

2023-2024



# Student Handbook

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## **Mission Statement and Educational Objectives**

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

### **Graduates of 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 and 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 Patient Care Technician Program will be able to:**

1. Demonstrate competency in the theory of Patient Care to include fundamentals of patient care and treatment, medical terminology, nursing fundamentals, medical administrative skills, and structure and function of the body.
2. Demonstrate competency in the theory and practical skills of electrocardiography techniques and respiratory care.
3. Demonstrate competency in the theory and practical skills of phlebotomy and injections.
4. Demonstrate competency in the theory and practical skills of home health aide and geriatric care.
5. Demonstrate competency in the theory and practical skills of therapeutic procedures and rehabilitative care.
6. Demonstrate competency in the theory and practice of hemodialysis.
7. Demonstrate appropriate professional conduct in their relationship with patients.
8. Pass AMC's comprehensive exams.
9. Be prepared to become entry level Patient Care Technicians with a specialty in Electrocardiography and Hemodialysis.

### **Graduates of the Acupuncture and Massage College 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 Acupuncture Injection Therapy.
2. Demonstrate competency in the theories and practice of Biomedicine to include Anatomy and Physiology, Neuromuscular Science, 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, board review exams, and National Exam for state licensure.
7. Be prepared to become entry level Oriental Medicine Practitioners.

## **Professional Standards for Programs:**

### **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](mailto: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 Physicians**

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 Physicians**

- 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, kinesiology, 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 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 10 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](mailto: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, kinesiology, 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 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 10 minutes, whereas a table massage typically lasts between 30 and 90 minutes.

### Core Values

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

### Welcome

Congratulations! The Acupuncture and Massage College family welcomes you! You have chosen to embark on an exciting and rewarding new path in your life. You are entering the health care field at a wonderful time. Students enrolled in the Oriental Medicine program will be eligible to take the National Licensing Exams (NCCAOM) upon completion of our thirty-six-month curriculum. Students that pass the NCCAOM Boards are eligible to apply for licensure in the state of Florida and earn the title *Acupuncture Physician*. Students enrolled in the Massage Therapy program will be eligible to take the Massage and Bodywork Licensing Examination (MBLEx) upon completion of the first 6-modules of the program. Students that pass the MBLEx examination will be eligible to apply for licensure upon graduation in the state of Florida to become a *Licensed Massage Therapist*. Students enrolled in the Patient Care Technician program will be eligible to take the Florida Nurse Aide Exam to become a *Certified Nurse Assistant (CNA)* and the NCPCT National Certified Patient Care Technician Exam. You will have a tremendous opportunity to explore, question, and learn from our AMC community members.

Every day, from now until the day that you graduate, you will be preparing for your new role—a role in which you will be instrumental in the care and healing of others.

The entire faculty and staff at Acupuncture and Massage College are dedicated and committed to your success. We recognize the importance of your personal goals and the sacrifices that you and your family members are making for you to achieve these educational goals. We are here to support you in your efforts to transform your dreams into reality.

Wishing you success in your journey,  
Yaly Flores-Soto, Academic Dean

## **Orientation**

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

The Student Handbook is also available on our website at [www.amcollege.edu](http://www.amcollege.edu) under Current Student Resources.

## **Governing Structure**

### Academic Leadership Committee

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

### Advisory Board

The Advisory Board is made up of representatives from the Massage Therapy, Patient Care, and Oriental Medicine workforce, faculty, student body, alumni, practitioners, and members of the community. The Advisory Board has authority to raise questions, review activities of the college, and provide regular input directly to the Governing Board for reaction, response, and implementation. The Advisory Board meets twice a year as well as at other times as its members may deem necessary. Through the student representative(s) on the Advisory Board, students are provided with an additional forum to express their ideas and suggestions for change.

### Governing Board

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

## Administrative Staff

Title	Name
Corporate President	Gabriel Gliksberg
Campus President	Christy Wood
Academic Dean / Title IX Coordinator/ADA 504 Coordinator	Yaly Flores-Soto
Acupuncture Program Director (OM)	Chuanxin Wang
Clinic Director (OM)	Patty Hutchison
Biomedicine Program Chair (OM)	Aigars Rezevskis
Program Director (MT)	Yusniel Marin
Office Manager, Student Services Director	Carmen Bailey
Admissions Director	Anton Rivera
Admissions Representative	Synthia Rivera
Student Services Support	Eimy Almeida
Business Office Manager	Stephanie McNally
Career Services Advisor/Student Services	Haydee Sevilla
Financial Aid Director	Guy Jackman
Financial Aid Officer	Erik Andreu
Registrar	Violeta Rivas
Director of Library Sciences	Anolan Alonso
Front Desk Personnel	Jennifer Matus, Jocelyn Mendoza, Jacqueline Diaz Don, Elizabeth Mendoza, Andrea Figueroa

### Students' Administrative Support: Who's Who?

You can call us at **305-595-9500**, email us via our email links below, or stop by our offices.

#### Administration and Support Staff

Anolan Alonso – **Campus Librarian** [Library@amcollege.edu](mailto:Library@amcollege.edu)

Anton Rivera - **Admissions Director** [Admissions@amcollege.edu](mailto:Admissions@amcollege.edu)

Carmen Bailey - **Office Manager/Student Services Director** [Carmen@amcollege.edu](mailto:Carmen@amcollege.edu)

Christy Wood - **Campus President** [Christyw@amcollege.edu](mailto:Christyw@amcollege.edu)

Eimy Almeida – **Student Services Support** [Eimy@amcollege.edu](mailto:Eimy@amcollege.edu)

Erik Andreu - **Financial Aid Officer** [Erik@amcollege.edu](mailto:Erik@amcollege.edu)

Front Desk Personnel – [Reception@amcollege.edu](mailto:Reception@amcollege.edu)

Guy Jackman - **Financial Aid Director** [Guy@amcollege.edu](mailto:Guy@amcollege.edu)

Haydee Sevilla - **Career Services Advisor/Student Services Support** [haydee@amcollege.edu](mailto:haydee@amcollege.edu)

Stephanie McNally - **Business Office Manager** [Stephm@amcollege.edu](mailto:Stephm@amcollege.edu)

Synthia Rivera – **Admissions Representative** [Synthia@amcollege.edu](mailto:Synthia@amcollege.edu)

Violeta Rivas – Registrar [Registrar@amcollege.edu](mailto:Registrar@amcollege.edu)

Yaly Flores-Soto - Academic Dean/Title IX Coordinator/ADA504 [Dean@amcollege.edu](mailto:Dean@amcollege.edu)

### **Program and Clinic Directors**

Hutchison, Patty – OM Clinic Director [Phutchison@amcollege.edu](mailto:Phutchison@amcollege.edu)

Marin, Yusniel - MT-Program Director [Ymarin@amcollege.edu](mailto:Ymarin@amcollege.edu)

Rezevskis, Dr. Aigars - Biomedicine Program Chair [Draigars@amcollege.edu](mailto:Draigars@amcollege.edu)

Wang, Dr. Chuanxin - OM Program Director [Cwang@amcollege.edu](mailto:Cwang@amcollege.edu)

## **Tuition Payments**

You may choose to pay the total tuition in full or make monthly payments. All payment schedules are detailed on your Funding Plan. Tuition payments may be given directly to the Front Desk personnel or the Business Office Manager. Receipts **must** be provided for all transactions.

All Financial Aid students must turn in all paperwork to the Financial Aid Department within 30 days of their start date and must meet with the Financial Aid Department for entrance interviews as scheduled. Failure to do so may result in the loss of financial aid.

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

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

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

## **Important Personal Information**

### **Supplies and Equipment**

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

All Oriental Medicine students should have a package of sticker dots in any color for use in Point Location classes. If required classroom materials include extensive copied materials, students



will be required to pay for the cost of these materials. All OM students must bring a stethoscope and a sphygmomanometer to each of their clinic shifts.

All MT students must have a cream and holster for their Swedish course and for their Clinicals. This can be purchased at AMC for \$25.

### Course Syllabus

The Syllabus is an important document that outlines what a course will cover and provides a calendar and list of readings and assignments. Course syllabi will be posted on the student portal of AMC's website prior to course starts. It is the student's responsibility to download the course syllabi and review learning objectives, prerequisite requirement(s), required textbook, etc. Students are required to read and study their assignments prior to each class to make best use of classroom instruction time.

### Study Skills

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

Students who encounter problems should participate in AMC's TCM/Herb and Bioscience/Case Study tutoring sessions offered at the college. Please see the Academic Dean for the schedule.

## **Free Acupuncture and Massage Treatments**

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.

Treatments are supervised by our Clinic Supervisors and administered by student Interns. All Oriental Medicine students are required to receive and log in 10 treatments during their first semester in Clinical Observation. The 10 hours will be credited to the student's Clinical Observation course. OM students are required to have 10 herbal consultations with raw herbs prior to graduation: 3 the first year, 3 the second year, and 4 the third year. This gives our students the experience of preparing and tasting the raw herbs for themselves.

### Community Clinic Hours of Operation

	<b><u>Oriental Medicine Clinic</u></b>	<b><u>Massage Therapy Clinic</u></b>
Mondays, Wednesday, Fridays	N/A	11:00 a.m. to 8:00 p.m.
Tuesdays and Thursdays	9:00 a.m. to 8:00 p.m.	N/A
Saturdays	9:00 a.m. to 5:00 p.m.	9:00 a.m. to 4:00 p.m.
Sundays	N/A	10:00 a.m. to 3:00 p.m.

### For Appointments

Call the Front Desk personnel during clinic hours at (305) 595-9500 to schedule an appointment. Appointments will be scheduled based on availability; however, they may be canceled to

accommodate the needs of the community patients. Your friends and family members may receive treatment at the Community Clinic at the family/friends discounted fee structure. **Note:** The clinic area is strictly limited to those students participating in supervised clinical practice.

## **General Policies**

### Code of Conduct

As members of Acupuncture and Massage College, we are responsible for sustaining the highest ethical standards of the college, and of the broader community in which we function. The College values integrity, honesty, and fairness, and strives to integrate these values into its teaching, clinic, and everyday practice. The Code of Conduct is a shared statement of our commitment to upholding the ethical, professional, and legal standards we use as the basis for our daily and long-term decisions and actions. The Code applies to all members of AMC's community. For purposes of this Code, AMC community members are: Administration, faculty, students, patients and visiting scholars.

AMC students are expected to always conduct themselves in a professional manner. Enthusiasm and positive participation in class is strongly encouraged. Students are required to always show respect towards faculty, staff, and fellow students. The same courtesy will be returned.

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

Failure to comply with any of the conduct policies will result in the student being placed on Academic Warning, Academic Probation, or subject to automatic dismissal.

### Code of Student Conduct and Academic Responsibility

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

### Code of Student Conduct Statement

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

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

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

### Conduct Standards

1. Students should not interfere with the rights, safety, or health of members of the College community nor interfere with other students' right to learn. Students are expected to abide by all College, and program rules and regulations and all local, state, and federal laws. Students are responsible for adherence to the College code of conduct and all College policies and procedures while attending or participating in College-sponsored programs, activities, and/or events off the AMC campus.

Violations of conduct may result in dismissal from the college. The standards include, but are not limited to;

- A. theft robbery, and related crimes
- B. vandalism or destruction of property
- C. disruptive behavior/disorderly conduct (classrooms, clinic, or at College-sponsored events, on or off campus)
- D. physical or verbal altercation, assault, battery, domestic violence, threatening, or other related crimes
- E. gambling
- F. possession or use of firearms; pellet, air soft, and paint ball guns; fireworks; explosives; or other dangerous substances or items
- G. possession, transfer, sale, or use of illicit and/or illegal drugs or alcohol if a minor
- H. appearance in class or on campus under the apparent influence of drugs or alcohol, illegal or illicit drugs or chemicals
- I. any act or conspiracy to commit an act that is harassing, abusive, or discriminatory or that invades an individual's right to privacy; sexual harassment; discrimination and abuse against members of a particular racial, ethnic, religious, based on sex/gender, sexual orientation, marital status or cultural group and/or any other protected group or as a result of an individual's membership in any protected group. Refer to the College's sexual misconduct policy for more information.
- J. sexual misconduct
- K. stalking
- L. unacceptable use of computing resources.
- M. impeding or obstructing AMC investigatory, administrative, or judicial proceedings
- N. threats of or actual damage to property or physical harm to others
- O. "Hazing" Any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. Hazing includes, but is not limited to, pressuring or coercing the

student into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements; forced consumption of any food, liquor, drug, or other substance or other forced physical activity that could adversely affect the physical health or safety of the student; and any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers legal and legitimate objective. (Florida Hazing Law, 1006.63) Engaging in, supporting, promoting, or sponsoring hazing or violating College rules governing hazing is prohibited.

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

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

R. failure to comply with the directives of AMC officials

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

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

U. fraud, misrepresentation, forgery, alteration or falsification of any records, information, data, or identity

V. plagiarism

W. possession of drug paraphernalia

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

### Supplementary Standards

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

### Clean-up

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

### Dress

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

be asked to go home. Massage Therapy Students will be required to wear royal blue uniform scrubs for both classroom and clinic hours.

