ALHAMBRA
Medical University
School of Acupuncture and Oriental Medicine

STUDENT HANDBOOK

MSAOM

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WELCOME

Welcome to Alhambra Medical University! We are excited that you chose AMU as the place to pursue your further education in order to realize your dreams as a leader and a provider in the alternative health care profession. There are many opportunities for involvement in campus life awaiting you. The staff and administration encourage you to take advantage of these opportunities. By becoming involved, you will learn valuable skills and develop long lasting friendships with faculty, staff, and fellow students.

There are many roads ahead. Knowing which path to follow next will be crucial to your success. We are committed to working with you to make your time at AMU enjoyable and productive. We realize that no handbook can provide answers all the questions you are likely to have, or can summarize all of the information you need while you pursue your studies. This handbook, therefore, is intended to present you with an overview of the resources that Alhambra Medical University has to offer. It also contains relevant policies and regulations that will help guide your progress at AMU. We hope that you will find it helpful and informative.

Once again, welcome. We're glad you are here.

The Staff and Faculty
Alhambra Medical University

INTRODUCTION

The Student Handbook was written to introduce students to Alhambra Medical University, answer questions that typically arise during the first weeks, and provide information that may be helpful throughout your period of study at the University.

While it is the intent of AMU to accurately describe our current policies, the University reserves the right to modify, amend or terminate any policy, practice, or benefit, with or without notice.

Students are responsible for knowing and observing all regulations that may affect their status at the University. For that reason, they are expected to acquaint themselves with the contents of this Student Handbook, the University Catalog, and other University publications that establish or explain policies, and to regularly read notices posted on official bulletin boards.

Handbook contents are informational and are not intended to form the basis of a contract with the University, nor bind the University and/or its officers, faculty or administrative staff in any respect.

Alhambra Medical University

Alhambra Medical University: Purpose, Mission & Objectives

The institutional mission, goals, and objectives for Alhambra Medical University (AMU) provide the direction and focus for its students, faculty and administrative staff. AMU's goals and objectives are supportive of the overall mission of the University: to ensure that students who are enrolled in the Master of Science in Acupuncture & Oriental Medicine degree attain the highest level of competency for entry into their respective place in the mainstream healthcare system.

The University's mission, goals, and objectives incorporate the purpose for which Alhambra Medical University was founded, the point of view that it represents, and the social and cultural needs of the community in which it is located and which it serves.

AMU Mission

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

AMU Institutional Goals

1. To educate and train students of acupuncture and Oriental medicine to competently enter the mainstream healthcare system as primary healthcare providers.
2. To teach the theory and practice of Oriental medicine while simultaneously developing critical thinking and problem solving skills.
3. To provide students with both the historical context and modern application of Oriental medicine.
4. To develop an open academic environment and support the cultural diversity of our students.
5. To simultaneously provide quality care in acupuncture and Oriental medicine to the community and a rich clinical experience for our students.
6. To foster communication between practitioners of Oriental medicine and Western medicine.

AMU 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:

1. Practice Oriental medicine competently by assessing patients skillfully, making accurate diagnosis, and performing appropriate treatment using the various modalities of Oriental medicine;
2. Integrate traditional Oriental medicine and Western medicine in order to provide optimum patient care;
3. Be capable of critically reading research reports on Oriental medicine and Western medicine;
4. Provide appropriate recommendations and referrals to patients for maintaining health and preventing disease;
5. Demonstrate professionalism in communication and demeanor with other healthcare professionals, patients, and the larger community;
6. Demonstrate an understanding of ethics and the legal environment for the practice of medicine.

Academic Freedom

Alhambra Medical University exists for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Student participation, responsibility, academic freedom, and due process are essential to the operation of the academic enterprise. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to learn and to explore major social, political, and economic issues are necessary adjuncts to student academic freedom, as is freedom from discrimination based on racial, ethnic, religious, gender, political, and economic differentiations.

Freedom to learn and freedom to teach are inseparable facets of academic freedom. The co-commitment of this freedom is responsibility. If members of the Alhambra Medical University are to develop positively in their freedom; if these rights are to be secure, then students should exercise their freedom with responsibility.

Should there be any disagreement between the students and the University regarding the exercise of Academic Freedom, the grievance procedures will be used for resolution.

Student Rights, Responsibilities and Obligations

Alhambra Medical University holds that the student, upon matriculation, neither loses the rights nor escapes the duties of a citizen. Enjoying great opportunities, the student citizen has a responsibility to himself/herself, fellow students, to the laws of the land, and to the institution in

which, by choice, he/she enrolls. The rights and obligations of students include, but are not limited to:

A. Rights

1. The right to expect an education of the high quality.
2. The right to develop their potential to the best of their ability.
3. The right to inquire about and to recommend improvements in policies, regulations, and procedures affecting the welfare of students. This right is best exercised through the fullest use of the appropriate facilities provided through student government and in University committees.
4. The right to a campus environment characterized by safety and order.
5. The right to a fair hearing when disciplinary action is applied to an individual or group.
6. The right to have adequate access to instructors.
7. Students have the right to instructors who communicate the material pertaining to the course effectively in the English language, except in cases of foreign language instruction.
8. Students have a right to an environment that is conducive to learning.
9. Students have the right to instructors who attend scheduled classes on time.
10. Students have a right to receive a course outline, which includes fair and explicit grading policies, at the beginning of each course.
11. Students have the right to be excused from academic commitments for religious observances.
12. Students have the right to be informed, in a timely fashion, of proposed or actual University action to be taken against them.
13. Students have the right to be free from harassment by other members of the University community.
14. Students have the right to redress of academic grievances.

