



Acupuncture and Massage College Catalog

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Miami, Florida 33176

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www.amcollege.edu

Recent changes to this Catalog will be included in an addendum.

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Licensed by the **Commission for Independent Education**, Florida Department of Education, Lic. No.2986. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400 (850) 245-3200, toll free (888) 224-6684

Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM):

The Acupuncture Massage College's Master of Oriental Medicine program is accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM).

Institution/program accreditation history, notes, and dates of review may be viewed at:

<http://acaahm.org/directory-menu/directory/>

ACAHM is recognized by the United States Department of Education as the specialized accreditation agency for institutions/programs preparing acupuncture and herbal medicine practitioners. ACAHM is located at 500 Lake Street, Suite 204, Excelsior, MN 55347.

Telephone: [\(952\) 212-2434](tel:9522122434); General email: info@acaahm.org;

Website: www.acaahm.org.

Acupuncture and Massage College is accredited by the **Accrediting Commission of Career Schools and Colleges (ACCSC)**. ACCSC is located at 2101 Wilson Blvd., Suite 302,

Arlington, VA 22201

Phone (703) 247-4212 – Fax (703) 247-4533

Website: www.accsc.org

PRESIDENT'S MESSAGE

Dear Prospective Student:

Thank you for your inquiry about our college. We have been training students in Alternative Medicine since 1983. We offer three distinct and different courses of study: an 8 ¼-month Massage Therapy Program, an Associates of Arts in Health Science program, and a Bachelor of Health Science/Master of Oriental Medicine Degree program. Acupuncture and Massage College is accredited by ACCSC and by ACAHM, enabling our students to apply for federal student financial assistance and other state-funded financial aid.

MASSAGE THERAPY DIPLOMA PROGRAM

Acupuncture and Massage College's eight and one-half month Massage Therapy Program is an extremely diversified course of study. Ever since our inception, we have sought to provide our students with a specialized and comprehensive program and with faculty who are experienced and qualified in their field.

Our 720-hour Massage Therapy core curriculum exceeds Florida State and National standards. Over the years we have maintained a specialty in Asian bodywork with training in Japanese Shiatsu. The Massage Therapy Program is also offered in Spanish.

Rule 6E-2.004(11) (b) (2), F.A.C.

COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.

ASSOCIATE OF ARTS IN HEALTH SCIENCE PROGRAM

The Associate of Arts in Health Science is a program for students who wish to pursue a career in Massage Therapy and complete a degree program that qualifies them for further study at the baccalaureate level. The Associate of Arts in Health Science meets all academic admission requirements for AMC's Master in Oriental Medicine Program.

MASTER OF ORIENTAL MEDICINE PROGRAM*

Effective 1/8/2024 – the Bachelor of Health Science/Master of Oriental Medicine Degree program has been renamed to the **Bachelor of Health Science/Master of Acupuncture and Herbal Medicine program. The curriculum and total number of credits/hours remains the same.*

Our Master of Oriental Medicine Degree is a four-academic-year program designed to be completed at an accelerated pace of 36 months, which is three calendar years. At Acupuncture and Massage College our faculty are credentialed, specialized in their field, and dedicated to their students.

Our classes are small to moderately sized, giving students the opportunity for greater class participation and faculty interaction.

In addition to classes in Traditional Chinese Medicine, students are trained in Asian Bodywork, Qi Kung, and TCM Dietary Therapy. We offer an extensive program in Herbal Medicine, Biomedicine, and Supervised Clinical Practice. Our intention is to familiarize our students with both Eastern and Western medicine so that they will be able to better communicate with their patients and the medical community. This ability encourages respect and referrals from other health professionals.

Students who graduate from our Master of Oriental Medicine Program earn a Master's degree in Oriental Medicine and a Bachelor's degree in Health Science and are eligible to sit for their national licensing exams offered by NCCAOM.

FINANCIAL AID

Our students can apply for Federal Student Aid in the form of Pell Grants and Federal Student Loans. You can make an appointment with our Financial Aid Department to determine if you qualify. In addition, students may be eligible for VA benefits and foreign students may be eligible for student visas.

In all our programs, we pride ourselves in providing students with the tools needed to excel in their National Examinations and in their chosen careers. We encourage you to call our Admissions Department or to stop by and visit our college.

In health,

Acupuncture and Massage College Family

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HISTORY OF ACUPUNCTURE AND MASSAGE COLLEGE

The Acupressure-Acupuncture Institute was founded in 1983. In August of 2000, the Acupressure-Acupuncture Institute changed its name to the Southeast Institute of Oriental Medicine (SEIOM) to better reflect its purpose of training students in the art of Asian Bodywork and Medicine.

In August 2003, when SEIOM received college status, the name was changed again to Acupuncture and Massage College (AMC).

AMC emphasizes the student/mentor relationship. It is the oldest licensed Acupuncture College in Florida and continues to be a dynamic center for the study of Acupuncture, Herbal Medicine, and Asian Bodywork. Serious students who are willing to work diligently are assured a challenging, enjoyable, and comprehensive education. AMC is accredited by the Accrediting Commission for Acupuncture and Herbal Medicine (ACAHM) and the Accrediting Commission of Career Schools and Colleges (ACCSC). Our programs are approved by the State of Florida.

ORIENTAL MEDICINE

The Master of Oriental Medicine Program is four academic years in length and can be completed in three calendar years or 36 months. The curriculum is approved by the State of Florida and the National Commission for Certification of Acupuncture and Oriental Medicine (NCCAOM). Included in the curriculum are classes in Acupuncture, Asian bodywork, Qi Kung, Chinese Herbs, Western Science, and Supervised Clinical Practice. For more details, see the curriculum. Graduates may seek employment as an Acupuncture Physician once they have passed the national exam and received a license from the state. Graduates can work independently in private practice or in a health-care facility.

MASSAGE THERAPY

In 1987, AMC established a six-month Massage Therapy Program. This program was originally designed for our Acupuncture students. It enabled them, in just a few short months, to earn a living practicing Shiatsu while completing their Acupuncture studies. In 1988, we expanded our program to a seven-month Massage Therapy Program, welcoming all qualified students who wanted to become Massage Therapists. The Massage Therapy Program is now an 8 ½ month program consisting of 720 hours which includes clinical training to ensure that our graduates receive extensive practical experience.

AMC'S COMMUNITY INTERN CLINIC

Acupuncture and Massage College's Community Intern Clinic opened its doors to serve the public in 1990. The Clinic offers quality treatments at a low cost to the community and provides a place for our Oriental Medicine and Massage Therapy Interns to do their Supervised Clinical Observation and Practice. All students are encouraged to receive complimentary treatments at the Student Intern Community Clinic. Appointments will be scheduled based on availability; however, they may be cancelled to accommodate the needs of the community patients. For further information, please refer to the ***Student Handbook***.

ASSOCIATE OF ARTS IN HEALTH SCIENCE

In response to requests by AMC's Massage Therapy graduates, in 2014 AMC began its Associate of Arts in Health Science Program. Massage Therapy students are now able to complete their Massage Therapy Program, begin their practice, and in 10 short months earn an AA degree. This degree enables them to continue their studies in the Oriental Medicine Program.

MISSION STATEMENT & EDUCATIONAL OBJECTIVES

The mission of Acupuncture and Massage College (AMC) is to offer our students an education in natural healing and patient care. AMC is committed to maintaining high standards of education that emphasize ethical principles. AMC aims to expand health options and improve the quality of healthcare in our community by providing a low-cost community clinic.

Graduates of the Acupuncture and Massage College Massage Therapy Program will be able to:

1. Demonstrate competency in the theory of Massage Therapy to include Kinesiology, Anatomy, Physiology, and Pathology.
2. Demonstrate competency in hands-on skills to include Shiatsu, Medical Massage, Hydrotherapy, and Swedish massage.
3. Assess contraindications to Massage Therapy.
4. Demonstrate appropriate professional conduct in their relationship with patients.
5. Pass AMC's board review exam and National Exam for state licensure.
6. Be prepared to become entry level Massage Therapists with a specialty in Shiatsu.

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

1. Meet all six educational objectives of the Massage Therapy Program (listed above).
2. Think critically and communicate effectively.
3. Demonstrate academic skills necessary for continued learning.

Graduates of the Acupuncture and Massage College 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, Cupping, Herbal Medicine, Asian Bodywork, and Injection Therapy.
2. Demonstrate competency in the theories and practice of Biomedicine to include Neuromuscular Science, Anatomy and Physiology, Biochemistry/Lab-work/Imaging, Physical Exam, Orthopedic Assessment, Pharmacology, Pathology, and Patient Management & Behavioral Disorders.
3. Demonstrate competent clinical judgment, assess, and provide appropriate treatment plans.
4. Communicate with other medical practitioners when appropriate.

5. Demonstrate appropriate professional conduct in their relationship with patients.
6. Pass AMC's comprehensive exams and National Exams for state licensure.
7. Be prepared to become entry level Acupuncture and Herbal Medicine Practitioners.

PHILOSOPHY

At Acupuncture and Massage College we hope to provide a sanctuary where the spiritually minded can develop their talents. It is our intention and commitment to transmit to our students both the knowledge necessary to heal, as well as the Essence - the Chi - and the power behind all healing. Acupuncture and Massage College strives to develop all students' inner spiritual awareness, so as practitioners they can provide their patients with clear and conscious healing powers. Acupuncture and Massage College seeks to train individuals who are conscientious and ethical citizens. We encourage and seek students who are willing to work hard and are secretly yearning for and outwardly seeking such a noble profession.

MIAMI, FLORIDA

Acupuncture and Massage College is located in sunny South Florida. We enjoy sandy beaches, a full assortment of water sports and tropical weather year-round. For a quiet weekend away, the beautiful and secluded islands of Sanibel and Captiva are a mere 2–3-hour drive, the quaint shops of Key West just 3 hours, and the Bahamas a 20-minute plane ride.

Miami has become a growing center for the Arts, hosting the nationally acclaimed Greater Miami Opera, the Florida Ballet, and the Florida Philharmonic Orchestra. Dance companies, top-rated Broadway shows, and performers from around the world come to town on a regular basis. Both children and adults enjoy ball games, carnivals, festivals, auto races, regattas, and one of the world's greatest zoos. Being a true international city, Miami enjoys a mix of people from all parts of the world.

ORIENTAL MEDICINE IN THE STATE OF FLORIDA

Acupuncture Practitioners in Florida are very fortunate because this is one of the first states in the nation to recognize and regulate the Acupuncture profession. In 1986, the State Legislature defined an Acupuncturist as a "primary health care provider." This means that private insurance companies must cover and treat Acupuncturists performing primary health care services as they would any primary health care provider.

In 1989, the State Acupuncture Board officially named licensed Acupuncturists, "Acupuncture Physicians". Acupuncture Physicians are now able to practice independently using acupuncture, electro acupuncture, Qi Gong, Asian Massage, herbal therapy, dietary guidelines, and other adjunctive therapies. This truly reflects the growing progressive attitude in our State. These laws open the door to many more patients who can now make good use of their insurance policies.

REQUIREMENTS FOR LICENSURE IN FLORIDA

ORIENTAL MEDICINE GRADUATES

Since the college is accredited by the Accreditation Commission for Acupuncture & Herbal Medicine (ACAHM), Acupuncture and Massage College's Oriental Medicine graduates are eligible for licensure in the State of Florida and are eligible to sit for the National Commission for Certification of Acupuncture and Oriental Medicine's (NCCAOM) diplomate exams. For a list of the NCCAOM's exams and their respective current fees go to www.nccaom.org. As of the date of this publication the Florida state licensing fees are as follows:

- State of Florida initial licensing fee: \$405
- Active license renewal fee: \$280

For detailed instructions on licensure requirements, please reference the **Student Handbook** and/or speak with the **Career & Student Services Support Coordinator**.

MASSAGE THERAPY GRADUATES

Acupuncture and Massage College's Massage Therapy graduates are eligible for licensure in the State of Florida once they pass the MBLEx exam given by the Federation of State Massage Therapy Board (FSMTB). As of the date of this publication the examination and licensing fees are as follows:

- MBLEx exam fee: \$265
- State of Florida initial licensing fee: \$155
- State of Florida biannual renewal fee: \$105
- Background Check & Fingerprint Scanning Fee: \$93.47 (*if applicable an additional \$8.45 fee will be charged to expedite*)

To obtain a copy of the legal eligibility requirements for licensure in Florida, call or write to:

The Florida Department of Health
Board of Acupuncture or Board of Massage
4052 Bald Cypress Way - BIN # C06
Tallahassee, Florida 32399-3256
Tel: (850) 245-4444
Website: www.doh.state.fl.us/mqa

PROFESSIONAL STANDARDS

Oriental Medicine

The following describes the essential functions, skills, and general physical requirements of an entry-level position as an Acupuncture Physician, but is not a comprehensive list of the activities, duties, or responsibilities that may be required by a particular employer or to perform the occupation. If you have any questions about this description, please contact Yaly Flores-Soto at Dean@amcollege.edu.