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

Note: Any student not in full uniform will receive a clinical warning. Should a student continue to violate the dress code, he/she will be sent home. **NO EXCEPTIONS WILL BE MADE.** Students are also expected to keep their uniforms clean and laundered. Scrubs and logos are available at **All Uniform Wear** 7346 SW 117 Ave., Miami, FL 33183 – 305-274-4545.

#### Massage Therapy - Classes and Clinic

Massage Therapy students need to have the necessary sheets, towels, and pillows for all hands-on classes. Massage Therapy students must wear clean, pressed, royal blue scrubs for duration of the program.

#### Oriental Medicine- Asian Bodywork Course

Oriental Medicine students enrolled in the Asian Bodywork course are recommended to wear clean, pressed, teal scrubs. Female students are recommended to wear a sports bra.

#### Oriental Medicine - Clinic

Oriental Medicine Interns must wear clean, pressed, white knee-length buttoned lab coats with embroidered name and title, “Intern”. Appropriate clothing must be worn under the lab coats. For men this means collared shirts and slacks. Women may wear skirts or slacks and tailored blouses. For a neat looking appearance, it is preferable that the lab coat remains buttoned. Students are also permitted to wear medical scrubs under their lab coats.

#### Patient Care Technician – Courses and Externship

Patient Care students must wear clean, pressed, navy blue scrubs for all their classes and externship assignment.

#### Vaccination Policy

Vaccinations are not a requirement to enroll at Acupuncture and Massage College.

#### Parking

All students are expected to comply with AMC’s parking policies by parking in the area behind AMC. Students, faculty, and Administrators are **NOT** permitted to park in front of any of the businesses located in the shopping plaza. Failure to park in this area could result in being fined by the property manager and/or having your car towed. AMC is not responsible if a car is damaged, broken into, or stolen while in the parking lot.

#### HIPAA, OSHA, and HRS Rules and Regulations

HIPAA, OSHA and HRS have set forth state and federal requirements to ensure compliance with certain specific guidelines concerning patient privacy and biomedical waste. At Clinic Orientation, Oriental Medicine and Massage Therapy students will review AMC’s policies

regarding HIPAA. OM students will take the required OSHA training on an annual basis. More information on HIPAA, OSHA, and HRS rules and regulations can be found in the OM and MT Clinic Manuals. A full copy of the OSHA and HIPAA Manuals can be found in a red folder in the herb room, clinic room and in the office of the Office Manager/Student Services Director.

#### Day and Evening Class Policy

AMC offers its students a unique opportunity to attend either the day or evening sections of their scheduled course, if necessary. Please attend the section that you have registered for (day or night) unless it is a true emergency. Student must attend their assigned section, day or night, for final exams.

#### Oriental Medicine Clinic Orientation and Shift Assignments

Clinic Orientation is **mandatory** and is conducted by the Clinic Director prior to the semester start for all new students and annually in September for all returning students.

All students receive an OM, MT, or PCT Clinic Manual at their Clinic Orientation. All three Clinic Manuals are available on our website by clicking “Current Students” and then the “Downloads” tab.

All students must meet with the Clinic Director prior to each semester start to select their clinical schedule. The MT and PCT students will receive their Clinic Registration Form during Clinic Orientation. Students are required to attend their assigned shifts.

#### Massage Therapy Schedule – Final Module/Clinic Orientation

The following schedule has been set up for Massage Therapy students as they transition from the classroom to the clinic.

- Student Support Coordinator will contact the students during their last scheduled module, informing them of the Clinic Orientation Dates for both morning and evening students.
  - o OSHA/HIPAA training will be provided
  - o MT Clinic Manual will be reviewed, and a copy will be issued
  - o Student will be scheduled for MBR course (morning/evening times available)
  - o Student will select clinic schedule
- Clinical shifts will begin the Monday immediately following completion of the last day of the classroom module. Students are expected to attend all their scheduled clinic shifts or they will be charged \$20 for each shift that they miss. (See Massage Therapy Clinic Manual for further explanation.) The MT Clinic Manual is also available on our website by clicking “Current Students” and then the “Downloads” tab.

#### **MT Clinic Assessment:**

Within the first two weeks of MT clinic rotations, students are assigned to a clinic student mentor to help them get familiarized with the MT clinic environment. After a couple of massages, the Clinic Supervisor will complete an assessment to determine the student’s level of competency. This assessment will be used to help the student reach AMC’s required clinic competencies. Prior to completion of clinic, all MT students will be formally assessed 3 times (initial, mid-point, and final)

### Patient Care Technician Schedule – Final Module/Externship

For detailed instructions on Patient Care Technician Externship sites, schedules, and guidelines, reference the PCT Externship Manual. The PCT Clinic and Externship Manual is also available on our website by clicking “Current Students” and then the “Downloads” tab.

### Personal Health and Medical Emergencies

At AMC, we firmly believe in the philosophy expressed by Hippocrates, “Physician, heal thyself.” As such, we encourage our students to receive **free treatment** at the Community Clinic. Should a medical emergency arise, the college will call 9-1-1 to provide medical emergency care.

### Childcare

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

### Smoking and Vaping

AMC discourages smoking and vaping. Smoking and vaping are not permitted on the premise, which includes the back hallway and stairwell. If you must smoke or vape, we require you to go outside to the designated smoking areas. Please wash your hands and face thoroughly after smoking or vaping to remove any tobacco, cigarette, or e-cigarette smell/residue.

### Lockers

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

### Cell Phone Use

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

**PLEASE NOTE:** No cell phone use in the lobby, hallways, or near any of the treatment rooms are allowed. If you need to make a phone call you can step into the common area where the elevator hallway is located, or in the common area in the back hallway by the restrooms.

### Online Booklist

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

### Library and Media Services

[AMC's Library](#) includes books, journals, computers with internet access, and related media. The Library hours vary based on student needs and are posted on the Library door each semester. Students are encouraged to complete a book request form to enhance the library holdings. Please use the form in the Library to inform us of your requests or speak to the Campus Librarian. Cell phones must be always turned off to avoid disturbing the Library environment.



### Fraternization Policy

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

### Conflict of Interest

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

### Copyright Infringement

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

### Appropriate Classroom Laptop Use

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

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

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

- E-mailing
- Surfing the Internet for non-classroom purposes
- Playing games
- Writing papers
- Completing homework

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

### E-mails

All students are required to submit an email address to the Registrar and check their emails daily for any college memos or updates. AMC E-mails can be checked at any public library or by making use of the computers in the AMC library during library hours. Please allow a courtesy timeline of 2-business days for all e-mail inquiry responses.

### Notice Boards

There are informational bulletin boards on campus, three located outside of the administrative offices. The Academic Board provides information about academic policies such leave absence, attendance, and satisfactory academic progress. The Student Services Board provides information regarding course, scheduling, calendar events, student portal instructions, and campus security information. The Career Services Board provides employer leads and job postings for both current students and job placement post-graduation and current



graduation/placement rates. The Student Resources Board, which is located in the main student hallway, provides student support information such as transportation, security information, local community support groups for mental health, suicide, substance abuse, etc., tutoring services, and housing assistance information. This board is also used as a means of communication with students for book resales, housing, anecdotes, etc. Students are advised to check these boards for memos, updates, and campus activities. **College policy requires that all notices and advertisements must be approved, dated, and initialed by the Office Manager/Student Services Director before posting.**

#### Treatment Tables

Anyone interested in ordering a treatment table should contact the Office Manager/Student Services Director for a flyer and price list – college discount will be applied.

#### AMC's Computerized Scanning Software

AMC uses a computerized fingerprint scanning software to record clinic hours. It is imperative that students remember to scan in and out on clinic days. In addition to scanning in and out, students must sign in and out on the appropriate form(s). Clinic attendance is assessed as in any other class. Scanning in and leaving the premises is considered cheating. Students are required to participate in all clinic activities while being punched in for their clinical shifts. Failure to comply with this clinic requirement will result in a "Clinic Warning" and immediate removal of hours for that day. A student who is given two "Clinic Warning Reports" may be dismissed if the matter is not resolved.

#### Missed Scans

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

#### AMC's Administrative Software

On AMC's website, [www.amcollege.edu](http://www.amcollege.edu), students may access ADVANTAGE, our internet-based software and view their attendance and final course grades. Directions for creating a password and logging on to the software are distributed and reviewed during the new student orientation. The instructions are also available on AMC's Student Services Board. They can also be retrieved on AMC's website under the downloads section. Click on the highlighted link to access the [Student Portal](#). **In the event of an unintentional release of student records due to unauthorized access, the College will notify via email all potentially affected students of the unauthorized release.**

#### Students' Educational Rights

Rights include, but are not limited to: a formalized syllabus; impartial and fair standards of assessment; a suitably equipped environment for imparting and receiving knowledge; recommendations and guidance on reference material, and an administrative infrastructure; opportunities to re-sit, resubmit, or repeat where the minimum requirement has not been achieved, for the appropriate fee, provided the student will be able to complete the program

within the maximum time frame allowed and provided the student meets SAP requirements. AMC's updated completion and placement rates are posted in Career Services Board.

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

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

#### Students' Human Rights

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

#### Student Responsibilities

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

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

#### Family Educational Rights and Privacy Act (FERPA)

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

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

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

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

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

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

#### Request of Records

Students requesting copies of their Academic, Financial Aid, and/or Student Patient Files are to e-mail the request to the Campus Registrar at [registrar@amcollege.edu](mailto:registrar@amcollege.edu). All written requests submitted will be processed in the order in which they are received and will be completed within 45 calendar days.

### **Academic Policies**

#### Module System

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

The Massage program consists of six 4-week academic modules and a 160-hour clinic module. There will be a 20-hour Massage Board Review course given before the end of the MT Program. Students will be provided the Massage Board Review sessions schedule from Student Services Support during the Clinic Orientation. All students are required to register for the course during the Clinic Orientation. Students that do not attend their MBR registered course as scheduled, will be responsible to request a reschedule.

The Associate of Arts in Health Science program consists of four 10-week Saturday modules.

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

### Summer Mini-Term

AMC offers a mini-term course (Neuromuscular Anatomy) during the Summer break for all Fall (October) and Winter starts whom do not receive transfer of credits. For more information regarding the mini-term schedule please contact the Campus Registrar.

### 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.

### Consecutive Attendance Policy

**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.

### **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 absence concerns.

### **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.** To remain within the required attendance for each course, students can attend extra classes either (day and/or night) while still in the course to makeup unavoidable absences. When approved by the Academic Dean, students may also write a research paper, project, or

assignment relevant to the material missed. Please note, Student Veterans receiving VA Education Benefits cannot submit make-up work in lieu of absences.

### Clinic Attendance

Clinic attendance is assessed as in any other class. Students are required to participate in all clinic activities while being punched in for their clinical shifts. For more details pertaining to the clinic policies, please see the MT Clinic Manual or OM Clinic Manual available on AMC's website under downloads. Failure to comply with this clinic requirement will result in a "Clinic Warning" and immediate removal of hours for that day. A student who is given two "Clinic Warning Reports" may be dismissed if the matter is not resolved. Supervised Clinic is both an honor and a privilege. As with any privilege, there are responsibilities. Patients, supervisors, and fellow classmates all depend on each student's punctuality and reliability.

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

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

### Grading Policies

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

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

- 10% Participation
- 40% Quizzes
- 50% Final Exam

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

- 5% Participation
- 5% Presentation or 5% Research paper
- 40% Quizzes
- 50% Final Exam

### **Grading Scale**

A: 90-100%	4.0	P: Pass (70% or above)
B: 80-89%	3.0	F: Fail (below 70% for Pass/Fail courses)
C: 70-79%	2.0	I: Incomplete (must be resolved within 2-weeks)
C*: 70-79%	2.0 (retake)	W: Withdrawal – before mid-point

D: 60-69%	1.0	WNA:	Withdrawal no attendance (after add/drop period)
F: below 60	0.0	RPT:	Repeated Course – no GPA calculation
		WF:	Withdrawal Failure – past mid-point

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

**A student has 30 days from the end of a course to appeal a grade. After that time, a grade cannot be changed, unless approved by the Academic Dean.** All grade appeals must be made in writing and submitted to the Academic Dean.

### Posting of Grades

Students can view their attendance and course grades by logging on to the [student portal](#) on AMC’s website. It is the student’s responsibility to check his/her grade for each course. If you have any questions or are having difficulty retrieving your grades via the student portal, please contact the Student Services Director.

### Course Examinations

#### **Quizzes**

In most courses, quizzes are given weekly to assist the student in the learning process. These quizzes are used as an assessment tool to gauge students’ progress throughout the course. Make-up quizzes may be given at the discretion of the Professor and must be taken during class time before the end of the course.

#### **Finals**

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

### Honor Code

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

### Exam Policies and Procedures

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

- All books, notebooks, computers, electronic devices (PDA’s, 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 and/or 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, may 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 to the Reception Desk. 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. Students will also have the option to charge the \$110 fee to their student ledger card. All retakes/make-ups will be proctored.

MT and PCT students can take a maximum of 3 retakes or makeup exams in the MT/PCT Programs. 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 will result in dismissal from the program.

