundable)	\$0.00
* Total Cost	\$36,370

\* Cost of attendance each quarter is dependent on the number of units enrolled. Registration for academic courses is \$125 per unit and clinic is \$9 per hour. Cost of textbooks and educational materials also depends on the requirements of each course each quarter. Tuition and fees are subject to change at the discretion of the University.

\*\* Currently the institution is charging \$0 for every \$1,000 tuition. The STRF rate is subject to change by BPPE based upon the balance in the STRF account. Statute requires the Bureau begin collecting if the balance falls below \$20 million and caps the account at \$25 million.

\*\*\* Textbook costs are a general estimate. These costs are dependent on the requirements of each specific course or series of courses.

## Student's Right to Cancel

You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. CEC 94911(e)(1) If you wish to cancel this agreement. Provide a written notice that states that you no longer wish to be bound by this agreement. Your notice must be timely delivered to the institution. If your notice is mailed, it must be postmarked on or before the date notice is required.

## Refund Policy

The tuition refund policy in full compliance with the rules and regulations from all the agencies approving and licensing the University. In particular CEC 94918 Compliance With Federal Statutes, 94919 Institutions Participating In Federal Student Financial Aid Programs, 94920 Mandatory Cancellation, Withdrawal, and Refund Policies, 94921 Alternative Refund Calculations, and all the Title IV regulations related to student refunds and the Return to Title IV (R2T4) policy.

Refund calculations are related to the amount of tuition and fees to be returned by the University in the event the student withdraws from the program. Withdrawals could be initiated by the student or by the school. For students enrolled in school under Federal financial aid, the R2T4 procedure is performed first and the institutional refund policy is performed second.

Alhambra Medical University shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if the written notice

of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.

Alhambra Medical University shall have a refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund.

If a student obtains a loan for the program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from the federal financial aid funds. Alhambra Medical University shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

The California State Pro Rata Refund Policy applies to students who have not completed more than 60% of the course of instruction and is calculated as follows:

Student Charges	
During Add/Drop Period	
100% refund	
After Add/Drop Period	
10% charged for each week attended	
2nd Week	80%
3rd Week	70%
4th Week	60%
5th Week	50%
6th Week	40%
7 <sup>th</sup> Week	0%

## **Return to Title IV Policy**

Return to Title IV Funds (R2T4) Policy is fully compliant with all the policies, procedures, and guidelines from the US Department of Education and the related Federal laws and regulations, including regulations of the Federal Student Financial Aid programs, under Title IV of the Federal Higher Education Act of 1965.

Federal financial aid (Title IV funds) are awarded to a student under the assumption the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds they were originally scheduled to, or did receive.

If a recipient of Title IV funds withdraws after beginning attendance, the amount of Title IV funds earned by the student must be determined. If the amount disbursed to the student is

greater than the amount the student earned, unearned funds must be returned to the Federal government.

When a recipient of Title IV funds withdraws from an institution during a payment period of enrollment, the school must determine the amount of Federal Student Aid funds the student earned based on the student's Last Date of Attendance (LDA). By subtracting the amount of funds the school is entitled to retain from the total amount of funds the school received, the school will determine the amount of funding to be returned to the Department of Education (Return to Title IV) and the amount of funds to be retained by the school.

The returning of Title IV Funds is performed and must be completed within thirty (30) days from the student's Last Day of Attendance (LDA), or within forty-five (45) days from the Date of Determination (DOD) of the student's withdrawal.

Funds are returned to Title IV programs in the following order:

- Direct Unsubsidized loan
- Direct Subsidized loan
- Federal PELL grant

## STUDENT FINANCIAL AID

### Eligibility

Your financial aid eligibility is determined by federal and state regulations and university policy. The amount of your financial aid is determined by subtracting the family contribution from the estimated cost of attendance at AMU. You may qualify for both Pell Grant and Federal Direct Loans. Students must complete the Free Application for Federal Student Aid (FAFSA) in order to determine their eligibility for Federal financial aid. For more information on applying for Federal student aid, go to <http://www.fafsa.ed.gov/>.

To apply a Federal Financial Aid, student required to meet the following:

- Be a US Citizen or eligible non-citizen
- Have a valid social security number
- Register with Selective Service (if required)
- Maintain Satisfactory Academic Progress Requirements
- Have no defaulted loans or owe any grant repayment
- Not participate in the sale or possession of drugs while receiving federal student aid.

The first step you must take to determine your financial aid eligibility is to complete the FAFSA (Free Application for Federal Student Aid). You have a choice to either do this online or you may bring in your income and asset information as required (usually your Federal income tax return) and work with one of our Financial Aid Officers who will be glad to assist you.

Once eligibility has been determined, the Financial Aid Officer will design the financial aid package that is best for the student with the grants and/or loans they qualify for.

