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# ACUPUNCTURE & INTEGRATIVE MEDICINE COLLEGE, BERKELEY

## Student Catalog & Handbook

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## WELCOME

The Acupuncture & Integrative Medicine College-Berkeley formerly known as Meiji College of Oriental Medicine (MCOM) was established in San Francisco, California in 1990 by the Meiji School of Oriental Medicine in Japan and its alumni. The first class was enrolled in September of 1991. In January 1999, the school relocated to Berkeley, California in order to provide its students with a higher quality facility and a better educational environment. In 2002, Dr. Shuji Goto assumed an appointment as a chairman of the board for the MCOM. In April 2003 the name of the school was changed to Acupuncture and Integrative Medicine College, Berkeley (AIMC, Berkeley) and new management started under the new chairman's leadership.

Since 2003, AIMC has been a pioneer in the development of Integrative Medicine, shifting the paradigm from "Western vs. Eastern Medicine" to an integrative approach. Our school was even the first to incorporate Integrative Medicine into our program name. With this new paradigm in mind, AIMC introduced the curriculum of Japanese Acupuncture and Kampo Medicine into our programs, and the goals were set to take a leadership role for further development of Asian Medicine in the US. AIMC was accredited by ACAHM under its new name in May 2004.

Today AIMC continues to develop its programs and professional affiliations. In 2017 we launched a new Master's curriculum that improved and streamlined the program so that it could be completed in 10 terms, or a little over 3 years. In 2019 we launched our First Professional Doctorate degree and in 2021 we earned the maximum 7 years of accreditation from ACAHM for this degree.

We invite you to explore the world of Integrative Medicine at our unique College. We use Traditional Chinese Medicine as the foundation of our teaching, and integrate the best of biomedicine, Japanese, French, and five-element approaches to diagnosis and treatment. At Acupuncture & Integrative Medicine College, Berkeley (AIMC) you can bring your unique perspective to the world of today's medicine, find your specialty, and create a successful practice.



# MISSION, VISION, STRATEGIES & VALUES

## INSTITUTIONAL MISSION

The mission of Acupuncture & Integrative Medicine College (AIMC), Berkeley is to develop caring, proficient, and successful practitioners who serve our communities and the East Asian medicine profession by treating illness and promoting health and wellness. AIMC Berkeley promotes patient-centered integrative medicine focused on treating the whole person, with consideration for both traditional and contemporary medical models and other factors that influence health, wellness, and disease.

## VISION

AIMC Berkeley supports the following vision:

- To serve as a center for the promotion of health and wellness and care of the community through education, outreach, and patient care, with focus on diverse patient populations including BIPOC, LGBTQ, and low income individuals.
- To serve as a center for the international collaboration in the development of acupuncture and integrative medicine.

## EDUCATIONAL PROGRAMS

AIMC offers the Master of Science in Traditional Asian Medicine degree program and the Doctor of Acupuncture & Integrative Medicine degree program. These programs comprise the primary academic focus of AIMC Berkeley. Our faculty, curriculum, and clinical instruction promote the education and training of compassionate, successful, well-rounded practitioners; and our learner-centered, competency-based educational philosophy fosters lifelong learning and personal improvement. Accordingly, AIMC Berkeley advocates for continuing education after graduation and licensure. We provide a variety of certificate programs and Continuing Education courses, as well as classes, seminars, and workshops for professionals, students, and community members interested in enhancing their understanding of East Asian Medicine and the art of healing.

## PROGRAM PURPOSE & GOALS

The purpose of AIMC's Professional Doctoral (PD) Program and Master's level program are to train excellent integrative medical professionals and prepare them to practice successfully as primary health care providers in private practice as well as a variety of healthcare settings.

The goals of the Professional Doctoral (PD) and Master's level programs are to:

- Provide learners with advanced education in acupuncture and integrative medicine, emphasizing safe and effective clinical assessment, diagnosis and treatment
- Prepare learners to communicate effectively with diverse patient populations of BIPOC and LGBTQ and provide diverse healthcare and health promotions.
- Prepare learners to engage in successful collaborative interactions with other healthcare providers in a variety of care fields such as pediatric and geriatric care settings

- Train learners to think critically and creatively, synthesize knowledge and evaluate and incorporate research findings to continually improve patient care
- Prepare learners to communicate effectively about acupuncture and integrative medicine to patients, clients, healthcare providers and the general public

## STRATEGIES & VALUES

### Japanese Medicine

AIMC Berkeley is rooted in Japanese medicine, which is known for its gentleness, its usefulness in treating sensitive patients (including seniors and children), and its high-quality, easy to use herbal remedies. AIMC Berkeley strives to maintain an ongoing international exchange of expertise by providing a true and impartial education in the foundations of Japanese medicine, along with the latest advancements and techniques. In addition to our continuing education courses in Japanese medicine and study abroad program, our Japanese master-trained faculty round out a multitude of exciting opportunities to learn from the experts.

### Integrative Medicine

Integrative Medicine is the practice of combining alternative and complementary therapies with conventional, scientific (allopathic) medicine to take advantage of the strengths of each system and to minimize the weaknesses. Integrative healing is based on a practitioner-patient relationship that works to create a diagnostic and therapeutic program by drawing from a variety of traditions, modalities, and expertise to address an individual's specific needs. Integrative Medicine treats the whole person: mind, body, and spirit. The focus is multifaceted, concerned not only with the treatment or cure of disease, but also with the underlying imbalance that causes disease, with the patient's own natural restorative capability, and with the overall value of prevention and wellness.

In the United States, the mainstream of medicine is actively broadening its definition of health and wellness to include safe and effective therapies that were formerly relegated to "alternative" or "complementary" medicine. Acupuncture and East Asian Medicine is finding broad acceptance within the growing field of Integrative Medicine. AIMC Berkeley strives to advance the concept of Integrative Medicine in the following ways:

- By acknowledging and advancing East Asian Medicine theory and treatment modalities within the mainstream of medicine in California, the United States, and worldwide
- By providing a solid foundation for scientific medicine, including human anatomy and physiology; pharmacology; clinical biomedicine; medical terminology; pathophysiology; physical, orthopedic, and neurological examination; differential diagnosis; evidence-based medicine & evidence-based informed practice; and standards of care
- By creating clinical services external to AIMC Berkeley; and by collaborating and affiliating with other, community health centers, and treatment centers in the Bay Area
- By developing practical and problem-based learning and programs centered on integrative practice & patient-centered care models for licensed acupuncturists, medical doctors, and other health care practitioners
- By including information about the various styles of East Asian Medicine in the educational programs offered by AIMC Berkeley, such as Traditional Chinese Medicine, Japanese Medicine, Classical Chinese Medicine, Five Element Acupuncture, and more

- By including the multiple modalities of East Asian Medicine, including acupuncture, moxibustion, herbology, bodywork (Shiatsu, An Ma, Tui Na), breathing exercises (Qigong), and diet, in both the clinical education and the patient's clinical experience

### Successful Practitioners

AIMC Berkeley-trained practitioners are successful because they attain MSTAM and/or DAIM degrees, pass state and national certification exams with high first-time pass rates, and gain licensure. Furthermore, AIMC Berkeley-trained practitioners enjoy success because they graduate from AIMC Berkeley skilled, confident, and compassionate healers who truly love what they're doing with their lives, are happy serving in their communities, and are dedicated to making a difference in the world—one patient at a time

### Affordable, Patient-Focused Healthcare

AIMC Berkeley endeavors to maintain the therapeutic treatment of patients in our community at the highest level of our activities. Our educational programs and student and professional clinics target the beneficial, effective, holistic, and compassionate treatment of individuals rather than merely the fighting of disease. AIMC Berkeley is dedicated to providing effective healthcare to under-served populations, including women, children, youth, students, the elderly, minorities, and those who are economically disadvantaged and without access to medical insurance. Our Acupuncture & Integrative Medicine Clinic and professional Herbal Dispensary offer office visits, treatments, services, and prescriptions at below local market rates.

## EDUCATIONAL OBJECTIVES

Upon completion of the MSTAM program, graduates of AIMC Berkeley will be able to:

- Demonstrate knowledge of the principles and practices of acupuncture and East Asian medicine
- Apply the principles and practices of acupuncture and East Asian medicine to patient care
- Describe the broad traditions in both Chinese and Japanese medicine
- Demonstrate clinical effectiveness in patient assessment, diagnosis, and treatment
- Make informed and appropriate referrals to other healthcare providers
- Practice within established ethical, legal, and professional guidelines
- Apply the principles of successful practice management

In addition, graduates of the DAIM program will be able to:

- Utilize research methodology for research projects
- Creatively synthesize the theories of traditional Chinese and Japanese medicine with a scientific viewpoint
- Collaborate with a broad range of health care providers on incorporating the modalities of Chinese and Japanese medicine in patient care

## SISTER SCHOOLS

AIMC Berkeley has developed international partnerships and internship abroad programs in China and Japan as a part of ongoing collaborations with:

- GOTO College of Medical Arts and Sciences

- Tianjin University of Traditional Chinese Medicine
- Shikoku Medical College

These programs give AIMC Berkeley students the opportunity to study in China or Japan with leading international practitioners of East Asian medicine. Students are exposed to intensive clinical training and observation experiences in specialty areas such as facial acupuncture, pulse diagnosis, abdominal palpation, meridian therapy, cancer treatment, and more.

## COLLEGE & COMMUNITY

### History

AIMC Berkeley was established in San Francisco, California, in 1990 with donations from the Meiji Institute of Japan and its alumni. The school was called Meiji College of Traditional Asian Medicine (MCOM), and its first class enrolled in September 1991. In January 1999, the school relocated to Berkeley, California, in order to provide its students with a higher quality facility and a better educational environment.

The year 2003 marked an emergence of the College and a renewal of vision, vitality, and vigor. Dr. Shuji Goto, esteemed Japanese educator and acupuncturist, joined the College's Board of Directors as Chairman and formally established the concept of world-class education and practice for acupuncture and integrative medicine in the United States. As a result, Meiji College became Acupuncture & Integrative Medicine College, Berkeley.

In 2011 the school welcomed a new president, Yasuo Tanaka, and in 2014 AIMC Berkeley officially adopted a revised mission and vision.

### Location: Berkeley, California

AIMC Berkeley is located in the heart of Berkeley, California, a colorful and spirited community recognized around the world as a center for academic achievement, scientific exploration, free speech, and the arts. Berkeley extends from the San Francisco Bay into a forested coastal range, offering hiking and biking trails that run along the bay and up into the city's landmark regional parks. Visitors and residents alike enjoy year-round outdoor activities including rock climbing, kayaking, windsurfing, and skateboarding, and revel in the creative scene, which extends from the performing and visual to the culinary arts.

AIMC Berkeley is easily accessible by the Bay Area's excellent public transportation systems, and although on-campus housing is not available, the campus is located just a few blocks from University of California, Berkeley, and therefore enjoys proximity to a wealth of available off-campus housing and apartment options.

### Our Community

AIMC Berkeley recognizes the diversity of the community it serves. The people of Berkeley, Oakland, and Alameda County comprise our societal center; however, our patients, and especially our students, are drawn from throughout the entire Bay Area, Northern and Southern California, the United States, and many other countries. The participation with and interchange between our sister schools in Japan and China broaden and deepen our alliance with and commitment to Integrative Medicine. As an academic community, AIMC Berkeley finds within itself a vibrant and dynamic society composed of patients, students, faculty, administrators, and directors.



## ACCREDITATION & APPROVALS

### ACCREDITATION COMMISSION FOR ACUPUNCTURE AND HERBAL MEDICINE

Acupuncture & Integrative Medicine College (AIMC) – Berkeley and its following programs are accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM):

- 1) Master of Science in Traditional Asian Medicine (MSTAM)\*

\*We anticipate changing this degree title as soon as we have permission from our accrediting bodies to do so. We recognize the pain and history associated with the o-word and intend to update this harmful language as soon as possible.

- 2) Doctor of Acupuncture and Integrative Medicine (DAIM)\*\*

\*\*Including a Doctor of Acupuncture with a Chinese herbal medicine specialization degree completion track

Accreditation status and notes may be viewed on the [ACAHM Directory](#)

ACAHM is recognized by the United States Department of Education as the specialized accreditation agency for institutions/programs preparing acupuncture and East Asian medicine practitioners. ACAHM does not accredit any programs at the undergraduate/bachelor level. ACAHM is located at 500 Lake Street, Suite 204, Excelsior, MN 55331; phone 952/212-2434; fax 952/657-7068; <http://www.acahm.org/>.

### BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

Acupuncture & Integrative Medicine College, Berkeley has been granted institutional approval from the Bureau for Private Postsecondary Education pursuant to California Education Code Section 94900. AIMC Berkeley is a private institution and is approved to grant a Master of Science in Traditional Asian\* Medicine and a Doctor of Acupuncture and Integrative Medicine degree.

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 1747 North Market Blvd. Suite 225, Sacramento CA, 95834 or PO Box 980818; West Sacramento, CA, 95798-0818.

Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Phone: 888-370-7589 or 916-574-8900; Fax: 916-263-1897.

AIMC Berkeley is a private institution approved to operate by the Bureau for Private Postsecondary Education. The approval to operate as a private postsecondary institution in the State of California means the school is compliant with state standards as set forth in the CEC and 5, CCR.

### CALIFORNIA ACUPUNCTURE BOARD

AIMC Berkeley is approved by the California Acupuncture Board. This approval qualifies AIMC Berkeley graduates to sit for the California State Acupuncture Licensing Exam. California Acupuncturists are licensed under the State Department of Consumer Affairs, Board of Medical Quality Assurance, and Acupuncture Board at 1625 North Market Blvd, Suite N-219, Sacramento CA 95834. Tel (916) 515-5200, Fax (916) 928-2204, [www.acupuncture.ca.gov](http://www.acupuncture.ca.gov)

## Licensure Requirements

The professional practice of acupuncture is regulated by law in each state. The requirements for the license are subject to change by action of the state's legislature or by the licensing body.

Completion of the MSTAM and/or DAIM degree does not guarantee receipt of a license to practice or future employment.

The completion of the program is sufficient to meet the requirements for the California Acupuncture Licensing Exam and qualifies students for the NCCAOM exams.

### California Acupuncture Board Education Requirements

In order to obtain a license to practice acupuncture in California, one must qualify for and then take and pass the California Acupuncture Licensing Examination (CALE), a written examination administered by the California Acupuncture Board (CAB).

There are three ways in which an individual may qualify to take the CALE:

- Complete the necessary curriculum requirements and graduate from a CAB-approved institution.
- Complete a CAB-approved tutorial program. A tutorial program is similar to an apprenticeship, where an individual learns acupuncture under the supervision and guidance of a qualified acupuncturist and supplements theoretical training with courses taken from either a CAB- approved school or an accredited institution.
- Complete a foreign education training program that is equivalent to the curriculum required at a CAB-approved school.

Per California Acupuncture Board §1399.434(e):

*A board approved training program shall consist of at least 2,050 hours of didactic and laboratory training and at least 950 hours of supervised clinical instruction.*

Students who successfully complete the AIMC Berkeley's MSTAM or DAIM program exceed this requirement and can apply to take the exam.

### Licensure Outside of California

Requirements for the licensure in Acupuncture and East Asian Medicine vary from state to state. AIMC Berkeley graduates are qualified to sit for the certification exams administered by the National Certification Commission of Acupuncture and (o)riental Medicine (NCCAOM). Passage of the NCCAOM exam is required in many states outside of California that require a license to practice acupuncture. There may be additional requirements for licensure in each state where the practice of Acupuncture is regulated.

AIMC Berkeley has determined that the MSTAM & DAIM programs meet or exceed the educational requirements for acupuncture licensure in the following states: Alaska, Arkansas, Arizona\*, Colorado, Connecticut\*, Delaware\*, Georgia\*, Hawaii\*, Idaho\*, Iowa, Illinois\*, Indiana, Kansas, Kentucky, Louisiana, Massachusetts\*, Maryland, Maine, Michigan, Minnesota, Missouri, Mississippi, Montana, North Carolina\*, Nebraska, New Hampshire, New Jersey, New York, Ohio, Oregon, Pennsylvania, Rhode Island, South Carolina, Tennessee, Texas, Utah, Vermont, Virginia, Washington, Washington DC, Wisconsin\*, West Virginia, and Wyoming.

States with a \* may require an additional Clean Needle Techniques course.

States that do not allow the licensure of Acupuncturists: Alabama, Oklahoma, South Dakota.

As state legislatures or other governing bodies can change Acupuncture licensing requirements, we cannot guarantee that this list of states is fully up-to-date at all times. For details about each state's requirements for licensure, visit <https://www.nccaom.org/state-licensure/>.

## FACULTY

Our highly qualified faculty members are recruited for their depth of knowledge, the diversity of their skills, and their unique personal qualities. Many of our instructors are skilled practitioners who maintain successful practices and believe in the importance of disseminating their knowledge and sustaining the rich tradition of our medicine. Our didactic faculty are committed to guiding students through the exciting and challenging world of East Asian medicine and teaching them to transform theoretical education into practical application. Our clinical supervisors are committed to instructing interns in diagnosis, methodology, and prognosis, proper record-taking, and clinical judgment. All are dedicated professionals who generously share their knowledge to develop and refine our students' abilities.

### Biographies

#### *Nishanga Bliss, DSc, DAIM, LAc*

Nishanga Bliss, DSc, DAIM, LAc, is a holistic doctor and educator who believes that personal and planetary health are interdependent. She teaches Chinese and integrative medicine at AIMC, where she practices in the community clinic, offering nutrition consults, herbal medicine and acupuncture. She is passionate about protecting the planet and is active in the climate movement. A former chef, Nishanga loves kitchen medicine and practicing the ancient healing art of fermentation. Her book, *Real Food All Year: Eating Seasonal Whole Foods for Optimal Health and All-Day Energy* (New Harbinger Press, 2012) dives deeply into the practice of eating with the seasons, weaving the ancient wisdom of Chinese medical nutrition together with nutrition science and real-world culinary know-how. Visit her website at: <https://nishangabliss.com>

#### *Eric Brand, LAc*

Eric Brand graduated from the Pacific College of Oriental Medicine (PCOM) and has extensive experience studying in mainland China and Taiwan. Fluent in Chinese language, he completed a prolonged internship at Chang Gung Memorial Hospital in Taiwan and has participated in numerous projects related to Chinese medicine translation, herbal research, and TCM politics. He is author of "A Clinician's Guide to the Use of Granule Extracts", co-author of the "Concise Chinese Materia Medica", and has edited a variety of modern and classical texts. Eric has a passion for Chinese herbal pharmacy, and he travels extensively to study with experts in the field of herbal authentication and quality discernment. He is a TCM advisor to the American Herbal Pharmacopoeia and the Co-chair of International Affairs for the AAAOM.

#### *David Caruso-Radin, DAIM, LAc, Dipl ABT, MQP*

David Caruso-Radin received his DAIM and his MSOM from AIMC Berkeley and his Master of Science in Organizational Psychology from Baruch College in New York, New York. He studied Shiatsu and Integrated Nutrition with Paul Pitchford at the Heartwood Institute in Garberville, California, and was a nationally certified diplomate of Asian Bodywork Therapy. David earned his Medical Qigong Practitioner certification under Suzanne Friedman at AIMC Berkeley, and earned Wild Goose Qigong teacher certification from Master Hui Liu at the Wen Wu School of Martial Arts in El Cerrito, California. David maintains a private practice in Richmond, and he is an avid kayaker and photographer.

#### *Kathleen Davis, BA, CMT, DIPLABT*

Kathleen Davis has been teaching acupressure and qi gong since 1997. She has studied Jin Shin Jyutsu as taught by Mary Burmeister, Tai Ji, and Qigong with qigong master Zi Sheng Wang and Simu Min Ou Yang, and tai chi, tui na, and acupressure with Brian O'Dea. She maintains a private practice in which she integrates Chinese Tui Na massage, Jin Shin Jyustu, reflexology, and acupressure.



*Athene Eisenhardt, DAIM, L.Ac*

Athene found Chinese Medicine by way of the plant world. Working professionally as a field botanist for Yosemite National Park led her to begin wildcrafting and using native California plants as medicine, and to study the Taoist 5 Elements in nature. Athene maintains a private practice in Oakland, CA where she offers 5 Element Acupuncture, Sound Healing, and Integrative Herbal Medicine. She recently released her full length solo sound healing album: Attunements.

*Jody James, DAIM, LAc*

Dr. James discovered the healing powers of acupuncture and energetic medicine during her recovery from a life-altering injury in 2001. Her doctorate and masters studies were both completed at AIMC-Berkeley. She has practiced in Sonoma County since 2007. A majority of her work has been in orthopedics/pain management, drug and alcohol recovery, chronic diseases, women's (reproductive) health; and, to a lesser degree, facial rejuvenation acupuncture, transgender/gay/lesbian health, and immigrant health. Her clinical experience has included community and field acupuncture, private setting, integrative medical, hospital in-patient, and out-patient recovery programs. She strives to empower people in their healing process through education, intuition and compassion. Besides really appreciating acupuncture, she has had fun as a vocalist, dancer, designer/builder and writer.

*Joyce Kwok, DAIM, LAc, PT*

Dr. Kwok has been practicing integrative medicine since 1997. She graduated from SUNY - Stony Brook with a degree in Physical Therapy and from Meiji College in Berkeley with a Master's degree in Acupuncture and Chinese Medicine. She recently completed her Doctorate of Acupuncture & Integrative Medicine [DAIM] at AIMC. She specializes in orthopedic rehabilitation, pain management and health care coaching. Some major influences of Joyce's practice are Jeffrey Yuen, Richard Tan, Muscle Energy Technique and Craniosacral Therapy. She is a professor in the DAIM program and a Clinic Supervisor in AIMC's graduate program.

*Barbara Martello, DACM, LAc*

Martello graduated from PCOM in San Diego. Prior to beginning her studies at PCOM, she acquired a Holistic Health Practitioner degree in Massage Therapy and more specifically Zen Shiatsu. In school, Barbara's education emphasized the Japanese expression of the art of Acupuncture. Quickly she began studying under master teachers such as Ikeda Masakazu Sensei of Japan. Her therapeutic interests include women's health, musculoskeletal complaints, allergy management, respiratory health, smoking cessation, stress management, chemo support, and digestive health. She practices in North Berkeley.

*Glenn Oberman, OMD, LAc, QME*

Professor Oberman is board-certified in Acupuncture Orthopedics (NBAO) and appointed as a Qualified Medical Evaluator by the State of California's Industrial Medical Council. He earned his BA from the University of California, Los Angeles (UCLA) and his MA in International Relations from the University of California, Santa Barbara (UCSB), before studying East Asian Medicine at the California Acupuncture College and later earning his East Asian Medicine Doctorate from Samra University. Professor Oberman has served as a Director of the California State Oriental Medical Association (CSOMA), and currently practices privately in Berkeley. In addition to his many roles at AIMC Berkeley, Dr. Oberman served as the Clinic Director and oversees a specialty externship that provides acupuncture to the athletes of the University of California, Berkeley.

*Hideko Pelzer, DAIM, MSOM, LAc*

Professor Hideko Pelzer has been practicing East Asian medicine since 1999. She is a graduate of Meiji College (now AIMC Berkeley) as well as Tsukuba University, Japan. Pelzer has been teaching at AIMC

Berkeley since 2001. For more than a decade, she has been a clinical supervisor at AIMC Berkeley's clinic and our offsite-externship at the West Berkeley Life Long Family Practice. Pelzer sees patients at AIMC Berkeley and at West Berkeley Life Long Family Practice and runs a private practice in Suisun City, CA. She has extensive experience in Japanese needling techniques, and specializes in the safe, gentle practices of both Japanese and Chinese Medicine.

Among other accomplishments, since 2005 Pelzer has organized seminars with Japanese Acupuncture Master Dr. Anryu Iwashina (Dr. Bear) who teaches Teishin, (contact needling) techniques. She holds a Second Degree Black Belt in the Japanese martial art of Aikido.

*Susan Schwendner, PhD*

Dr. Schwendner possesses an extensive background of teaching a wide variety of students from junior high school to medical school. Dr. Schwendner received her PhD from the University of Michigan, Ann Arbor in Pharmacology. She has also participated in a variety of pharmaceutical research and writing projects, which includes the receipt of 14 issued patents and the completion of 40 research articles.

*Suzannah Stason, MSTCM, LAc, CMQ*

Suzannah is a licensed acupuncturist and certified medical qigong therapist and teacher. Suzannah is the director of the medical qigong program at AIMC and has been on the faculty since 2010. Suzannah graduated from Stanford University with a specialty in mind-body health and is dedicated to sharing the practices of self-healing, spiritual and personal growth and mind-body integration with patients, students and the public. Suzannah has an acupuncture and medical qigong clinical practice in San Francisco and teaches classes, workshops and seminars online and throughout the Bay Area.

*Dennis von Elgg, MSTCM, LAc*

Recipient of the Best Acupuncturist award from the East Bay Express newspaper, Professor Von Elgg has been practicing and teaching East Asian Medicine since 1999. He received his Master of Science in Traditional Chinese Medicine from ACTCM, and completed his post-graduate work in the International TCM program at the Chengdu University of Traditional Chinese Medicine. Professor Von Elgg practices privately in Berkeley, California.

*Zhi-Bin "Benny" Zhang, MS (China), LAc*

Professor Zhang has been practicing acupuncture for over 45 years and has published numerous books and articles on Traditional Chinese Medicine (TCM) in his native China. He earned his master's degree from Guang Zhou University of Traditional Chinese Medicine and went on to teach, practice, and conduct research in TCM at the Traditional Chinese Medicine University and Chinese Medical Hospital of Guang Dong Province for 18 years before coming to the US. Professor Zhang has been teaching at AIMC since 1997 and currently maintains a private practice in San Francisco.

*Yu Ying (Emmie) Zhu, DMed (China), DTCM (China), LAc*

Professor Zhu was among the top 50 medical doctors sponsored by the National Public Health Ministry of China to become the first to study Traditional Chinese Medicine (TCM) and Acupuncture in its new TCM university system. She earned her Doctor of Medicine from Shanghai First Medical University in 1953 and went on to graduate in 1961 from Inner Mongolia Medical College in TCM and Acupuncture. With over 55 years of experience practicing internal medicine with both Chinese and Western medical backgrounds, Dr. Zhu has contributed to scholarly publications for nearly 30 years. She has been honored by the Ministry of Health in China for her achievement in Chinese Medicine, and she holds membership in the Chinese Medical Association of Internal Medicine, the Association of Traditional Chinese Medicine, and the

Association of the Integration of Chinese and Western Medicine. Professor Zhu currently practices privately in San Francisco.

## MASTER OF SCIENCE IN TRADITIONAL ASIAN MEDICINE

AIMC Berkeley offers a broad and comprehensive curriculum for the training of entry-level practitioners. The academic program consists of 2,093 lecture hours and 990 clinical hours for a total of 3,083 hours.

One unit is earned by performing one hour of in-class work per one trimester. For didactic courses: an additional two hours of out of class preparation are required for each hour of lecture/one unit of credit. For clinical courses: an additional one hour of preparation is required for every two hours of clinic/one unit of credit.

The curriculum includes coursework in Acupuncture, East Asian Medicine, East Asian Herbology, Basic Science, Integrative Clinical Medicine, Professional Ethics & Practice, and Clinical Practice and Internship. It is an academically demanding program, requiring a comprehensive understanding of new diagnostic models, complex herbal formulas, and exacting acupuncture points and meridians. Students develop acute observation skills and sensitivity to the signs and symptoms of each unique patient. These skills in identifying patterns of physical, emotional, and spiritual disharmony are an integral part of the MSTAM curriculum, which also includes in-depth clinical practice. This integrative learning experience enables students to absorb the medicine completely.

