



**ALHAMBRA**  
Medical University  
School of Acupuncture and Oriental Medicine

**MSAOM**

***STUDENT HANDBOOK***

**2015**

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## WELCOME

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

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

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

The Staff and Faculty  
Alhambra Medical University

## INTRODUCTION

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

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

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

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

*Alhambra Medical University*

## **AMU Purpose, Mission, Goals and Student Learning Outcomes**

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

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

### ***AMU Mission***

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

### ***AMU Institutional Goals***

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

## ***AMU Student Learning Outcomes (SLO's)***

Alhambra Medical University has established a series of measurable student learning outcomes (SLO's). These SLO's are consistent with the institutional mission and goals. Graduates of AMU will be able to:

1. Practice Oriental medicine competently by assessing patients skillfully, making accurate diagnosis, and performing appropriate treatment using the various modalities of Oriental medicine;
2. Integrate traditional Oriental medicine and Western medicine in order to provide optimal patient care;
3. Critically analyze research reports on Oriental medicine and Western medicine;
4. Provide appropriate recommendations and referrals to patients for maintaining health and preventing disease;
5. Demonstrate professionalism;
6. Demonstrate an understanding of ethics and the legal environment for the practice of medicine.

## **Academic Freedom**

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

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

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

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

## **Student Rights, Responsibilities and Obligations**

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

AMU is committed to providing a campus that is safe and secure, and that allows students to develop as professional individuals and responsible citizens. Students are expected to behave in ways that are respectful of the rights of all members of the AMU community to learn, work, practice and teach. The Student Handbook addresses student behaviors that disrupt or detract from the goals of the University.

Students are expected to maintain themselves at all times in a manner befitting a professional institution. Unprofessional conduct at the University will not be tolerated. Students must realize that their enrollment at AMU is a privilege, not a right, and carries with it obligations with regard to conduct, not only inside but also outside the classrooms. In addition, students are subject to the laws governing the community, as well as the rules and regulations of the University.

Students are also expected to observe the standards of professional conduct, dress, and appearance approved by the University and the profession. Personal conduct and appearance are outward expressions of character. The right to exclude students whose behavior or appearance is undesirable, unprofessional or prejudicial to the University's interest is a right reserved by AMU. All students are provided with a copy of this Student Handbook upon matriculation, and are expected to be familiar with its contents.

A student may be expelled for unsatisfactory conduct, academic dishonesty, or for any other cause if the student's conduct is considered to be prejudicial to the interest of the University or the integrative health care professions. In addition, students may be subject to arrest by local, state or federal agencies for such violations.

The rights and obligations of students include, but are not limited to:

### **A. Rights**

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

12. Students have the right to be informed, in a timely fashion, of proposed or actual University action to be taken against them.
13. Students have the right to be free from harassment by other members of the University community.
14. Students have the right to redress of academic grievances.

## **B. Obligations and Responsibilities**

1. The obligation to be fully acquainted with published regulations and to comply with them in the interest of an orderly and productive community.
2. The obligation of knowing that one's conduct reflects not only upon one's self, but also upon the institution and its citizenry.
3. The obligation to know the tenants of common decency and acceptable behavior commensurate with the aspiration implied by a graduate level education.
4. The obligation to respect the rights of others.
5. Contribute to a climate of open inquiry and honesty in all aspects of the University's academic life.
6. Commit sufficient time and effort for study, and the use of the library in connection with each course.
7. Contribute to the classroom/lab and clinic learning environment through discussion and active participation.
8. Attend scheduled classes regularly and on time.
9. Obtain help with problems encountered in a given course by seeking out faculty outside of class time.
10. Acquire the necessary prerequisites for full participation in each academic course.
11. Respect the concept of academic freedom for each faculty member.
12. Observe prescribed procedures and schedules for enrolling, registering, and progressing in a program of study.
13. Meet with an academic advisor on a regular basis.
14. Recognize and respect that faculty participation in research and scholarship, in conjunction with teaching responsibilities, is vital to the University's ability to fulfill its mission.

## **Guidelines and Rules for Behavior of All Members of the AMU Community**

### **Professionalism**

Students are expected to conduct themselves in a professional manner, both inside and outside of the classroom. Professionalism may be assessed by instructors and AMU officials, but will not count towards the course grade. Professionalism includes, but is not limited to, adherence academic integrity, engaging in respectful communication with faculty, peers and staff, and being considerate of the needs of others. Students can also expect professional behavior of faculty and staff at AMU.

### **Off-Campus Events**

Inappropriate conduct that occurs at off-campus events is subject to University conduct review, regardless of whether or not the event was University-sponsored. A student's off-campus behavior that negatively affects the mission or reputation of the University or profession is always subject to conduct review, irrespective of the behavior's ultimate legality or outcome.

### **Academic Dishonesty**

Academic dishonesty includes but is not limited to lying, cheating or plagiarism, embezzling, defrauding or using false pretenses to procure property or services; knowingly purchasing or possessing stolen or embezzled property, money or services; forgery, alteration or misuse of any AMU instrument of identification, document or record; or furnishing false information to any AMU official.

### **Complicity**

A student shall not, through act or omission, assist another student, individual, or group in committing or attempting to commit a violation of the guidelines and rules or any other written University policy. A student who has knowledge of another committing or attempting to commit a violation is required to remove him or herself from the situation, and failure to do so when reasonable under the circumstances may be the basis for a violation of this policy.

