Alhambra Medical University
Master of Science in Acupuncture and Oriental Medicine

CATALOGUE



Foreword

Alhambra Medical University (AMU), located in the San Gabriel Valley of Southern California, is closely associated with six hospitals in the area.

The Acupuncture and Oriental Medicine (MSAOM) program started its very first class in spring of 2005. It has grown substantially since and has received approvals with confidence from all the appropriate state agencies — especially the California Acupuncture Board in early 2007. This is attributed to the strong leadership with clear vision and a committed faculty and staff.

AMU's programs are grounded in a practical approach to the training of holistic and integrative healthcare providers. Our goal is to educate and train future healthcare providers so they can go on to make valuable contributions to the U.S. healthcare system. This is especially important now for many reasons, including helping to serve our aging and continually growing population. AMU is committed to preparing our students to attain the knowledge and skills necessary to practice and conduct research and be leaders in the field.

AMU is preparing to enter into research with major universities in California, and alliances with a host of other organizations. We strongly believe that we must all work together for the betterment of our community, our world, and ourselves.


AHMC
UNIVERSITY
AHMC

Mission

Alhambra Medical University's mission is

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

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

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

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

Institutional Goals

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

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

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

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

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

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

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WISAOM

MASTER OF SCIENCE IN ACUPUNCTURE AND ORIENTAL MEDICINE DEGREE

Educational Objectives

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

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





About the Program

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

Open to those who satisfy the requirements for admission, students in the program are rigorously trained in Acupuncture, Herbology, Acupuncture and Oriental Medical Theory, Western Medicine and Sciences, Tai Ji, Qi Gong, Tui Na, and Practice Management & Ethics.

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

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

Admissions Requirements

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

1. The satisfactory completion of 60 semester/90 quarter units (equivalent to approximately two academic years) of education at a baccalaureate level with a minimum cumulative grade point average of 2.25. This course work must be completed at an institution accredited by an agency recognized by the U. S. Department of Education or, in the case of foreign candidates, recognized by the appropriate agency in that country.
2. A completed and signed application form along with the non-refundable application fee. (U.S. citizen/ residents: $100.00; international student: $150.00)
3. Provide Official Transcript(s) from college(s) and/or university(ies) attended. If the transcripts were from a country where English is not the primary language, they must be translated into English and must be sent to a reputable foreign credentials evaluation agency to assist with evaluating equivalent levels of educational achievement in the U.S.
4. Two recommendation letters.
5. A personal essay describing yourself and your interest in Oriental Medicine.
6. Two recent 2″x2″ color headshot photos.
7. Interviewed by a member of Admissions Committee.

For international applicants, in addition to the requirements of 1-7, the following documents must also be submitted:

1. $150.00 non-refundable application fee for extra processing and mailing fee.
2. Financial statement of at least $18,000 to verify the availability of education and living expenses for one year.
3. Copy of Passport. Passport must be good until at least 6 months after the date of entry into the US for the purposes of education at our institution.
4. Applicants currently studying in the United States on F-1 visa must submit a photocopy of I-94 form, I-20 form, visa and passport first page. A Transfer Release Form is required to be completed and sent to AMU by the school where the applicant is transferring from.

