

	 ALHAMBRA MEDICAL UNIVERSITY
	Consumer Information
	2021-2022
	Effective Date: January 1, 2021 - January 1, 2022

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INTRODUCTION

Federal Financial Aid Regulations [The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA)] requires financial aid offices to provide consumer information to prospective and currently enrolled students. The following is a list of topics covered in this disclosures.

GENERAL STUDENT DISCLOSURES

Federal Title IV Programs

Federal Title IV funds, or financial aid, are a combination of grants and loans. Grants are free money and do not have to be repaid, whereas loans are borrowed money and must be paid back. AMU participates in and receives funding from the following Federal Title IV programs:

Federal PELL Grant

The Federal PELL Grant is a need based grant that does not have to be repaid. It is available to students who exhibit financial need. Financial need is determined by the information you submit on your FAFSA (Free Application for Federal Student Aid) such as income and asset information, the number of people in your family, the number of people in college, etc. Check with the Financial Aid Office or one of the Federal financial aid websites to find out what the current year award amount is.

Federal Direct Stafford Loans

Federal Direct Subsidized Stafford Loan

The Federal Direct Subsidized Stafford loan is a low interest rate loan, awarded on the basis of financial need. As a result, no interest is charged as long as the student is attending school on at least a half-time basis, and during their six month grace period after they stop attending at least halftime, withdraw, or graduate. The loan goes into repayment six (6) months after the student has stopped attending at least half-time, withdraws or graduates. The amount of your Federal Direct Subsidized Stafford loan is based on your year of study in college. Check with the Financial Aid Office or one of the Federal financial aid websites to find out what the amount is you may be eligible to receive. The financial aid year is from July 1 to June 30 of the next year, so your loan will have a fixed lifetime interest rate based on the above information depending

on when the loan is disbursed (paid to the school or student). Federal Direct Subsidized Stafford loans are only available to undergraduate students.

Federal Direct Unsubsidized Stafford Loan

The Federal Direct Unsubsidized Stafford loan is a low interest rate loan, awarded regardless of need. In other words regardless of income if all other eligibility requirements are met, the student is eligible. As a result, interest is charged from the time the loan is disbursed (paid to the school or student) until it is paid in full. This includes the time the student is attending school, as well as during the six month grace period after they stop attending at least half-time, withdraw, or graduate; for the life of the loan. Students have the option of paying the interest while they are attending school and during the six month grace period, or allow it to be added to the principal loan amount (this is called capitalization). Here at we highly encourage our students to pay their accruing interest so they do not end up paying interest on top of interest, which is what happens when the loan is capitalized. The loan goes into repayment six (6) months after the student has stopped attending at least half-time, withdraws or graduates. The Federal Direct Unsubsidized Stafford loan is available to undergraduate and graduate students.

How to Apply Federal Financial Aid

The 2021 - 2022 financial aid application year begins July 1, 2021 and ends June 30, 2022. Now is the time to submit the 2021-2022 Free Application for Federal Student Aid (FAFSA). Student who interest to apply federal aid may choose one of the below methods to file a Free Application for Federal Student Aid (FAFSA).

- Before complete FAFSA, student needs to have a FSA ID, [click here](#) to apply.
- Apply for FAFSA online [click here](#)
- Complete a PDF FAFSA (Note: PDF FAFSA must be mailed for processing)
- Alhambra Medical University (AMU) School Code is 04243100

Academic Program

The Master of Science in Traditional Asian Medicine degree is awarded upon satisfactory completion of the following:

- Completion of the core curriculum with a minimum of 2160 hours of didactic instruction (216 quarter units with 210 required didactic units and 6 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, 264 quarter units are required for graduation.
- Completion of all clinical requirements as stated in the Clinic Handbook.

- Successfully passing the Comprehensive Graduation Examination
- Fulfillment 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 45 quarter units of classroom instruction.

To achieve the eligibility for licensure by the California Acupuncture Board:

- Graduate from a California Board approved training program
- Obtain a current CPR certification
- Obtain a valid Clean Needle Technique certificate
- Successfully pass the examination administered by the California Acupuncture Board.

