



STUDENT CATALOG & HANDBOOK

www.aimc.edu

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WELCOME

[Chairman's Message](#)

[President's Message](#)

MISSION, VISION, STRATEGIES & VALUES

EDUCATIONAL OBJECTIVES

SISTER SCHOOLS

ACCREDITATION & APPROVALS

[Licensure Requirements](#)

COLLEGE & COMMUNITY

THE MASTER OF SCIENCE IN ORIENTAL MEDICINE DEGREE PROGRAM

[MSOM Program Courses](#)

[Curriculum Map](#)

[Acupuncture](#)

[Basic Science](#)

[Integrative Clinical Medicine](#)

[Oriental Herbology](#)

[Oriental Medicine](#)

[Integrative Clinical Medicine](#)

[Professional Ethics & Practice](#)

[Clinical Practice & Internship](#)

[Off-site Clinical Internship](#)

[Internship Abroad](#)

[Electives](#)

ACUPUNCTURE & INTEGRATIVE MEDICINE CLINIC

ADMISSIONS

[Visiting AIMC Berkeley](#)

[Applying to AIMC Berkeley](#)

[Admissions Requirements](#)

[International Applicants](#)

[Veterans](#)

[Transfer Students](#)

[Admissions Decision Process](#)

[New Student Orientation](#)

[Housing Information](#)

[TUITION & FEES](#)

[Notice Concerning Transferability of Credits & Credentials Earned at AIMC Berkeley](#)

[Refunds](#)

[FINANCIAL AID](#)

[Types & Sources of Aid](#)

[The Federal Budget Control Act of 2011](#)

[Applying for Financial Aid](#)

[Student Loan Repayment](#)

[Academic Year](#)

[Federal Financial Aid & Satisfactory Academic Progress Policy](#)

[Enrollment Status](#)

[STUDENT SERVICES](#)

[LIBRARY & LEARNING RESOURCES](#)

[FACILITY](#)

[Campus Safety & Security](#)

[Drug-free Workplace Policy](#)

[ACADEMIC POLICIES & PROCEDURES](#)

[Registration](#)

[Class Changes & Cancellations](#)

[Adding, Dropping & Withdrawing from Classes](#)

[Academic Advising](#)

[Attendance](#)



[Grades](#)

[Remedial & Makeup Examination Policies](#)

[STUDENT RIGHTS & RESPONSIBILITIES](#)

[Academic Dishonesty](#)

[Student Grievance Policy](#)

[Acts Subject to Discipline](#)

[Disciplinary Measures](#)

[Notice & Hearing Concerning Disciplinary Matters](#)

[Nondiscrimination Policy](#)

[Sexual Harassment](#)

[Student Records & Privacy \(FERPA\)](#)

[BOARD OF DIRECTORS](#)

[FACULTY](#)

[STAFF](#)

[CONTACT INFORMATION](#)

[2014 – 2015 ACADEMIC CALENDAR](#)

[ABOUT THE AIMC BERKELEY STUDENT CATALOG & HANDBOOK](#)

[MORE INFORMATION & RESOURCES](#)

WELCOME

Chairman's Message

The overarching field of medicine is experiencing a remarkable paradigm shift as health practitioners move their focus away from individual organs and specific illnesses to a more holistic approach that treats both the body and the mind.

The World Health Organization (WHO) has recently launched a strategic plan to integrate traditional medicine with mainstream allopathic medicine in an effort to enhance the quality of medicine throughout the world. This "new medicine" will effect improvements in activities of daily living; quality of life; and also, quality of death. The "new medicine" will emphasize theories of mainstream medical technique while drawing on the teachings of traditional medicine, and incorporating a philosophy that underscores human happiness and welfare.

To this end, AIMC Berkeley will serve as a center of influence where students, faculty, and staff can collaborate with one another to establish, define, and disseminate the "new medicine." Please join us as we move to accomplish this important goal. Become a lifetime supporter of the "brilliance of life," which works to enhance and maintain health with a high level of spirituality and ethics.

Sincerely,

Shuji Goto, PhD
Chairman of the Board

President's Message

At AIMC Berkeley, our primary commitment is to our students. With the support of a highly respected and diverse faculty, we aim to provide excellency in professional education and training in all disciplines of Acupuncture & Oriental Medicine, with special attention to the healing traditions of Japanese medicine. We offer lifetime support to our alumni with an emphasis on success after graduation and an ongoing series of high-quality international training programs with renowned instructors. In addition, we boast a community of mutual respect, support, and camaraderie that is unparalleled in the competitive world of intensive medical graduate programs. We truly are "the friendly acupuncture school." Come see for yourself.

At AIMC Berkeley you will achieve confidence in your knowledge, skills, and patient rapport, which will in effect engender greater health and wellbeing in your own community and in the health care community at large. So, let's smile and laugh together, share our unique skills and perspectives, and challenge one another to become better, smarter, and more effective healers. I invite you to share in our community's effort to establish AIMC Berkeley as an international center for the education, promotion, and distribution of Oriental Medicine in the United States.

Sincerely,

Yasuo Tanaka
President & CEO

MISSION, VISION, STRATEGIES & VALUES

INSTITUTIONAL MISSION

The mission of Acupuncture & Integrative Medicine College, Berkeley (AIMC Berkeley) is to develop caring, proficient, and successful practitioners who serve our communities and the Oriental medicine profession by treating illness and promoting health and wellness. AIMC Berkeley promotes patient-centered integrative medicine focused on treating the whole person (mind/body/spirit), with consideration for both traditional and contemporary medical models and other factors that influence health, wellness, and disease.

VISION

AIMC Berkeley supports the following vision:

- To serve as a center for international collaboration in the development of acupuncture and Oriental medicine within the concept of integrative medicine
- To serve as a center for the promotion of health and wellness and care of the community through education, outreach, and patient care

STRATEGIES & VALUES

JAPANESE MEDICINE

AIMC Berkeley is rooted in Japanese medicine, which is known for its gentleness, its usefulness in treating sensitive patients (including seniors and children), and its high-quality, easy to use herbal remedies. AIMC Berkeley strives to maintain an ongoing international exchange of expertise by providing a true and impartial education in the foundations of Japanese medicine, along with the latest advancements and techniques. In addition to our continuing education courses in Japanese medicine and internship abroad program, our Japanese master-trained faculty round out a multitude of exciting opportunities to learn from the experts.

INTEGRATIVE MEDICINE

Integrative Medicine is the practice of combining alternative and complementary therapies with conventional, scientific (allopathic) medicine to take advantage of the strengths of each system and to minimize the weaknesses. Integrative healing is based on a practitioner-patient relationship that works to create a diagnostic and therapeutic program by drawing from a variety of traditions, modalities, and expertise to address an individual's specific needs. Integrative Medicine treats the whole person: mind, body, and spirit. The focus is multifaceted, concerned not only with the treatment or cure of disease, but also with the underlying imbalance that causes disease, with the patient's own natural restorative capability, and with the overall value of prevention and wellness.

In the United States, the mainstream of medicine is actively broadening its definition of health and wellness to include safe and effective therapies that were formerly relegated to "alternative" or "complementary" medicine. Acupuncture and Oriental Medicine (AOM) is finding broad acceptance within the growing field of Integrative Medicine. AIMC Berkeley strives to advance the concept of Integrative Medicine in the following ways:

- By acknowledging and advancing Oriental Medicine theory and treatment modalities within the mainstream of medicine in California, the United States, and worldwide
- By providing a solid foundation for scientific medicine, including human anatomy and physiology; pharmacology; Western clinical medicine; medical terminology; pathophysiology; physical, orthopedic, and neurological examination; differential diagnosis; evidence-based research; and standards of care
- By creating clinics external to AIMC Berkeley; and by collaborating and affiliating with other, community health centers, and treatment centers in the Bay Area
- By developing practical and problem-based classes and programs in Integrative Medicine for licensed acupuncturists, medical doctors, and other health care practitioners
- By including information about the various styles of Oriental Medicine in the educational programs offered by AIMC Berkeley, such as Traditional Chinese Medicine, Japanese Medicine, Classical Chinese Medicine, Korean Hand Therapy, Five Element Acupuncture, and more
- By including the multiple modalities of Oriental Medicine, including acupuncture, moxibustion, herbology, bodywork (shiatsu, an ma, tui na), martial arts/breathing exercises (Qigong), and diet, in both the clinical education and the patient's clinical experience

EDUCATIONAL PROGRAMS

The Master of Science in Oriental Medicine degree program comprises the primary academic focus of AIMC Berkeley. Our faculty, curriculum, and clinical instruction promote the education and training of compassionate, successful, well-rounded practitioners; and our learner-centered, competency-based educational philosophy fosters lifelong learning and personal improvement. Accordingly, AIMC Berkeley advocates for continuing education after graduation and licensure. We provide a variety of certificate programs and Continuing Education courses, as well as classes, seminars, and workshops for professionals, students, and community members interested in enhancing their understanding of Oriental Medicine and the art of healing.

SUCCESSFUL PRACTITIONERS

AIMC Berkeley-trained practitioners are successful because they attain MSOM degrees, pass state and national certification exams with high first-time pass rates, and gain licensure. Furthermore, AIMC Berkeley-trained practitioners enjoy success because they graduate from AIMC Berkeley skilled, confident, and compassionate healers who truly love what they're doing with their lives, are happy serving in their communities, and are dedicated to making a difference in the world—one patient at a time

AFFORDABLE, PATIENT-FOCUSED HEALTHCARE

AIMC Berkeley endeavors to maintain the therapeutic treatment of patients in our community at the highest level of our activities. Our educational programs and student and professional clinics target the beneficial, effective, holistic, and compassionate treatment of individuals rather than merely the

fighting of disease. AIMC Berkeley is dedicated to providing effective healthcare to under-served populations, including women, children, youth, students, the elderly, minorities, and those who are economically disadvantaged and without access to medical insurance. Our Acupuncture & Integrative Medicine Clinic and professional Herbal Dispensary offer office visits, treatments, services, and prescriptions at below local market rates.

EDUCATIONAL OBJECTIVES

The mission of AIMC Berkeley's Master of Science in Oriental Medicine (MSOM) program is to educate students to become knowledgeable, skilled, and professional practitioners of acupuncture and Oriental medicine. Upon completion of the MSOM program, graduates of AIMC Berkeley will be able to:

- Demonstrate knowledge of the principles and practices of acupuncture and Oriental medicine
- Apply the principles and practices of acupuncture and Oriental medicine to patient care
- Describe the broad traditions in both Chinese and Japanese medicine
- 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

SISTER SCHOOLS

AIMC Berkeley has developed international partnerships and internship abroad programs in China and Japan as a part of ongoing collaborations with:

- [GOTO College of Medical Arts and Sciences](#)
- [Tianjin University of Traditional Chinese Medicine](#)
- [Shikoku Medical College](#)

These programs give AIMC Berkeley students the opportunity to study in China or Japan with leading international practitioners of Oriental medicine. Students are exposed to intensive clinical training and observation experiences in specialty areas such as facial acupuncture, pulse diagnosis, abdominal palpation, meridian therapy, cancer treatment, and more.

ACCREDITATION & APPROVALS

ACCREDITATION COMMISSION FOR ACUPUNCTURE AND ORIENTAL MEDICINE

Acupuncture & Integrative Medicine College, Berkeley is institutionally accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), which is the recognized accrediting agency for freestanding institutions and colleges of acupuncture or Oriental medicine that offer such programs. ACAOM is located at 8941 Aztec Drive; Eden Prairie, MN 55347. Phone 952-212-2434; Fax 301-313-0912.

The Master of Science in Oriental Medicine Degree program of the Acupuncture & Integrative Medicine College, Berkeley is programmatically accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), which is the recognized accrediting agency for programs preparing acupuncture and Oriental medicine practitioners. ACAOM is located at 8941 Aztec Drive; Eden Prairie, MN 55347. Phone 952-212-2434; Fax 301-313-0912.

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

Acupuncture & Integrative Medicine College, Berkeley has been granted institutional approval from the Bureau for Private Postsecondary Education pursuant to California Education Code Section 94900. AIMC Berkeley is a private institution and is approved to grant a Master of Science in Oriental Medicine degree.

AIMC Berkeley is approved for the training of veterans and eligible persons under the provisions of Title 38, United States Code.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400; Sacramento, CA, 95833 or PO Box 980818; West Sacramento, CA, 95798-0818. Website www.bppe.ca.gov; Phone 888-370-7589 or 916-431-6959; Fax 916-263-1897.

AIMC Berkeley is a private institution approved to operate by the Bureau for Private Postsecondary Education. The approval to operate as a private postsecondary institution in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8), which is effective January 1, 2010.

CALIFORNIA ACUPUNCTURE BOARD

AIMC Berkeley is approved by the California Acupuncture Board. This approval qualifies AIMC Berkeley 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, Acupuncture Board at 1747 N. Market Blvd, Suite 180; Sacramento, CA 95834. Phone: 916-515-5200; Fax 916-928-2204

Licensure Requirements

CALIFORNIA ACUPUNCTURE BOARD EDUCATION REQUIREMENTS

In order to obtain a license to practice acupuncture in California, one must qualify for and then take a written examination (the California Acupuncture Licensing Examination or CALE) administered by the California Acupuncture Board (CAB). There are three ways in which an individual may qualify to take the CALE:

- Complete the necessary curriculum requirements and graduate from a CAB-approved institution.
- Complete a CAB-approved tutorial program. A tutorial program is similar to an apprenticeship, where an individual learns acupuncture under the supervision and guidance of a qualified acupuncturist and supplements theoretical training with courses taken from either a CAB-approved school or an accredited institution.
- Complete a foreign education training program that is equivalent to the curriculum required at a CAB-approved school.

LICENSURE OUTSIDE OF CALIFORNIA

AIMC Berkeley graduates are qualified to sit for the certification exams administered by the National Certification Commission of Acupuncture and Oriental Medicine (NCCAOM). Passage of the ACCAOM exam is required in all states outside of California that require a license to practice acupuncture.

COLLEGE & COMMUNITY

HISTORY

AIMC Berkeley was established in San Francisco, California, in 1990 with donations from the Meiji Institute of Japan and its alumni. The school was called Meiji College of Oriental Medicine (MCOM), and its first class enrolled in September 1991. In January 1999, the school relocated to Berkeley, California, in order to provide its students with a higher quality facility and a better educational environment.

The year 2003 marked an emergence of the College and a renewal of vision, vitality, and vigor. Dr. Shuji Goto, esteemed Japanese educator and acupuncturist, joined the College's Board of Directors as Chairman and formally established the concept of world-class education and practice for acupuncture and integrative medicine in the United States. As a result, Meiji College became Acupuncture & Integrative Medicine College, Berkeley.

In 2011 the school welcomed a new president, Yasuo Tanaka, and in 2014 AIMC Berkeley officially adopted a revised mission and vision.

LOCATION: Berkeley, California

AIMC Berkeley is located in the heart of Berkeley, California, a colorful and spirited community recognized around the world as a center for academic achievement, scientific exploration, free speech, and the arts. Berkeley extends from the San Francisco Bay into a forested coastal range, offering hiking and biking trails that run along the bay and up into the city's landmark regional parks. Visitors and residents alike enjoy year-round outdoor activities including rock climbing, kayaking, windsurfing, and skateboarding, and revel in the creative scene, which extends from the performing and visual to the culinary arts.

AIMC Berkeley is easily accessible by the Bay Area's excellent public transportation systems, and although on-campus housing is not available, the campus is located just a few blocks from University of California, Berkeley, and therefore enjoys proximity to a wealth of available off-campus housing and apartment options. Berkeley rent trend data is available from the Financial Aid department, as are estimated costs for transportation and room and board.

OUR COMMUNITY

AIMC Berkeley recognizes the diversity of the community it serves. The people of Berkeley, Oakland, and Alameda County comprise our societal center; however, our patients, and especially our students, are drawn from throughout the entire Bay Area, Northern and Southern California, the United States, and many other countries. The participation with and interchange between our sister schools in Japan and China broaden and deepen our alliance with and commitment to Integrative Medicine. As an academic community, AIMC Berkeley finds within itself a vibrant and dynamic society composed of patients, students, faculty, administrators, and directors.

THE MASTER OF SCIENCE IN ORIENTAL MEDICINE DEGREE PROGRAM

AIMC Berkeley offers a broad and comprehensive curriculum for the training of entry-level practitioners. The academic program consists of 2,258 lecture hours and 990 clinical hours for a total of 3, 248 hours.

The curriculum includes coursework in Acupuncture, Oriental Medicine, Oriental 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 MSOM curriculum, which also includes in-depth clinical practice. This integrative learning experience enables students to absorb the medicine completely. In addition to its comprehensive nature, other hallmarks of the curriculum include a flexible program and a consistent class schedule.

AIMC Berkeley operates year-round on a trimester system. The MSOM curriculum is designed as a 11-trimester course of study that is equivalent to five academic years. Students enrolled in the standard, full-time program finish in three and two-thirds years, while the students who take a slightly lighter course load finish in four years (12 trimesters). All classes are held on the AIMC Berkeley campus at 2550 Shattuck Avenue; Berkeley, CA; 94704.

MSOM Program Courses

The following course listings and descriptions are based on the Fall 2014 curriculum.