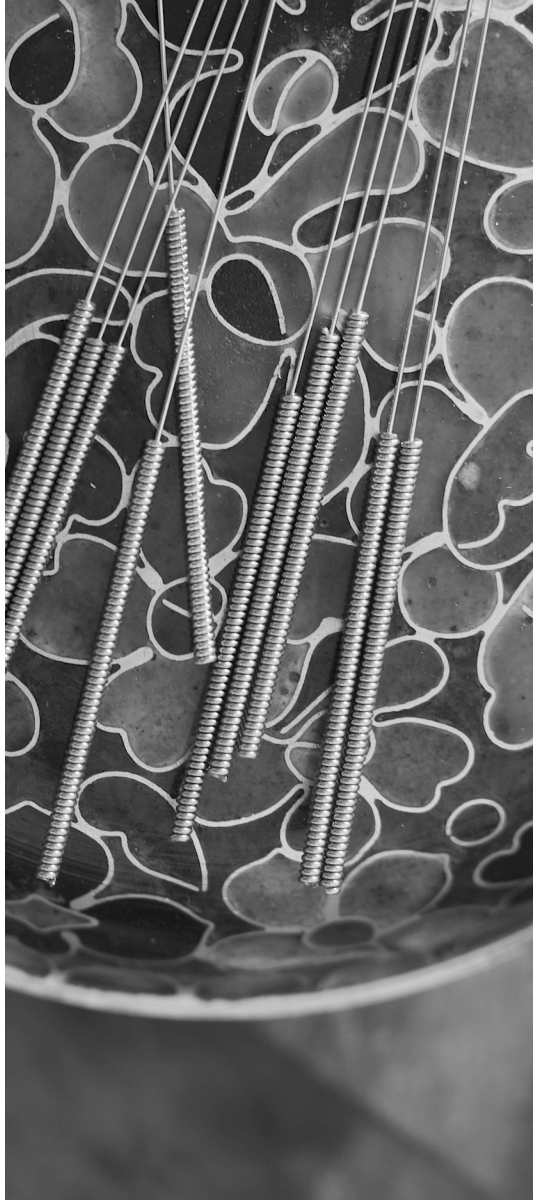
International Students

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

Languages of Study

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

- For students applying to the English Track: Students must take TOEFL (Test of English as a foreign language) with at least a score of 500 and TSE (Test of Spoken English) with mean score prior to admission. Students may also choose to take IBT (Internet Based Test) instead.
- For students applying to the Chinese Track: Students must take TOEFL (Test of English as a foreign language) with at least a score of 450 and TSE (Test of Spoken English) with mean score prior to starting of clinic internship. Students may also choose to take IBT (Internet Based Test) instead.
- Students who hold an associate degree or higher earned from the United States or from a foreign university where English is the language of instruction may be exempt from TOEFL.



Satisfactory Academic Progress Policy

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

If a student's quarter or cumulative GPA falls below a 2.0 in any specific quarter, they will be placed on Academic Probation the following quarter, allowed only to enroll in six units, and required to attend mandatory academic advising and tutoring. During this time, the Academic Dean will evaluate the student and analyze the reason for the poor performance.

If the student fails to bring their GPA up to a 2.0 within the quarter that they are on academic probation, they will be academically dismissed from the University. Once a student is academically dismissed from the University, they will not be allowed to re-enroll for two quarters. If the student returns to the university, they will only be allowed one quarter to achieve a quarterly GPA of 2.0 or face academic dismissal again. Two academic dismissals will be grounds for permanent non-reentry into the University.

Please note that International Students on an F-1 visa have a specific set of Satisfactory Academic Progress standards.



Code of Student Conduct

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

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

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

- Violations of published University policies, rules or regulations.
- Violations of federal, state or local law, including but not limited to, conduct on University premises or at University sponsored or supervised activities.
- Use, possession, sale or distribution of alcoholic beverages, drugs, drug paraphernalia, narcotics or other controlled substances.
- 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 conduct 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 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 Grievance

Alhambra Medical University creates 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 a member of Student Services. If resolution is still not forthcoming then grievance(s) can be handled through the following steps:

- An appointment may be scheduled with the Academic Dean of the University and the grievance can be discussed. Any necessary parties may be called into this meeting. A written report will be kept in the student file.

- If the Academic Dean's decision is not satisfactory to the parties involved, a meeting of the Grievance Committee can be requested. The Grievance Committee consists of one member of faculty, 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 School's President. Or, if necessary, contact Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, California 95198-0818. (888)370-7589.



Grade Appeal

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

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 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 facts and evidence pertaining to the alleged misconduct.

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

The Academic Team 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 Administrative Team 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 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 Team, 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 in advance of the hearing, and will have ten days in which to respond in writing. At the hearing, the Team will review all materials submitted by the student and the evidence so far gathered.

The Team 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 Team, b) sanction that is not supported by the evidence, or c) unfair prejudice or bias in the decision.

The President will make a final decision on the matter.



Leave of Absence Policy

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

Only one Leave of Absence may be granted during any twelve (12) month period and cannot exceed more than two quarters. The twelve-month period will begin on the first day of the student's Leave of Absence.
For a Leave of Absence to be approved, the student must do the following:

- Provide a written, signed, and dated request, prior to the time periods the leave is to occur, unless unforeseen circumstances prevent the student from doing so.
- This request must be approved by the Academic Dean and the Registrar.
- Foreign students may apply for limited Leave of Absence as long as Homeland Security rules, regulations, policies and procedures are adhered to. As stated above, a Leave of Absence must be requested prior to the time the student plans to be away from school. In addition,

a Leave of Absence for a foreign student may not be applied for until the student has been in attendance at the University for at least one academic year. If the Leave of Absence is not approved, the student is considered to have ceased attendance at the school.

Students returning from a leave of absence should contact the Academic Dean before registering for classes. It is the responsibility of the student to be aware of any policy and/or curriculum changes.
Students who have not attended the University for one year or more, should apply for re-admission. He/she must meet the current entrance requirement.

Re-admission to the University

The Academic Dean must evaluate the student's standing. If more than five years have elapsed, no credit will be allowed for courses previously taken.