Assessment instruments in curriculum courses may include written and/or practical quizzes, exams, midterms and/or final examinations, presentations, case studies, and/or written research papers. Students must receive a passing score on the first and second level comprehensive examination to enter level one and two clinical internship respectively. Graduation requirements include attaining a passing grade on final examinations in both OM 300 AOM Review and PE 230 Biomedicine Review courses.

AIMC Berkeley operates year-round on a trimester system. The MSTAM curriculum is designed as a 10-trimester course of study. Students enrolled in the standard, full time program finish in three and one-third years, while the students who take a slightly lighter course load finish in four years (11 trimesters or longer).

All classes except for clinical shifts at off-campus locations are held on the AIMC Berkeley campus at 2550 Shattuck Avenue; Berkeley, CA; 94704.



## MSTAM PROGRAM COURSES

The following course listings and descriptions are based on the Winter 2017 curriculum.

### Acupuncture

Course ID	Course Title	Credits
AC 101	Acupuncture Channels and Points I	3.0
AC 102	Acupuncture Channels and Points II	3.0
AC 103	Acupuncture Channels and Points III	3.0
AC 104	Acupuncture Channels and Points IV	3.0
AC 110	Acupuncture Techniques I	3.0
AC 112	Acupuncture Techniques II	3.0
AC 113	Acupuncture Techniques III	3.0

### Basic Sciences

BS 013	Chemistry	2.0
BS 021	Integrative Medical Biology	2.0
BS 040	Conceptual Physics	2.0
BS 121	Anatomy & Physiology I	4.0
BS 122	Anatomy & Physiology II	4.0
BS 141	Pathophysiology I	3.0
BS 142	Pathophysiology II	3.0
BS 143	Pathophysiology III	3.0

### Integrative Clinical Medicine

IM 105	Western Medical Terminology	1.0
IM 110	Nutrition: East and West	3.0
IM 120	Western Physical Exam	3.0
IM 130	Pharmacology	3.0
IM 140	CPR/First Aid (1 day class)	0.5
IM 150	Research Methodology	2.0
IM 171	Integrative Medicine I: Orthopedics	4.0
IM 282	Integrative Medicine II	3.0
IM 283	Integrative Medicine III	3.0
IM 284	Integrative Medicine IV: Reproductive Endocrinology	3.0
IM 301	East Asian Clinical Medicine I: Internal Medicine I	3.0
IM 302	East Asian Clinical Medicine II: Gynecology	4.0
IM 303	East Asian Clinical Medicine III: Internal Medicine II	3.0
IM 304	East Asian Clinical Medicine IV: Modern Diseases	3.0

### Herbology

OH 099	Introduction to East Asian Herbs	2.0
OH 101	East Asian Herbology I	3.0
OH 102	East Asian Herbology II	3.0
OH 110	Pharmacology and Toxicology of Herbs	1.0
OH 201	Herbal Prescription I	3.0
OH 202	Herbal Prescription II	3.0
OH 203	Herbal Prescription III	3.0

OH 206	Herbal Prescription - Formula Writing and Modifications	3.0
OH 207	Prepared Formulas	2.0

### **East Asian Medicine**

OM 100	Traditional East Asian Medicine Theory	4.0
OM 101	Chinese Medical Terminology	2.0
OM 111	Qigong I	1.0
OM 131	East Asian Medicine Bodywork I	2.0
OM 132	East Asian Medicine Bodywork II	2.0
OM 171	Diagnosis Theory I	4.0
OM 172	Diagnosis Theory II	3.0
OM 173	Diagnosis Practicum	2.0
OM 300	EAM Review	3.0
OM 303	Clinical Case Review	2.0

### **Professional Ethics & Practice**

PE 201	Psychology, Counseling & Communication	2.0
PE 210	Ethics & Law	1.0
PE 220	Public Health & EAM	2.0
PE 230	Biomedicine Review	2.0
PE 330	Practice Management	2.0

### **Comprehensive Exam**

CE 100	Comprehensive Exam: Year 1	0.0
CE 200	Comprehensive Exam: Year 2	0.0

### **Clinical Practice**

CP 011	Observation I: Theater	1.0
CP 012	Observation II: Grand Rounds I	1.0
CP 013	Observation II: Grand Rounds II	1.0
CP 014	Observation III: Pre-Intern Observation I	2.0
CP 111	Internship Level I	10.0 (5 shifts)
CP 211	Internship Level II	10.0 (5 shifts)
CP 251	Herb Dispensary	2.0 (1 shift)
CP 311	Internship Level III	6.0 (3 shifts)

### **Total Units (172.5)**

Didactic 139.5  
Clinic 33.0



## DOCTOR OF ACUPUNCTURE AND INTEGRATIVE MEDICINE

The AIMC Berkeley Professional Doctorate program builds upon the strong foundation of its Master of Science in Traditional Asian Medicine (MSTAM) curriculum. The doctorate program consists of 2,265 lecture hours and 1,071 clinical hours for a total of 3,391 hours. This will include advanced didactic and clinical training in integrative medicine practices such as: human dissection, systems-based and functional medicine, collaborative care tools and settings, laboratory and imaging diagnostics, integrative clinical practices, scholarly research and professional development.

One unit is earned by performing one hour of in-class work per one trimester. For didactic courses: an additional two hours of out of class preparation are required for each hour of lecture/one unit of credit. For clinical courses: an additional one hour of preparation is required for every two hours of clinic/one unit of credit.

The curriculum includes coursework in Acupuncture, East Asian Medicine, East Asian Herbology, Basic Science, Integrative Clinical Medicine, Professional Ethics & Practice, and Clinical Practice and Internship. It is an academically demanding program, requiring a comprehensive understanding of new diagnostic models, complex herbal formulas, scholarly research, integrative care practices and exacting acupuncture points and meridians. Students develop acute observation skills and sensitivity to the signs and symptoms of each unique patient. These skills in identifying patterns of physical, emotional, and spiritual disharmony are an integral part of the DAIM curriculum, which also includes in-depth clinical practice. This integrative learning experience enables students to absorb the medicine completely.

Assessment instruments in curriculum courses may include written and/or practical quizzes, exams, midterms and/or final examinations, presentations, case studies, and/or written research papers. Students must receive a passing score on each level clinical comprehensive examination in order to advance to the next level in clinical internship. Graduation requirements include successful completion of the doctoral thesis courses, IM 450 Doctoral Thesis and IM 550 Doctoral Research Presentation.

AIMC Berkeley operates year-round on a trimester system. The DAIM curriculum is designed as a 12 trimester course of study. Students enrolled in the standard, full time program finish in 4 years.

All classes except for clinical shifts at off-campus locations are held on the AIMC Berkeley campus at 2550 Shattuck Avenue; Berkeley, CA; 94704.



## DAIM PROGRAM COURSES

(Courses in bold black are doctoral-only courses.)

### Acupuncture

Course ID	Course Title	Credits
AC 101	Acupuncture Channels and Points I	3.0
AC 102	Acupuncture Channels and Points II	3.0
AC 103	Acupuncture Channels and Points III	3.0
AC 104	Acupuncture Channels and Points IV	3.0
AC 110	Acupuncture Techniques I	3.0
AC 112	Acupuncture Techniques II	3.0
AC 113	Acupuncture Techniques III	3.0

### Basic Science

BS 013	Chemistry	2.0
BS 021	Integrative Medical Biology	2.0
BS 040	Conceptual Physics	2.0
BS 121	Anatomy & Physiology I	4.0
BS 122	Anatomy & Physiology II	4.0
BS 141	Pathophysiology I	3.0
BS 142	Pathophysiology II	3.0
BS 143	Pathophysiology III	3.0

### Integrative Clinical Medicine

IM 105	Western Medical Terminology	1.0
IM 110	Nutrition: East and West	3.0
IM 120	Western Physical Exam	3.0
IM 130	Pharmacology	3.0
IM 140	CPR/First Aid (1 day class)	0.5
IM 150	Research Methodology	2.0
IM 171	Integrative Medicine I: Orthopedics	4.0
IM 282	Integrative Medicine II	3.0
IM 283	Integrative Medicine III	3.0
IM 284	Integrative Medicine IV: Reproductive Endocrinology	3.0
IM 301	East Asian Clinical Medicine I: Internal Medicine I	3.0
IM 302	East Asian Clinical Medicine II: Gynecology	4.0
IM 303	East Asian Clinical Medicine III: Internal Medicine II	3.0
IM 304	East Asian Clinical Medicine IV: Modern Diseases	3.0
<b>IM 410</b>	<b>Nutritional Strategies in Integrative Medicine</b>	<b>1.0</b>
<b>IM 450</b>	<b>Doctoral Research Project</b>	<b>1.5</b>
<b>IM 470</b>	<b>Diagnostic Studies in Clinical Practice</b>	<b>1.0</b>
<b>IM 510</b>	<b>Integrative Medicine in Practice</b>	<b>1.0</b>
<b>IM 550</b>	<b>Doctoral Research Project Presentation</b>	<b>1.0</b>
<b>IM 571</b>	<b>Advanced Orthopedics and Pain Management</b>	<b>2.5</b>

## Herbology

OH 099	Introduction to East Asian Herbs	2.0
OH 101	East Asian Herbology I	3.0
OH 102	East Asian Herbology II	3.0
OH 110	Pharmacology and Toxicology of Herbs	1.0
OH 201	Herbal Prescription I	3.0
OH 202	Herbal Prescription II	3.0
OH 203	Herbal Prescription III	3.0
OH 206	Herbal Prescription - Formula Writing and Modifications	3.0
OH 207	Prepared Formulas	2.0
<b>OH 410</b>	<b>Advanced Integrative Herbology</b>	<b>2.0</b>

## East Asian Medicine

OM 100	Traditional East Asian Medicine Theory	4.0
OM 101	Chinese Medical Terminology	2.0
OM 111	Qigong I	1.0
OM 131	East Asian Medicine Bodywork I	2.0
OM 132	East Asian Medicine Bodywork II	2.0
OM 171	Diagnosis Theory I	4.0
OM 172	Diagnosis Theory II	3.0
OM 173	Diagnosis Practicum	2.0
OM 300	EAM Review	3.0
OM 303	Clinical Case Review	2.0

## Professional Ethics & Practice

PE 201	Psychology, Counseling & Communications	2.0
PE 210	Ethics & Law	1.0
PE 220	Public Health & EAM	2.0
PE 230	Biomedicine Review	2.0
PE 330	Practice Management	2.0
<b>PE 521</b>	<b>Integrative Practice Building</b>	<b>1.5</b>

## Comprehensive Exam

CE 100	Comprehensive Exam: Year 1	0.0
CE 200	Comprehensive Exam: Year 2	0.0

## Clinical Practice

CP 011	Observation I: Theater	1.0
CP 012	Observation II: Grand Rounds I	1.0
CP 013	Observation II: Grand Rounds II	1.0
CP 014	Observation III: Pre-Intern Observation I	2.0
CP 111	Internship Level I	10.0 (5 shifts)
CP 211	Internship Level II	10.0 (5 shifts)
CP 251	Herb Dispensary	2.0(1 shift)
CP 311	Internship Level III	6.0(3 shifts)
<b>CP 411</b>	<b>Internship Level IV</b>	<b>2.25</b> (1 shift)
<b>CP 511</b>	<b>Internship Level V</b>	<b>2.25</b> (1 shift)

## **Total Units**

Master of Science in Traditional Asian Medicine (MSTAM):

Didactic 139.5

Clinic 33.0

**MSTAM Total Units**

**172.5**

Doctorate Completion Track:

Didactic 11.5

Clinic 4.5

**Completion Track Total Units**

**16.0**

Doctor of Acupuncture and Integrative Medicine (DAIM):

Didactic 151.0

Clinic 37.5

**DAIM Total Units 188.5**



## COURSE DESCRIPTIONS

### Acupuncture

Training in acupuncture begins in the first trimester with the first of four classes in the Acupuncture Channels and Points series covering the jing-luo system of channels and vessels that transport qi in the body. Students are introduced to the locations and functions of acupuncture points along the twelve regular channels, the Ren (Conception) and Du (Governing) extraordinary vessels, and the pathways, characteristics and functions of the regular channels, extraordinary vessels, muscle channels, divergent channels, and cutaneous regions.

The second trimester incorporates the art of acupuncture in the first of three classes in the Acupuncture Techniques series, which also covers moxibustion, cupping, spooning, warm needling, ear/scalp needling, and electrical stimulation (with an emphasis on safety). The first of the four-part Acupuncture Therapy series in the fourth trimester focuses on acupuncture treatment strategies. Students master classic TCM point-selection strategies, and treatment of the extraordinary vessels.

Beginning in the seventh trimester, the East Asian Clinical Medicine series (which consists of four classes) engages students in classic TCM acupuncture approaches to treating different types of medical conditions. Students review and test their acupuncture knowledge in the tenth trimester with Advanced Case Studies and East Asian Medicine Review classes.

#### **AC 101 Acupuncture Channels and Points I**

3.0 units - 3 hour lecture - co: OM 100

The core acupuncture series that teaches the locations and functions of acupuncture points along the twelve regular channels, the Ren (Conception) and Du (Governing) extraordinary vessels, and the pathways, characteristics, and functions of the regular channels, extraordinary vessels, muscle channels, divergent channels, and cutaneous regions. Also presents the actions and indications of points, concepts related to the five elements, yuan-source points, luo-connecting points, xi-cleft points, alarm points, the shu-connecting points of the back, influential points, window of the sky points, and ghost points. Focuses on acupuncture channel theory and the Ren (Conception), Du (Governing), Lung, and Large Intestine channels.

#### **AC 102 Acupuncture Channels and Points II**

3.0 units - 3 hour lecture - pre: AC 101

The core acupuncture series that teaches the locations and functions of acupuncture points along the twelve regular channels, the Ren (Conception) and Du (Governing) extraordinary vessels, and the pathways, characteristics, and functions of the regular channels, extraordinary vessels, muscle channels, divergent channels, and cutaneous regions. Also presents the actions and indications of points, concepts related to the five elements, yuan-source points, luo-connecting points, xi-cleft points, alarm points, the shu-connecting points of the back, influential points, window of the sky points, and ghost points. Focuses on the Stomach, Spleen, Heart, Small Intestine, and Urinary Bladder channels.

#### **AC 103 Acupuncture Channels and Points III**

3.0 units - 3 hour lecture - pre: AC 101

The core acupuncture series that teaches the locations and functions of acupuncture points along the twelve regular channels, the Ren (Conception) and Du (Governing) extraordinary vessels, and the pathways, characteristics, and functions of the regular channels, extraordinary vessels, muscle channels, divergent channels, and cutaneous regions. Also presents the actions and indications of points, concepts related to

the five elements, yuan-source points, luo-connecting points, xi-cleft points, alarm points, the shu-connecting points of the back, influential points, window of the sky points, and ghost points. Focuses on Kidney, Pericardium, Triple Burner, Gall Bladder, and Liver channels.

#### **AC 104 Acupuncture Channels and Points IV**

3.0 units - 3 hour lecture - pre: AC 101, AC 102, AC 103

The core acupuncture series that teaches the locations and functions of acupuncture points along the twelve regular channels, the Ren (Conception) and Du (Governing) extraordinary vessels, and the pathways, characteristics, and functions of the regular channels, extraordinary vessels, muscle channels, divergent channels, and cutaneous regions. Also presents the actions and indications of points, concepts related to the five elements, yuan-source points, luo-connecting points, xi-cleft points, alarm points, the shu-connecting points of the back, influential points, window of the sky points, and ghost points. Focuses on the “extra points” outside of the regular channels, including common extra points and micro-systems (auricular, scalp, nose, hand, and foot), and special points used by Master Tong.

#### **AC 110 Acupuncture Techniques I**

3.0 units - 2 hour lecture - pre: AC 101

Introduces fundamental theory, technical knowledge, and skills essential to the practice of acupuncture and other modalities of East Asian Medicine, including principles of hygiene, disinfection, sterilization, Clean Needle Technique (CNT), Occupational Safety and Health Administration (OSHA) protocol and training, cautionary measures, contraindications, and the importance of informed consent. Includes assembly of student kits; practice in needle insertion and manipulation on vegetables and silicone; and education in the following: indirect and direct moxa; suction cups (including sliding techniques); electrostimulation, various styles of needling; magnets; beads; dermal friction; and gua sha (spooning).

#### **AC 112 Acupuncture Techniques II**

3.0 units - 3 hour lecture - pre: AC 110

Incorporates exercises to improve needling and moxibustion techniques, develop protocols and methods to handle various needles, and cultivate an appropriate mentality, spirit, and mind for practice. Includes instruction in precise needling technique based on palpatory examination; methods for inducing “Qi Arrival” using both supporting and inserting hands; specialized acupuncture techniques such as the guide-tube system (Japanese-style needling); tonification and sedation techniques; Japanese-style moxibustion treatment; intradermal needling; cautions and contraindications to needling; and Clean Needle Technique (CNT) review.

\*AC 112 & 113 may be taken in any sequence.

#### **AC 113 Acupuncture Techniques III**

3.0 units - 3 hour lecture - pre: AC 110

The third course in the Acupuncture Techniques series provides instruction and practice in advanced acupuncture techniques and needle manipulation skills including warm-needle and through-and-through needling; advanced points; classic Chinese needling techniques (Yang Yi Zhou, Nei Jing); tonification and sedation; and three-edged, cutaneous, intra-dermal, and electrical stimulation.

\*AC 112 & 113 may be taken in any sequence.

## Basic Sciences

Ideally students have completed a minimum of three (3) semester units in Chemistry, three (3) semester units in Biology, and two (2) semester Physics before beginning the DAIM program. If a student has not completed the Basic Science Requirements (BSRs), these courses may be completed prior to beginning the program or concurrently in the first year. The BSRs offered at AIMC Berkeley are conceptual in nature and concentrated on information specific to the DAIM program.

A two-part Anatomy and Physiology series begins in the first trimester, and in the fourth trimester students begin in-depth pathophysiology instruction.

The doctoral level integrates the science of anatomy with the study of acupuncture in order for students to gain a deeper understanding of their practice and be able to explain Chinese medicine concepts using the theories and terminology of Western science.

### **BS 013 Chemistry**

2.0 units - 3 hour lecture - Prerequisites: None

Examines general concepts in organic and inorganic chemistry, biochemistry, as well as thinking processes associated with the practice of science. The course emphasizes a broad understanding of chemical events in living systems in terms of metabolism and structure-function relationships of biologically important molecules. Topics include periodic tables and atomic structures, molecular structure and bonding, chemical reactions, thermodynamics, moles/molecular weight, acid/base PH, ionic balance, gases and gas laws, solutions/solubility, and quantum dynamics.

### **BS 021 Integrative Medical Biology**

2.0 units - 3 hour lecture - Prerequisites: None

Introduces principles of human biology with a focus on cellular systems, metabolism, body structure and function, genetics and evolution, and basic concepts in botany.

### **BS 040 Conceptual Physics**

2.0 units - 2 hour lecture - Prerequisites: None

This course explores the basic principles of physics (thermodynamics, electricity, magnetism, and light) and applies them to the functions of the human body and the modern world. The course explores how specific concepts of physics can be used to explain aspects of anatomy, physiology, biochemistry, pathology and pharmacology. The course also examines the areas where theories of physics overlap with the philosophies of East Asian Medicine.

### **BS 121 Anatomy & Physiology I**

4.0 units - 4 hour lecture - Prerequisites: None

Develops an integrated picture of human anatomy and physiology, including the integumentary system, membranes, skeletal system, muscular system, nervous system, the special senses, endocrine system, circulatory system, respiratory system, digestive system, urinary system, and the reproductive system. Also introduces the anatomical landmarks of bones and muscles in order to facilitate the learning of acupuncture points. \*BS 121 and 122 may be taken in any sequence.

### **BS 122 Anatomy & Physiology II**

4.0 units - 4 hour lecture - Prerequisites: None

Develops an integrated picture of human anatomy and physiology, including the integumentary system, membranes, skeletal system, muscular system, nervous system, the special senses, endocrine system, circulatory system, respiratory system, digestive system, urinary system, and the reproductive system. Also

introduces the anatomical landmarks of bones and muscles in order to facilitate the learning of acupuncture points. \*BS 121 and 122 may be taken in any sequence.

### **BS 141 Pathophysiology I**

3.0 units - 3 hour lecture - pre: BS 121, BS 122

Presents pathologic mechanisms of disease and the adverse effects of disease on specific tissues and organ systems on a gross and microscopic level. Teaches fundamental terminology, concepts, and mechanisms such as cell injury and adaptation, inflammation, genetic disease, neoplasia and immunity, as well as specific organ-based diseases of the respiratory, gastrointestinal, genitourinary, musculoskeletal, cardiovascular, nervous, endocrine, liver, gall bladder, and pancreatic systems. BS 141, 142, and 143 may be taken in any sequence.

### **BS 142 Pathophysiology II**

3.0 units - 3 hour lecture - pre: BS 121, BS 122

Presents pathologic mechanisms of disease and the adverse effects of disease on specific tissues and organ systems on a gross and microscopic level. Teaches fundamental terminology, concepts, and mechanisms such as cell injury and adaptation, inflammation, genetic disease, neoplasia and immunity, as well as specific organ-based diseases of the respiratory, gastrointestinal, genitourinary, musculoskeletal, cardiovascular, nervous, endocrine, liver, gall bladder, and pancreatic systems. BS 141, 142, and 143 may be taken in any sequence.

### **BS 143 Pathophysiology III**

3.0 units - 3 hour lecture - pre: BS 121, BS 122

Presents pathologic mechanisms of disease and the adverse effects of disease on specific tissues and organ systems on a gross and microscopic level. Teaches fundamental terminology, concepts, and mechanisms such as cell injury and adaptation, inflammation, genetic disease, neoplasia and immunity, as well as specific organ-based diseases of the respiratory, gastrointestinal, genitourinary, musculoskeletal, cardiovascular, nervous, endocrine, liver, gall bladder, and pancreatic systems. BS 141, 142, and 143 may be taken in any sequence.

## **Integrative Clinical Medicine**

Integrative Clinical Medicine instruction provides a solid foundation for the unification of Eastern and Western medical sciences. Students develop fluency in both medical languages and systems beginning in the first trimester with an introduction to Western Medical Terminology. The third trimester outlines both Eastern and Western approaches to nutrition.

Fourth- and fifth-trimester study extends beyond the language to focus on the procedures and methods of Western physical examination and the basics of pharmacotherapeutics, which encompasses the uses and effects of Western drugs. Students also receive training in CPR and First Aid.

In the sixth trimester students begin a four class series in Clinical Integrative Medicine and a four-class series in East Asian Clinical Medicine. Together these series provide a wide perspective on the treatment of medical conditions. Integrative Medicine focuses on diagnosis and standards of care from a biomedical perspective, with a special emphasis on referrals and “red-flag” cases. East Asian Clinical Medicine covers the diagnosis and treatment of various conditions including gynecology, obstetrics, urology, otolaryngology, gastroenterology, infectious disease, immunology, oncology, endocrinology, cardiology, respiratory disorders, neurology, pediatrics, dermatology, and ophthalmology, along with the associated East Asian Medicine patterns of disharmony.



The doctoral level finishes with six classes that dives deeper into students' research topics as well as orthopedics and pain management.

#### **IM 105 Western Medical Terminology**

1.0 units - 1 hour lecture - Prerequisites: None

Introduces the vocabulary of Western biological science, medicine, and medical practice, including terminology related to the various tissues and systems of the human body within the context of anatomy, physiology, and pathology. Also provide s an emphasis on Greek and Latin word roots.

#### **IM 110 Nutrition: East and West**

3.0 units - 3 hour lecture - pre: OM 100

Develops an understanding of both Western and Eastern perspectives on nutrition by teaching basic nutritional concepts (including biochemistry of foods, vitamins and minerals, and physiology of digestion), proper nutrition, and common Western and Chinese medicinal foods useful in treating specific symptoms and patterns of disharmony.

#### **IM 120 Western Physical Exam**

3.0 units - 3 hour lecture - pre: BS 121, BS 122, & 3.0 from BS 141, BS 142, or BS 143

Teaches students to conduct and complete a physical examination and write a patient record accurately and concisely. Discusses differential diagnoses of commonly encountered symptoms and introduces common lab tests and diagnostic images as they relate to the physical presentation of symptoms.

#### **IM 130 Pharmacology**

3.0 units - 3 hour lecture - pre: BS 012, BS 141, BS 142, BS 143

Outlines the pharmacology of therapeutic agents, including the basic principles of drug actions. Trains students to analyze symptoms in regards to the effects and side effects of drugs, and discusses specific drug groups affecting the central nervous system, autonomic nervous system, cardiovascular, endocrine, metabolic, and digestive systems, and treatment of infectious diseases and cancer. Also discusses the concept of drug-herb interactions, including potentiating effects, diminishing efficacy, and side effects.

#### **IM 140 CPR/First Aid (1 day class)**

0.5 units - 0.5 hour lecture - Prerequisites: None

Teaches the skills required to recognize cardiopulmonary emergencies and restore breath and pulse. Also covers the basic principles of blood-borne pathogens and first aid.

#### **IM 150 Research Methodology**

2.0 units - 2 hour lecture - pre: AC 101, AC 102, AC 103, BS 121, BS 122

Focuses on the basics of research methodology and the role of research in the practice of evidence-based medicine. Teaches the scientific basis of East Asian Medicine efficacy and prepares students to complete a literature review on an East Asian Medicine topic of their choosing.

#### **IM 171 Integrative Medicine I: Orthopedics**

4.0 units - 4 hour lecture - pre: AC 101, AC 102, AC 103

Focuses on orthopedic and neurological assessment techniques, charting, treatment and/or referral of musculoskeletal pain and treatment modalities, including classical acupuncture points and combinations, electro-acupuncture, moxibustion, cupping, spooning (gua sha), seven-star needle and external liniments. Also discusses the use of X-rays and other relevant diagnostic images, recognition of the need for surgical intervention, and post-surgical management and recovery.

**IM 282 Integrative Medicine II**

3.0 units - 3 hour lecture - pre: BS 141, BS 142, BS 143, IM 120

This course focuses on the clinical presentations, diagnosis, differential diagnosis, treatment and prevention of the following conditions: Common cold, cough, asthma, epigastric pain, vomiting, abdominal pain, jaundice, hypochondriac pain, low back pain, palpitations, insomnia, diarrhea, constipation, headache, edema, painful urination, dizziness, syncope, ALOC, paralysis, and chest pain.

**IM 283 Integrative Medicine III**

3.0 units - 3 hour lecture - pre: BS 141, BS 142, BS 143, IM 120

This course focuses on the clinical presentations, diagnosis, differential diagnosis, treatment and prevention of the following conditions: Joint pain, impotence, depression, bipolar disorder, seizures, mouth ulcers, diabetes, obesity, pediatric seizures, pediatric malnutrition, vitamin deficiencies, urticaria, shingles, hernia, goiter and thyroid disease, nasal congestion and sinusitis, tinnitus, deafness, and toothache, as well as general cancer and end of life issues.

**IM 284 Integrative Medicine IV: Reproductive Endocrinology**

3.0 units - 3 hour lecture - pre: BS 141, BS 142, BS 143, IM 120

This course features a comprehensive examination of the female reproductive system including: anatomy and physiology, endocrinology, gynecological disorders, pregnancy and complications of pregnancy, as well as diagnosis and modern Western medical management of infertility in both males and females.