### **Dress Code**

Students on campus must practice acceptable personal hygiene, dress, and maintain appropriate attire and appearance befitting students in professional training. When attending class in a health care setting or working in the clinic, students are expected to conform to the professional norm of that area. All of the following aspects of the dress code shall be observed:

1. Acceptable classroom attire includes shoes, shirts and trousers or shorts for males and shoes, shirt and shorts/pants/skirt or dress for females.
2. Interns are required to wear a clean, short, white coat/jacket over appropriate attire. The Clinic Handbook gives further details of the required attire for interns.
3. Any student, at the instructor's discretion, may be asked to leave a classroom or clinic for failure to comply with the above.

### **Use of Cellular Phones or Pagers on Campus**

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

## **Smoke-free Campus**

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

## **Drug and Alcohol Abuse Standards**

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

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

## **Gambling**

Engaging in any non-University sponsored activity where money or other things of value are at stake while on University property is not permitted.

## **Disrespectful or Disruptive Behavior**

Disrespect shown by any student to an AMU official or to any member of the AMU community is inappropriate. Discriminatory, derogatory or rude behavior or remarks, in verbal, written or electronic form, will not be tolerated.

Disruptive behavior or obstruction of teaching, research, administration, clinical or other AMU activities distracts others from the educational focus necessary at a University. The following list, while not exhaustive, provides examples of typical disruptive behaviors:

1. Lewd, disorderly or indecent;
2. Breaching the peace on campus or aiding, abetting or procuring another person to breach the peace on AMU premises or at functions sponsored by, or participated in by the University;
3. Displaying conduct or behavior which disrupts the regular operations of classes, library, laboratories, clinic operations, or the administrative community;
4. Disruption or obstruction of teaching, research or the operation or administration of any University program, on or off campus or online;
5. Disrupting University events or activities;
6. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at sponsored or supervised functions;
7. Obstructing access to any University building or any portion of the University facilities;
8. Inciting to action or participating in unauthorized activities resulting in destruction or damage of property;

9. Infringement upon the rights of others or actions that prejudice the maintenance of public order;
10. Climbing or scaling the exterior of any University building;
11. Exhibiting nudity, either publicly or during the course of treatment or education, or other inappropriate sexual related conduct. Of course, some amount of disrobing may be necessary when attending point location or techniques classes or when receiving treatment in clinic.

### **Verbal abuse**

Verbal abuse includes verbal as well as written abuse and is not limited to threats, intimidation, harassment, coercion, crimes of hate, and/or other conduct (whether perceived or actual) that threatens or endangers the health or safety of any person. Verbal abuse runs contrary to the professional ideals of the AMU community, and will not be tolerated.

### **Violence and Weapons**

The University is committed to providing an educational environment that is free from acts of violence or threats of violence. In keeping with this commitment, the University has established a policy that provides zero tolerance for actual or threatened violence against students, employees, patients, visitors, or any other persons who are either on our premises or have contact with students in the course of their education. Security and safety of the University is every student's responsibility. It is therefore essential that every student understand the importance of safety and security.

Compliance with this anti-violence policy is mandatory and a condition of attendance at AMU, which will be evaluated, together with other aspects of a student's academic experience. Due to the importance of this policy, students who violate any of its terms, who engage in or contribute to violent behavior, or who threaten others with violence will be subject to disciplinary action, up to and including immediate expulsion. The University will support criminal prosecution of those who threaten or commit violence against its students, employees, patients, and visitors within its facilities, programs and activities.

The following list of behaviors, while not exhaustive, provides examples of conduct that is prohibited.

1. Aggressive or hostile behavior that creates reasonable fear of injury to another person or subjects another individual to emotional distress;
2. Jokes or offensive comments, including comments regarding, or references to, violent events and/or behaviors;
3. Physical abuse or attack, waving fists, pushing, aggressive pointing, stalking, bullying, hazing, unjust exercise of power of authority;
4. Vandalism, arson or sabotage;
5. Throwing things, destroying property in a manner that could injure others;
6. The use or carrying of weapons of any kind (regardless of whether or not licensed to carry a concealed weapon) onto the University property or onto external property utilized for University-sponsored activities. For the purposes of this policy, the following items are considered to be weapons:

- a. Any weapon that, per applicable law, is illegal to possess;
- b. Any firearm, loaded or unloaded, assembled or disassembled, including pellet, "BB" and stun guns;
- c. Knives (and other similar instruments) with a blade length more than three inches, other than those present in the workplace for specific purpose of facilities or classroom use, food preparation and service;
- d. Any switchblade knife;
- e. Brass knuckles, metal knuckles and similar weapons;
- f. Bows, cross-bows and arrows;
- g. Any weapon made for martial arts unless for specific demonstration purposes in class, such as Tai Ji Quan;
- h. Explosives and explosive devices, including fireworks and incendiary devices;
- i. Any object that has been modified to serve as, or has been employed as, a dangerous weapon.

Every verbal or physical threat of violence must be treated seriously and reported immediately to the Academic Dean or Campus Security. The University will promptly and thoroughly investigate all reports of threats or actual violence by consulting with the appropriate resources and witnesses.

In situations where a student becomes aware of imminent acts of violence, a threat of imminent violence or actual violence, emergency assistance must be sought immediately. In such situations, students should immediately contact the Campus Security and, if appropriate, contact law enforcement authorities by dialing 911.

