Alhambra Medical University
Master of Science in Acupuncture and Oriental Medicine

CATALOG

2012 - 2013




ALHAMBRA Medical University
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School of
Acupuncture and Oriental Medicine

ALHAMBRA MEDICAL UNIVERSITY

School of Acupuncture and Oriental Medicine

Foreword

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

The Master of Science in Acupuncture and Oriental Medicine (MSAOM) program started its very first class in spring of 2005. It has been approved to operate by the California Bureau of Private Postsecondary Education (BPPE), previously known as BPPVE and the California Acupuncture Board since early 2007. The approval to operate means compliance with state standards as set forth in the Education Code. In February 2011, Alhambra Medical University became a candidate for accreditation by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), which is the recognized accrediting agency for freestanding institutions and colleges of acupuncture or Oriental medicine. This is attributed to our strong leadership, clear vision, and a committed faculty and staff.

AMU's programs are grounded in a practical approach to the training of holistic and integrative healthcare providers. Our goal is to educate and train future healthcare providers so they can go on to make valuable contributions to the healthcare system in the U.S. This is especially important now for many reasons, including helping to serve our aging and continually growing population. AMU is committed to preparing our students to attain the knowledge and skills necessary to practice and conduct research and be leaders in the field. AMU is working towards entering into research with major universities in California, and making alliances with a host of other organizations. We strongly believe that we must all work together for the betterment of our community, our world, and ourselves.


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UNIVERSITY
AHMC

Institutional Goals

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

To teach the theory and practice of Oriental medicine while simultaneously developing critical thinking and problem solving skills.

To provide students with both the historical context and modern application of Oriental medicine.

To develop an open academic environment and support the cultural diversity of our students.

To simultaneously provide quality care in acupuncture and Oriental medicine to the community and a rich clinical experience for our students.

To foster communication between practitioners of Oriental medicine and Western medicine.

Mission

Alhambra Medical University's Mission is

To provide the highest quality education available in acupuncture and Oriental medicine in a progressive learning environment.

To provide the community with a highly competent and readily available source for complementary and alternative healthcare.

To foster and enhance mutual understanding and the ability to communicate with other healthcare professionals.

To assist acupuncture and Oriental medicine professionals to achieve their appropriate place within mainstream healthcare.

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MSAOM

MASTER OF SCIENCE IN ACUPUNCTURE AND ORIENTAL MEDICINE DEGREE

Educational Objectives

Alhambra Medical University has established a series of measurable competencies or qualities as the school's educational objectives. These objectives are consistent with the institutional mission and goals, giving general guidance for the development of the curriculum. Graduates of AMU will:

- practice Oriental medicine competently by assessing patients skillfully, making accurate diagnosis, and performing appropriate treatment using the various modalities of Oriental medicine.
- integrate traditional Oriental medicine and Western medicine in order to provide optimum patient care.
- be capable of critically reading research reports on Oriental medicine and Western medicine.
- provide appropriate recommendations and referrals to patients for maintaining health and preventing disease.
- demonstrate professionalism in communication and demeanor with other healthcare professionals, patients, and the larger community.
- demonstrate an understanding of ethics and the legal environment for the practice of medicine.





About the Program

The MSAOM degree program at AMU is a four academic year program (minimum of 12 quarters). AMU has developed a teaching approach integrating Western science with acupuncture and Oriental medicine where students acquire skills rather than simply learn subjects.

Open to those who satisfy the requirements for admission (see the section on Admission Requirements), students in the program are rigorously trained in acupuncture, herbology, oriental medical theory, western medicine and sciences, tai ji, qi gong, tui na, and practice management and ethics.

The Master of Science in Acupuncture and Oriental Medicine (MSAOM) degree is awarded upon completion of 279 units (3270 hours), which includes 2310 hours of didactic and 960 hours of clinical training.

In addition, students must pass an integrated competency examination before entering the clinical phase of their education as well as level advancement examinations as they progress through their clinical training. A comprehensive exam prior to graduation and an academic exit interview are also required for graduation.

All courses are taught at 25 South Raymond, 3rd floor Alhambra CA 91801.

Admissions Requirements

The office of Admissions at Alhambra Medical University has implemented the following criteria as prerequisites for admission into the Master of Science in Acupuncture and Oriental Medicine program.

1. The satisfactory completion of 60 semester/90 quarter units (equivalent to approximately two academic years) of education at a baccalaureate level with a minimum cumulative grade point average of 2.0. This course work must be completed at an institution accredited by an agency recognized by the U. S. Department of Education or, in the case of foreign candidates, recognized by the appropriate agency in that country.

2. A completed and signed application form along with the non-refundable application fee. (U.S. citizens/residents: $100.00; international students: $150.00)

3. Provide Official Transcript(s) from college(s) and/or university(ies) attended. If the transcripts were from a country where English is not the primary language, they must be translated into English and must be sent to a reputable foreign credentials evaluation agency to assist with evaluating equivalent levels of educational achievement in the U.S.

4. Two recommendation letters.

5. A personal essay describing yourself and your interest in Oriental Medicine.

6. Two recent 2″x2″ color headshot photos.

7. Complete an interview with the Admissions Committee.

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

1. $150.00 non-refundable application fee for the additional processing and postage (as described above in part 2 of the general admissions requirements).