Course ID	Course Title	Credits
ACUPUNCTURE		
AC 101	Acupuncture Channels & Points I	3
AC 102	Acupuncture Channels & Points II	3
AC 103	Acupuncture Channels & Points III	3
AC 104	Acupuncture Channels & Points IV	3
AC 111	Acupuncture Techniques I	2
AC 112	Acupuncture Techniques II	3
AC 113	Acupuncture Techniques III	3
AC 201	Acupuncture Therapy: TCM	3
AC 203	Acupuncture Therapy: Japanese Acupuncture I	2
AC 204	Acupuncture Therapy: Japanese Acupuncture II	2
BASIC SCIENCE		
BS 012	Chemistry	3
BS 020	Integrative Biology	3
BS 040	Conceptual Physics	2
BS 121	Anatomy & Physiology I	4
BS 122	Anatomy & Physiology II	4
BS 141	Pathophysiology I	3
BS 142	Pathophysiology II	3
BS 143	Pathophysiology III	3
INTEGRATIVE MEDICINE		
IM 105	Western Medical Terminology	1
IM 110	Nutrition East and West	3
IM 120	Western Physical Exam	3
IM 130	Pharmacology	3

IM 140	CPR/First Aid (1 day class)	0.5
IM 150	Research Methodology	2
IM 171	Integrative Orthopedics	4
IM 282	Biomedicine II: Internal Medicine I	3
IM 283	Biomedicine III: Internal Medicine II	3
IM 284	Integrative Medicine IV: Clinical Gynecology	3
IM 301	Oriental Clinical Medicine I: Internal Medicine I	3
IM 302	Oriental Clinical Medicine II: Gynecology	4
IM 303	Oriental Clinical Medicine III: Internal Medicine II	3
IM 304	Oriental Clinical Medicine IV: Modern Diseases	3

HERBOLOGY

OH 100	Introduction to Oriental Herbs	3
OH 101	Oriental Herbology I	3
OH 102	Oriental Herbology II	3
OH 110	Pharmacology & Toxicology of Herbs	1
OH 201	Herbal Prescription I	3
OH 202	Herbal Prescription II	3
OH 203	Herbal Prescription III	3
OH 206	Formula Writing	3
OH 207	Prepared Formulas	2

ORIENTAL MEDICINE

OM 100	Traditional Oriental Medicine Theory	4
OM 111	Qigong I	1
OM 131	Oriental Medicine Bodywork: Tuina	2
OM 132	Oriental Medicine Bodywork: Shiatsu	2
OM 151	OM Diagnosis: Si Zhen I	3
OM 152	OM Diagnosis: Bian Zheng (Differential Diagnosis)	3
OM 160	OM Diagnosis: Si Zhen II	2
OM 220	Classic Texts	2
OM 300	AOM Review	3



OM 303	Clinical Case Review	2
PRACTICE MANAGEMENT		
PE 201	Psychology, Counseling & Communications	2
PE 210	Ethics & Law	1
PE 220	Public Health & OM	2
PE 230	Biomedicine Review	2
PE 319	Introduction to Practice Building	3
PE 330	Practice Management	2
ELECTIVES		
IM 111	Topics in Clinical Nutrition	2
OH 140	Herbal Preparations	1
OM 161	Classical Pulse Diagnosis I	1
OM 305	Advanced Topics in Japanese Medicine	2
OM 401	Medical Qigong: Module I	2
OM 402	Medical Qigong: Module II	2
OM 403	Medical Qigong: Module III	2
OM 404	Medical Qigong: Module IV	2
CP 401	Advanced Internship Aboard	1
CP 500	Post-Graduate Clinical Internship	12
COMPREHENSIVE EXAM		
CE 100	Comprehensive Exam: Year 1	0
CE 200	Comprehensive Exam: Year 2	0
CLINIC		
CP 011	Observation I: Theater	1
CP 012	Observation II: Grand Rounds I	1
CP 013	Observation II: Grand Rounds II	1
CP 014	Observation III: Pre-Intern Observation I	2
CP 111	Internship I	10



CP 211	Internship II	10
CP 311	Internship III	6
CP 251	Herb Dispensary	2
Total Units		
	Didactic	150.5
	Clinic	33

	1ST TRIMESTER	2ND TRIMESTER	3RD TRIMESTER	4TH TRIMESTER	5TH TRIMESTER	6TH TRIMESTER
ACUPUNCTURE	AC 101 Acupuncture Channels & Points I (3)**	AC 102 – 103 Acupuncture Channels & Points II-III (3)	AC 102 – 103 Acupuncture Channels & Points II-III (3)	AC 112 Traditional Japanese Acupuncture Techniques (3)	AC 113 Traditional Chinese Acupuncture Techniques (3) AC 201 Traditional Chinese Acupuncture (3)	AC 104 Acupuncture Channels & Points IV (3)
BASIC SCIENCE	BS 121 – 122 Anatomy & Physiology I or II (4)	BS 121 – 122 Anatomy & Physiology I or II (4)		BS 141 – 143 Pathophysiology I – III (3)	BS 141 – 143 Pathophysiology I – III (3)	BS 141 – 143 Pathophysiology I – III (3)
CLINICAL PRACTICE		CP 011 Observation I: Theater (1)	CP 012 Observation I: Grand Rounds (1)	CP 013 Observation II: Grand Rounds (1)	CP 014 Pre Intern (2)	CP 111 Clinic Intern: Level I (2) CP 251 Herb Dispensary (2)
INTEGRATIVE MEDICINE	IM 105 Western Medical Terminology (1)			IM 120 Western Physical Exam (3)	IM 140 CPR/First Aid (0.5) —one day class—	IM 110 Nutrition East & West (3)
ORIENTAL HERBOLGY	OH 100 Introduction to Chinese Herbs (3)	OH 101 – 102 Oriental Herbology I – II (3)	OH 101 – 102 Oriental Herbology I – II (3)	OH 201 – 203 Herbal Prescription I – III (3)	OH 201 – 203 Herbal Prescription I – III (3)	OH 201 – 203 Herbal Prescription I – III (3)
ORIENTAL MEDICINE	OM 100 Traditional Oriental Medicine Theory (4) OM 111 Qigong (1)	OM 151 Oriental Medicine Diagnosis I (3) OM 160 Tongue & Pulse (2)	OM 131 – 132 OM Bodywork Shiatsu/Tui na (2) OM 152 Oriental Medical Diagnosis II (3)	OM 131 – 132 OM Bodywork Shiatsu/Tui na (2)		
PROFESSIONAL ETHICS & PRACTICE					PE 210 Ethics & Law (1)	PE 201 Psychology, Counseling, & Communications (2)
					COMP EXAM I: (0)	

&

7TH TRIMESTER	8TH TRIMESTER	9TH TRIMESTER	10TH TRIMESTER	11TH TRIMESTER	
AC 203 Beginning Japanese Acupuncture (2)	AC 204 Advanced Japanese Acupuncture (2)				ACUPUNCTURE
CP 111 Clinic Intern: Level I (2)	CP 111 Clinic Intern: Level I (2)	CP 211 Clinic Intern: Level II (2)	CP 211 Clinic Intern: Level II (2)	CP 311 Clinic Intern: Level III (2)	BASIC SCIENCE
CP 111 Clinic Intern: Level I (2)	CP 111 Clinic Intern: Level I (2)	CP 211 Clinic Intern: Level II (2)	CP 211 Clinic Intern: Level II (2)	CP 311 Clinic Intern: Level III (2)	CLINICAL PRACTICE
IM 130 Pharmacology (3)		IM 150 Research Methodology (2)		PE 230 Biomedicine Review (2)	INTEGRATIVE MEDICINE
IM 171 Biomedicine I: Integrative Orthopedics (4)	IM 282 – 284 Biomedicine II – IV (3)	IM 282 – 284 Biomedicine II – IV (3)	IM 282 – 284 Biomedicine II – IV (3)		
IM 301 – 304 Oriental Clinical Medicine I, III, IV (3)	IM 302 Oriental Clinical Medicine: Gynecology (4)	IM 301 – 304 Oriental Clinical Medicine I, III, IV (3)	IM 301 – 304 Oriental Clinical Medicine I, III, IV (3)		
	OH 206 Herbal Prescription: Formula Writing & Modification (3)	OH 207 Herbal Prescription: Prepared Formulas (2)	OH 110 Pharmacology & Toxicology of Herbs (1)		ORIENTAL HERBOLOGY
<div style="border: 1px solid black; padding: 5px;"> <p>MSOM CURRICULUM MAP Program Total: 183.5 units* - 3,248 hours</p> <p>*Includes 2 additional didactic units (electives) 8 units of MSOM co-requisites (Chemistry, Biology, Physics) not outlined above. **Number in parenthesis indicates unit credits.</p> </div>					
		PE 220 Public Health & Oriental Medicine (2)	PE 319 Practice Building (3)	OM 220 Classic Texts (2) OM 303 Clinical Case Review (2) OM 330 AOM Review (3)	ORIENTAL MEDICINE
		COMP EXAM II: (0)		PE 330 Practice Management (2)	PROFESSIONAL ETHICS & PRACTICE

Acupuncture

Training in acupuncture begins in the first trimester with the first of four classes in the Acupuncture Channels and Points series covering the jing-luo system of channels and vessels that transport qi in the body. Students are introduced to 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.

The second trimester incorporates the art of acupuncture in the first of three classes in the Acupuncture Techniques series, which also covers moxibustion, cupping, spooning, warm needling, ear/scalp needling, and electrical stimulation (with an emphasis on safety). The first of the four-part Acupuncture Therapy series in the fourth trimester focuses on acupuncture treatment strategies. Students master classic TCM point-selection strategies, extraordinary vessels, and attend a two-class series on Japanese-style acupuncture diagnosis and treatment.

Beginning in the sixth-trimester Oriental Clinical Medicine series (which consists of four classes), students engage in classic TCM acupuncture approaches to treating different types of medical conditions. Students review and test their acupuncture knowledge in the tenth trimester with Advanced Case Studies and AOM Review classes.

ACUPUNCTURE CHANNELS & POINTS: AC 101 – 104

A core acupuncture series that teaches 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 & Points I

3 units – 3-hour lecture/practical • Prerequisites: Co-requisite: OM 100

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

AC 102 Acupuncture Channels & Points II

3 units – 3-hour lecture/practical • Prerequisites: AC 101

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

AC 103 Acupuncture Channels & Points III

3 units – 3-hour lecture/practical • Prerequisites: AC 101

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

AC 104 Acupuncture Channels & Points IV

3 units – 3-hour lecture/practical • Prerequisites: AC 101, 102 & 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 Tong.

ACUPUNCTURE TECHNIQUES: AC 111 – 113

Advances development in the safe and efficacious application of Oriental Medicine by teaching the art and science of acupuncture techniques and other treatment modalities including moxibustion, cupping, spooning, and electrical stimulation.

AC 111 Beginning Acupuncture Techniques

2 units – 2-hour lecture/practical • Prerequisites: 3 units from AC 101-104

Introduces fundamental theory, technical knowledge, and skills essential to the practice of acupuncture and other modalities of Oriental Medicine, including principles of hygiene, disinfection, sterilization, Clean Needle Technique (CNT), Occupational Safety and Health Administration (OSHA) protocol and training, cautionary measures, contraindications, and the importance of informed consent. Includes assembly of student kits; practice in needle insertion and manipulation on vegetables and silicone; and education in the following: indirect and direct moxa; suction cups (including sliding techniques); electro stimulation, various styles of needling; magnets; beads; dermal friction; and gua sha (spooning).

AC 112 Intermediate Acupuncture Techniques

3 units – 3-hour lecture/practical • Prerequisites: AC 111

Incorporates exercises to improve needling and moxibustion techniques, develop protocols and methods to handle various needles, and cultivate an appropriate mentality, spirit, and mind for practice. Includes instruction in precise needling technique based on palpatory examination; methods for inducing “Qi Arrival” using both supporting and inserting hands; specialized acupuncture techniques such as the guide-tube system (Japanese-style needling); tonification and sedation techniques; Japanese-style moxibustion treatment; intradermal needling; cautions and contraindications to needling; and Clean Needle Technique (CNT) review.

AC 113 Traditional Chinese Acupuncture Techniques

3 units – 3-hour lecture/practical • Prerequisites: AC 111

The third course in the Acupuncture Techniques series provides instruction and practice in advanced acupuncture techniques and needle manipulation skills including warm-needle and through-and-through needling; advanced points; classic Chinese needling techniques (Yang Yi Zhou, Nei Jing); tonification and sedation; and three-edged, cutaneous, intra-dermal, and electrical stimulation.

AC 201 Acupuncture Therapy: Traditional Chinese Acupuncture

3 units – 3-hour lecture • Prerequisites: AC 101, 102 & 103

Teaches the clinical use of acupuncture point combinations referenced in Chinese Acupuncture and Moxibustion (Cheng Xinnong, ed.). Presents acupuncture point prescriptions for various differential diagnoses and disease categories, as well as treatment points on the ear and scalp, and drug detoxification protocols. Also covers the extraordinary vessels and their paired confluent points (including clinical diagnosis and treatment), and expands upon the treatment system used by Master Tong, incorporating point functions, locations, needling depths, combinations, and techniques.

AC 203 Acupuncture Therapy: Beginning Japanese Acupuncture

2 units – 2-hour lecture • Prerequisites: AC 112

Focuses on the core tenets of Japanese hari acupuncture, which features a highly sophisticated system of protocols and techniques that release stagnant conformations through subtle

manipulations of the body's neuro-endocrine system. Also discusses magnets and ion pumping cords.

AC 204 Acupuncture Therapy: Advanced Japanese Acupuncture

2 units – 2-hour lecture • Prerequisites: AC 203

Further develops the instruction of Japanese hari acupuncture to include more advanced diagnostic and treatment methods, point combinations, and orthopedic techniques.

Basic Science

Ideally students have completed a minimum of 14 semester units in Chemistry, Biology, Psychology, and Physics before beginning the MSOM program. If a student has not completed his or her Basic Science Requirements (BSRs), he or she may complete the courses prior to beginning the program or concurrently in the first year. The BSRs offered at AIMC Berkeley are conceptual in nature and concentrated on information specific to the MSOM program. Please note: BSRs do not count toward the standard 3,263-hour curriculum.

A two-part Anatomy and Physiology series begins in the first trimester, and in the third trimester students begin in-depth pathophysiology instruction.

BS 012 Chemistry

3 units – 3-hour lecture • Prerequisites: none

Examines general concepts in organic and inorganic chemistry, 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. Topics include periodic tables and atomic structures, molecular structure and bonding, chemical reactions, thermodynamics, moles/molecular weight, acid/base PH, ionic balance, gases and gas laws, solutions/solubility, and quantum dynamics.

BS 020 Integrative Medical Biology

3 units – 3 hour lecture • Prerequisites: none

Introduces principles of human biology with a focus on cellular systems, metabolism, body structure and function, genetics and evolution, and basic concepts in botany.

BS 040 Conceptual Physics

2 units – 2-hour lecture • Prerequisites: none

This course explores the basic principles of physics (thermodynamics, electricity, magnetism, and light) and applies them to the functions of the human body and the modern world. 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 Oriental Medicine.

BS 121 & 122 Anatomy & Physiology I & II

4 units each – 4-hour lecture • Prerequisites: none

Develops an integrated picture of human anatomy and physiology, including the integumentary system, membranes, 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. *Courses may be taken in any sequence.

BS 141 – 143 Pathophysiology I – III

3 units each – 3-hour lecture • Prerequisites: BS 121 & 122

Presents pathologic mechanisms of disease and the adverse effects of disease on specific tissues and organ systems on a gross and microscopic level. Teaches fundamental terminology, concepts, and mechanisms such as cell injury and adaptation, inflammation, genetic disease, neoplasia and immunity, as well as specific organ-based diseases of the respiratory, gastrointestinal, genitourinary, musculoskeletal, cardiovascular, nervous, endocrine, liver, gall bladder, and pancreatic systems.

*Courses may be taken in any sequence.

Integrative Clinical Medicine

Integrative Clinical Medicine instruction provides a solid foundation for the unification of Eastern and Western medical sciences. Students develop fluency in both medical languages and systems beginning in the first trimester with an introduction to Western Medical Terminology. The third trimester outlines both Eastern and Western approaches to nutrition.

Fourth- and fifth-trimester study extends beyond the language to focus on the procedures and methods of Western physical examination and the basics of pharmacotherapeutics, which encompasses the uses and effects of Western drugs. Students also receive training in CPR and First Aid.

In the sixth trimester students begin a four class series in Clinical Integrative Medicine and a four-class series in Oriental Clinical Medicine. Together these series provide a wide perspective on the treatment of medical conditions. Integrative Medicine focuses on diagnosis and standards of care from a biomedical perspective, with a special emphasis on referrals and “red-flag” cases. Oriental Clinical Medicine covers the diagnosis and treatment of various conditions including gynecology, obstetrics, urology, otolaryngology, gastroenterology, infectious disease, immunology, oncology, endocrinology, cardiology, respiratory disorders, neurology, pediatrics, dermatology, and ophthalmology, along with the associated Oriental Medicine patterns of disharmony.

IM 105 Western Medical Terminology

1 unit – 1-hour lecture • Prerequisites: none

Introduces the vocabulary of Western biological science, medicine, and medical practice, including terminology related to the various tissues and systems of the human body within the context of anatomy, physiology, and pathology. Also provides an emphasis on Greek and Latin word roots.

IM 110 Nutrition: East & West

3 units – 3-hour lecture • Prerequisites: OM 100

Develops an understanding of both Western and Eastern perspectives on nutrition by teaching basic nutritional concepts (including biochemistry of foods, vitamins and minerals, and physiology of digestion), proper nutrition, and common Western and Chinese medicinal foods useful in treating specific symptoms and patterns of disharmony.

IM 120 Western Physical Examination

3 units – 3-hour lecture • Prerequisites: BS 121, 122 & three (3) units from BS 141 – 143

Teaches students to conduct and complete a physical examination and write a patient record accurately and concisely. Discusses differential diagnoses of commonly encountered symptoms and introduces common lab tests and diagnostic images as they relate to the physical presentation of symptoms.

