

	 ALHAMBRA MEDICAL UNIVERSITY DOCTORAL DEGREE in Acupuncture and Oriental Medicine
	Doctor of Acupuncture and Oriental Medicine
	Catalog and Student Handbook 2016-2017

Introduction	3
Mission	3
AMU Institutional Goals	3
Campus Facilities, Educational Equipment and Materials	4
Campus Setting	4
Parking	4
Doctorate in Acupuncture and Oriental Medicine Program	5
Admissions	12
Eligibility	12
Special Admissions	12
Application	12
Interview	13
Notification	13
International Students	13
Language of Study	13
Credit Units	14
Notice of Concerning Transferability of Units and Degree Earned at AMU	14
Transfer or Articulation Agreements	14
Orientation	15
Administrative and Academic Policies	15
Student Photo ID Card	15
CPR	15
Blood Borne Pathogen Training	15
Financial Information	15
Buyer’s Right to Cancel	17
Refund Policy	17
Student Tuition Recovery Fund (STRF)	17
Student Records	19
Protection of Student Records and FERPA	19
Release of Student Records and FERPA	19
Academic Policies	19
Satisfactory Academic Progress Policy	19
Graduation Requirements	20
Grading Policy	20
Attendance Policy	21

Course Withdrawal	22
Leave of Absence	22
Program Withdrawal	23
Re-admission to the University	23
Appealing a Grade	23
Student Disciplinary Procedures	23
Student Grievances	25
Degree Conferred	25
Code of Student Conduct	26
Academic Freedom	26
Student Rights, Responsibilities and Obligations	27
Honor System	28
The Honor Code	28
Tests and Examinations	29
Copyright Law	29
Academic Ethics	30
Dress Code	30
Sexual Harassment	30
Non-Discrimination Policy	30
The Disabled	31
Drug and Alcohol Abuse Policy	31
Campus Security Report	31
Student Financial Aid	31
Faculty	32
Student Services	38
Tutoring Services	38
Student Body	38
Student Organizations	39
Student Participation in Institutional Government	39
Freedom of Inquiry and Expression	39
Student Publication	40
Job Placement Service	40
University Management	40
Board of Directors	41
Administration	41
Important Disclosure Notice	41

Introduction

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

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

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

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

Campus Facilities, Educational Equipment and Materials

Campus Setting

AMU is located in the San Gabriel Valley within easy driving distance of the Pacific Coast beaches, Century City, and Downtown Los Angeles. Students have access to public transportation and part time job opportunities. Students may also take advantage of dining and shopping in Alhambra, or nearby Los Angeles, Beverly Hills, and Pasadena. Alhambra Medical University offers classrooms, library, and teaching clinic as well as a student lounge for the students to study comfortably and effectively. Educational equipment such a computer lab, electronic projectors, online resources, etc. ensure our students have an advanced learning environment.

Student Computer Lab | In support of Alhambra Medical University's mission of teaching, research, and public service, Computer resources and wireless internet are provided for the campus community. The computer lab provides work stations and a secured wireless network for students and faculty use. Several databases are available on the internet to search for information on acupuncture and Western medicine. 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.

Library | In support of Alhambra Medical University's mission of teaching, research, and public service, AMU provides a library containing a sizable collection of traditional Chinese medicine books, journals, newsletters, and periodicals. Also included in the library collection are Western medicine and science books, periodicals, and journals. A variety of publications related to massage education and practice can also be found in the AMU library. Faculty and students with valid ID have access to the library.

In addition to the regular classroom furnishings, audio visual equipment including electronic projectors, LCDs and computer equipment are available for instructors to use. Supplemental studying materials such as anatomical models, charts, herb samples, and various software programs are made available in classroom settings and in the library. Certain medical equipment used within the scope of acupuncture treatment is also provided in the University Clinic for practical training purposes.

Student Housing | Alhambra Medical University does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offer student housing assistance. However, the Student Services Staff can advise students on local affordable rentals.

Parking

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

- Alhambra Medical University | 2215 West Mission Road, Alhambra, CA 91803
- Admission & Academic Offices | 25 South Raymond Avenue, Suite 201, Alhambra, CA 91801
- AMU University Clinic | 28 South Palm Avenue, Alhambra, CA 91801

Alhambra Medical University is proud of the clinical education it provides for its students, as well as the service it provides to the residents of the City of Alhambra and surrounding communities. The AMU clinic is where students integrate theory and practice. The AMU Herbal Dispensary stocks over 400

Chinese herbs, concentrated herbal granules, and many commonly used prepared formulas.

Doctorate in Acupuncture and Oriental Medicine Program

The Alhambra Medical University postgraduate Doctorate in Acupuncture and Oriental Medicine program provides advanced graduate studies in core, clinical, and specialty areas. The curriculum is designed for graduates to demonstrate the knowledge and skill necessary to be leading TCM practitioners and scholars. The core curriculum and speciality in “Integrative Applications of Chinese Medical Classics” reflect the emerging opportunities for TCM practitioner in modern healthcare environment. As prescribed by the ACAOM standards, the doctoral curriculum is designed to achieve advanced competence in: patient assessment and diagnosis; clinical intervention and treatment; consultation and collaboration; clinical supervision and practice management; and clinical evaluation and research.

The purpose of the Doctorate in Acupuncture and Oriental Medicine (Doctoral) program is to:
Cultivate practitioners, educators and scholars who advance the field of traditional Chinese medicine through specialized clinical skills and advanced knowledge.
Doctoral Program graduates will be able to:
1. Demonstrate advanced competence in integrative patient assessment, diagnosis, and TCM treatment modalities;
2. Demonstrate advanced skills in the interpretation and modern integrative application of classical Chinese medical texts
3. Demonstrate advanced biomedical assessment knowledge and skills to effectively collaborate with and refer to appropriate healthcare practitioners.
4. Demonstrate integrative knowledge and skills to effectively co-manage patient cases with biomedical healthcare personnel;
5. Demonstrate knowledge of best practices clinical management and supervision;
6. Demonstrate sufficient knowledge of research design and methodology to participate on contemporary clinical research.
This purpose and learning outcomes will be achieved through the following courses, clinical training, research and professional development curriculum:

Doctoral Program of Study	Units	Hours
Didactic		
Core Curriculum	24	24
Integrative Applications of Classical Chinese Medical Classics	16	160
Professional Development Portfolio	8	80
Capstone Research Project	8	80
Total Didactic Hours:	56	560
Clinical Training		
Residency	18	360
Preceptorship	8	160
Mentorship	10	200
Total Clinical Hours:	36	720
Total Required Hours:	92	1280

Core Curriculum

DCRC310	Translational Scholarship in TCM	3 units / 30 hours
---------	----------------------------------	--------------------

This course will explore in depth the history of translation in Chinese Medicine. We discuss the major issues regarding style, punctuation, rhythm and syntax in Chinese medical classics and the use period-specific language. We also discuss the use of etymology to explain specific Chinese characters or multi-character terms and the major issues regarding biomedicalization and the use of modern medical terms in capturing original meanings in the framework of classical medicine. Finally we discuss the effect of clinical relevance and translating clinically oriented texts for use in the clinic.

DCRC320	TCM Psychiatry Diagnosis and Treatments	3 units / 30 hours
---------	---	--------------------

This course explores the nature of human emotion and the TCM Shen theory. It discusses history of psychology and current trends in western psychiatry and information on brain function from a neurological point of view, as well as psychological processes and psychological functions. TCM Shen theory provides the fundamental understanding of human emotion such as happiness, anxiety and neuroses, etc. It discusses the relationship between shen and emotions and the concept of the harmonious condition between shen and nature. This course will study methods, techniques, and its applications of Shen diagnosis and treatment strategies.

DCRC330	Integrative Case Management: Best Practices	3 units / 30 hours
---------	---	--------------------

In this course, DAOM candidates will discover and develop best practices for implementation

integrative case management. DAOM candidates will explore patient-centered, interdisciplinary, medical solutions to individual case management of patients. Case management will review clinical practices and for collaborating with a team of providers.

DCRC340	Biomedical Perspectives of TCM	3 units / 30 hours
---------	--------------------------------	--------------------

This course examines current scientific evidence about the neurophysiological processes associated with acupuncture. The role of endorphins and monoamine neurotransmitters in acupuncture analgesia is also explored in detail. This course supports our graduates' ability to collaborate and interact with other biomedical healthcare personnel, based on the biomedical theories of acupuncture. It lays the neurological foundations of acupuncture and discusses the different hypotheses and theories on meridians and points to give an insight into how the insertion and stimulation of the acupuncture needles affect the human body.

