ACAOM
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March 24, 2011

Jonathan Wu, MD, PhD
President
Alhambra Medical University
25 S. Raymond Ave., Suite 201
Alhambra, CA 91801

Dear President Wu:

At its February 24-26, 2011 meeting, the Commission reviewed the Alhambra Medical University, Alhambra, California complete record compiled to date, including the Site Visit Evaluation Team Report of the December 19, 2010 interim site visit and the institutionôs written response to that report, regarding candidacy status. Based on the record, the Commission found the following and took corresponding action on Candidacy status.

COMMISSION FINDINGS

The Commission determined that the purpose and educational objectives of the Alhambra Medical University, and its *Master of Science in Acupuncture in English* and *Master of Science in Oriental Medicine* in English programs are being adequately communicated, that there are adequate learning resources to accomplish its purposes and educational objectives, and there is evidence that its purposes and educational objectives are being achieved. Finding that the program is in substantial compliance with the Commissionôs Eligibility Requirements, the Commission took the following action.

COMMISSION ACTION

To grant institutional Candidacy , to grant programmatic Candidacy to the *Master of Science in Acupuncture* in English, and to grant programmatic Candidacy to the *Master of Science in Oriental Medicine* program in English of the Alhambra Medical University for a three year period effective February 25, 2011.

ACCEPTANCE OF CANDIDACY

If the Alhambra Medical University accepts this invitation to Candidacy, the Candidacy Acceptance fee of $6,600 plus $30 per student must be received by the Commission office no later than **April 25, 2011**. An invoice will be sent separately for this fee. Upon the Commissionôs receipt of the candidacy acceptance fee, which indicates the schoolôs acceptance of candidacy for the institution, and its acupuncture and Oriental medicine programs, the

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Annette Mallory Donawa, Ph.D.

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Lillie Williams

Commission will list Alhambra Medical University and its acupuncture program, and its Oriental Medicine programs as candidates for accreditation in its public announcements.

DISCLOSURES TO THE PUBLIC

All disclosures about accreditation must truthfully and accurately represent the status of the institution and its programs. At this time, the school is free to print in its catalog or other public announcements the following statements:

> *The Master of Science in Oriental Medicine program of Alhambra Medical University is a candidate for accreditation by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), which is the recognized accrediting agency for the approval of programs preparing acupuncture and Oriental medicine practitioners. ACAOM is located at Maryland Trade Center #3, 7501 Greenway Center Drive, Ste. 760, Greenbelt, MD 20770, 301/313-0855; fax 301/313-0912.*
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> *The Master of Science in Acupuncture program of Alhambra Medical University is a candidate for accreditation by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), which is the recognized accrediting agency for the approval of programs preparing acupuncture and Oriental medicine practitioners. ACAOM is located at Maryland Trade Center #3, 7501 Greenway Center Drive, Ste. 760, Greenbelt, MD 20770, 301/313-0855; fax 301/313-0912.*
>
> *Alhambra Medical University, Alhambra, California is 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 that offer such programs. ACAOM is located at Maryland Trade Center #3, 7501 Greenway Center Drive, Ste. 760, Greenbelt, MD 20770, 301/313-0855; fax 301/313-0912.*

Use of language other than that so designated is not permitted without prior written permission from Commission staff. The Commission must receive from the School within 30 days, or by **April 25, 2011**, a copy of the public announcement of its candidate status. Copies of all other public advertisements must be submitted each year with the annual report.

CANDIDACY TERM

Candidacy is granted for a period of three years during which time your institution and programs must complete the accreditation process and become accredited, or candidacy expires at the Commission's Winter 2014 meeting. If an institution or a program has demonstrated sufficient progress with its Self-Study and for good reason has not been able to meet the above timetable, it may apply for a one-year extension of candidacy. No more than two, one-year extensions may be granted by the Commission.

REQUIREMENTS OF A CANDIDATE INSTITUTION/PROGRAM

See the appendix to this action letter. Specific interim reports and additional site visits may be required within a time set by the Commission. If the Commission determines that these requirements are not met within the time limit set by the Commission and without cause acceptable to the Commission, this

shall constitute grounds for the withdrawal of Candidacy by the Commission after reasonable notice and opportunity to be heard.

At any time during your self-study process or during the Candidacy period, please feel free to seek assistance from your staff contact, Dr. Annette Mallory Donawa, Director of Accreditation Services, about questions you may have regarding the Commissionôs action on Candidacy, your reporting requirements, or the Commissionôs procedures and criteria for accreditation. I congratulate you and your colleagues on the Universityôs achievement of Candidacy and look forward to your participation in the ongoing development of quality education for the profession.