IM 130 Pharmacology

3 units – 3-hour lecture • Prerequisites: BS 012 Chemistry; Six (6) units from BS 141 – 143

Outlines the pharmacology of 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 Cardiopulmonary Resuscitation & First Aid

0.5 units – 8-hour class • 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.

IM 150 Research Methodology

2 units – 2-hour lecture • Prerequisites: AC 111; OM 100; BS 121 – 122

Focuses on the basics of research methodology and the role of research in the practice of evidence-based medicine. Teaches the scientific basis of Oriental Medicine efficacy and prepares students to complete a literature review on an Oriental Medicine topic of their choosing.

INTEGRATIVE MEDICINE SERIES I: IM 171, 282–284

The culmination of didactic education at AIMC Berkeley, this portion of the Integrative Medicine series features classes that emphasize both Eastern and Western disease recognition and management. Students learn appropriate case management, including primary care, secondary/specialty care, treatment planning, referral, collaboration, continuity of care, prognosis and future medical care, follow-up, contraindications and complications, medico legal report writing, independent medical review, expert medical testimony, special care/seriously ill patients, emergency procedures, and psychosocial assessment.

Classes in the 200 series focus on Western Medicine, and classes in the 300 series focus on Oriental Medicine. For the most efficacious learning, classes should be taken in the following pairs: IM 282 and 301; IM 283 and 303; IM 284 and 302. *Courses may be taken in any sequence.

IM 171 Biomedicine I: Integrative Orthopedics

4 units – 4 hours lecture/practical • Prerequisites: AC 101 – 103; IM 120

Focuses on orthopedic and neurological assessment techniques, charting, treatment and/or referral of musculoskeletal pain and treatment modalities, including classical acupuncture points and combinations, electro-acupuncture, moxibustion, cupping, spooning (gua sha), seven-star needle and external liniments. Also discusses the use of X-rays and other relevant diagnostic images, recognition of the need for surgical intervention, and post-surgical management and recovery.

IM 282 Biomedicine II: Internal Medicine

3 units – 3 hours lecture • Prerequisites: BS 020; BS 040; BS 141 – 143; IM 120

IM 282 focuses on the clinical presentations, diagnosis, differential diagnosis, treatment and prevention of the following conditions: Common cold, cough, asthma, epigastric pain, vomiting, abdominal pain, jaundice, hypochondriac pain, low back pain, palpitations, insomnia, diarrhea, constipation, headache, edema, painful urination, dizziness, syncope, ALOC, paralysis, and chest pain.

IM 283 Biomedicine III: Internal Medicine II

3 units each – 3 hours lecture • Prerequisites: BS 020; BS 040; BS 141 – 143; IM 120

IM 283 focuses on the clinical presentations, diagnosis, differential diagnosis, treatment and prevention of the following conditions: Joint pain, impotence, depression, bipolar disorder, seizures, mouth ulcers, diabetes, obesity, pediatric seizures, pediatric malnutrition, vitamin deficiencies, urticaria, shingles, hernia, goiter and thyroid disease, nasal congestion and sinusitis, tinnitus, deafness, and toothache, as well as general cancer and end of life issues.

IM 284 Biomedicine IV: Clinical Gynecology

3 units – 3 hours lecture • Prerequisites: BS 020; BS 040; BS 141 – 143; IM 120

Comprehensively examines the female reproductive system, gynecological disorders, pregnancy and complications of pregnancy, as well as fertility issues and modern Western medical management of infertility in both males and females.

IM 301 & 303 Oriental Clinical Medicine: Internal Medicine I & II

3 units each – 3 hours lecture

IM 301: OCM Internal Medicine I

Prerequisites: OM 151, 152 & 160; 6 units of OH 201 – 203

IM 301 covers Common Cold, Cough, Asthma, Epigastric Pain, Vomiting, Hiccoughs, Abdominal Pain, Jaundice, Hypochondriac Pain, Low Back Pain, Palpitations, Insomnia, Dysentery, Diarrhea, Constipation, Headache, Edema, Painful Urination, Dizziness, Syncope, Wind Stroke, and Facial Paralysis.

IM 303 OCM: Internal Medicine II

Prerequisites: OM 151, 152 & 160; 6 units of OH 201 – 203

IM 303 covers bi syndrome, wei syndrome, impotence, depression, manic-depression, epilepsy, mouth ulcer, diabetes, obesity, shoulder pain, infantile convulsion, mumps, infantile diarrhea, infantile malnutrition, urticaria, herpes (shingles), intestinal abscess, hernia (shan Qi), goiter, sinusitis and nasal congestion, tinnitus and deafness, and toothache.

IM 302 Oriental Clinical Medicine: Gynecology

4 units – 4 hours lecture • Prerequisites: AC 201; OH 201 – 203; OM 151, 152 & 160

Comprehensively examines the female reproductive system, gynecological disorders, pregnancy and complications of pregnancy. Emphasizes Chinese Medicine differential pattern diagnosis, classic acupuncture point prescriptions, and herbal formulas. Also discusses Chinese Medicine patterns of male and female infertility, as well as treatment and management.

IM 304 Oriental Clinical Medicine: Modern Diseases

3 units – 3 hours lecture • Prerequisites: Six (6) units of OH 201 – 203; OM 151, 152 & 160

Focuses on Western medical diseases that have been discovered in the past 50 years and/or have developed to epidemic proportions, including cancer, diabetes, hypertension, infertility, and HIV. Teaches the use of Oriental Medicine for treatment, with an emphasis on current research.

PE 230 Biomedicine Review

2 units – 2-hour lecture • Prerequisites: IM 171 and three (3) units from IM 282-284

Features a comprehensive review of Western Clinical Medicine, including differential diagnosis, red flag signs and symptoms, emergency management of patients in the AOM setting, necessary referrals, labs and diagnostic imaging, and Biomedical standards of care. Also prepares students for the Comprehensive Exit Exam, California Acupuncture Licensing Exam (CALE), and NCCAOM certification exams.

Oriental Herbology

Education in herbal medicine starts in the first trimester with an introduction to Herbology and the traditional Chinese herbal categories. The second and third trimesters detail over 350 single herbs, including their functions, indications, dosages, contraindications, temperatures, and channels entered. Classes in the fourth, fifth, and sixth trimesters educate students on how to combine single herbs to make over 150 formulae — including traditional functions, clinical indications, modifications, combinations, and contraindications — and focuses on the activity of individual herbs within the formulae. During this time students also learn about herb-drug interactions and mislabeling.

The sixth trimester Oriental Clinical Medicine series introduces students to classic and modern prescriptions for treating different types of medical conditions within orthopedics, gynecology, traumatology, and internal medicine. Students review and test their herbal knowledge in the tenth trimester with Advanced Case Studies and AOM Review classes.

OH 100 Introduction to Oriental Herbs

3 units – 3-hour lecture • Prerequisites: Co-requisite: OM 100

Develops an overview of Chinese Pinyin and TCM terminology. Also provides an introduction to Classical medical literature; a history of the Chinese Materia Medica (including the twenty-seven categories and the primary herbs in each category); herbal formulas; politics and safety; and the basic concepts of Chinese herb directions, flavors, nature, preparations, and dosing.

OH 101 Oriental Herbology I

3 units – 3-hour lecture • Prerequisite: OM 100; OH 100

Focuses on herbs that release exterior, clear heat, cool blood, purge fire, detoxify, dry dampness, clear summer heat, dispel wind dampness, drain dampness, drain downward, transform heat and clear phlegm, alleviate wheezing, warm the interior, and alleviate food stagnation.

OH 102 Oriental Herbology II

3 units – 3-hour lecture • Prerequisite: OM 100; OH 100

Focuses on herbs that regulate Qi, aromatically transform dampness, expel parasites, calm the spirit, tonify Qi, blood, yin and yang, invigorate blood, and stop bleeding, aromatically open the orifices, stop wind and tremor, astringe, and herbs that are externally applied.

OH 110 Pharmacology & Toxicology of Herbs

1 unit – 1-hour lecture • Prerequisites: OH 101 & 102

Emphasis on pharmacognosy, pharmacology and toxicology of Oriental herbs, as well as issues related to possible herb-drug interactions, adulterations, and mislabeling.

OH 201 Herbal Prescription I

3 units – 3-hour lecture • Prerequisites: OH 101 & 102; OM 151 & 152

Focuses on formulas that alleviate exterior conditions, harmonize, treat dampness and phlegm, warm interior cold, reduce food stagnation, and expel parasites.

OH 202 Herbal Prescription II

3 units – 3-hour lecture • Prerequisites: OH 101 & 102; OM 151 & 152

Focuses on formulas that tonify, invigorate the blood, stabilize and bind, stop bleeding, calm the spirit, and expel wind.

OH 203 Herbal Prescription III

3 units – 3-hour lecture • Prerequisites: OH 101 & 102; OM 151 & 152

Focuses on formulas that clear heat, drain downward, expel damp, and regulate the Qi.

OH 206 Herbal Prescription: Formula Writing and Modifications

3 units – 3-hour lecture • Prerequisites: OH 201, 202 & 203

Instructs students in writing and modifying herbal prescriptions using traditional formulas, herb combinations, and customization of single herbs in an effort to better understand and utilize the ancient tradition of Chinese herbal medicine. Utilizes case studies to illustrate concepts.

OH 207 Herbal Prescription: Prepared Formulas

2 units – 2-hour lecture • Prerequisites: OH 201, 202 & 203

Provides an overview of how to combine and prescribe formulas using tea pills and prepared powders with an emphasis on the traditional formulae from which today's modern patents are derived, and ancient and modern modification trends.

Oriental Medicine

Oriental Medicine (OM) theory is the keystone of understanding in Oriental Medicine. Students are immersed in the study of OM theory in the first trimester with a comprehensive course that outlines its fundamental concepts. In the following trimesters students receive in-depth training in Oriental Medicine diagnosis just as they begin to practice it in concurrent clinic observation classes.

OM 100 Traditional Oriental Medicine Theory

4 units – 4-hour lecture • Prerequisites: none

Outlines the fundamental concepts of Oriental Medicine, including the history of healing, 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.

OM 111 Qigong

1 unit – 1-hour lecture/practical • Prerequisites: Co-requisite: OM 100

Introduces experiential knowledge related to Oriental Medicine energetics and the concept of Qi through Qigong and taijiquan. Teaches exercises for health maintenance and creating balance, breathing exercises for organ detoxification, and tips on how to become more centered and focused.

OM 131 Oriental Medicine Bodywork: Tuina

2 units – 2-hour lecture/practical • Prerequisites: OM 100

Outlines the basic methods and principles of tui na (including myofascial release) through lecture and hands-on practice for use as a treatment modality in clinical practice.

OM 132 Oriental Medicine Bodywork: Shiatsu

2 units – 2-hour lecture/practical • Prerequisites: OM 100

Outlines the basic methods and principles of shiatsu (including myofascial release) through lecture and hands-on practice for use as a treatment modality in clinical practice.

OM 151 Oriental Medicine Diagnosis I

3 units – 3-hour lecture • Prerequisites: OM 100; Co-requisite: OM 160

Discusses the methods of diagnosis to help identify patterns of imbalance and make a differential Oriental medical diagnosis. Diagnostic patterns include eight principles, Qi/blood/body fluids, internal organ zang-fu, pathogenic factors, five elements, acupuncture channel, six stages, four levels, and three burners. Utilizes case studies to illustrate concepts.

OM 152 Oriental Medicine Diagnosis II

3 units – 3-hour lecture • Prerequisites: OM 151

Discusses the methods of diagnosis to help identify patterns of imbalance and make a differential Oriental medical diagnosis. Diagnostic patterns include eight principles, Qi/blood/body fluids, internal organ zang-fu, pathogenic factors, five elements, acupuncture channel, six stages, four levels, and three burners. Utilizes case studies to illustrate concepts.

OM 160 Oriental Medicine Tongue & Pulse Diagnosis

2 units – 2 hours lecture/practical • Prerequisites: OM 100; Co-requisite: OM 151

Illustrates methods of examination—looking, hearing and smelling, asking, and feeling—with special emphasis on pulse palpation and tongue observation to identify patterns of imbalance and make a differential Oriental medical diagnosis.

OM 220 Classic Texts

2 units – 2-hour lecture • Prerequisites: OM 151 & 152

Details the development of four classic texts of Traditional Chinese Medicine: Nei Jing, Shang Han Lun, Nan Jing, and Wen Bing. Additional texts under discussion include Jing Gui Yao Lue, Zhu Bing Yuan Hou Lun, Pi Wei Lun, and Ben Cao.

OM 300 Acupuncture & Oriental Medicine Review

3 units – 3-hour lecture • Prerequisites: completion of trimesters 1 – 8

Focuses on preparing students for the Comprehensive Exam, California Acupuncture Licensing Exam (CALE), and NCCAOM certification exams with an inclusive AOM review that emphasizes differential diagnosis of Chinese Medicine patterns, CAM-based point prescriptions, commonly used herbal formulas, emergency management, and red flag signs and symptoms.

OM 303 Clinical Case Review: Integrative Medicine in Practice

2 units – 60 hours total • Prerequisites: BS 141 – 143; IM 120, 130, 171 & 302; CP 211

Through the use of case studies, students learn to correlate Chinese medicine patterns and biomedicine disease identification, integrative treatment management, referrals, and lab/ diagnostic image ordering. Advanced practice in writing and modifying herbal prescriptions, selecting acupuncture points, and making appropriate dietary and lifestyle recommendations is also gained.

Professional Ethics & Practice

This series of classes teaches students how to be successful in the workplace by developing a comprehension of and context in which students will practice medicine as primary health care providers, and the responsibilities involved therein. Included is a discussion of legal and ethical responsibilities, and an in-depth developmental study of practical counseling and communication skills.

Practice Building begins with an introduction to the professional landscape and an overview of the knowledge, skills, and attitude necessary to be successful in practice. Students are guided in the development of understanding their individual interests through role-playing, job shadowing, and public presentation, and taught how to translate their specialties and practice styles into relevant and profitable market niches. Other courses incorporate education relevant to public health and the role of Oriental Medicine in healthcare today. In Practice Management, students tackle the nuts-and-bolts of setting up and running a private practice by creating their own business plan.

PE 201 Psychology, Counseling & Communications

2 units – 2-hour lecture • Prerequisites: CP 012

Develops interpersonal and counseling skills relevant for primary care, with a focus on relationship as the foundation of medicine. Emphasizes management and referral of patients with psychiatric and substance use disorders, including emergent conditions and use of behavioral medicine techniques for enhancing regimen adherence and lifestyle change. Discusses general psychological principles and common disorders as defined by the DSM IV criteria, differential diagnosis, pharmacological treatments, emergency treatment, and long-term patient management.

PE 210 Ethics & Law

1 unit – 1-hour lecture • Prerequisites: CP 012

Teaches legal and ethical issues that may arise in the clinical practice setting of a Licensed Acupuncturist, including regulatory compliance, jurisprudence, and peer review. Introduces AIMC culture and vision, professional activism, and the AIMC Berkeley practitioner oath.

PE 220 Public Health & Oriental Medicine

2 units – 2-hour lecture • Prerequisites: AC 111

Investigates Oriental Medicine and public health as it relates to community health and disease prevention while also increasing student awareness of at-risk populations, drug addictions, communicable diseases, public health alerts, and epidemiology. Includes an overview and practice of the NADA acupuncture protocol.

PE 319 Practice Building

3 units – 3-hour lecture • Prerequisites: none

Focuses on developing students' communication skills in self-promotion and public education by exploring strategies for networking and advertising, including websites, printed materials, events, presentations, professional associations, and word-of-mouth and guerrilla marketing.

PE 330 Practice Management

2 units – 2-hour lecture • Prerequisites: none

A synthesis of information gained in Practice Building and Clinical Practice, Practice Management prepares students to establish and run their own practices according to the statutes and regulations governing the practice of acupuncture in California. Students develop their own business plans and discuss front office set-up, supplies and inventory, patient files, record keeping, patient follow-up, the establishment of referral networks, practicing in interdisciplinary offices and hospitals, malpractice insurance, CPT/ICD-9 coding, billing issues, workers' compensation, personal injury, sales and taxes.

Clinical Practice & Internship

The core of the AIMC Berkeley educational program is clinical practice. Students serve the public through the AIMC Berkeley Community Clinic and a variety of external clinic sites in their progression to increased responsibility from observing licensed acupuncturists to caring for patients under supervision.

Courses within the Clinical Practice Program series are taken in sequential order: Observation I – IV, Internship Level I – III, and Internship Level II – III, the latter of which includes courses in Advanced Case Studies, Herbal Dispensary, and Community Outreach Clinic.

As part of clinical practice, student interns develop and demonstrate competence in the following activities; professionalism and patient rapport, patient charting, patient interviewing, time management, nutritional counseling, physical exam technique, tongue diagnosis, pulse taking, body palpation, ortho/neuro exam, electro-acupuncture, needling: auricular, chest/abdomen, back points, scalp, face, cupping, gua sha, rice grain or cone moxa, ear seeds/tacks, safety protocols/regulations

CP 011 Observation I: Theater

1 clinic unit – 30 clinic hours • Prerequisites: OM 100

To gain an overall picture of patient reception, record keeping, examination, treatment methods, and herbal prescription, students observe senior practitioners as they treat patients in a classroom setting.

CP 012 Observation II: Grand Rounds I

1 clinic unit – 30 clinic hours • Prerequisites: CP 011

In the “watching and following” stage of clinical practice, students observe senior practitioners as they diagnose and treat patients in the AIMC Berkeley Community Clinic. Case studies in each session discuss various aspects related to patient care, including diagnosis, treatment principles, point selection, needling techniques and precautions, and herbal formulas. Students write progress reports, reports of findings, and letters of necessity for patients they observe.