Students should contact the Registrar's office for previous financial clearance (no less than 30 days) before the quarter starts. Full acceptance will be send to student, after the student file is complete and clear record from Administrative office.

Transfer Credit

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 its requirements for graduation. Students transferring from another program must meet the following AMU requirements:

- A minimum of sixty (60) didactic units and half of the clinic intern hours (480 hours) must be completed in the AMU program as a matriculated student.

- Before transfer credit will be awarded, all official transcripts containing the course work that the prospective student seeks credit for must be received by the Office of Admission. The following guidelines apply:
  1. Only transfer credit for actual coursework successfully completed at a college or university accredited by an agency recognized by the U.S. Department of Education or, in the case of foreign institutions, recognized by the appropriate government agency.
  2. For institutions approved by the California Board of Acupuncture, 100% transfer credit may be awarded, provided that the actual coursework to be transferred has been successfully completed and is equivalent to the relevant coursework hours required at AMU.

- For candidates applying from institutions not approved by the California Board of Acupuncture, but are accredited by ACAOM (Accreditation Committee of Acupuncture and Oriental Medicine) or from foreign institutions which are evaluated as the equivalent of a regionally accredited college in the U.S., the following guidelines will apply:
  1. Up to 100% transfer credit may be awarded for courses

completed successfully in basic sciences, clinical medicine, case management, practice management, public health, and professional development if the actual number of hours completed is equal or greater than that required by AMU.

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

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

A transfer credit evaluation form has been devised to be used in processing a student's request for credit by transfer. The Academic Committee will interview students to determine the equivalency of courses taken at another institution to replace Alhambra Medical University's courses. Students may be asked to submit course descriptions or outlines and/or may be required to take a challenge exam if the Academic Committee feels this is necessary to substantiate equivalency. All transfer credit forms must be signed by member of Academic Committee.

Academic Progress

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



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

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

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

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

Attendance Policy

Students must be present for at least 80% of the time to obtain credit for a course. If the students have missed more than 20% of the time, the course must be repeated.

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

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

Comprehensive Examinations

Comprehensive Examinations are given twice during the program learning period. The first comprehensive exam (The Clinic Entrance Exam) is given after a student has completed 72 didactic units and is ready to enter clinical internship. The second comprehensive exam is given after the student has completed 90% of their didactic courses and 750 hours of clinical internship. It is considered as the graduation examination.

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

Add/Drop Period

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

Withdrawal

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

The official date of the Withdrawal is the date the form is received by the Administrative Office. The amount of refund is determined according to policy.

Graduation Requirements

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

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

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

- Successfully pass the Comprehensive Graduation Examination

- Fulfill all financial obligations to the University

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



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

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

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

A graduate of AMU is eligible to sit for the licensure examination of the California Acupuncture Board, and National Certification Commission for Acupuncture and Oriental Medicine.

Consulting, Tutoring Services

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

Financial Information

Tuition and Fees | MSAOM Program

Application:
- $100.00 nonrefundable
- $150.00 international applicants, nonrefundable

Academic Courses:
- $115.00 per unit
- $120.00 per unit (international)

Clinic Internship:
- $7.00 per clinic hour
- $8.00 per clinic hour (international)

Graduation Evaluation / Commencement:
- $250.00

Graduation Exam (Re-Take):
- $100.00

Makeup Exam:
- $55.00 per course

Challenge Exam:
- $120.00 per course

Malpractice Clinic Insurance (interns only):
- $50.00* per quarter (non-refundable)
- * Rates subject to change based on insurance company adjustments.