DCRC410	Advanced TCM: Treatments and Techniques	3 units / 30 hours
---------	---	--------------------

This course of advanced training in patient assessment and diagnosis, and clinical intervention and treatment focuses on the deepening of knowledge in core areas of TCM practice, including pain management, orthopedics, neurology, immune and autoimmune disorders, metabolic disorders, endocrine disorders, and gastrointestinal disorders. Both herbal medicine and acupuncture theory and technique are addressed. Guest instructors who are experts in specific topics will be invited based on their expertise and experience in a specialty area. The content and instructors will expose students to a variety of medical conditions, as well as different perspectives and practice styles.

DCRC420	Integrative Management for Chronic Pain	3 units / 30 hours
---------	---	--------------------

This course covers chronic pain disorders and how clinical management of those conditions can be best achieved by the integration of Western and Chinese medical procedures. The course covers concepts, history, and theories of chronic pain management. Overview of pain management within the modern health care setting, and focuses on protocols utilizing acupuncture and herbal medicine for the chronic pain management. Discuss rules for treatment of pain, including treating the secondary aspect in acute condition and treating the primary aspect in chronic condition. Apply physical assessment that integrates both knowledge and skill of TCM techniques with biomedicine as appropriate.

DCRC430	Acupuncture Orthopedics: Integrative Treatments	3 units / 30 hours
---------	---	--------------------

Orthopedic treatments for different regions of the body, from head and oro-facial, to cervical and thoracic spine and upper extremities and finally to lumbar spine, pelvis and lower extremities. The structure and functions of each area is covered. Western diagnostic procedures including orthopedic exam, neurological tests, radiological and other laboratory tests as discussed and taught as appropriate. Extensive discussion on correct TCM diagnosis and differentiation of the disorders. The major student outcome to be achieved is to apply advanced integrative diagnostics as well as advanced applications of acupuncture orthopedics.

DCRC440	TCM in Systems-Based Medicine	3 units / 30 hours
---------	-------------------------------	--------------------

Systems-based medicine reviews the relationships between individuals and systems of medical organizations and practices, including medical theories, business practices and policies. The scope of systems-based practice includes familiarity with financing structures, the organization and capacities of

provider entities and delivery systems; tools and techniques for controlling costs and allocating resources; systems for improving the quality of care; and the roles and contributions of other professionals in caring for individual patients and populations. This course also provides essential support to the fulfillment the competency of consultative and collaborative knowledge and skills when interacting with biomedical health care personnel in case management.

Integrative Applications of Chinese Medical Classics

DSPC310	Yellow Emperor’s Classic Integrative Applications	2 units/ 20 hours
---------	---	-------------------

The Yellow Emperor's Classic is a landmark in the history of Chinese civilization. Elements include the harmony of human spirit with the natural world and have become part of mainstream medical practice. The Yellow Emperor's Classic provides the historical and philosophical foundation of this TCM practice. This is written in the form of a dialogue in which the emperor seeks information from his minister Qi Bo on questions of health and the art of healing. This course provides in-depth historic context, and emphasizes its significance to the understanding of Chinese medicine.

DSPC320	Shang Han Lun Integrative Applications	2 units/ 20 hours
---------	--	-------------------

This course will cover information on various theories of six channel patterns and formulas as described in Shang Han Lun and their clinical applications. Topics include the theory of six channel pattern identification, the transfer rules of six channel disease, treatment principles of six channel diseases etc. This course will also teach students how to apply these classical theories in modern clinical practice.

DSPC330	Jin Gui Yao Lue Integrative Applications	2 units/ 20 hours
---------	--	-------------------

This course will cover theories of diseases and formulas as described in Jin Gui Yao Lue and their clinical application. Topics include the theories of internal diseases, external diseases, miscellaneous diseases and gynecological diseases and their formulas etc. This course will also teach students how to apply these classical theories in modern clinical practice. Students will critically discuss Jin Gui Yao Lue’s medical theories and their historical as well as modern interpretations and how to effectively apply these medical theories and formulas into modern clinical practice.

DSPC340	Wen Bing Integrative Applications	2 units/ 20 hours
---------	-----------------------------------	-------------------

This course will cover information on epidemic disorders as described in Wen Bing schools and its clinical application, including an in-depth study of Wen Bing Masters: Wu Youxing and his Wen Yi Lun; Wu Tang and his Wen Bing Tiao Bian; Ye Gui and his Wen Re Lun and Lin Zheng Yi An Zhi Nan; Wang Shixiong and his Wen Re Jing Wei; Xue Xue and his Shi Re Tiao Bian. The class includes discussion on the philosophy, theory, contents, formulas, characteristics, and significance to TCM. Students will learn the system of four levels diagnosis, including pattern presentation, corresponding formulas and prognosis for each stage of warm febrile disease. English translations will be discussed in depth.

DSPC410	Four Masters of Jin-Yuan Dynasties Integrative Applications	2 units/ 20 hours
---------	---	-------------------

An in-depth discussion of the four Masters of the Jin-Yuan Dynasties and their primary works: Master Liu Hejian and Profound Theories from Su Wen on the Source of Diseases; Master Zhang Congzheng and Confucianists Treating Parents; Master Li Dongyuan and Treatise on Spleen and Stomach; and Master

Zhu Danxi and Heart and Essence of Dan-xi's Methods of Treatment. Topics include the features of the four masters' medical theories and the application of their theories in modern clinical practice. English translations of these books will be also discussed and critically analyzed. Students will critically discuss Four Masters' philosophy, theory, formulas, characteristics, and significance in TCM.

DSPC420	TCM Classics of Acupuncture and Moxibustion	2 units/ 20 hours
---------	---	-------------------

This course will cover information from Yellow Emperor's Classic - Miraculous Pivot, Acupuncture Jia-Yi Classic, and the Great Compendium of Acupuncture and Moxibustion. Topics include the features of these classics for acupuncture and moxibustion and the application of classical theories into modern clinical practice. English translations of these books will be also discussed. Students will critically discuss the medical theories from the classics of acupuncture and moxibustion and their historical development, origins of fundamental theories and contribution as well as modern interpretations.

DSPC430	Integrative TCM Gynecology	2 units/ 20 hours
---------	----------------------------	-------------------

This course covers integrative diagnosis and treatment of gynecological disorders. Chapters on pregnancy, postpartum, and miscellaneous women's diseases in the Golden Cabinet, Annotation of the Compendium of Woman's Good Formulas, Standards of Patterns and Therapies - Gynecology, Jing-Yue's Book - The Regulations for Woman, Fu Qingzhu's Gynecology, etc. Topics include Chinese gynecology theories from these books, and the application of these theories into modern clinical practice. Critical English translations of these books will be also discussed.

DSPC440	TCM Classics of Nourishing Life	2 units/ 20 hours
---------	---------------------------------	-------------------

This course discusses the primary chapters of the Su Wen or "Questions of Organic and Fundamental Nature" related to longevity. Su Wen is among the most important classics of Daoism, as well as the highest authority on traditional Chinese medicine. This course is a critical analysis of the discourses between Huang Di and his ministers in the key passages regarding longevity. Subjects are discussed in the holistic context of a life interconnected as a whole and in accordance with the natural laws of the universe. The original text with classic translations and interpretations are discussed in depth.

Clinical Training

DCLR510	Clinical Residency	360 hours
---------	--------------------	-----------

DAOM Candidates treat patients develop advanced skills of diagnosis and treatment along with refining skills of consultation and collaboration. Through this process, candidates will apply advanced clinical interventions in conjunction with biomedical assessment, physical assessment, interpretation of laboratory tests and the practice of narrative report writing. Experts in the fields of specialty will be available for Candidates to confer with, observe and assist in treatment and to receive direction in patient care. The Doctoral Clinic Director will assure clinic faculty is connecting classroom content to clinic rotations.

One goal of Clinical Residency is to maximize the opportunity for DAOM Candidates to develop skills and apply knowledge learned through practice with patients. DAOM Candidates will see patients as

teams in small groups (up to 4 residents), to allow for discussion, collaboration and application of individual skill in the assessment and treatment of the patient. DAOM Candidates will engage in ongoing treatment and chart review with the entire team between meeting components. The program seeks to maximize discussion of cases so that DAOM Candidates will share knowledge and skills based on prior experience, as well as offering peer feedback.