Tuition Fees

Item	Tuition and Fee
US Application Fee (non-refundable)	\$100
International Student	\$150
Academic Course Tuition	\$160 Per Unit
Clinic Internship	\$12 per clinic hour
Malpractice Insurance for Interns (non-refundable)	\$50 per quarter
Textbooks and Materials	\$1,000
Lab Coat	\$50
Herbal Education Box I – IV	\$150
Graduation Evaluation/ Commencement	\$250
** Student Tuition Recovery Fund (non-refundable)	\$0.00
* Total Cost	\$47,710

Additional Fees

Item	Tuition and Fee
Initial Transfer Evaluation Fee	\$0

Additional Subsequent Transfer Fee	\$100 Per Course
Late Registration Fee	\$30
Additional Add/Drop Fee	\$20 Per Request
Late Payment Fee	\$20
Additional Copy of Diploma	\$100
Certificate of Attendance	\$5
Certificate of Graduation	\$5
Official Transcript	\$15
Unofficial Transcript	\$10
Abroad Mailing Service (Letter)	\$5
Challenge Exam Fee	\$180 per course
Make-Up Exam Fee	\$50
Student/Intern ID card	\$20
Bounced Check Penalty	\$25
** Student Tuition Recovery Fund (non-refundable)	\$0.00
* Total Cost	\$47,710

Course registration occurs each quarter and total quarterly fees are dependant on the number of units enrolled,

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

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

*** Rates may change subject to insurance company adjustments.

Course Withdrawal

To officially withdraw from a course, a student must complete a “Course Withdrawal” form. A student who officially withdraws from the course after the Add/Drop period and prior to the end of the sixth week will be given a grade of “W”. If the student wishes to withdraw after the sixth week, he/she will be given a grade of “F” for each course.

Student's Right to Cancel

You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. CEC 94911(e)(1) If you wish to cancel this agreement. Provide a written notice that states that you no longer wish to be bound by this agreement. Your notice must be timely delivered to the institution. If your notice is mailed, it must be postmarked on or before the date notice is required.

Refund Policy

The tuition refund policy in full compliance with the rules and regulations from all the agencies approving and licensing the University. In particular CEC 94918 Compliance With Federal Statutes, 94919 Institutions Participating In Federal Student Financial Aid Programs, 94920 Mandatory Cancellation, Withdrawal, and Refund Policies, 94921 Alternative Refund Calculations, and all the Title IV regulations related to student refunds and the Return to Title IV (R2T4) policy.

Refund calculations are related to the amount of tuition and fees to be returned by the University in the event the student withdraws from the program. Withdrawals could be initiated by the student or by the school. For students enrolled in school under Federal financial aid, the R2T4 procedure is performed first and the institutional refund policy is performed second.

Alhambra Medical University shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if the written notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.

Alhambra Medical University shall have a refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund.

If a student obtains a loan for the program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from the federal financial aid funds. Alhambra Medical University shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

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
2nd Week	80%
3rd Week	70%
4th Week	60%
5th Week	50%
6th Week	40%
7 th Week	0%

* Pro Rata will be calculated only if the withdrawal form is submitted. Verbal requests will be not considered.

Return to Title IV Policy

Return to Title IV Funds (R2T4) Policy is fully compliant with all the policies, procedures, and guidelines from the US Department of Education and the related Federal laws and regulations, including regulations of the Federal Student Financial Aid programs, under Title IV of the Federal Higher Education Act of 1965.

Federal financial aid (Title IV funds) are awarded to a student under the assumption the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds they were originally scheduled to, or did receive.

If a recipient of Title IV funds withdraws after beginning attendance, the amount of Title IV funds earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned to the Federal government.

When a recipient of Title IV funds withdraws from an institution during a payment period of enrollment, the school must determine the amount of Federal Student Aid funds the student earned based on the student's Last Date of Attendance (LDA). By subtracting the amount of funds the school is entitled to retain from the total amount of funds the school received, the school will determine the amount of funding to be returned to the Department of Education (Return to Title IV) and the amount of funds to be retained by the school.