B. Obligations and Responsibilities

1. The obligation to be fully acquainted with published regulations and to comply with them in the interest of an orderly and productive community.
2. The obligation of knowing that one's conduct reflects not only upon one's self, but also upon the institution and its citizenry.
3. The obligation to know the tenants of common decency and acceptable behavior commensurate with the aspiration implied by a graduate level education.
4. The obligation to respect the rights of others.
5. Contribute to a climate of open inquiry and honesty in all aspects of the University's academic life.
6. Commit sufficient time and effort for study, and the use of the library in connection with each course.
7. Contribute to the classroom/lab and clinic learning environment through discussion and active participation.
8. Attend scheduled classes regularly and on time.
9. Obtain help with problems encountered in a given course by seeking out faculty outside of class time.

10. Acquire the necessary prerequisites for full participation in each academic course.
11. Respect the concept of academic freedom for each faculty member.
12. Observe prescribed procedures and schedules for enrolling, registering, and progressing in a program of study.
13. Meet with an academic advisor on a regular basis.
14. Recognize and respect that faculty participation in research and scholarship, in conjunction with teaching responsibilities, is vital to the University's ability to fulfill its mission.

Academic Probity

The educational process shall be a multifaceted establishment which enlists the cooperation of administration, faculty and students. The integrity of the process shall be based on the sincere effort in fair evaluation on the part of faculty and the ethical academic conduct of all students. The faculty and administration shall jointly assure the availability of academic resources for students use and shall make clear those standards by which students will be evaluated. The fulfillment of their study will be in the full interest and responsibility of the students and their courses.

Adjudication

The legal and personal rights of all individuals shall be respected and protected. No student or faculty member shall be subject to an unfavorable decision that he/she has committed an offense related to academic integrity and no sanction shall be imposed without the proper grievance procedure having been followed by the appropriate institutional committees. If an adverse decision is given, the published standards of enforcement will be executed. Appeal procedures shall be in keeping with the standard operating procedures of the University.

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Orientation

The University provides an orientation during the first two weeks of every quarter for new students. The students will be introduced to the school academic staff. A brief review of University policies and tour of the facilities will be provided. Students will also receive a copy of school catalog, curriculum list, student handbook, library manual and the new student orientation package at this time.

Student Photo ID Card

Alhambra Medical University Student Identification Card (AMUSIC) will be issued to new students, and can be used on the AMU campus.

Students are required to carry the photo ID card (AMUSIC) while on campus. An AMUSIC can be obtained from the main administrative office located at 25 S Raymond Ave., Suite 201. The cost for a duplicate ID card is $10.00.

The AMUSIC card is non-transferable. Students who use the ID card of another person or who allow their card to be used by someone else are subject to disciplinary actions. Upon request, the AMUSIC card must be shown to University officials.

Registration & Late Registration

Registration starts for continuing students on the first day of the 9th week, and lasts for three weeks. For new and re-entering students, registration starts on the first day of the 9th week, and lasts for five weeks. A $30 late registration fee will be applied for continuing student who do not register for class within the official registration period.

Adding and Dropping Course(s) and Clinic Internship Hours

Students wishing to add one or more courses may do so prior to the last day of the second week of the quarter. Students who want to add a course or courses must complete a *Course Add/Drop Form* and submit it to the Registrar for approval and to complete registration.

Students who want to drop a course or courses after the Add/Drop period but within the quarter must complete a *Course Add/Drop Form* and submit it to the Registrar.

Students who drop a course or courses after the scheduled Add/Drop period, but before the end of the sixth week will receive a grade of "W." The student's GPA will not be affected.

A students who drops a course or courses after the end of the sixth week within any given quarter, will receive a grade of "WF" and this will be reflected in their transcript.

Auditing Classes

During the first two weeks of each quarter, students registered at AMU may audit classes without registering for the class. However, before the last day of the second week of the quarter, students must officially register for all classes they wish to take for credit. After that, students may only attend their registered class(es).

Auditing means taking a class without receiving credit. The University encourages students to audit non-elective classes they have already completed to consolidate knowledge. There is no tuition charge for this type of auditing, but students who want to audit must register, follow attendance and other classroom policies, and must take the quizzes and exams even though the grade will not be recorded. Auditing students will not receive class handouts unless they pay a copying fee. At this time, AMU does not allow people who are not current students or graduates of AMU to audit classes.