1. Essential functions of Acupuncture Physicians

- a. Acupuncture Physicians provide primary health care, based on traditional Chinese medical concepts and modern oriental medical techniques, which includes acupuncture diagnosis and treatment, as well as adjunctive therapies and diagnostic techniques, for the promotion, maintenance, and restoration of health and the prevention of disease. Acupuncture shall include, but not be limited to, the insertion of acupuncture needles and the application of moxibustion to specific areas of the human body and the use of electroacupuncture, Qi Gong (a system of coordinated body-posture and movement, breathing, and meditation), oriental massage, herbal therapy, dietary guidelines, and other adjunctive therapies, as defined by the Florida Board of Acupuncture rules.
2. Skills required of Acupuncture Physician
 - a. Knowledge of medical terminology, patient interview skills, Clean Needle Technique protocols (CNT), analyzing physical findings and medical records to make proper diagnosis, pattern diagnostic differentiation, and time management. Relevant skills may include the ability to perform various treatments/techniques, communicate with patients, to work cooperatively with other providers, and to manage time between appointments and required paperwork, etc.
3. Physical requirements of Acupuncture Physician
 - a. Ability to listen and communicate effectively with patients
 - b. Ability to see details at close range (within a few feet of the observer)
 - c. Ability to match or detect differences between colors, including shades of color and brightness
 - d. Ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects
 - e. Ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position
 - f. Ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources)
 - g. Ability to concentrate on a task over a period of time without being distracted
 - h. The emotional health required for the full use of their intellectual abilities, the exercise of good judgment, and the prompt and safe completion of all responsibilities
 - i. The ability to adapt to change, to display flexibility and to learn to function in the face of uncertainties and stressful situations

Associate of Art in Health Science

The following describes the essential functions, skills, and general physical requirements of an entry-level position as a Massage Therapist who complete AMC's Associate of Art in Health Science, but is not a comprehensive list of the activities, duties, or responsibilities that may be required by a particular employer or to perform the occupation. If you have any questions about this description, please contact Yaly Flores-Soto at Dean@amcollege.edu.

1. Essential functions of Massage Therapists
 - a. Massage Therapists treat clients by applying pressure to manipulate the body's soft tissues and joints. Massage Therapists work with clients in a variety of settings to help relieve stress and pain and achieve holistic wellness using various techniques.
 - b. Massage therapists typically do the following:

- Talk with clients about their symptoms, medical history, and treatment goals
 - Evaluate clients prior to and during the massage to locate painful or tense areas of the body
 - Manipulate muscles, tendons, ligaments, and other soft tissues of the body
 - Increase range of motion through joint mobilization techniques
 - Provide guidance on stretching, strengthening, overall relaxation, and improving their posture
 - Document clients' conditions and progress
 - Clean their workspace and sanitize equipment
2. Skills required of Massage Therapists
 - a. Knowledge of medical terminology, musculoskeletal anatomy, physiology, pathology, client/patient interview skills, analyzing physical findings and medical records, if applicable, to develop safe and effective massage treatment plans, and time management. Relevant skills may include the ability to perform various treatments/techniques, communicate with clients, to work cooperatively with other providers, and to manage time between appointments and required paperwork, etc.
 3. Performing and documenting client intake interviews, to understand their health status and concerns, and track treatment progress as their health condition evolves. Using client intake information to assess client conditions and develop safe and effective massage treatment plans.
 4. Implementing treatment plans by applying appropriate massage techniques to the soft tissues of the body. Recommending and educating clients on methods for self-care – such as stretches, exercise and hot/cold therapies – to extend the benefits of massage outside of the session.
 5. Physical requirements of Massage Therapists
 - a. Ability to listen and communicate effectively with clients/patients
 - b. Physical stamina: Massage therapists may give several treatments during a workday and must be able to stand throughout massage appointments.
 - c. Physical strength and dexterity: Massage therapists must be strong and able to exert pressure through a variety of movements when manipulating a client's muscles.
 - d. Ability to make precisely coordinated movements of hands to grasp, manipulate, a client's soft tissue. They may use their hands, fingers, forearms, elbows, and feet as tools during massage sessions.
 6. Communication skills: Massage therapists must listen carefully and convey information clearly in order to ensure that clients achieve desired results through massage sessions.
 7. Decision-making skills: Massage therapists must evaluate each client's needs and recommend the best treatment based on that person's needs.
 8. Empathy: Massage therapists often treat clients who are in pain. They must be compassionate and sympathetic to their clients' problems and needs.
 9. Integrity: Massage therapists often have access to clients' medical histories and other privacy information. Therefore, they must be trustworthy and protect client confidentiality.
 10. Interpersonal skills. Massage therapists must give clients a positive experience. Building trust and making clients feel comfortable are necessary for therapists to expand their client base.

11. Time-management skills: Massage therapists must be effective in using the time allocated for appointments to help each client accomplish his or her goals.
12. Tools used by Massage Therapist: Massage therapists may use lotions and oils and massage tables or chairs when treating a client. The length of a session varies based on type of massage. For example, a chair massage may be as short as 5 to 15 minutes, whereas a table massage typically lasts between 30 and 90 minutes.

Massage Therapy

The following describes the essential functions, skills, and general physical requirements of an entry-level position as a Massage Therapist, but is not a comprehensive list of the activities, duties, or responsibilities that may be required by a particular employer or to perform the occupation. If you have any questions about this description, please contact Yaly Flores-Soto at Dean@amcollege.edu.

1. Essential functions of Massage Therapists
 - a. Massage Therapists treat clients by applying pressure to manipulate the body's soft tissues and joints. Massage Therapists work with clients in a variety of settings to help relieve stress and pain and achieve holistic wellness using various techniques.
 - b. Massage therapists typically do the following:
 - Talk with clients about their symptoms, medical history, and treatment goals
 - Evaluate clients prior to and during the massage to locate painful or tense areas of the body
 - Manipulate muscles, tendons, ligaments, and other soft tissues of the body
 - Increase range of motion through joint mobilization techniques
 - Provide guidance on stretching, strengthening, overall relaxation, and improving their posture
 - Document clients' conditions and progress
 - Clean their workspace and sanitize equipment
2. Skills required of Massage Therapists
 - a. Knowledge of medical terminology, musculoskeletal anatomy, physiology, pathology, client/patient interview skills, analyzing physical findings and medical records, if applicable, to develop safe and effective massage treatment plans, and time management. Relevant skills may include the ability to perform various treatments/techniques, communicate with clients, to work cooperatively with other providers, and to manage time between appointments and required paperwork, etc.
3. Performing and documenting client intake interviews, to understand their health status and concerns, and track treatment progress as their health condition evolves. Using client intake information to assess client conditions and develop safe and effective massage treatment plans.
4. Implementing treatment plans by applying appropriate massage techniques to the soft tissues of the body. Recommending and educating clients on methods for self-care – such as stretches, exercise and hot/cold therapies – to extend the benefits of massage outside of the session.
5. Physical requirements of Massage Therapists
 - a. Ability to listen and communicate effectively with clients/patients

- b. Physical stamina: Massage therapists may give several treatments during a workday and must be able to stand throughout massage appointments.
 - c. Physical strength and dexterity: Massage therapists must be strong and able to exert pressure through a variety of movements when manipulating a client's muscles.
 - d. Ability to make precisely coordinated movements of hands to grasp, manipulate, a client's soft tissue. They may use their hands, fingers, forearms, elbows, and feet as tools during massage sessions.
6. Communication skills: Massage therapists must listen carefully and convey information clearly in order to ensure that clients achieve desired results through massage sessions.
 7. Decision-making skills: Massage therapists must evaluate each client's needs and recommend the best treatment based on that person's needs.
 8. Empathy: Massage therapists often treat clients who are in pain. They must be compassionate and sympathetic to their clients' problems and needs.
 9. Integrity: Massage therapists often have access to clients' medical histories and other privacy information. Therefore, they must be trustworthy and protect client confidentiality.
 10. Interpersonal skills. Massage therapists must give clients a positive experience. Building trust and making clients feel comfortable are necessary for therapists to expand their client base.
 11. Time-management skills: Massage therapists must be effective in using the time allocated for appointments to help each client accomplish his or her goals.
 12. Tools used by Massage Therapist: Massage therapists may use lotions and oils and massage tables or chairs when treating a client. The length of a session varies based on type of massage. For example, a chair massage may be as short as 5 to 15 minutes, whereas a table massage typically lasts between 30 and 90 minutes.

ADMISSIONS

REQUIREMENTS AND PREREQUISITES

Acupuncture and Massage College is a non-discriminatory educational institution. Admissions is based upon equal educational opportunities for all students regardless of sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, or any other basis prohibited by law. Massage Therapy, and Associate of Arts in Health Science applicants are required to be 18 years of age and must have completed high school or the equivalent.

Master of Oriental Medicine applicants must have completed 60 semester credits at the undergraduate level from an accredited institution. In addition, AMC requires all students to be proficient in the English language. For further details refer to the **English Competency section**.

ENGLISH COMPETENCY

Oriental Medicine Students must meet ONE of the following requirements:

International applicants whose native language is not English are required to provide proof of English proficiency for admission to degree, certificate, and non-degree graduate programs. This must be demonstrated by one of the following means:

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

OR

- 2). The applicant must have completed one of the following assessments at the required level:

ASSESSMENT TOOL	ACCEPTABLE SCORE
Test of English as a Foreign Language Internet-Based Test (TOEFL® iBT)	Total: 61
International English Language Testing System (IELTS), Academic Format	Overall band: 6
Duolingo English Test	90
China Standard of English Language (CSE)	CSE 6
Cambridge First Certificate in English (FCE)	C
Cambridge English Advanced (CAE)	C
Common European Framework Reference (CEFR)	B2
Occupational English Test (OET)	250, C
Pearson Test of English (PTE), Academic	Overall: 45

3). If the applicant does not meet the above English Proficiency requirements, the applicant will have the opportunity to request to meet with the college's Enrollment Committee and demonstrate proficiency in English during the Enrollment Committee's interview.

Massage Therapy (except for MT Spanish students) and Associate of Arts students:

Must be proficient in the English language. To evaluate and serve our diverse community, those who have earned a foreign degree/diploma must demonstrate their English competency in ONE of the following ways:

1. Graduation from an accredited High School in the United States or having received a GED in English.
2. Completion of an English Composition or Literature Course with a minimum grade of a "C" at an accredited college in the United States
3. Taking and passing the Duolingo English Test, with a score of 80 or higher.

Massage Therapy Spanish Program – Spanish Competency

Massage Therapy Spanish Students must be proficient in the Spanish language. To evaluate and serve our diverse community, those who have earned a foreign high school diploma/degree from a non-Spanish speaking country must demonstrate their Spanish competency by meeting one of the following:

1. Taking and passing the Duolingo Spanish Test with a minimum score of 80.
2. If the applicant does not meet the above Spanish Proficiency requirements, the applicant will have the opportunity to request to meet with the college's Enrollment Committee and demonstrate proficiency in Spanish during the Enrollment Committee's Interview.

APPLICATION PROCEDURE

Prospective students are encouraged to schedule an appointment with the Acupuncture and Massage College's Admissions Department who will assist the applicant in making an informed decision. Applicants are required to submit the following:

1. A non-refundable application fee of \$50. (*waived for active-duty service member or Veteran, a member of the National Guard or Reserves, or a qualified survivor or dependent*)
2. A completed application form.
3. Government issued photo identification.
4. A typed essay on "Why I want to be an Acupuncture Physician" (minimum 500 words for **Master of Oriental Medicine applicants**).
5. A typed essay on "Why I want to study in the Associate in Health Science Program" (minimum 500 words for **Associate in Health Science applicant**).
6. Massage Therapy applicants must submit a high school transcript, high school diploma, or GED.
7. Two letters of recommendation (**For Master of Oriental Medicine applicants only**)

Prospective students who have already submitted an application to Acupuncture and Massage College are permitted one complimentary treatment at the Community Intern Clinic. The Community Intern Clinic is supervised by Clinic Supervisors. Treatments are administered by Oriental Medicine and Massage Therapy Interns.

If you have a criminal record and plan to be licensed (massage or acupuncture) in the state of Florida, you are advised to consult an attorney prior to enrolling at AMC. Individuals who have committed crimes that fall within Florida Statute 465.035 are currently **NOT ELIGIBLE** for licensure in Florida. If the offense does not fall under the statute, you still may not be eligible for licensure in Florida and should check with an attorney.

All official admissions documents must be submitted in order to be eligible for federal student aid.

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 who will review and determine transferability of credits. All credits must be taken within 5 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.

Transfer credits for Oriental Medicine coursework must come from a college in candidate or accreditation status with the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM) 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. The Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM), allows applicants to receive transfer credit for up to 50% of the total program credit requirements. Of that 50%, no more than 25% of the program clinical training requirements may be accepted as transfer credits.

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 Associate of Arts in Health Science program must complete at least twenty five percent (25% or 270 hours) of their studies at AMC, including a minimum of one General Education course. Students transferring into the Oriental Medicine program must complete at least 50% of their studies at AMC (no more than 25% of the program clinical training requirements may be accepted as

transfer credits). *Students completing the MT or AA program who wish to start the OM program must have taken and passed the MBLEX.*

For Oriental Medicine Students:

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.

AMC charges a one-time \$275 transfer of credit evaluation fee for credit hour programs. This fee must appear as a charge in the Student Ledger before any transfer credits will be transferred in.