The returning of Title IV Funds is performed and must be completed within thirty (30) days from the student's Last Day of Attendance (LDA), or within forty-five (45) days from the Date of Determination (DOD) of the student's withdrawal.

Funds are returned to Title IV programs in the following order:

- Direct Unsubsidized loan
- Direct Subsidized loan

- Federal PELL grant

Accreditation

Alhambra Medical University is institutionally accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM), which is the recognized accrediting agency for freestanding institutions and colleges of acupuncture or Oriental Medicine that offer such programs. ACAHM is located at 8941 Aztec Drive, Suite 2, Eden Prairie, Minnesota 55347; phone 952/212-2434; fax 301/313-0912.

The English and Chinese Masters programs in Traditional Asian Medicine at Alhambra Medical University are accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM), which is the recognized accrediting agency for programs preparing acupuncture and Oriental medicine practitioners. ACAHM is located at 8941 Aztec Drive, Suite 2, Eden Prairie, Minnesota 55347; phone 952/212-2434; fax 301/313-0912.

Bureau for Private Postsecondary Education

Alhambra Medical University is a private institution and licensed to operate by the Bureau for Private Postsecondary Education (BPPE). Approval to operate means compliance with state standards as set forth in the Education Code. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

1747 North Market Blvd, Suite 225, Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
www.bppe.ca.gov
(888) 370-7589 (T), (916) 431-6959 (T), (916) 263-1897 (F)

California Acupuncture Board

Several states, including California, have a governmental agency that governs, supervises and controls the licensure and practice of acupuncture. In California, the Acupuncture Board is responsible for such duties. If you desire to practice in another state, it is recommended that you contact that state's medical board or other appropriate agency, for licensure requirements. The NCCAOM's website provides information regarding the various degree and other certification requirements for all fifty states.

The Master of Science in Oriental Medicine program is approved by the California Acupuncture Board. Graduates who have successfully completed all graduation requirements are eligible to sit for the California Acupuncture Licensing Examination (CALE). The Acupuncture Board is an autonomous body

under the umbrella of the Department of Consumer Affairs, which licenses and regulates acupuncturists in California. Pursuant to Business and Professions Code section 4925 et seq., the board administers an examination that tests an applicant's ability, competency, and knowledge in the practice of an acupuncturist; issues licenses to qualified practitioners; approves and monitors students in tutorial programs; approves acupuncture schools and continuing education providers and courses; and enforces the Acupuncture Licensure Act.

1747 N. Market Blvd, Suite 180, Sacramento, CA 95834
Tel (916) 515-5200, Fax (916) 928-2204, www.acupuncture.ca.gov

National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM)

The National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM[®]) is a non-profit 501(c)(6) organization established in 1982. The NCCAOM is the only national organization that validates entry-level competency in the practice of acupuncture and Oriental medicine (AOM) through professional certification. NCCAOM certification or a passing score on the NCCAOM certification examinations are documentation of competency for licensure as an acupuncturist by 43 states plus the District of Columbia which represents 98% of the states that regulate acupuncture.

2001 K Street, NW, 3rd Floor
North | Washington DC 20006
Tel (888) 381-1140 www.nccaom.org

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.

Transfer Credit

Notice concerning transferability of credits and credentials earned at our institution:

The transferability of credits you earn at Alhambra Medical University is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the diploma you earn in Master of Science in Acupuncture & Oriental Medicine program is also at the complete discretion of the institution to which you may seek to transfer.

If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Alhambra Medical University to determine if your credits or certificate will transfer.

Transfer or Articulation Agreements

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

The Master's program accepts transfer credits towards its professional program that it judges to be equivalent to its requirements for graduation. Students transferring from another program must meet the following requirements:

- A minimum of forty-five (45) didactic units and 50% of the clinic intern hours (480 hours) must be completed in the program as a matriculated student.
- Before transfer credit will be awarded, all official transcripts containing the coursework for which the prospective student seeks credit 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 required coursework.
- For candidates applying from institutions not approved by the California Board of Acupuncture, but are accredited by ACAHM (Accreditation Committee of Acupuncture and Herbal 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 to or greater than that required.

2. Up to fifty percent (50%) credit, by transfer or challenge exam, for clinical practice and instruction in 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.