The faculty shall not allow students whose names are not on the roster to audit a class. The faculty also is responsible to report students who audit but do not take quizzes and exams. Such students will no longer be qualified to audit classes unless or until he or she makes up the quizzes and exams. Payment of an audit fee is required for auditing elective classes.

Non-Matriculating Students

A **non-matriculating student** may take a class for credit, perhaps so that the credit is transferred to a school where the student is matriculating. Non-matriculating students must complete the same enrollment process as matriculating students. All requirements of enrollment are the same. To attend a specific class, the non-matriculating student must have completed all prerequisites or requirement for that class. The tuition for non-matriculating students follows the same schedule as for regular matriculating students. To receive credit for a class, the non-matriculating student must fulfill all requirements for the class, including tests, quizzes, projects, attendance, etc. In school statistics, a non-matriculating student will be considered a current non-matriculating student (when attending class at AMU) or an inactive non-matriculating student (when not currently attending class at AMU).

Classroom behavior: Auditing students and non-matriculating students must remember that the main objective of classes at AMU is to instruct enrolled matriculating students. Therefore, auditing and non-matriculating students must not disrupt the class in any way. For example, they should not ask questions that are more advanced than the level of the class, ask an excessive number of questions, argue with the instructor, walk in and out of class excessively, whisper in the back of the room, etc. While all students should follow these guidelines, auditing and non-matriculating students may be permanently removed from the classroom without receiving a refund if their presence is found to be disruptive by the instructor.

Maximum Course Load

To avoid students overloading themselves with the pressures of learning, a full-time student is allowed to register for a maximum of up to twenty-one (21) didactic units and ten (10) clinical internship units per quarter. In order for a student to carry this number of units, the student must have a grade point average above 2.25. In cases where a student wants to exceed the maximum allowed units, he/she must have a cumulative GPA of 4.0. All such registrations must be pre-approved by the Academic Dean.

Buyer's Right to Cancel

Students have the right to cancel the agreement for a program of instruction, without any penalty or obligations, until attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, students also have the right to stop attendance at school at any time; and also have the right to receive a pro rata refund if the student has completed 60 percent or less of the scheduled days in the current payment period of the program through the last day of attendance.

Cancellation can occur when the student provides a written notice of cancellation to the following address: 55 S. Raymond, Suite 105, Alhambra, CA 91801. This may be done by mail or by hand-delivery.

The written notice of cancellation, if sent by mail, is effective when post-marked.

The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

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

Students may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if they have completed 60 percent or less of the scheduled days in the current payment period of the program through the last day of attendance. A deduction from the refund may include a registration or administration fee not to exceed $250.00, and a deduction for any 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 written notice of the student's withdrawal is received;
- 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 recorded 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 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. 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.

If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges.

Attendance & Leave of Absence

A student is required to attend and successfully complete a minimum of eighty percent of the scheduled contact hours for a class in order to be awarded credit for that course. If the student is absent for more than twenty percent of the course, regardless of the reason for the absence, he/she will be required to register for and retake the course in its entirety. It is the responsibility

of the faculty to monitor the attendance of each student in their class and to report to the Academic Dean when a student has reached the twenty percent absence threshold and to counsel the student on the consequences if the number of absences exceeds twenty percent. If the need should arise, the Academic Dean will notify the student in writing of the need to re-take the course in question. If the absenteeism is due to a verifiable medical or personal hardship, the Academic Dean may make a recommendation to the President to waive the tuition for re-taking the course. However, the course must be repeated in order for the student to earn the credits necessary to fulfill their program graduation requirements.

International students who are holding an I-20 visa must register three consecutive quarters before taking a leave of absence. International students who want to take a leave of absence for a quarter must fill out a *Leave of Absence Form* at least one month in advance.

Tardiness & Leaving Early

Students are expected to arrive prior to the start of the class in order to ensure a punctual start of the class and minimize disruption to other students and faculty. Unless prior authorization has been granted by the course faculty, students are expected to remain in class for the entire length of the class. Alhambra Medical University assumes the responsibility for providing a superior education to its students and believes the commitment of the student is an integral component of achieving this mission. Therefore, AMU expects each student to fully comply with the attendance guidelines o as to ensure that all students receive an education in an environment free from interruption and disturbance. To this end, AMU treats tardiness and early departure from a class early as a serious academic infraction. The consequences of such behavior may include, but is not limited to, a lower course grade or dismissal from the course without credit. Faculty is responsible to turn in attendance records for each class and will report students who are violating the attendance policy to the Academic Dean.