For clock-hour programs only:

Transfer of Credit requests must be completed prior to starting the program to ensure accurate course scheduling. 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.

AMC charges a one-time \$125 transfer of credit evaluation fee. This fee must appear as a charge in the Student Ledger before any transfer credits will be transferred in.

Advanced Placement

AMC may accept up to twelve Advanced Placement 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. Advanced placement credits are not eligible for transfer credit. AMC is enrolled with the College Board. AMC's **Designated Institution (DI) code is 7493-Acupuncture and Massage College**. This code allows our institution to receive official SAT® and AP® scores for prospective and active students seeking official transcripts from AP courses taken while in high school.

CLEP

AMC may accept up to twelve 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. CLEP credits are not eligible for transfer credit. To receive the appropriate college credit or to complete the AMC application process, applicants/students must ensure to request CLEP exam scores and transcripts directly from College Board. Official scores from CLEP can be requested at <https://clep.collegeboard.org/scores/send-scores-transcripts>.

Foreign Transcripts

An official course-by-course evaluation must be submitted to be fully admitted to AMC and to receive a final transfer credit evaluation. Courses completed at foreign institutions must be evaluated by a foreign credential evaluation service.

Challenge Exams

AMC may offer challenge exams for coursework not taken at AMC, at the Academic Dean's discretion.

MASSAGE THERAPY DIPLOMA PROGRAM

The Massage Therapy program can be completed in 8.25 months for day students and 9.5 months for evening students. The Massage Therapy curriculum of 720 hours is comprised of 560 hours in didactic technical and occupationally related courses and 160 hours of practical hours. The entire program is comprised of technical and occupationally related courses. Each course in the Massage Therapy program provides education and training in theoretical knowledge, technical skills, occupationally related skills, and associated competencies necessary for our students to achieve the program objectives.

Students in the Massage Therapy program have community intern clinic shifts on Mondays, Wednesdays, and Fridays from 11:00am-7:00pm, and on Saturdays from 9:00am to 4:00pm. Day students are expected to complete a total of 18-hours per week of clinical practice, and evening students are expected to complete a total of 12-hours per week.

The Massage Therapy Program is offered in both English and Spanish. Descriptions of the Massage Therapy Spanish courses are available by request from the Admissions Department at the campus.

Las descripciones de los cursos de español de terapia de masaje están disponibles a pedido en el Departamento de Admisiones del campus.

COURSE #:	TITLE:	HOURS:
SHI 110	SHIATSU & QI KUNG	90
KIN 110	KINESIOLOGY	90
PPE 110	PROFESSIONAL PRACTICE/ETHICS & LAWS	75
MER 110	MEDICAL ERRORS	2
HIV 110	HIV/AIDS	3
STL 110	STATE LAW	10
ANP 110	ANATOMY AND PHYSIOLOGY	90
STM 110	SWEDISH & TISSUE MANIPULATION	75
HYT 110	HYDROTHERAPY	15
PCA 110	PATHOLOGY & CLINICAL ASSESSMENT	90
MBR 110	MASSAGE BOARD REVIEW	20

MCP 110	MASSAGE CLINICAL PRACTICE	160
TOTAL		720

COURSE DESCRIPTION

SHIATSU & QI KUNG

SHI 110

This course will teach a thorough and effective treatment of the back, upper, and lower extremity based on the Hoshino system of Shiatsu. Point location and palpation will be stressed as well as correct body movement and proper hand/thumb technique. Students will learn Yin Yang Theory, Eight Principles and four Examinations, Cause of Disease, and a Survey of the channels. This course helps the student visualize and actually feel the flow of “Qi” in the channels. Qi Kung and Qi enhancing exercises will also be taught. This course will enable students to understand the major concepts of Oriental Medicine and perform a comprehensive patient interview.

KINESIOLOGY

KIN 110

This course will teach the fundamentals of skeletal muscle components and characteristics. The class will enable the student to understand the concepts of skeletal muscle contractions, proprioceptors, skeletal muscle locations, attachments (origins, insertions), and actions. The course will teach joint structure and function and range of motion to include active, passive, and resisted. Palpation assessment and range of motion assessment will be studied.

PROFESSIONAL PRACTICE/ETHICS & LAWS

PPE 110

This course will introduce students to the guidelines for professional practice to include effective business planning and strategies, office management, marketing, hiring and interviewing skills. Students will be instructed on healthcare and business terminology, as well as the ethical and legal requirements of documentation and record keeping focused on client and business records. Instruction on proper and safe use of equipment/supplies, practitioner hygiene, sanitation, cleanliness, and safety practices to include facilities, practitioner, and client safety. The course will teach students about practitioner care to include proper body mechanics, personal protective equipment (PPE), self-care, and injury prevention. Draping and safe and appropriate communication will be taught. Students will learn professional communication, confidentiality, and principles. This course will introduce students to ethical behavior, professional boundaries, code of ethics violations, the therapeutic relationship, dual relationships, sexual misconduct, massage/bodywork-related laws, and regulations.

MEDICAL ERRORS

MER 110

This class discusses one of the most prevalent and relevant issues of our time, i.e., the prevention of medical errors. The majority of the time, the implementation of simple precautions can prevent most errors. This requires looking at the everyday routines, materials, environments, individuals (including patients/clients).

HIV/AIDS**HIV 110**

Per Florida State guidelines, this course provides an overview of current information on the Acquired Immune Deficiency Syndrome (AIDS) and the Human Immunodeficiency Virus (HIV), including epidemiology, clinical manifestations, treatment, prevention, legal/ethical issues, and the importance of behavior and attitude changes for the caregiver.

STATE LAW**STL 110**

This course will teach Florida state regulations, licensing procedures, renewal requirements, and scope of practice limitations.

ANATOMY AND PHYSIOLOGY**ANP 110**

This course provides a general study of the human body's normal structure and function. Emphasis is placed on system structure, system function, tissue injury and repair, and concepts of energetic anatomy. The complex nature of the body, the interrelationship of the organs, and the body's ability to adapt to the environment will be discussed. Emphasis will be placed on the specific scope and needs of the Massage Therapist.

SWEDISH AND TISSUE MANIPULATION**STM 110**

This course will cover physiological effects of soft tissue manipulation, psychological effects of soft tissue manipulation, effects of soft tissue manipulation for specific client populations, and soft tissue techniques such as types of strokes and sequence of application. Students will study the theory of massage, classical techniques and strokes, professionalism in treatment, and indications and contraindications of massage treatment. Standard medical ethic principles and the strategies for ethical decision making in a clinic setting will be examined. Clinical assessment techniques, postural analysis, as well as exercise and stretch techniques will be taught. These techniques will assist students in developing a strong background in the healing applications of Massage Therapy.

HYDROTHERAPY**HYT 110**

This course will teach the fundamentals of hydrotherapy. The class will enable the student to understand the different therapeutic approaches used in hydrotherapy such as water therapy, hot and cold applications using various massage/bodywork modalities.

PATHOLOGY & CLINICAL ASSESSMENT**PCA 110**

This course will cover an overview of various pathologies, contraindications, areas of caution, special populations, and classes of medications. The course will also instruct students on clinical reasoning to include the ability to rule out contraindications, client treatment goal setting, evaluation of response to previous treatment, and formulation of treatment strategy. Students will review and assess clinical case studies to further demonstrate understanding of pathologies and clinical assessment.

MASSAGE BOARD REVIEW**MBR 110**

The course consists of five classes. This course reviews the information required to take and pass AMC's Board Review Exam as well as the Massage and Bodywork Licensing Examination (MBLEx).

Students will review all academic coursework given in the program and will be required to take and pass the Massage Therapy Board Review Exam the last day of the course. (Prerequisite: Successful completion of all course work in Massage Therapy Program).

MESSAGE CLINICAL PRACTICE

MCP 110

Massage clinic is designed to build student skills, confidence, and comfort level one step at a time. Clinic provides students with the opportunity to practice the various techniques they have studied. (Prerequisite: Successful completion of all course work in the Massage Therapy program).

ASSOCIATE OF ARTS IN HEALTH SCIENCE

The Associates program can be completed in 18.25 months (73 weeks) of study for day students and 19.5 months (78 weeks) for evening students. The total course length is 1,080 classroom hours (62.5 semester credits).

The first 2 semesters follow the entire Massage Therapy Program curriculum, see preceding pages. The third and fourth semester consists of four 10-week modules. Each module consists of two-3 credit courses. Saturday classes are held 9:00 AM-1:30 PM and 1:30 PM - 6:00 PM

COURSE #:	TITLE:	HOURS:	CREDITS:
		720	38.5
SHI 110	SHIATSU & QI KUNG	90	5
KIN 110	KINESIOLOGY	90	5
PPE 110	PROFESSIONAL PRACTICE/ETHICS & LAWS	75	4
MER 110	MEDICAL ERRORS	2	.2
HIV 110	HIV/AIDS	3	.3
STL 110	STATE LAW	10	.5
ANP 110	ANATOMY AND PHYSIOLOGY	90	6
STM 110	SWEDISH & TISSUE MANIPULATION	75	4
HYT 110	HYDROTHERAPY	15	1
PCA 110	PATHOLOGY & CLINICAL ASSESSMENT	90	6
MBR 110	MASSAGE BOARD REVIEW	20	1
MCP 110	MASSAGE CLINICAL PRACTICE	160	5.5
	GENERAL EDUCATION COURSES	360	24
WRI 110	WRITTEN COMMUNICATION	45	3
MAT 110	CONTEMPORARY MATHEMATICS	45	3
INT 110	NUTRITION	45	3
PSY 110	POSITIVE PSYCHOLOGY	45	3
HUM 110	PHILISOPHY OF EAST AND WEST	45	3
SPC 110	PUBLIC SPEAKING	45	3
CTH 110	CRITICAL THINKING	45	3
ORT 110	ORTHOPEDIC ASSESSMENT	45	3
TOTAL		1,080	62.5

COURSE DESCRIPTION

WRITTEN COMMUNICATION

WRI 110

This course teaches the fundamentals of written communication at the college level. Students will learn how to improve their writing beginning with exposure to different genres and a variety of readings of different lengths. The individual's writing process will be enhanced by workshops and other group approaches to writing. A Library assignment will introduce concepts of college-level research. The course underscores the importance of the revision process.

CONTEMPORARY MATHEMATICS

MAT 110

This course is a business-based approach to mathematics designed to help the student apply mathematical principles to personal and business finances, using processes and instruments used in today's world. Students will learn about percentages, interest, discounts, arithmetic of payroll, taxes, bank statements, reconciliation, trade, and cash discounts, establishing retail prices, consumer credit, simple interest, compound interest, annuities, and business and consumer loans.

NUTRITION

INT 110

This introductory course in nutrition for non-science majors is designed to provide the student with the function of the essential nutrients. Current ideas and theories in nutrition will be discussed. Diseases linked to nutritional causes and those prevented by nutrients will be examined. Students will be introduced to various methods of research in nutrition and will be required to write a research paper.

POSITIVE PSYCHOLOGY

PSY 110

This course provides an introduction to the principles and history of psychology followed by extensive study of "positive psychology" and its effects on career, personal life, spiritual life, intellectual life and work-life balance. Students will complete a variety of self-assessments and other exercises that help them identify their potential and cultivate their strengths for future success.

PHILOSOPHY OF EAST AND WEST

HUM 110

This course provides a topic-based approach to various concepts in historical and contemporary philosophy. Instead of learning the history of philosophy and focusing on major figures, students will examine and discuss a variety of topics through the lens of both Eastern and Western philosophy, in order to gain an understanding of how humans in all times and places have developed different approaches to complex philosophical, ethical, moral, and spiritual issues.

PUBLIC SPEAKING

SPC 110

This course will introduce students to the fundamentals of public speaking, including understanding the audience, researching, and delivering a speech. Students will gain skills and confidence by speaking for the classroom audience and will create and use visual aids. Oral and written assignments will cultivate critical reasoning, analytical, and argumentative skills.

CRITICAL THINKING**CTH 110**

This course gives the students a foundation in the principles of good reasoning, with instruction in logical analysis of argument and the application of critical thinking in ordinary situations. Assignments will assist students in practicing and enhancing critical thinking and problem-solving skills.

ORTHOPEDIC ASSESSMENT**ORT 110**

This course is designed to give the student a basic knowledge of orthopedic assessment applicable to a Massage Therapist. Students will learn detailed information about biomechanics and injury assessment, as well as a discussion of the HOPS (History, Observation, Palpation, and Special tests) system of assessment commonly used in orthopedics and sports medicine. Performing these tests and evaluations will assist students to develop an appropriate and effective treatment plan.

MASTER OF ORIENTAL MEDICINE PROGRAM CURRICULUM

Effective 1/8/2024 – the Bachelor of Health Science/Master of Oriental Medicine Degree program has been renamed to the **Bachelor of Health Science/Master of Acupuncture and Herbal Medicine program. The curriculum and total number of credits/hours remains the same.*

Upon graduation from the Master of Oriental Medicine Program, students receive both a Bachelor of Health Science and a Master of Oriental Medicine. Fifteen weeks of study is considered one semester. The full program consists of four academic years (36 months) and 2,852 classroom and clinic hours (158 credit hours) of continuous study.