2. A financial statement showing at least $18,000 in assets to verify the availability to pay education and living expenses for one year.

3. A copy of a passport that is valid for at least 6 months after the date of entry into the US for the purposes of education at our institution.

4. Applicants currently studying in the United States on a F-1 visa must submit a photocopy of their I-94 form, I-20 form, visa, and first page of the passport. A completed transfer release form must be sent to AMU by the school from which the applicant is transferring.

International Students

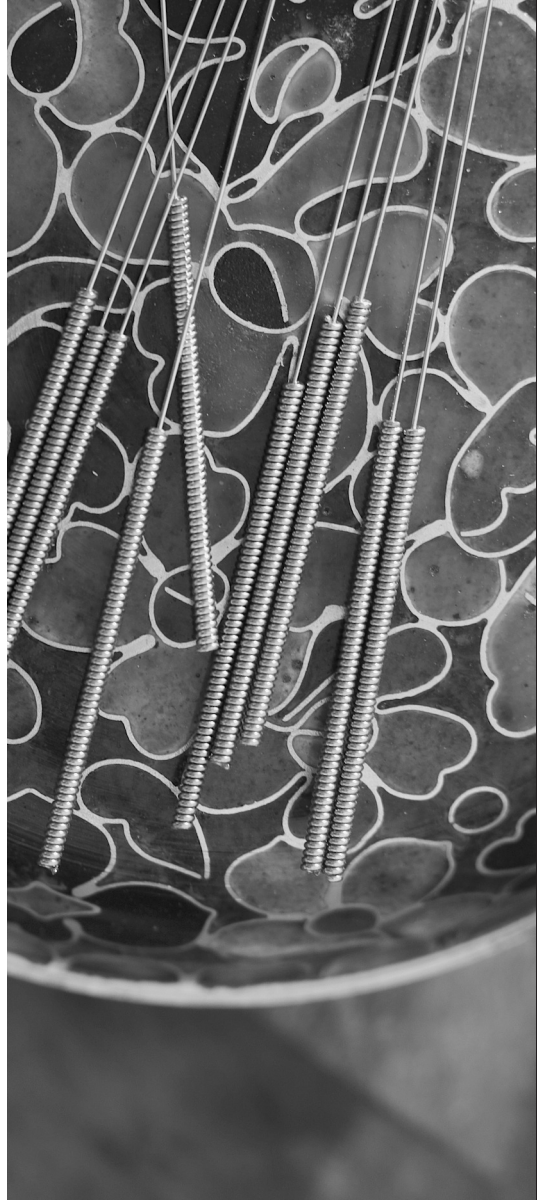
Alhambra Medical University welcomes students from foreign countries. AMU is authorized by the US Department of Homeland Security to issue I-20's and enroll non-immigrant international students. Specific application procedures apply.

Languages of Study

The didactic part of the MSAOM program is currently offered in two languages: English and Mandarin Chinese. Clinical training is taught in English only. Students must demonstrate English competency as follows:

- For students applying to the English Track: Students must take the TOEFL exam (Test of English as a foreign language) with a score of at least 500 and the TSE (Test of Spoken English) with a mean score prior to admission. Students may choose to take the IBT (Internet Based Test) instead.
- For students applying to the Chinese Track: Students must take the TOEFL exam (Test of English as a foreign language) with a score of at least 450 and the TSE (Test of Spoken English) with a mean score prior to beginning clinic internship. Students may choose to take the IBT (Internet Based Test) instead.

- Students who hold an associate degree or higher, earned from the United States or from a foreign university where English is the language of instruction, are exempt from TOEFL.
- Alhambra Medical University does not offer visa services to prospective students from other countries or English language services.
- Alhambra Medical University does not offer English as a Second Language instruction. All instruction occurs in English and Chinese.



Satisfactory Academic Progress Policy

All students in attendance at Alhambra Medical University must maintain a quarter-to-quarter, as well as cumulative, minimum GPA of 2.0. In addition, students are allowed one and one-half times the length of the normal program in which to complete their studies. This means that, the maximum time frame a student has to complete this four year program is six years (24 quarters).

If a student's quarter or cumulative GPA falls below 2.0 in any specific quarter, they will be placed on academic probation the following quarter, allowed only to enroll in no more than six units, and required to attend mandatory academic advising and tutoring. During this time, the Academic Dean will evaluate the student and analyze the reason for the poor performance.

If the student fails to bring their GPA up to 2.0 within the quarter in which they are on academic probation, they will be academically dismissed from the University. Once a student is academically dismissed from the University, they will not be allowed to re-enroll for two quarters.

If the student returns to the university, they will be allowed one quarter to achieve a quarterly GPA of 2.0 or face academic dismissal again. Two academic dismissals are grounds for permanent non-reentry into the University.

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



Code of Student Conduct

The Code of Student Conduct governs the behavior of our student body. The purpose of a published Code of Conduct is to state the specific authority and responsibility of the University in maintaining social discipline, to outline the process for a legitimate grievance, and to establish the procedures to be followed to ensure "due process," which protects accused students from unfair imposition of penalties and sanctions.

Daily responsibility for good conduct rests with all students, faculty and staff. All members of the University community are expected to use reasonable judgment in their daily campus life and to show due concern for the welfare and rights of others.