#### OM Comprehensive Exams

All first-year comprehensive exams will require a passing score of 75%. If a student does not earn a 75%, a retake with the corresponding \$110 fee will be allowed. A student who does not pass the comprehensive exam on their second attempt may be required to retake the course and will need to pay the appropriate tuition fees.

#### **First Year Comprehensive:**

This is made up of two sections:

##### Written exam on Bioscience courses

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

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

##### 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. Student must schedule his/her exam with the Academic Dean to take it in the Library.

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.

Students must successfully complete the two sections of their First Year Comprehensive Exams in addition to their Clinical Competencies to move from clinic Phase 1 to Phase 2.

### **MT Board Review Exam**

Clinic Orientation will be provided to each student during their 6<sup>th</sup> module. The Student Services Support Coordinator will schedule meetings with the students to review the MT Clinic Manual and register students for the upcoming MBR course. The monthly MBR courses dates and times are posted on the Student Services Bulletin Board for review. Upon attending all MBR course sessions and successfully passing the final exam, the Career Services Advisor will reach out to the students to start the MBLEx registration process. If a student does not attend the MBR course as scheduled, the student will be responsible to inform the Student Services Coordinator to get the course rescheduled.

Passing this exam with a minimum of 80% is mandatory for graduation. If a student fails the Massage Board Review Exam, he/she will need to meet with the MT Program Director to assess final exam and receive an individualized academic plan with a follow-up date to meet to discuss progression. The student will then be invited to attend the next Massage Board Review Boot Camp for further review. Should a student fail the exam again, they will be given another opportunity to join the boot camp review session at no additional cost. After the third failed attempt, student may be dismissed from the program and required to repeat courses taken.

### **Satisfactory Academic Progress (SAP)**

At AMC Satisfactory Academic Progress (SAP) is checked after each semester in all programs. To maintain SAP, students must complete 67% of the credits/hours attempted and maintain a minimum cumulative GPA of 2.0. 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 be dismissed from AMC, unless an appeal is submitted and approved by the SAP Appeal's Committee.

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

The College's Satisfactory Academic Progress (SAP) standards measure each student's qualitative (cumulative grade point average) progress and quantitative (minimum pace of completion) needed to ensure the completion of the student's program of study within the maximum time frame allowed. The SAP standards are used primarily to determine a student's eligibility to receive federal financial aid under Title IV of the Higher Education Act (Title IV).

### **SAP Evaluation Periods**

The College's SAP standards are measured at the end of each payment period. For Massage



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

#### Pace of Completion Requirement

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

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

#### Qualitative Requirement – Cumulative Grade Point Average (CGPA)

The College measures qualitative progress by means of Cumulative GPA measured based on a 4.0 scale. Students in all programs must maintain a minimum cumulative GPA of 2.0. Please note, students in the Master of Oriental Medicine Program must maintain a cumulative GPA of 2.0 for both undergraduate and graduate coursework to meet Satisfactory Academic progress. However, Oriental Medicine student must meet a cumulative GPA requirement of 3.0 to meet graduation requirements.

All courses for which a student receives a grade will be included when calculating the student's CGPA, except for a withdrawal (W), withdrawal no attendance (WNA), and incomplete (I). If a student repeats a course, only the highest grade for that course will be included when calculating the student's GPA.

#### Consequences for not meeting SAP

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

#### SAP Warning

A student who has been placed on SAP Warning will have the semester to demonstrate academic progression by meeting the minimum requirements at the end of his or her next semester. The SAP Warning period shall be one payment period or semester during which time the student will remain eligible for Title IV funds.

### SAP Dismissal/Appeal

A student who does not demonstrate academic progression by the end of the SAP Warning period by not meeting the minimum requirements for a consecutive semester will be dismissed from the college unless an appeal is submitted. Student will have the opportunity to appeal the termination of their federal financial aid eligibility if applicable and dismissal from the College. The student must be able to demonstrate in a written appeal that mitigating circumstances were the contributing factors to the student's failure to meet SAP. Below are the required items and steps needed:

- a) The student's written letter of appeal must explain and document, to the satisfaction of the SAP Appeals Committee, the mitigating circumstance(s) which caused the student not to meet SAP after the SAP Warning Period and what circumstances have changed that will allow the student to meet SAP during the next evaluation period(s).
- b) Mitigating circumstances would include the death of a relative of the student, injury, disability, or illness of the student, or other special circumstances. Copies of appropriate documentation to confirm the situation should be included where appropriate.
- c) A SAP appeal must be filed within 30 days of the student receiving notice of the failure to meet SAP. All appeals must be submitted in writing to the Academic Dean.

### SAP Probation

If a student has successfully appealed, the student will be placed on SAP Probation and may have one or more semesters to meet the minimum SAP standards based on the following:

- a) If the College determines that the student should be able to meet the SAP standards by the end of the subsequent semester, the student will be placed on probation and will be eligible if applicable to continue to receive financial aid for that semester.
- b) If the College determines that the student will require more than one payment period to meet SAP standards, the student will be placed on an Academic Plan. The College and the student should develop a plan that ensures that the student is able to meet the school's satisfactory academic progress standards by a specific time or to the success of program completion. An Academic Plan may last for more than one semester. This plan must review the student's progress at the end of the probationary period to determine if the student is meeting the requirements of the academic plan. Students will remain on SAP Probation until the SAP deficiency is resolved.
- c) Academic Plan – The academic plan will detail what the student must do to regain SAP. The plan will identify a specific date in the future by when the student must regain SAP. The plan can last for one or more semesters. The

student is in a probationary status during the probationary period, and if applicable will remain eligible for Federal Student Aid.

- d) If the student is meeting the requirements of the academic plan, the student is eligible to receive Title IV funding if applicable. If the student continues to meet the requirements specified in the Academic Plan, the student will remain enrolled in the program. If necessary, a student may file another appeal to request a change in the Academic Plan with an appropriate explanation as to the need for the change.

#### Denial of an Appeal

If a student's appeal is denied by the College, the student will be dismissed. Tuition charges that were incurrent will be removed.

#### Failure to Meet SAP by end of Probationary period

If the student is not successful in the probationary period, the student will be dismissed from the program. If a student wishes to re-enter after being dismissed due to their failure to meet the terms outlined during their probationary period, they may be eligible for re-entry, however, will not regain Title IV eligibility until SAP standards are met.

### **Maximum Time Frame to Complete**

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

For Massage Therapy, which is measured in clock hours, 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.

### **Warnings**

#### Clinical Warning Report

Students can be put on a "Clinic Warning Report" for poor clinic performance, poor attendance, or inappropriate behavior in the clinic. A student who is given two "Clinic Warning Reports" may be dismissed if the matter is not resolved.

#### Academic Warnings

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

**IMPORTANT NOTE:**

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

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

OM students who do not complete the clinic hours they registered for before the beginning of the next semester will receive an "I".

**Dismissal Policy**

Students may be dismissed for the following reasons:

- a. Failing three courses
- b. Failing more retakes than the number allowed in AMC's retake policy,
- c. Failing the same course twice,
- d. Failing a Comprehensive Exam twice,
- e. Coming to class under the influence of drugs or alcohol,
- f. Misconduct (which includes disrespectful, obscene, violent, threatening, defiant, or sexually inappropriate behavior),
- g. Cheating, plagiarism, or knowingly furnishing false information.
- h. Receiving more than 2 Clinic Warning Reports without resolution
- i. Failure to meet Satisfactory Academic Progress (SAP)
- j. Failure to pay tuition

If a student wishes to appeal his/her dismissal, an appeal can be submitted to the Grievance Committee. For further details, please refer to the grievance policy section of 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. A doctor's note may be required for illness-based requests. Students will be given two weeks 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 is \$110. If the Incomplete “I” is not made up within two weeks, the grade for that didactic course will become a Failure “F.” The student will then need to retake the course.

### Course Drops and Withdrawals

Students can request in writing a withdrawal from their registered course(s) within the first week of the beginning of a semester and the course will be removed from their schedule and will receive 100% refund for the course(s). Please note, if a student is registered for a Fall Mini-Term course, the semester will officially start on the first day of the scheduled mini-term course. After the one-week drop period at the beginning of each semester, student 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).

### Course Repetitions

If a student fails a course, he/she will be allowed to repeat that course for the full tuition cost of the course. The student will be required to re-submit all assignments and re-take all exams. **Failing three courses in any program may result in dismissal. If a student fails the same course twice, he/she may be dismissed from the program. All students who fail a course must meet with the Academic Dean.**

### Leave of Absence

A leave of absence (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 later. In this case, the start of the LOA is the date the student was unable to attend school because of the emergency. The Academic Dean must approve this request. The request will be denied if it appears that the student is not likely to return from the leave. **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.

Upon receipt of a written request and at the discretion of the Academic Dean, an institutional 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 institutional leave of absence, the student will be withdrawn from their academic program.

Taking an institutional leave of absence may impact 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 an institutional leave of absence.

**For Students Receiving Federal Financial Aid:** Students enrolled in a clock hour program may be able to request a financial aid leave of absence instead of an institutional leave of absence. Please contact the Academic Dean for additional information and to be directed to the appropriate form.

Students enrolled in credit hour programs are not eligible for a financial aid 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 institutional leave of absence is granted, 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 a leave of absence with the college for the specified dates, even though the NSLDS reporting will reflect the student as withdrawn.

#### Program Withdrawal

A student wishing to withdraw from the program is strongly encouraged to complete an exit interview with the Academic Department and the Financial Aid Director (if the student is a financial aid recipient) where he/she will sign a withdrawal form that will be placed in his/her permanent student file. If he/she is unable to attend an interview, he/she is requested to notify the College in writing via email and/or postal mail. ALL federal student loan borrowers must complete an exit interview with the Financial Aid Department in person or via [www.studentaid.gov/exit-counseling/](http://www.studentaid.gov/exit-counseling/).

#### 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. In addition, students Satisfactory Academic Progress (SAP) will be reviewed, and appropriate SAP status will be assigned upon activation.

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 requesting re-entry are subject to meet current admissions and academic requirements at the time of enrollment.

### Advanced Placement/CLEP

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

The college 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.

### 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 or the Patient Care Technician 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. 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. This policy may be waived at the discretion of the Campus President.*

### **For Oriental Medicine & Associate of Health Science 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. This fee must appear as a charge in the Student Ledger before any transfer credits will be transferred in.

### **For Massage Therapy Students:**

Transfer of Credit requests must 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 \$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.

### **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.

### **AP Courses**

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.

### **Challenge Exams**

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

### **Students with Disabilities (ADA/504)**

The 1990 Americans with Disabilities Act (ADA) requires that U.S. programs and services be accessible to individuals with disabilities. AMC is ADA compliant and will provide reasonable accommodations for any student with a known disability who is otherwise qualified for study at the College. It is the student’s responsibility to self-identify that she/he has a disability and needs accommodation. AMC will require that the student provide appropriate documentation to establish the existence of the disability and the need for accommodation. The Acupuncture and Massage College building is equipped with wheelchair access and an elevator. Students requesting accommodations are asked to communicate with the Section 504 Coordinator, Yaly Flores-Soto, Academic Dean and request the **“Requesting ADA Accommodations”** Form. Dean Soto may be reached at (305) 595-9500 or via e-mail at Dean@amcollege.edu. Her office is located at 10506 North Kendall Drive, Miami, FL 33176.



### Student Record and Scheduling Changes

Any changes in address or phone number must be submitted to the Campus Registrar via e-mail. Students requesting a schedule change must communicate the change to the Campus Registrar and/or Academic Dean.

### Rescheduling Classes and Curriculum Changes

AMC retains 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 the administration may deem necessary.

### Student Assessments

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

### Course, Faculty, Clinic and Program Assessments

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

To ensure that we have received feedback from all our students the following procedure has been instituted:

### **Requirements for Graduation Ceremony**

All students will be assessed a graduation fee whether they choose to attend graduation. To attend AMC's commencement ceremony, a student must:

- ✓ Be up to date with his/her tuition payments
- ✓ Have paid 90% of his/her total tuition
- ✓ Have completed 90% of his/her coursework

### **Requirements to graduate from the Massage Therapy Program:**

- Satisfactorily demonstrate proficiency by passing each course with a grade of 70% or (C) or higher.
- Day students complete 33 weeks (8 1/4 months) and 720 hours of continuous study.
- Night students complete 38 weeks (9 1/2 months) and 720 hours of continuous study.
- Complete 160 hours of clinical practice.
- Successfully complete all clinical competency requirements.
- Successfully complete the 20-hour Massage Board Review course and pass the final examination with an 80% or higher.

- Satisfy all financial obligations with Acupuncture and Massage College.

**Requirements to graduate from the Patient Care Technician Program:**

- Satisfactorily demonstrate proficiency by passing each course with a grade of 70% or (C) or higher.
- Day students complete 33 weeks (8 1/4 months) and 720 hours of continuous study.
- Night students complete 38 weeks (9 1/2 months) and 720 hours of continuous study.
- Complete 90 hours of Externship.
- Successfully complete all clinical competency requirements.
- Successfully complete a comprehensive written and practical examination covering all of the information presented during the program.
- Satisfy all financial obligations with Acupuncture and Massage College.