Three hundred and four hundred level course numbers represent the Bachelor’s component of the program. Acupuncture and Massage College’s course numbering system uses a six-digit identifier. The prefix indicates the course name. The suffix represents the level of instruction and course category. All credits awarded are based on semester credit hours.

<u>YEAR ONE</u>

FIRST SEMESTER – FALL

COURSE #:	DESCRIPTION	HOURS	CREDITS
NMS-301	NEUROMUSCULAR SCIENCE	60	4
ANP-301	ANATOMY & PHYSIOLOGY	60	4
ABW-311	ASIAN BODY WORK	60	4
RCP-444	RESEARCH AND CASE PRESENTATION	15	1
SCO-331	SUPERVISED CLINICAL OBSERVATION	90	3
TOTAL		285	16

SECOND SEMESTER – WINTER

COURSE #:	DESCRIPTION	HOURS	CREDITS
ECM-312	ESSENTIALS OF CHINESE MEDICINE	60	4
DME-312	DIAGNOSTIC METHODS	60	4
DSY-312	DIAGNOSTIC SYSTEMS	60	4
BLI-302	BIOCHEM/LABWORK/IMAGING	30	2
TDT-302	TCM DIETARY THERAPY	30	2
SCO-332	SUPERVISED CLINICAL OBSERVATION	60	2
TOTAL		300	18

THIRD SEMESTER – SPRING

COURSE #:	DESCRIPTION	HOURS	CREDITS
PL1-313	POINT LOCATION 1	60	4

PL2-313	POINT LOCATION 2	60	4
PTI-313	POINT INDICATION	60	4
INE-313	NEEDLING	60	4
SCO-333	SUPERVISED CLINICAL OBSERVATION	60	2
TOTAL		300	18

YEAR TWO

FOURTH SEMESTER – FALL

COURSE #:	DESCRIPTION	HOURS	CREDITS
HM1-424	HERBAL MEDICINE 1	60	4
PA1-404	PATHOLOGY 1	60	4
PA2-404	PATHOLOGY 2	30	2
PNP-404	PSYCHO-NEURO PATHOLOGY	30	2
AIT-404	ACUPUNCTURE INJECTION THERAPY	60	4
SCP-434	SUPERVISED CLINICAL PRACTICE	120	4
TOTAL		360	20

FIFTH SEMESTER – WINTER

COURSE #:	DESCRIPTION	HOURS	CREDITS
HM2-425	HERBAL MEDICINE 2	60	4
PHE-405	PHYSICAL EXAM	60	4
OAS-405	ORTHOPEDIC ASSESSMENT	60	4
SCP-435	SUPERVISED CLINICAL PRACTICE	120	4
TOTAL		300	16

SIXTH SEMESTER – SPRING

COURSE #:	DESCRIPTION	HOURS	CREDITS
AA1-416	ADVANCED ACUPUNCTURE 1	60	4
AA2-416	ADVANCED ACUPUNCTURE 2	60	4
HM3-426	HERBAL MEDICINE 3	60	4
SCP-436	SUPERVISED CLINICAL PRACTICE	120	4
TOTAL		300	16

YEAR THREE

SEVENTH SEMESTER – FALL

COURSE #:	DESCRIPTION	HOURS	CREDITS
ATD-517	ADVANCED TCM DIAGNOSIS	60	4
HM4-527	HERBAL MEDICINE 4	60	4
HM5-527	HERBAL MEDICINE 5	45	3

PDI-527	PHARMACOGNSY & DRUG INTERACTION	15	1
PMT-547	PRACTICE MANAGEMENT/STATE LAW	60	4
CHP-537	CLINIC & HERB PRACTICE	120	4
TOTAL		360	20

EIGHTH SEMESTER – WINTER

COURSE #:	DESCRIPTION	HOURS	CREDITS
BCS-608	BIOSCIENCE CASE STUDIES	60	4
IM1-618	INTERNAL MEDICINE 1	60	4
IM2-628	INTERNAL MEDICINE 2	60	4
GYN-618	TCM GYNECOLOGY	30	2
CHP-638	CLINIC & HERB PRACTICE	120	4
TOTAL		330	18

NINTH SEMESTER – SPRING

COURSE #:	DESCRIPTION	HOURS	CREDITS
HM6-629	HERBAL MEDICINE 6	60	4
ATM-629	ACUPUNCTURE TREATMENT METHODS	60	4
PHA-606	PHARMACOLOGY	60	4
CHP-639	CLINIC & HERB PRACTICE	130	4
TOTAL		310	16

COURSE DESCRIPTION

FIRST SEMESTER

NEUROMUSCULAR SCIENCE

NMS-301

This course will teach, in depth, the fundamentals of neuromuscular anatomy and neuropathology. The class will enable the student to understand the different parts of the body, their relationship to each other and the functions/actions of the muscles, bones, and nerves. The student will also be able to recognize major neurological conditions.

ANATOMY & PHYSIOLOGY

ANP-301

This course provides a general study of the human body's normal structure and function. Emphasis is placed on the complex nature of the body, the interrelationship of the organs, and the body's ability to adapt to the environment. Emphasis will be placed on the specific needs of the Acupuncture Physician.

ASIAN BODYWORK

ABW-311

This course will cover the practical applications of Chinese Tui Na Massage and Japanese Shiatsu. Students will learn basic hand techniques, articulations, and a full-body treatment using Tui Na and Shiatsu techniques. In addition, students will receive basic Instruction in Oriental Medical

theory that will include Yin/Yang, Five Elements, survey of the twelve channels, major points, Zang Fu Organs and Essential Substances.

RESEARCH AND CASE PRESENTATION

RCP-444

Research and Case Presentation is a short course that prepares students to write and present case presentations, a vital component of Chinese Medicine; successfully complete assigned research papers for class; work toward writing for publication in peer-reviewed professional and academic journals and write and present case presentations. The ability to conceive and perform quality research and report findings to a professional audience is a vital component of the healing arts. Students will have the opportunity to choose a research topic, learn effective research methods and receive individualized assistance in developing their ideas.

SUPERVISED CLINICAL OBSERVATION

SCO-331

Supervised Clinic Observation is designed to build up student skills, confidence, and comfort level one step at a time. The first clinic courses are observational and practical. Students are required to receive at least ten treatments, so they can experience firsthand what it is like to be a patient of Oriental Medicine. Clinic provides students with the opportunity to observe various techniques they studied. Upon completion of Asian Bodywork students will be required to give 30 Asian bodywork treatments. While enrolled in Needling students will be allowed to apply moxa and cupping on patients.

SECOND SEMESTER

ESSENTIALS OF CHINESE MEDICINE

ECM-312

This course is an introduction to the Essentials of Chinese Medicine and focuses on the basic theoretical framework of Traditional Chinese Medicine (TCM) including Yin/Yang theory, Five Element theory, Vital Substance theory, Zang-Fu theory, and Causes of Disease.

DIAGNOSTIC METHODS

DME-312

This course teaches the four diagnostic methods of TCM: observation (wang), audio-olfaction (Wen), inquiry (Wen), and palpation (Qie). Focus is paid to pulse and tongue diagnosis. Basic Biomedical Diagnostic skills will be discussed. Proper referrals will be analyzed based on recognition of symptoms. (Prerequisite: ECM-312)

DIAGNOSTIC SYSTEMS

DSY-312

This course teaches the diagnostic systems of TCM. Discussions will focus on learning to form a diagnosis using many different systems including eight parameters, Zang-Fu organs, six stages, four levels, san jiao, states of Qi/blood/body fluids and meridian theory. (Prerequisite: ECM-312 and DME-312)

BIOCHEM/LABWORK/IMAGING

BLI-302

This course provides a general study of the blood work and its biochemical analysis. Emphasis is placed on the most commonly used laboratory data and their interpretation.

TCM DIETARY THERAPY**TDT-629**

This course teaches the concept of Chinese Diet Therapy. Using Chinese medical theory as a reference, the class will examine the energetic properties of food, the classification of various foods within the context of the Eight Principles and Five Elements, and specific applications of dietary therapy to Pattern Differentiation and TCM disease classification. There will also be an introduction to the concept of a medicated diet, using herbal medicine combined with food. (Prerequisite: ECM-312, DME-312 and DSY-312)

SUPERVISED CLINICAL OBSERVATION**SCO-332**

Supervised Clinic Observation is designed to build up student skills, confidence, and comfort level one step at a time. The first clinic courses are observational and practical. Students are required to receive at least ten treatments, so they can experience firsthand what it is like to be a patient of Oriental Medicine. Clinic provides students with the opportunity to observe various techniques they studied. Upon completion of Asian Bodywork students will be required to give 30 Asian bodywork treatments. While enrolled in Introduction to Needling students will be allowed to apply moxa and cupping to patients.

THIRD SEMESTER**POINT LOCATION 1****PL1-313**

Point location is a vitally important clinical skill which must be mastered for the effects of acupuncture and moxibustion to be fully optimized. This course is designed as an introductory course for first year students, which focuses on channel (meridian) theory, palpation of surface anatomy, and the actual location of acupuncture points. The course will begin with the study of the theory and pathways of the channel system as a whole, acupuncture point theory and proportional measurements of body areas. The majority of time in this class will then be devoted to location of individual points both by means of anatomy and by the traditional channel routes. Functions and indications of the most important points will be discussed. Classes typically begin with lectures and demonstrations and move on to practice in locating points. Both didactic and practical skills will be assessed at the completion of the class. This course is an introductory course for the first-year students, which focuses on the location of points. The course will begin with the study of the basic channel and point theory and then the individual points will be discussed by both the geographic section and the channel routes.

POINT LOCATION 2**PL2-313**

This course is a continuation of "Point Location 1." Students continue learning the points located on the twelve main channels, as well as commonly used extra points. In addition, the scope of study will extend to the eight extraordinary channels, and the Chinese and European auricular systems. (Prerequisite: PL1-313)

POINT INDICATION**PTI-313**

This course is an expanded study of PL1 and PL2, in which students learn the specific categories of point function, principles for composing an acupuncture formula based on commonly used

combinations of points, local-distal point combinations, and points commonly associated with various patterns of disharmony. Each point category and each individual channel will be discussed in depth and information from previous classes will be reviewed. This course represents an important step in the learning process, from understanding point location and indication for each individual point to forming synergistic combinations based on both classical sources and personal creativity to approaching the study of specific disease entities and their treatment which will be addressed later in the program. (Prerequisite: PL1-313 and PL2-313)

NEEDLING

INE-313

An introduction to the various types of needles, clean needle techniques, needling methods, needling practice, cupping, moxibustion, electrical stimulation, precautions and contraindications, and emergency management. (Concurrent enrollment in PL1-313, PL2-313, and PTI-313)

SUPERVISED CLINIC OBSERVATION

SC0-333

This third clinic course continues to be observational. The clinic portion is designed to build the student's skill, confidence, and comfort level one step at a time. In this semester students are allowed to assist in Asian bodywork treatment, begin to practice pulse diagnosis, and participate in case discussions.

FOURTH SEMESTER

HERBAL MEDICINE 1

HM1-424

This class begins the study of TCM herbal medicine. The format of the class is such that study of formulas is combined with the study of materia medica. Introductory materials on both aspects of TCM herbal medicine will be presented, along with orientation to the AMC herbal dispensary. Study of the material itself will begin with some two dozen of the most commonly used formulas in modern practice, focusing on the treatment principles of Qi, Blood, Yin and Yang supplementation and harmonization of liver and spleen. The formulas are presented in such a way as to build on those previously taught, thus enhancing understanding of formula composition and ensuring retention of the material taught. Individual medicinals will be presented within the context of the formulas themselves. The module will include more than 60 of the most important Chinese medicinals, including their taste, temperature, functions, indications, dosage, and contraindications. Practical experience in identifying and handling the medicinals themselves as well as grouping them into formulas will prepare the students for their role in dispensing the herbs in the student clinic. (Prerequisite: ECM-312, DME-312 and DSY-312)

PATHOLOGY 1

PA1-404

The course provides the student with information about the mechanisms of disease and the pathological processes that occurs within each system of the human body. The following subjects are covered: Cellular Pathology, Inflammation, Neoplasms, Immunopathology, Genetic Disorders, and Diseases of the circulatory, respiratory, digestive, hematopoietic, lymphoid, and endocrine systems. (Prerequisite: ANP-301 & NMS-301)

PATHOLOGY 2**PA2-404**

This class is a continuation of Pathology I. Students will learn the signs, symptoms, and management of various essential pathologies. In addition, students will review information about the mechanisms of disease and the pathological processes that occur within each system of the human body. (Prerequisite: ANP-301, NMS-301, and PA1-404)

PSYCHO-NEURO PATHOLOGY**PNP-404**

This course teaches students to analyze clinical signs and symptoms of major psychological disorders listed in the current Diagnostic and Statistical Manual (DSM) for treatment or for professional referral. Additionally, the course will cover cellular pathology, tumors, inflammatory disorders, and infections. The course will present the interactions among the central nervous system, the endocrine system, and the immune system and how psychological stressors modulate these interactions. Students will examine post-mortem analyses, looking at case studies that focus on the study of neural (brain) tissues to better understand conditions such as dementia, and investigate genetic conditions, and assess trauma. (Prerequisite: ANP-301, NMS-301, and PA1-404)

