



2016-2017



Student Handbook

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Mission Statement and Educational Objectives

The mission of Acupuncture and Massage College (AMC) is to provide our students with a college of natural healing. AMC is committed to maintaining high standards of education that emphasize principles of ethical behavior. AMC also strives to improve the quality of healthcare in our community by providing a low cost Community Intern Clinic.

Graduates of Acupuncture and Massage College's Master of Oriental Medicine Degree program will be able to:

1. Demonstrate competency in the theories and practice of Traditional Chinese Medicine to include Acupuncture, Moxibustion, Herbal Medicine and Asian Bodywork.
2. Demonstrate competent clinical judgment and assess appropriate treatment plans.
3. Communicate with other medical practitioners and know when to make appropriate referrals.
4. Demonstrate appropriate professional conduct in their relationship with patients.
5. Pass AMC's comprehensive exams and national/state licensing exams.
6. Be prepared to become entry-level Oriental Medicine Practitioners.

Graduates of Acupuncture and Massage College's Massage Therapy program will be able to:

1. Demonstrate competency in the theory of Massage Therapy to include Anatomy, Physiology, and Pathology.
2. Demonstrate competency in hands-on skills to include Shiatsu, Medical Massage, and Swedish Massage.
3. Assess contraindications to Massage Therapy.
4. Demonstrate appropriate professional conduct in their relationship with patients.
5. Pass AMC's comprehensive exams and national/state licensing exam.
6. Be prepared to become entry level Massage Therapists with a specialty in Oriental Bodywork.

Graduates of Acupuncture and Massage College's Associate of Arts in Health Science program will be able to:

1. Demonstrate competency in the theory of Massage Therapy to include Anatomy, Physiology, and Pathology.
2. Demonstrate competency in hands-on skills to include Shiatsu, Medical Massage, Swedish Massage and Physical Assessment and Treatment Techniques.
3. Assess contraindications to Massage Therapy.
4. Demonstrate appropriate professional conduct in their relationship with patients.
5. Think critically and communicate effectively.
6. Demonstrate academic skills necessary for continued learning.
7. Pass AMC's comprehensive exams and their National/State Licensing Exam.
8. Be prepared to become entry level Massage Therapists with a specialty in Asian Bodywork.

Core Values

- ◆ Integrity
- ◆ Excellence in academic and clinical education
- ◆ Respect for the tradition of Oriental Medicine
- ◆ Respect for the Massage profession
- ◆ Respect for all members of the AMC community
- ◆ Respect for the medical profession as a whole
- ◆ Promotion of a positive and harmonious life style
- ◆ Dedication to patient well-being
- ◆ To heal with kindness

Welcome

Congratulations! The Acupuncture and Massage College family welcomes you! You have chosen to embark on an exciting and rewarding new path in your life. You are entering the health care field at a wonderful time. For those of you in the Oriental Medicine program you will be ready, upon completion of our thirty-six month curriculum, to take your state and national licensing exam, and be eligible to earn the title *Acupuncture Physician*. For those of you in the Massage Therapy program you can be ready within just a few months to take your state and national licensing exam towards your goal of becoming a *Licensed Massage Therapist*. You will have a tremendous opportunity to explore, question, and learn from our AMC community members. Every day, from now until the day that you graduate, you will be preparing for your new role—a role in which you will be instrumental in the healing of others. The entire faculty and staff at Acupuncture and Massage College are dedicated and committed to your success. We recognize the importance of your personal goals and the sacrifices that you and your family members are making in order for you to achieve these educational goals. We are here to support you in your efforts to realize your dreams.

Dr. Sylvia T. Santana, Academic Dean

Orientation

Orientation begins initially when you are accepted as a student and sign your enrollment contract. *Orientation Day* itself is scheduled prior to the first day of class. During this time students meet each other, learn about college policies and procedures, and complete any necessary registration forms. AMC plans several activities throughout the college year that provide an opportunity for students to bond, to develop a sense of camaraderie, and to become resources for each other.

The Student Handbook is also available on our website by clicking on this highlighted link.

[Student Handbook](#)

Governing Structure

Academic Leadership Committee

AMC's Academic Leadership Committee (ALC) consists of the College President, Academic Dean, Clinic Director, and Program Director/s. The ALC meets formally at least twice a year, prior to the Advisory Board's meetings in December and June. Additional meetings take place as needed, on a formal and informal basis. The ALC shall provide AMC with a clearly defined and effective structure for academic leadership.

Advisory Board

The Advisory Board is made up of representatives from the Massage Therapy and Oriental Medicine workforce, faculty, student body, alumni, practitioners, and members of the community. The Advisory Board has authority to raise questions, review activities of the college, and provide regular input directly to the Governing Board for reaction, response, and implementation. The Advisory Board meets twice a year on the first Sunday in June and December of each year as well as at other times as its members may deem necessary. Should there be any change in the date of the Advisory Board meetings, such changes will be posted on the college bulletin board. Through the student representative on the Advisory Board, students are provided with an additional forum to express their ideas and suggestions for change.

Governing Board

The Governing Body establishes and implements policies and procedures that affect the operation of AMC. The Governing Board holds semi-annual meetings on the third Friday of each January and July and at other times as its members may deem necessary. The Governing Board communicates with the Academic Leadership Committee and the Advisory Board and responds to questions they raise.

Administrative Staff

Title	Name
College President	Gabi Gliksberg
Academic Dean / Title IX Coordinator	Dr. Sylvia Santana
Administrative Coordinator/Office Manager	Carmen Bailey
Admissions Director	Joe Calareso
Business Office Coordinator	Stephanie McNally
Career Services Director	Anton Rivera
Financial Aid Director	Christy Wood
Registrar/Student Services Director	Mary Garcia
Director of Library Sciences	Olga Espejo, M.L.S.
Librarian	Diane Rourke
Front Desk Personnel	Sandra Uriarte, David Caceres, Synthia Rivera

Roles of Administrative Staff as They Pertain to Students

The Registrar, Administrative Coordinator, Business Office Coordinator and Financial Aid Director have "open office hours" on Monday, Wednesday and Fridays from 11:00AM to

11:30AM. These “open office hours” are for quick questions and requests. If you need more time or these times are not convenient, please make an appointment with the front desk personnel.

- **Registrar/Student Services Director - Mary Garcia:** registrar@amcollege.edu or mary@amcollege.edu
Attendance, calendar, scheduling, transfer forms, course drops, leave of absence requests, withdrawals, Immigration and Naturalization Service (INS) issues, or other personal issues.
- **Administrative Coordinator/Office Manager - Carmen Bailey:** carmen@amcollege.edu
Veteran’s Administration (VA) issues, book questions, massage table purchases, downloads on website, student portal, if the student does not know who to go to for an issue and / or if the student needs help resolving unanswered questions.
- **Business Office Coordinator - Stephanie McNally:** BusinessOffice@amcollege.edu
Payment plans, receipts or questions regarding student ledgers. Making a payment towards school and payment issues.
- **Financial Aid Director - Christy Wood:** FinancialAid@amcollege.edu
Financial aid or any other financial aid questions, Entrance or Exit counseling. If a schedule change is made that affects the number of hours taken in a semester, the student needs to meet with the Financial Aid Director as soon as possible.
- **Career Services Director – Anton Rivera:** CareerServices@amcollege.edu
Assistance with job placement, resumes and licensing.
- **Academic Dean - Dr. Santana:** dean@amcollege.edu
Academic issues.

Tuition Payments

Tuition payments and fees are set forth and explained in your enrollment agreement. You may choose to pay the total tuition in full or make monthly payments. All payment schedules are detailed on your enrollment agreement. Tuition payments may be given directly to the Front Desk personnel or the Business Office Coordinator. Receipts **must** be provided for all cash transactions and upon request for all other transactions.

All Financial Aid students must turn in any requested paperwork to the Financial Aid Department within TWO WEEKS of the request and must meet with the Financial Aid Department for entrance and exit interviews as scheduled. Failure to do so will result in the loss of financial aid. VA students are responsible for submitting payments on time by paying cash or applying for financial aid.

Payment is considered late if remitted past the first day of the month. A \$25.00 late fee may be automatically added to your outstanding balance each month. There is also a \$35.00 fee for each returned check.

We prefer that you write one check for tuition and a separate check for all other items to include, herbs, makeup exams, equipment, etc. If you cannot write separate checks, please note on the memo portion of the check what the amount is to be designated for and which month your tuition is being applied to. This is important and ensures that our record keeping corresponds to yours. *Example: \$525.75 May tuition \$20.00 herbs \$45.00 books.*

Students are responsible for payment in full for all fees, books, and supplies. If for any reason there is an error in your statement balance, this does not release you from whatever debts you have incurred. All final payments made by check must be received 10 days prior to releasing a diploma. Diplomas and transcripts will not be issued to the student or other parties until all debts to AMC have been paid.

Important Personal Information

Supplies and Equipment

Students should plan to purchase college supplies traditionally needed for classroom work such as pens, highlighters, paper, and three-holed notebooks. College-ruled paper and notebook dividers are helpful.

All Oriental Medicine students should have a package of stick-em dots in any color for use in Point Location classes. In the event that required classroom materials include extensive copied materials, students will be required to pay for the cost of these materials. All OM students must bring a stethoscope and a sphygmomanometer to each of their clinic shifts.

All MT students must have a cream holster for their Swedish course and for their Clinicals. This can be purchased at AMC for \$20.

Course Syllabus

The Syllabus is an important document that outlines what a course will cover and provides a calendar and list of readings. Students will receive course syllabi with reading assignments on the first day of class. These syllabi will be posted on the student portal of AMC's website prior to course starts. Students are required to read and study their assignments prior to each class to make best use of classroom instruction time.

Study Skills

Students are expected to take careful notes and organize them for easy access and use for subsequent courses and for comprehensive exams. A great deal of studying will be required. In the beginning there is a considerable amount of memorization. Students should continually review the material. Be assured that as you proceed the answers will emerge.

Students who encounter problems should ask for additional suggestions from their Instructor or schedule an appointment with the Academic Dean. We recognize that students may have been

away from college for some time. While your skills may be rusty, we are here to help you polish them up.

Free Acupuncture and Massage Treatments

All AMC students may receive complimentary treatment at the Student Intern Community Clinic. *Students are required to pay for all herbal products, without exception.* Treatments are supervised by our Clinic Supervisors and administered by student Interns. All Oriental Medicine students are required to receive and log in 10 treatments during their first semester in Clinical Observation. The 10 hours will be credited to the student's Clinical Observation course. OM students are required to have 10 herbal consultations with raw herbs prior to graduation: 3 the first year, 3 the second year, and 4 the third year. This gives our students the experience of preparing and tasting the raw herbs for themselves.

Community Clinic

	Oriental Medicine Clinic	Massage Therapy Clinic
Mondays and Wednesdays		11:00 a.m. to 8:00 p.m.
Tuesdays and Thursdays	9:00 a.m. to 8:00 p.m.	
Saturdays	9:00 a.m. to 5:00 p.m.	9:00 a.m. to 4:00 p.m.

For Appointments

Call the Front Desk personnel during clinic hours at (305) 595-9500 to schedule an appointment. As a student at AMC, you are entitled to complimentary treatments. Your friends and family members may receive treatment at the Community Clinic at the current fee structure.

Note: The clinic area is strictly limited to those students participating in supervised clinical practice.

General Policies

Conduct

AMC is seeking only mature students who conduct themselves at all times in an adult and professional manner. Your enthusiastic and positive participation in class is strongly encouraged. Students are required to show respect at all times towards faculty, staff, and fellow students. The same courtesy will be returned.

Misconduct shall include but not be limited to: disrespectful, obscene, or violent behavior, coming to class under the influence of drugs or alcoholic substances, sexual misconduct, cheating, plagiarism, or knowingly furnishing false information. AMC has a strict anti-hazing policy.

Failure to comply with any of the conduct policies may result in the student being placed on probation or being subject to automatic dismissal.

Clean-up

Clean up is essential in the health care field in order to comply with various state and federal regulations and to assure a comfortable and professional classroom and clinic environment. At AMC, this is a simple task. All students must pick up after themselves whether in the classroom, lounge, restroom, or clinic. At the end of each class, students *are required to* join together to push chairs in, pick up trash, and prepare the setting for the next class. **This is solely the responsibility of the students and at no time is to be considered an additional duty for the faculty or administration.** Since each class becomes a family, we all must work together by picking up trash, replacing towels and bathroom supplies, taking care regarding what is placed into the toilets, making sure all waste receptacles have liners in them, as well as treating all equipment with care. During clinical hours, students will be assigned other general clean-up duties as needed.

Dress

For regularly scheduled classroom work the student is required to be properly groomed, neatly dressed, and maintain an appearance suitable for a student in training. T-shirts with offensive and or obscene language and/or graphics are not permitted. Students will be asked to go home.

All clinical students must have long hair pulled back. Nails must be kept clean and at a reasonable length. State health regulations require that close-toed shoes be worn at all times. Sandals are not acceptable for clinical practice. **Clean** sneakers are acceptable. Non-collared shirts, tank tops, shorts, leggings, jeans, and sweat pants are not permitted. Suggestive clothing to include very short skirts or very low cut tops is considered inappropriate dress in a clinic setting.

Note: Any student not in full uniform for clinic will be sent home. NO EXCEPTIONS WILL BE MADE. Students are also expected to keep their uniforms clean and laundered. Scrubs and logos are available at [Uniform Advantage](#) 6210 South Dixie Highway and 19411 South Dixie Highway.

Massage Therapy - Classes and Clinicals

Massage Therapy students need to have the necessary sheets, towels and pillows for all hands-on classes. For all Shiatsu classes, female students are required to wear a sports bra or bring a blue patient gown that can be purchased but not borrowed from AMC. Please mark your name on your gown and scrubs.

Massage Therapy students must wear clean, pressed, dark purple scrubs embroidered with the AMC logo for all their bodywork classes and their clinicals. In addition, name badges must be worn to all clinicals and should be white with red lettering, approximately 3/4 x 3". The first line should have the student's name. The second line should say "Massage Therapy Intern." These can be purchased at Staples or Office Depot. Students who come to clinic not dressed as above will be sent home.

Oriental Medicine- Asian Bodywork Course

Oriental Medicine students enrolled in the Asian Bodywork course are recommended to wear clean, pressed, teal scrubs with the embroidered AMC logo. Female students are required to wear a sports bra or bring a blue patient gown that can be purchased but not borrowed from AMC. Please write your name on your gown and scrubs with a permanent marker.

Oriental Medicine - Clinicals

Oriental Medicine Student Observers must wear their teal scrubs with an embroidered AMC logo on the left pocket and their name and title, "Observer" embroidered on the right pocket.

Oriental Medicine Interns must wear clean, pressed, white knee-length lab coats with an embroidered AMC logo on the left pocket and their name and title, "Intern" embroidered on the right pocket. Appropriate clothing must be worn under the lab coats. For men this means collared shirts and slacks. Women may wear skirts or slacks and tailored blouses. For a neat looking appearance, it is preferable that the lab coat remains buttoned.

OM Clinic Lapel Pins

When OM students are approved by the Registrar and the Clinic Director to move from Phase 1 to Phase 2, they must purchase and wear a "Phase 2" lapel pin from AMC at a cost of \$5. This also applies to students moving from Phase 2 to Phase 3 who must purchase and wear a "Phase 3" lapel pin. Students who successfully complete the Asian Bodywork course must purchase and wear an "Asian Bodywork" lapel pin to clinic.

*Please note that vaccinations are not required to enroll at Acupuncture and Massage College.

Parking

All students are expected to comply with AMC parking policies by parking in the area behind AMC. Failure to park in this area could result in having your car towed by the landlord and/or a fine assessed by AMC (\$25 a day). Non-compliance will not be tolerated. AMC is not responsible if a car is damaged, broken into, or stolen while in the parking lot. Bicycles are not to be brought into the building.

HIPAA, OSHA, and HRS Rules and Regulations

HIPAA, OSHA and HRS have set forth state and federal requirements to ensure compliance with certain specific guidelines concerning patient privacy and biomedical waste. At Clinic Orientation, Oriental Medicine and Massage Therapy students will review AMC's policies regarding HIPAA. OM students will take the required OSHA training on an annual basis. More information on HIPAA, OSHA, and HRS rules and regulations can be found in the OM and MT Clinic Manuals. A full copy of the OSHA and HIPAA Manuals can be found in a red folder in the herb room.

Day and Evening Class Policy

AMC offers its students a unique opportunity to attend either the day or evening sections of their scheduled course, if necessary. Please attend the section that you have registered for (day

or night) unless it is a true emergency. Student must attend their assigned section, day or night, for final exams. Failure to do so will result in 5 points off your exam.

If an OM student would like to change from day to evening classes or vice versa, he/she must submit a "Change of Schedule Request" form to the Registrar.

In the MT program the student's clinic assignment changes based on day or evening enrollment. If the student wishes to change from day to night or night to day they must sign a new enrollment contract, which will be attached to their original enrollment contract. This change will affect the student's graduation and maximum time frame dates.

Oriental Medicine Clinic Orientation and Shift Assignments

Clinic Orientation is mandatory and is done prior to each semester for all new students and annually in September for all returning students.

If a student misses Orientation he/she must pay \$50 to attend a private Clinic Orientation. All students receive an OM Clinic Manual at their Clinic Orientation. The OM Clinic Manual is available on our website by clicking "Current Students" and then the "Downloads" tab.

A Clinic Registration Form will be passed out prior to each semester. Students are required to attend their assigned shifts. No student may put in more than eight clinic hours in a given day. This is to ensure safe, competent patient care. (See OM Clinic Manual for detailed attendance policy.)

Important Schedule for the Massage Therapy Student's Final Module

The following schedule has been set up for Massage Therapy students as they complete their last classroom module. Please mark your personal calendars ahead of time to remind you of these important dates:

- During the student's last module, the Career Placement Director will contact the student to set up their MCR and clinic schedule. All students MUST attend Clinic Orientation on the first day of their clinic. If a student misses Orientation he/she will have to pay \$50 to take it privately.
- Clinical shifts will begin the Monday immediately following completion of the last MCR class. Students are expected to attend all their scheduled clinic shifts or they will be charged \$50 for each shift that they miss. (See Massage Therapy Clinic Manual for further explanation.) The MT Clinic Manual is also available on our website by clicking "Current Students" and then the "Downloads" tab.
- Within the first two weeks of Clinic Orientation, MT students will receive an assessment from their Supervisor to determine the student's level of competency. This assessment will be used to help the student reach AMC's required clinic competencies.

Personal Health and Medical Emergencies

At AMC, we firmly believe in the philosophy expressed by Hippocrates, “Physician, heal thyself.” As such, we encourage our students to receive **free treatment** at the Community Clinic. If you have any pre-existing medical issue, you are required to inform the Admissions Director, before entering the program. If a medical problem develops while the student is participating in the program, there is an ongoing obligation to notify AMC by contacting the Student Services Director.

AMC will do everything to assist you should there be an emergency. You are expected to carry reasonable health insurance or be responsible for any costs that may be incurred because of a medical emergency.

Childcare

AMC does not offer childcare. Students **may not** bring their children to AMC during class or clinic hours.

Smoking

AMC discourages smoking. Smoking is not permitted on the premise, which includes the back hallway and stairwell. If you must smoke, we require you to go outside. Please wash your hands and face after smoking to remove any cigarette or e-cigarette smell. Many fellow students and patients find the odor strong and offensive.

Student Lounge

A student lounge is available to all students. You may place carefully wrapped food in the refrigerator. Any food or drink left at the end of the day will be removed. The lounge contains a microwave for your convenience. Please work together to keep the refrigerator and microwave clean. The general rule is: if you created the mess, you are responsible for cleaning it up. Because we all take pride in our educational environment and the appearance of the common areas, please undertake to clean up even when the mess is not yours. Be sure to clean up all crumbs because insects are prevalent in South Florida. To comply with AMC, HRS, and OSHA regulations, all food must be eaten in the student lounge. **UNDER NO CIRCUMSTANCES IS FOOD OR DRINK PERMITTED IN THE CLASSROOMS.**

Lockers

There are a limited number of lockers available to students. Locker rentals are available to students for \$25 a year, on a first-come-first-serve basis. Students will receive a locker number and lock combination once the payment is made to the Front Desk personnel. Personal locks are not permitted on these lockers.

Telephone and Cell Phone Use

We request all cellular phones to be turned off during classroom and clinic time. Emergency calls can always be relayed through the Front Desk personnel.