**Requirements to graduate from the Associate of Arts in Health Science Program:**

- Satisfactorily demonstrate proficiency by passing each course with a grade of 70% or (C) or higher.
- Complete all the requirements in the Massage Therapy Program.
- Complete 73 weeks (18.25 months) and 1080 hours (62.5 credits) of continuous study for Day students.
- Complete 78 weeks (19.5 months) and 1080 hours (62.5 credits) of continuous study for Night students.
- Satisfy all financial obligations with Acupuncture and Massage College.

**Requirements to graduate from the Master of Oriental Medicine Program:**

- Satisfactorily demonstrate proficiency by passing each course.
- Maintain a 2.0 cumulative GPA for undergraduate coursework and a 3.0 cumulative GPA for graduate coursework.
- Complete all required general education courses as outlined in conditional graduation notification, if applicable.
- Complete four academic years (36 months) and 2,852 classroom and clinic hours (158.20 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 3 hours of HIV/AIDS course.
- Submit proof of attendance in a CPR and First Aid class.
- Satisfy all financial obligations with Acupuncture and Massage College.

## Placement and Graduation Rates



**ACUPUNCTURE & MASSAGE COLLEGE**

10506 N. KENDALL DRIVE, MIAMI, FLORIDA 33176  
TEL. 305.595.9500

<b>Bachelor of Health Science/Master of Oriental Medicine Program</b>	<b>2022</b>	<b>2023</b>
<b>Graduation Rate</b>	<b>52%</b> <i>44 students available for graduation, 23 graduated from their program</i>	<b>53%</b> <i>60 students available for graduation, 32 graduated from their program</i>
<b>Placement Rate</b>	<b>71%</b> <i>21 students available for employment, 15 gained employment in their field of study</i>	<b>71%</b> <i>31 students available for employment, 22 gained employment in their field of study</i>

<b>AA Health Science Program</b>	<b>2022</b>	<b>2023</b>
<b>Graduation Rate</b>	<b>100%</b> <i>15 students available for graduation, 15 graduated from their program</i>	<b>50%</b> <i>8 students available for graduation, 4 graduated from their program</i>
<b>Placement Rate</b>	<b>75%</b> <i>8 students available for employment, 6 gained employment in their field of study</i>	<b>100%</b> <i>1 student available for employment, 1 gained employment in his/her field of study</i>

<b>Massage Therapy Program</b>	<b>2022</b>	<b>2023</b>
<b>Graduation Rate</b>	<b>72%</b> <i>90 students available for graduation, 65 graduated from their program</i>	<b>69%</b> <i>95 students available for graduation, 66 graduated from their program</i>
<b>Placement Rate</b>	<b>70%</b> <i>64 students available for employment, 45 gained employment in their field of study</i>	<b>70%</b> <i>61 students available for employment, 43 gained employment in their field of study</i>

*The disclosure reflects the data submitted in AMC's 2023 Reports to the ACCSC (Accrediting Commission of Career Schools and Colleges). Posted 09/29/2023.*

### Graduation with Honors

AMC acknowledges excellence in academic achievement of students with cumulative grade below.

Summa Cum Laude	3.96 – 4.0
Magna Cum Laude	3.75 – 3.95
Cum Laude	3.60 – 3.74

### Awards

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

Valedictorian - highest academic honor

Salutatorian – 2<sup>nd</sup> highest academic honor

Clinical Excellence - for outstanding clinical achievement

Shiatsu Award – for performing outstanding Shiatsu treatments

Swedish Award - for performing outstanding Swedish treatments

Compassion Award - for compassion, cooperative spirit and fellowship

Herbology Award - for excellence in Chinese Herbology

### Licensing Disclosures

#### **Massage Therapy Licensing Disclosure**

The [Massage Therapy Program](#) will qualify eligible current students and eligible prospective students for state licensure in the state of Florida. Together with the Career Services Department, eligible students will apply to the FSMTB (Federation of State Massage Therapy Boards) for the MBLEx (Massage & Bodywork Licensing Examination) exam. Upon graduation, the Career Services Director will guide those students who pass the MBLEx through the Florida licensure process. This will include completion of a background screening with an approved Live Scan provider as required by the state of Florida.

The **complete process and list of requirements** to become an LMT (Licensed Massage Therapist) in Florida can be found here on the Florida Board of Massage

webpage: <https://floridasmassagetherapy.gov/licensing/licensed-massage-therapist-lmt/#tab-requirements>

Acupuncture and Massage College does not have the resources to maintain a current and accurate listing of licensure requirements by state given that the requirements widely vary by state and are constantly revised by the states. However, the Career Services Department has in the past directed and will continue to direct, students to appropriate websites, documents, or courses for information to those students wishing to qualify for credentials in states outside of Florida.

The following are the best places to obtain MBLEx examination and Florida licensing information online:

### **FSMTB and MBLEx Testing**

- For the FSMTB website for MBLEx information: <https://www.fsmtb.org/mblex/>
- To create an account with the FSMTB and submit the application: <https://online.fsmtb.org/>
- After authorized to test, go here to register and to choose an MBLEx examination date and time on the Pearson Vue website: [https://home.pearsonvue.com/Clients/Federation-of-State-Massage-Therapy-Boards-\(FSMTB\)/Customer-service.aspx](https://home.pearsonvue.com/Clients/Federation-of-State-Massage-Therapy-Boards-(FSMTB)/Customer-service.aspx)

### **Florida Board of Massage (part of the Florida Department of Health)**

- To register and to submit an application to become a licensed Massaged Therapist in the state of Florida, go to: <https://mqa-vo.doh.state.fl.us/datamart/voservicesportal>
- License renewal information can be found here on the Board of Massage's website: <https://floridasmassagetherapy.gov/renewals/massage-therapist/>

### **Oriental Medicine Licensing Disclosure**

The [Oriental Medicine Program](#) will qualify eligible graduates for the Acupuncture Physician license in the state of Florida. Graduates will receive guidance from the Career Services Advisor when applying to the NCCAOM (National Certification Commission for Acupuncture and Oriental Medicine) to obtain authorization for the examinations required by Florida (Acupuncture with Point Location, Biomedicine, Chinese Herbology, Foundations of Oriental Medicine). When

students pass all four exams, the Career Services Advisor will guide those students through the Florida licensure process.

The **complete process and list of requirements** to become an AP (Acupuncture Physician) in Florida can be found here on the Florida Board of Acupuncture webpage: <https://floridasacupuncture.gov/licensing/>

Acupuncture and Massage College does not have the resources to maintain a current and accurate listing of licensure requirements by state given that the requirements widely vary by state and are constantly revised by the states. However, the Career Services Department has in the past directed and will continue to direct, students to appropriate websites, documents, or courses for information to those students wishing to qualify for credentials in states outside of Florida.

The following are the best places to obtain NCCAOM examination and Florida licensing information online:

#### **NCCAOM process and examinations**

- For the NCCAOM website for exam information: <https://www.nccaom.org/online-portal-landing-page/>
- To create an account with the NCCAOM and submit the application: <https://portalnccaomcert.cyzap.net/dzapps/dbzap.bin/apps/assess/webmembers/login?webid=NCCAOMCERT>
- After authorized to test, go here to register and to choose an NCCAOM examination date and time on the Pearson Vue website: <https://home.pearsonvue.com/nccaom>

#### **Florida Board of Acupuncture (part of the Florida Department of Health)**

- To register and to apply to become a licensed Acupuncture Physician in the state of Florida, go to: <https://mqa-vo.doh.state.fl.us/datamart/voservicesportal>
- License renewal information can be found here on the Board of Acupuncture's website: <https://floridasacupuncture.gov/renewals/>

#### **OM Patient Referral Requirement**

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

## 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, without financial or access penalty, during the period beginning on the date on which the individual provides to the institution a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33. A “Certificate of Eligibility” may also include a “statement of benefits” obtained from the US Department of Veterans Affairs’ (VA) website, eBenefits, or a VAF28-1905 Form for Chapter 31 authorization purposes. The period of time when AMC may not assess a financial or access penalty against a covered individual ends on the earlier of the following dates:

1. The date on which payment is made from VA to the institution.
2. Ninety (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.

### Attendance Policy for VA Students

Students that are tardy or that depart class early will have the corresponding time missed deducted from their attendance. Students may not submit make-up work in lieu of absences.

Bachelor of Health Science/Master of Oriental Medicine and 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. 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.

### Standards of 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. 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 to register for the subsequent semester and may be dismissed from the program. 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 cumulative 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 for more details pertaining to Graduate Level course GPA requirements for Graduation Eligibility.

#### Credit for Previous Education or Training for VA Students

Students are strongly encouraged to report all previous education and training completed at post-secondary institutions. Veterans are also encouraged 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 the U.S. Department of Education). funding plan, prior to enrollment, which is a personalized form explaining the cost of the program, student debt estimates and other federal financial aid options.
- Oriental Medicine students will receive a registration form each semester, listing all the courses that must be taken the following semester. Full information about the program can be found in the College Catalog.
- Clock-hour program students will receive a schedule of courses that are required to be taken in order to complete the program. Full information about the program can be found in the College Catalog.
- If you are attending AMC and must be absent due to service requirements, AMC follows the law regarding re-admitting active servicemen and women back into the program.
- The refund policy for VA students is in accordance with AMC's Institutional Refund Policy.
- Federal Student Aid is available for all who qualify.

#### Contacts

**Academic Advising:** Yaly Flores-Soto, Academic Dean, [dean@amcollege.edu](mailto:dean@amcollege.edu)

**Financial Advising:** Guy Jackman, Financial Aid Director, [Guy@amcollege.edu](mailto:Guy@amcollege.edu)

**Student Support/Administrative Questions:** Carmen Bailey, Office Manager/Student Services Director, [carmen@amcollege.edu](mailto:carmen@amcollege.edu)

### **Administrative and Student Services**

#### Housing Assistance

Students from out-of-town who are seeking housing are assisted by the Admissions Director and given a list of rental agencies in the area. If they choose, they may post housing requests on the student bulletin board, found in the hallway across from the Student Services Director's office. While most students are residents of Southeast Florida, we encourage a close relationship among



all students. There are several 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.

### Carpools

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 Student Services Director.

### 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.

### Voter Registration Form

AMC encourages all students, faculty, and staff to register to vote. To register and/or get more information to register to vote, visit – <https://www.usa.gov/register-to-vote>

### Register to Vote

Visit [Vote.gov](https://www.vote.gov) to register to vote. Depending on your state's voter registration rules, the site can help you:

- Register online. This is available for 40 states plus the District of Columbia.
- Download the National Mail Voter Registration Form. You can fill it out onscreen and print the completed form or print the blank form and fill it out by hand. Remember to sign the form before mailing it to the location listed for your state.
- If you need a printed copy of the form – contact Carmen Bailey, and she will print a copy for you. You can email her at: [Carmen@amcollege.edu](mailto:Carmen@amcollege.edu)
- Find guidance for states and territories with different registration procedures.

### Voter Registration Deadlines

Every state except North Dakota requires citizens to register if they want to become voters. Depending on your state, the registration deadline could be as much as a month before an election.

Check the U.S. Vote Foundation (<https://www.usvotefoundation.org/vote/state-elections/state-election-dates-deadlines.htm>) to find your state's deadline for registering. You can also check your state or territory's election office for more details.

### Appointments with the Administrative Staff

All appointments with the Administrative Staff should be made through the Front Desk personnel. To determine which staff member you need to see, refer to “Students’ Administrative Support” in the beginning of this Handbook. The Academic Dean or Financial Aid Director may request to see you regarding grades, attendance, financial issues, or other matters.

### Advisement & 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 the Veteran's Administration should see the Financial Aid Director and students with issues related to U.S. ICE Student Visas should see the Registrar.

### Healthcare

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.

### **Business Office**

The Business Office Manager will meet with all new students not receiving federal student aid/VA benefits to review the payment information on their payment plan. The Business Office Manager will meet with students who have questions about payment plans, fees and/or ledgers issues.

### Invoices

By the 28<sup>th</sup> of each month, the Business Office will create invoices for all students with monthly payments or a balance due on their account. These invoices will be sent via e-mail

### Collection of Late Payments

If a student has not made their payment by the 5<sup>th</sup> of the month, the Business Office will assess a \$30 late fee to his/her account. If a payment is over 30 days late, the Business Office will call the student by phone and inform him/her that his/her payment is late and that a \$30 late fee was assessed. If a payment is over 60 days late the student will be pulled out of class to discuss his/her delinquent account. If a payment is over 90 days late the student will be pulled out of class and may be dismissed from the program until his/her account is up to date.

### **Financial Aid**

#### Financial Aid Policy and Procedures

AMC's Financial Aid Director requests all Title IV funds. AMC's Campus President disburses the Title IV funds. AMC's Financial Aid Department provides financial aid counseling to students throughout the year. The Financial Aid office is open Monday thru Friday from 8:30 a.m. – 6:00 p.m.

Financial aid is available for all who qualify. AMC offers the following types of financial aid.

