



Professional Graduate Program

Master of Acupuncture and Herbal Medicine

2025-2026 Catalog and Student Handbook

Effective Date: Oct 1, 2025-December 31, 2026*

This catalog is updated annually.

Prospective students and any interested person may acquire this catalog at www.amu.edu and/or inquire directly to Admissions at

start@amu.edu

Updated 1/12/26

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Clinic	28 South Palm, Alhambra, CA 91801
Mailing Address:	55 South Raymond Avenue, Suite 105, Alhambra, CA 91801
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Learning Management System	acustudy.instructure.com

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INTRODUCTION

Alhambra Medical University (AMU), located in the San Gabriel Valley of Southern California, is a private institution of higher education and is closely associated with seven hospitals in the area.

The Master's degree started its first class in Spring of 2005. It has been approved to operate by the California Bureau of Private Postsecondary Education (BPPE) and the California Acupuncture Board since 2007. In February 2011, Alhambra Medical University became a candidate for accreditation by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM), which is the recognized accrediting agency for freestanding institutions and colleges of acupuncture or oriental medicine. In February of 2019, AMU was re-accredited for seven years, the highest possible award through 2026.

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

Mission, Purpose, Goals and Student Learning Outcomes

Mission	The Mission of Alhambra Medical University is:
To provide educational programs and community based healthcare services in a supportive community focused on student-centered learning and professionalism.	
Educational Purpose	The Educational Purpose is
To develop graduates who can provide effective acupuncture and traditional medicine services as health care professionals in the US healthcare system.	

Professional Program Goals	The Professional Programs Goals are to:
Student Community	
Cultivate a community that supports the health, diversity and growth of our students.	
Clinical Services	
Provide clinical services as a model of effective healthcare and successful professional practice.	
Curriculum and Clinical Training	

Provide an educational curriculum and clinical training that develops competence in patient care and professional practice;

Provide educational experiences sufficient to enable graduates to collaborate with acupuncture and other health care practitioners in providing effective patient care;

Develop ability to assess and incorporate relevant developments in research and scholarship to enhance their patient care competencies and support their professional practice;

These program goals are further detailed in the following learning outcomes:

MAHM	Learning Outcomes
Graduates of the Master of Acupuncture and Herbal Medicine program are able to:	
Patient Care Domain	Program graduates are able to:
Intake and Examination	<ul style="list-style-type: none"> • Acquire health history and essential information focused on chief clinical complaints through appropriate and relevant primary biomedical and traditional Asian medical examinations. • Perform advanced biomedical and traditional medical examinations;
Assessment and Diagnosis	<ul style="list-style-type: none"> • Assess findings from intake and examination and organize signs and symptoms according to foundational theories to form a working diagnosis of patterns and disorders • Demonstrate advanced knowledge and skills of biomedical assessment to effectively collaborate with and refer to appropriate healthcare practitioners;
Treatment Strategy and Performance	<ul style="list-style-type: none"> • Based on the working diagnosis of patterns and disorders form a treatment strategy and perform appropriate treatment modalities toward intended treatment goals.
Case Management and Collaboration	<ul style="list-style-type: none"> • Communicate treatment plan with individual patients and other healthcare providers throughout the course of treatment to cooperatively achieve treatment goals. • Demonstrate integrative knowledge and skills to effectively co-manage patient cases with biomedical practitioners.

Professional Practice Domain	Program graduates are able to:
Educational Outreach	<ul style="list-style-type: none"> Explain and discuss the applicability of AOM to bio medically-defined diseases with other health care professionals in their own relevant scientific theories and terms.
Practice Management	<ul style="list-style-type: none"> Demonstrate knowledge and capacity to comply with all legal and ethical responsibilities of a licensed healthcare professional.
Professionalism	<ul style="list-style-type: none"> Demonstrate knowledge and capacity to operate in common healthcare settings sufficient to achieve professional practice goals.

ACCREDITATION AND APPROVALS

Institution and Programmatic Accreditation

Alhambra medical University and its following programs are accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM):

- 1) Master of Acupuncture and Herbal Medicine (offered in English and Mandarin) (Formerly named Master of Science in Traditional Asian Medicine)
- 2) Doctor of Acupuncture and Herbal Medicine (offered in English and Mandarin) (Formerly named Doctor of Acupuncture and Integrative Medicine)
 - Including a Doctor of Acupuncture and Herbal Medicine degree completion track.

The program listed above may offer courses via distance education.
 ACAHM does not accredit any programs at the undergraduate/bachelor level.

Accreditation status and notes may be viewed on the [ACAHM Directory](#).

ACAHM is recognized by the United States Department of Education as the specialized accreditation agency for institutions/programs preparing acupuncture practitioners. ACAHM is located at 500 Lake Street, Suite 204, Excelsior MN 55331; phone 952/212-2434; www.acahm.org

Bureau for Private Postsecondary Education

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

1747 North Market, Suite 225 | Sacramento, CA 95834
P.O. Box 980818,
West Sacramento,
CA 95798-0818
www.bppe.ca.gov
(888) 370-7589 (T), (916)574-8900 (T), (916) 263-1897 (F)

Pursuant to CEC94909 (a)(3)(D): The office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights and navigating available services and relief options. The office may be reached by calling (888)370-7589 or by visiting <http://www.osar.bppe.ca.gov/>.

California Acupuncture Board

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

The National Certification Board of Acupuncture and Herbal Medicine(NCBAHM)'s website provides information regarding the various degree and other certification requirements for all fifty states.

The Masters program is approved by the California Acupuncture Board. Graduates who have successfully completed all graduation requirements are eligible to sit for the California Acupuncture Licensing Examination (CALE). The Acupuncture Board is an autonomous body under the umbrella of the Department of Consumer Affairs, which licenses and regulates acupuncturists in California. Pursuant to Business and Professions Code section 4925 et seq., the board administers an examination that tests an applicant's ability, competency, and knowledge in the practice of an acupuncturist; issues licenses to qualified practitioners; approves and monitors students in tutorial programs; approves acupuncture schools and continuing education providers and courses; and enforces the Acupuncture Licensure Act.

1625 North Market Blvd, Suite N-219, Sacramento CA 95834
Tel (916) 515-5200, Fax (916) 928-2204, www.acupuncture.ca.gov

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

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

National Certification Board for Acupuncture and Herbal Medicine

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

Graduates from the Master of Acupuncture and Herbal Medicine program of Alhambra Medical University are eligible to register for NCBAHM certification examinations.

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

This catalog is published for the purpose of informing students, prospective students and others interested in the operations of Alhambra Medical University, primarily with regard to the educational programs and policies of the school. All information is judged to be accurate at the time of publication. However, the contents hereof are subject to change without prior notice.

Please note that all reasonable efforts are made on an ongoing basis to supplement in loose leaf hardcopy format any changes, additions, or other revisions to the text of this catalog which may come into existence prior to the publication of the following edition of the catalog.

Licensure Outside of California

The Master's program curriculum at AMU meets the requirements for licensure or certification in the following states: AK, AR, AZ, CA, CO, CT, DC, DE, GA, HI, ID, IL, IN, IA, KS, KY, LA, ME, MD, MA, MI, MN, MS, MO, MT, NE, NH, NJ, NM, NY, NC, ND, OH, OR, PA, RI, SC, TN, TX, UT, VT, VA, WV, WI, WY. It does NOT meet or require additional coursework in the following states: FL, NV, WA. There are three states which do not regulate acupuncture practice: AL, OK, SD

The Master's program prepares the students to be employed as Acupuncturist (Standard Occupational Code (SOC) for Acupuncturists from the U.S. Bureau of Labor Statistics (BLS) as SOC – 29-1291). Detail information about the list of Standard Occupational Code (SOC) can be looked at:

https://www.bls.gov/soc/2018/major_groups.htm#29-0000

Alhambra Medical University publishes a checklist information to guide the graduates from the program related with the information of the acupuncturist licensure checklist and eligibility across the states in the U.S. once they have graduated from the AMU Master's program. This checklist can be accessed here (this checklist may be updated according to the current available information).

Prospective and current students may inquire to the Dean of Students for more information or advice regarding licensure to practice acupuncture and traditional medicine in the state of California or outside of California. The list of states for which AMU Master program curriculum meets, does not meet or is unable to determine to meet each state educational requirements can be inquired as well to the Dean of Students. Graduates are required to directly inquire to the local governing state board to acquire more accurate and detailed information regarding eligibility, requirements and procedures to practice acupuncture and traditional medicine in the related state.

NC-SARA

As with other California educational institutions, AMU does not have authorization from the NC-SARA interstate compact. Out of state students are encouraged to verify the specific details of distance education programs including authorization and accreditation before enrolling. Please visit the SARA website (www.nc-sara.org) for the most current list of participating states and a detailed description of SARA.

Campus | Learning Management System

The class sessions are regularly held at AMU campus (address shown below), hybrid class sessions incorporate both on campus and synchronized live format on Zoom. The clinical training session is provided as on-site physical training at AMU clinic (address shown below).

Campus & Academic Offices	2215 W Mission Road, Suite 280, Alhambra, CA 91803
Clinic	28 South Palm Avenue, Alhambra, CA 91801
Mailing Address:	55 South Raymond Avenue, Suite 105, Alhambra, CA 91801

AMU is located in the San Gabriel Valley within easy driving distance of the Pacific Coast beaches, Century City, and Downtown Los Angeles.

University Clinic | Alhambra Medical University is extremely proud of the clinical education it provides for its students, as well as the service it provides to the residents of the City of Alhambra and surrounding communities. By observing, assisting and independently practicing in a supervised environment, students have the opportunity to apply clinically the information learned through their didactic instruction. Equipment within the scope of acupuncture will be used for instruction.

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

Canvas Learning Management System

Content delivery, educational interactions, and student assessments will occur through the Canvas learning management system. Canvas is deployed in more than 3,000 universities, school districts, and institutions globally. It operates as a software as a service on Amazon Web Services and provides a modern user interface and has settings to enable Chinese language interface.

Zoom | The institution had updated our distance learning platform to Zoom Meeting beginning in February 2022. A percentage of the hybrid class lectures are online and instructors and students will follow the lecture scheduled live online accordingly. The class lecture follows the scheduled day and time either onsite or online as provided in the Class Schedule. Attendance policy will be strictly followed and counted, failure to attend the onsite and live-class in Zoom Meeting may affect student's attendance rate. The zoom distance learning guidance can be found in AMU bulletin on Canvas, or may be asked to AMU registrar at registrar@amu.edu

Facilitate Clinical Interactions | The Canvas system has several core functions to increase multiple layers and aspects of patient care and professional practice competencies. These clinical interactions are guided by the Framework of Core Competencies (Framework). This framework highlights specific competencies that will be facilitated through the online learning system. These interactions will occur through small-group discussions and small group projects. Faculty can schedule synchronous video conferences through Zoom and they can be recorded and made available for later asynchronous review.

Student Engagement | The program is clearly aware of the critical importance of student engagement with content, the instructor, and other students as the primary factor in student learning and online persistence. The project will offer online a shared common clinical curriculum designed to contextualize the emerging professional healthcare issues presented through the Covid-19 pandemic and the global role of traditional Asian medicine professionals.

Assess Student Clinical Learning | The core functions and formats to support the formative assessment of “student clinical learning” have been detailed in the Framework. The Canvas system has standard functions for quizzes, rubrics and weighted assignment scales. The many to many communications capacity in online formats as well as small group collaborations and projects facilitated through the core communication functions of Canvas and video conferencing through Zoom are expected to increase several positive aspects of faculty and peer to peer interactions.

Facilities and Educational Resources

Facilities and Types of Equipment for instruction | AMU campus (address shown above in previous page) houses 5 classrooms where its didactic lectures were conducted. The classrooms are equipped with a projector in which it will be used as audio visual equipment for the faculty to conduct its instruction. Some classrooms are also equipped with beds to support hands-on instruction. AMU has also been operating its class sessions using zoom in distance education live format for the hybrid courses that are both onsite and online. The canvas learning management system was also utilized to support its instructions for the students. The clinical training session is provided as on-site physical training at AMU clinic (address shown above in previous page). The campus is also equipped with a library that houses a collection of acupuncture and traditional medical books, in English and Chinese, as well as journals, newsletters and other periodicals.

Library | The Library houses a collection of acupuncture and traditional medical books, in English and Chinese, as well as journals, newsletters and other periodicals. The library also contains a substantial collection of Western medicine and science books, periodicals, and journals. AMU staff, faculty and students may access AMU library which is located in the campus address (2215 W Mission Road, Suite 280, Alhambra, CA 91803). The library circulation policy and procedure can be learned directly at the AMU library.

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

Student Housing | Alhambra Medical University does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offer student housing assistance. The Student Services Staff can advise students on local affordable rentals. Housing located within 5-10 miles radius is available year-round and cost ranges from a \$1,200 studio to \$2,400 two bedroom apartment.

Parking | Free ample parking in the rear of the main University building. Ample street parking surrounds the campus. Street parking is available in front of the University and is not metered or limited by time.

Americans with Disabilities Act | Alhambra Medical University is committed to accommodating students with physical and learning disabilities. Accommodations and other support services are tailored to meet the needs of the individual student, and are intended to comply with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Job Placement | Alhambra Medical University does not provide job placement for graduates.

Master of Acupuncture and Herbal Medicine

Graduation Requirements

The Master of Acupuncture and Herbal Medicine (MAHM) degree is awarded upon satisfactory completion of the following:

- Completion of the core curriculum with a minimum of 2160 hours of didactic instruction (216 quarter units that consists of 210 required didactic units and 6 required elective didactic units) plus 960 hours of clinical internship (200 hours observation plus 760 hours of supervised clinical internship which comprises 48 quarter units). As such, 264 quarter units are required for graduation.
- Completion of all clinical requirements.
- Successfully passing all required AMU institutional exams.
- Fulfillment all financial obligations to the University.
- In terms of residency, a quarter is defined as twelve (12) units or more. The minimum residency is four years. For transfer students, the minimum residency requirement is 50% of the course hours which include 75% of the clinic hours must be taken at AMU University.

Didactic Curriculum		Units	Hours
	Basic Sciences	36	360
	Traditional Chinese Medicine	39	390
	Acupuncture	27	270
	Herbal Medicine	45	450
	Adjunctive Therapies	9	90
	Western Medicine	27	270
	Professional Development	27	270
	Electives	6	60
	Total Didactic	216	2,160

Clinical Curriculum			
	Orientation and Herbal Dispensary	4	80
	Clinical Observation	6	120
	Assisted Practice	16	320

	Guided Practice	22	440
	Total Clinical	48	960
Total Curriculum		264	3,120

These credit requirements are over and above the 60 semester credits required for admissions. A credit hour is 50 minutes of instruction per week for a specified 10 week instructional quarter term. Clock to Credit Hour Conversion is quarter credit is granted for each:

- 10 hours of classroom contact plus appropriate outside preparation or the equivalent;
- 20 hours of supervised clinical instruction plus appropriate outside preparation; and
- 30 hours of clinical externship or independent study.