ACUPUNCTURE INJECTION THERAPY**AIT-629**

Students learn the clinical theory, principles and techniques for acupuncture injection therapies including TCM injection methods. It covers the history and development of acupuncture injection therapy, differential diagnosis, definitions, proper administration as well as contraindication and precaution of Acu-point Injection therapy. This course will combine bio-therapeutics and acupuncture theory. (Prerequisite: students must be in phase II of their clinical rotations)

SUPERVISED CLINIC PRACTICE**SCP-434**

Clinic work occurs each semester in the Oriental Medicine training program. The clinic portion is designed to build up student skills, confidence, and comfort level one step at a time. In Supervised Clinic Practice, students develop their interviewing skills, develop their case taking skills, write SOAPs, establish a good rapport with the patient, perform a basic physical exam, write a treatment plan, and practice their acupuncture techniques. Students are expected to begin their herbal training with herbal patients and in the herbal dispensary. Students will be encouraged to further develop their Asian bodywork skills by giving 30 additional Asian bodywork treatments. (Prerequisite: SCO-331, SCO-332 and SCO-333)

FIFTH SEMESTER**HERBAL MEDICINE 2****HM2-425**

This class continues the study of TCM herbal medicine. The format of the class is such that study of formulas is combined with the study of materia medica. Study of the material will proceed according to the standard categorization of medicinals and formulae found in most Chinese and English-language textbooks. Categories for this module will include Herbs and Formulas that expel dampness Herbs and Formulas That Clear Heat, and Herbs and Formulas That Drain Downward. Approximately 40 formulas from these categories will be included, with their constituents, functions and indications, and standard modifications. The module will also include

study of approximately 75 Chinese medicinals, including their taste, temperature, functions, indications, dosage, and contraindications. Practical experience in identifying and handling the medicinals themselves as well as grouping them into formulas will prepare the students for their role in dispensing the herbs in the student clinic. (Prerequisite: DME-312, DSY-312, ECM-312 and HM1-424)

PHYSICAL EXAM

PHE-405

Students will review basic physical examination which will include listening to the heart and lungs, palpation of the different organs, patient interview procedures, and patient record maintenance. In addition, students will review information about the mechanisms of disease and the pathological processes that occur within each area or system of the human body. This class will concentrate on the areas and systems of the Head and Neck Area, the Integumentary System, the Thoracic Area and the Pulmonary/Respiratory System, the Cardiovascular System (heart, vessels, blood, and lymph), the Abdominal Area, the Nervous System and Neurological evaluation. (Prerequisite: NMS-301 and ANP-301)

ORTHOPEDIC ASSESSMENT

OAS-405

This class is designed to give students basic knowledge required to perform an orthopedic assessment in a clinical practice. Instruction will be given on the use of goniometers, reflex hammers, and sensory/muscle testing. Students are expected to utilize previous knowledge of the musculoskeletal system. (Prerequisite: NMS-301 and ANP-301)

SUPERVISED CLINIC PRACTICE

SCP-435

Clinic work occurs each semester in Oriental Medicine training program. The clinic portion is designed to build up student skills, confidence, and comfort level one step at a time. In Supervised Clinic Practice, students develop their interviewing skills, develop their case taking skills, write SOAP's, establish a good rapport with the patient, perform a basic physical exam, write a treatment plan, and practice their acupuncture techniques. Students are expected to begin their herbal training with herbal patients and in the herbal dispensary. Students will be encouraged to further develop their Asian Bodywork skills by giving 30 additional Asian bodywork treatments. (Prerequisite: SCO-331, SCO-332 and SCO-333)

SIXTH SEMESTER

ADVANCED ACUPUNCTURE 1

AA1-416

Advanced Acupuncture 1 is a course designed to take the student from the material presented in earlier classes Diagnostic Methods, Diagnostic Systems and Point Indication into the treatment of specific diseases and syndrome presentations as they appear in the clinic. This course will begin with an introduction to general principles of treatment, basic principles for selection of points and applications of specific points. In addition, the course will cover etiology, pathology, and the differentiation and treatment of individual disorders in internal medicine. Organization of the subject matter is based on specific TCM disease categories grouped according to the organ network with which they are most commonly associated. Further differentiation of TCM patterns is presented for each disease category along with treatment principles for each pattern,

recommended treatment points, and modalities. In most cases, relevant biomedical information will be presented in order to enable the student to determine a prognosis and identify cases which require referral to appropriate non-TCM practitioners. (Prerequisite: ECM-312, DME-312, DSY-312, PTI-313 and INE-313)

ADVANCED ACUPUNCTURE 2

AA2-416

Advanced Acupuncture 2 continues the course of study begun in Advanced Acupuncture 1, with the addition of clinically important miscellaneous disease categories such as musculoskeletal disorders, gynecology and obstetrics, pediatrics, dermatology, and otorhinolaryngology. Emergency disorders will be addressed. Additional material will focus on treatment of classical patterns of externally contracted febrile diseases from the Cold Damage and Warm Disease schools, as well as treatment of diseases involving the Extraordinary Vessels. This course will begin with a continuation of zangfu pathology. In addition, the course will cover etiology, pathology, and the differentiation and treatment of individual disorders in internal medicine. Organization of the subject matter is based on specific TCM disease categories grouped according to the organ network with which they are most commonly associated. Further differentiation of TCM patterns is presented for each disease category along with treatment principles for each pattern, recommended treatment points, and modalities. In most cases, relevant biomedical information will be presented in order to enable the student to determine a prognosis and identify cases which require referral to appropriate non-TCM practitioners. (Prerequisite: AA1-416, ECM-312, DME-312, PL1-313, PL2-313, PTI-313 and INE-313)

HERBAL MEDICINE 3

HM3-426

This class continues the study of TCM herbal medicine, both formulas and materia medica. Categories for this module will include herbs and formulas that harmonize, treat dryness, expel dampness, warm the interior, and tonify. Approximately 40 formulas from these categories will be included, with their constituents, functions and indications, and standard modifications. The module will also include study of approximately 75 Chinese medicinal, including their taste, temperature, functions, indications, dosage, and contraindications. Practical experience in identifying and handling the medicinal themselves as well as grouping them into formulas will prepare the students for their role in dispensing the herbs in the student clinic. (Prerequisite: ECM-312, DME-312, DSY-312 and HM1-424)

SUPERVISED CLINIC PRACTICE

SCP-436

Clinic work occurs each semester in Oriental Medicine training program. The clinic portion is designed to build up student skills, confidence, and comfort level one step at a time. In Supervised Clinic Practice, students develop their interviewing skills, develop their case taking skills, write SOAP's, establish a good rapport with the patient, perform a basic physical exam, write a treatment plan, and practice their acupuncture techniques. Students are expected to begin their herbal training with herbal patients and in the herbal dispensary. Students will be encouraged to further develop their Asian bodywork skills by giving 30 additional Asian bodywork treatments. (Prerequisite: SCO-331, SCO-332 and SCO-333)

SEVENTH SEMESTER

ADVANCED TCM DIAGNOSIS

ATD-517

This is an advanced, graduate level course with emphasis on diagnostic methods and diagnostic systems of TCM. Discussions and case studies will focus on learning more advanced tongue, pulse, channel, facial, and hand diagnosis in TCM. The emphasis of the class is on critical thinking and diagnostic ability of complex cases, ensuring that students reach a correct diagnosis and the supporting logic that supports the diagnosis. This includes the ability to distinguish among similar TCM patterns of disharmony. This is a comprehensive class, which utilizes the knowledge and skills attained throughout the 3-year curriculum. The course prepares students for advanced clinical practice and NCCAOM's Foundations Board Examination. (Prerequisite: ECM-312, DME-312, DSY-312, PL1-313, PL2-313, PTI-313, INE-313, AA1-416, and AA2-416). (No transfer of credits will be accepted for this course)

HERBAL MEDICINE 4

HM4-527

This class continues the study of TCM herbal medicine. The format of the class is such that study of formulas is combined with the study of materia medica. Study of the material will proceed according to the standard categorization of medicinal and formulae found in most Chinese and English-language textbooks. Approximately 40 formulas will be included, with their constituents, functions and indications, and standard modifications. The module will also include study of approximately 75 Chinese medicinal from the same therapeutic category as the formulas studied, including their taste, temperature, functions, indications, dosage, and contraindications. Practical experience in identifying and handling the medicinal themselves as well as grouping them into formulas will prepare the students for their role in dispensing the herbs in the student clinic. (Prerequisite: ECM-312, DME-312, DSY-312 and HM1-424)

HERBAL MEDICINE 5

HM5-527

This class continues the study of TCM herbal medicine, both formulas and materia medica. Categories for this module will include herbs and formulas that extinguish wind, open the orifices, treat phlegm, reduce food stagnation, and expel parasites. Approximately 40 formulas from these categories will be included, with their constituents, functions and indications, and standard modifications. The module will also include study of approximately 75 Chinese medicinal, including their taste, temperature, functions, indications, dosage, and contraindications. Practical experience in identifying and handling the medicinal themselves as well as grouping them into formulas will prepare the students for their role in dispensing the herbs in the student clinic. (Prerequisite: ECM-312, DME-312, DSY-32 and HM1-424)

PHARMACOGNSY & DRUG INTERACTION

PDI-527

This class is designed to further instruct the student about the potential toxicities and contraindications for the use of Chinese herbal medicines. Students will also learn about the different drugs imported in Chinese herbal remedies. (Prerequisite: ECM-312, DME-312, DSY-312, HM1424, and HM5-527)

PRACTICE MANAGEMENT/STATE LAW**PMT-547**

This class will cover the legal and ethical guidelines by which the practitioner must operate based on the Florida Statutes and Rules. Information will be presented on setting up your own practice and will include discussion on the types of business organizations as well as tax and insurance requirements. Marketing and communication skills will be discussed and practiced in class. Finally, an in-depth survey of the various types of insurance billing will be presented. All the necessary forms and “know-hows” of the profession will be discussed. Additionally, the course will cover safety and professional responsibilities, patient-practitioner rapport, communication skills, and multicultural sensitivity. (Transfer Credit will not be accepted for this course)

CLINIC AND HERB PRACTICE**CHP-537**

In the Clinic and Herb Practice students work in the herbal dispensary interviewing and diagnosing patients as well as writing and dispensing appropriate formulas. Students will be required to taken independent role in diagnosing, developing a treatment plan, and administering treatment. By the end of the program, students should require only minimal supervision. (Prerequisite: SCP-434, SCP-435 and SCP-436)

EIGHTH SEMESTER**BIOSCIENCE CASE STUDIES****BCS-608**

This course will teach students to effectively read, examine, analyze, and understand a diverse volume of Biomedicine Case Studies in order to select appropriate diagnosis and treatment plans. It will cover the following items: Neuromuscular Anatomy, Physiology, Medical Terminology, Pathology, Pharmacology, Biochemistry/Blood work/Imaging, Physical Exam, and Orthopedic Assessment (Prerequisite: ANP-301, NMS-301, PHE-405, OAS-405, and BLI-404). (Transfer Credit will not be accepted for this course).

INTERNAL MEDICINE 1**IM1-618**

This course covers etiology, pathology, differentiation, and treatment of individual disorders of internal medicine. The treatment focuses on selecting Chinese herbal formulas and modifications according to clinical manifestations. The course also reviews acupuncture point selection and proper techniques. (Prerequisite: ECM-312, DME-312, DSY-312, PL1-313, PL2-313, PTI-313, INE-313, HM1-424, HM2-425, HM3-426, HM4-527, HM5-527, PDI-527, AA1-416, and AA2-416)

INTERNAL MEDICINE 2**IM2-628**

This course covers etiology, pathology, differentiation, and treatment of individual disorders of internal medicine. The treatment focuses on selecting Chinese herbal formulas and modifications according to clinical manifestations. The course also reviews acupuncture point selection and proper techniques. (Prerequisite: ECM-312, DME-312, DSY-312, PTI-313, INE-313, HM1-424, HM2-425, HM3-426, HM4-527, HM5-527, PDI-527, AA2-416, IM1-618)

TCM GYNECOLOGY**GYN-618**

This course is designed to deepen the student’s understanding of treating gynecological conditions with TCM. The course will cover pathophysiology, diagnosis, therapeutic principles,

and acupuncture and herbal treatment plans for a range of diseases including Menstrual Diseases, Fertility Disorders, Gestational and Postpartum Disorders and Miscellaneous Diseases. (Concurrent enrollment in IM1-618 and IM2-628)

CLINIC AND HERB PRACTICE

CHP-638

In the Clinic and Herb Practice students work in the herbal dispensary interviewing and diagnosing patients as well as writing and dispensing appropriate formulas. Students will be required to take an independent role in diagnosing, developing a treatment plan, and administering treatment. By the end of the program, students should require only minimal supervision. (Prerequisite: SCP-434, SCP-435, SCP-436)