To obtain more information regarding Federal Title IV programs, please refer to the following website(s). General financial aid information may be found at these sites:

<http://www.federalstudentaid.ed.gov>

<http://studentaid.ed.gov/PORTALSWebApp/students/english/index.jsp> Loan information may be found at these sites:

[www.studentloans.gov](http://www.studentloans.gov)

For other questions related to your financial aid, please call (626) 289-7719, and ask for the Financial Aid Department. You may also email [info@amu.edu](mailto:info@amu.edu).

## **How to Apply Federal Financial Aid**

The 2016- 2017 financial aid application year begins January 1, 2016 and ends June 30, 2017. Now is the time to submit the 2016-2017 Free Application for Federal Student Aid (FAFSA). Student who interest to apply federal aid may choose one of the below methods to file a Free Application for Federal Student Aid (FAFSA).

- Before complete FAFSA, student needs to have a FSA ID, [click here](#) to apply.
- Apply for FAFSA online [click here](#)
- Complete a PDF FAFSA (Note: PDF FAFSA must be mailed for processing) [click here](#)
- Alhambra Medical University (AMU) School Code is 04243100

## **Aid Disbursements**

Disbursement is the process used to make funds available to student who applied financial aid. Federal Financial aid check is disbursed in each equal payment per academic year. Student will be noticed by email for either pickup or mail to the mailing address provided on file.

The funding amount you receive based upon the number of units you are enrolling at the time of disbursement. Your award/disbursement will be adjusted accordingly if you add or drop units after the freeze date.

Dropping units or stop attending or withdraw from your classes can affect your aid eligibility. Student's Satisfactory Academic Progress will be reviewed before disbursement. For more information about SAP see this catalog.

- Disbursements are made by the third week of each quarter after add and drop period.

## **Students Rights and Responsibilities**

- Information including Cost of Attendance, Refund Policies, Satisfactory Academic Progress requirements and financial aid programs offered
- Information of policies and procedures used to award, revise, or disburse your financial aid package

## **Responsibilities**

Students have the following responsibilities:

- Complete FAFSA with accurate information
- Respond promptly and submit all requested additional documentation for verification, corrections, and any revised information
- Meet and maintain Satisfactory Academic Progress (SAP) standards
- Must complete Direct Loan Entrance / Exit Counseling when apply Federal Stafford Direct Loans
- Repay any Federal aid funds if it is determined that the student is ineligible to receive the funds
- Repay any overpayment made to you through financial aid funds
- Repay student loan(s) promptly, and notify the lender of changing name, address or contact information

## **Federal Title IV Programs**

Federal Title IV funds, or financial aid, are a combination of grants and loans. Grants are free money and do not have to be repaid, whereas loans are borrowed money and must be paid back. AMU participates in and receives funding from the following Federal Title IV programs:

### **Federal PELL Grant**

The Federal PELL Grant is a need based grant that does not have to be repaid. It is available to students who exhibit financial need. Financial need is determined by the information you submit on your FAFSA (Free Application for Federal Student Aid) such as income and asset information, the number of people in your family, the number of people in college, etc. Check

with the Financial Aid Office or one of the Federal financial aid websites to find out what the current year award amount is.

## **Federal Direct Stafford Loans**

### **Federal Direct Subsidized Stafford Loan**

The Federal Direct Subsidized Stafford loan is a low interest rate loan, awarded on the basis of financial need. As a result, no interest is charged as long as the student is attending school on at least a half-time basis, and during their six month grace period after they stop attending at least halftime, withdraw, or graduate. The loan goes into repayment six (6) months after the student has stopped attending at least half-time, withdraws or graduates. The amount of your Federal Direct Subsidized Stafford loan is based on your year of study in college. Check with the Financial Aid Office or one of the Federal financial aid websites to find out what the amount is you may be eligible to receive. The financial aid year is from July 1 to June 30 of the next year, so your loan will have a fixed lifetime interest rate based on the above information depending on when the loan is disbursed (paid to the school or student). Federal Direct Subsidized Stafford loans are only available to undergraduate students.

### **Federal Direct Unsubsidized Stafford Loan**

The Federal Direct Unsubsidized Stafford loan is a low interest rate loan, awarded regardless of need. In other words regardless of income if all other eligibility requirements are met, the student is eligible. As a result, interest is charged from the time the loan is disbursed (paid to the school or student) until it is paid in full. This includes the time the student is attending school, as well as during the six month grace period after they stop attending at least half-time, withdraw, or graduate; for the life of the loan. Students have the option of paying the interest while they are attending school and during the six month grace period, or allow it to be added to the principle loan amount (this is called capitalization). Here at we highly encourage our students to pay their accruing interest so they do not end up paying interest on top of interest, which is what happens when the loan is capitalized. The loan goes into repayment six (6) months after the student has stopped attending at least half-time, withdraws or graduates. The Federal Direct Unsubsidized Stafford loan is available to undergraduate and graduate students.