Admissions Requirements

The Master's Program Admissions requirements are as follows:

1. The satisfactory completion of 60 semester/90 quarter units (equivalent to approximately two academic years) of education at a baccalaureate level with a minimum cumulative grade point average of 2.25. This course work must be completed at an institution accredited by an agency recognized by the U. S. Department of Education or, in the case of foreign candidates, recognized by the appropriate agency in that country.
2. A completed and signed application form along with the non-refundable application fee. (U.S. citizens/residents: \$100; international students: \$150)
3. Provide Official Transcript(s) from all colleges and/or universities attended. 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 evaluate equivalent levels of educational achievement in the U.S.
4. Two recommendation letters.
5. A personal essay describing yourself and your interest in medicine.
6. Two recent 2"x2" color headshot photos.
7. An interview with a member of the Admissions Team.

For international applicants, in addition to the above requirements, the following must also be submitted:

2. A financial statement showing at least \$23,000 in assets to verify the availability to pay educational and living expenses for one year.
3. 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.

4. 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 the first page of the passport. A completed transfer release form must be sent to AMU by the school from which the applicant is transferring.
5. Additional fees may apply for postage and handling overseas/expedited mailing

International Students

Alhambra Medical University welcomes students from foreign countries. We are authorized by the US Department of Homeland Security to issue an I-20 and enroll non-immigrant international students. Specific application procedures apply (see above).

International students are required to register for and complete a full course of study (defined as 12 units per quarter) each quarter. F-1 students are allowed to register a maximum of 1 course (3 units) as off-site digital synchronized hybrid learning.

English Language Proficiency

English language competency is required in accordance with the Admissions requirements. English language competency must be demonstrated by all students prior to admissions through the completion of one of the following:

- Four (4) years at a U.S. high school demonstrably delivered in English;
- At least two-years (60 semester credits or 90 quarter credits) of undergraduate- or graduate-level education in an institution accredited by an agency recognized by the U.S. Secretary of Education;
- At least two-years (60 semester credits or 90 quarter credits) of undergraduate- or graduate-level education demonstrably delivered in English;
- High school or two-years (60 semester credits or 90 quarter credits) of undergraduate- or graduate-level education in an institution in one of the following countries or territories: American Samoa, Anguilla, Antigua & Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, British Virgin Islands, Cameroon, Canada (except Quebec), Cayman Islands, Christmas Island, Cook Islands, Dominica, Federated States of Micronesia, Fiji, The Gambia, Ghana, Gibraltar, Grenada, Guam, Guyana, Ireland, Isle of Man, Jamaica, Kenya, Lesotho, Liberia, Malawi, Montserrat, Namibia, New Zealand, Nigeria, Norfolk Island, Papua New Guinea, Philippines, Pitcairn Islands, Sierra Leone, Singapore, South Africa, South Sudan, St. Helena, St. Kitts & Nevis, St. Lucia, St. Vincent & the Grenadines, Swaziland, Tanzania, Trinidad and Tobago, Turks and Caicos Islands, United Kingdom, U.S. Virgin Islands, Uganda, Zambia, Zimbabwe.
 - In all cases, English must have been both the language of instruction and the language of the curriculum used

- Completion one of the following assessments at the required level:
 - Test of English as a Foreign Language Internet-based Test (TOEFL iBT)
- acceptable score: total score 61
 - International English Language Testing System (IELTS), academic format - acceptable score: overall band score 6.0
 - Duolingo English Test - acceptable score: 90
 - China Standard of English Language (CSE) - acceptable score: CSE 6
 - Cambridge First Certificate in English (FCE) - acceptable score: C
 - Cambridge English Advanced (CAE) - acceptable score: C
 - Common European Framework Reference (CEFR) - acceptable score: B2
 - Occupational English Test (OET) - acceptable score: 250, C
 - Pearson Test of English (PTE), academic - acceptable score: overall score 45

All policies and proposed practices related to transfer credits, prior learning, and advanced standing. As a Professional Doctorate program, it also includes the program's admissions policy and procedure regarding the following: currently matriculated master's program students, applicants transferring from other ACAHM-accredited programs, applicants possessing an ACAHM-accredited master's degree, and licensed acupuncturists with or without prior master's level training; maximum number of credits allowable under these policies and the process to be utilized to establish equivalent competency are described in the Proposed Doctoral Catalog and Student Handbook.

Admissions Review Process, New Student Orientation and Registration

Once all application packages and all supporting documents have been received, the applicant will be contacted for a personal interview with one of the members of the admissions team. Following the interview, the application file will be reviewed by the admissions. The applicant will be notified in writing once a decision has been made by the admissions. Students who are fully admitted are expected to commence enrollment in the quarter they are admitted.

All new students admitted into the program will be provided with the new student orientation and registration session. The orientation reviews the institution and program related curriculum, policy and procedures. Please contact the admissions office for assistance prior to orientation for assistance.

Leave of Absence Policy

A Leave of Absence (LOA) refers to a specific time period during a student's ongoing program of study when he or she is not in academic attendance. It does not include non-attendance for a scheduled break in a student's program. Upon returning from an approved LOA, a student must complete any coursework he or she began prior to their LOA.

For the Master's program, a written request must be made and the LOA may not exceed a cumulative one hundred and eighty (180) days within any twelve (12) month period beginning on the first day of the student's initial leave of absence. If a student does not resume attendance at the institution at or before the end of a leave of absence that meets the requirements of this

section, the student will be treated as a withdrawal in accordance with the requirements of this section.

For a student who is a Title IV, HEA program loan recipient, the effects of failure to return from a leave of absence will be on the student's loan repayment terms, including the exhaustion of some or all of the student's grace period.

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

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

Students returning from a LOA must contact the Registrar's Office or Chief Academic Officer before registering for classes. It is the responsibility of the student to be aware of any policy and/or curriculum changes.

Students who have not attended the University for one year or more, must apply for re-admission and must meet the current entrance requirements.

Program Withdrawal

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

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

- The student notifies the institution in writing of the student's withdrawal 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 the 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. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

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-admissions

The Chief Academic Officer must evaluate the student's standing. If more than five years have elapsed, since the last prior enrollment, the Academic Committee will reevaluate the student's placement and the student may be required to take a placement exam; if this is failed, he or she needs to retake the class.

Students must contact the Registrar's 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.

Departmental Objectives and Course Descriptions

Biomedical Curriculum	Educational Objectives
Utilize basic and health science knowledge and concepts to perform biomedical examinations and interpret those results in providing patient care.	
Core Concepts	Discuss the core concepts of basic and health sciences
Basic Sciences	Apply basic science knowledge and concepts
Health Sciences	Apply health science knowledge and concepts
Examinations	Perform and interpret results from biomedical examinations.
Referrals	Recognize conditions requiring referral
Case Management	Communicate health information to the patient and other healthcare providers

Basic Sciences
Apply basic science knowledge and concepts to perform and interpret results from biomedical examinations.
Biology
Chem-Biochem
Physics
Psychology

Department	Basic Sciences	36 Units	360 Hours
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BS110	Biology	3 units / 30 hrs
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This course provides students with a general study of human biology and is designed as an introduction to the health care sciences, explaining biological concepts and processes and emphasizing the classification of living things, their unit structures, metabolism, response and reproduction systems. Topics covered include cellular structure and function, human organization, homeostasis, mitosis and meiosis, evolution, and the classification of organisms.

Prerequisite:	None
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BS120	Chemistry & Biochemistry	3 units / 30 hrs
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The first half of the course covers the principles of inorganic chemistry and application to various facets of life with emphasis on chemical properties of elements. The second half of the course introduces organic chemistry along with structure and functions of carbohydrates, lipids, proteins and nucleic acids and their relationship to nutritional science as well as their clinical aspects as essential nutrients to preserve health.

Prerequisite:	None
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BS130	Physics	3 units / 30 hrs
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Basic introduction to the principles of general physics. Principles of classical and quantum physics are introduced. This course examines general mechanics, electromagnetism, optics, thermodynamics, relativity and various technical concepts.

Prerequisite:	None
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BS140	Psychology	3 units / 30 hrs
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Course covers various psychopathological conditions, basic techniques of assessment and treatment methods focusing on their clinical implications and applications for the Licensed Acupuncturist. In addition, this class will emphasize on the patient-practitioner relationship and counseling skills so students can examine themselves and their biases in order to gain a greater understanding of who we are as healthcare providers in relation to our patients.

Prerequisite:	None
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BS150	Nutrition & Vitamins	3 units / 30 hrs
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This course is an introduction to the study of nutrients and vitamins essential to human life and well-being. Topics will focus on the essential elements of nutritional physiology, the roles of vitamins and minerals in health maintenance and as therapeutic supplements, and the use of food as medicine. Students will learn to identify the functions, properties, human requirements, and food sources of essential nutrients and examine the ethics involved in making nutrition recommendations which affect the welfare of individuals, family, and society as a whole. Additionally, the course will explore tools such as the RDA, Food Pyramid and Exchange lists and their role in selecting a nutritionally adequate diet.

Prerequisite:	None
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Anatomy & Physiology Series

The four-part Anatomy & Physiology series provides a survey of the normal structure and functions of the human body.

BS221	Anatomy & Physiology I	3 units / 30 hrs
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Introduction to body organization, anatomical terminology, basic chemistry and biochemistry, basic cytology and cellular metabolism, as well as embryology and an in-depth study of the anatomy and physiology of the skeletal and integumentary systems.

BS222	Anatomy & Physiology II	3 units / 30 hrs
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The anatomical structures and physiological functions of the cardiovascular system, respiratory, and digestive systems. Students will be able to identify the anatomical structures of each system and how the system overall works.

BS223	Anatomy & Physiology III	3 units / 30 hrs
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The anatomical structures and physiological functions of the sensory organs, circulatory systems, blood and lymph, genitourinary and reproductive systems.

BS224	Anatomy & Physiology IV	3 units / 30 hrs
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Covers the anatomical structures and physiological functions of the nervous system and endocrine system. Students will be able to identify structures of the nervous system and how the system overall works.

Prerequisite:	BS221: None; BS 222-224: BS221
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Pathology Series

This series explores the pathogenesis of diseases from a microscopic and macroscopic level. In depth review of systemic pathology surveying the principal disorders of each organ system.

BS311	Pathology I	3 units / 30 hrs
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Study of general pathology including cellular dynamics, inflammation and repair, environmental and genetic disorders, hemodynamic and hematological disorders, immunopathology and neoplasia. This course also covers microbiology including communicable and infectious diseases such as bacteria, fungi, viruses and parasites.

BS312	Pathology II	3 units / 30 hrs
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Continuation of BS311 with emphasis on systematic pathology including respiratory, digestive, cardiovascular, genitourinary, endocrine and reproductive systems.

BS313	Pathology III	3 units / 30 hrs
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Continuation of BS312 with emphasis on systematic pathology, including musculoskeletal, integumentary, nervous hematopoietic and lymphatic systems. Disorders of the sensory organs.

Prerequisite: BS221-224. BS312 & BS313:BS311

Department	Biomedical Studies	27 Units	270 Hours
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Biomedical Health Sciences	
Medical Terminology	Demonstrate knowledge of biomedical terminology
Anatomy and Physiology	Discuss anatomy and physiology including all structures, systems, and respective physiology
Pathophysiology	Describe core concepts of pathogenesis and etiology of various diseases
Diagnostic Skills	Describe and perform common biomedical examinations and explain relevance of findings
General Systems	Explain and perform general systems examination
Musculoskeletal	Describe and perform musculoskeletal examination
Neurological	Explain and perform relevant neurological examination techniques
Imaging	Describe variety of imaging studies and explain clinical significance of relevant imaging results
Laboratory Tests	Recognize the indications for common laboratory tests
Conditions Requiring Referral	Recognize and implement appropriate medical safety standards and demonstrate knowledge of professional responsibilities
Clinical Nutrition	Discuss nutrition as a functional medicine including vitamins, minerals, and other dietary components
Pharmacology	Demonstrate an understanding of pharmaceutical mechanisms

WM100	Western Medical Terminology	3 units / 30 hrs
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Study of Western Medical terms used for various diseases, medical/surgical procedures and body parts. Introduction on how medical terminology are formed using Greek and Latin roots, prefixes, suffixes and abbreviations

Prerequisite: None

WM310	Physical Examination	3 units / 30 hrs
<p>This course will provide an introduction to Western Medical Diagnostic examinations. Students will learn to collect a complete health history and vital signs and will learn standard physical examination and assessment including neuromusculoskeletal, orthopedics, neurological, abdominal and ear, nose and throat examinations. Furthermore, students will learn examinations of the cardiovascular, respiratory, abdominal and neurological systems. In addition, students will learn to understand key signs and symptoms requiring referral to other healthcare providers and will learn to demonstrate professionalism in interacting with patients during the Physical Exam setting.</p>		
Prerequisite:	BS221-224	

WM320	Laboratory & Imaging	3 units / 30 hrs
<p>The course is designed to teach students the procedures for ordering diagnostic imaging, radiological and laboratory tests, interpretation and integration of hematology, clinical chemistry, and urology within the historical physical examination. In addition, students will learn and review specifics of universal (standard) precautions. At the end of the course, students will understand over 400 lab tests and their reference ranges and will be able to order lab tests when and as appropriate, interpret the findings, and apply the interpretation of lab results to integrated differential diagnostic procedures. Finally, students will learn to perform basic readings of imaging studies..</p>		
Prerequisite:	BS221-224	

WM330	Western Pharmacology	3 units / 30 hrs
<p>This course is an introduction to Western Pharmacology, focusing on mechanisms of action of common pharmacological categories. Students taking this class will be able to understand how various classes of drugs are absorbed, distributed and eliminated by the human body. Contraindications, side effects and herb-drug interactions will be emphasized. Additionally, students will become familiar with generally applied pharmacological interventions for common western diagnoses, such as diabetes, Parkinson's disease, hypertension, and thyroid disorders.</p>		
Prerequisite:	BS221-224	

Western Medicine Series	
<p>Western Internal Medicine is a vast subject, laying the foundation for integrated clinical practice. This four-part course will explore the most common western diseases practitioners may encounter in clinic, following their diagnostic and treatment protocols as well as potential side-effects of treatment. Strong understanding of basic sciences, particularly pathophysiology, will greatly facilitate student learning. Patient/practitioner rapport, communication skills, including multicultural sensitivity will also be discussed.</p>	