PLEASE: No cell phone use in the lobby, hallways, or near any of the treatment rooms. If you need to make a phone call you can step into the student lounge, elevator hallway, or back hallway by the bathrooms.

Online Booklist

All required and recommended textbooks are listed by course on [AMC's website](#) with a link to the appropriate book distributor from whom the book may be purchased.

Library and Media Services

[AMC's Library](#) includes books, journals, tapes, an on-line computer, and related media. The Library hours are posted on the Library door. Students are welcome during these times. A Library staff person will be available to assist you. We welcome your requests for additional books. Please use the form in the Library to inform us of your requests.

Cell phones must be turned off at all times to avoid disturbing the Library environment.

Fraternization Policy

As an educational institution Acupuncture and Massage College (AMC) is committed to maintaining an environment in which its faculty members, students, administrators, and staff members are safe, can be trusted, and count on others to be trustworthy, and receive and extend to others the proper respect. Because of the commitment to maintaining an environment that supports our educational goals, AMC prohibits romantic, sexual, and/or exploitative relationships between college faculty, staff members, and students.

Conflict of Interest

Students may not give gifts to Faculty or Staff with the exception of the winter holidays or at the time of graduation, provided the gift has a value of under \$50.

Copyright Infringement

The copyright laws of the United States protect the ownership and control of the intellectual property in original works of authorship. This includes but is not limited to written, spoken, recorded, digitized, creative pieces. Please note that "peer to peer file sharing" is expressly prohibited. Faculty, staff and students may be subject to sanctions related to copyright infringement and/or the unauthorized distribution of copyrighted material. For more information please click on this link: [Copyright Infringement](#)

Appropriate Classroom Laptop Use

Acceptable in-class uses of laptops and other web-enabled devices include:

- Taking notes
- Following along with the instructor on PowerPoint
- Working on assigned in-class activities, projects, and discussions

Unacceptable in-class uses of laptops and other web-enabled devices include:

- Instant messaging
- E-mailing
- Surfing the Internet for non-classroom purposes
- Playing games

- Writing papers
- Doing homework

AMC Faculty consider inappropriate in-class uses of laptops and web-enabled devices equivalent to non-participation in class and reserve the right to lower student grades accordingly.

E-mails

Oriental Medicine students are required to submit an email address to the Registrar and check their emails daily for any college memos or updates. E-mails can be checked at any public library or by making use of the computers in the AMC library during library hours.

Notice Boards

Two bulletin boards are located in the student lounge. One is marked strictly for AMC administrative use for notices to the students from the staff and faculty. Students are advised to check these boards for memos, updates, and course grades. See “Posting of Grades and Attendance” in the Academic Policies Section of this handbook. Graduation rates and placement rates are posted on this bulletin board. Any student who would like a copy can request one from the Career Services Director.

The other bulletin board is for students to leave messages, advertisements, anecdotes, etc. for each other. **College policy requires that all notices and advertisements must be approved, dated, and initialed by the Student Services Director before posting.**

Treatment Tables

Anyone interested in ordering a treatment table should contact the Administrative Coordinator for a flyer and price list.

AMC’s Computerized Scanning Software

AMC uses a computerized fingerprint scanning software to record clinic hours. It is imperative that students remember to scan in and out on clinic days. In addition to scanning in and out, students must sign in and out on the appropriate form(s).

Scanning in and leaving the premises is considered cheating. Students who are caught will be placed on one-month clinic suspension and will lose all the clinic hours they had done in that semester to the date of the incident. The second time they are caught doing this they will be dismissed from the program.

Missed Scans

If at any point a student misses a scan, he/she must inform the Operational Manager to get the miss scan fixed. Student should continue to scan in and out until the problem is resolved. All missed scans must be made aware of within 5 days of the missed scan or the student will lose their hours. No more than 3 missed scans will be permitted in each semester in the OM program.

AMC's Administrative Software

On AMC's website, www.amcollege.edu, students may access ADVANTAGE, our internet-based software and view their attendance and final course grades. Directions for creating a password and logging on to the software are distributed in the Orientation packet and are available on the AMC's Notice Board in the student lounge. Click on the highlighted link to access the [Student Portal](#).

Students' Educational Rights

Rights include, but are not limited to: a formalized syllabus; impartial and fair standards of assessment; a suitably equipped environment for imparting and receiving knowledge; recommendations and guidance on reference material, and an administrative infrastructure; opportunities to re-sit, resubmit, or repeat where the minimum requirement has not been achieved, for the appropriate fee, provided the student will be able to complete the program within the maximum time frame allowed and provided the student meets SAP requirements. AMC's updated completion and placement rates are posted in the student lounge for one month and are available any time to the student upon request to the Financial Aid Director.

AMC, in nurturing the development of each student, places emphasis on both academic learning and on personal growth. AMC affords each student the opportunity for developing personal potential by: recommending the undertaking of acupuncture treatment; encouraging students to act as a resource for each other; and maintaining close supervision of students' progress throughout their academic and clinical training.

In addition, student rights include: written evaluations of each academic and clinic course; letters to the College President, Academic Dean, Clinic Director, and faculty; grievance and complaint procedures, including appeals against disciplinary measures; and continuity of feedback on progress and specific advice regarding areas of improvement.

Students' Human Rights

Students' human rights include: a provision for space, comfort, and physical needs within the college building, and implementation of health and safety policies on the college premises.

Student Responsibilities

Students are expected to abide by the terms and conditions of the Enrollment Agreement and Clinic contract as well as but not limited to those rules, regulations, and requirements that are delineated in the College Catalog, Student Handbook, and Clinic Manual. It is the student's responsibility to demonstrate moral and ethical conduct, professionalism, and appropriateness of dress and behavior fitting of an adult who is representing the Oriental Medicine or Massage Therapy profession.

A serious infringement of any of these responsibilities, such that it undermines AMC's objectives, may invoke the college's disciplinary procedures as stated in the College Catalog.

Family Educational Rights and Privacy Act (FERPA)

AMC fully complies with the Family Educational Rights and Privacy Act of the 1974 Buckley Amendment. Student records are confidential. Requests will be honored within 45 days of the day the college receives a request for access. A student must submit to the Registrar a written request that identifies the record(s) to be inspected. The appropriate college official will make arrangements for access and notify the student of the time and place where the record(s) may be inspected.

A student has the right to request the amendment of his/her education record(s) that the student believes are inaccurate or misleading.

- A student may ask the college to amend a record that he/she believe is inaccurate or misleading by placing the request in writing to the college official responsible for the record. The student should clearly identify the part of the record to be amended and specify why it is inaccurate and misleading. Supporting documentation may be required.
- The College will notify the student of the decision and advise the student of his or her rights to a hearing if the college decides not to amend the record as requested. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

A student has the right of consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

- One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agency); a person serving on the College Governing or Advisory Board; or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The right to file a complaint with the U.S. Department of Education concerning the alleged failures of the college to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, DC 20202-5920.

Academic Policies

Module System

At AMC we offer most of our courses in the progressive module format allowing our students to focus on only one subject at a time. This reduces the numbers of courses and examinations a student has to take simultaneously. Most modules consist of only one course; however, some consist of two or more courses.

The Massage program consists of six 4-week academic modules and a 165-hour clinic module. There will be a 16-hour Massage Comprehensive Review course given before the clinic module, times to be arranged.

The Associate of Arts in Health Science program consists of four 10-week Saturday modules. The Oriental Medicine program consists of three 5-week academic modules per semester for nine semesters. Students generally take three or four classes with one clinic shift each week. In the Oriental Medicine program there are occasions where a course is given in a non-modular format, once a week for 15 weeks.

**If a student graduated from any Massage Therapy school, he/she must have passed the Mblex to enroll in the OM or AA program. (8/2016)

Summer Mini-Mod Requirement

In August of either Phase 2 or Phase 3 of clinical training, Oriental Medicine students are required to attend one 4-week Clinic mini-module.

Classroom Attendance

Students are expected to be prompt, attend all classes, and remain in class until dismissal time. Students who arrive late or leave early will be marked accordingly.

- OM and AA students arriving more than 15 minutes late or leaving more than 15 minutes early to any class will be marked tardy. Being marked tardy three times will count as one unexcused absence.
- MT students will be only given credit for the hours they were present in the classroom.

Students who fail a course due to poor attendance may be placed on Financial Aid Warning or Academic Probation.

Please be advised that due to federal regulations, students who miss more than 14 consecutive calendar days will be withdrawn from the program and will have to reapply for admission.

OM and AA Attendance

If a student has less than 80% attendance in any course, he/she will lose one grade point on his/her final grade for that course. This may result in the student failing the course. For courses in the OM program consisting of 15 classes this translates to no more than three (3) absences. For courses in the AA program consisting of 10 weeks, this translates to no more than 2 absences. The AA 7 weeks courses translate to only one absence. Shorter courses will allow fewer absences and in some short courses no absences will be permitted.

MT Attendance

If a student is unable to come to class they should request an excused absence with their instructor. Preferably, this request should be made before the missed class but certainly within 24 hours of the absence. A student can have up to 10% of clock hours in

each course considered an excused absence; this includes any tardy hours they may have accumulated. These 10% excused absences do not have to be made up. Students with absences over 10% but not more than 20% must make them up during the course or they will receive an "I" Incomplete for the course and must make up their excess absences within 2 weeks of the end of the course to receive credit for that course. See Attendance Make-up policy below. Students who do not make up their excess absences within 2 weeks of the end of the course will fail the course and be required to retake it. Students with more than 20% absences in each course will fail the course. Students should speak to the Academic Dean about all absence issues.

Attendance Make-up

When unforeseen circumstances cause a student to miss a class, **it is the student's responsibility to make up the work and get the necessary notes and handouts.** In order to remain within the required attendance for each course, students can attend extra classes either (day and/or night) while still in the course to makeup unavoidable absences. When approved by the Academic Dean, students may also write an assigned research paper of 4 pages for each excused absence.

MT students please note: Any MT student who submits a research paper as an attendance make-up will pay \$50.00 for it to be reviewed. No more than 10% of the course can be done by means of an assigned research paper.

Clinic Attendance

Clinic attendance is assessed as in any other class. Supervised Clinic is both an honor and a privilege. As with any privilege, there are responsibilities. Patients, supervisors, and fellow classmates all depend on each student's punctuality and reliability.

Prior to beginning clinic, students will be assigned to their clinic shifts. All efforts will be made to give students their first choice, however there are no guarantees. Students are expected to arrive on time and attend **all** clinic shifts they have been assigned. Students must complete all the clinic hours they registered for each semester.

Students who do not complete the clinic hours they registered for three weeks after the current semester will receive an "I" for that semester. The clinic course will remain an "I" until the student completes the hours. (See OM Clinic Manual for further important details on OM Clinic Attendance Policy.)

In the MT Clinic a \$50 Clinic Administrative Fee will be charged for:

- All unexcused absences. Every unexcused absence will also result in the loss of one patient treatment.
- Every three tardies, late more than 15 minutes.

Having more than 3 absences will also put you in jeopardy of not completing the clinic within your scheduled end date and you may be charged overtime fees of \$13.68 per

hour. (See MT Clinic Manual for further important details on AMC's MT Clinic Attendance Policy.)

Grading Policies

Academic assessments utilized at AMC are quizzes, final exams, and comprehensive examinations. Faculty may decide on a policy that allows the lowest quiz grade to be dropped. This policy must be stated in the course syllabus and must apply to both day and night sections.

Courses where there is no research paper generally utilize the following the grading percentages:

10%	Participation
40%	Quizzes
50%	Final Exam

Courses where there is a research paper generally utilize the following grading percentages:

10%	Participation
10%	Research paper
40%	Quizzes
40%	Final Exam

Grading Scale

A: 90-100%	4.0	P: Pass (70% or above)
B: 80-89%	3.0	F: Fail (below 70% for Pass/Fail courses)
C: 70-79%	2.0	I: Incomplete
C*: 70-79%	2.0 (retake)	W: Withdrawal – no GPA calculation
D: 60-69%	1.0	WL: Withdrawal late – no GPA calculation
F: below 60	0.0	RPT: Repeated Course – no GPA calculation

Students must pass each course with a minimum of 70% or a grade of "C or higher." **Oriental Medicine students who fail three courses may be dismissed from the program.**

A student has 30 days from the end of a course to appeal a grade. After that time, a grade cannot be changed. All grade appeals must be made in writing and submitted to the Academic Dean. The Academic Dean, Clinic Director, and College President have the authority to oversee students' grades in light of their cumulative academic and/or clinic record. Accordingly and with justification, the Academic Dean, Clinic Director, or College President can make changes to a student's grade.

Posting of Grades

At the end of each module, course grades will be posted on the bulletin board in the student lounge. It is the student's responsibility to check his/her grade for each course. Students are also able to view their attendance and course grades by logging on to the [student portal](#) on AMC's website. Do not call the front desk personnel or administrative staff to ask about your course grade.

Course Examinations

Quizzes

In most courses quizzes are given weekly to assist the student in the learning process. These quizzes are designed to let students know how well they comprehend the new material. Makeup quizzes may be given at the discretion of the Instructor and must be taken during class time before the end of the course.

Finals

To ensure that the course objectives have been met, AMC uses standardized final exams. Students must pass the final exam in each course to pass the course. Final exams cannot be copied and must be returned to the Instructor. Copying a test or failing to return it to the instructor will be construed as cheating; see Honor Code below.

Honor Code

Acupuncture and Massage College does not tolerate academic dishonesty. If you are caught cheating in any way, including but not limited to copying from another person's paper during an exam or quiz, or plagiarizing material in a paper, you may be dismissed, with no probationary period. All instances of cheating must be reported to a faculty member and to the Academic Dean. To know about cheating and not report it is the same as cheating.

Exam Policies and Procedures

The following procedures and policies apply to all finals and retakes. In order to ensure that a neutral test environment exists:

- All books, notebooks, computers, electronic devices (pdas, cell phones, or any other), pocketbooks, backpacks, etc. are placed at the location designated by your instructor for the duration of the exam but in no case will they be left near the student desk.
- All cell phones should be turned off. Students will not be permitted to answer the cell phone during the exam.
- Students will be permitted to have pen(s), pencil(s) and a blank piece of paper which will be handed out by your instructor at your designated space. The papers will be collected at the end of the exam.
- All students should use the restroom prior to taking tests. Students who need to use the restroom during a test will be escorted to the restroom facilities by AMC staff personnel.
- Day students are expected to take their exam in the morning; evening students are expected to take their exam in the evening. Students who do not adhere to this policy may be subject to a 5 point deduction to their exam score.

Retakes and/or Make-ups of Final Exams

If a student fails or misses the final exam, he/she will fail the course. The student has two weeks to retake/make-up the final or he/she will have to pay the necessary fee to repeat the course. See "Course Repetition" later in this section. The fee for retaking/making-up a final exam is \$100. A letter grade of "C*" is the highest grade obtainable by a student who retakes a final exam. Students are permitted one retake. If the student fails the retake, he/she must retake the course.

It is the student's responsibility to arrange for the retake/make-up with the Front Desk. Fees for a retake/make-up must be paid in advance. Students will receive a receipt for payment that will serve as their exam entrance voucher. Without an appointment and this voucher, a student will not be permitted to retake the exam. All retakes/make-ups will be proctored.

MT students can take a maximum of 3 retakes or makeup exams in the MT program. AA students can take a maximum of 3 retakes or makeup exams in their final 2 semesters. OM students can take a maximum of 3 retakes or makeup exams in any one year and a total of no more than 6 retakes or makeup exams throughout the entire OM program. More retakes than the number allowed may result in dismissal from the program.

OM Comprehensive Exams

All first year comprehensive exams and third year comprehensive exams will require a passing score of 75%. If a student does not get a 75% on his/her third year comprehensive or his/her first retake of the comprehensive, he/she will have to retake the corresponding review course the next time it is given and pay the appropriate fee.

First Year Comprehensive:

This is made up of three sections:

Written exam on Bioscience courses

Students should take this exam after completion of first year Fall semester.

Successful completion of the following courses is required prior to taking the Bioscience exam: Musculo-Skeletal A&P, and Anatomy & Physiology.

Points Practical exam

Students should take this exam when they are ready to move to Phase 2 in clinic.

Successful completion of the following courses is required prior to taking the Points practical: Point Location 1, Point Location 2, Point Indication, and Needling.

The Points practical is taken during Clinic and is scheduled by the student in advance.

Written exam on TCM Theory

Successful completion of the following TCM courses is required prior to taking the TCM portion of the exam: Essentials of Chinese Medicine, Diagnostic Methods, Diagnostic Systems, Point Location 1, Point Location 2, Point Indication, Needling.

When a student is ready to take any portion of the exam, he or she can schedule the exam with the Front Desk. Written exams must be taken in the Library.

Review classes for the two written First Year Comprehensive exams will be scheduled as follows if there are at least 5 students who sign up for the class:

Bioscience Review: January

TCM Review: April and August

Review classes are not required to take any of the above listed comprehensive exams.

Students must have successfully completed all 3 sections of their First Year Comprehensive Exam to move from clinic Phase 1 to Phase 2.

Second Year Herbal Comprehensive Exam *Effective September 2015*

After completion of Herbal Medicine 1-3 or 1, 4 and 5 students must pass with a 75% a Second Year Herbal Comprehensive Exam (9/2015).

Acupuncture Comprehensive Review Course Exams:

Students must have successfully completed Acupuncture and foundations courses to take the Acupuncture Comprehensive Review course. The Acupuncture Comprehensive Review exams will be given in the Fall semester and will consist of written and practical exams. The exact date and time for the exams will be in the course syllabus. Students must pass each comprehensive exam before AMC will release transcripts for the National Certification Commission for Acupuncture and Oriental Medicine's (NCCAOM's) Acupuncture with Point Location and/or Foundations exam.

Biomedicine Comprehensive:

Students must have successfully completed their biomedicine courses to take the Biomedicine Review course. The exam will be given at the end of the course and must be passed before AMC will release transcripts for the NCCAOM Biomedicine module.

Herbal Comprehensive:

Students must have successfully completed all of their herbal courses to take the Herbal Comprehensive exam. The Herbal Comprehensive exam will be given at the end of the Herbal Review course. Students must pass this exam before AMC will release transcripts for the NCCAOM Chinese Herbology module.

Passing all comprehensive exams is mandatory for graduation. If a student fails a comprehensive exam, he/she will be permitted to retake the failed exam within two months for a fee of \$100. Failure to retake and pass a comprehensive exam within the two-month time frame may result in dismissal.

MT Comprehensive Exam

In their last module students will receive a schedule of their Massage Comprehensive Review course dates. Students are required to attend all of these important classes and take the Massage Comprehensive Review final on the 5th day of the course

Passing this exam is mandatory for graduation. If a student fails the Comprehensive Exam, he/she must retake the MCR course and obtain a passing grade within one month or within the maximum allowable time frame to complete the program, whichever comes first. Failure to do so may result in dismissal. If the student fails a second time, he/she may be dismissed or asked to retake part of the program. The fee for retaking the Massage Therapy Comprehensive Exam is \$100.

MT Review Courses

Massage Therapy review classes are provided at announced times throughout the year. Massage Therapy students must take this review course prior to taking their AMC Comprehensive Exam. Students will be registered in this course in their last academic module.

Satisfactory Academic Progress (SAP)

At AMC Satisfactory Academic Progress (SAP) is checked after each semester in all programs. To maintain SAP, students must complete 67% of the credits/hours attempted. Students who do not meet SAP will be placed on Financial Aid Warning. If a student fails to meet SAP in 2 consecutive semesters, he/she will not be eligible to continue receiving Federal Financial Aid until his/her SAP status is fully resolved.

In the Massage Therapy program, students must maintain a GPA of at least 2.0 by the 50% completion point (360 hours) at a minimum of 90% attendance. In the Associate of Arts in Health Science program, students must maintain a cumulative GPA of 2.0 and 80% attendance. In the Oriental Medicine program, students must maintain a cumulative GPA of 2.0 by the end of each semester in their first 6 semesters (undergraduate level courses) and a cumulative GPA of 3.0 in their last 3 semesters (masters level courses) in order to have your degree conferred and a minimum of 80% attendance.

Satisfactory Academic Progress for Financial Aid Purposes

The College's Financial Aid Satisfactory Academic Progress (FA-SAP) standards measure each student's qualitative (cumulative grade point average) progress and minimum pace of completion needed to ensure the completion of the student's program of study within the maximum time frame allowed. The FA-SAP standards are used primarily to determine a student's eligibility to receive federal financial aid under Title IV of the Higher Education Act (Title IV). FA-SAP standards may differ from Academic standards regarding a student's requirements to remain in school. The standards for Title IV recipients must be the same as, or stricter, than the academic standards the school applies to students enrolled in the same program of study who are not receiving Title IV. 8/15

Maximum Time Frame to Complete

The maximum time frame in which a student must complete his or her program of study is based on whether the program of study is measured in credit hours or clock hours.