CP 013 Observation II: Grand Rounds II

1 clinic unit – 30 clinic hours • Prerequisites: CP 012

In the “watching and following” stage of clinical practice, students observe senior practitioners as they diagnose and treat patients in the AIMC Berkeley Community Clinic. Case studies in each session discuss various aspects related to patient care, including diagnosis, treatment principles, point selection, needling techniques and precautions, and herbal formulas. Students write progress reports, reports of findings, and letters of necessity for patients they observe.

CP 014 Observation III: Pre-Intern Observation I

2 clinic units – 60 clinic hours • Prerequisites: CP 013

During this portion of the Observation series, students apprentice with third-year student interns and assist them with the treatment and care of the Community 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 Clinic faculty.

CP 111 Internship Level I

10 clinic units – 300 clinic hours • Prerequisites: AC 111 – 112, co: AC 113; three (3) units from OH 201 – 203; six (6) units from BS 141 – 143; IM 120 & 140; PE 210, co: PE 201; CP 011 – 014; passage of the First Year AOM Comprehensive Examination.

Students begin their internship series by interviewing patients, developing diagnosis and treatment plans, and administering treatment alongside clinical faculty. Particular attention is paid to proper

examination, diagnosis, point location, needling technique, and the preparation of herbal prescriptions.

CP 211 Internship Level II

10 clinic units – 300 clinic hours • Prerequisites: AC 104, 111 – 113, 201, 203 – 204; OH 201 – 203; BS 141 – 143; IM 130, 171, co: IM302; CP 111

In the intermediate and advanced stages of clinical internship, students assume more active roles in diagnosis and treatment. Although supervisors are physically present during needling and continue to assist interns in developing and refining their techniques, interns are expected to take responsibility for monitoring their patients' progress, developing and adjusting treatment plans, and accurately recording patient chart information.

CP 311 Internship Level III

6 clinic units – 180 clinic hours • Prerequisites: CP 211

In the advanced stage of clinical internship, students assume more responsibility for patient care and function semi-independently.

CP 251 Herb Dispensary

2 clinic units – 60 clinic hours • Co-requisite: CP 111

Students work in the herb dispensary to increase knowledge and familiarity with herb categories, identification, functions of herbs, and formula preparation, including dosages, modification of powder formulas with single herb powders, and participate in patient education on the use of herbal formulas.

Off-site Clinical Internship

In addition to clinical practice at the AIMC Berkeley Acupuncture & Integrative Medicine Clinic, intern practitioners will also have opportunities to treat patients in a variety of settings by participating in off-site clinic options

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

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

The four sites currently in operation include:

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

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. The skills taught at AIMC Berkeley and honed at the UC Berkeley Sport Medicine Clinic enabled one of our alumni, Haro Ogawa, to obtain a full-time position as the official massage therapist and acupuncturist to the 2010 and 2012 World Champion San Francisco Giants.

- **The Jewish Community Free Clinic, Rohnert Park, Sonoma County**
The Jewish Community Free Clinic primarily serves low income immigrant agricultural workers and their families. The Clinic's founders are clinicians working throughout the County's healthcare system.
- **The West Berkeley Family Practice**
The West Berkeley Family Practice serves a low-income population with a wide range of chronic health problems, including diabetes, hypertension, depression, substance abuse, and other issues. This location also offers a weekly ear clinic staffed by AIMC Berkeley interns.
- **Homeless Prenatal Program, San Francisco**
The Homeless Prenatal Program (HPP) is an award-winning San Francisco Family Resource Center. Homeless pregnant women are treated as part of a full spectrum of support services at this center in the Potrero Hill neighborhood. Many other types of patient complaints, however, are also treated at this location.

Internship Abroad

AIMC Berkeley's Internship Abroad programs provide students with opportunities to travel abroad to our sister schools in China and Japan ([for more information, see Sister Schools, above](#)) to gain intensive clinical training experiences with master practitioners; study facial acupuncture, pulse diagnosis, abdominal palpation, meridian therapy, cancer treatment, and more. Study abroad opportunities are led by AIMC Berkeley faculty and are typically two-week excursions that incorporate intensive study and clinical observation with one-of-a-kind sightseeing, shopping, and tasting experiences.

Electives

Students are required to supplement the MSOM curriculum with a minimum of two additional didactic units in specialized education.

CP 401 Advanced Internship Abroad

1 clinic unit – 30 hours total • Prerequisites: CP 011 – 013

Accompanied by clinic faculty, students travel abroad to observe clinical interactions in foreign settings.

IM 111 Topics in Clinical Nutrition

2 units – 30 hours total • Prerequisites: OM 100, IM 110

An integrative perspective to the study of adapting traditional Asian nutrition concepts to the food supply and health challenges of the modern America, including an overview of energetic concepts in nutrition, a survey of seasonal eating and cooking styles, and an in-depth study of a particular nutrition topic.

OH 140 Herbal Preparations

1 unit – 1-hour lecture • Prerequisites: OH 101 & 102

Students learn to prepare herbs and formulas in a variety of ways, including dry frying herbs with honey, vinegar, and salt, and charring herbs. Includes preparing herbal formulas as powders, pastes, extracts, concentrates, ointments, and salves.

CLASSICAL PULSE DIAGNOSIS: OM 161 – 163

These classes are rooted in the classical literature and have very practical clinical applications. Initial attention is given to describing healthy pulse attributes and calibrating depths and pulse positions so that learners have a common base for navigating thoughtfully as the classes progress. Pulse II & III introduce pulse systems that incorporate depths and regions outside standard positions. In the treatment phase of all three classes, students are encouraged to use the pulse as a beacon for discerning point selections. Appropriate acupuncture treatments are then utilized to engender healthy pulse characteristics. Upon completion, students will be able to identify healthy and anomalous pulse characteristics, confirm other learner's findings, and formulate effective treatments utilizing pulse-balancing therapeutics.

*Courses are designed to be taken in sequence.

OM 161 Classical Pulse Diagnosis I

1 unit – Two (2) 7.5-hour classes • Prerequisites: OM 160

Draws upon the Nan Jing and focuses on the healthy pulse, proper finger placement, seasonal attributes, archetypal qualities, constitutional assessments, rhythm, rate, elemental and tissue layer associations. The Nan Jing pulse system is invaluable for quick assessment of irregularities that come about from less than healthy lifestyles, pathogenic attack, and inappropriate organ-meridian interactions. This class is a prerequisite for Pulse II & III.

OM 162 Classical Pulse Diagnosis II

1 unit – Two (2) 7.5-hour classes • Prerequisites: OM 160

Builds on skills acquired in OM 161 and introduces eight extraordinary history, archetypes, pulse features and practical treatments. Reveals a potent Neo-classical system for assessing the day time wei Qi (six channels) and uncovers hidden channel involvement in musculo-skeletal conditions using six-channel findings

OM 163 Classical Pulse Diagnosis III

1 unit – Two (2) 7.5-hour classes • Prerequisites: OM 162

Explores the Tang family style of pulse diagnosis and synthesizes the teachings of Drs. Shen, Leon Hammer, and William Morris as an anatomically-based system where one roles and pushes within adjacent to the standard positions in order to examine yang organs and related structures. Sources for the study of this work include Dr Shen's book Chinese Medicine, and Leon Hammer's Contemporary Chinese Pulse Diagnosis.

OM 305 Advanced Topics in Japanese Medicine

2 units – 30 hours • Prerequisites: AC 203, OM 152; Co-requisite: AC 204

This is a presentation of advanced seminars in Japanese Medicine. Instructors will present their knowledge in their areas of expertise. Topics will vary.

PE 340 Community Acupuncture Development

1 unit – 1 hour lecture • Prerequisites: none

Teaches students how to set up a community-style acupuncture practice. Reviews and discusses practical information and structural guidelines for developing a practice around a sustainable business model. Includes further discussion on the economics of community acupuncture, business structure, office organization and staffing, sliding scale, marketing ideas, community outreach, classism and cultural diversity, case management, and treatment strategies that can be implemented in the community/group treatment setting.

CP 500 Post-Graduate Clinical Internship

12 clinic units – 360 clinic hours • Prerequisites: completion of the MSOM program

In this elective course, post-graduate students continue to refine their clinical skills under the supervision of a licensed practitioner. This course allows for continued practice and patient contact during the period between graduation and licensure.

ACUPUNCTURE & INTEGRATIVE MEDICINE CLINIC

The AIMC Berkeley Acupuncture & Integrative Medicine Clinic offers a variety of affordable acupuncture treatments and Oriental Medical care to the public. The most economical options feature treatments performed by student interns under the direct supervision of experienced professional practitioners. AIMC Berkeley's capable interns treat a variety of conditions using private acupuncture; acupuncture in an observation setting; ear acupuncture; and Medical Qigong, which is a light touch bodywork and series of postures, exercises, breathing techniques, and meditations designed to improve and enhance the body's natural energy. The duration and cost of each treatment varies from one to two hours, and from \$20 to \$30.

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, and 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 aimc.edu or contact the Acupuncture & Integrative Medicine Clinic by phone at 510-666-8234.

ADMISSIONS

Visiting AIMC Berkeley

Prospective students wishing to learn more about AIMC Berkeley are invited to immerse themselves in the environment and experience the community by scheduling a visit to the College. Prospective students are encouraged to explore the campus, sit in on classes, meet the faculty and current students, and have a complimentary treatment in the Acupuncture & Integrative Medicine Clinic. One-on-one and group tours are available Monday through Thursday from 10am to 4pm; evening and weekend tours are available upon request; and walk-ins are always welcome. All prospective students who visit AIMC Berkeley in person or attend an on-campus admissions info session will receive the AIMC Berkeley Admissions packet containing a basic overview of the MSOM degree program, information pertaining to introductory and community classes, an herb sample packet, and a coupon for a complimentary acupuncture treatment.

CONTACT US

For questions, concerns, more information, or to schedule a tour, please contact the Admissions Department at 510 688-8394 or admissions@aimc.edu.

Applying to AIMC Berkeley

Prospective students may apply for priority consideration up to one year in advance of their anticipated start date. The standard application deadline for is approximately two months in advance of the start of the term. Applying after the standard deadline, while acceptable, may limit class and clinic shift availability. Priority and standard application deadlines are listed by term on aimc.edu.

Admissions Requirements

All applicants must have fulfilled the minimum education requirements of 60 semester units (equivalent to 90 quarter units) of undergraduate work from an accredited, degree granting institution or foreign equivalent with a cumulative GPA of 2.50 or higher. AIMC Berkeley does not accept ability-to-benefit (ATB) in place of a high school diploma or GED.

Non-native speakers must provide proof of language proficiency in the form of TOEFL internet-based test results OR a transcript or diploma documenting 15 units at a regionally accredited college or the equivalent from an international English language based program.

BASIC SCIENCE REQUIREMENTS

The MSOM program includes basic science coursework in biology (3 units), physics (2 units), and chemistry (3 units), which must include an introduction to both organic and inorganic chemistry. If

these courses have not been taken prior to enrollment, students may complete them while enrolled at AIMC Berkeley.

APPLICATION CHECKLIST

1. Application for Admission

2. Application Fee(s)

- Standard Application Fee: FOR ALL APPLICANTS: A nonrefundable fee of \$100 payable to AIMC Berkeley.
- AOM Transfer Fee: ACUPUNCTURE AND ORIENTAL MEDICINE TRANSFER STUDENTS ONLY: An additional \$100 nonrefundable fee for transfer credit evaluation.
- International Applicant Fee: INTERNATIONAL APPLICANTS ONLY: International applicants who require an F-1 visa pay an additional \$200 nonrefundable fee that covers the cost to file an I-20 visa application

3. **Résumé or Curriculum Vitae:** Current resume or CV detailing your educational and professional background.

4. **Personal Essay:** A 500-word essay that describes the path that led you to choose Oriental Medicine as a profession and includes your philosophy and goals as a healthcare professional.

5. **Professional Biography and Head Shot:** A 150 - 200-word biography and accompanying ID photo

6. **Official College and University Transcripts:** Academic transcripts must be sent directly from the institution(s) to the attention of the Admissions Department at AIMC Berkeley.

7. **Two Letters of Recommendation:** Letters of recommendation may be sent by post or email (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 MSOM degree program and become a successful practitioner.

8. **Completed Health Form**

9. **Hepatitis B Vaccination or Waiver Form:** All applicants must provide a copy of their hepatitis B immunization record or, if vaccination is declined, a waiver form must be signed.

ADDITIONAL REQUIREMENTS FOR INTERNATIONAL APPLICANTS ONLY

Please see the International Applications section for more information.

10. **Detailed Transcript Evaluation:** Education obtained abroad must be evaluated by a credential evaluation service.

11. Documentation of English Language Proficiency: International applicants may be required to demonstrate English language proficiency with a transcript from an English language-only Institution, or by providing TOEFL/iBT results.
12. Application for I-20 Visa: An F-1 student visa is required of all international students (except Canadians).

Applicants may submit their application materials in person or via post, fax or email to the following:

AIMC Berkeley Admissions Department
2550 Shattuck Avenue
Berkeley, CA 94704-2724

510 688-8394 (phone)

510 666-0111 (fax)

admissions@aimc.edu (email)

International Applicants

FOREIGN TRANSCRIPTS

Students who are applying to the program based on classes taken at educational institutions outside the US are required to submit official non-US transcripts to an approved transcript evaluation service to determine whether they meet the minimum requirements (60 semester units of undergraduate college level work and 2.50 GPA). If any of your foreign classes may transfer into our program, you will need to request a course-by-course evaluation (we recommend that you request two copies since another one will be needed for the application to the California Acupuncture Licensing Exam).

A list of approved evaluation service agencies is available on the National Association of Credential Evaluation Services website at www.naces.org.

International applicants who have studied Acupuncture and Oriental Medicine at international institutions may be eligible to receive up to 50% transfer credit for prior work in Acupuncture and Oriental medicine principles, theories, treatment procedures, and clinical practice. For details, contact the Admissions Department.

ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS

Instruction at AIMC Berkeley will not occur in any languages other than English. This may be satisfied by scoring at least 61 on the Test of English as a Foreign Language (TOEFL) internet based test (iBT) which also requires a minimum speaking exam score of 26 and a minimum listening exam score of 22, or a level 6 on the International English Language Testing System (IELTS) exam; or by submitting transcripts documenting 15 semester units completed at an accredited English language college. Applicants who do not satisfy this requirement may be considered for admission with English as a second language, but they must satisfy the proficiency requirement in English before beginning the clinical experience. For details on TOEFL, visit www.ets.org/toefl. AIMC Berkeley's TOEFL institutional code is 8482.

STUDENT VISAS

AIMC Berkeley is authorized by United States federal law to enroll nonimmigrant alien students and provides students with visa services.

For students who are neither US citizens nor US permanent residents, a student F-1 visa is required to enroll in courses at AIMC Berkeley, as well as to enter and remain in the US for study. Applicants in need of a visa must supply a Certification of Finances form and supporting documentation of financial support for the first year of study at AIMC Berkeley, along with their application. Applicants who require an F-1 visa pay an additional \$200 nonrefundable fee with their application. This \$200 fee covers the SEVIS I-901 fee, which is required to obtain a student visa.

All admitted students who are neither citizens nor permanent residents of the US, and who plan to study at AIMC Berkeley with a student visa, must obtain an I-20 form (Certificate of Eligibility for Student Visa) from the Registrar before entering the US or transferring from another school within the US. Upon acceptance to AIMC Berkeley, after the prospective student's financial support has been verified, AIMC Berkeley will supply the prospective student with a letter of acceptance and I-20 form, both of which are required for verification of student status so that the student may obtain an F-1 student visa. The I-20 form must be presented to an American Embassy or Consulate abroad in order to obtain a student visa (F-1) or, if the prospective student is already in the United States studying at another U.S. school, he or she must have his or her SEVIS record transferred to AIMC Berkeley by the international advisor at the current institution.

To request an I-20, please contact the Admissions Department.

United States federal regulations require international students residing in the US with an F-1 student Visa to enroll in a full course of study. These students must enroll full time (minimum 12 units per term).

Veterans

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

Transfer Students

TRANSFER REQUIREMENTS

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 credits can only be awarded for credits earned in addition to the 60 semester units/90 quarter units prerequisite for admissions. 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.

To initiate a formal assessment of transcripts for transferable coursework, students must submit official transcripts and course descriptions from all schools under consideration for transferable coursework. Transcripts documenting previous coursework must be received by the end of the first month of the first term.

In order to receive transfer credit for a particular course, the course must be equivalent in content to the AIMC Berkeley course and constitute an equal or greater number of hours. Coursework completed at international or non-California Acupuncture Board approved institutions may receive up to 50% transfer credit in specified subject areas of Acupuncture & Oriental Medicine, and 100% transfer credit for non-AOM courses. AIMC Berkeley 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.

It is AIMC Berkeley's 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 Berkeley 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 REQUIREMENTS FOR AOM STUDENTS

Additional transfer credits may be awarded for coursework in Acupuncture and Oriental Medicine principles, theories, treatment procedures, and clinical practice. Coursework in these areas must be completed with a grade of C or better to qualify for transfer credit. Full credit may be awarded for coursework completed at California Acupuncture Board-certified institutions if the coursework is equivalent in content to AIMC Berkeley courses. If the transferring institution is not approved by the California Acupuncture Board, transfer credit is limited to 50% credit in each subject area. To receive an MSOM from AIMC Berkeley, AOM transfer students are required to complete a minimum of 36 units (two trimesters) in residence and 360 hours of clinical internship at the AIMC Berkeley Community Clinic.