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

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

Process for Addressing Student Grievances

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

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

- An appointment may be scheduled with the Academic Dean of the University and the grievance can be discussed. Any necessary parties may be called into this meeting. A written report will be kept in the student file.
- If the Academic Dean's decision is not satisfactory to the parties involved, a meeting of the Grievance Committee can be requested. The Grievance Committee consists of one faculty member, one member of the administration and one student representative. A request must be made in writing and filed with the Academic Dean or the Executive Assistant to the President. The Academic Dean will schedule a meeting of the Grievance Committee within two weeks after the written request has been received. The person(s) filing the grievance may be requested to appear before the Grievance Committee. A decision will be rendered within seven days of the Grievance Committee meeting.
- When no satisfactory resolution is achieved, a complaint can be filed with the School's President. Or, if necessary, contact the Bureau for Private Postsecondary Education, at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888)370-7589 or by fax (916)263-1897, or contact the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) at 14502 Greenview Drive Suite 300B, Laurel, MD 20708, Phone: (301) 313-0855, Fax: (301) 313-0912 email: info@acaom.org



Appealing a Grade

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

WITHDRAWAL FROM THE PROGRAM

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

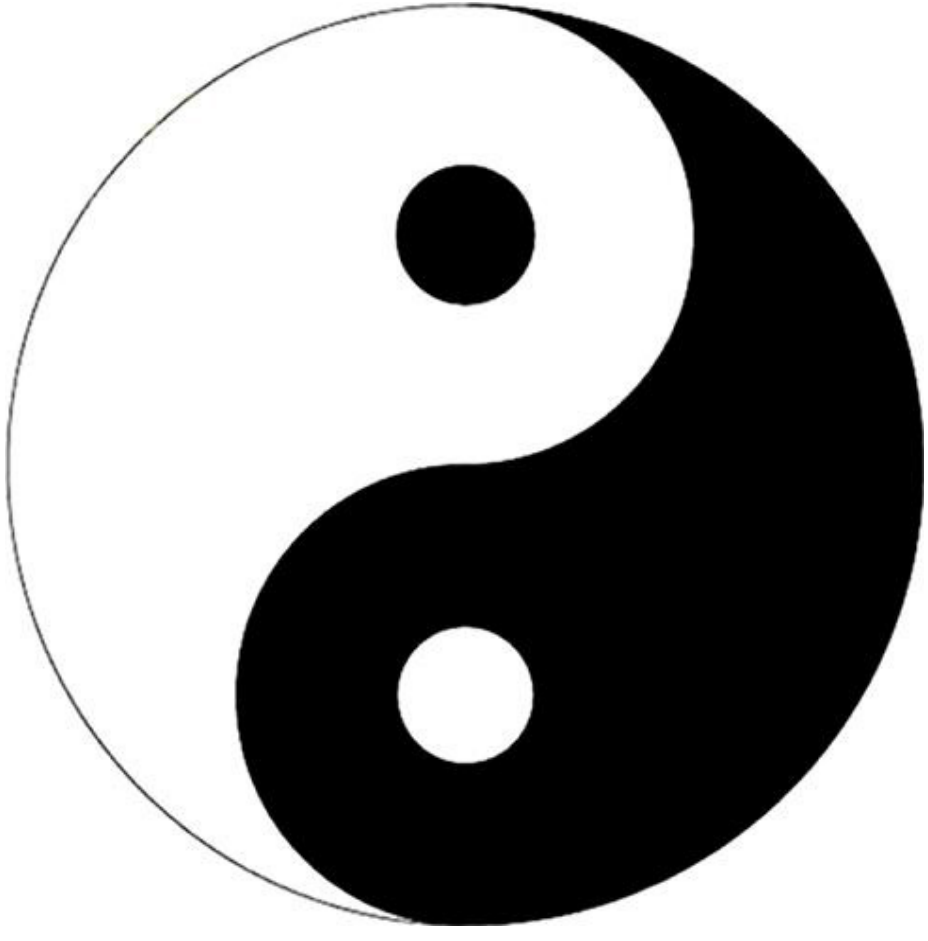
For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

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

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

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

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





Leave of Absence Policy

Leave of Absence refers to a specific time period during a student's ongoing program of study when he or she is not in academic attendance. It does not include non-attendance for a scheduled break in a student's program. AMU does not have to treat an approved Leave of Absence as a withdrawal from the university by the student. A student on an approved Leave of Absence has to complete any coursework he or she began prior to their Leave of Absence.

Only one Leave of Absence may be granted during any twelve (12) month period and it cannot exceed more than two quarters. The twelve-month period will begin on the first day of the student's Leave of Absence.

For a Leave of Absence to be approved, the student must do the following:

- Provide a written, signed, and dated request, prior to the time period in which the leave is to occur, unless unforeseen circumstances prevent the student from doing so.
- This request must be approved by the Academic Dean and the Registrar.

- Foreign students may apply for a limited Leave of Absence as long as Homeland Security rules, regulations, policies and procedures are adhered to. As stated above, a Leave of Absence must be requested prior to the time the student plans to be away from school. In addition, a foreign student may not apply for a Leave of Absence until the student has been in attendance at the University for at least one academic year. If the Leave of Absence is not approved and the student no longer attends class, the student is considered to have ceased attendance at the school.

