



Catalog

Atlanta University of Health Science



2023-2024

DISCLAIMER

Atlanta University of Health Science made every reasonable effort to ensure the accuracy of this catalog at the time it was published. All catalog information is subject to change without notice. AUHS reserves the right to make changes to courses, programs, requirements, and other matters. AUHS further reserves the right to add, amend, or repeal any of its rules, regulations, policies, and procedures, consistent with applicable laws.

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TABLE OF CONTENTS

ACADEMIC CALENDAR 2022-2023	5
ACADEMIC CALENDAR 2023-2024	6
GENERAL INFORMATION	7
VISION STATEMENT	7
MISSION STATEMENT	7
INSTITUTIONAL OBJECTIVES.....	7
CORE VALUES	7
ETHICAL STANDARDS	8
STATEMENT OF FAITH.....	9
APPROVALS AND CERTIFICATIONS	9
HISTORY	10
FACILITIES	11
HOURS OF OPERATION	12
NON-DISCRIMINATION STATEMENT	12
ADMISSIONS INFORMATION.....	13
GENERAL ADMISSION POLICIES	13
GRADUATE ADMISSIONS	13
UNDERGRADUATE ADMISSIONS.....	13
INTERNATIONAL APPLICANTS	14
TRANSFER CREDIT POLICY AND REGULATIONS	16
DENIED/CONDITIONAL ADMISSION	18
COPIES/OFFICIAL DOCUMENTS	18
ACUPUNCTURE LICENSING AND EMPLOYMENT IN GEORGIA.....	19
ACADEMIC INFORMATION.....	20
CREDIT HOURS	20
REGISTRATION REQUIREMENTS.....	20
STUDY LOAD LIMITS.....	21
ATTENDANCE POLICIES	21
LEAVE OF ABSENCE	22
STANDARDS FOR STUDENT ACHIEVEMENT	23
GRADING STANDARDS	23

INCOMPLETE GRADE (I).....	24
REPEATED COURSE (R)	24
GENERAL GRADING POLICY	24
ACADEMIC HONESTY POLICY	25
SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY	27
GRADE REPORTS	27
COURSE POLICIES	28
STUDENT’S RIGHT TO CANCEL	29
POLICIES FOR NON-MATRICULATED STUDENTS.....	29
PLACEMENT ASSISTANCE	30
FINANCIAL INFORMATION.....	31
TUITION AND FEES	31
TUITION PAYMENT POLICY	32
PRESIDENTIAL SCHOLARSHIPS	32
TUITION REFUND POLICY	33
PROGRAMS OF STUDY	35
BACHELOR OF BUSINESS ADMINISTRATION (BBA)	43
CERTIFICATE IN MASSAGE THERAPY (CMT)	48
COURSE NUMBERING SYSTEM.....	50
STUDENT INFORMATION	75
STUDENT SERVICES	75
STUDENT GOVERNMENT ASSOCIATION	76
FAMILY EDUCATIONAL RIGHTS AND PRIVACY (FERPA)	77
COPYRIGHT COMPLIANCE POLICY	78
STUDENT GRIEVANCE POLICY AND PROCEDURE.....	80
CAMPUS SAFETY AND SECURITY	83
HARASSMENT	83
SEXUAL HARASSMENT.....	83
ANTI-HAZING	84
DRUG AND ALCOHOL-FREE CAMPUS	84
TOBACCO	86
FIREARMS, EXPLOSIVES, AND OTHER DANGEROUS WEAPONS	87
CHILDREN ON CAMPUS	87
ANIMALS ON CAMPUS	88

VISITORS ON CAMPUS	88
EMERGENCY PROCEDURES.....	88
PERSONNEL.....	99
BOARD OF DIRECTORDS	99
ADMINISTRATION AND STAFF	99

ACADEMIC CALENDAR 2022-2023

8/20/2022	Registration begins	Fall 2022-23
8/26/2022	New student orientation	@10 am
8/29/2022	Late registration	\$100 late fee
9/5/2022	Labor Day	
9/6/2022	Fall term begins	MAcCHM, BBA, CMT
9/13/2022	Last week for add/drop class	Last week for add/drop class
10/11/2022	Last week for withdrawal class	Last week for withdrawal class
10/24/2022	TRACS Commission Meeting	AUHS staff participation
11/21/2022	Community service week	11/21 – 11/25, No Class
12/12/2022	Spring term registration begins	12/13 – 12/16
12/13/2022	Final examination week	12/13 – 12/16
12/19/2022	Late registration	\$100 late fee, 12/19 – 12/22
12/19/2022	Winter Break	12/19/2022 – 1/6/2023
1/6/2023	New student orientation	@10 am
1/9/2023	Spring term begins	MAcCHM, BBA, CMT
1/20/2023	Last week for add/drop class	
2/13/2023	President's day	No Class
2/20/2023	Last week for withdrawal class	
3/6/2023	Community service week	No Class, 3/6-3/10
4/17/2023	Final examination week	4/17 – 4/23
4/17/2023	Summer term registration begins	4/17 – 4/23
4/24/2023	Late registration	\$100 Late fee, 4/24 – 4/28
5/5/2023	New student orientation	@10 am
5/8/2023	Summer term begins	MAcCHM, BBA, CMT
5/19/2023	Last week for add/drop class	
5/29/2023	Memorial Day	No Class
6/19/2023	Last week for withdrawal class	Last week for withdrawal class
7/3/2023	Community service week	No class, 7/3 – 7/7
8/14/2023	Final examination week	8/14 – 8/18
8/14/2023	Fall term registration begins	

ACADEMIC CALENDAR 2023-2024

8/21/2023	Registration begins	Fall 2023-24
8/25/2023	New student orientation	@10 am
8/28/2023	Late registration	\$100 late fee
9/4/2023	Labor Day	
9/5/2023	Fall term begins	MAcCHM, BBA, CMT
9/12/2023	Last week for add/drop class	Last week for add/drop class
10/10/2023	Last week for withdrawal class	Last week for withdrawal class
10/24/2023	TRACS Commission Meeting	AUHS staff participation
11/20/2023	Community service week	11/20 – 11/25, No Class
12/11/2023	Spring term registration begins	12/11 – 12/16
12/12/2023	Final examination week	12/12 – 12/18
12/18/2023	Late registration	\$100 late fee, 12/18 – 12/23
12/19/2023	Winter Break	12/19/2023 – 1/6/2024
1/5/2024	New student orientation	@10 am
1/8/2024	Spring term begins	MAcCHM, BBA, CMT
1/19/2024	Last week for add/drop class	
2/19/2024	President's day	No Class
2/20/2024	Last week for withdrawal class	
3/4/2024	Community service week	No Class, 3/4-3/8
4/15/2024	Final examination week	4/15 – 4/20
4/15/2024	Summer term registration begins	4/15 – 4/20
4/22/2024	Late registration	\$100 Late fee, 4/22 – 4/27
5/3/2024	New student orientation	@10 am
5/6/2024	Summer term begins	MAcCHM, BBA, CMT
5/13/2024	Last week for add/drop class	
5/27/2024	Memorial Day	No Class
6/17/2024	Last week for withdrawal class	Last week for withdrawal class
7/1/2024	Community service week	No class, 7/1 – 7/6
8/12/2024	Final examination week	8/12 – 8/17
8/12/2024	Fall term registration begins	

GENERAL INFORMATION

VISION STATEMENT

Atlanta University of Health Science strives to be a state-of-the-art educational organization and career-readiness model in the State of Georgia and beyond and will be recognized as an exemplary model for the integration and translation of inter-professional knowledge into the preparation of exceptional scholars and healthcare professionals.

MISSION STATEMENT

Atlanta University of Health Science is a Christian-based institution of higher education that empowers, engages, trains, and educates productive, competent, and ethical professionals for successful careers in healthcare and business.

INSTITUTIONAL OBJECTIVES

AUHS accomplishes its mission by pursuing the following objectives:

1. Produce graduates with the competency to pass licensing examinations and become licensed healthcare professionals.
2. Equip students with the knowledge and skills necessary to gain employment in business organizations.
3. Develop students' creative, critical, ethical, and logical thinking to solve problems and make decisions.
4. Demonstrate academic excellence by continuously evaluating our programs, our services, and students' learning.
5. Recruit and develop qualified faculty and staff who provide effective academic and support services that foster student persistence and success.

CORE VALUES

All members of Atlanta University of Health Science community embody the intention of improving lives exponentially by supporting health and well-being through our daily actions. The core values that drive Atlanta University of Health Science are:

- Excellence in Teaching, Research, Scholarship and Management
- Respect for Diverse Societies and to Fight for Justice
- Commitment to Life-Long Learning and Teaching
- Effective Career Development Opportunities

ETHICAL STANDARDS

Policy

The Ethical Standards at Atlanta University of Health Science express ethical principles and guidelines for the conduct of all AUHS employees. All employees, including Administrators, faculty, and staff, should be familiar with the standards, understand their application to their position, and conduct and adhere to their principles. Atlanta University of Health Science subscribes to the following ethical principles:

- **Transactions:** The University's transactions are to be conducted with honesty, transparency, fairness, professionalism, and in compliance with the law.
- **Contracts:** University contracts shall not be awarded on the basis of personal favoritism, nepotism, political considerations or based on any other consideration that is extraneous to the merits of the contemplated transaction.
- **Confidentiality:** Employees must maintain the confidentiality of confidential information entrusted to them, except when disclosure is authorized by an appropriate officer of the University or required by law.
- **Compliance with the Law:** When conducting the affairs of the University, employees must comply with all applicable laws, rules, and regulations.
- **Timely and Truthful Public Disclosures:** Employees involved in the preparation of financial documents, public communications, and other documents are required to make disclosures that are complete, accurate, and timely.
- **Gifts:** Employees must never accept any gift or benefit that might influence their decisions on the job.
- **Misrepresentations:** Employees will not engage in conduct which constitutes a substantial misrepresentation of the University, including the nature of its educational programs, financial charges, or the employability of its graduates.