Admissions Decision Process

Once an applicant submits his or her application form and fee, the Admissions Department opens a prospective student file and begins to track the status of official transcripts, letters of recommendation, application for financial aid, personal essay, resume or curriculum vitae, professional bio and headshot, and any other required application materials. Once all materials are received and reviewed, an admissions interview is held with the applicant. (For international or out of state students, a phone video call interview maybe scheduled.) Once the admissions interview is complete, the applicant's file is assessed by the Director of Financial Aid and the members of the Admissions Committee, which may be comprised of any three of the AIMC Berkeley Leadership

team: the President, Academic Dean, Clinic Dean, and/or Director of Marketing & Student Services, for a decision. Upon their approval to admit the applicant, he or she will receive notification of a decision. The Committee's decision will be one of the following: admit, admit provisionally, or deny. In such a case where the application is denied, the Committee may set conditions whereby the student may renew their application and be accepted. The student has up to one (1) year to renew the application without paying an additional fee. After one year's time, that student will have to re-apply with a new fee.

PROVISIONAL ADMITTANCE

The Admissions Committee will consider incomplete applications, at its own discretion, where unofficial copies of transcripts are provided, and/or where the health certificate or letters of recommendation have not been furnished. The Committee will only grant provisional admittance in such cases, and the student's file must be completed within two months (60 days) of the term start and be shown to meet minimum requirements. A provisionally admitted student not completing his or her file or meeting these requirements will not be permitted to register for the next term's classes.

New Student Orientation

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. Photos for the AIMC Berkeley Student ID are taken at Orientation. New Student Orientation takes place each trimester in the first week of class.

Housing Information

AIMC Berkeley does not have dormitory facilities under its control; however, our campus 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. 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. Students attending AIMC Berkeley full time can expect to pay an estimated average of \$6,000 per term in room/board. Please note that AIMC Berkeley bears no responsibility to assist a student in finding housing.

TUITION & FEES

TUITION

Didactic Unit: \$263

Clinic Unit: \$525

Estimated cost based for Fall 2014 Curriculum (150.5 didactic units + 33 clinic units) = \$56,906.50

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: \$59,420

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, Berkeley, located at 2550 Shattuck Avenue; Berkeley, CA; 94704-2724.

ESTIMATED TOTAL CHARGES FOR A PERIOD OF ATTENDANCE (EQUAL TO ONE TERM IF THE PROGRAM IS COMPLETED IN 11 TERMS): \$5,450

TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$359

Tuition deposit (non-refundable): \$300

Registration Fee (non-refundable): \$30

STRF Fee (non-refundable): \$29

ADMISSIONS FEES

Application Fee (non-refundable): \$100

AOM Transfer Application Fee (non-refundable)—includes assessment fee for transfer of credits: \$200

Basic Science Prerequisite Course Transfer: No Charge

Student Tuition Recovery Fund (STRF) Fee (based on total institutional charges; non-refundable): \$29

REGISTRATION & REGISTRAR FEES

Registration Fee (non-refundable): \$30

Tuition Financing Fee: \$25 per occurrence

Late Tuition Fee: \$100 per occurrence

Late Registration Fee: \$100 after the close of the Registration period

Late Add Fee: \$100 after the end of 2nd week

Transcript Fee:	\$15 per transcript
CNT Certificate Reissuance:	\$10
Diploma Reissuance:	\$50

STUDENT SUPPLIES FEES (estimates only)

Student ID Badge:	No Charge
Replacement Student ID Badge:	\$10
Student Parking Permit:	No Charge
Student Catalog & Handbook:	No Charge
IM 120 Supplies/Lab Fee:	\$170
Clinic Malpractice Insurance:	\$75 per clinic term
Intern Business Cards:	\$35
Graduation Fee:	\$250
Textbooks:	\$1500–4500 entire program
Equipment & Uniforms:	\$250–\$700
Tutoring Fee:	No Charge
In-resident Housing Fee:	N/A
Student Activities Fee:	\$5 per term

EXAMINATION FEES

Remedial Exam:	\$125 per occurrence
Make-up Exam:	\$75 per occurrence

MISCELLANEOUS FEES

Returned Check Fee (per occurrence):	\$35
Post-Graduate Intern Clinic Hours per Unit:	\$250
Audit Unit (didactic only):	\$125

ADDITIONAL EXPENSES

When preparing a budget students should consider the cost of textbooks (estimated at \$1,500 - \$2000 for the program), clinic intern equipment (estimated at \$250 - \$700 for the program), optional herb samples (\$125 - \$180 per sample box), housing, transportation, and miscellaneous expenses.

THE TOTAL AMOUNT FOR ALL TUITION, FEES, CHARGES, AND SERVICES THE FULL-TIME STUDENT IS OBLIGED TO PAY FOR EDUCATIONAL SERVICES IS BASED UPON THE CURRENT TUITION AND FEE SCHEDULES AND EXCLUSIVE OF BOOKS, PHYSICAL AND DIAGNOSTIC SUPPLIES, AND ANY OPTIONAL FEES.

TUITION PAYMENT POLICY

Tuition for each trimester is due and payable prior to the first date of that trimester. Failure to make payment by this date will result in the assessment of a \$100 late fee. Exceptions to this policy will be made for new students, who are permitted to delay tuition payment until their financial aid arrives.

STUDENT TUITION RECOVERY FEE

The state of California created the Student Tuition Recovery Fee (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education. California law requires that, upon enrollment, a fee be assessed relative to the cost of tuition. This fee supports the Student Tuition Recovery Fund (STRF). Institutional participation is mandatory.

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

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

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if wither of the following applies:
 - a. You are not a California resident, or are not enrolled in a residence program, or
 - b. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate third party agreement.

When a school closure occurs, students may file within sixty days a claim for reimbursement from STRF for prepaid but unused tuition. Students should keep a copy of their enrollment agreements, tuition receipts, or other financial documents that can be used to support a claim for reimbursement. For claim instructions or further information, contact the Bureau for Private Postsecondary Education; 2535 Capitol Oaks Drive, Suite 400; Sacramento CA, 95833; Phone: 916 431-6959; Email: bppve@dca.ca.gov. No claim can be paid to any student without a social security number or a taxpayer identification number.

Notice Concerning Transferability of Credits & Credentials Earned at AIMC Berkeley

The transferability of credits you earn at AIMC Berkeley 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 Science in Oriental Medicine program is also at the complete acceptance of the institution to which you may seek to transfer. If the credits or the 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 transfer after attending AIMC Berkeley to determine if your credits or degree will transfer.

Refunds

LECTURE COURSE TUITION REFUND

If a student withdraws from or drops a lecture course prior to 60% completion of the course (except for one-day classes), or withdraws from his or her enrollment prior to the end of the ninth week of the term, AIMC Berkeley will refund tuition on a pro-rated basis provided that the student has completed less than 60% (fewer than nine weeks) of the course of instruction.

CLINIC TUITION REFUND

If a student withdraws from or drops a clinic shift prior to 60% completion of the shift, or withdraws from his or her enrollment prior to the end of the ninth week of the term, AIMC Berkeley will refund tuition on a pro-rated basis provided that the student has completed less than 60% (fewer than nine weeks) of the clinical instruction.

SUPPLIES REFUND

All sales for classroom supplies, clinic intern equipment, and herb samples are final.

FINANCIAL AID

AIMC Berkeley is authorized to award Title IV student financial aid to all eligible students. 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 financial programs is available from the US Department of Education's website at <http://studentaid.ed.gov>. This site provides free information on preparing for and funding education beyond high school.

Types and Sources of Aid

GRADUATE AID

Students who are admitted to AIMC Berkeley as graduate students (i.e., have a bachelor's degree, the equivalent of three years of undergraduate study, or 90 semester units) are eligible to borrow graduate-level Direct Loans. For two trimesters a student may borrow a total of \$20,500 from the Direct Loan Unsubsidized programs for total loan funds of \$30,750 per calendar year (three trimesters). Direct Unsubsidized Loan interest does not have a grace period and accrues from the time the loan is disbursed. For loans first disbursed after July 2013 the interest rate is a fixed 6.21% and the government charges a 1.051% origination fee of the loan amount requested.

Reference: <http://www.direct.ed.gov/student.html>

GRADUATE PLUS LOAN

Students who require additional assistance may consider the federal credit-based Graduate PLUS Loan. This loan has a 4.204% origination fee and an interest rate of 7.21%. Please contact the Financial Aid Office for additional details on the eligibility requirements for the Graduate PLUS Loan.

Reference: <http://www.direct.ed.gov/student.html>

UNDERGRADUATE AID

Students who do not meet the requirements of graduate status are eligible to borrow undergraduate Direct Loans for a combined annual (two trimesters) total of \$12,500 from the Subsidized and Unsubsidized programs. Undergraduate students may also qualify for Pell Grants (up to \$5,550), SEOG grants, and Cal Grants (California residents only). The grant application deadline for the 20134 - 2015 year is March 3, 2014. Students classified as undergraduates are advanced to graduate status at the start of their third term, provided a minimum of 90 semester credits has been earned.

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 Berkeley 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 Berkeley and be able provide proof of employment eligibility in the US, as stipulated by the INS. Work-study students are paid hourly rates based on the type of work performed and may work up to 20 hours per week.

Contact the Financial Aid Office for job openings and more information on federal work-study.

The Federal Budget Control Act of 2011

The subsidy component in the Federal Subsidized Stafford/Direct loan is eliminated for graduate students for loans first disbursed on or after July 1, 2012. Any Federal Subsidized Stafford/Direct Loans first disbursed prior to July 1, 2012 will retain their interest subsidy. This Act applies only to new graduate loans issued on or after July 1, 2012 (i.e., loan periods starting Fall 2012 or later).

The total amount graduate students may borrow under the Federal Stafford Loan program remains at \$20,500/8 months; however, all monies will be unsubsidized (this applies to loan periods starting July 2012 or later – Winter 2013 term or later).

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.

Applying for Financial Aid

1. Visit www.aimc.edu/current-students/how-to-apply-for-financial-aid/ to download the AIMC Berkeley Application for Financial Aid (AFA). Complete the form and return it to the Financial Aid Office.
2. Visit www.fafsa.ed.gov to submit your Free Application for Federal Student Aid (FAFSA). The federal code for AIMC Berkeley is 033274.
3. Once the Financial Aid Office has received the above information an award letter outlining your assistance and a loan request form will be sent. The student will need to return a signed copy of the award letter and a completed loan request form to the Financial Aid Office.
4. Once all paperwork has been received the student is at minimum conditionally accepted and federal loans will be originated.
5. Once students accept their awards, they must complete entrance counseling, as well as an online master promissory note (MPN) at www.studentloans.gov, to officially complete the financial aid award process. Please note that entrance counseling and a signed MPN are federal requirements that must be completed before funds can be disbursed.
6. Financial aid applications must be completed in a timely manner, at least one month prior to the start of a term if the financial aid is needed to pay tuition. The fee for late tuition payment is \$100.

RIGHTS AND RESPONSIBILITIES OF FINANCIAL AID RECIPIENTS

The rights and responsibilities of students receiving aid are provided in detail in the USDE Student Guide. In addition, prior to receiving a first loan disbursement at AIMC Berkeley, all recipients are required to complete the Loan Entrance Counseling at www.studentloans.gov. The Entrance Interview provides information required by federal regulation for all Federal Stafford Loan borrowers.

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

Standard Repayment: With the standard plan, you will pay a fixed amount each month until your loans are paid in full. Your monthly payments will be at least \$50 and you will have up to 10 years to repay your loans.

Extended Repayment: To be eligible for the extended plan, you must have more than \$30,000 in Direct Loan debt, but you have 25 years to repay it. Under the extended plan you have two options: for fixed or graduated payments. Fixed payments are the same amount each month you are in repayment, as with the standard plan, while graduated payments start low and increase, every two years, as with the graduated plan below.

Graduated Repayment: With this plan your payments start out low and increase every two years. The length of your repayment period will be up to ten years. If you expect your income to increase steadily over time, this plan may be right for you. Your monthly payment will never be less than the amount of interest that accrues between payments. Although your monthly payment will gradually increase, no single payment under this plan will be more than three times greater than any other payment.

Income Contingent Repayment: This plan gives you the flexibility to meet your Direct Loan obligations without causing undue financial hardship. Each year, your monthly payments will be calculated on the basis of your adjusted gross income (AGI, plus your spouse's income if you're married), family size, and the total amount of your Direct Loans. Under the ICR plan you will pay each month the lesser of: The amount you would pay if you repaid your loan in 12 years multiplied by an income percentage fact or that varies with your annual income, or 20% of your monthly discretionary income. If your payments are not large enough to cover the interest that has accumulated on your loans, the unpaid amount will be capitalized once each year. However,

capitalization will not exceed 10 percent of the original amount you owed when you entered repayment. Interest will continue to accumulate but will no longer be capitalized. The maximum repayment period is 25 years. If you haven't fully repaid your loans after 25 years (time spent in deferment or forbearance does not count) under this plan, the unpaid portion will be discharged. You may, however, have to pay taxes on the amount that is discharged.

Academic Year

An academic year for financial aid purposes is two trimesters. Annual loan and grant awards are paid in two trimesters. For example, a student who begins AIMC Berkeley in the Fall trimester receives eligibility for annual loan and grant 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.

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.) he or she can ask the College 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 his or her 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.

RETURN OF TITLE IV (FEDERAL STAFFORD LOAN) FUNDS

If a Federal financial aid recipient withdraws from all classes before completing 60% of the payment period (or period of enrollment), AIMC Berkeley will calculate the amount of Title IV aid the student did not earn. 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.

APPEAL PROCEDURES

If a student is found to be ineligible for Federal financial aid due to unsatisfactory academic progress, the student may appeal this decision to the school's Financial Aid Officer. This should be done by in writing, stating the reasons why the minimum requirements were not met and why financial aid should not be terminated. The Financial Aid Officer will review the appeal with the Appeals Committee and determine whether suspending financial aid is justified. The student will be advised in writing of the decision.

Please refer to the *Academic Policies & Procedures* section regarding the Federal Financial Aid and Satisfactory Academic Progress Policies.

Federal Financial Aid & Satisfactory Academic Progress Policy

Effective July 1, 2011, Federal Financial Aid regulations require that AIMC Berkeley establish, publish and apply reasonable standards for measuring student's satisfactory academic progress (SAP) in their 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. Student receiving Federal Financial Aid during academic program at AIMC Berkeley are required to maintain a standard of progress through the program. These standards include:

- Students must maintain an accumulative grade point average of 2.50
- Students are required to complete 63% of all course work attempted

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

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

Academic Plan: A plan, which if followed, will ensure that the student is able to meet AIMC Berkeley's satisfactory academic progress standards by a specific point in time. Students who have been placed on an academic plan must meet the modified standards of academic progress outlined in the plan or he or she will be academically dismissed.

Appeal: A process by which a student who is not meeting the satisfactory academic progress standards may submit a petition to the Academic Standards Committee for reconsideration to remain in the program. A student may appeal twice under this policy.

Completion Rate: The pace at which a student should progress in order to complete the program within 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: Assigned by the dean's office to a student the first time he/she fails to make satisfactory academic progress.

Academic Probation: Assigned by the dean's office to a student who fails to make satisfactory academic progress within one trimester immediately following a term of academic warning and has submitted a letter of appeal that has been approved.

Academic Dismissal: A status assigned by the dean's office to a student who fails to make satisfactory academic progress and who has been previously granted academic probation.

Maximum Timeframe: A period defined by the institution that is maximum length of time (based on attempted credits) permitted to complete the program.

STANDARDS OF SATISFACTORY ACADEMIC (SAP) PROGRESS

- **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 63% of all attempted coursework.
- **Earned/Attempted Credits:** An earned course grade of I, F, D, or W will be counted as failed attempts for the quantitative SAP component. The qualitative measure is not affected by W grades.

TREATMENT OF TRANSFER CREDITS AND COMPETENCY EXAMS

All credits accepted for transfer and/or competency exams are counted as both attempted and earned for the quantitative SAP component. The qualitative measure is not affected by transfer and/or exam credits.

CONSEQUENCES OF NOT MEETING SATISFACTORY ACADEMIC PROGRESS

- **Academic Warning:** Academic Warning is assigned by the Dean's office to a student who fails to make satisfactory academic progress and must meet the minimum standards by the end of the next term of enrollment. Students in this status may receive federal student aid for one more term and then must meet the academic standards of progress.
- **Academic Probation:** Academic Probation is assigned by the dean's office to a student who fails to make satisfactory academic progress (cumulative GPA of 2.5 and/or 63% completion rate) within one trimester immediately following a term of an academic warning, and has submitted an appeal to the Financial Aid Office as well as the Academic Standards Committee that has been approved. The student will meet with Academic Dean of the College to outline an academic plan during the probation period. Approval of probation status allows the student to continue in their program and reinstates federal financial aid eligibility for one trimester.
- **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, he or she will be placed on Academic Dismissal.
- **Maximum Time Frame Dismissal:** If a student fails to meet the Maximum Time Frame standards; he or she will be placed on Maximum Time Frame Dismissal and will immediately lose financial aid eligibility.

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.

Enrollment Status

AIMC Berkeley is required to define the number of credits for a part time student and a full time student:

- Full time student – 12 or more credits
- Part time student – 6 to 11 credits

To be eligible to utilize any federal program a student must be registered and attending at least part time (minimum of 6 credits).

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.

Prior to Fall 2011, students were required to earn a minimum of 18 credits in two trimesters (loan period). This was the College's quantitative element for Satisfactory Academic Progress (SAP).

Beginning Fall 2011, the College is required to define the quantitative element of our SAP policy as PACE or earning a certain percentage of cumulative attempted credits. The minimum standard for our students (applies to both federal and not federal aid recipients) is a PACE rate of 63% (percentage of cumulative earned credits versus cumulative attempted credits).

Further details of the PACE rate are available in the posted SAP policy on the Financial Aid bulletin board and on aimc.edu.

