PROGRAM CATALOG

2026-2027

Acupuncture & Integrative Medicine College

Acupuncture & Integrative Medicine College

Berkeley Location

2550 Shattuck Ave, Berkeley, CA 94704

Austin Location (Closed September 10, 2026)

Instruction and clinical operations ended September 10, 2026

Berkeley Office	510-422-5550
Austin Office	Closed
Admissions	510-224-3178

Website	www.aimc.edu
Email	start@aimc.edu

The Information published herein is effective beginning May 1, 2026 through December 31, 2027.

Table of Contents

ABOUT THE CATALOG..... 6

MISSION, PURPOSE, GOALS, AND STUDENT LEARNING OUTCOMES.....6

- Mission.....6
- Purpose..... 6
- Vision..... 6
- Program Goals..... 6
- Program Learning Outcomes.....6

ACCREDITATION AND APPROVALS..... 7

- National Certification Commission for Acupuncture and Oriental Medicine.....7
- California Acupuncture Board..... 8
- Bureau for Private Postsecondary Education..... 8
- Texas Higher Education Coordinating Board..... 9
- Regulatory Disclosure..... 9

BERKELEY LOCATION.....10

AUSTIN LOCATION (CLOSED).....11

LIBRARY AND LEARNING RESOURCES.....12

- Book Lending..... 12
- Walk-in Access at Local Libraries (for databases)..... 13
- Online Resources.....13

DISTANCE EDUCATION..... 13

- Standards for Distance Education..... 13
- In-Person Course Instruction..... 14
- Hybrid Course Instruction.....14
- Online Course Instruction.....14
- Zoom.....15
- Canvas LMS.....15
- Populi SIS.....15

BOARD OF DIRECTORS..... 16

ADMINISTRATION.....17

STUDENT COUNCIL..... 18

STUDENT SERVICES..... 18

ALUMNI SERVICES.....20

ADMISSIONS.....20

- Admissions Requirements..... 20
- Non-Degree Seeking Applicants | Pathways to Practice..... 21
- Technical Standards for the Admissions and Program Participations. 22
- Transfer Credit.....24
- Challenge Examination..... 27
- English Language Admissions Requirement..... 28
- VA Rehabilitative and Employment Program (GI Bill).....28
- International Student.....29
- Orientation and Registration.....32

ACADEMIC PROGRAMS.....34

- Master of Acupuncture and Herbal Medicine (MAHM).....34
- Doctor of Acupuncture and Herbal Medicine (DAHM).....35
- Doctoral Completion Track..... 36

CURRICULUM OVERVIEW.....37

- MAHM Program Course List..... 37
- DAHM Program Course List.....39
- Course Delivery Method.....40
- Curriculum Map..... 41
- Key Contents of the Curriculum..... 42
- Internal Stages of Growth in the Professional Competencies..... 43

COURSE DESCRIPTIONS..... 46

- Traditional East Asian Medicine Foundation..... 46
- Diagnosis Coursework Series..... 47
- Acupuncture and Adjunct Modalities..... 48
- Acupuncture Channels and Points Coursework Series.....48
- Acupuncture Techniques Coursework Series.....48
- Traditional East Asian Medicine Herbology..... 49
- East Asian Herbology Coursework Series..... 49
- Herbal Prescription Coursework Series.....50
- Basic Sciences..... 51
- Anatomy & Physiology Coursework Series.....51
- Pathophysiology Coursework Series..... 51
- Integrative Medicine.....52
- Integrative Medicine 2-4 Coursework Series.....53
- East Asian Clinical Medicine Coursework Series.....53
- Professional Practice.....55
- Electives.....56
- Clinical Training.....56
- Institutional Exams..... 58

CLINICAL EXTERNSHIPS..... 59

- Tuition Reimbursement Policy..... 59

FACULTY.....62

- Core Faculty.....62
- Faculty Member.....64
- Guest Faculty..... 71

TUITION AND FEES.....74

- Total Amount Calculation..... 75
- Tuition Payment Policy.....76
- Institutional Payment Plans.....76

STUDENT TUITION RECOVERY FUND DISCLOSURES..... 76

CANCELLATION AND REFUND POLICY.....77

Cancellation Before the Start of Instruction....77
Withdrawal and Transcript Record....78
The Petition for Withdrawal....78
Permanent Withdrawal....78
Leave of Absence....78
Automatic Withdrawal Due To Lack of Attendance....79
Excused Absence....79
Crisis Leave....79
Administrative withdrawal....79
Returning After Administrative Withdrawal....79
Refunds....80

TITLE IV FEDERAL FINANCIAL AID....82

Direct Unsubsidized Loan....82
The Federal Budget Control Act of 2011....82
Direct Graduate PLUS Loan....83
Federal Student Aid Changes Effective July 1, 2026....83
Federal Work-Study....83
Applying for Federal Student Aid....83
Professional Judgment/Special Circumstances....84
Deferral of Existing Title IV Loans....84
Return to Title IV (R2T4) Policy....84

ACADEMIC POLICIES....85

Student Code of Conduct....85
Student Rights....86
Student Responsibilities....86
Student Feedback....86
Grievance Policy and Procedures....87
Disciplinary Policies and Procedures....89
External Complaint Information....91
Grades....92
Satisfactory Academic Progress....94
Attendance....96
Academic Year and Timeframes....98

INSTITUTIONAL POLICIES AND DISCLOSURES..99

Family Educational Rights and Privacy Act (FERPA)....99
Title IX Non-Discrimination Policy....101
Sexual Harassment Policy....101
Jeanne Clery Disclosure of Campus Security Policy....104
Federal Drug-Free Workplace Act....106
Children On Campus....107
Copyright Protection....108
HEOA Compliance Statement....109
GLBA Information Security Program 2024....109
Americans With Disabilities Act (ADA)....109
Election Voter Registration Information....109
Constitution Day....110
Addendum Statement....110
Accuracy of Information Statement....110

ACADEMIC CALENDARS....111

Academic Year 2026....111
Academic Year 2027: No terms offered (last date of instruction December 31, 2026)....111

CATALOG ADDENDUM....112

ABOUT THE CATALOG

CLOSEOUT NOTICE: AIMC is ceasing instruction. The last date of instruction for all AIMC programs is December 31, 2026. AIMC will not offer a Spring 2027 term and is not admitting new students. The Austin, Texas location ceased instruction and clinical operations on September 10, 2026. Students who do not complete their programs by December 31, 2026 may continue their studies through teach-out agreements with the Academy of Chinese Culture and Health Sciences (ACCHS) in Oakland, California, for Berkeley students, and Virginia University of Integrative Medicine (VUIM) for Austin students. AIMC will maintain administrative operations into 2027 to finalize academic records and complete financial aid closeout. Students should direct transcript and records requests to the Registrar at assocdean@aimc.edu.

This closeout edition of the catalog is effective from September 1, 2026 through December 31, 2026, AIMC's last date of instruction, and is published for the purpose of informing students, prospective students and others interested in the operations of AIMC, 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.

MISSION, PURPOSE, GOALS, AND STUDENT LEARNING OUTCOMES

Mission

AIMC is to serve our patient communities by training competent compassionate practitioners of acupuncture and integrative medicine. We are dedicated to developing skilled compassionate healers who love serving their communities through patient-centered care founded on the principles and practices of traditional East Asian medicine.

Purpose

The purpose of the professional graduate programs is to train integrative medical professionals and prepare them to practice successfully as primary health care providers in private practice and professional healthcare settings.

Vision

- Advance acupuncture and integrative medicine through learner-centered, competency-based graduate medical education
- To provide affordable, Integrative Healthcare with a focus on underserved patient populations including BIPOC, LGBTQ, and low-income individuals
- Support an alumni community of practicing graduates through educational outreach of acupuncture and integrative medicine

Program Goals

- Provide learners with advanced education in acupuncture and integrative medicine, emphasizing safe and effective clinical assessment, diagnosis and treatment
- Train learners to think critically and creatively, synthesize knowledge and evaluate and incorporate research findings to continually improve patient care

- Prepare learners to communicate effectively with diverse patient populations of BIPOC and LGBTQ and provide diverse healthcare and health promotions
- Prepare learners to communicate effectively about acupuncture and integrative medicine to patients, clients, healthcare providers and the general public
- Prepare learners to engage in successful collaborative interactions with other healthcare providers in a variety of care fields such as professional healthcare settings

Program Learning Outcomes

Upon completion of the program, graduates of will be able to:

- Demonstrate knowledge of the principles and practices of acupuncture and East Asian medicine
- Apply the principles and practices of acupuncture and East Asian medicine to patient care
- Demonstrate clinical effectiveness in patient assessment, diagnosis, and treatment
- Make informed and appropriate referrals to other healthcare providers
- Practice within established ethical, legal, and professional guidelines
- Apply the principles of successful practice management.

In addition, graduates of the doctoral program will be able to:

- Utilize research methodology for research projects
- Creatively describe the principles of traditional Chinese medicine through viewpoint
- Demonstrate interprofessional communication of Chinese medicine treatments across a range of healthcare settings

ACCREDITATION AND APPROVALS

Acupuncture & Integrative Medicine College (AIMC) and its following programs are accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM):

- Master of Acupuncture with a Chinese herbal medicine specialization (MAHM)
- Doctor of Acupuncture with a Chinese herbal medicine specialization (DAHM)**
- **Including a Doctor of Acupuncture with a Chinese herbal medicine specialization degree completion track

The programs above may be offered via distance education. 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 and East Asian medicine practitioners. ACAHM does not accredit any programs at the undergraduate/bachelor level. ACAHM is Located at 500 Lake Street, Suite 204, Excelsior, MN 55331; phone 952-212-2434; fax 952-657-7068; email info@acahm.org; www.acahm.org.

National Certification Commission for Acupuncture and Oriental Medicine

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

Requirements for the licensure in Acupuncture and East Asian Medicine vary from state to state. Graduates are qualified to sit for the certification exams administered by the National Certification Commission of Acupuncture and Oriental Medicine (NCCAOM). Passage of the NCCAOM exam is required in many states outside of California that require a license to practice acupuncture. There may be additional requirements for licensure in each state where the practice of Acupuncture is regulated. For State's requirements for licensure, visit https://www.nccaom.org/state-licensure/.

- 1199 North Fairfax Street, Ste 220, Alexandria, VA 22314
- Tel: (888) 381-1140, www.nccaom.org

California Acupuncture Board

AIMC is approved by the California Acupuncture Board. This approval qualifies graduates to sit for the California State Acupuncture Licensing Exam. California Acupuncturists are licensed under the State Department of Consumer Affairs, Board of Medical Quality Assurance, and Acupuncture Board at 1747 N. Market Blvd, Suite 180; Sacramento, CA 95834. Phone: 916-515-5200; Fax: 916-928-2204.

The professional practice of acupuncture is regulated by law in each state. The requirements for the license are subject to change by action of the state's legislature or by the licensing body.

In order to obtain a license to practice acupuncture in California, one must qualify for and then take and pass the California Acupuncture Licensing Examination (CALE), a written examination administered by the California Acupuncture Board (CAB).

Per California Acupuncture Board §1399.434(e): A board approved training program shall consist of at least 2,050 hours of didactic and laboratory training and at least 950 hours of supervised clinical instruction. Students who successfully complete the AIMC Berkeley's professional graduate degree programs exceed this requirement.

The completion of the program is sufficient to meet the requirements for the California Acupuncture Licensing Exam and qualifies students for the NCCAOM exams.

Completion of the MAHM and/or DAHM degree does not guarantee receipt of a license to practice or future employment. To determine if your AIMC degree meets individual state licensing requirements, please inquire directly with the Associate Dean (assocdean@aimc.edu).

Bureau for Private Postsecondary Education

Acupuncture & Integrative Medicine College is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means compliance with state standards as set forth in this chapter.

AIMC Berkeley is approved to grant the following degrees:

- Master of Acupuncture with a Chinese herbal medicine specialization (MAHM).
- Doctor of Acupuncture with a Chinese herbal medicine specialization (DAHM)**

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.

- Website: www.bppe.ca.gov
- Phone: 888-370-7589 or 916-574-8900; Fax: 916-263-1897.

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 website at www.bppe.ca.gov.

Self-Monitoring Procedures with the BPPE

The institution complies with California Code of Regulations §71760 – Self-Monitoring Procedures as

required by the Bureau for Private Postsecondary Education (BPPE). To ensure continued compliance:

- The institution subscribes to BPPE email notifications to stay informed of regulatory changes, updates, and announcements.
- Relevant updates and communications from the BPPE are distributed to appropriate administrative staff.
- Administrative, academic, and admissions personnel regularly attend BPPE compliance workshops, typically once per academic term.
- BPPE-related updates—including those concerning the Annual Report, School Performance Fact Sheet, and regulatory standards—are reviewed and discussed during administrative staff meetings held on a quarterly or annual basis.

These practices ensure that AIMC maintains ongoing compliance and remains responsive to any regulatory changes impacting institutional operations.

Texas Higher Education Coordinating Board

The Texas Higher Education Coordinating Board (THECB) has granted a certificate of authorization to AIMC to award master's and doctoral degrees in Texas. This certificate is a license to operate in Texas and does not constitute accreditation; the issuance of this certificate attests only to an institution having met the board's standards for exempt institutions. AIMC Berkeley is a private institution and is approved to grant the following degrees:

- Master of Acupuncture with a Chinese herbal medicine specialization (MAHM)
- Doctor of Acupuncture with a Chinese herbal medicine specialization (DAHM)**

Regulatory Disclosure

The institution 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, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897

Or ACAHM at 500 Lake Street, Suite 204, Excelsior, MN 55331, Phone: (952) 212-2434 or by Fax: (301) 313-0912 email: info@acahm.org

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 www.bppe.ca.gov.

"Doctor" or "Dr."

An acupuncturist can only use "Doctor" or "Dr." in connection with the practice of acupuncture if he or she possesses a license that authorizes the use or possesses an earned doctorate degree which is in acupuncture, oriental medicine, a biological science, or is otherwise related to the authorized practice of an acupuncturist from an accredited, approved, or authorized educational institution. An acupuncturist must further indicate the type of license or degree which authorizes that use of the title "Doctor" or the abbreviation "Dr."

Standard Occupational Code

The professional graduate degree programs prepare 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): https://www.bls.gov/soc/2018/major_groups.htm#29-000

AIMC does not guarantee or make any representations regarding job placement for its graduates upon program completion or upon graduation. AIMC website provides an alumni page with some information about practitioner directory, join aculink network and employee resources. AIMC alumni page can be seen at https://www.aimc.edu/alumni

Non-profit Organizational Status

AIMC is a private postsecondary education institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means compliance with state standards as set forth in this chapter. AIMC is also authorized by the Texas Higher Education Coordinating Board (THECB) in the state of Texas and is recognized by the Internal Revenue Service of the U.S. Department of the Treasury as an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.

BERKELEY LOCATION

AIMC Berkeley thrives in the heart of Berkeley, California, a city internationally recognized not only for its academic excellence and scientific innovation, but also for its deep commitment to cultural diversity and intellectual freedom. This vibrant tapestry of perspectives is woven throughout the community, from the renowned university campus to the bustling streets filled with a kaleidoscope of cultures and cuisines. Stretching from the San Francisco Bay to the forested coastal range, Berkeley offers an array of outdoor activities, but it's the city's unique blend of academic rigor and cultural richness that truly sets it apart.

Berkeley is conveniently located near the Bay Area's superb public transportation systems. Although on-campus housing is not offered, the campus is just a few blocks away from the University of California, Berkeley, providing easy access to numerous off-campus housing and apartment choices.

AIMC Berkeley is a healthcare facility located at 2550 Shattuck Ave, Berkeley, CA 94704. It provides patient parking in the rear lot on a first-come, first-served basis, as well as metered street parking in front of the building. Access to the facility is restricted to those with appointments only and is monitored by staff during operational hours. During non-operational times, the premises is secured by an alarmed and coded security system.

The facility was thoughtfully designed to accommodate both didactic and clinical education needs. The 14,000 square-foot layout includes spacious classrooms, clinical facilities, administrative offices, a learning resource center, lounge areas for students and faculty, as well as parking for faculty, staff, and clinic patients.

The AIMC Berkeley Acupuncture & Integrative Medicine Clinic is modern and spacious, featuring a newly renovated Herbal Dispensary, a large consultation area, and thirteen comfortable treatment rooms. Classrooms are well-equipped with teaching aids such as whiteboards, charts, diagrams, overhead projectors, screens, anatomical models, LCD projectors, and other audiovisual equipment. Every classroom includes desks, tables, chairs, and treatment tables for demonstrations.

AIMC Berkeley offers various affordable acupuncture treatments and East Asian medical care to the public. The most economical options involve treatments conducted by student interns under the direct supervision of experienced professionals. These capable interns treat a wide range of conditions using private and community acupuncture, acupuncture in an observation setting, ear acupuncture, moxibustion, massage, gua sha, and Medical Qigong. Medical

Qigong consists of light-touch bodywork and a series of postures, exercises, breathing techniques, and meditations designed to improve and enhance the body's natural energy. Treatment durations and costs range from one to two hours and $15.00 to $45.00, respectively.

In addition to the care provided by student interns, the AIMC Berkeley Acupuncture & Integrative Medicine Clinic also offers office visits with experienced, licensed acupuncturists whose specialties include orthopedics, osteo-arthritis, fertility, OB/GYN, pediatrics, facial rejuvenation, sports injuries, smoking cessation, stress reduction, and much more. Professional practitioners customize each treatment with a personalized intake, evaluation, and the most appropriate healing modalities to address individual health concerns. The AIMC Berkeley Acupuncture & Integrative Medicine Clinic is conveniently located near downtown Berkeley and is accessible by way of mass transit. For more information, please visit www.aimc.edu or contact the Acupuncture & Integrative Medicine Clinic by phone at 510-422-5550.

AIMC does not have dormitory facilities under its control; however, our location is located just a few blocks from University of California, Berkeley, and therefore enjoys proximity to a wealth of readily available off-campus housing and apartment options. As of May 2023, studio and one-bedroom apartments in Berkeley average between $1,700.00 and $3,000.00. However, there are shared student housing options that are lower in cost.

The complete cost of attendance information (an estimate of the educational expenses for a period of enrollment including tuition, loan fees, books, fees, room/board, transportation, clinic/didactic fees, and miscellaneous fees) and Berkeley rent trend data is available from the Financial Aid department. Please note that AIMC bears no responsibility to assist a student in finding housing.

AUSTIN LOCATION (CLOSED)

AIMC Austin ceased instruction and clinical operations on September 10, 2026. The Austin location is closed. AIMC no longer enrolls students, offers instruction, or provides clinic services in Texas.

Austin students were offered a teach-out with Virginia University of Integrative Medicine (VUIM). Students with questions about the teach-out should contact the Registrar at assocdean@aimc.edu.

AIMC Berkeley maintains academic records for Austin students. Transcript and records requests should be directed to the Registrar at assocdean@aimc.edu.

LIBRARY AND LEARNING RESOURCES

The library in Berkeley currently houses four book collections, totally about 2,800 books, and spanning material in East Asian, Western, and Integrative Medicine. English language titles are cataloged according to the National Library of Medicine classification system. The library also holds a copy of each required and recommended text for didactic classes. The Reference Collection consists of almost 500 non-circulating general reference materials such as dictionaries and encyclopedias, as well as medicine-specific reference texts. Also included in this section are copies of required textbooks for student use in the library. The Circulating (English language) Collection consists of roughly 1,800 titles including an array of titles in acupuncture, general Chinese medicine, herbology, science, biomedicine, and alternative medicine.

- AIMC Library online public access catalog (OPAC): http://opac.libraryworld.com/opac/home
- ID: AIMC library (no password needed)
- Library Hours (Berkeley) : 9:00am -5:00pm Monday, Tuesday, Wednesday, & Thursday
- Library Hours (Austin): Closed September 10, 2026

Our Library uses the National Library of Medicine classification system for books for the medical books.

- Research Databases
- Alt HealthWatch: https://search.ebscohost.com/Login.aspx

The library's subscription to the database Alt HealthWatch includes over 50 journals full text (as well as many others archived for various years), including almost a dozen journals which are specifically supportive of the AIMC's TCM and Integrative Medicine program. This alternative health research database focuses on the many perspectives of complementary, holistic and integrated approaches to health care and wellness. Students have campus and remote access to this database.

- TRIP—Turning Research into Practice: https://www.tripdatabase.com/

AIMC subscribes to the Pro level of the TRIP database which will support your evidence informed clinical practice as well as your research-based assignments, papers, and presentations. After registering as affiliated with AIMC, each user creates an individual profile with their own password.

Book Lending

Students may check out circulating materials by bringing the material to the staffed Library Circulation Desk and identifying themselves. Materials may be kept for two weeks and may be renewed twice if no one else has requested the item(s). Patrons may not take books out of the library without the knowledge of Library staff.

Reference books (including reference class textbooks) are for Library or clinic use only. Clinic interns and faculty have special privilege to sign out reference and circulating books for use in the Clinic and must be returned the same day.

By special permission some Reference books may be borrowed on a very limited time basis over a weekend. Email requests to the Librarian by Wednesday afternoon and you can pick up on Thursday and return by Monday AM. Such requests will be honored on a- case-by-case basis.

Books that are returned to the Library after the due date will accrue a fine of $0.25 daily thereafter. Patrons are responsible for replacing or paying for lost or damaged library materials. If an item is not returned or replaced within 30 days of recall, a replacement charge equivalent to the retail cost of the item plus a $20 processing fee will be added to the student's next tuition bill.

Transcript requests will not be denied, delayed, or conditioned on payment of library fines, replacement charges, institutional debt, or any other debt, other than the standard transcript processing fee. AIMC may use other lawful collection methods for unpaid library fines, replacement charges, or institutional debts.

Walk-in Access at Local Libraries (for databases)

This includes information about two large medical libraries in the area. Pre-pandemic, students and faculty could access extensive appropriate electronic resources locally at UCSF (medical library), UC Berkeley, San Francisco State University, and several community college campuses, all of which provide public access on-site. These state universities, community colleges, and institutional libraries offer databases with health and alternative/complementary medicine resources, but one must use those databases on their respective campuses (not remotely).

Online Resources

There are many internet websites that students can use to access current and authoritative information about their research topics. An example of a commonly used website is Medline. MEDLINEPLUS https://medlineplus.gov is the U.S. National Library of Medicine (NLM) premier bibliographic database that contains more than 22 million references to journal articles in life sciences with a concentration on biomedicine. It links to *PubMed Central* (PMC), which is a free full-text database of journal articles, an archive of the NLM. http://www.ncbi.nlm.nh.gov/pmc/.

The librarian is available to offer specialized group and individual assistance in research using both online and

print resources. Please do not hesitate to contact the librarian.

DISTANCE EDUCATION

Standards for Distance Education

Regular and effective communication between instructor and students is required in all classes. AIMC policy emphasizes the responsibility of the instructor to conduct regular instructional communication with enrolled students according to the published schedule and to verify student weekly attendance, participation and performance. Classroom interaction, whether online or on campus classrooms, is intended to facilitate engagement with the course material, heighten student motivation for learning, and influence successful student achievement of the learning outcomes.

Expectations for online lecture participations:

- Be on time - It is advisable to arrive at the online classroom several minutes before the meeting start time.
- Maintain your video camera at the eye-level.
- Stay muted if not decided to speak or if there is excessive background noise.
- Instructors shall have their own decision to the participants in their classes regarding sharing the video and audio.
- Be engaged, participating and contributing to the discussion and activities.
- Limit side conversations, multitasking and other distractions.
- Course meetings may be recorded depending on instructors.
- Students can generally expect instructor response or evaluation of submitted lessons, projects, or dissertations within approximately 7 calendar days of the institution's receipt.

The attendance, either marked as absence or tardiness, may be considered directly by the course instructor to students who fail to follow instructions directed by their course instructor during the online session.

In-Person Course Instruction

In-Person courses are defined as those in which students participate in in-person learning activities simultaneously in real time. These learning activities may include, but are not limited to: lectures, group assignments, case studies, class discussions, practice of acupuncture techniques, manual manipulations, and/or biomedical diagnostic procedures. In-Person Courses are typically focused on practical skills material (e.g. acupuncture techniques, manual manipulation techniques, point location, biomedical diagnostic procedures). All required credit hours take place in the physical classroom, and all regular and substantive interactions take place in the presence of the course instructor. Students in these courses complete the course requirements according to published course expectations and deadlines and

engage in learning activities together at scheduled times and in the same physical location with the instructor and students. Instructors provide substantive formative and summative feedback in real time and at regular intervals within the defined academic term to promote development that aligns with the published course expectations and deadlines.

Hybrid Course Instruction

Hybrid courses include some aspects of In Person courses and some aspects of Online courses, as defined above. Students participate in some learning activities in-person simultaneously and in real-time, and some learning activities in the digital realm synchronously in real-time. The key distinction between hybrid courses and in-person or online courses is that all instruction cannot be completed remotely. Therefore, some required credit hours take place online, and some regular and substantive interactions take place synchronously in the digital realm, while other required credit hours take place in the physical classroom, and some regular and substantive interactions take place in the presence of the course instructor. Course activities and assignments typically facilitate synchronous engagement with other students. Instructors provide substantive formative and summative feedback in real time and at regular intervals within the defined academic term to promote development that aligns with the published course expectations and deadlines.

Online Course Instruction

Online courses are defined as those in which students participate in digital learning activities simultaneously in real-time. These learning activities may include, but are not limited to: lectures, group assignments, case studies, and class discussions. Online courses are typically focused on theoretical material (e.g. Chinese medicine theory, Chinese herbal theory, and biomedical theory). All required credit hours take place online, and all regular and substantive interactions take place synchronously in the digital realm. Students complete the course requirements according to published course expectations and deadlines and engage in learning activities together at scheduled times, yet in different physical locations from the instructor and/or students. Course activities and assignments typically facilitate synchronous engagement with other students. Instructors provide substantive formative and summative feedback in real time and at regular intervals within the defined academic term to promote development that aligns with the published course expectations and deadlines.

Zoom

The institution updated its distance learning platform to Zoom Meeting beginning in February 2022. A percentage of the hybrid class lectures are online, and instructors and students follow the lecture schedule live online accordingly. Class lectures occur on the scheduled day and time either onsite or online as provided in the Class Schedule. Attendance policy is strictly enforced, and failure to attend the onsite or live Zoom class may affect a student's attendance record.

Canvas LMS

Content delivery, educational interactions, and student assessments occur through the Canvas learning management system. Canvas is deployed in more than 3,000 universities, school districts, and institutions globally. AIMC utilizes Canvas to support course instruction, student learning, and assessment.

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 Google Meets and they can be recorded and made available for later asynchronous review.

Student Engagement

AIMC emphasizes active student engagement with course content, instructors, and peers as an essential part of successful online learning.

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 are expected to increase several positive aspects of faculty and peer to peer interactions.

Populi SIS

Populi is a web-based college management software designed to handle various aspects of running a higher education institution. It acts as a comprehensive platform, encompassing a student information system (SIS), learning management system (LMS), and more, all integrated to streamline operations for staff, faculty, and students. Populi provides tools for admissions, academics, billing, financial aid, library management, and even alumni relations, all within a single system. AIMC utilizes populi web system to support its online applications, course management, grading, communication tools, financial processing, and reporting capabilities.

BOARD OF DIRECTORS

David Pacheco | is a first-generation Mexican American raised in what is now called Silicon Valley. His forty-year career in education administration and legislative policy development has always strived for the betterment of all Californians. For more than a decade, he has been the Director of the California Senate Fellows (ret'd.) one of the oldest and most distinguished civic education programs in the country. He is the former Director of Communications and Intercultural Studies at UCSC Extension. He is the former Chairman of the Board for Emperor's College of Traditional Chinese Medicine, and was Vice-Chair (Edmond G. Brown was chair) of the U.S. Delegation to the International Congress on Traditional Medicine (Beijing 2000). David is the President of Pacheco Development Associates, providing strategic planning, outcome evaluation and technical assistance to emerging health and human service organizations serving minority communities.

William R. Morris, Ph.D., DAOM, L.Ac. | is a transformative leader in education and the medical professions. He served as president of the American Association of Acupuncture and Oriental Medicine (AAAOM) from 2005 to 2007 and as president of AOMA Graduate School of Integrative Medicine, 2005–2015. While serving as a consultant to the Children's Hospital of Los Angeles, he organized two Institutional Review Boards to support research in acupuncture and Chinese medicine, one at Emperors College and the other at AOMA. Dr. Morris's academic background includes a medical doctorate

from SAMRA University, a doctorate of acupuncture and Oriental medicine from Emperor's College, a PhD in transformative studies from the California Institute of Integral Studies, and a master of education in medical education from the University of Southern California. He has studied in three family lineages of Chinese medicine and considers the most important education of his career to be his eight-year mentorship with Drs. Shen and Hammer in the Menghe-Ding family lineage of internal medicine.

David de Figueiredo | Treasurer has more than 32 years' experience working in the financial services industry. He retired from Wells Fargo Bank, N.A. where he was responsible for all aspects of Credit, Operational, and Compliance Risk for Wells Fargo Practice Finance, a $2 billion division of Wells Fargo Bank, N.A. Prior to the acquisition of Greater Bay Bank by Wells Fargo & Company, David was Chief Credit Officer for the Specialty Finance Division of Greater Bay Bank, N.A. Prior to joining Greater Bay Bank, N.A., David held various Credit and Risk positions with other banks and other Wells Fargo lines of business. In 2022, he rejoined the Board of Lincoln, a 140-year agency serving Alameda and Contra Costa Counties, where he previously held the positions of Secretary, Vice Chair and Chair. David termed off the Board of Lambda Legal Defense & Education Fund, Inc. in 2022 after serving as its Treasurer and then Vice Chair. He is a graduate of the University of California at Berkeley.

Gretchen Badami DAOM, LAc. | is a leading expert in Chinese Medicine and integrative health, holding master's and doctoral degrees from Emperor's College as well as a master's in Eastern Philosophy from the University of Chicago. A former Associate Dean at Emperor's College and a faculty at several East Asian medical schools, she had over a decade of experience in graduate education in acupuncture and traditional Asian medicine. Co-founder of HerbalYou and a former consultant for global leader KPC Pharmaceuticals, Dr. Badami's expertise spans clinical care, education, and global health initiatives. Her inspiring work continues to advance the field through teaching, consulting, international outreach and through her "Elevated Practice" podcast.

David Solin Lee, Ed.D. (Ex-Officio)| is an accomplished educational leader with extensive experience in professional graduate degree programs, particularly in acupuncture and traditional medicine. He is currently the President of Acupuncture and Integrative Medicine College, Berkeley. He has previously served in leadership roles at various accredited acupuncture institutions for over 20 years, successfully navigating complex challenges and leading through periods of growth and evolution. Dr. Lee holds a Doctorate in Education from UCLA and a Bachelor of Arts from UC Santa Cruz, and has contributed to professional and non-profit community service.

ADMINISTRATION

TITLE	NAME
President	David Solin Lee, Ed.D. ceo@aimc.edu
Academic Dean / Clinic Director	Adrianus H. Wong, M.D. (Ina), DAOM, Dipl. OM., L.Ac. acdean@aimc.edu clinicdirector@aimc.edu
Associate Dean / Registrar / Practitioner	Min Sik Ahn, L.Ac. assocdean@aimc.edu
Clinic and Pharmacy Manager	Le Jiang, DAOM, L.Ac. clinicmanager@aimc.edu
CEU Coordinator	Walter Homberg, DAIM, L.Ac. ceu@aimc.edu
Controller	Ellen Dario controller@aimc.edu
Accountant	Gimin Kim accounting@aimc.edu
Financial Aid Officer	Luke Chen, Ph.D., L.Ac. faofficer@aimc.edu
Human Resources	Jeremy Luk jluk@aimc.edu

STUDENT COUNCIL

The Student Council is administered by students elected by their peers and serves as the formal student voice to the administration. Student representatives lead the student body in several ways. They provide direction and guidance for less-experienced students and act as liaisons between the administration and the student body. The Student Council contributes to the ongoing self-study efforts. The primary focus is to address the concerns of current students by bringing attention to and finding solutions for circumstances that affect the experience of students. The Student Council fosters community through social gatherings, providing snacks during final exams, and regular campus meetings and various educational events.

STUDENT SERVICES

AIMC provides a broad range of services to assist students in achieving their academic and career goals. In addition to providing ongoing support through completion of their program and working to ensure success after graduation and accommodation support. AIMC student resources page (https://www.aimc.edu/student-resources) provides further information about the advisors and academic schedule.

- **Academic Advising**: The advisor-advisee relationship is an important academic touchstone intended to improve the student didactic and clinical experience. AIMC advisors provide students with information about degree progression and requirements, aid in understanding academic policies and procedures, and help access campus resources. First year students are encouraged to meet with their advisors once per term, prior to registration. Although advising is optional beyond the 1st year, students are welcome to schedule advising appointments if they have questions or would like

additional guidance. In the final term before graduation, 4th year students should meet with their academic advisor to complete their graduation audit.

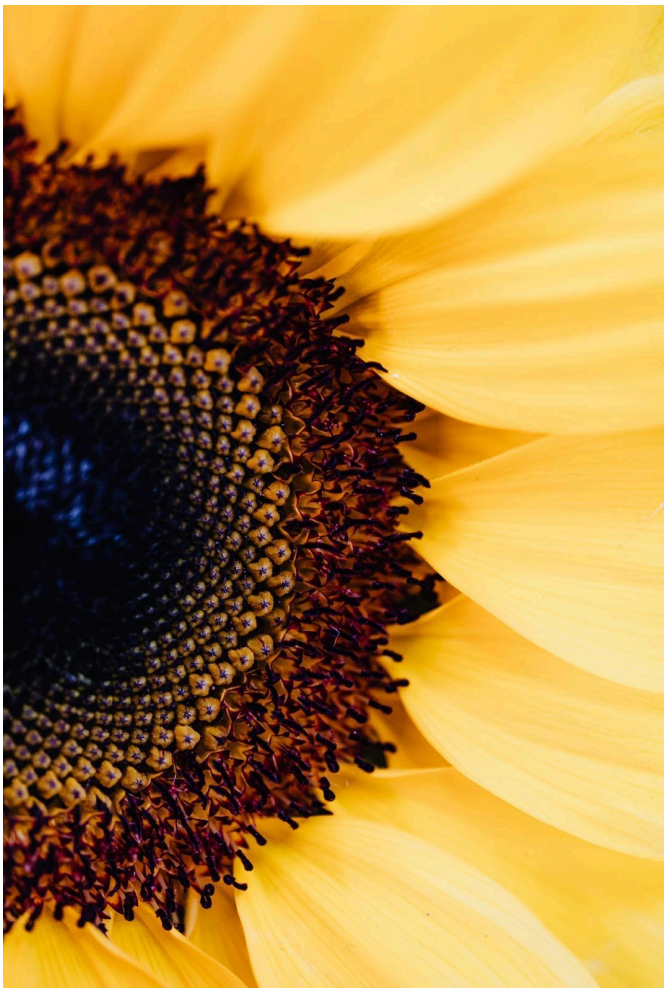
- Associate Dean and Registrar (assocdean@aimc.edu) provides academic advising and accommodation support and availability to the master and doctoral programs, including with academic planning and registration.
- Director of Clinical Education provides support for clinic-related questions and scheduling and also advises at each location.

- **Campus Safety & Security**: AIMC strives to create and maintain a safe campus environment. Reporting information required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) can be found on the school's website. AIMC resources, policies and procedures regarding the Campus SaVE Act can also be found on the school's website. The Campus SaVE Act refers to the Violence Against Women Act (VAWA) amendments to the Jeanne Clery Act, which requires colleges to provide training and information about reporting, prevention, and services around rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking.
- **Community Resources & Referrals**: A list of supportive networks, resources, and opportunities to help students gain access, information, and support can be found at the AIMC website. Please refer to the current student page for more information.
- **Financial Aid**: In addition to assisting students in applying for aid from federal and state governments, The Financial Aid office provides money management and sensible borrowing guidance and works to place eligible and qualified students in work-study positions.
- **Herbal Dispensary**: AIMC's professionally managed herbal dispensaries stocks raw herbs, granular herbs and formulas, pills and tablets, moxa, and topical ointments. The Berkeley dispensary provides drop ship services. Students enjoy a 30% discount on all raw and granule herbal items sold in the dispensary.
- **Registrar**: The Registrar's office maintains official records, processes registration and Add/Drop forms, and assists students with transcripts.
- **Student Council**: Student Council is the student organization representing students at AIMC. All matriculated students are invited to participate in the council, and council activities are open to all students.
- **Student Activities**: There are a number of opportunities for students to interact outside of the classroom, including occasional social gatherings, lunch and learn student's lab sessions which are free information offered from various instructors, guest speakers and alumni.
- **Study Abroad**: AIMC endeavors to offer consistent global learning opportunities through international study trips to various acupuncture and traditional medicine institutions, including those located in Japan and China. Prior excursions have included visits to Shikoku Medical College in Japan and the China Beijing International of Acupuncture Training Center (CBIATC) of the China Academy of Chinese Medical Sciences (CACMS) in Beijing. These immersive global learning experiences enable students and alumni to engage in clinical training alongside master practitioners. Additionally, AIMC maintains professional relationships with these teaching colleges and universities, facilitating unique sightseeing, shopping, and cultural experiences. Schedules and costs for these trips may vary, and relevant information is typically disseminated by trip coordinators once activities are scheduled.