NINTH SEMESTER

HERBAL MEDICINE 6

HM6-629

This course will teach students to effectively read, examine, analyze, and understand a diverse volume of Herbal Medicine Case Studies in order to select appropriate diagnosis and treatment plans. This includes single herbs, formulas, and other additional information. Single Herbs will be reviewed first by functional category followed by the secondary energetics of these herbs. Formulas are studied according to functional categories and other types of differentiation. (Prerequisite: HM1-424, HM2-425, HM3-426, HM4-527, HM5-527, PDI-527, IM2-628, and GYN-618) (Transfer Credit will not be accepted for this course)

ACUPUNCTURE TREATMENT METHODS

ATM-629

This course will teach students to effectively read, examine, analyze, and understand a diverse volume of Traditional Chinese Medicine (TCM) Case Studies in order to select appropriate diagnosis and treatment plans. It will cover the entire channel system, acupuncture points, extraordinary points, the auricular system, acupuncture treatments, diagnostic methods, diagnostic systems, and differentiation of syndromes. (Prerequisite: ECM-312, DME-312, DSY-312, PL1-313, PL2-313, PTI-313, INE-313, AA1-416, and AA2-416) (Transfer Credit will not be accepted for this course)

PHARMACOLOGY

PHA-606

This master's level course provides a general study of the basics of pharmacology. Emphasis is placed upon principles and mechanisms of drug action. This course sets the foundation for comprehension of pharmacological principles, actions and interactions. A theoretical understanding of the general classifications leads to and more extensive comprehension of the unique actions, interactions, contraindications and confounding variables that should be considered in current practical applications for the optimum health and safety of the patient. (Prerequisite: ANP-301, NMS-301, BLI-302, OAS-405 and PHE-405)

CLINIC AND HERB PRACTICE**CHP-639**

In the Clinic and Herb Practice students work in the herbal dispensary interviewing and diagnosing patients as well as writing and dispensing appropriate formulas. Students will be required to take an independent role in diagnosing, developing a treatment plan, and administering treatment. By the end of the program, students should require only minimal supervision. (Prerequisite: SCP-434, SCP-435, and SCP-436)

MODULE SYSTEM & CLASS HOURS

At AMC we offer most of our courses in the progressive module format which allows our students to focus on only one subject at a time. This reduces the number of courses and examinations a student has to take simultaneously.

Master of Oriental Medicine Program:

The Oriental Medicine Program consists of three 5-week academic modules per semester for nine semesters. Day classes are held from 9:00 AM – 1:00 PM. Evening classes are held from 6:30 PM – 10:30 PM. Specific dates of attendance will vary each semester and will be assigned at registration. Five-week courses are offered on a Monday/Wednesday/Friday schedule, with additional course(s) running simultaneously on Tuesdays and/or Thursdays.

Massage Therapy Program:

The two-semester Massage Therapy Program consists of six four-week academic modules and a 160-hour Clinic module. Day classes are held Mondays through Fridays from 9:00 AM - 1:30 PM. Spanish day classes are held Mondays through Fridays from 8:00 AM – 12:30 PM. Evening classes are held Mondays through Fridays from 6:00 PM - 10:30 PM. During the Clinic module, students must take a 20-hour Massage Board Review course.

Associate of Arts in Health Science Program:

Students in this program follow the Massage Therapy schedule and curriculum for two semesters. Thereafter they take four 10-week modules on Saturdays. Saturday classes are held 9:00 AM - 1:30 PM and 1:30 PM - 6:00 PM.

Supervised Clinicals:

The Oriental Medicine Intern Clinic is open Tuesdays 9:00 AM – 8:00 PM, Thursdays 9:00 AM – 5:00 PM, and Saturdays from 9:00 AM – 5:00 PM. The Massage Therapy Intern Clinic is open Mondays, Wednesdays, and Fridays from 11:00 AM – 8:00 PM, and Saturdays from 9:00 AM – 4:00 PM. Clinic schedules are subject to change.

A “clock hour” means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor. A “credit hour” is a unit consisting of a minimum of fifteen hours of instruction appropriate to the level of credential sought, during a semester, plus a reasonable period of time outside of instruction which the institution requires a student to devote to preparation for learning experiences, such as preparation for instruction, study of course material, or completion of educational projects.

REQUIREMENTS FOR GRADUATION

TO HAVE A MASSAGE THERAPY DIPLOMA CONFERRED, STUDENTS MUST:

- Satisfactorily demonstrate proficiency by passing each course with a grade of 70% (C) or higher.

- Day students complete 33 weeks (8 1/4 months) and 720 hours of continuous study.
- Night students complete 38 weeks (9 1/2 months) and 720 hours of continuous study.
- Complete 160 hours of clinical practice and a total of 130 Swedish/Shiatsu Massage Treatments.
- Successfully complete all clinical competency requirements.
- Successfully complete a massage board review course (20-hours) and pass MBR exam.
- Satisfy all financial obligations with Acupuncture and Massage College.

TO HAVE AN ASSOCIATE OF ARTS IN HEALTH SCIENCE DEGREE CONFERRED, STUDENTS MUST:

- Satisfactorily demonstrate proficiency by passing each course with a grade of 70% (C) or higher
- Complete all the requirements of the Massage Therapy Program.
- Complete 73 weeks (18.25 months) and 1,080 hours (62.5 credits) of continuous study for day students.
- Complete 78 weeks (19.5 months) and 1,080 hours (62.5 credits) of continuous study for night students.
- Satisfy all financial obligations with Acupuncture and Massage College.

TO HAVE A MASTER OF ORIENTAL MEDICINE DEGREE CONFERRED, STUDENTS MUST:

- Satisfactorily demonstrate proficiency by passing each course with a grade of 70% (C) or higher.
- Earn a minimum 2.0 GPA in the undergraduate courses and a 3.0 GPA in all the master level courses for conferral.
- Complete four academic years (36 months) and 2,852 classroom and clinic hours (158 credit hours) of continuous study.
- Successfully complete all clinical competency requirements.
- Perform a minimum of 350 treatments to at least 75 different patients and complete 210 herbal hours
- Successfully complete all comprehensive written and practical examinations.
- Submit proof of completed 3-hour HIV/AIDS course
- Submit proof of completed CPR and First Aid course
- Completion of all General Education Requirements (if applicable)
- Satisfy all financial obligations with Acupuncture and Massage College.

TUITION AND FEES

GENERAL FEES FOR ALL PROGRAMS

Application Fee	\$ 50
Administrative Fee	\$100
Bounced Check Charge	\$ 35
Late Payment Fee	\$ 30 per month

Make-up or Retake Final Exam Fee	\$110
Drop Fee	\$200
Graduation Fee	\$200
Locker Rental	\$ 25 per School year
Duplicate Diploma	\$ 30
Additional Transcripts	\$ 10
Certified Mail	\$ 12
Re-Entry Fee	\$ 60

MASSAGE THERAPY FEES

Tuition for Full Time Students:	\$10,895 price subject to change
Clinic Fee:	\$125
Student Malpractice Insurance (estimated):	\$150
Books (estimated):	\$406
Federation of State Massage Therapy Board Exam:	\$265
Board of Massage Therapy Licensing Fee:	\$155
Background Check & Fingerprint Scanning Fee:	\$93.47
Transfer Evaluation Fee:	\$125

ASSOCIATE OF ARTS IN HEALTH SCIENCE FEES

Cost per Credit Hour	\$300/credit price subject to change
Books (estimated)	\$620
Supplies (estimated)	\$ 25
Transfer Evaluation Fee	\$275

MASTER OF ORIENTAL MEDICINE DEGREE FEES

Cost per Credit Hour	\$335	price subject to change
Books & Supplies (estimated)	\$1,647	per program length
Clinic Fee	\$250	per School year
Student Malpractice Insurance (estimated)	\$275	per School year
Herb Kit Fee	\$ 75	
Acupuncture Injection Therapy Supply Fee	\$150	
Transfer Evaluation Fee	\$275	

Acupuncture and Massage College maintains the right to reschedule classes, substitute courses, change the curriculum, and/or change the Faculty to fulfill State, National, or Accreditation regulations, or for any other reason as it may deem necessary.

GENERAL TUITION INFORMATION

Tuition for Clock-Hour Program students is charged in two parts. The first 360 hours is billed as the 1st Half and the remaining 360 hours is billed as the 2nd Half. Tuition for each semester for Oriental Medicine and Associate of Arts in Health Science students may be paid in full on or before the first day of class or in installments due on or before the first day of class for each month. Oriental Medicine students are required to pay a \$700 deposit which will be refunded at the time of program completion or if the student withdraws from school. If a payment is over 5 days late, a \$30 late fee will be automatically charged each month until the balance is paid in full. Any outstanding balances not paid within 30 days may be turned over to a collection agency. There are no interest or carrying charges for monthly payments that are paid in full by the completion date on the enrollment agreement.

REFUND POLICY

If a student wishes to withdraw and receive a refund, he/she is requested, but not required, to notify the College in writing. Written requests should be e-mailed or delivered in person. If a student officially withdraws*, the date of determination will be the date that the college receives written notification. If the student unofficially withdraws**, the date of determination will be 14 days after the last date of academic engagement. Any monies due to be returned shall be refunded within 45 days from the date of determination for students who are receiving Title IV Federal Student Aid or Veterans' Benefits. For students who do not receive Federal Student Aid or Veteran's Benefits, monies due to be returned shall be refunded within 30 days from the date of determination. This refund policy applies to tuition and fees and does not apply to the purchasing of books or fees associated with supplies. For Oriental Medicine Students, the \$700 deposit will be refunded.

All monies will be refunded if: the applicant is not accepted for admission to the College, the applicant is an international student and is rejected by USICE, a program is cancelled by the College after a student's enrollment, or the student cancels the agreement within three (3) business days of signing the enrollment agreement and making an initial payment. All monies will also be refunded to any applicant who has not visited the school prior to enrollment if they cancel the agreement within (3) business days of either first visiting the school, taking a tour of the school, or attending orientation at the school.

Any cancellation / withdrawal after the third (3) business day, but before the first class, will result in a 100% refund for that semester (or for that half/payment period for clock-hour students) except for non-refundable fees (\$50 application fee & \$100 Administrative fee).

Any cancellation / drop / withdrawal within the one-week drop period at the beginning of each semester (or for that half/payment period for clock- hour students), will result in a 100% refund except for non-refundable fees (\$50 application fee & \$100 Administrative fee).

Any drop / withdrawal within the second week of each semester, will result in an 80% refund for that semester (or for that half/payment period for clock-hour program students) except for non-refundable fees (\$50 application fee & \$100 Administrative fee).

Any drop / withdrawal within the third week of each semester, will result in a 70% refund for that semester (or for that half/payment period for clock-hour program students) except for non-refundable fees (\$50 application fee & \$100 Administrative fee).

Any drop / withdrawal within the fourth week of each semester, will result in a 60% refund for that semester (or for that half/payment period for clock-hour program students) except for non-refundable fees (\$50 application fee & \$100 Administrative fee).

No refunds will be given to the student after the fourth week of the semester (or for that half/payment period for clock-hour program students).

*Official Withdrawals are initiated by the student.

**Unofficial Withdrawals are initiated by the school and are based on the student's last day of attendance or other academic engagement.

FINANCIAL AID

Financial aid is available to all who qualify. Prospective students are encouraged to make an appointment to speak with our Financial Aid Department to determine their eligibility and the approximate amount of federal student aid he/she may qualify for. The office is open Monday through Thursday from 9:30am – 6:00pm and Friday from 9:30am – 3:30pm. You can reach the Financial Aid Department via email at finaid@amcollege.edu or by calling (305) 595-9500.

Financial aid is available in the form of Pell Grants, Federal Direct Loans, Florida Bright Futures Scholarships, and Florida Student Assistance Grants (FSAG). In order to determine eligibility for Pell Grants, Direct Loans, or Florida Student Scholarship/Grant programs, students must complete and submit a FAFSA online at: www.fafsa.gov. Students who do not qualify for Federal and State Financial Aid can arrange to be put on a payment plan. See Student Handbook for a more detailed explanation of the financial aid policies and procedures.

FSAG Policy (Florida Residency Requirements)

For a student to be considered a Florida resident, the student shall have established and maintained residency for a minimum of twelve (12) consecutive months immediately preceding the first day of classes for the first term of the academic year for which state financial aid is requested. Some examples of documents that may prove Florida residency are the following: a valid driver's license or state-issued ID card, a voter's registration card, or a residential lease agreement. Students with questions about proof of Florida residency are encouraged to seek the guidance of the financial aid department.

ACADEMIC POLICIES

ATTENDANCE

(See Student Handbook and Clinic Manual for detailed explanations on attendance and attendance make-ups.)

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 absence.
- MT students will only receive credit for the hours they were present in the classroom.

Please be advised, students who miss 14 consecutive calendar days, will be withdrawn from the college and will have to reapply for admission. In addition, students will be charged a \$200 drop fee.

OM Attendance

Students are expected to attend all class sessions with no exceptions, due to the compressed course content and academic rigor of the program. For each class missed, student will lose points in their participation grade. If a student misses more than 20% of the course (3 absences in a 4-credit, 15-week course), they may fail the course and be required to retake it the following year. Shorter courses will allow fewer absences and in some short courses no absences will be permitted

AA Attendance

If a student has less than 80% attendance in any course, he/she will lose points in participation grade for that 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 two (2) absences. The OM 7 weeks courses translate to only one (1) 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 notify the Professor and the Academic Dean; 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 who do not make-up their excess absences within 2 weeks of the end of the course may 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 concerns with absences.