For Massage Therapy, which is measured in clock hours, a student has a maximum time frame to complete of no longer than 150% of the published length of the educational program (33 weeks for day students and 38 weeks for night students) or 49.5 weeks for day students and 57 weeks for night students.

For the Associate of Arts in Health Sciences, which is measured in credit hours, this is a period that is no longer than 150% of the published length of the educational program (40 weeks) or 60 weeks.

For the Master of Oriental Medicine , the maximum time frame to complete has been defined by the College as 150% of the published length of the program (156 weeks), or 234 weeks.

SAP Evaluation Periods

The College's FA-SAP standards are measured at the end of each payment period. For the Massage Therapy, this corresponds with the completion of 50% of the program, or 360 clock hours. For the Associate of Arts in Health Science this corresponds with the completion of 2 modules (20 weeks) of the program. For the Master of Oriental Medicine programs, the FA-SAP standards are measured at the end of each 15-week semester.

Pace of Completion Requirement

To ensure that a student is able to complete their program of study within the maximum time frame noted above, students must successfully complete 67% of the credit hours or clock hours attempted. For a course to be considered successfully completed, a student must have received a letter grade of C or higher or Pass grade for pass/fail courses. All courses for which a student receives a grade, whether passing or failing, an incomplete ("I"), a withdrawal ("W"), a withdrawn late ("WL"), or a repeated course are counted in determining credits/clock hours attempted. Transfer credits/hours accepted toward a student's program of study will be treated as both credits/hours attempted and credits/hours completed for purposes of all FA-SAP evaluations. The calculation is:

$$\frac{\text{Cumulative Credits/Hours Completed}}{\text{Cumulative Credit/Hours Attempted}}$$

Qualitative Requirement – Cumulative Grade Point Average (GPA)

The College measures qualitative progress by means of Cumulative GPA measured on the basis on a 4.0 scale. Students in the Massage Therapy and the Associate of Arts Health Science programs must maintain a cumulative GPA of 2.0 in order to remain eligible for Title IV aid. Students in the Master of Oriental Medicine must maintain a cumulative GPA of 2.0 for the first 6 semesters of the program and a 3.0 for the last 3 semester of the program in order to have their degree conferred and remain eligible for Title IV aid.

All courses for which a student receives a grade will be included when calculating the student's CGPA, with the exception of a withdrawal (W or WL) or incomplete (I), and if a student repeats a course, only the highest grade for that course will be included when calculating the student's GPA.

Consequences for not maintaining FA-SAP

If the results of an FA-SAP evaluation indicate that a student is not in compliance with either the Pace of Completion or the Cumulative GPA standards, the student will be placed on FA-SAP Warning for one additional payment period. If after the FA-SAP Warning period, the student is still not in compliance with the FA-SAP requirements, the student will no longer be eligible for any form of federal student assistance under Title IV of the Higher Education Act and may be dismissed from the College unless the student submits an appeal (see description below) and is granted a probationary period by Financial Aid Committee, which is comprised of the President,

the Director of Financial Aid, the Academic Dean and the Registrar (or their designees). The student will be notified in writing of any actions taken.

FA-SAP Warning

A student who has been placed on FA-SAP Warning will have one semester to correct the FA-SAP deficiency and meet the minimum requirements at the end of his or her next semester. The FA-SAP Warning period shall be one payment period or semester during which time the student will remain eligible for Title IV aid funds.

Appeal

A student who does not correct the FA-SAP deficiency (ies) by the end of the FA-SAP Warning period is permitted to appeal the termination of their federal financial aid eligibility and termination from the College. The student must be able to demonstrate in a written appeal that mitigating circumstances were the contributing factors to the student's failure to achieve FA-SAP. Below are the required items and steps needed:

The student's written letter of appeal must explain and document, to the satisfaction of the Financial Aid Committee, the mitigating circumstance(s) which caused the student not to achieve SAP after the Academic/Financial Aid Warning Period and what circumstances have changed that will allow the student to achieve SAP at the next evaluation period.

Mitigating circumstances would include the death of a relative of the student, injury, disability, or illness of the student, or other special circumstances. Copies of appropriate documentation to confirm the situation should be included where appropriate.

A FA-SAP appeal must be filed within 30 days of receiving notice of the failure to achieve FA-SAP after an FA-SAP Warning period. All appeals must be submitted in writing to the Director of Financial Aid.

FA-SAP Probation

If a student has successfully appealed his or her loss of eligibility, the student will be placed on FA-SAP Probation and have one or more payment periods to meet the minimum FA-SAP standards based on the following:

If the College determines that the student should be able to meet the SAP standards by the end of the subsequent payment period, the student will be placed him on probation without an academic plan and will be eligible for one additional payment period or semester of Title IV aid.

If the College determines that the student will require more than one payment period to meet FA-SAP standards, the student will be placed on FA-SAP Probation and have an Academic Plan developed. The College and the student should develop a plan that ensures that the student is able to meet the school's satisfactory progress standards by a specific time or to the successful program completion. An Academic Plan may last for more than one payment period. This plan must review the student's progress at the end of one payment period as is required of a

student on probation status, to determine if the student is meeting the requirements of the academic plan. Student remain on FA-SAP Probation for only one payment period.

Academic Plan

The academic plan will detail what the student must do in order to regain SAP. The plan will identify a point in time in the future when the student must regain SAP or will successfully complete the academic program. The plan can last for one or more payment periods. The student is in a probationary status for the first payment period of the academic plan and remains eligible for Federal Student Aid. The student is considered to be making SAP after the first payment period so long as the requirements of the plan are met. If at any time later the student is not following the academic plan, the student will be ineligible for continued Title IV aid.

If the student is meeting the requirements of the academic plan, the student is eligible to receive Title IV aid as long as the student continues to meet those requirements and is reviewed according to the requirements specified in the plan. If necessary, a student may file another appeal to request a change in the Academic Plan in writing with appropriate explanation as to the need for the change.

Denial of an Appeal

If a student's appeal is denied by the College, the student may choose to terminate their program or enroll in and complete a sufficient number of courses with grades that are high enough to bring both her pace to complete rate and grade point average (GPA) into compliance with the SAP standards. If the student remains in school, all charges will be paid by the student until such time that Title IV eligibility is reinstated.

Failure to Meet FA-SAP by end of Probationary Period

If the student is not successful in the probation semester, the student becomes ineligible for all federal, state, and institutional aid and may be dismissed from the program.

Warnings

Clinical Warning Report

Students can be put on a "Clinical Warning Report" for poor clinic performance, poor attendance or inappropriate behavior in the clinic. A student who is given two "Clinic Warning Reports" will be placed on Probation. If at the end of their probationary semester the situation has not been resolved by the student, he/she may be dismissed or asked to attend additional clinic hours for an additional pro-rated fee.

Academic Warnings

A student who fails a course for failing a final exam will be sent an Academic Warning Letter reminding him/her that he/she has two weeks from the posting of the final grade to resolve the failing grade by retaking the final exam. Failure to do so will automatically result in the student needing to retake the course, and may result in Academic Probation and loss of financial aid. The student should make an appointment to meet with the Academic Dean.

IMPORTANT NOTE:

- Due to the infrequency of course offerings in the Massage Therapy program, failure to pass a course may result in the student's inability to graduate within the maximum time frame allowed.
- Due to the sequential nature of the Oriental Medicine program, failure to pass certain courses may result in delaying graduation by one year.

Therefore, it is extremely important for students to resolve their grades in all their courses within the allotted two (2) week time frame.

Financial Aid Warning

If a student fails to meet Satisfactory Academic Progress (SAP) at the end of a semester or payment period, he/she will be placed on a Financial Aid Warning. If a student fails to meet SAP in two consecutive semesters, he/she will not be eligible to continue receiving Federal Financial Aid until his/her SAP status is fully resolved and may be dismissed from the Program. At this point, if the student is not in progress, all Federal Financial Aid must be terminated. The student may appeal for unusual circumstances, indicating why he or she is not in progress and what has changed to ensure that the student can again be in progress. The institution can approve the appeal and must provide a plan for the student's success. The student will then be placed on *probation* for the next semester and continue to receive federal funds. If the student is not in SAP at the end of the probationary period, financial aid will be terminated until which time the student is back in progress.

Students who are placed on Financial Aid Warning will have to meet with the Academic Dean who will explain the reason for the Financial Aid Warning and will emphasize that failure to correct the problem may result in dismissal.

Students may also be placed on **Clinic Probation** for Clinical Warning issues that have not been resolved. **OM students who do not complete the clinic hours they registered for before the beginning of the next semester will receive an "I".**

Students may be placed on probation for misconduct. The exact nature of the misconduct will determine whether the probation is an Academic Probation or a General Probation. Students may be placed on **General Probation** for **failure to pay tuition.**

A student who is placed on any type of probation or Financial Aid Warning will remain on probation/warning for a minimum of one semester. If after one semester the student has fulfilled his/her Academic, Clinic, General probation/ Financial Aid Warning requirements, the status will be lifted.

Dismissal Policy

If, after the Financial Aid Warning period, a student has not fulfilled the requirements of his/her academic progress, he/she may be dismissed. Students can be dismissed for failure to pay tuition.

Students can be dismissed for failing three courses, failing more retakes than the number allowed in AMC's retake policy, failing the same course twice, failing a Comprehensive Exam twice, coming to class under the influence of drugs or alcohol, misconduct (which includes obscene, violent, defiant, or sexually inappropriate behavior), cheating, plagiarism, or knowingly furnishing false information.

Students may also be dismissed for failing to complete or their inability to complete the program within the maximum allowable time frame, which is 150% of the normal program length.

If a student wishes to appeal his/her dismissal, he/she may request a hearing with the Grievance Committee.

Student Complaint and Grievance Procedure

A student with academic or other concerns should first discuss his/her concern with the appropriate faculty member or other personnel. If a satisfactory resolution is not reached, the student can make an appointment with the Student Services Director or address specific concerns in writing to the Student Services Director. If necessary, the Student Services Director/Registrar will refer the student to the Academic Dean or a more appropriate faculty or staff member. Within one month, either a written or personal response will be provided. All correspondence will be kept confidential.

Students who do not meet Satisfactory Academic Progress standards will be put on Financial Aid Warning. If a student wishes to appeal the Financial Aid Warning determination, he/she must do so in writing within 10 calendar days of receipt of the notification.

If a student wishes to take further action, he/she should submit a written request to the College President for a hearing with the Grievance Committee. Every attempt will be made to schedule the appointment within two weeks. The Grievance Committee is made up of one Advisory Board member, one faculty member, and one administrator. After the meeting with the Grievance Committee, the student will receive a written response within two-weeks time.

If the student is still not satisfied with the outcome, he/she may contact the Accreditation **Commission for Acupuncture and Oriental Medicine, ACAOM, at 8941 Aztec Dr., #2, Eden Prairie, MN 55347.**

Colleges accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the college has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the college for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Blvd. Suite 302, Arlington, VA 22201, (703) 247-4212, www.accsc.org

A copy of the Commission's Complaint Form is available at the college and may be obtained by contacting Maria Garcia, AMC's Student Services Director.

Complaints for **Commission for Independent Education** should be addressed to:

<http://www.fldoe.org/policy/cie/file-a-complaint.shtml>

325 W. Gaines Street, Suite 1414

Tallahassee, FL. 32399-0400

Or E-mail: cieinfo@fldoe.org

Or Fax: 850-245-3238

AMC will notify students, patients, faculty, and staff upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, patients, or employees occurring on the campus. AMC will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Incompletes

Incompletes for not taking a course final exam will be given by the Registrar only for extenuating circumstances which may require documentation. A doctor's note is required for illness-based requests. Students have two weeks to make up an Academic Incomplete "I" and 3 weeks to make up a Clinic Incomplete. The fee for making up a missed final is \$100. If the Incomplete "I" is not made up within two weeks, the grade for that course automatically becomes a Failure "F."

Course Drops and Withdrawals

Students can **request in writing a withdrawal** from their registered courses within the first week of the beginning of a semester and will receive a "W" on their transcript. After the one-week withdrawal period at the beginning of each semester, students will be responsible for the full tuition for that semester.

Students can **withdraw with a written request within one week of the beginning of subsequent modules** in a semester to get a "WL" grade. The student will be responsible for the tuition for these courses. If a student retakes a "WL" course the next time the course/s is offered, he/she will be credited for the tuition previously paid for that course/s. The student will only be charged for any increases in the cost per credit that may have occurred. If the student does not take the course the next time it is offered, the student must pay the full tuition to retake the course/s.

Students must submit their written requests for a withdrawal "W" or "WL" to the Registrar. The "W" and "WL" will remain on the student's transcript but will not be calculated on the GPA.

After the first week of any module, if the student does not attend class and does not submit a written request for withdrawal, the student will receive an “F” on their transcript. This will be calculated on the GPA and the student will have to pay to retake the course/s.

Withdrawing or being dropped from a course may affect the student’s eligibility for financial aid, VA benefits, tuition, anticipated date of graduation, and/or the student’s ability to graduate within the maximum allowed time frame. (See “Maximum Time Frame” later in this section.)

Course Repetitions

In the event that a student fails a course he/she will be allowed to repeat that course for the appropriate fee providing that the student will be able to graduate within 150% of the normal program length (see “Maximum Time Frame” later in this section). The student will be required to re-submit all assignments and re-take all exams. **Failing three courses in any program may result in dismissal. If a student fails the same course twice, he/she may be dismissed from the program. All students who fail a course must meet with the Academic Dean.**

Leave of Absence

A leave of absence is strongly discouraged and in many cases may not be permissible based on financial aid regulations. **A written request stating the reason for the leave of absence** must be submitted to the Registrar prior to the start of the leave, except in the case of unforeseen events such as an accident, illness, etc. and the student is unable to request the leave. The College will in that case, document the circumstances and collect the written request at a later date. In this case, the start of the LOA is the date student was unable to attend school because of the emergency situation. The Academic Dean must approve this request. The request will be denied if it appears that the student is not likely to return from the leave.

A leave of absence may in no instance exceed 180 days in a 12-month period. The student will be informed of the possible impact on the student’s loan repayment terms and the exhaustion of all or part of the grace period.

If the student does not returned at the leave of the LOA, the student will be immediately terminated. **Revised June 9, 2016**

Program Withdrawal

A student wishing to withdraw from the program is requested to have an exit interview with the Registrar where he/she will sign a withdrawal form that will be placed in his/her permanent student file. If he/she is unable to attend an interview, he/she is requested to notify the College in writing via certified mail. ALL students must have an exit interview with the Financial Director.

Re-admission into the Program

A student who withdraws and wishes to reapply must do so in writing. A student wishing to reapply must show evidence to the satisfaction of the Re-enrollment Committee that the condition that caused the withdrawal has been rectified.

To be re-admitted after a dismissal, the student must show evidence to the satisfaction of the re-enrollment Committee that the conditions that caused dismissal have been rectified.

If re-admission is approved, transcripts from previous training at the College will be re-evaluated and the number of allowable credits toward the current program determined. After 180 days, reenrollment will be based on the current fee schedule and a reentry fee of \$100.

Maximum Time Frames

The maximum time allowed for a student to complete a program cannot exceed 150% of the normal program length. The maximum time frame for the Master of Oriental Medicine program is 54 months. The maximum time frame for the Massage Therapy program is 12 months for day students and 14 months for night students. The maximum time frame for the Associate of Arts in Health Science program day program is 27 months and 29 months for the night program. A student will be dismissed when it is determined that he/she will not be able to complete the program within this 150% maximum time frame period.

Advanced Placement

AMC may accept up to 12 Advanced Placement/CLEP credits which will count toward the 60 required college credits for admission to the Oriental Medicine program or for general education requirements in the OM program, if those credits have been accepted by the accredited institution that the applicant attended. Advanced placement credits are not eligible for transfer credit.

Transfer Credit

Students who wish to transfer credits from another institution must have official transcripts sent directly to AMC for evaluation by the Program Director and the Academic Dean. All credits must be taken within 12 years of matriculation into AMC. If a student has been involved in a profession that would keep him/her current in the coursework he/she is requesting transfer credit in, an extension to the above rule may be given by the Academic Dean. Students may be asked to take and pass AMC's corresponding final exams and may be required to take all comprehensive exams including the first year comprehensive. A copy of the College catalog, a detailed syllabus, and/or a course description are often required to adequately determine transfer credits. Not having these documents could cause a delay in the evaluation of transfer credit or denial of the student's transfer request prior to the start of the semester in which the course is given.

At the time of registration, students applying to transfer credit are requested to fill out a "Transfer of Credit Form" indicating which courses at AMC they wish to transfer credit for and which courses on their transcripts correspond to AMC's courses. All transfer credits will be evaluated within 3 weeks of receiving documentation from the student. If additional documentation is required in order to adequately evaluate the transfer credit, the student may not receive a response in time for that semester and may be required to take the course.

Transfer credits for students in the Oriental Medicine program must come from an accredited college or university. Transfer credits for Oriental Medicine coursework must come from a college in candidate or accreditation status with the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) that is determined to be equivalent to AMC in its training. AMC will determine to what extent credit can be given. Only courses taken on a letter-grade (A, B, C) basis are considered for transfer credit (9/15).

Students transferring into the Massage Therapy program must complete at least twenty five percent (25% or 180 hours) of their studies at AMC. Students transferring into the Associates of Arts in Health Science program must complete at least twenty five percent (25% or 270 hours) of their studies at AMC. Students transferring into the Oriental Medicine program must complete at least one year of studies at AMC. *Students completing the MT or AA program who wish to start the OM program must have taken and passed the MBLEX. 8/1/2016*

Evaluating transfer of credits is a very time consuming process. AMC charges a \$100 evaluation fee for each transfer of credit form submitted. The transfer evaluation fee must be paid before any transfer credits will be evaluated.

Transfer of Credit requests should be completed prior to starting the program. Transfer of credits cannot be completed without official transcripts.

Only transfer of credits with an earned grade of C or higher will be considered. No Pass/Fail credits will be transferred for didactic courses.

Challenge Exams

AMC does not offer challenge exams for coursework not taken at AMC.

Students with Disabilities

The 1990 Americans with Disabilities Act (ADA) requires that U.S. programs and services be accessible to individuals with disabilities. AMC is ADA compliant and will provide reasonable accommodations for any student with a known disability who is otherwise qualified for study at the College. **It is the student's responsibility to self-identify that she/he has a disability and needs accommodation.** AMC may require that the student provide appropriate documentation at the student's expense in order to establish the existence of the disability and the need for accommodation. The Acupuncture and Massage College building is equipped with wheelchair access and an elevator.

Student Record and Scheduling Changes

Any changes in address or phone number must be recorded on the "Change of Address Form" and submitted to the Registrar. Students are required to submit these forms within two weeks of such a change. This will assure ongoing communication between AMC and the student.

If a student considers changing from day to evening classes or vice versa, he/she must submit a "Change of Schedule Request" form to the Registrar. These forms can be picked up at the Admissions Office. If approved, his/her Faculty member will be notified, and his/her records will

be updated. No student may transfer classes without first receiving approval from the Registrar. **This is critical for Massage Therapy students, where graduation dates and maximum time frames will be affected.**

Rescheduling Classes and Curriculum Changes

AMC retains the right to reschedule classes, substitute courses, change the curriculum, and/or change the Faculty in order to fulfill State, National, or Accreditation regulations, or for any other reason as the administration may deem necessary.

Student Assessments

Assessment is a continuous process that takes place throughout the program. In addition to formal tests and written and practical evaluations, students will be assessed in their development in the areas of: class participation, clinical performance, personal and professional growth, understanding, compassion, as well as other essential qualities required of an Oriental Medicine practitioner or Massage Therapist.

Course, Faculty, Clinic and Program Assessments

During certain courses selected each year, students fill out a *Course Evaluation* and a *Faculty Evaluation*. At the end of each clinic semester students fill out a *Clinic Evaluation*. Once a year in the OM program and prior to graduation in the MT program, students fill out a *Program Assessment*. We welcome constructive comments regarding the quality of our educational programs, faculty, administrative staff, and facility. We are dedicated to ensuring that you succeed in your chosen field and believe your success is directly related to the quality of our program. Your comments are taken very seriously at AMC and play a significant role in our decision-making process.