- In compliance with BPPE requirement CCR 71770(b)(2), no more than 20% of graduate units may be transferred.
- Once received by the Admission Office, these transcripts will be forwarded to the Chief Academic Officer 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 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 a member of Academic Committee.
- Alhambra Medical University does not admit ability-to-benefit students.
- Alhambra Medical University does not accept transfer credit for hours earned through challenge examinations, achievement tests, or experiential learning.
- Any transfer credits that are accepted will be counted towards the 150% maximum time frame completion calculation.

Contact Information

President	David Solin Lee, Ed.D.	avp@amu.edu
Chief Academic Officer	Adrianus Wong, MD (Ina), DAOM, Dip.OM, L.Ac.	cao@amu.edu
Academic Consultant	Jerome Jiang, M.A., L.Ac.	consult@amu.edu

Dean of Clinic	Kenny Chu, Ph.D. (China), L.Ac.	clinicdean@amu.edu
Dean of Students	Megan Hah, MSAOM, L.Ac.	director@amu.edu
Financial Aid Director	Luke Chen, Ph.D., L.Ac.	fsadirector@amu.edu
Director of Admissions	Qing Ma, B.A.	start@amu.edu
University Registrar	Xiaoting Ding, B.A.	registrar@amu.edu
Office Manager	Qiuyang Mo, B.A.	office@amu.edu

Copyright Protection

The US congress has revised the Higher Education Opportunity Act (HEOA) to address copyright protection. Title IV now stipulates that all US colleges and universities must provide:

- An annual disclosure to students describing copyright law and campus policies related to violating copyright law.
- A plan to "effectively combat the unauthorized distribution of copyrighted materials" by users of its network, including "the use of one or more technology-based deterrents".
- A plan to "offer alternatives to illegal downloading".

Copyright law protects against unauthorized duplication and distribution of works. There are also rules for "Fair Use" of copyrighted works. Specifics can be found at the US Copyright Office:

<http://www.copyright.gov>

Copyrighted works can be acquired and distributed over computer networks, however it is illegal to download or distribute these works without authorization from the owner. Such activities are prohibited. All campus users acknowledge this policy when they begin employment or connect their personal computer equipment on the network. Loss of campus network access and/or disciplinary actions as specified in the college catalog and/or staff handbook may result from continued illegal activity by members of the college community. Every user is responsible for his or her own compliance with the law. Using the AMU network does not in any way shield you from potential law enforcement actions; users who download or distribute copyrighted works may face civil or criminal penalties in addition to sanctions based on college policy.

Penalties for Copyright Violation. Copyright penalties are "not less than \$750 or more than \$30,000" per infringing work according, however if the copyright owner can establish that the violation was "willful" the penalty can be \$150,000 per work. (US Code Title 17 Chapter 5 Section 504:

<http://www.copyright.gov/title17/92chap5.html>). The US No Electronic Theft Act also provides avenues

for criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. (See http://en.wikipedia.org/wiki/NET_Act).

Use of peer to peer software is not inherently illegal. Users of peer to peer networks need to understand, however, that they bear the responsibility of ensuring the legality and copyright standards of every file they download or share on these networks. Peer to peer networks are overwhelmingly the number one source for copyright violating file transfers.

Internet communication is not anonymous: Every packet of data sent or received includes the source and destination IP addresses of the computers sending the traffic. Moreover, these globally unique addresses are registered to their providers, as this is necessary for routing data. Also, P2P client software must advertise the files it has to share, or else the P2P network would not function. Therefore, major producers of copyrighted works hire companies to track file sharing, which they can do easily by using the same P2P software as everyone else. If a peer is found to be sharing (distributing) or offering to share copyright-infringing content, the agents send violation notices to the infringer's Internet service provider. The IT department occasionally receives notices of copyright infringement, and we are required by HEOA regulations and Federal law to take action on these notices. IT will attempt to find the user who had use of the IP address in question, and to forward the copyright violation notice to the user.

Note that the college does not provide any network access to these copyright enforcement agents; any evidence of file sharing they detect is publicly available on the internet. We will not release any user information or network logs to such agents unless required by subpoena or other legal means.