MT 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 make up unavoidable absences. When approved by the Academic Dean, students may also write a research paper, project, or assignment relevant to the material missed.

Consecutive Absences Policy

Please be advised, students who miss 14 consecutive calendar days will be withdrawn from the college and will be charged a \$200 drop fee. If the student wishes to return, the student must reapply for admission and pay a \$60 re-entry fee.

Clinic Attendance

Clinic attendance is assessed as in any other class. Students are required to participate in all clinic activities while being clocked in for their clinical shifts. For more details pertaining to Clinic Policies, please see the MT Clinic Manual or Oriental Medicine Clinic Manual.

CONDUCT

Acupuncture and Massage College 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, threatening, harassing, or violent behavior, coming to class under the influence of drugs or alcoholic substances, sexual misconduct, cheating, plagiarism, or knowingly furnishing false information. Acupuncture and Massage College has a strict anti-hazing policy. Failure to comply with any of the conduct policies may result in the student failing a class, being suspended, or placed on probation or being subject to automatic dismissal. For more details on the College's Conduct Policies, please **see Student Handbook**.

AMC'S DRUG-FREE CAMPUS & HARASSMENT POLICIES

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. Further information regarding AMC's Drug-Free Campus Policy is available in the **Student Handbook**.

AMC will not tolerate any form of discrimination or harassment based on race, color, creed, age, handicap, gender, sexual orientation, religion, marital status, national origin, or veteran status. 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. **See Student Handbook for further information.**

SATISFACTORY ACADEMIC PROGRESS

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. The only grade that will not count as credits/hours attempted is WNA. Students who do not meet SAP will be placed on SAP Warning. If a student fails to meet SAP in 2 consecutive semesters, he/she will not be eligible for Federal Student Aid or to register for the subsequent semester and will be dismissed from the program, unless a SAP appeal is completed. Students will be given the opportunity to complete a SAP appeal that will be reviewed by the SAP Appeals Committee to determine whether the student will be officially dismissed from the program or be placed on SAP Probation.

In the clock-hour programs, 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.

Please see the Oriental Medicine Graduation Requirements in the Catalog and Student Handbook for more details pertaining to Graduate Level course GPA requirements for Graduation Eligibility.

EXAMINATIONS AND GRADING

Students must pass each course with a minimum of 70% or a grade of C. A student has 30 days from the end of a course to appeal a grade. After that time, a grade cannot be changed. All appeals must be made in writing and submitted to the Academic Dean. Oriental Medicine students who fail 3 courses may be dismissed from the program.

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 – before mid-point
D:	60-59%	1.0	WF:	Withdrawal failure – past mid-point
F:	Below 60	0.0	WNA:	Withdrawal no Attendance
			RPT:	Repeated course – no GPA calculated

Effective September 1, 2024, the 'TRA' grade will be replaced with letter grade previously earned in the official transcript where the transferability of the course was determined.

Students must pass each course with a minimum of 70% or a grade of "C or higher."

Examinations

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. If a student needs to use the restroom once the exam has started, their examination will be invalidated.
- Day students are expected to take their exam in the morning; evening students are expected to take their exam in the evening.

Retakes/Make-ups of Final Exams

If a student fails or misses the final exam, he/she will fail the course. The student is given 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 \$110. 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. Students must speak with the Academic Dean to determine course of action. Failure to meet with Academic Dean, will result in course repetition.

It is the student's responsibility to arrange for the retake/make-up with the Academic Dean. Fees for a retake/make-up must be paid in advance. If eligible, a student may have the retake fee charged to their student account. 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.

Comprehensive Exams

This is made up of three sections, two written examinations and one practical point location examination. For detailed information, please reference the Student Handbook and Oriental Medicine Clinic Handbook.

Written exam on Bioscience courses

Students should take this exam after completion of first year Bioscience courses.

Successful completion of the following courses is required prior to taking the Bioscience exam: Neuromuscular Science and Anatomy & Physiology. Student must schedule his/her exam with the Academic Dean in order to take it.

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, and Needling.

When a student is ready to take any portion of the exam, he or she can schedule the exam with the Academic Dean. Written exams must be taken in the Library and the Practical Exam must be scheduled with the assigned Clinic Supervisor and/or Clinic Director.

Massage Board Review Examination (MBR)

Massage Therapy students must pass the Massage Board Review Final Exam (MBR Final) with at least an 75% score to be scheduled for the MBLEx Exam and to graduate from Acupuncture and Massage College.

Posting of Grades

At the end of each module, students can view their attendance and course grades by logging on to the student portal on AMC's website.

WARNINGS

Academic Warnings

A student who fails a course for failing or missing 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. The student should make an appointment to meet with the Academic Dean.

DISMISSAL POLICY

Students may be dismissed for the following reasons:

- 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 disrespectful behavior toward AMC's Faculty, Staff, or Administration, obscene, violent, harassing, threatening, defiant, or sexually inappropriate behavior),
- Cheating, plagiarism, or knowingly furnishing false information.
- Receiving more than 2 Clinic Warning Reports without resolution
- Failure to meet Satisfactory Academic Progress (SAP)
- Failure to pay tuition
- Disruptive behavior and disorderly conduct (on campus, in clinic, or via electronic communication)

*For more details on Code of Conduct Violations, see Student Handbook.

If a student wishes to elevate his/her concerns regarding their dismissal, they can make an appointment meet with the Campus President. If a student's elevated concern is still unresolved, he/she may appeal his/her dismissal, he/she may request a hearing with the Grievance Committee. For further details, please refer to the grievance policy in the Student Handbook.

INCOMPLETES

Incompletes for not taking a course final exam will be given by the Academic Dean only for extenuating circumstances which may require documentation. Students will be given until the end of the semester/payment period to make up an Academic Incomplete "I". All Incomplete Grades "I" in clinic, must be resolved with the Clinic Director. The fee for making up a missed final exam is \$110. If the Incomplete "I" is resolved by the end of the semester/payment period, the grade for that didactic course will become a Failure "F." The student will then need to retake the course.

COURSE DROPS / WITHDRAWALS

Students can request in writing a withdrawal from their registered course(s) within the first week of the beginning of a semester. The course(s) will be removed from the student's schedule and the student will receive a 100% refund for the course(s). After the one-week add/drop period at the beginning of each semester, tuition refunds will be calculated based on the institution's refund policy. Students can withdraw from a course after the first week of the semester, by sending an e-mail to the Campus Registrar or Academic Dean. Students who withdraw from a course they never attended, after the one-week drop period, will earn a "WNA" for the course and will have financial obligations based on the institutional refund policy. Students who withdraw before the 50% point of the course(s), will earn a "W" for the course and financial obligations will apply as listed in the institutional refund policy. Students who withdraw past the 50% point of the course(s), will earn a "WF" for the course(s) and financial obligations will apply as listed in the institutional refund policy. If a student wishes to retake a course they earned a "WNA", "W", or "WF" for, he/she will need to register for that course again and will be responsible for the full tuition cost of the course.

Withdrawing or being dropped from a course may affect the student's GPA, eligibility for federal student aid, VA benefits, balance due, anticipated date of graduation, and/or the student's ability to graduate within the maximum allowed timeframe. (See "Maximum Time Frame" later in this manual).

Mini-Term Course Drops / Withdrawals

Please note, if a student is registered for the Fall Mini-Term course, the student's official Fall Semester start date will be on the date that the Mini-Term begins. As a result, the semester drop/add period will be the first week of the start of the Mini-Term. If a student withdraws from a Mini-Term course, tuition refunds will be calculated based on the institution's refund policy.

COURSE REPETITION

In the event that a student fails a course he/she will be allowed to repeat that course for the full tuition cost. 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. Students who received Federal Student Aid will only be eligible to receive Financial Aid for the same course twice.**

LEAVE OF ABSENCE

A leave of absence (LOA) is discouraged and in many cases may have financial aid ramifications. **A written request stating the reason for the leave of absence** must be submitted to the Academic Dean 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 the student was unable to attend school because of the emergency situation. The request will be denied if it appears that the student is not likely to return from the leave. **Please note:** taking a leave of absence will impact future scheduled classes and may delay completion of a student's academic program for longer than the actual leave period since students are required to fulfill certain course requirements in succession, additionally, this will delay a student's expected graduation date. The Academic Dean must approve all LOA requests.

Institutional Leave of Absence

Upon receipt of a written request and at the discretion of the Academic Dean, a leave of absence may be granted for extenuating circumstances for a period of up to 180 days. If a student fails to return as scheduled from their leave of absence, the student will be withdrawn from their academic program.

Taking a leave of absence can have an effect on a student's financial aid, including by requiring a return of federal student aid funds. Should AMC need to return federal student aid funds thereby creating a balance due, the student will be required to pay the balance that is due. In addition, students who have a monthly or semester payment schedule must continue to make their payments while on a leave of absence.

For Students Receiving Federal Student Aid: Students enrolled in a clock hour program may be able to request an Institutional Leave of Absence instead of a leave of absence. A Leave of Absence will be reported to NSLDS as being on a leave of absence. An Institutional Leave of Absence will be reported to NSLDS as withdrawn. An Institutional Leave of Absence will be reported to NSLDS as withdrawn. Please contact the Academic Dean for additional information.

Students enrolled in credit hour programs are not eligible for a leave of absence based on U.S. Department of Education rules unless the student confirms attendance in a future module within the same semester as the requested leave of absence. Assuming such confirmation is not applicable, upon or shortly after approval of the leave of absence, the student's enrollment status will be reported to the U.S. Department of Education's National Student Loan Data

System (NSLDS) as “withdrawn.” The withdrawal date will be noted as the student’s last day of actual attendance in the semester. If a student has confirmed in writing that he/she will attend a future module within the same semester, they will not be reported as withdrawn unless the student does not attend the future module. If the student does not attend the future module, they will be reported as withdrawn as of the last day of attendance for the semester. A student will still be on an Institutional Leave of Absence with the college for the specified dates, even though the NSLDS reporting will reflect the student as withdrawn. Please reference the **Student Handbook** for more details on NSLDS Reporting.

PROGRAM WITHDRAWAL

A student wishing to withdraw from the program must inform the Academic Dean in writing. If the student is a Federal Student Aid Title IV recipient, the student is encouraged to meet with the Financial Aid Director to review financial impacts of their withdrawal.

All federal student loan borrowers must complete an exit interview with the Financial Aid Department in person or via studentaid.gov/exit-counseling. All students are encouraged to meet with the Business Office Manager to discuss final student ledger balance.

RE-ADMISSION INTO THE PROGRAM

A student who withdraws and wishes to reapply must do so in writing by completing a “Re-Entry” Form and paying the Re-Entry Fee of \$60. A student wishing to reapply must show evidence to the satisfaction of the Re-entry Committee that the condition that caused the withdrawal has 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. **All students reentering must meet all admissions and academic requirements at the time of re-enrollment.**

MAXIMUM TIME FRAME

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 Clock-Hour Programs, the maximum time frame shall not exceed 1.5 times the normal duration of the program.

For the Associate of Arts in Health Science, the credit hours attempted cannot exceed 1.5 times the credit hours required to complete the program.

For the Master of Oriental Medicine, the credit hours attempted cannot exceed 1.5 times the credit hours required to complete the program.

STUDENT SERVICES

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

HOUSING ASSISTANCE AND TRANSPORTATION

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 titled “Resources”, found in the hallway by the Student Services Director’s office. While most students are residents of Southeast Florida, we encourage a sense of camaraderie among all students. There are 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. Many students who live further from the college may arrange carpools with one another. You may use the student bulletin board to post any carpool requests. Students may purchase a discounted bus pass from the Office Manager/Student Services Director.

HEALTH CARE

In keeping with AMC’s motto of Healing with Kindness, students are encouraged to receive complimentary acupuncture and massage treatments, as well as herbal consultations at the Community Intern Clinic. Appointments will be scheduled based on availability; however, they may be cancelled to accommodate the needs of the community patients. Students are required to pay for all herbal products, without exception.

ACADEMIC ADVISEMENT AND TUTORING SERVICES

Student advising services and academic tutoring are available to all students or as deemed necessary by a faculty member or the Academic Dean. AMC provides one-on-one and group tutoring to all students.

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 Student Services Support team. 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 their Veteran’s Affairs Education benefits should see the Financial Aid Director and students with issues related to U.S. ICE Student Visas should see the Registrar.

ASSISTING WITH EXAM & LICENSING APPLICATIONS

AMC's Career & Student Services Support Coordinator assists Acupuncture and Massage students with the application for their licensing/Certification examinations. See the **Student Handbook** for more information on Licensing Requirements and for services offered by the college.

TRAINING & CAREER SERVICES

Our Oriental Medicine and Massage Therapy programs include a course in Professional Business Practices 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, outpatient clinics, hospitals, nursing homes, cardiology centers, rehabilitation centers, and government agencies. Many graduates prefer to go into private practice. The Career & Student Services Support Coordinator assists students by matching job openings with students seeking employment.

AMC has a Job Board in the hall outside the Career & Student Services Support Coordinator's office with announcements of new job listings so that students and graduates can search for job openings and positions. Additionally, graduates receive email and telephone communications regarding job openings for positions related to Acupuncture, Herbal Medicine, Asian Bodywork, and Massage Therapy.