IMPACT FOR FEDERAL AID WITH THE NEW SAP POLICY

- Minimum requirement of part time status with 6 or more credits does not change.
- There is not a set amount of credits required per term or loan period beyond maintaining a part time status of 6 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 eight calendar years. For detail on this restriction please consult with the Academic Dean or your academic advisor.
- 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.

STUDENT SERVICES

The AIMC Berkeley Student Services department 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 the MSOM program and working to ensure success after graduation, the Student Services department supports student groups and organizations and accommodates veterans and students with disabilities. Please refer to the Student Services portions of aimc.edu for information and details on the services outlined below.

New Students

- **Admissions:** AIMC Berkeley serves a highly diverse student population, including full-time, part-time, transfer, disabled, military veteran, and international students. AIMC Berkeley considers applicants who show a high level of personal integrity, clear intention, and an aptitude for Oriental medical education at the professional level. Please contact the Admissions department for application information, instructions, and support.
- **New Student Orientation:** This once-per-term orientation presents a broad range of information about the College and the MSOM program of study, student policies and expectations, support services, and groups and opportunities that provide enriching experiences.

Current Students

- **Academic Advising:** The advisor-advisee relationship is an important academic touchstone intended to improve the student didactic and clinical experience. AIMC Berkeley advisors provide students with information about degree progression and requirements, aid in understanding academic policies and procedures, and help access campus resources. Students are assigned academic advisors upon acceptance, and are encouraged to meet with their advisors once per term, prior to registration.
- **Campus Safety & Security:** AIMC Berkeley strives to create and maintain a safe campus environment.
- **Community Resources & Referrals:** A comprehensive list of supportive networks, resources, and opportunities to help students gain access, information, and support, and address immediate and long-term needs and goals
- **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. See *Financial Aid*.
- **Health Care Support Plan:** An ever expanding array of AIMC Berkeley Student Health Care Support Plan services and discounts—including reduced-priced rates for same-day booking on acupuncture treatments and Shiatsu massages, discounted Qigong exercise classes, and more—are available to current student, faculty, and staff.
- **Herb Garden:** A student-maintained herb garden is located in front of the AIMC Berkeley building on Shattuck Avenue. The herb garden provides valuable hands-on experience to students learning to identify and formulate Oriental herbs.

- **Herbal Dispensary:** AIMC Berkeley’s professionally managed herbal dispensary stocks raw and powdered herbs, pills and tablets, and prepared formulas. Students enjoy a 30% discount on all items sold in the herbal dispensary, including school supplies such as acupuncture needles.
- **Library & Learning Resource Center:** [See Library and Learning Resources.](#)
- **Meditation Space:** A designated space for meditation and quiet reflection is located in Room C.
- **Parking Services:** Free student parking is located at 2019 Blake Street. A parking permit is required to park in the student lot. Permits are available in the administrative office at no charge.
- **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 MSOM graduate students at AIMC Berkeley. All matriculated students are invited to participate in the council, and council activities are open to all students.
- **Study Abroad:** AIMC Berkeley maintains sister school relationships with teaching colleges and universities in both China (Tianjin University of Traditional Chinese Medicine) and Japan (GOTO College of Medical Arts and Sciences and Shikoku Medical College). An opportunity to travel to one of the sister schools is offered every year in April. Students receive clinical training experiences with master practitioners and enjoy one-of-a-kind sightseeing, shopping, and tasting experiences. Financial Aid is available to offset travel costs.
- **Scholarships:** Scholarship opportunities for students of acupuncture and Oriental medicine become available on an ongoing basis throughout the year. The Student Services department keeps students abreast of the information regarding these funds and does its best to seek out additional scholarship opportunities for graduate and post-graduate studies in acupuncture and traditional Chinese medicine.
- **Student Groups**
 - **Bodywork Group:** A bi-weekly student group that provides an opportunity for students to teach, share, practice and receive bodywork. Topics include medical qigong, tuina, shiatsu, cranial sacral, stretching, Feldenkrais and Zero Balancing. Meetings alternate guest teaching with practice sessions.
 - **Health Stigma & Disparity Project:** A monthly student-led group that aims to create a supportive environment within the AIMC Berkeley college and clinic by addressing taboo healthcare topics and increasing awareness of health-related issues specific to our Bay Area community. Focusing on gender identity; sexuality; race; class; stigmatized health concerns; and related issues, each meeting includes a workshop to develop specific tools that participants can apply to their clinical education and training.
 - **Qigong Self-care Support Group:** A drop-in style Qigong self-care group where current AIMC Berkeley students can learn basic grounding and rooting techniques, along with other self-care rituals relevant to students of Oriental medicine.

- **Students with Disabilities:** In accordance with the Americans with Disabilities Act, reasonable and appropriate accommodations are extended to eligible students in an effort to create an equal opportunity to participate in AIMC Berkeley’s educational programs. All requests for accommodations are to be addressed to the Director of Marketing and Student Services.
- **Tutoring Program:** Individual and small group tutoring is available for a number of courses outside of class time to review class material, prepare for exams, discuss the text(s), , formulate ideas for papers and assignments, and/or work on solutions to problems.
- **Veterans Services:** AIMC Berkeley is approved by the Department of Veteran Affairs (VA) for the training of veterans and other eligible persons. Services include VA Rehabilitative and Employment Program, Military Tuition Assistance, and educational benefits covered under the Post 911 GI Bill.
- **Wireless Computer Network:** Free wireless data network services are available to all AIMC Berkeley students, faculty, and staff.

Alumni

- **AIMC Berkeley Alumni Support 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.
- **Career Resources:** The online Career Resources page contains up-to-date information geared toward assisting students with employment and additional “success after graduation” opportunities.

LIBRARY & LEARNING RESOURCES

The AIMC Berkeley Library & Learning Resource Center houses four collections of titles spanning subjects in Oriental, Western, and Integrative Medicine. English language titles are catalogued according to the National Library of Medicine classification system and are searchable using the AIMC Berkeley online public access catalog at www.aimclibrary.com.

- **The General Collection** consists of approximately 1,500 titles, including a wide span of subjects in acupuncture, Oriental medicine, herbology, alternative medicine, Western science, and biomedicine.
- **The Reference Collection** includes nearly 400 non-circulating general reference materials such as dictionaries and encyclopedias, as well as medicine-specific reference texts. Also included in the Reference Collection are non-circulating copies of required textbooks for student use.
- **The Japanese Collection** comprises approximately 200 texts in traditional Japanese medicine and Japanese-style acupuncture.
- **The Chinese Collection** includes nearly 300 titles in classical and contemporary works on Chinese medicine and biomedicine. Also available is a wide selection of English-language, Japanese, and Chinese journals covering topics in Oriental, Western, and Integrative

Medicine, as well as an audiovisual library comprising topics in acupuncture, Western science, pain management, and bodywork.

ONLINE RESOURCES

Current and authoritative information on a variety of research topics is accessible on a number of online scholarly databases including MEDLINE. MEDLINE is the National Library of Medicine's premier bibliographic database covering the fields of medicine, nursing, dentistry, veterinary medicine, the healthcare system, and the preclinical sciences. A subject specific annotated bibliography of useful websites in the fields of Chinese Medicine, herbology, and Western Medicine is available upon request from the Librarian. The bibliography includes information on how to access relevant subscription databases through other local libraries.

COMPUTER SERVICES

The library offers several internet-accessible workstations for student use, as well as a wireless DSL internet connection. Students are welcome to access the wireless network from their laptops upon receipt of the security code.

REFERENCE ASSISTANCE

Specialized group and individual assistance and instruction in research and information-seeking using both online and print resources is available upon request.

FACILITY

The facility at AIMC Berkeley was carefully designed to meet the specific needs of both a didactic and a clinical education. The 14,000 square-foot floor plan houses spacious classrooms, clinical facilities, administrative offices, a learning resource center, both student and faculty lounge areas, and parking for faculty, staff and clinic patients. The AIMC Berkeley Acupuncture & Integrative Medicine Clinic is modern and spacious, boasting a newly renovated and fully stocked Herbal Dispensary, a large clinic consultation area, and thirteen comfortable and professional treatment rooms. Classrooms are fully equipped with teaching aids, including white boards; charts and diagrams; overhead projectors and screens; anatomical models, and other teaching models; LCD projectors, and additional audiovisual equipment. All of the classrooms contain desks and tables; chairs; and treatment tables for demonstration. The classroom utilized for practicum classes is equipped with 12 treatment tables.

FACILITY ACCESS

AIMC Berkeley is located at 2550 Shattuck Ave, Berkeley, CA 94704. Student parking is available at 2017 Blake Street, Berkeley, CA 94704. The general public can access the facility only when an appointment is made with the AIMC Berkeley Clinic or an AIMC Berkeley staff member. During

operational hours AIMC Berkeley staff members monitor access to the facility. An alarmed and coded security system monitors the facility during non-operational hours.

FACILITY MAINTENANCE

AIMC Berkeley Administration maintains the building and grounds with a concern for safety and security. The facility is inspected regularly, and repairs affecting safety and security are made promptly.

Campus Safety & Security

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires AIMC Berkeley to publish annually specific crime-related information. The report includes information about AIMC Berkeley's security policies and procedures, crime prevention programs, and campus crime statistics. AIMC Berkeley makes the report available to all current students and employees, and on request, to prospective students and employees.

CAMPUS EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Building evacuation maps and exit signs are posted throughout the building. Exit doors are located on the East and West sides of the building. If an alarm is triggered, everyone will be immediately evacuated from the building and will be asked to follow the instructions of the evacuation team. The elevator is not to be used in the event of a fire or earthquake,

REPORTING CRIMES AND EMERGENCIES

Potential criminal actions and other emergencies at AIMC Berkeley can be reported directly by students, faculty, and employees by calling 9-1-1, or 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 Berkeley officials; or by court order.

Drug-free Workplace Policy

Pursuant to the Federal Drug-Free Workplace Act of 1988 (Public Law 101-690) and California Drug-Free Workplace Act of 1990, AIMC Berkeley 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 Berkeley 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 aimc.edu.)

DRUG CONVICTION NOTIFICATION AND IMPOSED SANCTIONS

Any employee, faculty or student must notify AIMC Berkeley 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 Berkeley will impose corrective measures on the employee, faculty, or student convicted of drug abuse violations in the workplace by:
 1. Taking appropriate action against the employee, faculty or student up to and including expulsion or termination of employment and referral for prosecution and/or
 2. Requiring such employee, faculty, or student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose is federal, state or 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 Berkeley will reasonably accommodate any employee, faculty and/or students who volunteers to enter an alcohol or drug rehabilitation program, provided the reasonable accommodation does not impose undue hardship on AIMC Berkeley. 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 Berkeley 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 Berkeley's sole discretion merits termination of the relationship before asking for assistance. AIMC Berkeley 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 Berkeley, which will include the following:

1. Enroll in and complete a company approved rehabilitation program at the employee's cost.
2. Execute the appropriate release of medical information forms to the company in order to monitor the compliance with the rehabilitation program.
3. Ensure the treatment facility provides the company with the necessary documentation to establish compliance.
4. Abstain from any illegal drug misconduct.
5. Acknowledge that any future violation of company drug prohibitions shall result in immediate discharge.
6. 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 aimc.edu.

ACADEMIC POLICIES & PROCEDURES

Registration

Registration forms are available in the Administration Office. Students should submit their completed registration forms for all courses to the Registrar by 3pm on the specified registration deadline for the trimester. (Please refer to the Academic Calendar for applicable dates and deadlines.) There will be a \$100 late registration fee if the registration form is submitted to the Registrar after the deadline.

Class Changes & Cancellations

AIMC Berkeley takes every measure possible to maintain the highest quality in our academic and clinical schedule every term. AIMC Berkeley 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 Berkeley 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 Berkeley 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, Dropping & Withdrawing from Classes

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 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: 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 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 Berkeley.

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 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 Berkeley.

SHORT-TERM CLASSES

Certain didactic classes meet for a limited period during the term. Registration, adding, and dropping the class follow an alternative add/drop schedule. If the short-term class is dropped before it has started, the class will not appear on the student's transcript and the student will receive a full refund. For short-term classes dropped after the class has started but before 60% of the course duration, the student may withdraw from the course with a "W" on their transcript and a pro-rated refund. 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 Berkeley.

AUDITING

Degree-Seeking students may audit selected lecture courses with permission from the Academic Dean. Students may not audit clinical practice classes under any circumstances. The fee for auditing a course is one half the cost of standard tuition. Students wishing to audit a course must indicate this on their Registration Form. Students do not receive academic credit for an audited course.

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.

CANCELLATION RIGHTS

A student has the right to cancel his or her enrollment agreement at any time, and to obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. AIMC Berkeley will give a full tuition refund for students who

withdraw during the first two weeks of classes. After the second week of classes, the institution shall also provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to students who have completed 60% or less of the period of attendance. If a student withdraws after having completed more than 60% of the period of attendance, no refund will be provided.

In order to withdraw, a student must file a Withdrawal Petition with the Registrar at the following address: 2550 Shattuck Avenue, Berkeley, CA 94704-2724. Withdrawal becomes effective on the date that written notice is received by the Registrar.

If a student withdraws from AIMC Berkeley 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 Berkeley 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.

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

AUTOMATIC WITHDRAWAL DUE TO LACK OF ATTENDANCE

The Department of Education requires that any student absent from class and/or clinic for 14 or more consecutive calendar days, who has not filed for a Temporary Leave of Absence, be automatically withdrawn from the MSOM program and the US Department of Education must be notified of the withdrawal. Students who have to withdraw can apply to return to the MSOM program within one calendar year. There may be financial aid repayment implications; therefore students who intend to withdraw from the program should contact the Financial Aid Office. (Federal Student Aid Handbook, 34 CFR668.22(b)(1).)

Academic Advising

The advisor-advisee relationship is an important academic touchstone intended to improve each student's individual didactic and clinical experience. AIMC advisors provide students with information about degree progression and requirement, aid students in understanding academic policies and procedures, and help them access campus resources.

Upon acceptance, students are assigned an academic advisor. Students are encouraged to meet with their advisor every term, and are required to meet with their assigned advisors at least once per year.

Attendance

LECTURE COURSE ATTENDANCE

AIMC Berkeley believes that the academic success of its students depends on class attendance and participation. AIMC Berkeley assumes that all students have committed themselves to a rigorous, demanding, graduate-level training program and have made the necessary arrangements to ensure that personal, familial, occupational, and other outside obligations do not interfere with the requirements of their studies. Students are responsible for all assigned course work, including material covered during absences. Faculty members are not obligated to change due dates or provide extra assistance to students who miss course content. Students must attend 70% of all course meetings, or a minimum of 11 classes for a 15 week course, to receive course credit. If a student fails to attend the required amount of course meetings, he or she will receive an “F” for the course and will need to retake the class for credit. Please note: students who arrive after class has begun or leave before class is dismissed may be marked absent on the attendance record.

CLINICAL PRACTICE ATTENDANCE

The following policies outlined here apply to all AIMC Berkeley Clinical Practice courses, including all levels of Observation and Clinical Internship. (For more information on Clinical Practice rules, regulations, and required conduct, please refer to the AIMC Berkeley Clinic Handbook.) The goal of clinic attendance policies is to ensure that all interns complete the required hours mandated by both the California state guidelines and AIMC Berkeley’s curriculum, and to ensure regular and professional operation of the community clinic. Students must attend 100% of scheduled observation or internship hours as delineated on the timetable for the trimester in which the course is offered to complete the course requirements.

Clinic Internship is a 15-week commitment. Students are expected to be present for all clinic shifts. Students may request time off from clinic by submitting a request for absence within the first four weeks of the term. Otherwise, students must submit a Petition for Excused Absence, which must be approved by the Clinic Manager.

AUTOMATIC WITHDRAWAL

The Department of Education requires that any student absent from class and/or clinic for 14 or more consecutive calendar days, who has not filed for a Temporary Leave of Absence, be automatically withdrawn from the MSOM program and the US Department of Education must be notified of the withdrawal. Students who have to withdraw can apply to return to the MSOM program within one calendar year. There may be financial aid repayment implications, therefore students who intend to withdraw from the program should contact the Financial Aid Office. (Federal Student Aid Handbook, 34 CFR668.22(b)(1).)

TEMPORARY LEAVE OF ABSENCE

Students who will need to be absent for 14 - 35 consecutive days due to serious illness or other compelling circumstances beyond the student's control may file for a Temporary Leave of Absence. Students who know in advance that they will be absent for 14 - 35 consecutive days must submit a

Temporary Leave of Absence form, along with supporting documentation, to the Registrar before their leave. In the event of an unforeseen illness or emergency, students must contact the Registrar as soon as possible, and will need to complete the Temporary Leave of Absence form and submit documentation as soon as possible, but no later than the 35th calendar day of absence.

All temporary leaves of absence are subject to review by the Academic Standards Committee. Decisions regarding the approval of a Temporary Leave of Absence will be communicated to the student within 10 business days.

EXCUSED ABSENCES

Excused absences are granted in the cases outlined below. In order to obtain an excused absence, students must complete a Petition for Excused Absence and submit it, along with any applicable documentation, to the Academic Dean for didactic classes and to the Dean of Clinical Education for clinic. Examples of documentation required for approval are listed below:

- Illness of the student or a student’s dependent: Documentation by a licensed medical professional may be required.
- Death of an immediate family member: Obituary or record of funeral services or equivalent is required.
- Jury duty: Jury summons or court subpoena with documentation is required.
- Compelling circumstance beyond the student’s control: In the case of complex or unusual circumstances, a conference between the student and the Academic Dean or the Dean of Clinical Education will be scheduled following the student’s submission of a Petition for Excused Absence.

Grades

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

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)	

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

CHANGE OF GRADE

To request a change of grade for a class, a student must complete a Change of Grade Form, obtain the signatures of both the instructor and the Academic Dean, and submit it to the Registrar no later than the last day of the following trimester.

