	Alhambra Medical University
	Asian BodyWork Therapist Program
	2015-2016 CATALOG

Campus & Academic Offices	70 South Palm Avenue., Alhambra, CA 91801
Clinic	70 South Palm Avenue., Alhambra, CA 91801
Mailing Address:	55 South Raymond Avenue, Suite 105, Alhambra, CA 91801
Contact	626.289.7719
email/website	abw@amu.edu/www.amu.edu

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Introduction

Alhambra Medical University (AMU), located in the San Gabriel Valley of Southern California, is a private institution of higher education and is closely associated with seven hospitals in the area. AMU is within easy driving distance of the Pacific Coast beaches and Downtown Los Angeles. Students have access to public transportation and part time job opportunities. Lei- sure activities may include visits to the Getty Museum, Los Angeles County Museum of Art, and Los Angeles Zoo. Hiking, bicycle riding, horseback 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 and Pasadena.

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

The Masters program in Oriental Medicine at Alhambra Medical University are accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), which is the recognized accrediting agency for programs preparing acupuncture and Oriental medicine practitioners. ACAOM is located at 8941 Aztec Drive, Eden Prairie, Minnesota 55347; phone 952/212-2434; fax 301/313-0912.

Asian BodyWork Program Mission

The Asian BodyWork Therapist Program mission is to integrate Traditional Eastern Bodywork and Modern Western Massage. The goal is to provide students with the highest quality of education for massage therapy technique and professional ethics.

The Asian Body Work Massage Therapist program encompass more than simply “massage techniques.” The school will teach excellent massage therapy skills, anatomy knowledge, business marketing, practice at professionalism, and more. Each massage class will help students succeed.

The school believes that in order to be successful in the rapid expanding field of massage therapy, a professional must learn to bridge the gap between traditional eastern bodywork and modern western massage therapy. The school focuses on educating students to be nationally certified and licensed and preparing them for advancement in career opportunities.

This program is recognized by the California Massage Therapy Council (CAMTC). Students who complete 500 hours of training in the program and pass a CAMTC approved exam* are eligible to apply for the Certified Massage Therapist (CMT) certificate from CAMTC. (This info is required by CAMTC)The length of study for the entire program is one year, with 750 hours of massage training. Students who complete this will receive their graduation certificate. Students who complete 750

hours are also eligible to apply for the Board certification from National Certification Board for Therapeutic Massage and Bodywork (NCBTMB).

Educational Objectives

Upon completion of the program, students will be able to demonstrate competency in the theories and philosophy of Asian Body Work and Western Massage.

Students will be able to demonstrate competency in anatomy, physiology, kinesiology, pathology, Traditional Chinese Medicine (TCM) meridian theory, and commonly used acupressure points as they relate to effective treatment using massage therapy.

Students will be able to demonstrate competency in the hands-on skills of Tui-Na, Shiatsu, Chair Massage, Foot Massage, Swedish Massage, Sports Massage, Hydrotherapy, Trigger Point Therapy, Lymphatic Massage, Clinical Massage, etc.

Students will be able to assess indications and contraindications to massage.

Students will understand ethics and comprehend the boundaries between their personal and professional lives. Students will learn the laws and regulations for the massage therapists/workers in the State of California.

Students will learn how to operate their own massage practice and learn the methods to build their professional success.

Certification as a Massage Therapist

California law (California Business and Professions Code Section 4600 et seq.) establishes statewide standards for voluntary massage therapist and practitioner certification. California Massage Therapy Council (CAMTC) certification allows massage professionals to practice massage therapy throughout the state of California without the need for obtaining multiple permits or paying additional fees.

CAMTC has two certification levels for massage professionals:

- Certified Massage Therapist (CMT) – Required to complete at least 500 hours of massage education and training at CAMTC approved massage therapy school(s)*, which shall not be online or distance learning. Of those 500 hours, a minimum of 100 of those hours must be in anatomy and physiology, contraindications, health and hygiene, and business and ethics.
- Passage of a CAMTC approved exam. CAMTC has approved the following exams:
    - The Massage and Bodywork Licensing Exam (MBLEx) – offered by the Federation of State Massage Therapy Boards (FSMTB) if taken any time;

- The Board Certification Exam for Therapeutic Massage and Bodywork (BCTMB) – offered by the National certification Board for Therapeutic Massage and Bodywork (NCBTMB) if taken any time; and
- The following other exams offered by NCBTMB if taken on or before February 1, 2015; The NCETMB, or the NCETM.