## **Verification**

In accordance to the procedures governed by the Higher Education Act of 1965 (34 CFR Part 668.53), verification is required for the Federal Pell Grant and Federal Direct Stafford Loan programs.

When a student completes their FAFSA, the CPS (Central Processing System) may select them for verification. An ISIR (Institutional Student Information Report) selected for verification must be dealt

with immediately. No aid can be disbursed until verification has been completed. In order for the selected student to receive their funding, verification must be completed within thirty (30) days from the receipt of the ISIR. This date will be enforced at the discretion of the University.

1. The ISIR is received showing either an asterisk (\*) after the EFC (Estimated Family Contribution) figure, which means the student is flagged for verification, or a "C" after the EFC, meaning there is a C-code exception
2. If it is an asterisk, the FAO must complete verification by having the student complete the Verification Worksheet
3. If the student or FAO did not use the DRT (Data Retrieval Tool) when completing the FAFSA (Free Application for Federal Student Aid), a tax transcript must be requested to accompany the Verification Worksheet.
4. If there is a "C" following the EFC as stated above, in many cases it is in regards to the C-code exceptions for **Selective Service**. The following must be done to clear this item:
  - a. The student must complete the "Request for Status Information Letter" and return it to the FAO, or the student may contact the Selective Service directly at the number printed on the ISIR.
  - b. If the FAO is able to establish no violation has taken place in regards to the student not registering for Selective Service from the information supplied by the student on the Request for Status Information letter, the letter may be placed in the student's file and the financial aid hold on the student's funding in the system may be released.
  - c. If the FAO is unable to establish whether or not a violation has taken place, the student may contact the Selective Service directly at the number printed on the ISIR and also mail the Request for Status Information Letter to Selective Service.
  - d. A response will either be mailed to the student of the school.
  - e. A review of the letter from Selective Service must be conducted
  - f. In most cases the letter will state it is up to the school to make the decision as to whether the student will be eligible to receive Title IV funds or not.
  - g. All information from the student must be reviewed to make sure the student was actually unable, not unwilling to register for Selective Service.
  - h. If it is determined that student was actually unable (which is usually the case with students who are or eligible non-citizens at the time they should have registered, but are not U.S. citizens and because of their age, can no longer register, or because of hospitalization, incarceration, or institutionalization) to register at the required time, aid should be granted.

- i. If it is determined the student was seemingly unwilling to register, aid should not be granted.
- j. The refusal to grant aid based on the student's seemingly unwillingness to register must be documented with evidence and the reason given by the FAO and or the institution.

## **Federal Financial Aid Resources**

- FSAID <https://fsaid.ed.gov/>
- NSLDS <http://www.nsls.ed.gov/> [You will need your FSAID]
- Entrance / Exit Counseling <https://studentloans.gov/>
- Federal student aid guide: [click here](#)
- Selective Services <https://www.sss.gov/>
- IRS <https://www.irs.gov/>

## **Financial Aid Entrance/Exit Counseling:**

Students are required to complete entrance counseling if you are a first time borrower and prior to receiving your first disbursement. To complete your Direct Loan Entrance Counseling, go to [www.studentloans.gov](http://www.studentloans.gov), and sign in using your FSA ID. Select "Complete Entrance Counseling." Note that you can add an email address to which correspondence about your loans can be sent. For additional information, read "Direct Loan Entrance Interview" pamphlet and/or go to <https://studentloans.gov>.

If a student withdraws or terminates and the institution is unable to have the student complete exit counseling prior to the students departure, the institution will send a letter to the student, requesting exit counseling to be completed at [www.studentloans.gov](http://www.studentloans.gov)

## **Student Right-To- Know Rates**

Students have the right to know graduation rates from the IPEDS system. This may be requested from the registrar.

## **STUDENT TUITION RECOVERY FUND (STRF)**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the

student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

AMU is a private institution and approved to operate by the Bureau for Private Postsecondary Education (BPPE). Approval to operate means compliance with state standards as set forth in the Education Code.

Please make sure you keep copies of your enrollment agreement, all financial documentation, receipts and any other records obtained or given to you by the University. Questions regarding the STRF may be directed to:

<b>Mailing Address:</b>	<b>Physical Address</b>
Bureau for Private Postsecondary Education P. O. Box 980818 West Sacramento, CA 95798-0818	Bureau for Private Postsecondary Education 2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833
Phone: (916) 431-6959 Toll Free: (888) 370-7589 Fax: (916) 263-1897	Web Site: <a href="http://www.bppe.ca.gov">www.bppe.ca.gov</a> E-mail: <a href="mailto:bppe@dca.ca.gov">bppe@dca.ca.gov</a>

## ACADEMIC POLICIES

Alhambra Medical University expects its students to maintain themselves at all times in a professional manner. Unprofessional conduct will not be tolerated.