In order to ensure that we have received feedback from all our students the following procedure has been instituted: Evaluations are done on-line. Students will be given a link to these evaluation a week before they are due. Once completed, students must email their confirmations with their name written in the email to evaluations@amcollege.edu or students may print out their confirmations with their name written on them and submit them to the Front Desk. The confirmations should be turned in by noon of the day before the exam. Students who do not have these confirmations will be asked to go the Library to fill them out. When they are done the student will be permitted to take their exam. This may make the student late for their final exam.

OM Clinic Evaluations are done with the final module of each semester as outlined above.

MT Clinic Evaluation and Programmatic Evaluations should be completed prior to graduation. Confirmations must be given to the Registrar at the student's exit interview.

Requirements for Graduation

All students will be assessed a graduation fee whether or not they choose to attend graduation. In order to attend AMC's annual commencement ceremony a student must:

- ✓ be up-to-date with his/her tuition payments
- ✓ have paid 90% of his/her total tuition
- ✓ have completed 90% of his/her coursework
- ✓ have an expected graduation date no later than the February following the commencement ceremony (OM program only).

Oriental Medicine Degree

- Satisfactorily demonstrate proficiency by passing each course.
- Maintain a 2.0 GPA in the first 6 semesters' coursework and a 3.0 GPA in their Masters level courses.
- Complete four academic years (36 months) and 2845 classroom hours (158 credit hours) of continuous study.
- Successfully complete all clinical competency requirements.
- Give a minimum of 350 patient treatments to at least 75 different patients.
- Successfully complete all comprehensive written and practical examinations.
- Submit proof of 3 hours of HIV/AIDS course.
- Submit proof of attendance in a CPR and First Aid class.
- Satisfy all financial obligations to AMC.

Massage Therapy Diploma

- Satisfactorily demonstrate proficiency by passing each course with a grade of 70% or (C) or higher.
- Day students complete 33 weeks (8 1/4 months) and 720 hours (42 credit hours) of continuous study.
- Night students complete 38 weeks (9 1/2 months) and 720 hours (42 credit hours) of continuous study.
- Complete 165 hours of clinical practice.
- Successfully complete all clinical competency requirements.
- Successfully complete a comprehensive written and practical examination covering all of the information presented during the program.
- Satisfy all financial obligations to AMC.

Associate of Arts in Health Science Degree

- Satisfactorily demonstrate proficiency by passing each course with a grade of 70% or (C) or higher.
- Complete 70 weeks (17.5 months) and 1050 hours (60 credits) of continuous study.
- If in the extended clinic program, complete 75 weeks (18.75 months) and 1050 hours (60 credits) of continuous study.
- Complete 165 hours of clinical practice.
- Successfully complete all clinical competency requirements.
- Successfully complete a comprehensive written and practical examination covering all of the information presented during the program.
- Satisfy all financial obligations with the Acupuncture and Massage College.

Placement and Graduation Rates

• MT 2014 Placement	71%	Grad: 73%
• OM 2014 Placement	68%	Grad: 45%
• MT 2015 Placement	84%	Grad: 67%
• OM 2015 Placement	73%	Grad: 58%
• AA 2015	no data available	

In the event of an unintentional release of student records due to unauthorized access, the College will notify via email all potentially affected students of the unauthorized release.

Graduation with Honors

AMC acknowledges excellence in academic achievement to students with a cumulative grade point averages of 3.60 or above. The following seals will be placed on diplomas as outlined below.

Summa Cum Laude	3.95 – 4.0
Magna Cum Laude	3.75 – 3.95
Cum Laude	3.60 – 3.74

Awards

As appropriate, at graduation the following awards will be given out to the most deserving students in each program. Determinations will be made by the entire faculty.

- Valedictorian - highest academic honor
- Clinical Excellence - for outstanding clinical achievement
- Shiatsu Award – for performing outstanding Shiatsu treatments
- Swedish Award - for performing outstanding Swedish treatments
- Compassion Award - for compassion, cooperative spirit and fellowship
- Herbology Award - for excellence in Chinese Herbology

OM Patient Referral Requirement

***OM students are required to get 3 patient referrals during each phase of clinic. Patient referrals cannot be transferred from one phase to another. Referrals do not count unless the patient actually comes in to receive a treatment at the Community Clinic. The student who first met the potential patient gets credit for that patient even if the student is not in clinic the day the patient comes in. Only one student can get credit for each patient. It is recommended that students call all potential patients that they meet, encourage them to come in, and remind them to mention the student's name to ensure that the student will get the referral credit. Students also get 1 referral credit for each AMC event they attend.

VA Student Policies

Veteran's Attendance Policy

Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as 1 absence.

Oriental Medicine Students exceeding 20% total absences in a calendar month **will be** terminated from their VA benefits for unsatisfactory attendance.

Massage Therapy Students exceeding 10% total absences in a calendar month **will be** terminated from their VA benefits for unsatisfactory attendance.

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

Standards of Academic Progress for VA Students

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.0 each semester.

A VA student whose CGPA falls below 2.0 at the end of the semester will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 2.0 at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 2.0.

Veteran's Refund Policy

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro-rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The pro-ration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course.

Veteran's Credit for Previous Education or Training

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

Disclosure for Students Receiving VA Benefits

- AMC will provide you prior to enrollment with a personalized form explaining the cost of the program, your student debt estimate and federal financial aid options.
- If you are an Oriental Medicine student, you will receive a form listing all the courses you must take when you register for classes each semester. Full information about your program appears in the College Catalog.

- If you are a Massage Therapy student, you will receive a personalized education plan at the time of your enrollment. Full information about your program appears in the College Catalog.
- If you are attending AMC and must be absent due to service requirements, AMC follows the law regarding re-admitting active servicemen and women back into the program.
- AMC's refund policy for VA students is in accordance with Return to Title IV (R2T4) regulations.
- AMC offers financial aid for all who qualify.

Contacts

Academic Advising: Dr. Sylvia Santana, Academic Dean, dean@amcollege.edu

Financial Advising: Christy Wood, Financial Aid Director, FinancialAid@amcollege.edu

Administrative Questions: Carmen Bailey, carmen@amcollege.edu

Administrative and Student Services

Housing Assistance

Students from out-of-town who are seeking housing are assisted by the Admissions Director and given a list of rental agencies in the area. If they choose, they may post housing requests on the student bulletin board, found in the student lounge. While most students are residents of Southeast Florida, we encourage a close relationship among all students. There are several formal and informal events planned throughout the year to help students bond with one another and develop lasting friendships. Acupuncture and Massage College is accessible by Metrorail and bus service.

Carpools

Many students living some distance from the college arrange carpools with one another. You may use the student bulletin board to post any carpool requests.

Outstanding Documentation

When each student enrolled at AMC, he/she was reminded of which documents, photos etc. were still outstanding from his/her file. **These items need to be turned in to be removed from Conditional Admissions.** Documents should be turned in to the Admissions Director.

**Conditional Admissions only affects the ability to take Master's Level (graduate level) courses.

All Financial Aid students who are chosen for verification by the U.S. Department of Education have two weeks to hand in their paperwork to the Financial Aid Department or they will have to make other payment arrangements.

Your Out-of-Classroom Needs

Whether you are on campus or working on your studies at home, you may have questions that need to be answered and concerns that need to be addressed. Our staff, during working hours,

is available to respond to your non-academic questions and concerns. Our focus is to assist you in being successful in your studies.

Appointments with the Administrative Staff

All appointments with the the Administrative Staff should be made through the Front Desk personnel. To determine with staff member you need to see, refer to “Roles of Administrative Staff as They Pertain to Students” in the beginning of this Handbook. This listing can also be found on the bulletin board across from the Admissions Director’s Office. The Academic Dean or Financial Aid Director may request to see you regarding grades, attendance, financial issues, or other matters.

Advisement & Tutoring Services

If a Faculty member or the Academic Dean recommends tutoring, or an individual student believes he/she would benefit from academic tutoring, the student will be referred to the Student Services Director/Registrar who will arrange for the student to meet with one of AMC’s approved tutors. Tutoring will require an additional fee paid directly to the tutor.

If a student has other academic or personal needs, depending on what these may be, he/she can go to the individual Faculty member, Academic Dean, Student Services Director, or Administrative Coordinator. If necessary, the student may be referred either to a different administrative staff member, or to an outside professional counselor. Students with issues related to the Veteran’s Administration should see the Administrative Coordinator and students with issues related to INS and visas should see the Student Services Director.

Healthcare

All AMC students may enjoy complimentary treatment at the Community Clinic. All treatments are supervised by our Clinic Supervisors and administered by student interns. Students are required to pay for all herbal products, without exceptions.

Business Office

The Business Office Coordinator will meet with all new students at the time of their enrollment to review the payment information on their Enrollment Agreement and when applicable to set up a payment plan. The Business Office Coordinator will also meet with students who have questions about payment plans, fees and/or ledgers issues. The Business Office will create a financial file for all new students.

Invoices

By the 25th of each month the Business Office will create invoices for all students with monthly payments or a balance on their account. These invoices will be mailed to the students via USPS. Students may request to receive their invoice via email.

Collection of Late Payments

If a student has not made their payment by the 1st of the month, the Business Office will assess a \$25 late fee to his/her account. If a payment is over 30 days late, the Business Office will call the student by phone and inform him/her that his/her payment is late and that a \$25 late fee

was assessed. If a payment is over 60 days late the student will be pulled out of class to discuss his/her delinquent account. If a payment is over 90 days late the student will be pulled out of class and dismissed from the program until his/her account is up to date.

Financial Aid

Financial Aid Policy and Procedures

AMC's Financial Aid Director requests all Title IV funds. AMC's President disburses the Title IV funds. AMC's Financial Aid Director provides financial aid advisement to students throughout the year. The office is open Mondays from 9 a.m.-7 p.m. and on Tuesdays, Wednesdays, Thursdays and Fridays from 9 a.m.-5 p.m.

Financial aid is money provided to help students meet the cost of attending AMC. AMC offers the following forms of financial aid.

- ◆ **Pell Grants** are awards to students based solely on financial need and do not have to be repaid. Federal Pell Grants usually are awarded only to undergraduate students who have not earned a bachelor's or a professional degree.
- ◆ **Direct Loans** are available to students or their parents at a low interest rate (Subsidized Loans have an interest rate of 4.29% and Unsubsidized at 4.29% for undergraduate students and 5.84% for graduate or professional students). Student loans are considered financial aid because they are given at special interest rates and may be government subsidized. Repayment of student Direct Loans will commence 6 months after graduation or if a student falls below half-time enrollment. Direct Plus Loans are federal loans that graduate or professional degree students and parents of dependent undergraduate students can use to help pay education expenses that are not covered by other aid.
- ◆ **Bright Futures Scholarships** are available to students who have met all the eligibility requirements set by the State.
- ◆ **Florida Student Assistant Grants** are available to students who have met all the eligibility requirements set by the State and are maintaining satisfactory academic progress at AMC.

Starting July 1, 2012, graduate level subsidized loans will no longer be available.

To receive Pell Grants or Direct Loans students must fill out a FAFSA on the web at: www.fafsa.ed.gov. Filling out a FAFSA form allows students to receive an estimated award amount prior to the processing of their application. It is important to fill out and send this information prior to registering for classes. Once a FAFSA has been processed, students will be sent a Student Aid Report (SAR). It is important that the SAR is checked for accuracy. Once AMC has received the electronic application information from the federal processor, students eligible for aid will be notified of their award amount and the terms and conditions of the aid awarded.

Students who are chosen for verification will be required to provide appropriate documentation before any aid can be disbursed. All Financial Aid students, including those who are chosen for verification, have no more than two weeks from the start of class to submit their paperwork or they will have to make other payment arrangements.

The only way to know if you are eligible to receive financial aid is to apply. Below are the requirements for most forms of financial aid.

- ◆ To be enrolled at least half time.
- ◆ To be a citizen or eligible non-citizen of the United States.
- ◆ To demonstrate financial need – for Pell Grants and Direct Subsidized Loans only.
- ◆ To have good credit – for Outside lenders only.
- ◆ To not be in default on a student loan or owe a refund to student financial aid (Pell).
- ◆ To maintain Satisfactory Academic Progress (See “Academic Policies” in the Student Handbook.)

Financial Aid is disbursed on a semester basis for those who qualify.

- An Academic year is equivalent to 9 months (3 15 week semesters).
- A full-time student must be enrolled in at least 12 credits in a semester.

All admissions documents must be submitted in order to be eligible to receive federal aid (9/15).

Agreement for Financial Aid Students

I agree to notify AMC of any changes in my or my family’s financial situation, such as securing employment, marriage, change in benefits, or change of address.

- ◆ I understand that if I am expelled or if I choose to leave the program; I may be responsible for returning a prorated portion of the funds received.
- ◆ I understand that I must make satisfactory progress in my course of study to continue to receive financial aid.
- ◆ As an OM student, I understand that I must complete the required clinic hours each semester to qualify for my full financial aid award.

Entrance Counseling

When a student applies for Federal Student Loans he/she completes an Entrance Counseling Session online at www.studentloans.gov. During this session students are advised of the rights and responsibilities they have as borrowers. The importance of repaying their loans as well as the consequences for not doing so are explained to each student. During the Entrance Counseling Session students must answer questions in order to complete their counseling.

At the student’s in-house entrance counseling, AMC’s Financial Aid Director encourages the student to only borrow enough funding to cover the cost of tuition and fees. At this in-house training we also explain to the student the different types of loans that are available to them, current interest rates and payment options.

The Financial Aid Director will meet with all re-enrolling students.

Exit Counseling

The Business Office Coordinator will meet with all grads, drops, and LOA students. At the end of the student's training program, student loan management training must be completed in-house or on-line at www.studentloans.gov. During this session students are advised of the rights and responsibilities they have as borrowers, the importance of repaying their loans as well as the consequences for not doing so.

Students meet with the Business Office Coordinator to complete and sign an Exit Counseling Worksheet which verifies the student's mailing and permanent addresses as well as summarizes the student's loan amounts. Students are also required to list three references on the Exit Counseling Worksheet. This information can be used to locate a borrower in the event that their other addresses are no longer valid.

AMC's default management company, Champion College Services assists students with any questions or issues they may have regarding repayment options.

Official Withdrawal Process

If a student wishes to withdraw from school, they are requested to notify the Registrar in writing or orally. For all students who withdraw from a program, their withdrawal date is their last date of attendance in an academically related activity.

Return to Title IV Policy

(Samples of institutional refund calculations and R2T4's are available upon request)

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or the student. If a student does not begin training, the R2T4 formula does not apply.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants or Direct Loans.

If after performing an R2T4 calculation it is determined that a refund is necessary, the student will be held liable for any FSA funds refunded to the Department of Education as well as any remaining unpaid portion of the tuition and fees applicable to the payment period in which the student withdraws.

Based on AMC's Institutional Refund Policy, students will be obligated to pay any tuition, fees, books, or equipment charges not covered by the Title IV funds. Any monies calculated to be returned to the Department of Education are returned in the following order: Unsubsid, Sub, Plus, Pell. Examples of the R2T4 and AMC's refund policy are available upon request.

Policies and Procedures for Secondary Confirmation

Acupuncture and Massage College follows the procedures below for the secondary citizenship confirmation process when Title IV financial aid applicants indicate they are eligible non-citizens or permanent residents of the United States.

1. If the primary confirmation process does not confirm eligible Title IV applicant status, and the student submits reasonable evidence of eligible status, the school will initiate the secondary confirmation process.
2. All students who indicate an eligible status, but whose eligible status is not confirmed by the U.S. Department of Education's (ED) Central Processing System output document, will be given a copy of these procedures.
3. Students have 30 days from the later of the date the student receives this document, or the date the institution receives ED's Central Processing System output document to submit documentation for consideration of eligible non-citizen status.
4. Failure to submit the information by the deadline prevents the institution from disbursing any Title IV funds, or certifying the student as eligible for any Title IV funds.
5. The institution will not make the decision regarding "eligible non-citizen" status without giving the student the opportunity to submit documentation supporting a claim of eligibility.
6. Students must submit documentation of their current immigration status to the Financial Aid Office. The documentation must be official documents from the U.S. Citizenship and Immigration Services (USCIS). In order to initiate the required process, students must submit USCIS documents which are legible and which demonstrate their latest status with USCIS.
7. The institution will initiate secondary confirmation within 10 business days of receiving both the ED Central Processing System output document and the student's immigration status documents.
8. Students will be provided and instructed to use the applicable address listed on USCIS' Web site at Direct Filing Addresses for Form G-845 to determine where they must submit the Form G-845

Career Services

Our Oriental Medicine and Massage Therapy programs include a course in Practice Management to help assure our students' success. While we cannot guarantee job placement for graduates, we have established contacts in the community with Acupuncture Clinics, Medical Doctors, Chiropractors, Massage Therapy Clinics, Spas and government agencies. Many graduates prefer to go into private practice. The Career Services Director assists students by matching job openings with students seeking employment and can help graduates find their professional niche.

AMC has a Job Board in the hall outside the Career Services office with announcements of new job listings so that students and graduates can search for job openings and positions.

Assistance with Examinations and Licensing Applications

In each Massage Therapy exit interview and in the OM Acupuncture Comprehensive Review course, students are given all the necessary addresses, phone numbers, fees, etc. to help them with the application process for taking their National licensing exam and for applying to the State for licensure. During a student's exit interview the student has the opportunity to fill out the application forms for examination and licensure with the Career Services Director.

Requesting transcripts to be sent to the NCCAOM

It is the student's responsibility to fill out a "Request to Send Transcripts to the NCCAOM" form. This form is available in the Student Lounge. AMC will not release transcripts unless the student's financial obligations are up-to-date, the student has successfully passed his/her comprehensive exams, and the necessary form is submitted to the Registrar. This form must be submitted to the Registrar after each Third Year Comprehensive Exam (ACR, BCR, and HCR).

AMC's Drug-Free and Alcohol-Free College Policy

Federal legislation mandates every individual's right to work and learn in a drug-free environment. AMC firmly supports this right in policy and practice.

The abuse of alcohol and the use of illegal drugs by members of the AMC community are incompatible with the goals of the institution. The college does acknowledge the problem of substance abuse in our society and perceives this problem as a serious threat to employees and students. The College holds its students and employees responsible for the consequences of their decisions to use or distribute illicit drugs or to serve or consume alcohol. It is the intent of the college to establish and maintain a drug-free workplace. It is the college's further intent to comply in every respect with the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) as presently constituted or as amended in the future.

AMC advises all students, staff and faculty that it is unlawful to manufacture, distribute, dispense, possess and/or use illegal drugs on its premises or as part of any school activity. The use of alcoholic beverages by students, staff, and faculty is subject to the alcoholic beverage laws of the State of Florida. It is unlawful for any person to sell, give, serve, or permit to serve alcoholic beverages to a person under the age of 21 or to consume said beverages on licensed premises. It is also unlawful for a person to misrepresent or misstate his or her age or the age of any other person for the purpose of inducing any licensee, agent, or personnel to sell, give, serve, or deliver any alcoholic beverage to a person less than 21 years of age. Violation of the preceding by an employee or student shall be reason for referral for evaluation/treatment for a drug/alcohol use disorder or be cause for disciplinary action up to and including termination of employment or expulsion from the College; such action will be in accordance with the Standards of Conduct below for students and employees, and other policies and procedures; or referral for possible criminal prosecution consistent with local, state, and federal law.

To comply with federal Drug - free Schools/Campuses Act, AMC will provide an annual notice regarding this policy to students and employees via email at the beginning of the fall semester and will publish this policy in the Student Handbook and Personnel Manual. AMC's Governing Board will conduct a biennial review of the "Alcohol and Other Drugs Prevention Program and Policy" to determine effectiveness and implement changes, if needed, and to ensure that the College's disciplinary sanctions are consistently enforced. This biennial review will be conducted at the July meeting of every even year.

Tobacco-Free Policy

Smoking and tobacco use are prohibited in all Acupuncture and Massage College facilities and on all College property and other properties owned or leased by the College with no exception.

This includes, but is not limited to, all indoor and outdoor areas and properties. Indoor areas and properties include, but are not limited to, all common work areas, elevators, hallways, College owned or leased restrooms, dining areas, faculty lounges, and all other enclosed areas in the workplace. Outdoor areas include, but are not limited to, parking lots, grounds, rooftops, entrance and exit ways, and any other areas of the College campus.