- **Students with Disabilities**: In accordance with the Americans with Disabilities Act (ADA), reasonable and appropriate accommodations are extended to eligible students in an effort to create an equal opportunity to participate in AIMC educational programs. Students requesting accommodations are required to submit proper documentation from an appropriate, licensed professional or provide education information such as an Individual Education Plan (IEP) or 504 Plan. The information should include the diagnosed condition; the treatment being provided (if any) and any recommended accommodations. The student must also meet with the Associate Dean (assocdean@aimc.edu) to discuss and complete a Disability Agreement. Reasonable accommodations are arranged on a go-forward basis once all documentation and paperwork have been submitted. Accommodations are not retroactive and cannot be applied to past exams, projects, or assignments.
- **English Language (ESL) Instruction and Services**: The institution does not provide English language services such as ESL or translation services. (5 CCR § 71810 (b) (4)(B). All instruction in the degree programs are in English; instruction is not offered in any other language. (5 CCR § 71810 (b)(5).
- **Wireless Computer Network**: Free wireless data network services are available at the Berkeley location.

ALUMNI SERVICES

Alumni Services: Services include a professional online directory, discounted continuing education classes and opportunities to earn free Continuing Education units. Additional services are currently in development.



ADMISSIONS

Admissions Requirements

All Master's program applicants must have fulfilled the minimum education requirements of 60.0 semester units (equivalent to 90.0 quarter units) of undergraduate work from an accredited, degree granting institution or foreign equivalent with a cumulative GPA of 2.5 or higher.

Applicants to the Doctoral Completion program must meet the following criteria: Possession of a Master's degree equivalent to AIMC's MAHM degree from an ACAHM-accredited program and completion of didactic and clinic coursework equivalent to the degree program in terms of content, rigor, and credit hour requirements in all subject areas, including herbs.

Admissions for a doctoral program is the satisfactory completion of at least three (3) years of undergraduate-level education (defined as 90 semester

credits or 135 quarter credits) from an institution accredited or pre-accredited by an agency recognized by the U.S. Secretary of Education. Prerequisite undergraduate-level education must include chemistry, biology, and psychology or completion of chemistry, biology, and psychology from the master's program.

In considering the acceptance of education and training obtained in foreign countries, credits earned at a foreign educational institution must be validated by a recognized educational credentials evaluation service.

A separate enrollment agreement that outlines when a master's degree is awarded is simultaneously executed at the date of initial enrollment when the master's degree is awarded as part of the doctoral program.

The admissions for the doctoral completion program require graduation with a master degree in acupuncture with a Chinese herbal medicine specialization from an ACAHM accredited/pre-accredited program or institution.

Upon the admissions process, you are required to submit the following documentations:

- A completed and signed application form along with the non-refundable application fee ($100).
- 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.
- Acceptance to a doctoral degree completion track is furthered conditioned upon satisfactory completion of Master's' core curriculum requirements acupuncture with a Chinese herbal medicine specialization typically evidenced by official transcripts of master degree in acupuncture with a Chinese herbal medicine specialization issued by an ACAHM accredited/pre-accredited program or institution.
- Two recommendation letters.
- A personal essay describing yourself and your interest in medicine.
- Two recent 2"x2" color headshot photos.
- An interview with a member of the Admissions Team.

Non-Degree Seeking Applicants | Pathways to Practice

Non-degree seekers are community members interested in taking one of our introductory courses, students enrolled in other acupuncture schools, or are already licensed practitioners looking to enhance their education.

Non-Degree Seeking Application requirements:

- The non-degree seeking application fee is $100 and is non-refundable. In limited circumstances, AIMC may offer a partial application fee adjustment or promotional reduction based on institutional outreach initiatives, referral pathways, or initial point of contact with the institution. Any such adjustment is discretionary, must be approved by Admissions prior to application submission, and does not apply retroactively.

Application fee adjustments do not affect tuition, enrollment status, or eligibility for admission, and are not guaranteed.

- Unofficial copies of transcripts from your current or previous acupuncture degree program.
- Official transcript documenting 60.0 units at a regionally accredited college or the equivalent from an international English language-based program. This shows that you have done at least 60 undergraduate units at the university level in an all-English instruction program.

The purpose of the Pathways to Practice is to learn about the fundamental aspects of traditional Chinese medicine. Designed for people who are interested in learning the fundamentals of Chinese medicine without committing to a four-year graduate program, this series introduces the basic concepts, theories, and

methods that underlie the practices of acupuncture and Chinese herbal medicine. While not enrolled in the degree program, students in the introductory series take courses alongside our master's degree students, have access to the same high-quality education, and are held to the same classroom standards.

Students in the introductory series can receive credit for the courses they complete and, if they wish to do so at a future date, may apply for conversion to the full master's degree program. Though the introductory series for non-degree-seeking students does provide an in-depth understanding of Chinese medicine, it does not prepare students to be eligible for licensure as professional practitioners.

Non-degree-seeking students pay the same tuition for courses as students enrolled in degree programs. Students in the Pathways to Practice are not eligible for federal financial aid.

*Non-degree seeking status may also be available for applicants for Texas acupuncture licensure who do not meet the requirements to take state-required NCCAOM Board exams or as set out in Chapter 183.4 (9) (A) regarding active practice as an Acupuncturist. Individuals who receive action letters to complete remedial education by enrolling as a student and successfully completing 240 hours of clinical practice can apply for non-degree seeking status to obtain required hours.

Technical Standards for the Admissions and Program Participations

The use of technical standards is derived from Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. These laws provide a framework for individuals with documented disabilities to request reasonable accommodations to fulfill their objectives. Reasonable accommodations are defined as any change or modification in the way things are usually performed that enables an individual with a disability to participate as fully as possible in an educational program. An effective accommodation for a disability can ensures that an otherwise qualified student with a disability is able to perform and be assessed on their ability rather than their disability. Candidates with documented disabilities who wish to request accommodations under the Americans with Disabilities Act must submit a written request for accommodations and supporting documentation to the Student Services department. The Student Services Director will review the request with support from the Academic Standards Committee in order to determine whether a reasonable accommodation can be made.

The institution does not discriminate against qualified individuals with disabilities in recruitment or admission to its programs, services, or activities. Any information disclosed by an applicant to The institution does not count for or against qualified individuals with disabilities in the recruitment of students or their admission to its programs, services, or activities. Any information regarding disabilities that is disclosed by an applicant to AIMC will not adversely affect admissions decisions or eligibility to remain enrolled.

The institution reserves the right to reject requests for accommodations that would fundamentally alter the nature of the educational program, lower the academic standards, cause an undue hardship on the College or students, or endanger the health or safety of a student with a disability, other students, clinic patients, or any other member of the College community.

Skills and Abilities

Observation / Evaluation | A student must be able to evaluate a patient accurately at a distance and up close. Evaluation necessitates the functional use of the senses of vision, hearing, and somatic sensation. It is enhanced by the functional use of the sense of smell. Therefore, a student must have sufficient sense of vision, hearing, and touch to perform the customary techniques in a physical examination such as auscultation (listening with a stethoscope), palpation (feeling the pulse, feeling anatomical landmarks to locate acupuncture points, feeling various body parts such as the abdomen with the ability to discern the size, shape, and consistency of masses) and visual observation sufficient to note changes in tongue, skin

and eye color as well as to use such instruments as an otoscope (magnifying device for examining the ear).

Communication | A student must be able to communicate effectively, efficiently and sensitively with patients in order to elicit information, describe changes in mood, activity, and posture, and perceive nonverbal communications. The student must be able to conduct patient interviews and record clinical histories, review diagnostic imaging and other medical reports, and make medical assessments and plans known to patients and other members of the health care team.

Motor, Strength, Coordination | A student must also be able to coordinate both gross and fine muscular movements and provide emergency treatment to patients. Students must have sufficient motor function to insert and remove acupuncture needles and to maintain a "clean field" according to accepted standards of Clean Needle Technique, and to elicit information from patients by palpation, auscultation, percussion, etc. Students must be able to maneuver and move within the clinical setting in order to respond to urgent and emergent situations quickly, to help move and position patients as needed, and to manipulate instruments and devices in order to perform procedures (e.g., acupuncture insertion and removal, measuring blood pressure, reading pulses, moxibustion, cupping, bodywork, etc.). Students must be able to provide emergency treatment to patients such as Cardio-Pulmonary Resuscitation (CPR), and patient positional changes to maintain airway (Recovery Position) and apply direct pressure to stop bleeding.

Conceptual, Integrative and Quantitative | Students must have cognitive abilities sufficient to recall information and understand basic concepts of bioscience and medicine. Students must possess the ability to analyze patient signs and symptoms and develop a diagnosis. Students must have the diagnostic and cognitive ability to recognize warning signs of emergency conditions and respond according to accepted medical standards. Students must be able to develop a treatment plan, including appropriate modalities and frequency of treatment. Students must have sufficient cognitive ability to be able to develop appropriate acupuncture protocols and herbal formulas.

Behavioral and Social Attributes | Students must possess the emotional self-regulation required for full utilization of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibility's attendant to the diagnosis and care of patients, and the development of mature, sensitive, and effective relationships with patients. Students must be able to function under stress. Students must also be able to adapt to change, display flexibility in the face of uncertainties and stressful situations, and independently demonstrate empathy, integrity, compassion, respect, motivation, and commitment commensurate with the habits and mannerisms of a professional training to become a successful East Asian medicine practitioner.

Applying to AIMC's Master's and Doctoral Program

The standard application deadline is approximately two months in advance of the start of the term as noted on AIMC's website. Prospective students may apply with the intention of starting in future trimesters and defer acceptance for up to one year of application.

Applying after the standard deadline, while acceptable, may limit class and clinic shift availability. Priority and standard application deadlines are listed on https://www.aimc.edu/how-to-apply/#application-dates.

Decision Process

Once an applicant submits an application and fee, the Admissions Department opens an application file and begins to track the status of official transcripts, letters of recommendation, personal essay, resume or curriculum vitae, and any other required application materials. Once all materials are received and reviewed, an admissions interview is held with the applicant via Zoom.

Following the admissions interview, the applicant's file is assessed by members of the Admissions Committee.

Upon completion of the Admissions Committee review, notification of a decision will be sent to the applicant. Accepted students are expected to commence enrollment in the trimester they are admitted. They may enroll in a class without restriction after meeting with an academic advisor. New T1 (first-trimester) students will have their registration forms prepared in advance by the academic advisor. Those students do not need to meet with an advisor in order to register because they will be limited to specific classes in order to meet prerequisites, etc. Transfer students may want to meet with the advisor to ensure their schedule is in line with their transfer evaluation.

Admitted students have the option of deferring entry for up to one calendar year by emailing the Admissions Director of their intentions. Students should be aware that entry may not be available in all trimesters and should work closely with Admissions if they do not start the program as planned.

Provisional acceptance is granted to applicants with some deficiency that must be remedied or a condition to their admission that must be satisfied within a specified timeframe, typically by the Add/Drop date of their first semester. Provisional accepted students who do not meet the stated requirements within the specified deadline will not be permitted to continue in the program.

In such a case where the application is denied, the Committee may set conditions whereby the student may renew their application and be accepted. Denied applicants may reapply to the program after one calendar year.

AIMC is not accepting applications or admitting new students. The last date of instruction for all AIMC programs is December 31, 2026.

Current students with questions about program completion, teach-out options, or records should contact the Registrar at assocdean@aimc.edu.

- College Admissions Phone | (510) 224-3178
- Austin Admissions | Closed
- Berkeley Admissions | start@aimc.edu

Transfer Credit

Transfer credits can only be awarded after the minimum education requirements (60.0/90.0 semester units or 90.0/135 quarter units) for admission have been satisfied. All units considered for transfer must be completed through an accredited, degree-granting institution.

Transfer credit may be awarded for basic sciences, clinical medicine, case management, practice management, public health, and professional development courses completed at an accredited institution or foreign equivalent with a grade of C or better. Transfer credit will not be granted for College Level Examination Program (CLEP) exams or high school Advanced Placement courses. Credits earned through any other form of experiential learning—work experience, travel, continuing education, etc.—will neither count toward the prerequisite for admissions nor will they be considered for transfer credit. Transferred and Challenge Examination courses must be a minimum of 80% of AIMC hours/credit for the course and have comparable content. In addition, other transfer credit policies that may limit the school's ability to award an applicant's EAM transfer units.

AIMC has not entered into an articulation or transfer agreement with any other college or university that provides for the transfer of credits earned in the program of instruction.

5-Year Rule: Units transferred into the Master or Dual Degree programs should be earned no more than 5 years prior to the applicant's matriculation at AIMC. If the units were earned more than 5 years prior to admission, they will only be accepted for transfer after validation that the student has retained the content, knowledge, and competencies of the respective course(s). Validation may include review of syllabi, examinations, competency assessments, or other documentation as determined by Academic Affairs.

Transfer Request Form: Official transfer credit evaluations are provided by the Academic Department

once a student applies and submits all official transcripts.

To initiate a formal assessment of transcripts for transferable coursework, students must submit the Transfer Request form and official transcripts and course descriptions from all schools under consideration for transferable coursework. Foreign transcripts must be accompanied by a course-by-course evaluation completed by a credential evaluation service recognized by the U.S. Department of Education or NACES. Transcripts documenting previous coursework must be received during the Admissions application process and no later week ten (10) of the first term. Transcripts submitted after this deadline will not be considered.

The 50% didactic and 75% clinic rule: AIMC graduates must complete 50% of their didactic coursework and 75% of their clinic coursework at AIMC. This affects how we are able to transfer-in units from other programs.

Students may receive up to 100% of transfer credits for their prior course work completed at an accredited and California Acupuncture Board (CAB)-approved school. However, the total number of transfer credits must not exceed 50% of total program hours. Thus, a transfer student must complete, at a minimum, 50% of program requirements in order to graduate. The maximum credit for traditional Chinese medicine (TCM) transfer courses from a non-CAB-approved school are 50% of each of the Board's educational requirements.

For Clinical credits, up to 100%, but not to exceed 25% of the program's total clinic hours of transfer credit is applicable when a student is transferring from a CAB-approved school. If the school is not CAB-approved, up to 50% of the completed clinic hours are transferable. The maximum allowable credit for clinic training is 240 hours.

Basic Sciences

Students may receive up to 100% of basic science transfer credits for their prior coursework completed even if the school is not California Board approved.

However, the school must be a post-secondary institution accredited or pre-accredited by an agency recognized by the U.S. Secretary of Education. As a general rule of thumb, Science units must be University of California (UC) and California State (Cal State) University transferable, meaning that they must be university-level courses.

The following courses are classified as Basic Sciences for AIMC transfer credit evaluation purposes:

- BS 013 General Chemistry (includes Bio-Chemistry)
- BS 021 Integrative Medical Biology
- BS 040 Conceptual Physics (includes Bio-Physics)
- BS 121/122 Anatomy & Physiology: A&P I A&P II
- BS 141/142/143 Pathophysiology: PP I PP II PP III
- PE 201 Psych, Couns, & Communications

It is AIMC policy to make a fair and proper evaluation of all transcripts and award credits toward our program accordingly. Students are responsible for the mastery of all material taught in each AIMC course for which transfer credit is awarded, especially with regard to the comprehensive exams, the California Acupuncture Licensing Exam (CALE), and/or the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) exams.

Contact the Admissions Department with questions on this process, or if you would like to initiate a preliminary assessment of your current or completed coursework.

Transfer students who wish to audit a class for which they have received transfer credits will be charged the following tuition:

- Practical classes: 50% of tuition
- Lecture classes: no charge.

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

The transferability of credits you earn at Acupuncture & Integrative Medicine College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in the Master of Acupuncture and Herbal Medicine, Doctor of Acupuncture and Herbal Medicine, or Doctoral Completion Track program is also at the complete discretion of the institution to which you may seek to transfer.

If the credits or degree 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 Acupuncture & Integrative Medicine College to determine if your credits or degree will transfer.

Articulation Agreements | AIMC has not entered into any transfer or articulation agreements with any other college or university.

Transfer Credit | The 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:
- 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.
- Up to fifty percent (50%) transfer credit may be awarded for clinical practice coursework completed at eligible institutions. Clinical practice and internship courses are not eligible for credit by Challenge Examination. The actual number of hours completed must be equal to or greater than that required by AIMC. At least 50% of the course hours in the above individual subjects must be taken at AIMC.
- 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.
- One transfer credit evaluation is included during the admissions process at no cost. A $100 transfer credit evaluation fee applies only to additional

evaluations requested after admission or after two trimesters 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.
  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).
  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 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.

Challenge Examination

Students who possess documented prior academic coursework or training that is insufficient for direct transfer credit may petition to demonstrate competency through a Challenge Examination for select didactic courses within their Master's program. Challenge Examinations are reviewed and approved on a case-by-case basis by Academic Affairs.

Eligibility for a Challenge Examination requires documented proof of prior academic study or training in the same subject area and written approval from the Academic Dean or Associate Dean. Only courses specifically designated as eligible for Challenge Examination in the AIMC catalog may be challenged. Clinical Practice courses (CP 011–014, CP 111–333), clinical internship courses, and all doctoral-level courses are not eligible for Challenge Examination.

Challenge Examination requests must be submitted during the student's first academic year by submitting the Challenge Exam request form. Once approved, the exam may be taken either that same term or the following term. Requests made beyond the first year will not be approved. Challenge Examination credit is subject to transfer credit limitations established by the California Acupuncture Board and ACAHM.

To initiate a Challenge Examination request, students must contact the Associate Dean (assocdean@aimc.edu) and complete the "Request for Challenge Examination" form available in Populi. Approval is based on review of the completed application and the student's admissions file. Once approved, the required Challenge Examination fee must be paid prior to exam scheduling. The Challenge Examination fee is non-refundable. Please refer to the Tuition and Fees section of this catalog for current fees.

All Challenge Examinations are administered through the AIMC Canvas Learning Management System and are proctored live via Zoom. Examination length varies by course and will be communicated at the time of approval. Challenge Examinations may be attempted only once per course. No retakes are permitted.

A minimum passing score of 75 percent, unless otherwise specified for a particular course, is required to earn credit. Students who do not achieve a passing score will not receive course credit and must complete the course through standard enrollment at AIMC.

Upon successful completion of a Challenge Examination, course credit will be awarded and recorded on the student's academic record as Transfer Credit (CR). No alphanumeric grade or grade points will be assigned, and Challenge Examination credit is not included in the calculation of the student's grade point average.

English Language Admissions Requirement

All instruction at AIMC is conducted in English; no other languages are used in the classroom. In alignment with our admissions requirements, all applicants must

demonstrate English language proficiency prior to enrollment by fulfilling one of the following criteria:

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. Test results must be sent from TOEFL directly to Admissions at start@aimc.edu. AIMC Berkeley's TOEFL institutional code is 8482. For details on TOEFL, visit www.ets.org/toefl
- 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

VA Rehabilitative and Employment Program (GI Bill)

AIMC is approved for the training of veterans and eligible persons under the provisions of Title 38, United States Code. Services include VA Rehabilitative and Employment Program, Military Tuition Assistance, and educational benefits covered under the Post 911 GI Bill.

In addition to the application requirements listed above, veterans who wish to use GI Bill educational benefits must submit official transcripts of all prior college education and military/vocational training to be evaluated for transfer credit. To apply for GI Bill educational benefits, visit gibill.va.gov or call 888-442-4551.

International Student

The institution is authorized by United States federal law to enroll F-1 non-immigrant alien students. Final authority to grant entry into the United States rests

solely with the US Citizenship and Immigration Services (USCIS).

Entering the US to Attend School

Non-residents planning to study in the US will most frequently request F-1 class student status with the Embassy/Consular Office in their home country. Upon acceptance to The institution, international applicants need to complete the Request for I-20 form from Admissions to begin the process of obtaining student immigrant status.

Visa

A visa is a document issued by the US Department of State (US DOS) that permits non-US citizens to request entry into the United States. Students will need to apply for a F-1 Student Visa with the US DOS, typically at a US Embassy or Consulate in their home country. Visas are purpose-specific. This means that if you currently hold a tourist visa to enter the US as a Bclass tourist, you would need to obtain a new visa to enter as an F-1 class student. After completing the International Admissions process, AIMC will issue students a Form I-20 in order for them to begin the Visa application process.

The institution does not provide visa services but will vouch for student status.

Proof of Financial Support

Federal regulations require incoming students to provide proof of financial support for one academic year prior to the issuance of the paperwork for entry into the United States. Before an I-20 form can be issued by AIMC, international students must submit documentation that demonstrates sufficient financial resources to pay for tuition and living expenses for one academic year (two trimesters) with the Request for I20 form.

All financial proof documentation must be official and issued directly from the student's bank or another suitable financial institution. Captured screenshots, printouts from online banking, or any unofficial documents would not be accepted. It is highly recommended that you request two copies of each of your financial proof documents from the bank(s) because you may also need to show these documents to the U.S. Immigration and Customs Officer at the time of entry into the United States.

The Registrar, who serves as the SEVIS Designated School Official, will send a properly executed I20 document upon receipt of all required information.

I-901 FeeA separate fee must be paid in accordance with the published policy of the USCIS.

See www.fmjfee.com to pay the I-901 Fee. Payment of this fee is generally required prior to the issuance of a visa by a U.S. State Department office.

Your Legal Name

It is very important that you list your name consistently on all official documents. It is best to use your name exactly as it appears on your passport when completing paperwork for any government agency or for legal documents, such as a lease or driver's license. Check your passport to ensure it matches the name on your I-20.

Spouses and Dependents

A student's spouse and dependent children are allowed to enter the United States with F-2 status while the student is enrolled as a full-time student. Please notify the school in writing if you will bring dependents into the United States with you. You must complete a supplemental Request for I20 so that each person entering the U.S. may be issued a document.

Initial Entry

International students should have the following documentation with them at the time of initial entry into the United States:

- Valid Passport
- Valid Visa
- Form I-20
- Acceptance Letter
- Evidence of Financial Support

Students may enter the United States not more than 30 days prior to the start of the school session.

Entering the U.S. Before Receiving an I-20

If you visit the school and do not have your entry documents, be sure to indicate at the port of entry that you are a potential student. Failure to do so may result in your being admitted under a status that is not eligible for change at a later time.

Warning on Visa Waivers

If you are admitted to the United States under a visa waiver, you will be required to return to your country of origin within 90 days. No exception is possible.

Maintaining Your Immigration Status

You are solely responsible for maintaining your immigration status while present in the United States.

United States federal regulations require international students residing in the US as an F-1 class student to remain enrolled full time (minimum 12.0 units per term). It is also the student's responsibility to notify the school within 10 days of any changes in name, address, phone number, as well as enrollment or employment status and school transferring.

International students are allowed to stay in the United States for up to 60 days upon completion of the program. However, should an international student decide to withdraw from the program, the student must leave the country within 15 days from the withdrawal date.

Failure to abide by the requirements of maintaining the F class student status may result in deportation and permanent exclusion from the United States. Contact the Registrar's Office with any questions concerning your status.

Always check in with the Registrar before exiting the United States or changing enrollment status.

Extension of Stay

Students are admitted to the United States for a specific period known as the duration of status or D/S.

If a student encounters difficulties which prevent timely completion, contact the Registrar prior to the expiration of the current D/S and request an extension of stay. It is extremely important to request the extension before the D/S date has passed.

Leave of Absence

International students are not allowed to take leave of absence during their first academic year except under a very unusual circumstance. However, you may take a leave of absence after your first academic year (two trimesters). You must notify the school and complete all necessary paperwork and documents with the Registrar.

Employment for International Students

It is important to remember that you must obtain authorization in order to work in the U.S. Working without authorization is a serious violation of your immigration status and may result in deportation. It is not possible to earn money to pay for school while in the United States on a student visa.

Employment opportunities for students present as F-class students are extremely limited. If authorized, international students may not work more than 20 hours per week while classes are in session. Prior to graduation, students must obtain approval for Optional Practical Training (OPT).

Work authorization is not possible under any circumstances for dependents present in F-2 status.

Post-Completion Optional Practical Training (OPT)

Upon completion of the program at The institution, international students may apply for Post-Completion Optional Practical Training in order to gain work experience directly related to their program of study. Post-Completion OPT allows international students to remain and work in the United States after finishing their program of study for an authorized period of up to 12 months.

To request Post-Completion, OPT, see the Registrar to begin the process. Your SEVIS record will be updated

and a new I-20 with your eligibility for Post-Completion OPT noted will be issued to you.

You will submit a copy of this document along with the USCIS Form I-765 Application for Employment Authorization and other required documents to the U.S. Citizenship and Immigration Services. You may begin the process up to 90 days prior to your last day of class, and you must apply before the last day of class. Your eligibility to apply for Post-Completion OPT ends on the last day of your enrollment. For more details, please visit the website www.uscis.gov under Immigration Forms.

Post-Completion OPT is granted by USCIS at their sole discretion after adjudication of the submitted documentation. Apart from certifying your eligibility, the school has no role in the process and cannot challenge the decision made by USCIS.

For any OPT requests, concerns, or inquiries, please contact the Registrar for more details.

Application Checklist

- Application for Admission Part 1 and 2
- Application Fee(s):Standard Application Fee: FOR ALL APPLICANTS: A nonrefundable fee of $100.00 payable to The institution. Waivable if the student attends a virtual Open House. Master's Transfer Fee: This is for students transferring to AIMC's Master's program from another acupuncture school: An additional $100.00 non-refundable fee for transfer credit evaluation.
- Résumé or Curriculum Vitae: Current resume or CV detailing your educational and professional background.
- Personal Essay: Master's and Dual Degree applicants, submit a 500-word essay that describes the path that led you to choose Acupuncture and East Asian Medicine as a profession and includes your philosophy and goals as a healthcare professional. Doctoral Completion applicants, submit a 500-word essay on your clinical practice/experience and how you think your doctorate degree will enhance your clinical practice.
- Official College and University Transcripts: Academic electronic transcripts reflecting all undergraduate education must be sent directly from the institution(s) to the attention of the Admissions Department at the institution by email: admissions@aimc.edu If an electronic transcript is not available, please reach out to Admissions to alert them that a paper transcript will be submitted. For paper transcripts, please submit to Admissions Department, 2550 Shattuck Ave, Berkeley, CA 94704.
- Two Letters of Recommendation: Letters of recommendation may be uploaded on Part 2 of the application or be sent by email to admissions@aimc.edu and must bear the sender's contact information. Letters of recommendation should speak to an applicant's educational ability, professionalism, compassion, maturity, and overall ability to successfully complete the degree program and become a successful practitioner. The letters can be from professional, academic, or personal contacts of the applicants. If submitting a recommendation from personal contacts, please limit to only one of the two letters.
- Government Issued Photo ID

International Applications Requirements

- Transcript Evaluation for non-U.S. accredited schools completed by a NACES approved organization. The evaluation should be submitted electronically and directly to AIMC Admissions from the evaluation service. In addition, it must include a course by course, cumulative GPA, and degree title evaluation. We recommend World Education Services (www.wes.org), Educational Records Evaluation Service (www.eres.com), or SpanTran (www.spantran.com).
- Documentation of English Language Proficiency: International applicants may be required to demonstrate English language proficiency.

- Application for I-20 Visa. To get started, fill out the Request for I-20 Form. Or, if you are an F-1 International Student applying to transfer to The institution, fill out the F-1 Transfer In Form. All International Students must also complete an affidavit of support form to complete their I-20 application.
- Be prepared to provide AIMC with a copy of a valid passport, proof of financial support, and copies of current Form 1-20, F-1 Visa, and EAD.

Orientation and Registration

New Student Orientation

The mandatory Live New Student Orientation is designed to make the transition into the program as smooth as possible. Students meet their new classmates, and learn useful information about financial aid, registration, administrative procedures, and academic and clinic policies. Live New Student Orientation takes place the first Monday of the trimester. In addition, prior to the first day of term, after completing an enrollment agreement, students are invited to join an asynchronous online Orientation course in Canvas where they can access program information and student resources.

While Live New Student Orientation typically occurs on the first Monday of the trimester, Thesis and Doctoral Clinic Orientations are held on the Friday one week prior to the start of the new term. Related Canvas course materials will be made available to enrolled students at least one week before the term begins to facilitate early review.

Registration

Registration forms are available in the Administration Office. Students should submit their completed registration forms for all courses to the Registrar by 4:00 p.m. on the specified registration deadline for the trimester. (Please refer to the Academic Calendar for applicable dates and deadlines.) There will be a $100.00 late registration fee if the registration form is submitted to the Registrar after the deadline.

Standard registration for next-term courses occurs between Week 8 and Week 10. Beginning in 2026, a dedicated registration window is opened in Week 11 specifically for Doctoral Clinic Registration, including in-house shifts and off-site internships. The standard $100 late registration fee is waived for doctoral students registering for clinic units during this specific Week 11 window.

Class Changes & Cancellations

- AIMC takes every measure possible to maintain the highest quality in our academic and clinical schedule every term. AIMC therefore reserves the right to change instructors, faculty, or courses, including the content of courses, based on its view of the needs of the acupuncture profession and/or the needs of the school. AIMC reserves the right to cancel a class if an insufficient number of students enroll, in which case students enrolled will receive a full refund of any tuition and fees paid toward that class. AIMC also reserves the right to suspend, cancel, or postpone a class or classes in the event of unavoidable occurrences (e.g., natural disasters, etc.) that limit access to or use of the facilities.
- Adding: Classes may be added any time before the end of the second week of scheduled classes. Payment for added classes will be due no later than the first day of classes or immediately upon receipt of the request to add.
- Dropping: Classes may be dropped for a full refund of tuition and related fees before the end of the second week of scheduled classes. Classes dropped within the specified time frame will not appear on a student's transcript.
- Withdrawing from Classes: Classes dropped between the beginning of the third week and the last day of the ninth week of the academic calendar (60% of the term) will be recorded on the student's transcript with a grade of "W." Tuition and related fee refunds for these classes will be prorated based on the date that the drop form is received by the Registrar. Withdrawal from classes, tuition refunds, and course drop requests

will not be permitted after the last day of the ninth week of the trimester, except in the case that the student is withdrawing from AIMC or the student submits an appeal to the Academic Standards Committee that is approved.

- Refunds for Withdrawing from One or More Classes: Classes dropped between the beginning of the third week and the last day of the ninth week of the academic calendar (60% of the term) will be recorded on the student's transcript with a grade of "W." Tuition and related fee refunds for these classes will be prorated based on the date that the drop form is received by the Registrar. Withdrawal from classes, tuition refunds, and course drop requests will not be permitted after the last day of the ninth week of the trimester, except in the case that the student is withdrawing from AIMC.
- Short-term Classes: Certain didactic classes meet for a limited period (less than 15 weeks). As with standard classes, if the short-term class is dropped within the first 2 weeks of the trimester, the class will not appear on the student's transcript and the student will receive a full refund. After the second week of the trimester, a $25 drop fee will be imposed if a student withdraws from a short-term class, regardless of whether the course has started. If the class has started, but less than 60% of the course has passed, the student may withdraw from the course with a "W" on their transcript and a tuition and related fee refund minus the $25 drop fee. After 60% of the course has passed, the student is not allowed to withdraw from the course, except in the case that the student is withdrawing from AIMC.
- Auditing of all classes is on a space-available basis. Degree-seeking students may audit selected lecture courses with permission from the Academic Director. Students may not audit clinical practice classes under any circumstances. Students wishing to audit a course must the registrar. Students do not receive academic credit for an audited course.

Credit Hour Policy Onsite and Distance Education

Carnegie Credit	Synchronous	Asynchronous	Weekly Total	Term Total
1 Unit	1 (50 minutes)	2 (100 minutes)	3 (150 minutes)	45 hours

Each unit of credit represents at least 3 hours of work per week for approximately 15 weeks.

For each unit of credit, students are expected to engage for three hours on assignments.

Modules	1 Unit	Synchronous	Asynchronous	Total
Synchronous	15 hours	15 hours	30 hours	45 hours
Hybrid	15 hours	10 hours	40 hours	50 hours
Asynchronous	15 hours	5 hours	50 hours	55 hours

Substantive Interaction

Instructors must engage in at least two forms of substantive interaction in each course or competency. Combination of each type of interaction must be commensurate with the content and units of the course.

Substantive Interaction | Provide Direct Instruction | Provide Student Feedback | Facilitate Group Discussion

Monitoring the student's activity on learning management systems.

Predictable and scheduled Peer and faculty-led interactions - e.g. discussion boards, collaborative assignments/case study discussions, and breakout groups

Clarifying information or responding to questions

The instructor is responsible for promptly and proactively engaging in substantive interaction with the student when needed on the basis of such monitoring.

Academic Engagement

Attending a synchronous opportunity for interaction between the instructor and students; physically or online.

Participate in interactive digital instruction or an online discussion.

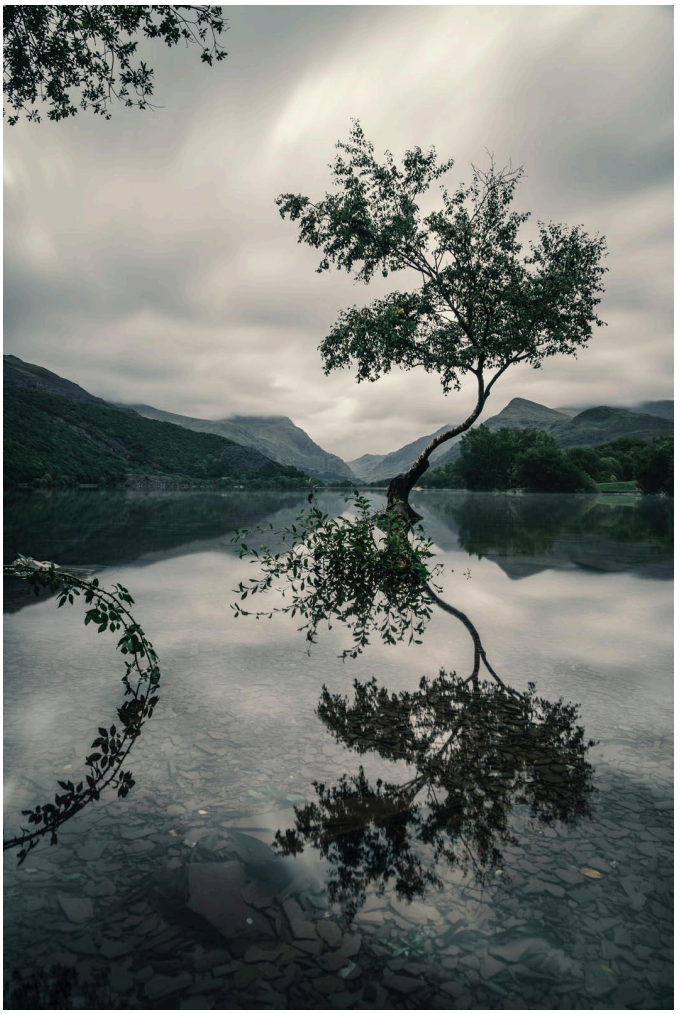
Participating in a group project, Submitting an academic assignment.

Take an assessment or an exam.

Content Based Delivery / Conversion Percentage

The frequency and combination of each type of interaction is determined by the program's pedagogical framework and professional and regulatory requirements.

Asynchronous instructor led activities are assigned a conversion percentage (not to exceed 50%) between synchronous hours or fully asynchronous out-of-class work.



ACADEMIC PROGRAMS

Master of Acupuncture and Herbal Medicine (MAHM)

The institution offers a broad and comprehensive curriculum for the training of entry-level practitioners. The academic program consists of 2,093 lecture hours and 990 clinical hours for a total of 3,083 hours.

The curriculum includes coursework in Acupuncture, East Asian Medicine, East Asian Herbology, Basic Science, Integrative Clinical Medicine, Professional Ethics & Practice, and Clinical Practice and Internship. It is an academically demanding program, requiring a comprehensive understanding of new diagnostic models, complex herbal formulas, and exacting acupuncture points and meridians. Students develop acute observation skills and sensitivity to the signs and symptoms of each unique patient. These skills in identifying patterns of physical, emotional, and

spiritual disharmony are an integral part of the curriculum, which also includes in-depth clinical practice. This integrative learning experience enables students to absorb the medicine completely.

Assessment in curriculum courses may encompass a variety of instruments, including such as written and practical quizzes, examinations (midterm and/or final), presentations, case studies, and written research papers. Successful completion of the first and second-level comprehensive examinations is a prerequisite for students to enter their respective clinical internships. Ultimately, students are mandated to complete the Comprehensive Graduation Exam, typically scheduled during their final academic term. Commencing with the Spring 2026 term, AIMC will implement a requirement for students to achieve specified passing scores as a component of their graduation criteria.