WM401	Western Clinical Sciences I	3 units / 30 hrs
Ambulatory medicine, nutritional, hormonal disorders, errors of metabolism and biological agents.		
WM402	Western Clinical Sciences II	3 units / 30 hrs
Diseases of the cardiovascular system, respiratory system, gastrointestinal and genitourinary system.		
WM403	Western Clinical Sciences III	3 units / 30 hrs
Examination of hepatobiliary and nervous systems, the pancreas, hematopoiesis, and neoplasia. Common immunological disorders are also discussed.		
WM404	Western Clinical Sciences IV	3 units / 30 hrs
This course concludes the series with a specialized area of obstetrics and gynecology, pediatrics and geriatrics medicine. Common neurological and psychiatric disorders are discussed.		
Prerequisite:	BS311-313	

WM510	Survey of Clinical Medicine	3 units / 30 hrs
This course provides an overview of the clinical practices of various branches of medicine. Specialties covered include: Osteopathy, dentistry, psychology, nursing, chiropractic, podiatry, homeopathy, naturopathy, and other natural healing modalities.		
Prerequisite:	CL111 Concurrent	

Traditional Medicine Foundation		Objectives and Coursework
Traditional Medicine Foundation		Objectives
Discuss core concepts and diagnostic theories based on recognizing signs and symptoms as patterns. Apply treatment principles to the pattern diagnosis; and develop and execute treatment strategy.		
History	Identify major Chinese dynasties and major trends that impact modern practice	
Core Concepts	Discuss foundational theories, principles, systems and body structure.	
Founding Theories	Discuss core concepts, structures and functions of foundational theories	
Examinations	Explain and perform traditional medical examinations	
Patterns Disorders	Discuss core concepts and defining characteristics and structures	

Diff. Diagnosis	Identify and relate patterns and disorders to treatment principles and strategies
Tx. Principles	Explain general treatment principles for specific patterns and disorders
Tx. Strategies	Explain treatment strategies based on treatment principles
Internal Medicine	Describe etiology, pathogenesis and patterns of internal medicine disorders.
Specialized	Describe etiology, pathogenesis and patterns in speciality applications

Department	Traditional Chinese Medicine	39 Units	360 Hours
OM100	Medical History & TCM Literature	3 units / 30 hrs	
Discuss the history and development of Eastern and Western Medicine with reference to Traditional Chinese Literary classics including Jin Gui, Shan Han/Wen Bing, Nei Jing. Discuss theories and philosophies from ancient Asian medical texts and compare the factors that contributed to advancements in both Asian and western medicine. Examine how cultural factors and changes in ruling bodies formed and altered Traditional Chinese Medicine.			
Prerequisite:	None. Recommended: OM111		

Basic Theory of TCM		
This is a two-part series course covering the basic principles and theories of Traditional Chinese Medicine. These courses serve as the theoretical foundation for the various departments of Traditional Chinese Medicine.		
OM111	Basic Theory of TCM 1	3 units / 30 hrs
Discuss basic principles and theories of traditional East Asian Medicine, including the theory of yin and yang; five elements; physiological functions of the Zang- Fu organs; the formation and function of qi, blood, essence, and body fluids; and the nature of the human being , as well as the normal anatomy and physiology of the healthy person. Discuss the theoretical foundation for the various departments of traditional East Asian Medicine. Discuss importance of pattern differentiation as a guide to diagnosis and treatment.		
OM112	Basic Theory of TCM 2	3 units / 30 hrs

Discuss traditional pathological concepts of traditional Chinese medicine. Discuss the six external pathogens, the seven emotions and miscellaneous factors can lead to disharmony in the body and result in pathology. Discuss the effects of over-tonifying or sedating a patient, Yin/Yang imbalance, and the dysfunctions of Qi, Blood, and Body Fluids. Discuss basic principles of disease diagnosis, prevention and treatment.

Prerequisite:	None. Recommended OM111 to study in OM112
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TCM Diagnosis

A three-course series which studies the OM Diagnosis through detailing the methods in Traditional Chinese Medicine.

OM201	TCM Diagnosis 1	3 units / 30 hrs
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Four Examination methods: Observation, Auscultation (Listening), Inquiry and Palpation. As a hands-on class, Diagnosis students learn to observe the tongue body and coating and to palpate the radial pulse in order to form a more thorough diagnosis. Students also practice patient interviews, learning to collect pertinent diagnostic information from the patient.

OM202	TCM Diagnosis 2	3 units / 30 hrs
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Explores different theories of disease differentiation. As such, students learn the concepts and theory behind Eight Principles diagnosis. This course additionally covers Qi, Blood and Body Fluids diagnosis. In preparation for upcoming courses, students will briefly be introduced to Wen Bing (4 levels), Shang Han (6 channels), and San Jiao diagnostics, as well as Earth School theories. Internal Organs (Zang Fu) pattern differentiation and correlation between Western diagnosis and TCM syndromes are provided. Treatment plans involving acupuncture and herbs are also discussed

OM203	TCM Diagnosis 3	3 units / 30 hrs
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This is a composite diagnosis course designed to assist the student in developing the skills necessary to draw correlation between western diagnosis and TCM syndromes. At the end of this class, students will be able to describe each organ's associated patterns and will know the key signs and symptoms of each pattern to allow for rapid differentiation in diagnosis. Students will understand the similarities and differences between patterns affecting the Zang and the Fu organs and will be able to combine Eight Principle Differentiation with Zang-Fu Differentiation. Treatment methods are introduced through the integration of TCM diagnostic philosophies including Channel & Collateral Theory, Conformations according to the Three Warmers, and Progression of Infections Fever Diseases and Six Channel Differentiation.

Prerequisite:	OM201: OM111-112 OM202 & 203: OM201
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TCM Internal Medicine Series

This is a 4-part series covering the etiology, pathogenesis, and treatment of illness in TCM. Discuss signs and symptoms, treatment principles, and herbal and acupuncture prescriptions of various disorders, to reinforce understanding of basic diagnostic and treatment theories. Describe the etiology, pathogenesis, and pattern differentiation of common internal medicine. Discuss specialties including family medicine, ophthalmology, orthopedics, traumatology and emergency care. Apply treatment principles and strategies through acupuncture point prescriptions herbal formulas to resolve these disorders covering everything from pediatrics to geriatrics.

OM301	TCM Internal Medicine 1	3 units / 30 hrs
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Common respiratory illnesses, and additionally some cardiovascular disorders, hemorrhagic syndromes, and night sweating.

OM302	TCM Internal Medicine 2	3 units / 30 hrs
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Diseases of the Spleen, Stomach, Liver, and Gallbladder.

OM303	TCM Internal Medicine 3	3 units / 30 hrs
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Diseases of the Kidney, lower burner & fluid metabolism. Diseases of the abdomen and digestive organs, also examining diseases caused by internal wind.

OM304	TCM Internal Medicine 4	3 units / 30 hrs
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Discuss systemic, miscellaneous, multi-system & channel disorders. Discuss etiology, pathogenesis, and treatment of illness caused by internal pathogenic factors. Focus on diseases of fluid metabolism, the Kidney, and consumptive disease.

Prerequisite:	OM201-203, HB121-124
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OM410	TCM Dermatology	3 units / 30 hrs
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This course discusses traditional Asian medical perspectives on the etiology, pathology, and diagnosis of a variety of skin diseases with therapeutic treatments focusing on acupuncture and herbal medicine. Students will learn to apply TCM diagnostic skills in differentiating and diagnosing symptoms of the skin and construct treatment plans appropriate to the presenting pattern of symptoms. This class teaches classical applications and modern clinical modifications of internal and external herbal treatments and acupuncture therapy for skin disorders.

Prerequisite:	OM201-203, HB121-124
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OM420	TCM Gynecology	3 units / 30 hrs
Examination of the anatomy, physiology, and pathologies of gynecological diseases and their diagnoses and treatments according to Traditional medicine. Students will apply diagnostic skills in differentiating and diagnosing symptoms of the female reproductive cycle and construct treatment plans appropriate to the presenting pattern of symptoms. Students will learn classical applications and modern clinical modifications of acupuncture and herbal treatments for gynecological disorders.		
Prerequisite:	OM201-203, HB121-124	

OM430	Yellow Emperor's Classics	3 units / 30 hrs
This course is designed as an introduction to eastern philosophy and discussion of its impact upon Chinese Medical Theory. Topics covered include Confucianism, Taoism, and Buddhism. Students will learn the history of the Yellow Emperor's Inner Classic (Huang Di Nei Jing) and will discuss its tenets in class. In addition, students will explore the impact of the Yellow Emperor on medical concepts, treatment principles, and applications to clinical practice.		
Prerequisite:		
OM201-203		

Acupuncture	Objectives and Coursework
Acupuncture Educational Objectives	
Develop a comprehensive treatment plan and perform acupuncture treatment based on patient presentation and assessment.	
Core Concepts	Core concepts of acupuncture point theory
Pt ID-Location	Locate points by measurement landmark and biomedical reference
Pt Functions	Describe point functions
Channel Theory	Describe channels and collaterals by location and function
Ac Tx Strategies	Describe acupuncture point selection strategies
Ac. Techniques	Identify and describe the proper needling techniques
CNT and Safety	Describe clean needle technique standards and procedures and safety guidelines
Adjunctive TX	Describe the adjunctive therapies for specific treatment strategy.

Acupuncture	Coursework	27 Units	270 Hours
AC100	Meridian Theory	3 units / 30 hrs	
Introduction to the basic theory of meridians, classification of acupuncture points and systems of nomenclature. Detailed presentation of the major meridians, distribution of channels, branches and collaterals and the relationship with the internal organs.			
Prerequisite:	None. Recommended OM111, BS221 Concurrent: AC111 or 112		

Acupuncture Anatomy Series

This two-course series provides a detailed study of point locations and primary channel pathways in relation to anatomical regions, nerves, bones, muscles, tendons, ligaments, and vessels, with an emphasis on channel and collateral theory. Study of the points located on the 14 meridians, including names and anatomical locations, 15 collateral points, 8 extra channels, and non-channel points.

AC111	Acupuncture Anatomy 1	3 units / 30 hrs
Channels and associated acupoints covered in this course include those of: Hand and Foot Taiyin, Hand and Foot Yangming, Hand and Foot Taiyang, and Hand Shaoyin.		
AC112	Acupuncture Anatomy 2	3 units / 30 hrs
Channels and associated acupoints covered in this class include those of: Foot Shaoyin, Hand and Foot Jueyin, Hand and Foot Shaoyang, as well as extra points and points of the 8 extraordinary vessels.		
Prerequisite:	BS221	

Acupuncture Physiology Series

This two-course series discusses the basic principles of prescription in acupuncture treatment. Acupuncture Physiology covers the usage of the regular and special acupuncture points and their traditional functions in treatment.

AC201	Acupuncture Physiology 1	3 units / 30 hrs
<ul style="list-style-type: none"> Special categories of points (Five Shu points, Xi Cleft, etc.) and go over the functions of the points in the Lung, Large Intestine, Stomach, Spleen, Heart, Small Intestine, and Urinary Bladder channels. 		
AC202	Acupuncture Physiology 2	3 units / 30 hrs

- Channels such as the Kidney, Pericardium, Gallbladder, and Liver are covered, as well as the Eight Extra Meridians, Extra Points, and 15 Luo channels.

Prerequisite: AC111, AC112. Recommended: AC100

Acupuncture Techniques Series

This course provides students with an introduction to the techniques of acupuncture, including the insertion and removal of needles, and needle manipulation for both the tonification and sedation of points and stimulation of Qi. Students will learn to incorporate CNT protocols for safe and responsible needling and how to manage emergency situations arising from improper needling or weak patient condition (ex: hematoma, pneumothorax, fainting).

AC321	Acupuncture Techniques 1	3 units / 30 hrs
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Practice needling major points of the 14 main channels and will gain an understanding of the historical types of needles and their traditional functions.

AC322	Acupuncture Techniques 2	3 units / 30 hrs
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Practice auricular and scalp acupuncture, moxibustion, and cupping. Adjunctive devices used including e-stim, magnets, beads, bleeding, dermal tacks and guasha will be covered.

Prerequisite:	AC111, AC112; AC322: AC321
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Acupuncture Therapeutics Series

This is a two course detailing the etiology and treatment of diseases utilizing common acupoint prescriptions. Students begin to analyze and differentiate between pathological conditions, applying principles of point prescription in deciding upon a treatment plan, and modifying them as necessary to the patient's symptom presentation.

AC401	Acupuncture Therapeutics 1	3 units / 30 hrs
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Four Needle Technique, exogenous diseases, and a variety of Zang Fu syndromes.

AC402	Acupuncture Therapeutics 2	3 units / 30 hrs
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Disorders of the head, trunk, and lumbar regions; gynecologic, pregnancy, and postpartum disorders; infantile diseases; diseases of the skin; abnormal growths; and eye, ear, nose, and throat disorders.

Prerequisite:	AC201-202, OM201-203
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Herbal Medicine	Coursework	45 Units	450 Hours
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Herbal Medicine	Educational Objectives
Develop a comprehensive treatment plan and using herbal medicine based on patient presentation and assessment.	
Core Concepts	Describe the Core concepts underlying the use of herbs and formulas
Single Herbs	Identify single herbs by category; characteristics and therapeutic functions;
Formulas	Describe ingredients, properties, and functions of traditional formulas
Composition	Describe principles of composition to resolve primary patterns
Safety and Quality	Identify cautions and contraindications for herbs and herbal formulas
Dispensary	Describe professional dispensary practices to ensure safety and effectiveness
Nutrition	Plan and integrate nutritional strategies to support other treatment modalities.
Case Mgmt	Advise patient on expectations including potential side-effect(s) and risks.

HB110	Introduction to Botany & Herbs	3 units / 30 hrs
Students in this course will learn to identify Latin classifications of plants used in Western medicine as well as major plants used in Traditional Chinese Medicine with attention on botanical nomenclature. This class focuses particularly on identifying the basic properties of herbs, including their tastes, temperature entering meridians and function and medicinal uses. It also includes the identification of toxic and non-toxic herbs, storage, and rules governing pharmacy.		
Prerequisite:	None: Recommended: OM111	

Chinese Herbology Series
This four course series discusses individual herbs by category. Discussion cover more than 100 Chinese herbs, by classification, name, taste, properties, entering channels, actions, indications, contraindications, and preparation. Also introduces a few commonly used formulas for each category.