Alcohol Policy

Acupuncture and Massage College, as an institution of higher education, is dedicated to the well-being of all members of the College community—students, faculty members, employees, and administrators. Concerned with the misuse of alcohol and other drugs (both licit and illicit), it is the policy of AMC to endeavor to prevent substance abuse through programs of education and prevention. AMC recognizes alcoholism and drug abuse as illnesses or treatable disorders, and it is AMC's policy to work with members of the AMC community to provide channels of education and assistance. However, it is the individual's responsibility to seek help. AMC also recognizes that the possession and/or use of certain substances are illegal. AMC is further obligated to comply with all local, state, and federal laws.

The policy governing the use of alcohol by students at Acupuncture and Massage College is in compliance with the laws of the state of Florida prohibiting the consumption of alcoholic beverages by persons who are minors (under the age of 21). The policy is based on the use of alcohol in moderation and under appropriate circumstances. The College recognizes that students are adults and are expected to obey the law and take personal responsibility for their own conduct. The laws of the state of Florida prohibit the possession or consumption of alcohol by individuals less than 21 years of age.

1. The College will not authorize the use of student activity fees or other student funds collected and administered by the College to provide alcoholic beverages for any student event.
2. The sale, delivery, possession, and/or consumption of alcoholic beverages on any property owned and controlled by AMC is strictly prohibited, except as licensed by the state of Florida or otherwise permitted in these regulations. The use of alcoholic beverages on College premises shall be considered a privilege and may be allowed only if consistent with state laws and College regulations, and only when it will not interfere with the decorum and academic atmosphere of the campus.
3. The president, or an appropriate designee, may approve other exceptions to this prohibition, to allow possession or consumption of alcoholic beverages by persons of legal drinking age at designated events and locations on campus.
4. The use of alcoholic beverages off campus by students of legal drinking age is permissible. However, incidents of intoxication and/or misconduct are subject to College disciplinary action. Students are expected to comply with municipal, state, and federal laws pertaining to the possession and consumption of alcoholic beverages. Any violation of these laws may result in disciplinary action including, but not limited to, probation, suspension, or expulsion from the College.

Drug Policy—Zero Tolerance

Any student found in violation of the drug-free schools and campuses policy with regard to the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs or alcohol will face serious College disciplinary action, which may include expulsion from the College.

Drug-Free Schools and Campuses

In order to comply with the Drug-Free Schools and Communities Act (Pub. L. No. 101-226, Title 34C. F. R., part 86), Acupuncture and Massage College has adopted the following policy for all workplace, school, campus, and field-based programs.

The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and the abuse of alcohol are prohibited in and on property owned or controlled by Acupuncture and Massage College and as a part of any of its activities.

The term “illicit drugs” refers to all illegal drugs, and to legal drugs obtained or used without a physician’s order. This policy does not prohibit the use of prescribed medication under the direction of a physician. No Acupuncture and Massage College student or employee is to report to work or school while under the influence of illicit drugs or alcohol. Possession of paraphernalia for illegal drug use, or taking a prescription that does not belong to you, are also prohibited.

There are serious health risks associated with the abuse of drugs and alcohol. If you, a fellow student, teacher, or coworker has a problem with abuse of drugs and/or alcohol, help can be provided at the following locations:

Health Risks Associated with Substance Abuse

Many physical and mental health risks are associated with the abuse of both legal and illicit drugs. The spectrum of substance abuse affects not only the user, but family members, work associates, and classmates. Productivity, academic performance, work quality, motivation, judgment, pregnancy, and personality can be adversely affected.

Alcohol

Alcohol is the most commonly abused drug and is most frequently associated with school, job, social, health and legal problems. Alcohol consumption results in several behavioral changes. Judgment and coordination are significantly affected by low doses, whereas aggressive behavior characterizes the use of moderate doses of alcohol. High levels of alcohol consumption may lead to impairments in learning and memory. Very high doses or low doses combined with other depressants, result in respiratory depression, coma, and death.

Persistent use of alcohol can lead to physical dependence. Sudden cessation of alcohol intake usually results in life-threatening withdrawal symptoms, including severe anxiety, hallucinations, tremors, and seizures. Prolonged alcohol abuse is frequently associated with poor nutrition which often permanently damages vital organs such as the brain and liver.

Women who drink during pregnancy may give birth to infants with irreversible physical

abnormalities and mental retardation, which are signs of fetal alcohol syndrome. Children of alcoholic parents are more likely to abuse alcohol themselves.

Anabolic Steroids

Closely related to the male sex hormone testosterone, anabolic steroids may be prescribed for a limited number of medical conditions such as severe burns and certain types of anemia and cancers. When combined with a program of muscle-building exercise and diet, steroids may contribute to increases in body weight and muscular strength.

However, more than 70 psychological and physical side effects may result from steroid use. Some effects result from steroid use. Some effects such as acne, jaundice, sterility, impotency, leg swelling, trembling, aggressive behavior, and depression may appear quickly; others, such as heart attack, stroke, and liver cancer may occur after many years.

Cocaine/crack

Cocaine use can produce psychological and physical dependence. Also, regular users rapidly develop tolerance, needing to take larger doses to achieve the same initial effect. As cocaine stimulates the central nervous system, its immediate effects include elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause stuffy or runny nose, whereas chronic use can result in ulcerations and rupture of the mucous membrane in the nose. Injecting cocaine with unsterile or blood contaminated needles can transmit HIV/AIDS, hepatitis, and other infections. Preparation of free-base, which involves the use of highly volatile solvents, can result in fire or explosion.

Crack or freebase rock, a concentrated form of cocaine, is extremely potent, as its effects are evident within 10 seconds. Physical effects include palpitations, elevated pulse and blood pressure, loss of appetite, insomnia, dilated pupils, tactile hallucinations, paranoia, and seizures. Cocaine use may lead to high-risk pregnancy. Cocaine use during pregnancy may result in the birth of a cocaine-addicted baby who may experience withdrawal symptoms shortly after birth, mental retardation, and permanent mental and physical disabilities.

Depressants (barbiturates, tranquilizers)

The effects of depressants are similar to those of alcohol. Large doses can cause slurred speech, staggering gait, and altered perception; very large doses can cause respiratory depression, coma, and death. Consuming alcohol and depressants will multiply these effects. These effects will occur with lower doses of depressants when combined with alcohol.

The use of depressants can cause both physical and psychological dependence. Tolerance may result after regular use. Withdrawal symptoms ranging from anxiety to seizures and death result from abrupt termination of abuse.

Women who abuse depressants during pregnancy may give birth to babies who are physically dependent. These babies often have birth defects and behavioral problems and may even develop withdrawal symptoms shortly after birth.

Rohypnol

Rohypnol or "Roofies" is a strong depressant drug, commonly known as the "Date Rape" drug. When ingested frequently in conjunction with alcohol or other drugs, including heroin, its effects begin within 30 minutes, peak within 2 hours, and may persist for up to 8 hours or more, depending upon the dosage. Adverse effects associated with the use of Rohypnol include decreased blood pressure, memory impairment, drowsiness, visual disturbances, dizziness, confusion, gastrointestinal disturbances, and urinary retention.

Rohypnol use causes dependence in humans. Once dependence has developed, abstinence induces withdrawal symptoms, including headache, muscle pain, extreme anxiety, tension, restlessness, confusion, and irritability. Numbness, tingling of the extremities, loss of identity, hallucinations, delirium, convulsions, shock, and cardiac arrest also may occur. Withdrawal seizures can occur a week or more after cessation of use.

Flunitrazepam is sold under the trade name Rohypnol, from which the street name "Rophy" is derived. In South Florida, street names include "circles," "Mexican valium," "rib," "roach-2," "roofies," "roopies," "rope," "ropies," and "ruffies." Being under the influence of the drug is referred to as being "roached out." In Texas, flunitrazepam is called "R-2" or "roaches."

Hallucinogens

Phencyclidine (PCP) produces dramatic behavioral alterations, memory and speech difficulties, depression, paranoid and violent behavior, and hallucinations. Large doses of PCP may produce convulsions, heart and lung failure, coma, and death.

Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. Physical effects include rapid heart rate, increased blood pressure, dilated pupils, tremors, and insomnia. Psychological effects include panic, confusion, suspicion, anxiety, and flashbacks.

Inhalants

Many psychoactive substances are inhaled as gases or volatile liquids. Some commercial products such as paint thinners and cleaning fluids are mixtures of volatile substances, resulting in a great variety of symptoms.

Immediate effects of inhalants include nausea, sneezing, coughing, nosebleed, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays may decrease heart and respiratory rates and impair judgment. Amyl and butyl nitrate causes rapid pulse, headaches, and urinary and fecal incontinence. Long-term use may result in hepatitis, brain damage, weight loss, fatigue, electrolyte imbalance, and muscle weakness. Repeated use of inhalants may permanently damage the nervous system.

Marijuana

Physical effects associated with marijuana use include increases in heart rate and blood pressure, blood-shot eyes, dry mouth, and hunger. Marijuana smoke is carcinogenic and damaging to the respiratory system.

Use of marijuana may impair short-term memory and concentration, alter sense of time, and reduce coordination and motivation. Marijuana can also produce paranoia and psychosis. Long-term use may result in psychological dependence.

Narcotics (heroin, morphine, codeine, Demerol, Percodan)

Narcotics initially produce a feeling of euphoria followed by drowsiness, nausea, and vomiting. Users may experience constricted pupils, watery eyes, and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and death.

Tolerance to narcotics develops rapidly and dependence is likely. Intravenous injection may cause AIDS, hepatitis, and cardiac disease. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who may exhibit withdrawal symptoms.

Other Stimulants (amphetamines)

Symptoms of stimulant use include increased heart and respiratory rates, elevated blood pressure, dilated pupils, excessive perspiration, headache, dizziness, sleepiness, anxiety, and loss of appetite.

When consumed in large quantities, palpitations, irregular heartbeat, tremors, loss of coordination, coma, and death may result. Regular use can lead to an amphetamine psychosis that includes hallucinations, delusions, and paranoia.

Legal Sanctions

Federal, state and local law outlaw possession, use, and distribution of illicit drugs. Additionally, the law prohibits the use of alcohol by underage persons, distribution of alcohol to underage persons, sale of alcohol without a license, and driving under the influence of alcohol. The minimum drinking age in Florida is 21 years old for all alcoholic beverages, including beer and wine.

Standards of Conduct

All students, faculty, and staff are expected to recognize the potential health risks associated with alcohol and drug abuse and that such abuse is in conflict with the College's Drug-Free Workplace and campus policies.

The Student Handbook and Personnel Manual include the AMC Drug-Free and Alcohol-Free College Policy which outlines disciplinary actions. Students, faculty and staff should review these sections of their respective Handbook/Manual and become familiar with possible consequences, including expulsion from the College or termination of employment.

Referrals for Drug and Alcohol Counseling, Treatment and Rehabilitation Assistance

As part of the College's goal to provide a drug-free workplace/school environment, we recognize the need to provide referrals for drug and alcohol counseling, treatment and rehabilitation to students and employees.

REFERRAL LIST FOR SUBSTANCE ABUSE TREATMENT PROGRAMS

DETOX SERVICES

	<u>ADDRESS</u>	<u>PHONE</u>
Miami-Dade County		Area Code (305) unless noted
Central Intake Unit	2500 N.W. 22nd Ave.	638-6540
CHI Mental Health Center	10300 S.W. 216th Street	252-4840
(Must reside in catchment area to receive services – From Kendall to Homestead)		
Memorial Regional Hospital	3501 Johnson Street, Hollywood	(954) 987-2000
South Miami Hospital	6200 S.W. 73rd Street	662-8118

INPATIENT TREATMENT

Concept House	162 N.E. 49th Street	751-6501
Hanley Hazelden	5200 East Ave. West Palm Beach	(800)444-7008
Memorial Regional Hospital	3501 Johnson Street, Hollywood	(954)987-2000
South Miami Hospital	6200 S.W. 73rd Street	662-8118
St. Luke's Catholic Charities	7707 N.W. 2nd Ave	795-0077

OUTPATIENT TREATMENT

CHI Mental Health Center	10300 S.W. 216 th Street	252-4840
(Must reside in catchment area to receive services – From Kendall to Homestead)		
Hanley Hazelden	5200 East Ave. West Palm Beach	(800)444-7008
Here's Help	9016 S.W. 152 nd St.	238-8500
Jewish Community Services	735 N.E. 125 St	576-6550
LifeLine Recovery Programs:	2125 Biscayne Blvd.	270-0400
	6550 Griffin Road, Davie	(954)791-5484
Memorial Regional Hospital	3501 Johnson Street, Hollywood	(954)987-2000
Miami Counseling Services	2450 SW 137 Ave. Suite 228	388-7774
Miami Behavioral CMHC	3750 S. Dixie Hwy.	442-0748
Professional Health Network	10631 N Kendall Dr. Suite 115	274-4330
South Miami Hospital	6200 S.W. 73 rd Street	662-8118
St. Luke's/Catholic Charities	7707 N.W. 2 nd Ave.	795-0077
The Village	3180 Biscayne Blvd.	573-3784

Alcoholics Anonymous Meetings

(Check web: www.aamiamidade.org for meeting days/times)

AA Information and Help	299 Alhambra Circle Suite 309	
Coral Room	1100 Ponce De Leon Blvd.	446-9558
Harmony Room	2215 S.W. 67 th Ave.	261-1221
Sabal Palm Group	10120 S.W. 107 th Ave.	274-7434
South Dade Group	10965 Quail Roost Drive	238-6451
Oficina Intergruppal Hispana	1770 W Flagler #4	642-2805

Note: Some meeting rooms are only open 30 minutes before a scheduled meeting. This is a small sample of meeting locations; check web.

Narcotics Anonymous Meetings

(Call 265-9555 or 1(866) 288-6262 for meeting day/ times or check web: www.namiami.org)

NA Information & Help	265-9555 or 1 (866) 288- 6262 toll free
Breakfast Club	8603 S.W. 40 th Street (Behind Denny's)
Electric Lunch	South Miami Lutheran Church – 7190 Sunset Drive
Recovery in the Grove	St. James Church – 7410 S.W. 72 nd Street
From the Heat Group	Lord of Life Lutheran Church – 9225 S.W. 137 th Ave. Note:

This is a small sample of meeting locations; check web.

Community Programs

Department of Children and Families
Substance Abuse Program Office
1317 Winewood Boulevard, Bldg. 6, Third Floor
Tallahassee, Florida 32399-0700
(850) 487-2920

Alcoholics Anonymous: (954) 462-0265

Narcotics Anonymous: (954) 476-9297

Referral List for Substance Abuse Treatment Programs

DETOX SERVICES

ADDRESS

PHONE

Miami-Dade County		Area Code (305) unless noted
Central Intake Unit	2500 N.W. 22nd Ave.	638-6540
CHI Mental Health Center	10300 S.W. 216th Street	252-4840
(Must reside in catchment area to receive services – From Kendall to Homestead)		
Memorial Regional Hospital	3501 Johnson Street, Hollywood	(954) 987-2000
South Miami Hospital	6200 S.W. 73rd Street	662-8118

Inpatient Treatment

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Hanley Hazelden	5200 East Ave. West Palm Beach	(800)444-7008
Memorial Regional Hospital	3501 Johnson Street, Hollywood	(954)987-2000
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Narcotics Anonymous Meetings (Call 265-9555 or 1(866) 288-6262 for meeting day/ times or check web: www.namiami.org)

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Electric Lunch	South Miami Lutheran Church – 7190 Sunset Drive
Recovery in the Grove	St. James Church – 7410 S.W. 72 nd Street
From the Heat Group	Lord of Life Lutheran Church – 9225 S.W. 137 th Ave. Note:

This is a small sample of meeting locations; check web.

When a student uses or deals in drugs, he or she also risks incarceration and/or fines. In addition to the federal sanctions, Florida state statutes provide sanctions in regard to the use, possession, and/ or sale of illicit drugs and the abuse of alcohol. Punishment varies depending on the amount and type of drugs and/or alcohol involved. Felony convictions range from one year to life imprisonment.

Possession of not more than 20 grams of cannabis is punishable as a misdemeanor of the first degree.

Punishment for misdemeanors ranges from less than 60 days to one-year imprisonment. Under Sec. 893.13, Florida Statutes: It is unlawful for any person to sell, manufacture, deliver, or possess with intent to sell, manufacture, or deliver a controlled substance. Violation of this statute is a felony and is punishable under Chapter 775 of the Florida Statutes.

Under Sec. 893.13 (1) (c), Florida Statutes: It is unlawful for any person to sell, manufacture, deliver, or possess with the intent to sell, manufacture, or deliver a controlled substance in, on, or within 1,000 feet of a public or private elementary, middle, or secondary school. Punishment for a violation of this statute may include a minimum three-year imprisonment.

Under Sec. 316.1936, Florida Statutes: It is unlawful for any person to possess an open container of an alcoholic beverage or consume an alcoholic beverage while operating a vehicle in the state or while a passenger in or on a vehicle being operated in the state. Violation of this law will result in a noncriminal moving traffic violation, punishable as provided in Chapter 318 of the Florida Statutes, with fines and points on a driving record leading to driver's license suspension.

Under Sec. 316.193, Florida Statutes: A person is guilty of driving under the influence (DUI) if such a person is driving or in actual physical control of a vehicle within the state and the person is under the influence of alcoholic beverages or any controlled substance when affected to the extent that his or her normal faculties are impaired or the person has a blood alcohol level or breath alcohol level of .08 percent or higher. Criminal penalties for DUI include, but are not limited to, fines and incarceration.

Sexual Misconduct Policy Summary

I. Rights Afforded to All Community Members

- a. The right to have all acts of sexual misconduct treated with seriousness; and the right, as victims, to be treated with dignity and respect.
- b. The right to have any acts of sexual misconduct investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities.
- c. The right to be free from pressure that would suggest that victims (1) not report crimes committed against them to civil and criminal authorities and/or disciplinary officials; or (2) report crimes as lesser offenses than the victim perceives them to be.
- d. The right to be free from suggestions that victims of sexual misconduct not report, or underreport, crimes because;
 - (1) Victims are somehow "responsible" for the commission of crimes against them;
 - (2) Victims contributed to or assumed the risk of being assaulted; or
 - (3) By reporting crimes, they would incur unwanted personal publicity.
- e. The right to the full, prompt, and reasonable cooperation from campus personnel in responding to an incident of sexual misconduct.
- f. The right to have access to counseling services established by the College or other victim service organizations.
- g. The right to require that campus personnel take the necessary steps or actions reasonably feasible to prevent unwanted contact with, or proximity to, alleged assailants following a report of sexual misconduct, including assistance with academic, workplace, and housing accommodations, if requested and reasonably available.
- h. The right of both the complainant and accused to the same opportunities to have others present during a disciplinary proceeding.
- i. The right of both the complainant and the accused to be informed of the outcome of any College disciplinary proceeding.
- j. The right to be provided with written information regarding the victim's rights and options following a report of sexual misconduct.

II. Reporting Sexual Misconduct

The AMC community is encouraged to report to the local police (9-1-1) and [AMC Title IX Coordinator](#) all occurrences of sexual misconduct. Professional staff members in the Administrative team are among those who are trained and willing to assist students and employees who are victims of sexual misconduct. Students aggrieved by a violation of this policy may file a grievance under Title IX. All reports of sexual misconduct will be thoroughly investigated by the College Title IX Coordinator or the designees. Victims of sexual violence have the option to notify—or decline to notify—the proper law enforcement authorities, including local police. Victims also have the option to be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses.

Students and employees may be assisted by and should report allegations of sexual misconduct to the following individuals.

For Students

Dr. Sylvia Santana
Title IX Coordinator/Academic Dean
10506 North Kendall Drive, Miami FL 33176
(305)595-9500
dean@amcollege.edu

Confidential resources are also available to students and employees.

Harassment Policy

AMC will not tolerate any form of discrimination or harassment based on race, color, creed, age, handicap, gender, sexual orientation, genetic information, marital status, national origin, or veteran status. Sometimes people are slow to realize that teasing and joking about a person's age, race, or national origin etc. can be cruel and humiliating. Harassment is also gossip, intimidation, and efforts to malign another person.

Harassment Statement

Harassment is defined as any conduct (words or acts)—whether intentional or unintentional—or a product of disregard for the safety, rights, or welfare of others, which causes physical, verbal, or emotional harm. It is any conduct that intimidates, degrades, demeans, threatens, hazes, or otherwise interferes with another person's rights to comfort and right to be free from a hostile environment. This includes, but is not limited to, loud or aggressive behavior; behavior that disrupts the orderly functioning of the College; behavior that disturbs the peace and/or comfort of person(s) on the campus of the College; and behavior that creates an intimidating, hostile, or offensive environment. It also includes any conduct (words or acts) in which the College can determine a threat exists to the educational process or to the health or safety of a member of the AMC community.