DAOM Candidates will take turns providing treatment, including placement of needles, recommending herbal formulas and providing patient education in herbal formulas and nutrition. Clinical supervisors will be available for discussion, including assistance with advanced diagnostic and acupuncture techniques as well as herbal formulas. Senior practitioners of Oriental medicine will also provide input into the development of deeper knowledge and sharpened skills applied to the use and dispensing of herbal medicine and acupuncture, with particular concentration applied to the clinical specialty topics covered in the doctoral program.

DAOM Candidates will treat patients in areas of their core curriculum and in the clinical specialty areas. Each group will see patients during their four-hour shift. DAOM Candidates will participate in case discussion and design of case management strategies. DAOM Candidates will participate in assessment of patient progress, modification of treatment plans and incorporate integrated care as appropriate. DAOM Candidates will assess patient progress and modify the treatment plan as needed. Careful selection of return patients will allow the fullest learning environment for DAOM Candidates while providing continuity of care for patients.

DCLP520	Preceptorship	180 hours
<p>The Preceptorship is a Clinical supervising experience at the AMU Clinic. Depending on the years of clinical practice experience and expertise, doctoral Candidates may work as either supervisors or assistant supervisors. Doctoral Candidate will develop skills in clinical supervision (including quality assurance), and teaching (preparation, delivery and assessment/feedback).</p> <p>The Clinical Director serves as the primary supervisor for all clinical preceptors and will ensure that each Candidate meets all requirements for teaching, as well as provides periodic feedback on performance, including the doctoral Candidates evaluation of Master’s interns and any ratings of their teaching provided by interns.</p> <p>The Doctoral Program Director also provides guidance to doctoral Candidates in teaching and leadership skill development. Candidates may design a formal learning plan for themselves as assistant supervisors, particularly those who are more junior, which includes their own learning objectives and the activities they will engage in to develop effective teaching skills. Other Candidates may design learning plans for their interns, or may engage their learners in self-reflection, peer teaching, peer evaluation or small group learning activities. For every 40 hours of precepting, the doctoral Candidates will develop one portfolio entry encapsulating their own learning experience and demonstrating their progression as a supervisor</p>		

DCLM530	Mentorship	180 hours
---------	------------	-----------

Doctoral Candidates fulfill 200 hours of direct interaction with a clinical mentor. The purpose of the clinical mentorship is to directly engage with a senior health care practitioner in a systematic and interactive approach to patient diagnosis and treatment in the clinical setting of the mentor. Learners achieve competency in advanced patient assessment and treatment as defined in their own objectives for the experience.

Through the Mentorship, DAOM Candidates will:

- Identify and discuss the exceptional skills and knowledge of the mentor practitioner.
- Observe the clinical mentor in their practice.
- Be observed by the mentor in patient assessment and treatment.
- Evaluate various methods of patient care of the mentor practitioner.
- Understand and apply new methods of patient assessment techniques, diagnosis and herbal formulas.

DAOM Candidates develop learning objectives and evaluations systems for an individualized learning experience with a Mentor. This is designed to further skills of advanced patient assessment and diagnosis as well as advanced clinical intervention and treatment. The Mentorship must support the learning objectives of the program. Candidates must submit this learning plan stating their objectives for a particular mentorship, a description of activities and a plan for assessing how well the objectives have been met. The clinical mentor must approve the proposed plan by their written signature on the plan or by a separate letter. The learning plan must be approved by the Doctoral Program Director or the Clinical Director.

Candidates must also provide a written summary of the highlights of the learning experience to the DAOM Clinic Director. A written reflection must be submitted by the DAOM Candidate along with a DAOM Mentor evaluation of the Candidate submitted by the mentor.

Professional Development Portfolio and Capstone Research Project

DCRP650	Capstone Research Project	8 units / 80 hours
---------	---------------------------	--------------------

The Capstone Project will integrate and apply the knowledge and skills acquired in the curriculum by completing a clinically oriented research project. Candidates will incorporate the use of current literature and research in acupuncture and/or Traditional Chinese medicine. The project must demonstrate the necessary knowledge and skills for designing and critiquing approaches to systematic inquiry and the use of qualitative and/or quantitative methods. Each Capstone Project must represent original scholarship and have the potential to make a contribution to the field. The manuscript must be of such a nature that it meets academic form and style standards suitable for peer-reviewed professional publications.

DPDP610	Professional Development Portfolio	8 units / 80 hours
---------	------------------------------------	--------------------

The Professional Development program is an individualized two year coursework to support the doctoral candidate in formulating and Implementing an individual professional development plan that includes assessment of their clinical skill and develop an outreach plan to support professional practice success. Doctoral candidate's will review and assess appropriate and applicable emerging information technologies that support professional goals. In addition, they will incorporate scholarship and research to identify best practices to improve patient care.

Admissions

The following criteria are required for admissions into the doctoral program.

Eligibility

- Evidence of satisfactory completion of a Master Degree or Master's level program in Acupuncture and Oriental Medicine from an ACAOM-accredited or candidate institution (or its equivalent).
- Documented evidence of adequate Chinese herbal training as well as acupuncture. Applicants who completed their Master's Degree in a program that does not include advanced study or specialty concentrations in herbal medicine must document satisfactory completion of a minimum of 450 hours of introductory curriculum in the fundamentals of Chinese herbal medicine either as a prerequisite or as a co-requisite.

Special Admissions

Alhambra Medical University follows the ACAOM standard for allowing special admissions; this policy is called Admissions with Deficiencies and Experienced Practitioners.

- a) Admissions with Deficiencies: The program may admit students with particular educational deficiencies of a limited nature who possess an ACAOM-accredited or candidate degree or its equivalent, provided that such persons complete any coursework deficiencies prior to taking relevant doctoral program courses for which such coursework is a prerequisite.
- b) Experienced Practitioners: The program may admit students who are experienced practitioners that do not otherwise meet the criteria for standard admissions who meet all of the following criteria:
 - 1) A thorough entrance evaluation of each candidate to establish a foundation of knowledge and skills that are appropriate for admission to a clinical doctoral program.
 - 2) Documentation of five years of full-time clinical practice in acupuncture or Oriental medicine.
 - 3) Successful completion of an identified curriculum from the institution's master's level program to rectify any deficiencies identified through the program's entrance evaluation and admission standards. Completion of the identified curriculum can be accomplished through the successful completion of specified courses.

Application

In order to be considered a candidate for the AMU doctoral program, the applicant must complete the following:

1. A completed and signed application form for the AMU DAOM Program along with the non-refundable application fee US\$100.
2. Two letters of recommendation.
3. Official transcripts from all AOM colleges attended. No unofficial transcripts will be accepted. If the transcripts are from a country where English is not the primary language, they must be translated into English and must be sent to a reputable foreign credentials evaluation agency to assist with evaluating equivalent levels of educational achievement in the U.S.
4. A personal essay describing yourself and your interest in Oriental Medicine.

5. Official verification of an Acupuncture or Oriental medicine license.
6. Two recent 2"x2" color passport photos.

Interview

Upon satisfactory completion of the above requirements, an interview will be scheduled with the candidate. Each applicant is required to participate in an interview with selected members of the AMU doctoral program committee.

Notification

Upon notification of acceptance, students must submit the following: TB clearance documents, documentation of Hepatitis B vaccine or immunity or signed declination form, current CPR (healthcare provider level) certificate preferably from the American Heart Association.

Proof of valid malpractice insurance that covers AMU clinic locations is required prior to entering AMU clinic (minimum \$1 million per occurrence, up to \$3 million annual aggregate for the duration of the policy; or this can be purchased through AMU).

International Students

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

Specific application procedures for international applicants:

International applicants, in addition to the above requirements, must submit the following:

1. A completed and signed application form for the AMU doctoral program along with the non-refundable application fee US \$150.
2. Two letters of recommendation.
3. Official transcripts from all AOM colleges attended. No unofficial transcripts will be accepted. If the transcripts are from a country where English is not the primary language, they must be translated into English and must be sent to a reputable foreign credentials evaluation agency to assist with evaluating equivalent levels of educational achievement in the U.S.
4. A personal essay describing yourself and your interest in Oriental Medicine.
5. Official verification of an Acupuncture or Oriental medicine license.
6. Two recent 2"x2" color passport photos.
7. A financial statement showing at least \$10,000 in assets to verify the availability to pay education and living expenses for one year.
8. A copy of a passport that is valid for at least 6 months after the date of entry into the US for the purposes of education at our institution.
9. Applicants currently studying in the United States on an F-1 visa must submit a photocopy of their I-94 form, I-20 form, visa, and first page of the passport. A completed transfer release form must be sent to AMU by the school from which the applicant is transferring.