Legal Sources for Music and Video

- <http://www.educause.edu/legalcontent>
- <http://whymusicmatters.com/find-music>
- <http://www.mpaa.org/contentprotection/get-movies-tv-shows>

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.

Financial Aid Shopping Sheet

The Shopping Sheet is a resource to help consumers understand their educational costs and the aid available to meet those costs. Although use of the Financial Aid Shopping Sheet is voluntary, Alhambra Medical University provides the shopping sheets to financial aid students to better plan for students' budget.

Gainful Employment Disclosure

Alhambra Medical University

Master's Degree in Traditional Asian Medicine

Program Length: 4 Years

Students graduating on time: NA* of Title IV students complete the program within [Program Length] [Weeks/Months/Years]¹ *Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs* \$47,710 for tuition and fees, \$7,416 for books and supplies. Other Costs: Malpractice insurance at \$50 per quarter during clinical Internship. Visit website for more program cost information: amu.edu/msaom/

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money

The typical graduate leaves with \$XX in debt³ *Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment: \$XX per month in student loans with an interest rate of ⁴. *Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

Graduates who got jobs: 67% of program graduates got jobs according to the California job placement rate⁷

Program graduates are employed in the following fields: Acupuncturist

<https://www.onetonline.org/link/summary/29-1199.01>

Licensure Requirements

Program meets licensure requirements in: Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oregon, Pennsylvania, Rhode Island, South Carolina, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming

Program qualifies students to sit for licensure exam in: American Samoa, Federated States of Micronesia, Guam, Marshall Islands, Northern Marianas, Palau, Puerto Rico, Virgin Islands.

The following do not have licensure requirements for this profession:Alabama Oklahoma, South Dakota

These disclosures are required by the U.S. Department of Education

Footnotes:

1. The share of students who completed the program within 100% of normal time
2. The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
3. The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
4. The median monthly loan payment for students who completed this program if it were repaid over ten years at NA interest Rate.
5. The median earnings of program graduates who received Federal aid.
6. Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.
7. State Job Placement Rate calculated for California

Follow the link below to find out who is included in the calculation of this rate:https://dca.ca.gov/webapps/bppe/2014_summary.php

What types of jobs were these students placed in:

When were the former students employed?

How were completers tracked?

Accreditor Job Placement Rate:

Name of the accrediting agency this placement rate is calculated for:

Follow the link below to find out who is included in the calculation of this rate:

What types of jobs were these students placed in? When were the former students employed?

N/A

How were completers tracked?N/A

Drug and Alcohol Abuse Policy

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 84, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited.

Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded are required by federal regulation to report that conviction in writing to the:

Director of Grants and Services
 United States Department of Education
 400 Maryland Avenue SW.
 Room 3124, GSA Regional Office Bldg. #3
 Washington, DC 20202-4571

The report must be made within 10 days after the conviction. In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through:

Organization	Alcoholic Anonymous (Central office of Los Angeles)
Street Address	4311 Wilshire Blvd., Suite 104
City, State and Zip	Los Angeles, CA 90010
Helpline	(323)963-4343
Toll Free	(800)923-8722
	http://www.aa.org

Organization	Narcotics Anonymous (Regional office)
Street Address	1937 S. Myrtle Avenue
City, State and Zip	Monrovia, CA 91016
Phone number	(626) 359-0084
Helpline:	(626) 584-6910
	http://sgvna.com/

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact this organization.

This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol. This institution keeps track of incidents referred to the above agency or agencies and evaluates the performance of the institutional procedures every two years. A log of incidents and disciplinary actions is kept by the institution.

Election Voter Registration Information

As a citizen of the United States, you have the privilege to vote on your county, state and national leaders. As part of the Higher Education Act of 1998, Congress directed schools receiving Federal financial aid to assist students who have not yet registered to vote. In essence, if a Title IV (Federal Student Aid) participating school is located in a state that requires voter registration prior to election day and/or does not allow the ability to register at the time of voting, then the school must make a good faith effort to distribute voter registration forms to its federal student aid eligible students.