INCOMPLETE GRADES

A student who receives a grade of incomplete (“I”) in any class must complete the class work by the end of the fourth 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 (70% of classes, a minimum of 12 classes for a 15 week course). Incompletes are only available under extraordinary circumstances and must have approval from the Academic Dean and the class instructor.

GRADUATION REQUIREMENTS

To earn the Masters of Science in Oriental Medicine degree from AIMC Berkeley, students must fulfill the following requirements within eight years from the date of initial enrollment, including any and all periods of absence:

- Complete all required didactic course hours and clinical practice class hours with a minimum cumulative grade point average of 2.50 or higher
- Receive a passing grade on all comprehensive assessment examinations
- Complete a minimum of 350 patient treatments at the AIMC Berkeley Community Clinic or a designated offsite clinic
- Fulfill all financial obligations to AIMC Berkeley

Remedial & Makeup Examination Policies

REMEDIAL EXAMINATIONS

The remedial examination policy is ultimately determined by the faculty member who administered the original exam according to the policy stated in their course syllabus. His or her policy supersedes the standard school policy as is outlined in this section.

A student may retake an examination in order to improve their score. A penalty of 10% is deducted from the score of a remedial exam so that the highest grade a student can receive for a remedial examination is 90%. Remedial exams must be taken within three weeks of when the original exam was given, except in the case of excused absences. Students may re-mediate only one exam per class. A remedial exam can be scheduled by following the steps outlined below:

1. Complete a Make-Up & Remedial Exam Form and submit it to the Academic Dean
2. Pay the associated fee to the Bursar. Students must present proof of payment to sit for the exam.
3. Notify the instructor of the course in writing of your intent to re-take the exam (Note: Instructors may require a waiting period to prepare the remedial examination. If your exam contains a practical component, special arrangements may also be required.).
4. To schedule an exam appointment, allow at least one week before your desired exam appointment and contact the Academic Dean or designated member of the administration in writing. You must submit the following with your request:
 - a. The completed Make-Up & Remedial Exam Form
 - b. Proof of payment for the remedial exam
 - c. Times for your exam appointment that fit your schedule

Note: Cancellation notice must be given at least 24 hours in advance of the scheduled exam, or the student will be assessed a cancellation fee at 50% of the cost of the exam.

MAKE-UP EXAMINATIONS

Students are expected to be present for all exams. The make-up examination policy is ultimately determined by the faculty member who administered the original exam. His or her policy, as defined in the syllabus, supersedes the standard school policy as defined below:

When an examination is missed in class due to a student's excused absence, the student may have the opportunity to take the missed exam with an administrative proctor or, in some cases, his or her instructor.

Make-up exams must be taken within three weeks of the student's return to school. Make-up finals must be completed before the next trimester begins (or within three weeks of the student's return). Students may complete the make-up exam before the scheduled in-class exam day. Prior approval for the excused absence is required. A make-up exam can be scheduled by following the succeeding steps:

1. Complete a Petition for Excused Absence and submit it to the Academic Dean.

2. Complete a Make-up and Remedial Exam form (including the Absence Information and Petition sections).
3. Pay for the exam (see fees below).
4. Submit the form (with proof of payment) to the Academic Dean.
 - a. All available written documentation should be submitted with your Make-Up and Remedial Exam Form. This documentation will be reviewed by the course instructor and the Academic Dean and the student will be notified in a timely manner of the decision.
 - b. Notify the course instructor in writing of your intent to re-take the exam. (Note: instructors may require a waiting period to prepare the makeup examination. If your exam contains a practical component, special arrangements may also be required.)
 - c. Wait for notification via email that your petition has been reviewed and the exam is available (Further petitions of this decision should be submitted by email to the Academic Dean.)
 - d. Schedule an exam appointment with the Academic Dean at least two business days before the exam. Make-up exams will not be administered without proof of payment.

Examination Fees

- | | |
|-----------------------------------------------|----------|
| ● Remedial Examination | \$125.00 |
| ● Make-up Quiz, Test, Exam, Midterm, or Final | \$60.00 |

STUDENT RIGHTS & RESPONSIBILITIES

STUDENT RIGHTS

AIMC Berkeley students have the right to:

- 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

AIMC Berkeley students must take responsibility to:

- 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 AIMC personnel
- 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

Academic Dishonesty

AIMC Berkeley requires all students to adhere to high standards of integrity in their academic work. Material submitted to fulfill academic requirements must represent a student's own efforts. Any act of academic dishonesty, such as plagiarism or cheating on examinations, is unacceptable and will result in immediate disciplinary action, including expulsion from the College.

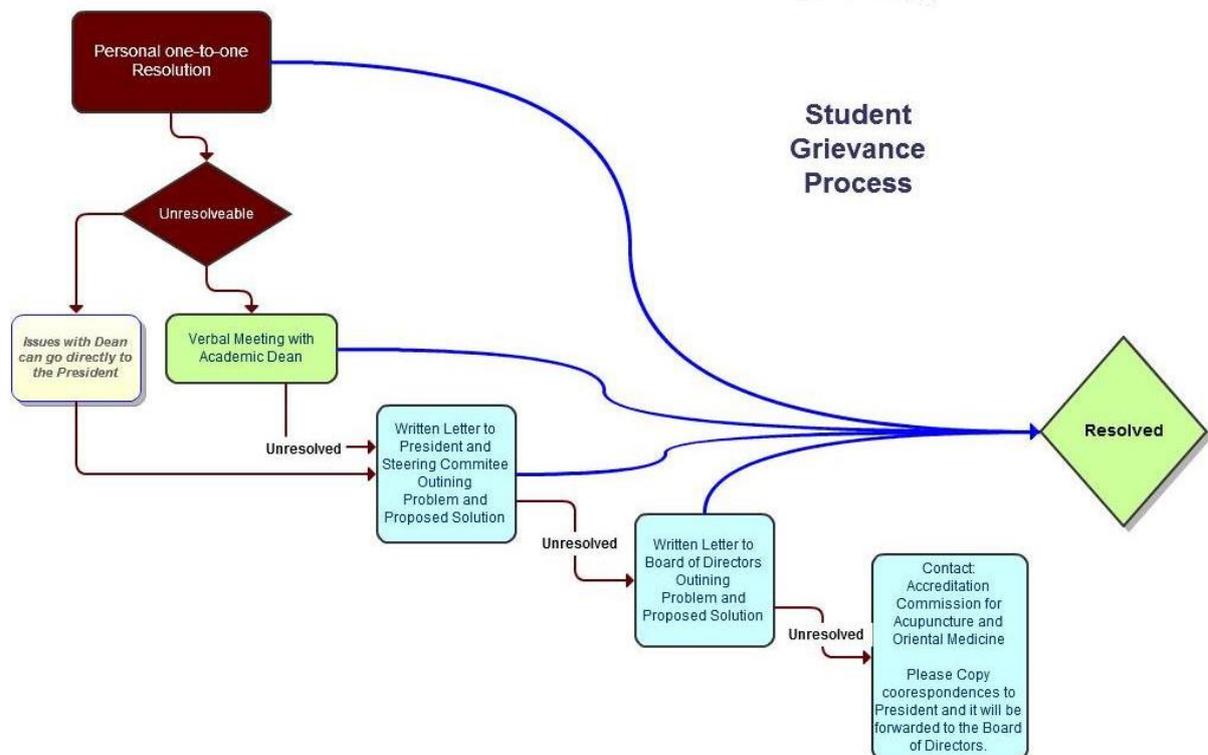
Student Grievance Policy

The student grievance policy contained in the *Student Catalog & Handbook* pertains to any individual student or group of students.

Student Grievance Policy pertains to any individual student or group of students who believes that he, she, or they have been treated unfairly by an administrator, instructor, or fellow student. The student or group is asked to try to resolve the matter informally with the other party or parties involved. If the issue cannot be resolved by informal discussions or the student feels too uncomfortable or unsafe to discuss the matter directly, the student is encouraged to submit his or her grievance in writing to the Academic Dean, or if the grievance is regarding the Academic Dean, to the President. A response will be forwarded to the student within ten business days of the receipt of the grievance. If the grievance is not resolved satisfactorily at this stage, the student may write a letter to the President and Steering Committee outlining problem and proposed solutions. The Steering Committee will then give its decision on the matter within ten business days of the hearing.

If the issue is still unresolved, the student may send a written letter and all evidence to the Board of Directors outlining the problem and proposed solutions.

While any such decision shall be final and binding on AIMC Berkeley and all parties to the grievance, the student has the right to contact the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) at 14502 8941 Aztec Drive; Eden Prairie, MN 55347; Phone 952-212-2434; Fax 301-313-0912. The student should copy correspondences to the President and it will be forwarded to the Board of Directors.



Acts Subject to Discipline

AIMC Berkeley may take administrative disciplinary action against any student whose personal conduct disrupts the educational environment of the institution, in the opinion of the President Such action may be imposed for any conduct by a student that, in the opinion of the President, (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 Berkeley; or (iv) violates any of the stated policies of AIMC Berkeley, including but not limited to the following conduct or situations:

1. Practicing acupuncture, except under supervision by a Licensed acupuncturist in AIMC Berkeley classes and clinics;
2. 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;

3. Defacing, vandalizing, stealing, or removing without proper authorization any property belonging to or leased by AIMC Berkeley, or using College facilities or property for any unauthorized commercial purposes;
4. Engaging in any harassment of any person, including under the provisions of the federal Title IX statute, while on the premises of AIMC Berkeley or at any function, whether or not on said premises, sponsored or conducted by AIMC Berkeley;
5. Willful commission of any act in violation of local, state, or federal laws, statutes, ordinances, or codes; and,
6. Knowingly making false statements or entries in any application for admission to AIMC Berkeley or any other document affecting College records.
7. Any behavior that disrupts the educational environment or is deemed harassment of any individual by the institution's leadership

Disciplinary Measures

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

1. Written or verbal reprimand, of which a notation or copy may be placed in the student's file
2. Cancellation of an examination or course grade, denial of course credit, or both
3. Probation
4. Suspension
5. 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, if: (i) the day that such notification is hand delivered by the Administration Office staff to the student; or, (ii) the third day of regular postal delivery following the day the Administration Office mails such notification by first class, registered, or certified United States mail to the mailing address of the student as last furnished by the student to AIMC Berkeley.

If the student wishes to appeal the President'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 days after such request is received by the Administration Office. Such 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:

1. Approve the intended disciplinary action as set forth in the written notification given to the student pursuant to this policy; or
2. Impose a lesser sanction; or
3. 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 decision shall be final and binding on both AIMC Berkeley and the student. The student shall have no further right of appeal within AIMC Berkeley. 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 MEASURES IMPOSED WHERE HEARING IS NOT REQUESTED

If the student does not request a hearing within the time and in the manner specified above, then AIMC Berkeley may proceed to impose the disciplinary action of which the student was notified. In such 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.

CIRCUMSTANCES UNDER WHICH DISCIPLINARY ACTIONS AND SANCTIONS WILL BE RETROACTIVELY APPLIED

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).

Nondiscrimination Policy

AIMC Berkeley 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.

AIMC Berkeley is committed providing equal opportunities to men and women 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 Berkeley. Such programs and activities include admission of students and employment. Inquiries concerning the application of Title IX to programs and activities at AIMC Berkeley may be referred to the Academic Dean, 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 Berkeley 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 Director of Student Services has been designated to coordinate the efforts of AIMC Berkeley to comply with these Acts in implementing its regulations. Where student discrimination occurs, referral may be made to the office of the Director of Student Services. AIMC Berkeley 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 of AIMC Berkeley. Referrals may be made to office of the Director of Student Services. AIMC Berkeley 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

It is the policy of AIMC Berkeley to comply with Title IX of the Education Amendments of 1972, which prohibits sexual harassment and sexual violence based on gender in AIMC's educational programs and activities.

The Academic Advisor serves as AIMC Berkeley's Title IX Coordinator and is responsible for compliance and response to inquiries or complaints concerning Title IX. These include claims of sexual harassment, sexual violence, violations perpetrated by third-parties, vendors and contractors, and retaliation for reporting Title IX violations. Please call or email the coordinator to set up a meeting if you have a complaint involving gender discrimination, sexual harassment, or sexual violence. You will be provided with forms to file a formal complaint if necessary.

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.

SEXUAL HARASSMENT POLICY

It is the policy of AIMC Berkeley 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 any unwelcome conduct of a sexual nature, which includes, but is not limited to, unwelcome sexual advances; the use or threatened use of sexual favors as a basis for academic or employment decisions; conduct that creates a hostile, intimidating or offensive academic or working environment; conduct that has the effect of unreasonably interfering with an

individual's work performance; and other verbal, nonverbal, or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive to limit a person's ability to participate in or benefit from an educational program or activity.

SEXUAL VIOLENCE

Sexual violence is a prohibited form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to use of drugs and/or alcohol or to an intellectual or other disability. Some examples of sexual violence may include rape, sexual assault, sexual battery, and sexual coercion.

Retaliation

AIMC Berkeley prohibits retaliation against anyone for registering a complaint pursuant to these policies, assisting another in making a complaint, or participating in an investigation under the policies.

Vendors, contractors, and third parties

AIMC Berkeley's policies on discrimination, harassment, and sexual harassment apply to the conduct of vendors, contractors, and third parties. If a member of the AIMC Berkeley community believes that he or she has been subjected to conduct by a vendor, contractor, or third party that violates these policies, the community member should contact the Title IX Coordinator. AIMC Berkeley will respond as appropriate, given the nature of its relationship to the vendor, contractor, or third party.

Academic freedom

While AIMC Berkeley 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.

Your responsibilities

All members of the AIMC Berkeley 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 Berkeley 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.

Investigation and confidentiality

All reports describing or alleging conduct that is in violation of Title IX policies will be promptly and thoroughly investigated. Complaints about violations of these policies will be handled discreetly, with facts made available only to those who need to know to investigate and resolve the matter.

Resolution

If a complaint of discrimination, harassment, or sexual harassment is found to be substantiated, appropriate disciplinary action will follow in accordance with AIMC Berkeley policy. The relevant policies and applicable disciplinary actions are detailed in the *Acts Subject to Discipline* and *Disciplinary Measures* sections of the AIMC Berkeley catalog.

Student Records & Privacy (FERPA)

AIMC Berkeley 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 Berkeley 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 Berkeley to comply with the requirements of FERPA

The Registrar controls access to student records. Access is limited to selected administrative personnel.

AIMC Berkeley 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 Berkeley in an administrative, supervisory, academic, or support staff position; a person or company with whom AIMC Berkeley 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 filing 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 Berkeley 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 AIMC 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/fpc.

Copies of federal regulations governing student privacy rights are available from the website named above or the Registrar's office at AIMC Berkeley. A statement on procedural steps for seeking to correct inaccurate or misleading data in student records is available from the Registrar's office.

AIMC BERKELEY POLICY ON STUDENT RECORDS

1. AIMC Berkeley 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:
 - a. The title of the degree or certificate granted and the date on which that degree or certificate was granted
 - b. 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
 - c. The grades earned by the student in each of those courses
 - d. Credit for courses earned at other institutions that have been accepted and applied by the institution as transfer credit
 - e. The name, address, website address, and telephone number of the institution

2. AIMC Berkeley 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:
 - a. Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation
 - b. 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
 - i. Verification of the completion of 60 undergraduate semester credits or 90 quarter units
 - ii. 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
 - c. Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student
 - d. Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid
 - e. For independent study courses, course outlines or learning contracts signed by the faculty and administrators who approved the course
 - f. Documentation of the completion of all requirements for Clinical Internship

- g. 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
- h. 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
- i. Copies of any official advisory notices or warnings regarding the student's progress, and
- j. Any complaints received from the student

BOARD OF DIRECTORS

Board Chair: Shuji Goto, PhD

Dr. Goto is the President of the Goto College of Medical Arts & Sciences in Tokyo, Japan. He holds a PhD in medical sociology from the Showa University School of Medicine. He brings to the College extensive knowledge in the field of acupuncture on a worldwide basis. He currently serves as Vice Chairman of the Japan Society of Acupuncture and Moxibustion (JSAM), President of the Council of Private Rehabilitation, College of Japan, and Chair of the Foundation for Training and Licensure Examination in Anma-Massage-Acupressure, Acupuncture, and Moxibustion in Japan.

Vice Chair: Wataru Takenouchi, MBA

Mr. Takenouchi earned his MBA at California State University, Sacramento. He is the president of TACNA Corporation, a transnational management consulting company located in Oakland, California.

Secretary: Donald Lauda, Ph.D.

Dr. Lauda holds a PhD from Iowa State University. He retired from California State University, Long Beach after nineteen years as Dean of the College of Health and Human Services. He brings to the Board extensive experience in health education, accreditation, and fund raising.

Kazuo Watanabe, BA

Mr. Watanabe holds a BA from Johns Hopkins University, Peabody Conservatory of Music. He is President and CEO of Superior Methods Research Corporation in Tokyo specializing in medical seminars. Since 1985 he serves as a medical and business management assistant to Dr. Yoshiaki Omura, Chair of the Medical Board of Manhattan, New York. Mr. Watanabe has fifteen years of experience as a board member of acupuncture schools.

Fumika Tokuyama , MSOM, LAc

Mrs. Tokuyama holds a BA from Chung Hsing University in Taiwan and an MA from Japan Womens University in Tokyo. She is an alumna of College of Oriental Medicine, and her son is an alumnus of AIMC Berkeley. Both of them are licensed acupuncturists practicing in Walnut Creek, California.