Grading System

The AMU's grading system is:

1. Excellent Achievement
   - A 94 – 100% (GPA 4.0)
   - A- 90 – 93% (GPA 3.75)

2. Very Good Achievement
   - B+ 87 – 89% (GPA 3.25)
   - B 84 – 86% (GPA 3)
   - B- 80 – 83% (GPA 2.75)

3. Acceptable Achievement
   - C+ 77 – 79% (GPA 2.25)
   - C 70 – 76% (GPA 2)

4. Unacceptable Achievement (Failure)
   - F 69% and below (GPA 0)

5. Pass (For classes that receive a Pass-No Pass grade)
   - P Recorded as a grade without GPA

6. Unsatisfactory / No Pass (For classes that receive a Pass-No Pass grade)
   - NP Recorded as a grade without GPA

7. Incomplete Learning
   - I If class requirements are not complete within one quarter, the "I" grade will be changed to a "F"

8. Withdrawal (without penalty)
   - W Recorded as a grade without GPA

9. Withdrawal Failure (with penalty)
   - WF Recorded as a grade without GPA

Make-Up Exams

AMU doesn't encourage make-up exams. If the student needs to schedule a make-up for the final exam, she/he could show evidence that documents medical or personal emergency occurring at the time of the scheduled exam. Students who want to take a make-up exam must petition for permission from the course instructor. The *make-up exam form* is available in the administrative office. A student who applies for a make-up exam must obtain the approval from the Academic Dean, and pay a fee of $50.00 per make-up exam.

The course grade for students who take a make-up exam will be downgraded one level. For example, a B+ for the class will be recorded as a B. The highest possible class grade for a student who takes a make-up exam is B+.

Independent Study

The University does not usually offer Independent Study due to inability to properly assess learning outcomes provided by such courses. It is strongly recommended that students meet with the Registrar or the Academic Dean at least three quarters prior to their graduation date to verify that they will be able to complete the program on time and schedule the needed courses for graduation. It is the student's responsibility to stay on track with required courses and to complete all necessary didactic and clinical requirements in a timely fashion. The University tries its best to offer courses needed for the student's timely graduation. If for any reason classes required for graduation are not be available to the student during the last three quarters prior to graduation, it is of utmost importance that the student meet with the Academic Dean to plan a course of action and seek a possible remedy. In the event that a student is close to graduation and a required course will not be available at AMU, the student may take it concurrently in another accredited school (see the next section for details). If this is not possible and only as a last resort, Independent Study may be allowed, according to the following procedures:

1) Students must submit an application for Independent Study to the Academic Dean.
2) The Academic Dean will approve or deny the application.
3) If approved, the Academic Dean will assign an instructor to the student for Independent Study and a tuition fee will be assessed for thee class.

Concurrent Education

We do not encourage AMU students to enroll concurrently in other schools. However, under special circumstances enrollment at another school may be permitted for specific courses. Generally speaking, only general science and Western medical science courses will be allowed for concurrent educational credit, following these guidelines:

1) The courses must be taken at a regionally accredited college or university.
2) The Academic Dean must approve all concurrent enrollments prior to the student's enrollment.
3) Besides what is mentioned above, concurrent enrollment in other Acupuncture & Oriental Medicine programs is not allowed for students matriculating at AMU due to the differences in curriculum and course outlines.
4) An official transcript with the course(s) grade and credits must be submitted to the Academic Dean for the evaluation of transfer credits after the completion of the course(s).

Credit Units

Alhambra Medical University is on a quarter system. Each quarter unit of credit equals ten didactic contact hours (one didactic hour per week for ten weeks). The final exam is given in the eleventh week. One quarter unit of clinical experience equals twenty clinical internship training hours.

Transfer Units

The University accepts didactic units and clinical internship hours that students have accrued in other colleges or universities of Acupuncture & Oriental Medicine. The outcome of prior

education must be equivalent to that of an acceptable grade for completion of the same subject(s) at AMU and shall meet the same curriculum standards and graduation requirements of AMU.

Students transferring from other approved schools of Acupuncture & Oriental Medicine must take a minimum of four consecutive quarters accumulating a minimum of 100 credit units at Alhambra Medical University in order to receive a MSAOM degree from AMU.

a) Up to 100% transfer credit may be awarded for coursework and clinical internship completed successfully at another acupuncture school or college which is approved by the California Acupuncture Board as long as it is equivalent to that at AMU and was successfully completed.

b) Up to 100% transfer credit may be awarded for certain courses completed successfully, for example in Biology, Chemistry, Physics, Psychology, Anatomy, Physiology, Pathology, Nutrition and Vitamins, Medical Terminology, Clinical Science, Clinical Medicine, Western Pharmacology, Practice Management and Ethics at a school which is approved under Article 4 (commencing with Section 94770) of Chapter 7 of Part 59 of the Education Code or by an accrediting agency recognized by the U.S. Department of Education.

c) Where coursework and clinical instruction were completed at an acupuncture school not approved by the board, the evaluation may include an examination administered by AMU in the subject area(s) in which transfer credit may be awarded.

d) Up to fifty-percent (50%) credit, by transfer or challenge exam, for clinical practice coursework and instruction in acupuncture and Oriental medicine principles, theories, and treatment procedures completed successfully at a school that is not approved by the board may be awarded by AMU, provided that at least 50% of the course hours in individual subjects are successfully completed at Alhambra Medical University.

The entire record of the evaluation and award of the student's transfer credit shall be included in the student's academic file and shall be made an official part of the student's transcript which shall be filed with the California Acupuncture Board upon request of the student.

Upon matriculation, all students shall receive a copy of the policies and procedures for evaluating and awarding transfer credit.