**IM 301 East Asian Clinical Medicine I: Internal Medicine I**

3.0 units - 3 hour lecture - pre: OH 201, OH 202, OH 203, OM 171, OM 172, OM 173

This course covers common cold, cough, asthma, epigastric pain, vomiting, hiccoughs, abdominal pain, jaundice, hypochondriac pain, low back pain, palpitations, insomnia, dysentery, diarrhea, constipation, headache, edema, painful urination, dizziness, syncope, wind stroke, and facial paralysis.

**IM 302 East Asian Clinical Medicine II: Gynecology**

4.0 units - 4 hour lecture - pre: AC 201, OH 201, OH 202, OH 203, OM 171, OM 172, OM 173

Comprehensively examines the female reproductive system, gynecological disorders, pregnancy and complications of pregnancy. Emphasizes Chinese Medicine differential pattern diagnosis, classic acupuncture point prescriptions, and herbal formulas. Also discusses Chinese Medicine patterns of male and female infertility, as well as treatment and management.

**IM 303 East Asian Clinical Medicine III: Internal Medicine II**

3.0 units - 3 hour lecture - pre: OH 201, OH 202, OH 203, OM 171, OM 172, OM 173

This course covers bi syndrome, wei syndrome, impotence, depression, manic-depression, epilepsy, mouth ulcer, diabetes, obesity, shoulder pain, infantile convulsion, mumps, infantile diarrhea, infantile malnutrition, urticaria, herpes (shingles), intestinal abscess, hernia (shan Qi), goiter, sinusitis and nasal congestion, tinnitus and deafness, and toothache.

**IM 304 East Asian Clinical Medicine IV: Modern Diseases**

3.0 units - 3 hour lecture - pre: OH 201, OH 202, OH 203, OM 171, OM 172, OM 173

This course focuses on Western medical diseases that have been discovered in the past 50 years and/or have developed to epidemic proportions, including cancer, diabetes, hypertension, infertility, and HIV. It teaches the use of East Asian Medicine for treatment, with an emphasis on current research.

**IM 410 Nutritional Strategies in Integrative Medicine**

1.0 units – 1 hour lecture – pre: IM 110

Functional medicine is a perspective that integrates the most useful tools and techniques of biomedicine with the systems-based approaches of traditional medicine to improve the diagnosis and treatment of modern and functional disorders, including impaired detoxification, dysbiosis, autoimmune disorders, food allergies, immune dysfunction, chronic viral infection, endocrine imbalances and more. This class provides an overview of the systems-based approach with a focus on whole foods-based nutritional therapy.

#### **IM 450 Doctoral Research Project**

1.5 unit – 1.5 hour lecture – pre: IM 150

This course initiates the doctoral research project, in which students make a substantial contribution to clinical research and/ or scholarship in integrative medicine. The student will be able to describe a range of options for the doctoral project, including case study review, meta-analysis, clinical research study, literature review and more. Students will identify and assemble a doctoral advisory committee, submit and revise their thesis project proposal and commence their research.

#### **IM 470 Diagnostic Studies in Clinical Practice**

1.0 units – 1 hour lecture – pre: IM 120, IM 282, IM 283

This course provides a comprehensive overview and application of the role of labs in the practice of integrative medicine. Students will understand the use of lab tests and imaging in clinical practice, be able to interpret lab findings and identify needed tests, read imaging reports and work as part of an integrative care team. Students will be able to identify allopathic, functional and naturopathic perspectives on the interpretation of lab findings, as well as describe a number of options for patients to obtain lab testing.

#### **IM 510 Integrative Medicine in Practice**

1.0 units – 1 hour lecture – pre: IM 410

This class concentrates on the advanced application of research, herbal medicine, nutrition counseling and diet and lifestyle advice along with acupuncture to treat complex internal disorders in the context of collaborative care. The integrative treatment of infertility, mental disorders and addiction, autoimmune disorders, endocrine disorders and pediatric disorders will be discussed.

#### **IM 550 Doctoral Research Project Presentation**

1 unit – 1 hour lecture – pre: IM 450

Students make an original contribution to scholarship and research in the field of integrative medicine. Students carry out the doctoral project initiated in IM 550 and prepare, present and defend it to the members of their doctoral committee. They document their research in a final paper suitable for publication.

#### **IM 571 Advanced Orthopedics and Pain Management**

2.5 units – 2.5 hour lecture – pre: IM 171

This class develops the application of acupuncture for orthopedic problems and pain with the application of integrative and advanced needling techniques including trigger point acupuncture, Dr. Tan's and Master Tung's needling systems, dry needling, auriculotherapy, scalp acupuncture, electro-stimulation and more. The student will be able to incorporate the tools and techniques of allopathic neurologic and orthopedic testing to enhance patient diagnosis, treatment and case management, as well as prescribe appropriate therapeutic exercises for rehabilitation and pain management. In addition, students will be able to appropriately manage patient care within the worker's compensation system as well as modify treatment protocols and plans based on current research.

## East Asian Herbology

Education in herbal medicine starts in the first trimester with an introduction to Herbology and the traditional Chinese herbal categories. The second and third trimesters detail over 350 single herbs, including their functions, indications, dosages, contraindications, temperatures, and channels entered. Classes in the fourth, fifth, and sixth trimesters educate students on how to combine single herbs to make over 150 formulae—including traditional functions, clinical indications, modifications, combinations, and contraindications—and focuses on the activity of individual herbs within the formulae. During this time students also learn about herb-drug interactions and mislabeling.

The sixth trimester East Asian Clinical Medicine series introduces students to classic and modern prescriptions for treating different types of medical conditions within orthopedics, gynecology, traumatology, and internal medicine. Students review and test their herbal knowledge in the tenth trimester with Advanced Case Studies and AOM Review classes.

This series finishes with a course where students can further practice their ability to utilize their knowledge with other medical practitioners.

### **OH 099 Introduction to East Asian Herbs**

2.0 units - 2 hour lecture - co: OM 100

Focuses on herbs that release exterior, clear heat, cool blood, purge fire, detoxify, dry dampness, clear summer heat, dispel wind dampness, drain dampness, drain downward, transform heat and clear phlegm, alleviate wheezing, warm the interior, and alleviate food stagnation.

### **OH 101 East Asian Herbology I**

3.0 units - 3 hour lecture – pre: OM 100, OH 100

Focuses on herbs that release exterior, clear heat, cool blood, purge fire, detoxify, dry dampness, clear summer heat, dispel wind dampness, drain dampness, drain downward, transform heat and clear phlegm, alleviate wheezing, warm the interior, and alleviate food stagnation.

### **OH 102 East Asian Herbology II**

3.0 units - 3 hour lecture - pre: OM 100, OH 100

Focuses on herbs that regulate Qi, aromatically transform dampness, expel parasites, calm the spirit, tonify Qi, blood, yin and yang, invigorate blood, and stop bleeding, aromatically open the orifices, stop wind and tremor, astringe, and herbs that are externally applied.

### **OH 110 Pharmacology and Toxicology of East Asian Herbs**

1.0 units - 1 hour lecture - pre: OH 101, OH 102; co: IM 130

Emphasis on pharmacognosy, pharmacology and toxicology of East Asian herbs, as well as issues related to possible herb-drug interactions, adulterations, and mislabeling.

### **OH 201 Herbal Prescription I**

3.0 units - 3 hour lecture - pre: OH 101, OH 102, OM 171, OM 172

This course will cover introduction to Herbal Prescription, and 62 classical formulas of the following therapeutic categories: Formulas that relieve exterior, clear heat, drain downward, harmonize, treat dryness, and warm interior cold; and paired herbs in the 62 formulae. Students learn traditional functions, clinical applications, modifications and contraindications, along with the activity of individual herbs and paired herbs within each formula. Case studies illustrate patterns of disharmony, treatment principles and methods, appropriate formula prescription, and herb selection.

### **OH 202 Herbal Prescription II**

3.0 units - 3 hour lecture - pre: OH 101, OH 102, OM 171, OM 172

This course will cover 51 formulas: The nature and actions of individual ingredients in each formula will be reviewed. Treatment-specific configurations will be focused. There will be in depth discussion on the actions, clinical applications, modifications and contraindications and paired herbs of each formula. Case Studies will determine patterns of disharmony, treatment principles and methods, appropriate formula and herbal selection.

### **OH 203 Herbal Prescription III**

3.0 units - 3 hour lecture - pre: OH 101, OH 102, OM 151, OM 152

This course will cover 52 formulas of the following therapeutic categories: Formulas that tonify qi, blood, yin, yang, formulas that treat food indigestion, formulas that expel dampness, formulas that promote the movement of qi, and formulas that expel parasites, and paired herbs in the 52 formulas. Students will learn traditional functions, clinical applications, modifications and contraindications, along with the activity of individual herbs and paired herbs within each formula. Case studies illustrate patterns of disharmony, treatment principles and methods, appropriate formula prescription, and herb selection.

### **OH 206 Herbal Prescription - Formula Writing and Modifications**

3.0 units - 3 hour lecture - pre: OH 201, OH 202, OH 203

Instructs students in writing and modifying herbal prescriptions using traditional formulas, herb combinations, and customization of single herbs in an effort to better understand and utilize the ancient tradition of Chinese herbal medicine. Utilizes case studies to illustrate concepts.

### **OH 207 Prepared Formulas**

2.0 units - 2 hour lecture - pre: OH 201, OH 202, OH 203

Students will continue to learn an overview of prepared herbal formulas including concentrated herbal powder, herbal pills, herbal tables, and topical applications that are based on classical TCM formulae and Kampo (Japanese Herbal Medicine). This course will introduce 111 prepared herbal formulas that include prescription, actions, indications and associated formulas. The course will also introduce methods of combining commonly used concentrated herbal formula powders to enhance clinical effectiveness and methods of prescription from a single concentrated herbal powder.

### **OH 410 Advanced Integrative Herbology**

2.0 units – 2 hour lecture – pre: IM 130, OH 110

This course prepares the integrative herbalist to utilize available databases compiling herbal knowledge and research, discuss the major categories of chemical constituents of herbs and their actions, competently research herb, drug and nutrient interactions and apply this knowledge to the safe and efficacious prescription of herbal formulas. The student will be able to skillfully communicate with a range of healthcare providers about the safety, efficacy and potential interactions of herbs and herbal formulas. In addition, the student will be able to demonstrate effective counseling and educational techniques to increase compliance, safety and efficacy of herbal prescribing and improve patient outcomes.

## **East Asian Medicine**

East Asian Medicine (EAM) theory is the keystone of understanding in East Asian Medicine. Students are immersed in the study of OM theory in the first trimester with a comprehensive course that outlines its fundamental concepts. In the following trimesters students receive in-depth training in East Asian Medicine diagnosis just as they begin to practice it in concurrent clinic observation classes.

**OM 100 Traditional East Asian Medicine Theory**

4.0 units - 4 hour lecture - Prerequisites: None

Outlines the fundamental concepts of East Asian Medicine, including the history of healing, yin/yang theory, zang-fu organ theory, vital substances, Qi transformation, five elements theory, and the causes of internal and external disease. Also includes an introduction to diagnosis (looking, hearing and smelling, asking, and feeling) and pattern identification (eight principles, Qi/blood/body fluids, internal organ zang-fu). Utilizes case studies to illustrate concepts.

**OM 101 Chinese Medical Terminology**

2.0 units - 2 hour lecture - Prerequisites: None

Introduces Chinese language & culture relevant to the practice of Chinese medicine in America through conversational Mandarin, character recognition, the evolution of written Chinese, calligraphy and cultural competency.

**OM 111 Qigong I**

1.0 units - 1 hour lecture - co: OM 100

Introduces experiential knowledge related to East Asian Medicine energetics and the concept of Qi through Qigong and taijiquan. Teaches exercises for health maintenance and creating balance, breathing exercises for organ detoxification, and tips on how to become more centered and focused.

**OM 131 East Asian Medicine Bodywork I**

2.0 units - 2 hour lecture - pre: OM 100

Outlines the basic methods and principles of Tui na (including myofascial release) through lecture and hands-on practice for use as a treatment modality in clinical practice.

**OM 132 East Asian Medicine Bodywork II**

2.0 units - 2 hour lecture - co: OM 131

A continuation of OM 131 OM Bodywork I, students will advance their practice of Tui na and learn the hand-techniques needed to successfully practice Tui na in a clinical setting.

**OM 171 Diagnosis Theory I**

4.0 units - 4 hour lecture - pre: OM 100, OM 173

Discusses the methods of diagnosis to help identify patterns of imbalance and make a differential East Asian medical diagnosis. Diagnostic patterns include eight principles, Qi/blood/body fluids, internal organ zang-fu, pathogenic factors, five elements, acupuncture channel, six stages, four levels, and three burners. Utilizes case studies to illustrate concepts.

**OM 172 Diagnosis Theory II**

3.0 units - 3 hour lecture - pre: OM 171

Discusses the methods of diagnosis to help identify patterns of imbalance and make a differential East Asian medical diagnosis. Diagnostic patterns include eight principles, Qi/blood/body fluids, internal organ zang-fu, pathogenic factors, five elements, acupuncture channel, six stages, four levels, and three burners. Utilizes case studies to illustrate concepts.

**OM 173 Diagnosis Practicum**

2.0 units - 2 hour lecture - pre: OM 100, OM 171

Illustrates methods of examination—looking, hearing and smelling, asking, and feeling—with special emphasis on pulse palpation and tongue observation to identify patterns of imbalance and make a differential East Asian medical diagnosis.

### **OM 300 East Asian Medicine Review**

3.0 units - 3 hour lecture - pre: IM 301, IM 302, IM 303; co: IM 304

This course reviews the field of East Asian Medicine with the emphasis on preparation for the California Acupuncture Licensing Exam (CALE) and NCCAOM certification exams. Test-taking skills will be developed and honed through consistent practice.

### **OM 303 Clinical Case Review**

2.0 units - 2 hour lecture - Prerequisites: None

Through the use of case studies, students learn to correlate Chinese medicine patterns and biomedicine disease identification, integrative treatment management, referrals, and lab/ diagnostic image ordering. Advanced practice in writing and modifying herbal prescriptions, selecting acupuncture points, and making appropriate dietary and lifestyle recommendations is also gained.

## **Professional Ethics & Practice**

This series of classes teaches students how to be successful in the workplace by developing a comprehension of and context in which students will practice medicine as primary health care providers, and the responsibilities involved therein. Included is a discussion of legal and ethical responsibilities, and an in-depth developmental study of practical counseling and communication skills.

Practice Building begins with an introduction to the professional landscape and an overview of the knowledge, skills, and attitude necessary to be successful in practice. Students are guided in the development of understanding their individual interests through role-playing, job shadowing, and public presentation, and taught how to translate their specialties and practice styles into relevant and profitable market niches. Other courses incorporate education relevant to public health and the role of East Asian Medicine in healthcare today. In Practice Management, students tackle the nuts-and-bolts of setting up and running a private practice by creating their own business plan.

### **PE 201 Psychology, Counseling & Communication**

2.0 units - 2 hour lecture - pre: CP 012

Develops interpersonal and counseling skills relevant for primary care, with a focus on relationship as the foundation of medicine. Emphasizes management and referral of patients with psychiatric and substance use disorders, including emergent conditions and use of behavioral medicine techniques for enhancing regimen adherence and lifestyle change. Discusses general psychological principles and common disorders as defined by the DSM IV criteria, differential diagnosis, pharmacological treatments, emergency treatment, and long-term patient management.

### **PE 210 Ethics & Law**

1.0 units - 1 hour lecture - pre: CP 012

Teaches legal and ethical issues that may arise in the clinical practice setting of a Licensed Acupuncturist, including regulatory compliance, jurisprudence, and peer review. Introduces AIMC culture and vision, professional activism, and the AIMC Berkeley practitioner oath.

### **PE 220 Public Health & EAM**

2.0 units - 2 hour lecture - pre: AC 110

Investigates East Asian Medicine and public health as it relates to community health and disease prevention while also increasing student awareness of at-risk populations, drug addictions, communicable diseases, public health alerts, and epidemiology. Includes an overview and practice of the NADA acupuncture protocol.

### **PE 230 Bio-Medicine Review & Comprehensive Exam**

2.0 units - 2 hour lecture - pre: IM 171, IM 282, IM 283, IM 284

Features a comprehensive review of Western Clinical Medicine, including differential diagnosis, red flag signs and symptoms, emergency management of patients in the AOM setting, necessary referrals, labs and diagnostic imaging, and Biomedical standards of care. Also prepares students for the Comprehensive Exit Exam, California Acupuncture Licensing Exam (CALE), and NCCAOM certification exams.

### **PE 330 Practice Management**

2.0 units - 2 hour lecture - Prerequisites: None

A synthesis of information gained in Practice Building and Clinical Practice, Practice Management prepares students to establish and run their own practices according to the statutes and regulations governing the practice of acupuncture in California. Students develop their own business plans and discuss front office set-up, supplies and inventory, patient files, record keeping, patient follow-up, the establishment of referral networks, practicing in interdisciplinary offices and hospitals, malpractice insurance, CPT/ICD-9 coding, billing issues, workers' compensation, personal injury, sales, and taxes.

### **PE 521 Integrative Practice Building**

1.5 units – 1.5 hour lecture – pre: PE 330

This course exposes students to the broad scope of career and practice options in integrative medicine, and prepares them to successfully manage patient care in a variety of settings. Students will identify areas of professional weakness and explore ways to remediate them, as well as develop plans for lifelong learning. The course explores the challenges and opportunities the integrative practitioner faces in delivering and coordinating healthcare within various systems, providing collaborative care and communicating effectively with other health care practitioners. Students will practice an array of skills important to patient education, community outreach, career development and collaborative care, such as public speaking, case presentations, report writing, creating and maintaining a referral network and inter-professional communication.

## **Clinical Practice & Internship**

The core of the AIMC Berkeley educational program is clinical practice. Students serve the public through the AIMC Berkeley Community Clinic and a variety of external clinic sites in their progression to increased responsibility from observing licensed acupuncturists to caring for patients under supervision.

Courses within the Clinical Practice Program series are taken in sequential order: Observation I – IV, Internship Level I – III, and Internship Level II – III, the latter of which includes courses in Advanced Case Studies, Herbal Dispensary, and Community Outreach Clinic.

As part of clinical practice, student interns develop and demonstrate competence in the following activities; professionalism and patient rapport, patient charting, patient interviewing, time management, nutritional counseling, physical exam technique, tongue diagnosis, pulse taking, body palpation, ortho/neuro exam, electro-acupuncture, needling: auricular, chest/abdomen, back points, scalp, face, cupping, gua sha, rice grain or cone moxa, ear seeds/tacks, safety protocols/regulations.

### **CP 011 Observation I: Theater**

1.0 units - 30 clinic hours - pre: OM 100

This course involves observation of various aspects as a senior practitioner treats patients in the classroom setting. Students gain an overall picture of patient reception, record keeping, examination, treatment methods, and herbal prescription.



**CP 012 Observation II: Grand Rounds I**

1.0 units - 30 clinic hours - pre: CP 011

In the “watching and following” stage of clinical practice, students observe senior practitioners as they diagnose and treat patients in the AIMC Berkeley Community Clinic. Case studies in each session discuss various aspects related to patient care, including diagnosis, treatment principles, point selection, needling techniques and precautions, and herbal formulas. Students write progress reports, reports of findings, and letters of necessity for patients they observe.

**CP 013 Observation II: Grand Rounds II**

1.0 units - 30 clinic hours - pre: CP 011

In the “watching and following” stage of clinical practice, students observe senior practitioners as they diagnose and treat patients in the AIMC Berkeley Community Clinic. Case studies in each session discuss various aspects related to patient care, including diagnosis, treatment principles, point selection, needling techniques and precautions, and herbal formulas. Students write progress reports, reports of findings, and letters of necessity for patients they observe.

**CP 014 Observation III: Pre-Intern Observation I**

2.0 units - 60 clinic hours - pre: CP 013

During this portion of the Observation series, students apprentice with third-year student interns and assist them with the treatment and care of the Community Clinic’s patients while preparing for the AIMC Berkeley Pre-Intern Competency Examination. Students also practice on each other doing intakes, making diagnoses, formulating treatment plans, and performing acupuncture under the guidance of Clinic faculty.

**CP 111 Internship I**

2.0 units - 60 clinic hours - pre: AC 110, 112, co: AC 113, 3.0 from OH 201-203, 6.0 from BS 141-143, IM 120, IM 140, co: PE 210 (taken either prior to CP 111 or during first term in the clinic), co: PE 201, CP 011-014, Passed CE 100 Comprehensive Exam

Students begin their internship series by interviewing patients, developing diagnosis and treatment plans, and administering treatment alongside clinical faculty. Particular attention is paid to proper examination, diagnosis, point location, needling technique, and the preparation of herbal prescriptions.

**CP 211 Internship II**

2.0 units -60 clinic hours - pre: AC 110, AC 112, co: AC 113, AC 201, BS 141, BS 142, BS 143, CP 111, IM 140, IM 171, IM 302, OH 201, OH 202, OH 203, PE 201; co: IM 130

In the intermediate and advanced stages of clinical internship, students assume more active roles in diagnosis and treatment. Although supervisors are physically present during needling and continue to assist interns in developing and refining their techniques, interns are expected to take responsibility for monitoring their patients’ progress, developing and adjusting treatment plans, and accurately recording patient chart information.

**CP 251 Herb Dispensary**

2.0 units - 60 clinic hours - pre: AC 110, AC 112, CE 100, CP 011, CP 012, CP 013, CP 014, IM 120, IM 140, PE 210; co: AC 113, CP 111

Student Interns work in the herbal dispensary to increase knowledge and familiarity with herb categories, identification, function of herbs, and formula preparation, including dosages, modifications of formulas. In addition, student interns assist in patient education of the proper usage of herbal preparations. Interns spend time in the herbal dispensary filling raw, powdered and tablet/pill prescriptions for clinic patients. Interns learn how to stock and inventory herb products.

### **CP 311 Internship III**

2.0 units - 60 clinic hours - pre: CP 211, IM 140

This course series finalizes the clinical internship. It is comprised of three (3), shifts in the Clinic. Interns interview patient, develop diagnosis and treatment plans, and administer treatment alongside a clinic supervisor. Emphasis for this series is placed on asepsis, proper examination, diagnosis, point location, and needling technique. The student begins to become more independent developing skills for treatment of patients. Clinical Supervisors are available during needling of patients and are available to assist the Intern with treatment techniques.

### **CP 411 Internship IV**

2.25 units – 67.5 clinic hours – pre: CP 311

This course series builds on the skills attained in the previous levels of clinical internship, incorporating the additional doctoral level competencies which enable the integrative practitioner to utilize the full scope of practice of the licensed acupuncturist, including ordering and interpreting lab work and diagnostic imaging, giving effective nutrition advice and exercise counseling, collaborating with various types of practitioners in patient care and incorporating scholarship, research, evidence-based and functional medicine into practice. Clinical supervisors are available for consultation during the intake and treatment of patients.

### **CP 511 Internship V**

2.25 units – 67.5 clinic hours – pre: CP 411

This course series builds on the skills attained in the previous levels of clinical internship, incorporating the additional doctoral level competencies which enable the integrative practitioner to utilize the full scope of practice of the licensed acupuncturist, including ordering and interpreting lab work and diagnostic imaging, giving effective nutrition advice and exercise counseling, collaborating with various types of practitioners in patient care and incorporating scholarship, research, evidence-based and functional medicine into practice. Clinical supervisors are available for consultation during the intake and treatment of patients.

## **Off-site Clinical Internship**

In addition to clinical practice at the AIMC Berkeley Acupuncture & Integrative Medicine Clinic, intern practitioners will also have opportunities to treat patients in a variety of settings by participating in off-site clinic options

AIMC Berkeley currently maintains partnerships with four off-site clinics. The purposes of these partnerships are as follows:

1. To serve as a community resource, enabling populations ordinarily unable to access the services of the College clinic to experience the benefits of East Asian medicine
2. To broaden the patient base of our intern practitioners, allowing them the opportunity to treat a wider range of conditions

The sites currently in operation include:

- The University of California at Berkeley Student Health Services UC Berkeley Sport Medicine Clinic—Berkeley, CA  
Intern practitioners treat student athletes referred by the UC Athletic Department for athletic injuries and related problems. This partnership enables our intern practitioners to treat the world class athletes at UC Berkeley, as well as it exemplifies our local prominence and gives our intern practitioners experience in a clinical setting specifically geared to orthopedic and medical issues common among athletes. The skills taught at AIMC Berkeley and honed at the UC Berkeley Sport Medicine Clinic

enabled one of our alumni, Haro Ogawa, to obtain a full- time position as the official massage therapist and acupuncturist to the 2010 and 2012 World Champion San Francisco Giants.

- UCSF Benioff Children’s Hospital – Oakland, CA

UCSF Children’s Hospital offers world class care in over 50 different pediatric specialties. In the 2020 [U.S. News & World Report](#), the UCSF Children’s Hospital system ranked nationally in all 10 ranked Pediatric specialties. AIMC Berkeley Doctoral candidates can participate in a clinic shift offering care at UCSF Children’s Hospital Oakland.

- Charlotte Maxwell Clinic – Oakland, CA

The Charlotte Maxwell Clinic is a free women’s clinic that specializes in offering life-enhancing complementary therapies for low-income, underserved, and immigrant San Francisco Bay Area women with cancer. AIMC offers community-style acupuncture to underserved women with cancer at Charlotte Maxwell Clinic weekly.

## **Study Abroad**

AIMC Berkeley’s Study Abroad programs provide students with opportunities to travel abroad and in some programs, to visit our sister schools in China and Japan—Tianjin University of Traditional Chinese Medicine and Shikoku Medical College (for more information, see Sister Schools, above). Students will also gain intensive clinical training experiences with master practitioners. Study abroad opportunities are led by AIMC Berkeley faculty. Study at the Tianjin University of Traditional Chinese Medicine is typically structured as a two- week excursion that incorporates intensive study and clinical observation with one-of-a-kind sightseeing, shopping, and tasting experiences. Study at Shikoku Medical College includes training in traditional and modern Japanese acupuncture skills and techniques, including meridian therapy and abdominal diagnosis. Study in Lyon, France focuses on auriculotherapy.

A Study Abroad trip is offered in the break between spring and summer terms. The destination is determined by the availability of faculty and the elective needs of the program.

### **AC 111 Auriculotherapy**

2.0 units - 2 hour lecture - pre: AC 112

### **AC 210 Japanese Acupuncture Techniques - Study Abroad**

2.0 units - 2 hour lecture - pre: AC 112

During a week-long intensive series of classes with practitioner at Shikoku Medical College in Shikoku, Japan, students study the theory and practice of Japanese acupuncture techniques.

### **CP 415 Study Abroad: Clinic Observation**

1.0 units - 15 clinic hours - pre: CP 011, CP 012, CP 013

Students travel to China and observe master practitioners at the First Teaching Hospital of TCM in Tianjin, and at the Guanganmen Hospital in Beijing, as they diagnose and treat patients. Through case studies students discuss various aspects related to patient care, including diagnosis, treatment principles, point selection, needling technique and precautions, and herbal formulas.

## **Electives**

Elective courses allow students to explore areas of personal interest in greater depth. Generally, at least one elective course is offered in each trimester. Elective course offerings are made on a rotating basis. Not every elective course will be offered in each calendar year. Electives are not a required part of the curriculum.