Reporting Violations

Atlanta University of Health Science strongly encourages all faculty, administrators, staff, and students to report suspected or actual wrongful conduct by AUHS employees. No individual who makes a good faith report shall be subject to retaliation, including harassment or any adverse employment, academic, or educational consequence, as a result of making a report.

STATEMENT OF FAITH

- We believe that the Bible was inspired of God, hence free from error. It constitutes the only infallible guide in faith and practice.
- We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit.
- We believe that Jesus Christ, born of a virgin, is God come in the flesh.
- We believe that man, by disobeying God, is by nature sinful and can be saved by grace through faith alone in Jesus Christ.
- We believe that Jesus Christ lived a sinless life, voluntarily died to atone for our sins, rose from the dead in the same body, ascended bodily into heaven, and will come to earth again in the Second Advent.
- We believe that Satan exists as a malevolent being who acts as tempter and accuser, for whom Hell, the place of eternal punishment, was prepared, where all who die outside of Christ shall be confined in conscious torment for eternity.

APPROVALS AND CERTIFICATIONS

TRACS

Atlanta University of Health Science is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: info@tracs.org], having been awarded Candidate Status as a Category III institution by the TRACS Accreditation Commission on October 25 2022. This status is effective as of July 1, 2022, and is good for a period of up to five years. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

GNPEC

Atlanta University of Health Science is authorized to operate in the state of Georgia by the Georgia Nonpublic Postsecondary Education Commission (GNPEC). Atlanta University of Health Science operates

a remote in Duluth, GA. This remote site is approved by the Georgia Nonpublic Postsecondary Education Commission (GNPEC).

SEVP

Atlanta University of Health Sciences is approved by the Student and Exchange Visitor Program (SEVP), which authorizes AUHS to issue I-20 forms to international non-immigrant students enabling them to apply for F-1 student visas.

NCBTMB

Atlanta University of Health Science is certified by NCBTMB (National Certification Board for Therapeutic Massage Bodywork).

GBMT

The Certificate in Massage Therapy (CMT) program at Atlanta University of Health Science is certified by GBMT (Georgia Board of Massage Therapy).

HISTORY

Atlanta University of Health Science (AUHS) is a Christian-based independent institution of postsecondary education located in Duluth, Georgia. The University was established in October 2015 in Duluth, GA for the primary purpose of preparing students with the knowledge and professional skills to become acupuncture and/or oriental medicine practitioners. Since its inception, AUHS has worked diligently to achieve academic excellence and successfully manage its steady growth by keeping abreast of national and local developments and goals.

- **2016:** AUHS is authorized by the Georgia Nonpublic Postsecondary Education Commission (GNPEC) to operate in the state of Georgia and offer a Master of Acupuncture and Oriental Medicine.
- **2017:** AUHS' Certificate in Massage Therapy program is approved by GNPEC.
- **2017:** AUHS obtains authorization from the Student Exchange Visitor Program (SEVP) to issue Form I-20 to international students and enroll nonimmigrant student F-1 visa holders.
- **2017:** AUHS is certified by the National Certification Board for Therapeutic Massage Bodywork (NCBTMB).
- **2017:** The Certificate in Massage Therapy program is certified by the Georgia Board of Massage

Therapy (GBMT).

- **2018:** AUHS' Bachelor of Business Administration is approved by GNPEC.
- **2019:** AUHS' Bachelor of Business Administration is approved by SEVP.
- **2021:** The title of the graduate degree program is changed to Master of Acupuncture with a Chinese Herbal Medicine Specialization.
- **2021:** AUHS opens a remote site in Duluth, GA, in response to the growing interest in its programs in the area.
- **2022:** AUHS is granted Candidate Status as a Category III institution by the Transnational Association of Christian Colleges and Schools (TRACS).

FACILITIES

Main Campus

The physical plant of Atlanta University of Health Science occupies an area of 3,300SF and contains about 15 rooms for instruction, administrative office space, library, common area, patient treatment, hands-on massage training, etc. Each room contains the appropriate equipment and materials crucial for the training and learning process. In addition to technological equipment, such as computers, Wi-Fi, and large flat screen TVs, the campus makes other practical resources available to students and faculty, including a herbal pharmacy, massage beds, treatment materials, and a fully equipped and operational clinic.

Atlanta University of Health Science is located in Duluth, Georgia, a city in Gwinnett County. Duluth is part of the Atlanta metro area, specifically 27 miles northeast of Atlanta, Georgia. The city is home to many museums and is well-known for its distinctive parks, crowd-pleasing events, and multiple recreational opportunities. Nearby attractions include Stone Mountain Park, Interactive Neighborhood for Kids, and other major attractions located in the city of Atlanta such as CNN, The World of Coca Cola, Centennial Olympic Park, the Georgia Aquarium, The King Center, Six Flags over Georgia, Piedmont Park, and Fox Theatre.

AUHS facilities are operated in full compliance with federal, state, and local ordinances and regulations, including health, fire, and ADA requirements. OSHA compliance is strictly monitored, and all staff and students are trained in, and adhere to OSHA standards. All required inspection reports and permits are kept on file. The university's insurance policies include liability, malpractice, and fire. In addition, all faculty, staff, and students are familiar with the campus safety and emergency procedures, which are published in

the university catalog. This allows the university to provide a safe and healthy environment to support student learning.

Remote Site

Atlanta University of Health Science operates a remote site in Duluth, approximately 300 ft away from the main campus within the same business center. Approval to operate the remote site is documented at the AUHS main campus.

AUHS's remote site is operated strictly according to the rules and guidelines set forth set by accrediting agencies and the Georgia Nonpublic Postsecondary Educational Commission (GNPEC) for sites within the state of Georgia.

The remote site is subject to the same rules and policies outlined in this Catalog, the Student Handbook, the Policies and Procedures Manual, and other major AUHS publications.

AUHS's remote site occupies an area of 1,650SF and contains 2 rooms for instruction, 1 faculty and staff lounge, and some administrative areas. The remote site is also operated in full compliance with federal, state, and local ordinances and regulations, including health, fire, and ADA requirements.

HOURS OF OPERATION

The administrative services of AUHS are available from 9:00AM to 6:00PM, Monday through Friday. No classes are held, and no administrative offices are open on the holidays listed on the Academic Calendar.

NON-DISCRIMINATION STATEMENT

AUHS considers students, employees, applicants for admission or employment, and those seeking access to university programs on the basis of individual merit. The University does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with a disability, protected veteran status, genetic information, or other protected classes under the law.

ADMISSIONS INFORMATION

GENERAL ADMISSION POLICIES

AUHS establishes admission criteria to ensure that students who enroll are capable of successfully completing and benefiting from the educational offerings. The University admits students to its programs regardless of race, color, national origin, disability, sex, or age. The University administers its educational policies and other programs while providing reasonable accommodations for applicants and students with disabilities to the extent required by applicable laws.

GRADUATE ADMISSIONS

Applicants for admission must have earned a Bachelor's degree with a minimum 2.0 cumulative GPA from an institution that is accredited by any accrediting agency recognized by the U.S. Department of Education.

Admission Requirements

- 
1. \$100.00 application fee.
 2. Completed Application for admission
 3. Two (2) Letters of Recommendation
 4. Official Academic Transcripts from each college of university attended. These Official Transcripts must be sent from the sending institution directly to the AUHS Office of Admissions.
 5. Two Passport-size color photographs
 6. Resume or curriculum vitae listing previous occupations, positions held, previous education, with start and finish dates
 7. Personal essay one page in length detailing your desire to be Oriental Medicine practitioner
 8. Signed AUHS Statement of Faith
 9. Interview with the Program Director.

UNDERGRADUATE ADMISSIONS

Applicants for admission must possess a high school diploma or its equivalent at the time of admission.

Admission Documentation Guidelines

- Applicants should have high school completion or equivalent and provide the school's name, city, state, and year of graduation.
- First-time freshman must submit the official high school transcript (or equivalent). In some cases, the admission decision may take into consideration high school GPA and other academic performance indicators to determine appropriate action that will lead to student success while enrolled in a program at AUHS.
- Transfer students with less than twelve (12) semester hours completed successfully at a post-secondary institution must submit the official high school transcript (or equivalent) and transcripts from previously attended post-secondary institutions, where transfer credit is considered.
- Transfer students who have successfully completed 12 semester hours from a post-secondary institution must submit official transcripts from previously attended post-secondary institutions (approved by NCBTMB and the Georgia State Board of Massage for the Certificate in Massage Therapy Program).