- ◆ **Pell Grants** are awarded to students based on financial need and do not have to be repaid. Federal Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or a professional degree and have not exceeded their Pell LEU (Lifetime Eligibility Usage).
- ◆ **Direct Loans** are available to students or parents of dependent students at a fixed interest rate (current interest rates can be found at [www.studentaid.gov](http://www.studentaid.gov)). Student loans are considered financial aid; however, they must be repaid. Undergraduate students may qualify for Subsidized Loans based on need. Repayment of student Direct Loans begins 6 months after program completion or upon a student's enrollment status falling to below half-time. Direct Plus Loans are federal loans that graduate or professional degree students and parents of dependent undergraduate students can use to help pay education expenses that are not covered by other aid.
- ◆ **Bright Futures Scholarships** are available to students who have met all the eligibility requirements set by the state of Florida and who are maintaining Satisfactory Academic Progress (SAP) at AMC.
- ◆ **Florida Student Assistance Grants (FSAG)** are available to students who have met all the eligibility requirements set by the State and are maintaining satisfactory academic progress at AMC.

Students who wish to know if they qualify for any type of federal student aid must fill out a FAFSA on the web at: [studentaid.gov](http://studentaid.gov). Completing a FAFSA allows the Financial Aid Department to provide students with an estimated funding plan. It is important to complete and submit a FAFSA prior to starting school. Once a FAFSA has been processed, students will be sent a Student Aid Report (SAR). It is important that the SAR is checked for accuracy. Once AMC has received the FAFSA results from the Department of Education, if there are any changes to the funding plan or additional documents that are needed, the financial aid department will contact the student.

Students who are randomly selected for verification by the Department of Education will be required to provide appropriate documentation before any financial aid can be disbursed. All Financial Aid students, including those who are chosen for verification, have no more than 30 days from the start of class to submit their paperwork or they will have to make other payment arrangements.

The only way to know if a student is eligible for federal student aid is to apply. Below are the requirements for most types of federal student aid.

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

Financial Aid is disbursed on a semester basis (or on a payment period basis for clock-hour programs) for those who qualify.

- An Academic year is equivalent to 8 months (two-15-week semesters).
- A full-time student must be enrolled in at least 12 credits in a semester.

### Agreement for Financial Aid Students

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

- ◆ I understand that if I am dismissed from AMC or if I choose to leave the program, I may be responsible for paying back a prorated portion or up to the full amount of federal student aid funds disbursed on my behalf.
- ◆ I understand that I must make satisfactory academic progress (SAP) in my program of study to continue to be eligible for Federal Student Aid.

### Entrance Counseling

When a first-time borrower applies for Federal Student Loans, the student must complete an Entrance Counseling Session online at [www.studentaid.gov/entrance-counseling/](http://www.studentaid.gov/entrance-counseling/). During this session, students are advised of the rights and responsibilities they have as borrowers. The importance of repaying their loans as well as the consequences for not doing so are explained to each student. During the Entrance Counseling Session students must answer questions in order to complete their counseling.

### Exit Counseling

The Financial Aid Department oversees the federal Student Loan Exit Counseling process with all graduates and withdrawn students. At the end of the student's educational program, student loan exit counseling may be completed on-campus or online at [www.studentaid.gov/exit-counseling/](http://www.studentaid.gov/exit-counseling/). During this session, students are advised of the rights and responsibilities they have as borrowers, the importance of repaying their loans as well as the consequences for not doing so.

AMC's third-party default management company assists students with any questions or issues they may have regarding Federal Student Loan repayment options.

### Official Withdrawal Process

If a student wishes to withdraw from school, they are requested to notify the Registrar or Academic Dean in writing or verbally. For all students who withdraw from a program, their withdrawal effective date is their last date of attendance of academic engagement.

### Return to Title IV (R2T4) Funds Policy

The Return of Title IV Funds regulations do not dictate an institutional refund policy. Instead, a school is required to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance or, in the case of a clock-hour program, was scheduled to be in attendance. Up until the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. Upon reaching the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

For example, if the student completes 30% of the payment period or period of enrollment, (s) he will earn 30% of the eligible Title IV funds originally scheduled for that period.

For a student who withdraws at the 60% point-in-time, there are no unearned funds. However, a school must still determine whether the student is eligible for a post-withdrawal disbursement (PWD).

If you did not receive all of the funds that you earned, you may be due a post withdrawal disbursement (PWD). If the student receives more funds than eligible for, the excess will be returned in the following order:

- (1) Unsubsidized Federal Direct Stafford Loans
- (2) Subsidized Federal Direct Stafford Loans
- (3) Federal Direct PLUS Loans
- (4) Federal Pell Grants
- (5) Iraq & Afghanistan Service Grants
- (6) Federal Supplemental Educational Opportunity Grants (FSEOG)
- (7) TEACH Grants

The R2T4 regulations do not prohibit a school from developing its own refund policy. However, the school must comply with refund policies required by a state or other outside agency. Although a school, state or agency refund policy will determine the charges a student will owe after withdrawing, those policies will not affect the amount of Title IV Aid the student has earned under the R2T4 calculation.

### **NSLDS Reporting**

Students enrolled in credit hour programs are not eligible for a financial aid 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 institutional leave of absence is granted, 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 a leave of absence with the college for the specified dates, even though the NSLDS reporting will reflect the student as withdrawn.

The National Student Loan Data System (NSLDS) is the U.S. Department of Education's centralized database of all federal student aid. This system provides you with an overview of your federal student loans, your loan amounts, enrollment status, outstanding balances, loan status and disbursements.

Students can access your information online at [www.nslds.ed.gov](http://www.nslds.ed.gov) . Students will need to log in with your Federal Student Aid (FSA) ID.

NSLDS also provides information about your loan servicer. The loan servicer is a company that collects payments, responds to customer service inquiries, and performs other administrative tasks associated with maintaining a federal student loan. Your lender contact information is available through NSLDS, but we also have provided a servicer list for your reference as well.

Students will have access to download your loan information for your records by selecting the “MyStudentData Download” button.

While NSLDS does provide information on educational debt, it is important to note that it only provides information regarding the federal student loan programs. For information on private loans, you will need to contact the lender directly. If you are unsure of your private lenders, you can contact your financial aid office or refer to your credit report.

**NSLDS Does:**

- Provide loan servicer information
- Show loan history and balances
- Show outstanding interest
- Provide the loan exit interview for your Direct Stafford and GradPLUS Loans

**NSLDS Does Not:**

- Allow you to make payments
- Provide access to apply for a different repayment plan
- Provide end of year tax forms
- Store information regarding private/institutional loans

**Career Services**

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

AMC has a Job Board in the hall outside the Career Services office with announcements of new job listings so that students and graduates can search for job openings and positions. Additionally, graduates receive email and telephone communications regarding job openings for positions related to Oriental Medicine and Massage Therapy.

**Assistance with Examinations and Licensing Applications**

In each Massage Therapy and Oriental Medicine exit interview, students are given all the necessary addresses, phone numbers, fees, etc. to help them with the application process for taking their MBLEx or NCCAOM exams and for applying for state licensure. Graduates of all programs also receive assistance with the exam registrations and with licensure applications. The college will not submit final licensing documents and/or transcripts, until all academic and financial requirements have been met.

**Requesting transcripts to be sent to the NCCAOM**

AMC will not release transcripts to the Board of Massage or the Board of Acupuncture unless the student’s academic and financial obligations are satisfied. AMC now submits graduate transcripts to NCCAOM upon graduation of the OM program. If a past graduate needs their transcript sent to the NCCAOM, the graduate should contact AMC’s school Registrar and should reach out to Career Services for guidance regarding the NCCAOM testing process and the certification process.

### **Complaints/Grievance Policies and Procedures:**

#### **ADA (AMERICANS WITH DISABILITIES ACT)/SECTION 504 GRIEVANCE PROCEDURE FOR STUDENTS**

It is the policy of Acupuncture and Massage College not to discriminate based on disability. Acupuncture and Massage College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations implementing the Act. Section 504 prohibits discrimination based on disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of **Dean Yaly Flores-Soto, Academic Dean/Title IX Coordinator/ADA 504 Coordinator, office located at 10506 North Kendall Drive, Miami, FL 33176, Telephone#(305)595-9500, Email: [Dean@amcollege.edu](mailto:Dean@amcollege.edu)**, who has been designated to coordinate the efforts of Acupuncture and Massage College to comply with Section 504.

Any person who believes he or she has been subjected to discrimination based on disability may file a grievance under this procedure. It is against the law for Acupuncture and Massage College to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

#### **Complaints/Grievance Policies and Procedures\*:**

*\*For Employees Grievance Procedures, please see Employee 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. All grievance requests must be filed within a 45-day period from the date the final determination was made.

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 Flores-Soto. When formal grievance steps are perceived as necessary, students have a right to a fair process and hearing without retribution.

#### **Grievance Steps:**

1. The grievance must be submitted via email to the Campus President at [ChristyW@amcollege.edu](mailto:ChristyW@amcollege.edu). In the email, the student must present in detail his or her position based on factual information.
2. The student will receive a confirmation email within 48-hours that his or her grievance request has been received.

3. The Reporting Party (the one/s submitting the complaint) and the Responding Party (the one/s who the complaint is against) have the right to submit or present witnesses and/or statements pertaining to the alleged dispute.
4. The Grievance Committee will review the statement/s received and will make a determination as to whether the grievance has merit (i.e., sufficient grounds to proceed with a formal hearing). If the grievance is found to be without merit, that determination will be communicated to all parties involved within 30 calendar days.
5. If the Grievance Committee finds that the case has merit, they will schedule a hearing at which the student and parties involved will be asked to present their grievance and/or additional documentation.
6. The Grievance Committee will review all information presented during the hearing and will make a determination. The Reporting Party and the Responding Party, if applicable will be informed of the outcome via e-mail within 30 – 45 days. The College reserves the right to extend the process due to unforeseen circumstances.
7. The College will take steps to prevent recurrence of any disability-based discrimination or harassment and remedy the discriminatory effects on the complainant and others, if appropriate by providing possible remedies to include corrective steps, actions to reverse the effects of discrimination or to end harassment, and measures to provide a reasonable accommodation or proper ongoing treatment.
8. The decision is final and binding and cannot be appealed.

***For Title IX Grievance Procedures, see Title IX Section in this Manual.***

If the student is still not satisfied with the outcome, he/she may contact the **Accreditation Commission for Acupuncture and Herbal Medicine, ACAHM, at 8941 Aztec Dr., Eden Prairie, MN 55347, phone (952) 212-2434, fax (952) 657-7068, website [www.acahm.org](http://www.acahm.org).**

#### 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 2101 Wilson Boulevard, Suite 302 Arlington, VA 22201 (703) 247-4212 [www.accsc.org](http://www.accsc.org) | [complaints@accsc.org](mailto:complaints@accsc.org) A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/StudentCorner/Complaints.aspx>.

To file a complaint with the **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**

Complaints for **Commission for Independent Education** should be addressed to:  
<http://www.fldoe.org/policy/cie/file-a-complaint.shtml>

**325 W. Gaines Street, Suite 1414**  
**Tallahassee, FL. 32399-0400**  
**Or E-mail: [cieinfo@fldoe.org](mailto:cieinfo@fldoe.org)**  
**Or Fax: 850-245-3238**

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

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

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

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

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

### Tobacco-Free Policy

Smoking and tobacco use are prohibited in all Acupuncture and Massage College facilities and on all College property and other properties owned or leased by the College with no exception. This includes, but is not limited to, all indoor and outdoor areas and properties. Indoor areas and properties include, but are not limited to, all common work areas, elevators, hallways, College owned or leased restrooms, dining areas, faculty lounges, and all other enclosed areas in the workplace. Outdoor areas include, but are not limited to, parking lots, grounds, rooftops, entrance and exit ways, and any other areas of the College campus.

### Alcohol Policy

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

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

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

### Drug Policy—Zero Tolerance

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

### Drug-Free Schools and Campuses

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

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

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

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

### Health Risks Associated with Substance Abuse

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

### Alcohol

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

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

Women who drink during pregnancy may give birth to infants with irreversible physical abnormalities and mental retardation, which are signs of fetal alcohol syndrome. Children of alcoholic parents are more likely to abuse alcohol themselves.

### Anabolic Steroids

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

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

### Cocaine/crack

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

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

### Depressants (barbiturates, tranquilizers)

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

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

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

### Rohypnol

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

confusion, gastrointestinal disturbances, and urinary retention.

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

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

### Hallucinogens

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

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

### Inhalants

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

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

### Marijuana

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

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

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

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

Tolerance to narcotics develops rapidly and dependence is likely. Intravenous injection may

cause AIDS, hepatitis, and cardiac disease. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who may exhibit withdrawal symptoms.