# ADMISSIONS

## VISITING AIMC BERKELEY

Prospective students wishing to learn more about AIMC Berkeley are invited to immerse themselves in the environment and experience the community. Students are invited to see the campus and community by attending a complimentary in-person or Telehealth Clinic appointment, and observing online or in-person classes. Virtual or in-person Open Houses are held once a month, except for the month following the admissions deadline. Virtual or in-person one-on-one appointments with the AIMC Admissions director are available during the week.

All Admissions events cover important information for prospective students. Students receive a virtual campus tour and a comprehensive overview of their program of interest, including curriculum, samples of class schedules, tuition, and financial aid contact information. We encourage our prospective students to gather as much information as possible during the application process. Our Admissions department is happy to support you in any way that we can!

Please contact the Admissions Department at 510-224-3178 or [admissionsinfo@aimc.edu](mailto:admissionsinfo@aimc.edu).

## ADMISSIONS REQUIREMENTS

AIMC Berkeley admits students to the:

1. Doctorate of Acupuncture and Integrative Medicine (DAIM)
2. Master of Science in Traditional Asian Medicine (MSTAM)
3. Doctoral Completion program
4. Dual Degree Plan: co-enrollment with two separate enrollment agreements for MSTAM & DAIM

### Applicants to the MSTAM program must meet the following criteria:

All MSTAM applicants must have fulfilled the minimum education requirements of 60.0 semester units (equivalent to 90.0 quarter units) of undergraduate work from an accredited, degree granting institution or foreign equivalent with a cumulative GPA of 2.5 or higher. AIMC Berkeley does not accept ability-to-benefit (ATB) in place of a high school diploma or GED.

### Applicants to the DAIM program must meet the following criteria:

Completion of a minimum of 90 semester units (equivalent to 135 quarter units) of undergraduate work from an accredited, degree granting institution or foreign equivalent with a cumulative GPA of 3.0 or higher.

### Applicants to the Doctoral Completion program must meet the following criteria:

Possession of a Master's degree equivalent to AIMC's MSTAM degree from an ACAHM-accredited program and completion of didactic and clinic coursework equivalent to the AIMC MSTAM degree program in terms of content, rigor, and credit hour requirements in all subject areas, including herbs.

## Non-Degree Seeking Applicants:

Non-degree seekers are community members interested in taking one of our introductory courses, students from the CAB tutorial program, students enrolled in other acupuncture schools, or are already licensed practitioners looking to enhance their education. Non-degree seeking student applications are valid for one year; after one year, students must apply again.

Non-Degree Seeking Application requirements:

- Non-Degree Seeker Application
- \$100 application fee (non-waivable & non-refundable)
- Unofficial copies of transcripts from your current or previous acupuncture degree program. We only accept electronic transcripts.
- CAB Tutorial Students: letter from CAB tutorial program stating classes needed and their equivalent course. AIMC cannot evaluate equivalencies for the CAB tutorial program.
- Look up & verify course requirements/ pre-requisites and our upcoming schedule on the [Registrar's page](#).

## English Proficiency

Instruction at AIMC Berkeley is in English. No other languages are used for instruction. Non-native English speakers applying to all programs must provide proof of language proficiency by one of the following methods:

-Submit official Test of English as a Foreign Language (TOEFL) internet-based test (iBT) results of a score of at least 61. Test results must be sent from TOEFL directly to Admissions at [admissionsinfo@aimc.edu](mailto:admissionsinfo@aimc.edu). AIMC Berkeley's TOEFL institutional code is 8482. For details on TOEFL, visit [www.ets.org/toefl](http://www.ets.org/toefl)

-Official transcript documenting 60.0 units at a regionally accredited college or the equivalent from an international English language-based program. This shows that you have done at least 60 undergraduate units at the university level in an all-English instruction program.

Applicants who do not satisfy this requirement will not be considered for admission.

## Technical Standards for Admission to the MSTAM & DAIM Programs

All applicants accepted to Acupuncture & Integrative Medicine College, Berkeley (AIMC Berkeley) must be able to meet the College's technical standards for the Master of Science in Acupuncture and Doctor of Acupuncture. Technical standards are qualities regarded as essential requirements needed to participate and complete the entire spectrum of study, training, and experiences within the program. These standards are applied in addition to the program's educational requirements. In addition to all listed requirements, applicants to all programs are required to be in good academic standing.

The use of technical standards is derived from Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. These laws provide a framework for individuals with documented disabilities to request reasonable accommodations to fulfill their objectives. Reasonable accommodations are defined as any change or modification in the way things are usually performed that enables an individual with a disability to participate as fully as possible in an educational program. An effective accommodation for a disability can ensure that an otherwise qualified student with a disability is able to perform and be assessed on their ability rather than their disability. Candidates with documented

disabilities who wish to request accommodations under the Americans with Disabilities Act must submit a written request for accommodations and supporting documentation to the Student Services department. The Student Services Director will review the request with support from the Academic Standards Committee in order to determine whether a reasonable accommodation can be made.

AIMC Berkeley does not discriminate against qualified individuals with disabilities in recruitment or admission to its programs, services, or activities. Any information disclosed by an applicant to AIMC Berkeley does not count for or against qualified individuals with disabilities in the recruitment of students or their admission to its programs, services, or activities. Any information regarding disabilities that is disclosed by an applicant to AIMC will not adversely affect admissions decisions or eligibility to remain enrolled.

AIMC Berkeley reserves the right to reject requests for accommodations that would fundamentally alter the nature of the educational program, lower the academic standards, cause an undue hardship on the College or students, or endanger the health or safety of a student with a disability, other students, clinic patients, or any other member of the College community.

Students in the MTAM & DAIM program must have the following abilities and skills:

### **Observation/Evaluation**

A student must be able to evaluate a patient accurately at a distance and up close. Evaluation necessitates the functional use of the senses of vision, hearing, and somatic sensation. It is enhanced by the functional use of the sense of smell. Therefore, a student must have sufficient sense of vision, hearing, and touch to perform the customary techniques in a physical examination such as auscultation (listening with a stethoscope), palpation (feeling the pulse, feeling anatomical landmarks to locate acupuncture points, feeling various body parts such as the abdomen with the ability to discern the size, shape, and consistency of masses) and visual observation sufficient to note changes in tongue, skin and eye color as well as to use such instruments as an otoscope (magnifying device for examining the ear).

### **Communication**

A student must be able to communicate effectively, efficiently and sensitively with patients in order to elicit information, describe changes in mood, activity, and posture, and perceive nonverbal communications. The student must be able to conduct patient interviews and record clinical histories, review diagnostic imaging and other medical reports, and make medical assessments and plans known to patients and other members of the health care team.

### **Motor/Strength/Coordination**

A student must also be able to coordinate both gross and fine muscular movements and provide emergency treatment to patients. Students must have sufficient motor function to insert and remove acupuncture needles and to maintain a “clean field” according to accepted standards of Clean Needle Technique, and to elicit information from patients by palpation, auscultation, percussion, etc.

Students must be able to maneuver and move within the clinical setting in order to respond to urgent and emergent situations quickly, to help move and position patients as needed, and to manipulate instruments and devices in order to perform procedures (e.g., acupuncture insertion and removal, measuring blood pressure, reading pulses, moxibustion, cupping, bodywork, etc.). Students must be able to provide emergency treatment to patients such as Cardio-Pulmonary Resuscitation (CPR), and patient positional changes to maintain airway (Recovery Position) and apply direct pressure to stop bleeding.

## Conceptual, Integrative & Quantitative

Students must have cognitive abilities sufficient to recall information and understand basic concepts of bioscience and medicine. Students must possess the ability to analyze patient signs and symptoms and develop a diagnosis. Students must have the diagnostic and cognitive ability to recognize warning signs of emergency conditions and respond according to accepted medical standards. Students must be able to develop a treatment plan, including appropriate modalities and frequency of treatment. Students must have sufficient cognitive ability to be able to develop appropriate acupuncture protocols and herbal formulas.

## Behavioral & Social Attributes

Students must possess the emotional health required for full utilization of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive, and effective relationships with patients. Students must be able to function under stress. Students must also be able to adapt to change, display flexibility in the face of uncertainties and stressful situations, and independently demonstrate empathy, integrity, compassion, respect, motivation, and commitment commensurate with the habits and mannerisms of a professional training to become a successful East Asian medicine practitioner.

## APPLYING TO AIMC BERKELEY

The standard application deadline is approximately two months in advance of the start of the term as noted on AIMC's website. Prospective students may apply with the intention of starting in future trimesters and defer acceptance for up to one year of application.

Applying after the standard deadline, while acceptable, may limit class and clinic shift availability. Priority and standard application deadlines are listed on <https://www.aimc.edu/how-to-apply/#application-dates>.

## Application Checklist

1. Application for Admission Part 1 and 2
2. Application Fee(s):
  - o Standard Application Fee: FOR ALL APPLICANTS: A nonrefundable fee of \$100.00 payable to AIMC Berkeley. Waivable if the student attends a virtual Open House.
  - o Masters Transfer Fee: This is for students transferring to AIMC's Masters program from another acupuncture school: An additional \$100.00 non-refundable fee for transfer credit evaluation.
3. Résumé or Curriculum Vitae: Current resume or CV detailing your educational and professional background.
4. Personal Essay:
  - o Masters and Dual Degree applicants, submit a 500-word essay that describes the path that led you to choose Acupuncture and East Asian Medicine as a profession and includes your philosophy and goals as a healthcare professional.
  - o DAIM Completion applicants, submit a 500-word essay on your clinical practice/experience and how you think your doctorate degree will enhance your clinical practice.
5. Official College and University Transcripts: Academic electronic transcripts reflecting all undergraduate education must be sent directly from the institution(s) to the attention of the Admissions Department

at AIMC Berkeley by email: [admissions@aimc.edu](mailto:admissions@aimc.edu) If an electronic transcript is not available, please reach out to Admissions to alert them that a paper transcript will be submitted. For paper transcripts, please submit to Admissions Department, AIMC Berkeley, 2550 Shattuck Ave, Berkeley, CA 94704

6. Two Letters of Recommendation: Letters of recommendation may be uploaded on Part 2 of the application or be sent by email to [admissions@aimc.edu](mailto:admissions@aimc.edu) and must bear the sender's contact information. Letters of recommendation should speak to an applicant's educational ability, professionalism, compassion, maturity, and overall ability to successfully complete the degree program and become a successful practitioner. The letters can be from professional, academic, or personal contacts of the applicants. If submitting a recommendation from personal contacts, please limit to only one of the two letters.
7. Government Issued Photo ID
8. ADDITIONAL REQUIREMENTS FOR INTERNATIONAL APPLICANTS ONLY:

Please see the International Applications section for more information.

- o Transcript Evaluation for non-U.S. accredited schools completed by a NACES approved organization. The evaluation should be submitted electronically and directly to AIMC Admissions from the evaluation service. In addition, it must include a course by course, cumulative GPA, and degree title evaluation. We recommend World Education Services ([www.wes.org](http://www.wes.org)), Educational Records Evaluation Service ([www.eres.com](http://www.eres.com)), or SpanTran ([www.spantran.com](http://www.spantran.com))
- o Documentation of English Language Proficiency: International applicants may be required to demonstrate English language proficiency by one of the following ways:
  - an official transcript from a university or college with all-English instruction showing 60 semester units (for Masters application) or 90 semester units (for Dual/Doctoral application)
  - or an overall score of 61 on the [Test of English as a Foreign Language internet-based test \(TOEFL® iBT\)](#) submitted to Admissions directly from TOEFL.
- o **Application for I-20 Visa.** To get started, fill out the [Request for I-20 Form](#). Or, if you are an F-1 International Student applying to transfer to AIMC Berkeley, fill out the [F-1 Transfer In Form](#). All International Students must also complete an [affidavit of support form](#) to complete their I-20 application.
- o Be prepared to provide AIMC with a copy of a valid passport, proof of financial support, and copies of current Form 1-20, F-1 Visa, and EAD.

## TRANSFER STUDENTS

Students transferring from another Masters in Acupuncture program will follow the same Admissions procedures as stated above. They must also submit their official Masters of Acupuncture transcripts.

### Transfer Unit Requirements

Transfer credits can only be awarded after the minimum education requirements (60.0/90.0 semester units or 90.0/135 quarter units) for admission have been satisfied. All units considered for transfer must be completed through an accredited, degree-granting institution.

AIMC Berkeley has not entered into an articulation or transfer agreement with any other college or university that provides for the transfer of credits earned in the program of instruction.



Transfer credit may be awarded for basic sciences, clinical medicine, case management, practice management, public health, and professional development courses completed at an accredited institution or foreign equivalent with a grade of C or better. Transfer credit will not be granted for College Level Examination Program (CLEP) exams or high school Advanced Placement courses. Credits earned through any other form of experiential learning—work experience, travel, continuing education, etc.—will neither count toward the prerequisite for admissions nor will they be considered for transfer credit. In order to receive transfer credit for a particular course, the course must be equivalent in content, clock hours, and rigor to the AIMC Berkeley course and constitute an equal or greater number of hours. In addition, AIMC Berkeley has other transfer credit policies that may limit the school's ability to award an applicant's EAM transfer units.

**5-Year Rule:** Units transferred into the Master or Dual Degree programs should be earned no more than 5 years prior to the applicant's matriculation at AIMC. If the units were earned more than 5 years prior to admission, they will only be accepted for transfer after validation that the student has retained the content, knowledge, and competencies of the respective course(s).

**Transfer Request Form:** Official transfer credit evaluations are provided by the Academic Department once a student applies and submits all official transcripts. The transfer evaluation fee is \$100 and is charged upon class registration.

To initiate a formal assessment of transcripts for transferable coursework, students must submit the [Transfer Request form](#) and official transcripts and course descriptions from all schools under consideration for transferable coursework. Foreign transcripts must be accompanied by an international credential course-by-course evaluation and English translation (if applicable). Transcripts documenting previous coursework must be received during the Admissions application process and no later week ten (10) of the first term. Transcripts submitted after this deadline will not be considered.

**The 50% didactic and 75% clinic rule:** AIMC graduates must complete 50% of their didactic coursework and 75% of their clinic coursework at AIMC. This affects how we are able to transfer-in units from other programs.

Students may receive up to 100% of transfer credits for their prior course work completed at an accredited and CAB-approved school. However, the total number of transfer credits must not exceed 50% of total program hours. Thus, a transfer student must complete, at a minimum, 50% of program requirements in order to graduate. The maximum credit for traditional Chinese medicine (TCM) transfer courses from a non-CAB-approved school are 50% of each of the Board's educational requirements.

For Clinical credits, up to 100%, but not to exceed 25% of the program's total clinic hours of transfer credit is applicable when a student is transferring from a CAB-approved school. If the school is not CAB-approved, up to 50% of the completed clinic hours are transferrable. The maximum allowable credit for clinic training is 240 hours.

#### **Basic Sciences:**

Students may receive up to 100% of basic science transfer credits for their prior course work completed even if the school is not California Board approved. However, the school must be a

post-secondary institution accredited or pre-accredited by an agency recognized by the U.S. Secretary of Education. As a general rule of thumb, Science units must be UC or Cal State transferable, meaning that they must be university-level courses.

AIMC Basic Science Course list:

BS 013 General Chemistry (includes Bio-Chemistry)  
BS 021 Integrative Medical Biology  
BS 040 Conceptual Physics (includes Bio-Physics)  
BS 121/122 Anatomy & Physiology: A&P I A&P II  
BS 141/142/143 Pathophysiology: PP I PP II PP III  
PE 201 Psych, Couns, & Communications

It is AIMC Berkeley's policy to make a fair and proper evaluation of all transcripts and award credits toward our program accordingly. Students are responsible for the mastery of all material taught in each AIMC Berkeley course for which transfer credit is awarded, especially with regard to the comprehensive exams, the California Acupuncture Licensing Exam (CALE), and/or the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) exams. Contact the Admissions Department with questions on this process, or if you would like to initiate a preliminary assessment of your current or completed coursework.

## Notice Concerning Transferability of Credits & Credentials Earned at Our Institution

The transferability of credits you earn at AIMC Berkeley is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in the Master of Science in Acupuncture and/or Doctor of Acupuncture program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or the degree 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 a transfer after attending AIMC Berkeley to determine if your credits or degree will transfer.

## ADMISSIONS DECISION PROCESS

Once an applicant submits an application and fee, the Admissions Department opens an application file and begins to track the status of official transcripts, letters of recommendation, personal essay, resume or curriculum vitae, and any other required application materials. Once all materials are received and reviewed, an admissions interview is held with the applicant via Zoom.

Following the admissions interview, the applicant's file is assessed by members of the Admissions Committee, which may be comprised of any two members of the committee: The President, the Dean of Students, and the Admissions Director.

## Admissions Outcomes

Upon completion of the Admissions Committee review, notification of a decision will be sent to the applicant. The Committee's decision will be one of the following:

- Accepted
- Accepted provisionally

- Denied

#### Accepted

Accepted students are expected to commence enrollment in the trimester they are admitted. They may enroll in a class without restriction after meeting with an academic advisor. New T1 (first-trimester) students will have their registration forms prepared in advance by the academic advisor. Those students do not need to meet with an advisor in order to register because they will be limited to specific classes in order to meet prerequisites, etc. Transfer students may want to meet with the advisor to ensure their schedule is in line with their transfer evaluation.

Admitted students have the option of deferring entry for up to one calendar year by emailing the Admissions Director of their intentions. Students should be aware that entry may not be available in all trimesters and should work closely with Admissions if they do not start the program as planned.

#### Provisional Acceptance

Provisional acceptance is granted to applicants with some deficiency that must be remedied or a condition to their admission that must be satisfied within a specified timeframe, typically by the Add/Drop date of their first semester. Provisional accepted students who do not meet the stated requirements within the specified deadline will not be permitted to continue in the program.

#### Denied

In such a case where the application is denied, the Committee may set conditions whereby the student may renew their application and be accepted. Denied applicants may reapply to the program after one calendar year.

### New Student Orientation

The mandatory New Student Orientation is designed to make the transition into the program as smooth as possible. Students meet their new classmates, and learn useful information about financial aid, registration, administrative procedures, and academic and clinic policies. New Student Orientation takes place the first Monday of the trimester.

### Housing Information

AIMC Berkeley does not have dormitory facilities under its control; however, our campus is located just a few blocks from University of California, Berkeley, and therefore enjoys proximity to a wealth of readily available off-campus housing and apartment options. As of May 2023, studio and one-bedroom apartments in Berkeley average between \$1,700.00 and \$3,00.00. However, there are shared student housing options that are lower in cost. The complete cost of attendance information (an estimate of the educational expenses for a period of enrollment including tuition, loan fees, books, fees, room/board, transportation, clinic/didactic fees, and miscellaneous fees) and Berkeley rent trend data is available from the Financial Aid department. Please note that AIMC Berkeley bears no responsibility to assist a student in finding housing.

### INTERNATIONAL STUDENTS

AIMC Berkeley is authorized by United States federal law to enroll F-1 non-immigrant alien students. Final authority to grant entry into the United States rests solely with the US Citizenship and Immigration Services (USCIS).

## Entering the US to Attend School

Non-residents planning to study in the US will most frequently request F-1 class student status with the Embassy/Consular Office in their home country. Upon acceptance to AIMC Berkeley, international applicants need to complete the Request for I-20 form from Admissions to begin the process of obtaining student immigrant status.

## Applicants Already Present in the US

### **New Students**

Before enrolling, non-resident aliens already in the US should confirm that their current immigration status permits them to attend school. If it does not, they must change their status before enrolling.

### **Transfer Students**

Students currently present in the US as F-1 class students at another school must contact their current international student officer and arrange to have their SEVIS record released for transfer to AIMC Berkeley. Once the record is transferred, AIMC Berkeley will issue the student a new I20 document.

## Visas

A visa is a document issued by the US Department of State (US DOS) that permits non-US citizens to request entry into the United States.

Students will need to apply for a F-1 Student Visa with the US DOS, typically at a US Embassy or Consulate in their home country. Visas are purpose-specific. This means that if you currently hold a tourist visa to enter the US as a Bclass tourist, you would need to obtain a new visa to enter as an F-1 class student. After completing the International Admissions process, AIMC will issue students a Form I-20 in order for them to begin the Visa application process.

AIMC Berkeley does not provide visa services but will vouch for student status.

## Proof of Financial Support

Federal regulations require incoming students to provide proof of financial support for one academic year prior to the issuance of the paperwork for entry into the United States. Before an I-20 form can be issued by AIMC, international students must submit documentation that demonstrates sufficient financial resources to pay for tuition and living expenses for one academic year (two trimesters) with the Request for I20 form.

All financial proof documentation must be official and issued directly from the student's bank or another suitable financial institution. Captured screenshots, printouts from online banking, or any unofficial documents would not be accepted. It is highly recommended that you request two copies of each of your financial proof documents from the bank(s) because you may also need to show these documents to the U.S. Immigration and Customs Officer at the time of entry into the United States.

The Registrar, who serves as the SEVIS Designated School Official, will send a properly executed I20 document upon receipt of all required information.

## I-901 Fee

A separate fee must be paid in accordance with the published policy of the USCIS.

See [www.fmjfee.com](http://www.fmjfee.com) to pay the I-901 Fee. Payment of this fee is generally required prior to the issuance of a visa by a U.S. State Department office.

## Your Legal Name

It is very important that you list your name consistently on all official documents. It is best to use your name exactly as it appears on your passport when completing paperwork for any government agency or for legal documents, such as a lease or driver's license. Check your passport to ensure it matches the name on your I-20.

The family name is also known in the U.S. as "last name," however, in many cultures, particularly in Asia, the family name is used first. For instance, in the U.S. an example of a common name is *John Doe* or *Jane Doe* (*Doe* is the family name). In Japan, this pair might be known as *Yamada Taro* or *Yamada Hanako* (*Yamada* is the family name).

Of course, in informal settings such as classes, you may use whatever name you prefer.

## Spouses and Dependents

A student's spouse and dependent children are allowed to enter the United States with F-2 status while the student is enrolled as a full-time student. Please notify the school in writing if you will bring dependents into the United States with you. You must complete a supplemental Request for I20 so that each person entering the U.S. may be issued a document.

## Initial Entry

International students should have the following documentation with them at the time of initial entry into the United States:

- Valid Passport
- Valid Visa
- Form I-20
- Acceptance Letter
- Evidence of Financial Support

Students may enter the United States not more than 30 days prior to the start of the school session.

## Entering the U.S. Before Receiving an I-20

If you visit the school and do not have your entry documents, be sure to indicate at the port of entry that you are a potential student. Failure to do so may result in your being admitted under a status that is not eligible for change at a later time.

## Warning on Visa Waivers

If you are admitted to the United States under a visa waiver, you will be required to return to your country of origin within 90 days. No exception is possible.

## Maintaining Your Immigration Status

You are solely responsible for maintaining your immigration status while present in the United States.

United States federal regulations require international students residing in the US as an F-1 class student to remain enrolled full time (minimum 12.0 units per term). It is also the student's responsibility to notify the school within 10 days of any changes in name, address, phone number, as well as enrollment or employment status and school transferring.

International students are allowed to stay in the United States for up to 60 days upon completion of the program. However, should an international student decide to withdraw from the program, the student must leave the country within 15 days from the withdrawal date.

Failure to abide by the requirements of maintaining the F class student status may result in deportation and permanent exclusion from the United States. Contact the Registrar's Office with any questions concerning your status.

Always check in with the Registrar before exiting the United States or changing enrollment status.

### Extension of Stay

Students are admitted to the United States for a specific period known as the duration of status or D/S. If a student encounters difficulties which prevent timely completion, contact the Registrar prior to the expiration of the current D/S and request an extension of stay. It is extremely important to request the extension before the D/S date has passed.

### Leave of Absence

International students are not allowed to take leave of absence during their first academic year except under a very unusual circumstance. However, you may take a leave of absence after your first academic year (two trimesters). You must notify the school and complete all necessary paperwork and documents with the Registrar.

### Employment for International Students

It is important to remember that you must obtain authorization in order to work in the U.S. Working without authorization is a serious violation of your immigration status and may result in deportation. It is not possible to earn money to pay for school while in the United States on a student visa.

Employment opportunities for students present as F-class students are extremely limited. If authorized, International students may not work more than 20 hours per week while classes are in session. Prior to graduation, students must obtain approval for Optional Practical Training (OPT).

Work authorization is not possible under any circumstances for dependents present in F-2 status.

### **Post-Completion Optional Practical Training (OPT)**

Upon completion of the program at AIMC Berkeley, international students may apply for Post-Completion Optional Practical Training in order to gain work experience directly related to their program of study. Post-Completion OPT allows international students to remain and work in the United States after finishing their program of study for an authorized period of up to 12 months.

To request Post-Completion OPT, see the Registrar to begin the process. Your SEVIS record will be updated and a new I-20 with your eligibility for Post-Completion OPT noted will be issued to you.

You will submit a copy of this document along with the USCIS Form I-765 Application for Employment Authorization and other required documents to the U.S. Citizenship and Immigration Services. You may begin the process up to 90 days prior to your last day of class, and you must apply before the last day of class. Your eligibility to apply for Post-Completion OPT ends on the last day of your enrollment. For more details, please visit the website [www.uscis.gov](http://www.uscis.gov) under Immigration Forms.

Post-Completion OPT is granted by USCIS at their sole discretion after adjudication of the submitted documentation. Apart from certifying your eligibility, the school has no role in the process and cannot challenge the decision made by USCIS.

For any OPT requests, concerns, or inquiries, please contact the Registrar for more details.

## **TUITION & FEES**

### **TUITION FOR MSTAM**

Didactic/Clinic Unit: \$370.00

Estimated tuition cost based for MSTAM program = \$63,825

(139.5 didactic units + 33 clinic units)

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: \$72,380

This estimate includes total estimated tuition costs, required fees, required equipment and supplies, and recommended books for completing the program in the minimum time allowed (3 years) for all didactic and clinical hours held at Acupuncture & Integrative Medicine College, Berkeley, located at 2550 Shattuck Avenue; Berkeley, CA; 94704-2724.

ESTIMATED TOTAL CHARGES FOR A PERIOD OF ATTENDANCE (EQUAL TO ONE TERM IF THE PROGRAM IS COMPLETED IN 10 TERMS): \$7,238

TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$195

Registration Fee (non-refundable): \$35.00

STRF Fee (one time, non-refundable): \$160.00

### **TUITION FOR DOCTORATE COMPLETION TRACK**

Didactic/Clinic Unit: \$520.00

Estimated tuition cost based for Completion Track program = \$8,320

(11.5 didactic units + 4.5 clinic units)

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: \$10,175

This estimate includes total estimated tuition costs, required fees, required equipment and supplies, and recommended books for completing the program in the minimum time allowed (8 months) for all didactic and clinical hours held at Acupuncture & Integrative Medicine College, Berkeley, located at 2550 Shattuck Avenue; Berkeley, CA; 94704-2724.

ESTIMATED TOTAL CHARGES FOR A PERIOD OF ATTENDANCE (EQUAL TO ONE TERM IF THE PROGRAM IS COMPLETED IN 2 TERMS): \$5087.50

TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$52.50

Registration Fee (non-refundable): \$35.00

STRF Fee (one time, non-refundable): \$22.50

### **TUITION FOR DAIM**

Didactic/Clinic Unit: \$370.00

Estimated tuition cost based for DAIM program = \$69,930



(151 didactic units + 37.5 clinic units)

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: \$79,530

This estimate includes total estimated tuition costs, required fees, required equipment and supplies, and recommended books for completing the program in the minimum time allowed (4 years) for all didactic and clinical hours held at Acupuncture & Integrative Medicine College, Berkeley, located at 2550 Shattuck Avenue; Berkeley, CA; 94704-2724.