Sexual Harassment

Sexual harassment undermines the integrity of the academic and work environment, and prevents its victims and their peers from achieving their full potential. All members of the college community are entitled to work and study in an atmosphere free from sexual overtones

or innuendoes that are unsolicited and unwelcome. It is the responsibility of the members of the college community who hold positions of authority to avoid and discourage actions that are or can be considered sexually abusive or unprofessional.

What is Sexual Harassment?

Here is a list of actions that may be considered sexual harassment:

- ◆ Making sexual advances
- ◆ Asking for sexual favors
- ◆ Unwanted physical contact

This is not a complete list. If someone is treated unfairly or put in a difficult position because of his/her sex, that may also be sexual harassment.

What Can I Do If I Feel I Am Being Harassed?

If you feel you are being harassed, it is important that you do something about it. Speak out!

Here are the steps to take:

- ◆ If you are comfortable, talk to the person whose behavior is bothering you, and ask him or her to stop.
- ◆ If that doesn't work or if you're not comfortable, talk to your instructor, supervisor, the Academic Dean or other CSA's.

Harassment Complaint Follow-up Procedures

All complaints of unlawful harassment will be investigated as promptly and thoroughly as possible. Investigations will include an interview with the individual filing the complaint, the person alleged to have committed the harassment, and when appropriate, and any third party witnesses. AMC will stress confidentiality to all individuals involved in the investigation.

Role of the Title IX Coordinator

Pursuant to Title IX of the Education Amendments of 1972 and the U.S. Department of Education's implementing regulations at 34 C.F.R. Part 106, the College's Title IX Coordinator has primary responsibility for coordinating the College's efforts to comply with and carry out its responsibilities under Title IX, which prohibits sex discrimination in all the operations of this College, as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX.

Sexual misconduct against students, including sexual harassment, sexual assault, rape, and sexual exploitation, can be a form of sex discrimination under Title IX. The Title IX coordinator oversees the College's response to reports and complaints that involve possible sex discrimination to monitor outcomes, identify and address any patterns, and assess effects on the campus climate, so the College can address issues that affect the wider school community.

A student should contact the Title IX Coordinator or Deputy Title IX Coordinator(s) in order to:

- Seek information or training about students' rights and courses of action available to resolve reports or complaints that involve potential sex discrimination, including sexual misconduct,
- File a complaint or make a report of sex discrimination, including sexual misconduct,

- Notify the College of an incident or policy or procedure that may raise potential Title IX concerns,
- Get information about available resources (including confidential resources) and support services relating to sex discrimination, including sexual misconduct, and
- Ask questions about the College’s policies and procedures related to sex discrimination, including sexual misconduct.

In the event that the incident, policy, or procedure about which the student seeks to file a report or complaint creates the appearance of a conflict of interest with one of the members of the Title IX compliance team, students may contact any other member of the team.

Inquiries or complaints that involve potential violations of Title IX may also be referred to the U.S. Department of Education’s Office for Civil Rights, which can be reached at:

<https://wdcrobcolp01.ed.gov/cfapps/OCR/contactus.cfm>

Or the Educational Opportunities Section of the Civil Rights Division of the U.S. Department of Justice (DOJ):

<http://www.justice.gov/crt/complaint/#three>.

Functions and Responsibilities of the Title IX Coordinator

The Title IX Coordinator’s functions and responsibilities include the following:

(1) Training for Students, Faculty, and Staff

The Title IX Coordinator provides or facilitates ongoing training, consultation, and technical assistance on Title IX for all students, faculty and staff, including:

- regular training for faculty and staff outlining their rights and obligations under Title IX, including the appropriate response to reports of sexual misconduct, the obligation to report sexual misconduct to appropriate College officials, and the extent to which counselors and advocates may keep a report confidential, and
- regular training for students outlining their rights under Title IX; with regard to sexual misconduct, this training will include what constitutes sexual misconduct and when it creates a hostile environment, the definition of consent, reporting options (including reports to responsible employees, campus and local law enforcement, and confidential reporting to counselors or advocates), the grievance procedures used to process complaints, applicable disciplinary code provisions relating to sexual misconduct and the consequences of violating those provisions, the role of alcohol and drugs in sexual misconduct, the effects of trauma, strategies and skills for bystander intervention, the offices or individuals with whom students can speak confidentially, the offices or individuals who can provide support services, the employees who must report incidents to the Title IX coordinator, and Title IX’s protections against retaliation.

(2) Investigations

The College is responsible for conducting adequate, reliable, and impartial investigations of reports and complaints of sexual misconduct. The Title IX Coordinator oversees many aspects of this response, including:

- Determining whether the report or complaint alleges conduct that may, upon investigation, constitute prohibited sexual misconduct,
- Appointing an investigative team upon such determination,
- Making certain that individual reports and complaints are handled properly and in a prompt and timely manner,
- Informing all parties regarding the grievance process,
- Confirming that all parties have been notified of grievance decisions and of the right to, and procedures for, appeal, if applicable,
- Maintaining information and documentation related to the investigation in a secure manner, and
- Monitoring compliance with timeframes specified in the grievance procedures.

The Title IX Coordinator evaluates requests for confidentiality by those who report or complain about sexual misconduct in the context of the College's responsibility to provide a safe and nondiscriminatory environment for all students.

(3) Remedies, Including Interim Measures

Upon learning of a report or complaint of sexual misconduct, the Title IX Coordinator promptly takes steps to ensure the complainant's equal access to the College's programs and activities and protect the complainant as necessary. Such steps include taking interim measures before the final outcome of any investigation, providing remedial measures after the final outcome of investigation, and making the complainant aware of all available resources, including (such as victim advocacy, housing assistance, academic support, counseling, disability services, health and mental health services, and legal assistance).

Upon a finding of prohibited sexual misconduct, the Title IX Coordinator determines whether campus-wide remedies should be adopted in response, including review and revision of the College's sexual misconduct policies, increased monitoring, supervision or security at locations where sexual misconduct is reported to occur, and increased education and prevention efforts, including to targeted populations.

If the College finds that an individual engaged in prohibited sexual misconduct, the Title IX Coordinator reviews proposed sanctions before they are imposed to ensure that they, along with the College's interim and long-term measures taken in response to the sexual misconduct, are reasonably calculated to stop the sexual misconduct and prevent its recurrence.

(4) Monitoring and Advising

In order to address sexual misconduct on campus and ensure ongoing compliance with Title IX, the Title IX Coordinator:

- Coordinates an annual climate survey, in consultation with research personnel with expertise in survey design and data collection and analysis,
- Analyzes data collected by the annual climate survey to assess the rates and nature of sexual misconduct, any location hot-spots or risk factors, knowledge of the College's sexual misconduct policies, procedures and resources, and the consequences of violating such policies,

and the effectiveness of the College's efforts to ensure that the College is free from sexual misconduct,

- Reviews regularly all reports and complaints raising potential Title IX issues throughout the College to ensure that the College responded consistent with its Title IX obligations, even if the report or complaint was initially filed or raised with another individual,
- Reviews regularly all reports and complaints raising potential Title IX issues throughout the college to identify and address any patterns,
- Reviews regularly the College's policies and procedures to ensure that they comply with the requirements of Title IX,
- Organizes and maintains files related to grievances, reports, complaints, and other records of potential sex discrimination, including sexual misconduct, in a secure manner,
- Assesses regularly the College's compliance with, and the effectiveness of, policies and procedures related to sex discrimination, including sexual misconduct, and recommends modifications where appropriate,
- Coordinates regularly with the College's Clery Act Compliance Officer with respect to overlapping obligations related to sexual misconduct against students, including prevention, education, and training,
- Consults regularly with the College President and campus stakeholders to promote campus-wide awareness and discussion of Title IX-related issues, and develop and implement any modifications of policies and procedures to prevent and eliminate sex discrimination, including sexual misconduct, and
- Ensures that appropriate policies and procedures are in place for working with local law enforcement and coordinating with local victim advocacy organizations and service providers, including rape crisis centers.

Interference with College Investigations and Disciplinary Proceedings

Interference with College investigations, administrative procedures, or disciplinary proceedings, or judicial proceedings authorized to conduct investigations or disciplinary proceedings is prohibited. This includes, but is not limited to, the use of force, threat of force, coercion, or promise of reward to any person or property of persons involved in College investigations or disciplinary proceedings. No person may, without authorization, examine, take possession of, alter, or destroy College investigations or destroy College records or evidence. Interference with College investigations, disciplinary proceedings, or records may result in disciplinary action.

In an effort to foster and provide an environment free from bias or prejudice for the parties involved, publication (verbal or written communication(s)) regarding any College investigatory, administrative, disciplinary, or judicial proceeding is prohibited, if the publication is deemed by the appropriate official overseeing the proceeding to compromise the impartiality and integrity of the proceeding.

Communication related to the proceeding will be limited to identify individuals using administrative discretion on a need-to-know basis.

Violations

Any violation(s) of any of the academic standards, conduct standards, or supplemental standards may result in a complaint being filed against a student to enforce the Code of Student Conduct and Academic Responsibility. Administrative staff, in their discretion, immediately suspend students pending a hearing on charges of academic, conduct, or supplemental standards violations. Violations of academic, conduct, or supplemental standards are subject to disciplinary action, up to and including, expulsion from the College. Violations of academic standards will be handled through the student's Academic Dean. Violations of conduct or supplementary standards will also be handled by the Academic Dean or by an individual as deemed appropriate by the President. Violations of sexual misconduct/discrimination will be handled by the Title IX Coordinator/Academic Dean.

Sanctions

If the student is found in violation of the Code of Student Conduct and Academic Responsibility and/or College policies and procedures, one or more of the following sanctions may be imposed. The following list is only illustrative. The College reserves the right to take additional disciplinary action as it deems appropriate.

1. Expulsion

Permanent dismissal from the College with no right for future readmission under any circumstances. A student who has been expelled is barred from campus and/or visiting privileges.

2. Suspension

Mandatory separation from the College for a period of time specified in an order of suspension. An application for readmission will not be entertained until the period of separation indicated in the suspension order has elapsed. Readmission is subject to approval of the College. During the period of suspension, the student is barred from campus visiting privileges unless specific permission is granted by Academic Dean or designee

3. Temporary Suspension

Action taken by the Academic Dean or President, which requires a student's temporary separation from the College until a final determination is made of whether or not a student is in violation of the Code of Student Conduct and Academic Responsibility.

4. Final Disciplinary Probation

A disciplinary sanction serving notice to a student that his/her behavior is in flagrant violation of College standards, under which the following conditions exist:

- a. The sanction is for the remainder of the student's career and may be reviewed by the Academic Dean no sooner than two regular academic semesters or equivalent after the sanction is imposed. After two semesters in attendance, a student may initiate a request in writing for reduction of the sanction to disciplinary probation, but must also demonstrate reason to substantiate the request.
- b. Another violation of the Code of Student Conduct and Academic Responsibility will at a minimum result in suspension.

5. Disciplinary Probation

A disciplinary sanction serving notice to a student that his/her behavior is in serious violation of College standards. A time period is indicated during which another violation of the Code of

Student Conduct and Academic Responsibility will automatically raise the question of a more severe sanction (suspension or expulsion) if the student is found in violation.

6. Disciplinary Warning

A disciplinary sanction serving notice to a student that his/her behavior has not met College standards. This sanction remains in effect for a designated number of semesters of attendance after which it is expunged from the student's file.

7. Verbal Warning

A verbal warning is a verbal admonition to the student by a College staff member that his/her behavior is inappropriate. A verbal warning will be noted in the student's file for a period of time after which it is expunged from the student's file.

8. Fines

Penalty fees payable to the College for violation of certain regulations with the Code of Student Conduct and Academic Responsibility.

9. Restitution

Payment made for damages or losses to the College, as directed by the adjudicating body.

10. Restriction or Revocation of Privileges

Restriction or revocation of privileges is the temporary or permanent loss of privileges, including, but not limited to, the use of a particular College facility and visitation privileges.

11. Termination or Change of Class Schedule/Accommodation

Termination or change of class schedule contract/accommodation is a disciplinary sanction that terminates or changes the class schedule Contract/Accommodation. This should be accompanied by another form of disciplinary action. It is considered permanent unless lifted by the Academic Dean or designee.

12. Counseling Intervention

When extreme behavior indicates that counseling may be beneficial, the student may be referred to counseling.

13. Other Appropriate Action

Disciplinary action not specifically outlined above, but approved through the Academic Dean or designee.

14. Parent/Legal Guardian Notification

AMC personnel reserve the right to contact or notify a student's parent(s) or legal guardian(s) of a minor student, under 21 years of age, in writing or by phone, when alcohol or drug violations of College policy occur, or when AMC personnel determine a student's safety and/or welfare is at risk.

Appeal Process

An appeal of disciplinary action taken by the Academic Dean or its designee must be made in writing within 72 hours of the receipt of the written disposition of the hearing. In appealing a disciplinary decision, the appeal must fall into one of the following categories:

1. The student has new evidence that was not available prior to the original hearing
2. The disciplinary process was not adhered to during the student's hearing
3. The sanction(s) do not relate appropriately to the violation

A written decision will be provided by the Academic Dean within a reasonable amount of time from receipt of the appeal request. The decision of the Academic Dean will be final.

Grievance Procedures for Non-academic Disputes

Except for grievances and/or complaints involving sexual misconduct and discrimination, this process should be followed. The purpose of these grievance procedures is to promote the orderly resolution of problems arising out of a student complaint concerning a policy, procedure, or administrative action of Acupuncture and Massage College. Grievances can often be adversarial, unpleasant, and unsatisfying, so we recommend that students discuss problems before resorting to the formal grievance steps. When formal grievance steps are perceived as necessary, students have a right to a fair process and hearing without retribution.

1. First, the student should attempt to resolve an issue in dispute at the level at which the dispute occurred. This attempt must be in writing (i.e., email, regular mail, or fax). The student may wish to use certified mail to verify receipt of the correspondence. In the correspondence, the student must present a rationale for his or her position based on factual information.
2. The student will receive a reply, in writing, which addresses the complaint.
3. If the reply is not acceptable, the student is encouraged to submit the complaint in writing to Academic Dean. The Academic Dean will attempt to resolve the dispute.
4. If the Academic Dean is unable to resolve the dispute, he or she will notify the student and the President in writing.
5. The student may then appeal in writing to the President.
6. The President will investigate and review the findings, and will notify the student in writing of his decision.
7. The President's decision is final and binding and cannot be appealed.

Emergency Situations

Campus Security Act of 1990
In 1990, President George Bush signed into law the "Student Right to Know and Campus Security Act." This act requires all post-secondary institutions to prepare, publish and distribute certain information regarding campus crimes and policies relating to security. AMC's campus crime and security policy information can be found in the Student Handbook and Personnel Manual.

Any emergency situation involving a threat to life or property should be immediately reported to the POLICE. The caller should stay on the line until the dispatcher terminates the call. Do not hang up. Emergency police, fire, or medical assistance can be obtained by calling **9-1-1**. Protection of persons and property is the primary mission of the Police. State and local laws are enforced at AMC.

Campus crime statistics are tabulated and provided annually to all students, faculty and staff at orientation and every September thereafter. Additional copies are available upon request.

EMERGENCY-POLICE/FIRE/MEDICAL – DIAL 911

(first dial 9 on the student lounge phone)

Non-emergency:
Kendall Mall Security Pager (786) 229-9159
AMC Student Services (305) 595-9500

Fire Safety

Unnecessarily setting off a fire alarm; unnecessarily tampering with fire hoses, extinguishers, exit signs, and alarm equipment; or blocking fire exits and other means of impeding traffic may result in immediate College disciplinary action and criminal prosecution. Failure to evacuate the building during a fire alarm is also prohibited.

Life-Threatening Behavior

Acupuncture and Massage College recognizes that certain life-threatening behavior (e.g., suicide threats, gestures, or attempts; eating disorders; substance abuse; threats, gestures, or attempts to harm others) is a sign of personal distress. The College is committed to helping students alleviate whatever stress factors are precipitating life-threatening behavior by providing support and/or referral through use of appropriate resources. However, since it is critically important to maintain civility and respect for all members of the College community, it is recognized that action must be taken when such behavior is considered by the College to be disruptive to and unacceptable in the academic and social/living environment.

Off-Campus Violations

The College reserves the right to take disciplinary action for violations of the Code of Student Conduct and Academic Responsibility and College policies and procedures, even when they occur off campus or through electronic communications.

Parent/Legal Guardian Notification

College personnel may use administrative discretion in parental or legal guardian notification in writing and/or by phone of a student under 21 years of age when alcohol or drug violations of the College occur or when a student's health or safety is at issue.

Release of Student Information

A student can give consent to permit Acupuncture and Massage College to discuss and/or release personal identifiable information to a third party such as a spouse, a parent, a guardian, etc. This consent must be provided in writing with the student's signature. To provide a written consent, complete the Authorization for Release of Information form available on the Office of the College Registrar

Health Care Privacy (HIPAA) Statement

The Health Insurance Portability and Accountability Act of 1996 ("HIPAA") requires "covered entities" to abide by the regulations governing the privacy, confidentiality, and security of protected health information, defined as individually identifiable health information created, received, maintained, or transmitted at or by a covered entity, whether such information is electronic, written, or spoken.

Pursuant to the HIPAA Privacy and Security Regulations, the AMC Clinic is responsible for enacting privacy and security policies and procedures. Thus, the AMC Clinic that provides patient care in a HIPAA-covered setting has enacted such policies and procedures. All AMC Clinic workforce members including—but not limited to—faculty members, employees, and trainees, are responsible for following the policies and procedures implemented by the applicable AMC Clinic.

In addition, the HIPAA Regulations require that AMC provide training to its health care center faculty members, employees, and trainees with respect to its HIPAA Privacy, Security, and Research policies and procedures.

Violations of AMC policies and procedures regarding privacy and security of protected health information will be reported to the appropriate supervising authority for potential disciplinary action, up to and including dismissal in accordance with the applicable College policies.

Further, AMC faculty members and students may be subject to the HIPAA privacy and security policies and procedures enacted by various non-AMC health care facilities in which they train. It is the responsibility of the faculty member and student to familiarize himself or herself with such policies and procedures upon entering each facility.

Any questions concerning the HIPAA privacy policies can be directed to the HIPAA Liaison of your AMC Clinic.

Public Laws

Students are responsible for compliance with all public laws. Any act that could constitute a violation of public laws will establish cause for legal and/or disciplinary action by the College.

Abuse/Physical Assault

Acupuncture and Massage College has expectations of the student body to resolve differences in a mature and respectful manner. Physical abuse, verbal abuse, threats, intimidations, coercion, and/or other conduct that threatens or endangers the health, safety, and/or welfare of any other member of the College community on or off campus is prohibited.

Arson

No student shall commit or aid in the intentional commission of an act that results in a fire being ignited, which causes damage, or is intended to cause damage, to the property of the College or the personal property of any member of the College community.

Bomb Threats

The placement of a bomb threat is an intolerable violation of College policy, which will result in expulsion from the College.

Breaking and Entering

The entering, or attempt to enter, any room, building, motor vehicle, or other form of property without proper authorization or consent is prohibited.

Stalking

Any individual who willfully, knowingly, maliciously, or repeatedly follows; harasses; attempts to contact or communicate (written, verbal or electronic); and makes a credible threat placing the individual in reasonable fear of death or bodily harm may be in violation of AMC's stalking policy. Such conduct is prohibited. Stalking causes substantial emotional distress in individuals and serves no legitimate purpose. Course of conduct means a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose.

Theft or Unauthorized Possession of College Property

Students in possession of property owned or controlled by Acupuncture and Massage College without authorization for such property will be subject to College disciplinary action and/or restitution. In addition, students may be referred to legal authorities for prosecution.

Title IX Compliance Policy

[Title IX of the Education Amendments of 1972, 20 USC Sections 1681 et seq.](#), prohibits discrimination on the basis of sex in schools. In furtherance of Title IX, Acupuncture and Massage College has adopted a Title IX Compliance Policy. It is the College's policy that no student enrolled at AMC shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving federal financial assistance. In addition, the College has adopted a comprehensive sexual misconduct policy that addresses sexual harassment, discrimination, assault, and other related violations involving sex/gender and can also be found in this manual.