On January 1, 2013, National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) launched a new credential, Board certification. Therapists achieving this credential will have the proper foundation to better serve their clients and demonstrate a commitment to raising the standards of the profession**. Board certification is the highest attainable credential level in the profession.

To achieve the Board certification, Therapists must:

- Pass the BCETMB exam
- Complete a minimum of 750 hours of education and training in massage therapy
- Complete 250 hours of professional, hands-on experience.
- Pass a thorough national background check
- Obtain a current CPR certification
- Agree to uphold NCBTMB's Standards of Practice and Code of Ethics
- Agree to oppose Human Trafficking
- ** For more detail information, please go to www.ncbtmb.org.

Admission Requirements

All applicants must

- Be 18 years of age or older.
- Submit a completed and signed AMU application along with a US $50 non-refundable application fee.
- Submit one copy of their original high school diploma or GED (for foreign diploma, a notary is required), or take an ATB test.
- Submit one copy of current valid government issued photo ID.
- Be interviewed by an officer of the Asian Body Work Massage Therapist Program.
- Alhambra Medical University does not offer visa services to prospective students from other countries or English language services.
- Asian Body Work Massage Therapist Program does not admit foreign or ESL students.
- Alhambra Medical University does not offer English as a Second Language instruction. All instruction occurs in English and Chinese. The students should pass Chinese language proficiency exam before enrollment.

Campus Setting

Alhambra Medical University offers thousands of square feet of classrooms, library, internship clinic as well as student lounge for the students to study comfortably and effectively. AMU also has developed various educational equipment such as a 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 computing resources for the campus community of students, faculty, and staff.

Library

The 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. Valid student ID is required for access.

Student Housing

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

Parking

Ample street parking surrounds 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

Alhambra Medical University does not guarantee job placement for graduates.

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.

Education Equipment and Materials

AMU provides the following equipment for use during didactic and practical instruction: overhead projector, computer, DVD lectures, anatomical models, anatomical charts, skeletons, as well as various massage chairs, tables, foot massage sofa, wooden foot bath tub and plastic covers.

Texts and Recommended Texts

- Human Anatomy and Physiology, 10th edition, San Francisco, CA; Benjamin Gummings/Pearson Education, 2011
- Chinese Tui-Na Therapy by Fu Wang, Foreign Language Press, Beijing, China, 1994
- Trail Guide to the Body, 4th Edition, Boulder, CO; Books of Discovery, 2010
- The Book of Shiatsu, by Paul Lundburg, Simon & Schuster, 2003
- Mosby's Fundamentals of Therapeutic Massage, 5th Edition, Sandy Fritz BS MS NCTM, 2012
- Foot Reflexology by Jurgen Jora, St. Martin's Griffin New York, 1991
- A Massage Therapist Guide to Pathology, 5th Edition, Ruth Werner; Lippincott William & Wilkins, Philadelphia, 2012
- Massage therapy, principles and practice, 4th edition, Susan G Salvo, 2012
- Basic Clinical Massage Therapy: Integrating Anatomy and Treatment, Clay, Games H; William & Wilkins, Philadelphia, 2007
- S Kinesiology: The Skeletal System and Muscle Function, 2nd Edition; St. Louis, MO: Mosby/Elsevier, Health Services Division, 2010
- Basic Clinical massage Therapy, 2nd Edition; James H. Clay, Lippincott Williams & Wilkins, 2008
- The Handbook of Chinese Massage, Tui-Na Techniques to Awaken Body and Mind, Maria Mercati, Healing Arts Press, Rochester Vermont, 1997
- The Business of Massage, The Complete Guide to Establishing Your Massage Career, American Massage Therapy Association, 2002

Asian BodyWork Massage Therapist program trains competent practitioners in the art and science of Asian bodywork therapy. Students who satisfactorily complete the entire program with 750 hours of massage training will receive their graduation certificate.