Sincerely,

Carla J. Wilson

Carla Wilson, MS, Dipl. AC. C.H., L.Ac.
Chair

cc: U.S. Secretary of Education
Enclosure: Appendix to Accreditation Action Letter

APPENDIX TO CANDIDACY ACTION LETTER

REQUIREMENTS OF A CANDIDATE PROGRAM

DETAILED FINDINGS:

Important Notice: Under United States Department of Education (USDE) regulations (34 CFR, Part 602, Section 602.20.a), if ACAOM finds that an institution or program is not in compliance with any of its Standards/Criteria, ACAOM must immediately take adverse action against the institution/program, or require the institution or program to bring itself into compliance within a time period that may not exceed 2 years. Since the USDE regulations (34 CFR, Part 602, Section 602.3) define "adverse action" as "é the denial, withdrawal é , revocation, or termination of accreditation or preaccreditation [Candidacy]," if a program fails to correct or substantially strengthen its compliance with any standard cited as a non-compliance or technical non-compliance within a 2-year period, the Commission is required to withdraw candidacy or accreditation status from the institution or program. Notwithstanding the above requirements, the Commission expressly reserves the right pursuant to ACAOM Policies and Procedures to immediately withdraw accreditation or candidacy status from an institution or program that fails to comply with relevant Commission standards.

USDE further specifies that: Preaccreditation status (Candidacy) may be used as an alternative to full accreditation by any public or private non-profit institutions accredited by ACAOM for the purpose of establishing eligibility to participate in Title IV programs. Please note that preaccreditation is not available as an option for establishing such eligibility by a for-profit institution accredited by ACAOM.

REQUIREMENTS OF A CANDIDATE INSTITUTION/PROGRAM

A. REQUIREMENTS OF CANDIDACY

The Commission has identified that the program is in non-compliance with the following Eligibility Requirements, but is confident that these areas can be fully and completely corrected within a reasonable period of time. The program must document its progress towards remediation of all Areas of Non-Compliances and Areas Requiring Further Development in Biannual Progress Reports, due September 1, 2011 & April 1, 2012. Please forward copies to Dr. Annette Mallory Donawa at the ACAOM office. The programôs first Biannual Progress Report must be submitted as part of the programôs First Annual Report, due **September 1, 2011**. If the Commission finds that these requirements are not met within one year (by its Winter 2012 meeting) and without cause satisfactory to the Commission, this shall constitute grounds for the withdrawal of Candidacy after reasonable notice and opportunity to be heard.

AREAS OF NON-COMPLIANCE

There are no remaining areas of non-compliance.

The Commission determined that the following requirements are now in compliance:

1. General Eligibility Requirement 6 (Finances)/Standard 13/Criterion 13.1:

2. General Eligibility Requirement 8 (Governance)/Criterion 3.2:

3. General Eligibility Requirement 9 (Conflict of Interest Policies):

4. General Eligibility Requirement 15 (Evaluation of Achievement of Mission, Goals and Objectives):

5. Criterion 1.4 Review:

6. Criterion 6.10 (Retention rates):

AREAS REQUIRING FURTHER DEVELOPMENT

Standard 11/Criterion 11.1: The library collection is deficient and requires strengthening. The institution needs to develop and implement an effective plan for continued library development.

The planning and implementation of library development has been significantly strengthened, but the program should continue to develop and implement a plan for continued library development.

The Commission determined that the following areas have been sufficiently strengthened:

1. Criterion 1.2 Educational Objectives

2. Criterion 1.3: Relationship

3. Criterion 3.3: Bylaws

4. Criterion 4.4: Integrity

5. Criterion 6.2: Transfer Credit

6. Criterion 6.3: Policy Publication

7. Criterion 6.4: Policy Planning

8. Criterion 10.2: Published, fair student policies

9. Criterion 12.4: **Staff and faculty space and equipment**

10. Criterion 13.4: **Budgetary Process**

11. Criterion 14.1: **Completeness and accuracy**

C. NOTIFICATIONS TO BE MADE TO THE COMMISSION

1. As an institution/program with Candidacy status, Alhambra Medical University will be required to notify the Commission of any changes in the institutionôs accreditation status and any changes in the program(s) as most changes could substantially affect your programôs character, quality, policies, staff, curricula, reputation, legal or financial status. Some changes are considered to be substantive changes (policy 1.14.2) for which prior notification and approval are required by the Commission before implementation of the program. Other changes are considered to be non-substantive (policy 1.14.1) changes which generally do not require prior notice to the Commission but which must be reported to the Commission within 30 days of implementation. Candidacy status does not transfer automatically when substantive changes are made.
2. The Alhambra Medical University is required to report to the Commission any charge brought against it or inquiry made of the institution/program by any agency of the federal, state or local government concerning matters of health or safety, advertising or promotion policy, finances, or any other matters. Such charges shall be reported to the Commission within thirty days of the date of the charge, whether or not your institution/program considers the charge to be well founded, baseless, or partially well founded.