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 accommodations. AMC will 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 the accommodation. Students requesting accommodations are asked to communicate with the Section 504 Coordinator, Yaly Soto, Academic Dean and request accommodations. Dean Soto will provide the student the "Acupuncture and Massage College Disability Verification Form". Dean Soto may be reached at (305) 595-9500 or via email at Dean@amcollege.edu. Her office is located at 10506 N. Kendall Drive, Miami, FL 33176.

DRUG AND ALCOHOL PREVENTION AND AWARENESS POLICY

AMC offers a confidential referral system to local community resources for students, faculty, or staff with drug or alcohol issues. For a copy of Acupuncture and Massage College's Drug and Alcohol Prevention Program, see the **Student Handbook** or contact AMC Student Services Director.

TRAINING FACILITIES & EQUIPMENT

AMC occupies 7,200 square feet and is fully equipped for Oriental Medicine*, Associate of Arts in Health Science, and Massage Therapy training. The college has a large waiting area,

receptionist room, 10 administrative offices, 18 curtained treatment areas for Massage and Acupuncture, a large well stocked herbal dispensary with more than 300 raw herbs and 64 pill herb formulas, 4 large classrooms that can accommodate up to 30 students each, 1 smaller classroom that can accommodate up to 15 students, a faculty lounge, library, storage area, laundry facility with all necessary linens and pillows, a stainless steel sink in laundry area, two private bathrooms and common area bathrooms.

Classrooms at Acupuncture and Massage College have a student/faculty ratio of no more than 30:1. Clinic Supervisors supervise three clinic phases totaling no more than 5 students. The maximum number of students in a classroom is 30, in the Acupuncture clinic is 40 and in the Massage clinic is 20. Equipment for the Oriental Medicine Program consists of audio visual aids, PowerPoint equipment, anatomical charts, acupuncture charts, disposable needles and tacks, cotton balls, moxa, cups, electrical stimulators, heat lamps, Chinese herbs and herbal formulas, and treatment tables. Equipment for the Massage Therapy Program consists of audio visual aids, anatomical charts, acupuncture charts, massage tables and chairs, massage cream and holster, hot towel warmers, hot packs, and cold packs, hot stones and paraffin machine.

STUDENT COMPLAINTS AND GRIEVANCES

**For Employees' Grievance Procedures, please see Personnel Handbook.*

Complaint: A complaint is a written claim by a student alleging improper, unfair, arbitrary or discriminatory treatment. In the case of a complaint, the student is requesting that an appropriate person follow up with those involved in the complaint. This includes contacting the student and conducting a Fact-Finding Inquiry to determine the full intent of the complaint.

Grievance: A grievance is a written claim raised by a student, alleging improper, unfair, arbitrary, or discriminatory action by another student, employee of the college, or third party invited by the college to the campus involving the application of a specific provision of a College rule/regulation or a board policy or procedure. The grievance procedure is available to any student who believes a decision or action by the College had adversely affected their status, rights, or privileges as a student. The purpose of the grievance procedure is to provide a prompt and impartial process for resolving student grievances.

The student should attempt to resolve an issue in dispute at the level at which the dispute occurred. If the student is not successful in resolving the complaint informally, the student or a representative of the student (on behalf of the student) can request a formal grievance process with the ADA/504 Coordinator, Dean Yaly Soto. When formal grievance steps are perceived as necessary, students have a right to a fair process and hearing without retribution.

Please refer to the **Student Handbook** for the appropriate grievance steps.

If the student is still not satisfied with the grievance outcome, he/she may contact the **Accreditation Commission for Acupuncture and Herbal Medicine, ACAHM,** at 500 Lake Street,

Suite 204, Excelsior, MN 55347, Telephone: (952) 212-2434; General email: info@acahm.org;
Website: www.acahm.org

ACCSC STUDENT COMPLAINT PROCEDURE

Schools 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 school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. 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 & Colleges (ACCSC)

2101 Wilson Boulevard, Suite 302 Arlington, VA 22201

(703) 247-4212

www.accsc.org | complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the Student Services Director, Carmen Bailey, or contacting ACCSC at complaints@accsc.org or at <https://www.accsc.org/StudentCorner/Complaints.aspx>

To file a complaint with **Commission for Independent Education**, please write a letter or send an e-mail containing the following information:

Name of Student (or Complainant), Complainant Address, Phone Number, Name of Institution, Location of the Institution (City), Dates of Attendance, A full description of the problem and any other documentation that will support your claim such as enrollment agreements, correspondence, etc.

Send Letter To:

Commission for Independent Education

325 W. Gaines Street, Suite 1414

Tallahassee, FL 32399-0400

Or E-mail: cieinfo@fldoe.org

Or Fax: 850-245-3233

VA STUDENT POLICIES

Veterans Benefits and Transition Act of 2018 (Section 3679 of Title 38)

NOTE: A covered individual is any individual who is entitled to educational assistance under Chapter 31, Veteran Readiness and Employment, or Chapter 33, Post-9/11 GI Bill® Benefits and who submits a VA Certificate of Eligibility to the institution.

AMC will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides AMC a certificate of eligibility

for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website e- Benefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

AMC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

VA ATTENDANCE POLICY

Students that are tardy or that depart class early will have the corresponding time missed deducted from their attendance. Bachelor of Health Science/Master of Oriental Medicine & Associate of Arts in Health Science students exceeding 20% total absences in a semester may be terminated from their VA benefits for unsatisfactory attendance.

Clock-Hour Program students exceeding 10% total absences in any payment period will be terminated from their VA benefits for unsatisfactory attendance. In order to show that the cause of unsatisfactory attendance has been removed, the student must be at 90% or greater attendance in their next module immediately following the end of their most recent payment period. 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.

SATISFACTORY ACADEMIC PROGRESS FOR VA STUDENTS

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. The only grade that will not count as credits/hours attempted is WNA. Students who do not meet SAP will be placed on SAP Warning. If a student fails to meet SAP in 2 consecutive semesters, he/she will not be eligible for Federal Student Aid or to register for the subsequent semester and will be dismissed from the program, unless a SAP appeal is completed. Students will be given the opportunity to complete a SAP appeal that will be reviewed by the SAP Appeals Committee to determine whether the student will be officially dismissed from the program or be placed on SAP Probation.

In the clock-hour programs, 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.

Please see the Oriental Medicine Graduation Requirements in the Catalog and Student Handbook for more details pertaining to Graduate Level course GPA requirements for Graduation Eligibility.

CREDIT FOR PREVIOUS EDUCATION OR TRAINING FOR VA STUDENTS

Students are required to report all previous education and training completed at post-secondary institutions. Veterans are also required to report all previous education completed while in the military, as shown on a Joint Services Transcript (JST). The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

DISCLOSURES FOR STUDENTS RECEIVING VA BENEFITS

AMC will provide a College Financing Plan (template approved by U.S. Department of Education), prior to enrollment, which is a personalized form explaining the cost of the program, student debt estimates and other federal student aid options. Oriental Medicine students will receive a registration form each semester, listing all the courses that must be taken the following semester. Clock-Hour Program students will receive a schedule of courses that are required to be taken to complete the program.

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.

The refund policy for VA students is in accordance with AMC's institutional refund policy. Federal student aid is available for all who qualify.

CALENDARS 2024-2025

The following holidays will be observed by our Oriental Medicine & Massage Therapy programs:

Martin Luther King's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day
Thanksgiving, Day After 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, TBD

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.

For detailed Emergency protocols, please see AMC's Student Handbook.

Oriental Medicine Schedule 2024–2025

Three five-week modules (from the first module start date) equals one semester.

FALL SEMESTER 2024

September 3, 2024 - December 18, 2024

Sept. 3 - Oct. 4 ***Labor Day, 9/2/24, no school**

Oct. 7 - Nov. 8 ***Veteran's Day, 11/11/24, no school**

Nov. 12 - Dec. 18 classes end Tuesday ***Thanksgiving, 11/28/24 - 11/29/24, no school**

Winter Recess – 12/19/24-1/5/25

WINTER SEMESTER 2025

Jan. 6, 2025 - April 26, 2025

Jan. 6 - Feb. 7 ***Martin Luther King Day 1/20/25, no school**

Feb. 10 - Mar. 14

Mar. 17 - April 26

Spring Recess – 03/24/25 – 03/28/25

SPRING SEMESTER 2025

April 28, 2025 - August 9, 2025

April 29 - May 30 ***Memorial Day, 5/26/25, no school**

June 3 - July 2 ***Independence Day, 7/4/25, no school**

July 7 - August 9

FALL SEMESTER 2025

September 2, 2025 - December 20, 2025

Sept. 3 - Oct. 6 ***Labor Day, 9/1/25, no school**

Oct. 8 - Nov. 10 ***Veteran's Day, 11/11/25, no school**

Nov. 12 - Dec. 17 ***Thanksgiving, 11/27/25 - 11/28/25, no school**

Winter Recess – TBD

Massage Therapy Schedule 2024-2025

Massage Therapy Program consists of 6 academic modules, 5 Board Review classes and a 160-hour clinic module. For detailed Emergency protocols, please see AMC's Student Handbook.

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

The Massage Board Review class is continuously being offered throughout the year, with times alternating between AM & PM. The Massage Clinic Practice runs every Monday and Wednesday between 11:00 AM to 7:00 PM, and Saturdays between 9:00 AM to 4:00 PM.

Sept. 27 - Oct. 24, 2024	Pathology & Clinical Assessment
Oct. 25 - Nov. 22, 2024	Swedish & Tissue Manipulation/ Hydrotherapy <i>*Veteran's Day, 11/11/24, no school</i>
Nov. 25 – Dec. 26, 2024	Professional Practice / State Law / Medical Errors / HIV <i>*Thanksgiving 11/28-11/29/24; *Christmas Eve & Day 12/24-12/25, no school</i>
<i>Winter Recess</i>	<i>Dec. 27, 2024 - January 5, 2025</i>
Jan. 6 - Feb. 3, 2025	Kinesiology <i>*Martin Luther King, 1/20/25, no school</i>
Feb 4 - Mar. 3, 2025	Shiatsu & Qi Kung
Mar. 4 - April 7, 2025	Anatomy & Physiology <i>*Spring Break, 3/24/25-3/28/25, no school</i>
April 8 - May 5, 2025	Pathology & Clinical Assessment
May 6 - June 3, 2025	Swedish & Tissue Manipulation/ Hydrotherapy <i>*Memorial Day, 5/26/25, no school</i>
June 4 - July 1, 2025	Professional Practice / State Law / Medical Errors / HIV
July 2 - July 30, 2025	Kinesiology <i>*Independence Day, 7/4/25, no school</i>
July 31 - Aug 27, 2025	Shiatsu & Qi Kung
Aug. 28 - Sept 25, 2025	Anatomy & Physiology <i>*Labor Day, 9/1/25, no school</i>
Sept. 26 - Oct. 23, 2025	Pathology & Clinical Assessment
Oct. 24 - Nov. 21, 2025	Swedish & Tissue Manipulation/ Hydrotherapy <i>*Veteran's Day, 11/11/25, no school</i>
Nov. 24 – Dec. 23, 2025	Professional Practice / State Law / Medical Errors / HIV <i>*Thanksgiving 11/27-11/28/24; Christmas Eve & Day 12/24-12/25, no school Winter Recess – TBA</i>

Associate of Arts in Health Science Schedule 2024-2025

For detailed Emergency protocols, please see AMC's Student Handbook.

Course	Title	Credits	Hrs.	Dates / Days	Hours
Module #2 (10 weeks)					
□ INT110	Nutrition	3	45	8/3/24- 10/5/24 Sat	9 am- 1:30 pm
□ ORT110	Orthopedic Assessment	3	45	8/3/24- 10/5/24 Sat	1:30 pm-6 pm
Module #3 (10 weeks)					
□ WRI110	Written Communication	3	45	10/12/24-12/21/24 Sat	9 am- 1:30 pm
□ CTH110	Critical Thinking	3	45	10/12/24-12/21/24 Sat	1:30 pm- 6 pm
Module #4 (10 weeks)					
□ SPC110	Public Speaking	3	45	1/4/25-3/8/25 Sat	9 am- 1:30 pm
□ PSY110	Positive Psychology	3	45	1/4/25-3/8/25 Sat	1:30 pm- 6 pm
Module #1 (10 weeks)					
□ MAT110	Cont. Mathematics	3	45	3/15/25-5/17/25 Sat	9 am- 1:30 pm
□ HUM110	Philosophy of East/West	3	45	3/15/25-5/17/25 Sat	1:30 pm- 6 pm
Module #2(10 weeks)					
□ INT110	Nutrition	3	45	5/24/25- 7/27/25 Sat	9 am- 1:30 pm
□ ORT110	Orthopedic Assessment	3	45	5/24/25- 7/27/25 Sat	1:30 pm- 6 pm
Module #3 (10 weeks)					
□ WRI110	Written Communication	3	45	8/2/25- 10/4/25 Sat	9 am- 1:30 pm
□ CTH110	Critical Thinking	3	45	8/2/25 -10/4/25 Sat	1:30 pm- 6 pm