Notice of Concerning Transferability of Units and Degree Earned At AMU

The transferability of credits you earn at Alhambra Medical University is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the 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 meets 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 be transferred.

Currently Alhambra Medical University has no contract or agreement with any institution for transfer of credits earned. The 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 the requirements for graduation.

Clinical Internship

To graduate from the Master of Science in Acupuncture and Oriental Medicine Program in Alhambra Medical University, the students of 2010-2013 are required to complete nine hundred sixty hours of clinical internship in the University's Acupuncture and Oriental Medicine Clinic. In order to apply for clinical internship, students have to complete total 75 units from the following courses and successfully pass the entrance exam:

OM101	Basic Theory of TCM I	3
OM102	Basic Theory of TCM II	3
OM201	TCM Diagnosis I	3
OM202	TCM Diagnosis II	3
OM203	TCM Diagnosis III	3
OM204	Clinical Consulting Skills	3
AC100	Meridian Theory	3
AC101	Acupuncture Anatomy I	3
AC102	Acupuncture Anatomy II	3
AC201	Acupuncture Physiology I	3
AC202	Acupuncture Physiology II	3
HB100	Introduction to Botany & Herbs	2
HB101	Chinese Herbology I	3
HB102	Chinese Herbology II	3
HB103	Chinese Herbology III	3
HB104	Chinese Herbology IV	3
BS101	Biology	3
BS102	Chemistry & Biochemistry	3
BS103	Physics	2
BS201	Anatomy / Physiology I & Lab	4
BS202	Anatomy / Physiology II & Lab	4
BS203	Anatomy / Physiology III & Lab	3
BS204	Anatomy / Physiology IV & Lab	3
WM304	W. Medical Terminology	3
WM301	Physical Examination	3

The regulations for clinical internship are stated in the Clinic Handbook.

Dress Code

It is expected that students exercise good taste and maintain a neat and well-groomed appearance congruent with a professional culture. When attending class in a health care setting or working in

the clinic, students are expected to conform to the professional norm of that area. The Clinic Handbook gives further details of the required attire for interns.

Equal Access for Students with Disabilities

The Alhambra Medical University administrative staff and faculty believe that a diverse student body enhances the educational opportunities for all students and is beneficial to the profession at large. AMU 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. If you are a student with a documented disability or you think you might experience a disability and believe you need reasonable accommodations while an MSAOM student at AMU, we encourage you to contact the Academic Dean to discuss this concern.

CPR/First Aid Certification

Clinic interns (including at the observation level) are required to have and maintain current CPR and First Aid certification (Healthcare Provider level from the **American Heart Association** only). Training that includes the Automated External Defibrillator (AED) is recommended but not required. The CPR certification must be kept current during your clinical internship and you are expected to present your current CPR card to the Clinic Director at the beginning of each quarter. Students are not allowed to participate in clinic without this certificate. The California Acupuncture Board also requires a current CPR certificate when applying for the California Acupuncture License Examination.

AMU does not offer CPR & First Aid classes, although occasionally a class sponsored by another organization may be held on the AMU campus. Check the following website to find the local AHA class schedule: http://www.heart.org/HEARTORG/CPRAndECC/Find-a-CPR-Class_UCM_303220_SubHomePage.jsp

Blood Borne Pathogen Training

All students must attend and complete a Blood Borne Pathogen and Universal Precaution training program approved by the Clinic Director. This training must be completed during the AMU student clinic orientation. The training is designed to provide a basic understanding of blood borne pathogens, common modes of their transmission, methods of prevention, and other pertinent information. A copy of the Alhambra Medical University Blood Borne Pathogen and Exposure Control Plan may be obtained from the Clinic Director.

Use of the Library and Computer Lab Resources

In support of Alhambra Medical University's mission of teaching, research, and public service, AMU provides a library containing a sizable collection of Asian Medical books, journals, newsletters, and periodicals. Also included in the library collection are Western medicine and science books, periodicals, and journals.

The student computer lab (SCL) is adjacent to the library. The AMU-SCL contains PC work stations with Microsoft Office and Internet access, and is connected to a printer. Several databases are available on the internet to search for information on acupuncture and western medical.

When using the library and/or computer lab, please follow the posted policies to ensure an optimal experience.

Library Circulation Policy
Alhambra Medical University issues an ID card (AMUSIC) to all students. This ID card serves as each student's library card and must be kept current.

All borrowers who present a valid AMUSIC are allowed to check out library books and other materials, with a limit of four books.

All circulating books and materials may be checked out for a period of 14 days, and may be renewed for up to six weeks. The renewal option may be denied if another borrower has submitted a request for the book and/or materials.

Overdue and Lost Materials
In the interest of all library users, the library has instituted procedures to insure the proper and timely return of library books and materials and to seek reimbursement for lost items. The late fee is $0.20 per day per item overdue. Two overdue notices are sent to borrowers. If the book is not returned, the library issues a charge equivalent to the cost of replacing the material(s) borrowed.