The Title IX coordinator at AMC is Dr. Sylvia Santana, Academic Dean, who can be reached at (305) 595-9500 or dean@amcollege.edu. Students are entitled to file a grievance or complaint with the Title IX Coordinator if they perceive they have been a victim of sexual misconduct or discrimination on the basis of sex. The grievance procedure is available from the Title IX Coordinator, and is outlined in the [sexual misconduct policy](#).

Definitions

A. **Sex-Based Harassment** "Sex-based harassment" includes sexual harassment and gender-based harassment.

B. **Sexual Harassment** "Sexual harassment" is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature, including rape, sexual assault, and sexual exploitation. In addition, depending on the facts, dating violence, domestic violence, and stalking may also be forms of sexual harassment.

C. **Gender-Based Harassment** "Gender-based harassment" is unwelcome conduct of a nonsexual nature based on a student's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.

D. **Unwelcome Conduct** Conduct is considered "unwelcome" if the student did not request or invite it and considered the conduct to be undesirable or offensive. Unwelcome conduct may

take various forms, including, name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Unwelcome conduct does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Unwelcome conduct can involve persons of the same or opposite sex. Participation in the conduct or the failure to complain does not always mean that the conduct was welcome. The fact that a student may have welcomed some conduct does not necessarily mean that a student welcomed other conduct. Also, the fact that a student requested or invited conduct on one occasion does not mean that the conduct is welcome on a subsequent occasion.

E. **Hostile Environment** A “hostile environment” exists when sex-based harassment is sufficiently serious to deny or limit the student’s ability to participate in or benefit from the College’s programs or activities. A hostile environment can be created by anyone involved in a College’s program or activity (e.g., administrators, faculty members, students, and campus visitors, patients).

In determining whether sex-based harassment has created a hostile environment, the College considers the conduct in question from both a subjective and objective perspective. It will be necessary, but not enough, that the conduct was unwelcome to the student who was harassed. But the College will also need to find that a reasonable person in the student’s position would have perceived the conduct as undesirable or offensive in order for that conduct to create or contribute to a hostile environment.

To make the ultimate determination of whether a hostile environment exists for a student or students, the College considers a variety of factors related to the severity, persistence, or pervasiveness of the sex-based harassment, including: (1) the type, frequency, and duration of the conduct; (2) the identity and relationships of persons involved; (3) the number of individuals involved; (4) the location of the conduct and the context in which it occurred; and, (5) the degree to which the conduct affected one or more student’s education.

The more severe the sex-based harassment, the less need there is to show a repetitive series of incidents to find a hostile environment. Indeed, a single instance of sexual assault may be sufficient to create a hostile environment. Likewise, a series of incidents may be sufficient even if the sex-based harassment is not particularly severe.

First Amendment Considerations

This policy does not impair the exercise of rights protected under the First Amendment. The College’s sexual misconduct policy prohibits only sex-based harassment that creates a hostile environment. In this and other ways, the College applies and enforces this policy in a manner that respects the First Amendment rights of students, faculty, and others.

F. **Sexual Assault** “Sexual assault” is actual or attempted sexual contact with another person without that person’s consent. Sexual assault includes, but is not limited to:

- Intentional touching of another person’s intimate parts without that person’s consent; or
- Other intentional sexual contact with another person without that person’s consent; or
- Coercing, forcing, or attempting to coerce or force a person to touch another person’s intimate parts without that person’s consent; or

- *Rape*, which is penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person’s consent.

G. **Consent** “Consent” must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious.

H. **Sexual Exploitation** “Sexual exploitation” occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person’s consent. Examples of behavior that could rise to the level of sexual exploitation include:

- Prostituting another person;
- Recording images (e.g., video, photograph) or audio of another person’s sexual activity, intimate body parts, or nakedness without that person’s consent;
- Distributing images (e.g., video, photograph) or audio of another person’s sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure and objects to such disclosure; and,
- Viewing another person’s sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person’s consent, and for the purpose of arousing or gratifying sexual desire.

Option 1: Victims Who Report Sexual Misconduct to a Responsible Employee

Reports of sexual misconduct to responsible employees will be forwarded to the Title IX coordinator who will determine what steps need to be taken. Generally, the College will investigate the report to determine what occurred and the College will provide interim measures during the investigative process and any disciplinary process. However, for victims who report sexual misconduct to responsible employees but request that the College not pursue an investigation or otherwise keep their report confidential (e.g., from the perpetrator), the Title IX coordinator will consider whether it can honor the victim’s request while still providing a safe and nondiscriminatory environment for all students. For more information on confidentiality, please see the College’s [Confidentiality Policy](#). Whether the Title IX coordinator decides that the College can honor the confidentiality request or must pursue an investigation, the Title IX coordinator (or designee) will inform the victim of available interim measures and coordinate appropriate interim measures for the victim.

Options 2 and 3: Victims Who Disclose Sexual Misconduct to Professional Counselors, Non-Professional Counselors, and Victim Advocates

The College recognizes that counselors and victim advocates are often in a unique position to know when and what interim measures or supportive measures would be most appropriate to address a victim's health and safety needs. For this reason, victims who disclose incidents of sexual misconduct to their counselors or victim advocates should discuss whether to have the counselor or advocate report the misconduct to the College and request interim measures required by Title IX or request discretionary supportive measures from the College without reporting the nature of the conduct. The counselor or advocate will work with the victim to determine what information the victim is willing to have shared with College employees involved in securing interim measures or supportive measures. The counselor or advocate will explain how sharing certain information with responsible employees may trigger the College's Title IX obligation to investigate.

Interim Measures

A counselor or advocate may request that the College provide interim measures to a victim of sexual misconduct to protect the victim and ensure the victim's equal access to the College's educational programs and activities before the final outcome of any investigation. The counselor or advocate may ask a victim who is seeking interim measures to sign a release specifying the information that may be shared with the College. After the counselor or advocate informs the College that sexual misconduct is the basis for the request for interim measures, the College will work with these individuals to investigate the alleged sexual misconduct and determine what interim measures are appropriate. For example, the counselor or advocate may ask the Title IX coordinator to arrange academic or living accommodations for the victim, or may ask faculty or housing personnel directly for such interim measures.

Supportive Measures

A counselor or advocate may request that the College provide supportive measures for a student who has experienced trauma, including, but not limited to, trauma related to sexual misconduct. If a victim does not want the College to investigate the alleged sexual misconduct, the victim should discuss this with the counselor or advocate. Counselors and advocates should explain what type of requests will trigger the College's Title IX obligations and discuss other avenues for securing supportive measures consistent with the victim's wishes. For example, counselors and advocates may request supportive measures (e.g., changes to housing, dining, classes, or employment [as long as it is reasonable]) from the College on behalf of a victim who does not want the College to pursue an investigation of the alleged sexual misconduct, and the College will consider these requests for supportive measures consistent with its general policy of providing supports to students who have experienced various forms of trauma without requiring their counselor or advocate to reveal the nature of the underlying trauma to the College.

The College encourages victims of sexual misconduct to report the incident(s) and to seek help under the option above with which they feel most comfortable. If you have any questions about

available interim measures or supportive measures, please contact Dr. Sylvia Santana, Title IX Coordinator/Academic Dean.

Interim and Supportive Measures

Interim measures are those services, accommodations, or other assistance that the College puts in place for victims after receiving notice of alleged sexual misconduct but before any final outcomes – investigatory, disciplinary, or remedial – have been determined. We want students to be safe, to receive appropriate medical attention, and to get the help they need to heal and to continue to access their educational opportunities. We also want students to understand their reporting options and how to access available interim measures. The College encourages victims of sexual misconduct to report those incidents to the College’s Title IX coordinator or any responsible employee with whom the victim feels comfortable. The College recognizes that sexual violence is traumatic and may leave victims feeling overwhelmed and confused. This policy seeks to provide clear guidance regarding available resources and who can help in securing them.

Upon receiving a report of sexual misconduct, the College will provide the victim, or the victim’s counselor or advocate, with a written explanation of the interim measures available on campus and through local community resources and shall ask victims, or their counselors or advocates, what measures are sought. Some possible interim measures are listed below, and the College determines which measures are appropriate for a particular victim on a case-by-case basis. Not all of the measures listed below will be necessary in every case to keep victims safe and ensure their equal access to educational programs and activities. If the victim or advocate identifies an interim measure that is not already provided by the College, the College will consider whether the request can be granted. In those instances where interim measures affect both a victim and the alleged perpetrator, the College will minimize the burden on the victim wherever appropriate.

A victim of sexual misconduct, or the victim’s counselor or advocate, may request the interim measures listed below. The College – after consulting with the victim or the victim’s counselor or advocate – will determine which measures are appropriate to ensure the victim’s safety and equal access to educational programs and activities:

- Academic accommodations (for additional information, see below)
- Medical and mental health services, including counseling
- Assistance in finding alternative housing
- A “No contact” directive pending the outcome of an investigation. Such a directive serves as notice to both parties that they must not have verbal, electronic, written, or third party communication with one another
- Providing an escort to ensure that the student can move safely between school programs and activities
- Transportation accommodations, such as shuttle service, cab voucher, or parking arrangements to ensure safety and access to other services
- Assistance identifying an advocate to help secure additional resources or assistance including off-campus and community advocacy, support, and services

The College will work with victims or their counselors or advocates to identify what interim measures are appropriate in the short term (e.g., during the pendency of an investigation or other school response), and will continue to work collaboratively throughout the College's process and as needed thereafter to assess whether the instituted measures are effective, and if not, what additional or different measures are necessary to keep the victim safe.

As explained below, when a victim's counselor or advocate requests any of the above measures on the victim's behalf without disclosing that sexual misconduct is the basis for the request, the College will consider these requests for supportive measures consistent with its general policy of allowing counselors and advocates to seek such measures for victims of trauma without requiring that the nature of the trauma be disclosed.

Academic Accommodations

Academic accommodations are one type of interim measure that the College may provide to a victim after receiving notice of alleged sexual misconduct to ensure that the victim is safe and can continue to access educational opportunities following alleged sexual misconduct. To address the possible adverse effects of sexual misconduct on a victim's academics, it may be possible to secure time-limited academic accommodations, such as rescheduling an exam. If the victim experiences persistent academic difficulties as a result of the sexual misconduct (e.g., including difficulties stemming from anxiety, depression, post-traumatic stress disorder or any other mental or physical illnesses or injuries), the victim may request more long-term academic accommodations, such as a temporary leave of absence. Students may also be entitled to additional services and supports if they have a disability, including those who developed a disability as a result of experiencing sexual misconduct.

Victims of sexual misconduct, or the victim's counselor or advocate, may request the following academic accommodations as interim measures. The College – after consulting with the victim or the victim's counselor or advocate – will determine which accommodations are appropriate to ensure the student's safety and equal access to educational programs and activities.

Requests for academic accommodations may include assistance in:

- Transferring to another section of a lecture or clinic
- Rescheduling an academic assignment or test
- Accessing academic support (e.g., tutoring)
- Arranging for incompletes, a leave of absence, or withdrawal from campus
- Preserving eligibility for academic, or other scholarships, financial aid, internships, study abroad, or foreign student visas

Options for Requesting Interim Measures or Supportive Measures

The College offers victims of sexual misconduct two options for reporting the misconduct and requesting interim measures required by Title IX. The first option allows the victim to report the misconduct to a College employee whom the College has designated as responsible for receiving and/or responding to reports of sexual misconduct and to request interim measures from these "responsible employees."

The second option allows a victim who has not reported the misconduct to a responsible employee to disclose the misconduct to a professional counselor, non-professional counselor,

or victim advocate who in turn can request interim measures on the victim's behalf from the College. Under the second option, victims should be aware that when a counselor or advocate requests interim measures on their behalf from a responsible employee of the College and discloses that the reason for the request is sexual misconduct, the request may trigger the College's Title IX obligation to investigate. To the extent the counselor or advocate makes such a disclosure, but, consistent with the victim's wishes, asks that the College not investigate or otherwise notify the alleged perpetrator of the report, the Title IX coordinator will consider whether it can honor the request while still providing a safe and nondiscriminatory environment for all students, as set forth in the College's Confidentiality Policy, and take interim measures to protect the victim as necessary.

The College also offers victims an option for the victim's counselor or advocate to request supportive measures from the College without reporting the sexual misconduct to the College. While we strongly encourage all victims of sexual misconduct to report the incident to the College directly, we want victims to have access to supportive measures regardless of when or whether they decide to report the conduct to the College.

Reporting and Confidentially Disclosing Sexual Violence: Know the Options

The College encourages victims of sexual violence to talk to somebody about what happened – so victims can get the support they need, and so the College can respond appropriately. Different employees on campus have different abilities to maintain a victim's confidentiality.

- Some are required to maintain near complete confidentiality; talking to them is sometimes called a “privileged communication.”
- Other employees may talk to a victim in confidence, and generally only report to the College that an incident occurred without revealing any personally identifying information. Disclosures to these employees will not trigger a College investigation into an incident against the victim's wishes.
- Thirdly, some employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX coordinator. A report to these employees (called “responsible employees”) constitutes a report to the College – and generally obligates the College to investigate the incident and take appropriate steps to address the situation.

This policy is intended to make students aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn should they become a victim of sexual violence. The College encourages victims to talk to someone identified in one or more of these groups.

The Options: Privileged and Confidential Communications

- *Professional and Pastoral Counselors.*

Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX coordinator without a victim's permission.

- *Non-professional Counselors and Advocates*

Individuals who work or volunteer, including front desk staff and students, can generally talk to a victim without revealing any personally identifying information about an incident to the College. A victim can seek assistance and support from these individuals without triggering a College investigation that could reveal the victim's identity or that the victim has disclosed the incident.

While maintaining a victim's confidentiality, these individuals or their office should report the nature, date, time, and general location of an incident to the Title IX Coordinator. This limited report – which includes no information that would directly or indirectly identify the victim – helps keep the Title IX Coordinator informed of the general extent and nature of sexual violence on and off campus so the coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses. Before reporting any information to the Title IX Coordinator, these individuals will consult with the victim to ensure that no personally identifying details are shared with the Title IX Coordinator. A victim who speaks to a professional or non-professional counselor or advocate must understand that, if the victim wants to maintain confidentiality, the College will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator.

Even so, these counselors and advocates will still assist the victim in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. A victim who at first requests confidentiality may later decide to file a complaint with the school or report the incident to local law enforcement, and thus have the incident fully investigated. These counselors and advocates will provide the victim with assistance if the victim wishes to do so.

NOTE: While these professional and non-professional counselors and advocates may maintain a victim's confidentiality vis-à-vis the College, they may have reporting or other obligations under state law. ALSO NOTE: If the College determines that the alleged perpetrator(s) pose a serious and immediate threat to the College community the Title IX Coordinator may be called upon to issue a timely warning to the community. Any such warning should not include any information that identifies the victim.

Reporting to “Responsible Employees”

A “responsible employee” is a College employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty.

When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A responsible employee must report to the Title IX coordinator all relevant details about the alleged sexual violence shared by the victim and that the College will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the College’s response to the report. A responsible employee should not share information with law enforcement without the victim’s consent or unless the victim has also reported the incident to law enforcement.

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee’s reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources. If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the College will consider the request, but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the responsible employee will also inform the Coordinator of the victim’s request for confidentiality.

Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim’s wishes, including for the College to fully investigate an incident. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to.

Requesting Confidentiality from the College: How the College Will Weigh the Request and Respond

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College’s obligation to provide a safe, non-discriminatory environment for all students, including the victim.

If the College honors the request for confidentiality, a victim must understand that the College’s ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

Although rare, there are times when the College may not be able to honor a victim’s request in order to provide a safe, non-discriminatory environment for all students.

When weighing a victim’s request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:
 - whether there have been other sexual violence complaints about the same alleged perpetrator;

O whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;

O whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;

O whether the sexual violence was committed by multiple perpetrators;

- Whether the sexual violence was perpetrated with a weapon;
- Whether the victim is a minor;
- Whether the College possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence);
- Whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group. The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the College will likely respect the victim's request for confidentiality.

If the College determines that it cannot maintain a victim's confidentiality, the College will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College's response.

The College will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or College employees, will not be tolerated.

The College will also:

- Assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus (see portion of policy identifying these);
- provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
- Inform the victim of the right to report a crime to campus or local law enforcement – and provide the victim with assistance if the victim wishes to do so.

The College may not require a victim to participate in any investigation or disciplinary proceeding.

Because the College is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the College to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

If the College determines that it can respect a victim's request for confidentiality, the College will also take immediate action as necessary to protect and assist the victim.

Resources

Roxcy Bolton Rape Treatment Center

Miami, FL

Hotline: 3055857273

Phone: 3055857273

Nancy J. Cotterman Center

Ft. Lauderdale, FL

Hotline: 9547617273

Phone: 9547617273

211 Palm Beach Treasure Coast, Inc.

Lantana, FL

Hotline: 8668917273

Hotline: 5618337273

Phone: 5618337273

Project Help, Inc. - Rape Crisis Program

Naples, FL

Hotline: 800-329-7227

Hotline: 239-262-7227

Phone: 239-262-7227

Abuse Counseling and Treatment (ACT)

Fort Myers, FL

Hotline: 2399393112

Phone: 2399393112

Campus Safety and Security Policy

CAMPUS SECURITY ACT OF 1990

In 1990, President George Bush signed into law the “Student Right to Know and Campus Security Act.” This act requires all post-secondary institutions to prepare, publish and distribute certain information regarding campus crimes and policies relating to security. AMC’s campus crime and security policy information can be found in the Student Handbook and Personnel Manual.

Any emergency situation involving a threat to life or property should be immediately reported to the POLICE. The caller should stay on the line until the dispatcher terminates the call. Do not hang up. Emergency police, fire, or medical assistance can be obtained by calling **9-1-1**.

Protection of persons and property is the primary mission of the Police. State and local laws are enforced at AMC.

Campus crime statistics are tabulated annually provided to all students, faculty and staff at orientation and every September thereafter. Additional copies are available upon request. AMC's security policies and sexual assault prevention program are supported by the design of the physical plant. All areas are continuously monitored by the staff and faculty.

EMERGENCY-POLICE/FIRE/MEDICAL – DIAL 911 (first dial 9 on the student lounge phone)

Non-emergency:
Kendall Mall Security Pager (786) 229-9159
AMC Student Services (305) 595-9500

Crime Statistics

Reportable crimes, as defined by the "Campus Security Act of 1990 (Jeanne Clery Act)" are listed on the student lounge. Please refer to the Table listed below for the most current Crime Stats in compliance with the Clery Act.

Crime Statistics

(Statistics are updated annually, by October for the preceding year.)

Crime Statistics: 2015 (updated 9/2/2016)

	<u>Public Property</u>			<u>On-Campus</u>		
	2015	2014	2013	2015	2014	2013
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Forcible sex offenses	0	0	0	0	0	0
Non-forcible sex offence	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	2	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Liquor law violation	0	0	0	0	0	0
Illegal weapon possessions	0	0	0	0	0	0
Drug violation	0	0	0	0	0	0
Hate Crimes	*	*	*	*	*	*

**** Hate crime stats were not available in our specific area.***

Jeanne Clery Act

[The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act](#) codified at 20 USC 1092 (f). As a part of the Higher Education Act of 1991, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private institutions of postsecondary education participating in federal student aid programs are subject to it.

How do I obtain the Annual Security Report (ASR)?

You may request a hard copy of the ASR and crime stats through the Financial Aid Department or from our website [Crime Statistics](#). The Annual Security Report (ASR) is also posted in the student lounge.

Who is responsible for the Annual Security Report?

The Business Office Coordinator is responsible for compiling the Annual report and yearly stats and posting them on the Bulletin Board in the Student Lounge. The Financial Aid Director enters the data in the Annual Campus Safety and Security Survey.

Campus Security Authorities (CSA)

The Clery Act requires that in addition to law enforcement, staff designated as Campus Security Authorities (CSA) provide statistics for this report. Reports are collected from the Academic Dean, the Financial Aid Director and the Administrative Coordinator. The campus Title IX Coordinator is the Academic Dean, Dr. Sylvia Santana.

What is a CSA?

A CSA is a person referred to as a campus security authority by the Clery Act. CSA's are a vital part of data collection for the annual safety and security report.

The Clery Act requires Acupuncture Massage College to provide an annual safety and security report. In addition to input from law enforcement, certain staff positions are designated as Campus Security Authorities (CSA) for the purpose of providing information for this report. CSAs are usually found in departments responsible for, but not limited to, student and campus activities, safety/security, discipline/academics, and human resources. This designation also includes any individual who has been specified by Acupuncture Massage College to receive and report offenses.