The Graduation requirements for the Master program include:

- Completing and attaining a passing grade on all required didactic and clinical credits within the Master's program.
- Attaining a passing grade in the institutional exams (including the first and second level comprehensive examinations, and comprehensive graduation exam).
- Completing and attaining the Clean Needle Techniques (CNT) certification from the Council of College of Acupuncture and Herbal Medicine (CCAHM). Procedure and requirements for CNT certification can be found on CCAHM website. Please also inquire with your advisors for further information.
- Completing and attaining current active (non-expired) Adults and Pediatrics CPR and First Aid certification from either American Heart Association (AHA) or American Red Cross. Please inquire with your advisors for further information.

The institution operates year-round on a trimester system. The master program curriculum is designed as a 10-trimester course of study.

Doctor of Acupuncture and Herbal Medicine (DAHM)

The Doctorate program builds upon the strong foundation of its Master's. The doctorate program consists of 2,265.5 lecture hours and 1,125 clinical hours for a total of 3,390.5 hours. This will include advanced didactic and clinical training in integrative medicine practices such as: human dissection, systems-based and functional medicine, collaborative care tools and settings, laboratory and imaging diagnostics, integrative clinical practices, scholarly research and professional development.

One unit is earned by performing one hour of in-class work per one trimester. For didactic courses: an additional two hours of out of class preparation are required for each hour of lecture/one unit of credit. For clinical courses: an additional one hour of preparation is required for every two hours of clinic/one unit of credit.

The curriculum includes coursework in Acupuncture, East Asian Medicine, East Asian Herbology, Basic Science, Integrative Clinical Medicine, Professional Ethics & Practice, and Clinical Practice and Internship.

It is an academically demanding program, requiring a comprehensive understanding of new diagnostic models, complex herbal formulas, scholarly research, integrative care practices and exacting acupuncture points and meridians. Students develop acute observation skills and sensitivity to the signs and symptoms of each unique patient. These skills in identifying patterns of physical, emotional, and spiritual disharmony are an integral part of the curriculum, which also includes in-depth clinical practice. This integrative learning experience enables students to absorb the medicine completely.

Assessment in curriculum courses may encompass a variety of instruments, including such as written and practical quizzes, examinations (midterm and/or final), presentations, case studies, and written research papers. Successful completion of the first and second-level comprehensive examinations is a prerequisite for students to enter their respective clinical internships. Ultimately, students are mandated to complete the

Comprehensive Graduation Exam, typically scheduled during their final academic year. Commencing with the Spring 2026 term, AIMC will implement a requirement for students to achieve specified passing scores as a component of their graduation criteria. Moreover, graduation requirements also stipulate the successful completion of the doctoral thesis coursework integrated within IM 450 Doctoral Thesis and IM 550 Doctoral Research Presentation.

The Graduation requirements for the Doctorate program include:

- Completing and attaining a passing grade on all required didactic and clinical credits within the Master coursework and Doctorate advance coursework.
- Attaining a passing grade in the institutional exams (including the first and second level comprehensive examinations, and comprehensive graduation exam).
- Completing and attaining the Clean Needle Techniques (CNT) certification from the Council of College of Acupuncture and Herbal Medicine (CCAHM). Procedure and requirements for CNT certification can be found on CCAHM website. Please also inquire with your advisors for further information.
- Completing and attaining the current active (non-expired) Adults and Pediatrics CPR and First Aids certification from either American Heart Association (AHA) or American Red Cross. Please inquire with your advisors for further information.
- Completing all requirements from the doctoral clinical training CP411 Internship Level 4 and CP511 Internship Level 5.
- Completing all requirements from the doctoral thesis coursework embedded within the IM 450 Doctoral Thesis and IM 550 Doctoral Research Presentation. Both doctoral thesis proposal and final thesis result should be successfully accepted by the AIMC doctoral thesis committee.

The institution operates year-round on a trimester system. The doctoral program curriculum is designed as a 12-trimester course of study. Students enrolled in the standard, full time program finish in 4 years. For the Doctoral Completion track program, it is designed as a 2-trimester course of study.

Doctoral Completion Track

This professional doctorate focuses on skills and knowledge necessary for professional practice and as often required for licensure. This professional doctorate provides additional knowledge and skills beyond the Master's requirements for certification and licensure to practice acupuncture and Traditional East Asian medicine.

This Professional Doctorate program has a track that enables Master's graduates to achieve doctorate competencies and earn the Professional Doctorate degree. The professional doctorate completion track for graduates of an ACAHM accredited/pre-accredited master's program is a component of the overall professional doctorate, not a separate distinct program.

All students, including Master's graduates enrolling in a Professional Doctorate program, must meet the admissions requirements in effect at the time of their official matriculation.

In considering the acceptance of education and training obtained in foreign countries, credits earned at a foreign educational institution must be validated to be equivalent to a master's degree by a recognized educational credentials evaluation service.

A comprehensive transcript analysis that demonstrates that all applicable master's-level coursework completed is equivalent to doctoral requirements in terms of content, rigor, and credit hour requirements will be conducted. Credits earned more than five (5) years prior to admission may only be accepted for transfer credit by an institution after validating that the student has retained the content knowledge and competencies of the respective course(s) for which transfer credits are being assessed.

- Acceptance to a doctoral degree completion track is furthered conditioned upon satisfactory completion of ACAHM's Master's' core curriculum requirements acupuncture with a Chinese herbal medicine specialization typically evidenced by official transcripts of master degree in acupuncture with a Chinese herbal medicine specialization issued by an ACAHM accredited/pre-accredited program or institution.

Subject to relevant state regulations and licensing agency rules, applicants may receive transfer credit for up to 50% of the total program credit requirements. Of that 50%, no more than 25% of the program clinical training requirements may be accepted as transfer credits.

	MAHM	DAHM Completion Track	DAHM
Didactic	139.5 units (2,093 hours)	11.5 units (172.5 hours)	151 units (2,265.5 hours)
Clinic	33 units (990 hours)	4.5 units (135 hours)	37.5 units (1,125 hours)
Total Units	172.5 units (3,083 hours)	16 units (307.5 hours)	188.5 units (3,390.5 hours)

CURRICULUM OVERVIEW

MAHM Program Course List

Department of Traditional East Asian Medicine Foundation

OM100 Traditional East Asian Medicine Theory	4 units	60 hrs
OM101 Chinese Medical Terminology	2 units	30 hrs
OM171 Diagnosis Theory 1	4 units	60 hrs
OM172 Diagnosis Theory 2	3 units	45 hrs
OM173 Diagnosis Practicum	2 units	30 hrs
OM300 Comprehensive Review	3 units	45 hrs
OM303 Clinical Case Review	2 units	30 hrs
OM111 Qi Gong	1 unit	15 hrs
OM131 East Asian Bodywork 1	2 units	30 hrs
OM132 East Asian Bodywork 2	2 units	30 hrs
Total	**25 units**	**375 hrs**

Department of Acupuncture and Adjunct Modalities

AC101 Acupuncture Channels and Points 1	3 units	45 hrs
AC102 Acupuncture Channels and Points 2	3 units	45 hrs
AC103 Acupuncture Channels and Points 3	3 units	45 hrs
AC104 Acupuncture Channels and Points 4	3 units	45 hrs
AC110 Acupuncture Techniques 1	3 units	45 hrs
AC112 Acupuncture Techniques 2	3 units	45 hrs
AC113 Acupuncture Techniques 3	3 units	45 hrs
Total:	**21 units**	**315 hrs**

Department of Traditional East Asian Medicine Herbology

OH099 Introduction to East Asian Herbs	2 units	30 hrs
OH101 East Asian Herbology 1	3 units	45 hrs
OH102 East Asian Herbology 2	3 units	45 hrs
OH201 Herbal Prescription 1	3 units	45 hrs
OH202 Herbal Prescription 2	3 units	45 hrs
OH203 Herbal Prescription 3	3 units	45 hrs
OH206 Herbal Prescription Formula Writing and Modifications	3 units	45 hrs
OH207 Prepared Formulas	3 units	45 hrs
OH110 Pharmacology and Toxicology of East Asian Herbs	2 units	30 hrs
OM132 East Asian Bodywork 2	1 unit	15 hrs
Total:	**23 units**	**345 hrs**

Department of Basic Sciences

BS013 Chemistry	2 units	30 hrs
BS021 Integrative Medical Biology	2 units	30 hrs
BS040 Conceptual Physics	2 units	30 hrs
BS121 Anatomy and Physiology 1	4 units	60 hrs
BS122 Anatomy and Physiology 2	4 units	60 hrs
BS141 Pathophysiology 1	3 units	45 hrs
BS142 Pathophysiology 2	3 units	45 hrs
BS143 Pathophysiology 3	3 units	45 hrs
Total:	**23 units**	**345 hrs**

Department of Integrative Medicine

IM105 Western Medical Terminology	1 unit	15 hrs
IM120 Western Physical Exam	3 units	45 hrs
IM130 Pharmacology	3 units	45 hrs
IM171 Integrative Medicine 1: Orthopedics	4 units	60 hrs
IM282 Integrative Medicine 2	3 units	45 hrs
IM283 Integrative Medicine 3	3 units	45 hrs
IM284 Integrative Medicine 4: Reproductive Endocrinology	3 units	45 hrs
IM301 East Asian Clinical Medicine 1	3 units	45 hrs
IM302 East Asian Clinical Medicine 2: Gynecology	4 units	60 hrs
IM303 East Asian Clinical Medicine 3	3 units	45 hrs
IM304 East Asian Clinical Medicine 4: Modern Diseases	3 units	45 hrs
IM110 Nutrition East and West	3 units	45 hrs
IM140 CPR and First Aids	0.5 unit	8 hrs
IM150 Research Methodology	2 units	30 hrs
Total	**38.5 units**	**578 hrs**

Department of Professional Practice

PE210 Ethics and Law	1 unit	15 hrs
PE330 Practice Management	2 units	30 hrs
PE201 Psychology Counseling and Communications	2 units	30 hrs
PE220 Public Health and EAM	2 units	30 hrs
PE230 Biomedicine Review and Comprehensive Exam	2 units	30 hrs
Total:	**9 units**	**135 hrs**

Clinical Training

CP011 Observation 1: Theater	1 unit	30 hrs
CP012 Observation 2: Grand Rounds 1	1 unit	30 hrs
CP013 Observation 2: Grand Rounds 2	1 unit	30 hrs
CP014 Observation 3: Pre-interns Observation	2 units	60 hrs
CP251 Herbs Dispensary	2 units	60 hrs
CP111 – 112 Internship Level 1	10 units	300 hrs
CP211 – 212 Internship Level 2	10 units	300 hrs
CP311 – 312 Internship Level 3	10 units	300 hrs
Total:	**32 units**	**990 hrs**

Didactic Total: **139.5 units (2,093 hours)**
Clinic Total: **33 units (990 hours)**

DAHM Program Course List

* The courses in red color below are doctoral advance courses.

Department of Traditional East Asian Medicine Foundation

OM100 Traditional East Asian Medicine Theory	4 units	60 hrs
OM101 Chinese Medical Terminology	2 units	30 hrs
OM171 Diagnosis Theory 1	4 units	60 hrs
OM172 Diagnosis Theory 2	3 units	45 hrs
OM173 Diagnosis Practicum	2 units	30 hrs
OM300 Comprehensive Review	3 units	45 hrs
OM303 Clinical Case Review	2 units	30 hrs
OM111 Qi Gong	1 unit	15 hrs
OM131 East Asian Bodywork 1	2 units	30 hrs
OM132 East Asian Bodywork 2	2 units	30 hrs
Total	**25 units**	**375 hrs**

Department of Acupuncture and Adjunct Modalities

AC101 Acupuncture Channels and Points 1	3 units	45 hrs
AC102 Acupuncture Channels and Points 2	3 units	45 hrs
AC103 Acupuncture Channels and Points 3	3 units	45 hrs
AC104 Acupuncture Channels and Points 4	3 units	45 hrs
AC110 Acupuncture Techniques 1	3 units	45 hrs
AC112 Acupuncture Techniques 2	3 units	45 hrs
AC113 Acupuncture Techniques 3	3 units	45 hrs
Total:	**21 units**	**315 hrs**

Department of Traditional East Asian Medicine Herbology

OH099 Introduction to East Asian Herbs	2 units	30 hrs
OH101 East Asian Herbology 1	3 units	45 hrs
OH102 East Asian Herbology 2	3 units	45 hrs
OH201 Herbal Prescription 1	3 units	45 hrs
OH202 Herbal Prescription 2	3 units	45 hrs
OH203 Herbal Prescription 3	3 units	45 hrs
OH206 Herbal Prescription Formula Writing and Modifications	3 units	45 hrs
OH207 Prepared Formulas	3 units	45 hrs
OH110 Pharmacology and Toxicology of East Asian Herbs	2 units	30 hrs
OM410 Advanced Integrative Herbology	2 units	30 hrs
Total:	**25 units**	**375 hrs**

Department of Basic Sciences

BS013 Chemistry	2 units	30 hrs
BS021 Integrative Medical Biology	2 units	30 hrs
BS040 Conceptual Physics	2 units	30 hrs
BS121 Anatomy and Physiology 1	4 units	60 hrs
BS122 Anatomy and Physiology 2	4 units	60 hrs
BS141 Pathophysiology 1	3 units	45 hrs
BS142 Pathophysiology 2	3 units	45 hrs
BS143 Pathophysiology 3	3 units	45 hrs
Total:	**23 units**	**345 hrs**

Department of Integrative Medicine

IM105 Western Medical Terminology	1 unit	15 hrs
IM120 Western Physical Exam	3 units	45 hrs
IM470 Diagnostic Studies in Clinical Practice	1 unit	15 hrs
IM130 Pharmacology	3 units	45 hrs
IM171 Integrative Medicine 1: Orthopedics	4 units	60 hrs
IM282 Integrative Medicine 2	3 units	45 hrs
IM283 Integrative Medicine 3	3 units	45 hrs
IM284 Integrative Medicine 4: Reproductive Endocrinology	3 units	45 hrs
IM301 East Asian Clinical Medicine 1	3 units	45 hrs
IM302 East Asian Clinical Medicine 2: Gynecology	4 units	60 hrs
IM303 East Asian Clinical Medicine 3	3 units	45 hrs
IM304 East Asian Clinical Medicine 4: Modern Diseases	3 units	45 hrs
IM510 Integrative Medicine in Practice	1 unit	15 hrs
IM571 Advanced Orthopedics and Pain Management	2.5 units	37.5 hrs
IM110 Nutrition East and West	3 units	45 hrs
IM410 Nutritional Strategies in Integrative Medicine	1 unit	15 hrs
IM140 CPR and First Aids	0.5 unit	8 hrs
IM150 Research Methodology	2 units	30 hrs
IM450 Doctoral Research Project	1.5 units	22.5 hrs
IM550 Doctoral Research Project Presentation	1 unit	15 hrs
Total	**46.5 units**	**698 hrs**

Department of Professional Practice

PE210 Ethics and Law	1 unit	15 hrs
PE330 Practice Management	2 units	30 hrs
PE201 Psychology Counseling and Communications	2 units	30 hrs
PE220 Public Health and EAM	2 units	30 hrs
PE521 Integrative Practice Building	1.5 units	22.5 hrs
PE230 Biomedicine Review and Comprehensive Exam	2 units	30 hrs
Total:	**10.5 units**	**157.5 hrs**

Clinical Training

CP011 Observation 1: Theater	1 unit	30 hrs
CP012 Observation 2: Grand Rounds 1	1 unit	30 hrs
CP013 Observation 2: Grand Rounds 2	1 unit	30 hrs
CP014 Observation 3: Pre-interns Observation	2 units	60 hrs
CP251 Herbs Dispensary	2 units	60 hrs
CP111 – 112 Internship Level 1	10 units	300 hrs
CP211 – 212 Internship Level 2	10 units	300 hrs
CP311 – 312 Internship Level 3	10 units	300 hrs
CP411 Internship Level 4	2.25 units	67.5 hrs
CP511 Internship Level 5	2.25 units	67.5 hrs
Total:	**37.5 units**	**1125 hrs**

Didactic Total: 151 units (2,265.5 hours)
Clinic Total: 37.5 units (1,125 hours)

Course Delivery Method

Department of Traditional East Asian Medicine Foundation

OM100 Traditional East Asian Medicine Theory	Online	60 hrs
OM101 Chinese Medical Terminology	Online	30 hrs
OM171 Diagnosis Theory 1	Online	60 hrs
OM172 Diagnosis Theory 2	Online	45 hrs
OM173 Diagnosis Practicum	In-person	30 hrs
OM300 Comprehensive Review	Online	45 hrs
OM303 Clinical Case Review	Online	30 hrs
OM111 Qi Gong	In-person	15 hrs
OM131 East Asian Bodywork 1	In-person	30 hrs
OM132 East Asian Bodywork 2	In-person	30 hrs
Total:	**Online**	**270 hrs**
	In-person	**105 hrs**

Department of Acupuncture and Adjunct Modalities

AC101 Acupuncture Channels and Points 1	In-person	45 hrs
AC102 Acupuncture Channels and Points 2	In-person	45 hrs
AC103 Acupuncture Channels and Points 3	In-person	45 hrs
AC104 Acupuncture Channels and Points 4	In-person	45 hrs
AC110 Acupuncture Techniques 1	In-person	45 hrs
AC112 Acupuncture Techniques 2	In-person	45 hrs
AC113 Acupuncture Techniques 3	In-person	45 hrs
Total:	**Online**	**: 0 hrs**
	In-person	**: 315 hrs**

Department of Traditional East Asian Medicine Herbology

OH099 Introduction to East Asian Herbs	Online	30 hrs
OH101 East Asian Herbology 1	Online	45 hrs
OH102 East Asian Herbology 2	Online	45 hrs
OH201 Herbal Prescription 1	Online	45 hrs
OH202 Herbal Prescription 2	Online	45 hrs
OH203 Herbal Prescription 3	Online	45 hrs
OH206 Herbal Prescription Formula Writing and Modifications	Online	45 hrs
OH207 Prepared Formulas	Online	45 hrs
OH110 Pharmacology and Toxicology of East Asian Herbs	Online	30 hrs
OM132 East Asian Bodywork 2	Online	15 hrs
OH410 Advanced Integrative Herbology	Online	30 hrs
Total:	**Online**	**:375 hrs**
	In-person	**: 0 hrs**

Department of Basic Sciences

BS013 Chemistry	Online	30 hrs
BS021 Integrative Medical Biology	Online	30 hrs
BS040 Conceptual Physics	Online	30 hrs
BS121 Anatomy and Physiology 1	Online	60 hrs
BS122 Anatomy and Physiology 2	Online	60 hrs
BS141 Pathophysiology 1	Online	45 hrs
BS142 Pathophysiology 2	Online	45 hrs
BS143 Pathophysiology 3	Online	45 hrs
Total:	**Online**	**: 345 hrs**
	In-person	**: 0 hrs**

Department of Integrative Medicine

IM105 Western Medical Terminology	Online	15 hrs
IM120 Western Physical Exam	In-person	45 hrs
IM470 Diagnostic Studies in Clinical Practice	Online	15 hrs
IM130 Pharmacology	Online	45 hrs
IM171 Integrative Medicine 1: Orthopedics	In-person	60 hrs
IM282 Integrative Medicine 2	Online	45 hrs
IM283 Integrative Medicine 3	Online	45 hrs
IM284 Integrative Medicine 4: Reproductive Endocrinology	Online	45 hrs
IM301 East Asian Clinical Medicine 1	Online	45 hrs
IM302 East Asian Clinical Medicine 2: Gynecology	Online	60 hrs
IM303 East Asian Clinical Medicine 3	Online	45 hrs
IM304 East Asian Clinical Medicine 4: Modern Diseases	Online	45 hrs
IM510 Integrative Medicine in Practice	Online	15 hrs
*IM571 Advanced Orthopedics and Pain Management	Hybrid	37.5 hrs
IM110 Nutrition East and West	Online	45 hrs
IM410 Nutritional Strategies in Integrative Medicine	Online	15 hrs
IM140 CPR and First Aids	In-person	8 hrs
IM150 Research Methodology	Online	30 hrs
IM450 Doctoral Research Project	Online	22.5 hrs
IM550 Doctoral Research Project Presentation	Online	15 hrs
Total:	**Online**	**: 547.5 hrs**
	Hybrid	**: 37.5 hrs**
	In-person	**: 113 hrs**

* In-person: 18 hours, Online: 19.5 hours, Total: 37.5 hours

Department of Professional Practice

PE210 Ethics and Law	Online	15 hrs
PE330 Practice Management	Online	30 hrs
PE201 Psychology Counseling and Communications	Online	30 hrs
PE220 Public Health and EAM	Online	30 hrs
PE521 Integrative Practice Building	Online	22.5 hrs
PE230 Biomedicine Review and Comprehensive Exam	Online	30 hrs
Total:	**Online**	**: 157.5 hrs**
	In-person	**: 0 hrs**

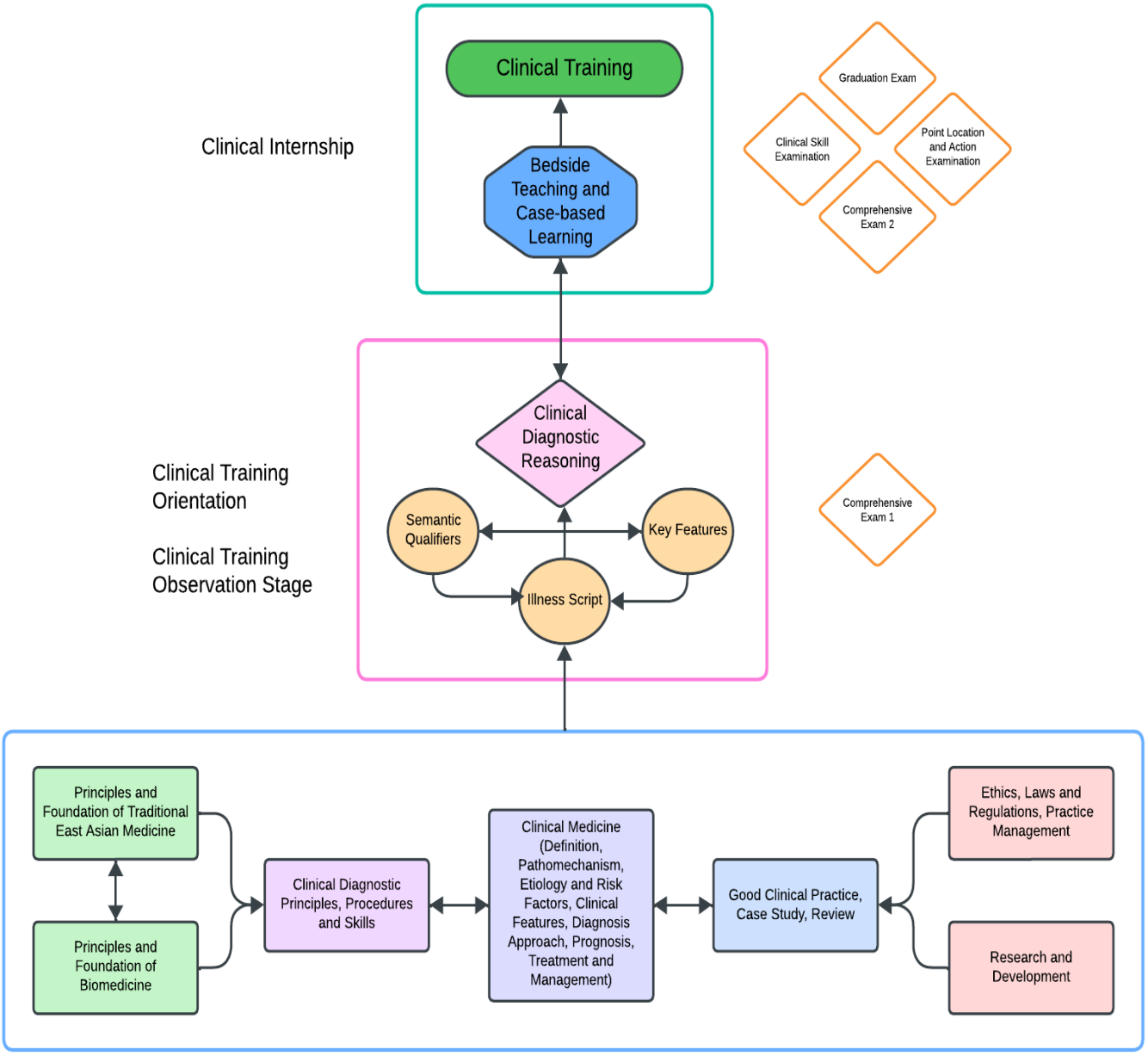
Clinical Training

CP011 Observation 1: Theater	In-person	30 hrs
CP012 Observation 2: Grand Rounds 1	In-person	30 hrs
CP013 Observation 2: Grand Rounds 2	In-person	30 hrs
CP014 Observation 3: Pre-interns Observation	In-person	60 hrs
CP251 Herbs Dispensary	In-person	60 hrs
CP111 – 112 Internship Level 1	In-person	300 hrs
CP211 – 212 Internship Level 2	In-person	300 hrs
CP311 – 312 Internship Level 3	In-person	300 hrs
CP411 Internship Level 4	In-person	67.5 hrs
CP511 Internship Level 5	In-person	67.5 hrs
Total:	**Online**	**: 0 hrs**
	In-person	**: 1125 hrs**
Grand Total:	**Online**	**: 1695 hrs**
	Hybrid	**: 37.5 hrs**
	In-person	**: 1658 hrs**

Curriculum Map

Dept.	1st Trimester	2nd Trimester	3rd Trimester	4th Trimester	5th Trimester	6th Trimester	7th Trimester	8th Trimester	9th Trimester	10th Trimester	11th Trimester	12th Trimester
ACUPUNCTURE & ADJUNCT MODALITIES	AC101 (3.0 / 45 hr) Acupuncture Channels and Points 1	AC102 (3.0 / 45 hr) Acupuncture Channels and Points 2	AC103 (3.0 / 45 hr) Acupuncture Channels and Points 3		AC104 (3.0 / 45 hr) Acupuncture Channels and Points 4	DOCTORATE CURRICULUM MAP Didactic: 151 units (2265.5 hrs) and Clinic: 37.5 units (1125 hrs) Doctoral Completion: 11.5 units / 172.5 hrs (Didactic) and 4.5 units / 135 hrs (Clinic)						
		AC110 (3.0 / 45 hr) Acupuncture Techniques 1	AC112 (3.0 / 45 hr) Acupuncture Techniques 2	AC113 (3.0 / 45 hr) Acupuncture Techniques 3		Blue-highlighted sequence courses can be taken in any order				Grey-highlighted sequence courses are to be taken in order		
BASIC SCIENCES	BS121 / 122 (4.0 / 60 hr) Anatomy & Physiology 1 or 2	BS121 / 122 (4.0 / 60 hr) Anatomy & Physiology 1 or 2	BS141 / 142 / 143 (3.0 / 45 hr) Pathophysiology 1, 2 or 3	BS141 / 142 / 143 (3.0 / 45 hr) Pathophysiology 1, 2 or 3	BS141 / 142 / 143 (3.0 / 45 hr) Pathophysiology 1, 2 or 3							
			BS021 (2.0 / 30 hr) Integrative Medical Biology	BS040 (2.0 / 30 hr) Conceptual Physics	BS013 (2.0 / 30 hr) Chemistry				Yellow-highlighted are doctorate completion coursework			
INTEGRATIVE MEDICINE	IM105 (1.0 / 15 hr) Western Medical Terminology			IM120 (3.0 / 45 hr) Western Physical Exam	IM140 (0.5 / 8 hr) CPR & First Aids	IM110 (3.0 / 45 hr) Nutrition East & West	IM130 (3.0 / 45 hr) Pharmacology	IM150 (2.0 / 30 hr) Research Methodology			IM410 (1.0 / 15 hr) Nutritional Strategies in Integrative Medicine	IM510 (1.0 / 15 hr) Integrative Medicine in Practice
						IM171 (4.0 / 60 hr) Integrative Medicine 1 Orthopedics	IM282 / 283 / 284 (3.0 / 45 hr) Integrative Medicine 2, 3 or 4	IM282 / 283 / 284 (3.0 / 45 hr) Integrative Medicine 2, 3 or 4	IM282 / 283 / 284 (3.0 / 45 hr) Integrative Medicine 2, 3 or 4		IM450 (1.5 / 22.5 hr) Doctoral Research Project	IM550 (1.0 / 15 hr) Doctoral Research Project Presentation
TRADITIONAL EAST ASIAN MEDICINE HERBOLOGY	OH099 (2.0 / 30 hr) Introduction to East Asian Herbs	OH101 / 102 (3.0 / 45 hr) East Asian Herbology 1 or 2	OH101 / 102 (3.0 / 45 hr) East Asian Herbology 1 or 2	OH201 / 202 / 203 (3.0 / 45 hr) Herbal Prescription 1, 2 or 3	OH201 / 202 / 203 (3.0 / 45 hr) Herbal Prescription 1, 2 or 3	OH201 / 202 / 203 (3.0 / 45 hr) Herbal Prescription 1, 2 or 3						
							IM301 / 303 (3.0 / 45 hr) East Asian Clinical Medicine 1 or 2	IM302 (4.0 / 60 hr) East Asian Clinical Medicine 3 Gynecology	IM301 / 303 (3.0 / 45 hr) East Asian Clinical Medicine 1 or 2	IM304 (3.0 / 45 hr) East Asian Clinical Medicine 4 Modern Disease	IM470 (1.0 / 15 hr) Diagnostic Studies in Clinical Practice	IM571 (2.5 / 37.5 hr) Advanced Orthopedics and Pain Management
								OH206 (3.0 / 45 hr) Herbal Prescription Formula Writing	OH207 (2.0 / 30 hr) Prepared Formulas		OH410 (2.0 / 30 hr) Advance Integrative Herbology	
								OH110 (1.0 / 15 hr) Pharmacology and Toxicology of East Asian Herbs				
TRADITIONAL EAST ASIAN MEDICINE FOUNDATION	OM100 (4.0 / 60 hr) Traditional East Asian Medicine Theory	OM171 (4.0 / 60 hr) Diagnosis Theory 1	OM172 (3.0 / 45 hr) Diagnosis Theory 2	OM131 / 132 (2.0 / 30 hr) East Asian Medicine Bodywork 1 or 2	OM131 / 132 (2.0 / 30 hr) East Asian Medicine Bodywork 1 or 2				OM303 (2.0 / 30 hr) Clinical Case Review	OM300 (3.0 / 45 hr) Comprehensive Review		
	OM101 (2.0 / 30 hr) Chinese Medical Terminology	OM111 (1.0 / 15 hr) Qi Gong	OM173 (2.0 / 30 hr) Diagnosis Practicum									
PROFESSIONAL PRACTICE					PE210 (1.0 / 15 hr) Ethics and Law	PE201 (2.0 / 30 hr) Psychology, Counseling and Communication	PE220 (2.0 / 30 hr) Public Health and EAM		PE330 (2.0 / 30 hr) Practice Management	PE230 (2.0 / 30 hr) Biomedicine Review		PE521 (1.5 / 22.5 hr) Integrative Practice Building
CLINICAL TRAINING		CP011 (1.0 / 30 hr) Observation 1 Theater	CP012 (1.0 / 30 hr) Observation 2 Grand Rounds 1	CP013 (1.0 / 30 hr) Observation 2 Grand Rounds 2	CP014 (2.0 / 60 hr) Observation 3 Pre-interns	CP111-112 (2.0 / 60 hr) Internship Level 1	CP111-112 (2.0 / 60 hr) Internship Level 1	CP211-212 (2.0 / 60 hr) Internship Level 2	CP211-212 (2.0 / 60 hr) Internship Level 2	CP311-312 (2.0 / 60 hr) Internship Level 3	CP411 (2.25 / 67.5 hr) Internship Level 4	CP511 (2.25 / 67.5 hr) Internship Level 5
						CP111-112 (2.0 / 60 hr) Internship Level 1	CP111-112 (2.0 / 60 hr) Internship Level 1	CP211-212 (2.0 / 60 hr) Internship Level 2	CP211-212 (2.0 / 60 hr) Internship Level 2	CP311-312 (2.0 / 60 hr) Internship Level 3		
						CP251 (2.0 / 60 hr) Herbs Dispensary						
	This curriculum map represents an idealized course sequence Not all courses are offered each term. Not all students will follow this sequence.				LEVEL 1 COMPREHENSIVE EXAM		LEVEL 2 COMPREHENSIVE EXAM			GRADUATION EXAM		

Key Contents of the Curriculum



1. Yin Yang, 5 Phases, Vital Substances, Zang Fu, Channels and Collaterals
2. Acupuncture Points location
3. Acupuncture Points Category and Action
4. Acupuncture and Adjunct Modalities Techniques
5. Herbal Principles
6. Single Herbs
7. Herbs and Formula
8. Pharmacology and Toxicology of Herbs
9. Formula Writing and Prepared Formula
10. Basic Sciences
11. A&P
12. Pathophysiology
13. Pharmacology
14. Nutrition
15. Terminology
16. History

1. 4 Pillars of Diagnosis
2. 6 Channels and 4 Stages of Disease
3. 3 Burners
4. History Taking and General Impression
5. Physical Exam
6. Lab, Imaging and Supportive Diagnostic Tools

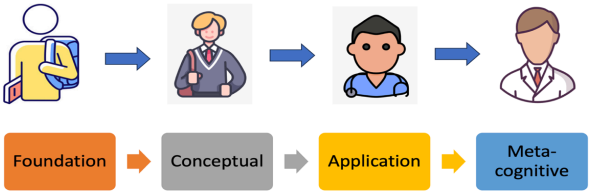
1. Traditional East Asian Medicine and Biomedicine Clinical Medicine (Family and Internal Medicine, Orthopedics and Trauma, OBGYN, Dermatology, Neurology and Pain Medicine, Ophthalmology and ENT, Mental Health)
2. Specific Age Spectrum Population (Pediatric and Elderly Age)
3. Preventive Medicine
4. Palliative Care

1. Case Management (Case Report Writing, Case Presentation, Class Discussion and Case Defense)
2. Review Guideline of Practice in conjunction to the basic foundation / principle of the medicine (TEAM and Biomedicine)
3. Comprehensive Review and Board Preparation (TEAM and Biomedicine)

1. Medical Ethics
2. Scope of Practice
3. Laws and Regulation of the Profession
4. Practice Management, Billing and Growth
5. Research Methodology
6. Thesis Project (Proposal and Final Project, Presentation and Defense, Publication)
7. Continuing Education
8. Leadership and Advocacy

Internal Stages of Growth in the Professional Competencies

The internal development defines the progress of self-growth through each phase that students will encounter during their training.



There are 4 stages of internal development within the program, expanded as follows:

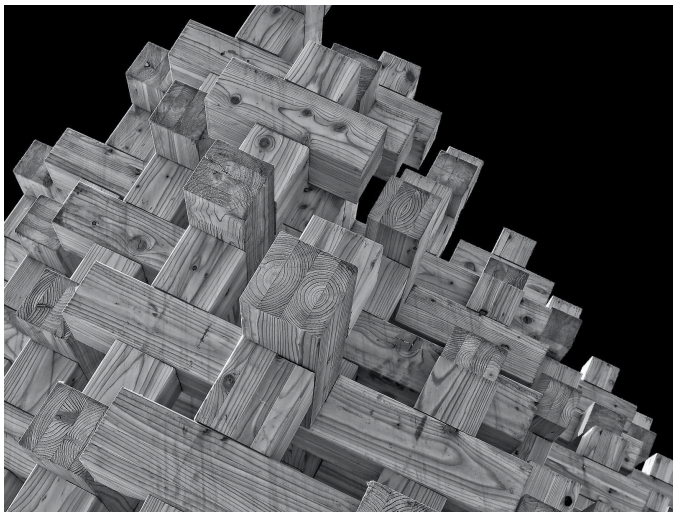
Stage	Definition	Objectives
1	Entry stage of profession where the students were introduced to the foundational knowledge and principle of the medicine and profession.	Defines and describes the foundation and principle of medical knowledge related to traditional and integrative medicine.
2	Early stage of profession where students began to establish the concept of the knowledge and apply it into the simple case.	Constructs, compares and modifies the medical knowledge related to traditional and integrative medicine into the common and simple case. The beginner's analytical ability will be emphasized in this stage.
3	Mid stage of profession where students advance more of their concept of the knowledge and apply it into the complex comorbidity case.	Constructs, compares and modifies the medical knowledge related to traditional and integrative medicine into the complex case. The advanced analytical ability will be emphasized in this stage.
4	This stage defines what the graduate's standard of competencies are expected to be. Multifactor appearing outside of the medical theory will apply more in this stage where professionalism is the major key. From this stage, graduates are expected to provide and maintain the currency in standard of care, with focus to increase patient-centered access model.	Synthesizes, critical analysis, formulate new ideas as role models to the profession in relation to traditional and integrative medicine fields.