HB121	Chinese Herbology 1	3 units / 30 hrs
Exterior Releasing Herbs, Herbs that Clear Heat and Relieve Toxicity and Downward Draining Herbs, Expel Wind / Dampness, Aromatic Herbs, and Drain Dampness Herbs.		
HB122	Chinese Herbology 2	3 units / 30 hrs
Herbs that drain dampness, transform and dispel wind dampness, warm the interior, expelling cold, regulate qi, relieve food stagnation and expel parasites.		
HB123	Chinese Herbology 3	3 units / 30 hrs
Herbs that regulate blood, transform phlegm and relieve coughing, calm the spirit, as well as aromatic herbs that open the orifices		
HB124	Chinese Herbology 4	3 units / 30 hrs
Herbs include herbs that tonify Qi, warms the Yang, nourish the Yin, nourish Blood, astringent herbs, extinguish wind and stop tremors, emetics and herbs for external application.		
Prerequisite:	None	

Chinese Herbal Formula Series

This course is a comprehensive introduction to Chinese Herbal Formulas for various clinical applications. Students will learn the herbal components of each formula and the role that each herb plays within the formula. In addition, students will learn modifications, clinical applications, and contra-indications of the formulas. The entire course consists of four parts:

HB201	Chinese Herbal Formula 1	3 units / 30 hrs
Formulas used for diaphoretic, purgative, harmonizing, antipyretics and summer heat clearing.		
HB202	Chinese Herbal Formula 2	3 units / 30 hrs
Formulas used for warming, exterior releasing, tonifying, sedation, resuscitation, and astringents.		
HB203	Chinese Herbal Formula 3	3 units / 30 hrs
Formulas with carminative, blood regulating, anticonvulsant, and moisturizing characteristics.		
HB204	Chinese Herbal Formula 4	3 units / 30 hrs
Formulas with diuretic, phlegm expelling, anti-parasitic, and anti-abscess qualities.		
Prerequisite:	OM201-203 and three courses from HB121-124	

HB300	TCM Nutrition	3 units / 30 hrs
<p>This course is designed as an introduction to the concepts of nutritional theory. Students will discuss the importance of a proper diet and eating habits in maintaining health and preventing disease and will differentiate nutritional principles and practices from concepts of Western nutrition. Students learn to create and demonstrate several recipes with medicinal effects and apply TCM nutrition theory to foods from other ethnic and cultural dietary traditions, extrapolating some of their likely functions and properties from existing knowledge. They will learn to counsel patients on proper TCM nutrition.</p>		
Prerequisite:	OM201-203 and three courses from HB121-124	
HB401	Advanced Formula: Shang Han Lun	3 units / 30 hrs
<p>Six Channel Diagnosis (Taiyang, yangming, shaoyang, shaoyin, taiyin, and jueyin), Zang-fu diagnosis, and the therapeutic process and prognosis for cold-induced disorders and internal diseases from the ancient Chinese medical classics Shang Han Lun, known in English as the Treatise on Cold Damage Disorders or the Treatise on Cold Injury. This is a Chinese medical treatise compiled by Zhang Zhongjing during the Eastern Han dynasty (25-220CE).</p>		
Prerequisite:	HB201-204; OM201-203	
HB402	Advanced Formula: Jin Kui Yao Lue	3 units / 30 hrs
<p>Students will learn the formulas presented in the Han Dynasty classic Jin Kui Yao Lue, which is known in English as the Synopsis of Prescriptions of the Golden Cabinet. The differential diagnosis and the therapeutic process and prognosis of miscellaneous diseases will be covered along with the formulas. It is a Chinese medical treatise compiled by Zhang Zhongjing during the Eastern Han dynasty (25-220CE).</p>		
Prerequisite:	HB201-204; OM201-203	
HB403	Advanced Formula: Wen Bing	3 units / 30 hrs
<p>Students will learn the basic concepts of the Wen Bing School of Chinese medicine and the differential diagnosis and treatment of febrile disease based on the systems of the Four Level Theory (Wei, Qi Ying, Xue) and Three Jiao Theory expounded in the TCM Febrile Diseases (Wen Bing) Classics. The seven types of warm pathogen disease are discussed, including wind-warmth (feng wen), spring warmth (Chuan wen), autumn dryness (qiu zao), warm toxin (wen du), summer heat warmth (shu wen), damp warmth (Shi wen) and lurking summer heat (fu shu).</p>		
Prerequisite:	HB201-204; OM201-203	
HB420	Pair of Herbs/ Dui Yao	3 units / 30 hrs

Class describes Chinese herbs in context of comparative functions and herb combination, emphasizing on the pairing of certain herbs in various formula writing to enhance synergistic effects and how to prepare small dosage of herbal formulas in clinical practice. This course enhances the student's knowledge of *materia medica* and *herbal formulary* in the context of *zang fu* organ pattern differentiation.

Prerequisite: HB121-124; OM201-203

HB440	Formula Writing	3 units / 30 hrs
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Practical training of constructing herbal formulas based on the principles of classical herbal formulation and therapeutic functions is covered. Major formulas currently used in Chinese medicine will be analyzed according to the classical hierarchy of its ingredients and students will learn to modify the herbs and dosages to suit the patient's constitutional needs. Students will also learn the therapeutic actions and clinical indications of the written formula including prohibitions and contraindications.

Prerequisite: HB201-204; OM201-203

Adjunctive Therapies	Coursework	9 Units	90 Hours
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TB110	Tai Ji Quan & Qi Gong	3 units / 30 hrs
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Introduction to the Chinese system of movement and meditation, exercises combining breathing and postures, energy moving motion, relaxation and mind-regulating techniques to train and nourish energy. Students in this class will practice movements, flowing and centering techniques and exercises to maintain good health and longevity by promoting the flow of Qi.

Prerequisite: None

Tui Na & Orthopedics Series

This is a two-course series on traditional Chinese massage therapy as a form of Chinese physical medicine to treat disease and traumatic injuries. It covers the theory (Yin, Yang, Qi, Blood and Zang Fu), history, application, and specific tuina techniques. It addresses a variety of specific complaints and examination and diagnosis of common musculo-skeletal trauma cases such as neck and back pain and the management of these pain using specific tuina treatment protocols. The role of proper breathing and movement, as well as stretching exercises for both practitioner and clients, is emphasized.

TB221	Tui Na & Orthopedics 1	3 units / 30 hrs
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Evaluation, diagnosis and treatment of common musculo-skeletal trauma cases in terms of TCM Tui Na. Theory, history and specific tuina techniques are introduced include rolling, gliding, kneading, vibration, tapping, friction, pulling, pressing and shaking.

TB222

Tui Na & Orthopedics 2

3 units / 30 hrs

The course will emphasize the examination, diagnosis and treatment of common orthopedic disorders affecting the neuromusculoskeletal components of the neck, thorax, lumbar spine, pelvis, upper and lower extremities and combine the anatomical knowledge with Tui Na techniques to clinical practices such as trigger point therapy and myofascial release.

Prerequisite:

OM201-203, BS221

Department of Professional Practice

27 units / 270 hrs

Case Management

Series

The three Case Management courses are designed to prepare the students to manage patient care as a primary health care professionals. Students are required to develop case reports and presentations as well as participate in discussion about clinical cases in groups. Instructors will evaluate the presentation based on procedures, case analysis, research techniques and conclusions.

CM301

Case Management 1

3 units / 30 hrs

The first course is designed as an overview of the responsibilities of a primary care provider, understand the responsibilities of a primary and secondary care providers. By the end of this course, students will be able to perform a thorough intake according to the diagnostic principles of traditional medical theory, including western vital signs and other information relevant to integrated practice. Students will also review charting, S.O.A.P. notes procedure and patient report-of-findings, and write a detailed case study presentation utilizing S.O.A.P. format. One case presentation is required from each student.

CM302	Case Management 2	3 units / 30 hrs
<p>This course will prepare the students with the knowledge and skills of treatment planning, continuity of care, referral, and collaboration; follow-up care, final review, and functional outcome. Treatment contraindications and complications including drug and herb interactions are included. Special care for seriously ill patients are considered. Interns will present clinical case studies and receive a more rigorous analysis of their diagnostic tactics and case management.</p>		
CM303	Case Management 3	3 units / 30 hrs
<p>This course will prepare the students with the knowledge and skills of case management for workers compensation/labor codes and procedures and qualified evaluations, coding procedures for current procedure codes, including CPT and ICD-10 diagnosis. Interns are required to demonstrate their skills and present clinical case studies. Interns must research on a comprehensive treatment program covering both eastern and western perspectives, including thorough documentation of patient charting; physical examination with prior medical history; possible diagnosis and recommended treatment; provide competent and efficient application of acupuncture and herbal therapies and prescription. Interns will be expected to present and defend their professional decisions and techniques before their peers and licensed supervisor. Medical-legal report writing, expert medical testimony and independent medical review will be covered.</p>		
Prerequisite:	AC201-202, BS221-224, HB121-124, OM201-203, CL111	
MG410	Clinical Management	3 units / 30 hrs
<p>This course provides students with the information they need to apply their acupuncture training skills in a business-like manner in a variety of clinical settings. The emphasis is on a practical application of business and professional skills and information necessary to provide acupuncture health care to an ever-growing population of patients. This course will teach students to understand the synergistic nature of the professional, ethical, financial and marketing skills necessary to run a primary health care practice in the USA in the 21st century and will prepare students to set up, run and/or maintain a viable practice. Course will cover insurance billing, maintenance and release of records, personal injury and Workman's Compensation procedures. Other topics include patient communication skills, counseling, confidentiality, and public service.</p>		
Prerequisite:	CL111	
MG420	Medical Ethics	3 units / 30 hrs
<p>This course focuses on the ethical considerations of practice management, including lectures and discussions on ethics, jurisprudence, and current issues affecting the modern health care practitioner. Topics as informed consent, patient referral, legal requirements of record keeping, office liability, insurance laws, and malpractice are covered. The laws and regulations of the California Acupuncture Board and other government agencies will be thoroughly reviewed. Students will gain familiarity with ethical issues</p>		

facing modern integrated health care practitioners and an understanding of the legal responsibilities of private practitioners. Additionally, students will be taught the ethics of business management, including marketing strategies and insurance billing, and the laws and regulations of local and federal governments as regards Medical Ethics.

Prerequisite: CL111

PH101	Public Health	3 units / 30 hrs
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In this course, students will become familiar with basic principles of public health. Topics covered include: public and community health, disease prevention, public health education, treatment of chemical dependency, communicable disease, public alerts, biostatistics, and epidemiology.

Prerequisite: None

RM400	Research Methodology	3 units / 30 hrs
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This course will prepare the students with the skills to continue to expand their knowledge, via research and evidence based medicine, knowledge of academic peer review process, and medical statistics. Introduction of the research methods, process of generating hypotheses and questions, and understanding their relationship to research designs. Usage of medical statistics, double-blind studies will be presented. The modern research of acupuncture and TCM will be also discussed.

Prerequisite: None

Comprehensive Review	6 units / 60 hrs
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Comprehensive Review

This two part course is designed to provide students with a comprehensive review of the entire curriculum including TCM Theory, Acupuncture, Herbology, Basic Sciences, Clinical Medicine, Patient Assessment and Diagnosis. Review courses are emphasized on methods to pass the graduation examination and the California Acupuncture Board Licensing Examination

CR501	Comprehensive Review I	3 units / 30 hrs
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General Review of TCM Basic Theory and Diagnosis, Acupuncture point location and physiology, Commonly used herbs and cautions and contraindications with herbal formulas, anatomy and physiology, terminology and pharmacology.

CR502	Comprehensive Review II	3 units / 30 hrs
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General Review of TCM Internal Medicine, Shanghan Wen Bing, Acupuncture meridian review and therapeutics, WM Pathology and Physiology, Integrative medicine focusing on diagnosis and treatment using acupuncture and herbal formulas.

Prerequisite:	CL211
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Department of Clinical Practice	48 units / 960 hrs
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After completing 72 quarter units of specific didactic course requirements as defined in the Clinic Entrance Exam Application form, students may register for Level I after successfully passing this exam. Students must also have a Cardio-Pulmonary Resuscitation (CPR) and First Aid certificate among other requirements before registering for the clinic.

CL111	Clinic Level I: Clinic Orientation & Preparation (Observation)	2 units / 40 hrs
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An orientation to the acupuncture clinic for entering interns. All aspects of clinic procedures including professional dress code, equipment safety code, patient practitioner relationship, proper medical charting format, traditional Chinese medical therapies, clean needle technique protocol and prevention of infection from bloodborne pathogens are presented. Students will practice and role play intake of patient proper handling of equipment and treatment of patients. During this 40-clinical hours, students will directly observe exclusive treatment from clinic supervisor including their intake, exam, diagnosis and treatment. Students will then discuss the case with the supervisor.

Prerequisite:	Passing grade on Clinic Internship Entrance exam and current C.P.R.card. CNT Cert. BS110, BS120, BS130, BS221 – 224, OM111 – 112, OM201 – 203, AC100, AC111 – 112, AC201 – 202, HB110, At least 2 of HB121 – 124, WM100, WM310
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CL112	Clinic Level I: Herbal Dispensary	2 units / 40 hrs
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Supervised training in the herbal pharmacy where interns prepare herbal prescriptions for patients. Various forms of herbal medication including raw herb decoction, capsule/pill formulations as well as powder extracts are used. Interns will learn to select, modify, weigh, and compounding herbal formula prescriptions based on individual patient treatment.

Prerequisite:	Passing Clinic Internship Entrance exam , current C.P.R.card and CNT Certificate. BS110, BS120, BS130, BS221 – 224, OM111 – 112, OM201 – 203, AC100, AC111 – 112, AC201 – 202, HB110, At least 2 of HB121 – 124, WM100, WM310
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CL113 Clinic Level 1:	Clinic Observation	6 units/120 hrs
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Interns at this level are assistants who observe treatment procedures, discuss reasoning and begin to formulate their own opinions, in writing, assistants describe and evaluate treatment rationales and do a medical literature search. First Level Interns are expected to assist upper level interns chart acupuncture points, perform moxibustion, cupping, massage and all non-invasive therapies within the scope of practice. In this 120-clinical hours, students should spend 20-hours to observe exclusive treatment from clinic supervisors including their intake, exam, diagnosis and treatment. Students will then discuss the case with the supervisor.