#### Other Stimulants (amphetamines)

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

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

#### Legal Sanctions

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

#### Standards of Conduct

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

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

#### Referrals for Drug and Alcohol Counseling, Treatment and Rehabilitation Assistance

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

### **REFERRAL LIST FOR SUBSTANCE ABUSE TREATMENT PROGRAMS**

#### **Referral List for Substance Abuse Treatment Programs**

<b><u>DETOX SERVICES</u></b>	<b><u>ADDRESS</u></b>	<b><u>PHONE</u></b>
CHI Mental Health Center	10300 S.W. 216th Street	(305) 252-4840
Memorial Regional Hospital	3501 Johnson Street, Hollywood	(954) 987-2000
South Miami Hospital	6200 S.W. 73rd Street	(305) 662-8118
<b><u>Inpatient Treatment</u></b>		
Concept Health Systems	162 N.E. 49th Street	(305) 751-6501
Origins	5200 East Ave. West Palm Beach	(800) 444-7008
Memorial Regional Hospital	3501 Johnson Street, Hollywood	(954) 987-2000
South Miami Hospital	6200 S.W. 73rd Street	(305) 662-8118
St. Luke's Catholic Charities	7707 N.W. 2nd Ave	(305) 795-0077

## **Outpatient Treatment**

SAMHSA National Hotline	(800)662-4357
CHI Mental Health Center	(305) 252-4840
Origins	(800)444-7008
Here's Help	(305) 238-8500
Jewish Community Services	(305) 576-6550
Memorial Regional Hospital	(954) 987-2000
Miami Counseling Services	(305) 388-7774
St. Luke's/Catholic Charities	(305) 795-0077
The Village	(305) 573-3784

**Alcoholics Anonymous (check web: [www.aamiamidade.org](http://www.aamiamidade.org) for meeting days/ times)**

Note: Some meeting rooms are only open 30 minutes before a scheduled meeting.

**Narcotics Anonymous Meetings (Call (305) 265-9555 for meeting day/ times or check web: [www.namiami.org](http://www.namiami.org))**

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

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

Punishment for misdemeanors ranges from less than 60 days to one-year imprisonment.

Under Sec. 893.13, Florida Statutes: It is unlawful for any person to sell, manufacture, deliver, or possess with intent to sell, manufacture, or deliver a controlled substance. Violation of this statute is a felony and is punishable under Chapter 775 of the Florida Statutes.

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

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

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

## **Emergency Resources**

### **Need help?**

If you or anyone you know are in a crisis or may be in danger, please use the following resources to get immediate help.

#### Emergency

- 911

#### National Suicide and Crisis Hotline

- +1 (800) 273-8255
- +1 (800) 784-2433

#### Safe Alternative Line/Self Injury

- +1 (800) 366-8288

#### Planned Parenthood Hotline

- +1 (800) 230-7526

#### American Association of Poison Control Centers

- +1 (800) 222-1222

#### LGBT National Help Hotline

- +1 (888) 843-4564

#### TREVOR Crisis Hotline

- +1 (866) 488-7386

#### Childhelp National Child Abuse

- +1 (800) 422-4453

#### Trans Lifeline Peer Trans Support Group

- +1 (877) 565-8860

#### National Domestic Violence Hotline

- (800) 799 – 7233

#### Rape Abuse, and Incest national Network (RAINN) – Sexual Assault Hotline

- +1 (800) 656-4673

#### National Human Trafficking Hotline

- +1-888-373-7888

#### National Alliance of Mental Illness

- +1 (800) 950 – 6264

#### Substance Abuse and Mental Health Services Hotline

- +1 (800) 662 – 4357

## **Title IX/VAWA**

### **Sexual Misconduct Policy Summary**

#### **I. Rights Afforded to All Community Members**

- a. The right to have all acts of sexual misconduct treated with seriousness; and the right, as the Reporting Party, to be treated with dignity and respect.
- b. The right to have any acts of sexual misconduct investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities.



- c. The right to be free from pressure that would suggest that the Reporting Party/ies (1) not report crimes committed against them to civil and criminal authorities and/or disciplinary officials; or (2) report crimes as lesser offenses than the Reporting Party/ies perceives them to be.
- d. The right to be free from suggestions that the Reporting Party/ies of sexual misconduct does not report, or underreport, crimes because:
  - (1) the Reporting Party/ies are somehow “responsible” for the commission of crimes against them.
  - (2) the Reporting Party/ies contributed to or assumed the risk of being assaulted; or
  - (3) By reporting crimes, they would incur unwanted personal publicity.
- e. The right to the full, prompt, and reasonable cooperation from campus personnel in responding to an incident of sexual misconduct.
- f. The right to have access to counseling services established by the College or other victim service organizations.
- g. The right to require that campus personnel take the necessary steps or actions reasonably feasible to prevent unwanted contact with, or proximity to, alleged assailants following a report of sexual misconduct, including assistance with academic and workplace, if requested and reasonably available.
- h. The right of both the Reporting Party/ies and the Responding Party/ies to the same opportunities to have others present during a disciplinary proceeding.
- i. The right of both the Reporting Party/ies and the Responding Party/ies to be informed of the outcome of any College disciplinary proceeding.
- j. The right to be provided with written information regarding the Reporting Party’s rights and options following a report of sexual misconduct.

## **II. Reporting Sexual Misconduct**

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

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

### **For Students**

Yaly Flores-Soto

Title IX Coordinator/ADA 504 Coordinator/Academic Dean

10506 North Kendall Drive, Miami, FL 33176

(305)595-9500

[Dean@amcollege.edu](mailto:Dean@amcollege.edu)

Confidential resources are also available.

## **Harassment Policy**

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

### Harassment Statement

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

### Sexual Harassment

Sexual harassment undermines the integrity of the academic and work environment, and prevents its victims and their peers from achieving their full potential. All members of the college community are entitled to work and study in an atmosphere free from sexual overtones or innuendoes that are unsolicited and unwelcome. It is the responsibility of the members of the college community who hold positions of authority to avoid and discourage actions that are or can be considered sexually abusive or unprofessional.

### What is Sexual Harassment?

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

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

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

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

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

Here are the steps to take:

- ◆ If you are comfortable, speak to the person whose behavior is bothering you, and ask him or her to stop.
- ◆ If that doesn't work or if you're not comfortable, speak to the Academic Dean/Title IX Coordinator or other CSA's for further support and/or action.

### Harassment Complaint Follow-up Procedures

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

### Role of the Title IX Coordinator

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

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

A student should contact the Title IX Coordinator in order to:

- Seek information or training about students' rights and courses of action available to resolve reports or allegations that involve potential sex discrimination, including sexual misconduct,
- File a report of sex discrimination, including sexual misconduct,
- Notify the College of an incident or policy or procedure that may raise potential Title IX concerns,
- Get information about available resources (including confidential resources) and support services relating to sex discrimination, including sexual misconduct, and
- Ask questions about the College's policies and procedures related to sex discrimination, including sexual misconduct.

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

Inquiries or reports that involve potential violations of Title IX may also be referred to the U.S. Department of Education's Office for Civil Rights, which can be reached at:  
<https://wdcrobcolp01.ed.gov/cfapps/OCR/contactus.cfm>

Or the Educational Opportunities Section of the Civil Rights Division of the U.S. Department of Justice (DOJ):  
<http://www.justice.gov/crt/complaint/#three>.

### Functions and Responsibilities of the Title IX Coordinator

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

#### **(1) Training for Students, Faculty, and Staff**

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

- regular training for faculty and staff outlining their rights and obligations under Title IX, including the appropriate response to reports of sexual misconduct, the obligation to report sexual misconduct to appropriate College officials, and the extent to which counselors and advocates may keep a report private or confidential, and

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

## **(2) Investigations**

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

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

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

## **(3) Remedies, Including Interim Measures**

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

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

If the College finds that an individual engaged in prohibited sexual misconduct, the Title IX Coordinator reviews proposed sanctions before they are imposed to ensure that they, along with

the College's interim and long-term measures taken in response to the sexual misconduct, are reasonably calculated to stop the sexual misconduct and prevent its recurrence.

#### **(4) Monitoring and Advising**

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

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

#### **Interference with College Investigations and Disciplinary Proceedings**

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

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

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

## **Violations**

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

## **Sanctions**

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

### **1. Expulsion**

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

### **2. Suspension**

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

### **3. Temporary Suspension**

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

### **4. Final Disciplinary Probation**

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

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

### **5. Disciplinary Probation**

A disciplinary sanction serving notice to a student that his/her behavior is in serious violation of College standards. A time period is indicated during which another violation of the Code of Student Conduct and Academic Responsibility will automatically raise the question of a more severe sanction (suspension or expulsion) if the student is found in violation.

Disciplinary Warning

A disciplinary sanction serving notice to a student that his/her behavior has not met College standards. This sanction remains in effect for a designated number of semesters of attendance and will remain in the student's file.

6. Verbal Warning

A verbal warning is a verbal admonition to the student by a College staff member that his/her behavior is inappropriate. A verbal warning will be noted in the student's file.

7. Fines

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

8. Restitution

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

9. Restriction or Revocation of Privileges

Restriction or revocation of privileges is the temporary or permanent loss of privileges, including, but not limited to, the use of a particular College facility and visitation privileges, to include treatments at the Student Community Intern Clinic.

10. Termination or Change of Class Schedule/Accommodation

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

11. Counseling Intervention

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

12. Other Appropriate Action

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

13. Parent/Legal Guardian Notification

AMC personnel reserve the right to contact or notify a student's parent(s) or legal guardian(s) of a minor student, under 18 years of age, in writing or by phone, when alcohol or drug violations of College policy occur, or when AMC personnel determine a student's safety and/or welfare is at risk.

**Emergency Situations  
Campus Security**

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

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



Campus crime statistics are tabulated and provided annually to all students, faculty, and staff at orientation and electronically every September thereafter. Additional copies are available upon request. For detailed Emergency protocols, please see AMC's Emergency Contingency Plan on the college website.

## **EMERGENCY-POLICE/FIRE/MEDICAL – DIAL 911**

Non-emergency:  
Kendall Mall Security: (305) 317-9547 24hr/7-days  
AMC Student Services: (305) 595-9500

### **Fire Safety**

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

### **Life-Threatening Behavior**

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

### **Off-Campus Violations**

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

### **Health Care Privacy (HIPAA) Statement**

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

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



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

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

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

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

### **Public Laws**

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

### **Abuse/Physical Assault**

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

### **Arson**

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

### **Bomb Threats**

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

### **Breaking and Entering**

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

### **Stalking**

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

### **Theft or Unauthorized Possession of College Property**

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

### **Title IX Compliance Policy**

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

**The Title IX coordinator at AMC is Yaly Flores-Soto, ADA 504 Coordinator and Academic Dean, who can be reached at (305) 595-9500 or [dean@amcollege.edu](mailto:dean@amcollege.edu).** Students are entitled to file a report with the Title IX Coordinator if they perceive they have been a victim of sexual misconduct or discrimination on the basis of sex. The grievance procedure is available from the Title IX Coordinator and is outlined in the [sexual misconduct policy](#).

#### **Definitions**

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

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

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

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

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

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

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

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

#### *First Amendment Considerations*

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

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

- Intentional touching of another person’s intimate parts without that person’s consent; or
- Other intentional sexual contact with another person without that person’s consent; or
- Coercing, forcing, or attempting to coerce or force a person to touch another person’s intimate parts without that person’s consent; or
- *Rape*, which is penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person’s consent.

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

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

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

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

#### **Option 1: Reporting Party’s Who Report Sexual Misconduct to a Responsible Employee**

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

#### **Options 2 and 3: Reporting Parties Who Disclose Sexual Misconduct to Professional Counselors, Non-Professional Counselors, and Victim Advocates**

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

## **Interim Measures**

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

## **Supportive Measures**

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

The College encourages all alleged sexual misconduct incidents to be reported and to seek help under the option above with which they feel most comfortable. If you have any questions about available interim measures or supportive measures, please contact Yaly Flores-Soto, Title IX Coordinator/ADA 504 Coordinator and Academic Dean.

## **Interim and Supportive Measures**

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

Upon receiving a report of sexual misconduct, the College will provide the Reporting Party, or the Reporting Party's counselor or advocate, with a written explanation of the interim measures available on campus and through local community resources and shall ask Reporting Parties or their counselors or advocates, what measures are sought. Some possible interim measures are listed below, and the College determines which measures are appropriate for a particular Reporting Party on a case-by-case basis. Not all the measures listed below will be necessary in



every case to keep Reporting Parties safe and ensure their equal access to educational programs and activities. If the Reporting Party or advocate identifies an interim measure that is not already provided by the College, the College will consider whether the request can be granted. In those instances where interim measures affect both a Reporting Party and the Responding Party, the College will minimize the burden on the Reporting Party wherever appropriate.

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

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

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

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

### **Title IX Academic Accommodations**

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

disability, including those who developed a disability because of experiencing sexual misconduct.

Reporting Parties of sexual misconduct, or the Reporting Party's counselor or advocate, may request the following academic accommodations as interim measures. The College – after consulting with the Reporting Party or the Reporting Party's counselor or advocate – will determine which accommodations are appropriate to ensure the student's safety and equal access to educational programs and activities. Requests for academic accommodations may include assistance in:

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

### **Options for Requesting Interim Measures or Supportive Measures**

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

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

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

### **Reporting and Confidentially Disclosing Sexual Violence: Know the Options**

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

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

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

### **The Options: Privileged and Confidential Communications**

- *Professional and Pastoral Counselors.*

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

- *Non-professional Counselors and Advocates*

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

While maintaining a Reporting Party’s confidentiality, these individuals or their office should report the nature, date, time, and general location of an incident to the Title IX Coordinator. This limited report – which includes no information that would directly or indirectly identify the Reporting Party – helps keep the Title IX Coordinator informed of the general extent and nature of sexual violence on and off campus so the coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses. Before reporting any information to the Title IX Coordinator, these individuals will consult with the Reporting Party to ensure that no personally identifying details are shared with the Title IX Coordinator.