A student may be dismissed for unsatisfactory or improper conduct, scholarship or attendance, or for any other cause that is considered to be prejudicial to the interest of the University or the healthcare profession. Personal conduct and appearance are outward expressions of character. Students are expected to abide by the standards of professional conduct, including dress and appearance appropriate to the University and the profession. A student may be dismissed or suspended from a class or the University following appropriate hearing and appeals procedures.

### Student Code of Conduct

The Alhambra Medical University student body is as diverse in interest as it is in culture, ethnicity, professional background and age. Those who make up the student body are passionate about alternative medicine, focused on their academic responsibilities and committed to becoming successful health care practitioners. AMU provides a professional environment where the training, experience and maturity of

students from other health care professions are respected and appreciated. Prospective students need to demonstrate strong motivation, desire and commitment to serve as a health care professionals.

The Student Code of Conduct governs the behavior of our student body. The purpose of a published Code of Conduct is to state the specific authority and responsibility of the University in maintaining social discipline, to outline the process for a legitimate grievance, and to establish the procedures to be followed to ensure “due process,” which protects accused students from unfair imposition of penalties and sanctions. All members of the University community are expected to use reasonable judgment in their daily campus life and to show due concern for the welfare and rights of others.

The following misconduct would constitute violations of our community values and standards:

- Violations of published University policies, rules or regulations.
- Violations of federal, state or local law, including but not limited to, conduct on University premises or at University sponsored or supervised activities.
- Use, possession, sale or distribution of alcoholic beverages, drugs, drug paraphernalia, narcotics or other controlled substances on campus.
- Smoking in any interior area of the University, including classrooms, labs, restrooms, hallways, or lounge areas is prohibited.
- Endangering, threatening or causing physical harm to any person.
- Attempted or actual theft of University property.
- Disruption or obstruction of teaching, research, administration, or other University activities.
- Harassment, whether it be physical, verbal, graphic, or written, based on race, sex, color, ethnic or national origin, religion, age, sexual orientation, or disability. Also, unwelcome sexual advances, requests for sexual favors, and other forms of such verbal or physical conduct may constitute harassment.
- Cheating, plagiarism, or other forms of academic dishonesty, including aiding another student in an act of academic dishonesty.

## **Student Disciplinary Procedures**

If any individual in the has reason to believe a student has engaged in prohibited behavior, that individual may present a written notice to the Academic Dean. The student will be notified of the charges as soon as possible by mail or hand-delivered message. The University will begin an investigation of the facts, and the student will have the opportunity to present, in writing or verbally, all pertinent evidence pertaining to the alleged misconduct.

If the Academic Dean feels a breach of the Student Code of Conduct has not occurred, the charge will be dismissed, and the student will be notified of the dismissal in writing. A written notice of the dismissal shall be placed in a file pertaining to the incident, and the matter will be considered closed.

If the Academic Dean believes there has been a violation of the Student Code of Conduct, an investigation will be conducted. If the violation is deemed to be minor, the Academic Dean will arrange an in-person meeting with the student to discuss the charges and propose a suitable sanction or

solution, which may include counseling, guidance, or a written reprimand. The Academic Dean will deliver the findings in writing to the student. The student will then have ten days in which to appeal the decision in writing to an Academic Committee consisting of the Academic Dean, the Clinic Director, and a faculty member who was not involved in the original matter. The appeal will be limited to the following: a) the presentation of new pertinent evidence previously unavailable, b) sanction that is not supported by the evidence, or c) unfair prejudice or bias in the decision.

The Academic Committee will hold a meeting within ten days of the student's written notice of appeal. At this meeting, the student may be, but is not obligated to be present, and may be accompanied by an advisor who is part of the university community and not legal counsel. The Academic Committee will come to a decision and this decision will be final.

If the alleged misconduct is deemed to be of a more serious nature, a formal hearing may be held by an Academic Committee consisting of the Academic Dean, one administrator and a faculty member not involved in the original incident. The following procedures will be followed:

All pertinent documents and evidence will be submitted to the Academic Committee, and the student will be notified in writing of the charges, the hearing date, time, and location. The student will have the right and the opportunity to view the evidence prior to the hearing, and will have ten days in which to respond in writing. At the hearing, the Academic Committee will review all materials submitted by the student and the evidence so far gathered.

The Academic Committee will deliberate and come to a decision as to the sanction or action to be taken against the student, and will notify the student of such decision in writing within ten days.

The student will have an additional ten days following receipt of the Academic Committee's decision in which to present a written appeal via certified mail to the University President. The appeal will be limited to the following: a) the presentation of new pertinent evidence previously unavailable to the Academic Committee, b) sanction that is not supported by the evidence, or c) unfair prejudice or bias in the decision.