Didactic Course - Internal Growth Phase

Stg 1 - Foundation	Stg 2 - Conceptual	Stg 3 - Application	Stg 4 - Meta-cognitive
TM Theory	TM Diagnosis	TM Clinical Medicine	Prepared Formula
Acupuncture Points Location	Acupuncture Points Action	Acupuncture Techniques and adjunct modalities	Advanced Integrative Herbology
Channels and Collaterals	Herbs Formula	Formula Writing and Modification	Integrative Medicine in Practice
Principle of TM Herbs	Pharmacology and Toxicity of Herbs	WM Physical Exam	Diagnostic Studies in Clinical Practice
Single Herbs	WM Pathophysiology	WM Pharmacology	Advanced Orthopedics and Pain Management
WM Terminology	Nutrition	Integrative Medicine	Nutrition Strategies in Integrative Medicine
Chinese Medical Terminology		CPR/First Aids	Ethics and Law
Basic Sciences		Research Methods	Public Health
A&P		Clinical Case Review	Practice Management
Tai Chi			Integrative Practice Building
Qi Gong			Biomedicine Review
EAM Bodywork			Comprehensive Review
			Doctoral Research

Clinical Training - Internal Growth Phase

Stg 1 - Foundation	Stg 2 - Conceptual	Stg 3 - Application	Stg 4 - Meta-cognitive
Observation Theater	Intern Level 1	Intern Level 2	Intern Level 3
Observation Rounds		Herbs Dispensary	Intern Level 4
Pre-interns Observations			Intern Level 5



COURSE DESCRIPTIONS

The **Departmental and Course Objectives** offer comprehensive direction for both students and faculty. It helps them understand the core concept of each course within the Master and Doctoral programs, with objectives tailored to each department's course nature. Consistent with program competency milestones, each course details the specific competencies students should gain, progressing systematically from introductory to advanced application stages.

DEPARTMENTS	
Traditional East Asian Medicine Foundation	Integrative Medicine
Acupuncture and Adjunct Modalities	Professional Practice
Traditional East Asian Medicine Herbology	Clinical Training
Basic Sciences	

Traditional East Asian Medicine Foundation

Department Objectives | Integrate core concepts and diagnostic theories that interpret signs and symptoms as holistic patterns. Apply relevant treatment principles to these patterns to formulate a personalized treatment strategy. Implement appropriate physical and exercise therapies from Traditional East Asian Medicine to complement and enhance the overall patient care plan.

OM 100	Traditional East Asian Medicine Theory	4 units	60 hrs

Prerequisites: None

This course consists of two important foundational portions: The Foundations of the Traditional East Asian Medicine principles and theory and The History of Medicine, focusing on the Traditional East Asian Medicine literatures.

The first portion of the course outlines the Traditional East Asian Medicine principles and theory, in a fundamental concept, including the yin/yang theory, zang-fu organ theory, vital substances, Qi transformation, five elements theory, and the causes of internal and external disease. Also includes an introduction to diagnosis (looking, hearing and smelling, asking, and feeling) and pattern identification (eight principles, Qi/blood/body fluids, internal organ zang- fu). Utilizes case studies to illustrate concepts.

The second portion focuses on the history of medicine, the modern acupuncture and Traditional East Asian Medicine literatures, introduction to the aspect of classical acupuncture and Traditional East Asian Medicine literature, including Jin Gui, Shang Han Lun, Wen Bing and Nei Jing. Chinese medical history is often reified but rarely contextualized. In this historically-focused portion of your basic theory course, we'll explore how the limitations and agendas silently steering this flattening of East Asian medical traditions impacts modern practice.

OM 101	Chinese Medical Terminology	2 units	30 hrs

Prerequisites: None

This comprehensive Chinese Medical Terminology course explores the language and key concepts in acupuncture and TCM, catering to both beginners and experienced learners. The course emphasizes understanding and accurate usage of essential terminologies and principles through engaging learning methods. Students will examine foundational concepts, including Qi, Yin Yang, Five Elements, Zang-Fu Organ and the Herb Pin Yin naming system, and more. The

curriculum promotes a holistic understanding of Chinese medical principles, equipping students with the knowledge and skills required for effective practice in the field.

The first portion of the course outlines the Traditional East Asian Medicine principles and theory, in a fundamental concept, including the yin/yang theory, zang-fu organ theory, vital substances, Qi transformation, five elements theory, and the causes of internal and external disease. Also includes an introduction to diagnosis (looking, hearing and smelling, asking, and feeling) and pattern identification (eight principles, Qi/blood/body fluids, internal organ zang- fu). Utilizes case studies to illustrate concepts.

The second portion focuses on the history of medicine, the modern acupuncture and Traditional East Asian Medicine literatures, introduction to the aspect of classical acupuncture and Traditional East Asian Medicine literature, including Jin Gui, Shang Han Lun, Wen Bing and Nei Jing. Chinese medical history is often reified but rarely contextualized. In this historically-focused portion of your basic theory course, we'll explore how the limitations and agendas silently steering this flattening of East Asian medical traditions impacts modern practice.

Diagnosis Coursework Series

OM171, 172, 173 | This course focus on the acupuncture and Traditional East Asian Medicine diagnosis. The integrated acupuncture and Traditional East Asian Medicine diagnostic and treatment procedures will be discussed. The course looks into the methods of diagnosis to help identify patterns of imbalance and make a differential Traditional East Asian medical diagnosis. Diagnostic patterns include eight principles, Qi/blood/body fluids, internal organ zang-fu, pathogenic factors and five elements. The classical acupuncture and Traditional East Asian Medicine literature focusing on the diagnosis will also be discussed to help inform the pattern identification.

OM 171	**Diagnosis Theory I**	**4 units**	**60 hrs**

Prerequisites: OM100

This course will focus on the 4 pillars of diagnosis including observing (looking), listening/smelling (auscultation/olfaction), palpation (touching) and asking (inquiring). In this course, the diagnosis concept related to the Qi, Blood and Body Fluids disharmony, eight principles and introduction to the pattern identification will be discussed.

OM 172	**Diagnosis Theory II**	**3 units**	**45 hrs**

Prerequisites: OM171

This course This course will focus on the zang fu diagnosis patterns, etiology of diseases, 6 channels, 4 levels, three burners and 5 elements in pattern identification.

OM 173	**Diagnosis Practicum**	**2 units**	**30 hrs**

Prerequisites: OM100, OM171

This course will emphasis on the in-depth or advance diagnosis, from 6 channels and 4 levels diagnosis to the tongue and pulse diagnosis as well as analyzing the clinical signs and symptoms to list the differential diagnosis and identify the pattern.

OM 300	**Comprehensive Review**	**3 units**	**45 hrs**

Prerequisites: IM301 – 303 (Co-requisite: IM304)

This course comprehensively reviews the field of East Asian Medicine with the emphasis on preparation for the national certification and state licensing examinations.

OM 303	**Clinical Case Review**	**2 units**	**30 hrs**

Prerequisites: OM171-172, AC101-104, OH201-203

This course focus on the case-based learning and case management. Through the case learning, students will learn how to structurally analyze the clinical signs and symptoms to represent the problem. The coding procedures for current procedural and diagnostic codes, including Current Procedural Terminology (CPT) and International Classification of Diseases (ICD-11) diagnostic codes will be discussed throughout the case learning, including psychosocial assessment, treatment plan and management, treatment contraindications and complications, including drug and herb interactions, follow-up care, final review and functional outcome measurements. Case management for injured workers and socialized medicine patients, including a knowledge of workers compensation/labor codes and procedures and qualified medical evaluations; and the medical-legal report writing, expert medical testimony, and independent medical review will also be discussed.

OM 111	**Qigong I**	**1 unit**	**15 hrs**

Prerequisites: None

This course introduces experiential knowledge related to Chinese Medicine energetics and the concept and cultivation of qi. Students learn

the foundations of exercise therapy, including breathing, Qigong and Tai Chi Quan, as well as specific exercises for health maintenance and organ imbalances. Students practice and learn a Qigong exercise set and meditations that include breath work, physical movement and intention to balance the mind and body, improve focus and improve health. Students also learn the foundations for prescribing and utilizing Qigong exercises in clinical practice.

OM 131	**East Asian Medicine Bodywork I**	**2 units**	**30 hrs**

Prerequisites: OM100

Tui Na (pronounced "Tway-na") is the Chinese method of bodywork or therapeutic massage. This course teaches the foundations of assessing the body through palpation and treating with a number of hands-on techniques, acupressure. Student participation will include doing qi exercises as instructed, and both giving and receiving session work regularly.

OM 132	**East Asian Medicine Bodywork II**	**2 units**	**30 hrs**

Prerequisites: OM131

Part of the series in East Asian Medicine Bodywork course, students will advance their practice of Tui na and learn the hand-techniques needed to successfully practice Tui na in a clinical setting.

Acupuncture and Adjunct Modalities

Department Objectives | Formulate a holistic treatment plan tailored to the patient's unique presentation and assessment, including evidence-informed acupuncture and adjunct modalities rooted in Traditional East Asian Medicine to improve patient care.

Acupuncture Channels and Points Coursework Series

AC101, 102, 103, 104 | The core acupuncture series that teaches acupuncture principles and theory. The course will focus in the locations and functions of acupuncture points along the twelve regular channels, the Ren (Conception) and Du (Governing) extraordinary vessels, and the pathways, characteristics, and functions of the regular channels, extraordinary vessels, muscle channels, divergent channels, and cutaneous regions. Also presents the actions and indications of points, concepts related to the five elements, yuan-source points, luo-connecting points, xi-cleft points, alarm points, the shu-connecting points of the back, influential points, window of the sky points, and ghost points.

AC 101	**Acupuncture Channels and Points 1**	**3 units**	**45 hrs**

Prerequisites: None (Co-requisites: OM100)

Focuses on acupuncture channel theory and the Ren (Conception), Du (Governing), Lung, and Large Intestine channels

AC 102	**Acupuncture Channels and Points 2**	**3 units**	**45 hrs**

Prerequisites: AC101

Focuses on the Stomach, Spleen, Heart, Small Intestine, and Urinary Bladder channels.

AC 103	**Acupuncture Channels and Points 3**	**3 units**	**45 hrs**

Prerequisites: AC101

Focuses on Kidney, Pericardium, Triple Burner, Gall Bladder, and Liver channels.

AC 104	**Acupuncture Channels and Points 4**	**3 units**	**45 hrs**

Prerequisites: AC101-103

Focuses on the "extra points" outside of the regular channels, including common extra points and micro-systems (auricular, scalp, nose, hand, and foot), and special points used by Master Tung.

Acupuncture Techniques Coursework Series

AC110, 112, 113 | This course series will focus on the acupuncture techniques and treatment procedures. Introduction to fundamental theory, technical knowledge, and skills essential to the practice of acupuncture will be included. Adjunctive acupuncture procedures including electroacupuncture, cold and heat therapy, including moxibustion and ultrasound, bleeding, cupping, gua sha, and dermal tacks will also be discussed. Acupuncture micro therapies, including auricular and scalp therapy; adjunctive acupoint stimulation devices like magnets and beads will also be covered. Hygienic standards, including clean needle techniques, equipment maintenance and safety,

OSHA protocol and training, cautionary measures, contraindications, and the importance of informed consent will also be covered.

AC 110	Acupuncture Techniques 1	3 units	45 hrs

Prerequisites: AC101

This course specifically will focus on the fundamental aspect of acupuncture techniques and treatment procedures, safety in needling including clean needle techniques, adjunctive acupuncture procedures such as electroacupuncture, heat and cold therapy, ultrasound, bleeding, cupping, gua sha, dermal tacks, stimulation devices like magnets and beads.

AC 112	Acupuncture Techniques 2	3 units	45 hrs

Prerequisites: AC110

This course specifically will focus on the fundamental aspect of acupuncture techniques and treatment procedures, improving needling and moxibustion techniques, precise needling technique based on palpatory examination, methods for inducing "Qi Arrival" using both supporting and inserting hands. In this course, the emphasis will be put on appropriate depth and direction of insertion, cautionary measures and contraindications for acupuncture points as referenced in Chinese Acupuncture and Moxibustion. Students practice self-needling and needling with partners. Students learn specific needling techniques, methods of tonification and sedation, as well as three-edged, cutaneous, intra-dermal, and electrical stimulation of needles and acupuncture points. Knowledge of methods and application of acupuncture relating to the treatment of acute and chronic conditions, first aid, and analgesia. Acupuncture micro therapies, including auricular therapy will also be covered.

AC 113	Acupuncture Techniques 3	3 units	45 hrs

Prerequisites: AC110, AC112

This course introduces fundamental acupuncture needling and manipulation techniques according to famous acupuncture texts. Students learn various acupuncture techniques and the appropriate direction of needle insertion according to differentiation of syndromes to attain the best results. Students practice needling on each other and learn to improve their acupuncture techniques in the clinic. Advanced acupuncture techniques and needle manipulation skills practiced include: scalp acupuncture, warm needle and through needling. Students will also practice these techniques on the advanced acupoints.

Traditional East Asian Medicine Herbology

Department Objectives | Formulate a holistic treatment plan incorporating Traditional East Asian herbal medicine, tailored to the specific needs identified through patient presentation and assessment.

OH 099	Introduction to East Asian Herbs	2 units	30 hrs

Prerequisites: Co-requisites with OM100

This course specifically will focus on the fundamental aspect of acupuncture techniques and treatment procedures, safety in needling including clean needle techniques, adjunctive acupuncture procedures such as electroacupuncture, heat and cold therapy, ultrasound, bleeding, cupping, gua sha, dermal tacks, stimulation devices like magnets and beads.

East Asian Herbology Coursework Series

OH101, 102 | This course will focus on the Chinese Herbal Medicine principles and theory, including relevant botany concepts of the single herbs. Herbal substances are examined in terms of their nature and origin, method of preparation, characteristics (based on the traditional criteria of flavor, nature, and activity in the meridian system), pharmacology, toxicology, therapeutic properties, indications, contraindications, and dosage. Students also learn herb identification skills, endangered species and their replacements, and review herb-drug interactions. Important formulas are introduced in order to illustrate the nature and function of individual herbs.

OH 101	East Asian Herbology 1	3 units	45 hrs

Prerequisites: OM100, OH099

This course will focus on the following herbs categories: Herbs that Release Exterior, Clear Heat and Drain Fire, Clear Heat and Purge Fire, Downward Draining, Drain Dampness, Dispel Wind Dampness, Transform or Dissolve Phlegm, Transform Phlegm and Stop or Relieve Coughing and Wheezing.

OH 102	East Asian Herbology 2	3 units	45 hrs

Prerequisites: OM100, OH099

This course will focus on the following herbs categories: Herbs that Regulate Qi, Aromatically Transform Damp, Dissolve Food Stagnation, Tonify, Warm Interior and Expel Cold, Extinguish Wind / Stop Tremors, Calm Spirit, Aromatically Open Orifices, Astringent, Move Blood, Expel Parasites, External Application, Stop Bleeding.

OH 110	**Pharmacology and Toxicology of East Asian Herbs**	**1 unit**	**15 hrs**

Prerequisites: OM101-102 (co-requisites: IM130)

This course focus on the Chinese Herbal Medicine principles and theory, including relevant botany concepts with emphasis on pharmacognosy, pharmacology and toxicology of Chinese herbs, as well as issues related to possible herb-drug interactions, adulterations, and mislabeling.

Herbal Prescription Coursework Series

OH201, 202, 203 | This course focus on the Chinese Herbal Medicine principles and theory, including relevant botany concepts of the herbal formula. The course will discuss the list of TCM formula covering the nature and actions of individual ingredients in each formula. Treatment-specific configurations will be focused. There will be in depth discussion on the actions, clinical applications, modifications and contraindications and paired herbs of each formula. Case studies will determine patterns of disharmony, treatment principles and methods, appropriate formula and herbal selection.

OH 201	**Herbal Prescription 1**	**3 units**	**45 hrs**

Prerequisites: OH101, OH102, OM171, OM172

This course will focus on the following formula categories: Formula that release exterior, clear heat, purge, harmonize, warm the interior.

OH 202	**Herbal Prescription 2**	**3 units**	**45 hrs**

Prerequisites: OH101, OH102, OM171, OM172

This course will focus on the following formula categories: Formula that invigorate blood, calm the spirit, stabilize and bind, expel wind, treat phlegm, stop bleeding.

OH 203	**Herbal Prescription 3**	**3 units**	**45 hrs**

Prerequisites: OH101, OH102, OM171, OM172

This course will focus on the following formula categories: Formula that tonify, expel dampness, promote movement of Qi, treat food stagnation, expel parasites.

OH 206	**Herbal Prescription Formula Writing and Modifications**	**3 units**	**45 hrs**

Prerequisites: OH201-203

This course focus on the Chinese Herbal Medicine principles and theory, including relevant botany concepts of the herbal formula. This class will be a challenging foray into the wonderful world of customized formula writing. We will break out beyond traditional formula roles and use our critical thinking skills and single herb acumen to develop and employ deeply therapeutic herbal prescriptions for our patients on a case-by-case basis, including preparing your competency in the licensing and/or certification examinations.

OH 207	**Prepared Formulas**	**2 units**	**30 hrs**

Prerequisites: OH201-203

This course offers an in-depth investigation of Chinese Herbal Medicine, encompassing the underlying principles, theories, and botanical concepts vital to understanding herbal formulas. The focus lies upon examining Chinese patent herbal products and prepared formulas in relation to traditional herbal medicine, assessing the functions, indications, contraindications, and dosages of various ingredients. Comparisons between the popular brands of patent herbal products are made to determine their respective effectiveness in clinical treatment, storage, duration, and delivery formats. Emphasis is placed on safety measures, quality control considerations, and herb-drug interactions, ensuring students acquire a well-rounded understanding of Chinese Herbal Medicine while fostering the ability to apply this knowledge in evaluating and utilizing patent herbal products and traditional herbal formulas within clinical practice and holistic health care settings.

OH 410	**Advanced Integrative Herbology**	**2 units**	**30 hrs**

Prerequisites: IM130, OH110

This course prepares the integrative herbalist to utilize available databases compiling herbal knowledge and research, discuss the major categories of chemical constituents of herbs and their actions, competently research herbs and drugs interactions and apply this knowledge to the safe and efficacious prescription of herbal formulas. The student will be able to skillfully communicate with a range of healthcare providers about the safety, efficacy and potential interactions of herbs and herbal formulas. In addition, the student will be able to demonstrate effective counseling and educational techniques to increase compliance, safety and efficacy of herbal prescribing and improve patient outcomes.

Basic Sciences

Department Objectives | Integrate foundational knowledge from basic and health sciences to guide clinical examinations and interpret their outcomes to optimize patient management.

BS 013	**Chemistry**	**2 units**	**30 hrs**

Prerequisites: None

Examines general concepts in organic chemistry and biochemistry, as well as thinking processes associated with the practice of science. The course emphasizes a broad understanding of chemical events in living systems in terms of metabolism and structure-function relationships of biologically important molecules.

BS 021	**Integrative Medical Biology**	**2 units**	**30 hrs**

Prerequisites: None

Introduces principles of general human biology with a focus on cellular systems, metabolism, body structure and function, genetics and evolution. The survey of the nature of disease and illness in microbiology will also be covered.

BS 040	**Conceptual Physics**	**2 units**	**30 hrs**

Prerequisites: None

This course explores the general physics including a general survey of biophysics. The principle of application of general physics into the functions of the human body and the modern world will also be covered. The course explores how specific concepts of physics can be used to explain aspects of anatomy, physiology, biochemistry, pathology and pharmacology. The course also examines the areas where theories of physics overlap with the philosophies of East Asian Medicine.

Anatomy & Physiology Coursework Series

BS121, 122 | Develops an integrated picture of human anatomy and physiology. The course focus on the anatomy on surveillance on the cellular, histological (microscopic), gross anatomy and neuroanatomy. The course also focuses on the physiology on surveillance on the basic physiology, including neurophysiology, endocrinology and neurochemistry that includes the integumentary system, skeletal system, muscular system, nervous system, the special senses, endocrine system, circulatory system, respiratory system, digestive system, urinary system, and the reproductive system. Also introduces the anatomical landmarks of bones and muscles in order to facilitate the learning of acupuncture points.

BS 121	**Anatomy & Physiology I**	**4 units**	**60 hrs**

Prerequisites: None

The first series focus on the cell and organization, integumentary system, musculoskeletal system, respiratory system, immune and lymphatic system, growth, developmental and genetics, and reproductive system.

BS 122	**Anatomy & Physiology II**	**4 units**	**60 hrs**

Prerequisites: None

The second series focus on the nervous system and special senses, endocrine system, cardiac and circulatory system, digestive system, urinary system.

Pathophysiology Coursework Series

BS141, 142, 143 | This pathology and pathophysiology course surveys the nature of disease and illness, including microbiology, immunology, psychopathology, and epidemiology. The series examines the etiology, pathogenesis, and morphological changes in the body's cells and organs on a gross and microscopic level as a result of disease, with an emphasis on functional and clinical consequences of those changes. Topics are largely arranged by organ system.

BS 141	**Pathophysiology I**	**3 units**	**45 hrs**

Prerequisites: BS121-122

The first series focus on the cellular and tissue pathology including neoplasia, hematological and fluid pathology, cardiac and systemic circulation pathology, and pathology related to immune system.

BS 142	**Pathophysiology II**	**3 units**	**45 hrs**

Prerequisites: BS121-122

The second series focus on the gastrointestinal, hepatobiliary and pancreas pathology, renal and urinary tract pathology, respiratory system pathology, musculoskeletal system pathology.

BS 143	**Pathophysiology III**	**3 units**	**45 hrs**

Prerequisites: BS121-122

The third series focus on the endocrine and metabolic pathology, reproductive system pathology, skin pathology, nervous system pathology and psychopathology.

Integrative Medicine

Department Objectives | Within the clinical setting, integrates the foundational principles and treatment modalities of Traditional East Asian Medicine across all age groups. This approach seamlessly blends with evidence-based practices rooted in biomedicine and basic sciences. By focusing on the key characteristics of diverse clinical disorders, facilitate the maturation of illness scripts and utilize refined clinical diagnostic reasoning to implement treatment and management aligned with established guidelines and informed by the latest evidence. The patient-centered approach ensures each individual receives comprehensive, integrative care tailored to their unique needs.

IM 105	**Western Medical Terminology**	**1 unit**	**15 hrs**

Prerequisites: None

This course is designed to give students an understanding of standard medical terminology used in clinical medicine, as well as patient assessment and diagnosis. Students will also increase their understanding of western medical practices and increase their ability to use these terms in proper medical context. This course will focus on Latin and Greek root words, so that students gain the ability to decipher the meaning of unfamiliar medical terms. Emphasis will be placed on proper pronunciation. Medical Terminology is a system-by-system approach to the vocabulary of modern medicine. After an introductory chapter, Medical Terminology focuses on the digestive, musculoskeletal, reproductive, and nervous systems, followed by the cardiovascular, respiratory, blood, lymphatic/immune, urinary, dermal, and sensory systems.

IM 110	**Nutrition: East and West**	**3 units**	**45 hrs**

Prerequisites: OM100

This course provides basic fundamental science regarding nutrition and vitamin. Furthermore, the course focus on the Traditional East Asian Medicine and Western clinical and medical nutrition, dietary and supplement prescription and counseling. The overview of nutrition and lifestyle practices from both Western and Eastern perspectives will be discussed. Students learn basic nutritional concepts, e.g., biochemistry of foods, vitamins and minerals, and physiology of digestion, as well as proper nutrition, and common Western and Chinese medicinal supplements and foods useful in treating specific symptoms and patterns of disharmony. In modern day of the western culture agricultural practices and the politics of food and agriculture are critical to the understanding of modern-day nutrition and discussion on these issues are also covered.

IM 120	**Western Physical Exam**	**3 units**	**45 hrs**

Prerequisites: BS121-122 and at least 3 units from BS141, BS142 or BS143

This course provides fundamental of the clinical training and practice. The course explores topics related to the comprehensive history taking, including standard skills related to the communication, multicultural sensitivity and patient/practitioner rapport. The course also provides learning related to the standard physical examination and assessment, including neurological, abdominal, ear, nose and throat examination, and functional assessment. Students will learn to perform a complete, western physical examination. Students will also learn to document in the patient medical record accurately, concisely, using appropriate western medical terminology. Emphasis is placed on the physical exam, along with history taking and report writing, and brief discussions of differential diagnoses of commonly encountered conditions. Standard medical knowledge and procedures for ordering diagnostic imaging, radiological and laboratory tests and incorporation the resulting data and reports for the differential diagnoses will also be covered.

IM 130	**Pharmacology**	**3 units**	**45 hrs**

Prerequisites: BS013, BS141-143

Outlines the pharmacological assessment of the therapeutic agents, including the basic principles of drug actions. Trains students to analyze symptoms in regards to the effects and side effects of drugs, and discusses specific drug groups affecting the central nervous system, autonomic nervous system, cardiovascular, endocrine, metabolic, and digestive systems, and treatment of infectious diseases and cancer. Also discusses the concept of drug-herb interactions, including potentiating effects, diminishing efficacy, and side effects.

IM 140	**CPR/First Aid (1 day class)**	**0.5 unit**	**8 hrs**

Prerequisites: None

Teaches the skills required to recognize cardiopulmonary emergencies and restore breath and pulse. Also covers the basic principles of

blood-borne pathogens and first aid. This course covers for adult and pediatric. Training will be delivered by Instructors who are certified by American Heart Association (AHA) and/or American Red Cross. Students will receive a certified CPR & First Aid card and certificate from American Red Cross or American Heart Association (AHA) upon completion.

IM 150	**Research Methodology**	**2 units**	**30 hrs**
Prerequisites: AC101, BS121-122			
The course focuses on the basics of research methodology and the role of research in the practice of evidence-based medicine. Teaches the scientific basis of East Asian Medicine efficacy and prepares students to complete a literature review on an East Asian Medicine topic of their choosing. Aspect of history in the medicine, knowledge of academic peer review process, knowledge and critique of research methods will also be covered.			
IM 171	**Integrative Medicine 1: Orthopedics**	**4 units**	**60 hrs**
Prerequisites: AC101-103, IM120			
This course focus on the comprehensive history taking and standard physical examination and assessment focusing on the orthopedics, neuromusculoskeletal related issues. The course covers the clinical use of acupuncture for the treatment of musculo-skeletal disorders. The diagnosis of orthopedic problems will be learned from both the Eastern and Western perspectives. The course includes the critical thinking, clinical reasoning and problem-solving skills to analyze the orthopedics related condition in clinical practice. The clinical impressions and the formation of a working diagnosis, including acupuncture and Traditional East Asian Medicine diagnoses, and WHO International Classification of Diseases (ICD-11 codes) will also be discussed. The student will become familiar with the tools and methods of Western orthopedic/neurologic evaluation and how such tests can enhance treatment with the methods of Traditional East Asian Medicine. Students will practice evaluation methods in class as time permits. Treatments focus on Eastern energetic models and include various acupuncture techniques, points and protocols.			

Integrative Medicine 2-4 Coursework Series

IM282, 283, 284 | This course focus on the clinical sciences that review the internal medicine, pharmacology, neurology, surgery, obstetrics/gynecology, urology, radiology, nutrition and public health that prepares the students to comprehensively understand the clinical condition, analyze and review the treatment management. The clinical impressions and formation of a working diagnosis, including acupuncture and Traditional East Asian medicine diagnoses, and the World Health Organization's (WHO) International Classification of Diseases (ICD-11). The awareness of at-risk populations, including gender, age, indigent, and disease specific patients will also be discussed. Traditional East Asian Medicine and Western clinical and medical nutrition, dietary and supplement prescription, diet and lifestyle counselling, self-care recommendation were all part of the discussion. Understanding the clinical condition and its management to acquire knowledge related to primary care responsibilities, secondary and specialty care responsibilities, treatment planning, continuity of care, referral, collaborative care, red flags identifications and emergency procedures, special care and/or seriously ill patients, prognosis and future medical care are also covered.

IM 282	**Integrative Medicine 2**	**3 units**	**45 hrs**
Prerequisites: BS141-143, IM120			
This course focus on internal medicine, surgery, neurology and urology.			
IM 283	**Integrative Medicine 3**	**3 units**	**45 hrs**
Prerequisites: BS141-143, IM120			
This course focus on internal medicine, neurology and surgery.			
IM 282	**Integrative Medicine 4: Reproductive Endocrinology**	**3 units**	**45 hrs**
Prerequisites: BS141-143, IM120			
This course focus on obstetrics/gynecology.			

East Asian Clinical Medicine Coursework Series

IM301, 303, 304 | This course focus on the Acupuncture and Traditional East Asian Medicine clinical specialties, which includes dermatology, gynecology, pediatrics, ophthalmology, orthopedics, internal medicine, geriatrics, family medicine, traumatology, and emergency care. In this course, the

Chinese Herbal Medicine principles and theory, including relevant botany concepts will be discussed in accordance to the field of specialties. Integrated Acupuncture and Traditional East Asian medicine diagnostic and treatment procedures; and herbal prescription, counseling and preparation will also be covered within the course.

IM 301	**East Asian Clinical Medicine I: Internal Medicine 1**	**3 units**	**45 hrs**

Prerequisites: OH201-203, OM171-173, AC101-103

The course in this series will cover various clinical diseases from the field of family medicine, internal medicine, geriatrics, ophthalmology, orthopedics, traumatology and emergency care.

IM 302	**East Asian Clinical Medicine II: Gynecology**	**3 units**	**45 hrs**

Prerequisites: OH201-203, OM171-173, AC101-103

The course in this series will cover clinical condition focusing on the obstetrics and gynecology.

IM 303	**East Asian Clinical Medicine III: Gynecology**	**3 units**	**45 hrs**

Prerequisites: OH201-203, OM171-173, AC101-103

The course in this series will cover various clinical diseases from the field of for family medicine, internal medicine, pediatrics, geriatrics, dermatology, orthopedics, traumatology, emergency care.

IM 304	**East Asian Clinical Medicine IV: Modern Diseases**	**3 units**	**45 hrs**

Prerequisites: OH201-203, OM171-173, AC101-103

The course in this series will cover clinical condition focusing on the Family Medicine, Internal Medicine, Traumatology, Ophthalmology, Geriatrics and Emergency Care.

IM 410	**Nutritional Strategies in Integrative Medicine**	**1 unit**	**15 hrs**

Prerequisites: IM110

This course focuses on adapting traditional East Asian nutrition concepts to the food supply and health challenges of the Anthropocene. Integrating the most useful tools and techniques of biomedicine with the systems-based approaches of traditional medicine, the student will learn to improve the diagnosis and treatment of modern and functional disorders, focusing on the gastrointestinal disorders, allergy / intolerance disorders, affective disorders, metabolic and endocrine disorders and cardiovascular diseases with whole-foods nutrition and traditional culinary techniques. Students will apply this knowledge to complex case studies, write a detailed case report using a nutrition intervention, and prescribe individualized nutrition advice and customized recipes.

IM 470	**Diagnostic Studies in Clinical Practice**	**1 unit**	**15 hrs**

Prerequisites: IM120, IM282, IM283

This course provides instruction in advanced diagnostic studies, outline the principles and applications of equipment utilized for diagnostic imaging, laboratory, and other relevant diagnostic tools. The clinical indications, risks and benefits for diagnostic procedures will also be explained. It assesses written diagnostic reports, including the range of values that distinguish normal from abnormal findings, as relevant to patient care and communication with other health care providers. Review of the findings from relevant diagnostic studies with objective and subjective findings from the assessment of the patient will be included for comprehensively understanding the clinical presentation and diagnosis. Relevant laws and regulations, including scope of practice, that may govern or limit conducting diagnostic studies for acupuncturists will be discussed. The course prepares students to communicate effectively with other health care providers regarding the results of diagnostic studies.

IM 510	**Integrative Medicine in Practice**	**1 unit**	**15 hrs**

Prerequisites: IM301-304, IM171, IM282-284

This class concentrates on the advanced application of research along with the acupuncture and Traditional Medicine to treat complex internal disorders in the context of collaborative care, focusing on the diagnosis, biomechanism and treatment management. The integrative treatment of commonly selective clinical conditions. The course also discusses the various adjunct modalities in acupuncture focusing on the biomechanism and research evidence.

IM 571	**Advanced Orthopedics and Pain Management**	**2.5 units**	**37.5 hrs**

Prerequisites: IM171

This advanced course assumes prior knowledge in the basics of Orthopedic/Neurologic evaluation and acupuncture for musculoskeletal conditions. Through this course, participant will be able to build a system that enabling them to reference and acquire confidentiality in assessing, diagnosing, treating, and referring the

patients with pain related issues. In this course, a better communication skill regarding the problem identification, clinical findings and treatment management that can be easily understood by the patient and other healthcare professionals will also be developed.

IM 450	**Doctoral Research Project**	**1.5 units**	**22.5 hrs**

Prerequisites: IM150

Doctoral Thesis Proposal | This course initiates the doctoral thesis project, in which students make a substantial contribution to clinical research and/or scholarship in the field of Acupuncture and Traditional Medicine to the Integrative Medicine. The student will be able to describe a range of options for the literature review study as the doctoral project. Students will be assigned with the thesis advisor and begin to identify their thesis topic and developing the proposal. The thesis proposal will be presented to the doctoral thesis committee prior to the approval to begin and completing the thesis project. In this course, students will also be given orientation and lectures to equip them with necessary information and general guidance on how to complete the thesis work.
Completion of the thesis proposal, including thesis proposal presentation and the approval from the doctoral thesis committee serves as the requirement to successfully complete this course.

IM 550	**Doctoral Research Project Presentation**	**1 unit**	**15 hrs**

Prerequisites: IM150, IM450

Doctoral Final Thesis Result | Students complete their original work that contributes to the scholarship and research in the field of Acupuncture and Traditional Medicine to the Integrative Medicine. Students continue to closely work with their thesis advisor to complete their approved thesis project. At the end of the course, students will present and defend their project to the doctoral thesis committee. They document their thesis project in a final paper suitable for publication. Completion of the thesis project, including thesis defense and acceptance from the doctoral thesis committee serves as the requirement to successfully complete this course, and also one of the requirements to graduate from the doctoral program.

Professional Practice

Department Objectives | Discuss and develop understanding of the legal and regulatory landscape governing Traditional East Asian Medicine practice, including ethical considerations. Cultivate essential skills for practice building and management, effective communication, collaboration, and leadership. Foster an understanding of public health principles and the importance of system-based practice to deliver optimal patient care.

PE 201	**Psychology, Counseling & Communication**	**2 units**	**30 hrs**

Prerequisites: CP012

This course introduces the general psychology, where students develop basic skills in listening, counseling, explaining, and teaching as applied to managing patient care. In this course, the patient/practitioner rapport, communication skills, including multicultural sensitivity will be discussed and learnt. Emphasis will be put on the skillful management of psychological reactions that occur during treatment, working with a diverse range of patients, communicating clear goals and expectations, maintaining clear boundaries, and making appropriate referrals. The class will give an overview of the basic theories of mental health and illness, including the psychoanalytic, bio-psychosocial factors, trauma paradigms, influence to illness and health that relates public health education to psychology. Students will also receive instruction in psychosocial assessment & trauma-informed healthcare.

PE 210	**Ethics and Law**	**1 unit**	**15 hrs**

Prerequisites: CP012

Teaches legal and ethical issues that may arise in the clinical practice setting of a Licensed Acupuncturist, including regulatory compliance, jurisprudence, and peer review.

PE 220	**Public Health and EAM**	**2 units**	**30 hrs**

Prerequisites: AC110

This course is a general introduction to public and community health and epidemiology concepts. It examines the importance of community health, disease prevention through public health education, the communicability of various diseases, biostatistics, environmental health, community health, behavioral health, and occupational health. The students will learn to find public health alerts and what measures to take in their individual practices. They will gain an understanding of outreach, including to the homeless and chemical-dependent populations. Public health issues that relate to the Traditional East Asian Medicine practitioners will also be covered.

PE 230	**Biomedicine Review and Comprehensive Exam**	**2 units**	**30 hrs**

Prerequisites: IM171, IM282-284

This course covers western approaches to clinical diseases and disorders commonly seen in the acupuncture clinic setting. Primary focus is on comprehensive differential diagnosis of symptoms, including

comprehensive history taking, standard physical examination and assessment, including functional assessment, various laboratory tests and imaging used in diagnosis, with an emphasis on the tests of practical use for acupuncturists, pharmacological assessment, clinical reasoning and problem solving, clinical impressions and the formation of a working diagnosis. Discussion related to the survey of clinical practice of medicine and criteria for referral to respective specialists or various healthcare disciplines such as medical specialists, osteopathy, dentistry, psychology, nursing, chiropractic, podiatry, naturopathy, and homeopathy to familiarize practitioners is included.

PE 330	**Practice Management**	**2 units**	**30 hrs**

Prerequisites: AC110

This course synthesizes information gained in building the clinical practice. Information related to the record keeping, insurance billing and collection, business written communication, front office procedures, planning and establishing a professional office which are essential in managing a practice will be covered. Students also will be equipped with knowledge of regulatory compliance and jurisprudence, municipal, state and federal laws, including OSHA, labor code and HIPAA. The course also discusses issues related to risk management and insurance, ability to integrate practice in interdisciplinary medical settings such as hospitals, and practice development and growth.