Prerequisite:	Passing Clinic Internship Entrance exam , current C.P.R.card and CNT Certificate. BS110, BS120, BS130, BS221 – 224, OM111 – 112, OM201 – 203, AC100, AC111 – 112, AC201 – 202, HB110, HB121 – 124, WM100, WM310
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CL211	Clinic Level II: Supervised Assisted Practice	16 units / 320 hrs
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After completing Level I Observation and successfully passing of the Level I exit examination, students may register for the Clinic Level II Assisted Practice. The clinical Level II training consists of 320 hours and includes a minimum of 350 patient treatments during Levels II & III:

Level II Interns are expected to practice acupuncture and Chinese Herbology, along with other healing therapies within the scope of the acupuncture license. The internship is done under close guidance and supervision. Students are regularly evaluated as to their abilities to treat patients. Toward the end of this level, emphasis is shifted toward the intern's defense of their independently derived treatment decisions.

Prerequisite:	Passing grade on Clinic Internship Level I Exit exam and a current C.P.R.card HB121 – 124, AC321 – 322, at least one of HB201 – 204, at least one of BS311 – 313, WM320, WM330
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CL311	Clinic Level III: Guided Practice	22 units / 440 hrs
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After completing Level II Assisted Practice and successfully passing of the Level II exit examination, students may register for the Clinic Level III Guided Practice. The clinical Level III training consists of 440 hours and includes a minimum of 350 patient treatments during Levels II & III: This is the last level of internship before graduation where Senior interns demonstrate a thorough understanding of clinical diagnosis and treatment skills and are expected to perform “solo-guided practice” and assume primary responsibility for treating patients. Interns at this level have less supervision of their activities but must obtain the supervisor’s approval of all treatment decisions. By the end of this course, an intern must have performed at least 350 treatments in order to graduate.

Furthermore, all clinic level III interns are required to pass the Level III exit examination before being able to continue the last 80 hours of CL311 clinic level III internship.

Prerequisite:	Passing grade on Clinic Internship Level II Exit exam and a current C.P.R.card BS311-313, OM301-304, AC401-402, HB201-204, at least 1 HB401-440, at least 1 WM401-404
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	Electives	6 units / 60 hrs
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EL320	Special Topics in Traditional Asian Medicine	3 units / 30 hrs
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Instructors with special areas of expertise in Traditional Asian Medicine practice have the opportunity to share their knowledge in advanced seminars. Topics will vary.

EL330	Special Topics in Integrative Medicine	3 units / 30 hrs
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Instructors with special areas of expertise in Integrative Medical practices have the opportunity to share their knowledge in advanced seminars. Topics will vary.

EL340	Special Topics in Clinical Medicine	3 units / 30 hrs
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Instructors with special areas of expertise in Clinical Medical practice have the opportunity to share their knowledge in advanced seminars. Topics will vary.

Course Instruction Format (online vs onsite/in person)

Canvas is the primary learning management system used for course materials, assignments and grading. Students must be technologically equipped with a reliable device and the necessary software and have access to a reliable internet connection to participate and succeed for the online courses.

Online courses are delivered via Zoom live webinars. Please see quarterly schedule of classes.

Basic Science (Total 36 units/ 360 hours)

Code	Course Title	Units	Hours	Format
BS111	Biology	3	30	Online
BS120	Chemistry & Biochemistry	3	30	Online
BS130	Physics	3	30	Online
BS140	Psychology	3	30	Online
BS150	Nutrition & Vitamins	3	30	Online
BS221	Anatomy & Physiology I & Lab	3	30	In-Person
BS222	Anatomy & Physiology II & Lab	3	30	Online
BS223	Anatomy & Physiology III & Lab	3	30	Online
BS224	Anatomy & Physiology IV & Lab	3	30	Online
BS311	Pathology I	3	30	Online
BS312	Pathology II	3	30	Online
BS313	Pathology III	3	30	Online

TCM Theory, Diagnosis & Treatment (Total 39 units / 390 hours)

Code	Course Title	Units	Hours	Format
OM100	Medical History & TCM Literature	3	30	Online
OM111	Basic Theory of TCM I	3	30	Online
OM112	Basic Theory of TCM II	3	30	Online

OM201	TCM Diagnosis I	3	30	Online
OM202	TCM Diagnosis II	3	30	Online
OM203	TCM Diagnosis III	3	30	Online
OM301	TCM Internal Medicine I	3	30	Online
OM302	TCM Internal Medicine II	3	30	Online
OM303	TCM Internal Medicine III	3	30	Online
OM304	TCM Internal Medicine IV	3	30	Online
OM410	TCM Dermatology	3	30	Online
OM420	TCM Gynecology	3	30	Online
OM430	Yellow Emperor's	3	30	Online

Acupuncture & Moxibustion (Total 27 units / 270 hours)

Code	Course Title	Units	Hours	Format
AC100	Meridian Theory	3	30	Online
AC111	Acupuncture Anatomy I	3	30	In-Person
AC112	Acupuncture Anatomy II	3	30	In-Person
AC201	Acupuncture Physiology I	3	30	Online
AC202	Acupuncture Physiology II	3	30	Online
AC311	Acupuncture Techniques I & Lab	3	30	In-Person
AC312	Acupuncture Techniques II & Lab	3	30	In-Person
AC401	Acupuncture Therapeutics I	3	30	Online
AC402	Acupuncture Therapeutics II	3	30	Online

Chinese Herbology (Total 45units / 450 hours)

Code	Course Title	Units	Hours	Format
HB100	Introduction to Botany & Herbs	3	30	Online
HB111	Chinese Herbology I	3	30	Online
HB112	Chinese Herbology II	3	30	Online
HB113	Chinese Herbology III	3	30	Online
HB114	Chinese Herbology IV	3	30	Online
HB201	Chinese Herbal Formula I	3	30	Online
HB202	Chinese Herbal Formula II	3	30	Online
HB203	Chinese Herbal Formula III	3	30	Online
HB204	Chinese Herbal Formula IV	3	30	Online
HB300	TCM Nutrition	3	30	Online
HB401	Advanced Formula: Shang Han	3	30	Online
HB402	Advanced Formula: Jin Gui Yao Lue	3	30	Online
HB403	Advanced Formula: Wen Bing	3	30	Online
HB420	Herb Pair (Dui Yao)	3	30	Online
HB440	Formula Writing	3	30	Online

Tai Ji & Qi Gong, Therapeutic Massage, TCM Exercise (Total 9 units / 90 hours)

Code	Course Title	Units	Hours	Format
TB110	Tai Ji Quan & Qi Gong	3	30	In-Person
TB221	Tui Na & Orthopedics I	3	30	In-Person
TB222	Tui Na & Orthopedics II	3	30	In-Person

Clinical Medicine, Patient Assessment & Diagnosis (Total 27 units / 270 hours)

Code	Course Title	Units	Hours	Format
WM100	W. Medical Terminology	3	30	Online
WM310	Physical Examination	3	30	In-Person
WM320	Laboratory & Imaging	3	30	Online
WM330	W. Pharmacology	3	30	Online
WM401	Western Clinic Sciences I	3	30	Online
WM402	Western Clinic Sciences II	3	30	Online
WM403	Western Clinic Sciences III	3	30	Online
WM404	Western Clinic Sciences IV	3	30	Online
WM510	Survey of Clinical Medicine	3	30	Online

Case Management (Total 9 units / 90 hours)

Code	Course Title	Units	Hours	Format
CM301	Case Management I	3	30	Online
CM302	Case Management II	3	30	Online
CM303	Case Management III	3	30	Online

Practice Management & Medical Ethics (Total 6 units / 60 hours)

Code	Course Title	Units	Hours	Format
MG410	Clinical Management	3	30	Online
MG420	Medical Ethics	3	30	Online

Public Health (Total 3 units / 30 hours)

Code	Course Title	Units	Hours	Format
PH110	Public Health	3	30	Online

Professional Development (Total 3 units / 30 hours)

Code	Course Title	Units	Hours	Format
RM400	Research of TCM	3	30	Online

Comprehensive Review (Total 6 units / 60 hours)

Code	Course Title	Units	Hours	Format
CR501	Comprehensive Review I	3	30	Online
CR502	Comprehensive Review II	3	30	Online

Elective Classes
(Choose two of the following courses, total 6 units / 60 hours)

Code	Course Title	Units	Hours	Format
EL320	Special Topics in Traditional Asian Medicine	3	30	TBA
EL330	Special Topics in Integrative Medicine	3	30	TBA
EL340	Special Topics in Clinical Medicine	3	30	TBA

Clinical Practice (Total 48 units / 960 hours)

Code	Course Title	Units	Hours	Format
Level I	Clinic Observation	10	200	In-Person
Level II	Supervised Assisted Practice	16	320	In-Person
Level III	Supervised Guided Practice	22	440	In-Person

Please note that only didactic, theoretical courses are offered online in a live webinar format. Individual instructors may establish hybrid schedules for on-campus, in-person demonstrations and assessments as part of these didactic courses. All practical, hands-on classes are conducted exclusively in person, on-site.

This information is subject to change with future revisions. We encourage students to remain informed and regularly review updates or modifications to the course structure.

Pursuant to 5CCR 71810(b)(11)

For the Distance Education courses, the institution must send its response or evaluation for student lessons, projects, or dissertations within 14 days of receiving them.

AMU Institutional Exams

AMU institutional exams are the set of exams that comprehensively evaluate the student's current standard of knowledge and performance from the theory and principles of traditional medicine, acupuncture, herbal medicine, biomedicine, clean and safe Practice, ethics, law and regulation related to the practice of acupuncture and traditional medicine.

The institutional exams are separate examinations from the regular classroom exams and clinical training. The exams are designed to ensure that all students have met a certain level of knowledge and skills to progress into the next steps of their education within the program.

The institutional exams consist of the following examinations:

1. Level 1 Entrance Exam

Prior to beginning level 1 internship, all students are required to successfully complete and pass Level 1 Entrance Exam. This is a comprehensive written exam of 200 multiple choice questions and a practicum exam of acupuncture point locations and herbal identification. The required passing rate for the exam is 70%. No make-up exam will be given to the written portion of the Clinic Entrance Exam. Clinic Entrance Exam is offered once a quarter.

2. Level 1 Exit Exam

Prior to beginning level 2 internship, all students are required to successfully complete and pass Level 1 Exit Exam. This is a practicum exam that assesses a student's clinical skills prior to beginning internship level 2. The required passing rate for the exam is 70%. Please inquire directly to the Dean of Clinic for the Level 1 Exit Exam schedule.

3. Level 2 Exit Exam

Prior to beginning level 3 internship, all students are required to successfully complete and pass Level 2 Exit Exam. This is a comprehensive written exam of 200 multiple choice questions. The required passing rate for the exam is 70%.

Level 2 Exit Exam is offered once per quarter. Each student is given one time opportunity only to have a make-up level 2 exit exam offered within the same quarter. Students can choose at which quarter they like to schedule their make-up exam. Please consult with the Dean of Faculty for scheduling and further information.

4. Level 3 Exit Exam

Prior to completing the remaining 80 clinical hours of level 3 internship, all students are required to successfully complete and pass Level 3 Exit Exam. Internship registration to this remaining 80 clinical hours of level 3 internship will be blocked until the student has successfully passed the Level 3 Exit Exam.

Level 3 interns are advised to take this level 3 exit exam as early as possible whenever they have begun their clinic level 3 internship in order to prevent any delay for program completion. The Level 3 Exit Exam is offered by the university once per academic quarter. This Level 3 Exit Exam is a comprehensive written exam of 200 multiple choice questions. The required passing rate for the exam is 70%.

Level 3 Exit Exam is offered once per quarter. Each student is given one time opportunity only to have a make-up level 3 exit exam offered within the same quarter. Students can choose at which quarter they like to schedule their make-up exam. Please consult with the Dean of Faculty for scheduling and further information.

There is a maximum number of attempts applied to all students regarding the passing of the institutional exams. Failure to meet this maximum number of attempts for the institutional exams may result in termination of the student's status in the program. Please refer to the "Satisfactory Academic Progress (SAP)" policy in this program catalog.

Please consult with the Dean of Academics to inquire with more detailed information regarding institutional exams and to successfully prepare for the exams. Schedule for appointment is required in advance for the consultation session. The Dean of Clinic (clinicdean@amu.edu) is also available for consultation regarding information of Level 1 Exit Exam. Students are encouraged to schedule an appointment in advance to consult for further information and preparation for the exam.

Academic Procedures

Standard Academic Policies

Applicable for all coursework

Methods	Instructional methods Lecture Demonstration Group Discussion Practice
Carnegie Unit	The university operates under the Carnegie unit. For every hour of lecture, minimum 2 hours additional homework and reading; For every 2 hours of lab, minimum 1 hour additional course activities. Reading: 2 hours weekly Review and exam preparation: 4 hours weekly
Attendance	Students must be present for at least 80% of the class time to obtain credit for a course. If a student has missed more than 20% of the class time, he or she will fail and the course must be repeated. If excessive absences are taken prior to week six of the quarter, the student may withdraw from the course or courses, and a grade of "W" will be assigned. If excessive absences are taken after week six, the student may withdraw from the course or courses, and a grade of "F" will be assigned. If an emergency arises, students must complete an absence request form to be signed by the faculty and approved by the Chief Academic Officer. An excused absence is still considered an absence within the attendance policy. For any extended period of absence, the student must request a Leave of Absence prior to taking it.
Make-up	Make-up exams are only granted upon special conditions. If a student has to take a make-up exam, he/she must notify the instructor 24 hours in advance, and must go to the Academic Office to fill out the "Make-up Test Form" and pay a Make-up Test fee of \$50. The highest grade a student who takes a make-up exam and attain is B+ for the class.
Accommodations	The university is committed to accommodating students with physical and learning disabilities. Accommodations and other support services are tailored to meet the needs of the individual student, and are intended to comply with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Specific accommodations request is to be made to the Dean of Students.

Grading System			The grading system is as follows:		
A	94 – 100%	4.0	P	Pass with Credit	No GPA Score
A-	90 – 93%	3.75	NP	No Pass	No GPA Score
B+	87 – 89%	3.25	W	Withdrawal	No GPA Score
B	84 – 86%	3.0	WF	Withdrawal Fail	No GPA Score
B-	80 – 83%	2.75	I	Incomplete	*
C+	77 – 79%	2.25	If class requirements are not complete within one quarter, the "I" grade will be changed to a "F"		
C	70 – 76%	2.0			
F	69% and below	0			

Honor System	Cheating, plagiarism, or otherwise falsifying results of study is prohibited. The Honor System applies to examinations and all assignments such as papers, reports, case studies and any act that is intended to mislead the instructor, falsify attendance of class or for clinical treatments or other work service
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Satisfactory Academic Progress Policy

The Satisfactory Academic Progress (SAP) of a student is measured by three concurrent parameters: the qualitative factor, the quantitative factor, and the completion within the maximum time frame factor.