Students returning from a leave of absence should contact the Academic Dean before registering for classes. It is the responsibility of the student to be aware of any policy and/or curriculum changes.

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

Re-admission to the University

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

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

Transfer Credit

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

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

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

TRANSFER OR ARTICULATION AGREEMENTS

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

AMU's Master of Science in Acupuncture and Oriental Medicine program accepts transfer credit towards its professional program that it judges to be equivalent to its requirements for graduation. Students transferring from another program must meet the following AMU requirements:

- A minimum of sixty (60) didactic units and 80% of the clinic intern hours (480 hours) must be completed in the AMU program as a matriculated student.
- Before transfer credit will be awarded, all official transcripts containing the course work that the prospective student seeks credit for must be received by the Office of Admission. The following guidelines apply:
  1. Only transfer credit for actual course work successfully completed at a college or university accredited by an agency recognized by the U.S. Depart ment of Education or, in the case of foreign institutions, recognized by the appropriate government agency.

  2. For institutions approved by the California Board of Acupuncture, 100% transfer credit may be awarded, provided that the actual coursework to be transferred has been successfully completed and is equivalent to the relevant coursework hours required at AMU.

- For candidates applying from institutions not approved by the California Board of Acupuncture, but are accredited by ACAOM (Accreditation Committee of Acupuncture and Oriental Medicine) or from foreign institutions which are evaluated as the equivalent of a regionally accredited college in the U.S., the following guidelines will apply:
  1. Up to 100% transfer credit may be awarded for courses completed successfully in basic sciences, clinical medicine, case management, practice management, public health, and professional development if the actual number of hours completed is equal to or greater than that required by AMU.

  2. Up to fifty percent (50%) credit, by transfer or challenge exam, for clinical practice and instruction in acupuncture and Oriental medicine principles, theories and treatment procedures may be awarded. The actual number of hours completed must be equal to or greater than that required by Alhambra Medical University. At least 50% of the course hours in the above individual subjects must be taken at Alhambra Medical University.

- Once received by the Admission Office, these transcripts will be forwarded to the Academic Dean for evaluation. After a careful course-by-course evaluation of the contents of the Official Transcript(s), a written evaluation will be sent to the student indicating what coursework will be applied as transferable credits against the AMU MSAOM graduation requirement, and the entire record of the evaluation and award of the student's transfer credit will be included in the student's academic file.

- A transfer credit evaluation form has been devised to be used in processing a student's request for credit by transfer. The Academic Committee will interview students to determine the equivalency of courses taken at another institution to replace Alhambra Medical University's courses.

- Students may be asked to submit course descriptions or outlines and/or may be required to take a challenge exam if the Academic Committee feels this is necessary to substantiate equivalency. All transfer credit forms must be signed by a member of Academic Committee.

- Alhambra Medical University does not admit ability-to-benefit students.

- Alhambra Medical University does not accept transfer credit for hours earned through challenge examinations, achievement tests, or experiential learning.

Policy on Prior Learning and Challenge Examinations

While transferring in credit from an accredited institution is preferable to taking challenge examinations for prior learning, AMU recognizes that certain individuals may have significant knowledge and experience without transferrable credit. Therefore AMU has developed the following policy:

- Only the following Western clinical medicine classes may be challenged.

BS201 Anatomy/Physiology I & Lab	4 units/40 hours
BS202 Anatomy/Physiology II & Lab	4 units/40 hours
BS203 Anatomy/Physiology III & Lab	3 units/30 hours
BS204 Anatomy/Physiology IV & Lab	3 units/30 hours
BS311 Pathology I	3 units/30 hours
BS312 Pathology II	3 units/30 hours
BS313 Pathology III	3 units/30 hours
WM301 Physical Examination	3 units/30 hours
WM302 Laboratory & Imaging	3 units/30 hours
WM303 Differential Diagnosis	3 units/30 hours
WM401 Western Clinic Science I	3 units/30 hours
WM402 Western Clinic Science II	3 units/30 hours
WM403 Western Clinic Science III	3 units/30 hours
WM404 Western Clinic Science IV	3 units/30 hours
WM405 Western Gynecology	3 units/30 hours

- The prospective student must document his or her prior learning in **all three** of the following ways:
  - **Learning experience** in these subjects must be documented: there must be transcripts from a program (for example, a trade school that is not accredited, or from a foreign institution with transcripts that cannot be properly evaluated)
  - A **current credential** for a related occupation issued in the United States by a state, local, or the federal government institution: for example an EMT Certificate or an RN license. This credential must be currently valid.
  - Must have **worked within this profession** within the last year: the student must document that they have been working in the field within the last twelve months.

- Documentation of all three criteria must be submitted during the admissions process along with a letter requesting the challenge exam[s], and listing each class to be challenged.
- The Academic Dean along with members of the Academic Committee will evaluate this documentation. If the members of the Academic Committee agree that the request is justified, the student will be allowed to take the challenge examination(s).
- A fee of $120 will be paid by the student for each challenge exam.
- The examination must be completed within 13 weeks of the first quarter of attendance or the opportunity will be forfeited.
- If the student passes the challenge exam:
  - The student will not need to attend the challenged class.
  - The student will receive CBE (Credit By Exam) on his or her transcripts.
  - If the challenged class is a pre-requisite for other classes, the prerequisite will be considered fulfilled.
- If the student does not pass the challenge exam, s/he will need to attend the challenged class in the future and the fee for the challenge exam will not be refunded.