Phase I (250 Hours)	Phase II (250 Hours)	Phase III (250 Hours)
#111 Anatomy & Physiology	#211 Kinesiology	#311 Sports Massage
#112 Health & Hygiene (First Aid/CPR)	#212 Pathology	#312 Swedish Massage III
#113 Business Practice	#213 Shiatsu	#313 Hydrotherapy
#114 Health Boundaries for Body Work	#214 Swedish Massage II	#314 Combo Massage
#115 Ethics & Professionalism	#215 Clinical Massage	#315 Deep Tissue Massage
#116 Tui-Na	#216 Foot Massage	#316 Trigger Point Therapy
#117 Chair Massage	#217 Lymphatic Massage	#317 Hot Stone Massage
#118 Swedish Massage I	#218 Clinical Internship I	#318 Clinical Internship II

Course Description

Phase I **250 Hours**

#111	Anatomy & Physiology	100 hours
This course offers a basic anatomy and physiology. A system approach to the human body with specific focuses on the effects of massage and bodywork. Curriculum will start from cell, to the tissue, skeletal, and muscular system, Students will also learn the anatomy and physiology of nervous, circulatory, endocrine systems, respiratory and reproductive of the body. The course focuses on the massage and bodywork.		

#112	Health & Hygiene (First aid/CPR)	20 hours
Students will learn the basic sanitary procedure and public hygiene emphasizing how massage therapists can protect themselves against communicable diseases, and how to prevent the infectious disease spread. General principles of public health are discussed. The ratio of lecture and practice will be 2:1. Students will also obtain the cardiopulmonary resuscitation skills and earn a certification valid for two years.		

#113	Business Practice	8 hours
Students will learn the basic skills and maintaining a successful practice. Marketing and communicating skills, plus psychological issues pertaining to promoting business will be explored and experienced. Professional/legal concerns and ethics will also be addressed.		

#114	Health Boundaries for Body Work	16 hours
Students will learn the code of ethics of NCBTMB; importance of setting boundaries and contraindications which refer to clear definitions of what you will do, what you will not do, and what you will accept and not accept in client behavior.		

#115	Ethics & Professionalism	16 hours
Students will learn the ethical behavior and professional conduct required to be a massage therapists. Students will also learn the real cases of massage practice related to professional ethics and conducts.		

#116	Tui-Na	36 hours
Students will learn the basic traditional Chinese massotherapy massage theory and basic skills. This course will teach students more hands-on techniques of Tui-Na: assessments of common conditions with Tui-Na theory; indications and contraindications of Tui-Na therapy. The ratio of lecture and practice will be 1:2.		

#117	Chair Massage	20 hours
Students will learn and review the detailed instruction on the appropriate chair massage strokes, stretching techniques, and therapeutic routines to use in seated massage for both relaxation and specific therapeutic applications. Also students will learn the foundational information on equipment, hygiene, sanitation, safety, contraindications, communication and documentation, body mechanics, the common conditions treatment with chair massage and establishing a seated massage business. The ratio of lecture and practice will be 1:2.		

#118	Swedish Massage I	34 hours
Students will learn the basic Swedish massage history, development, the theory and techniques, the functions of Swedish massage; and basic Swedish massage strokes and the applications, massage draping, body mechanics and client positions. The ratio of lecture and practice will be 1:2.		

Phase II **250 Hours**

#211	Kinesiology	50 hours
Students will learn the basic principles and techniques of Kinesiology. Students will learn physiological, mechanical and psychological mechanisms of human beings, and how to apply kinesiology to human health include biomechanics and orthopedics, strength and conditioning, sport psychology, methods rehabilitation and sport and exercise.		

#212	Pathology	50 hours
Students will learn general information on the etiology, signs, symptoms, and treatment of common diseases and conditions, and also study how massage therapy influences the healing process. Students learn pathology systematically, and basic treatment of muscular and skeletal disorders.		