Admission Requirements

1. \$100.00 application fee.
2. Completed Application for admission
3. Official Academic Transcripts from each college or university attended. These Official Transcripts must be sent from the sending institution directly to the AUHS Office of Admissions.
4. Two passport-size photographs.
5. Signed AUHS Statement of Faith
6. AUHS will conduct an evaluation of your application and provide you with a detailed report. This report will outline courses you need to complete and transfer credit accepted.
7. Schedule an initial advising session with your academic advisor.

INTERNATIONAL APPLICANTS

General Policies

Atlanta University of Health Science is authorized under federal law to enroll non-immigrant alien students who meet our general admissions requirements and comply with all federal guidelines under the United States Immigration and Naturalization Service.

International applicants must provide an appropriately authenticated official transcript issued by a governmental authority that attests to the successful completion of the requisite program for admission, equivalent to U.S. Department of Education. Transcripts not in English must be translated and evaluated as equivalent to US transcripts by an approved evaluation service such as World Education Service (WES), Association of International Credential Evaluators (AICE), American Association of Collegiate Registrars and Admissions Officers (AACRAO), or National Association of Credential Evaluation Services (NACES).

English Language Proficiency Requirement

Applicants whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English through one of the following for admission:

- a) The student must have completed a two-year (60 semester credits or 90 quarter credits) undergraduate- or graduate-level, English-based education in an institution:
 - i. accredited by an agency recognized by the U.S. Secretary of Education, or
 - ii. in the United Kingdom, Australia, Canada (except Quebec), New Zealand, Ireland, or any other country where English is the official language.
 - iii. In all cases, English must have been both the language of instruction and the language of the curriculum used.
- b) The student must have obtained a minimum score 61 on the Test of English as a Foreign Language Internet-Based Test (TOEFL iBT) or 6.0 on the International English Language Testing System (IELTS), Academic Format.

International Admission Requirements

- \$100.00 application fee.
- Completed Application for admission
- Mailing Fee: \$20 for domestic or \$50 for international (for I-20 to be mailed out). This fee is charged according to the destination of delivery.
- Official Academic Transcripts from each college of university attended. These Official Transcripts must be sent from the sending institution directly to the AUHS Office of Admissions. Foreign transcripts must be submitted with a foreign transcript evaluation sent directly to AUHS through a credential-evaluation service.
- Bank statement or affidavit of financial support: evidence of possessing financial resources to complete the academic program including mandatory bank balance statements.
- Proof of English language proficiency. Please review English language requirements.

- I-20 request form
- Copy of Passport (copy of spouse/child passport when applying for dependent(s), if applicable)
- Two letters of recommendation.
- Signed AUHS Statement of Faith

All accepted applicants must comply with laws, rules and regulations of the U. S. Citizen and Immigration Services (USCIS). If an applicant of foreign nationality is accepted to a degree program offered by the University, an I-20 will be issued to assist the student to obtain an F-1 Student VISA. It is the applicant's responsibility and obligation to inform the University of Address Changes immediately since the University must be able to contact the student at any time; otherwise, the enrollment of the student will be suspended, as required by Federal law.

NOTE:

All applicable fees must accompany applications, which may be in the form of a check or money order in U. S. dollars payable to Atlanta University of Health Science.

All required admissions items must be submitted to the AUHS Admissions Office and approved prior to the student's enrollment. AUHS will issue a Form I-20 after all required items have been received and approved.

Upon receipt of the I-20 form, the international student must pay the US immigration SEVIS fee of USD \$200.00 (I-901 fee) before the interview at the US Embassy. Further information can be found at www.uscis.gov.

TRANSFER CREDIT POLICY AND REGULATIONS

For evaluation of transfer credit, applicants must provide official transcripts sent directly from an accredited school to the AUHS Office of Admissions. Some applicants may also be asked to provide course syllabi. Transcripts from foreign countries must be translated into English and evaluated by an approved credentials evaluation service. All required admissions items must be submitted to the AUHS Admissions Office and approved prior to the student's enrollment.

Graduate Students

To be eligible for transferring credits to the Master of Acupuncture with Chinese Herbal Medicine program AUHS, students must have completed at least one trimester (or semester or quarter) with Master's level coursework from an institution accredited by an agency recognized by the U.S. Department of Education. Coursework completed at this level must have a grade of "C", or higher, or 2.0 on a 4.0 scale. AUHS follows the same transfer credit policies as other Master of Acupuncture with Chinese Herbal Medicine programs. Transfer credits may be accepted for up to 50% of the total program credit requirements, with no more than 25% of the program's clinical training requirements eligible for transfer.

Transfer Credits for Graduates of Non-Oriental Medicine Programs

Students wishing to enroll in Atlanta University of Health Science, who have a degree in medicine, dentistry, podiatry, chiropractic, or any health care program other than from Asian Medicine Programs, may only receive transfer credit for relevant basic science and Western medicine courses. No credit for any clinical instruction from such programs may be transferred.

Undergraduate Students

AUHS allows transfer of credit hours for prior academic credits. Up to 75 percent of undergraduate courses can be transferred into your degree program. Up to 50 percent of certificate courses can be transferred into your certificate program.

To support a request for a transfer of credits, a student must fill out the Petition for Transfer Credit for each course and supply the registrar with the official course description (usually from the catalog of the school where the course was taken) and must assure that AUHS receives official transcripts directly from the issuing institution.

All courses available for transfer credits are subject to course description review, comparison and analysis, and must be transferred from an institution. Approval must be obtained by the Program Director and is subject to AUHS' residency requirement.

Evaluation Process

The Registrar and Program Director evaluate transcripts for any applicable transfer of credit. A course under consideration is evaluated for equivalency to the comparable AUHS course.

Factors considered in determining equivalency are as follows:

1. Equivalency of core subject matter.

2. Equivalency of course hours. Transfer credit for courses that contained 90% or more of the course hours of instruction required for the comparable AUHS course may be transferred without additional testing or tutoring.

The acceptance of transfer credits between academic institutions lies within the discretion of the receiving college or university. Credits earned at AUHS may or may not be accepted by another institution depending on their own programs, policies, and regulations.

DENIED/CONDITIONAL ADMISSION

AUHS reserves the right to deny admission to applicants who do not meet admission requirements.

Conditional admission will be granted only in exceptional circumstances, such as a foreign student needing more time to secure an official transcript from his/her home country. In such a case, the Admissions Committee will only grant admission after a careful review of all documents and deem the application as “Conditional”. If all requisite admissions requirements are not met by the end of the second semester of enrollment, the student may be suspended until all required documents are received by AUHS.

In addition, applicants may be admitted conditionally, in a probationary status and the enrollment may be limited in order to demonstrate their ability to successfully complete college level course work. Factors considered in admission decisions may include, but are not limited to, high school GPA, past academic performance at other post-secondary institutions, excessive course withdrawals, and other indicators of success.

Applicants who wish to appeal the admission decision have the right to do so by providing additional information to support the earned high school diploma or equivalency or supporting documentation which demonstrates extenuating circumstances during the period of substandard performance.

COPIES/OFFICIAL DOCUMENTS

All documents provided to AUHS for admission become the sole property of AUHS and will not be returned at any time, nor is AUHS permitted to forward them to a third party.

ACUPUNCTURE LICENSING AND EMPLOYMENT IN GEORGIA

Licensing Requirements

In order to become a licensed Acupuncturist or practice acupuncture in most states, including Georgia, NCCAOM examination or certification is required.

NCCAOM, the National Committee for the Certification of Acupuncturists and Oriental Medicine, is a non-profit organization in the United States that aims to promote nationally recognized standards of competency and safety in acupuncture, Chinese herbology, and Oriental bodywork therapy for the protection of the public.

States that do not require NCCAOM examination or certification include South Dakota, Oklahoma, and Alabama.

California has its own licensing requirement. In California, the practice of acupuncture is regulated by the California Acupuncture Board, which requires the successful completion of the California Acupuncture Licensing Examination (CALE).

To be eligible to sit for NCCAOM or CALE exams, an applicant must have graduated from an institution or program that holds accredited status or candidate status with the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM).

AUHS Status

The Master of Acupuncture with Chinese Herbal Medicine specialization program offered by Atlanta University of Health Science is designed to prepare students to sit for the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM), the California Acupuncture Licensing Examination (CALE), Georgia Composite Medical Board for Acupuncturist, and any other state board. However, Atlanta University of Health Science does not currently hold candidate or accredited status with ACAHM. This means that, at this time, AUHS graduates are not eligible to sit for NCCAOM or CALE exams.

ACADEMIC INFORMATION

CREDIT HOURS

Federal Definition of Credit Hour

The US Department of Education definition of “credit hour,” as outlined in GEN-11-06, issued under Federal Regulation 75 FR 66832, is:

An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

- *One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or*
- *At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practical, studio work, and other academic work leading to the award of credit hours.*

Atlanta University Equivalences of credit hour

The institutionally established equivalency to the DoE definition of the credit hour at AUHS is below. These standards apply to both undergraduate and graduate courses.