D. ANNUAL REPORTS AND SUSTAINING FEES

Annual reports and an annual Sustaining Dues are required of candidate programs. Failure to file the annual report and/or to submit the annual Sustaining Dues may result in the withdrawal of Candidacy. On March 1st of each year of Candidacy, the Sustaining Dues payment is due. On September 1st of each year of Candidacy, your programsô annual reports are due and must include a full financial statement with a CLASSIFIED balance sheet reviewed by an independent CPA. The annual reports should include an outline of your self-study process and the timetable you are using to conduct your self-study.

The Commission also requires candidate programs to submit biannual progress reports on the programôs progress in correcting any deficiencies identified in prior Commission reviews. Your first biannual progress report is due on September 1, 2011. The second biannual progress report must be submitted by March 1, 2012. The Commission encourages the Alhambra Medical University to continue its development toward compliance with the Standards/Criteria for accreditation and the school must report in each biannual progress report during Candidacy its progress toward compliance in the following areas:

E. THE SELF-STUDY PROCESS

The next stage in the accreditation process is the institution/programôs self-study or self-examination. The self-study process should identify the institution/programsôproblems as well as their strengths, and the self-study report, which is the product of this process, should demonstrate that honest recognition of the institution/programsôproblems and weaknesses has taken place, and that the school has grappled with possible solutions within its limited resources. The self-study report must demonstrate honest searching and thoughtful consideration of all aspects of the institution/programs by all constituencies: administrators, faculty, students, Board, and Advisory Board. A self-study is a time for a searching self-examination of the institution and its AOM programs, and it is the first step toward a plan for solving

problems recognized and for moving forward.

The self-study is also a time to dream of the AOM programs your community would like to have someday and a time to identify what the first and subsequent steps are toward achieving that goal. Most schools find that a true self-study is an arduous but rewarding task that brings great dividends to the institution.

Before you begin your self-study, please review the self-study process in the *ACAOM Accreditation Manual.* This manual provides you with various questions and factors to consider in the self-examination of your programs. During your self-study, feel free to contact Dr. Annette Mallory Donawa, Director of Accreditation Services with any questions or assistance you may need.

The Commission requires your attendance at a Self-Study Workshop prior to submission of your self-study report. It is most useful for you and the staff person(s) who will coordinate your self-study to attend the workshop prior to beginning the process on your campus. Workshops are usually held each year . Further information on the workshop will be provided by ACAOM prior to the period in which the program must begin its self-study process.

A ñLetter of Intentò with all required documentation and exhibits must be submitted at least one month prior to the due date of your self-study report. A copy of your electronic Self-Study report should be mailed to ACAOMôs office.

As the programs engage in its self-study, the Commission would like the schoolôs constituencies to give particular attention to the accreditation criteria cited above under the Requirements of Candidacy and Annual Reports and to the following areas:

> Purpose: Are the programs meeting their purposes and educational objectives? Are revisions in the statement of purpose or educational objectives necessary?
>
> Governance: In the present governance structure effective relative to the programôs oversight? Should changes be made? Are you obtaining sufficient input from the public on all major decisions of the programs?
>
> Evaluation: How well are the programs measuring the attainment of their educational objectives?
>
> Faculty: Is the number of faculty and clinical supervisors adequate? Is the manner in which the faculty operates, communicates, and makes decisions adequate for the needs of the program? Is the faculty workload appropriate? Is there a fair faculty grievance policy?
>
> Library: What volumes and journals should be added to your collection to meet the study and research needs of the programôs students and faculty?
>
> Finances: What is our long-term financial plan to assure reserves and to meet program development needs? What area does the program expect to need resources to improve or develop over the next five years?

Three (3) electronic copies of your self-study report must be submitted at least ten (10) months prior to

the meeting at which the Commission shall consider the accreditation of the program. Thus, a self-study report must be submitted either by **April 1** for a Commission meeting for the following Winter or by **October 1** for a Commission meeting Summer. As your candidacy expires in Winter 2014, the latest that your Self-Study Report can be submitted is April 1, 2013.

Upon review of your report, the Commission will make a determination as to whether the self-study report is complete and whether it is acceptable. ACAOM staff will respond to you on the acceptability of the report and may request additional information and material. Upon acceptance of the self-study report, a team will then be appointed to conduct a full three or four-day site visit to the University.

F. LOSS OF CANDIDACY

Please review the Commission's policy on probationary candidacy and withdrawal of candidacy in *Policies and Procedures Handbook* so that you are fully aware of situations that would jeopardize your candidacy status. If you have any questions as to whether any matter is required to be reported to the Commission, an informal inquiry may be made of ACAOM staff. Any loss of candidacy would require your program to begin the entire process once again with a new Eligibility Report and fee.