#213	Shiatsu	20 hours
Students will learn the basic Shiatsu, Japanese massage techniques. It includes the basic theory, shiatsu points, various strokes, indications and contraindications. The ratio of lecture and practice will be 1:2.		

#214	Swedish Massage II	32 hours
The continuing of #118. Students will review the basic Swedish massage strokes and advanced techniques, joint mobilization and stretches, infection control and emergency preparedness, indications and contraindications, treatment plan, special populations and pregnancy, and clinical massage. The ratio of lecture and practice will be 1:2.		

#215	Clinical Massage	26 hours
This is a class for students to prepare clinical practice. The student will learn how to combine and apply the knowledge and hands-on techniques they have learned in clinic practice. The ratio of lecture and practice will be 1:2.		

#216	Foot Massage	32 hours
Students will learn the basic theory of reflexology; the locations of main reflexology zones; how to stimulate the body's innate healing forces with reflexology, the basic reflexology massage strokes of; reflexology massage indications and contraindications; and assessment of common disorders with reflexology theory. The ratio of lecture and practice will be 1:2.		

#217	Lymphatic Massage	20 hours
Students will learn the basic anatomy, physiology, and pathophysiology of lymphatic system; basic theory of lymphatic massage; the strokes of lymphatic massage; indications and contraindications, how to assess and treat common conditions with lymphatic massage. The ratio of lecture and practice will be 1:2 . Students will learn the causality of self-image and body. It includes techniques for the body workers to deal with surfacing emotions and how to provide a feeling of emotional safety for the client.		

#218	Clinical Internship	20 hours

Asian Body Work Massage Therapist program will expose Students to the actual practice of therapeutic massage. In each scheduled class, students will observe how clients/patients are interviewed, assessed and treated by a certified massage therapist first and then students will learn how apply their hands-on skills on the real clients/patients under the supervision of certified massage therapist.

Phase III **250 Hours**

#311	Sports Massage	22 hours
Students will learn the basic theory of sports massage and fundamental techniques within a sports massage approach, indications and contraindications, and how to apply different strokes to treat common sports conditions. The ratio of lecture and practice will be 1:2.		

#312	Swedish Massage III	34 hours
The continuing of #214. Students will review the basic Swedish massage strokes and advanced techniques, joint mobilization and stretches, infection control and emergency preparedness, indications and contraindications, treatment plan, special populations and pregnancy, and clinical massage techniques. The ratio of lecture and practice will be 1:2.		

#313	Hydrotherapy	20 hours
Students will learn the basic theory and technique of hydrotherapy, indications and contraindications, how to apply different temperature to treat common conditions, and equipment used in the hydrotherapy application. The ratio of lecture and practice will be 1:2.		

#314	Combo Massage	28 hours
Combo massage is the combination of western Swedish massage and eastern shiatsu massage. Students will learn the basic theory and technique of combo massage, indications and contraindications, and how to apply combo massage to treat common conditions. The ratio of lecture and practice will be 1:2.		

#315	Deep Tissue Massage	20 hours

Students will learn the deep tissue anatomy and physiology, the basic strokes of deep tissue massage, and application to clinical massage; and the use of manual manipulation of soft tissues to relieve specific complaint of pain and dysfunction. The ratio of lecture and practice will be 1:2.

#316	Trigger Point Therapy	26 hours
Students will learn the basic Trigger Point theory, how to apply the theory to find the trigger points, and how to treat the tender and referred pain. It includes the basic theory and various strokes. The ratio of lecture and practice will be 1:2.		

#317	Hot Stone Massage	20 hours
Students will learn the basic hot stone massage theory and applications; indications and contraindications; how to apply the hot stone to relax the clients, and treat the common conditions; how to use the equipment of hot stone and set-up. It also includes the massage strokes with hot stone. The ratio of lecture and practice will be 1:2.		

#318	Clinical Internship II	80 hours
This is the continuation of #218. Asian Body Work Massage Therapist program will expose students to the actual practice of therapeutic massage. In each scheduled class, students will observe how clients/patients are interviewed, assessed and treated by a certified massage therapist first and then students will learn how apply their hands-on skills on the real clients/patients under the supervision of certified massage therapists.		