As authorized by NPEC, AUHS operates on the trimester system. The academic year consists of a Fall, Spring, and Summer trimester.

One trimester didactic unit is equivalent to fifteen (15) contact hours. One trimester clinical unit is equivalent to thirty (30) contact hours.

REGISTRATION REQUIREMENTS

Continuing students are required to register for courses each trimester by the scheduled registration deadline. The registration deadline is usually three to four weeks before the beginning of the new trimester. A late fee of \$100 is charged to those students who do not register by the posted registration deadline.

The University expects students to enroll in consecutive trimesters. Students must notify the Registrar in writing if they do not plan to register for a trimester. Students are allowed official leave of absence status for two consecutive trimesters without penalty. A student who does not register for the third consecutive trimester must apply for re-admission before continuing with studies. The student must be accepted for re-admission by the Admissions Committee and becomes subject to all academic and administrative policies, procedures and degree requirements in effect at the time of re-admission.

STUDY LOAD LIMITS

Students normally enroll for 9 to 18 units each trimester. A student who is maintaining a “B” grade average may be allowed to enroll in up to 22 units with the Dean’s approval. In the written petition, the student must show that there are special circumstances that should be considered. Students are cautioned that petitions for such increased study loads are very carefully and thoroughly evaluated.

ATTENDANCE POLICIES

Classroom & Clinical Attendance

Students are expected to attend all scheduled class sessions and are required to arrive on time. Absence may be excused for childbirth, documented illness, injury, death in the family, or other emergency situations acceptable to the Academic Standards Committee. Students should call the Registrar or a Dean as soon as possible on the first day of absence and give an estimate of the duration of the absence. Failure to give prompt notice is considered a breach of professional etiquette. Special arrangements may be made to make up missed classes.

Absences

All work missed due to absence or lateness must be made up to the satisfaction of the instructor in order to receive credit for the course. Instructors may arrange for make-up examinations in cases of excused absence. Instructors are not required to provide make-up examinations missed due to unexcused absence or lateness and may assign a failing grade for that examination.

Clinical Absences

Unexcused absence or lateness to a scheduled clinic observation session or a scheduled internship session is considered to be a serious breach of professionalism.

Trainees must be aware that patients come to our clinic expecting to be examined and treated in a timely and courteous manner. Lateness and absence are discourtesy to patients, fellow trainees, and the clinic staff. All students with unexcused clinic absences will be required to meet with the Dean of Clinic before returning to clinic duty.

The clinic office should be notified as soon as possible after a student realizes that she/he will not be at the clinic at the scheduled time. A telephone answering machine will take calls before the office opens. In order to receive full credit for hours of clinical experience, the student must remain in the clinic for the entire assigned shift.

Students are reminded that all clinical training is enrollment by specific course registration for a specific number of academic units and not by clock hours.

Time missed due to excused absences up to 10% of the hours assigned to that course may be rescheduled at the convenience and availability of the clinic by the Dean of Clinic. No tuition penalty shall be applied but the faculty will consider the absences in assigning a final grade to the course.

Excessive Absences

Excessive absence is defined as an excess of 20% of scheduled classroom hours in didactic course or absence in excess of 10% of scheduled clinic training hours. Instructors will report excessive absences to the Registrar. The student may be asked to appear before the Academic Standards Committee. Failure to appear at the meeting may result in a failing grade and may also result in suspension or dismissal.

If excessive absences are classified as excused, the Committee may recommend to the instructor that make-up work be arranged, or that the student be suspended from the class without a penalty grade assigned.

LEAVE OF ABSENCE

A leave of absence refers to a specific time period during a student's ongoing program of study when they are not in academic attendance. It does not include non-attendance for a scheduled break in a student's program. A student on an approved Leave of Absence is permitted to complete the coursework he or she began prior to their Leave of Absence.

Only one Leave of Absence may be granted during any twelve (12) month period and cannot exceed one

hundred and eighty (180) days, including summer trimester. The twelve-month period will begin on the first day of the student's most recent Leave of Absence.

For the Leave of Absence to be approved, the student must do all of the following: provide a written, signed, and dated request for the Leave of Absence, prior to the time period the leave is to occur unless unforeseen circumstances prevent the student from doing so.

If the Leave of Absence is not approved, and the student leaves anyway, then the student is considered to have withdrawn from the University. If the student is receiving funding, this funding will be returned and/or cancelled. Upon returning, any such student previously receiving financial aid must reapply.

STANDARDS FOR STUDENT ACHIEVEMENT

Students must achieve a 2.0, or "C", average to receive credit for a particular class. Students may retake any classes for which they have not achieved this passing grade at applicable standard tuition fees. Students must maintain an overall G.P.A of 2.5 or the student will be placed on academic probation. A student who falls below a cumulative grade point average of 2.5 is academically dismissed.

GRADING STANDARDS

Grade	Description	Percentage	Point Value
A	Excellent	94 – 100	4.0
A-	Excellent	90 – 93	3.7
B+	Above Average	87 – 89	3.5
B	Above Average	84 – 86	3.0
B-	Above Average	80 – 83	2.7
C+	Average	77 – 79	2.5
C	Average	74 – 76	2.0
C-	Below Average	70 – 73	1.7
D+	Below Average	67 – 69	1.5
D	Below Average	60 – 66	1.0
F	Failing	0 – 59	0.0
AU	Audit	--	--

CEM	Credit by Examination	--	--
CTR	Credit by Transfer	--	--
I	Incomplete	--	--
P	Pass	--	--
R	Repeated Course	--	--
W	Withdrawal	--	--
WF+	Administrative Withdrawal	--	--

INCOMPLETE GRADE (I)

An “I” (incomplete) grade may be given if the student was unable to complete the required academic work or was unable to take the midterm examination or the final examination at the scheduled time for just cause or justifiable excuse such as medical or family emergency. It is the responsibility of the student to explain the justifiable reason to the instructor and to determine alongside the instructor the work needed to be completed and to provide a mutually agreed upon completion date. An incomplete grade must be corrected to a passing grade within the first two weeks of the following trimester, or it will be converted to a fail (F). Multiple incomplete grades may lead to academic probation or academic dismissal from the University.

REPEATED COURSE (R)

Students can repeat any course only once. If a higher grade is earned in the repeated course, the lower grade will be recorded as “R” in the official transcript. Only the higher grade will be included in the GPA. A student who is required to repeat a course must complete it within the maximum time frame and is charged tuition at the regular published rate. All course repetitions count as courses attempted for purposes of determining satisfactory academic progress.

GENERAL GRADING POLICY

Instructors must submit final course grades to the Office of Records no later than one week after the end of the Final Examination period. All course grades submitted by an instructor are considered final. However, student may petition for a grade change or appeal as outlined in the student handbook. Any petition for a grade change due to special circumstances must come from instructors and will be considered on case-by-case basis by the Academic Standards Committee. Completion of coursework and payment of fees does not guarantee graduation from the University.

Grade Appeal Policy

Atlanta University of Health Sciences provides a mechanism for grade appeals. The process respects the judgment of Faculty members and protects the interests of students if inappropriate criteria are used to determine a grade or if a Faculty member does not adhere to stated procedures or grading standards. Administrative officers cannot substitute their judgment for that of the Faculty concerning the assignment of a grade. The Faculty conducts the review of any student complaint over a grade, under these procedures adopted by the Faculty. Any resulting change in a grade should be by Faculty authorization. The process for grade appeals is outlined below:

Student Rights

Students shall have the right:

- a. To be informed in writing of the specific requirements of the courses in which he/she is enrolled at the beginning of the term, and to expect that course requirements will not be changed without notice.
- b. To have clear indication of his/her educational progress in those courses in which he/she is enrolled, and to know how the various assignments are weighted.
- c. To have his/her grades kept private from other students, and to have final examinations held at the appointed times.
- d. To find his/her instructors available during posted office hours or by special appointment.
- e. To have his/her instructors arrive for classes punctually.
- f. To have his/her grievances heard by the Student Grievance Committee when appropriate grounds are established for a hearing.
- g. To appear before the Student Grievance Committee when actions have been taken against said students in regard to disciplinary problems.

ACADEMIC HONESTY POLICY

AUHS takes academic honesty very seriously. Students are reminded that they agreed to abide by the Code of Conduct when they were accepted into the University. Acts of academic dishonesty or misconduct may

be cause for Academic Discipline proceedings, up to and including suspension or expulsion from AUHS. Students are expected to be familiar with the full Academic Discipline Policy as detailed in the AUHS Student Handbook. All work submitted by a student must be that student's OWN WORK, without exception. The following list is not comprehensive; but briefly, the following behaviors will not be tolerated:

- **Plagiarism:** A student plagiarizes if he or she gives the impression that the ideas, words, or work of another person are the ideas, words, or work of the student. Plagiarism is distinguished from inadequate and/or inappropriate attempts to acknowledge the words, work, or ideas of someone else. Committing plagiarism in any form, including failing to give credit to the source of thoughts, words, ideas, or work from any other person, team, printed material, or web site.
- **Cheating:** A student is considered to be cheating if he or she does not abide by the conditions of a particular learning experience, item of assessment, or examination.
- **Collusion:** A student colludes when he or she works, without the permission of the Instructor, with another person or persons to produce work which is then presented as work completed independently by the student.
- **Other Misconduct:** A student commits an act of academic misconduct when he or she inhibits or prevents other people from legitimate learning or teaching; copying work, ideas, or projects from any other person or media; allowing another person to copy answers on a quiz or test or to communicate with another person during a quiz or a test.