Academic Progress

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

- Student performance is evaluated by:
  - Class attendance
  - Participation in class
  - Quizzes / Midterms
  - Final examination
  - Papers / Projects
  - Presentations

Grading Scale:

94-100% = A
90-93% = A-
87-89% = B+
84-86% = B
80-83% = B-
77-79% = C+
70-76% = C
69% & below = F (Failed)

A grade of F, NP, or WF means that the student must retake, repay and successfully pass the class to continue with their curriculum. The original grade earned and the repeated grade earned are noted on the transcript and both are computed in the Grade Point Average.

CBE =	Credit by exam
AUD =	Audit course, no credit
P/NP =	Pass/No Pass
W =	Withdrawal after add/drop
WF =	Withdrawal after 6th week of class
I =	Incomplete (if not completed by the end of the following quarter, the "I" becomes "F").

Attendance Policy

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

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

If an emergency arises, students must complete an absence request form to be signed by the faculty and approved by the Academic Dean. An excused absence is still considered an absence within the attendance policy.

Comprehensive Examinations

Comprehensive Examinations are given twice during the program learning period. The first comprehensive exam (The Clinic Entrance Exam) is given after a student has completed 75 didactic units and is ready to enter clinical internship. The second comprehensive exam is given after the student has completed 90% of their didactic courses and 750 hours of clinical internship. It is considered a graduation examination.

The Comprehensive Examinations are assigned grades and must be passed with a grade of "C" or better. However, the grades and exams, while noted on the student's transcript, are not included in the Grade Point Average or Cumulative Grade Point Average.

Add/Drop Period

The Add/Drop Period is an established period of time at the beginning of each quarter when students may add or drop classes to/from their registration without penalty. Currently the Add/Drop Period is the first 14 days of each quarter.

Course Withdrawal

To officially withdraw from all courses, a student must complete an "Official Withdrawal" form. A student who officially withdraws from school after the Add/Drop period and prior to the end of the sixth week will be given a grade of "W". If the student wishes to withdraw after the sixth week, he/she will be given a grade of "WF" for each course.

Student Disciplinary Procedures

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

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

If the AD believes there has been a violation of the Code of Student Conduct, an investigation will be conducted. If the violation is deemed to be minor, the AD will arrange an in-person meeting with the student to discuss the charges and propose a suitable sanction or solution, which may include counseling, guidance, or a written reprimand. The AD will deliver the findings in writing to the student. The student will then have ten days in which to appeal the decision in writing to an Academic Committee consisting of the Academic Dean, the Clinic Director, and a faculty member of the AD's choosing, who was not involved in the original matter. The appeal will be limited to the following: a) the presentation of new pertinent evidence previously unavailable, b) sanction that is not supported by the evidence, or c) unfair prejudice or bias in the decision.

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

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

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

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

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

The President will make a final decision on the matter.

Graduation Requirements

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

- Completion of the core curriculum with a minimum of 2310 hours of didactic instruction (231 quarter units with 222 required didactic units and 9 required elective didactic units) plus 960 hours of clinical internship (200 hours observation plus 760 hours of supervised clinical internship which comprises 48 quarter units). As such, 268 quarter units are required for graduation.

- Completion of all clinical requirements as stated in the Student's Clinic Handbook.

- Successfully passing the Comprehensive Graduation Examination

- Fulfillment all financial obligations to the University

- In terms of residency, a quarter is defined as twelve (12) units or more. The minimum residency for the MSAOM degree program is 12 quarters. For transfer students, the minimum residency requirement is 60 quarter units of classroom instruction.

  The minimum length of the Master of Science in Acupuncture and Oriental Medicine program is 4 academic years or 3 calendar years (12 quarters). The maximum time limit to earn the MSAOM degree is six calendar years.



The University's professional program of study leading to a Master of Science in Acupuncture and Oriental Medicine degree exceeds the minimum academic and clinical requirements established by the California Board of Acupuncture and the Accreditation Commission for Acupuncture and Oriental Medicine.

Alhambra Medical University prepares its acupuncture and Oriental medicine students to meet the professional education requirements for California state licensure.

In order to obtain a license to practice acupuncture in California, one must qualify for and take a written examination administered by the California Acupuncture Board. One of the ways to qualify to take this examination is to complete the necessary curriculum requirements and graduate from an Acupuncture Board-approved school such as Alhambra Medical University.

For more details, please visit http://www.acupuncture.ca.gov.

Requirements for licensure or certification in other states vary. Many of them require taking the examination (s) of the National Certification Commission for Acupuncture and Oriental Medicine. Graduates of Alhambra Medical University are qualified to take these examinations. For more details, please visit http://www.nccaom.org.