A Reporting Party who speaks to a professional or non-professional counselor or advocate must understand that, if the Reporting Party wants to maintain confidentiality, the College will be unable to investigate the particular incident or pursue disciplinary action against the Responding Party.



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

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

### **Reporting to “Responsible Employees”**

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

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

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

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

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

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

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

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

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

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

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

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:
  - ◆ whether there have been other sexual violence complaints about the same alleged perpetrator.
  - ◆ whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence.
  - ◆ whether the alleged responding party threatened further sexual violence or other violence against the Reporting Party or others.
  - ◆ whether the sexual violence was committed by multiple perpetrators.
- Whether the sexual violence was perpetrated with a weapon.
- Whether the Reporting Party is a minor.
- Whether the College possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence).
- Whether the Reporting Party's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group. The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the College will likely respect the Reporting Party's request for confidentiality.

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

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

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

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

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

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

## Resources

### **Roxcy Bolton Rape Treatment Center**

Miami, FL

Hotline: (305) 585-7273

### **Nancy J. Cotterman Center**

Ft. Lauderdale, FL

Hotline: (954) 761-7273

### **211 Palm Beach Treasure Coast, Inc.**

Lantana, FL

Hotline: (561) 833-7273

### **Project Help, Inc. - Rape Crisis Program**

Naples, FL

Hotline: (800) 329-7227

### **Abuse Counseling and Treatment (ACT)**

Fort Myers, FL

Hotline: (239) 939-3112

## **Human Trafficking**

Human trafficking victims can be any age, race, gender identity, sex, ethnicity, nationality, immigration status, and socioeconomic class. In many cases, victims do not come forward to seek help because they are vulnerable, potential language barriers may exist, they have a fear of law enforcement, or they do not identify as a victim. Human traffickers exploit many vulnerabilities to victimize people. Victims are found in legitimate and illegitimate industries, including primarily:

- Sex Trafficking: escort services, illicit massage services, outdoor sexual solicitation, residential brothels, bars and strip clubs, pornography production, personal sexual servitude, and livestreaming of sexual exploitation.
- Forced Labor: domestic work (such as housekeepers), traveling sales crews, restaurants, peddling and begging, agriculture (field/ farm work), beauty services, construction, hotels, landscaping, entertainment, commercial cleaning services, manufacturing, fishing, mining, carnivals, forestry, healthcare, recreational facilities, and even criminal enterprises (such as illicit drug dealing).

Human trafficking is often “hidden in plain sight.” Recognizing the signs is the first step in identifying victims. No single indicator is proof that human trafficking is occurring. The indicators listed below are a few examples that may alert you to a potential human trafficking situation:

### **WORK CONDITIONS**

#### **Does the potential victim:**

- Experience verbal or physical abuse (particularly from a supervisor), prevented from taking adequate breaks, made to work in unsafe conditions, or forced to meet daily quotas?
- Work excessively long and/or unusual hours?
- Accept a specific job but feels coerced or forced into a different job?
- Appear to be living at his or her place of work?
- Receive paychecks with negative balances or unreasonably low amounts for the pay period?

#### **Is the employer or someone else:**

- Creating debt for the potential victim or adding to a never-ending balance of debt?
- Processing payroll infrequently, not giving worker’s compensation insurance outlays where mandated, or forcing the potential victim to transfer funds to an employer’s account.
- Escorting the potential victim to the bank and/or using his or her banks accounts?
- Threatening the potential victim with deportation, arrest, or jail?
- In possession of the potential victim’s identification, travel documents, money, or cell phone?
- Forcing, defrauding, or coercing the potential victim to engage in a commercial sex act?

### **BEHAVIOR OR PHYSICAL STATE**

#### **Does the potential victim:**

- Act fearful, anxious, depressed, submissive, tense, or nervous particularly around their work or someone they know?
- Defer to another person to speak for him or her and avoid eye contact?
- Show signs of physical and/or sexual abuse, physical restraint, confinement, or torture?

- Show signs of being harmed or deprived of food, water, sleep, medical care, other life necessities, or personal possessions?

## **SOCIAL BEHAVIOR OF THE TRAFFICKER**

### **Is someone else:**

- Restricting the potential victim's contact with friends or family?
- Limiting the potential victim's social media use and/or stalking or monitoring their accounts?
- Preventing the potential victim from socializing or attending religious services?
- Preventing children from attending school and forcing them to work?
- Holding a large group in one place with poor conditions and limited space?
- Constantly watching or accompanying the potential victim?
- Threatening the potential victim or his or her family with harm if he or she leaves or quits work?
- Posting harmful content online about the potential victim to compel him or her to engage in a commercial sex act?

### **MINORS:**

- Is someone under the age of 18 engaged in a commercial sex act?
- Causing someone under the age of 18 to engage in a commercial sex act, regardless of using force, fraud, or coercion, is human trafficking under U.S. law.

### **Remember:**

- Human trafficking victims have experienced significant trauma and harm. Victims may be unable or prevented from getting help due to existing vulnerabilities. It is important to treat victims with care and respect, and get immediate, professional support to ensure a victim-centered and trauma-informed response

If the answer is YES to any number of the above questions or if you or someone you know is being forced to engage in an activity and cannot leave, call the **NATIONAL HUMAN TRAFFICKING RESOURCE CENTER at 1-888-373-7888 or text INFO or HELP to 233-733** to access help and services. Victims are protected under United States and Federal Law.” You can also Visit <https://www.dhs.gov/blue-campaign> for additional resources to combat human trafficking.

## **Campus Safety and Security Policy**

### **CAMPUS SECURITY ACT OF 1990**

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

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

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

### **EMERGENCY-POLICE/FIRE/MEDICAL – DIAL 911**

#### **Non-emergency:**

Kendall Mall Security (305) 317-9547 24hr/7-days  
AMC Student Services (305) 595-9500

#### Crime Statistics

Reportable crimes, as defined by the "Campus Security Act of 1990 (Jeanne Clery Act)" are listed on the Student Services Bulletin Board, located in front of the Office Manager/Student Services Director’s office. They are also posted on the AMC Website. Please refer to the Table listed below for the most current Crime Stats in compliance with the Clery Act. (Statistics are updated annually, by October for the preceding year.)

## **Campus Safety and Security / Crime Statistics: 2022**

### **Posted on bulletin boards on 09/29/2023**

In 1990, Congress passed the Crime Awareness and Campus Security Act (CACSA) amendments to the Higher Education Act of 1965 (HEA). Amendments to CACSA in 1998 renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act). In 2013, Congress passed the Violence Against Women Reauthorization Act (VAWA), which included additional amendments to the Clery Act.

The Clery Act requires that all postsecondary institutions participating in title IV student financial assistance programs disclose campus crime statistics and other security information to students and the public. The VAWA amendments added requirements that institutions disclose statistics, policies and programs related to dating violence, domestic violence, sexual assault, and stalking, among other changes.

The crime statistics reflect those offenses mandated by the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” that have been compiled by Acupuncture and Massage College (AMC). These include all reports made to Campus Safety Administrators (CSA). Additionally, the Miami Dade Police Department provides the data for the public property (off-campus) offenses.

<b>Public Property</b>				<b>On-Campus</b>		
<b><u>Criminal Offenses</u></b>	<b><u>2022</u></b>	<b><u>2021</u></b>	<b><u>2020</u></b>	<b><u>2022</u></b>	<b><u>2021</u></b>	<b><u>2020</u></b>
	<b><u>Total</u></b>	<b><u>Total</u></b>	<b><u>Total</u></b>	<b><u>Total</u></b>	<b><u>Total</u></b>	<b><u>Total</u></b>
Criminal Homicide/Murder	0	0	0	0	0	0
Non-negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
<b><u>Hate Crimes</u></b>	<b><u>Total</u></b>	<b><u>Total</u></b>	<b><u>Total</u></b>	<b><u>Total</u></b>	<b><u>Total</u></b>	<b><u>Total</u></b>
Larceny Theft	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Intimidation	1	0	0	0	0	0
Destruction/Damage/Vandalism of Property	3	0	0	0	0	0
<b>Public Property</b>				<b>On-Campus</b>		
<b><u>Arrest &amp; Referrals for Disciplinary Action</u></b>	<b><u>2022</u></b>	<b><u>2021</u></b>	<b><u>2020</u></b>	<b><u>2022</u></b>	<b><u>2021</u></b>	<b><u>2020</u></b>
	<b><u>Total</u></b>	<b><u>Total</u></b>	<b><u>Total</u></b>	<b><u>Total</u></b>	<b><u>Total</u></b>	<b><u>Total</u></b>
Weapons Law Violations	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0

## **Violence Against Women Act (VAWA)**

	<b><u>Public Property</u></b>		<b><u>On-Campus</u></b>	
	<b>2022</b>	<b>2021</b>	<b>2022</b>	<b>2021</b>
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	0	0	0	0

### **Jeanne Clery Act**

<https://www.clerycenter.org/the-clery-act>

### **The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**

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

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

You may request a hard copy of the ASR and crime stats through the Campus President or from our website [Crime Statistics](#). The Annual Security Report (ASR) is also posted in the Student Services Bulletin Board located in front of the Office Manager/Student Services Director's office and on the college website.

### **Who is responsible for the Annual Security Report?**

The Campus President is responsible for compiling the Annual report and yearly stats and posting them on the Student Services Bulletin Board located in front of the Office Manager/Student Services Director's office. The Campus President enters the data in the Annual Campus Safety and Security Survey.

### **Campus Security Authorities (CSA)**

The Clery Act requires that in addition to law enforcement, staff designated as Campus Security Authorities (CSA) provide statistics for this report. Reports are collected from the Campus President, Academic Dean, and the Office Manager/Student Services Director. The campus Title IX Coordinator is the Academic Dean, Yaly Flores-Soto.

### **What is a CSA?**

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

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



includes any individual who has been specified by Acupuncture Massage College to receive and report offenses.

CSA's are responsible for reporting the number of crimes and incidents as described in the Clery Act that occur in their department to the Acupuncture Massage College Academic Dean/Title IX Coordinator, whom compiles the data that is reported in the annual crime statistic report. These numbers are then included in the federally mandated Clery Report, which is distributed every year via email to all current students and posted on the Student Services Bulletin Board.

#### Has the College identified CSA's?

The following departments represent CSA's:

- Director of Student Service
- Financial Aid Director
- Career Services Director
- Academic Dean / Title IX Coordinator/ADA 504 Coordinator

#### Campus Security Report

Acupuncture and Massage College annually publishes the Campus Safety Brochure, which includes security policies, procedures, and practices. Crime statistics for offenses are published annually and posted at the campus on the Student Services Bulletin Board and at the information bulletin board located in the Library.

Information is also available on the AMC website at [Crime Statistics](#).

#### Firearm Policy

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

#### Students Convicted of a Sexual Offense

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

#### Rights of Reporting Parties of Campus Related Sexual Batteries

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

#### Counseling and Awareness Programs

These are provided by the Florida Council Against Sexual Violence at [www.fcasv.org](http://www.fcasv.org) or the National Center for Victims of Crime at [www.ncvc.org](http://www.ncvc.org)

Roxcy Bolton Rape Treatment Center: C/O Jackson Memorial Hospital – 1611 NW 12th Ave, Miami, FL 33136 – Office: Hotline: (305) 585-7273

Services: 24-hour in-house hotline, short term crisis counseling and intervention, referral to

available support groups through the hospital and community, therapy groups for teens and parents, medical intervention and follow-up, prevention education and community awareness with Creole, Spanish, and African American health educators. All services are provided free of charge. Minors are served with parental consent. Interpreter services are available 24 hours a day. Counties served: Dade

### **Domestic Violence Services**

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

#### National Domestic Violence Hotline

- (800) 799 – 7233

Coordinated Victims Assistance Centers, 2400 S. Dixie Highway Miami, Fl. 33133 (305) 285-5900 Services: Domestic Violence and sexual assault for victims and their families. Support groups, therapy, community awareness programs. Minors are served with parental consent; Services are provided free of charge and available in Spanish and Creole. <sup>[1]</sup><sub>SEP</sub>Counties served: Miami-Dade.

### **Violence Against Women Act (VAWA)**

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

#### **Violence Against Women Act (VAWA)**

	<u><b>Public Property</b></u>		<u><b>On-Campus</b></u>	
	<b>2022</b>	<b>2021</b>	<b>2022</b>	<b>2021</b>
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	0	0	0	0

Posted on 09/29/2023

For more information or assistance please contact: Yaly Flores-Soto or [dean@amcollege.edu](mailto:dean@amcollege.edu)

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

In the event of a substantiated serious safety concern, either on college property or in the near vicinity of the campus, numerous and diligent efforts are made to advise members of the campus community. The College takes its duty seriously to inform students and campus community members of threatening situations—and how they can best protect themselves from harm. As a result, information about crime-related and other potentially threatening situations is provided in

an accurate and timely fashion. The College will release information which can be used by students and other College community members to reduce their chances of becoming victims. These notices will be issued as a means of a “Campus Timely Warning Notice” (CTWN) or an “Emergency Notification” (EN).