Library Code of Conduct
The Alhambra Medical University Library Code of Conduct brings together particular provisions for behavior within the library. Violations of this code may result in the loss of library privileges, or further disciplinary actions from the University.

- **Food and beverages:** No food or drinks may be consumed in the library, except bottled water.
- **Smoking:** No smoking or use of any tobacco products is allowed in the library.
- **Disruptive behavior:** Behavior that is distracting or disruptive to others is prohibited. This includes excessive noise, prolonged conversation, and abusive behavior. As much as possible, silence should be observed.
- **Defacing library materials, equipment, furniture and facilities:** AMU prohibits cutting, tearing, defacing by underlining or marking materials such as books, journals, videos, DVD's; or tampering with computers, software, or other equipment, furniture and facilities.
- **Cell phones:** Cell phones must be switched off or set to "Silent" while in the library.
- **Removing library materials without authorization:** No books, journals, videos, DVDs, or any other library materials may be removed from the library without going through the established lending procedures.

- **Courtesy and responsibility – respecting the rights of others:** Deliberately hiding or misplacing library materials is not permitted. This prevents or postpones timely access to library resources by other people.
- **Book bags:** Library users are responsible for their personal belongings and should not leave them unattended. Book bags may be brought into the library, but should not block the area between the book shelves and the reading/computer table.
- **Refusal to abide by regulations:** Penalties for lost or damaged items or on late returns must be paid before the end of the quarter during which they were incurred. If these regulations are violated, transcripts and/or grades will be withheld until payment is received. Violators also face loss of library privileges.
- **Copyright:** Library users must comply with established library and University practices in regard to fair use and copyright law compliance.

Computer Lab

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

All users are encouraged to develop skill in the use of information technology through individual learning, training sessions, or classes. Users of the SCL should remain cognizant of the limited nature of the resources and act accordingly. This includes avoiding the waste of paper and using work station for the minimum amount of time, especially when others are waiting.

Guidelines for Student Computer Lab Usage

1. Use of university computer and network systems and equipment is for academic and administrative purposes only.
2. You may not attach anything to the hardware or network without prior permission. This includes computers, equipment, peripherals, etc.
3. The computer lab is for the use of current AMU students, staff, and faculty. Access is limited to those possessing a current university ID card.
4. You may not run or install any program on the AMU computer system. This is directed towards avoiding the classes of programs known as computer viruses, Trojan horses, and worms.
5. You may not perform acts that are wasteful of resources or which unfairly monopolize resources to the exclusion of others.
6. University equipment must be treated with care. Thus, eating, drinking, or smoking is not allowed in the computer lab.
7. Electronic equipment is offered for use "as is." We do not promise that software or hardware is the most current version. Users are responsible for determining program compatibility.
8. Use resources efficiently. Accept the limitations or restrictions of our computer resources.
9. Obey copyright law. AMU expects users to know, understand, and comply with copyright law.

Alhambra Medical University information technology resources may be used for lawful purposes only. Non-compliance with any of the university guidelines may subject the user to disciplinary and/or legal action.

Counseling

Counseling is available for a broad range of concerns including academic and clinical issues. Counseling sessions are available as either a one-time crisis intervention or an ongoing service. The student may contact the Academic Dean to arrange for counseling. All information related to an individual's counseling is strictly confidential.

Comprehensive (Graduation) Exam

Students must take and successfully pass the Comprehensive Graduation Examination (CGE) as one of AMU's graduation requirements for the Master of Science in Acupuncture & Oriental Medicine degree program, and to ensure the highest level of professional competency. The requirements for taking the CGE include successful completion of at least 210 didactic units (cumulative GPA 2.25) and 760 clinical internship hours. The minimum passing score for the CGE is seventy percent (70%). Any student who fails the CGE must re-take it. There is no fee for first-time CGE takers; however for each repeated attempt, students are charged $100.00. Each student is allowed a total of three opportunities to pass the CGE. After the third failure, a student is required to undergo academic counseling, evaluation, and academic tutoring in order to re-take the CGE.

Degree Conferred

Alhambra Medical University, with approval of the Board, confers the degree of Master of Science in Acupuncture & Oriental Medicine to all students upon successful completion of the required didactic and clinical course work and examinations; the satisfaction of all financial obligations; and clearance from the Library.

Release of Student Records/FERPA

In compliance with Family Educational Rights and Privacy Act of 1974 (FERPA), Alhambra Medical University does not disclose personally identifiable information regarding students, except that which is classified as public (directory information).

Students have the right to request that the University NOT release their directory information. Currently enrolled students may withhold disclosure of directory information by submitting written notification to the Admission/Registrar's Office. Students who choose to exercise this option are required to conduct all of their University business in person with photo ID.

Exit Interview

Students of Alhambra Medical University are required to complete an Exit Interview at the time of graduation or when requesting withdrawal status. The Exit Interview Form is available in the main office. The Exit Interview Form must be completed and signed by each department and placed in the student's file.

Student Conduct

A. Honor System

The Honor System presumes that all work submitted as part of academic requirements is the product of the student submitting it, unless credit is given with proper references, or as prescribed by the course instructor.