Language of Study

The didactic part of the doctoral program is offered in English. Students must demonstrate English competency as follows:

- Requirements for English Language Competency apply to students who have not completed a two-year (60 semester credits or 90 quarter credits) baccalaureate level education in an institution accredited by an agency recognized by the U.S. Secretary of Education or from an equivalent English language institution in another country.

- For the English program, a TOFEL iBT score of at least 61 with a minimum speaking exam score of 26 and a minimum listening exam score of 22 or a level 6 on the International English Testing System (IELTS) exam prior to admission.
- For the Chinese program, a TOEFL iBT score of at least 45 with a minimum speaking exam score of 18 and a minimum listening exam score of 15.

Students who hold an associate degree or higher, earned from the United States or from a foreign university where English is the language of instruction, are exempt from TOEFL requirements. Alhambra Medical University does not offer visa services to prospective students from other countries or English language services. Alhambra Medical University does not offer English as a Second Language instruction. All instruction occurs in English.

Credit Units

Alhambra Medical University uses a quarter system. A total of 1280 hours including 560 hours didactic courses and 720 hours clinical training is required to complete the program. The conversion from clock hour to credit hour is described as below.

Conversion of credit unit to hours	
One quarter unit of	equals
Didactic class	Ten hours of didactic contact plus appropriate outside preparation or the equivalent
Clinical training	Twenty hours of clinical internship plus appropriate outside preparation
	Thirty hours of clinical externship plus appropriate outside preparation

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 an institution to which you may seek to transfer. Acceptance of the certificate you earn in doctoral 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. AMU's doctoral program accepts transfer credit towards its professional program that it judges to be equivalent to the requirements for graduation.

Transfer or Articulation Agreements

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

Alhambra Medical University accepts transfer credit for prior course work toward its doctoral program that is judged to be equivalent to its requirements for graduation from the doctoral program. According

to ACAOM's regulations, transfer credit awarded by Alhambra Medical University shall be no more than one-third of the credits beyond the master's level program. Transfer credit may only be awarded for coursework at the doctoral level that supports the doctoral program's objectives and meets the standards for completion of the program. All transfer credit must come from an institution accredited by an agency recognized by the U.S. Secretary of Education or its international equivalent. All transfer credit must be fully documented on the student transcript.

Alhambra Medical University does not admit ability-to-benefit students.

Orientation

Alhambra Medical University provides an orientation for new students. Students will be introduced to the school's academic staff. A brief review of University policies and a tour of the facilities will be provided. Students will also receive electronic copy of the School Catalog and Student Handbook, Curriculum, Clinic Handbook, Library Manual, and the New Student Orientation Package at this time.

Administrative and Academic Policies

Student Photo ID Card

Alhambra Medical University Student Identification Card (AMUSIC) will be issued to new students for \$10.00, and it can be used on the AMU campus.

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 2251 W. Mission Rd., Suite 280. The cost for a duplicate ID card is \$10.

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.

CPR

All clinic interns are required to have and maintain current CPR (Healthcare Provider level from the **American Heart Association** preferable). Training that includes the Automated External Defibrillator (AED) is recommended but not required. The CPR certification must be kept current during your clinical internship. Students are not allowed to participate in clinic without this certificate. 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

Blood Borne Pathogen Training

All clinic interns must attend and complete a Blood Borne Pathogen and Universal Precaution training program. 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.

Financial Information

Tuition and Fees

The total tuition for the doctoral program is \$22,450. All students are required to have their balances

paid in full prior to the end of each quarter. Students who do not pay their tuition as agreed or who have an outstanding balance at the end of the quarter will not be allowed to register for the upcoming quarter. Balances must be paid by the end of the quarter in which they are incurred.

IN ADDITION, students will be responsible for other costs, such as textbooks, study aids and supplies, transportation, and room and board (if needed).

New students, upon initial enrollment, sign an Enrollment Agreement outlining the entire course of study, tuition and fees charged, and a statement that Alhambra Medical University reserves the right to raise any fees and charges, including tuition, at any time.

Continuing Students and Returning Students: Alhambra Medical University reserves the right to raise any fees and charges for continuing students and returning students, including tuition, at any time.

Standard	Fees
Application Fee (non-refundable)	\$100
Academic Course (per unit)	\$190
Clinic Internship (per clinic hour)	\$13
Malpractice insurance for clinic interns (per quarter, non-refundable, if not self-provided)	\$175***
**Student Tuition Recovery Fund (non-refundable)	\$0.00 per \$1,000 of tuition
Textbooks and materials	\$1,000
Graduation Evaluation/Commencement	\$300
*Total Cost	\$22,450

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

** Currently the institution is charging \$0.00 for every \$1,000 tuition. The STRF rate is nonrefundable and 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 (\$20,000,000) and caps the account at \$25 million (\$25,000,000.00).

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

Additional	Fees
Certificate of Attendance	\$5
Certificate of Graduation	\$5
Official Transcript	\$10
Unofficial Transcript	\$5
Student/Intern ID card	\$10
Bounced Check Penalty	\$25
Late Registration Fee	\$30
Late Payment Fee	\$20

Please contact the AMU Offices regarding the current doctoral program tuition, fees, and refund policy.

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

If permission is given (in accordance with University policy) for clinical supervision outside of the AMU clinics (including externship, preceptorship, or mentorship) any direct or indirect costs of such supervision must be borne in total by the doctoral student.

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: 2251 W. Mission Rd., Suite 280, Alhambra, CA 91803. 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 expressed, is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

Refund Policy

The State of California Pro Rata Refund Policy applies to students who have not completed more than 60% of the course of instruction.

The refund policy is as follows:

- 100% tuition refund if notice of cancellation is made at or before the first day of scheduled class or clinic, or the seventh day after enrollment, whichever is later.
- Refunds will be pro-rated when 60 percent or less of the scheduled attendance has passed in the current payment period through the last day of attendance.

Scheduled Attendance	Refund
10%	90%
20%	80%
30%	70%
40%	60%
50%	50%
60%	40%

- No refunds will be given after the completion of 60 percent of the scheduled attendance in the current payment period.

For more details, please contact the Financial Department.

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

Student Tuition Recovery Fund (STRF)

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program and are a California resident, or are enrolled in a

residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.
2. The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in an educational program who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

AMU is a private institution and approved to operate by the Bureau for Private Postsecondary Education (BPPE). Approval to operate means compliance with state standards as set forth in the Education Code. Please make sure you keep copies of your enrollment agreement, all financial paperwork, receipts and any other records obtained or given to you by the University. Questions regarding the STRF may be directed to:

Bureau for Private Postsecondary Education	
Mailing Address	P. O. Box 980818 West Sacramento, CA 95798-0818
Physical Address	2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833
Phone	(916) 431-6959

Toll Free	(888) 370-7589
Fax	(916) 263-1897
Web Site	www.bppe.ca.gov
E-Mail	bppe@dca.ca.gov

Student Records

Protection of Student Records and FERPA

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 the time of 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.

Release of Student Records and 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 Admissions or Registrar's Office. Students who choose to exercise this option are required to conduct all of their University business in person with photo ID.

Academic Policies

Satisfactory Academic Progress Policy

All doctoral students in attendance at Alhambra Medical University must maintain a minimum GPA of 3.0, both quarter-to-quarter and cumulative.

All students are expected to graduate in 8 quarters of this program. Students should progress in step with their cohort. Failing to do so should only occur due to unforeseen circumstances and may result in additional fees. In cases when a student cannot keep up with the cohort, the maximum time to complete the doctoral program is four calendar years from the date of matriculation.