Consulting, Tutoring Services

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

Financial Information

	Application Fee (non-refundable)	Tuition		Malpractice Insurance for Clinic Interns (per quarter, non-refundable)	** Student Tuition Recovery Fund (non-refundable)
		Academic Course (per unit)	Clinic Internship (per clinic hour)		
U.S. Student	$100.00	$115.00	$7.00	$50.00***	~ $85.00
International Student	$150.00	$120.00	$8.00	$50.00***	~ $90.00

	**** Textbooks and Materials	Lab Coat (Clinic)	Herbal Education Box I - IV	Graduation Evaluation/ Commencement	* Total Cost
English	$1, 000.00	$20.00	$120.00	$250.00	$34, 225 ~ $37, 090
Chinese	$300.00				

Late Registration Fee: $30.00
Late Payment Fee: $20.00
* Estimated charges for the period of attendance and the entire program.
** $0.50 for every $1, 000.00 rounded to the nearest $1, 000.00.
*** Rates may change subject to insurance company adjustments.
**** Books in English have significantly higher prices than those in Chinese.

Financial Information

Additional Fees

	Certificate of Attendance	Certificate of Graduation	Official Transcript	Unofficial Transcript	Abroad Mailing Service (Letter)	Mailing Fee (Certified Mail for Transcript)
Standard	$5.00	$5.00	$10.00	$5.00	$5.00	$6.00
Express	$10.00	$10.00	$20.00	$10.00	$20.00	N/A

Challenge Exam Fee	$120.00 per course
Final Exam Make-Up Fee	$50.00
Retake Graduation Exam Fee	$100.00
Student ID card	$5.00
Clinic Intern ID card	$5.00
Bounced Check Penalty	$25.00

* Tuition and fees are subject to change at the discretion of the University.





California State Pro Rata Refund Policy:

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

Student Charges

During Add/Drop Period

100% refund

After Add/Drop Period

10% charged for each week attended

3rd Week	80%
4th Week	70%
5th Week	60%
6th Week	50%
7th Week	No refund

* Pro Rata will be calculated only if the withdrawal form is submitted. Verbal requests will be not considered.

Student Tuition Recovery Fund (STRF)

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. 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 residency 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 agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in an educational program who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the 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 and other costs.
4. There was a material failure to comply with the Act or this 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 a violation of the Act.

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

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

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

Mailing Address:
Bureau for Private Postsecondary Education
P. O. Box 980818
West Sacramento, CA 95798-0818

Physical Address:
Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833

Phone:	(916) 431-6959
Toll Free:	(888) 370-7589
Fax:	(916) 263-1897
Web Site:	www.bppe.ca.gov
E-mail:	bppe@dca.ca.gov

Student Financial Aid

Alhambra Medical University currently does not offer federal student financial aid.

When a student obtains a loan to pay for an educational program, the student has the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

Students may pay quarterly tuition in three installments. The first installment is due by the end of the registration period (near the end of the previous quarter). The second installment is due by the end of add/drop period. The third installment is due by the end of the sixth week of the quarter. There are no fees or interest for this service.

Educational Equipment, Materials and Facilities

In addition to the regular classroom furnishings, audio visual equipment including electronic projectors, book projectors, LCD and computer equipment are available for instructional usage. Supplemental studying materials such as the anatomical models, charts, herb samples, and various electronic software are made available in classroom settings and in the library. Medical equipment used within the scope of acupuncture treatment are also provided in the university clinic for practical training purposes.

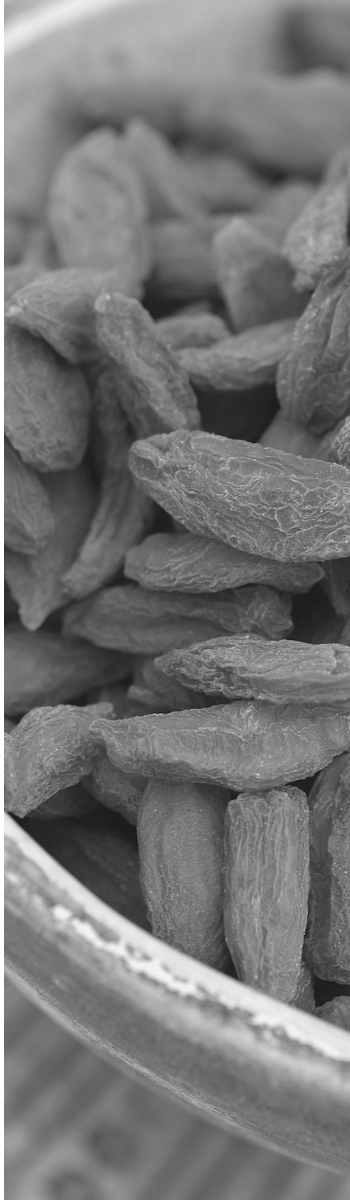
AMU University Clinic

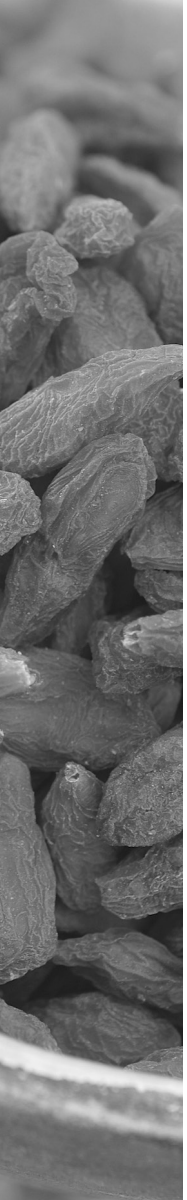
Alhambra Medical University is extremely proud of the clinical education it provides for its students, as well as the service it provides to the residents of the City of Alhambra and surrounding communities. The AMU clinic is where students embark on the journey of integrating theory and practice.