All students, employees, patients, and visitors should be treated with courtesy and respect at all times. The University encourages students to bring their disputes and differences with others to the attention of the Academic Dean before a situation escalates into potential violence.

Full cooperation by all students is necessary and mandatory for the University to accomplish its goal of maximizing the security and safety of its students. Students can report violations of the policy and raise any questions regarding their obligations under this policy without fear of reprisal.

### **Rape and Sexual Assault**

AMU maintains a strict policy prohibiting unlawful sexual contact, including the serious crimes of rape and sexual assault. With the AMU Code of Conduct, Alhambra Medical University has adopted a sexual assault policy pursuant to Resolution No. 46 adopted September 8, 1987 by the California State Assembly. Any student or employee of the University community involved directly or indirectly in sexual assault that occurs on University property or at a University-related activity will be reported to the appropriate civil authority for investigation and subject to AMU disciplinary action.

## Sexual Harassment

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

## Hate Crimes/Conduct

AMU takes hate crimes very seriously. All members of the University community are entitled to a learning or working environment free of discrimination. In addition to applicable criminal statutes, hate crimes and bias incidents, whether occurring on or off campus, are considered violations of the Student Code of Conduct. A "bias incident is defined as behavior or actions discriminating against another based on a protected status. Those committing a hate crime must understand that the penalties for hate crimes are very serious under local penal law.

## Theft or Destruction of Property

Attempted or actual theft of and/or damage to property of the University, or property of a member of the AMU community, is prohibited and subject to assessment and reimbursement of replacement and installation costs of equipment if necessary.

### **Theft or Misuse of University Computing Resources**

Information technology theft includes but is not limited to unauthorized entry into a file to read or change the contents, or for any other purpose; unauthorized transfer of a file; use of another person's computing identification and/or password; electronic impersonation of another person; use of computing facilities to interfere with the work of another student, faculty or staff member; use of computing facilities to send obscene or abusive messages; use of computing facilities to interfere with normal operations of the university computing system; or any other violation of the technology policy. All forms of information technology theft are prohibited.

### **Unauthorized and/or Inappropriate Use of Property**

Attempted or actual use of property of the University, property of a member of the AMU community or other personal or public property without proper authorization, or in a manner for which the property was not intended, is prohibited.

## Endangerment

Behaviors that threaten or endanger the health and/or safety of oneself or others are contrary to the character of a learning environment. Members of the AMU are expected not to engage in such behaviors.

Specific violations of this standard include, but are not limited to:

1. Creating a safety hazard, including but not limited to obstructing fire escape routes such as hallways or stairwells;
2. Setting or causing a fire with the exception of procedures related to cupping or moxibustion;
3. Tampering with, misusing or damaging fire or safety equipment, such as alarms, heat sensors, smoke detectors, hoses, and fire extinguishers;
4. Failing to immediately exit any facility or building when a fire alarm has been sounded, or hindering or impairing the orderly evacuation of any University facility or building; or
5. Disobeying a command by any University official or faculty member in connection with a fire, alarm, or other safety or security matter.

In addition, members of the AMU community are expected to reasonably care for their own mental and physical wellbeing. If circumstances arise that prohibit a student from appropriately assessing or attending to his or her own welfare, the student is strongly encouraged to seek counseling and support within the appropriate university offices. In such cases, the student is expected to abide by reasonable directives offered by the professional staff. Refusing to adhere to the standards of this section is considered a violation of the Student Code of Ethics.

### **Violation of Law**

Violation of federal, state or local laws, or conduct which otherwise adversely affect the AMU community or the pursuit of its objectives, whether on or off AMU premises, is strictly prohibited.

#### **Notification of Criminal Arrest**

1. A student is responsible for notifying the Office of Student Affairs of any off-campus arrest.
2. When the Office of Student Affairs is informed of the arrest of a student, the University will require that the student make an appointment for an interview with the Academic Dean (or designee). During this interview, the facts involved in the student's arrest, the student's obligation to keep the University informed of the progress of the criminal charge(s), and the student's obligation to advise the University of the Final Disposition of the criminal charge(s) will be discussed with the student.
3. As outlined below, student adjudication proceedings are independent of criminal court processes and may be carried out prior to, simultaneous with, or following off-campus criminal proceeding. The alleged commission of a felony as named in local, state or federal law is a serious violation of the Student Code of Ethics and may necessitate an interim suspension from the University while the University considers the complaint.

### **Academic Probity**

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

fulfillment of their study will be in the full interest and responsibility of the students and their courses.

### **Adjudication**

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

## **Student Policies and Procedures**

### **Orientation**

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

### **Student Photo ID Card**

Alhambra Medical University Student Identification Card (AMUSIC) will be issued to new students for \$10.00. The ID is also used as the clinic internship badge for clocking in and out of clinic shifts, and can be used on the AMU campus at the library and computer lab.

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

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

### **Registration and Late Registration**

Registration starts for continuing students on the first day of the 9<sup>th</sup> week, and lasts for two weeks. A \$30 late registration fee will be assessed from continuing students who do not register for class within the official registration period.

### **Adding and Dropping Course(s) and Clinic Internship Hours**

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

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

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

A student who drops a course or courses after the end of the sixth week within any given quarter, will receive a grade of “F.” The student’s GPA will be affected.

### **Auditing Classes**

During the first week of each quarter, students registered at AMU may audit a class without registering for it. However, students must officially register for all classes they wish to take for credit before the first day of the second week of the quarter. After that, students may only attend classes in which they are registered.