CLASSROOM ETIQUETTE

- Student is to be on time for class. Student can leave the classroom during the break. Entering and leaving the classroom during lecture will be considered disruptive. If student is found entering and leaving the classroom during lecture more than once, student will be asked to drop the class.
- Yelling, loud talking, extreme exposure of body, leaving the classroom during the class hour without permission are considered disruptive behavior. The first violation will be verbally warned. The second violation will be subject to withdrawal from the class.
- Rudeness of any sort will NOT be tolerated in this class. If student is rude to any of your classmates or the instructor, student will be asked to leave the room for the rest of the day.
- Student is responsible for turning in all assignments on time. Late assignments WILL NOT BE ACCEPTED nor will emailed assignments.
- Student needs to make sure to put name and student number on everything that is submitted.

- Attendance at all lectures is highly recommended, as it is student's responsibility to keep up with class work.
- If student misses class, it is student's responsibility to catch up on the material missed. The instructor is not responsible for giving student notes or going over what was discussed during the lecture.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The campus determines that students are making Satisfactory Academic Progress (SAP) when they are working to the standard expected of them as evidenced by their Grade Point Average (GPA). In order to meet AUHS standards of Satisfactory Academic Progress, Undergraduate students are required to maintain a minimum cumulative Grade Point Average (GPA) of 2.0, equivalent to a "C" average, and Graduate student are required to maintain a minimum cumulative GPA of 3.0, equivalent to a "B" average.

Undergraduate students who do not meet the SAP standard are subject to being placed on Academic Warning status and will be required to raise their GPA to at least the required standard within one trimester. Those who fail to do so will be placed on Academic Probation status, and risk being suspended from the University.

Graduate students who fail to meet SAP standards will be automatically placed on Academic Probation and will be required to meet with the Director of Academics and/or their major professor in order to work out a plan of action to remedy the situation.

International students who fail one or two courses in a trimester must make up the failures the following trimester (or Summer Session). International students failing three or more classes in a trimester are subject to academic discipline up to and including expulsion.

GRADE REPORTS

At the end of each course, notification of the student's academic standing and report of grades achieved while in enrollment at the University are provided to each student. Grades are normally provided within two weeks following the completion of the course. If there are any unpaid charges or other penalties on record against a student, request for transcripts and class grades will be withheld unless arrangements to

the contrary have been made in advance with the administration. Questions regarding grade reports, academic credit, or transcripts should be referred to the Office of the Registrar.

COURSE POLICIES

Any student attending a course in which they are not officially registered will not receive credit for the course but will be assessed full tuition. To receive credit, the course must be repeated with proper registration and payment of tuition.

Students receiving financial aid are cautioned that a change in their enrollment could result in a change in their eligibility for aid. Students receiving financial aid must notify and receive approval from the Financial Aid Officer prior to any change in their schedule.

Add or Drop a Course

Students may drop a course during the first week of a trimester without penalty and have until the second week of the trimester to add a course. An add/drop form must be used to process all add/drops with the student's name, student ID number, signature and date. Neither written notes nor phone calls are acceptable for adding or dropping a course.

All add/drop forms are subject to the approval of the Academic Dean, being signed by the Registrar and processed through the Business Office.

For dropped courses, refunds are calculated from the date the Drop Form is delivered to the Business Office. Failure to officially drop a course will result in full tuition charges for the course and a failing (F) grade.

Course Withdrawal

A student may withdraw from any course up until the ninth week of the trimester. Students who withdraw from a course must repeat that course in order to receive credit.

Clinic Entrance Proficiency Examinations

This examination consists of separate written and practical sections, which must be passed before a student may perform any acupuncture or herbal treatment in the clinic.

Graduation Examination

The Written Examination is usually taken within six months of the end of the student's program. A passing grade is required for the award of the degree and for the University's recommendation to a licensing agency. All clinical proficiency examinations must be passed before the student is eligible to attempt the comprehensive

Clinic Entrance and Graduation Make-Up Examinations

The opportunity to sit for a make-up examination is a privilege given to all students with valid excuses. Students can petition for a make-up examination by filling out a Make-Up Examination Form in the front office. The Make-Up Examination Form must have the approval of the Academic Dean and must show the student has paid for a Make-Up Examination fee in the amount of \$50.00. The Make-Up Examination fee may be waived by the instructor if student's absence from the examination is due to valid medical reasons—proof of documentation must be presented.

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the Enrollment Agreement and obtain a refund of charges and the fees, paid through attendance at the first class session, or the seventh day after signing the Enrollment Agreement, whichever is later. A written cancellation notice must be mailed to AUHS. The cancellation must be signed and dated; cancellation by telephone, email or absence in class is insufficient for official notification of intent to cancel. The refund of charges will be mailed to the student within thirty (30) days following the written cancellation notice.

POLICIES FOR NON-MATRICULATED STUDENTS

Individuals interested in taking courses for their own enrichment and not seeking a degree from AUHS are considered to be in non-matriculated status. Non-matriculated students may register on a space-available basis, for either audit or credit enrollment, after the designated registration period for matriculated students. Non-matriculated students may take no more than 11 credits in any given trimester and must apply for admission to AUHS should they wish to take additional credits. The maximum number of credits a student may take in non-matriculated status is 12 credits or four courses. Students who neither want nor expect to receive a degree from AUHS and are attending classes at the AUHS purely for their personal interest may be able to receive a waiver from the his/her designee.

Non-matriculated students who wish to audit a course:

- Must meet AUHS admissions requirements (see pages 13-16). In addition, students who have been denied admission to AUHS or who have been academically dismissed from AUHS or any other University may not audit or enroll in non-matriculated status.
- Must meet pre-requisite coursework requirements, when applicable. Certain courses may have pre-requisites or may be restricted to upper-level degree candidates. The student's transcript must show background coursework if the selected course has prerequisites.
- Must meet with the instructor prior to registration for permission and agreement about the nature of the student's participation in the course and the assignments.

Note: Courses which require ongoing, active participation in the work of the course, such as Independent Study and Foreign Language, are not open for audit. A student may not use courses taken in the program as a non-matriculated student to fulfill admission requirements for the program.

PLACEMENT ASSISTANCE

The AUHS has established procedures for placement assistance including:

- 1) Instructions on resume preparation.
- 2) Job search, like acupuncture.com, amta.org and ptcb.org
- 3) Recommend OPT (Option Practical Training) after graduation.
- 4) One year externship program will be provided to get licensure.
- 5) Alumni can be accessed to school homepage to communicate with faculties.
- 6) School holds seminar for continuing education for the graduates and licensed practitioners

FINANCIAL INFORMATION

TUITION AND FEES

Master degree program in Acupuncture with Chinese Herbal Medicine Specialization (MAcCHM)

Total Units (trimester): 174 credits or 3,045 hours	
Academic (didactic) (1 credit = 15 hours)	\$385/credit
Clinic course (1 credit = 30 hours)	\$18/hour
Cost of Books and Materials	\$2,000
Estimate Entire Program Tuition & Fee	\$73,485

Bachelor of Business Administration (BBA) Program

Total Units (trimester): 120 credits or 1,800 hours	
Academic (didactic) (1 credit = 15 hours)	\$235/credit
Cost of Books and Materials	\$2,000
Estimate Entire Program Tuition & Fee	\$28,200

Certificate in Massage Therapy (CMT) Program

Total Units: 500 hours	
Academic (4 months)	\$16/hour
Cost of Books and Materials	\$300
Estimate Entire Program Tuition & Fee	\$8,000

Other Fees

Application fee (new students)	\$100
Registration Fee (including administrative service, facility, wi-fi, etc.)	\$200
Late Registration Fee/term	\$100
Lab fee/credit	\$100
Transfer Credit Evaluation Fee	\$100
Comprehensive Exit Exam (MAcCHM)	\$200
Make-up for Comprehensive Exam (MAcCHM)	\$50
Retake Comprehensive Exam (MAcCHM)	\$50
Graduation Fee (MAcCHM, BBA)	\$300

Malpractice Insurance Fee (Intern): MAcCHM/Year	\$265
Malpractice Insurance Fee (Intern): CMT	Included
Student ID card	\$10
Diploma Duplication	\$50
Returned check	\$35
Official Transcript Requests	\$10
International Student F-1 Visa Processing Fees	\$200
Change of Status Fee	\$300
Reinstatement Service Fee for Terminated Status	\$300
I-20 issue Fee	\$200
International Express Mailing Fee	\$100

TUITION PAYMENT POLICY

Tuition for a class must be paid before course work begins, unless the student opts for the Financing Plan described in Financial Information section. The University reserves the right to collect any unpaid financial obligations by any means necessary for any education services and/or training provided. Students may use electronic funds transfer, personal or business checks, cashier's check or money order.

Full payment of tuition and fees is due by the registration deadline which is posted each trimester. Payments may be made in cash, check, or credit card.