CSA's are responsible for reporting the number of crimes and incidents as described in the Clery Act that occur in their department to the Acupuncture Massage College Business Office Coordinator, who compiles the data that is reported in the annual crime statistic report. These numbers are then included in the federally mandated Clery Report, which is distributed every year via email to all current students, and posted in the student lounge.

Has the College identified CSA's?

Yes the following departments represent CSA's:

- Academic Dean / Title IX Coordinator
- Administrative Coordinator
- Financial Aid Director
- Student Services Director

Campus Security Report

Acupuncture and Massage College, annually publishes the [Campus Safety Brochure](#), which includes security policies, procedures, practices, and statistics for offenses. Information is also available on the AMC website at [Crime Statistics](#).

Code of Student Conduct and Academic Responsibility

Purpose: This code seeks to promote high standards of behavior and academic integrity by setting forth the responsibilities of students as members of the College community. Abiding by the code fosters a climate wherein all members of the College community can exercise their rights of membership.

Code of Student Conduct Statement

The College is a community of scholars in which the ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained. However, the exercise and preservation of these freedoms and rights require a respect for the rights of all in the community to enjoy them to the same extent. It is clear that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the orderly process of the College as defined by the College administration or with the rights of other members of the College cannot be tolerated. Students enrolling in the College assume an obligation to conduct themselves in a manner compatible with the College's function as an educational institution. To fulfill its functions of imparting and gaining knowledge, the College retains the power to maintain order within the College and to exclude those who are disruptive to the educational process.

In support of the Code of Student Conduct, any violations of the Code of Student Conduct and Academic Responsibility and/or College Policies and Procedures may result in disciplinary action and/or criminal prosecution. Violations of academic and/or supplementary standards will be handled by the Academic Dean. Violations of conduct standards, supplementary standards, College policies, and/or procedures will be handled by the Academic Dean or school official as deemed appropriate. Violations of sexual misconduct/discrimination will be handled by the Title IX coordinator/Academic Dean.

Changes to the Code of Student Conduct and Academic Responsibility will be posted on the Student Handbook. Students are required to be familiar with the rules, policies, and Code of Student Conduct and Academic Responsibility.

Conduct Standards

1. Students should not interfere with the rights, safety, or health of members of the College community nor interfere with other students' right to learn. Students are expected to abide by all College, and program rules and regulations and all local, state, and federal laws. Students are responsible for adherence to the College code of conduct and all College policies and

procedures while attending or participating in College-sponsored programs, activities, and/or events off the AMC campus.

Violations of conduct standards include, but are not limited to;

A. theft robbery, and related crimes

B. vandalism or destruction of property

C. disruptive behavior/disorderly conduct (classrooms, clinic, or at College-sponsored events, on or off campus)

D. physical or verbal altercation, assault, battery, domestic violence, or other related crimes

E. gambling

F. possession or use of firearms; pellet, air soft, and paint ball guns; fireworks; explosives; or other dangerous substances or items

G. possession, transfer, sale, or use of illicit and/or illegal drugs or alcohol if a minor

H. appearance in class or on campus under the apparent influence of drugs or alcohol, illegal or illicit drugs or chemicals

I. any act or conspiracy to commit an act that is harassing, abusive, or discriminatory or that invades an individual's right to privacy; sexual harassment; discrimination and abuse against members of a particular racial, ethnic, religious, on the basis of sex/gender, sexual orientation, marital status or cultural group and/or any other protected group or as a result of an individual's membership in any protected group. Refer to the College's sexual misconduct policy for more information.

J. sexual misconduct

K. stalking

L. unacceptable use of computing resources.

M. impeding or obstructing AMC investigatory, administrative, or judicial proceedings

N. threats of or actual damage to property or physical harm to others

O. "Hazing" Any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. Hazing includes, but is not limited to, pressuring or coercing the student into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements; forced consumption of any food, liquor, drug, or other substance or other forced physical activity that could adversely affect the physical health or safety of the student; and any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers legal and legitimate objective. (Florida Hazing Law, 1006.63) Engaging in, supporting, promoting, or sponsoring hazing or violating College rules governing hazing is prohibited.

P. failure to pay tuition and fees in a timely manner

Q. embezzlement or misuse of AMC and/or student organizational funds or monies

R. failure to comply with the directives of AMC officials

S. violation(s) of the terms or condition of a disciplinary sanction(s) imposed

T. violation of any policy, procedure, or regulation of the College or any state or federal law, rule, regulation, or county ordinance

- U. fraud, misrepresentation, forgery, alteration or falsification of any records, information, data, or identity
- V. plagiarism
- W. possession of drug paraphernalia

2. Students must have authorization from the College to have access to College documents, data, programs, and other types of information and information systems. Any use of the above without authorization is prohibited.

Supplementary Standards

Students are expected to comply with the legal and ethical standards of this institution and those of their chosen field of study. The College and program may prescribe additional standards for student conduct. Reasonable notice may be provided when additions or changes are made to the standards for student conduct. Students should refer to AMC website for policy updates or changes.

Firearm Policy

AMC does not permit firearms on its property as per Florida State Statutes 790.06(12) and 790.115. Violation of this policy is cause for immediate dismissal or termination.

Students Convicted of a Sexual Offense

Any student convicted of a sex offense must notify the Academic Dean at once. This is irrespective of whether the conviction occurred prior to entering the program, in which case it should be listed on the application form, or during the student's enrollment at the college.

Rights of Victims of Campus Related Sexual Batteries

AMC understands and is committed to dealing with the trauma experienced by a victim of sexual battery and rape. AMC will make changes in a victim's academic situation after a sex offense, if requested by the student and reasonably possible.

Counseling and Awareness Programs

These are provided by the Florida Council Against Sexual Violence at www.fcasv.org or the National Center for Victims of Crime at www.ncvc.org

Roxcy Bolton Rape Treatment Center C/O Jackson Memorial Hospital 1611 NW 12th Ave, Miami, FL 33136 Office: (305) 585-5185 Fax: (305) 585-7560 Hotline: (305) 585-7273 Services: 24-hour in-house hotline, short term crisis counseling and intervention, referral to available support groups through the hospital and community, therapy groups for teens and parents, medical intervention and follow-up, prevention education and community awareness with Creole, Spanish, and African-American health educators. All services are provided free of charge. Minors are served with parental consent. Interpreter services are available 24 hours a day. Counties served: Dade

Victim Services Center 111 SW 3rd St., 2nd floor, Miami, FL 33130 Director: Teresa Descilo Office: (305) 374-3410 Fax: (305) 374-9995 **Services:** Limited crisis intervention, advocacy and accompaniment, support groups, therapy, community awareness programs. Minors are served

with parental consent, Services are provided free of charge and available in Spanish and Creole. Counties served: Miami-Dade

Domestic Violence Services

Miami-Dade County's Department of Human Services (DHS) provides crisis intervention and safe-space shelter for victims and families of domestic crimes. Other services include counseling, information, referral to other services, transportation, emergency financial assistance, emergency food and clothing, and advocacy. For more information, please call one of the phone numbers below:

- Safespace North Hotline (305) 758-2546
- Safespace South Hotline (305) 247-4249
- INN Transition Program (305) 899-4600

Violence Against Women Act (VAWA)

On March 7, 2013, President Obama signed the **Violence Against Women Reauthorization Act of 2013 (VAWA)** (Pub. Law 113-4), which, among other provisions, amended the Clery Act to require institutions to compile and disclose statistics for the following incidents:

	<u>Public Property</u>		<u>On-Campus</u>	
	2015	2014	2015	2014
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Sexual Assault	0	0	0	0
Stalking	0	0	0	0

Hate crime stats were not available in our specific area.
 For more information or assistance please contact:
 Dr. Sylvia T. Santana at 305-595-9500 or dean@amcollege.edu

Policy and Procedures for Issuing a Campus Timely Warning Notice or an Emergency Notification

In the event of a substantiated serious safety concern, either on college property or in the near vicinity of the campus, numerous and diligent efforts are made to advise members of the campus community. The College takes its duty seriously to inform students and campus community members of threatening situations—and how they can best protect themselves from harm. As a result, information about crime-related and other potentially threatening situations is provided in an accurate and timely fashion. The College will release information which can be used by students and other College community members to reduce their chances of becoming victims. These notices will be issued as a means of a “Campus Timely Warning Notice” (CTWN) or an “Emergency Notification” (EN).

Campus Timely Warning Notice Policy; What Constitutes Issuance of a Campus Timely Warning Notice (CTWN)?

Campus Timely Warning Notice is specifically related to compliance with the federal Clery Act, which requires colleges and universities to notify students and employees whenever there is a threat that a serious crime is ongoing or may be repeated-- so that campus community members can protect themselves from harm. The Clery Act defines certain specific crimes that require a timely warning notice to be issued when crimes are reported to Campus Security Authorities (CSA's) with significant responsibility for student and campus activities, campus safety, or the local police AND the reported crime(s) are believed to have occurred on campus, in or on non-campus buildings or property, or on public property contiguous to the campus.

Types of incidents or situations that constitute a campus timely warning being sent are:

1. All Clery Act Crimes which represent a serious or continuing threat to the person and/or property of students and employees.
Examples include but are not limited to:
 - Criminal Homicide
 - Sex Offenses
 - Robbery
 - Aggravated Assault
 - Burglary
 - Motor Vehicle Theft
 - Arson
 - Hate Crimes
2. Emergency situations that are life threatening. Examples include, but are not limited to:
 - Persons with weapons with intent to use
 - Threat of violent crime
 - Situations where identity or location of suspect is not known
 - Assault (physical or sexual)
3. Any act or immediate threat of interpersonal violence. Examples include, but are not limited to:
 - Domestic or relationship situations
 - Hate crimes
 - Consistent pattern of violent behavior
4. Serious acts or threats to campus-owned or personal property

How Campus Timely Warning Notices are issued:

1. Campus Timely Warning notices will be issued to students and employees upon the confirmation of a significant emergency, dangerous situation, incident or crime, impacting the campus community and/or the surrounding area.
2. Upon receiving pertinent information of an emergency situation that requires an immediate response, the Administrative team members will communicate and/or convene without delay to implement the notification process. In an extreme emergency, the notification process will be implemented at the sole direction of the Academic Dean.
3. This information may be disseminated to campus community members via a variety of mechanisms or mediums.

AMC will use one or more of the following means:

- Electronic mail messages
- Public announcements
- Postings and signage in hall ways and classrooms and other highly visible locations throughout the school including staff/faculty lounges
- Other methods deemed necessary that may be used in the information dissemination process.

Emergency Notification Policy What Constitutes Issuance of an Emergency Notification/Safety Alert?

AMC uses an Emergency Notification to notify students and employees in a timely manner when it is determined that there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, patients, or employees occurring on campus. The notification to the campus community may contain only the information that is reasonably necessary to promote the safety of the campus community as dictated by the situation.

An Emergency Notification will be released as soon as reasonably necessary and without delay, unless notification will compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency. After the initial notification, follow-up information must be disseminated to the community via the mediums stated below. An Emergency Notification can be related to criminal activity that is not subject to the timely warning standard required by the Clery Act, but is not necessarily related to criminal activity.

Examples of situations that may constitute the College's decision to issue an Emergency Notification include, but are not limited to:

1. Situations where serious injuries may or have occurred. Examples include, but are not limited to:

- Building collapse
- Fire

2. Situations that cause major disruption to campus operations.

Examples include, but are not limited to:

- Transformer fire
- Weather-related situations
- Power outages
- Water emergencies
- Serious acts or threats to campus property

Emergency Response and Evacuation Procedures / Fire Drills

Our College building has clearly-marked exit signs should you be required to evacuate. There are fire extinguishers in the corridors. There are smoke alarms, water sprinklers and battery-operated exit signs. Students may request to see our fire safety report by contacting our Administrative Coordinator/Office Manager.

AMC will notify students, patients, faculty, and staff upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, patients, or employees occurring on the campus. AMC will, without delay, and taking

into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

When an evacuation is deemed necessary, students are to leave the building by the stairs and meet on the sidewalk by Kendall Drive. If necessary, any non-ambulatory patients should be assisted or carried out of the building. AMC conducts fire drills annually.

Should there be a hurricane or other act of nature, the city and county will provide instructions for evacuation.

Student Diversity by Categories of Gender & Ethnicity at Acupuncture and Massage College

Completions: total by first major

99.0000 Summary Grand Totals	Award Level	Nonresident alien	Hispanic Latino	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Two or more Races	Race/ethnicity unknown	Total	PY Total
Awards of less than 1 academic year	1											
Men		0	7	0	0	2	0	4	0	0	13	9
Women		2	14	0	0	0	0	3	0	0	19	14
Total		2	21	0	0	2	0	7	0	0	32	23
Associate's degree	3											
Men		0	2	0	0	1	0	1	0	0	4	0
Women		0	2	0	0	0	0	1	1	0	4	0
Total		0	4	0	0	1	0	2	1	0	8	0
Bachelor's degree	5											
Men		0	3	0	2	1	0	0	0	0	6	12
Women		1	13	1	2	0	0	6	2	0	25	31
Total		1	16	1	4	1	0	6	2	0	31	43
Master's degree	7											
Men		0	3	0	2	1	0	1	0	0	7	12
Women		1	13	1	2	0	0	6	2	0	25	31
Total		1	16	1	4	1	0	7	2	0	32	43
Grand Total Men		0	15	0	4	5	0	6	0	0	30	33
Grand Total Women		4	42	2	4	0	0	16	5	0	73	76
Grand Total		4	57	2	8	5	0	22	5	0	103	109
PY Grand Total Men		0	23	0	5	1	0	4	0	0		33
PY Grand Total Women		0	48	0	4	1	0	17	6	0		76
PY Grand Total		0	71	0	9	2	0	21	6	0		109

College Calendar 2016-2017

The following holidays will be observed by all our programs:

Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Day, New Year's Day
A two-week Winter Recess and a one-week Spring Recess will be observed.
Dates of the Winter and Spring Recesses are noted below but may be subject to change.

Graduation

Sunday August 6, 2017 Sunday (Dates are subject to change.)

College Closings

Because this is South Florida, there are occasions when AMC will cancel classes because of severe weather. The Acupuncture & Massage College follows the initial policies of Miami-Dade County Public Schools concerning school closings. For extended closings or if you are uncertain, call the Acupuncture & Massage College to find out if we are going to hold classes.

Oriental Medicine Schedule 2016 – 2017

Three five-week modules (from the first module start date) equals one semester. In August of either Phase 2 or Phase 3 of clinical training, Oriental Medicine students are required to attend one 4-week Clinic mini-module.

FALL SEMESTER 2016

Sept. 6, 2016- December 16, 2016

Sept. 7- Oct. 7

Oct. 10- Nov. 11

Nov. 14- Dec. 16

Winter Recess- December 19-January 1, 2017

WINTER SEMESTER 2017

January 2, 2017- April 22, 2017

Jan. 2- Feb. 3

Feb.6- Mar.10

Mar. 13- April 21

Spring Recess- April 10- April 14, 2017

SPRING SEMESTER 2017

April 24, 2017- August 5, 2017

April 24- May 26

May 29- June 30

July 3- Aug. 4

FALL SEMESTER 2017

Sept. 5, 2017- December 16, 2017

Sept. 5- Oct. 6

Oct. 9- Nov. 10

Nov. 13- Dec. 15

Winter Recess-to be announced

Massage Therapy Schedule 2016-2017

Aug. 22- Sept. 16, 2016	Anatomy & Physiology
Sept. 19- Oct. 14, 2016	Swedish / Medical Massage / Ethics / Practice Management
Oct. 17- Nov. 11, 2016	Pathology / Hydrotherapy /Best Practice in Massage Therapy (State Law, Medical Errors, HIV)
Nov. 14- Dec. 9, 2016	Shiatsu 1 & Qi Kung
Dec. 19-January 1	Winter Recess
Jan. 2- Jan. 27, 2017	Musculoskeletal Anatomy
Jan. 30- Feb. 24, 2017	Shiatsu 2 & Qi Kung
Feb. 27- Mar. 24, 2017	Anatomy & Physiology
Mar.27- April 28, 2017	Swedish / Medical Massage / Ethics / Practice Management
April 10-April 14, 2017	Spring Recess
May 1- May 26, 2017	Pathology / Hydrotherapy /Best Practice in Massage Therapy (State Law, Medical Errors, HIV)
May 29- June 23, 2017	Shiatsu 1 & Qi Kung
June 26- July 21, 2017	Musculoskeletal Anatomy
July 24- Aug. 18, 2017	Shiatsu 2 & Qi Kung
Aug. 21- Sept. 15, 2017	Anatomy & Physiology
Sept. 18- Oct. 13, 2017	Swedish / Medical Massage / Ethics / Practice Management
Oct. 16- Nov. 10, 2017	Pathology / Hydrotherapy /Best Practice in Massage Therapy (State Law, Medical Errors, HIV)
Nov. 13- Dec. 8, 2017	Shiatsu 1 & Qi Kung

**Massage Therapy program consists of 6 academic modules,
5 MCR Board Review classes, and a 165-hour clinic module.**

**Day students attend 18 hours of clinic a week for 9 weeks.
Night students attend 12 hours of clinic a week for 14 weeks.**

Associates of Arts in Health Science Schedule

Module #4 (10 weeks)

<input type="checkbox"/> PSY110 Positive Psychology	3	45	2/6-4/9 Sat	9 am- 1:30 pm
<input type="checkbox"/> INT110 Introduction to Nutrition	3	45	2/6-4/9 Sat	1:30 pm- 6:00 pm

Spring Recess- March 26, 2016

Module #1 (10 weeks)

<input type="checkbox"/> HUM110 Philosophy of East / West	3	45	4/16-6/18 Sat	9 am- 1:30 pm
<input type="checkbox"/> SPC110 Public Speaking	3	45	4/16-6/18 Sat	1:30 pm- 6:00 pm

Independence Day- July 2, 2016

Module #2 (10 weeks)

<input type="checkbox"/> CTH110 Critical Thinking	3	45	6/25-8/27 Sat	9 am- 1:30 pm
<input type="checkbox"/> ORT110 Orthopedic Assessment	3	45	6/25-8/27 Sat	1:30 pm- 6:00 pm

Labor Day- September 5, 2016

Module #3 (10 weeks)

<input type="checkbox"/> WRI110 Written Communication	3	45	9/3-11/5 Sat	9 am – 1:30 pm
<input type="checkbox"/> MAT110 Introduction to Cont. Math	3	45	9/3-11/5 Sat	1:30 pm-6:00 pm

Module #4 (10 weeks)

<input type="checkbox"/> PSY110 Positive Psychology	3	45	11/12-1/28/17 Sat	9 am- 1:30 pm
<input type="checkbox"/> INT110 Introduction to Nutrition	3	45	11/12-1/28/17 Sat	1:30 pm- 6:00 pm

Module #1 (10 weeks)

<input type="checkbox"/> HUM110 Philosophy of East / West	3	45	2/4/17-4/8/17 Sat	9 am- 1:30 pm
<input type="checkbox"/> SPC110 Public Speaking	3	45	2/4/17-4/8/17 Sat	1:30 pm- 6:00 pm

Module #2 (10 weeks)

<input type="checkbox"/> CTH110 Critical Thinking	3	45	4/15/17-6/17/17 Sat	9 am- 1:30 pm
<input type="checkbox"/> ORT110 Orthopedic Assessment	3	45	4/15/17-6/17/17 Sat	1:30 pm- 6:00 pm

Module #3 (10 weeks)

<input type="checkbox"/> WRI110 Written Communication	3	45	6/24/17-8/26/17 Sat	9 am – 1:30 pm
<input type="checkbox"/> MAT110 Introduction to Cont. Math	3	45	6/24/17-8/26/17 Sat	1:30 pm-6:00 pm

Module #4 (10 weeks)

<input type="checkbox"/> PSY110 Positive Psychology	3	45	9/2/17-11/4/17 Sat	9 am- 1:30 pm
<input type="checkbox"/> INT110 Introduction to Nutrition	3	45	9/2/17-11/4/17 Sat	1:30 pm- 6:00pm

Understanding of Student Handbook Policies and Regulations

Date _____

Student's Name _____

Program:

Massage Therapy

Oriental Medicine

Associate of Arts in Health Science

Other _____

I have read and understand all the rules, regulations, and policies set forth in Acupuncture & Massage College's Student Handbook. I agree to abide by all of the rules, regulations, and policies and understand the consequences stated in the Student Handbook for not doing so.

Student's Signature