Doctoral students whose academic progress has been deemed to be unsatisfactory (falling below 3.0 in any specific quarter) will be placed on academic probation and monitored closely. Students on academic

probation may be given the opportunity or required to attend monthly academic counseling sessions over the next two quarters. Students who demonstrate academic progress and stability by the end of this period will be removed from probation. If AMU determines that the student is unable to satisfactorily complete the graduation requirements, the student will be dismissed from the University. In such cases, “Academic Dismissal” will be recorded on the student transcript. Please note that International Students on an F-1 visa have a specific set of satisfactory academic progress standards.

Graduation Requirements

The Doctor of Acupuncture and Oriental Medicine degree is awarded upon satisfactory completion of the following components: 240 hours core curriculum, 160 hours of specialty curriculum, 80 hours of professional development portfolio, the acceptance of a Capstone project which is supported by 80 hours of coursework (for details, please refer to AMU DAOM Capstone Project Handbook), and 720 hours of clinical training (for details please refer to AMU DAOM Clinic Handbook). In summary, the Doctor of Acupuncture and Oriental Medicine degree is awarded upon satisfactory completion of the following:

- Core curriculum: 240 hours
- Specialty curriculum in Integrative Applications of Chinese Medical Classics: 160 hours
- Professional development portfolio: 80 hours
- Clinical experience 720 hours including clinical residency, preceptorship, mentorship and all clinical requirements as stated in the Clinic Handbook.
- Near the completion the required the academic course work, and when the student feels that they can sufficiently document achievement of the doctoral program's purpose and each of the six educational objectives, the student may submit their final summative portfolio to the Portfolio Review Committee. The Committee member will review the portfolios on whether the evidence submitted sufficiently documents achievement of each educational objective. Every student receives a letter that summarizes the outcome of the committee’s deliberations and that notes specific strengths and future opportunities for improvement.
- 80 Hour Capstone Coursework and Project with both an oral defense and a publishable manuscript and all requirements as stated in the Capstone Project Handbook.
- Fulfillment of all financial obligations to the University.
- The minimum length of the DAOM program is 8 quarters. The maximum time limit to earn the doctoral degree is four calendar years from the date of matriculation.

Grading Policy

The doctoral program operates on a quarter system. A grade is assigned for each course. The final grade is determined by the total points accumulated by the student as listed in the individual course syllabus. The didactic courses are graded with a standard letter-grade. Clinical practice coursework, Portfolio and Capstone Project receives a “Pass” or “No Pass” grade based on the completion of performance objectives.

Methods of evaluating student performance in class or clinic include but not limited to:

●	Attendance
●	Participation

●	Papers or Projects submitted for the Professional Development Portfolio
●	Final Report or Examinations

Grading Scale:

●	90-100% = A
●	80-90% = B
●	70-79% = C
●	69% & below = F (Failed)

If a student receives a grade of F (fail) or NP (no pass), he or she must retake, repay, and successfully pass the class to complete with their curriculum. Both the original grade earned and the repeated grade earned are noted on the transcript and are computed in the Grade Point Average. The exception for this is that grades of P (pass) or NP (no pass) do not affect the GPA.

○	P = Pass
○	NP = No Pass
○	W = Withdrawal
○	I = Incomplete

Quarterly Enrollment and Late Enrollment

Enrollment starts for continuing students on the first day of the 9th week of a quarter, and lasts for two weeks. A \$30 late enrollment fee will be applied for continuing students who do not enroll for the following quarter within the official enrollment period.

Attendance Policy

Attendance of class and scheduled clinic is an essential component in the education of a healthcare practitioner. Doctoral students are required to attend all scheduled classes and clinical training. Students who miss an allowable portion of class are responsible for obtaining all lecture notes and completing all course work.

Students must be present for at least 80% of the scheduled attendance to obtain credit. If a student misses more than 20% of the scheduled attendance, he or she will fail the course and must repeat it. For example, this means that no more than one four-hour session may be missed in a 20-hour weekend didactic course. Beyond this there is an additional requirement that no more than 18 four-hour sessions may be missed in the whole didactic program without an Excused Absence Request Form or Leave of Absence Form signed by the doctoral program director. If there are unapproved absences beyond the above amount, the student will fail the course and must repeat it. Students who miss more than 20% of any given course must meet with the doctoral program director to develop a plan for completing the program.

If an emergency arises, students must complete an Excused Absence Request Form to be approved by the doctoral program director. If the form cannot be filed in advance, it must be filed before the student returns to school. Documentation of the emergency or reason may be required for the form to be approved. An excused absence is still considered an absence within attendance policy, however more leeway will be given for methods of making up missed work. In such cases, students must meet with the doctoral program director to arrange for make-up assignments.

Excessive tardiness will be recorded by instructors and will count towards the allowable absences. Instructors may also require higher attendance standards as long as they students are notified in advance. When absences are deemed to be excessive, the doctoral program director may decide that these hours must be made up in the next cohort. In cases of planned absence, the candidate will notify the doctoral program director in advance (using the Excused Absence Request Form or Leave of Absence Form). Faculty incorporates class participation, number of absences, and tardiness into grading.

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 for turning in attendance records for each class and will report students who are violating the attendance policy to the Academic Dean.

Course Withdrawal

To officially withdraw from all courses, a student must complete an “Official Withdrawal” form. For the refund policy, please see above.

Leave of Absence

A student may request a leave of absence from the program for extenuating circumstances. A leave of absence for one or two consecutive quarters is allowed; however the courses missed during the leave cannot be taken until they are next available. This could make a delay in completion of the program for as much as two years. Students who are contemplating a leave must meet with the doctoral program director to determine its effect on completion of the program since the maximum time limit for completion is four years. A student may be granted one Leave of Absence within a twelve month period and it cannot exceed more than two quarters. The twelve month period will begin on the first day of the student’s Leave of Absence.

Leaves of absence may be granted for activities such as jury duty, military duty, family emergencies and criteria covered under the Family and Medical Leave Act of 1993. Requests must be made in writing, using the appropriate Leave of Absence Request form. The student must explain the reason for the request and the length of time for the leave.

Students who have taken a Leave of Absence should contact the doctoral program director prior to their return. It is the student’s responsibility to be aware of any policy changes. The status of students whose leave goes beyond two quarters and who have not communicated their plan for return with the doctoral

program director may be changed to administrative withdrawal from AMU. Students who have withdrawn and wish to return to school must submit a new and complete application. Re-enrollment is not guaranteed.

Because of the design as a cohort program, and because enrollment is for a quarter at a time (not class by class), it is best if Leaves of Absence are taken for a whole quarter. However, if a quarter has already begun and the student needs a leave because of an unforeseen situation, no refund will be given but they will have financial credit for that course the next time it occurs. Until the course is completed, the transcript will carry a grade of Incomplete (I).

Program Withdrawal

A student may withdraw from the school any time and receive a pro rata refund if he/she has completed 60 percent or less of the scheduled attendance in the current payment period in his/her program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$250, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of scheduled attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

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

- The student notifies the institution in writing of the student's withdrawal or as of the date the student last attended class, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the school.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of the scheduled attendance. For the refund policy, please see above.

Withdrawals may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

Re-admission to the University

If more than one year has elapsed since the last prior enrollment in the DAOM program, the student may be required to re-apply to the DAOM program.

Students must contact the Administrative office to be sure all prior financial commitments are complete no less than 30 days before the quarter starts. A letter of full acceptance will be sent to the student, after the student file and prior financial commitments are complete.

Appealing a Grade

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

Student Disciplinary Procedures

If any individual in the has reason to believe a student has engaged in prohibited behavior, that individual may present a written notice to the Academic Dean. The student will be notified of the charges as soon as possible by mail or hand-delivered message. The University will begin an investigation of the facts, and the student will have the opportunity to present, in writing or verbally, all pertinent evidence pertaining to the alleged misconduct.

If the Academic Dean feels a breach of the Student Code of Conduct has not occurred, the charge will be dismissed, and the student will be notified of the dismissal in writing. A written notice of the dismissal shall be placed in a file pertaining to the incident, and the matter will be considered closed.

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

The Academic Committee will hold a meeting within ten days of the student's written notice of appeal. At this meeting, the student may be, but is not obligated to be present, and may be accompanied by an advisor who is part of the university community and not legal counsel. The Academic Committee will come to a decision and this decision will be final.