*Auditing* means taking a class without receiving credit. The University encourages students to audit non-elective or non-hands-on-techniques classes they have already completed to consolidate knowledge. However, these students must have active status in order to be eligible to audit (i.e. these student must have registered for other classes in the corresponding quarter in order to qualify). There is no tuition charge for this type of auditing, but students who want to audit must complete the auditing form and follow attendance rules as well as other classroom policies. Auditing students will not receive class handouts unless they pay a copying fee; electronic copy may be provided free of charge; they may not take up the class time by asking frequent or complicated questions; they may not participate in class activities if it takes the teacher’s attention from registered students. At this time, AMU does not allow people who are not current students or graduates of AMU to audit classes.

Upon completing the audit form with the administration, the University Registrar will check the student’s status and will notify the corresponding faculty regarding the auditing student via email. The faculty member has the right to reject the auditing request if they provide a valid reason. The faculty member is encouraged to hand-write the auditing student’s name on the Roster and keep a record of attendance. Without an email notification, faculty should not allow students whose names are not on the roster into their class(es) for auditing after the first week of the quarter.

### **Non-Matriculating Students**

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

**Classroom behavior:** Auditing students and non-matriculating students must remember that the main objective of classes at AMU is to instruct enrolled matriculating students. Therefore, auditing and non-matriculating students must not disrupt the class in any way. For example, they

should not ask questions that are more advanced than the level of the class, ask an excessive number of questions, argue with the instructor, walk in and out of class excessively, whisper in the back of the room, etc. While all students should follow these guidelines, auditing and non-matriculating students may be permanently removed from the classroom without receiving a refund if their presence is found to be disruptive by the instructor.

### **Full-Time Enrollment**

Students who register for and maintain a minimum of 12 to a maximum of 21 didactic units are considered full time students.

### **Part-Time Enrollment**

Students who register for and maintain a minimum of 6 units but less than 12 units in any one quarter of study are considered part time students.

### **Maximum Course Load**

To avoid students overloading themselves with the pressures of learning, a full-time student is allowed to register for a maximum of up to 21 didactic units and 12 clinical internship units per quarter (with a maximum of four shifts during the ten weeks of the quarter and two shifts during the quarter break). In cases where a student wants to exceed the maximum allowed didactic units, he/she must have a minimum GPA of 3.85 from the previous quarter. All such registrations must be pre-approved by the Academic Dean.

### **Buyer's Right to Cancel**

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

Cancellation can occur when the student provides a written notice of cancellation to the following address: 25 S. Raymond, Suite 201, Alhambra, CA 91801. This may be done by mail or by hand-delivery.

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

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

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

<b>STUDENT CHARGES</b>			
During Add/Drop Period	1 <sup>st</sup> Week		100% Refund
After Add/Drop Period	2 <sup>nd</sup> Week	20 % charged	80% refund
	3 <sup>rd</sup> Week	30 % charged	70% refund
	4 <sup>th</sup> Week	40 % charged	60% refund
	5 <sup>th</sup> Week	50 % charged	50% refund
	6 <sup>th</sup> Week	60 % charged	40% refund
	7 <sup>th</sup> Week	100% charged	None

Students may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if they have completed 60 percent or less of the scheduled days in the current payment period of the program through the last day of attendance. A deduction from the refund may include a registration or administration fee not to exceed \$250.00, and a deduction for any equipment not returned in good condition within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

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

- The written notice of the student’s withdrawal is received;
- The institution terminates the student’s enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.

For the purpose of determining the amount of the refund, the date of the student’s withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

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

## **AMU Scholarship Policy**

AMU has adopted a policy to reward students who demonstrate the highest level of academic achievement.

Qualification for a student to receive this scholarship:

- a. The student must carry a load of 15 or more units during one quarter (including clinic units) and
- b. The student must receive an A (not including A-) in every class (meaning a GPA of 4.0 for the quarter).

If both these qualifications are met, the student is eligible to receive a scholarship credit of \$100.00 towards didactic class tuition and \$100.00 towards clinic internship; AMU will credit this to the student's account which may be used immediately or saved for a later quarter.

To receive the tuition credit, the student should ask the Registrar for an application, fill it out, and return it to the Registrar.

All students who qualify and who submit the application will receive this tuition credit. There is no limit to the number of students receiving the tuition credit per quarter. In addition, there is no limit to the number of quarters a particular student may receive the tuition credit.

If a student realizes that he or she qualified for the scholarship during an earlier quarter, he or she may apply at a later time. However, once tuition (including clinic hours) has been paid for the student's final quarter at AMU, no tuition credit (didactic or clinic) may be given.

Only credit towards tuition (didactic and/or clinic) will be applied; no cash will be given. Therefore, a student may not apply for this scholarship based on the grades of their final quarter, as there is no way to use a tuition credit at that time.

## **Attendance and Leave of Absence**

A student is required to attend and successfully complete a minimum of eighty percent of the scheduled contact hours for a class in order to receive credit for that course. If the student is absent for more than twenty percent of the course, regardless of the reason for the absence, he/she will be required to register for and retake the course in its entirety. It is the responsibility of the faculty to monitor the attendance of each student in their class and to report to the Academic Dean when a student has reached the twenty percent absence threshold and to counsel the student on the consequences if the number of absences exceeds twenty percent. If the need should arise, the Academic Dean will notify the student in writing of the need to re-take the course in question. If the absenteeism is due to a verifiable medical or personal hardship, the Academic Dean may make a recommendation to the President to waive the tuition for re-taking the course. However, the course must be repeated in order for the student to earn the credits necessary to fulfill their program graduation requirements. For any extended period of absence, the student must request a Leave of Absence prior to taking it.