Alhambra Medical University	Asian BodyWork Therapist Program

Program Tuition and Fees

Item	Tuition and Fee
Application Fee (non-refundable)	$50
** Student Tuition Recovery Fund (non-refundable)	$0
Textbooks and Materials	$300
Tuition	$7.00 per hour
Phase I (250 hours)	$1,750
Phase II (250 hours)	$1,750
Phase III (250 hours)	$1,750
*** Total Cost**	**$5,600**

* Estimated charges for the period of attendance and the entire program.

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

Related Fees:

Student ID	$10 (one time only, non-refundable)
CPR & First Aid	$65 (one time only)
Make-up Exam Fee	$25 (each time for each course)
Malpractice Insurance	$30 (one time, non-refundable)
Bounced Check Fee	$25 (each time)
Uniform	$50
Tools	$10

Student Right to Cancel

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

1. Cancellation may occur when the student provides a written notice of cancellation at the following address: Alhambra Medical University, 55 S. Raymond, Suite 105, Alhambra, CA 91801. This can be done by mail or by hand delivery.
2. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
3. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
4. If the Enrollment Agreement is cancelled, the school will refund the student any money he/she paid, 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 after the notice of cancellation is received.
5. Withdrawals may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

Tuition Refund Policy

You may withdraw from the school at any time after the cancellation period and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your 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 of the last class attended, 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.

Student Financial Aid

Alhambra Medical University currently does not offer federal student financial aid. If a student receives a loan to pay for the 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.

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 and are 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 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.
2. 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.

Alhambra Medical University	Asian BodyWork Therapist Program

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

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 alternative healthcare professions. 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.

Satisfactory Academic Progress Policy

All students in the Asian Body Work Massage Therapist Program must have a minimum grade of “C” to pass the course.

A student must take a make-up exam if he/she fails a particular course; the highest possible score resulting from a make-up exam will be a “C”.

If a student wishes to take a make-up exam after failing a course, he/she must notify the instructor and administrative office staff at least 24 hours in advance to schedule the make- up exam, and pay the appropriate fee.

His/her score on the transcript will be “I” (Incomplete) prior to taking the make-up exam.

A student only has one chance to take a make-up exam; he/she must retake the whole course if the make-up exam is failed.

Leave of Absence

Students must complete the entire Asian Body Work Massage Therapist program within one year of enrollment in order to be assured that there will be no change in the course requirements or tuition rate.

Students may take a leave of absence upon completion of each phase of the program. However, if the entire program is not completed within one year, there may be changes in the program requirements or tuition.

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 Asian Body Work 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.

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

Alhambra Medical University does not accept any transfer credit from any institution for Asian Body Work Massage Therapist program, except the credits (up to 20%) earned from the Master of Science in Acupuncture and Oriental Medicine program at Alhambra Medical University.

TRANSFER OR ARTICULATION AGREEMENTS

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

Academic Progress

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. The academic courses are graded according to a standard grading methodology. Student performance is evaluated by:

- Class attendance
- Participation in class
- Quizzes
- Final Examination

Grading Criteria:

- 90% - 100% = A
- 80% - 89% = B
- 70% - 79% = C
- 69% and below = F Incomplete = I

The grading percentage varies in different courses.

Attendance Policy

Administrative Withdrawal

A student is considered administratively withdrawn if his or her failure to attend class reaches the following levels:

- Level 1 - 250 hours, 3 days of absence.
- Level 2 - 250 hours, 3 days of absence.
- Level 3 - 250 hours, 3 days of absence.

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 a locked fireproof file cabinet and a backup copy of the student's records is kept on a computer disk(s) with adequate memory. 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 cost. Students requesting additional copies of their transcript must do so in writing and pay a $10 fee for each transcript.

Student Code of Conduct

The 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 healthcare professions are respected and appreciated. Prospective students need to demonstrate strong motivation, desire and commitment to service as a health care professional. 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 implementing 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 director of Asian Body Work 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 Director of ABW'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 Student Services Director. The Director 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 Academic Dean of the University or 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 California Massage Therapy Council at One Capitol Mall, Suite 800, Sacramento, CA 95814, www.camtc.org, phone (916)669-5336, or fax (916)669-5337.