## **Student Grievances**

Alhambra Medical University has created a Grievance Committee for processing and addressing student grievances. The following implementation procedures are delineated for students to observe:

All students are encouraged to resolve difficulties by direct discussion with the parties involved. If resolution is not achieved by direct communication, contact the administration. If resolution is still not forthcoming then grievance(s) can be handled through the following steps:

- An appointment may be scheduled with the Academic Dean of the University and the grievance can be discussed. Any necessary parties may be called into this meeting. A written report will be kept in the student file.

- If the Academic Dean’s decision is not satisfactory to the parties involved, a meeting of the Grievance Committee can be requested. The Grievance Committee consists of one faculty member, one member of the administration and one student representative. A request must be made in writing and filed with the Academic Dean or Vice President. The Academic Dean will schedule a meeting of the Grievance Committee within two weeks after the written request has been received. The person(s) filing the grievance may be requested to appear before the Grievance Committee. A decision will be rendered within seven days of the Grievance Committee meeting.
- When no satisfactory resolution is achieved, a complaint can be filed with the University President.

Please note that a student or any member of the public may file a complaint about this institution at any time with the following regulatory agencies:

Bureau for Private Postsecondary Education 2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833 <a href="http://www.bppe.ca.gov">www.bppe.ca.gov</a> toll-free (888) 370-7589 or by fax (916) 263- 1897	Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) 8941 Aztec Drive, Eden Prairie, MN 55347 Phone: (952) 212-2434, Fax: (301) 313-0912 email: <a href="mailto:coordinator@acaom.org">coordinator@acaom.org</a>
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A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888)370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau’s internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

## Non-Discrimination Policy

Alhambra Medical University is in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

AMU does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, disability, medical condition (as determined under California employment laws), or status as a Vietnam-era veteran or qualified disabled veteran in the administration of its educational programs, school administered programs, publications or in its employment practices.

## Drug and Alcohol Abuse Policy

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 84, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing,

possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded are required by federal regulation to report that conviction in writing to the:

Director of Grants and Services  
 United States Department of Education  
 400 Maryland Avenue SW.  
 Room 3124, GSA Regional Office Bldg. #3  
 Washington, DC 20202-4571

The report must be made within 10 days after the conviction. In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through:

Organization	Alcoholic Anonymous (Central office of Los Angeles)
Street Address	4311 Wilshire Blvd., Suite 104
City, State and Zip	Los Angeles, CA 90010
Helpline	(323)963-4343
Toll Free	(800)923-8722
	<a href="http://www.aa.org">http://www.aa.org</a>

Organization	Narcotics Anonymous (Regional office)
Street Address	1937 S. Myrtle Avenue
City, State and Zip	Monrovia, CA 91016
Phone number	(626) 359-0084
Helpline:	(626) 584-6910
	<a href="http://sgvna.com/">http://sgvna.com/</a>

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact this organization.

This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol. This institution keeps track of incidents referred to the above agency or agencies and evaluates the performance of the institutional procedures every two years. A log of incidents and disciplinary actions is kept by the institution.

## **Election Voter Registration Information**

As a citizen of the United States, you have the privilege to vote on your county, state and national leaders. As part of the Higher Education Act of 1998, Congress directed schools receiving Federal financial aid to assist students who have not yet registered to vote. In essence, if a Title IV (Federal Student Aid) participating school is located in a state that requires voter registration prior to election day and/or does not allow the ability to register at the time of voting, then the school must make a good faith effort to distribute voter registration forms to its federal student aid eligible students.

To meet this requirements, federal student aid recipients attending AMU will receive an annual reminder via bulletin board flyers to complete voter registration.

### **Registration Deadline**

The deadline to register or re-register to vote for any election is 11:59:59 p.m. Pacific Time on the 15th calendar day before that election. If you submit an application after this time, your application will still be processed for future elections. If you recently registered online, please wait at least 24 hours before checking your registration status. To register online you will need

- Your California driver license or California identification card number,
- The last four digits of your social security number and
- Your date of birth.

Your information will be provided to the California Department of Motor Vehicles (DMV) to retrieve a copy of your DMV signature. If you do not have a California driver license or California identification card, you can still use this form to apply to register to vote by completing the online interview by 11:59:59 p.m. Pacific Time on the 15th calendar day before an election.

### **Copyright Protection**

The US congress has revised the Higher Education Opportunity Act (HEOA) to address copyright protection. Title IV now stipulates that all US colleges and universities must provide:

- An annual disclosure to students describing copyright law and campus policies related to violating copyright law.

- A plan to "effectively combat the unauthorized distribution of copyrighted materials" by users of its network, including "the use of one or more technology-based deterrents".
- A plan to "offer alternatives to illegal downloading".