The qualitative SAP factor is defined as the level of academic achievement which is measured by the grades attained, i.e. the Grade Point Average (GPA) and number of attempts to pass AMU institutional exams. All students in attendance at Alhambra Medical University must maintain a quarter-to-quarter, as well as a cumulative minimum GPA of 2.0 and passing at least 67% of the registered courses. The course work shall extend over a minimum of 4 academic years or 16 quarters, with the average units earned per quarter of 12 for full time students and 6 for part time students. All students will be given a maximum of five (5) attempts to take and pass the institutional exams conducted by AMU. AMU institutional exams include Level 1 Entrance Exam, Level 1 Exit Exam, Level 2 Exit Exam, and Level 3 Exit Exam.

The quantitative SAP factor or payment period (PP), is defined as the frequency of measuring the qualitative SAP factor. This occurs at the end of each PP which coincides with the end of each quarter. The quantitative factor SAP also includes the attendance policy requirements.

The terms "payment period" and "increment for evaluation" have the same meaning which is represented by the period of time between two consecutive SAP evaluations of the student. For students receiving Title IV funds, the term "payment period" has a particular meaning in regards to the disbursements from the government. The US Department of Education requires schools

receiving Title IV funds to use the term "payment period".

The completion within the maximum time frame factor (CWMTF) is defined as the maximum time allowed for the completion of an educational program and it has the value of 200% of the standard time taken to complete the program. This means that the maximum time a student has to complete this four year program is eight years.

If a student fails to meet SAP requirements in any specific payment period, he or she will be placed on academic probation the following payment period, and required to attend mandatory tutoring and academic advising. During this probationary period, the Academic Committee will evaluate the student and analyze the reason for the poor performance. Students receiving financial aid will be placed on financial aid warning for the payment period and notified that failure to meet SAP standards at the end of the current payment period will lead to them losing their financial aid eligibility. If a student fails to pass an AMU institutional exam at the 5th attempt, he or she will also be considered to have failed the SAP requirements and will be placed on academic probation.

If the student fails to bring his or her GPA up to 2.0 at the end of the academic probation payment period, he or she will be placed on academic suspension from the University. Once a student is suspended, his or her financial aid will be terminated, as they will no longer be in attendance, and he or she will not be allowed to re-enroll for two quarters. If a student fails to pass an AMU institutional exam on the 6th attempt, he or she will also be placed on academic suspension. During the academic suspension period, the student will be given one last attempt to take and pass the institutional exam, otherwise he or she will be academically dismissed from the University.

If the student wishes to appeal their academic suspension, they must make their request in writing to the Academic Committee. Appeals must explain why SAP standards were unmet and what changes the student has made that will allow them to meet SAP standards by the following quarter. The appeal must also include an evaluation plan approved by the Academic Committee to ensure the student meets the standards within the specified time frame. If the appeal is granted by the committee, eligibility is re-instated and the student is placed on academic probation and "financial aid warning" for one quarter. If the student fails during this quarter to meet SAP standards again, and/or fails to follow the evaluation plan, the student once again becomes ineligible for financial aid and is academically dismissed from the University.

A student that has been academically dismissed from the University that is allowed to re-enter, will be allowed one quarter to achieve a quarterly GPA of 2.0 or face academic dismissal once again. A student who has been academically dismissed from the University due to failure to pass an institutional exam after 7 attempts and allowed to re-enter into the program, will be allowed one attempt to pass the institutional exam or face academic dismissal once again. Students who have been academically dismissed that formerly received financial aid, will not be allowed to apply for aid during this first quarter of re-entry.

Failed courses must be repeated and courses repeated more than once may not count toward full time or half time status. Transfer Units from other schools are added to total units earned and attempted.

Academic Progress

The University operates on the quarter system for all graduate programs, with each quarter consisting of 10 weeks of class work. Each quarter didactic unit is equivalent to 10 hours of class. A grade is assigned for each registered course. The final grade is determined by the total points accumulated by the student as listed in the individual course syllabus.

Clinical practice coursework and some other coursework such as elective courses receive a “Pass” or “No Pass” grade based on the completion of performance objectives. The academic courses are graded with a standard letter grading methodology.

Students can register for 0–21 units per quarter; 0 units indicates examination only. The maximum number of units a student may register for in a single quarter is 21 units. This cap is established to protect students from excessive academic, mental, and physical workload.

Requests to enroll in additional courses beyond the maximum unit limit may be considered through a formal appeal process, subject to evaluation of the student’s GPA, academic standing, and the nature of the courses requested.

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

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

At graduation, students are provided with a copy of their official transcript and diploma at no additional cost. Students requesting additional copies of their transcript must do so in writing and pay a \$15 fee for each copy of the transcripts.

Non-matriculated Students

Non-matriculating students are those who enroll in courses without formally being admitted to or pursuing a degree or certificate program. Enrollment as a non-matriculating student does not guarantee admission to a program of study at a later date. In accordance with ACAHM’s regulation, credits earned as a non-matriculated student may not be used to fulfill the admission requirements to the program.

Non-matriculated students must meet all admission requirements and course prerequisites, or demonstrate sufficient prior education and experience to successfully complete those courses. Class participation by non-matriculated students will be monitored by faculty to prevent any potential adverse effect on instruction.

Non-matriculated students may be restricted from enrolling in certain hands-on courses or clinic hours that are designated for matriculated students. Additionally, some courses may

be reserved for degree-seeking students, and non-matriculated students may not have priority for enrollment in those classes.

Academic Policies

Transfer Credit

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

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

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

Articulation Agreements

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

Transfer Credit Policy

The Master's program accepts transfer credits towards its program that it judges to be equivalent to its requirements for graduation. Before transfer credit will be awarded, all official transcripts containing the coursework for which the prospective student seeks credit must be received by the Office of Admission. The following guidelines apply:

- Only transfer credit for actual coursework successfully completed at a college or university accredited by an agency recognized by the U.S. Department of Education or, in the case of foreign institutions, recognized by the appropriate government agency.
- Credits earned more than five (5) years prior to admission may only be accepted for transfer after validating and documenting that the student has retained the content knowledge and competencies of the respective course(s) for which transfer credits are being assessed.
- For institutions approved by the California Board of Acupuncture, 100% transfer credit may be awarded, provided that the actual coursework to be transferred has been successfully completed and is equivalent to the relevant required coursework.

- For candidates applying from institutions not approved by the California Board of Acupuncture, but are accredited by ACAHM or from foreign institutions which are evaluated as the equivalent of a regionally accredited college in the U.S., the following guidelines will apply:
 1. Up to 100% transfer credit may be awarded for courses completed successfully in basic sciences, clinical medicine, case management, practice management, public health, and professional development if the actual number of hours completed is equal to or greater than that required.
 2. Up to fifty percent (50%) credit, by transfer or challenge exam, for clinical practice and instruction in acupuncture and Oriental medicine principles, theories and treatment procedures may be awarded. The actual number of hours completed must be equal to or greater than that required by Alhambra Medical University. At least 50% of the course hours in the above individual subjects must be taken at Alhambra Medical University.
 3. Up to fifty percent (50%) credit, by transfer or challenge exam, for clinical practice and instruction in acupuncture and Oriental medicine principles, theories and treatment procedures may be awarded. The actual number of hours completed must be equal to or greater than that required by Alhambra Medical University. At least 50% of the course hours and 75% of the clinic hours in the above individual subjects must be taken at Alhambra Medical University.
- As the minimum residency applies, applicants may receive transfer credit for up to 50% of the total program credit requirement. Of that, no more than 25% of the program's clinical training requirements may be accepted as transfer credit.

After a careful course-by-course evaluation of the contents of the Official Transcript(s), a written evaluation will be sent to the student indicating what coursework will be applied as transferable credits against the graduation requirement, and the entire record of the evaluation and award of the student's transfer credit will be included in the student's academic file.

Initial transcript evaluation for transfer credits performed is free. A \$100 per course transcript evaluation fee applies after full admission or two quarters of enrollment.

Under Title 5. Education Division | 7.5. Private Postsecondary Education | Chapter 3. Institutional Operating Standards | Article 2. Admissions and Academic Achievement Standards | 5 CCR § 71770| § 71770. Admissions Standards and Transferred Credits Policy.

(2) No more than 20% of graduate semester units or the equivalent in other units awarded by another institution may be transferred for credit toward a Master's degree. An institution may accept transfer credits only from the institutions of higher learning described in subsection (1)(A).

(3) No more than 30 graduate semester credits or its equivalent awarded by another institution may be credited toward a doctoral degree.

“This subdivision does not apply to graduate programs that lead to a profession or an occupation requiring state licensure where the licensing agency has a regulation permitting a different standard.”

This subdivision does not apply because our graduate program leads to a profession or an occupation requiring California Acupuncture Board licensure and the California Acupuncture Board regulations permit a different standard.

Please note that all official transcripts need to be individually sent again directly to the licensing board to be verified for examination eligibility.

Appealing A Grade

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

Prior Learning

Alhambra Medical University does not award prior learning credit.

Course Audit

The following are the course or class auditing policy implemented in AMU:

1. Matriculating registered AMU students are allowed to audit a maximum of two courses per quarter free of charge.
2. To audit additional courses, a fee of one-third of the full tuition will apply to each additional course.
3. Regardless of tuition charge, free or fee, all auditing courses must be registered in advance.
4. Elective and hands-on technique courses are not available for auditing. Student interested in the elective course topics must register for credits.
5. Non-AMU students must first apply to audit the course. Once approved, he/she must pay half of the full tuition for each course.

6. Class handouts are not available to auditing students for free. Quiz and exams are optional.
7. Auditing students who fail to follow the attendance policy including random absence, tardy or leaving early, interrupting the lecture or disrupting the class will be given one warning before dropped from the course and forfeit any rights to future audits.

Independent Study

Independent Study is permitted only in exceptional circumstances, typically during the final quarter of a student's academic program when required courses for graduation are unavailable. Limitations apply; please refer to the AMU Policies and Procedures Handbook for detailed guidance

Add/Drop Period

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

Course Withdrawal

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

Tutoring Services

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

Tuition and Fees

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

Master's Program	
Master's Application Fee (non-refundable)	\$100
I-20 Student Application (non-refundable)	\$150
Non-Matriculating Student Application fee (Non-refundable)	\$150
Master's Course Tuition	
Master's Course Tuition	\$200 per Unit
Master's Clinic Internship	\$17 per Hour
Technology / Facility Fee (non-refundable after cancellation period)	\$50 per Quarter
Malpractice Insurance for Interns (non-refundable after cancellation period)***	\$50 per Quarter
Textbooks and Materials	\$1,160
Lab Coat	\$50
Herbal Education Box I – IV	\$200
Institutional Exam Fees (Clinic Entrance Exam, Level 1 Exit Exam, Level 2 Exit Exam, Level 3 Exit Exam)****	\$50 per each exam
Graduation Evaluation/ Commencement	\$350
* Total charges for a period of attendance (1 year period with 12 units registered per quarter and technology / facility fee)	\$9,800
Total cost for the entire Master program education (tuition only)	\$59,520
* Estimated total charges for the entire Master program education	\$61,070

*** Course registration occurs each quarter and total quarterly fees are dependent on the number of units enrolled. Tuition and fees are subject to change at the discretion of the University.**

******The registration fee (non-refundable after cancellation period) for each of the institutional exams (4 clinic exams) is \$50. Regardless of the number of trials for the exam, the last exam fee (upon passing) will be credited into the student's account to encourage passing rate. For example, if all four institutional exams are passed with only one trial, the student does not need to pay a penny. The registration fee is non-refundable so that students should take the exam seriously.**

Institutional for All Programs	
Abroad Mailing Service (letter)	\$120
Initial Transfer Evaluation Fee	\$0
Additional Subsequent Transfer Fee	\$100 Per Course
Late Registration Fee	\$30
Additional Add/drop Fee	\$20 Per Request
Late Payment Fee	\$30
Audit per course after two FREE courses for matriculating registered students (**please see course audit policy below)	$\frac{1}{3}$ regular tuition course
Certificate of Attendance	\$10
Certificate of Graduation	\$10
Additional Copy of Diploma	\$100
Official Transcript	\$15
Unofficial Transcript	\$10
Challenge Exam Fee	50% of the tuition
Institutional Exam and Make-Up Exam Fee	\$50
Student/Intern ID card	\$20
Tuition Installment Service Fee (non refundable)	\$15-45
Returned Check Charge	\$25
I-20 Re-Issue Fee	\$100
** Student Tuition Recovery Fund (non-refundable)	Currently \$0

** The institution has been charging \$0.00 for every \$1,000 tuition. The STRF rate is subject to change by BPPE based upon the balance in the STRF account. Statute requires the Bureau begin collecting if the balance falls below \$20 million and caps the account at \$25 million.

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

Tuition Installment (Service Fee)

A nonrefundable service fee of \$15 per installment will apply to students who choose the installment payment plan. This fee covers administrative and system processing. Tuition paid in full by the end of the registration period remains exempt from service charges. Students may divide tuition into up to three installments per quarter, with a maximum service fee of \$45.

Student's Right to Cancel

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

Refund Policy

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

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

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

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

If a student obtains a loan for the program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from the federal financial aid funds.

Alhambra Medical University shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

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

During Add/Drop
Period 100% refund

After Add/Drop Period: 10% charged for each week attended

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

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

Federal Student Aid

Eligibility | Your Federal Student Aid eligibility is determined by federal and state regulations and university policy. Students must complete the Free Application for Federal Student Aid (FAFSA) in order to determine their eligibility for Federal Student Aid.

To apply for the Federal Student Aid, students are required to meet the basic eligibility criteria:

- be a U.S. citizen or an eligible noncitizen;
- have a valid Social Security number;
- Register with Selective Service (if required)
- be enrolled as a regular student in an eligible program;
- be enrolled at least half-time to be eligible;
- maintain Satisfactory Academic Progress requirements;
- sign the certification statement on the *Free Application for Federal Student Aid* (FAFSA®) form stating that you're not in default on a federal student loan, you do not owe money on a federal student grant, and you'll only use federal student aid for educational purposes; and
- show you're qualified to obtain a college or career school education.

For more information on eligibility, please visit <https://studentaid.gov/understand-aid/eligibility>

How to Apply Federal Student Aid

The federal student aid Award Year begins July 1 and ends June 30 of the following year. Students who are interested in applying for Federal Student Aid should complete FAFSA at <https://studentaid.gov/> for the enrolled award year and add Alhambra Medical University (AMU) School Code 042431 to FAFSA. Once you complete FAFSA, contact the Financial Aid Department at fsadirector@amu.edu to start your FSA at AMU.