To meet this requirements, federal student aid recipients attending AMU will receive an annual reminder via bulletin board flyers to complete voter registration.

Registration Deadline

The deadline to register or re-register to vote for any election is 11:59:59 p.m. Pacific Time on the 15th calendar day before that election. If you submit an application after this time, your application will still be processed for future elections. If you recently registered online, please wait at least 24 hours before checking your registration status. To register online you will need

- Your California driver license or California identification card number,
- The last four digits of your social security number and
- Your date of birth.

Your information will be provided to the California Department of Motor Vehicles (DMV) to retrieve a copy of your DMV signature. If you do not have a California driver license or California identification card, you can still use this form to apply to register to vote by completing the online interview by 11:59:59 p.m. Pacific Time on the 15th calendar day before an election.

Constitution Day

This day commemorates the September 17, 1787 signing of the United States Constitution. Each educational institution that receives Federal funds for a fiscal year is required to hold an educational program about the U.S. Constitution for its students. The U.S. Department of Education does not mandate or prescribe particular curricula or lesson plans. AMU posts copies of the US Constitution on a bulletin board on the third week of September every year.

Campus Safety and Crime Reporting

AMU makes every effort to provide safe campus environments for its students. Onsite security staff are present during operating hours to stop abusive behavior and solve problems.

This combination of staffing and organizational and physical infrastructure is designed to help young adults learn to take responsibility for their own safety in a context of accurate knowledge of risks and resources.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 is part of the Higher Education Act. The goal of the Clery Act is to ensure students, prospective students, parents and employees have access to accurate information about crimes committed on campus and campus security procedures.

The Alhambra Police Department gathers crime statistics, identifying reportable crimes and reporting/publishing statistics to the public. Statistics are reported in different formats and categories depending upon legal requirements. The Clery Act mandates the collection of information regarding incidents from non-law enforcement "campus security authorities" having "significant responsibility for students or campus activities."

The Campus Annual Security Report must include statistics on categories of crime reported to campus Police, Campus Security Authorities (see below), and local police during the calendar year. Statistics for these crimes must be broken down by geographic area: on campus, in or on a non-campus building or property, and on public property adjacent to the campus.

The Annual Security Report must also include statistics on hate crimes, to be reported by category of prejudice. In addition to crime statistics, the Annual Security Report must describe specific campus policies related to campus security. The campus must notify current and prospective students and employees about the availability of the Annual Security Report and provide information on how to request a copy of the report.

The annual crime report must include statistics on nine kinds of crimes:

1. Criminal Homicide, both (a) Murder and Non-negligent Manslaughter and (b) Negligent Manslaughter;
2. Sex offenses, both (a) Forcible Sex Offenses and (b) Non-Forcible Sex Offenses;
3. Robbery;
4. Aggravated Assault;
5. Burglary;
6. Motor Vehicle Theft;
7. Arson;
8. Arrests and Disciplinary Referrals for liquor law violations, drug law violations, and illegal weapons possession;
9. Hate Crimes

Amendments to the Clery Act in 2008 expanded hate crimes to include the following:

- Larceny-theft
- Simple Assault
- Intimidation
- Vandalism

In March 2013, President Obama signed a bill that strengthened the Violence Against Women Act (VAWA). Included in the bill was the Campus Sexual Violation Elimination Act (Campus SaVE) that amends the Clery Act to include reporting the following effective 2014:

- Dating Violence
- Domestic Violence
- Stalking

The crime statistics included in the Annual Security Report do not include any information that would identify the victim or the person accused of committing the crime. Your report to the Clery Act Coordinator should not include personally identifying information.

Student Records

In accordance with the Family Educational Rights and Privacy Act (FERPA), the University protects the privacy of student records, including address, phone number, grades and attendance dates. Student records are permanently kept in locked fireproof file cabinets and a backup copy of student records is kept on an off-site server. Students have the right to review their academic file by submitting a request to the Registrar.

Student records are maintained at the school site for five years from the last date of attendance. Transcripts are maintained permanently.

At graduation, students are provided with a copy of their official transcript and diploma at no additional cost. Students requesting additional copies of their transcript must do so in writing and pay a \$10 fee for each copy of the transcripts.