Copyright law protects against unauthorized duplication and distribution of works. There are also rules for "Fair Use" of copyrighted works. Specifics can be found at the US Copyright Office:

<http://www.copyright.gov>

Copyrighted works can be acquired and distributed over computer networks, however it is illegal to download or distribute these works without authorization from the owner. Such activities are prohibited. All campus users acknowledge this policy when they begin employment or connect their personal computer equipment on the network. Loss of campus network access and/or disciplinary actions as specified in the college catalog and/or staff handbook may result from continued illegal activity by members of the college community. Every user is responsible for his or her own compliance with the law. Using the AMU network does not in any way shield you from potential law enforcement actions; users who download or distribute copyrighted works may face civil or criminal penalties in addition to sanctions based on college policy.

Penalties for Copyright Violation. Copyright penalties are "not less than \$750 or more than \$30,000" per infringing work according, however if the copyright owner can establish that the violation was "willful" the penalty can be \$150,000 per work. (US Code Title 17 Chapter 5 Section 504:

<http://www.copyright.gov/title17/92chap5.html>). The US No Electronic Theft Act also provides avenues for criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. (See [http://en.wikipedia.org/wiki/NET\\_Act](http://en.wikipedia.org/wiki/NET_Act)).

Use of peer to peer software is not inherently illegal. Users of peer to peer networks need to understand, however, that they bear the responsibility of ensuring the legality and copyright standards of every file they download or share on these networks. Peer to peer networks are overwhelmingly the number one source for copyright violating file transfers.

Internet communication is not anonymous: Every packet of data sent or received includes the source and destination IP addresses of the computers sending the traffic. Moreover, these globally unique addresses are registered to their providers, as this is necessary for routing data. Also, P2P client software must advertise the files it has to share, or else the P2P network would not function. Therefore, major producers of copyrighted works hire companies to track file sharing, which they can do easily by using the same P2P software as everyone else. If a peer is found to be sharing (distributing) or offering to share copyright-infringing content, the agents send violation notices to the infringer's Internet service provider. The IT department occasionally receives notices of copyright infringement, and we are required by HEOA regulations and Federal law to take action on these notices. IT will attempt to find the user who had use of the IP address in question, and to forward the copyright violation notice to the user.

Note that the college does not provide any network access to these copyright enforcement agents; any evidence of file sharing they detect is publicly available on the internet. We will not release any user information or network logs to such agents unless required by subpoena or other legal means.

## Legal Sources for Music and Video

- <http://www.educause.edu/legalcontent>
- <http://whymusicmatters.com/find-music>
- <http://www.mpaa.org/contentprotection/get-movies-tv-shows>

## HEOA Compliance Statement

AMU has implemented the following plan for compliance with the file sharing and copyright protection provisions of HEOA:

1. The college sends annual emails to all students network users to educate our users about copyright law and illegal use and distribution of copyrighted works. These messages include references to this web page, which specifies campus policies dealing with illegal activity, and outlines the penalties for copyright infringement that are codified in US law.
2. This page provides links above to lists maintained by EDUCAUSE, the RIAA, and the MPAA of legal video and music sources.
3. The college's Academic Vice-President will undertake an bi-annual audit to assure the effectiveness of our technical deterrents and our compliance with the requirements of HEOA that pertain to Copyright and File Sharing.

## National Student Loan Database System Disclosure

Please note that any loan borrowed by the student or parent will be submitted to the National Student Loan Database System (NSLDS), and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system.

## Constitution Day

This day commemorates the September 17, 1787 signing of the United States Constitution. Each educational institution that receives Federal funds for a fiscal year is required to hold an educational program about the U.S. Constitution for its students. The U.S. Department of Education does not mandate or prescribe particular curricula or lesson plans. AMU posts copies of the US Constitution on a bulletin board on the third week of September every year.

## Campus Safety and Crime Reporting

AMU makes every effort to provide safe campus environments for its students. Onsite security staff are present during operating hours to stop abusive behavior and solve problems.

This combination of staffing and organizational and physical infrastructure is designed to help young adults learn to take responsibility for their own safety in a context of accurate knowledge of risks and resources.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 is part of the Higher Education Act. The goal of the Clery Act is to ensure students, prospective students, parents and employees have access to accurate information about crimes committed on campus and campus security procedures.

The Alhambra Police Department gathers crime statistics, identifying reportable crimes and reporting/publishing statistics to the public. Statistics are reported in different formats and categories depending upon legal requirements. The Clery Act mandates the collection of information regarding incidents from non-law enforcement "campus security authorities" having "significant responsibility for students or campus activities."

The Campus Annual Security Report must include statistics on categories of crime reported to campus Police, Campus Security Authorities (see below), and local police during the calendar year. Statistics for these crimes must be broken down by geographic area: on campus, in or on a non-campus building or property, and on public property adjacent to the campus.