A payment plan is offered to students whose tuition exceeds \$2,000 per trimester. Payment can be made in 2 or 3 installments for each quarter. All monies owed for any reason must be paid in full before registering for a subsequent trimester unless other arrangements have been made with the Business Office. Please contact the Business Office for specific details.

PRESIDENTIAL SCHOLARSHIPS

Presidential scholarships are awarded to students based on their academic records, attendance records, service to the community and commitment to the welfare of their fellow students. These scholarships are funded by Atlanta University of Health Sciences and are for tuition and fees only. In the award of these scholarships, AUHS does not discriminate against students based on race, color, national origin, age, disability, sex, gender identity, religion or sexual orientation.

Recipients of a Presidential Scholarships are selected from student applicants or upon the recommendation of faculty or administration. The Scholarship Committee is comprised of the President, Director of Academics, and Director of Admissions. The decision to grant a scholarship is contingent upon the consensus of all members of the Committee.

Students who wish to apply for a Presidential Scholarship may pick up an application from the Office of the Registrar. The completed application, along with a personal letter of recommendation from an AUHS faculty member and an essay written by the applicant, should be handed in to the Director of Academics, who will take the application to the Scholarship Committee. Scholarship recipients will be notified by mail prior to the start of the semester for which they receive the award.

Presidential scholarships are merit-based and are awarded solely as tuition credits. Single-trimester or single-year scholarships may be reapplied for at the end of the award period, unless otherwise stated in the award letter. Please note that only a limited number of awards are available, and application for a scholarship does not guarantee an award.

TUITION REFUND POLICY

AUHS ensures that all monies paid by a prospective student, including application fee, are refunded if the student requests a refund within three (3) business days after signing a contract or, if no contract is signed and prior to classes beginning, the student requests a refund within three (3) business days after making a payment.

AUHS ensures that deposits or down payments are credited as tuition payments unless clearly identified on receipt by AUHS as application or other fees.

AUHS charges a non-refundable application fee of \$100. This application fee is stated in the Tuition and Fees Table above. It is charged only once unless the applicant has completed one program of study and is applying to enter an unrelated program, or the applicant previously withdrew from AUHS. If a student withdraws from AUHS for any reason, the student is not liable for any unpaid portion of the application fee.

AUHS charges for fees, books, and supplies which are in addition to tuition and listed in the Tuition and Fees Table above. Any unused portion of the fees will be refunded if a student withdraws before completing

fifty (50) percent of the period of enrollment except for: 1) items that were special ordered for the student and cannot be used or sold to another student; 2) items that were returned in a condition that prevents them from being used by or sold to new students; 3) non-refundable fees for goods and/or services provided by third-party vendors.

AUHS will use the last date of attendance by the student to calculate refunds.

AUHS will assess no administrative and /or withdrawal fee of a student who withdraws. Refunds are based on tuition paid for the trimester in which the student is enrolled.

Refunds are determined based on the proration of tuition and percentage of program completed by the student at the time of withdrawal, up until 50% of the program. For example, if a student completes 25% of the trimester, as calculated on the official academic calendar published by AUHS, he/she will receive a refund of 75% of tuition paid. If a student withdraws after completing 50% of the program in which he/she is enrolled, no refund of tuition will be issued.

In the event that AUHS cancels or changes a program of study or course (time or location) in such a way that a student who has started the program or course is unable to continue, arrangements will be made in a timely manner to accommodate the needs of each student enrolled in the program, or a refund of all money paid by the student for the program of study or course will be issued if alternative arrangements are not possible.

Refunds are made in full to the student within forty-five (45) days of the date of withdrawal.

Extenuating circumstances such as injury, prolonged illness, or death or other circumstances which prohibit completion of the course or program of study may be granted when a student exceeds the accepted number of absences. The Attendance Review Committee shall be the judge of extenuating circumstances following the student's request for consideration.

PROGRAMS OF STUDY

MASTER OF ACUPUNCTURE WITH CHINESE HERBAL MEDICINE SPECIALIZATION (MAcCHM)

Program Purpose

The purpose of the Master degree program in Acupuncture with Chinese Herbal Medicine specialization is to prepare graduates to practice in the field of health care as acupuncture or East Asian medical professionals within a culturally diverse community that is increasingly acknowledging the importance of, and need for alternative medicine. The program, taught by experienced professionals and actual practitioners, is a combination of theoretical and practical instruction with hands-on experience in an onsite clinic, enabling graduates to offer affordable care in a variety of settings for general wellness and advanced specialty care for patients facing health challenges.

Program Objectives

The objectives of the MAcCHM program are to:

1. Provide students with a program that meets national academic and professional standards.
2. Provide students with an understanding of their roles and responsibilities in the contemporary health care system.
3. Maintain a learning environment that enables students to acquire the knowledge and skills necessary for the practice of acupuncture and Chinese herbal medicine.
4. Provide clinical training that enables students to gain experience in the practical application of their knowledge and skills.
5. Increase public awareness of acupuncture and Chinese herbal medicine by providing community based clinical services.

Program Learning Objectives

Graduates of the MAcCHM program will be prepared to:

1. Apply the foundational knowledge of acupuncture and Chinese herbal medicine, including philosophies and theories, to patient care.
2. Demonstrate professional competency to function as licensed acupuncture or Chinese herbal medicine practitioners.
3. Apply critical thinking and contemporary, professional, ethical, and legal standards to all interactions with patients and healthcare professionals.

4. Apply sufficient understanding of western biomedical terminology, pathophysiology, and treatment strategies to support effective communication with other healthcare professionals.
5. Communicate verbally, non-verbally, and in written form with patients, peers, and others in an effective and appropriate manner.
6. Demonstrate preparedness to establish and maintain a successful clinical practice and to participate collaboratively in a variety of clinical settings.

Program Requirements

A minimum of 174 total credit hours of a combination of academic, practical, seminars, workshops and/or clinical experience in the field are required for a Master of Acupuncture with Chinese Herbal Medicine Specialization (MAcCHM) degree to be conferred.

Atlanta University of Health Science, Master of Acupuncture with Chinese Herbal Medicine Specialization (MAcCHM) degree program is individually designed to enable each student to apply past academic studies toward a degree through our institution. The total number of required credit hours is determined from the amount of incoming credit earned. The University's specialized program in Acupuncture & Oriental Medicine Practitioner requires sufficient training in the field to assure competency in the discipline.

Graduation requirements

In order to graduate from Atlanta University of Health Science, all students must comply with components of AUHS' Residency Requirement. First, they must successfully complete all didactic and clinical course work in no less than three (3) calendar years and not more than eight (8) calendar years. Correspondingly, all transfer students must complete a minimum of one (1) calendar year of instruction (three trimesters) as full-time students at AUHS.

In terms of residency, a trimester is defined as a minimum of nine units or more. For transfer students, the minimum residency requirement is three trimesters as full-time students.

Satisfactory completion of all required course work requires a cumulative G.P.A. 3.0/4.0. Students must complete the Comprehensive Graduate Exam with a score of 70% or above. They must complete intern training of 870 hours which includes 350 patient visits.

Students must apply for graduation and meet all academic and financial balances. Students must return all library books borrowed.

Curriculum

During academic years of given curriculum, minimum of 174 credits or 3,045 hours of academic requirement for Master of Acupuncture & Oriental Medicine is strictly enforced to graduate with degrees.

Applicants must have earned a bachelor's degree with prerequisites and a minimum 2.0 cumulative GPA on a 4.0 scale or equivalent. Degrees issued by a foreign institution must be translated and evaluated as equivalent to a US Degree.

East Asian medical theory, diagnosis and treatment techniques in acupuncture and related studies (59 Credits / 840 Hours)

Code	Subject	Credit	Hour
EAMS501	Introduction to East Asian Medicine	2	30
EAMS502	Principles of East Asian Medicine I	3	45
EAMS503	Principles of East Asian Medicine II	3	45
ACUP501	Meridian Theory & Point Location I	4	60
ACUP502	Meridian Theory & Point Location II	4	60
ACUP601	Basic Acupuncture Techniques	3	45
ACUP602	Advanced Acupuncture Techniques	3	45
ACUP603	Microsystem Therapy (Auricular-Scalp-Korean Hand)	3	45
ACUP604	Electro-Acupuncture	2	30
ACUP605	SAAM (Korean Five Element) Acupuncture Techniques	2	30
ACUP606	Asian Body Work (Tuina, Qi Gong, Breathing Technique)	2	30
ACUP607	Acupuncture Treatment: NMS Disorders	3	45
ACUP608	Acupuncture Treatment: Internal Disorders	3	45
ACUP609	Acupuncture Treatment: Complicated Disorders	2	30
EAMS601	East Asian Medicine Pathology I	3	45
EAMS602	East Asian Medicine Pathology II	3	45
EAMS603	East Asian Medicine Diagnosis I	3	45
EAMS604	East Asian Medicine Diagnosis II	3	45
EAMS605	East Asian Internal Medicine	3	45
EAMS606	East Asian Gynecology / Pediatrics	3	45
EAMS607	Case Management	1	15
EAMS608	Emergency Management	1	15

59 840

Biomedical Clinical Sciences (49 credits / 735 hours)