If the alleged misconduct is deemed to be of a more serious nature, a formal hearing may be held by an Academic Committee consisting of the Academic Dean, one administrator and a faculty member not involved in the original incident. The following procedures will be followed:

- All pertinent documents and evidence will be submitted to the Academic Committee, and the student will be notified in writing of the charges, the hearing date, time, and location. The student will have the right and the opportunity to view the evidence prior to the hearing, and will have ten days in which to respond in writing. At the hearing, the Academic Committee will review all materials submitted by the student and the evidence so far gathered.
- The Academic Committee will deliberate and come to a decision as to the sanction or action to be taken against the student, and will notify the student of such decision in writing within ten days.
- The student will have an additional ten days following receipt of the Academic Committee's decision in which to present a written appeal via certified mail to the University President. The appeal will be limited to the following: a) the presentation of new pertinent evidence previously

unavailable to the Academic Committee, b) sanction that is not supported by the evidence, or c) unfair prejudice or bias in the decision.

- The President will make a final decision on the matter.

Student Grievances

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 the parties involved. If resolution is not achieved by direct communication, contact the administration. If resolution is still not forthcoming then grievance(s) can be handled through the following steps:

- An appointment may be scheduled with the Academic Dean of the University and the grievance can be discussed. Any necessary parties may be called into this meeting. A written report will be kept in the student file.
- If the Academic Dean’s decision is not satisfactory to the parties involved, a meeting of the Grievance Committee can be requested. The Grievance Committee consists of one faculty member, one member of the administration and one student representative. A request must be made in writing and filed with the Academic Dean or Vice President. 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.
- When no satisfactory resolution is achieved, a complaint can be filed with the University President.

Please note that a student or any member of the public may file a complaint about this institution at any time with the following regulatory agencies:

Bureau for Private Postsecondary Education	Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM)
2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833	8941 Aztec Drive, Eden Prairie, MN 55347
Toll-free: (888) 370-7589	Phone: (952) 212-2434
Fax: (916) 263- 1897	Fax: (301) 313-0912
Website: www.bppe.ca.gov	Email: coordinator@acaom.org

Degree Conferred

Alhambra Medical University confers the degree of Doctor of Acupuncture and Oriental Medicine to all students upon successful completion of the required didactic and clinical coursework and Capstone Project; the satisfaction of all financial obligations; and clearance from the Library.

Code of Student Conduct

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

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

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

- Violations of published University policies, rules, or regulations.
- Harassment, whether it be physical, verbal, graphic, or written, based on race, sex, gender, color, ethnic or national origin, religion, age, sexual orientation, or disability. Also, unwelcome sexual advances, requests for sexual favors, and other forms of such verbal or physical conduct constitute harassment.
- Cheating, plagiarism, or other forms of academic dishonesty, including aiding another student in an act of academic dishonesty.
- Violations of federal, state or local law, including but not limited to, conduct on University premises or at University sponsored or supervised activities.
- Use, possession, sale, or distribution of alcoholic beverages, illegal drugs, drug paraphernalia, narcotics, or other controlled substances on campus.
- Smoking in any interior area of the University, including classrooms, labs, restrooms, hallways, or lounge areas is prohibited.
- Endangering, threatening or causing physical harm to any person.
- Attempted or actual theft of University property.
- Disruption or obstruction of teaching, research, administration, or other University activities

Academic Freedom

Alhambra Medical University 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 him or herself, fellow students, to the laws of the land, and to the institution in which, by choice, he or she enrolls. The rights and obligations of students include, but are not limited to:

A. Rights

1. The right to expect a high quality education.
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 language of 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 for academic grievances.

B. Responsibilities and Obligations

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 tenets 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. The obligation to contribute to a climate of open inquiry and honesty in all aspects of the University's academic life.
6. The obligation to commit sufficient time and effort for study, and the use of the library in connection with each course.
7. The obligation to contribute to the classroom, lab, and clinic learning environment through discussion and active participation.

8. The obligation to attend scheduled classes regularly and on time.
9. The obligation to obtain help with problems encountered in a given course by seeking out faculty outside of class time.
10. The obligation to acquire the necessary prerequisites for full participation in each academic course.
11. The obligation to respect the concept of academic freedom for each faculty member.
12. The obligation to observe prescribed procedures and schedules for enrolling, registering, and progressing in a program of study.
13. The obligation to meet with an academic advisor on a regular basis.
14. The obligation to 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.

Honor System

The Honor System presumes that all work submitted as part of academic requirements is the product of the student submitting it, unless credit is given with proper references, or as prescribed by the course instructor.

When a student makes use of concepts or words from an outside source, whether in the form of a direct quotation or a paraphrase, credit must be given to the original source for each idea by footnote or other technique acceptable to the instructor. Failure to make such an acknowledgment constitutes plagiarism.

Cheating, plagiarizing, and otherwise falsifying results of study are prohibited. This applies not only to examinations, but also to all submitted work (including papers, reports, solutions to problems, and case studies). This also applies to any act that is fraudulent or intended to mislead the instructor (including falsifying records of attendance for class or clinic, for events for which attendance is required or for which class credit is awarded, for clinical patient treatments or other work service).

The Honor Code

Violations of the Honor Code are cause for disciplinary actions imposed by the appropriate committee.

The following are included as violations:

- **Falsifying or cheating** on a report, paper, quiz, test, or examination submitted by a student to meet course requirements. Cheating includes the use of unauthorized aids (such as crib sheets, the aid of another person on a take-home exam, etc.); copying from another student's work; unauthorized use of books, notes, or other outside materials during "closed book" exams; soliciting, giving, and/or receiving unauthorized aid orally or in writing; or similar action contrary to the principles of academic honesty. This also includes unauthorized use of technology such as cell phones, texting, and so forth during exams.
- **Plagiarism on an assignment** including papers, themes, reports, or other materials submitted to meet course requirements. Plagiarism is defined as incorporating into one's own work the work or ideas of another without properly citing that source.
- **Failure to report** a known or suspected violation of the Honor Code.
- **Any action designed to deceive** a member of faculty, a staff member, or a fellow student

regarding principles contained in the Honor Code, such as securing an answer to a problem for one course from a faculty member of another course when such assistance has not been authorized.

- **Any falsification of class records** or other materials submitted to demonstrate compliance with course requirements or to obtain course credit, including falsifying records of class attendance, attendance at required events or events for which credit is given, or attendance or hours spent at clinical internships or other work service.
- **Use of texts, papers, computer programs and applications, or class work prepared by commercial or noncommercial agents** and submitted as a student's own work.
- **Falsification of results** of study and research.

Tests and Examinations

Students are on their honor not to ask for or give information pertaining to any portion of an examination before or after they have taken it, in such a way as to gain or give an advantage over other students.

The written pledge signifies that the work submitted is the student's own and that it has been completed in accordance with the requirements of the course as specified by the instructor. In addition, each student and faculty member is expected to establish a clear understanding of the requirements for each course.

Tips of Success

- Students should read the course syllabus, and follow all policies, guidelines, or instructions outlined in the course syllabus.
- Students should make sure that they are aware of all guidelines or restrictions on a specific class or clinical assignments or examinations. Students should acquire instructions from the instructor if they miss a class.
- Students should ask their instructor before collaborating with a classmate on any assignment.
- Students should ask their instructors if a tutor or other individual may help with any assignment.
- When unsure whether or not to cite a phrase or fact, students should cite it.
- Students should ask their instructor before sharing clinic/lab reports, results, or other data with classmates or lab partners.
- Students should ask their instructor before reviewing tests administered for the same course in a previous semester.
- Students should not assume that anything they do is acceptable. If they cannot say with complete certainty that any particular conduct is permissible, they need to consult the instructor.

Without the support and cooperation of the entire student body, the Honor System does not work. Students must insist on absolute integrity for themselves and of their fellow students.

Copyright Law

Students are expected to abide by copyright law. Making single paper copies of articles or parts of books for personal usage is permissible, however, making multiple copies, distributing electronic copies, or reproducing full works without authorization from the copyright holder is a violation of the law. Copyright law includes paper and electronic copying. The copyright law also extends to the use of material on the internet. Students should not incorporate copyrighted material into personal or class homepages without permission from the copyright holder.

Academic Ethics

Alhambra Medical University expects its students to maintain themselves at all times in a professional manner. Unprofessional conduct at AMU will not be tolerated. A student may be dismissed for unsatisfactory or improper conduct, scholarship or attendance, or for any other cause that is considered to be prejudicial to the interest of the University or the healthcare profession. Personal conduct and appearance are outward expressions of character. Students are expected to abide by the standards of professional conduct, including dress and appearance appropriate to the University and the profession. A student may be dismissed or suspended from a class or the University following appropriate hearing and appeals procedures.