ESTIMATED TOTAL CHARGES FOR A PERIOD OF ATTENDANCE (EQUAL TO ONE TERM IF THE PROGRAM IS COMPLETED IN 12 TERMS): \$7,953

TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$210.00

Registration Fee (non-refundable): \$35.00

STRF Fee (one time, non-refundable): \$175.00

## FEES

### Admissions Fees

Application Fee (non-refundable): \$100.00

AOM Transfer Evaluation Fee (non-refundable): \$100.00

Basic Science Prerequisite Course Transfer: No Charge

Student Tuition Recovery Fund (STRF) Fee: \$160.00/\$17.50/\$22.50/\$175.00

(Based on total institutional charges; non-refundable. Subject to change by action of the California State Legislature or the Board of Private Postsecondary Education)

### Registration Fees

Registration Fee (non-refundable): \$35.00 per term

Tuition Financing Fee: \$25.00 per occurrence

Technology Fee \$50.00 per term

### Level I and Level II Supervision Fees

Level I and Level II Clinic (CP 111 and CP 211): \$285.00 per section

### Optional Fees

Optional fees are billed to student accounts at the time of registration. See the Admin Support Specialist for a waiver form to have the fee reversed.

Student Activities Fee: \$5.00 per term

### Late Fees

Late Tuition Fee: \$100.00 per occurrence

Late Registration Fee: \$100.00  
(after the close of the Registration period)  
Late Add Fee: \$100.00 after the end of 2<sup>nd</sup> week

### Student Supplies Fees (Estimates Only)

Technology Fee: \$50  
OH 099 Supplies Fee: \$30  
IM 120 Supplies/Lab Fee: \$200.00  
Clinic Malpractice Insurance: \$75.00 per clinic term  
EL 101 Ear Model Fee: \$40.00  
Intern Business Cards: \$40.00  
Graduation Processing Fee: \$250.00 (first degree); \$150 (second degree)  
Textbooks for MSTAM (approximate): \$1500.00–\$4500.00  
Textbooks for Doctorate Completion Track (approx.): \$400.00  
Equipment & Uniforms: \$250.00–\$700.00  
In-resident Housing Fee: N/A  
Student ID Badge: No Charge  
Replacement Student ID Badge: \$10.00  
Student Catalog & Handbook: No Charge  
Tutoring Fee: No Charge

### Examination Fees

Comprehensive Exam (x2): \$100.00 per occurrence

### Miscellaneous Fees

Transcript Fee: \$25.00 per transcript  
CNT Certificate Reissuance: \$10.00  
Diploma Reissuance: \$90.00  
(Rush Service Charge) \$35.00  
Grad Degree Audit Rush Fee: \$200.00  
Returned Check Fee: \$35.00 per occurrence  
Audit Unit (didactic only): \$175.00  
Drop Fee (Late-start-classes): \$25.00  
Thesis Support Fee (IM450 & IM 550): \$250.00 per course

### Additional Expenses

When preparing a budget, students should consider the cost of textbooks (estimated at \$1,500.00–\$2000.00 for the program), clinic intern equipment (estimated at \$500.00–\$1000.00 for the

program), optional herb samples (\$125.00–\$200.00 per sample box), housing, transportation, and miscellaneous expenses.

### Total Amount Calculation

THE TOTAL AMOUNT FOR ALL TUITION, FEES, CHARGES, AND SERVICES THE FULL-TIME STUDENT IS OBLIGED TO PAY FOR EDUCATIONAL SERVICES IS BASED UPON THE CURRENT TUITION AND FEE SCHEDULES AND EXCLUSIVE OF BOOKS, PHYSICAL AND DIAGNOSTIC SUPPLIES, AND ANY OPTIONAL FEES.

### Tuition Payment Policy

Tuition for each trimester is due and payable prior to the first day of that trimester. Failure to make payment by this date will result in the assessment of a \$100.00 late fee. If your payment is not finalized by the Add/Drop date, you will be automatically dropped from all your enrolled classes. The only exception to this policy is for students who have applied for Federal Financial Aid before the first day of classes.

### Student Tuition Recovery

The state of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education. Per 5, CCR §76215(a) (b), California law requires that, upon enrollment, a fee be assessed relative to the cost of tuition. This fee supports the Student Tuition Recovery Fund (STRF). Institutional participation is mandatory.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license, fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition costs.
4. There was a material failure to comply with the Act of Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for an act of violence

You must pay the state-imposed assessment for the Student Tuition Recovery Fee (STRF) if all of the following applies to you:

- A. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and

- B. Your total charges are not paid by any third-party payer such as an employer government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:
1. You are not a California resident, or are not enrolled in a residence program, or
  2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate third party agreement.

When a school closure occurs, students may file within sixty days a claim for reimbursement from STRF for prepaid but unused tuition. Students should keep a copy of their enrollment agreements, tuition receipts, or other financial documents that can be used to support a claim for reimbursement.

For claim instructions or further information, contact the Bureau for Private Postsecondary Education; 1747 North Market Blvd. Suite 225, Sacramento CA, 95834; Phone: 916-574-8900; Email: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov). No claim can be paid to any student without a social security number or a taxpayer identification number.

## FINANCIAL AID

AIMC Berkeley is authorized to award Title IV student financial aid to all eligible students\*. The primary source of funding is the Federal Direct Loan Program, available at a fixed interest rate. Direct loans have a 6-month grace period from the point the borrower ceases at least half time enrollment. Detailed financial aid information on the various federal financial programs is available from the US Department of Education's website at [studentaid.gov](http://studentaid.gov). This site provides free information on preparing for and funding education beyond high school.

### TYPES AND SOURCES OF AID

#### Direct Loans (Title IV)

##### **Direct Unsubsidized Loan**

Students who are admitted to AIMC Berkeley as graduate students (i.e., have a bachelor's degree, the equivalent of three years of undergraduate study, or 90.0 semester units) are eligible to borrow graduate-level Direct Loans. For two trimesters a student may borrow a total of \$20,500.00 from the Direct Loan Unsubsidized programs. The maximum graduate aggregate limit for federal loan is \$138,500 (*this may include the total amount that students may have borrowed from any previous institutions.*)

Direct Unsubsidized Loan interest does not have a grace period and accrues from the time the loan is disbursed. For more information on the Unsubsidized Loan such as interest rate, loan fee, amount, and repayment, etc., please visit Direct Unsubsidized Loans at

<https://studentaid.gov/understandaid/types/loans/subsidized-unsubsidized>

The Federal Budget Control Act of 2011

The subsidy component in the Federal Subsidized Stafford/Direct loan is eliminated for graduate students for loans first disbursed on or after July 1, 2012. Any Federal Subsidized Stafford/Direct Loans first disbursed prior to July 1, 2012 will retain their interest subsidy. This Act applies only to new graduate loans issued on or after July 1, 2012 (i.e., loan periods starting Fall 2012 or later).

The Budget Control Act also removes the authority of the Department of Education to offer any repayment incentives to Direct Loan borrowers to encourage on-time repayment of loans, including any reduction in the interest rate or origination fee, effective for loans first disbursed on or after July 1, 2012.

#### Direct Graduate PLUS Loan

Students who require additional assistance may consider the federal credit-based Graduate PLUS Loan. For more information on the Direct Graduate PLUS Loan such as the current interest rate, loan fee, amount and repayment, etc., please visit Direct Grad PLUS Loans at

<https://studentaid.gov/understand-aid/types/loans/plus/grad>

Please contact the Financial Aid Office at [faofficer@aimc.edu](mailto:faofficer@aimc.edu) for assistance on federal financial aid.

## Work-Study

Federal work-study is based on financial need as determined by the Free Application for Federal Student Aid (FAFSA). Work-study positions include on-campus clinic reception assistants, admissions and student services representatives, administrative assistants, library assistants, herb room assistants, classroom assistants, and peer tutors. As available, AIMC Berkeley also offers limited institutional work-study that is not based on financial need. Both federal and institutional work-study students must be enrolled at least half-time at AIMC Berkeley and be able provide proof of employment eligibility in the US, as stipulated by the USCIS. Work-study students are paid hourly rates based on the type of work performed and may work up to 20 hours per week.

Contact [grow@aimc.edu](mailto:grow@aimc.edu) for job openings and more information on federal work-study.

## APPLYING FOR FINANCIAL AID

1. Visit AIMC Berkeley Financial Aid – [www.aimc.edu/financial-aid](http://www.aimc.edu/financial-aid) and use the Financial Aid checklist to complete required documentation.
2. Visit Federal Financial Aid - <https://studentaid.gov/> to submit your Free Application for Federal Student Aid (FAFSA). The federal code for AIMC Berkeley is 033274.
3. Complete Entrance Counseling, Master Promissory Note (MPN) for Graduate/Professional Students, and Annual Student Loan Acknowledgment at <https://studentaid.gov/>
4. Complete the AIMC Application for Financial Aid Form and AIMC Direct Loan Request Form found at <https://aimc.edu/financial-aid>.
5. Once all paperwork has been received the student is at minimum conditionally accepted and federal loans will be originated.
6. Disbursements are usually made around the fourth week of each trimester after the Add/Drop period. Students will be notified when the funds are available. Please remember to budget your monies accordingly.
7. Financial aid applications must be completed in a timely manner, at least one month prior to the start of a term if the financial aid is needed to pay tuition. The fee for late tuition payment is \$100.00.

## Professional Judgment/Special Circumstances

If a student has special circumstances or a change in circumstances not already reflected on the FAFSA (loss of employment or untaxed income, retirement, etc.) a request can be made to review the changed circumstances by submitting a Policy Appeals Form defining the situation and providing actual figures. A student may also request to have the Cost of Attendance adjusted due to such circumstances as medical, dental, or nursing home expenses not covered by insurance, unusually high child care costs, etc. The appropriate documentation of the unusual circumstances and/or expenses must be attached to the Policy Appeals Form and submitted to the Financial Aid Office for review before final submission to the Appeals Committee. The student will be notified in writing of the committee's decision.

## ACADEMIC YEAR

An academic year for financial aid purposes is two trimesters. Annual loans are disbursed in each equal payment per academic year, i.e., two trimesters. For example, a student who begins AIMC Berkeley in the Fall trimester receives eligibility for annual loan maximums for the first and second trimesters, (first academic year). Eligibility is renewed for the third and fourth trimesters, (second academic year.) Students may potentially borrow for five two-trimester academic years while completing the program (on the 10 trimester schedule), or longer, depending on available aid.

## RIGHTS AND RESPONSIBILITIES OF FINANCIAL AID RECIPIENTS

The rights and responsibilities of students receiving aid are provided in detail in the USDE Student Guide.

### Mandatory Entrance and Exit Counseling

Prior to receiving a first loan disbursement at AIMC Berkeley, all recipients are required to complete the Loan Entrance Counseling, Master Promissory Note (MPN), and Annual Student Loan Acknowledgment at <https://studentaid.gov/>. The Entrance Counseling provides information required by federal regulation for all Federal Stafford Loan borrowers.

All student federal loan borrowers who are leaving school, graduating, or dropping below half-time (6 units) enrollment are required to complete Exit Counseling at <https://studentaid.gov/>.

### Maintaining Satisfactory Academic Progress (SAP)

Students receiving federal financial aid are required to maintain satisfactory academic standing in order to maintain their eligibility to receive aid.

- Students must maintain a cumulative grade point average (GPA) of 2.5 or higher.
- Minimum requirement of part-time status with 6.0 or more credits does not change.
- There is not a set amount of credits required per term or loan period beyond maintaining a part-time status of 6.0 or more credits.

The Exceptions:

- If a student is utilizing the federal graduate PLUS loan in addition to the unsubsidized loan programs the amount he/she is eligible to borrow would vary between a part-time student and a full-time student.
- Academic/College Policy: the College does require that students finish the program within the maximum program length for their degree program.
- Students may contact the financial aid office for their specific situations as needed or if he/she has concerns about their current or future eligibility for federal funding.

### Financial Aid Appeal Procedures

If a student is found to be ineligible for federal financial aid due to unsatisfactory academic progress, the student may appeal this decision to the school's Financial Aid Officer. This should be done in writing, stating the reasons why the minimum requirements were not met and why financial aid should not be

terminated. The Financial Aid Officer will review the appeal with the Appeals Committee and determine whether suspending financial aid is justified. The student will be advised in writing of the decision.

Please refer to the Academic Policies & Procedures section regarding the Federal Financial Aid and Satisfactory Academic Progress Policies.

## **RETURN OF TITLE IV FUNDS (R2T4)**

If a federal financial aid recipient withdraws from all classes before completing 60% of the payment period (or period of enrollment), AIMC Berkeley will calculate the amount of Title IV aid the student did not earn which needs to be returned to the Department of Education. The amount of unearned aid equals the difference between Title IV aid that was disbursed or could have been disbursed for the payment period and the amount of Title IV aid that was earned.

Examples of the treatment of Title IV funds when a student withdraws are available from the Financial Aid Office. See the Refund section of this catalog for an example.

## **STUDENT LOAN REPAYMENT**

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

### **Repayment Options**

A loan servicer is a company to handle the billing and other services on your federal student loan on our behalf, at no cost to you. Your loan servicer will work with you on repayment options (such as income-driven repayment plans and loan consolidation) and will assist you with other tasks related to your federal student loans. You will be assigned a loan service after your loan amount is first disbursed (paid out). Your loan servicer will contact you after that. For more information on federal student loan repayment, please visit Manager Loans at <https://studentaid.gov/h/manage-loans>.



## CANCELLATION RIGHTS

Upon initial enrollment at AIMC Berkeley, students are required to sign an Enrollment Agreement. A student has the right to cancel the enrollment agreement at any time, and to obtain a refund as described below.

The California Bureau of Private Postsecondary Education requires that a refund of all charges paid be refunded in full through attendance at the first class session, or the seventh day after enrollment, whichever is later. AIMC Berkeley's refund policy is more generous than the BPPE requires.

## CANCELING ENROLLMENT

Canceling enrollment (withdrawing) means that all services offered by the school are terminated. No fee is charged for the processing of a request to cancel enrollment.

To cancel enrollment, students must notify the Registrar by filling out the Withdrawal Request Form. Students may not withdraw by notifying any other school office, faculty member, advisor, Dean, or member of the clinic staff. Cancellation becomes effective on the date that notice is given to the Registrar or on the date specified by the student on the Petition for Withdrawal (send from the registrar office via DocuSign).

Written notification on the Petition for Withdrawal is preferred. A simple statement to the effect "I am withdrawing from AIMC effective on [date]" emailed to [registrar@aimc.edu](mailto:registrar@aimc.edu) is also sufficient.

It is highly recommended that you contact your academic advisor prior to submitting your withdrawal notice.

## Canceling Enrollment and Academic Record

If a student withdraws from AIMC Berkeley before the end of the second week of classes, the non-completed classes from the current term will not appear on the student's transcript. If a student withdraws from AIMC Berkeley after the second week of classes, a grade of "W" will appear on their transcript for all non-completed classes. If the student has already received one or more final grades for courses in the current term (e.g., short term courses), these final grades will appear on the student's transcript.

For students in the Doctoral Completion Track program, the deadline to withdraw with a full refund and no record is seven days from the first class meeting of the first weekend session. After the deadline, a grade of "W" will appear on their transcript for all non-completed classes.

Students who submit a Petition for Withdrawal at any point during the term have the option to complete courses in which they are currently enrolled. Their withdrawal date will be recorded as the last day of the term in which they complete course work.

## PETITION FOR WITHDRAWAL

The Petition for Withdrawal is used to request either permanent or temporary withdrawal from enrollment at AIMC Berkeley and is the preferred method for students to cancel their enrollment. It is available on campus or by emailing the Registrar. The Petition may be hand delivered, emailed, or mailed to the attention of the Registrar at 2550 Shattuck Avenue, Berkeley, CA 94704-2724.

## Permanent Withdrawal

Students not planning to return to the AIMC Berkeley degree program which they are enrolled in should check the “Permanent” withdrawal box under Type of Withdrawal on the Petition. If submitted before the end of the term, students should indicate if they will or will not complete their current classes.

Students who do not enroll for class and do not file a Petition for Withdrawal by the conclusion of the term’s add period are treated as a Permanent Withdrawal.

Former students who wish to return after requesting permanent withdrawal must complete the admissions process again. Readmission is not guaranteed. Students accepted for readmission after submission of a request for permanent withdrawal are subject to the catalog curriculum and tuition rate in place at the time of their readmission, not the period of initial enrollment. A new enrollment agreement must be signed. The maximum time limit for graduation will be calculated from the initial enrollment.

## Temporary Withdrawal

Students may request a temporary withdrawal of up to one calendar year (3 trimesters). This is distinct from a Leave of Absence, which is limited to a maximum of 35 consecutive days (see below).

Students who withdraw temporarily should specify their intended term of return. Temporary withdrawal may be extended up to one calendar year (3 trimesters) from the last term in which the student completed at least one course.

Students returning after a temporary withdrawal will matriculate under the curriculum of the catalog they were enrolled under at the time they requested temporary withdrawal. Students who withdraw temporarily are still subject to the maximum time limit for graduation on degree completion.

## Automatic Withdrawal Due To Lack of Attendance

The Department of Education requires that any student absent from all scheduled classes or clinic shifts for 14 or more consecutive calendar days, who has not filed for a Temporary Leave of Absence, will be automatically withdrawn from their program. The US Department of Education must be notified of the withdrawal and any unearned loan funds must be returned to the Department of Education. Return of Funds is calculated based on the student’s last date of attendance.

## PETITION FOR TEMPORARY LEAVE OF ABSENCE (14–35 CONSECUTIVE DAYS)

In order to accommodate students in emergency situations, AIMC Berkeley provides a Temporary Leave of Absence for students who will need to be absent for 14–35 consecutive days due to serious illness or other compelling circumstances beyond the student’s control.

Students who know in advance that they will be absent for 14–35 consecutive days must submit this form, along with supporting documentation, to the Registrar. In the event of an unforeseen illness or emergency, students must contact the Registrar as soon as possible, and will need to complete this form and submit documentation as soon as possible, but no later than the 35th calendar day of absence.

All temporary leaves of absence are subject to review by the Academic Standards Committee. Decisions regarding the approval of a Temporary Leave of Absence will be communicated to the student within 10

business days of receipt of the form by the Registrar. As with all AIMC Berkeley policies, days when classes are not in session are not counted in the 10-day timeline.

### **Crisis Leave**

Students need to cease attendance due to an immediate, urgent personal crisis such as a family emergency or a serious health issue should contact the Registrar at the earliest opportunity to request temporary leave.

## **ADMINISTRATIVE WITHDRAWAL**

Administrative withdrawal is initiated by the College and will fall under one of the following headings:

### **Withdrawal for Non-Payment**

Payment is due at the start of each enrollment period. Students who fail to make payment as described on the registration form filed each trimester may be withdrawn from school at the discretion of the President. Academic records will be held until any outstanding balance is settled.

### **Academic Withdraw**

Students on Academic Probation who are unable to meet the terms of their action plan may be withdrawn from school by action of the Academic Standards Committee.

### **Dismissal**

Students may be disciplined as described under Acts Subject to Discipline in this catalog. In cases where the action results in dismissal from the program, the refund will be calculated from the effective date of the dismissal or an earlier date if such action is determined to be appropriate by the Disciplinary Review Panel or the President.

### **Returning After Administrative Withdrawal**

Students who are involuntarily withdrawn for any reason may not return until the issues surrounding their departure have been resolved. To resume study, a student must petition for permission to reapply to their program of study. A petition for permission to reapply should be sent to the Registrar. If permission is granted, the applicant must reapply as described in the Admissions section of this catalog.

## **REFUND POLICY**

**For standard 15-week courses:**

- AIMC Berkeley will give a full tuition refund for students who withdraw during the first two weeks of the trimester.
- After the second week of the trimester, the institution shall provide a pro rata tuition refund to students who have completed 60% or less of the period of attendance. Please see the Prorated Tuition Schedule listed below\*
- If a student withdraws after week nine of the trimester, no refund will be provided.

**For classes less than 15 weeks, beginning after the first week of the trimester:**

- AIMC Berkeley will give a full tuition refund for students who withdraw during the first two weeks of the trimester.
- After the second week of the trimester, a \$25 drop fee will be imposed. The institution shall provide a tuition refund minus a \$25 *drop fee*.

#### \*15 Week Trimester Prorated Tuition Refund

AIMC Berkeley is on a trimester system, with each trimester running for 15 weeks. The prorated refund will be as follows for *standard 15-week courses*:

<b>15 Week Trimester</b>	<b>Prorated Tuition Refund</b>
Week 1	100%
Week 2	100%
Week 3	80%
Week 4	73%
Week 5	66%
Week 6	60%
Week 7	53%
Week 8	46%
Week 9	40%
Week 10-15	No tuition refund

This chart assumes that the student submits the withdrawal paperwork after the class has met for the week. In cases where the withdrawal is submitted prior to the class meeting, the prior week's percentage would apply. In the case of complete withdrawal from school, the final refund will be based on classes that have not occurred at the time the withdrawal is submitted.

### Doctoral Completion Track, Terms 11 & 12

AIMC Berkeley will give a full tuition refund for students who withdraw seven days from the first class meeting of the first weekend session. After the first weekend session, the institution shall provide a 60% refund for tuition paid for students who withdraw seven days from the first class meeting of the second weekend session. After the second weekend session, no refund will be provided.

The Doctoral Completion Track courses meets for four weekend sessions during the trimester, with each trimester running for 15 weeks. The professional doctorate courses are based on a cohort model. All students start on the same date and take the same courses until completion of the program. Individual courses cannot be dropped.

<b>15 Week Trimester</b>	<b>Prorated Tuition Refund</b>
7 days from the first class meeting of the first weekend session	100%
7 days from the first class meeting of the second weekend session	60%
8 days after the first class meeting of the second weekend session	No tuition refund

### Classes That Meet for Less Than 15 Weeks

Refunds for courses of less than 15 weeks are calculated on the basis of the same percentages (e.g., full refund prior to the start of class and until 13% of the class meetings are complete; prorated refund until

60% of the class is complete). Classes that meet once or over a single weekend must be dropped prior to the start of the course to be eligible for refund.

### Students Receiving Financial Aid

*For students who receive financial aid, there may be financial aid repayment implications to canceling enrollment; therefore, students who intend to withdraw from the program should contact the Financial Aid Office*

*—Federal Student Aid Handbook, 34 CFR668.22 (b) (1).*

### **Important Information about Tuition Refunds for Students Receiving Federal Title IV Financial Aid (Stafford Loans)**

Under Department of Education rules, when aid is disbursed at the start of the term, students are considered to be “earning” aid as they continue enrollment through the term. If a student withdraws before 60% of the term is complete, the “unearned” funds for the entire disbursement must be returned to the lender.

The calculation for Return of Funds required under Title IV is completely independent of the AIMC Berkeley tuition refund policy. If a student withdraws and is entitled to a tuition refund, under Department of Education rules the AIMC Berkeley refund must be applied to the unearned funds that the school must return to the Department of Education.

Students who receive Title IV aid should be aware that withdrawal before 60% of the term is complete means that AIMC is obligated to return the full amount of the “unearned” aid to the Department of Education. Any unearned aid distributed to the student must be immediately returned to AIMC. This means that it is possible to withdraw, receive a refund, and still have a balance due after the return of funds to the lender has been calculated.

#### *Federal Return of Funds Example*

The following is a general example. A specific calculation must be done based upon the financial aid award, tuition charges, and the date the withdrawal process is initiated.

The example chart listed assumes a financial aid disbursement of \$11,000 and tuition charges of \$4,000 in a term of 105 calendar days. The amount to be returned assumes the student received a refund check of \$7,000. Determination of the amount of aid earned is based on the number of days completed divided by the number of days in the term.

The federal calculation is performed as follows:

1. Determine the aid earned based on date of withdrawal.
2. Subtract this amount from the funds disbursed to determine the amount that must be returned.
3. Calculate the AIMC Berkeley tuition refund.
4. Apply the refund to the amount to be returned to determine how much the student needs to return to AIMC.

<b>Day student dropped below half-time</b>	<b>Aid Earned</b>	<b>College must return to lender</b>	<b>AIMC Tuition Refund</b>	<b>Amount that must be returned to AIMC</b>
10 (Week 2)	9%   \$1,100.00	\$9,900.00	100%   \$4,000.00	\$5,900.00
19 (Week 3)	18%   \$1,900.00	\$9,100.00	80%   \$3,200.00	\$5,900.00
32 (Week 5)	30.5%   \$3,050.00	\$7,950.00	66%   \$2,400.00	\$5,550.00
47 (Week 7)	44.7%   \$4,917.00	\$6,083.00	53%   \$2,120.00	\$3,963.00
62 (Week 9)	59%   \$6,490.00	\$4,510.00	40%   \$1,600.00	\$2,910.00
63 (Week 9)	100%   \$11,000.00	\$0.00	40%   \$1,600.00	\$0.00

At the end of Week 9, the term is 60% complete. No refund is available for withdrawal after week 9 and all federal financial aid is considered fully earned after the 62nd day of a 105 day term.

Students who withdraw on or after the 63rd day of the term (the end of Week 9) are not required to return Title IV federal financial aid to AIMC Berkeley.

Please contact the Financial Aid office if you have any questions about the required return of financial aid funds.

## STUDENT SERVICES

The AIMC Berkeley Student Services department provides a broad range of services to assist students in achieving their academic and career goals. In addition to providing ongoing support through completion of their program and working to ensure success after graduation, the Student Services department supports student groups and organizations and accommodates veterans and students with disabilities. Please refer to the Students page at [students.aimc.edu](http://students.aimc.edu) for information and details on the services outlined below.

- **Academic Advising:** The advisor-advisee relationship is an important academic touchstone intended to improve the student didactic and clinical experience. AIMC Berkeley advisors provide students with information about degree progression and requirements, aid in understanding academic policies and procedures, and help access campus resources. First year students are encouraged to meet with their advisors once per term, prior to registration. Although advising is optional beyond the 1<sup>st</sup> year, students are welcome to schedule advising appointments if they have questions or would like additional guidance. In the final term before graduation, 4<sup>th</sup> year students should meet with their academic advisor to complete their graduation audit.
- **Campus Safety & Security:** AIMC Berkeley strives to create and maintain a safe campus environment. Reporting information required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) can be found on the school's website, [www.aimc.edu](http://www.aimc.edu). AIMC resources, policies and procedures regarding the Campus SaVE Act can also be found on the school's website. The Campus SaVE Act refers to the Violence Against Women Act (VAWA) amendments to the Jeanne Clery Act, which requires colleges to provide training and information about reporting, prevention, and services around rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking.
- **Community Resources & Referrals:** A list of supportive networks, resources, and opportunities to help students gain access, information, and support can be found on the Student Services page of the AIMC website.
- **Financial Aid:** In addition to assisting students in applying for aid from federal and state governments, The Financial Aid office provides money management and sensible borrowing guidance and works to place eligible and qualified students in work-study positions.
- **Health Care Support Plan:** An ever-expanding array of AIMC Berkeley Student Health Care Support Plan services and discounts—including reduced-priced rates for same-day booking on acupuncture treatments and Shiatsu massages, discounted Qigong exercise classes, and more—are available to current student, faculty, and staff.
- **Herb Garden:** A student-maintained herb garden is located in front of the AIMC Berkeley building on Shattuck Avenue. The herb garden provides valuable hands-on experience to students learning to identify and formulate East Asian herbs.
- **Herbal Dispensary:** AIMC Berkeley's professionally managed herbal dispensary stocks raw herbs, granular herbs and formulas, pills and tablets, moxa, and topical ointments. Students enjoy a 30% discount on all herbal items sold in the dispensary.