Late Registration Fee:
- $30.00

Late Payment Fee:
- $20.00

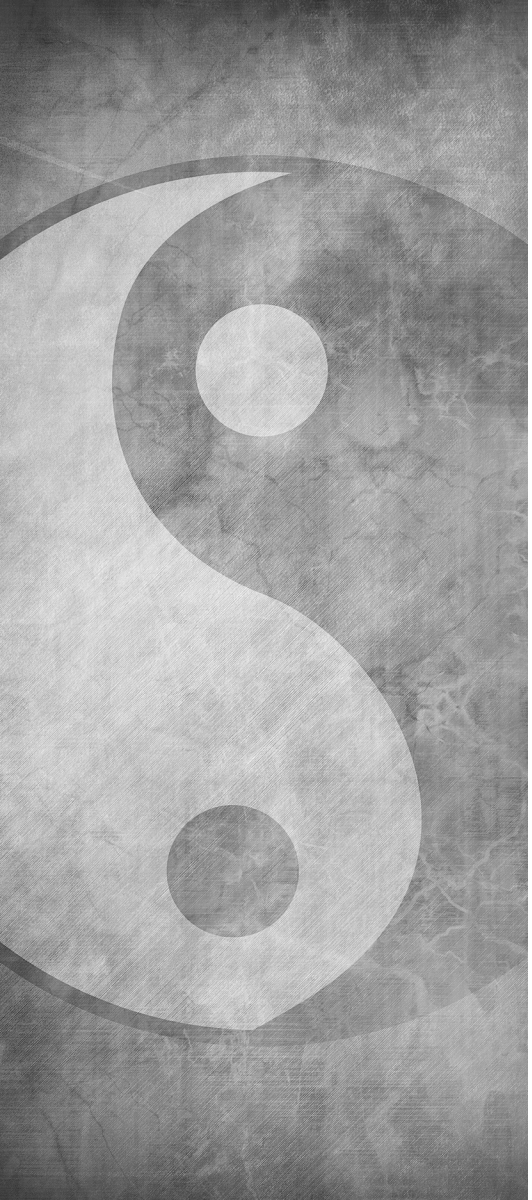
Bounce Check Fee:
- $25.00

Herbal Educational Box I - IV
- $120.00

Additional Fees

	Standard	Express
Certificate of Attendance	$5.00	$10.00
Certificate of Graduation	$5.00	$10.00
Official Transcript	$10.00	$20.00
Unofficial Transcript	$5.00	$10.00

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



Tuition Refund Policy

Students will be held financially liable for all classes and clinic hours that appear on their registration printouts. It is the student's responsibility to officially cancel their registration, drop, or withdraw from classes or clinic hours. This includes but is not limited to classes and clinic hours the student registered for but never attended and/or completed. Informing the class Instructor or Program Director does not constitute a cancellation of registration, drop, or withdrawal from class or clinic hours. Students are advised to consult with the administrative office for proper procedures.

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

Student Charges

During Add/Drop Period

100% refund

After Add/Drop Period

10% charged for each week attended

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

* Pro Rata will be calculated only if the proper document is submitted. Verbal request will be not considered.

Didactic Instruction Tuition Refunds Cancellation of Registration

A cancellation of registration cancels all registered classes and clinic hours. If a cancellation of registration is submitted prior to the first day of class, a full refund of tuition, fees (other than the AMU Application Fee) will be granted to the student. Students who submit a cancellation of registration on or after the first day of class but during the Add/Drop period are also eligible for a full refund as mentioned above. Students who withdraw from class or classes after the Add/Drop period are eligible to receive partial refunds based on a pro rata amount, for up to sixty percent (60%) of the course of instruction.

Clinic Practice Tuition Refunds Cancellation of Registration

As stated above, students who submit a cancellation of their registration prior to the first day of clinic internship will receive a full refund of tuition paid toward the clinic internship hours and fees (other than the malpractice insurance fee). In addition, students that drop clinic hours prior to the end of Add/Drop period will receive a full refund for their tuition payment toward clinic hours. However, to cancel or drop registered clinic hours, the student must notify the Clinic Director of their intention in writing. Students who drop clinic hours after the Add/Drop period will be charged a pro rata fee.

Student Financial Aid

Alhambra Medical University currently does not offer federal student financial aid. However, AMU is very sensitive to the needs of students and does offer some opportunities for students to apply for educational loans with private lenders. Students are encouraged to consult with the Administrative office about the loan application or the possibility of structuring a Tuition Payment Plan.

Clinical Facilities

AMU University Clinic

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

By observing, assisting and independently practicing in a supervised environment, students have the opportunity to apply clinically the information learned through their didactic instruction.

Clinical competence is formally evaluated by the clinic faculty each quarter.
A practical comprehensive examination (Clinic Level Exit Exams) provides additional measures of the student's mastery of clinical skills.

Herbal Pharmacy

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



Management Of Alhambra Medical University

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

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

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

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

Academic Policies and Ethics

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

A student may be dismissed for unsatisfactory 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, dress and appearance approved by the University and the profession. A student may be dismissed or suspended from a class or the University following appropriate hearing and appeals procedures.

Other Student Information

Student Body

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

Campus Setting

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

Library

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

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.

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 will be kept permanently in a locked fireproof file cabinet and a back up copy of the student's records will be kept on a computer disk(s) with adequate memory. Students will have the right to review their academic file by submitting a request to the Registrar.

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 Life

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

Student Housing

Alhambra Medical University does not provide housing for students. The Student Services Staff will advise students on local affordable rentals.

Parking

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

Job Placement Service

While we cannot guarantee job placement for graduates, we have established contacts in the community with Massage Therapy Clinics, Medical Doctors, Chiropractors and other Acupuncture Clinics. Many of our students prefer to go into private practice. Our students are trained in depth in practice management and ethics to help them attain this goal.

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.

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 each individual student, and are intended to comply with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

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 the 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.

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