By observing, assisting and independently practicing in a supervised environment, students have the opportunity to apply clinically the information learned through their didactic instruction. Clinical competence is formally evaluated by the clinic faculty each quarter. Practical comprehensive examinations (Clinic Level Exit Exams) provides additional measures of the student's mastery of clinical skills.

Herbal Pharmacy

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





Management Of Alhambra Medical University

The affairs of Alhambra Medical University are managed by the senior level staff of the University, subject to the review and approval of the President. The senior level staff collaboratively develops and implements policy and procedures, which are in turn approved by the President during regularly scheduled meetings. In the areas of tuition and fee charges, academic standards, etc., recommendations are made to the President who gives the final approval before implementation takes place.

There are two ways for students to formally and indirectly participate in the decision making process:

- they may attend committee meetings by becoming student representatives;
- by filling out course evaluation forms at the end of each quarter.

Students may also speak to any member of the faculty, staff or administration in regards to any concern they may have.

Academic Policies and Ethics

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

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

Other Student Information

Student Body

The Alhambra Medical University student body is as diverse in interest as it is in culture, ethnicity, professional background and age. Those who make up the student body are passionate about alternative medicine, focused on their academic responsibilities and committed to becoming successful health care practitioners. AMU provides a professional environment where the training, experience and maturity of students from other health care professions are respected and appreciated. Prospective students need to demonstrate strong motivation, desire and commitment to serve as a health care professionals.

Campus Setting

AMU is located in the San Gabriel Valley within easy driving distance of the Pacific Coast beaches, Century City, and Downtown Los Angeles. Students have access to public transportation and part time job opportunities. Leisure activities may include visits to the Getty Museum, Los Angeles County Museum of Art, Los Angeles Zoo, Disneyland, Magic Mountain, and Knott's Berry Farm. Hiking, bicycle riding, horse back riding, and boating are just a few of the nearby activities that students may enjoy. Students may also take advantage of dining and shopping in Alhambra, or nearby Los Angeles, Beverly Hills, and Pasadena.

Description of Facility

Alhambra Medical University offers thousands of square feet of classrooms, library, internship clinic as well as a student lounge for the students to study comfortably and effectively. AMU also has developed various educational equipment such computer lab, electronic projectors, online resources, etc. to ensure our students have an advanced learning environment.

Student Computer Lab

In support of Alhambra Medical University's mission of teaching, research, and public service, AMU provides computer resources for the campus community of students, faculty, and staff.

Library

The AMU library houses a sizable collection of acupuncture and Oriental medical books, in English and Chinese, as well as journals, newsletters and other periodicals. The library also contains a substantial collection of Western medicine and science books, periodicals, and journals. A variety of publications related to massage education and practice can also be found in the AMU library.

Faculty and students with valid ID have access to the library 7 days a week during the quarter from 1:30 pm to 5:30 pm (operational hours may vary). Student workers are available on-site to assist users with accessing the materials in the library or through the computer system.

Students Records

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

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

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

Student Life

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

Student Services

Student Housing

Alhambra Medical University does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offer student housing assistance. According to rentals.com rental properties in Alhambra, CA start at approximately $ 625.00 per month as of July 2012.
The Student Services Staff can advise students on local affordable rentals.

Parking

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

Job Placement Service

While we cannot guarantee job placement for graduates, we have established contacts in the community with massage therapy clinics, medical doctors, chiropractors and other acupuncture clinics. Many of our students prefer to go into private practice. Our students are trained in depth in practice management and ethics to help them attain this goal.

The Disabled

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





Non-Discrimination Policy

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

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

Drug and Alcohol Abuse Policy

It is the policy of Alhambra Medical University that the learning environment be free of illegal, illicit, controlled and addictive substances. Specifically, all members of the University's community, which includes administration, faculty, staff, students and guests, will abstain from being under the influence, the use of and/or the consumption, of any illegal, illicit, addictive or controlled substance while on the University premises.

Violation of this policy could lead to removal from campus as well as suspension, expulsion, termination, and within the context of criminal activity, referral to law enhancement agencies. Employees and students having difficulties with addictive substances can seek referrals from the University to agencies providing assistance with alcohol or drug related problems.

FACULTY

Ang, Hong Bang M.D.

M.B., B.S.	BS of Medicine & BS of Surgery, Ranggon, Burma 1963
F.R.C.S.E.	Fellow of Royal College of Surgeons, Edinburgh, England 1968

Chen, Zhen Hai L.Ac.

M.D.	Shanghai Second Medical University, China 1968
M.S.	Shanghai Second Medical University, China 1982
M.S.	South Baylo University, California 1996

Deng, Sharon L.Ac.

B.S.	Hubei College of Traditional Chinese Medicine, China 1982
M.S.	South Baylo University, California 2003
A.D.T.*	South Baylo University, California 2006

Gomberg, Steven L.Ac.

M.S.	Emperor's College, California 2000
A.D.T.*	American University of Complementary Medicine 2001

A.D.T.*: Advanced Doctoral Training
O.M.D.**: O.M.D. in China

Jiang, Fanfan L.Ac.