- **Job Placement:** The college provides support in this arena through a [classifieds page](#) and a [Practitioner Directory](#) on our website. The Classified page lists current job opportunities, practices for sale, and rentals for treatment space. The Practitioner Directory lists where AIMC alumni are currently practicing.
- **Library & Learning Resource Center:** See Library and Learning Resources.
- **Registrar:** The Registrar's office maintains official records, processes registration and Add/Drop forms, and assists students with transcripts.
- **Student Council:** Student Council is the student organization representing students at AIMC Berkeley. All matriculated students are invited to participate in the council, and council activities are open to all students. Representatives meet every month internally, and host school-wide meetings every month as well. Additional Information about the Student Council can be found on the Student Services page of the AIMC website.
- **Student Activities:** There are a number of opportunities for students to interact outside of the classroom, including *Campus Clubs* such as our Rainbow Alliance, Gardening Club, and Climate Club; *Lunch & Learn Events* which are free informational presentations open to all AIMC community members; *Supplemental Workshops* on topics such as multicultural awareness, and *Student Council events* such craft fairs, formula tea tastings, and end-of term social gatherings.
- **Study Abroad:** AIMC Berkeley maintains sister school relationships with teaching colleges and universities in both China (Tianjin University of Traditional Chinese Medicine) and Japan (Goto College of Medical Arts and Sciences and Shikoku Medical College). An opportunity to travel to one of the sister schools is offered every year in April. Students receive clinical training experiences with master practitioners and enjoy one-of-a-kind sightseeing, shopping, and tasting experiences. Financial Aid is available to offset travel costs.
- **Scholarships:** Scholarship opportunities for students of acupuncture and East Asian medicine become available on an ongoing basis throughout the year. Scholarship opportunities can be found on the Financial Aid page of the AIMC website.
- **Students with Disabilities:** In accordance with the Americans with Disabilities Act (ADA), reasonable and appropriate accommodations are extended to eligible students in an effort to create an equal opportunity to participate in AIMC Berkeley's educational programs. Students requesting accommodations are required to submit proper documentation from an appropriate, licensed professional or provide education information such as an Individual Education Plan (IEP) or 504 Plan. The information should include the diagnosed condition, the treatment being provided (if any) and any recommended accommodations. The student must also meet with the Dean of Students to discuss and complete a Disability Agreement. Reasonable accommodations are arranged on a go-forward basis once all documentation and paperwork have been submitted. Accommodations are not retroactive and cannot be applied to past exams, projects, or assignments.
- **Tutoring Program:** AIMC offers a variety of tutoring services to students in need of additional academic help. *Group* tutoring sessions are frequently offered on campus, and are open to all students at no cost, unless otherwise stated. Students wishing to receive *individual* tutoring funded by the school must be deemed eligible to receive this free service. A student is considered eligible if any of the following apply:



- Student's cumulative GPA, or most recent term GPA, is 2.8 or below
- Student is registered as having a disability in which tutoring is an appropriate accommodation
- Student's Instructor or Academic Advisor has recommended tutoring
- Student has failed a course and seeks help with that particular course
- Other extenuating circumstances

If a student wishes to request individual tutoring, he or she should contact the Dean of Students, who will confirm eligibility. Students who are not eligible for free tutoring services are welcome to hire any of the school's individual tutors and pay for the assistance out-of-pocket. In such cases, the tutor will determine his/her rate and the student will pay the tutor directly. AIMC is not involved in tutor-for-hire agreements and cannot intercede in such matters.

- **Veterans Services:** AIMC Berkeley is approved for the training of veterans and eligible persons under the provisions of Title 38, United States Code. Services include VA Rehabilitative and Employment Program, Military Tuition Assistance, and educational benefits covered under the Post 911 GI Bill.
- **Wireless Computer Network:** Free wireless data network services are available to all AIMC Berkeley students, faculty, and staff.

## ALUMNI

- **AIMC Berkeley Alumni Support Services:** Services include a professional online directory, discounted continuing education classes and opportunities to earn free Continuing Education units. Additional services are currently in development.

## **FACILITY**

The facility at AIMC Berkeley was carefully designed to meet the specific needs of both a didactic and a clinical education. The 14,000 square-foot floor plan houses spacious classrooms, clinical facilities, administrative offices, a learning resource center, both student and faculty lounge areas, and parking for faculty, staff and clinic patients.

The AIMC Berkeley Acupuncture & Integrative Medicine Clinic is modern and spacious, boasting a newly renovated and fully stocked Herbal Dispensary, a large clinic consultation area, and thirteen comfortable and professional treatment rooms. Classrooms are fully equipped with teaching aids, including white boards, charts and diagrams, overhead projectors and screens, anatomical and other teaching models, LCD projectors, and additional audiovisual equipment. All of the classrooms contain desks and tables, chairs, and treatment tables for demonstration.

Student supplies include acupuncture needles and related patient treatment items, herb sample kits, Western physical examination supplies, and miscellaneous items.

## **ACUPUNCTURE & INTEGRATIVE MEDICINE CLINIC**

The AIMC Berkeley Acupuncture & Integrative Medicine Clinic offers a variety of affordable acupuncture treatments and East Asian Medical care to the public. The most economical options feature treatments performed by student interns under the direct supervision of experienced professional practitioners. AIMC Berkeley's capable interns treat a variety of conditions using private and community acupuncture, acupuncture in an observation setting, ear acupuncture, moxibustion, massage, gua sha, and Medical Qigong, which is a light-touch bodywork and series of postures, exercises, breathing techniques, and meditations designed to improve and enhance the body's natural energy. The duration and cost of each treatment varies from one to two hours, and from \$5.00 to \$40.00.

In addition to the care provided by student interns, the AIMC Berkeley Acupuncture & Integrative Medicine Clinic also offers office visits with experienced, licensed acupuncturists whose specialties include orthopedics, osteo-arthritis, fertility, OB/GYN, pediatrics, facial rejuvenation, sports injuries, smoking cessation, stress reduction, and much more. Professional practitioners customize each treatment with a personalized intake, evaluation, and the most appropriate healing modalities to address individual health concerns. The AIMC Berkeley Acupuncture & Integrative Medicine Clinic is conveniently located near downtown Berkeley and is accessible by way of mass transit. For more information, please visit [www.aimc.edu](http://www.aimc.edu) or contact the Acupuncture & Integrative Medicine Clinic by phone at 510-666-8234.

## **FACILITY ACCESS**

AIMC Berkeley is located at 2550 Shattuck Ave, Berkeley, CA 94704. Patient parking is available in the back parking lot on a first-come first-served basis. There is metered parking in front of the building. The general public can access the facility only when an appointment is made with the AIMC Berkeley Clinic or an AIMC Berkeley staff member. During operational hours AIMC Berkeley staff members monitor access to the facility. An alarmed and coded security system monitors the facility during non-operational hours.

## **OFF-SITE CLINIC LOCATIONS**

In addition to the Clinic located on campus, instruction only is offered in the following locations for students enrolled in courses CP 212 and CP 312.

University of California Berkeley  
University Health Services  
2222 Bancroft Way  
Berkeley CA 94720

UCSF Benioff Children's Hospital Oakland  
Primary Care/Claremont Clinic  
5220 Claremont Ave  
Oakland CA 94618

JCFC Jewish Community Free Clinic  
50 Montgomery Dr.  
Santa Rosa, CA 95404

Charlotte Maxwell Clinic  
411 30th St. #508  
Oakland, CA 94609

## **FACILITY MAINTENANCE**

AIMC Berkeley Administration maintains the building and grounds with a concern for safety and security. The facility is inspected regularly, and repairs affecting safety and security are made promptly.

## **CHILDREN ON CAMPUS POLICY**

To protect the safety of young visitors and to avoid disruptive behavior, children accompanying students, faculty, employees, patients, or visitors of AIMC Berkeley must be under the constant supervision of a responsible adult while on AIMC Berkeley property or on the site of any approved off-campus location or event. Children should not be unattended at any time. Also, children are not allowed in any clinic treatment area if they are not the patient receiving care.

- AIMC Berkeley assumes no responsibility or liability for children, nor for any accidents or injuries to children. For the purposes of this policy, a child is defined as any youth under the age of 16.
- Students, faculty, and staff are expected to arrange for their personal childcare away from the work site/learning environment. In emergency situations, if it is necessary to bring a child to the College during working hours/class or clinic time, the employee's supervisor must approve. (Students must receive written permission from AIMC Berkeley management according to the procedure below.) Sick children are not to be brought to campus.

- Children accompanying students or faculty are not permitted in classrooms, clinic areas, or other learning environments without the express written permission of appropriate AIMC Berkeley personnel: Academic Director, Clinic Director, or Director of Marketing & Student Services, Academic Advisor, Clinic Manager, or President.
- Emergency situations will be confined to caretaking emergencies and events in which a student or faculty's attendance on campus is deemed vital enough to warrant his or her attendance with a child.
- A violation of this policy may result in appropriate disciplinary action.

If an unattended child is observed on campus or in the clinic, please report the situation immediately to AIMC Berkeley administrative staff. If the parent or guardian or caregiver cannot be found in a reasonable amount of time, the situation may be referred to the Department of Social Services or other appropriate agency.

### **More Information**

Under the Occupational Health & Safety Act, all staff, faculty, and students have a legal responsibility to ensure the safety of all persons, including children, on College premises.

Permission to bring children to campus will be granted under the following conditions:

- Circumstances are "emergency situations." Requests by parents to bring children to campus will be treated sympathetically and no reasonable request will be refused.
- Permission should be sought with as much advance notice as possible.
- Permission is granted via a written consent form available upon request.

## **CAMPUS SAFETY & SECURITY**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires AIMC Berkeley to publish annually specific crime-related information. The report includes information about AIMC Berkeley's security policies and procedures, crime prevention programs, and campus crime statistics. AIMC Berkeley makes the report available to all current students and employees, and on request, to prospective students and employees. The current report can be found on the AIMC website and posted on campus and the bulletin board outside the Herb Dispensary.

### **Campus Emergency Response and Evacuation Procedures**

Building evacuation maps and exit signs are posted throughout the building. Exit doors are located on the East and West sides of the building. If an alarm is triggered, everyone will be immediately evacuated from the building and will be asked to follow the instructions of the evacuation team. The elevator is not to be used in the event of a fire or earthquake.

### **Reporting Crimes and Emergencies**

Potential criminal actions and other emergencies at AIMC Berkeley can be reported directly by students, faculty, and employees by calling 9-1-1. The Berkeley Police Department can be contacted for a non-emergency at 510-981-5900. Additionally, potential criminal actions, accidents, crimes, suspicious persons, hazards, and other emergencies should be reported to the Administrative Office. Please use an

Incident and/or Communication Report form to file a report. All incident reports filed with the Administrative Office are confidential and can be released only to victims and/or repartees, their representatives, and AIMC Berkeley officials, or by court order.

## LIBRARY & LEARNING RESOURCES

Library Director and Reference Librarian: Patricia Ward, MLIS [ward@aimc.edu](mailto:ward@aimc.edu)

AIMC Library online public access catalog (OPAC): <http://opac.libraryworld.com/opac/home>

ID: AIMC library (no password needed)

Library Hours: 10:00am -4:00pm Tuesday, Wednesday, & Thursday

### About the Collection

AIMC Berkeley Library currently houses four book collections, totally about 2,800 books, and spanning material in East Asian, Western, and Integrative Medicine. English language titles are cataloged according to the National Library of Medicine classification system. The Library also holds a copy of each required and recommended text for didactic classes.

The Reference Collection consists of almost 500 non-circulating general reference materials such as dictionaries and encyclopedias, as well as medicine-specific reference texts. Also included in this section are copies of required textbooks for student use in the Library.

The Circulating (English language) Collection consists of roughly 1,800 titles including an array of titles in acupuncture, general Chinese medicine, herbology, science, biomedicine, and alternative medicine.

AIMC Berkeley Library also provides a Japanese language collection, containing about 250 titles, and a Chinese language collection, containing approximately 260 titles containing classical and contemporary works on East Asian Medicine and Biomedicine.

AIMC Berkeley maintains a yearly budget for continued growth of the library facility and collection. The goal is to expand the scope and depth of all of the collections.

Our Library uses the National Library of Medicine classification system for books for the medical books.

### Research Databases

*Alt HealthWatch*: <https://search.ebscohost.com/Login.aspx>

The Library's subscription to the database *Alt HealthWatch* includes over 50 journals full text (as well as many others archived for various years), including almost a dozen journals which are specifically supportive of the AIMC's TCM and Integrative Medicine program. This alternative health research database focuses on the many perspectives of complementary, holistic and integrated approaches to health care and wellness. Students have campus and remote access to this database. Contact [Librarian](#) for AIMC access information.

*TRIP—Turning Research into Practice*: <https://www.tripdatabase.com/>

AIMC subscribes to the Pro level of the *TRIP* database which will support your evidence informed clinical practice as well as your research based assignments, papers, and presentations. After registering as

affiliated with AIMC, each user creates an individual profile with their own password. Contact Librarian for AIMC registration information.

#### *Other Websites*

There are many internet websites that students can use to access current and authoritative information about their research topics. An example of a commonly used website is Medline. MEDLINEPLUS <https://medlineplus.gov> is the U.S. National Library of Medicine (NLM) premier bibliographic database that contains more than 22 million references to journal articles in life sciences with a concentration on biomedicine. It links to *PubMed Central* (PMC), which is a free full-text database of journal articles, an archive of the NLM. <http://www.ncbi.nlm.nih.gov/pmc/>

The librarian is available to offer specialized group and individual assistance in research using both online and print resources. Please do not hesitate to contact the librarian.

### Book Lending

Students may check out circulating materials by bringing the material to the staffed Library Circulation Desk and identifying themselves. Materials may be kept for two weeks and may be renewed twice if no one else has requested the item(s). Patrons may not take books out of the Library without the knowledge of Library staff.

Reference books (including reference class text books) are for Library or clinic use only. Clinic interns and faculty have special privilege to sign out reference and circulating books for use in the Clinic and must be returned the same day.

By special permission some Reference books may be borrowed on a very limited time basis over a weekend. Email requests to the Librarian by Wednesday afternoon and you can pick up on Thursday and return by Tuesday AM. Such requests will be honored on a case-by-case basis.

Books that are returned to the Library after the due date will accrue a fine of \$0.25 daily thereafter.

Patrons are responsible for replacing or paying for lost or damaged library materials. If item is not returned or replaced within 30 days of recall, a replacement charge equivalent to the retail cost of the item plus a \$20 processing fee will be added to the student's next tuition bill. Graduating students or persons withdrawing from AIMC will not be granted clearance until the matter is resolved, which may result in withheld diploma and/or transcripts.

### Media Services

The Library currently holds a small audio/video collection with about 60 CDs and DVDs on acupuncture, pain management and bodywork. These items may be borrowed for two weeks and used at home or in the Library with earphones.

### Computer Services

The Library currently has two computer work stations connected to a printer available for student use. These have CD/DVD play capability as well as WI-FI connection. See Library staff for access security code.

### Printer/Copier/Scanner

The printer/copier will be available in the Library for student use at a charge of \$.10 per page. Scanning to email is free. Distance students may email the Librarian to request limited scanning and copying from library books or printing of instructional materials for pick-up.

*Walk-in Access at Local Libraries* (for databases) (This includes information about two large medical libraries in the area.) Pre-pandemic, students and faculty could access extensive appropriate electronic resources locally at UCSF (medical library), UC Berkeley, San Francisco State University, and several community college campuses, all of which provide public access on-site. These state universities, community colleges, and institutional libraries offer databases with health and alternative/complementary medicine resources, but one must use those databases on their respective campuses (not remotely).



# ACADEMIC POLICIES & PROCEDURES

## POLICY ON PROFESSIONALISM AND PROFESSIONAL CONDUCT

### Purposes of Policy

Professional conduct and professionalism are of critical importance in the health professions. Individuals seeking care and service, as well as other professionals, must be able to rely on those who work in the profession of acupuncture.

This policy establishes standards of professionalism and professional behavior for students in the Acupuncture and Integrative Medicine College of Berkeley as an academic graduation requirement.

The policy is meant to be consonant with college-wide policies regarding student conduct.

### Fundamental Attributes of Professionalism

Professionalism in health care is based upon values that reflect the special nature of the healing encounter between a provider and a patient, client, or family. Individuals confronting illness, social disruption or other life-changing challenges are vulnerable, and hence they rely upon professionals to address their needs in an expert, professional manner.

The fundamental values of professionalism include, but are not limited to, moral values such as honesty, integrity and trustworthiness; values that are specific to one's profession (e.g., confidentiality, self-determination), to society (e.g., commitment to excellence), or to oneself (e.g., self-reflection); and humanistic values such as empathy and compassion. These values are described through the Practitioner's Oath, which is taken at graduation; they are the ethical foundation of the profession of acupuncture.

### Standards for Professional Conduct

Professional behaviors and professionalism are critical to the effective education of students and critical to the practice of acupuncture. All students in the program are expected to demonstrate high standards of professional behavior in all educational settings, including classrooms, professional and clinical sites, and in non-educational settings. Examples of such behavior include, but are not limited to, the following:

1. Honesty and integrity:
  - a) Act with honesty and integrity in academic matters and professional relationships.
2. Trustworthiness:
  - a) Demonstrate dependability to carry out responsibilities.
3. Professional behavior:
  - a) Display professional behavior toward faculty, staff, students, patients, and other health professionals in the classroom and professional settings.
  - b) Show regard for persons in authority in classroom, clinic, and professional settings.
  - c) Exhibit fitting behavior when representing AIMC in externships and other site visits.
4. Empathy and cultural competency:

- a) Demonstrate appropriate interpersonal interaction with respect to culture, race, religion, ethnic origin, gender, and sexual orientation.
  - b) Demonstrate regard for differing values and abilities among peers, other healthcare professionals, and patients.
  - c) Demonstrate empathy and an ethic of care for all patients.
  - d) Demonstrate positive regard and respect for peers, faculty, and staff.
5. Communication:
- a) Communicate respectfully with faculty, staff, students, patients, and other professionals and with effectiveness appropriate to their level of training.
  - b) Demonstrate an appropriate level of confidence in actions and communications.
  - c) Formulate written communications with professional content and tone.
6. Punctuality:
- a) Demonstrate punctuality in academic and professional environments.
  - b) Adhere to established times for classes, professional experiences, and meetings.
  - c) Comply with established verbal and written deadlines.
  - d) Respond to requests (written, verbal, email, telephone) in a timely fashion.
  - e) Perform clinic responsibilities in a timely manner.
7. Ethical and legal standards:
- a) Demonstrate high ethical standards related to the education and practice of this medicine.
  - b) Recognize instances when one's values and motivation may be in conflict with those of the patient.
  - c) Demonstrate the legal and ethical necessity of putting the patient's best interests above our own interests.
  - d) Comply with federal, state, and institutional requirements regarding confidentiality of information (HIPAA and FERPA).
8. Social contracts:
- a) Demonstrate professional interactions with patients.
  - b) Relate to patients in a caring and compassionate manner.
9. Negotiation, compromise, and engage in conflict resolution:
- a) Demonstrate abilities in conflict resolution.
  - b) Demonstrate a respectful attitude when receiving constructive feedback.
10. Lifelong improvement and professional competence:
- a) Produce quality work in academic and professional settings.
  - b) Strive for academic and professional excellence.
  - c) Demonstrate characteristics of lifelong learning.
11. Time management and decision-making:
- a) Utilize time efficiently.

- b) Demonstrate self-direction in completing assignments.
- c) Demonstrate accountability for decisions.

12. Appearance:

- a) Maintain a professional appearance when representing AIMC. Maintain dress appropriate to classroom, clinical and professional settings.
- b) Maintain personal hygiene and grooming appropriate to the academic or professional environment.

13. Clinic requirements:

- a) Comply with student health requirements for working with patients in various health care environments.
- b) Maintain appropriate records (e.g., CPR certification, immunizations) to demonstrate professional competence.

Demonstration of professional standards is an academic requirement for graduation from the program. Severe or repeated failure to meet these standards will result in disciplinary action up to, and possibly including, dismissal.

## Appendix

### Attributes of Professionalism

The following attributes are meant to be representative, not inclusive.

#### *Humanistic values*

- Respect
- Empathy
- Compassion
- Non-judgment
- Genuine concern
- Subordinating self-interest
- Accommodating needs of others

#### *Moral values*

- Honesty
- Integrity
- Trustworthiness
- Beneficence

#### *Ethical values*

- Confidentiality

- Ethical conduct in professional settings

#### *Values directed to one's self*

- Self-awareness
- Commitment to excellence

#### *Values directed to one's profession*

- Autonomy and self-regulation
- Commitment to excellence

#### *Values directed to one's society*

- Commitment to social justice and equity in health care
- Commitment to playing an active role in one's community

## **STUDENT RIGHTS & RESPONSIBILITIES**

### **Student Rights**

AIMC Berkeley students have the right to:

- Receive an appropriate educational program
- Be informed about all policies that pertain to students
- Receive fair and reasonable treatment from those who are responsible for enforcing policies
- Attend in an academic and social climate that is conducive to learning and free from fear and violence
- Be free from harassment, threats, or intimidation (including but not limited to ethnic, racial, religious, sexual, sexual orientation) that are pervasive and create an intimidating, hostile, or offensive learning atmosphere
- A grievance procedure

### **Student Responsibilities**

AIMC Berkeley students must take responsibility to:

- Be on time to each class; be prepared to work; bring required materials and assignments to class
- Know and follow policies and follow directions from AIMC personnel
- Be courteous and respectful to the faculty, staff, students, patients, and the general public
- Behave in such a way that it does not interfere with or disrupt the education of themselves or others
- Respect public, school, and personal property
- Report any behavior from another person that is inappropriate, not welcome, personally offensive, morale depleting, or that therefore interferes with academic effectiveness
- Read and know the Catalog and Clinical Practice Handbook rules and regulations
- Read the student notice board and other posted notices, and stay up to date on any changes to school policies

### **Academic Dishonesty**

AIMC Berkeley requires all students to adhere to high standards of integrity in their academic work. Material submitted to fulfill academic requirements must represent a student's own efforts. Any act of academic dishonesty, such as plagiarism or cheating on examinations, is unacceptable and will result in immediate disciplinary action, including expulsion from the College.

## **REGISTRATION**

Registration forms are available in the Administration Office. Students should submit their completed registration forms for all courses to the Registrar by 4:00 p.m. on the specified registration deadline for

the trimester. (Please refer to the Academic Calendar for applicable dates and deadlines.) There will be a \$100.00 late registration fee if the registration form is submitted to the Registrar after the deadline.

## Class Changes & Cancellations

AIMC Berkeley takes every measure possible to maintain the highest quality in our academic and clinical schedule every term. AIMC Berkeley therefore reserves the right to change instructors, faculty, or courses, including the content of courses, based on its view of the needs of the acupuncture profession and/or the needs of the school. AIMC Berkeley reserves the right to cancel a class if an insufficient number of students enroll, in which case students enrolled will receive a full refund of any tuition and fees paid toward that class. AIMC Berkeley also reserves the right to suspend, cancel, or postpone a class or classes in the event of unavoidable occurrences (e.g., natural disasters, etc.) that limit access to or use of the facilities.

## Adding, Dropping & Withdrawing from Classes

**Adding:** Classes may be added any time before the end of the second week of scheduled classes. Payment for added classes will be due no later than the first day of classes or immediately upon receipt of the request to add.

**Dropping:** Classes may be dropped for a full refund of tuition and related fees before the end of the second week of scheduled classes. Classes dropped within the specified time frame will not appear on a student's transcript.

**Withdrawing:** Classes dropped between the beginning of the third week and the last day of the ninth week of the academic calendar (60% of the term) will be recorded on the student's transcript with a grade of "W." Tuition and related fee refunds for these classes will be prorated based on the date that the drop form is received by the Registrar. Withdrawal from classes, tuition refunds, and course drop requests will not be permitted after the last day of the ninth week of the trimester, except in the case that the student is withdrawing from AIMC Berkeley or the student submits an appeal to the Academic Standards Committee that is approved.

**Refunds for Withdrawing from One or More Classes:** Classes dropped between the beginning of the third week and the last day of the ninth week of the academic calendar (60% of the term) will be recorded on the student's transcript with a grade of "W." Tuition and related fee refunds for these classes will be prorated based on the date that the drop form is received by the Registrar. Withdrawal from classes, tuition refunds, and course drop requests will not be permitted after the last day of the ninth week of the trimester, except in the case that the student is withdrawing from AIMC Berkeley.

## Short-Term Classes

Certain didactic classes meet for a limited period (less than 15 weeks). As with standard classes, if the short-term class is dropped within the first 2 weeks of the trimester, the class will not appear on the student's transcript and the student will receive a full refund. After the second week of the trimester, a \$25 drop fee will be imposed if a student withdraws from a short-term class, regardless of whether the course has started. If the class has started, but less than 60% of the course has passed, the student may withdraw from the course with a "W" on their transcript and a tuition and related fee refund minus the \$25 drop fee. After 60% of the course has passed, the student is not allowed to withdraw from the course, except in the case that the student is withdrawing from AIMC Berkeley.

## Auditing

Auditing of all classes is on a space-available basis. Degree-seeking students may audit selected lecture courses with permission from the Academic Director. Students may not audit clinical practice classes under any circumstances. The fee for auditing a course is one half the cost of standard tuition. Students wishing to audit a course must indicate this on their Registration Form. Students do not receive academic credit for an audited course.

## Transfer Students

Transfer students who wish to audit a class for which they have received transfer credits will be charged the following tuition:

- Practical classes: 50% of tuition
- Lecture classes: no charge.

## ENROLLMENT STATUS

AIMC Berkeley defines full-time and part-time enrollment as follows:

- Full-time student: 12.0 or more credits
- Part-time student: 6.0 to 11.75 credits

## Maintenance of Enrollment Status

Students are expected to enroll in all terms specified in their enrollment agreement. Students who elect to interrupt their study by not enrolling for a scheduled trimester are required to notify the school in writing by the end of the Add period. Notice by the end of the registration period is preferred.

Students who fail to register or submit a petition for temporary withdrawal by the end of the Add period for the term will be considered to have cancelled their enrollment agreement and to be permanently withdrawn. Return to the program will require completion of the admissions process. Acceptance is not guaranteed and students readmitted after canceling enrollment are subject to the degree requirements in place at the time of their return, not their initial acceptance.

## Deferral of Existing Title IV loans

To be eligible to utilize any federal program a student must be registered and attending at least part time (minimum of 6.0 credits).

To defer or postpone payments on prior student loans a student must be enrolled at least part time and in a program leading to a degree or certificate.

## ATTENDANCE

AIMC Berkeley believes that class attendance and participation are crucial to the academic success of its students.

## Didactic Course Attendance

Students must attend 80% of all didactic course meetings, or a minimum of 12 classes in a 15 week course, to receive course credit.

Students who do not attend the required amount of course meetings must either complete a drop form to withdraw or receive an “F” grade for the course. Courses not completed due to attendance will need to be retaken for credit.