A Leave of Absence (LOA) refers to a specific time period during a student's ongoing program of study when he or she is not in academic attendance. It does not include non-attendance for a scheduled break in a student's program. AMU does not need to treat an approved LOA as a

withdrawal from the University by the student. Upon returning from an approved LOA, a student must complete any coursework he or she began prior to their LOA.

For the MSAOM program, a written request must be made and the LOA may not exceed a cumulative one hundred and eighty (180) days within any twelve (12) month period.

For an LOA to be approved, the student must do the following:

- Provide a written, signed, and dated request, prior to the time period in which the leave is to occur, unless unforeseen circumstances prevent the student from doing so.
- This request must be approved by the Academic Dean and the Registrar.
- Foreign students may apply for a limited Leave of Absence as long as Homeland Security rules, regulations, policies and procedures are adhered to. As stated above, a Leave of Absence must be requested prior to the time the student plans to be away from school. In addition, a foreign student may not apply for a Leave of Absence until the student has been in attendance at the University for at least one academic year. If the Leave of Absence is not approved and the student no longer attends class, the student is considered to have ceased attendance at the school.

Students returning from an LOA must contact the Registrar's Office or Academic Dean before registering for classes. It is the responsibility of the student to be aware of any policy and/or curriculum changes. Students who have not attended the University for one year or more, must apply for re-admission and must meet the current entrance requirements.

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

### **Tardiness and Leaving Early**

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

## Grading System

The AMU's grading system is:

1. Excellent Achievement
  - A 94 – 100% (GPA 4.0)
  - A- 90 – 93% (GPA 3.75)
2. Very Good Achievement
  - B+ 87 – 89% (GPA 3.25)
  - B 84 – 86% (GPA 3)
  - B- 80 – 83% (GPA 2.75)
3. Acceptable Achievement
  - C+ 77 – 79% (GPA 2.25)
  - C 70 – 76% (GPA 2)
4. Unacceptable Achievement (Failure)
  - F 69% and below (GPA 0)
5. Pass (For classes that receive a Pass-No Pass grade)
  - P Recorded as a grade without GPA
6. Unsatisfactory / No Pass (For classes that receive a Pass-No Pass grade)
  - NP Recorded as a grade without GPA
7. Incomplete Learning
  - I If class requirements are not complete within one quarter, the “I” grade will be changed to a “F”
8. Withdrawal (without penalty)
  - W Recorded as a grade without GPA

## Make-Up Exams

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

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

AMU also discourages faculty from giving final exams early to individual students who request it. The quarter is eleven weeks and students should adjust their schedules to the class. Rather than being allowed to take a final exam early, faculty should advise students that they will need to follow the make-up exam policy described above. They must make arrangements with administration and pay the make-up exam fee.

## **Independent Study**

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

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

## **Concurrent Education**

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

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

## **Credit Units**

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

## Transfer Units

The University accepts didactic units and clinical internship hours that students have accrued in other colleges or universities of Acupuncture and Oriental Medicine. The outcome of prior education must be equivalent to that of an acceptable grade for completion of the same subject(s) at AMU and shall meet the same curriculum standards and graduation requirements of AMU.

Students transferring from other ACAOM accredited schools of Acupuncture and Oriental Medicine must take a minimum of four consecutive quarters accumulating a minimum of 45 credit units at Alhambra Medical University in order to receive a MSAOM degree from AMU.

- a) Up to 100% transfer credit may be awarded for corresponding coursework and clinical internship completed successfully at another acupuncture school approved by the California Acupuncture Board and accredited by ACAOM or its equivalent.
- b) Up to 100% transfer credit may be awarded for certain courses completed successfully, for example in Biology, Chemistry, Physics, Psychology, Anatomy, Physiology, Pathology, Nutrition and Vitamins, Medical Terminology, Clinical Science, Clinical Medicine, Western Pharmacology, Practice Management and Ethics at a school which is approved under Article 4 (commencing with Section 94770) of Chapter 7 of Part 59 of the Education Code or by an accrediting agency recognized by the U.S. Department of Education.
- c) Where coursework and clinical instruction were completed at an acupuncture school not approved by the California Acupuncture Board but accredited by ACAOM or equivalent, the evaluation may include an examination administered by AMU in the subject area(s) in which transfer credit may be awarded.
- d) Up to fifty-percent (50%) credit, by transfer or challenge exam, for clinical practice coursework and instruction in acupuncture and Oriental medicine principles, theories, and treatment procedures completed successfully at a school that is not approved by the California Acupuncture Board but accredited by ACAOM or equivalent may be awarded by AMU, provided that at least 50% of the course hours in individual subjects are successfully completed at Alhambra Medical University.

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

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

### **Notice of Concerning Transferability of Units and Degree Earned At AMU**

The transferability of credits you earn at Alhambra Medical University is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the certificate you earn in Master of Science in Acupuncture and Oriental Medicine program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution meets your educational goals. This

may include contacting an institution to which you may seek to transfer after attending Alhambra Medical University to determine if your credits or certificate will be transferred.