PE 521	**Integrative Practice Building**	**1.5 units**	**22.5 hrs**

Prerequisites: PE330

This course exposes students to the broad scope of career and practice options in integrative medicine, and prepares them to successfully manage patient care in a variety of settings. Students will identify areas of professional weakness and explore ways to remediate them, as well as develop plans for lifelong learning. The course explores the challenges and opportunities the integrative practitioner faces in delivering and coordinating healthcare within various systems, providing collaborative care and communicating effectively with other health care practitioners. Students will practice an array of skills important to patient education, community outreach, career development and collaborative care, such as public speaking, case presentations, report writing, creating and maintaining a referral network and inter-professional communication.

Electives

Elective courses allow students to explore areas of personal interest in greater depth. Generally, at least one elective course is offered in each trimester. Elective course offerings are made on a rotating basis. Not every elective course will be offered in each calendar year. Electives are not a required part of the curriculum.

EL 102	**Five Element Acupuncture**	**0.67 unit**	**10 hrs**

Prerequisites: None

This course offers an introductory overview of Worsley Five Element Acupuncture, a system rooted in classical Chinese medicine that emphasizes treating the underlying cause of illness at the level of the spirit. Participants will explore the history and development of this lineage, gain an understanding of the five phases (Wood, Fire, Earth, Metal, Water), and learn about the concept of the Causative Factor ("CF")—the primary elemental imbalance at the root of a person's symptoms according to JR Worsley. The course also introduces common blocks to treatment that may interfere with healing, such as aggressive energy and entry/exit blocks. While not a comprehensive training, this course provides a meaningful window into the philosophy and clinical lens of Five Element practice.

Clinical Training

Department Objectives | The Traditional East Asian Medicine clinical training program meticulously guides students through their progression from observation to independent practice under supervised guidance. By emphasizing clinical diagnostic reasoning, evidence-based practices, and patient-centered principles, the program instills the values of patient rights and roles within the scope of practice and regulations governing our profession. Through interactive discussions and bedside training, students develop the necessary competencies to deliver exemplary, integrative patient care, ultimately completing their transition into responsible and qualified practitioners.

CP 011	**Observation 1: Theater**	**1 unit**	**30 hrs**

Prerequisites: OM100

Preliminary stage of the Clinical Practice Program. Emphasis on helping students acquire the knowledge and skills required to treat patients under supervision. Students observe the various aspects of clinical practice and patient treatment in Acupuncture and Traditional East Asian Medicine. Observation Theater will focus on the observation of various aspects as a senior practitioner treats patients followed with case presentations and discussion. Students gain an overall picture of patient reception, record keeping, clinical examination, diagnosis and assessment, treatment methods, and herbal prescription. Students observe the patient diagnosis and treatment performed exclusively by experienced practitioners licensed to provide acupuncture and

traditional east Asian medicine in the state of California.

CP 012	Observation 2: Grand Rounds 1	1 unit	30 hrs

Prerequisites: CP011

Preliminary stage of the Clinical Practice Program. Emphasis on helping students acquire the knowledge and skills required to treat patients under supervision. Students observe the various aspects of clinical practice and patient treatment in Acupuncture and Traditional East Asian Medicine. "Watching and Following," students observe experienced senior practitioners licensed to practice acupuncture and Traditional East Asian Medicine in the state of California directly diagnose and treat patients in the AIMC Berkeley Community Clinic. Case study in each session during "Grand Rounds" discusses various aspects related to the patient's care, including diagnosis, treatment principles, point selection, needling techniques and precautions, and herbal formulas.

CP 013	Observation 2: Grand Rounds 2	1 unit	30 hrs

Prerequisites: CP011

Preliminary stage of the Clinical Practice Program. Emphasis on helping students acquire the knowledge and skills required to treat patients under supervision. Students observe the various aspects of clinical practice and patient treatment in Acupuncture and Traditional East Asian Medicine. "Watching and Following," students observe experienced senior practitioners licensed to practice acupuncture and Traditional East Asian Medicine in the state of California directly diagnose and treat patients in the AIMC Berkeley Community Clinic. Case study in each session during "Grand Rounds" discusses various aspects related to the patient's care, including diagnosis, treatment principles, point selection, needling techniques and precautions, and herbal formulas.

CP 014	Observation 3: Pre-Interns Observation	2 units	60 hrs

Prerequisites: CP012, CP013

Preliminary stage of the Clinical Practice Program. Emphasis on helping students acquire the knowledge and skills required to treat patients under supervision. Students observe the various aspects of clinical practice and patient treatment in Acupuncture and Traditional East Asian Medicine. During the last two trimesters of the Observation series, students apprentice with third year student interns and assist them with the treatment and care of the clinic's patients while preparing for the AIMC Berkeley Pre-Intern Competency Examination. Students also practice on each other doing intakes, making diagnoses, formulating treatment plans, and performing acupuncture under the guidance of a Clinic Supervisor.

CP 111-112	Internship Level 1	10 units	300 hrs

Prerequisites: AC 110, AC 112, minimum 3.0 units from OH 201–203, minimum 6.0 units from BS 141–143, IM 120, IM 140, CP 011–014, Passed CE 100 Comprehensive Exam
Corequisites: AC 113, PE 201, PE 210 (may be taken prior to CP 111 or during the first term in clinic)

This course begins the clinical internship. Interns interview patients, develop diagnosis and treatment plans, and administer treatment alongside a clinical supervisor. Emphasis on asepsis, proper examination, diagnosis, point location, and needling technique. Supervisor is present during all treatment phases, including needle insertion, stimulation, withdrawal, cupping and moxa. Interns also help prepare herbal prescriptions.

CP 211-212	Internship Level 2	10 units	300 hrs

Prerequisites: CP111-112; and successfully pass Level 2 Comprehensive Exam - for detail please inquire your academic advisors.

This begins the intermediate stage of clinical internship. Interns assume more active role in diagnosis and treatment and have more responsibility. Supervisor is physically present during needling and assists interns with developing and refining techniques.

CP 251	Herbs Dispensary	2 units	60 hrs

Prerequisites: OH101-102

Student Interns work in the herbal dispensary to increase knowledge and familiarity with herb categories, identification, the function of herbs, and formula preparation, including dosages, modifications of formulas. In addition, student interns assist in patient education of the proper usage of herbal preparations. Interns spend time in the herbal dispensary filling raw, powdered, and tablet/pill prescriptions for clinic patients. Interns learn how to stock and inventory herb products.

CP 311-312	Internship Level 3	6 units	180 hrs

Prerequisites: CP211 – 212; and Completion of all coursework for the first 8 trimesters of the full-time curriculum.

This begins the advanced stage of clinical internship. Interns will have more independence and responsibility and will be expected to monitor the patient's progress, adjust treatment accordingly, and record information on the patient's chart accurately.

CP 411 and 511	Internship Level 4 and 5	4.5 units (@2.25 units)	135 hrs (@67.5 hrs)

Prerequisites: CP311 (pre-req for CP411); CP411 (pre-req for CP511).

This course series builds on the skills attained in the previous levels of clinical internship, incorporating the additional doctoral level competencies which enable the integrative practitioner to utilize the full scope of practice of the licensed acupuncturist, including ordering and interpreting lab work and diagnostic imaging, giving effective nutrition advice and exercise counseling, collaborating with various types of practitioners in patient care and incorporating scholarship, research, evidence-based and functional medicine into practice. Clinical supervisors are available for consultation during the intake and treatment of patients.

Institutional Exams

Beyond regular didactic courses and clinical training, students are required to successfully complete the AIMC institutional examination series for their master's and doctoral programs. This exam series include Level 1 and 2 Comprehensive Exams, and a Comprehensive Graduation Exam.

Level 1 Comprehensive Exam	**0 units**	**0 hrs**

Prerequisites: CP011-014, the first 5 trimesters of the full-time curriculum

This exam is required to pass prior to begin Clinic Internship Level 1.

Required Passing Rates: 70%	Time Limit: 120 minutes	75 Questions

In the event that a student is unable to achieve a passing score on the examination, the student will be able to re-take the examination in the tenth (10th) week of the term. Failing to pass the re-take examination will result in the student not being permitted to register for CP 111 classes. Failure of the examination for the second time will require the student to work with their advisors with the intention of creating a study plan for passing the comprehensive examination. The student will not be able to re-take the comprehensive examination until the next offering of the examination in the following term.

Level 2 Comprehensive Exam	**0 units**	**0 hrs**

Prerequisites: CP111-112

This exam is required to pass prior to begin Clinic Internship Level 2.

Required Passing Rates: 75%	Time Limit: 120 minutes	90 Questions

In the event that a student is unable to achieve a passing score on the examination, the student will be able to re-take the examination in the tenth (10th) week of the term. Failing to pass the re-take examination will result in the student not being permitted to register for CP 211 classes. Failure of the examination for the second time will require the student to work with their advisors with the intention of creating a study plan for passing the comprehensive examination. The student will not be able to re-take the comprehensive examination until the next offering of the examination in the following term.

Comprehensive Graduation Exam	**0 units**	**0 hrs**

Prerequisites: Students must successfully complete and pass the following prerequisites to be eligible to register for the CGE:

- Clinical training hours:
  - 150 hrs of clinical observation (CP011-014)
  - 60 hrs of herbs dispensary (CP251)
  - 600 hrs of clinical internship (CP111-112 and 211-212)
- Didactic Courses:
  - OM100, OM101, OM171-173
  - AC101-104, AC110-113
  - OH099, OH101-102, OH201-203, OH206
  - BS121-122, BS141-143
  - IM105, IM120, IM130, IM171, IM282-284, IM301-304, IM110, IM140
  - PE210, PE330, PE201
- Co-requisite:
  - OM300
  - PE230

This exam was introduced in Spring 2025 as a graduation requirement for both the master's and doctoral programs, and beginning in Spring 2026, students must earn a minimum score of 75% to pass as part of their graduation requirements. The Comprehensive Graduation Exam is typically held in the 12th week of the term. If a student does not pass, they are eligible for a first retake in Week 14. Should a student fail this first retake, a second retake may be attempted during the 1st week of the following term. Failing the second retake indicates that the student has not fulfilled the comprehensive graduation requirement for Master's or Doctoral programs (excluding the doctoral completion track). Consequently, the student must develop a study plan with their advisor and will remain ineligible for further attempts until the subsequent term's examination cycle.

Required Passing Rates: 75%	Time Limit: 300 minutes	200 Questions

Patient Assessment (27%)

This section assesses the student's fundamental ability to assess a patient's complaint and underlying health conditions using both Traditional Chinese Medicine (TCM) and Western medical assessment methods. It also evaluates their proficiency in referring patients to other healthcare providers when necessary and responding to patient emergencies. This section reflects the competency from the following subjects with total number of the questions from each subject:

- TCM Foundation (5 Q)

- TCM Diagnosis and Case Assessment (15 Q)
- Anatomy and Physiology (8 Q)
- Western Medical Pathology (12 Q)
- Western Medical Lab and Imaging Studies (7 Q)
- Western Medical Pharmacology (7 Q)

Diagnosis and Treatment Plan (17%)
This section assesses the student's ability to evaluate assessment findings, develop diagnosis and treatment plan in TCM and Western Medicine. It also evaluates their proficiency in the treatment management and its application, monitoring patient response to treatment, conducting follow-up evaluations, and modifying treatment plans as needed. This section reflects the competency from the following subjects with total number of the questions from each subject:

- TCM Clinical / Internal Medicine, Orthopedics, Obstetrics and Gynecology and Case Management (20 Q)
- Western Clinical / Internal Medicine and Case Management (14 Q)

Treatment (44%)
This section assesses the student's knowledge, understanding and application of treatment and modalities to treat the patient's health imbalance. This section reflects the competency from the following subjects with total number of the questions from each subject:

- Channels and Collaterals theory, pathway and application (5 Q)
- Acupuncture point location (5 Q)
- Acupuncture point physiology, category, function, indication and safety (5 Q)
- Acupuncture point prescription, application and modification (20 Q)
- Acupuncture and its related techniques (5 Q)
- Adjunctive modalities in acupuncture (hot and cold therapy, moxibustion, heat lamp, electroacupuncture, gua sha, cupping, plum blossom needle, three edges needle, external liniments application) (5 Q)
- Microsystem acupuncture (auricular, scalp) (3 Q)
- Introduction to herbs (5 Q)
- Single herbs (category, channels, temperature, action, indication, caution and contraindication) (5 Q)
- Herbal formula (category, action, indication, caution and contraindications, modifications and application) (20 Q)
- Integrative nutrition (TCM and Western Medical Nutrition) (10 Q)

Professional Responsibilities (12%)
This section assesses the student's knowledge of the legal requirements, ethical guidelines, and professional standards governing the practice of acupuncture and traditional medicine. Including also the standards for the safe practice and first responder to the emergency condition. This section reflects the competency from the following subjects with total number of the questions from each subject:

- Clean Needle Techniques (CNT) (16 Q)
- Adult and Pediatrics CPR/AED and First Aids (3 Q)
- Ethics, law and regulation (5 Q)

CLINICAL EXTERNSHIPS

In addition to clinical practice, intern practitioners will also have opportunities to treat patients in a variety of settings by participating in off-site clinic options.

Tuition Reimbursement Policy

AIMC does not provide tuition refunds or reimbursements for clinical hours completed at off-site externship locations. Effective Spring 2026, all prior oral or informal arrangements for partial externship refunds are sunsetted. All students pay standard tuition for clinical units regardless of the site of instruction to cover institutional overhead, clinical oversight, and administrative grading costs.

AIMC currently maintains partnerships with several off-site clinics. The purposes of these partnerships are as follows:

- To serve as a community resource, enabling populations ordinarily unable to access the services of the College clinic to experience the benefits of East Asian medicine.
- To broaden the patient base of our intern practitioners, allowing them the opportunity to treat a wider range of conditions.

The University of California at Berkeley - Student Health Services Sport Medicine Clinic

https://calbears.com/sports/2013/4/17/208215794.aspx

Location: Berkeley, CA

Intern practitioners treat student athletes referred by the UC Athletic Department for athletic injuries and related problems. This partnership enables our intern practitioners to treat the world class athletes at UC

Berkeley, as well as it exemplifies our local prominence and gives our intern practitioners experience in a clinical setting specifically geared to orthopedic and medical issues common among athletes.

Homeless Prenatal Program

https://www.homelessprenatal.org/

Location: San Francisco, CA

Nationally recognized family resource center in San Francisco, empowering homeless and low-income families – particularly expecting women and mothers in parenthood. We offer drop-in acupuncture sessions for not only the prenatal population, but also for their family, friends, and the HPP staff. AIMC interns provide acupressure, auricular acupuncture, body points on extremities, and/or ear seeds to care for overall health and its management.

The Sheriff's Office Women's Resource Center (WRC)

https://www.sfsheriff.com/services/jail-services/getting-released-jail/womens-resource-center

Location: San Francisco, CA

This partnership with the San Francisco Sheriff's Department's Women's Resource Center (WRC) was started by the American College of Traditional Chinese Medicine.

The Women's Resource Center is designed for women by women. AIMC is grateful to be part of the Women's Resource Center community, continuing this shift passed on by ACTCM. They provide evidence based, gender responsive, trauma informed re-entry services for cis and transgender females. Along with their wide range of community-based services, we nurture their well-being with auricular acupuncture and ear seeds to stimulate the points corresponding to the organs or body parts that need support.

CHARLOTTE MAXWELL CLINIC
INTEGRATIVE CANCER CARE

Charlotte Maxwell Clinic

http://www.charlottemaxwell.org/

Location: Oakland, CA

Charlotte Maxwell Clinic is a licensed primary care clinic providing free integrative cancer care for low-income women diagnosed with cancer. AIMC intern practitioners serve as part of a multidisciplinary care team, delivering acupuncture and related modalities to support symptom management, reduce treatment side effects, and improve overall quality of life. This externship offers interns valuable experience in trauma-informed care and integrative oncology, deepening their clinical skills in serving vulnerable and medically complex populations.

ASHwell

https://ashwellatx.org/

Location: Austin, TX (inactive; the Austin location closed September 10, 2026)

This partnership with ASHwell is to support the LGBTQ+ community of Austin with integrative care including acupuncture and bodywork.

ASHwell's mission is to empower central Texans by providing sexual health and wellness services that serve the body, mind and spirit. Offering a variety of services, ASHwell nurtures client-centered communication and open and honest talk about sex, sexuality, gender, and health. The clinic is dedicated to delivering sexual health services in a way that is integrative and tailored to the individual.

Ascension Medical Group Primary Care - Seton McCarthy

https://healthcare.ascension.org/locations/texas/txaus/austin-ascension-medical-group-seton-primary-care-mccarthy

Location: Austin, TX (inactive; the Austin location closed September 10, 2026)

This partnership with Ascension Seton Medical Group is an over 20 year collaboration between acupuncture student interns and a primary care medical office serving the medically underserved, including Medicaid patients.

Ascension Medical Group Seton Primary Care McCarthy, is a primary care clinic in Austin, Texas that provides healthcare services for adults and children. They offer a range of services, including annual physicals, care for chronic conditions, newborn and child well-visits, and women's wellness visits. It is part of the larger Ascension Seton network, which is a Catholic healthcare system serving Central Texas.

FACULTY

Our highly qualified faculty members are recruited for their depth of knowledge, the diversity of their skills, and their unique personal qualities. Many of our instructors are skilled practitioners who maintain successful practices and believe in the importance of disseminating their knowledge and sustaining the rich tradition of our medicine. Our didactic faculty are committed to guiding students through the exciting and challenging world of East Asian medicine and teaching them to transform theoretical education into practical application. Our clinical supervisors are committed to instructing interns in diagnosis, methodology, and prognosis, proper record-taking, and clinical judgment. All are dedicated professionals who generously share their knowledge to develop and refine our students' abilities.

AIMC maintains three groups of faculty for its program:

Core Faculty | Core faculty are integral to the overall assessment process, providing leadership to ensure the institution successfully meets its missions and program learning outcomes, while also overseeing student competency achievement.

Faculty | All other faculty are involved in student learning and assessment activities, ensuring comprehensive oversight.

Guest Faculty | Guest faculty are defined as subject area experts who are invited to instruct courses that are customarily taught by designated or core faculty.

Core Faculty

Adrianus Hilman Wong, M.D. (Ina), DAOM, Dipl. O.M. (NCCAOM), L.Ac.

He earned his Doctor of Medicine degree from Trisakti University in Jakarta, Indonesia, and then furthered his studies at Harvard Medical School in the Structural Acupuncture Program for Physicians. Dr. Wong graduated summa cum laude with a Master of Science in Oriental Medicine and earned his Doctorate in Acupuncture and Oriental Medicine from Dongguk University Los Angeles. Dr. Adrianus Hilman Wong is a licensed acupuncturist and respected leader in acupuncture and integrative medicine. Dr. Wong brings a wealth of knowledge from his international education. Dr. Wong is passionate about education and serves as a core faculty member at multiple institutions which allows connection and collaboration. Dr. Wong is committed to excellence in his practice and research in acupuncture and integrative medicine.

Beth Howlett, DAOM

She holds a Bachelor of Arts in East Asian Studies from Bryn Mawr College, graduating cum laude with a major in Chinese language and culture. After completing a post-graduate teaching fellowship with Princeton in Asia in Ningbo, China she returned to the US to complete a master's (2008) and a doctoral degree (2019) from Oregon College of Oriental Medicine. Dr. Howlett serves as the Austin vice president at AIMC Graduate School of Integrative

Medicine. Previously, she was a senior administrator and faculty member at AOMA in Austin and Oregon College in Portland. In her roles as an academic executive, Dr. Howlett provides leadership and support for implementing new academic programs, online educational software, and student information systems. As a faculty member, she teaches research courses, ethics and jurisprudence, and integrative practice in the master's and doctoral programs. She also has extensive experience in non-profit governance and professional leadership through her service in various organizations, including the Academic Collaborative for Integrative Health's whole health leadership program, the American Society of Acupuncturists, and the Oregon Association of Acupuncturists.

Diane Stanley, DAcCHM, MAcOM, L.Ac., CFMP, NASM-CPT

Diane Stanley has an extensive educational background in integrative medicine. They earned a bachelor's degree from the University of Texas in 2008. Subsequently, Stanley completed both a master's degree and a doctorate from the AOMA Graduate School of Integrative Medicine. As part of their graduate studies, Stanley also undertook an immersion program at Chengdu University in China, further enhancing their knowledge and understanding of integrative medicine practices. Diane Stanley, L.Ac., DAcCHM, CFMP, is an acupuncturist and practitioner of Chinese medicine integration, specializing in brain health. With a strong background in acupuncture, herbalism, and nutritional coaching, Diane established Brain Body Bold, a wellness practice based in Austin, Texas. The practice focuses on evidence-based, patient-centered, and neuro inclusive care to empower and support patients on their health journeys. Located in the Marathon Building with Austin Fitness Clinic, Brain Body Bold enables patients to receive acupuncture and personal training in the same facility for optimal outcomes.

Le Jiang, DAOM, L.Ac.

Dr. Le Jiang is a highly skilled and passionate licensed acupuncturist with a deep commitment to both patient care and education. Holding a Master of Science in Oriental Medicine from Acupuncture and Integrative Medicine College, Berkeley, and a Doctor of Acupuncture and Oriental Medicine from Five Branches University, Dr. Jiang excels in treating patients with acupuncture and herbal medicine. She is particularly dedicated to supporting students in their journey of learning herbal medicine and sharing her extensive knowledge.

Reagan Taylor, DAOM, L.Ac.

Dr. Reagan Taylor is a licensed practitioner certified by the Texas State Board of Medical Examiners. She has also been recognized as a Diplomate of Oriental Medicine by the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM). Reagan obtained her Master's and Doctoral degree from AOMA in 2016. Raised in Austin, Texas, Reagan has a strong connection with her community. Her clinical focus includes treating psycho-emotional disorders, pain management, and neurological conditions, reflecting her comprehensive training and commitment to complex health issues. Her holistic, patient-centered approach emphasizes a safe, peaceful environment, enabling patients to actively engage in their healing process. Reagan integrates humor, compassion, and kindness into her practice, making her popular among patients and colleagues. These qualities enhance the treatment experience and foster a therapeutic alliance for long-term wellness.

Suriani Abdul Rani, DAIM, L.Ac.

Dr. Suriani Abdul Rani, is a dedicated professional committed to enhancing the student academic experience. As a licensed acupuncturist, she leverages her extensive knowledge, gained from her Master and Doctor of Acupuncture and Integrative Medicine degrees at the Acupuncture and Integrative Medicine College, Berkeley, to provide valuable support and guidance to students.

Faculty Member

Andrew Pollak, DACM, Dipl. O.M. (NCCAOM), L.Ac.

Dr. Andrew J Pollak is licensed as an acupuncturist and clinical Chinese herbalist in Colorado and Texas. He holds a doctoral degree from ACTCM, a master's degree from SWAC, and an Associate of Occupational Studies (AOS) in Medical Massage from the Boulder College of Massage Therapy. He translates quarterly case studies and current research in acupuncture and moxibustion from Japanese-English for the North American Journal of Oriental Medicine (NAJOM). He also leads yearly acupuncture study groups with senior acupuncturists and researchers in the Tokyo area. Dr. Andrew's passion for deep healing in healthcare was born out of a love for languages. A graduate of the University of Michigan, he studied Linguistics and specialized in East Asian and Western European languages, notably Japanese, Korean, French, Portuguese, Spanish and Hebrew. Living abroad as an English teacher, he uncovered a dormant capacity for heartfelt listening while engaging his students in sincere conversation.

Alexandra Magill, DAIM, L.Ac.

Dr. Ally Magill earned a Bachelor's degree in Geography from Vassar College, where she gained insights into human geography, environmental studies, and social justice movements. Her studies of acupuncture began at Maryland University of Integrative Health (MUIH), where she immersed herself in the study of Worsley Five Element Acupuncture and Classical Chinese Medicine. Building upon this foundation, Ally pursued further studies in Traditional Chinese Medicine, earning a Master's and Doctorate in Acupuncture and Integrative medicine from AIMC Berkeley. Ally's educational pursuits have been as varied as her interests, creating an interdisciplinary foundation that informs her understanding of the holistic connections between individuals, communities, and the environment. Besides her roles as a practitioner and educator, Ally is also a labor and postpartum doula, providing support to individuals and families throughout the transformative journey of childbirth.

Ashley Oved, MAcOM, L.Ac.

Ashley Oved is a licensed acupuncturist and Diplomate of Oriental Medicine with experience in integrative care at major health centers across the United States began her career leading a team of acupuncturists at Cancer Treatment Centers of America in Tulsa, Oklahoma, treating side effects related to cancer treatment. She created treatment protocols and techniques for oncology specific symptoms such as nausea, peripheral neuropathy, chronic and acute pain, fatigue, and mood changes. After leaving Cancer Treatment Centers of America, she spent several years working at Baylor Scott and White Health in Austin, Texas. As their manager of the acupuncture department and lead acupuncturist, she treated hundreds of patients with varying levels of disease progression with common ailments such as chronic and acute pain, headaches and migraines, digestion, sleep, and women's health issues. In addition to supervising interns in the AIMC Austin clinic, she currently treats oncology patients in private practice and in partnership with The Cancer Rehab and Integrative Medicine center in Austin.

Athene Eisenhardt, DAIM, L.Ac.

Dr. Athene Eisenhardt found her path in medicine by way of the plant world. Working professionally as a Field Botanist for Yosemite National Park led her to begin wildcrafting herbs and studying the Taoist 5 Elements in nature. Dr. Athene brings over 25 years of study of Botany and Plant Sciences, as well as Western, Ayurvedic, and TCM Herbalism. She graduated with honors from Five Branches University, with a specialty in Herbology and 5 Element Acupuncture. Her doctoral thesis focused on the study and adaptation of native California herbs within the system of TCM. She continues to offer Continuing Education classes on Native California Herbs, as well as Community Herb Walks and classes in the East Bay. Athene has served on AIMC's Herbology Faculty since 2019. She maintains a private practice in Oakland, CA, Window of the Sky Acupuncture.

Christian Hoffert, DAOM, L.Ac.

Dr. Christian earned his Doctorate and Master of Science Degrees at the American College of Traditional Chinese Medicine in San Francisco, where he completed advanced training in Acupuncture, Chinese herbal medicine, as well as concepts of functional medicine. He enjoys collaborating with his clients on their health goals and helping them live healthier and happier lives. Christian is a licensed acupuncturist in California.

Claudia Venn, MSTCM, L.Ac.

Claudia turned to acupuncture and Traditional Chinese Medicine after studying cultural anthropology and Chinese language in Guanxi, China, where she connected with its foundational Daoist theory nature reflected in physiology: balancing our internal and external environments allowing the body's innate ability to heal. She received her Master's at the American College of Traditional Chinese Medicine in San Francisco. After more than a decade in practice, her focus has turned toward accessing the latest neuroscience research with studies in functional neurology at the Carrick Institute — bringing the latest brain research into the field of acupuncture. This work couple's ancient knowledge of meridian theory with modern advances in neurology. Functional brain scans prove acupuncture needles access neural pathways such as the pain matrix.

David Caruso-Radin, MS, DAIM, L.Ac., MQP

Dr. David Caruso-Radin received his DAIM and his MSOM from AIMC Berkeley and his Master of Science in Organizational Psychology from Baruch College in New York, New York. He studied Shiatsu and Integrated Nutrition with Paul Pitchford at the Heartwood Institute in Garberville, California, and was a nationally certified diplomate of Asian Bodywork Therapy. David earned his Medical Qigong Practitioner certification under Suzanne Friedman and earned Wild Goose Qigong teacher certification from Master Hui Liu at the Wen Wu School of Martial Arts in El Cerrito, California. David maintains a private practice in Richmond, and he is an avid kayaker and photographer.

Deborah Espesete, MAcOM, MPH, L.Ac.

Deborah Espesete earned her BA from Macalester College in 1990, her MAcOM from Oregon College of Oriental Medicine in 2000, and her MPH from Oregon Health & Science University in 2012. Ms. Espesete has been in private practice since 2000 in Portland, Oregon. She taught Soaring Crane Qigong at the Cancer Care Center at Providence Medical Center and St. Vincent Hospital from 2005-2013. She interned with Kelly Jenkins, D.V.M. on small animal acupuncture, herbal formulas and nutritional advice from 2009 to 2011. She has also served on the Oregon Health Evidence Review Commission for the state of Oregon and was the Public Health instructor at OCOM from 2006 until 2024.

Erika A. Poulin, DACM, L.Ac.

Dr. Erika A. Poulin is a licensed acupuncturist with an active practice with Tower Orthopedics and Sports Medicine medical group practice located in Los Angeles, CA. She is also the author of Traditional Chinese Medicine Curriculum Review: Pulling it all Together and Passing Exams Revised Edition This book encompasses the five areas of study- Fundamental Theory, Herbal Medicine, Acupuncture, Biomedicine, and Safety/Regulations.

Glenn Oberman, OMD, L.Ac., NBAO, QME

Dr. Glenn Oberman earned his BA from the University of California, Los Angeles (UCLA) and his MA in International Relations from the University of California, Santa Barbara (UCSB), before studying East Asian Medicine at the California Acupuncture College and later earning his East Asian Medicine Doctorate from Samra University. Glenn Oberman is board-certified in Acupuncture Orthopedics (NBAO) and appointed as a Qualified Medical Evaluator by the State of California's Industrial Medical Council. He has served as a Director of the California State Oriental Medical Association (CSOMA), and currently practices privately in Berkeley. In addition to his many roles at AIMC Berkeley, Dr. Oberman served as the Clinic Director and oversees a specialty externship that provides acupuncture to the athletes of the University of California, Berkeley.

Henriette "Jet" Lenssen, MS, DAOM, L.Ac.

Dr. Henriette Lenssen received her Master of Science in Oriental Medicine from the Acupuncture and Integrative Medicine College in Berkeley. She also holds a Master of Science in Biology from the University of Utrecht, the Netherlands. She also completed a Doctorate degree in Acupuncture and Oriental Medicine at the Academy of Chinese Culture and Health Sciences. She maintains a private practice at Fourth Street, Berkeley, supervises in the AIMC Berkeley Community Acupuncture Clinic, Berkeley Primary Care, Charlotte Maxwell Clinic for women with cancer. She teaches meditation and "Energy and Movement" classes, using her extensive experience with Tai Qi and Medical Qigong.

Hideko Pelzer, DAIM, L.Ac.

Dr. Hideko Pelzer has been practicing East Asian medicine since 1999. She is a graduate of Meiji College as well as Tsukuba University, Japan. Pelzer sees patients at AIMC Berkeley and at West Berkeley Life Long Family Practice and runs a private practice in Suisun City, CA. She has extensive experience in Japanese needling techniques, and specializes in the safe, gentle practices of both Japanese and Chinese Medicine. Among other accomplishments, since 2005 Pelzer has organized seminars with Japanese Acupuncture Master Dr. Anryu Iwashina (Dr. Bear) who teaches Teishin, (contact needling) techniques. She holds a Second-Degree Black Belt in the Japanese martial art of Aikido.

Jody James, DAIM, L.Ac.

Dr. James completed her doctorate and Master's at AIMC-Berkeley. She has practiced in Sonoma County since 2007. A majority of her clinical work has been in orthopedics/pain management, drug and alcohol recovery, chronic diseases, women's (reproductive) health; and, to a lesser degree, facial rejuvenation acupuncture, transgender/gay/lesbian health, and immigrant health. Her clinical experience has included community and field acupuncture, private setting, integrative medical, hospital in-patient, and out-patient recovery programs. She strives to empower people in their healing process through education, intuition and compassion.

John Ellis, BA, MSTCM, L.Ac., CMT, Pn1

John Ellis, is an expert in orthopedics, combining Traditional Chinese Medicine with Western diagnostic approaches. He has operated a solo private practice since 2014, treating diverse musculoskeletal conditions, and has been part of multidisciplinary teams at Crossover Health at Meta HQ since 2017. Ellis was the lead Tui Na instructor at the American College of Traditional Chinese Medicine (ACTCM) for a decade and held roles as a Clinical Supervisor and Assistant Instructor for various courses at ACTCM. He holds a Master of Science in Traditional Chinese Medicine from ACTCM and a post-graduate certificate in Acupuncture Orthopedics. Additionally, Ellis is a Certified Massage Therapist in Traditional Chinese Tui Na Massage and a Precision Nutrition Level 1 Nutrition and Health Coach. He is also a Continuing Education Provider for the California Acupuncture Board and the National Certification Board of Therapeutic Massage and Bodywork, offering courses on orthopedics, pain science, and various assessment and treatment techniques.

Joseph Davis, DAOM, L.Ac.

After graduating from UC Berkeley with a Bachelor's degree, Dr. Davis traveled and lived in various parts of Asia, where he studied meditation, martial arts, yoga, traditional Thai massage, and Chi Gong in Korea, Thailand, Taiwan, and India. During his time there, he also observed the use of Traditional Chinese Medicine in public health settings to address the needs of large populations. Upon returning to the United States, he pursued his Master of Science in Chinese Medicine at the Academy of Chinese Culture and Health Sciences (ACCHS). Later, he continued his studies to earn his doctorate (DAOM). Joe Davis, a California State Licensed Acupuncturist (L.Ac.), herbalist, and professor, discovered Chinese medicine through his study of Tai Chi Chuan and Ba Gua Zhang martial arts. Currently, Joe teaches prospective acupuncturists at two East Bay schools and serves on the faculty of the Golden Gate Feng Shui School. He holds certification

as an Acudetox Specialist from the National Acupuncture Detoxification Association (NADA) and interned with renowned fertility specialist Dr. Lifang Liang. Additionally, he has studied organic cultivation of Chinese herbs at the Chinese Medicinal Herb Farm in Petaluma.

Kara Leanne Romanko, DAOM, L.Ac.

Dr. Kara Leanne Romanko., is a highly experienced professional in Acupuncture and Traditional Chinese Medicine (TCM), with over two decades as a Licensed Acupuncturist in California. Dr. Romanko holds a Doctorate and Master's from the American College of Traditional Chinese Medicine. Apart from the private practice, Dr. Romanko's roles include supervising faculty at ICIM and the Academy of Chinese Culture and Health Sciences, and previously served as Director of Transition/Clinical Education/DAOM Director at the American College of Traditional Chinese Medicine at California Institute of Integral Studies. Dr. Romanko has extensive experience in various clinical and academic settings, clinical supervision and curriculum development.

Kathleen Davis, BA, CMT, Dipl. ABT (NCCAOM)

Kathleen Davis is a graduate of Mills College and the Acupressure Institute's 850-hour Advanced Acupressure Teacher Training Program. She has been teaching acupressure and qi gong since 1997. She has studied Jin Shin Jyutsu as taught by Mary Burmeister, Tai Ji, and Qigong with qigong master Zi Sheng Wang and Simu Min Ou Yang, and tai chi, tui na, and acupressure with Brian O'Dea. She maintains a private practice in which she integrates Chinese Tui Na massage, Jin Shin Jyutsu, reflexology, and acupressure.

Loc Hyunh, BS, MSTCM, L.Ac.

Loc Huynh is a multifaceted professional with extensive experience across academia, healthcare, and martial arts. He holds a Master of Science in Traditional Chinese Medicine from the Academy of Chinese Culture and Health Sciences and a Bachelor of Science in Accounting from the University of California, Berkeley. A California Licensed Acupuncturist for over a decade, Loc has provided specialized acupuncture treatments at Crossover Health. Concurrently, he has been a Professor of Computer Information Systems and Business Accounting at Diablo Valley College, where he develops curriculum to enhance student understanding. He also co-founded AcuBliss, developing EHR software for acupuncturists. Additionally, Loc is a long-standing Martial Arts Instructor at Wen Wu School of Internal Arts, teaching Kung Fu, Qigong, and Tai Ji. He has held additional teaching roles as a Tai Ji Assistant Instructor at Dharma Realm Buddhist University and a Kung Fu and Tai Ji Instructor at Instilling Goodness and Developing Virtue Schools.

Mahmoud Yeganeh, MD, DAOM, L.Ac.

Dr. Mahmoud Yeganeh is a distinguished healthcare professional whose career is defined by a fusion of Western medical expertise and Eastern holistic practices. With an MD from Kerman University of Medical Sciences and advanced degrees in Oriental Medicine from South Baylo University, including a Master's and Doctorate, Dr. Yeganeh possesses a unique and comprehensive understanding of health and wellness.

Mary Arnold, DAOM, L.Ac.

Dr. Mary Arnold earned her Master's degree and recently completed her Doctorate in Acupuncture and Chinese Medicine (DAOM) from the Academy of Chinese Culture & Health Sciences (ACCHS). For the past twenty years, she's led a private practice using acupuncture, herbs, and other TCM techniques to target the root of a patient's pain to get them back on their feet as soon as possible. She treats patients of all ages with ailments ranging from seasonal allergies and sports injuries to insomnia and digestive issues. Dr. Mary balances her hands-on experience with teaching in Master's and Doctoral programs. Currently, Dr. Mary is studying the Jing Fang lineage with Dr. Suzanne Robidoux.