Students are responsible for all assigned course work, including material covered during absences. There is a fee for make-up tests administered outside of normal class meetings.

This policy is the minimum for all AIMC Berkeley didactic classes. Faculty members have the option to establish a stricter standard for attendance. In addition, instructors may establish attendance policies regarding students who arrive after class has begun or leave before class is dismissed, including treating tardy arrival or early departure as an absence. Such policies will be specified on the course syllabus.

Didactic classes that fall on a scheduled holiday will not meet on that day. This is not counted as an absence. No make-up session is required for the scheduled holiday, but additional class time may be scheduled at the discretion of the instructor.

If a class is cancelled due to the instructor being absent, this will not count as an absence on the part of the student. A make-up class may be scheduled at the discretion of the College.

## Clinical Practice Attendance

All AIMC Berkeley Clinical Practice courses, including all levels of Observation and Clinical Internship, require completion of 100% of the scheduled hours in order to receive credit.

Clinic shifts that fall on a scheduled holiday will not meet on that day. This is not counted as an absence. Students who are scheduled for a clinic shift that falls on a holiday are required to make up the time for the missed shift. Students must complete all 60 hours of a shift in order to receive credit for the shift.

### **Scheduled Absence from Clinic**

Students may request time off from clinic shift by submitting a written request for absence to the Front Desk Manager at least 7 days in advance of the expected absence. All scheduled absences must be made up within the completion timetable for the term. It is strongly recommended that students schedule a make-up shift when requesting an absence.

Students in a shift scheduled on a holiday should see the Front Desk Manager to set up a make-up shift as early in the term as possible.

### **Unscheduled Absence from Clinic**

While advanced notice for a Clinic absence is always preferred, if there is an unexpected reason for absence from clinic (e.g., illness, transportation emergency), students must contact the Front Desk as soon as you are able so that clients can be rescheduled. All clinic absences must be made up.

## Excused Absence Policy

Students who miss class time due to an emergency may file an appeal with the Academic Standards Committee to consider an absence as excused. An emergency consists of a situation that is serious in

nature, unforeseen, and ultimately prevented them from being able to attend class/es such as a medical emergency, death of an immediate family member, legal issues, jury summons, etc. Appeals for excused absences should be submitted with supporting documentation from a healthcare provider, police report, or other third-party verification of the incident that the student is requesting be considered excused.

Also in the case of extraordinary or emergency circumstances, when the withdrawal deadline has passed, students may petition the ASC to permit withdrawal from the class with a grade of “W” instead of “F.”

### Travel Hazards and States of Emergency

In the case of a travel hazard due to severe weather or other event, students are expected to exercise their own best judgment if traveling to the campus represents a risk to their safety.

When possible, the school may send an advisory message to students if the campus has an unscheduled closure. Depending on the specific circumstances, the College will determine if classes missed due to unscheduled closure will be treated as an excused absence, if a make-up of the class time will be scheduled, or if the cancelled class will be excluded from consideration of the absence policy. Clinic shifts cancelled due to closure must be made up in order to receive credit.

### Automatic Withdrawal for Non-Attendance

The Department of Education requires that any student absent from school for 14 or more consecutive calendar days who has not filed for a Temporary Leave of Absence be automatically withdrawn from their program and the US Department of Education must be notified of the withdrawal.

## MAKEUP EXAMINATION POLICIES

### Make-Up Examinations

Students are expected to be present for all exams. A student may request to take a makeup exam due to an absence if the student is granted an excused absence. To be granted an excused absence, a student must meet the conditions in the “Excused Absence Policy” section of the AIMC Catalog. The makeup exam policy described here supersedes any policies on college syllabi.

The makeup exam shall be under sole discretion of the faculty and his/her decision will be final. Student must fill out the Makeup Exam and Excused Absence form. The student submits the form with supporting documentation to the Academic Standards Committee. Faculty and student will be notified of the decision after ASC review. Makeup exams must be arranged by the student with the faculty member upon receiving approval for an excused absence. There is no fee to take a makeup exam.

## GRADES

AIMC Berkeley uses two types of grade scales, a standard academic letter system (“A” to “C-”) for didactic and clinical case study course work and a grade of Pass for most other clinical courses. Courses not completed satisfactorily receive a grade of “F” and do not carry credit toward graduation. Courses dropped after the end of the second week of classes remain on the student’s record with a grade of “W” indicating withdrawal from the course.

The assignment of grades in each course is determined by the course instructor.



## Grade values for Calculating GPA

AIMC Berkeley uses the standard academic letter grading system in assessing student progress in course work, examinations, and final course evaluations, as follows:

Letter Grade	=	Grade Points	=	Percentage
A			4.0	94-100
A-			3.7	90-93
B+			3.3	87-89
B			3.0	83-86
B-			2.7	80-82
C+			2.3	77-79
C			2.0	73-76
C-			1.7	70-72
F			0.0	0-69
P		PASS		
I		INCOMPLETE		
W		WITHDRAWN FROM COURSE		
CR		CREDIT AWARDED FOR TRANSFER		
NC		NO CREDIT (FOR AUDITED COURSE)		

## Calculation of the GPA

Student Grade Point Average (GPA) is calculated based upon the number of units completed using the grades assigned to the completed course work.

The value of the grade points of the letter grade assigned is multiplied by the number of units the course is worth. The value of the grade points for all completed courses is totaled and divided by the number of credits completed to produce an average between 0.0 and 4.0.

Courses that are dropped, assigned a grade of "W," graded on a Pass/No Pass basis, credited as transferred courses, or taken as an Audit are not included in the calculation of the GPA.

## Forgiveness of Grades for Retaking a Course

Students who do not pass a required class are required to retake the course in order to graduate. Students also have the option of retaking a course if they wish to improve their grade.

When a course is retaken, the lowest grade will be excluded from the calculation of the GPA and the course will be marked as repeated on the transcript. The GPA for the term the course was originally taken in will be recalculated and the completed and retained hours and grade points for a retaken course will be excluded.

Posting of the repeat and recalculation of the GPA will not be done until a final grade for the retaken course has been entered.

Students who return to AIMC after more than five years without taking classes here may be required to retake previously completed course work. In this case, the most recent grade would supersede the earlier grade, even if the older grade is higher.

### **Incomplete Course Work**

A grade of Incomplete does not carry value toward the calculation of GPA, but a final GPA will not be posted for resolution of SAP until incomplete grades are resolved. Incompletes are only available under extraordinary circumstances and must have approval from the class instructor. A request for an “I” grade must be made by submitting a Request for Incomplete Form to the Registrar’s Office no later than the end of the term in which the course occurs. The student must be in good Academic Standing and meeting the attendance requirement for the course to be eligible.

### **Didactic Grade of Incomplete**

A student who receives a grade of incomplete (“I”) in any class must complete the class work by the end of the second week of the trimester following the term in which the incomplete was awarded. If there is no resolution to the incomplete grade, the grade of “I” will become an “F” and remain a part of the student’s academic record. In order to be eligible to receive an incomplete grade, the student must meet the attendance requirement for the course.

### **Incomplete Clinic Shifts**

All clinic shifts require the completion of 60 supervised hours in the clinic. Students are required to make-up any missed clinic shifts, including shifts not held due to holiday or other closure of the clinic, not later than the second week of the following trimester. Incomplete clinic shifts are marked with a grade of “F” if the hours are not complete and paperwork submitted for the shift by this deadline. All hours and patient count from failed shifts are excluded and will not count to the total required for graduation.

Refer to the Clinic Manual and consult the Clinic Manager to schedule make-up clinic shifts. Specific rules for make-up shifts may apply to shifts that were missed without prior notice.

### **Change of Grade**

To request a change of grade for a class, a student must request that the Registrar provide a Change of Grade Form to the course instructor. The Instructor and the Dean will sign the change form and return it to the Registrar no later than the last day of the trimester following the trimester in which the course was taken.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

Effective July 1, 2011, Federal Financial Aid regulations require that AIMC Berkeley establish, publish and apply reasonable standards for measuring student’s satisfactory academic progress (SAP) in their educational program. The qualitative and quantitative standards used to monitor academic progress must be cumulative and must include all periods of the student’s enrollment. Student receiving Federal Financial Aid during academic program at AIMC Berkeley are required to maintain a standard of progress through the program.

Failure to meet these standards will result in the loss of financial aid until action is taken by the student to regain eligibility.

## Definitions

The following definitions apply to terms used in this SAP policy:

*Academic Plan:* A plan, which if followed, will ensure that the student is able to meet AIMC Berkeley's satisfactory academic progress standards by a specific point in time. Students who have been placed on an academic plan must meet the modified standards of academic progress outlined in the plan or the student will be academically dismissed.

*Appeal:* A process by which a student who is not meeting the satisfactory academic progress standards may submit a petition to the Academic Standards Committee for reconsideration to remain in the program. A student may appeal only twice under this policy.

*Completion Rate:* The pace at which a student should progress in order to complete the program within maximum time frame. How the program pace (completion rate) is determined: cumulative number of credits successfully completed divided by cumulative number of attempted credits. The required pace percentage is 63%.

*Academic Warning:* An SAP status assigned the first time the student fails to make satisfactory academic progress.

*Academic Probation:* An SAP status assigned to a student who fails to make satisfactory academic progress within one trimester immediately following a term of academic warning and who has submitted a letter of appeal that has been approved.

*Academic Dismissal:* Action taken to end the enrollment of a student who fails to make satisfactory academic progress and who has been previously granted academic probation.

*Maximum Timeframe:* A period defined by the institution that is maximum length of time (based on attempted credits) permitted to complete the program.

## Standards of Satisfactory Academic Progress (SAP)

- Qualitative Component (GPA): Students must maintain a cumulative grade point average of 2.5 or higher.
- Quantitative Component (completion rate or pace): Students must complete 63% of all attempted coursework.
- Earned/Attempted Credits: An earned course grade of I, F, or W will be counted as failed attempts for the quantitative SAP component. The qualitative measure is not affected by W grades.

## Treatment of Transfer Credits

All credits accepted for transfer are counted as both attempted and earned for the quantitative SAP component. Transfer units are awarded as credit only and therefore do not impact the qualitative measure of the GPA.

## Consequences of Not Meeting Satisfactory Academic Progress

Students who do not meet the standard for SAP will proceed as follows:

- **Academic Warning:** Academic Warning is assigned to a student who fails to meet the standards of satisfactory academic progress. The student must meet the minimum GPA and completion standards by the end of the next term in which the student enrolls. Students on Academic Warning may receive federal student aid during the term in which the warning is received.
- **Academic Probation:** Academic Probation is assigned to a student who fails to make satisfactory academic progress (cumulative GPA of 2.5 and/or 63% completion rate) within one trimester following a term of an academic warning. Students who do not meet the SAP standard may submit an appeal to the Financial Aid Office and the Academic Standards Committee to continue in the program and maintain eligibility for financial aid. The student will meet with the Academic Director to outline an academic plan to achieve the minimum GPA standard within the probation period. Approval of the plan by the ASC will allow the student to continue in the program and reinstate federal financial aid eligibility for one trimester. Students who do not meet the SAP standard for two consecutive terms (1 warning and 1 probation) lose eligibility for federal Title IV financial aid. The ASC may permit a student to remain in school for a third term while on probation.
- **Academic Dismissal:** If, after being placed on academic probation, a student fails to meet the SAP standards of a cumulative GPA of 2.5 and/or 63% completion rate and/or fails to meet the requirements of the academic plan, the student will be dismissed from the program.

Appeals may be made based on the following:

- A death in the immediate family.
- Serious injury or illness of a student or a member of the immediate family.
- Special circumstances to be reviewed on a case-by-case basis. (Students on Academic Dismissal who have not attended college for at least one calendar year may appeal based on change of circumstances.) A student whose appeal is granted will be reinstated and have financial aid awarded on a probationary basis.

## Maximum Time Frame

- **MSTAM:** Because the full-time MSTAM program has 10 program trimesters, students have a maximum of 20 trimesters, or 6.67 calendar years, to complete the program.
- **DAIM:** Because the full-time DAIM program has 12 program trimesters, students have a maximum of 24 trimesters, or 8 calendar years, to complete the program.
- **Doctoral Completion:** Because the Doctoral Completion program has 2 program trimesters, students have a maximum of 4 trimesters, or 1.33 years, to complete the program.

**Maximum Time Frame Dismissal:** If a student fails to meet the Maximum Time Frame standards, the student will be dismissed and immediately lose financial aid eligibility.

## STUDENT RECORDS & PRIVACY (FERPA)

AIMC Berkeley abides by the Amended Family Educational Rights and Privacy Act of 1974 (FERPA), and the Rules and Regulations of the U.S. Department of Education, which provide students with certain rights regarding their educational records:

- The right to inspect and review their educational records within 45 days of the day AIMC Berkeley receives a request for access
- The right to request the amendment of educational records that the student believes to be inaccurate or misleading
- The right to consent to disclosures of personally identifiable information contained in their educational records, except to the extent that FERPA authorizes disclosure without consent
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by AIMC Berkeley to comply with the requirements of FERPA

The Registrar controls access to student records. Access is limited to selected administrative personnel.

AIMC Berkeley will not release a student's record to a third party, nor will it release any part of a record or any information that would allow easy identification of a student without the prior written consent of the student. The Registrar maintains a list of all parties to whom records are disclosed, along with information on the parties' legitimate educational interest in the records.

The student's right to consent to disclosures of personal information does not apply in the case of disclosure to school officials with legitimate educational interests. A school official is a person employed by AIMC Berkeley in an administrative, supervisory, academic, or support staff position; a person or company with whom AIMC Berkeley has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official. School officials have a legitimate educational interest if they need to review educational records in order to fulfill their professional responsibilities.

Students may authorize the release of their educational records to a specified third party by filing out a Student Information Release Authorization form with the Registrar's Office. Forms must be renewed yearly. In the absence of a signed release form, it is the College's policy not to release information to any party other than the student or the school officials listed above.

AIMC Berkeley considers name, address, phone number, email address, dates of attendance, degree(s) awarded, date of degree conferral, enrollment status, date and place of birth, and major field of study to be directory information under FERPA and, as such, may be disclosed without consent to a third party upon request.

Students who wish to prevent disclosure of any or all of the above directory information must file a Non-Release of Directory Information form with the Registrar.

Students can seek enforcement of their FERPA rights by filing complaints with the AIMC President or the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. S.W., Washington, DC, 20202-5920. Information about this office is available online at [www.ed.gov/offices/OM/fpc](http://www.ed.gov/offices/OM/fpc).

Copies of federal regulations governing student privacy rights are available from the website named above or the Registrar's office at AIMC Berkeley. A statement on procedural steps for seeking to correct inaccurate or misleading data in student records is available from the Registrar's office.

### **AIMC Berkeley Policy on Student Records**

1. AIMC Berkeley shall maintain, for each student who enrolls in the institution whether or not the student completes the educational program, a permanent record of a transcript documenting:
  - a) The title of the degree or certificate granted and the date on which that degree or certificate was granted
  - b) The courses and units or other educational programs on which the degree or certificate was based that were completed, or were attempted but not completed, and the dates of completion or withdrawal
  - c) The grades earned by the student in each of those courses
  - d) Credit for courses earned at other institutions that have been accepted and applied by the institution as transfer credit
  - e) The name, address, website address, and telephone number of the institution
2. AIMC Berkeley, in addition to maintaining transcripts permanently, shall maintain, for each student who enrolls in the institution, whether or not the student completes the educational program, the following records for a period of five (5) years from the student's date of completion or withdrawal:
  - a) Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation
  - b) Written records and transcripts of any formal education or training, testing, or experience that is relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits
    - i. Verification of the completion of 60.0 undergraduate semester credits or 90.0 quarter units
    - ii. Records documenting units of any credits earned at other institutions that have been accepted and applied by the institution as transfer credits toward the student's completion of an educational program
  - c) Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student
  - d) Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid
  - e) For independent study courses, course outlines or learning contracts signed by the faculty and administrators who approved the course
  - f) Documentation of the completion of all requirements for Clinical Internship
  - g) A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency; a document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received

- h) A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent
- i) Copies of any official advisory notices or warnings regarding the student's progress, and
- j) Any complaints received from the student

## **GRADUATION REQUIREMENTS**

To earn the Master of Science in Traditional Asian Medicine degree from AIMC Berkeley, students must fulfill the following requirements within eight years from the date of initial enrollment, including any and all periods of absence:

- Complete all required didactic course hours and clinical practice class hours with a minimum cumulative grade point average of 2.50 or higher.
- Receive a passing grade on all comprehensive assessment examinations including the written comprehensive examinations and demonstration of the Clinic Competency requirements for Level 1, Level 2, and Level 3 Clinic.
- Complete a minimum of 350 patient treatments at the AIMC Berkeley Community Clinic or a designated offsite clinic.
- Fulfill all financial obligations to AIMC Berkeley.

To earn a Doctor of Acupuncture and Integrative Medicine degree, students must successfully complete the Doctoral Research project in addition to requirements above.

## **Graduation Date and Final Completion**

Degrees are posted with a date of the last day of the trimester in which the student completes the graduation requirements.

Students with outstanding requirements, such as clinic shifts that must be made up or an outstanding assignment that must be completed before a grade is posted, are required to complete all make-up and outstanding course requirements before the end of the second week of the term following the final term of enrollment.

Students who do not meet this deadline may petition for graduation upon completion of the outstanding requirement. The date of the degree will be the date on which the outstanding requirement was completed.

## ADMINISTRATIVE POLICIES

### TIMELINES

Throughout this catalog, the term “day” refers to a calendar day during the 45 weeks that regular classes are in session at AIMC Berkeley.

- Periods of school break between the trimesters do not count as calendar days.
- Unscheduled school closure due to emergency conditions does not count as calendar days.
- Scheduled holidays do count as calendar days. In the case when a process deadline falls on a scheduled holiday, anything required to complete the process is due at the start of business (8:30 a.m. Pacific time) on the next weekday the school is open.

### STUDENT INPUT

AIMC Berkeley encourages feedback and suggestions from students, who play a large role in institutional decision making. The following are avenues through which students can provide input and suggestions regarding various aspects of their school experience:

- *Online Suggestion Box* - Students can submit general suggestions or propose topics to be discussed at the next Student Council or Town Hall meeting
- *Course/Clinic Evaluations* – Done at the conclusion of every trimester. Students have the opportunity to provide anonymous feedback about individual courses and instructors
- *Student Satisfaction Survey* – Annual survey. Students offer input regarding multiple aspects of the school including services, policies, procedures, facilities, etc.
- *Student Council Meetings* – Meetings facilitated and attended by students to discuss student-related matters such as campus activities, student concerns, suggestions, etc.
- *Town Hall Meetings* – Campus wide meetings attended by all stakeholders to discuss issues and announcements that affect all AIMC Community Members
- *Strategic Planning sessions* – Biennial meeting held to review and update AIMC’s mission, vision, goals, and objectives. Students, staff, faculty, alumni, and board members are all encouraged to participate.
- *Exit Survey* - Completed as part of the graduation exit process. Pending graduates provide feedback on their overall experience and satisfaction with the AIMC institution and program of study.
- *Grievance Procedure* – If students are not satisfied with any aspect of the school, they can file an official grievance as outlined in the student handbook and website, or request a meeting with the Director of Student Services to relay their concerns.

### GRIEVANCE POLICY AND PROCEDURES

The purpose of the grievance process is to resolve issues or disputes that a student may have with a faculty or staff member, a student, or the administrative operations and processes of the college.



The Grievance Procedures are intended to deal with a request or complaint concerning misapplication of a specific process or a violation of AIMC Berkeley policies, especially an alleged violation of the professional standards. The process may also be used with issues of campus safety and integrity in all levels of the administrative operations. It is intended to resolve issues in a timely, fair, and amicable fashion.

### Definition of a Grievance

A grievance is an allegation by a student, based on specific perceptions or experiences, that there has been a misinterpretation, misapplication, deviation, or violation of published AIMC policies or appropriate administrative procedures.

The following situations may be submitted for review through the Grievance Procedure:

- Alleged violations of AIMC Berkeley Student Handbook
- Alleged violations of the college's Professional Standards
- Unsafe or inappropriate assignment
- Unsafe or inappropriate policy application
- A repeated pattern of harassment or other inappropriate behavior

### Exclusions

The following areas of requests or complaints are not subject to the Grievance Procedure. Issues concerning these areas shall be reviewed through administrative process designed to specifically address these areas:

- An issue of the compliance with Title IX's requirements and regulations
- An academic issue such as attendance, grading, or records, including academic disciplinary actions such as academic probation or dismissal
- An issue related to payments or refunds of charges for academic or clinic registration, required fees, or charges incurred on an instance basis (e.g., library fines, late fees, or make-up/remedial test fees)
- Any issue of legally prohibited unequal treatment including but not limited to discrimination or harassment on the basis of age, sex, race, religion, color, ethnic/national origin, disability, sexual orientation, or veteran status

### Definitions of the People Involved

#### Grievance Coordinator

The Grievance Coordinator (Director of Student Services) advises the Grievant regarding options available for resolving issues, and guides all parties through the grievance process, whether informal **or formal (see below)**.

#### Grievant

The Grievant is the student who brings a complaint to the Grievance Coordinator for resolution through the Grievance Procedure.

#### Respondent

The Respondent is the person or persons named in the complaint by the Grievant.

### **The Grievance Committee**

The Grievance Committee becomes involved only after the Informal Process has been completed and if the matter remains unresolved.

The Chair of the Grievance Committee shall be the President. The Chair will nominate an appropriate number of the members from the college community (a faculty and/or student member) who are deemed to be impartial in relation to the complaint and who do not have any conflicts of interest with the parties involved. If the Grievance is filed against an employee of the college, a representative from Human Resources will participate in the Committee.

### **Grievance Procedures**

AIMC Berkeley policy requires that the Grievant shall go through the informal grievance process with the support of the Grievance Coordinator before submitting a formal grievance to the Grievance Committee.

To initiate a grievance, contact the Grievance Coordinator (Director of Student Services).

#### **Informal Grievance Procedure**

A Grievant shall notify the Grievance Coordinator of the issue, file a Complaint & Incident Form, and make a good faith effort to meet with the other party directly to resolve the issue. Either the Grievant or the Grievance Coordinator will inform the Respondent of the grievance. The Respondent, in turn, has the obligation to consider the matter seriously and to promptly cooperate with requests for information and/or meetings. In cases where either party is unwilling to meet directly with the other party, a request for a meeting with a mediator may be acceptable. The Grievance Coordinator will schedule the meeting between all parties.

The Informal Process is intended to provide an opportunity for the both Grievant and the Respondent to resolve the issue in a timely and amicable fashion. If resolution cannot be reached, the Grievant may then file a Formal Grievance.

#### **Formal Grievance Procedure**

If the Grievant is not satisfied with the outcome of the informal process, a Formal Grievance process may be initiated. A written request to pursue a Formal Grievance should be submitted to the Grievance Coordinator within 14 days of the conclusion of the informal process.

All Formal Grievances will be reviewed by the Grievance Committee. The Grievance Committee will first review a grievance to determine:

- Whether or not the submitted grievance does fit the criteria (potential policy violations) necessary for a formal process to be conducted, and
- Whether or not the submitted grievance falls under the purview of another process (Title IX, etc.).

A grievance that falls under the purview of another process will be redirected into the appropriate area for review.

If the initial review determines that the grievance falls within the purview of the Grievance Committee, the Committee will review the complaint.

## **Review and Decision by the Grievance Committee**

The Grievance Committee will review the documentation related to the grievance and may take testimony from the Grievant, the Respondent, and witnesses. The individual who files a grievance assumes responsibility to demonstrate the validity of the complaint.

Based on the evidence presented, the Grievance Committee will render a determination on the outcome of the grievance. The college has a maximum of 45 days to investigate and reach a resolution. If it appears that a resolution will not be made within 45 days, written notification shall be given to all parties within 30 days stating that a decision will be reached after the 45 day mark. The decision will be communicated to the Grievant(s), Respondent(s), and the members of the Committee in writing.

The privacy of the all concerned parties shall be strictly protected to the highest possible level.

If no appeal is made within 14 days after a decision is rendered, the decision of the Grievance Committee will be final.

## **Appeals**

Under certain circumstances, an appeal may be made to a determination by the Grievance Committee. Dissatisfaction with the outcome of the committee's decision does not constitute grounds for an appeal.

### **Appeal to the Grievance Committee**

A Grievant or Respondent can appeal a decision of the Grievance Committee only if the Grievant or Respondent can provide evidence or information that was not available at the time the original review was conducted. The new information is provided to the Grievance Committee through the Grievance Coordinator.

### **Appeal to the Executive Committee of the AIMC Board of Directors**

If the Grievant or Respondent can provide evidence that the grievance process was not properly conducted according to the established procedures, either party may appeal the decision to the Executive Committee of the AIMC Board of Directors.

An appeal to the Board must be filed within 14 days of the Grievance Committee's decision. An appeal to the Executive Committee shall be submitted through the Secretary of the Board. The appeal will be heard by the Executive Committee of the AIMC Berkeley Board of Directors.

The Executive Committee may, at their sole discretion, determine whether the appeal will be considered by the committee, and, if it is accepted, the process they will use to review the appeal. The process and timetable will be communicated to the parties involved by the Executive Committee or their designate.

The final decision by the Executive Committee shall be rendered within 30 days of the receipt of the appeal. This decision is final.

## **Non-Retaliation**

Students, faculty members, and staff members have a right to file a grievance without fear of retaliation. The college does not tolerate retaliation against the grievant, respondent(s), witnesses, hearing panel members, grievance coordinator, or any other

individuals formally involved as parties to the grievance procedure. Any attempt to retaliate against a person for raising an issue or participating in dispute resolution under this policy is strictly prohibited. Any person who makes such an attempt will be subject to appropriate disciplinary action as outlined in the Student Catalog & Handbook under Acts Subject to Discipline. Any person who makes such an attempt will be subject to appropriate disciplinary and/or legal action.

### Confidentiality

To the greatest extent possible, strict confidentiality will be maintained by all parties regarding all matters relevant to grievances. Only those parties who “need to know” will be provided with confidential details. All parties involved are legally and ethically bound to maintain absolute confidentiality with all matters pertaining to the grievance.

## DISCIPLINARY PROCEDURES

### Acts Subject to Discipline

AIMC Berkeley may take administrative disciplinary action against any student whose personal conduct disrupts the educational environment of the institution. Such action may be imposed for any conduct by a student that, in the opinion of the Disciplinary Committee, (i) violates the high standards of ethics expected of potential future primary health care practitioners; (ii) interferes with the rights of other students; (iii) disrupts the intended functioning of AIMC Berkeley; or (iv) violates any of the stated policies of AIMC Berkeley, including but not limited to the following conduct or situations:

8. Practicing acupuncture, except under supervision by a Licensed acupuncturist in AIMC Berkeley classes and clinics
9. Engaging in plagiarism or using, giving, or receiving unauthorized aid, equipment, or materials during an examination or with respect to any other requirement for any class
10. Defacing, vandalizing, stealing, or removing without proper authorization any property belonging to or leased by AIMC Berkeley, or using College facilities or property for any unauthorized commercial purposes
11. Engaging in any harassment of any person, including under the provisions of the federal Title IX statute, while on the premises of AIMC Berkeley or at any function, whether or not on said premises, sponsored or conducted by AIMC Berkeley
12. Willful commission of any act in violation of local, state, or federal laws, statutes, ordinances, or codes
13. Knowingly making false statements or entries in any application for admission to AIMC Berkeley or any other document affecting College records
14. Any behavior that disrupts the educational environment or creates an unsafe environment

## Reporting Violations

If a student, faculty or staff member observes a student's action that represents a serious or pervasive violation of AIMC Policy, he or she shall contact the President, Director of Student Services, Academic Dean or Clinic Dean to report the issue. A Complaint & Incident Form should be completed by the reporting party and submitted to President for review. If the observer perceives an immediate danger to health or safety, they should contact emergency personnel.