Haro Ogawa, LAc, CMT, ATC

Haro Ogawa is as the official team acupuncturist and massage therapist for the San Francisco Giants. Haro has an extensive sports medicine background and many years of professional experience working with multiple Japanese baseball, NBA, and NASCAR athletes. A Japanese-trained acupuncturist and certified Shiatsu therapist, his specialty utilizes the kinesiological field for manual therapy in sports medicine. Haro graduated with a Master of Science in Oriental Medicine from the Acupuncture & Integrative Medicine College, Berkeley (AIMC Berkeley), where he supervises student interns in the school's community clinic.

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 Oriental medicine and teaching them to transform theoretical education into practical application. Our clinical supervisors are committed to instructing interns in diagnosis, methodology, prognosis, proper record-taking, and clinical judgment. All are dedicated professionals who generously share their knowledge to develop and refine our students' abilities.

Department Chairs

Herbal Medicine:	Emmie Zhu, DMed (China), DTCM (China), LAc
Oriental Medicine:	Xin Zhu "Hua-Ling" Xu, MS (China), LAc
Western Science:	Gary J. Wedemayer, MS, PhD

Joseph Adams, MTOM, LAc

A second-generation acupuncturist, Instructor Adams brings lifelong learning into his practice and service as a teacher. In addition to his family heritage and formal training at Emperor's College, he served as senior protégé to Dr. William Morris, President Emeritus of the American Association of Acupuncture and Oriental Medicine (AAAOM), who entrusted Instructor Adams with passing on his specialized pulse taking lineages. He served on California State Oriental Medical Association's Board of Directors, and publishes articles relating to health, pulse diagnosis, and Chinese philosophy. Instructor Adams practices in Marin County.

Ken Berry, MSOM, LAc

A black belt in Aikido and certified hypnotherapist, Professor Berry graduated from AIMC Berkeley. Prior to entering the profession, he worked in the fields of health care law, educational administration, and professional development. His professional interests include OB/GYN and fertility for women and couples. He practices privately in Sacramento, California.

Nishanga Bliss, MSTCM, LAc

Professor Bliss has been studying and practicing holistic health care for over twenty years, and practicing and teaching Oriental Medicine since 1999. She graduated with highest honors in English and Peace and Conflict Studies at UC Berkeley, and went on to receive her Master's in Traditional Chinese Medicine from the American College of TCM in 1999. She is currently at work on her doctorate in Nutrition at Hawthorn University. Professor Bliss specializes in Internal Medicine with an emphasis on nutrition counseling, women's health, mental health and HIV. She supervises interns in the student clinic and teaches Oriental Medicine Theory, Diagnosis and Counseling & Psychology classes at AIMC Berkeley. She is the author of the *Real Food All Year: Eating Seasonal Whole Foods for Optimal Health and All-Day Energy*. Nishanga believes that tests should reinforce and encourage

learning, measure student progress, serve as a barometer of teaching effectiveness, be a learning experience, and be matched to the level of student knowledge.

David Caruso-Radin, MSOM, LAc, Dipl ABT

Professor Caruso-Radin received 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 is a nationally certified diplomate of Asian Bodywork Therapy. David trained in Medical Qigong under Suzanne Friedman at AIMC Berkeley, and earned Wild Goose Qigong teacher certification from Master Hui Liu at the Wen Wu School of Martial Arts in El Cerrito, California.

Lana Farson, MSTCM, LAc

A graduate of ACTCM, Professor Farson is co-director of the Well-Balanced Center, an integrative healing clinic in Lafayette, California, with practitioners from various health care systems. Twice a year she gives tours of the UC Berkeley Botanical Garden, where there is a lovely area dedicated to Asian Medicinal Herbs.

Rayna Kamerzell, DC, QME

Dr. Kamerzell has had a family chiropractic practice since 2006 where incorporates chiropractic work, nutrition, and exercises into her practice to help her patients heal. Dr. Kamerzell works with other health care practitioners such as Bowen workers, massage therapists, and acupuncturists to give her patients a variety of treatment options. She is passionate about health sciences, and feels that every student should walk away from class learning subject matter, but also having learned how to apply her/his new knowledge to her/his future. Being an EMS safety instructor and chiropractor, she has had the opportunity to educate a wide variety of students, from young elementary students, to senior citizens. Dr. Kamerzell understands that each student has a different and unique way of learning, and that a teacher should be pliable and inventive to make sure each student grasps the material at hand

Koki Kawanami, MSOM, LAc

Mr. Kawanami is a graduate of Acupuncture & Integrative Medicine College, Berkeley. He has been licensed in Acupuncture and Moxibustion since 2002 in Japan and has been a practitioner in different hospitals in Japan, including the Orthopedics Hospital in Kyo and the Otsuka Acupuncture and Bonesetter Clinic.

Barbara Martello, MSOM, LAc

Instructor Martello graduated from PCOM in San Diego. Prior to beginning her studies at PCOM, she acquired a Holistic Health Practitioner degree in Massage Therapy and more specifically Zen Shiatsu. In school, Barbara's education emphasized the Japanese expression of the art of Acupuncture. Quickly she began studying under master teachers such as Ikeda Masakazu Sensei of Japan. Her therapeutic interests include women's health, musculoskeletal complaints, allergy management, respiratory health, smoking cessation, stress management, chemo support, and digestive health. She practices in North Berkeley.

Kyle Miura, MSOM, MPH, MSCP, MDiv, LAc

An alumnus of AIMC Berkeley, Professor Miura is a licensed acupuncturist in California and Hawaii and a Diplomate of Oriental medicine and Asian Bodywork (NCCAOM). He is a doctoral fellow (DAOM) in neuromuscular medicine at Five Branches University; he holds master's degrees in public health, counseling psychology, and religious studies; and bachelor degrees in molecular biology and sociology. He teaches anatomy and physiology at the Acupressure Institute, Berkeley; Asian bodywork and Traditional Chinese Medicine Theory at the University of Hawaii, and yoga and meditation at the Downtown Berkeley YMCA and the Niroga Institute, Berkeley. National awards he has received include the Pacific Research Health Institute Scholar, Elmer J. Anderson Public Health Scholar, and Outstanding Young Men of America. His private practice specializes in rheumatology.

Heather Moore, MSTOM, LAc

With a Master of Science in Traditional Oriental Medicine from PCOM, Professor Moore specializes in women's health, treating hormonal imbalances such as PMS, infertility, fibroids, endometriosis, menopause, digestion imbalances, anxiety, and sleep disturbances. To further her expertise in reproductive medicine, she passed the specialty board exam in reproductive medicine to become a Fellow of the American Board of Oriental Medical Reproductive Medicine. Professor Moore currently serves on the board of the California State Oriental Medical Association.

Mike Morgan, MSTCM, L.Ac. Dipl. OM

Professor Morgan studied Acupuncture course work at the Maryland Institute of TCM in Bethesda, MD before continuing his education at the American College of TCM in San Francisco. He holds degrees from both schools. He was the on-staff herbalist at the Elephant Pharmacy as well as an Acupuncture Consultant. He earned his BA at Washington College in Chestertown, MD. Professor Morgan maintains a private practice in Alamo, CA where he specializes in treating issues relating to orthopedics, stress and PTSD, digestion and detoxification, health maintenance and wellness. He serves as the Dean of Clinical Education at AIMC Berkeley, and is also a Clinical Faculty instructor and supervisor, in which capacities he trains student interns to develop their skill-sets as primary healthcare providers as they pertain to scope of practice, patient-care, treatment, management, and safety.

Christine T. Newell, MSTCM, LAc, DiplAc

Professor Newell received her Master of Science in Traditional Chinese Medicine from the Academy of Chinese Culture & Health Sciences (ACCHS), and has numerous certifications and experience in holistic bodywork, health care, and nutrition from both Eastern and Western approaches. She teaches Dai Yen Qigong as a certified instructor of the Wen Wu School of Martial Arts and practices privately in Albany, California.

Glenn Oberman, OMD, LAc, QME

Professor 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 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 Oriental Medicine at the California Acupuncture College and later earning his Oriental Medicine Doctorate from Samra University of Oriental Medicine. Professor Oberman 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 serves as the Clinic Director and oversees a specialty externship that provides acupuncture to the athletes of the University of California, Berkeley.

Hideko Pelzer, MSOM, LAc

A Second Degree Black Belt in the Japanese martial art of Aikido, Professor Pelzer graduated from Tsukuba University in Japan and later earned her Master of Science in Oriental Medicine from Meiji College of Oriental Medicine (now AIMC Berkeley). An expert in Japanese needling technique, she practices privately in Suisun City and at the AIMC Berkeley Professional Clinic.

Katherine Phillips, ND

Kalli is a Naturopathic Doctor who has a passion for teaching future fellow medical professionals. She is board certified in Oregon as a primary care physician, and manages both chronic and acute conditions. She is a former elite-level athlete and has a deep knowledge base in endurance training and nutritional strategies. She earned her BS from the University of Oregon, and her ND from the National College of Naturopathic Medicine in Portland, OR.

Tracy Richardson, MSOM, MQP, LAc

Ms. Richardson Richardson is a licensed acupuncturist and herbalist managing the Herbal Dispensary at Acupuncture and Integrative Medicine College, Berkeley, where she graduated with a Masters of Science in Oriental Medicine (MSOM) in December of 2010. A graduate of East West Herbal Studies with Michael Tierra in 2005, Tracy is a certified professional herbalist. In the spring of 2008, she became a certified medical Qigong practitioner after completing her study with Suzanne Friedman. She works with Masters Intuition Medicine (MIM), and serves as a professional chef working with special diets; macrobiotic, raw, vegan, vegetarian, and healthy omnivore creations. In addition, Tracy provides macrobiotic counseling and Tui Na massage. Tracy practices acupuncture at the Center for Elders' Independence (CEI) and has private practice offices in Fairfax and Oakland.

Susan Schwendner, PhD

Dr. Schwendner possesses an extensive background of teaching a wide variety of students from junior high school to medical school. Dr. Schwendner received her PhD from the University of Michigan, Ann Arbor in Pharmacology. She has also participated in a variety of pharmaceutical research and writing projects, which includes the receipt of 14 issued patents and the completion of 40 research articles.

Jason A. Servatius, ND

Dr. Servatius is a licensed doctor of naturopathic medicine with a private practice in Berkeley. He received his doctorate of naturopathic medicine from the National College of Natural Medicine in Portland, Oregon. Subsequently, he completed a residency in family practice at a Bastyr University School of Naturopathic Medicine affiliated site in Billings, Montana. Dr. Servatius completed his BA in Sociology at the University of San Francisco in San Francisco, California. His interests include wellness, nutrition, and botanical medicine. He currently teaches Western Physical Examination.

Jane Sipe, L.Ac.

Jane is a licensed acupuncturist with a private practice in Acupuncture and Chinese Herbology. She teaches AIMC Berkeley students off-site at the Jewish Community Free Clinic in Rohnert Park, CA.

Jane graduated from the International Institute of Chinese Medicine in Santa Fe, NM, has a Professional Herbalist Certificate from the East West School of Herbology in Ben Lomond, CA, and earned a BA in Psychology from Cal State Fullerton.

Ryan Smith, PhD

Ryan is a physicist and holds BA and PhD degrees in physics. He is currently a postdoctoral researcher at Lawrence Berkeley National Labs in Berkeley, CA, where he also mentors graduate and undergraduate students. He has taught physics at City College of San Francisco, Yeungnam University (S. Korea), and the University of Colorado. He has also published articles in numerous academic journals in the area of optics. Ryan earned his BS from the Georgia Institute of Technology, and his PhD from UC Boulder.

Tara Stoop, ND

Tara is a Naturopathic Doctor and owner of the Berkeley Naturopathic Group in Berkeley, CA. She has always had a passion for teaching children and adults to be healthy. In her practice she specializes in chronic disease, women's health and pediatrics, as well as the use of herbs, nutritional supplements and homeopathy. She earned her BS from UC Berkeley and her ND from Bastyr University in Seattle.

Dennis von Elgg, MSTCM, LAc

Recipient of the Best Acupuncturist award from the East Bay Express newspaper, Professor Von Elgg has been practicing and teaching Oriental Medicine since 1999. He received his Master of Science in Traditional Chinese Medicine from ACTCM, and completed his post-graduate work in the International TCM program at the Chengdu University of Traditional Chinese Medicine. Professor Von Elgg practices privately in Berkeley, California.

Carina Wagner, LAc

Professor Wagner has been practicing acupuncture since 1985. She brings her strength and depth of Acupuncture and Oriental Medicine knowledge and experience to the student interns she supervises at the AIMC Berkeley externship, the Jewish Community Free Clinic in Rohnert Park, California. Carina practices privately in Sebastopol and volunteers at the Integrative Medical Clinic in Santa Rosa, where she gives free acupuncture treatments to women fighting cancer.

Gary J. Wedemayer, MS, PhD

Professor Wedemayer has a diverse range of scientific interests, having published papers in astronomy, botany, biochemistry, structural biology, statistics, genomics, DNA sequencing technology, and human physiology. His teaching experience includes General Botany, General Biology with Anatomy and Physiology, Genomics and DNA Sequencing, and Cell Biology, in addition to several other highly specialized topics. Dr. Wedemayer received a BS and an MS in Botany from the University of Wisconsin, Madison, and earned his PhD in Botany at the University of California, Berkeley (UC Berkeley). He received the Distinguished Teaching Award from UC Berkeley in 1987 for his instruction of Biology, and was awarded a post-doctoral fellowship by the Howard Hughes Medical Institute.

Xin Zhu "Hua-Ling" Xu, MS (China), LAc

Professor Xu earned her master's degree in Traditional Chinese Medicine at the Guang Zhou University of Traditional Chinese Medicine, China, where she also conducted research concerning the effects of Traditional Chinese Medicine (TCM) in the treatment of gynecological diseases such as premenstrual syndrome (PMS), dysmenorrhea, infertility, and menopause syndromes. Professor Xu taught in numerous TCM hospitals in China, specializing in gynecology, and has published several books and research papers on gynecology. She currently practices in San Francisco.

Mike Zojaji, PhD

Mike holds MS and PhD degrees in Organic Chemistry. He has taught at the Australian College of Natural Medicine and the University of Victoria. He has published numerous articles in peer-reviewed journals, including the *Journal of Organic Chemistry* and the *Journal of Supramolecular Chemistry*. In addition to teaching at AIMC Berkeley, he is Product Launch Manager at Bayer HealthCare in Berkeley. Mike earned his MS from San Diego State, his PhD from the University of Victoria, and a Graduate Teaching Certificate from Queensland University of Technology in Australia.

Zhi-Bin “Benny” Zhang, MS (China), LAc

Professor Zhang has been practicing acupuncture for over 30 years and has published numerous books and articles on Traditional Chinese Medicine (TCM) in his native China. He 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. Professor Zhang currently maintains a private practice in San Francisco.

Emmie Zhu, DMed (China), DTCM (China), LAc

Professor 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 40 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.



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2014 – 2015 ACADEMIC CALENDAR

Summer 2014

New Student Orientation:	Friday, May 9
Trimester Begins:	Monday, May 5
Last Day to Add/Drop:	Friday, May 16
Comprehensive Exam:	Friday, May 30
Last Day to Complete Prior Term Classes:	Friday, May 30
Academic Holiday: Memorial Day	Monday, May 26
GRADUATION:	Sunday, June 8
Last Day to Withdraw:	Friday, June 27
Fall 2014 Registration Opens:	Monday, June 30
Academic Holiday: Independence Day	Friday, July 4
Fall 2014 Registration Closes:	Friday, July 11
Trimester Ends:	Saturday, August 16

Fall 2014

Academic Holiday: Labor Day	Monday, September 1
Trimester Begins:	Tuesday, September 2
New Student Orientation:	Friday, September 5
Last Day to Add/Drop:	Friday, September 12
Last Day to Complete Prior Term Classes:	Friday, September 26
Comprehensive Exam:	Friday, September 26
Last Day to Withdraw:	Friday, October 26
Winter 2015 Registration Opens:	Monday, October 27
Winter 2015 Registration Closes:	Friday, November 14
Academic holiday: Thanksgiving	Thursday, November 27
Trimester Ends:	Saturday, December 13

Winter 2015

Trimester Begins:	Monday, January 5
New Student Orientation:	Friday, January 9
Last Day to Add/Drop:	Friday, January 16



Last Day to Complete Prior Term Classes:	Friday, January 30
Comprehensive Exam:	Friday, January 30
Last Day to Withdraw:	Saturday, March 7
Summer 2015 Registration Opens:	Monday, March 2
Summer 2015 Registration Closes:	Thursday, March 19
Trimester Ends:	Saturday, April 18

Summer 2015

Trimester Begins:	Monday, May 4
New Student Orientation:	Friday, May 8
Last Day to Add/Drop:	Friday, May 15
Last Day to Complete Prior Term Classes:	Friday, May 29
Comprehensive Exam:	Friday, May 29
Last Day to Withdraw:	Saturday, July 6
Fall 2015 Registration Opens:	Monday, June 29
Fall 2015 Registration Closes:	Thursday, July 16
Trimester Ends:	Sunday, August 30

ABOUT THE AIMC BERKELEY STUDENT CATALOG & HANDBOOK

The AIMC Berkeley Student Catalog & Handbook is updated annually and made available in print and online at aimc.edu. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

The AIMC Berkeley Student Catalog & Handbook is made available to prospective students, either in print or online at aimc.edu, prior to their enrollment. 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.

The AIMC Berkeley Student Catalog & Handbook 2014 covers the following period of time: June 1, 2014 through May 31, 2015.



MORE INFORMATION & RESOURCES

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400; Sacramento, CA 95833 or PO Box 980818; West Sacramento, CA 95798-0818. Website www.bppe.ca.gov; Phone 888-370-7589 or 916-431-6959; Fax 916-263-1897.

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

AIMC Berkeley does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and/or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).