Currently Alhambra Medical University has no contract or agreement with any institution for transfer of credits earned. The AMU's Master of Science in Acupuncture and Oriental Medicine program accepts transfer credit towards its professional program that it judges to be equivalent to the requirements for graduation.

### Policy on Prior Learning and Challenge Examinations

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

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

BS201 Anatomy & Physiology I & Lab	4 units/40 hours
BS202 Anatomy & Physiology II & Lab	4 units/40 hours
BS203 Anatomy & Physiology III & Lab	3 units/30 hours
BS204 Anatomy & Physiology IV & Lab	3 units/30 hours
BS311 Pathology I	3 units/30 hours
BS312 Pathology II	3 units/30 hours
BS313 Pathology III	3 units/30 hours
WM300 Physical Examination	4units/40 hours
WM302 Laboratory & Imaging	3 units/30 hours
WM303 Differential Diagnosis	3 units/30 hours
WM401 Western Clinic Science I	3 units/30 hours
WM402 Western Clinic Science II	3 units/30 hours
WM403 Western Clinic Science III	3 units/30 hours
WM404 Western Clinic Science IV	3 units/30 hours
WM405 Western Gynecology	3 units/30 hours

- The prospective student must document his or her prior learning in **all three** of the following ways:
  - **Learning experience** in these subjects must be documented: there must be transcripts from a program (for example, a trade school that is not accredited, or from a foreign institution with transcripts that cannot be properly evaluated)
  - A **current credential** for a related occupation issued in the United States by a state, local, or the federal government institution: for example an EMT Certificate or an RN license. This credential must be currently valid.
  - Must have **worked within this profession** within the last year: the student must document that they have been working in the field within the last twelve months.
- Documentation of all three criteria must be submitted during the admissions process along with a letter requesting the challenge exam[s], and listing each class to be challenged.
- The Academic Dean along with members of the Academic Committee will evaluate this documentation. If the members of the Academic Committee agree that the request is justified, the student will be allowed to take the challenge examination(s).
- A fee of \$120 will be paid by the student for each challenge exam.

- The examination must be completed within 13 weeks of the first quarter of attendance or the opportunity will be forfeited.
- If the student passes the challenge exam:
  - The student will not need to attend the challenged class.
  - The student will receive CBE (Credit By Exam) on his or her transcripts. This is only a passing grade; no letter grade will be given.
  - If the challenged class is a pre-requisite for other classes, the prerequisite will be considered fulfilled.
- If the student does not pass the challenge exam, s/he will need to attend the challenged class in the future and the fee for the challenge exam will not be refunded.

### Clinical Internship

To graduate from the Master of Science in Acupuncture and Oriental Medicine Program in Alhambra Medical University, the students of 2014-2017 are required to complete nine hundred sixty hours of clinical internship in the University's Acupuncture and Oriental Medicine Clinic. In order to apply for clinical internship, students have to complete total 68 units from the following courses and successfully pass the entrance exam:

OM101	Basic Theory of TCM I	3
OM102	Basic Theory of TCM II	3
OM200	TCM Diagnosis I	4
OM202	TCM Diagnosis II	3
OM203	TCM Diagnosis III	3
AC100	Meridian Theory	3
AC101	Acupuncture Anatomy I	3
AC102	Acupuncture Anatomy II	3
AC201	Acupuncture Physiology I	3
AC202	Acupuncture Physiology II	3
HB100	Introduction to Botany & Herbs	2
HB101	Chinese Herbology I	3
HB102	Chinese Herbology II	3
BS101	Biology	3
BS102	Chemistry & Biochemistry	3
BS103	Physics	2
BS201	Anatomy / Physiology I & Lab	4
BS202	Anatomy / Physiology II & Lab	4
BS203	Anatomy / Physiology III & Lab	3
BS204	Anatomy / Physiology IV & Lab	3
WM100	W. Medical Terminology	3
WM300	Physical Examination	4

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

## Equal Access for Students with Disabilities

The Alhambra Medical University administrative staff and faculty believe that a diverse student body enhances the educational opportunities for all students and is beneficial to the profession at large. AMU is committed to accommodating students with physical and learning disabilities. Accommodations and other support services are tailored to meet the needs of the individual student, and are intended to comply with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. If you are a student with a documented disability or you think you might experience a disability and believe you need reasonable accommodations while an MSAOM student at AMU, we encourage you to contact the Academic Dean to discuss this concern.

## CPR and First Aid Certification

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

AMU does not offer CPR & First Aid classes, although occasionally a class sponsored by another organization may be held on the AMU campus. Check the following website to find the local AHA class schedule: [http://www.heart.org/HEARTORG/CPRAndECC/Find-a-CPR-Class\\_UCM\\_303220\\_SubHomePage.jsp](http://www.heart.org/HEARTORG/CPRAndECC/Find-a-CPR-Class_UCM_303220_SubHomePage.jsp)