Dress Code

It is expected that students exercise good taste and maintain a neat and well-groomed appearance congruent with a professional culture. When attending class in a healthcare setting or working in the clinic, students are expected to conform to the professional norm of that area. The Clinic Handbook gives further details of the required attire for interns.

Sexual Harassment

Alhambra Medical University, in conjunction with the AMU Code of Conduct, 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.

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.

Non-Discrimination Policy

Alhambra Medical University is in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

AMU does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, disability, medical condition (as determined under California employment laws), or status as a Vietnam-era veteran or qualified disabled veteran in the administration of its educational programs, school administered programs, publications, or in its employment practices.

The Disabled

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 a doctoral student at AMU, we encourage you to contact the Academic Dean to discuss this concern.

Drug and Alcohol Abuse Policy

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

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.

Use of Cell Phones on Campus

Pagers and cellular phones can be 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.

Campus Security Report

The Clery Act requires certain colleges and universities to keep and disclose information about crime on and near their campus. Crime statistics for the region around AMU are available under the District Three section of the Crime Report from Alhambra Police Department at:
http://www.cityofalhambra.org/page/154/crime_statistics_crime_map_online/

Student Financial Aid

Federal Title IV Financial Aid is not available at this time.

Faculty

AMU currently has a list of 18 faculty members for the proposed doctoral program including 4 full-time faculty members and 14 part-time faculty members. The current affiliated Doctoral level faculty are:

Janet Chou, DO, Dipl. OM, MSAOM, L.Ac.	
	Janet Chou is a member of American College of Physicians and American Osteopathic Association. She completed her residency at University of California, San Francisco. In addition to American Board of Internal Medicine Certification, Osteopathic Medical Board of California Physician’s and Surgeon’s Certificate, her certifications and licenses also include Washington State Acupuncture License, NCCAOM Diplomate of Oriental Medicine, Washington State Massage License, and NADA Acupuncture Detoxification Specialist.
	Certificate of Completion, UCSF Fresno Internal Medicine Residency. Fresno, CA.
	DO, Chicago College of Osteopathic Medicine, Downers Grove, IL.
	MSAOM, Bastyr University. Kenmore, WA.
	Certificate of Equivalent Education, Brenneke School of Massage. Seattle, WA.
	BA, Religion/Biological Sciences. Mount Holyoke College, South Hadley, WA.

XuPing Gu, PhD (Japan), MD (Japan), L.Ac.	
	XuPing Gu is the director of Institute of Alternative Medicine since 1998. She is also a member of referral panel in regional medical centers in southern California, a medical consultant for Japan Welbeing Inc., and a faculty member in Alhambra Medical University. She received her Doctor of Medical Science degree from University of Tokyo, Tokyo, Japan in 1995. She was a researcher in the School of Medicine, UCLA, and in the Faculty of Medicine, University of Tokyo, Tokyo, Japan. She has published many research papers and won international awards. She also translated “The Handbook of Modern Japanese Kampo Medicine” from Japanese to

	Chinese published by Shanghai University of Traditional Chinese Medicine Press, China.
	PhD/MD, University of Tokyo, Tokyo, Japan, 1995
	MS, Traditional Chinese Medicine, Shanghai University of Traditional Chinese Medicine, Shanghai, China, 1986.
	BS, Traditional Chinese Medicine, Yan Cheng College of Health & Medicine, Yan Cheng, China, 1981.

Dong Ji, PhD (China), L.Ac.	
	<p>Dong Ji is the researcher for integrative medicine at UCLA Center for East-West Medicine and UCLA Collaborative Centers for Integrative Medicine, and a faculty member at the Pacific College of Oriental Medicine, San Diego, CA. After receiving his doctoral degree in neuroscience at Beijing University, Beijing, China, he went to the Indiana University School of Medicine, the prestigious SALK institute and the Scripps Research Institute in La Jolla, California for further research. He is a commissioner at the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), committee member of Medical Evidence Evaluation Advisory Committee (MEEAC), California, examiner for Council of Colleges of Acupuncture and Oriental Medicine (CCAOM), examination item writer for National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM), and a reviewer for Pharmacology, Biochemistry and Behavior published by Elsevier.</p>
	PhD, Peking University, Beijing, China, 2003.
	MS, Physiology, Beijing Medical University, Beijing, China, 1999.
	BS, Traditional Chinese Medicine, Beijing University of Chinese Medicine, 1996.

Elizabeth Jin, MD (China), L.Ac.	
	Guishu Jin earned her MD degree in Liaoning Medical University 1988 and practiced as an attending physician and Assistant Professor in Cardiology department of Red Cross Hospital Shenyang from 1988 to 1999. Guishu Jin earned her MSOM degree in Dongguk Royal University in 2004 and worked as medical science instructor from 2005 – 2010 in Dongguk Royal University.
	MSOM, Dongguk University of Los Angeles, Los Angeles, CA, 2004
	MD, Liaoning Medical University, Liaoning, China, 1988

Khanh Lam, DC, L.Ac.	
	Khanh Lam is a doctor of chiropractic and licensed acupuncturist in California. He is also a NCCAOM Diplomate of Acupuncture, board certified addictionologist from American College of Addictionology and Compulsive Disorders, and Acupuncture Detoxification Specialist from National Acupuncture Detoxification Association. He has been practicing since 1989 and teaching since 1991.
	DC, Cleveland Chiropractic College, Los Angeles, CA, 1996.
	BS, Psychology, California State University, Long Beach, CA, 1983.

David Lee, EdD	
	<p>Dr. Lee has over 20 years of direct leadership experience with TCM graduate schools:</p> <ul style="list-style-type: none"> ● Extensive experience with assessment and accreditation. ● Thorough understanding of financial statements, analyses, and accounting processes, as well as direct detailed knowledge of the Title IV Federal Financial Aid requirements. ● Extensive experience with advanced information technology, financial analysis, and both qualitative and quantitative research methodologies. ● Fieldwork at the UCLA David Geffen School of Medicine to document achievement of the "professionalism" competency required in their Accreditation Council on Graduate Medical Education (ACGME) process.
	Ed.D., Doctorate in Education. Educational Leadership Program. University of California, Los Angeles. Dissertation focused on the use of electronic portfolios and other digital and web-based educational technologies to support student-based learning, assessment and career development.
	BA. Poetry, UC Santa Cruz.

Matthew Lin, MD	
	Matthew Lin, specialized in orthopedic surgery and surgery of the hand and fellow of American Academy Orthopedic Surgery, is the president of AHMC International Cancer Center, the Vice-Chairman and Board of director for AHMC Healthcare Inc., and Chairman of AHMC Central Health. He has received many awards and recognitions. He also served three terms as mayor in the City of San Marino, California.
	MD, Taipei Medical College, Taipei, Taiwan, 1971.

Dongmei Liu, PhD (Japan), MD (China), L.Ac.	
	Dongmei Liu, USMLE certificate, is a researcher of acupuncture at University of California, Irvine. She has many publications and presentations at meetings and conferences. She was a research associate in University of Nebraska Medical Center. She received his doctoral degree from Graduate School of Medicine and Faculty of Medicine, University of Tokyo, Tokyo, Japan in 2000.
	MSAOM, Alhambra Medical University, Alhambra, CA, 2011.
	PhD, University of Tokyo, Tokyo, Japan. 2000
	MD, Sun yat-Sen University of Medical sciences, Guangzhou, China, 1988.

Yingge Liu, PhD (China), MD (China)	
	Yingge Liu, specialized in respiratory medicine, received his doctoral degree from Fourth Military Medical University, Xi'an, China. He was a researcher in University of Tor Vergata, Rome, Italy and University of Southern California with many publications.
	PhD, Fourth Military Medical University, Xi'an, China, 2002.
	MD, Fourth Military Medical University, Xi'an, China, 1998.
	BM, Medicine, Xi'an Medical University, Xi'an, China, 1991.

PaoChiang Lu, MSAOM, MD (Taiwan), L.Ac.	
	PaoChiang Lu has been a practitioner since 1981. He is a licensed acupuncturist in California. He is also a clinical and coding specialist and independent risk adjustment coding specialist. He was a board certified specialist of internal medicine and thoracic medicine in Taiwan. He had advanced courses of aerospace medicine from School of Aerospace Medicine, San Antonio, Texas.