Michael Berletich DAOM, L.Ac.

Dr. Michael Berletich earned a BA from Humboldt State University in 1992, his MAcOM from Oregon College of Oriental Medicine in 2005, and his DAOM from Oregon College of Oriental Medicine in 2016. Dr. Berletich served as an OCOM faculty member from 2004 - 2024 and was a faculty member at National University of Natural Medicine (NUNM) from 2006 to 2009. He has been in private practice since 2005 in Portland, Oregon. Dr. Berletich has many years of experience studying qigong, meditation, massage, herbal medicine, and philosophy. He also served as the Chair of Chinese Medicine for OCOM from 2021-2024.

Nancy Brandt DVM, MSOM, Dipl. O.M. (NCCAOM), OMD (NV)

Dr. Nancy Brandt graduated from the University of Minnesota College of Veterinary Medicine. She graduated from Wongu University with a Master's degree in East Asian medicine. Dr. Nancy Brandt is a pioneering figure in the field of integrative veterinary medicine, renowned for her expertise in blending Western veterinary practices with holistic therapies such as East Asian medicine, chiropractic, and alternative modalities. As a veterinarian, author, teacher, and healer, she has made significant contributions through her teachings at renowned institutions, authoring numerous books, and developing comprehensive courses in Veterinary Medical Aromatherapy®. In 1999, she founded the groundbreaking Natural Care Institute, emphasizing Traditional Chinese Medicine and a truly integrative approach to animal health. Dr. Brandt's legacy continues through her ongoing research, advocacy, and leadership roles, including her presidency of the Veterinary Medical Aromatherapy Association she founded.

Nicole Yezman, ND, L.Ac.

Dr. Nicole completed six years of medical training and graduated in 2010 with a Doctorate in Naturopathic Medicine and a Master's in Acupuncture and Classical Chinese Medicine from the National University of Natural Medicine in Portland, Oregon. Dr. Nicole Yezman is board certified and has been in practice since 2011. She is committed to assisting others on their journey to wellness. Dr. Nicole helps people identify the root causes of their health issues, and always wants to figure out WHY a person's current health picture is the way it is. She uses resources such as homeopathy, botanical medicine, vitamins and minerals, hydrotherapy, nutrition, Chinese medicine and acupuncture; and works in multiple realms including physical, mental-emotional and energetic. Her specialties include gastrointestinal health, autoimmune illness, mold and mycotoxin exposure and allergies. Her goal is always to trace the symptom back to its original source, so that the environment or factor can be navigated and true change and healing can occur. Dr. Nicole's mission is to provide science based, wellness skills to everyday living.

Phil Settels, DAOM, L.Ac.

Dr. Phil Settels is passionate about Chinese Medicine. To learn from the best teachers in the field, Settels has traveled throughout the US and China. He is nearing completion of two doctorate degrees: a 4-year PhD in China and a 2-year DAOM in the US. Settels is committed to continuous learning to enhance his ability to improve the lives of his patients. His primary focus areas include the treatment of pain and musculoskeletal conditions, as well as complex and chronic internal medicine conditions. These include autoimmune disorders, digestive problems, neurological conditions, and endocrine disorders. He currently serves as the Dean of Academics and as a faculty member in both the Master's and Doctorate programs at the Academy of Chinese Culture and Health Sciences.

Robert Laguna, MSOM, L.Ac.

Robert Laguna earned his Master's degree from AOMA Graduate School of Integrative Medicine. Additionally, he holds a Bachelor of Arts degree from Texas State University in San Marcos. He taught at AOMA Graduate School of Integrative Medicine from 1998 to 2024, Woodview Clinic from 1997 to 2004, Osteopathic Concepts/Family Practice from 1997 to 1999, Carrizo Springs Consolidated Independent

School District from 1989 to 1994, and Uvalde Consolidated Independent School District from 1987 to 1989. He is a Licensed Acupuncturist in Texas, and is fluent in both Spanish and English.

Sharon Hennessey, DAOM, L.Ac.

Dr. Hennessey has had a diverse career studying art and working in film before segueing to Chinese medicine. For the past 30 years she has consistently stuck with the profession, moved by the profound effects of the medicine. Her greatest teachers have been her patients who have guided her accumulation of knowledge and experience, and her students who have compelled her to look more deeply into the complexities of her profession. She is constantly inspired by the tireless persistence and dedication from students who are willing to spend both their time and money on a profession to help others and make the world a healthier, better place.

Stefanie Dwyer, DAcCHM, MAcOM, L.Ac.

Dr. Stefanie Dwyer holds a Doctorate and a Master's from AOMA Graduate School of Integrative Medicine, as well as a BS in Anatomy & Physiology from Cornell University. In addition to her academic credentials, she is a Certified Personal Trainer, Certified Health and Wellness Coach, Chartered Life Underwriter (CLU), and Chartered Financial Consultant (ChFC). As a licensed and certified acupuncturist and Chinese medicine practitioner, and an active member of several professional organizations in the field. Stefanie is multilingual, fluent in English and Spanish, and has diverse personal interests, including dressage, scuba diving, and karate.

Suzannah Stason, MSTCM, L.Ac., CMQ

Suzannah is a licensed acupuncturist and certified medical qigong therapist and teacher. Suzannah is the director of the medical qigong program at Aimc and has been on the faculty since 2010. Suzannah graduated from Stanford University with a specialty in mind-body health and is dedicated to sharing the practices of self-healing, spiritual and personal growth and mind-body integration with patients, students and the public. Suzannah has an acupuncture and medical qigong clinical practice in San Francisco and teaches classes, workshops and seminars online and throughout the Bay Area.

Taryn Altendorfer, DAcCHM, Dipl. O.M. (NCCAOM), L.Ac.

Dr. Taryn Altendorfer is a licensed acupuncturist and Board Certified (Dipl.OM) practitioner of Chinese medicine with a strong academic background in both Western and Eastern medicine. She holds a Doctor of Acupuncture with a Chinese herbal medicine specialization and a Master's degree from AOMA Graduate School of Integrative Medicine. Her education also includes a Master of Science in Ministry and Counseling from Lubbock Christian University and a Bachelor of Science in Psychology from Sam Houston State University. Dr. Altendorfer's practice bridges Eastern and Western medicine, rooted in Traditional Chinese Medicine with acupuncture and cupping as primary modalities, combined with herbal, nutritional, and lifestyle guidance. Dr. Taryn's own positive experiences as a patient inspired them to become a practitioner. Specialties include emotional health, digestive dysfunction, pain management, and musculoskeletal injuries.

Tim Kang, MSTCM, L.Ac.

Tim Kang is a highly experienced and dedicated acupuncturist with a strong background in both clinical practice and education. He currently serves as an Acupuncturist at Kaiser Permanente in Chronic Pain and also owns a private practice. Tim Kang earned his M.S. in Traditional Chinese Medicine from the American College of Traditional Chinese Medicine. Tim Kang has a strong passion for both clinical practice and teaching, sharing his extensive knowledge and fostering the next generation of practitioners.

Valerie Hobbs, DACM, L.Ac.

Dr. Valerie Hobbs began their career as a health care provider in 1979 as a direct-entry midwife and maintained a midwifery practice until 1995 when she became a licensed acupuncturist. She also served as an EMT-Paramedic from 1983-86. She earned a diploma from the Colorado School of Traditional Chinese

Medicine in 1995 and a Master of Science from Southwest Acupuncture College in 2007 and completed a Doctorate in Acupuncture and Oriental Medicine at ACTCM at CIIS in December 2017. Dr. Hobbs worked as professor and Campus Director at Southwest Acupuncture College from 1998-2013, and served as the Director of Program Development from 2013-2017. After serving as Director of Postgraduate Doctoral Programs at the American College of Traditional Chinese Medicine at the California Institute of Integral Studies and an Associate Professor from 2017-2021, she took the position of Vice President of Academic Affairs at the Oregon College of Oriental Medicine. She specializes in herbal medicine and acupuncture for women's health including infertility, sports acupuncture and pain management.

Xia Zeng, DPT, MS, MAcOM, L.Ac.

Dr. Xia Zeng earned her doctorate in physical therapy from the University of St. Augustine for Health Sciences in 2020 and a master's of science in Physical Therapy from Texas State University in 2008. She completed her specialty in East Asian medicine with her master's in acupuncture and Chinese herbal medicine from AOMA in 2012. She currently works as a physical therapist at Cedar Park Regional Physical Therapy and Rehabilitation, is the owner of Zeng Life Cultivation Center, in addition to her teaching role previously at AOMA and now at AIMC's doctoral and master's programs. She is an experienced Physical Therapist and Acupuncturist with a demonstrated history of working in the hospital, outpatient and healthcare industry. She is skilled in Pelvic Floor, Prenatal and Postpartum, Concussion, Chronic Pain, Vestibular/Balance, Migraine headache and Oncology Management and a healthcare services professional with integrated knowledge from biomedicine and Chinese medicine.

Xiaotian Shen, M.D. (China), M.P.H. (Israel), B.Med. (China), L.Ac.

Dr. Xiaotian Shen has an extensive background in acupuncture, herbal medicine, and public health, paired with his MD from China and MPH from Hebrew University, make him an invaluable resource for our students. He specializes in addressing a broad array of health concerns, from pain management and neurological disorders to autoimmune diseases and reproductive issues. As a dedicated educator, Dr. Shen draws on his experience and knowledge in the art of healing through traditional Chinese medicine. A sought-after presenter, he regularly shares his expertise on topics such as diabetes, multiple sclerosis, emotional care, pain management, women's health, and herbal safety at conferences, hospitals, and universities.

Yaoping (Violet) Song, PhD, MS, MAc, L.Ac.

Dr. Song received her BA, MS, and PhD at Chengdu University (China), with her PhD focused on Chinese herbal pharmacology. Dr. Song began teaching in 2002 at Chengdu University. she lectured on the science of TCM prescriptions and on TCM herbology and TCM pharmacology. She has participated in research studies that investigated the compatibility, pharmacology, and toxicology of TCM formulas and Chinese ethnic medicine, including Tibetan medicinal herbs. She has also participated in studies funded by research grants from the National Science Foundation of China. Song has been on the faculty at AOMA since 2008, became the director of the herbal department in 2015, and director of the DAOM program in 2020.

Yi Qiao, OMD, L.Ac.

Dr. Qiao is a distinguished practitioner and educator in Acupuncture and Chinese Herbal Medicine, her journey in Traditional Chinese Medicine (TCM) began with six years of training at Beijing University of Traditional Chinese Medicine, followed by establishing her practice in San Diego. Dr. Qiao's commitment to research is demonstrated through her work at Cedars-Sinai Medical Center, bridging Eastern and Western medicine. Dr. Qiao transitioned into academia, teaching TCM theory and practice for over 15 years. Her leadership is evident through roles like Clinical Director and Academic Dean at various institutions, mentoring future TCM practitioners.

Yongxin Fan, MD (China), BMed (China), L.Ac.

Dr. Yongxin Fan is an accomplished instructor of traditional Chinese tuina. He practiced and taught as an attending medical doctor and instructor at the Acupuncture Institute at the Chinese National Academy of TCM and at the Beijing International Acupuncture Training Center. He is a current member and certified instructor for the AOBTA. Dr. Fan has lectured and worked as a visiting professor in Holland, Germany, and Japan. He has more than 22 years of clinical experience and his research has been published in the National Journal of TCM. He specializes in applying an integrated therapy consisting of acupuncture, herbs, and tuina to treat various pain syndromes, including acute and chronic injury, and integrative treatment approaches to common ailments such as stress, allergies, insomnia, and gastrointestinal disorders.

Yu Ying (Emmie) Zhu, DMed (China), DTCM (China), L.Ac.

Dr. Zhu was among the top 50 medical doctors sponsored by the National Public Health Ministry of China to become the first to study Traditional Chinese Medicine (TCM) and Acupuncture in its new TCM university system. She earned her Doctor of Medicine from Shanghai First Medical University in 1953 and went on to graduate in 1961 from Inner Mongolia Medical College in TCM and Acupuncture. With over 55 years of experience practicing internal medicine with both Chinese and Western medical backgrounds, Dr. Zhu has contributed to scholarly publications for nearly 30 years. She has been honored by the Ministry of Health in China for her achievement in Chinese Medicine, and she holds membership in the Chinese Medical Association of Internal Medicine, the Association of Traditional Chinese Medicine, and the Association of the Integration of Chinese and Western Medicine. Professor Zhu currently practices privately in San Francisco.

Zhenni Jin, DAOM, MACM (China), BMed (China), L.Ac.

Dr. Jin earned her Bachelor of Medicine degree from Hunan University of Chinese Medicine in Changsha, China. Seeking further expertise, she then obtained a Master of Chinese Medicine degree from Hong Kong Baptist University in 2016. She continued her studies in the United States, culminating in a Doctor of Acupuncture and Oriental Medicine (DAOM) degree from the AOMA Graduate School of Integrative Medicine in 2019. Dr. Jin specializes in Traditional Chinese Medicine treatments, clinical data analysis, and conducting literature reviews. She has serves as an instructor in acupuncture and Chinese herbal medicine courses, as well as serving as a clinic supervisor. Her scholarship includes work as a Research Associate at Beth Israel, analyzing biomarkers in Chinese Medicine; a Clinical Practitioner at a Hong Kong clinic specializing in orthopedics and Chinese herbal teas; a Research Assistant at Hong Kong Baptist University on wearable acupoint devices; and a Resident Intern completing doctor training across various departments at a major Chinese medicine hospital, with a focus on the Stroke Unit.

Zhi-Bin "Benny" Zhang, MS (China), L.Ac.

Dr. Zhang earned his master's degree from Guang Zhou University of Traditional Chinese Medicine and went on to teach, practice, and conduct research in TCM at the Traditional Chinese Medicine University and Chinese Medical Hospital of Guang Dong Province for 18 years before coming to the US. He has been practicing acupuncture for over 45 years and has published numerous books and articles on Traditional Chinese Medicine (TCM) in his native China. Professor Zhang has been teaching since 1997 and currently maintains a private practice in San Francisco.

Guest Faculty

Carlos Chapa, L.Ac.

Carlos Chapa is the Founder and Medical Director of the Acupuncture & Integrative Medical Center in Texas. After serving as a U.S. Navy Corpsman from 1995 to 2005, he pursued degrees in Traditional Medicine, earning his education from Dongguk University of Los Angeles. He also trained at South Korea's Jaseng Hospital to learn non-surgical techniques for spinal and joint issues. He specializes in

cosmetic acupuncture and advanced dry needling, and volunteers with the Global Acupuncture Project in Mexico. His mission is to help people achieve lasting wellness through a holistic approach.

Emma Morrison Faris, DAcCHM, LM, CPM, IBCLC

Dr. Emma Morrison Faris, is a multi-talented professional with a diverse background in healthcare, education, and legal fields. Dr. Faris completed master and doctorate education in acupuncture and Chinese herbal medicine at AOMA School of Integrative Medicine and holds a Bachelor of Arts from Gordon College. For over a decade, Dr. Faris has been the Clinical Director and Senior Midwife at Beautiful Beginning Birth Center, overseeing midwives and apprentice midwives and ensuring compliance with regulations. Additionally, Dr. Faris is the Academic Director and Instructor at the Midwife Training Center, a role she has held since 2015, where she creates course material and maintains licensure requirements. She also has experience as a Massage Therapy Instructor. Emma's expertise includes insurance billing, team management, policy development, risk management, and patient advocacy. Dr. Faris is also an IBCLC Certified professional and an AHA BLS Instructor. Beyond professional life, Dr. Faris is the founder of K9 Shepherd Rescue of Texas and holds a Third-Degree Black Belt in Tae Kwon Do / Tang Soo Do.

Hong Tack Chung, DATM, L.Ac., Dipl.OM

Dr. Hong Tack Chung specializes in psychology, East Asian diagnostics, sports injuries, and mindfulness-based practices. He holds a Doctor of Acupuncture and Traditional Medicine (DATM) and a Master of Science in Oriental Medicine (MSOM) from Dongguk University Los Angeles, as well as a Bachelor of Science in Psychology and a certification in Mindfulness-Based Chronic Pain Management (MBCPM) from the University of Toronto. With a unique interdisciplinary background, Dr. Chung integrates psychological principles with traditional East Asian medical theory to support holistic treatment approaches. His clinical and academic work emphasizes the management of sports-related injuries and the cultivation of mental well-being through mindfulness. Known for his innovative and inspiring teaching methods, Dr. Chung brings a dynamic and integrative perspective to the study and practice of East Asian medicine.

John Chen, Pharm.D., Ph.D., O.M.D., L.Ac.

Dr. John Chen is a recognized authority on Chinese herbal medicine and Western pharmacology. Holding doctoral degrees from both USC School of Pharmacy and South Baylo University, he currently teaches at USC and other universities of traditional Chinese medicine. Chen actively participates in education and research, and lectures widely at conferences at local, state, national, and international levels. Dr. Chen is a guest lecturer at the Pacific College of Health and Science acupuncture school. He also appeared in a six-hour Discovery Channel documentary on complementary and alternative medicine in 1999. Chen is the author of three textbooks: Chinese Medical Herbology and Pharmacology, Chinese Herbal Formulas and Applications, and Chinese Herbal Formulas for Veterinarians.

Marilyn Allen, MS

Marilyn Allen holds a Master’s degree from Pepperdine University and is a nationally recognized speaker and educator on the subject of alternative healthcare professions and serves as the editor for Acupuncture Today, one of the leading periodicals for the acupuncturist profession. Ms. Allen regularly speaks at associations, schools, and regulatory boards on the topics of practice management, risk management and ethics. In addition, Ms. Allen is currently serving as the liaison to the World Health Organization for the International Classification of Traditional Medicine Committee and is a U.S. delegate to the International Standards Organization’s technical advisory group.

Mia Stableford, L.Ac.

Mia Stableford earned her Master's Degree in Traditional Chinese Medicine from the Academy in Oakland. Mia Stableford is a dedicated practitioner of

Traditional Chinese Medicine (who constantly seeks to expand her knowledge and skills. Mia has completed a postgraduate Acupuncture Sports Medicine Apprenticeship with Whitfield Reaves and has specialized training in Sports Acupuncture, Neuromuscular Technique, and Tui Na through the Acupressure Institute. Mia's holistic approach to patient care involves addressing physical symptoms while considering emotional and spiritual well-being. She creates personalized treatment plans to empower her patients to achieve health.

Robbyn "Ra" Adcock, DACM, Dipl. OM (NCCAOM), L.Ac., CMT

Dr. Robyn Adcock, stands out as a visionary professional dedicated to crafting innovative healthcare programs that significantly enhance patient well-being and refine medical systems. Dr. Adcock holds the esteemed position of Director of Integrative Medicine at UCSF's Stad Center for Pediatric Pain, Palliative and Integrative Medicine, where a focus lies on implementing non-pharmaceutical health initiatives for young patients across diverse care environments. As a Licensed Acupuncturist, Dr. Adcock further develops and broadens Pediatric Acutherapy consult services, offering crucial support to patients throughout numerous hospital departments while simultaneously providing extensive educational initiatives. Taking on leadership at the California State Oriental Medical Association, Adcock skillfully guides this non-profit in legislative advocacy, alongside offering professional support and continuing education to licensed acupuncturists. Dr. Adcock's contributions extend to publishing for the Journal of Acupuncture & Integrative Medicine. Academically, Dr. Adcock earned a Doctor of Acupuncture & Chinese Medicine from Pacific College of Health and Science and a Master of Science in Oriental Medicine from Acupuncture & Integrative Medicine College Berkeley, both achieved with high honors and a strong emphasis on integrative and hospital medicine. Further refining expertise, Dr. Adcock possesses international certifications in Japanese and Chinese Medicine, complemented by comprehensive work in various massage therapy modalities.

Silvia A. Olvera, DAcCHM, L.Ac., Dipl. OM (NCCAOM)

Dr. Silvia A. Olvera, is a licensed acupuncturist with extensive experience in military and veteran healthcare systems. Dr. Olvera currently serves as a Licensed Acupuncturist for the Veterans Integrated Pain Management Clinic at Charles George VAMC, where duties include delivering advanced acupuncture therapy, serving on interdisciplinary teams, and acting as a hospital acupuncture Subject Matter Expert. Prior to this, Dr. Olvera oversaw the Holistic Health Clinic at Naval Hospital Camp Pendleton, providing direct patient care to active-duty military and designing individualized treatment plans using East Asian medicine. Dr. Olvera holds a Doctor of Acupuncture with a Chinese Herbal Medicine Specialization and a Master of Acupuncture and Oriental Medicine, both from AOMA Graduate School of Integrative Medicine. Dr. Olvera is also a Certified Battlefield Acupuncture Instructor.

TUITION AND FEES

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

Admissions Fee		
Application (non-refundable)	$ 100	
Transfer Credit Evaluation	$ 100	
Challenge Exam	$100	Per Course
Program Tuition and Fees		
Master's Program Tuition	$370	Per Unit
Doctoral Program Tuition	$370	Per Unit
Doctoral Completion Track Tuition	$520	Per Unit
Doctoral Completion Track Tuition (AIMC, AOMA, OCOM, ACTCM Alumni)	$420	Per Unit
Course Audit (for current students and alumni)	50% of the regular course tuition	
Course registration occurs each semester and total semester fees are dependent on the number of units enrolled.		
Make-up Exam	$50	Per Exam
Direct Supervision Fee (CP 111 and CP 211)	$ 285	Per Shift
Registration (non-refundable)	$ 35	Per Term
Tuition Financing	$ 25	Per Occurrence / 2 Installments
Late Registration	$ 100	Per Occurrence
Late Tuition	$ 100	Per Occurrence
Late Drop (after 2nd week of the term)	$ 25	Per Course
Supplies and Fees		
Textbooks (for entire program)	$3,000 - $4,500	Estimate
Textbooks for Master's	$1,500 - $4,500	Estimate
Textbooks for Doctorate Completion Track	$ 500	Estimate
Student Activities	$ 5	Per Term
Technology	$ 50	Per Term
OH 099 Herbs Supplies	$ 30	
EL 101 Ear Model	$ 40	
IM 120 Supplies/Lab	$ 200	
Equipment & Uniforms	$500-$1,000	For Entire Program
Student ID Badge (Replacement)	$ 10	(No charge for initial)
Clinic Malpractice Insurance**	$ 75	Per Term
Graduation / Alumni Services		
Comprehensive Exam	$ 100	Per Occurrence
Thesis Support (IM450 & IM 550):	$ 250	Per Course
Official Transcript	$ 25	
Unofficial Transcript	$ 10	
Diploma (Reprint)	$ 100	
Returned Check	$ 35	Per occurrence
Graduation Evaluation and Commencement Ceremony	$250 $150	First Degree Second Degree

** All students enrolled in technical or acupuncture techniques classes are covered by institutional malpractice insurance upon entry into the program. However, the specific Clinic Malpractice Insurance fee is only assessed and charged to the student's account upon their first registration for a clinical internship shift.

Student Tuition Recovery Fund (STRF) Fee

The STRF fee applies to eligible California students only. It is non-refundable and subject to change by action of the California State Legislature or the Bureau for Private Postsecondary Education.

The current STRF rate is $0.00 for every $1,000 of institutional charges.

MASTER PROGRAM	
Estimated tuition cost based for Master's Program (139.5 didactic units + 33 clinic units) ▯ Didactic / Clinic Unit: $ 370	$ 63,825
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM (For Master's program)	$ 72,380
This estimate includes total estimated tuition costs, required fees, required equipment and supplies, and recommended books for completing the program in the minimum time allowed (3 years) for all didactic and clinical hours held at Acupuncture & Integrative Medicine College.	
ESTIMATED TOTAL CHARGES FOR A PERIOD OF ATTENDANCE (EQUAL TO ONE TERM IF THE PROGRAM IS COMPLETED IN 10 TERMS)	$ 7,238
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT ▯ Registration Fee (non-refundable): $ 35	

DOCTORAL COMPLETION TRACK PROGRAM	
Estimated tuition cost based for Doctoral Completion Track Program (11.5 didactic units + 4.5 clinic units) ▯ Didactic / Clinic Unit: $ 520	$ 8,320
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM (For Doctoral Completion Track program)	$ 10,175
This estimate includes total estimated tuition costs, required fees, required equipment and supplies, and recommended books for completing the program in the minimum time allowed (8 months) for all didactic and clinical hours held at Acupuncture & Integrative Medicine College.	
ESTIMATED TOTAL CHARGES FOR A PERIOD OF ATTENDANCE (EQUAL TO ONE TERM IF THE PROGRAM IS COMPLETED IN 2 TERMS)	$ 5,087.50
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT ▯ Registration Fee (non-refundable): $35	

DOCTORAL PROGRAM	
Estimated tuition cost based for Doctoral Program (151 didactic units + 37.5 clinic units) ▯ Didactic / Clinic Unit: $ 370	$ 69,745
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM (For Doctoral program)	$ 79,530
This estimate includes total estimated tuition costs, required fees, required equipment and supplies, and recommended books for completing the program in the minimum time allowed (4 years) for all didactic and clinical hours held at Acupuncture & Integrative Medicine College.	
ESTIMATED TOTAL CHARGES FOR A PERIOD OF ATTENDANCE (EQUAL TO ONE TERM IF THE PROGRAM IS COMPLETED IN 12 TERMS)	$ 6,627.50
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT ▯ Registration Fee (non-refundable): $ 35	

Total Amount Calculation

The total charges for the entire program for a full-time student are based on the current tuition and fee schedules. This estimate excludes optional fees, non-required books and supplies, and any costs incurred outside of AIMC Berkeley. These figures are subject to change and are provided for informational purposes only.

Tuition Payment Policy

Tuition for each term is due in full before the first day of the term. A $100 late fee will be applied for any tuition not received by this date. Students who have not completed payment or made satisfactory arrangements (e.g., financial aid, payment plan) by the Add/Drop deadline will be automatically withdrawn from all enrolled courses. Students have the right to cancel enrollment prior to the first class session and should refer to the Refund Policy section of this catalog for more information.

Institutional Payment Plans

AIMC may offer approved term-based payment plans for tuition and institutional charges. Payment plans are not loans, do not accrue interest, and normally divide the term balance into two installments with a $25 tuition financing fee. Students must request a payment plan through the Accounting Office or Financial Aid Office, and approval is not automatic.

STUDENT TUITION RECOVERY FUND DISCLOSURES

"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, California, 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:

- 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.
- 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.
- 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.
- The institution has been ordered to pay a refund by the Bureau but has failed to do so.
- 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.

- 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.
- 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.

For claim instructions or further information, contact the Bureau for Private Postsecondary Education; 1747 North Market Blvd. Suite 225, Sacramento CA, 95834; Phone: 916-574-8900; Email: bppe@dca.ca.gov. No claim can be paid to any student without a social security number or a taxpayer identification number.

CANCELLATION AND REFUND POLICY

Upon initial enrollment at AIMC, students are required to sign an Enrollment Agreement. A student has the right to cancel the enrollment agreement at any time, and to obtain a refund as described in this catalog. If an applicant is not accepted for admission, all refundable monies paid toward enrollment in the program will be refunded.

AIMC's cancellation and refund policies are published in this catalog and in the Enrollment Agreement and are intended to comply with applicable state, accreditation, and federal financial aid requirements.

AIMC maintains cancellation and withdrawal records in accordance with applicable requirements. Cancellation refers to termination of enrollment during the cancellation period. Withdrawal refers to termination after the cancellation period.

For California students, the student has 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. Cancellation must be made by written notice to the AIMC Registrar. The written notice may be submitted by email, mail, or hand delivery. The written notice does not need to take any particular form and is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

If a California student cancels within the cancellation period described above, AIMC will refund 100% of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed $250. 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.

Cancellation Before the Start of Instruction

If a student cancels enrollment after signing the Enrollment Agreement but before the start of instruction, the student will receive a refund of all monies paid, less any non-refundable fee specifically identified in the Catalog or Enrollment Agreement and permitted by law. Refunds will be issued within 30 calendar days after the institution receives written notice of cancellation. To cancel enrollment, students must notify the Registrar. Students may not withdraw by notifying any other school office, faculty member, advisor, Dean, or member of the clinic staff. Withdrawal may also be effectuated by conduct, including prolonged non-attendance, as defined in this catalog and consistent with applicable requirements. Cancellation becomes effective on the date that notice

is given to the Registrar or on the date specified by the student on the Petition for Withdrawal. The effective date of withdrawal shall be no later than the date the notice is received by the institution.

Written notification on the Petition for Withdrawal is preferred. A simple statement to the effect "I am withdrawing from AIMC effective on [date]" emailed to registrar@aimc.edu is also sufficient.

It is highly recommended that you contact your academic advisor prior to submitting your withdrawal notice.

Withdrawal and Transcript Record

If a student withdraws from AIMC before the end of the second week of classes, the non-completed classes from the current term will not appear on the student's transcript. If a student withdraws from AIMC after the second week of classes, a grade of "W" will appear on their transcript for all non-completed classes. If the student has already received one or more final grades for courses in the current term (e.g., short term courses), these final grades will appear on the student's transcript.

For students in the Doctoral Completion Track program, the deadline to withdraw with a full refund and no record is seven days from the first-class meeting of the first weekend session. After the deadline, a grade of "W" will appear on their transcript for all non-completed classes.

Students who submit a Petition for Withdrawal at any point during the term have the option to complete courses in which they are currently enrolled. Their withdrawal date will be recorded as the last day of the term in which they complete course work.

The Petition for Withdrawal

The Petition for Withdrawal is used to request either permanent or temporary withdrawal from enrollment at AIMC and is the preferred method for students to cancel their enrollment. The Petition may be hand delivered, emailed, or mailed to the attention of the Registrar at 2550 Shattuck Avenue, Berkeley, CA 94704-2724.

Permanent Withdrawal

Students not planning to return to the AIMC degree program which they are enrolled in should submit a Permanent Withdrawal form. If submitted before the end of the term, students should indicate if they will or will not complete their current classes.

Students who do not enroll for class and do not file a Petition for Withdrawal by the conclusion of the term's add period are treated as a Permanent Withdrawal.

Former students who wish to return after requesting permanent withdrawal must complete the admissions process again. Readmission is not guaranteed. Students accepted for readmission after submission of a request for permanent withdrawal are subject to the catalog curriculum and tuition rate in place at the time of their readmission, not the period of initial enrollment. A new enrollment agreement must be signed. The maximum time limit for graduation will be calculated from the initial enrollment.

Leave of Absence

Students may request a temporary Leave of Absence (LOA) for up to 180 calendar days within a 12-month period, consistent with federal financial aid regulations. The total duration of approved LOAs may not exceed 180 days in any 12-month period. Students who withdraw temporarily should specify their intended term of return. Temporary withdrawal may be extended up to one calendar year from the last term in which the student completed at least one course. Students returning after a temporary withdrawal will matriculate under the curriculum of the catalog in effect at the time they withdrew. Failure to return from an approved Leave of Absence by the stated return date, or exceeding the maximum allowable LOA period, will result in administrative withdrawal. Students administratively withdrawn under these circumstances must reapply for admission to resume enrollment and are not guaranteed readmission. Students who withdraw temporarily remain subject to the maximum time limit for graduation; however, approved Leave of Absence periods do not count

toward the calculation of normal time to complete the program.

In cases of documented emergency or unforeseen circumstances, a Leave of Absence request may be submitted retroactively, provided the student contacts the Registrar as soon as practicable and submits required documentation.

Automatic Withdrawal Due To Lack of Attendance

The Department of Education requires that any student absent from all scheduled classes or clinic shifts for 14 or more consecutive calendar days without an approved Leave of Absence may be administratively withdrawn from the program. A student may be deemed withdrawn after a maximum of 14 consecutive calendar days of non-attendance. The US Department of Education must be notified of the withdrawal and any unearned loan funds must be returned to the Department of Education. Students receiving Federal Student Aid who request a Leave of Absence that reduces enrollment below half-time are required to complete Exit Counseling. A student's loan grace period begins when enrollment drops below half-time, regardless of LOA approval. Students are responsible for contacting their loan servicer regarding repayment obligations. Return of Funds is calculated based on the student's last date of attendance.

Excused Absence

In cases of serious illness or other compelling circumstances beyond the student's control, students may petition for an excused absence. Requests must be submitted to the Registrar along with supporting documentation. Excused absences are reviewed by the Academic Standards Committee and may be granted when documentation demonstrates that the absence does not prevent the student from meeting the required attendance standard.

Decisions regarding excused absences will be communicated to the student within 10 business days of submission. Students who miss more than the allowable percentage of class hours may be required to repeat the affected course(s) or take other remedial measures as determined by the Academic Standards Committee.

Crisis Leave

Students who need to cease attendance due to an immediate, urgent personal crisis such as a family emergency or a serious health issue should contact the Registrar at the earliest opportunity to request temporary leave.

Administrative withdrawal

Withdrawal for Non-Payment. Payment is due at the start of each enrollment period. Students who fail to make payment as described on the registration form filed each trimester may be withdrawn from school at the discretion of the President. Academic records may be held until any outstanding balance is settled, to the extent permitted by applicable law.

Academic Withdraw. Students on Academic Probation who are unable to meet the terms of their action plan may be withdrawn from school by action of the Academic Standards Committee.

Dismissal. Students may be disciplined as described under Acts Subject to Discipline in this catalog. In cases where the action results in dismissal from the program, the refund will be calculated from the effective date of the dismissal or an earlier date if such action is determined to be appropriate by the Disciplinary Review Panel or the President.

Returning After Administrative Withdrawal

Students who are involuntarily withdrawn for any reason may not return until the issues surrounding their departure have been resolved. To resume study, a student must petition for permission to reapply to their program of study. A petition for permission to reapply should be sent to the Registrar. If permission is granted, the applicant must reapply as described in the Admissions section of this catalog.

Refunds

For standard 15-week courses:

- Prorated refunds will be calculated in accordance with applicable state, accreditation, and federal financial aid requirements, based on the student's effective withdrawal date and the applicable period of attendance.
- Full tuition refund for students who withdraw during the first two weeks of the trimester.
- After the second week of the trimester, the institution shall provide a pro rata tuition refund to students who have completed 60% or less of the period of attendance. Please see the Prorated Tuition Schedule listed below*
- If a student withdraws after week nine of the trimester, no refund will be provided.

For classes less than 15 weeks, beginning after the first week of the trimester:

- A full tuition refund for students who withdraw during the first two weeks of the trimester.
- After the second week of the trimester, a $25 drop fee will be imposed. The institution shall provide a tuition refund minus a $25 drop fee.
- Only fees permitted by applicable law and explicitly identified in the Enrollment Agreement and catalog may be non-refundable.

*15 Week Trimester Prorated Tuition Refund

Each trimester is 15 weeks. The prorated refund will be as follows for standard 15-week courses:

15 Week Trimester	Prorated Tuition Refund
Week 1	100%
Week 2	100%
Week 3	80%
Week 4	73%
Week 5	66%
Week 6	60%
Week 7	53%
Week 8	46%
Week 9	40%
Week 10-15	No tuition refund

This chart assumes that the student submits the withdrawal paperwork after the class has met for the week. In cases where the withdrawal is submitted prior to the class meeting, the prior week's percentage would apply. In the case of complete withdrawal from school, the final refund will be based on classes that have not occurred at the time the withdrawal is submitted.

All refunds will be issued within 30 calendar days and accompanied by written documentation specifying the amount refunded, calculation method, refund date, and recipient.

Doctoral Completion Track, Terms 11 & 12

Students who withdraw within seven days of the first class meeting of the first weekend session are eligible for a full tuition refund. Following the first weekend session, those who withdraw within seven days of the first class meeting of the second weekend session will receive a 60% tuition refund. No refunds will be given after the second weekend session.

The Doctoral Completion Track courses meets for four weekend sessions during the trimester, with each trimester running for 15 weeks. The professional doctorate courses are based on a cohort model. All students start on the same date and take the same courses until completion of the program. Individual courses cannot be dropped.

15 Week Trimester	Prorated Tuition Refund
7 days from the first class meeting of the first weekend session	100%
7 days from the first class meeting of the second weekend session	60%
8 days after the first class meeting of	No tuition refund

the second weekend session	

Classes That Meet for Less Than 15 Weeks

Refunds for courses of less than 15 weeks are calculated on the basis of the same percentages (e.g., full refund prior to the start of class and until 13% of the class meetings are complete; prorated refund until 60% of the class is complete). Classes that meet once or over a single weekend must be dropped prior to the start of the course to be eligible for refund.

Refundability of Books, Supplies, Equipment, and Fees

Refundability of books, supplies, equipment, and other fees shall be governed by the Enrollment Agreement, applicable fee disclosures, and applicable law. During any applicable statutory cancellation period, AIMC will not deduct charges from the student's refund except as permitted by law. After the applicable cancellation period, consumable supplies and other issued materials are non-refundable once provided to the student, unless otherwise stated in writing. Any refundable amount for equipment or other materials may be reduced for items not returned in good condition, where permitted by law.