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, or permanent dismissal if the misconduct is serious enough. 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 Director of ABW, 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, 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 Administrative Team consisting of 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 Team'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.

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.

Alhambra Medical University	Asian BodyWork Therapist Program

Methods of Instruction

Instructors use recommended texts, handouts of lecture material, audio-visual aids, and anatomical charts. The following equipment is used in the clinic portion of training: massage tables, massage oils, massage powders, hot packs, cold packs, foot soaks, and paraffin. The University provides all the equipment.

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

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

Jiang, Fanfan		
Ph.D.	Yu Ying University, California	2003
M.D. (China)	Sichuan Chengdu Orthopedic Hospital Graduate School, China	1974
M.S.	Dongguk University Los Angeles (DULA), Los Angeles, California	2003

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M.S.	Chengdu University of Traditional Chinese Medicine, Chengdu , China	1993
L.Ac.	Licensed Acupuncturist, California Acupuncture Board	2003
CMT	Certified Massage Therapist	2012

Jiang, Jianyuan		
M.A.	East China Normal University, China	1981
A.M.T*	South Baylo University (*Advanced Master Training), California	2006
L.Ac.	Licensed Acupuncturist, California Acupuncture Board	2007

Xu, Xingsheng		
Ph.D.	Shanghai University of Traditional Chinese Medicine, China	1989
M.S.	Shanghai University of Traditional Chinese Medicine, China	1987
B.S.	Shanghai University of Traditional Chinese Medicine, China	1984
L.Ac.	Licensed Acupuncturist, California Acupuncture Board	2005
CMT	Certified Massage Therapist	2012

Yang, Xiyao		
M.D. (China)	Dalian Medical University, China	1992
Ph.D.	China Medical University, China	2012
M.S.	Dalian University, China	2003

Zheng, Zhenlong		
M.S.	Samra University, Los Angeles, California	2007
Certificate	American Eastern/Western Medical Institute, California	2008

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Zhou, Xianjie		
Certificate	Texas Healing Arts Institute, Texas	2012
Certificate	Alhambra Beauty College, California	2006
M.S.	Dongguk University Los Angeles (DULA), Los Angeles, California	2001
Certificate	USA Pain Care College, California	1999
B.A.	Hubei University, China	1989
Certificate	Wuhan Medical Education College, China	1976
L.Ac.	Licensed Acupuncturist, California Acupuncture Board	2002
CMT	Certified Massage Therapist	2012

Administration

President	Eric Tuckman, J.D.
Asian BodyWork Director	Chao Ma, B.S., CMT
Asian BodyWork Admissions	Gary Xu, CMT Sean Xiang, CMT
Registrar of Asian BodyWork	Chih Wei Chen, A.A.
Director of Library	Luke Chen, Ph.D., L.Ac.

Governing Board

Chairman	Jonathan Wu, M.D., Ph.D.	
Vice Chairman	Matthew Lin, M.D.	
Members	Leigh Caldwell, L.Ac., DOM	David Fang, M.D.
	En Ming Lai, D.O.	Fu Chu Huang
	He-Ping Fan, L.Ac.	Sandy Ho
	Jimmy Huang	Mario De La Torre, J.D.

Alhambra Medical University	Asian BodyWork Therapist Program

	Stanley Toy, M.D.	
President	Eric Tuckman, J.D.	
Secretary	Ariel Qi, B.S.	

Disclosures

This catalog is effective for September 31, 2015 up to October 31, 2016 and published for the purpose of informing students, prospective students and others interested in the operations of Alhambra Medical University, primarily with regard to the educational programs and policies of the school. All information is judged to be accurate at the time of publication. However, the contents hereof are subject to change without prior notice. Please note that all reasonable efforts are made on an ongoing basis to supplement in loose leaf hardcopy format any changes, additions, or other revisions to the text of this catalog which may come into existence prior to the publication of the following edition of the catalog.

Alhambra Medical University'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, Chapter 8), 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

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.

The complaint may be made at any time, not only after the complaint/grievance process has been exhausted.