When a student makes use of concepts or words from an outside source, whether in the form of a direct quotation or of paraphrase, credit must be given to the original source for each idea by footnote or other technique acceptable to the instructor. Failure to make such an acknowledgment constitutes plagiarism.

Cheating, plagiarizing, and otherwise falsifying results of study are prohibited. This applies not only to examinations, but also to all submitted work (including papers, reports, solutions to problems, and case studies). This also applies to any act that is fraudulent or intended to mislead the instructor (including falsifying records of attendance for class or clinic, for events for which attendance is required or for which class credit is awarded, for clinical patient treatments or other work service).

B. The Honor Code

Violations of the Honor Code are cause for disciplinary actions imposed by the appropriate committee.

The following are included as violations:

- **Falsifying or cheating** on a report, paper, quiz, test, or examination submitted by a student to meet course requirements. Cheating includes the use of unauthorized aids (such as crib sheets, the aid of another person on a take-home exam, etc.); copying from another student's work; unauthorized use of books, notes, or other outside materials during "closed book" exams; soliciting, giving, and/or receiving unauthorized aid orally or in writing; or similar action contrary to the principles of academic honesty. This also includes unauthorized use of technology such as cell phones, texting, and so forth during exams.
- **Plagiarism on an assignment** including papers, themes, reports, or other materials submitted to meet course requirements. Plagiarism is defined as incorporating into one's own work the work or ideas of another without properly citing that source.
- **Failure to report** a known or suspected violation of the Honor Code.

- **Any action designed to deceive** a member of faculty, a staff member, or a fellow student regarding principles contained in the Honor Code, such as securing an answer to a problem for one course from a faculty member of another course when such assistance has not been authorized.
- **Any falsification of class records** or other materials submitted to demonstrate compliance with course requirements or to obtain course credit, including falsifying records of class attendance, attendance at required events or events for which credit is given, or attendance or hours spent at clinical internships or other work service.
- **Use of texts, papers, computer programs and applications, or class work prepared by commercial or noncommercial agents** and submitted as a student's own work.
- **Falsification of results** of study and research.

C. Tests and Examinations

Students are on their honor not to ask for or give information pertaining to any portion of an examination before or after they have taken it, in such a way as to gain or give an advantage over other students.

The written pledge signifies that the work submitted is the student's own and that it has been completed in accordance with the requirements of the course as specified by the instructor. In addition, each student and faculty member is expected to establish a clear understanding of the requirements for each course.

D. Tips for Success

- Students should read the course syllabus, and follow all policies, guidelines, or instructions outlined in the course syllabus.
- Students should make sure that they are aware of all guidelines or restrictions on a specific class or clinical assignments or examinations. Students should acquire instructions from the instructor if they miss a class.
- Students should ask their instructor before collaborating with a classmate on any assignment.
- Students should ask their instructors if a tutor or other individual may help with any assignment.
- When unsure whether or not to cite a phrase or fact, students should cite it.
- Students should ask their instructor before sharing clinic/lab reports, results, or other data with classmates or lab partners.
- Students should ask their instructor before reviewing tests administered for the same course in a previous semester.
- Students should not assume that anything they do is acceptable. If they cannot say with complete certainty that any particular conduct is permissible, they need to consult the instructor.

Without the support and cooperation of the entire student body, the Honor System does not work. Students must insist on absolute integrity for themselves and of their fellow students.

E. Copyright Law

Students are expected to abide by copyright law. Making single paper copies of articles or parts of books for personal usage is permissible, however, making multiple copies, distributing electronic copies, or reproducing full works without authorization from the copyright holder is a violation of the law. Copyright law includes paper and electronic copying. The copyrights law also extends to the use of material on the worldwide web. Students should not incorporate copyrighted material into personal or class homepages without permission from the copyright holder.

Student Disciplinary Procedures

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

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

If the Academic Dean believes there has been a violation of the Student Code of Conduct, an investigation will be conducted. If the violation is deemed to be minor, the Academic Dean will arrange an in-person meeting with the student to discuss the charges and propose a suitable sanction or solution, which may include counseling, guidance, or a written reprimand. The Academic Dean will deliver the findings in writing to the student. The student will then have ten days in which to appeal the decision in writing to an Academic Committee consisting of the Academic Dean, the Clinic Director, and a faculty member of the Academic Dean'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, this time 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 gathered so far.

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) a 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.

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Student Centered Operation

Alhambra Medical University has as its administration premise and educational mission the belief in student-centered learning. All University policies, procedures, and regulations are developed and established so that AMU can provide the highest quality education in an environment conducive to learning and free from distractions so that the student may flourish and blossom into a leader in his or her field.

Student Affairs

A. Student Organizations

Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They should be free to organize and join associations to promote their common interests.