AMU processes the Direct Unsubsidized Loan and Grad PLUS Loan. For more information such as amount, interest, repayment, etc., please visit:

Unsubsidized Loan -

<https://studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized>

Grad PLUS Loan - <https://studentaid.gov/plus-app/>

Aid Disbursements

Disbursement is the process used to make funds available to students who receive financial aid. The Federal Student Aid check is disbursed in each equal payment per academic year. Students will be noticed by email for either pickup or mail to the mailing address provided on file.

Dropping units or stopping attending or withdrawing from your classes can affect your aid eligibility. You may need to return the unused portion of your funds. Please see Return to Title IV Police below.

Student's Satisfactory Academic Progress (SAP) will be reviewed every quarter for eligibility. For more information about SAP please see Satisfactory Academic Progress Policy in this catalog. Disbursements are usually made around the fourth week of each quarter after the Add and Drop period ends. After deduction of your tuition/fees, you will receive the remaining credit or pay out of pocket for the remaining balance within 3 days of the disbursement notice to avoid late fees.

- Information including Cost of Attendance, Refund Policies, Satisfactory Academic Progress requirements and financial aid offered.
- Information of policies and procedures used to award, revise, or disburse your financial aid package.

Responsibilities

Students have the following responsibilities:

- Complete FAFSA with accurate information in time
- Respond promptly and submit all requested additional documentation for verification, corrections, and any revised information, if requested.
- Meet and maintain Satisfactory Academic Progress (SAP) standards
- Must complete Loan Entrance Counseling (<https://studentaid.gov/entrance-counseling/>)
- Must complete the Master Promissory Note (MPN) (<https://studentaid.gov/mpn/>)
- Must complete Annual Student Loan Acknowledgement (<https://studentaid.gov/asla/>)
- Must complete Loan Exit Counseling whenever enrollment drops below half-time enrollment, i.e., 6 units, such as leaving school or graduating. (<https://studentaid.gov/exit-counseling/>)
- Repay any Federal Student Aid funds if it is determined that the student is ineligible to receive the funds
- Repay any overpayment made to you through Federal Student Aid funds
- Repay student loan promptly, and notify your Loan Servicer of any change of your contact information

Verification

In accordance with the procedures governed by the Higher Education Act of 1965 (34 CFR Part 668.53), verification is required for the Federal Direct Stafford Loan programs.

When a student completes their FAFSA, the CPS (Central Processing System) may select them for verification. An ISIR (Institutional Student Information Report) selected for verification must be dealt with immediately. No aid can be disbursed until verification has been completed. In order for the selected student to receive their funding, verification must be completed within thirty (30) days from the receipt of the ISIR. This date will be enforced at the discretion of the University.

1. The ISIR is received showing either an asterisk (*) after the SAI (Student Aid Index) figure, which means the student is flagged for verification, or a "C" after the SAI, meaning there is a C-code exception
2. If it is an asterisk, the Financial Aid Officer (FAO) must complete verification by having the student complete the Verification Worksheet
3. If the student or FAO did not use the DRT (Data Retrieval Tool) when completing the FAFSA (Free Application for Federal Student Aid), an IRS tax transcript must be requested to accompany the Verification Worksheet.
4. If there is a "C" following the SAI as stated above, in many cases it is in regards to the C-code exceptions for Selective Service. The following must be done to clear this item:
 - a. The student must complete the "Request for Status Information Letter" and return it to the FAO, or the student may contact the Selective Service directly at the number printed on the ISIR.

- b. If the FAO is able to establish no violation has taken place in regards to the student not registering for Selective Service from the information supplied by the student on the Request for Status Information letter, the letter may be placed in the student's file and the financial aid hold on the student's funding in the system may be released.
- c. If the FAO is unable to establish whether or not a violation has taken place, the student may contact the Selective Service directly at the number printed on the ISIR and also mail the Request for Status Information Letter to Selective Service.
- d. A response will either be mailed to the student or the school.
- e. A review of the letter from Selective Service must be conducted
- f. In most cases the letter will state it is up to the school to make the decision as to whether the student will be eligible to receive Title IV funds or not.
- g. All information from the student must be reviewed to make sure the student was actually unable, not unwilling to register for Selective Service.
- h. If it is determined that student was actually unable (which is usually the case with students who are or eligible non-citizens at the time they should have registered, but are not U.S. citizens and because of their age, can no longer register, or because of hospitalization, incarceration, or institutionalization) to register at the required time, aid should be granted.
- i. If it is determined the student was seemingly unwilling to register, aid should not be granted.
- j. The refusal to grant aid based on the student's seemingly unwillingness to register must be documented with evidence and the reason given by the FAO and or the institution.

Financial Aid Entrance / Exit Counseling, Master Promissory Note (MPN), Annual Student Loan Acknowledgement:

Students are required to complete Entrance Counseling, MPN, and Annual Student Loan Acknowledgment if you are a first time borrower and prior to receiving your first disbursement. To complete your Direct Loan Entrance Counseling, MPN and Annual Student Loan Acknowledgment, go to <https://studentaid.gov/>, and sign in using your FSA ID. Select “COMPLETE AID PROCESS”. Note that you can add an email address to which correspondence about your loans can be sent.

Students who have existing federal student loans also need to renew FAFSA and complete the Annual Student Loan Acknowledgement every year. Go to <https://studentaid.gov/> and sign in using your FSA ID to renew FAFSA and complete your Annual Student Loan Acknowledgment.

Students are required to complete Exit Counseling each time you drop below half-time enrollment, i.e., 6 units, such as graduate, or leave school. If a student withdraws or terminates and the institution is unable to have the student complete exit counseling prior to the student's departure, the institution will send a notification to the student, requesting exit counseling to be completed at <https://studentaid.gov/exit-counseling/>

Direct Loan Quality Assurance

Reporting loan records, disbursements and adjustments to disbursements correctly to the Common Origination and Disbursement (COD) System:

Third Party Servicer, R. Gonzalez Management, Inc., is responsible for reporting of disbursements and adjustments to disbarments to COD. RGM completes monthly reconciliation using DOE's SAS reports to compare to G5 and in-house actual disbursement reports to ensure accurate reporting.

Disbursing and returning loan funds in accordance with regulatory requirements: RGM notifies the Institution of pending deposits with estimated deposit dates. The Institution watches for deposits and ensures that the funds are transferred from Federal Funding account to the Operating

Account within 3 business days as required by regulation. Any required refunds due to ineligibility are deposited into the Federal Funds Account within 3 business days and any refunds due to withdrawal / R2T4 are deposited into the Federal Funds Account within 45 days from the Date of Determination. RGM is notified of funds transferred in the Federal Funds Account and they return funds to DOE.

Disbursing the correct loan amount to the correct student:

The Institution reviews disbursement amounts on the check processing log prior to disbursing checks and posting payments to the student ledger.

Completing monthly reconciliation and Program Year Closeout:

RGM completes monthly reconciliation using SAS Reports, G5 Summary and in-house Actual Disbursement Reports. RGM completes Program Year Closeouts after confirming the schools Net Disbursement total corresponds to the net total reflected on COD and FAS' in-house records. RGM will reconcile the Actual Disbursement Report contained within the closeout packet to student ledgers to ensure that disbursement amounts and dates are correctly recorded.

Yearly Review of Process:

These processes will be reviewed yearly on July 1 to ensure that Quality Assurance processes are still being followed. Any changes will be noted and this document will be revised.

Return to Title IV Policy

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

Federal Student Aid (Title IV funds) are offered to a student under the assumption the student will attend school for the entire period for which the assistance is offered. When a student's enrollment drops below half time, the student may no longer be eligible for

the full amount of Title IV funds they were originally scheduled to or did receive. The student must return the unused portion of the funds.

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

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

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

Student Right-To- Know Rates

Students have the right to know graduation rates from the IPEDS system. This may be requested from the registrar.

Student Tuition Recovery Fund (STRF)

(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private

Postsecondary Education, 1747 North Market Blvd, Suite 225 Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Please make sure you keep copies of your enrollment agreement, all financial documentation, receipts and any other records obtained or given to you by the University. Questions regarding the STRF may be directed to:

Mailing Address:	Physical Address
Bureau for Private Postsecondary Education P. O. Box 980818 West Sacramento, CA 95798-0818	Bureau for Private Postsecondary Education 1747 North Market, Suite 225 Sacramento, CA 95834
Phone: (916) 574-8900 Toll Free: (888) 370-7589 Fax: (916) 263-1897	Web Site: www.bppe.ca.gov E-mail: bppe@dca.ca.gov

Veterans Affairs (VA)

AMU is approved for the training of veterans and eligible persons. To apply for GI Bill educational benefits, please visit <https://benefits.va.gov/gibill/>. If you're a veteran applying to AMU, we thank you for your service and wish you success as you continue your education. If you have any questions, please feel free to contact the Director of Financial Aid at fsadirector@amu.edu.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.

Student Affairs

Alhambra Medical University expects its students to maintain themselves at all times in a professional manner. Unprofessional conduct 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.

Student Code of Conduct

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

The Student Code of Conduct governs the behavior of our student body. The purpose of a published Code of Conduct is to state the specific authority and responsibility of the University in maintaining social discipline, to outline the process for a legitimate grievance, and to establish the procedures to be followed to ensure "due process," which protects accused students from unfair imposition of penalties and sanctions. All members of the University community are expected to use reasonable judgment in their daily campus life and to show due concern for the welfare and rights of others.

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

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

aiding another student in an act of academic dishonesty.

Student Conduct – Online Courses

Courses offered online at AMU are conducted as live webinars. Attendance is mandatory and requires students to be logged in for the full duration of each session with their video camera enabled and their face clearly visible. A functional microphone is required to participate in roll calls and class discussions.

- As part of student conduct expectations, students are required to attend online classes from an appropriate, safe, stationary, and professional environment. Participation while driving or operating a vehicle is strictly prohibited due to safety and liability concerns. Students who appear to be driving during class will be immediately removed from the session and marked absent for the day.
- Participation while engaging in unrelated activities, or appearing in environments or situations that are unsafe, inappropriate, or inconsistent with a professional academic setting is also prohibited.
- A single warning may be issued at the instructor's discretion; however, repeated or serious violations—including driving while in class—will result in loss of attendance and participation credit and may lead to additional disciplinary action in accordance with institutional policies.
- Students must remain visible on camera and conduct themselves in a manner that reflects the standards of professionalism, safety, and respect expected in an academic learning environment.

Student Disciplinary Procedures

If any individual has reason to believe a student has engaged in prohibited behavior, that individual may present a written notice to the Chief Academic Officer. 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 Chief Academic Officer 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 Chief Academic Officer 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 Chief Academic Officer 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 Chief Academic Officer 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 Chief Academic Officer, 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 Chief Academic Officer, 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.

Student's Grievances

Alhambra Medical University has created a Grievance Committee for processing and addressing student grievances. All students are encouraged to resolve difficulties by direct discussion with the parties involved. If resolution is not achieved by direct communication, contact the Dean of Students. If resolution is still not forthcoming then grievance(s) can be handled through the following steps:

- An appointment may be scheduled with the Dean of Students 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 Dean of Students 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 President. The President 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.

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
1747 North Market Blvd, Suite 225
Sacramento, CA
95834
www.bppe.ca.gov
toll-free (888) 370-7589. fax (916) 263- 1897

Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM)
500 Lake Street, Suite 204, Excelsior MN
55331
Phone: (952) 212-2434, Fax: (301) 313-0912
email: info@acaom.org

Faculty

Alhambra Medical University (AMU) faculty consists of all individuals employed by AMU who are engaged in instruction, scholarly and professional, or academic service activities for AMU. These activities include but are not limited to lab and class instruction, program (didactic, clinic), course and curriculum development, research, participation in student academic advising, and service to the profession.

In AMU, the faculty members have been carefully selected based on their exceptional achievement, knowledge and clinical practice in their area of expertise and for their skills as instructors. AMU faculty members have excellent multi-disciplinary experiences, knowledge, skills and competency. Many have provided input to development of the program.

AMU maintains three groups of faculties for its two programs:

- **Core Faculty**
Core faculty participate and provide leadership in the overall assessment process to ensure the institution is achieving its mission and objectives, as well as overseeing the process of achievement of competencies for students.
- **Faculty**
All other faculty who are responsible for student learning and assessment activities.
- **Guest Faculty**
Often subject area experts, guest faculty are invited to teach a course usually taught by designated faculty or core-faculty.

Core Faculty

Chu, Yu-Ling	
PhD	Graduate School of China Academy of Chinese Medical Science, China
MS	Samra University, California, US
L.Ac.	Licensed Acupuncturist, California Acupuncture Board

Jerome Jiang	
MA	East China Normal University
L.Ac.	Licensed Acupuncturist, California Acupuncture Board

Lu, Yue

MS	Shanghai Traditional Chinese Medicine University, China
BS	Nanjing Traditional Chinese Medicine University, China
L.Ac.	Licensed Acupuncturist, California Acupuncture Board

Faculty Members
Allen, Marilyn

MS	Pepperdine University, CA, US
BA	California State University Long Beach, CA, US

An, Xia

DAIM	Alhambra Medical University, CA, US
MSAOM	Alhambra Medical University, CA, US
MS Bio	Illinois Institute of Technology, IL, US
BM	Tianjin Medical University, China
L.Ac.	Licensed Acupuncturist, California Acupuncture Board

Chiu, Wen-Ta

DPH & MPH	University of Pittsburgh, USA
DM in Sc.	Nihon University School of Medicine, Tokyo, Japan
Research fellow	Stanford University, USA
MD	Chung-Shan Medical College, Taiwan

Eveleth, Jessica

DAIM	Alhambra Medical University, CA, US
MSTAM	Alhambra Medical University, CA, US
BA	University of Massachusetts, Amherst
L.Ac.	Licensed Acupuncturist, California Acupuncture Board

Garcia, Rachael

DAOM	Emperor's College of Traditional Oriental Medicine, CA, US
MTOM	Emperor's College of Traditional Oriental Medicine, CA, US
L.Ac.	Licensed Acupuncturist, California Acupuncture Board

Gong, Yan Mei

DAOM	Five Branches University, CA, US
MSAOM	Alhambra Medical University, CA, US
MBA	Fudan University, Shanghai, China
BS	Shanghai University of Science and Technology, China
L.Ac.	Licensed Acupuncturist, California Acupuncture Board

Gu, Ping Rong

DAIM	Alhambra Medical University, CA, USA
MSOM	Alhambra Medical University, CA, USA
BAT	Nanjing University of Chinese Medicine, China
L.Ac.	Licensed Acupuncturist, California Acupuncture Board

Gu, Xu Ping

MD	Tokyo University, Japan
MS	Shanghai University of TCM, China
BS	Yancheng Hygiene College, China
L.Ac.	Licensed Acupuncturist, California Acupuncture Board