Code	Subject	Credit	Hour
BIOL301	General Biology	3	45
BIOL302	Biochemistry	3	45
BIOL303	Medical Terminology	2	30
BIOL304	Public Health	3	45
BIOM401	Human Anatomy and Physiology I	3	45
BIOM402	Human Anatomy and Physiology II	3	45
BIOM403	Medical Pathology I	3	45
BIOM404	Medical Pathology II	3	45
BIOM501	Western Pharmacology	3	45
BIOM502	Western Physical Exam	3	45
BIOM503	Western Orthopedic/Neurological Exam	2	30
BIOM504	Nutrition and Diet Counseling	3	45
BIOM505	Laboratory Diagnosis	2	30
BIOM506	Clinical Radiology	2	30
BIOM507	Western Internal Medicine	3	45
BIOM508	Western Gynecology / Pediatrics	3	45
BIOM509	Western Medicine Review	3	45
BIOM510	Current Medical Issues	2	30
		49	735

Counseling, Communication, Ethics, and Practice management (7 credits / 105 hours)

Code	Subject	Credit	Hour
ETHC501	Ethics for Healthcare Professionals	2	30
BIOM702	CNT, Safety Issue, First Aid and CPR	1	15
COSL501	Counseling & Communication	2	30
MGNT501	Practice Management	2	30
		7	105

East Asian Herbal Medicine (30 credits / 450 hours)

Code	Subject	Credit	Hour
EAHM401	Theory of Herbal Medicine I	2	30
EAHM402	Theory of Herbal Medicine II	2	30
EAHM501	East Asian Herbal Medicine: Category I	3	45
EAHM502	East Asian Herbal Medicine: Category II	3	45
EAHM601	East Asian Herbal Medicine: Formulas I	4	60
EAHM602	East Asian Herbal Medicine: Formulas II	4	60
EAHM603	East Asian Herbal Medicine: Formulas III	4	60
EAHM604	Herbal Formula Writing	2	30
EAHM701	SASANG (Korean Four Constitution) Medicine	3	45
EAHM702	Shang Han Lun / Wen Bing	3	45
		30	450

Clinical Training (29 credits / 870 hours)

Code	Subject	Credit	Hour
CLIN501	Clinical Observation I	1	30
CLIN502	Clinical Observation II	2	60
CLIN503	Clinical Observation III	2	60
CLIN601	Clinical Internship I	4	120
CLIN602	Clinical Internship II	4	120
CLIN603	Clinical Internship III	5	150
CLIN604	Clinical Internship IV	5	150
CLIN605	Clinical Internship V	6	180
		29	870

Curricular Plan

All students are required to work with an advisor in planning their course of study and selecting courses each trimester to meet program and curriculum requirements, as well as individual goals. The following curricular plan provides a roadmap for completing this academic program in three to four years. A student's actual plan may vary depending on point of entry to the institution, course placement and/or waivers based on standardized test scores, earned alternative credit and/or college transfer credit, and if, in consultation with the advisor, alternate approved courses are selected to complete the program requirements. Part-time students are encouraged to take at least 8 credits each trimester in order to graduate within 8 years.

	1st Trimester	Credit
BIOL301	General Biology	3
BIOL302	Biochemistry	3
BIOL303	Medical Terminology	2
BIOM401	Human Anatomy and Physiology I	3
EAMS501	Introduction to East Asian Medicine	2
EAMS502	Principles of East Asian Medicine I	3
		16

	2nd Trimester	Credit
ACUP501	Meridian Theory & Point Locations I	4
BIOM402	Human Anatomy and Physiology II	3
BIOM403	Medical Pathology I	3
EAHM401	Theory of Herbal Medicine I	2
EAMS503	Principles of East Asian Medicine II	3
		15

	3rd Trimester	Credit
ACUP502	Meridian Theory & Point Location II	4
BIOM404	Medical Pathology II	3
BIOM501	Western Pharmacology	3
EAHM402	Theory of Herbal Medicine II	2
EAMS601	East Asian Medicine Pathology I	3
		15

	4th Trimester	Credit
ACUP601	Basic Acupuncture Techniques	3
ACUP603	Microsystem Therapy (Auricular-Scalp-Korean Hand)	3
BIOM502	Western Physical Exam	3
EAMS602	East Asian Medicine Pathology II	3
EAMS603	East Asian Medicine Diagnosis I	3
CLIN501	Clinical Observation I	1
		16

	5 th Trimester	Credit
ACUP602	Advanced Acupuncture Techniques	3
ACUP607	Acupuncture Treatment: NMS Disorder	3
BIOM702	CNT, Safety Issue, First Aid & CPR	1
CLIN502	Clinical Observation II	2
EAMS604	East Asian Medicine Diagnosis II	3
EAHM501	East Asian Herbal Medicine: Category I	3
		15

	6 th Trimester	Credit
ACUP604	Electro-Acupuncture	2
ACUP606	Asian Body Work (Tuina, Qi Gong, Breathing Technique)	2
ACUP608	Acupuncture Treatment: Internal Disorder	3
BIOM503	Western Orthopedic/Neurological Exam	2
BIOM504	Nutrition/Diet Counseling	3
CLIN503	Clinical Observation III	2
		14

	7 th Trimester	Credit
ACUP605	SAAM (Korean Five Element) Acupuncture Techniques	3
ACUP609	Acupuncture Treatment: Complicated Disorders	3
BIOM505	Laboratory Diagnosis	2
BIOM506	Clinical Radiology	2
EAHM502	East Asian Herbal Medicine: Category II	3
EAMS605	East Asian Internal Medicine	3
		16

	8 th Trimester	Credit
BIOM508	Western Gynecology / Pediatrics	3
BIOM507	Western Internal Medicine	3
EAHM601	East Asian Herbal Medicine: Formulas I	3
COSL501	Counseling & Communication	2
CLIN601	Clinical Internship I	4

		15
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	9 th Trimester	Credit
BIOM508	Case Management	1
CLIN602	Clinical Internship II	4
EAHM602	East Asian Herbal Medicine: Formulas II	4
EAMS606	East Asian Gynecology / Pediatrics	3
EAMS608	Emergency Management	1
ETHC501	Ethics for Health Professionals	2
		15

	10 th Trimester	Credit
CLIN603	Clinical Internship III	5
EAHM603	East Asian Herbal Medicine: Formulas III	4
EAHM604	Herbal Formula Writing	2
EAHM701	SASANG (Korean Four Constitution) Medicine	3
		14

	11 th Trimester	Credit
BIOL304	Public Health	3
BIOM509	Western Medicine Review	3
CLIN604	Clinical Internship IV	5
EAHM702	Shang Han Lun / Wen Bing	3
		14

	12 th Trimester	Credit
BIOM510	Current Medical Issue	2
CLIN605	Clinical Internship V	6
MGNT501	Practice Management	2
		10

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

Program Purpose

The purpose of the Bachelor of Business Administration program is to prepare students for career opportunities across virtually any industry. This program is designed to provide students with a broad knowledge in a variety of core business subjects, giving them a holistic perspective of how each area contributes to overall success. Students will acquire essential skill sets employers are seeking, such as business strategy, management and operations, marketing, accounting, finance, and business ethics. Students also have the opportunity to personalize their degree in business administration by focusing on a particular concentration, which will allow them to focus on their career interests.

Program Objectives

The objectives of the Bachelor of Business Administration program are to equip students with the knowledge and ability to:

1. Demonstrate competency in business concepts, theories, and principles.
2. Use independent, critical-thinking, and reasoning skills to identify problems and apply problem-solving and decision-making skills.
3. Demonstrate effective communication and interpersonal skills in business settings.
4. Employ a sense of ethics and values which can be applied in a personal and professional environment.

Graduation Requirements

The Bachelor of Business Administration program requires a total of 120 credit hours, including 45 credit hours of general education requirements, and 75 credit hours of Major requirements. A full-time student following the curricular plan provided will be able to complete the program in eight semesters, or four years.

Curriculum

GENERAL EDUCATION REQUIREMENTS (45 credit hours)

General education courses are organized into three main categories: A) Humanities and Fine Arts, B) Social and Behavioral Sciences, and C) Natural Sciences and Mathematics. Each course may only be used once in a degree. Students are encouraged to work with an academic advisor to plan their general education requirements.