## Blood Borne Pathogen Training

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

## Use of the Library and Computer Lab Resources

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

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

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

## **Library Circulation Policy**

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

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

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

## **Overdue and Lost Materials**

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

## **Library Code of Conduct**

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

- **Food and beverages:** No food or drinks may be consumed in the library, except bottled water.
- **Smoking:** No smoking or use of any tobacco products is allowed in the library.
- **Disruptive behavior:** Behavior that is distracting or disruptive to others is prohibited. This includes excessive noise, prolonged conversation, and abusive behavior. As much as possible, silence should be observed.
- **Defacing library materials, equipment, furniture and facilities:** AMU prohibits cutting, tearing, defacing by underlining or marking materials such as books, journals, videos, DVD's; or tampering with computers, software, or other equipment, furniture and facilities.
- **Cell phones:** Cell phones must be switched off or set to "Silent" while in the library.
- **Removing library materials without authorization:** No books, journals, videos, DVDs, or any other library materials may be removed from the library without going through the established lending procedures.
- **Courtesy and responsibility – respecting the rights of others:** Deliberately hiding or misplacing library materials is not permitted. This prevents or postpones timely access to library resources by other people.
- **Book bags:** Library users are responsible for their personal belongings and should not leave them unattended. Book bags may be brought into the library, but should not block the area between the book shelves and the reading/computer table.
- **Refusal to abide by regulations:** Penalties for lost or damaged items or on late returns must be paid before the end of the quarter during which they were incurred. If these

regulations are violated, transcripts and/or grades will be withheld until payment is received. Violators also face loss of library privileges.

- **Copyright:** Library users must comply with established library and University practices in regard to fair use and copyright law compliance.

### **Computer Lab**

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

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

### **Guidelines for Student Computer Lab Usage**

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

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

### **Counseling**

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

## **Comprehensive (Graduation) Exam**

Students must take and successfully pass the Comprehensive Graduation Examination (CGE) as one of AMU's graduation requirements for the Master of Science in Acupuncture and Oriental Medicine (MSAOM) degree program, and to ensure the highest level of professional competency. The requirements for taking the CGE include successful completion of at least **220** didactic units (cumulative GPA 2.25) and 760 clinical internship hours. The minimum passing score for the CGE is seventy percent (70%). Any student who fails the CGE must re-take it. Each student is allowed a total of three opportunities to pass the CGE. After the third failure, a student is required to undergo academic counseling, evaluation, and academic tutoring in order to re-take the CGE.

## **Degree Conferred**

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

## **Release of Student Records/FERPA**

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

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

## **Exit Interview**

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

## **Student Centered Operation**

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

## **Student Affairs**

### **A. Student Organizations**

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

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

#### B. Freedom of Inquiry and Expression

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

#### C. Student Participation in Institutional Government

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

## D. Student Publications

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

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

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, or the standards to be used in their evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibility to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. As safe guards for the editorial freedom of student publications, the following provisions are necessary:

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

## **Violation of AMU Policies**

Violation of any other AMU policy or procedure not articulated in the student code of ethics may be considered a violation.

## **Conduct Review**

### **Definitions**

1. The term “University” refers to Alhambra Medical University.
2. The term “student” refers to all persons taking courses at the university, both full time and part time, or in certificate programs.
3. The term “AMU official” includes any person employed by the university who performs assigned administrative or professional responsibilities. For the purposes of conduct review this person is typically the Director of Student Affairs, or his or her designee.

4. The term “member of the AMU community” includes any person who is a student, faculty member or staff member, or any other person employed by AMU.
5. The term “AMU premises” includes all land, buildings, facilities, Web space, e-mail, and other property in the possession of or owned, used or controlled by AMU.
6. The term “policy” is defined as the written regulations of the University as found in, but not limited to this handbook, the catalog, and other University publications. These policies may be modified or changed by AMU at any time.

### **Reporting**

Any student, staff, administrator, or faculty member of the AMU community may report an incident regarding any student misconduct to the Academic Dean in the form of a written report. The following information should be included in the written report:

1. Identification of the student(s) or organization;
2. A statement of facts (date, time, and place) and allegations, including the names of witnesses;
3. Where applicable, a statement of the repair bill or estimate.

The report should be submitted as soon as possible after the incident takes place.

### **Investigation**

Upon receipt of a report or other information about alleged violation of the student code of ethics to the Director of Student Affairs, an AMU Academic Committee will designate an officer (Director of Student Affairs, Clinic Director or other) to conduct an inquiry to determine whether the allegation(s) being reported appears to have merit. The person(s) filing the report, the person(s) alleged to be involved in the violation, and/or the person(s) who may have witnessed pertinent acts or who may have pertinent information about the incident may be summoned to provide information prior to judicial charges being issued. A student who fails to appear when summoned during investigations may be charged with a violation of the Student Code of Ethics.

### **Interim Suspension**

The University may order the immediate suspension of any student for the interim period pending a hearing; whenever it is determined such action is required in order to protect the wellbeing of community members, property or to insure the maintenance of order. The student suspended shall be afforded an opportunity for a hearing with respect to the immediate suspension, normally within two business days of the suspension, but in any event, not later, than ten calendar days of the commencement of the suspension, unless essential witnesses are unavailable within this time frame. In any case, timely action will be vigorously attempted. Immediate suspension will be coupled with a withdrawal of consent to remain on campus, pursuant to California Penal Code Section 626.4 whenever it is determined pursuant to that Section, that there is reasonable cause to believe that the student has willfully disrupted the orderly operation of the campus and that the student’s presence will constitute a substantial and material threat to such orderly operation.

### **Administrative Hearings**

An administrative hearing of an incident will be conducted by the Director of Student Affairs (or other AMU officer) and the student on an individual basis whenever a student is accused of an offense that may result in a sanction less than dismissal or suspension. At this conference, the matter may be mutually resolved, dropped due to lack of evidence, adjudicated by the official, or referred to the Academic Committee. If the facts of the case are in dispute, both the accused student and the accuser may present evidence and witnesses.