M.D.	West China medical University, China 1980
M.S.	Dongguk-Royal University 2003
A.D.T.*	Yu Ying University 2006

Le, Roy

M.D.	Central University of the East, San Pedro de Macoris, Dominican Republic, 1999

Lee, An York L.Ac.

B.S.	National Taiwan University, Taiwan 1974
M.B.A.	California State University, California 1979
D.A.M	Asian American College, California 1983

Li, Art Jize L.Ac.

O.M.D.	Tianjin University of Traditional Chinese Medicine, China 1966

Li, Hong L.Ac.

O.M.D.	Jiangxi University of Traditional Chinese Medicine, China 1982
A.D.T.*	South Baylo University, California 2007

Liu, Shiping L.Ac.

M.S.	Alhambra Medical University, 2009

Lu, Yue L.Ac.

B.S.	Nanjing University of Traditional Chinese Medicine, China 1993
M.S.	Shanghai University of Traditional Chinese Medicine, China 1995
A.D.T.*	American Liberty University, California 2008

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M.D. Shanghai Medical University, China 1979
M.S. Shanghai Medical University, China 1982
M.S. South Baylo University, California 1996

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B.D.S. National Taiwan University, Taiwan, 1985
M.S. University of Minnesota, 1989
M.S. Alhambra Medical University, 2009

Wilcox, Lorraine L.Ac.

M.S. Samra University, California 1988
A.D.T.* American Univ. of Complementary Medicine, California 2009

Xie, Jiu Ru M.D.

M.D. Wuhan Medical University, China, 1982
Ph.D. Lorand Eotvos University of Science, Hungary, 1998
M.S. Dongguk Royal University, 2001

Zhang, Ji L.Ac.

O.M.D.** Nanjing University of Traditional Chinese Medicine, China 1983
M.S. Nanjing University of Traditional Chinese Medicine, China 1990

Zhang, Qian Qian L.Ac.

M.D. Shanghai First Medical University, China 1963
M.S. South Baylo University, California 1999

A.D.T.*: Advanced Doctoral Training
O.M.D.**: O.M.D. in China

Zhang, Qin Rong L.Ac.

Graduation	Shanghai College of Traditional Chinese Medicine, China, 1977
M.S.	Shanghai Medical University, China, 1985

Zhao, Ming L.Ac.

B.S.	Shanghai University of Traditional Chinese Medicine, China 1987
M.S.	Dongguk-Royal University, California 1999
A.D.T.*	American Liberty University, California 2006

Zheng, Qi Wei L.Ac.

Graduation	Jiangxi College of Traditional Chinese Medicine, China 1976
M.S.	Institute of Acupuncture & Moxibustion Academy of TCM, China 1981
A.D.T.	South Baylo University, 2007

Zhu, Wei Dong

M.D.	Shanghai Medical University, China 1992
M.Sc.	China Center of Disease Control and Prevention, China, 1998
Ph.D.	University of Heidelberg, Heideberg, Germany, 2004

A.D.T.*: Advanced Doctoral Training
O.M.D.**: O.M.D. in China

Governing Board of Alhambra Medical University

Chairman	Matthew Lin, M.D.	
President	Jonathan Wu, M.D., Ph.D.	
Members	An York Lee, L.Ac.	David Fang, M.D.
	En Ming Lai, D.O.	Eric Tuckman
	Fu Chu Huang	He-Ping Fan, L.Ac.
	Jerome Jiang, L.Ac.	Jimmy Huang
	Mario De La Torre	Sandy Ho
	Stanley Toy, M.D.	

Administration Staff

President	Jonathan Wu, M.D., Ph.D.
Academic Dean	Jerome Jiang, M.A., L.Ac.
Chief Operation Officer	Rachel Chen, M.S., L.Ac.
Director of University Clinic	Anyork Lee, OMD, L.Ac.
Director of School Development	Megan Hah, Ph.D., L.Ac.
Director of Admissions	Qing Ma, B.A.
Assistant of Admissions	Eunice Wong, B.S.
University Registrar	Monica Kuo, A.A.
Librarian	Yue Lu, Ph.D., L.Ac.
Office Manager	Maggie Chiang, M.S., L.Ac.

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Alhambra Medical University's approval to operate as a private postsecondary institution in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter8), which is effective January 1, 2010.

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

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

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897. Or ACAOM at 14502 Greenview Drive, Suite 300B, Laurel, MD 20708, telephone number (301) 313-0855 or by fax (301) 313-0912, e-mail: coordinator@acaom.org.

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

Alhambra Medical University	626.289.7719 www.amuedu.com 55 South Raymond Avenue, Suite 105, Alhambra, CA 91801
Admission & Academic Offices	25 South Raymond Avenue, Suite 201, Alhambra, CA 91801
Class Buildings	25 South Raymond Avenue, 3rd Floor, Alhambra, CA 91801
Clinic	28 South Palm Avenue, Alhambra, CA 91801 25 South Raymond, Suite 110, Alhambra, CA 91801

Addendum

Transfer Credit Policy Amendment

In compliance with BPPE requirement CCR 71770(b)(2), no more than 20% of graduate units may be transferred, effective July 19, 2012.



ALHAMBRA
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School of Acupuncture and Oriental Medicine

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