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

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

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

#### How Campus Timely Warning Notices are issued:

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

3. This information may be disseminated to campus community members via a variety of mechanisms or mediums.

AMC will use one or more of the following means:

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

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

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

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

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

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

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

- Building collapse
- Fire

2. Situations that cause major disruption to campus operations.

Examples include, but are not limited to:

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

### **Weather Emergencies and/or Natural Disasters**

AMC is located in beautiful South Miami-Dade, which may experience severe weather conditions that may cause the college to cancel and/or postpone classes. 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 college at (305) 595-9500 to find out if we are going to hold classes. AMC will also ensure to keep students informed via its social media outlets such as Facebook and Instagram, weather permitting.

### **Emergency Response and Evacuation Procedures / Fire Drills**

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

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

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

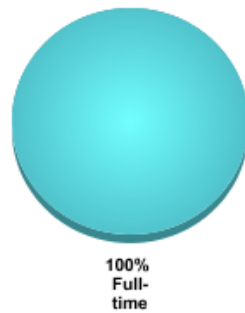
Should there be a hurricane or other act of nature, the city and county will provide instructions for evacuation.

# Student Body Diversity

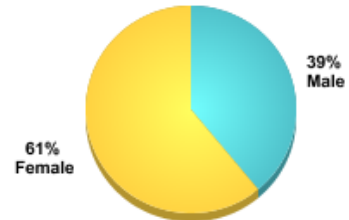
FALL 2022

<b>TOTAL ENROLLMENT</b>	<b>138</b>
Undergraduate enrollment	67
Undergraduate transfer-in enrollment	1
Graduate enrollment	71

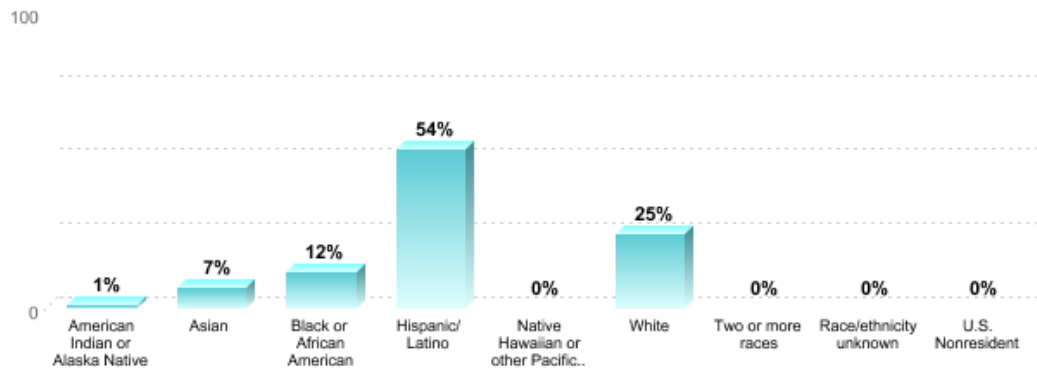
**UNDERGRADUATE ATTENDANCE STATUS**



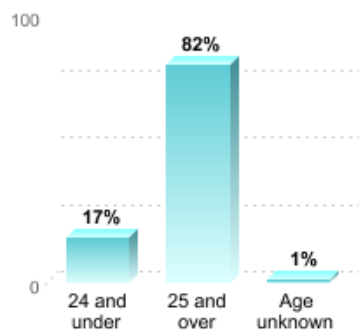
**UNDERGRADUATE STUDENT GENDER**



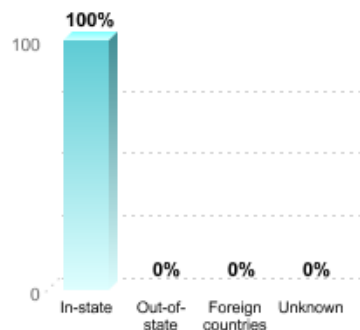
**UNDERGRADUATE RACE/ETHNICITY**



#### UNDERGRADUATE STUDENT AGE

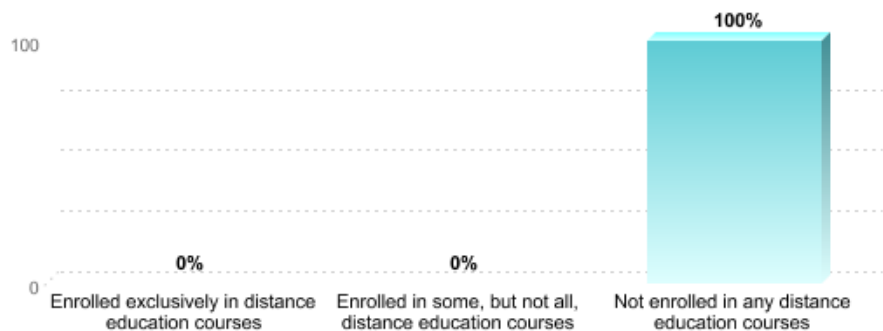


#### UNDERGRADUATE STUDENT RESIDENCE

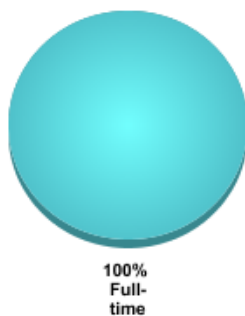


- Age data are reported for Fall 2021.
- Residence data are reported for first-time degree/certificate-seeking undergraduates.

#### UNDERGRADUATE DISTANCE EDUCATION STATUS

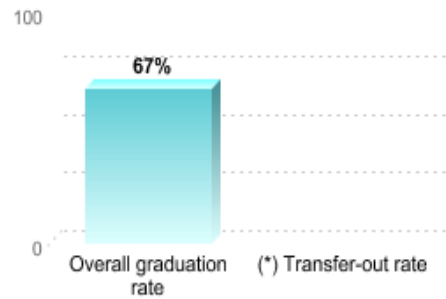


#### GRADUATE ATTENDANCE STATUS



## Retention Rates as Reported to IPEDS

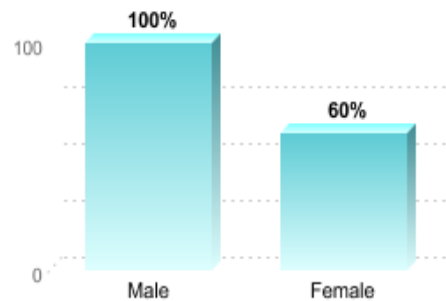
### OVERALL GRADUATION AND TRANSFER-OUT RATES FOR STUDENTS WHO BEGAN THEIR STUDIES IN FALL 2016



Percentage of Full-time, First-Time Students Who Graduated or Transferred Out Within 150% of "Normal Time" to Completion for Their Program

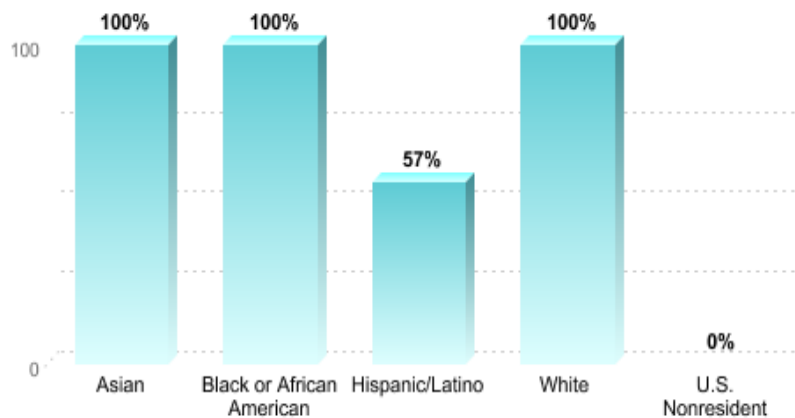
- (\*) Not all institutions report transfer-out rates.

### OVERALL GRADUATION RATE BY GENDER



Percentage of Full-time, First-time Students Who Began Their Studies in Fall 2016 and Graduated Within 150% of "Normal Time" to Completion for Their Program

### OVERALL GRADUATION RATE BY RACE/ETHNICITY





## 2023-2024 CALENDAR (Massage Therapy)

Oct. 2- Oct. 27, 2023	Pathology & Clinical Assessment
Oct. 30- Nov. 29, 2023	Swedish & Tissue Manipulation/ Hydrotherapy *Veteran's Day, observed 11/10/23, no school *Thanksgiving, 11/23/23, 11/24/23, no school
Nov. 30- Dec.28, 2023	Shiatsu & Qi Kung *Christmas Day, 12/25/23, no school
<b>Winter Recess</b>	<b>Dec. 29, 2023 - January 7, 2024</b>
Jan. 8 - Feb. 5, 2024	Kinesiology *Martin Luther King, 1/15/24, no school
Feb 6 - Mar. 4, 2024	Professional Practice / State Law / Medical Errors / HIV
Mar. 5 - April 8, 2024	Anatomy & Physiology *Spring Break, 3/25/24-3/29/24, no school
April 9 - May 6, 2024	Pathology & Clinical Assessment
May 7 - June 4, 2024	Swedish & Tissue Manipulation/ Hydrotherapy *Memorial Day, 5/27/24, no school
June 5 - July 2, 2024	Shiatsu & Qi Kung
July 3 - July 31, 2024	Kinesiology *Independence Day, 7/4/24, no school
Aug 1 - Aug 28, 2024	Professional Practice / State Law / Medical Errors / HIV
Aug. 29 - Sept 26, 2024	Anatomy & Physiology *Labor Day, 9/2/24, no school
Sept. 27 - Oct. 24, 2024	Pathology & Clinical Assessment
Oct. 25 - Nov. 22, 2024	Swedish & Tissue Manipulation/ Hydrotherapy *Veteran's Day, 11/11/24, no school
Nov. 25 – Dec. 26, 2024	Anatomy & Physiology *Christmas Eve & Day 12/24-12/25, no school

**Winter Recess – TBA**

**Massage Therapy program consists of 6 academic modules, 5 MBR Board Review classes,  
and a 160-hour clinic module.**

## 2023-2024 CALENDAR (Oriental Medicine)

**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.

### **Oriental Medicine Schedule 2023-2024**

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

#### **FALL SEMESTER 2023**

**September 5, 2023 - December 20, 2023**

Sept. 6- Oct. 6 **\*Labor Day, 9/4/23, no school**

Oct. 9 - Nov. 8 **\*Veteran's Day, observed 11/10/23, no school**

Nov. 13 - Dec. 19, classes end Tuesday **\*Thanksgiving, 11/23/23, 11/24/23, no school**

**Winter Recess - 12/21/23 - 01/07/24**

#### **WINTER SEMESTER 2024**

**Jan. 8, 2024 - April 27, 2024**

Jan. 8 - Feb. 9 **\*Martin Luther King Day 1/15/24, no school**

Feb. 12 - Mar. 15

Mar. 18 - April 26

**Spring Recess - 03/25/24 - 03/29/24**

#### **SPRING SEMESTER 2024**

**April 29, 2024 - August 10, 2024**

April 29 - May 31 **\*Memorial Day, 5/27/24, no school**

June 3 - July 5 **\*Independence Day, 7/4/24, no school**

July 8 - August 9

#### **FALL SEMESTER 2024**

**September 3, 2024 - December 17, 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. 17 classes end Tuesday **\*Thanksgiving, 11/28/24 - 11/29/24, no school**

**Winter Recess - TBD**

## **Associate of Arts in Health Science Calendar 2023-2024**

### **Module #1 (10 weeks)**

□ MAT110 Cont. Mathematics	3	45	8/5/23-10/7/23 Sat	9 am – 1:30 pm
□ HUM110 Philosophy of East / West	3	45	8/5/23-10/7/23 Sat	1:30 pm- 6:00 pm

### **Module #2 (10 weeks)**

□ INT110 Nutrition	3	45	10/14/23-12/23/23 Sat	9 am- 1:30 pm
□ ORT110 Orthopedic Assessment	3	45	10/14/23-12/23/23 Sat	1:30 pm-6:00 pm

### **Module #3 (10 weeks)**

□ WRI110 Written Communication	3	45	1/6/2024-3/9/24 Sat	9 am- 1:30 pm
□ CTH110 Critical Thinking	3	45	1/6/2024-3/9/24 Sat	1:30 pm- 6:00 pm

### **Module #4 (10 weeks)**

□ SPC110 Public Speaking	3	45	3/16/24-5/18/24 Sat	9 am- 1:30 pm
□ PSY110 Positive Psychology	3	45	3/16/24-5/18/24 Sat	1:30 pm- 6:00 pm

### **Module #1 (10 weeks)**

□ MAT110 Cont. Mathematics	3	45	5/25/24-7/27/24 Sat	9 am- 1:30 pm
□ HUM110 Philosophy of East / West	3	45	5/25/24-7/27/24 Sat	1:30 pm-6:00 pm

### **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- 6:00 pm