### **Deliberation**

When the AMU official has gathered the pertinent information, the student's responsibility with each charge will be determined by a majority vote of the Academic Committee, and any recommended sanctions to be imposed. No charge shall be found to be substantiated unless there is clear, convincing, and reliable evidence in support of the charge established in the hearing. The Academic Committee or AMU official will inform the student about the opportunity to appeal any decision, and inform the student of the process to appeal.

The Director of Student Affairs will make a final decision based on the recommendations and will communicate in writing the final decision and sanctions to the student within five business days of the hearing.

### **Sanctions Recommendation and Determination**

Any student found responsible for any violation of the student code of ethics may expect to receive sanctions. These sanctions are meant to be educational in nature and help students to better understand the effect of their actions within a community. The Academic Committee determines disciplinary sanctions.

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#### **Disciplinary Warning**

A formal reprimand is issued based on the seriousness of a violation(s) and/or history of previous minor violations of the student code of ethics. A warning indicates that the student's good standing with the University is in jeopardy, and may include requirements and restrictions as circumstances warrant.

#### **Disciplinary Probation**

This sanction is the highest sanction imposed on a student before suspension and is imposed for serious misconduct and/or a history of multiple violations. Probation may include requirements to be completed or restrictions.

#### **Suspension**

A student who is suspended is separated from the University for a designated period of time. The student is prohibited from AMU's premises and all AMU-sponsored events and

activities. A student who is suspended may not be entitled to any refund or reimbursement by the University.

### Expulsion

This sanction permanently separates a student from AMU, and represents the most severe response by the University to violations of the student code of ethics. A student that is expelled is prohibited from the AMU premises, and from attending AMU-sponsored events and activities, and may not be entitled to any refund or reimbursements by the University.

### **Educational Sanctions**

In addition to above, when deemed appropriate, the AMU Academic Committee may require the completion of a variety of educational sanctions including, but not limited to: a reduced grade on the assignment, a reduced grade in the course, additional assignments, failure of the class, assessment by a personal counselor, educational seminars, essays, letters of apology, behavioral agreements, work service hours, or completion of other special University or community projects.

### **Appeals Process**

Any decision recommended by the Academic Committee may be appealed by the accused student (or by the victim, if there is one) to the Director of Student Affairs within five business days of the decision. Such appeals shall be in writing and delivered to the Academic Dean. A student's notice of appeal suspends the imposition of sanctions until the appeal is finally decided. The basis for appeal shall only include the following:

1. A claim that the original hearing was not conducted fairly in light of the charges and information presented.
2. A claim that the decision reached was not based on substantial evidence.
3. A claim that the sanction(s) imposed was/were not appropriate for the violation of the Student Code of Ethics.
4. A claim that the student has new evidence to present that is sufficient to alter a decision or relevant facts that were not brought out in the original hearing.

If the Academic Dean determines there is merit for an appeal, the facts of the incident will be reviewed with the student, typically in a personal meeting. Appeals can result in one of the following ways:

1. The student will be found not responsible for the violation of the Student Code of Conduct.
2. The student's original sanction will be upheld.
3. The student's original sanction will be modified.

The standard of preponderance of evidence (more likely than not) will be used in all decision-making.

Once the Academic Dean has rendered a decision, the student will receive a written notice of the outcome. If the student wishes to appeal the decision of the Academic Dean, he or she may submit a request to President's Office for further consideration.

## Student Grievance Procedure

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

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

- 1) An appointment may be scheduled with the Academic Dean of the University and the grievance can be discussed. Any necessary parties may be called into this meeting. A written report will be kept in the student file.
- 2) If the Academic Dean's decision is not satisfactory to the parties involved, a meeting of the Grievance Committee can be requested. The Grievance Committee consists of one faculty member, one member of the administration, one student representative. If the issue is with the Academic Dean, another member of the administration can participate in his place. A request must be made in writing and filed with the Academic Dean. The Academic Dean will schedule a meeting of the Grievance Committee within two weeks after the written request has been received. The person(s) filing the grievance may be requested to appear before the Grievance Committee. A decision will be rendered within seven days of the Grievance Committee meeting.
- 3) When no satisfactory resolution is achieved, a complaint can be filed with the School's President. Or, if necessary, contact:

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

and/or

ACAOM  
8941 Aztec Drive  
Eden Prairie, MN 55347  
Phone: (952) 212-2434  
Fax: (301) 313-0912  
email: [coordinator@acaom.org](mailto:coordinator@acaom.org)

### **Important Disclosure Notice**

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

Alhambra Medical University received accreditation from the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), the national accrediting body for this field, on February 12, 2014. Students are thus eligible for Federal Student Loans and Financial Aid as well as qualified to sit for the National Examination for the National Certification of Acupuncture and Oriental Medicine.

### **Teach Out and Student Records Plan**

In the event that AMU should cease to operate, the university will make every possible effort to “teach out” all programs of study and/or establish articulation agreements with other institutions to allow currently enrolled students to transfer so that they can complete their course of study. No new students will be admitted to the University at that time. Additionally, in the event a “teach out” becomes necessary, all permanent student records will be transferred to an identified institution which will take on the role of custodianship for official transcripts.

### **Campus Security Report**

The Federal Campus Security Act of 1990 requires all universities receiving federal funds to provide annual statistics on several specific categories of crime by October 1<sup>st</sup> of each year. Please refer to AMU’s website ([www.amuedu.com](http://www.amuedu.com)) for this information.