Students Receiving Financial Aid

For students who receive Federal Student Aid, there may be repayment implications to canceling enrollment; therefore, students who intend to withdraw from the program should contact the Financial Aid Office—Federal Student Aid Handbook, 34 CFR668.22 (b)(1).

If the student has received federal student financial aid funds, any refund and any return of funds will be handled in accordance with applicable federal Title IV requirements and institutional policy.

Important Information about Tuition Refunds for Students Receiving Federal Title IV Financial Aid (Direct Loans).

Under Department of Education rules, when aid is disbursed at the start of the term, students are considered to be "earning" aid as they continue enrollment through the term. If a student withdraws before 60% of the term is complete, the "unearned" funds for the entire disbursement must be returned to the lender.

The calculation for Return of Funds required under Title IV (Return to Title IV, R2T4) is completely independent of the tuition refund policy. If a student withdraws and is entitled to a tuition refund, under Department of Education rules the refund must be applied to the unearned funds that the school must return to the Department of Education.

Students who receive Title IV aid should be aware that withdrawal before 60% of the term is complete means that the student is obligated to return the full amount of the "unearned" aid to the Department of Education. Any unearned aid distributed to the student must be immediately returned to the college. This means that it is possible to withdraw, receive a refund, and still have a balance due after the return of funds to the lender has been calculated.

Return to Title IV (R2T4) Example

The following is a general example. A specific calculation must be done based upon the Federal Student Aid award, tuition charges, and the date the withdrawal process is initiated.

The example chart listed assumes a financial aid disbursement of $11,000 and tuition charges of $4.000 in a term of 105 calendar days. The amount to be returned assumes the student received a refund check of $7,000. Determination of the amount of aid earned is based on the number of days completed divided by the number of days in the term.

- Determine the aid earned based on the date of withdrawal.
- Subtract this amount from the funds disbursed to determine the amount that must be returned. Calculate the tuition refund.
- Apply the refund to the amount to be returned to determine how much the student needs to return.

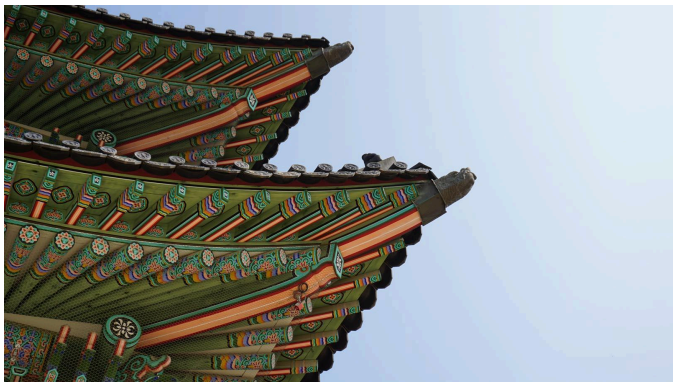
Day dropped	Aid Earned	Return to lender	Tuition Refund	Returned

below half-time				
10 (Week 2)	9%| $1,100	$9,900	100%| $4,000	$5,900
19 (Week 3)	18%| $1,900	$9,100	80%| $3,200	$5,900
32 (Week 5)	30.5%| $3,050	$7,950	66%| $2,400	$5,550
47 (Week 7)	44.7%| $4,917	$6,083	53%| $2,120	$3,963
62 (Week 9)	59%| $6,490	$4,510	40%| $1,600	$2,910
63 (Week 9)	100%| $11,000	$0.00	40%| $1,600	$0.00

At the end of Week 9, the term is 60% complete. No refund is available for withdrawal after week 9 and all federal financial aid is considered fully earned after the 62nd day of a 105-day term.

Students who withdraw on or after the 63rd day of the term (the end of Week 9) are not required to return Title IV Federal Student Aid to AIMC.

Please contact the Financial Aid office if you have any questions about the required return of financial aid funds.



TITLE IV FEDERAL FINANCIAL AID

AIMC is authorized to award Title IV Federal Student Aid to eligible students through December 31, 2026, the effective date of AIMC's withdrawal from Title IV participation*. The primary source of funding is the Federal Direct Loan Program, available at a fixed interest rate. Direct loans have a 6-month grace period from the point the borrower ceases at least half time enrollment. Detailed financial aid information on the various federal student aid programs is available from the US Department of Education's website at studentaid.gov. This site provides free information on preparing for and funding education beyond high school.

Federal student aid policies described herein are subject to change based on federal legislation and U.S. Department of Education guidance. AIMC will implement changes as required and notify students accordingly.

Direct Unsubsidized Loan

Graduate students (i.e., have a bachelor's degree, the equivalent of three years of undergraduate study, or 90.0 semester units) are eligible to borrow graduate-level Direct Loans. For each loan period, i.e., two trimesters a student may borrow a total of $20,500.00 from the Direct Loan Unsubsidized programs.

Beginning July 1, 2026, the annual Direct Unsubsidized Loan limit for graduate students is capped at $20,500.

The maximum aggregate limit for Direct Subsidized Loan and Unsubsidized Loan is $138,500 (this may include the total amount that students may have borrowed from any previous institutions.)

For borrowers with loans disbursed prior to July 1, 2026, existing federal aggregate loan limits apply. For borrowers with loans first disbursed on or after July 1, 2026, graduate aggregate borrowing is capped at $100,000, excluding undergraduate borrowing.

Direct Unsubsidized Loan interest accrues from the time the loan is disbursed by the Department of Education. For more information on the Unsubsidized Loan such as interest rate, loan fee, amount, and repayment, etc., please visit.

Direct Unsubsidized Loans
https://studentaid.gov/understandaid/types/loans/subsidized-unsubsidized

The Federal Budget Control Act of 2011

The Budget Control Act also removes the authority of the Department of Education to offer any repayment incentives to Direct Loan borrowers to encourage

on-time repayment of loans, including any reduction in the interest rate or origination fee, effective for loans first disbursed on or after July 1, 2012.

Direct Graduate PLUS Loan

Students who require additional assistance may consider the federal credit-based Graduate PLUS Loan. The Federal Direct Graduate PLUS Loan is available only for loans disbursed prior to July 1, 2026. Beginning July 1, 2026, the Graduate PLUS Loan program is scheduled to be eliminated under federal law. For more information on the Direct Graduate PLUS Loan such as the current interest rate, loan fee, amount and repayment, etc., please visit Direct Grad PLUS Loans at https://studentaid.gov/understand-aid/types/loans/plus/grad

Please contact the Financial Aid Office at faofficer@aimc.edu for assistance on Federal Student Aid.

California State Financial Aid Program. The institution does not participate in any California state financial aid program (CEC § 94909 (a) (10).

Federal Student Aid Changes Effective July 1, 2026

Federal student aid regulations are subject to change. Beginning July 1, 2026, federal law introduces changes to loan eligibility, aggregate limits, repayment plans, and program availability. Students are encouraged to consult studentaid.gov and their loan servicer for the most current information.

Beginning in the 2026–27 academic year, federal loan limits for students enrolled less than full-time may be subject to additional reductions as determined by the U.S. Department of Education.

Federal Work-Study

Federal work-study is based on financial need as determined by the Free Application for Federal Student Aid (FAFSA). Work-study positions include on-campus clinic reception assistants, admissions and student services representatives, administrative assistants, library assistants, herb room assistants, classroom assistants, and peer tutors. As available, AIMC also offers limited institutional work-study that is not based on financial need. Both federal and institutional work-study students must be enrolled at least half-time at AIMC and be able provide proof of employment eligibility in the US, as stipulated by the USCIS. Work-study students are paid hourly rates based on the type of work performed and may work up to 20 hours per week.

Applying for Federal Student Aid

- Visit AIMC Financial Aid – https://www.aimc.edu/students and use the Federal Student Aid checklist to complete required documentation.

Checklist:
https://www.aimc.edu/_files/ugd/0e4ddb_c3a4e92c7d624ecaa0a9a4a8959fee7f.pdf

- Visit Federal Student Aid - https://studentaid.gov/ to submit your Free Application for Federal Student Aid (FAFSA). The federal school code for AIMC Berkeley is 033274.
- Complete Entrance Counseling, Master Promissory Note (MPN) for Graduate/Professional Students, and Annual Student Loan Acknowledgment at https://studentaid.gov/
- Complete the AIMC FSA Application Form (New FSA Student ONLY) and AIMC Direct Loan Request Form (required for each loan period).

Application Form (New FSA Student ONLY):
https://aimc.populiweb.com/router/forms/respond/23/3da2f1c8e3f1388f17bfc683be1ffa83

Loan Request Form (Required for each Loan Period):
https://aimc.populiweb.com/router/forms/respond/30/6f58f2e3e665111e3ed69e19bc335248

- Once all paperwork has been received, the federal loans will be processed.

- Disbursements are usually made around the fourth week of each trimester after the Add/Drop period. Students will be notified when the funds are available. Please remember to budget your monies accordingly.
- Federal Student Aid applications must be completed prior to the start of a term. After loan fees and deduction of tuition, the student will receive the remaining credit or pay out of pocket for the remaining balance within three days of the disbursement notice. Late tuition payments are subject to a fee.

Professional Judgment/Special Circumstances

If a student has special circumstances or a change in circumstances not already reflected on the FAFSA (loss of employment or untaxed income, retirement, etc.) a request can be made to review the changed circumstances by submitting a Policy Appeals Form defining the situation and providing actual figures. A student may also request to have the Cost of Attendance adjusted due to such circumstances as medical, dental, or nursing home expenses not covered by insurance, unusually high child care costs, etc. The appropriate documentation of the unusual circumstances and/or expenses must be attached to the Policy Appeals Form and submitted to the Financial Aid Office for review before final submission to the Appeals Committee. The student will be notified in writing of the committee's decision.

Deferral of Existing Title IV Loans

To defer or postpone payments on prior student loans a student must be enrolled at least part time and, in a program, leading to a degree or certificate. To be eligible to utilize any federal program a student must be registered and attending at least part time (minimum of 6.0 credits).

Return to Title IV (R2T4) Policy

(REVISED JULY 2023)

Federal Student Aid (Title IV funds) are awarded to a student under the assumption the student will attend school for the entire period for which the assistance is awarded. When a student'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.

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 Day 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 Return To Title IV (R2T4) Funds is performed and must be completed within thirty (30) days from the student's Last Day of Attendance (LDA), or within forty-five (45) days from the Date of Determination (DOD) of the student's withdrawal.

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

- Direct Grad PLUS Loan
- Direct Unsubsidized loan

Return to Title IV (R2T4) Funds

If a federal student aid recipient withdraws from all classes before completing 60% of the payment period (or period of enrollment), AIMC will calculate the amount of Title IV aid the student did not earn which needs to be returned to the Department of Education. The amount of unearned aid equals the difference between Title IV aid that was disbursed or could have been disbursed for the payment period and the amount of Title IV aid that was earned.

Examples of the treatment of Title IV funds when a student withdraws are available from the Financial Aid Office. See the Refund section of this catalog for an example.

Repayment

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Borrowers with loans first disbursed on or after July 1, 2026 will have access only to the Standard Repayment Plan and the Repayment Assistance Plan (RAP), as defined by federal regulation.

Repayment Options

A loan servicer is a company to handle the billing and other services on your federal student loan on behalf of the Department of Education at no cost to you. Your loan servicer will work with you on repayment options (such as income-driven repayment plans and loan consolidation) and will assist you with other tasks related to your federal student loans. You will be assigned a loan service after your loan amount is first disbursed (paid out). Your loan servicer will contact you after that. For more information on federal student loan repayment, please visit Manager Loans at https://studentaid.gov/h/manage-loans.

ACADEMIC POLICIES

Student Code of Conduct

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 Rights

- Receive an appropriate educational program.
- Be informed about all policies that pertain to students.
- Receive fair and reasonable treatment from those who are responsible for enforcing policies.
- Attend in an academic and social climate that is conducive to learning and free from fear and violence.
- Be free from harassment, threats, or intimidation (including but not limited to ethnic, racial, religious, sexual, sexual orientation) that are pervasive and create an intimidating, hostile, or offensive learning atmosphere.
- A grievance procedure.

Student Responsibilities

- Be on time to each class; be prepared to work; bring required materials and assignments to class.
- Know and follow policies and follow directions from Staff.
- Be courteous and respectful to the faculty, staff, students, patients, and the general public.
- Behave in such a way that it does not interfere with or disrupt the education of themselves or others.
- Respect public, school, and personal property.
- Report any behavior from another person that is inappropriate, not welcome, personally offensive, morale depleting, or that therefore interferes with academic effectiveness.
- Read and know the Catalog and Clinical Practice Handbook rules and regulations.
- Read the student notice board and other posted notices, and stay up to date on any changes to school policies.

Student Feedback

AIMC encourages feedback and suggestions from students, who play a large role in institutional decision making. The following are avenues through which students can provide input and suggestions regarding various aspects of their school experience:

- Online Suggestion Box - Students can submit general suggestions or propose topics to be discussed at the next Student Council or Town Hall meeting.
- Course/Clinic Evaluations – Done at the conclusion of every trimester. Students have the opportunity to provide anonymous feedback about individual courses and instructors.
- Student Satisfaction Survey – Annual survey. Students offer input regarding multiple aspects of the school including services, policies, procedures, facilities, etc.
- Student Council Meetings – Meetings facilitated and attended by students to discuss student-related matters such as campus activities, student concerns, suggestions, etc.
- Town Hall Meetings – Campus wide meetings attended by all stakeholders to discuss issues and announcements that affect all AIMC Community Members.
- Strategic Planning sessions – Biennial meeting held to review and update AIMC's mission, vision, goals, and objectives. Students, staff, faculty, alumni, and board members are all encouraged to participate.
- Exit Survey - Completed as part of the graduation exit process. Pending graduates provide feedback on their overall experience and satisfaction with the AIMC institution and program of study.
- Grievance Procedure – If students are not satisfied with any aspect of the school, they can file an

official complaint or grievance as outlined in the student handbook and website, or request a meeting with the Director of Student Services to relay their concerns.

Grievance Policy and Procedures

The purpose of the grievance process is to resolve issues or disputes that a student may have with a faculty or staff member, a student, or the administrative operations and processes of the college.

The Grievance Procedures are intended to deal with a request or complaint concerning misapplication of a specific process or a violation of AIMC policies, especially an alleged violation of the professional standards. The process may also be used with issues of campus safety and integrity in all levels of the administrative operations. It is intended to resolve issues in a timely, fair, and amicable fashion.

Definition of a Grievance

A grievance is an allegation by a student, based on specific perceptions or experiences, that there has been a misinterpretation, misapplication, deviation, or violation of published AIMC policies or appropriate administrative procedures. The following situations may be submitted for review through the Grievance Procedure:

- Alleged violations of Student Handbook.
- Alleged violations of the college's Professional Standards.
- Unsafe or inappropriate assignment.
- Unsafe or inappropriate policy application.
- A repeated pattern of harassment or other inappropriate behavior.

Exclusions and Referral to Applicable Administrative Procedures

The following requests or complaints are not subject to the Grievance Procedure because they are reviewed through separate institutional policies or administrative processes. Students who are unsure which process applies may contact the Grievance Coordinator at avp@aimc.edu.

- Title IX, sexual harassment, sex-based discrimination, or related retaliation. These matters are reviewed under AIMC's Title IX, Nondiscrimination, and Sexual Harassment policies and may be reported to ai@aimc.edu.
- Academic issues such as attendance, grading, records, academic probation, academic dismissal, or other academic disciplinary action. These matters are reviewed by the Registrar, Academic Dean, or Academic Standards Committee.
- Tuition, fees, payment plans, cancellation, withdrawal, refunds, academic or clinic registration charges, or instance-based charges such as library fines, late fees, or make-up/remedial test fees. These matters are reviewed by the appropriate administrative office.
- Legally prohibited unequal treatment, including discrimination or harassment based on age, sex, race, religion, color, ethnic/national origin, disability, sexual orientation, or veteran status. These matters are reviewed under AIMC's applicable nondiscrimination, harassment, or conduct policies.

Definitions of the People Involved

The Grievance Coordinator advises the Grievant regarding options available for resolving issues, and guides all parties through the grievance process, whether informal or formal (see below). All incidents reported are triaged by the Title IX Coordinator, and the Director of Student Services serves as the Grievance Coordinator.

The Grievant is the student who brings a complaint to the Grievance Coordinator for resolution through the Grievance Procedure.

The Respondent is the person or persons named in the complaint by the Grievant.

The Grievance Committee

The Grievance Committee shall be nominated by the President under the advisement of the grievance coordinator. Committee members will be nominated in appropriate number and representation, including members of the college community (a faculty and/or student member) who are deemed to be impartial in relation to the complaint and who do not have any conflicts of interest with the parties involved. The committee will self-appoint a chair to relay recommendations for resolution to the President and grievance coordinator. If the Grievance is filed against an employee of the college, a representative from Human Resources will participate in the Committee. Membership may also include the Grievance Coordinator where deemed appropriate.

Grievance Procedures

AIMC policy requires that the Grievant shall go through the informal grievance process. All incidents that have the potential to compromise physical and/or emotional safety should be reported through the AIMC incident reporting platform. All incidents are triaged by the Title IX Coordinator to ensure confidentiality is maintained. In the case of an incident that indicates a potential violation of Title IX, the Title IX Coordinator will immediately become the Grievance Coordinator and manage all communication with involved parties. In the case of a grievance that is not related to Title IX, the Title IX Coordinator will refer the Grievant to the (interim) Director of Student Services to pursue an informal process, which may be escalated to formal as necessary.

The Title IX Coordinator who will triage all incident reports and grievances is the Director of Institutional Analytics and Wellness - contact at ai@aimc.edu. The Grievance Coordinator is the interim Director of Student Services and Austin Vice President - contact at avp@aimc.edu

Informal Grievance Procedure

A Grievant shall first file a Complaint & Incident Form, and make a good faith effort to meet with the other party directly to resolve the issue. Either the Grievant or the Grievance Coordinator will inform the Respondent of the grievance. The Respondent, in turn, has the obligation to consider the matter seriously and to promptly cooperate with requests for information and/or meetings. In cases where either party is unwilling to meet directly with the other party, a request for a meeting with a mediator may be acceptable. The Grievance Coordinator will schedule the meeting between all parties.

The Informal Process is intended to provide an opportunity for both Grievant and the Respondent to resolve the issue in a timely and amicable fashion. If resolution cannot be reached, the Grievant may then file a Formal Grievance.

Formal Grievance Procedure

If the Grievant is not satisfied with the outcome of the informal process, a Formal Grievance process may be initiated. A written request to pursue a Formal Grievance should be submitted to the Grievance Coordinator within 14 days of the conclusion of the informal process.

All Formal Grievances will be reviewed by the Grievance Committee. The Grievance Committee will first review a grievance to determine:

- Whether or not the submitted grievance does fit the criteria (potential policy violations) necessary for a formal process to be conducted, and
- Whether or not the submitted grievance falls under the purview of another process (Title IX, etc.).

A grievance that falls under the purview of another process will be redirected into the appropriate area for review.

If the initial review determines that the grievance falls within the purview of the Grievance Committee, the Committee will review the complaint.

Review and Decision by the Grievance Committee

The Grievance Committee will review the documentation related to the grievance and may take testimony from the Grievant, the Respondent, and

witnesses. The individual who files a grievance assumes responsibility to demonstrate the validity of the complaint.

Based on the evidence presented, the Grievance Committee will render a determination on the outcome of the formal grievance. The college has a maximum of 45 days to investigate and reach a resolution. If it appears that a resolution will not be made within 45 days, written notification shall be given to all parties within 30 days stating that a decision will be reached after the 45-day mark. The decision will be communicated to the Grievant(s), Respondent(s), and the members of the Committee in writing by the Grievance Coordinator.

The privacy of the all concerned parties shall be strictly protected to the highest possible level.

If no appeal is made within 14 days after a decision is rendered, the decision of the Grievance Committee will be final.

Appeals

Under certain circumstances, an appeal may be made to a determination by the Grievance Committee. Dissatisfaction with the outcome of the committee's decision does not constitute grounds for an appeal.

Appeal to the Grievance Committee

A Grievant or Respondent can appeal a decision of the Grievance Committee only if the Grievant or Respondent can provide evidence or information that was not available at the time the original review was conducted. The new information is provided to the Grievance Committee through the Grievance Coordinator.

Non-Retaliation

Students, faculty members, and staff members have a right to file a grievance without fear of retaliation. The college does not tolerate retaliation against the grievant, respondent(s), witnesses, hearing panel members, grievance coordinator, or any other individuals formally involved as parties to the grievance procedure. Any attempt to retaliate against a person for raising an issue or participating in dispute resolution under this policy is strictly prohibited. Any person who makes such an attempt will be subject to appropriate disciplinary action as outlined in the Student Catalog & Handbook under Acts Subject to Discipline. Any person who makes such an attempt will be subject to appropriate disciplinary and/or legal action.

Confidentiality

To the greatest extent possible, strict confidentiality will be maintained by all parties regarding all matters relevant to grievances. Only those parties who "need to know" will be provided with confidential details. All parties involved are legally and ethically bound to maintain absolute confidentiality with all matters pertaining to the grievance.

Disciplinary Policies and Procedures

AIMC may take administrative disciplinary action against any student whose personal conduct disrupts the educational environment of the institution. Such action may be imposed for any conduct by a student that, in the opinion of the Disciplinary Committee, (i) violates the high standards of ethics expected of potential future primary health care practitioners; (ii) interferes with the rights of other students; (iii) disrupts the intended functioning of AIMC; or (iv) violates any of the stated policies of AIMC, including but not limited to the following conduct or situations:

- Practicing acupuncture, except under supervision by a Licensed acupuncturist in AIMC classes and clinics.
- Engaging in plagiarism or using, giving, or receiving unauthorized aid, equipment, or materials during an examination or with respect to any other requirement for any class.
- Defacing, vandalizing, stealing, or removing without proper authorization any property belonging to or leased by AIMC, or using College facilities or property for any unauthorized commercial purposes.

- Engaging in any harassment of any person, including under the provisions of the federal Title IX statute, while on the premises of AIMC or at any function, whether or not on said premises, sponsored or conducted by AIMC.
- Willful commission of any act in violation of local, state, or federal laws, statutes, ordinances, or codes.
- Knowingly making false statements or entries in any application for admission to AIMC or any other document affecting College records.
- Any behavior that disrupts the educational environment or creates an unsafe environment.

Reporting Violations

If a student, faculty or staff member observes a student's action that represents a serious or pervasive violation of AIMC Policy, he or she shall contact the President, Director of Student Services, Academic Dean or Clinic Dean to report the issue. A Complaint & Incident Form should be completed by the reporting party and submitted to the President for review. If the observer perceives an immediate danger to health or safety, they should contact emergency personnel.

The individual in violation of AIMC policy will be required to meet with the President and/or appropriate supervisor/department head, and will be given the opportunity to provide additional information.

If the violation is a minor transgression, an effort will be made to resolve the issue in a timely and amicable fashion. If the President/supervisor feels that an effective resolution results from meeting with the student, no further action is required.

If the violation is of a more serious nature, and after meeting with the student the President and supervisor/department head determine the action warrants disciplinary action, the student will be informed of this decision according to the guidelines set forth in the section below regarding Notice & Hearing.

This process shall be performed with due considerations to the student's rights, which are stipulated in AIMC Student Catalog & Handbook.

Disciplinary Measures

Disciplinary action may include, but shall not be limited to, one or more of the following:

- Written or verbal reprimand, of which a notation or copy may be placed in the student's file.
- Cancellation of an examination or course grade, denial of course credit, or both.
- Probation.
- Suspension.
- Expulsion.

Notice & Hearing Concerning Disciplinary Matters

Except in extraordinary or emergency situations, a student who is the subject of disciplinary action is entitled to written notice in advance of its imposition. The student is presumed to have received such notification: (i) if notification is hand delivered by the Administration Office staff to the student; (ii) on the third day following regular postal delivery by the Administration Office via first class, registered, or certified United States mail to the mailing address of the student as last furnished by the student to AIMC; or (iii) college staff obtain a read receipt of electronic mail delivery to the email address of the student as last furnished by the student.

If the student wishes to appeal the college's decision to impose disciplinary action, he or she must request a hearing by written notice to the President, hand-delivered to the Administration Office or mailed by first class, registered, or certified mail through the United States Postal Service to the correct address of the Administration Office, in either case within ten days of the student's receipt of written notification.

If the student requests a hearing in accordance with the provisions of this policy, such hearing will be held no later than ten business days after such request is

received by the Administration Office. Such a hearing will be held before a Disciplinary Review Panel composed of the one of the management team who will preside over the hearing, one disinterested member of the faculty selected by the Academic Standards Committee, and one disinterested student selected by the student requesting the hearing.

A final decision on the matter will be rendered by the panel, by simple majority vote, within ten days of the conclusion of the hearing, or as soon thereafter as is reasonably practicable. The decision rendered by the panel may:

- Approve the intended disciplinary action as set forth in the written notification given to the student pursuant to this policy; or
- Impose a lesser sanction; or
- Determine that no disciplinary action is warranted in the circumstances.

No other decision, action, or remedy shall be made or imposed by the Disciplinary Review Panel. The decision shall be dated and in writing and shall contain a statement of the facts found and the conclusions and decision reached. Such a decision shall be final and binding on both AIMC and the student. The student shall have no further right of appeal within AIMC. Any sanctions imposed or approved by the panel will take effect as of the date of the written decision of the panel, unless, at the discretion of the President, a later effective date is selected.

Disciplinary Without Hearing Request

If the student does not request a hearing within the time and in the manner specified above, then AIMC may proceed to impose the disciplinary action of which the student was notified. In such a case, the disciplinary action will take effect on the tenth day following the student's presumptive receipt of written notification, unless, at the discretion of the President, a later or earlier effective date is selected.

Retroactive Disciplinary Actions and Sanctions

Notwithstanding the effective date of the disciplinary action and sanction, (i) if the sanction imposed is expulsion, suspension, or a similar discipline, so that the student would not have been present or eligible to sit for one or more examinations or to complete or receive credit for one or more courses, and (ii) if such action or sanction had actually been in effect commencing with the date of the written notification of charges and intended disciplinary action from the President, then solely for the purpose of disallowing credit for the examination(s) or course(s) concerned, such action or sanction will relate back and be deemed to have been retroactively in effect commencing with the date of such written notification from the President, and no credit will be allowed for the examination(s) or course(s).

External Complaint Information

Students are encouraged to follow AIMC's internal grievance procedures so the institution has an opportunity to review and address concerns promptly. Depending on the student's location and the applicable regulatory or accrediting jurisdiction, students may also submit complaints to the appropriate external agency.

To ACAHM

ACAHM is the accrediting body for the college, which has a process to monitor student complaints regarding the college's handling of the grievance process. Students who have completed the internal grievance and/or disciplinary processes at AIMC may file a complaint with ACAHM.

From the ACAHM COMPLAINT Handbook:

ACAHM's complaint policy is not a mechanism for adjudication of disputes between individuals and programs. As such, the Commission will only consider complaints that allege violations of ACAHM Eligibility Requirements, standards, policies or procedures. The Commission cannot, for instance, direct a program to change a grade, re-admit a student, or reinstate a faculty member. The Commission shall

only entertain a complaint when it believes that the institution's policies, procedures or practices indicate that the institution may be in Policies and Procedures Handbook noncompliance with ACAHM Eligibility Requirements, standards, policies or procedures.

For details see the ACAHM website, www.acahm.org

To BPPE

Students in California may direct unresolved questions about this catalog to the California Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, or P.O. Box 980818, West Sacramento, CA 95798-0818; website: www.bppe.ca.gov; phone: (888) 370-7589 or (916) 574-8900; fax: (916) 263-1897. A student or any member of the public may also file a complaint with the Bureau by calling (888) 370-7589 or by using the complaint process available on the Bureau's website.

To THECB

If you've determined that the THECB is the appropriate agency, the next step for current, former, or prospective students who would like to file a formal complaint regarding a Texas higher education institution is to complete all of the institution's student complaint or grievance procedures as required by Texas Administrative Code, Title 19, Section 1.116(b). To submit a complaint to the THECB, students are required to provide written evidence of his or her completion/exhaustion of the institution's student complaint process. This includes all institutional appeals.

An institution's student complaint or grievance procedures are typically available in the academic catalog or student handbook on the institution's website.

Student complaints reporting violations to applicable statutes under Texas Education Code Chapters 54 and 61 and THECB rules under Title 19, Texas Administrative Code, Part 1 may be investigated by THECB.

Non-Exhaustive List of Student Complaints Not Reviewed by the THECB:

- Anonymous complaints.
- Matters that are or have been in litigation.
- Complaints about criminal matters.
- Matters solely concerning grades, examination results, or evaluation of academic performance.
- Matters solely related to student life such as housing, dining facilities, food service, code of conduct, or student activities and organizations.
- Complaints about religious institutions relating solely to their religious (as opposed to secular) standards and religious programs of study.
- Complaints concerning actions that occurred more than two years prior to filing a student complaint form with the THECB, unless the cause of the delay was the complainant's exhaustion of the institution's grievance procedures.
- Complaints by former students more than one year after the student's last date of attendance at the institution and more than 6 months after discovering the grounds for the complaint, unless the cause of the delay was the complainant's exhaustion of the institution's grievance procedures.

Grades

AIMC uses two types of grade scales, a standard academic letter system ("A" to "C-") for didactic and clinical case study course work and a grade of Pass for most other clinical courses.

Courses not completed satisfactorily receive a grade of "F" and do not carry credit toward graduation. Courses dropped after the end of the second week of classes remain on the student's record with a grade of "W" indicating withdrawal from the course.

The assignment of grades in each course is determined by the course instructor.

Grade values for Calculating GPA

AIMC uses the standard academic letter grading system in assessing student progress in course work, examinations, and final course evaluations, as follow.

Letter Grade	=	Grade Points	=	Percentage
A		4.0		94-100
A-		3.7		90-93
B+		3.3		87-89
B		3.0		83-86
B-		2.7		80-82
C+		2.3		77-79
C		2.0		73-76
C-		1.7		70-72
F		0.0		0-69
P	=	PASS		
I	=	INCOMPLETE		
W	=	WITHDRAWN FROM COURSE		
CR	=	CREDIT AWARDED FOR TRANSFER		
NC	=	NO CREDIT (FOR AUDITED COURSE)		

Calculation of the GPA

Student Grade Point Average (GPA) is calculated based upon the number of units completed using the grades assigned to the completed course work.

The value of the grade points of the letter grade assigned is multiplied by the number of units the course is worth. The value of the grade points for all completed courses is totaled and divided by the number of credits completed to produce an average between 0.0 and 4.0.

Courses that are dropped, assigned a grade of "W," graded on a Pass/No Pass basis, credited as transferred courses, or taken as an Audit are not included in the calculation of the GPA.

Forgiveness of Grades for Retaking a Course

Students who do not pass a required class are required to retake the course in order to graduate. Students also have the option of retaking a course if they wish to improve their grade.

When a course is retaken, the lowest grade will be excluded from the calculation of the GPA and the course will be marked as repeated on the transcript. The GPA for the term the course was originally taken in will be recalculated and the completed and retained hours and grade points for a retaken course will be excluded.

Posting of the repeat and recalculation of the GPA will not be done until a final grade for the retaken course has been entered.

Students who return to AIMC after more than five years without taking classes here may be required to retake previously completed course work. In this case, the most recent grade would supersede the earlier grade, even if the older grade is higher.

Incomplete Course Work

A grade of Incomplete does not carry value toward the calculation of GPA, but a final GPA will not be posted for resolution of SAP until incomplete grades are resolved. Incompletes are only available under extraordinary circumstances and must have approval from the class instructor. A request for an "I" grade must be made by submitting a Request for Incomplete Form to the Registrar's Office (assocdean@aimc.edu) no later than the end of the term in which the course occurs. The student must be in good Academic Standing and meeting the attendance requirement for the course to be eligible.

Didactic Grade of Incomplete

A student who receives a grade of incomplete ("I") in any class must complete the class work by the end of the second week of the trimester following the term in which the incomplete was awarded. If there is no resolution to the incomplete grade, the grade of "I" will become an "F" and remain a part of the student's academic record. In order to be eligible to receive an incomplete grade, the student must meet the attendance requirement for the course.

Incomplete Clinic Shifts

All clinic shifts require the completion of 60 supervised hours in the clinic. Students are required to make-up any missed clinic shifts, including shifts not held due to holiday or other closure of the clinic, not later than the second week of the following trimester. Incomplete clinic shifts are marked with a grade of "F" if the hours are not complete and paperwork

submitted for the shift by this deadline. All hours and patient count from failed shifts are excluded and will not count to the total required for graduation.

Refer to the Clinic Manual and consult the Clinic Manager to schedule make-up clinic shifts. Specific rules for make-up shifts may apply to shifts that were missed without prior notice.

Change of Grade

To request a change of grade for a class, a student must request that the Registrar provide a Change of Grade Form to the course instructor. The Instructor and the Dean will sign the change form and return it to the Registrar no later than the last day of the trimester following the trimester in which the course was taken.

Treatment of Transfer Credits

All credits accepted for transfer are counted as both attempted and earned for the quantitative SAP component. Transfer units are awarded as credit only and do not impact the qualitative measure of the GPA.

Earned/Attempted Credits

An earned course grade of I, F, or W will be counted as failed attempts for the quantitative SAP component. The qualitative measure is not affected by W grades.

Satisfactory Academic Progress

Effective July 1, 2011, Federal Financial Aid regulations require that the program establish, publish and apply reasonable standards for measuring student's satisfactory academic progress (SAP) in our educational program. The qualitative and quantitative standards used to monitor academic progress must be cumulative and must include all periods of the student's enrollment. Students receiving Federal Financial Aid are required to maintain a standard of progress through the program.

Standards of Satisfactory Academic Progress (SAP)

- Qualitative Component (GPA): Students must maintain a cumulative grade point average of 2.5 or higher.
- Quantitative Component (completion rate or pace): Students must complete 67% of all attempted coursework.
- Earned/Attempted Credits: An earned course grade of I, F, or W will be counted as failed attempts for the quantitative SAP component. The qualitative measure is not affected by W grades.

Failure to meet these standards will result in the loss of financial aid until action is taken by the student to regain eligibility.

Maintaining Satisfactory Academic Progress (SAP)

Students receiving federal financial aid are required to maintain satisfactory academic standing in order to maintain their eligibility to receive aid.

- Students must maintain a cumulative grade point average (GPA) of 2.5 or higher.
- Minimum requirement of part-time status with 6.0 or more credits does not change.
- There is not a set number of credits required per term or loan period beyond maintaining a part-time status of 6.0 or more credits.

The Exceptions:

- If a student is utilizing the federal graduate PLUS loan in addition to the unsubsidized loan programs the amount, he/she is eligible to borrow would vary between a part-time student and a full-time student.
- Academic/College Policy: the College does require that students finish the program within the maximum program length for their degree program.
- Students may contact the financial aid office for their specific situations as needed or if he/she has concerns about their current or future eligibility for federal funding

Definitions

The following definitions apply to terms used in this SAP policy:

Academic Plan: A structured plan developed by the Academic Standards Committee that outlines specific requirements a student must meet to regain and maintain satisfactory academic progress (SAP). If followed successfully, the plan ensures the student will meet AIMC's SAP standards by a designated point. Failure to meet the terms of the academic plan will result in academic dismissal.

- **Appeal:** A formal request submitted by a student who is not meeting SAP standards, asking the Academic Standards Committee for reconsideration to continue in the program. Students must provide documentation of mitigating circumstances and an explanation of what has changed. Only two appeals are permitted under this policy.
- **Completion Rate:** The pace at which a student should progress in order to complete the program within the maximum time frame. How the program pace (completion rate) is determined: cumulative number of credits successfully completed divided by cumulative number of attempted credits. The required pace percentage is 63%.
- **Academic Warning:** An SAP status assigned the first time a student fails to meet SAP standards (i.e., GPA or pace). Students on academic warning may continue to receive aid and enroll for one additional term without submitting an appeal.
- **Academic Probation:** An SAP status assigned to a student who fails to meet SAP standards following a term of academic warning but has submitted a successful appeal. Continued enrollment and aid eligibility during probation are contingent upon meeting the conditions of the approved academic plan.
- **Academic Dismissal:** The termination of a student's enrollment due to continued failure to meet SAP standards after probation or failure to meet the conditions of an academic plan. Dismissed students may no longer attend AIMC unless successfully readmitted under special circumstances.
- **Maximum Timeframe:** The maximum period a student is allowed to complete their program, measured in attempted credits. Federal guidelines set this limit at 150% of the published program length (e.g., a 200-credit program must be completed within 300 attempted credits).

Treatment of Transfer Credits

All credits accepted for transfer are counted as both attempted and earned for the quantitative SAP component. Transfer units are awarded as credit only and therefore do not impact the qualitative measure of the GPA.