Hu, Jiling

MS	Beijing University of TCM, China
BS	Hu Bei University of TCM, China
L.Ac.	Licensed Acupuncturist, California Acupuncture Board

Huang, Hsinyi

DAIM	Alhambra Medical University, CA, US
MSOM	Samra University, CA, US
BS	Beijing University of Chinese Medicine, China
L.Ac.	Licensed Acupuncturist, California Acupuncture Board

Kim, Hanjik

OMD	South Baylo University, CA, US
MSOMA	South Baylo University, CA, US
L.Ac.	Licensed Acupuncturist, California Acupuncture Board

Kuo, Ricky

DAOM	Pacific College of Oriental Medicine, CA, US
MS	South Baylo University, CA, US
L.Ac.	Licensed Acupuncturist, California Acupuncture Board

Le, Roy

MD Universidad Central del Este (Dominican Republic)

BS University California at Irvine

Li, Hong

DOM South Baylo University, CA, US

BS Jiangxi University of Traditional Chinese Medicine (China)

L.Ac. Licensed Acupuncturist, California Acupuncture Board

Li, Ji Ze

MS Liaoning University of Traditional Chinese Medicine

BS Tianjin University of Traditional Chinese Medicine

L.Ac. Licensed Acupuncturist, California Acupuncture Board

Li, Jonathan

MS University of Oregon, USA

BS Wu Han University, China

Li, Lillian

DAIM Alhambra Medical University, CA, USA

MSTAM Alhambra Medical University, CA, USA

BSN California State University of Fullerton, CA, USA

L.Ac. Licensed Acupuncturist, California Acupuncture Board

Lu, Louie

DAIM	Alhambra Medical University, CA, US
MSAOM	Alhambra Medical University, CA, US
BS	Providence University, Taichung, Taiwan
L.Ac.	Licensed Acupuncturist, California Acupuncture Board

Lyu, Dan

DM	Capital Medical University, Beijing, China
MS.	Hebei Medical University, Hebei, China
BS	Chengdu Sports University, Sichuan, China
L.Ac.	Licensed Acupuncturist, California Acupuncture Board

Marshall, Neil

DACM	Pacific College of Oriental Medicine, CA, US
MSAOM	Alhambra Medical University, CA, US
BSN	University of Wyoming, Laramie, Wyoming, US
L.Ac.	Licensed Acupuncturist, California Acupuncture Board

Peng, Pai Hsiang

MSOM	Samra University, CA, US
MD	China Medical University, Taiwan
L.Ac.	Licensed Acupuncturist, California Acupuncture Board

Poulin, Erika

DACM	Pacific College of Oriental Medicine, CA, US
MTOM	Emperor's College of Traditional Oriental Medicine, CA, US
BA	University of Central Florida, FL, US
L.Ac.	Licensed Acupuncturist, California Acupuncture Board

Qi, Manying

MD	Jiangxi Medical College, China
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Shi, Yue

PhD	University of Houston, US
MD	Sun Yat-Sen University, China
MAHM	Alhambra Medical University, CA, US
L.Ac.	Licensed Acupuncturist, California Acupuncture Board

Song, Lei

DAIM	Alhambra Medical University, CA, US
MSAOM	Alhambra Medical University, CA, US
MD	Shanghai 2nd Medical University, China
L.Ac.	Licensed Acupuncturist, California Acupuncture Board

Song, Tianjiao

MS	University of Southern California, US
BS	Hong Kong Baptist University, Hong Kong

Wan, Zhijing

DAHM	Alhambra Medical University, CA, US
MAHM	Alhambra Medical University, CA, US
BS	Beijing Capital Medical University, China
L.Ac.	Licensed Acupuncturist

Wang, Yang

MSAOM	Alhambra Medical University, CA, US
MD	Qiqihaer Medical College, China
MS	ShanTou University, China
L.Ac.	Licensed Acupuncturist, California Acupuncture Board

Wilcox, Lorraine

MS	Samra University, Los Angeles, CA, US
L.Ac.	Licensed Acupuncturist, California Acupuncture Board

Wu, Dan

DAIM	Alhambra Medical University, CA, USA
MSTAM	Alhambra Medical University, CA, USA
BA	Nanchang University, China
L.Ac.	Licensed Acupuncturist, California Acupuncture Board

Yan, Jun Zhi

DAIM	Alhambra Medical University, CA, USA
MCM	Hong Kong Baptist University, HK, China
BS	Nanjing University of Chinese Medicine, China
L.Ac.	Licensed Acupuncturist, California Acupuncture Board

Yang, Chang Qing

PhD	Psychiatry, Kobe University, Japan
M.Med	Heilongjiang University of Traditional Chinese Medicine, China
B.Med	Heilongjiang University of Traditional Chinese Medicine, China
L.Ac.	Licensed Acupuncturist, California Acupuncture Board

Yang, Hong

PhD	Nanjing University of Chinese Medicine, Nanjing, China
MBA	California State University, Fullerton, CA, US
MS	South Baylo University, CA, US
BS	California State University, Fullerton, CA, US

Yao, Hong

DOM	South Baylo University, CA, US
MS	South Baylo University, CA, US
L.Ac.	Licensed Acupuncturist, California Acupuncture Board

Yin, Chin Wei

MS	Alhambra Medical University, Alhambra, California, US
BS	Nanjing University of TCM
AS	Fooyin University, Taiwan
L.Ac.	Licensed Acupuncturist, California Acupuncture Board

Zhao, Ming

MS	Dongguk-Royal University, Los Angeles California, US
BS	Shanghai University of Traditional Chinese Medicine, Shanghai, China
L.Ac.	Licensed Acupuncturist, California Acupuncture Board

Zheng, Lan

MSAOM	Alhambra Medical University, CA, US
PharmD	University of Michigan, US
BS	University of California, San Diego, US
L.Ac.	Licensed Acupuncturist, California Acupuncture Board

Governance and Administration

Board of Directors		
Chairman	Eric Tuckman, J.D.	
Members	David Fang, M.D.	En Ming Lai, D.O.
	He-Ping Fan, L.Ac.	David Batista, MHA
	Jimmy Huang	Sandy Ho
	Mario De La Torre, J.D.	Jerome Jiang, L.Ac.
	Stanley Toy, M.D.	
Consultant to the President (Ex-officio non-voting member)	David Solin Lee, Ed.D.	

Campus Staff		
Deputy President	Eric Tuckman, J.D.	avp@amu.edu
Chief Academic Officer	Lillian Li, DAIM, L.Ac.	cao@amu.edu
Dean of Faculty	Jerome Jiang, M.A., L.Ac.	consult@amu.edu
Dean of Clinic	Kenny Yu Ling Chu, Ph.D. (China), L.Ac.	clinicdean@amu.edu

Dean of Students	Megan Hah, MSAOM, L.Ac.	director@amu.edu
Financial Aid Director	Luke Chen, Ph.D. L.Ac.	fsadirector@amu.edu
Director of Admissions	Qing Ma, B.A.	start@amu.edu
University Registrar	Xiaoting Ding, B.A.	registrar@amu.edu
Student Services Officer/Office Manager	Xiaonan Yuan, B.A.	sso@amu.edu
Assistant Office Manager	Katherine Tang, B.A.	office@amu.edu
Librarian	Qiuyang Mo, B.A.	library@amu.edu

Corporate Staff	
Chief Financial Officer	Kevin Chen, M.B.A.
Human Resource Manager	Ariel Qi, B.S.

Disclosures

About the Catalog

This catalog is effective from October 1, 2024 through December 31, 2026 and is published for the purpose of informing students, prospective students and others interested in the operations of Alhambra Medical University, primarily with regard to the educational programs and policies of the school. All information is judged to be accurate at the time of publication. However, the contents hereof are subject to change without prior notice. Please note that all reasonable efforts are made on an ongoing basis to supplement in loose leaf hardcopy format any changes, additions, or other revisions to the text of this catalog which may come into existence prior to the publication of the following edition of the catalog.

Americans with Disabilities Act

Alhambra Medical University is committed to accommodating students with physical and learning disabilities. Accommodations and other support services are tailored to meet the needs of the individual student, and are intended to comply with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

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.

Drug and Alcohol Abuse Policy

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

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

rehabilitation or similar program.

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

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

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

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

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

Organization	Narcotics Anonymous (Regional office)
Address	1937 S. Myrtle Avenue
	Monrovia, CA 91016
Phone	(626) 359-0084

Helpline:	(626) 584-6910
	http://sgvna.com/

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

Election Voter Registration Information

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

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

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

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

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

Copyright Protection

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

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

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

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

Penalties for Copyright Violation. Copyright penalties are "not less than \$750 or more than \$30,000" per infringing work according, however if the copyright owner can establish that the violation was "willful" the penalty can be \$150,000 per work. (US Code Title 17 Chapter 5 Section 504: <http://www.copyright.gov/title17/92chap5.html>). The US No Electronic Theft Act also provides avenues for criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. (See http://en.wikipedia.org/wiki/NET_Act).

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

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

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

Legal Sources for Music and Video

- <http://www.educause.edu/legalcontent>
- <http://whymusicmatters.com/find-music>

- <http://www.mpaa.org/contentprotection/get-movies-tv-shows>

HEOA Compliance Statement

AMU has implemented the following plan for compliance with the file sharing and copyright protection provisions of HEOA:

1. The college sends annual emails to all students network users to educate our users about copyright law and illegal use and distribution of copyrighted works. These messages include references to this web page, which specifies campus policies dealing with illegal activity, and outlines the penalties for copyright infringement that are codified in US law.
2. This page provides links above to lists maintained by EDUCAUSE, the RIAA, and the MPAA of legal video and music sources.
3. The college's Academic Vice-President will undertake an bi-annual audit to assure the effectiveness of our technical deterrents and our compliance with the requirements of HEOA that pertain to Copyright and File Sharing.

National Student Loan Database System Disclosure

Please note that any loan borrowed by the student or parent will be submitted to the National Student Loan Database System (NSLDS), and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system.

Constitution Day

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

Campus Safety and Crime Reporting

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

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

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

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

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

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

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

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

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

- Larceny-theft
- Simple Assault
- Intimidation
- Vandalism

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

- Dating Violence
- Domestic Violence
- Stalking

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

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.

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.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd, Suite 225, Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589, www.bppe.ca.gov
Or ACAHM at 500 Lake Street, Suite 204, Excelsior, MN 55331; Phone: (952) 212-2434 or by Fax: (301) 313-0912 email: info@acaom.org

Self Monitoring Procedures with the BPPE

Alhambra Medical University (AMU) considers and complies with the 71760. Self-monitoring Procedures with the Bureau for Private Postsecondary Education (BPPE). To ensure with this compliance, on an ongoing basis, a subscription to BPPE email notification is set to cao@amu.edu to ensure that AMU is current to the BPPE regulation, news and updates. Notification of changes, updates and relevant information were then sent to all appropriate administrative staff. AMU staff also regularly attend the BPPE compliance workshop on a regular basis per academic term in which the training is attended by the academic, admissions and general administrative staff. Updates regarding BPPE information, standards and regulations, including annual report and school performance fact sheet are regularly shared and discussed during the administrative staff meeting on a quarterly or annual basis.

Academic Calendar

Winter Quarter 2025

Classes Begin	Jan. 2 (Thurs)
Last day to Add & Drop	Jan. 9
Registration for Spring Academic Holiday	Feb. 27 – March 12
Day) Final Exams Week	Feb. 17 (President's
Quarter Break	March 13 – 19 Winter March 20 – March 31

Spring Quarter 2025

Classes Begin	April 1
(Tue) Last day to Add & Drop	April 8
Registration for Summer	May 27 –
June 9	May 26 (Memorial
Academic Holiday	June 10 – 16 Spring
Day) Final Exams Week	June 17 – 30
Quarter Break	

Summer Quarter 2025

Classes Begin	July 1 (Tue)
Last Day to Add & Drop	July 8
Registration for Fall	Aug. 26 –
Sept. 8	July 4 (Independence
Academic Holiday	Sept. 1 (Labor Day)
Day)	Sept. 9 – 15
Final Exams Week	Sept. 16 – 30
Summer Quarter Break	

Fall Quarter 2025

Classes Begin	Oct. 1 (Wed)
Last Day to Add & Drop	Oct. 8
Registration for Winter	Dec. 1 – Dec. 14
Academic Holiday	Nov. 27 –
30(Thanksgiving)	Dec. 10 – 16
Final Exams Week	Dec. 17 – Jan. 1, 2026
Fall Quarter Break	Dec. 25
University Closed	Dec. 31 – Jan. 1, 2026

Winter Quarter 2026

Classes Begin	Jan. 2 (Fri)
Last day to Add & Drop	Jan. 9
Registration for Spring Academic Holiday	Feb. 27 – March 12
Day) Final Exams Week	Feb. 16 (President's
Winter Quarter Break	March 13 – 19
	March 20 – March 31

Spring Quarter 2026

Classes Begin	April 1
(Wed) Last day to Add & Drop	April 8
Registration for Summer	May 27 –
June 9	May 25 (Memorial
Academic Holiday	June 10 – 16
Day) Final Exams Week	June 17 – 30
Spring Quarter Break	

Summer Quarter 2026

Classes Begin	July 1
(Wed) Last Day to Add & Drop	July 8
Registration for Fall	Aug. 26 –
Sept. 8	July 4 (Independence Day)
Academic Holiday	Sept. 7 (Labor Day)
Day)	Sept.
Final Exams Week	Sept.
9 – 15 Summer Quarter Break	16 -30

Fall Quarter 2026

Classes Begin	Oct. 1 (Thurs)
Last Day to Add & Drop	Oct. 8
Registration for Winter	Nov. 30 – Dec. 13
Academic Holiday	Nov. 26 –29
30(Thanksgiving)	Dec. 10 – 16
Final Exams Week	Dec. 17 – Jan. 1, 2027
Fall Quarter Break	Dec. 25
University Closed	Dec. 31 – Jan. 1, 2027

Addendum:

Summary of Revisions

Revision Date: January 23, 2026

Page	Revisions
66	Veterans Affairs

Revision Date: January 12, 2026

Page	Revisions
56	Tuition and Fee Adjustment
68	Student Conduct-Online Courses
55	Independent Study

Revised Date: November 1, 2025

Page	Revisions
51	Minimum Maximum course load and residency
58	Tuition Installment
51	Non matriculating student
8-9	Licensure Outside of California

Revised Date: April 1, 2025

Page	Revisions
41-45	Course Instruction Format (Online & Onsite/in person)
9	NC-SARA
46	Distance Education disclosures
7	Student Assistance and Relief