The Annual Security Report must also include statistics on hate crimes, to be reported by category of prejudice. In addition to crime statistics, the Annual Security Report must describe specific campus policies related to campus security. The campus must notify current and prospective students and employees about the availability of the Annual Security Report and provide information on how to request a copy of the report.

The annual crime report must include statistics on nine kinds of crimes:

1. Criminal Homicide, both (a) Murder and Non-negligent Manslaughter and (b) Negligent Manslaughter;
2. Sex offenses, both (a) Forcible Sex Offenses and (b) Non-Forcible Sex Offenses;
3. Robbery;
4. Aggravated Assault;
5. Burglary;
6. Motor Vehicle Theft;
7. Arson;
8. Arrests and Disciplinary Referrals for liquor law violations, drug law violations, and illegal weapons possession;
9. Hate Crimes

Amendments to the Clery Act in 2008 expanded hate crimes to include the following:

- Larceny-theft
- Simple Assault
- Intimidation
- Vandalism

In March 2013, President Obama signed a bill that strengthened the Violence Against Women Act (VAWA). Included in the bill was the Campus Sexual Violation Elimination Act (Campus SaVE) that amends the Clery Act to include reporting the following effective 2014:

- Dating Violence
- Domestic Violence
- Stalking

The crime statistics included in the Annual Security Report do not include any information that would identify the victim or the person accused of committing the crime. Your report to the Clery Act Coordinator should not include personally identifying information.

## FACULTY

Chang, Allan		
DAOM	Dongguk University Los Angeles (DULA), Los Angeles, California	2015
M.S.	Alhambra Medical University, Alhambra, California	2011
B.S.	National Cheng-Kong University, Taiwan	1979
L.Ac.	Licensed Acupuncturist, California Acupuncture Board	2013
AEMT	Advanced Emergency Medical Technician	1990

Chen, Chang Sheng		
M.S.	Beijing University of Traditional Chinese Medicine, Beijing, China	1982
B.S.	Wu Hu College of Traditional Chinese Medicine, China	1979
L.Ac.	Licensed Acupuncturist, California Acupuncture Board	1983

Chan, Roger		
MSOM	Dongguk University Los Angeles (DULA), Los Angeles, California	1996
M.S.	Beijing University of Traditional Chinese Medicine, Beijing, China	1982
L.Ac.	Licensed Acupuncturist, California Acupuncture Board	1997

Steven Gomberg		
MTOM	Emperor's College of Traditional Oriental Medicine, Santa Monica, California	2000
A.D.T.*	American University of Complementary Medicine	2003
L.Ac.	Licensed Acupuncturist, California Acupuncture Board	2001

Rena Haley		
MSOM	Samra University of Oriental Medicine, Los Angeles, California	2010
BA	Holistic Health, American University of Complementary Medicine, Santa Monica, California	2007
L.Ac.	Licensed Acupuncturist, California Acupuncture Board	2010
Fellow	American Board of Oriental Reproductive Medicine	2013

Jiang, Fanfan		
MSAOM	Dongguk University Los Angeles (DULA), Los Angeles, California	2010
L.Ac.	Licensed Acupuncturist, California Acupuncture Board	2003

Jerome Jiang		
MA	China Normal University	1983
BA	China Normal University	1981
L.Ac.	Licensed Acupuncturist, California Acupuncture Board	2007

Jin, Guishu		
MD	Liaoning Medical University	1988
MSOM	Dongguk University Los Angeles, Los Angeles, California	2004
L.Ac.	Licensed Acupuncturist, California Acupuncture Board	2004

Le, Roy		
MD	Universidad Central del Este (Dominican Republic)	1999
BS	University California at Irvine	1995

Li, Hong		
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OMD	South Baylo University	2007
B.S.	Jiangxi University of Traditional Chinese Medicine (China)	1982
L.Ac.	Licensed Acupuncturist, California Acupuncture Board	1999

Li, Ji Ze		
M.S.	Liaoning University of Traditional Chinese Medicine	1979
B.S.	Tianjin University of Traditional Chinese Medicine	1966
L.Ac.	Licensed Acupuncturist, California Acupuncture Board	1990

Li, Mingdong		
Ph. D.	Heilongjiang University of Traditional Chinese Medicine	2002
B.S.	Heilongjiang University of Traditional Chinese Medicine	1982
L.Ac.	Licensed Acupuncturist, California Acupuncture Board	1989

Liu, Dongmei		
MD	Sun Yat-sen Medical University	1988
MSAOM	Alhambra Medical University, Alhambra, California	2011
L.Ac.	Licensed Acupuncturist, California Acupuncture Board	2011