Consequences of Not Meeting Satisfactory Academic Progress

Students who do not meet the standard for SAP will proceed as follows:

- **Academic Warning |** Academic Warning is assigned to a student who fails to meet the standards of satisfactory academic progress. The student must meet the minimum GPA and completion standards by the end of the next term in which the student enrolls. Students on Academic Warning may receive federal student aid during the term in which the warning is received.
- **Academic Probation |** Academic Probation is assigned to a student who fails to make satisfactory academic progress (cumulative GPA of 2.5 and/or 63% completion rate) within one trimester following a term of an academic warning. Students who do not meet the SAP standard may submit an appeal to the Financial Aid Office and the Academic Standards Committee to continue in the program and maintain eligibility for financial aid. The student will meet with the Academic Director to outline an academic plan to achieve the minimum GPA standard within the probation period. Approval of the plan by the ASC will allow the student to

continue in the program and reinstate federal financial aid eligibility for one trimester. Students who do not meet the SAP standard for two consecutive terms (1 warning and 1 probation) lose eligibility for federal Title IV financial aid. The ASC may permit a student to remain in school for a third term while on probation.

- **Academic Dismissal** | If, after being placed on academic probation, a student fails to meet the SAP standards of a cumulative GPA of 2.5 and/or 63% completion rate and/or fails to meet the requirements of the academic plan, the student will be dismissed from the program.

Appeals may be made based on the following:

- A death in the immediate family.
- Serious injury or illness of a student or a member of the immediate family.
- Special circumstances to be reviewed on a case-by-case basis. (Students on Academic Dismissal who have not attended college for at least one calendar year may appeal based on change of circumstances.) A student whose appeal is granted will be reinstated and have financial aid awarded on a probationary basis.

Attendance

Didactic Coursework Attendance

Students must attend 87% of all didactic course meetings, or a minimum of 13 classes in a 15-week course, to receive course credit. Students who do not attend the required amount of course meetings must either complete a drop form to withdraw or receive an "F" grade for the course. Courses not completed due to attendance will need to be retaken for credit.

Students are responsible for all assigned course work, including material covered during absences. There is a fee for make-up tests administered outside of normal class meetings.

This policy is the minimum for all classes. Faculty members have the option to establish a stricter standard for attendance. In addition, instructors may establish attendance policies regarding students who arrive after class has begun or leave before class is dismissed, including treating tardy arrival or early departure as an absence. Such policies will be specified on the course syllabus.

Didactic classes that fall on a scheduled holiday will not meet on that day. This is not counted as an absence. No make-up session is required for the scheduled holiday, but additional class time may be scheduled at the discretion of the instructor.

If a class is cancelled due to the instructor being absent, this will not count as an absence on the part of the student. A make-up class may be scheduled at the discretion of the College.

Petition for Excused Absence

Students who miss class time due to an emergency may file an appeal with the ASC to consider an absence as excused. An emergency consists of a situation that is serious, or unforeseen, and ultimately prevents them from being able to attend class(es) such as a medical emergency, death of an immediate family member, legal issues, jury summons, etc. Appeals for excused absences should be submitted with supporting documentation from a healthcare provider, police report, or other third-party verification of the incident that the student is requesting be considered excused. Petition for excused absence requires approval from the related course instructor and when needed with the registrar and/or Academic Standard Committee (ASC).

Clinical Training Coursework Attendance

Train learners to think critically and creatively, synthesize knowledge and evaluate and incorporate research findings to continually improve patient care

All AIMC Clinical Practice courses, including all levels of Observation and Clinical Internship, require completion of 100% of the scheduled hours in order to receive credit. Students who are absent for more than 87% (a minimum of 13 shifts in a 15-week course) in their scheduled clinic shift within the enrolled semester, will be considered "Fail (F)" for their enrolled

clinic course, unless the "Incomplete (I)" is requested and approved by the ASC.

Clinic shifts that fall on a scheduled holiday will not meet on that day. This is not counted as an absence. Students who are scheduled for a clinic shift that falls on a holiday are required to make up the time for the missed shift. Students must complete all 60 hours of a shift in order to receive 2 clinic credits for the shift.

Scheduled Absence from Clinic

Students may request time off from clinic shift by submitting a written request for absence to the Clinic Manager at least 7 days in advance of the expected absence. All scheduled absences must be made up within the completion timetable for the term. It is strongly recommended that students schedule a make-up shift when requesting an absence. Students in a shift scheduled on a holiday should see the Clinic Manager to set up a make-up shift as early in the term as possible.

Unscheduled Absence from Clinic

While advanced notice for a Clinic absence is always preferred, if there is an unexpected reason for absence from the clinic (e.g., illness, transportation emergency), students must contact the Front Desk and Clinic Manager as soon as you are able so that clients can be rescheduled. All clinic absences must be made up.

Tardiness in Clinical Training

Clinic students are expected to have full and prompt attendance in the Clinic whether or not they have patients scheduled throughout their entire shift. All students must arrive on time to all clinic shifts and stay until the end of that shift.

- If the student is late within 15 minutes, the supervisor will only sign for half of the shift (120 minutes for level 1 and 2 interns; 150 minutes for level 3 interns) and student intern needs to make up the half of the shift.
- If the student is more than 15 minutes late, the supervisor will not sign for the shift. The student intern needs to make up the whole shift (4 hours).

All clinic shift make-up hours should be arranged with the Clinic Manager and completed during the 1st - 2nd week of the following semester. When an Intern is late, that Intern's patient may be assigned to another Intern for treatment. Excessive tardiness is subject to disciplinary action, including but not limited to being put on. Please refer to AIMC most recent *Clinic Handbook* for more information related to this policy and procedure.

A defines full-time and part-time enrollment as follows:

- Full-time student: 12.0 or more credits
- Part-time student: 6.0 to 11.75 credits

Maintenance of Enrollment Status

Students are expected to enroll in all terms specified in their enrollment agreement. Students who elect to interrupt their study by not enrolling for a scheduled trimester are required to notify the school in writing by the end of the Add period. Notice by the end of the registration period is preferred.

Students who fail to register or submit a petition for temporary withdrawal by the end of the Add period for the term will be considered to have cancelled their enrollment agreement and to be permanently withdrawn. Return to the program will require completion of the admissions process. Acceptance is not guaranteed and students readmitted after canceling enrollment are subject to the degree requirements in place at the time of their return, not their initial acceptance.

Make-Up and Remedial Examinations

Students are expected to be present for all exams. A student may request to take a makeup exam due to an absence if the student is granted an excused absence. To be granted an excused absence, a student must meet the conditions in the "Excused Absence Policy" (see the "petition for excused absence" section of the AIMC Catalog. The makeup exam shall be under sole discretion of the faculty and his/her decision will be final. Makeup exams must be arranged by the student

with the faculty member upon receiving approval for an excused absence.

Remedial exams or extra credits are solely under the faculty decision in the class should the faculty decide to provide. Remedial exams must be arranged directly by the student with the faculty upon receiving approval from the faculty. There will be a $50 makeup exam fee. This fee is to consider the extra work of the instructors to develop new questions or proctoring the exams outside of classroom hours.

Student Loan Repayment

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

Repayment Options

A loan servicer is a company to handle the billing and other services on your federal student loan on our behalf, at no cost to you. Your loan servicer will work with you on repayment options (such as income-driven repayment plans and loan consolidation) and will assist you with other tasks related to your federal student loans. You will be assigned a loan service after your loan amount is first disbursed (paid out). Your loan servicer will contact you after that. For more information on federal student loan repayment, please visit Manager Loans at https://studentaid.gov/h/manage-loans.

Academic Year and Timeframes

An academic year for financial aid purposes is two trimesters. Annual loans are disbursed in each equal payment per academic year, i.e., two trimesters. For example, a student who begins AIMC Berkeley in the Fall trimester receives eligibility for annual loan maximums for the first and second trimesters, (first academic year). Eligibility is renewed for the third and fourth trimesters, (second academic year.)

Students may potentially borrow for five two-trimester academic years while completing the program (on the 10 trimester schedule), or longer, depending on available aid.

Trimester System

AIMC operates year-round on a trimester system.

Maximum Time Frame

- The full-time Master's has 10 program trimesters, students have a maximum of 20 trimesters, or 8 calendar years, to complete.
- The full-time Doctoral program has 12 program trimesters, students have a maximum of 24 trimesters, or 9 calendar years, to complete.
- The Doctoral Completion program has 2 program trimesters, students have a maximum of 4 trimesters, or 1.33 years, to complete.
- Maximum Time Frame Dismissal: If a student fails to meet the Maximum Time Frame standards, the student will be dismissed and immediately lose financial aid eligibility.
- The doctoral curriculum is designed as a 12 trimester course of study. Students enrolled in the standard, full time program finish in 4 years.

Graduation Date and Final Completion

Degrees are posted with a date of the last day of the trimester in which the student completes the graduation requirements. Students with outstanding requirements, such as clinic shifts that must be made up or an outstanding assignment that must be completed before a grade is posted, are required to complete all make-up and outstanding course requirements before the end of the second week of the term following the final term of enrollment. Students who do not meet this deadline may petition for graduation upon completion of the outstanding requirement. The date of the degree will be the date on which the outstanding requirement was completed.

State Requirements and Program Length

The school must demonstrate a reasonable relationship between the length program and entry level requirements for the occupation. The Secretary

considers the relationship to be reasonable if the number of clock hours provided in the program does not exceed the greater of:

150% of the minimum number of clock hours required for training in the recognized occupation for which the program prepares the student, as established by the state in which the program is offered, or as established by any federal agency (if applicable); or

The minimum number of clock hours required for training in the recognized occupation for which the program prepares the student established in a State adjacent to the State in which the program is offered (if the school can demonstrate that its program meets the requirements in the other state).

Graduation Date and Final Completion

Degrees are posted with a date of the last day of the trimester in which the student completes the graduation requirements.

INSTITUTIONAL POLICIES AND DISCLOSURES

Family Educational Rights and Privacy Act (FERPA)

AIMC abides by the Amended Family Educational Rights and Privacy Act of 1974 (FERPA), and the Rules and Regulations of the U.S. Department of Education, which provide students with certain rights regarding their educational records:

- The right to inspect and review their educational records within 45 days of the day AIMC receives a request for access.
- The right to request the amendment of educational records that the student believes to be inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in their educational records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by AIMC to comply with the requirements of FERPA.

The Registrar controls access to student records. Access is limited to selected administrative personnel. AIMC will not release a student's record to a third party, nor will it release any part of a record or any information that would allow easy identification of a student without the prior written consent of the student. The Registrar maintains a list of all parties to whom records are disclosed, along with information on the parties' legitimate educational interest in the records.

The student's right to consent to disclosures of personal information does not apply in the case of disclosure to school officials with legitimate educational interests. A school official is a person employed by AIMC in an administrative, supervisory, academic, or support staff position; a person or company with whom AIMC has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official. School officials have a legitimate educational interest if they need to review educational records in order to fulfill their professional responsibilities.

Students may authorize the release of their educational records to a specified third party by filling out a Student Information Release Authorization form with the Registrar's Office. Forms must be renewed yearly. In the absence of a signed release form, it is the College's policy not to release information to any party other than the student or the school officials listed above.

AIMC considers name, address, phone number, email address, dates of attendance, degree(s) awarded, date of degree conferral, enrollment status, date and place of birth, and major field of study to be directory information under FERPA and, as such, may be disclosed without consent to a third party upon request.

Students who wish to prevent disclosure of any or all of the above directory information must file a Non-Release of Directory Information form with the Registrar.

Students can seek enforcement of their FERPA rights by filing complaints with the President or the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. S.W., Washington, DC, 20202-5920. Information about this office is available online at www.ed.gov/offices/OM/fpco.

Copies of federal regulations governing student privacy rights are available from the website named above or the Registrar's office. A statement on procedural steps for seeking to correct inaccurate or misleading data in student records is available from the Registrar's office.

Policy on Student Records

AIMC shall maintain, for each student who enrolls in the institution whether or not the student completes the educational program, a permanent record of a transcript documenting:

- The title of the degree or certificate granted and the date on which that degree or certificate was granted.
- The courses and units or other educational programs on which the degree or certificate was based that were completed, or were attempted but not completed, and the dates of completion or withdrawal.
- The grades earned by the student in each of those courses.
- Credit for courses earned at other institutions that have been accepted and applied by the institution as transfer credit.
- The name, address, website address, and telephone number of the institution.

AIMC, in addition to maintaining transcripts permanently, shall maintain, for each student who enrolls in the institution, whether or not the student completes the educational program, the following records for a period of five (5) years from the student's date of completion or withdrawal:

- Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation.
- Written records and transcripts of any formal education or training, testing, or experience that is relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits.
  - ✔ Verification of the completion of 60.0 undergraduate semester credits or 90.0 quarter units.
  - ✔ Records documenting units of any credits earned at other institutions that have been accepted and applied by the institution as transfer credits toward the student's completion of an educational program
- Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student.
- Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid.
- For independent study courses, course outlines or learning contracts signed by the faculty and administrators who approved the course.
- Documentation of the completion of all requirements for Clinical Internship.
- A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency; a document showing the total amount of money received from or on

behalf of the student and the date or dates on which the money was received.

- A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent.
- Copies of any official advisory notices or warnings regarding the student's progress, and
- Any complaints received from the student.

Title IX Non-Discrimination Policy

AIMC does not discriminate on the basis of race, color, national origin, gender, physical handicap, or sexual orientation in the educational programs or activities it conducts. The AIMC Nondiscrimination, Title IX and sexual harassment policies apply to all students, faculty and staff for issues involving other employees, students, and/or third parties with contractual relationships with the college.

AIMC is committed to providing equal opportunities to all students in all programs. Title IX of the Education Amendments of 1972 (as amended), and the administrative regulations adopted therein prohibit discrimination on the basis of gender in education programs and activities operated by AIMC. Such programs and activities include admission of students and employment. Inquiries concerning the application of Title IX to programs and activities at AIMC may be referred to the Title IX Coordinator, the campus officer assigned the administrative responsibility of reviewing such matters, or the Regional Director of the Office for Civil Rights, Region 9 50 U.N. Plaza, Room 239, San Francisco, CA 94102.

AIMC does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs, activities, and facilities. Sec on 504 of the Rehabilitation Act of 1973 (as amended) and the regulations adopted therein and the Americans with Disabilities Act prohibit such discrimination. The Title IX Coordinator has been designated to coordinate the efforts of AIMC to comply with these Acts in implementing its regulations. Where student discrimination occurs, referral may be made to the office of the President. AIMC complies with the requirements of Title VI of the Civil Rights Act of 1964 as amended by the Americans with Disabilities Act and the regulations adopted therein. No person shall, on the grounds of race, color, national origin, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program. AIMC does not discriminate on the basis of age, marital status, religion, or sexual orientation. Referrals may be made to the office of the Director of Student Services.

Sexual Harassment Policy

A It is the policy of AIMC to comply with Title IX of the Education Amendments of 1972, and the 2020 Title IX Regulations which prohibit sexual harassment and sexual violence based on gender in AIMC's educational programs and activities. In compliance with Title IX and the Campus SaVE Act, AIMC provides resources, training, and information on sexual violence, harassment, and stalking. An outline of reporting procedures can also be found in the Title IX Reporting section of the Student Handbook.

It is the policy of AIMC that no member of the community—students, faculty, administrators, staff, vendors, contractors, or third parties—may sexually harass any other member of the community. Sexual Harassment is unwelcome conduct on the basis of sex that is, sufficiently severe, persistent or pervasive that it, unreasonably interferes with, denies or limits an individual's ability to participate in or benefit from the college's educational program and/or activities, and is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation. While AIMC is committed to the principles of free inquiry and free expression, discrimination and harassment identified in this policy are neither legally protected expression nor the proper exercise of academic freedom.

All members of the AIMC community are responsible for creating a working and learning environment that is

free from discrimination and harassment, including sexual harassment. It is important to contact the AIMC Title IX Coordinator immediately if any of the following occurs:

- You believe you have been subjected to conduct or comments that may violate these policies.
- You have been told about or witnessed conduct that may violate these policies.
- You believe you have been retaliated against in violation of these policies.

AIMC provides training to all students, staff, and faculty on Sexual Harassment and Title IX regulations, laws, and procedures.

Title IX Reporting | AIMC Title IX Coordinator (Director of Institutional Analytics and Wellness - contact at ai@aimc.edu) is responsible for compliance and response to inquiries or complaints concerning Title IX.

A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting: www2.ed.gov/about/offices/list/ocr/complaintintro.html or calling 1-800-421-3481.

If a student wishes to pursue internal action within the college, the online AIMC Incident Reporting form for submitting safety concerns should be completed, which will be received by the Title IX Coordinator. The accused also has a right to submit a counter-complaint by completing the online AIMC Incident Reporting form.

Policy on Student Records

Once a Complaint and Incident Form is received, The Title IX Coordinator shall meet with the complainant and inform them of the availability of supportive measures with or without the filing of a formal complaint. The process for filing a formal complaint is also explained. A formal complaint can be signed by either the complainant or Title IX Coordinator.

A complainant's wishes regarding filing a formal complaint and proceeding with a school investigation will be respected. However, a formal complaint and investigation may be initiated over the wishes of the complainant if the known circumstances indicate that such action is not unreasonable.

If a formal complaint is filed, AIMC must legally respond and initiate a formal investigation if the following conditions are met:

- The harassment or misconduct is sufficiently severe, persistent, or pervasive and adversely affects a student's education or creates a hostile or abusive educational environment.
- The sexual misconduct occurred on campus or in the context of educational activities, such as college-owned buildings and college-sponsored trips. Off-campus housing, and educational trips outside of the United States such as study abroad programs are excluded.

If the allegations in the formal complaint do not meet the above conditions, the school must dismiss such allegations for purposes of Title IX. However, the college may still address the allegations in any manner the school deems appropriate under the school's own code of conduct.

Notification

When a formal complaint is filed and the situation warrants an investigation under Title IX regulations, written notification in electronic format or hard copy is sent to both parties outlining the charges/accusations as well as the disciplinary process. Both parties are also offered supportive measures. The respondent is presumed innocent until/unless the hearing process proves otherwise. Both parties are informed that they should obtain an Advisor (who may be an attorney) to guide and advocate for them throughout the process. A statement of no retaliation is included in the notification.

Investigation

Once the Title IX Coordinator receives the formal complaint, the school Investigator will begin the investigatory process. The process includes fact gathering, and interviews with both parties and any

witnesses. A party's medical, psychological, and similar treatment records cannot be accessed or used unless the school obtains the party's voluntary, written consent to do so. Schools must send the parties and their advisors all the evidence obtained in the investigation and allow them at least 10 days to review and comment in writing. The investigator then prepares an investigative report that summarizes relevant evidence, in electronic format or hard copy, at least 10 days prior to informal resolution or live hearing. Each party has the right to file a written response to the investigative report.

Emergency Removal

When safety and/or time issues mandate the need for an immediate decision, the College President or other member of the Executive Committee will conduct an individualized safety and risk analysis. If the analysis determines there is an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment, the source of the threat may be removed and barred from campus and/or school functions until Informal Resolution or Hearing takes place. The respondent has an opportunity to challenge the decision immediately following removal.

Informal Resolution

AIMC may choose to offer and facilitate informal resolution options, such as mediation or restorative justice, so long as both parties give voluntary, informed, written consent. Informal resolution cannot be offered unless a formal complaint has been filed. Each party has the right to withdraw from the informal resolution process at any point and instead opt for a hearing. The informal resolution process is prohibited in allegations that involve an employee/instructor acting inappropriately against a student.

Live Hearing

Both the respondent and complainant appear at the hearing at the same time. Either party can request that the live hearing take place with the parties in separate rooms with technology that allows the decision makers and all parties to see and hear one another in real time. The hearing will be recorded or transcribed. All information gathered during the investigatory, pre-hearing, and hearing process will be taken into consideration.

- At the live hearing each party's advisor is permitted to ask the other party and any witnesses any relevant questions, including follow-up questions and questions challenging credibility. Cross-examination is only permitted by advisors, never any of the involved parties.
- Trained decision maker(s) will determine the relevance of each question.
- The respondent and complainant will be treated with dignity, courtesy, and professionalism.
- In an effort to follow Civil rights laws, and Title IX guidelines, the college will adhere to a preponderance-of-the-evidence standard. There must be substantial evidence showing that the alleged incident/behavior is "more likely than not" to have happened in order for disciplinary action to take place.

Determination

Following the hearing, the decision maker(s) will issue a written Determination regarding responsibility. The document will include the following:

- The allegations that could constitute sexual harassment.
- A description of the procedural steps undertaken, including notifications to parties, interviews and site visits, methods used to gather evidence, and hearings.
- Findings of fact that support the determination regarding responsibility.
- Conclusions about the application of the institution's code of conduct to the facts.
- An explanation regarding the result of each allegation, including the determination of responsibility, any disciplinary actions against the respondent, and any remedies to be provided to the complainant.

- Statement of no retaliation.
- Procedures and bases for appeal.

The determination regarding responsibility will be sent to both parties simultaneously. The Determination is final (1) on the day the appeal deadline has passed if no appeal is filed, or (2) on the day the institution notifies the parties of the written result of an appeal, if one is filed.

Appeals

Students and employees have the right to appeal by submitting an appeal request. Appeals must be received within 5 business days of receiving the written Determination Regarding Responsibility. When an appeal is filed, the college will notify all parties in writing, identify who will hear and decide the appeal, and ensure that the appeal decider(s) is free of bias and is properly trained. Those involved in the appeal decision will not be the Title IX Coordinator, the investigator(s), or the decision maker(s) from the previous review of the case.

Both parties have the opportunity to submit written statements which will be considered before the appeal decider(s) prepare a written decision outlining the result and rationale of the appeal decision. The decision of the appeal decider/committee is final. An appeal will be allowed if any of the following is asserted:

- Procedural irregularities affected the outcome
- New evidence that could affect the outcome
- Bias of the Title IX Coordinator, investigator or decision-maker

Penalties

The range of college penalties and sanctions shall include, but are not limited to: alteration of class or work schedule, loss of privileges, restitution, conduct probation, mandated counseling, and/or termination from school or the workplace. Violations of the law regarding rape or sexual offenses may be subject to prosecution through both legal and civil authorities. Such legal decisions are separate from, but may supersede, any AIMC disciplinary decisions.

Confidentiality

To the extent possible, strict confidentiality will be maintained by all parties regarding all matters relevant to a Title IX complaint. Only those parties who "need to know" will be provided with confidential details. All parties involved are legally and ethically bound to maintain absolute confidentiality with all matters pertaining to the grievance. Please be advised that all documents, testimony and any other information related to a complaint may be seen by any party directly involved.

Student disciplinary records, including any action taken under Title IX Policy, are considered educational records and are subject to FERPA. However, there are certain circumstances in which disciplinary records may be disclosed without the student's consent. Parties involved in a formal Title IX complaint will have access to all findings of the formal investigation conducted by the college, as well as other materials submitted for consideration during the live hearing process. A postsecondary institution will disclose to an alleged victim of any crime of violence or non-forcible sex offense the final results of a disciplinary proceeding conducted by the institution against the alleged perpetrator of that crime, regardless of whether the institution concluded a violation was committed. An institution may disclose to anyone—not just the victim—the final results of a disciplinary proceeding, if it determines that the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies.

Jeanne Clery Disclosure of Campus Security Policy

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 Berkeley and Austin 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:

- Criminal Homicide, both (a) Murder and Non-negligent Manslaughter and (b) Negligent Manslaughter;
- Sex offenses, both (a) Forcible Sex Offenses and (b) Non-Forcible Sex Offenses;
- Robbery;
- Aggravated Assault;
- Burglary;
- Motor Vehicle Theft;
- Arson;
- Arrests and Disciplinary Referrals for liquor law violations, drug law violations, and illegal weapons possession;
- 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.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires AIMC to publish annually specific crime-related information. The report includes information about AIMC security policies and procedures, crime prevention programs, and campus crime statistics. AIMC makes the report available to all current students and employees, and on request, to students and employees. The current report can be found on the AIMC website (https://www.aimc.edu/safety) and

posted on bulletin boards in students' common areas at the Berkeley location.

Reporting Crimes and Emergencies

Potential criminal actions and other emergencies at AIMC can be reported directly by students, faculty, and employees by calling 9-1-1. The Berkeley Police Department can be contacted for a non-emergency at 510-981-5900. Additionally, potential criminal actions, accidents, crimes, suspicious persons, hazards, and other emergencies should be reported to the Administrative Office. Please use an Incident and/or Communication Report form to file a report. All incident reports filed with the Administrative Office are confidential and can be released only to victims and/or repartees, their representatives, and AIMC officials, or by court order.

Federal Drug-Free Workplace Act

Pursuant to the Federal Drug-Free Workplace Act of 1988 (Public Law 101-690), California Drug- Free Workplace Act of 1990 and Tex. Admin. Code § 35.13 Drug-Free Workplace Policy, AIMC prohibits the unlawful use, possession, and distribution of drugs and/or alcohol in the workplace, on school property, or as part of any school activity, as well as any other unlawful conduct involving drugs and/or alcohol.

For the purpose of this statement, the site for performance of work done in connection with grants, and thus the drug-free workplace, consists of all locations where AIMC does business. This includes, but not limited to front reception, patient area, herb room, classrooms, clinic and treatment rooms, library, student/faculty lounge, locker halls, parking lots, bathrooms, all administrative offices, corridors, storage rooms and any space to be added in the future.

Laws Relating to Drug Violations

Any employee, faculty or student violating any of the described laws of the Health and Safety Code or the Business and Professional Code could be subject to fines and imprisonment. (For the list of violation codes associated with the unlawful manufacture, distribution, dispensing, possession or use of any controlled substance, please visit www.aimc.edu.)

Drug Conviction Notification and Imposed Sanctions

Any employee, faculty or student must notify AIMC of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such a conviction.

Within 30 days after receiving notice of an employee, faculty or student conviction, AIMC will impose corrective measures on the employee, faculty, or student convicted of drug abuse violations in the workplace by:

- Taking appropriate action against the employee, faculty or student up to and including expulsion or termination of employment and referral for prosecution and/or
- Requiring such employee, faculty, or student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose is federal, state of local health, law enforcement, or other appropriate agency.

Health Risks

The abuse of narcotics, depressant, stimulants, hallucinogens, or alcohol can cause serious detriment to a person's health. The health risks associated with the misuse of the previously mentioned drugs vary but include, and are not limited to: coma, paralysis, irreversible brain damage, tremors, fatigue, paranoia, insomnia, and possible death. Drug and alcohol abuse is extremely harmful to a person's health, interferes with productivity and alertness, and working while under the influence of drugs or alcohol could be a danger to the employee, faculty, or student under the influence and fellow workers, faculty, and students.

Rehabilitation

AIMC will reasonably accommodate any employee, faculty and/or students who volunteer to enter an alcohol or drug rehabilitation program, provided the reasonable accommodation does not impose undue hardship on AIMC. Reasonable accommodation

could include time off without pay or adjustment of working hours. The employee, faculty or student may use whatever sick time he/she is entitled. However, AIMC is not obligated to offer an accommodation for any employee, faculty member, or student who has violated any of the school's policy that AIMC sole discretion merits termination of the relationship before asking for assistance. AIMC will take reasonable measures to safeguard the privacy of the employee, faculty or student concerning enrollment in an alcohol or drug rehabilitation program.

If an employee, faculty or student enters into a state-approved rehabilitation program, the employee shall sign an agreement with AIMC, which will include the following:

- Enroll in and complete a company-approved rehabilitation program at the employee's cost.
- Execute the appropriate release of medical information forms to the company in order to monitor the compliance with the rehabilitation program.
- Ensure the treatment facility provides the company with the necessary documentation to establish compliance.
- Abstain from any illegal drug misconduct.
- Acknowledge that any future violation of company drug prohibitions shall result in immediate discharge.
- Failure to comply with any provision of the agreement shall result in immediate discharge. For information on drug abuse, addiction information and treatment centers, please visit www.aimc.edu.

Children On Campus

To protect the safety of young visitors and to avoid disruptive behavior, children accompanying students, faculty, employees, patients, or visitors must be under the constant supervision of a responsible adult. Children should not be unattended at any time. Also, children are not allowed in any clinic treatment area if they are not the patient receiving care.

AIMC assumes no responsibility or liability for children, nor for any accidents or injuries to children. For the purposes of this policy, a child is defined as any youth under the age of 16.

Students, faculty, and staff are expected to arrange for their personal childcare away from the work site/learning environment. In emergency situations, if it is necessary to bring a child to the College during working hours/class or clinic time, the employee's supervisor must approve. (Students must receive written permission from management according to the procedure below.) Sick children are not to be brought to campus.

Children accompanying students or faculty are not permitted in classrooms, clinic areas, or other learning environments without the express written permission of appropriate personnel: Academic Dean, Clinic Director, or Director of Student Services, Academic Advisor, Clinic Manager, or President.

Emergency situations will be confined to caretaking emergencies and events in which a student or faculty's attendance on campus is deemed vital enough to warrant his or her attendance with a child.

A violation of this policy may result in appropriate disciplinary action.

If an unattended child is observed on campus or in the clinic, please report the situation immediately to administrative staff. If the parent or guardian or caregiver cannot be found in a reasonable amount of time, the situation may be referred to the Department of Social Services or another appropriate agency.

Under the Occupational Health & Safety Act, all staff, faculty, and students have a legal responsibility to ensure the safety of all persons, including children, on college premises.

Permission to bring children to campus will be granted under the following conditions:

- Circumstances are "emergency situations." Requests by parents to bring children to campus

will be treated sympathetically and no reasonable request will be refused.

- Permission should be sought with as much advance notice as possible.
- Permission is granted via a written consent form available upon request.

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 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

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

- The college sends annual emails to all student 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.
- This page provides links above to lists maintained by EDUCAUSE, the RIAA, and the MPAA of legal video and music sources.
- The college will undertake a 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.

GLBA Information Security Program 2024

GLBA mandates that the College appoint an Information Security Program Coordinator, conduct a risk assessment of likely security and privacy risks, training for all employees who have access to covered data and information, oversee service providers and contracts, and evaluate and adjust the Information Security Program periodically.

This Information Security Plan ("Plan") describes safeguards implemented by AIMC to protect covered data and information in compliance with the FTC's Safeguards Rule promulgated under the Gramm Leach Bliley Act (GLBA). These safeguards are provided to:

- Ensure the security and confidentiality of covered data and information;
- Protect against anticipated threats or hazards to the security or integrity of such information; and
- Protect against unauthorized access to or use of covered data and information that could result in substantial harm or inconvenience to any customer.

This Information Security Program also identifies mechanisms to:

- Identify and assess the risks that may threaten covered data and information;
- Develop written policies and procedures to manage and control these risks;
- Implement and review the program; and
- Adjust the program to reflect changes in technology, the sensitivity of covered data and information and internal or external threats to information security.

Americans With Disabilities Act (ADA)

The institution 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. Please contact Associate Dean at assocdean@aimc.edu for requests related to the disability accommodation.

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 each student enrolled.

To meet these requirements, students 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 state driver license or state identification card number,
- The last four digits of your social security number and
- Your date of birth.

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

Constitution Day

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

Addendum Statement

AIMC reserves the right to publish addenda to this Catalog and/or Student Handbook. Addenda serve as official updates or revisions to policies, procedures, academic programs, tuition and fees, or other institutional information. Addenda carry the same authority as the original publication and are considered binding once approved and published by the College. Students, faculty, and staff are responsible for reviewing and adhering to all updates contained in addenda. The most current version of the Catalog and any addenda are maintained on the AIMC website and are available upon request from the Registrar's Office.

Catalog Revision Notice

When AIMC revises this Catalog or publishes a new edition, the College will provide the revised Catalog in written or electronic form as required and will submit any required copy to each applicable state authorizing, licensing, or oversight agency in accordance with that jurisdiction's requirements.

Accuracy of Information Statement

While AIMC makes every effort to ensure the accuracy of the information contained in this Catalog and Student Handbook, the College reserves the right to correct errors and update content as necessary. Information is subject to change without prior notice. The most current and authoritative versions of the Catalog, Handbook, and any addenda are maintained by the College and available through the Registrar's Office and the AIMC website.

ACADEMIC CALENDARS

AIMC's academic program operates on a trimester system. The complete annual academic calendar is available at https://www.aimc.edu/student-resources

Academic Year 2026

Activity	WK	Spring 2026	Summer 2026	Fall 2026
Trimester Begins	1st	Monday, January 5	Monday, May 4	Monday, August 31
Last Day to Add/Drop a Course	2nd	Thursday, January 15	Thursday, May 14	Thursday, September 10
Last Day to change "I" Grade	2nd	Saturday, January 17	Saturday, May 16	Saturday, September 12
Last Day to Withdraw from a Course	9th	Saturday, March 7	Saturday, July 4	Saturday, October 31
1st Year Comp Exam	4th	Friday, January 30	Friday, May 29	Friday, September 25
Final Exams Start	15th	Monday, April 13	Monday, August 10	Monday, December 7
Final Exams End	15th	Friday, April 17	Friday, August 14	Friday, December 11
Trimester Ends	15th	Saturday, April 18	Saturday, August 15	Saturday, December 12
Trimester Break Starts	16th	Monday, April 20	Monday, August 17	Monday, December 14
Trimester Break Ends	18th	Sunday, May 3	Sunday, August 30	Sunday, January 3
Next Term Schedule Available	8th	Monday, February 23	Monday, June 22	Monday, October 19
Next Term Registration Starts	8th	Monday, February 23	Monday, June 22	Monday, October 19
Next Term Registration Ends	10th	Thursday, March 12	Thursday, July 9	Thursday, November 5
Doctoral Clinic Registration	11th	Mar 16 - Mar 22	July 13 - July 19	Nov 9 - Nov 15
Academic Holidays		Martin Luther King Jr. Day (Monday, January 19)	Memorial Day (Monday, May 25) and Independence Day (Friday, July 3)	Labor Day (Monday September 7) and Thanksgiving (Thursday to Friday, November 26-27)

Academic Year 2027: No terms offered (last date of instruction December 31, 2026)

Activity	WK	Spring 2027	Summer 2027	Fall 2027
Trimester Begins	1st	Monday, January 4	Monday, May 3	Monday, August 30
Last Day to Add/Drop a Course	2nd	Thursday, January 14	Thursday, May 13	Thursday, September 9
Last Day to change "I" Grade	2nd	Saturday, January 16	Saturday, May 15	Saturday, September 11
Last Day to Withdraw from a Course	9th	Saturday, March 6	Saturday, July 3	Saturday, October 30
1st Year Comp Exam	4th	Friday, January 29	Friday, May 28	Friday, September 24
Final Exams Start	15th	Monday, April 12	Monday, August 9	Monday, December 6
Final Exams End	15th	Friday, April 16	Friday, August 13	Friday, December 10
Trimester Ends	15th	Saturday, April 17	Saturday, August 14	Saturday, December 11
Trimester Break Starts	16th	Monday, April 19	Monday, August 16	Monday, December 13
Trimester Break Ends	18th	Sunday, May 2	Sunday, August 29	Sunday, January 2
Next Term Schedule Available	8th	Monday, February 22	Monday, June 21	Monday, October 18
Next Term Registration Starts	8th	Monday, February 22	Monday, June 21	Monday, October 18
Next Term Registration Ends	10th	Thursday, March 11	Thursday, July 8	Thursday, November 4
Doctoral Clinic Registration	11th	Mar 15 - Mar 21	July 12 - July 18	Nov 8 - Nov 14
Academic Holidays		Martin Luther King Jr. Day (Monday, January 18)	Memorial Day (Monday, May 31) and Independence Day (Monday, July 5)	Labor Day (Monday, September 6) and Thanksgiving (Thursday to Friday, November 25-26)

CATALOG ADDENDUM

The following updates have been applied to the 2026-2027 AIMC Catalog:

June 5, 2026

- Updated regulatory approval language for consistency with applicable state standards and institutional disclosure requirements.
- Updated transferability disclosure language regarding credits and credentials earned at the institution.
- Clarified student records and transcript-related language to align with applicable student disclosure and consumer protection requirements.
- Updated enrollment-related disclosure language for consistency with institutional agreements and student-facing documents.
- Clarified cancellation and refund language regarding student cancellation rights, refund treatment, and applicable institutional charges.
- Updated tuition and fee language for consistency across program cost disclosures, enrollment agreement disclosures, and institutional billing practices.
- Added or revised public disclosure references regarding catalog access, school performance information, annual reporting information, and applicable regulatory resources.
- Applied related compliance, disclosure, formatting, and wording updates for consistency with applicable regulatory requirements and institutional policies.

June 29, 2026

- Excised references to the state of Arizona

October 20, 2026

- Issued closeout edition. The last date of instruction for all AIMC program is December 31, 2026. No Spring 2027 term will be offered, and admissions are closed.
- Updated to reflect the closure of the Austin location effective September 10, 2026, and the related teach-out arrangement.
- Updated the Title IV disclosure to reflect AIMC's withdrawal from Title IV participation effective December 31, 2026