The individual in violation of AIMC policy will be required to meet with the President and/or appropriate supervisor/department head, and will be given the opportunity to provide additional information.

If the violation is a minor transgression, an effort will be made to resolve the issue in a timely and amicable fashion. If the President/supervisor feels that an effective resolution results from meeting with the student, no further action is required.

If the violation is of a more serious nature, and after meeting with the student the President and supervisor/department head determine the action warrants disciplinary action, the student will be informed of this decision according to the guidelines set forth in the section below regarding Notice & Hearing.

This process shall be performed with due considerations to the student's rights, which are stipulated in AIMC Student Catalog & Handbook.

## Disciplinary Measures

Disciplinary action may include, but shall not be limited to, one or more of the following:

- Written or verbal reprimand, of which a notation or copy may be placed in the student's file
- Cancellation of an examination or course grade, denial of course credit, or both
- Probation
- Suspension
- Expulsion

## Notice & Hearing Concerning Disciplinary Matters

Except in extraordinary or emergency situations, a student who is the subject of disciplinary action is entitled to written notice in advance of its imposition. The student is presumed to have received such notification: (i) if notification is hand delivered by the Administration Office staff to the student; (ii) on the third day following regular postal delivery by the Administration Office via first class, registered, or certified United States mail to the mailing address of the student as last furnished by the student to AIMC Berkeley; or (iii) college staff obtain a read receipt of electronic mail delivery to the email address of the student as last furnished by the student to AIMC Berkeley

If the student wishes to appeal the college's decision to impose disciplinary action, he or she must request a hearing by written notice to the President, hand-delivered to the Administration Office or mailed by first class, registered, or certified mail through the United States Postal Service to the correct address of the Administration Office, in either case within ten days of the student's receipt of written notification.

If the student requests a hearing in accordance with the provisions of this policy, such hearing will be held no later than ten business days after such request is received by the Administration Office. Such hearing will be held before a Disciplinary Review Panel composed of the one of the management team who will preside over the hearing, one disinterested member of the faculty selected by the Academic Standards Committee, and one disinterested student selected by the student requesting the hearing.

A final decision on the matter will be rendered by the panel, by simple majority vote, within ten days of the conclusion of the hearing, or as soon thereafter as is reasonably practicable. The decision rendered by the panel may:

- Approve the intended disciplinary action as set forth in the written notification given to the student pursuant to this policy; or
- Impose a lesser sanction; or
- Determine that no disciplinary action is warranted in the circumstances.

No other decision, action, or remedy shall be made or imposed by the Disciplinary Review Panel. The decision shall be dated and in writing and shall contain a statement of the facts found and the conclusions and decision reached. Such decision shall be final and binding on both AIMC Berkeley and the student. The student shall have no further right of appeal within AIMC Berkeley. Any sanctions imposed or approved by the panel will take effect as of the date of the written decision of the panel, unless, at the discretion of the President, a later effective date is selected.

### Disciplinary Measures Imposed Where Hearing Is Not Requested

If the student does not request a hearing within the time and in the manner specified above, then AIMC Berkeley may proceed to impose the disciplinary action of which the student was notified. In such case, the disciplinary action will take effect on the tenth day following the student's presumptive receipt of written notification, unless, at the discretion of the President, a later or earlier effective date is selected.

### Retroactive Disciplinary Actions and Sanctions

Notwithstanding the effective date of the disciplinary action and sanction, (i) if the sanction imposed is expulsion, suspension, or a similar discipline, so that the student would not have been present or eligible to sit for one or more examinations or to complete or receive credit for one or more courses, and (ii) if such action or sanction had actually been in effect commencing with the date of the written notification of charges and intended disciplinary action from the President, then solely for the purpose of disallowing credit for the examination(s) or course(s) concerned, such action or sanction will relate back and be deemed to have been retroactively in effect commencing with the date of such written notification from the President, and no credit will be allowed for the examination(s) or course(s).

### Appeal to the Executive Committee of the AIMC Board of Directors

If the Grievant or Respondent can provide evidence that the grievance process was not properly conducted according to the established procedures, either party may appeal the decision to the Executive Committee of the AIMC Board of Directors.

An appeal to the Board must be filed within 14 days of the Student Conduct Review Committee's decision. An appeal to the Executive Committee shall be submitted through the Secretary of the Board.

The Executive Committee may at their sole discretion determine whether the appeal will be considered by the committee, and, if it is accepted, the process they will use to review the appeal. The process and timetable will be communicated to the parties involved by the Executive Committee or their designate.

The decision by the Executive Committee shall be rendered within 30 days of the receipt of the appeal. This decision is final.

## COMPLAINT TO ACAHM

ACAHM is the accrediting body for the college, which has a process to monitor student complaints regarding the college's handling of the grievance process. Students who have completed the internal grievance and/or disciplinary processes at AIMC may file a complaint with ACAHM.

From the ACAHM Handbook:

*ACAHM's complaint policy is not a mechanism for adjudication of disputes between individuals and programs. As such, the Commission will only consider complaints that allege violations of ACAHM Eligibility Requirements, standards, policies or procedures. The Commission cannot, for instance, direct a program to change a grade, re-admit a student, or reinstate a faculty member. The Commission shall only entertain a complaint when it believes that the institution's policies, procedures or practices indicate that the institution may be in Policies and Procedures Handbook noncompliance with ACAHM Eligibility Requirements, standards, policies or procedures.*

For details see the ACAHM website, [www.acaom.org](http://www.acaom.org).

## DRUG-FREE WORKPLACE POLICY

Pursuant to the Federal Drug-Free Workplace Act of 1988 (Public Law 101-690) and California Drug-Free Workplace Act of 1990, AIMC Berkeley prohibits the unlawful use, possession, and distribution of drugs and/or alcohol in the workplace, on school property, or as part of any school activity, as well as any other unlawful conduct involving drugs and/or alcohol.

For the purpose of this statement, the site for performance of work done in connection with grants, and thus the drug-free workplace, consists of all locations where AIMC Berkeley does business. This includes, but not limited to front reception, patient area, herb room, classrooms, clinic and treatment rooms, library, student/faculty lounge, locker halls, parking lots, bathrooms, all administrative offices, corridors, storage rooms and any space to be added in the future.

## Laws Relating to Drug Violations

Any employee, faculty or student violating any of the described laws of the Health and Safety Code or the Business and Professional Code could be subject to fines and imprisonment. (For the list of violation codes associated with the unlawful manufacture, distribution, dispensing, possession or use of any controlled substance, please visit [www.aimc.edu](http://www.aimc.edu).)

## Drug Conviction Notification and Imposed Sanctions

Any employee, faculty or student must notify AIMC Berkeley of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such a conviction.

- Within 30 days after receiving notice of an employee, faculty or student conviction, AIMC Berkeley will impose corrective measures on the employee, faculty, or student convicted of drug abuse violations in the workplace by:
  - k) Taking appropriate action against the employee, faculty or student up to and including expulsion or termination of employment and referral for prosecution and/or
  - l) Requiring such employee, faculty, or student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose is federal, state or local health, law enforcement, or other appropriate agency.

## Health Risks

The abuse of narcotics, depressant, stimulants, hallucinogens, or alcohol can cause serious detriment to a person's health. The health risks associated with the misuse of the previously mentioned drugs vary but include, and are not limited to: coma, paralysis, irreversible brain damage, tremors, fatigue, paranoia, insomnia, and possible death. Drug and alcohol abuse is extremely harmful to a person's health, interferes with productivity and alertness, and working while under the influence of drugs or alcohol could be a danger to the employee, faculty, or student under the influence and fellow workers, faculty, and students.

## Rehabilitation

AIMC Berkeley will reasonably accommodate any employee, faculty and/or students who volunteers to enter an alcohol or drug rehabilitation program, provided the reasonable accommodation does not impose undue hardship on AIMC Berkeley. Reasonable accommodation could include time off without pay or adjustment of working hours. The employee, faculty or student may use whatever sick time he/she is entitled. However, AIMC Berkeley is not obligated to offer an accommodation for any employee, faculty member, or student who has violated any of the school's policy that AIMC Berkeley's sole discretion merits termination of the relationship before asking for assistance. AIMC Berkeley will take reasonable measures to safeguard the privacy of the employee, faculty or student concerning enrollment in an alcohol or drug rehabilitation program. If an employee, faculty or student enters into a state-approved rehabilitation program, the employee shall sign an agreement with AIMC Berkeley, which will include the following:

15. Enroll in and complete a company-approved rehabilitation program at the employee's cost.
16. Execute the appropriate release of medical information forms to the company in order to monitor the compliance with the rehabilitation program.
17. Ensure the treatment facility provides the company with the necessary documentation to establish compliance.
18. Abstain from any illegal drug misconduct.



19. Acknowledge that any future violation of company drug prohibitions shall result in immediate discharge.
20. Failure to comply with any provision of the agreement shall result in immediate discharge. For information on drug abuse, addiction information and treatment centers, please visit [www.aimc.edu](http://www.aimc.edu).

## **NONDISCRIMINATION POLICY**

AIMC Berkeley does not discriminate on the basis of race, color, national origin, gender, physical handicap, or sexual orientation in the educational programs or activities it conducts. The AIMC Berkeley Nondiscrimination, Title IX and sexual harassment policies apply to all students, faculty and staff for issues involving other employees, students, and/or third parties with contractual relationships with the college.

AIMC Berkeley is committed providing equal opportunities to men and women students in all programs. Title IX of the Education Amendments of 1972 (as amended), and the administrative regulations adopted therein prohibit discrimination on the basis of gender in education programs and activities operated by AIMC Berkeley. Such programs and activities include admission of students and employment. Inquiries concerning the application of Title IX to programs and activities at AIMC Berkeley may be referred to the Academic Director, the campus officer assigned the administrative responsibility of reviewing such matters, or the Regional Director of the Office for Civil Rights, Region 9 50 U.N. Plaza, Room 239, San Francisco, CA 94102.

AIMC Berkeley does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs, activities, and facilities. Sec on 504 of the Rehabilitation Act of 1973 (as amended) and the regulations adopted therein and the Americans with Disabilities Act prohibit such discrimination. The Director of Student Services has been designated to coordinate the efforts of AIMC Berkeley to comply with these Acts in implementing its regulations. Where student discrimination occurs, referral may be made to the office of the Director of Student Services. AIMC Berkeley complies with the requirements of Title VI of the Civil Rights Act of 1964 as amended by the Americans with Disabilities Act and the regulations adopted therein. No person shall, on the grounds of race, color, national origin, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program of AIMC Berkeley. Referrals may be made to office of the Director of Student Services. AIMC Berkeley does not discriminate on the basis of age, marital status, religion, or sexual orientation. Referrals may be made to the office of the Director of Student Services.

## **SEXUAL HARASSMENT POLICY**

It is the policy of AIMC Berkeley to comply with Title IX of the Education Amendments of 1972, and the 2020 Title IX Regulations which prohibit sexual harassment and sexual violence based on gender in AIMC's educational programs and activities. In compliance with Title IX and the Campus SaVE Act, AIMC provides resources, training, and information on sexual violence, harassment, and stalking. This material, as well as the college's reporting and disciplinary procedures can be found in AIMC's [Sexual Misconduct and Title IX Resources](#) handbook. An outline of reporting procedures can also be found in the Title IX Reporting section of the Student Handbook.

It is the policy of AIMC Berkeley that no member of the community—students, faculty, administrators, staff, vendors, contractors, or third parties—may sexually harass any other member of the community.

Sexual Harassment is unwelcome conduct on the basis of sex that is, sufficiently severe, persistent or pervasive that it, unreasonably interferes with, denies or limits an individual's ability to participate in or benefit from the college's educational program and/or activities, and is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation. While AIMC Berkeley is committed to the principles of free inquiry and free expression, discrimination and harassment identified in this policy are neither legally protected expression nor the proper exercise of academic freedom.

All members of the AIMC Berkeley community are responsible for creating a working and learning environment that is free from discrimination and harassment, including sexual harassment. It is important to contact the AIMC Berkeley Title IX Coordinator immediately if any of the following occurs:

- You believe you have been subjected to conduct or comments that may violate these policies.
- You have been told about or witnessed conduct that may violate these policies.
- You believe you have been retaliated against in violation of these policies.

AIMC provides training to all students, staff, and faculty on Sexual Harassment and Title IX regulations, laws, and procedures.

## **TITLE IX REPORTING**

AIMC Berkeley's Title IX Coordinator is responsible for compliance and response to inquiries or complaints concerning Title IX. Please contact the Dean of Students, ([grow@aimc.edu](mailto:grow@aimc.edu)), who serves as the Title IX Coordinator, if you have a question, seek resources, or would like to report a violation.

A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting: [www2.ed.gov/about/offices/list/ocr/complaintintro.html](http://www2.ed.gov/about/offices/list/ocr/complaintintro.html) or calling 1-800-421-3481.

If a student wishes to pursue internal action within the college, a Complaint and Incident Form should be completed and submitted to the College President or Dean of Students. The accused also has a right to submit a counter-complaint by completing a Complaint and Incident Form.

## **Institutional Responsibility**

Once a Complaint and Incident Form is received, The Title IX Coordinator shall meet with the complainant and inform them of the availability of supportive measures with or without the filing of a formal complaint. The process for filing a formal complaint is also explained. A formal complaint can be signed by either the complainant or Title IX Coordinator.

A complainant's wishes regarding filing a formal complaint and proceeding with a school investigation will be respected. However, a formal complaint and investigation may be initiated over the wishes of the complainant if the known circumstances indicate that such action is not unreasonable.

If a formal complaint is filed, AIMC must legally respond and initiate a formal investigation if the following conditions are met:

- The harassment or misconduct is sufficiently severe, persistent, or pervasive and adversely affects a student's education or creates a hostile or abusive educational environment.

- The sexual misconduct occurred on campus or in the context of educational activities, such as college-owned buildings and college-sponsored trips. Off-campus housing, and educational trips outside of the United States such as study abroad programs are excluded.

If the allegations in the formal complaint do not meet the above conditions, the school must dismiss such allegations for purposes of Title IX. However, the college may still address the allegations in any manner the school deems appropriate under the school's own code of conduct.

## Notification

When a formal complaint is filed and the situation warrants an investigation under Title IX regulations, written notification in electronic format or hard copy is sent to both parties outlining the charges/accusations as well as the disciplinary process. Both parties are also offered supportive measures. The respondent is presumed innocent until/unless the hearing process proves otherwise. Both parties are informed that they should obtain an Advisor (who may be an attorney) to guide and advocate for them throughout the process. A statement of no retaliation is included in the notification.

## Retaliation

Intimidation, threats, coercion, or discrimination against any individual who has made a report or complaint, testified, assisted, participated or refused to participate in Title IX investigations or proceedings is strictly prohibited. In an effort to prevent retaliation, the school will keep confidential the identity of the individual who made the report or complaint, the individual who has been reported to be the perpetrator, and any actual or potential respondent or witness.

## Investigation

Once the Title IX Coordinator receives the formal complaint, the school Investigator will begin the investigatory process. The process includes fact gathering, and interviews with both parties and any witnesses. A party's medical, psychological, and similar treatment records cannot be accessed or used unless the school obtains the party's voluntary, written consent to do so. Schools must send the parties and their advisors, all the evidence obtained in the investigation and allow them at least 10 days to review and comment in writing. The investigator then prepares an investigative report that summarizes relevant evidence, in electronic format or hard copy, at least 10 days prior to informal resolution or live hearing. Each party has the right to file a written response to the investigative report.

## Emergency Removal

When safety and/or time issues mandate the need for an immediate decision, the College President or other member of the Executive Committee will conduct an individualized safety and risk analysis. If the analysis determines there is an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment, the source of the threat may be removed and barred from campus and/or school functions until Informal Resolution or Hearing takes place. The respondent has an opportunity to challenge the decision immediately following removal.

## Informal Resolution

AIMC may choose to offer and facilitate informal resolution options, such as mediation or restorative justice, so long as both parties give voluntary, informed, written consent. Informal resolution cannot be

offered unless a formal complaint has been filed. Each party has the right to withdraw from the informal resolution process at any point and instead opt for a hearing. The informal resolution process is prohibited in allegations that involve an employee/instructor acting inappropriately against a student.

### Live Hearing

Both the respondent and complainant appear at the hearing at the same time. Either party can request that the live hearing take place with the parties in separate rooms with technology that allows the decision makers and all parties to see and hear one another in real time. The hearing will be recorded or transcribed. All information gathered during the investigatory, pre-hearing, and hearing process will be taken into consideration.

- At the live hearing each party's advisor is permitted to ask the other party and any witnesses any relevant questions, including follow-up questions and questions challenging credibility. Cross-examination is only permitted by advisors, never any of the involved parties.
- Trained decision maker(s) will determine the relevance of each question.
- The respondent and complainant will be treated with dignity, courtesy, and professionalism.
- In an effort to follow Civil rights laws, and Title IX guidelines, the college will adhere to a preponderance-of-the-evidence standard. There must be substantial evidence showing that the alleged incident/behavior is "more likely than not" to have happened in order for disciplinary action to take place.

### Determination

Following the hearing, the decision maker(s) will issue a written Determination regarding responsibility. The document will include the following:

1. The allegations that could constitute sexual harassment
2. A description of the procedural steps undertaken, including notifications to parties, interviews and site visits, methods used to gather evidence, and hearings
3. Findings of fact that support the determination regarding responsibility
4. Conclusions about the application of the institution's code of conduct to the facts
5. An explanation regarding the result of each allegation, including the determination of responsibility, any disciplinary actions against the respondent, and any remedies to be provided to the complainant
6. Statement of no retaliation
7. Procedures and bases for appeal.

The determination regarding responsibility will be sent to both parties simultaneously. The Determination is final (1) on the day the appeal deadline has passed if no appeal is filed, or (2) on the day the institution notifies the parties of the written result of an appeal, if one is filed.

### Appealing

Students and employees have the right to appeal by submitting an appeal request. Appeals must be received within 5 business days of receiving the written Determination Regarding Responsibility. When an appeal is filed, the college will notify all parties in writing, identify who will hear and decide the appeal, and ensure that the appeal decider(s) is free of bias and is properly trained. Those involved in

the appeal decision will not be the Title IX Coordinator, the investigator(s), or the decision maker(s) from the previous review of the case.

Both parties have the opportunity to submit written statements which will be considered before the appeal decider(s) prepare a written decision outlining the result and rationale of the appeal decision. The decision of the appeal decider/committee is final.

An appeal will be allowed if any of the following is asserted:

- Procedural irregularities affected the outcome
- New evidence that could affect the outcome
- Bias of the Title IX Coordinator, investigator or decision-maker

## Penalties

The range of college penalties and sanctions shall include, but are not limited to: alteration of class or work schedule, loss of privileges, restitution, conduct probation, mandated counseling, and/or termination from school or the workplace.

Violations of the law regarding rape or sexual offenses may be subject to prosecution through both legal and civil authorities. Such legal decisions are separate from, but may supersede, any AIMC Berkeley disciplinary decisions.

## Confidentiality

To the extent possible, strict confidentiality will be maintained by all parties regarding all matters relevant to a Title IX complaint. Only those parties who “need to know” will be provided with confidential details. All parties involved are legally and ethically bound to maintain absolute confidentiality with all matters pertaining to the grievance. Please be advised that all documents, testimony and any other information related to a complaint may be seen by any party directly involved.

Student disciplinary records, including any action taken under Title IX Policy, are considered educational records and are subject to FERPA. However, there are certain circumstances in which disciplinary records may be disclosed without the student's consent. Parties involved in a formal Title IX complaint will have access to all findings of the formal investigation conducted by the college, as well as other materials submitted for consideration during the live hearing process. A postsecondary institution will disclose to an alleged victim of any crime of violence or non-forcible sex offense the final results of a disciplinary proceeding conducted by the institution against the alleged perpetrator of that crime, regardless of whether the institution concluded a violation was committed. An institution may disclose to anyone—not just the victim—the final results of a disciplinary proceeding, if it determines that the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies.

## BERKELEY COMMUNITY

### BOARD OF DIRECTORS

#### *Board Chair: David Pacheco*

David Pacheco is a first generation Mexican American raised in what is now called Silicon Valley. His forty-year career in education administration and legislative policy development has always strived for the betterment of all Californians. For more than a decade, he has been the Director of the California Senate Fellows (ret'd.) one of the oldest and most distinguished civic education programs in the country. He is the former Director of Communications and Intercultural Studies at UCSC Extension. He is the former Chairman of the Board for Emperor's College of Traditional Chinese Medicine, and was Vice-Chair (Edmond G. Brown was chair) of the U.S. Delegation to the International Congress on Traditional Medicine (Beijing 2000). David is the President of Pacheco Development Associates, providing strategic planning, outcome evaluation and technical assistance to emerging health and human service organizations serving minority communities.

#### *Dr. Glenn Oberman, OMD, LAc., QME*

Professor Oberman is board-certified in Acupuncture Orthopedics and appointed as a Qualified Medical Evaluator by California's Industrial Medical Council. He earned his BA from the University of California, Los Angeles and his MA in International Relations from the University of California, Santa Barbara. He later studied Traditional Asian Medicine at the California Acupuncture College and earned his Oriental Medicine Doctorate from Samra University of Oriental Medicine. Professor Oberman has served as a Director of the California State Oriental Medical Association, and currently practices privately in Berkeley. In addition to his many roles at AIMC Berkeley, Dr. Oberman oversees a specialty externship, providing acupuncture to athletes at the University of California, Berkeley.

#### *Nancy Starr*

As a long time patient of acupuncture, Nancy Starr brings patient representation and perspective. Nancy became interested in eastern medicine when she experienced her first acupuncture therapy which was very successful. In addition to her personal experience as a patient, she brings 32 years of professional experience in the healthcare industry. Her work as a nuclear medicine technologist led her to recognize the limitations of Western medicine due to its compartmentalization of care. She believes a unified approach to therapy is a better way to approach the health and well-being necessary for a healthy life. Nancy states that she has received excellent care at the AIMC clinic and is looking forward to serving on the AIMC board and offering whatever service she can.

#### *Joyce Wu, LAc.*

Joyce practices traditional Chinese medical arts in the San Francisco Bay Area. She was born and raised in Guangdong, China, where holistic medicine is part of daily life. When she was a teenager, she started assisting a master acupuncturist, learning by watching. Later, Joyce attended AIMC Berkeley and its sister school in Tokyo, the Goto College of Medical Arts & Sciences. In Japan she trained in needling techniques that maximize comfort and relaxation for the patient, including treatments where needles only touch the skin. In her spare time, Joyce aspires to eating her way through Southeast Asia and the American South.

*Nina Jung, LAc.*

Nina Jung is a Board-Certified Acupuncturist, Asian American Herbalist and Strength Coach. Nina's passion for women's health started in her twenties, when she experienced various hormonal imbalances – adult acne, amenorrhea, constipation and anxiety. Unable to find a treatment that worked, she dedicated the next 8 years to studying movement, nutrition and East Asian Medicine to change how women view their body- mind. She is extremely passionate about integrating East Asian medicine healing with evidence-based practices in movement and neurobiology to help women optimize their big transitions and goals – career, pregnancy, postpartum, relationships, loss and life.

## **STAFF**

### **President's Office**

President & CEO	David Solin Lee, EdD.
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### **Academics & Clinic**

Academic Dean	Adrianus Wong, MD, DAOM, LAc.
Associate Dean & Registrar	Suriani Abdul Rani, DAIM, LAc.
Clinic Director	Nobue Nobematsu, DAOM, LAc.
Clinic & Pharmacy Manager	Le Jiang, MSOM, LAc.

### **Admissions**

Director of Admissions	Katy Koster, MSTAM
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Dean of Students	Anita Mueller
Continuing Education Coordinator	Anita Frykberg, MSOM, LAc.

### **Administration**

Operations Manager	Rebekah Lee,
Director of Financial Aid	Luke Chen, PhD, LAc

## ACADEMIC CALENDAR

### Summer 2023

Trimester Begins:	Monday, May 8, 2023
Last Day to Add/Drop:	Thursday, May 18, 2023
Last Day to Complete Prior Term Classes:	Saturday, May 20, 2023
Academic Holiday: Memorial Day	Monday, May 29, 2023
Comprehensive Exam:	Friday, June 2, 2023
Academic Holiday:	Tuesday, July 4, 2023
Last Day to Withdraw:	Saturday, July 8, 2023
Fall 2023 Registration Opens:	Monday, June 26, 2023
Fall 2023 Registration Closes:	Thursday, July 13, 2023
Trimester Ends:	Saturday, August 19, 2023

### Fall 2023

Trimester Begins:	Tuesday, September 5, 2023
Academic Holiday: Labor Day	Monday, September 4, 2023
Last Day to Add/Drop:	Thursday, September 14, 2023
Last Day to Complete Prior Term Classes:	Saturday, September 16, 2023
Comprehensive Exam:	Friday, September 29, 2023
Last Day to Withdraw:	Saturday, November 4, 2023
Academic Holiday: Thanksgiving Day	Thursday & Friday, November 23 -24, 2023
Spring 2024 Registration Opens:	Monday, October 23, 2023
Spring 2024 Registration Closes:	Thursday, November 9, 2023
Trimester Ends:	Saturday, December 16, 2023

### Spring 2024

Trimester Begins:	Monday, January 8, 2024
Academic Holiday: MLK Jr. Day	Monday, January 15, 2024
Last Day to Add/Drop:	Thursday, January 18, 2024
Last Day to Complete Prior Term Classes:	Saturday, January 20, 2024
Comprehensive Exam:	Friday, February 2, 2024
Last Day to Withdraw:	Saturday, March 9, 2024
Summer 2024 Registration Opens:	Monday, February 26, 2024
Summer 2024 Registration Closes:	Thursday, March 14, 2024
Trimester Ends:	Saturday, April 20, 2024

The AIMC campus is closed on Monday, May 29, 2023, Tuesday, July 4, 2023, Monday, September 4, 2023, Thursday, November 23 & Friday, November 24, 2023, and Monday January 16, 2024.



## **ABOUT THE AIMC BERKELEY STUDENT CATALOG & HANDBOOK**

The AIMC Berkeley Student Catalog & Handbook is updated annually and made available in print and online at [www.aimc.edu](http://www.aimc.edu). If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

The AIMC Berkeley Student Catalog & Handbook is made available to prospective students, either in print or online at [www.aimc.edu](http://www.aimc.edu), prior to their enrollment. 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.

The AIMC Berkeley Student Catalog & Handbook 2023-2024 covers the following period of time: June 1, 2023 through May 31, 2024.

### **Addendum**

While every effort has been made to ensure the completeness and correctness of this catalog, the information contained in it is subject to change. Such changes will be published as an addendum to the catalog. In the case of a conflict, the addendum always takes precedence.

### **MORE INFORMATION & RESOURCES**

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 1747 North Market Blvd. Suite 225, Sacramento CA, 95834; or PO Box 980818, West Sacramento, CA 95798-0818. Website [www.bppe.ca.gov](http://www.bppe.ca.gov); Phone 888-370-7589 or Phone: 916-574-8900; Fax 916-263-1897.

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

AIMC Berkeley does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and/or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).