1. Affiliation with an extramural organization should not of itself disqualify recognition of a student organization.
2. Each organization should be free to choose its own campus advisor. Members of the faculty serve the college community when they accept the responsibility to advise and consult with student organizations; they do not have the authority to control the policy of such organizations.
3. Student organizations may be required to submit a statement of purpose, criteria for membership, rules of procedures and current list of officers. They are not required to submit a membership list as a condition of institutional recognition other than an initial list of members on formation of an organization.
4. Campus organizations, including those affiliated with an extramural organization must be open to all students without respect to race, creed, or nation origin.
5. The membership, policies, and actions of a student organization are usually determined by a vote of only those persons who hold bona fide status in the University community.

B. Freedom of Inquiry and Expression

1. Students and student organizations are free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They are free to support causes by lawful and orderly means which do not disrupt the regular and essential operation of the University and which do not interfere with the rights of others. At the same time, it must be made clear to the academic and larger community that in their public expressions or demonstrations, student organizations speak only for themselves.
2. Students are allowed to invite and hear any person of their own choosing subject to those routine procedures provided for off-campus speakers. These procedures should be designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event, that the occasion is conducted in a manner appropriate to an academic community, and that the safely of individuals, the University, and the community are not endangered. While the University is properly concerned with the prevention of unlawful conduct, the institutional control of campus facilities should not be used as a device for censorship of ideas. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

C. Student Participation in Institutional Government

As constituents of the academic community, students are free, individually and collectively, to express their views on issues of general interest to the student body. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of the student government and both its general and specific responsibilities should be made explicit, and the student government within the areas of its jurisdiction should be reviewed only through orderly and prescribed procedures. The University should provide sufficient autonomy for the student government to maintain their integrity of purpose as elected representatives of the student body.

D. Student Publications

Student publications and the student press are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on campus. They are means of bringing student concerns to the attention of the faculty and the institution authorities and of formulating student opinions on various issues on the campus and in the world at large.

In the delegation of editorial responsibility to students, the University will provide sufficient editorial freedom and sufficient financial autonomy for student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, or the standards to be used in their evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibility to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency,

undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. As safe guards for the editorial freedom of student publications, the following provisions are necessary:

1. The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage.
2. Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content.
3. All University published and financed student publications should explicitly state on the editorial page that the opinions expressed are not necessarily those of the University or the student body.

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Smoke-free on AMU Campus

Smoking in any interior area of the University, including but not limited to, classrooms, labs, clinic, restrooms, hallways, or lounge areas, is strictly forbidden. Any student found violating this policy will be subject to appropriate disciplinary action.

Drug & Alcohol Abuse Standards

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 University premises. In addition, being under the influence or indulging in the use and consumption of alcohol is strictly prohibited.

Violation of this policy could lead to removal from campus as well as the suspension, expulsion, termination, and within the context of criminal activity, referral to law enforcement 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.

Use of Cellular Phones or Pagers on Campus

Pagers and cellular phones can be disturbing and disruptive when they ring. Therefore, all such devices must be turned off or switched to vibrate only mode while the student is in class, clinic, or the library.

Sexual Assault

Alhambra Medical University, in conjunction with the AMU Code of Conduct, has adopted a sexual assault policy pursuant to Resolution No. 46 adopted September 8, 1987 by the California State Assembly. Any student or employee of the University community involved directly or

indirectly in sexual assault that occurs on University property or at a University-related activity will be reported to the appropriate civil authority for investigation and subject to AMU disciplinary action.

Sexual Harassment

1. Sexual harassment, whether it be physical, verbal, graphic, or written conduct that is sufficiently severe, pervasive, or persistent so as to unreasonably interfere with or limit the ability of an individual to participate in or benefit from the services, activities or privileges provided by the University, will not be tolerated by the University.
2. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which is made explicitly or implicitly a term or condition of an individual's employment, academic advancement, or ability to participate in or benefit from the services, activities or privileges provided by the University is prohibited.
3. Any sexual act against any person without effective consent is prohibited.
4. Any person alleged to have committed any of the above actions, will be reported to the appropriate civil authorities for investigation and subject to AMU disciplinary actions.

Student Grievance Procedure

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:

1) 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.
2) 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, one student representative. If the issue is with the Academic Dean, another member of the administration can participate in his place. A request must be made in writing and filed with the Academic Dean or 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.

3) When no satisfactory resolution is achieved, a complaint can be filed with the School's President. Or, if necessary, contact:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Phone: 1-888-370-7589
Website: www.bppe.ca.gov

and/or

ACAOM
14502 Greenview Drive, Suite 300B
Laurel, MD 20708
Phone: (301) 313-0855
Fax: (301) 313-0912
email: coordinator@acaom.org

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Important Disclosure Notice

The Master of Science in Acupuncture & Oriental Medicine program at Alhambra Medical University is fully approved by both the Bureau of Private Postsecondary Education and the California Acupuncture Board. This means that students successfully completing the MSAOM program and completing all graduation requirements at Alhambra Medical University are able to take the California Acupuncture Licensing Examination which is the major requirement for licensure as an acupuncturist in California.

At this time, Alhambra Medical University is not yet accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), the national accrediting body for the field. This means students are not yet eligible for Federal Student Loans and Financial Aid.