	MSAOM, South Baylo University, Anaheim, CA, 2002.
	MD, National Defense medical Center, Taipei, Taiwan, 1980.

Gongming Tao, MS (China), MSAOM, MD (China), L.Ac.	
	Gongming Tao has been the faculty of western medicine in various acupuncture and oriental medicine schools in southern California since 1999. He was a visiting professor in the Department of Physiology at University of Arizona, Senior Research Associate in the Department of Medicine at UCLA/USC, Research Associate in the Department of Neurology, VAMC/UCLA, and Senior Medical research Scientist at National Genetics Institute/UCLA. He has published many articles and received merits. He is also a consultant of Liu's Chiropractic.
	MSAOM, South Baylo University, Anaheim, CA, 1996.
	MD/MS, Pathophysiology, Shanghai Medical University, Shanghai, China, 1982.
	BM, Medicine, Shanghai Medical University, Shanghai, China, 1979.

Harvey Wong, DC, MSAOM, L.Ac.	
	Harvey Wong is the Clinic Director of Avant Wellness Center, Redlands, CA and California Institute of Chiropractic, Acupuncture & Oriental Medicine, South Pasadena, CA. He is certified in Applied Kinesiology. He has been a faculty member at Southern California University of Health Science, Whittier, CA since 2011.
	DC, Southern California University of Health Sciences, Whittier, CA, 2010.
	MSAOM, Southern California University of Health Sciences, Whittier, CA, 2010.
	BS, Business Administration, University of California, Riverside, CA, 2003.

Jonathan Wu, MD	
	Jonathan Wu is the Chairman of the Board of AHMC Health Foundation and of AHMC healthcare and Superintendent of Alhambra Hospital Medical Center. He is Fellow of American College of Occupational Medicine, Fellow of American Academy of Family physicians, Director of El Sereno Medical Group, Inc., and member of American Medical Association and Los Angeles County Medical Association. He was also a Superintendent of Doctor's hospital Medical Center of Montclair.
	MD, Taiwan Chung Shan Medical College, Taichung, Taiwan, 1975.

Jiuru Xie, PhD (Hungary), MSAOM, MD (China), L.Ac.	
--	--

	Jiuru Xie, specialized in molecular virology, received his doctoral degree from Lorand Eotvos University of Science, Hungary in 1998. He has been teaching western medicine in various acupuncture and oriental medicine schools in southern California since 2001. He is also a licensed acupuncturist in California.
	MS, Oriental Medicine and Acupuncture, Dongguk Royal University, Los Angeles, CA, 2001.
	PhD, Lorand Eotvos University of Science, Budapest, Hungary, 1998.
	MD, Ton-Ji Medical University, Shanghai, China, 1982.

Xingsheng Xu, PhD (China), L.Ac.	
	Xingshen Xu received his doctoral degree in Traditional Chinese Medicine from Shanghai University of Traditional Chinese Medicine in 1989. He then pursued advanced study at the Office of Chinese Prescriptions at Tokyo University Hospital, Tokyo, Japan. He was appointed the honorary director of Chinese natural Health Magazine of Japan, Chief Chinese Medical Doctor at Shuguang Hospital, Shanghai, China, and keynote speaker for Phoenix TV, International Audio-Visual communication, Inc, and North American Oriental & Western Medicine Academy.
	PhD, Shanghai University of Traditional Chinese Medicine, Shanghai, China, 1989.
	MS, Traditional Chinese Medicine, Shanghai University of Traditional Chinese Medicine, Shanghai, China, 1987.
	BS, Traditional Chinese Medicine, Shanghai College of Traditional Chinese Medicine, Shanghai, China, 1984.

Joseph Yang, PhD (Japan), L.Ac.	
	Joseph Yang, specialized in psychiatry and neuroscience, received his doctoral degree from Kobe University, Kobe, Japan in 1998. He has been a faculty member and clinic supervisor since 1984. He is currently practicing in Santa Monica, California.
	PhD, Kobe University, Kobe, Japan, 1998.
	MS, Diagnosis and Human Constitution, Traditional Chinese Medicine University of Heilongjiang, Harbin, China, 1987.
	BS, Traditional and Western Medicine, Traditional Chinese Medicine University of Heilongjiang, Harbin, China, 1984.

Qianqian Zhang, MSAOM, MD (China), L.Ac.	
	Qianqian Zhang is a licensed acupuncturist in California and a NCCAOM Diplomate of Oriental Medicine. She is specialized in gynecology and a member of National Academy of Genetics, China. She was the Chief Physician in the Department of Gynecology/Obstetrics at the affiliated Zhongshan Hospital of Shanghai Medical University, Shanghai, China and the Director of Shanghai Institute of Genetics. She was also a research fellow at Johns Hopkins University. She is currently practicing in Alhambra, California.
	MSOM, South Baylo University, Anaheim, CA 1999.
	MD, Shanghai First Medical College, Shanghai, China, 1963.

Qingrong Zhang, MS (China), MD (China), L.Ac.	
	Qingrong Zhang has been a practitioner since 1978. He was a visiting scientist in the Department of Pathology, Hallamshire Hospital of Sheffield University, Sheffield, England. He has published many research papers for his work on liver tumors.
	MD/MS, Medical Science, Shanghai Medical University, Shanghai, China, 1985.
	BM, Medicine, The College of Shanghai Traditional Chinese Medicine, Shanghai, China, 1978.

Student Services

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.

Tutoring Services

Academic tutoring is available at the request of the student. Faculty may also notify the doctoral program director of a student in need of tutoring. Tutoring may require an additional fee. Contact administration for more information.

Student Body

The Alhambra Medical University student body is as diverse in interest as it is in culture, ethnicity, professional background, and age. Those who make up the student body are passionate about alternative medicine, focused on their academic responsibilities and committed to being successful healthcare practitioners. AMU provides a professional environment where the training, experience, and

the maturity of students from other healthcare professions are respected and appreciated. Prospective students need to demonstrate strong motivation, desire, and commitment to serve as healthcare professionals.

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.

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.

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.

Student Publication

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 safeguards 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.

Job Placement Service

Job placement for graduates is NOT guaranteed.

University Management

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

Students may formally or indirectly participate in the decision making process by attending committee meetings as student representatives and by quarterly course evaluation forms. Students may also speak to any member of the faculty, staff, or administration in regards to any concern they may have.

Board of Directors

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

Administration

President	Eric Tuckman, J.D.
Academic Vice President	David Solin Lee, Ed.D.
Dean of Students	Megan Hah, MSAOM, L.Ac.
Chief Financial Officer	Kevin Chen
Clinic Director	Guishu Jin, M.D. (China), L.Ac.
Director of DAOM	Luke Chen, Ph.D., MSAOM, L.Ac.
Financial Aid Director	Tiffany Li, B.A.
Director of Admissions	Qing Ma, B.A.
University Registrar	Alan Liu, B.S.
Clinic Manager	Eva Ku, MSAOM, L.Ac.
Office Manager	Ivy Ma, B.S.

Important Disclosure Notice

As an institution, Alhambra Medical University is accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), the national accrediting body for this field. Alhambra Medical University has institutional approval to operate from California's Bureau of Private Postsecondary Education (BPPE).

Institutional accreditation (from ACAOM) and approval (from BPPE) are not the same thing as program accreditation and approval. Since the Doctor of Acupuncture and Oriental Medicine program at AMU is new, we are still working toward DAOM program approval and accreditation, although our MSAOM program has already achieved approval and accreditation.

The DAOM program at AMU is applying for approval to operate the program from the Bureau of Private Postsecondary Education. Following approval by BPPE, Alhambra Medical University's DAOM program will be eligible to apply for accreditation with ACAOM. Currently, because the DAOM program at Alhambra Medical University is not yet accredited, students are not eligible for Federal Student Loans and Financial Aid.

Alhambra Medical University's approval to operate as a private postsecondary institution in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8), which is effective January 1, 2010.

Alhambra Medical University has never filed for bankruptcy petition, operated as a debtor in possession, or had a petition of bankruptcy filed against it under Federal law.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the school Performance Fact sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to

- The Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897, or
- ACAOM at 8941 Aztec Drive, Eden Prairie, MN 55347, Phone: (952) 212-2434 or by Fax: (301) 313-0912 email: coordinator@acaom.org.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet Web site www.bppe.ca.gov.

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