Liu, Marcie		
MSAOM	Alhambra Medical University, Alhambra, California	2010
M.S.	Indiana State University	1985
B.A.	Tamkang University, Taiwan	1983
L.Ac.	Licensed Acupuncturist, California Acupuncture Board	2010

Liu, Yingge		
M.D.	Xian Medical University, China	1991
Ph.D.	Fourth Military Medical University, China	2002

Lu, Yue		
M.S.	Shanghai Traditional Chinese Medicine University	1995
B.S.	Nanjing Traditional Chinese Medicine University	1993
L.Ac.	Licensed Acupuncturist, California Acupuncture Board	2001

Wang, Sheng Chun		
MSAOM	Alhambra Medical University, Alhambra, California	2013
B.S.	Donghua University	1999
L.Ac.	Licensed Acupuncturist, California Acupuncture Board	2013

Wilcox, Lorraine		
M.S.	Samra University, Los Angeles, California	1988
A.D.T.*	American University of Complementary Medicine, California	2009
L.Ac.	Licensed Acupuncturist, California Acupuncture Board	1989

Yang, Chang Qing		
Ph.D.	Psychiatry, Kobe University, Japan	1988
M.Med	Heilongjiang University of Traditional Chinese Medicine, China	1987
B.Med	Heilongjiang University of Traditional Chinese Medicine, China	1984
L.Ac.	Licensed Acupuncturist, California Acupuncture Board	2002

Yang, Xiyao		
Ph. D.	China Medical University, China	
B.S.	Dalian Medical University	
L. Ac.	Licensed Acupuncturist, California Acupuncture Board	2016

Yao, Hong		
OMD	South Baylo University	2006
M.S.	South Baylo University	2003
L.Ac.	Licensed Acupuncturist, California Acupuncture Board	1999

Zhang, Ji		
DAOM	South Baylo University	2007
M.Med	Nanjing University of Traditional Chinese Medicine, China	1983
L.Ac.	Licensed Acupuncturist, California Acupuncture Board	1993

Zhang, Jian		
M.D.	Da Lian Medical University, China	1984
M.S.A.O.M.	Samra University, Los Angeles, California	2003
L.Ac.	Licensed Acupuncturist, California Acupuncture Board	2003

Zhang, Qian Qian		
M.D.	Shanghai First Medical University, China	1963
M.S.	South Baylo University, California	1999
L.Ac.	Licensed Acupuncturist, California Acupuncture Board	2000

Zhang, Qin Rong		
M.S.	Shanghai Medical University, China,	1985
B.S.	Shanghai University of Traditional Chinese Medicine, Shanghai, China	1977
L.Ac.	Licensed Acupuncturist, California Acupuncture Board	1995

Zhao, Ming		
M.S.	Dongguk-Royal University, Los Angeles California	1999
B.S.	Shanghai University of Traditional Chinese Medicine, Shanghai, China	1987
L.Ac.	Licensed Acupuncturist, California Acupuncture Board	1997

## BOARD OF DIRECTORS

Chairman	Jonathan Wu, M.D., Ph.D.	
Vice Chairman	Matthew Lin, M.D.	
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	He-Ping Fan, L.Ac.	Fu Chu Huang
	Jimmy Huang	Sandy Ho
	Mario De La Torre	Jerome Jiang, L.Ac.
	Stanley Toy, M.D.	
President	Eric Tuckman, J.D.	

## ADMINISTRATION

President	Eric Tuckman, J.D.
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Chief Financial Officer	Kevin Chen
Academic Vice President	David Solin Lee, Ed.D.
Academic Consultant	Jerome Jiang, M.A., L.Ac.
Dean of Clinic	Guishu Jin, M.D. (China), L.Ac.
Dean of Students	Megan Hah, MSAOM, L.Ac.
Director of DAOM	Luke Chen, Ph.D., MSAOM, L.Ac.
Financial Aid Director	Winnie Wu, M.S.
Director of Admissions	Qing Ma, B.A.
University Registrar	Xiaoting Ding, B.A.
Office Manager	Ivy Ma, B.A.

## DISCLOSURES

This catalog is effective from January 1, 2017 through January 1, 2018 and is published for the purpose of informing students, prospective students and others interested in the operations of Alhambra Medical University, primarily with regard to the educational programs and policies of the school. All information is judged to be accurate at the time of publication. However, the contents hereof are subject to change without prior notice. Please note that all reasonable efforts are made on an ongoing basis to supplement in loose leaf hardcopy format any changes, additions, or other revisions to the text of this catalog which may come into existence prior to the publication of the following edition of the catalog.

Alhambra Medical University has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the school Performance Fact sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888)370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks

Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Or ACAOM at 8941 Aztec Drive, Eden Prairie, MN 55347, Phone: (952) 212-2434 or by Fax: (301) 313-0912 email: [coordinator@acaom.org](mailto:coordinator@acaom.org).