A. Humanities and Fine Arts (15 credit hours)

Code	Subject	Credit
ENGL101	English Composition I	3
ENGL102	English Composition II	3
PHIL101	Introduction to Philosophy	3
COMM101	Introduction to Mass Communication	3
LANG101	Introduction to Spanish	3
LANG102	Introduction to Korean	3
COMM201	Public Speaking	3
RELG101	Survey of the Bible	3
RELG102	World Religions	3

B. Social and Behavioral Sciences (15 credit hours)

Code	Subject	Credit
POLS111	U. S. Government	3
HIST101	U. S. History I	3
HIST102	U. S. History II	3
ETHC111	Contemporary Ethics	3
PSYC101	Introduction to Psychology	3
SOCL101	Introduction to Sociology	3
ECON101	Introduction to Economics	3

C. Natural Sciences and Mathematics (15 credits)

Code	Subject	Credit
BIOL101	General Biology	3
CHEM101	General Chemistry	3
PHYS101	General Physics	3
MATH101	College Algebra	3
STAT101	Principles of Statistics	3
MATH102	Quantitative Business Analysis	3

MAJOR REQUIREMENTS (75 credit hours)**Lower Core Courses (33 credit hours)**

Code	Subject	Credits
BUSN101	Introduction to Business	3
COMP101	Introduction to Computers	3
MKTG101	Principles of Marketing	3
MGNT101	Principles of Management	3
FINA101	Principles of Finance	3
ECON111	Microeconomics	3
ECON121	Macroeconomics	3
ACCT111	Accounting I: Financial Accounting	3
ACCT121	Accounting II: Managerial Accounting	3
BUSN425	Business Policies and Strategies	3
BUSN223	Ethical and Legal Issues in Business	3

Upper Core Courses (42 credit hours)

Code	Subject	Credits
MGNT221	Organizational Behavior and Management	3
MGNT230	Managerial Decision-Making	3
HRMG242	Human Resources Management	3
MGNT324	Risk Management	3
MKTG330	Marketing Management	3
MGNT343	Operations Management	3
MGNT331	Strategic Management	3
MGNT332	Finance Management	3
MKTG421	Internet Marketing Principles	3
MKTG422	Consumer Behavior	3
MKTG423	Marketing Research	3
MKTG424	Advertising	3
MKTG425	Strategic Marketing	3
MKTG426	Direct Marketing	3

Curricular Plan

All students are required to work with an advisor in planning their course of study and selecting courses each semester to meet program and curriculum requirements, as well as individual goals. The following curricular plan provides a roadmap for completing this academic program in four years. A student's actual plan may vary depending on point of entry to the institution, course placement and/or waivers based on standardized test scores, earned alternative credit and/or college transfer credit, and if, in consultation with the advisor, alternate approved courses are selected to complete the program requirements.

First Term	
Course	Credit
1 course from Humanities and Fine Arts	3
1 course from Social and Behavioral Sciences	3
BUSN101 Introduction to Business	3
COMP101 Introduction to Computer	3
MKTG101 Principles of Marketing	3
TOTAL	15

Second Term	
Course	Credit
1 course from Humanities and Fine Arts	3
1 course from Natural Sciences and Mathematics	3
MGNT101 Principles of Management	3
FINA101 Principles of Finances	3
ECON111 Microeconomics	3
TOTAL	15

Third Term	
Course	Credit
1 course from Social and Behavioral Sciences	3
1 course from Natural Sciences and Mathematics	3
ACCT111 Accounting I: Financial accounting	3
BUSN425 Business policies and strategies	3
BUSN223 Ethical and legal issues in business	3

TOTAL	15
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Fourth Term	
Course	Credit
1 course from Humanities and Fine Arts	3
1 course from Social and Behavioral Sciences	3
ECON121 Macroeconomics	3

MKTG425 Strategic Marketing	3
1 elective course OR 1 concentration course	3
TOTAL	15

Fifth Term	
Course	Credit
1 course from Humanities and Fine Arts	3
1 course from Natural Sciences and Mathematics	3
ACCT121 Accounting II: Managerial Accounting	3
MGNT221 Organizational Behavior and Management	3
1 elective course OR 1 concentration course	3
TOTAL	15

Sixth Term	
Course	Credit
1 course from Social and Behavioral Sciences	3
1 course from Natural Sciences and Mathematics	3
MGNT230 Managerial Decision-Making	3
HRMG242 Human Resources Management	3
1 elective course OR 1 concentration course	3
TOTAL	15

Seventh Term	
Course	Credit
1 course from Humanities and Fine Arts	3

1 course from Social and Behavioral Sciences	3
MGNT324 Risk Management	3
MKTG330 Marketing Management	3
1 elective course OR 1 concentration course	3
TOTAL	15

Eighth Term	
Course	Credit
1 course from Natural Sciences and Mathematics	3
MGNT343 Operations Management	3
MGNT331 Strategic Management	3
MGNT332 Finance Management	3
1 elective course OR 1 concentration course	3
TOTAL	15

Total Credits Required for Degree:	120
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CERTIFICATE IN MASSAGE THERAPY (CMT)

Program Purpose

The purpose of the massage therapy certificate program is to prepare students for the profession of massage therapists by training them in all the required core competencies such as anatomy, communication skill, physiology, and ethics along with Swedish massage, Neuromuscular techniques, Deep tissue massage, Sports massage, reflexology and more. Students receive valuable hands-on experience and get additional hours of unique training in one or two primary holistic wellness specialty areas.

Massage therapists work in a variety of settings, both private and public. These include private offices, spas, hospitals, massage specialty clinics and fitness centers. Many massage therapists create their own professional practice, renting and creating space in a multi-use spa or health and wellness provider building.

Program Objectives

The objectives of the massage therapy certificate program are to equip students with the knowledge and ability to:

1. Demonstrate clinical competency to function as an entry-level licensed massage therapist.
2. Evaluate human anatomy and physiology and disease pathologies to select appropriate massage therapy protocol.
3. Demonstrate professionalism and adherence to ethical principles.
4. Communicate with patients, peers, and others in an effective and appropriate manner.

Licensing and Employment in Georgia

AUHS's Massage Therapy certificate program is approved by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) and the Georgia Board of Massage Therapy. In order to practice massage therapy in Georgia, all practitioners must have a Georgia Massage Therapy License. The Massage Therapy certificate program offered by Atlanta University of Health Science is designed to prepare students to sit for the Massage and Bodywork Licensing Examination (MBLE_x), which allows candidates to apply for licensure in Georgia.

Program Requirements

The Certificate in Massage Therapy program requires a total of 500 clock hours, including 165 hours in Human Anatomy, Physiology, Kinesiology, and Pathology, 200 hours in Massage Therapy Theory, Techniques, and Clinical Practice, and 135 in Massage Business Management. A full-time student may be able to complete the program in 4 months.

The ratio of students to faculty in the lab/clinical/community area shall not exceed 20 students to 1 instructor with no more than 10 student therapists and 10 students serving as clients.

Curriculum

Major Requirements (500 hours)

Code	Subject	Hours
MATS101	Human Anatomy, Physiology, Kinesiology, and Pathology (Includes 40 hours of Pathology)	165
MATS102	Massage Therapy Theory, Techniques, and Clinical Practice	200
MATS103	Massage Business Management (Includes 6 hours of Ethics and 4 hours of Business)	135

COURSE NUMBERING SYSTEM

The courses named and numbered below, when scheduled, will be taught as described during the time covered by this catalog. Over time, additional courses may be added and will be included in subsequent editions of the catalog. Courses offered under a previous catalog may have undergone name and number changes. Students will receive credit for those courses based on course material, content, and general

description in comparison to current course offerings and credit hours. Scheduling of courses to be offered is at the discretion of AUHS.

Course numbers are composed of a four letters alphabetic identifier of the subject area followed by a three-digit numeric course number. Numeric course numbers in the 100s identify basic courses typically taken in the first year of study. Numeric course numbers in the 200s and higher identify more advanced courses in the AUHS undergraduate and graduate programs. These courses are typically taken after the completion of prerequisite courses.

ACCT	Accounting
ACUP	Acupuncture
BUSN	Business Administration
BIOL	Biology
BIOM	Biomedicine Studies
CHEM	Chemistry
CLIN	Clinical Internship
COMM	Communications
COMP	Computer
COSL	Counseling
EAHM	East Asian Herbal Medicine
EAMS	East Asian Medicine Studies
ECON	Economics
ETHC	Ethics
ENGL	English
HIST	History
HRMG	Human Resources Management
LANG	Foreign Language
MATH	Mathematics
MKTG	Marketing
MATS	Massage Therapy Studies
MGNT	Management
MATH	Mathematics
PHAR	Pharmacy
PHIL	Philosophy



PHYS	Physics
POLS	Political Science
PSYC	Psychology
RELG	Religion
SOCL	Sociology
STAT	Statistics

COURSE DESCRIPTIONS

BASIC & CLINICAL SCIENCE

BIOL301 General Biology (3 credits)

A general study of basic concepts of life systems, focusing on the living systems and molecular and chemical metabolism, anatomical terminology, terminology for the movement of the limbs. Prerequisite: None

BIOL302 Biochemistry (3 credits)

A general study of basic chemistry that deals with chemical and physical changes cations/anions, Ca/Mg/K/O and other elements and compounds in metabolic activity and where they're used in the body. Enzymatic reactions, Overview of the Krebs Cycle, Protein structures (Left/Right).

Prerequisite: None

BIOL303 Medical Terminology (2 credits)

Students learn basic modern medical terminology. This course will encourage students to understand the difference between Eastern and Western Medicine. And also this course will develop the ability to communicate with patients and others. Differences between Eastern and Western Medicine, Development of communication with other medical providers and patients. Prerequisite: None

BIOM304 Public Health (3 credits)

This course presents an introduction to public health and epidemiology, including the distribution and correlates of illness in the population and current efforts to prevent and control risk factors that contribute to morbidity and mortality. Additional topics include public health issues that face the primary care provider including TCM practitioners. Prerequisite: None

BIOM401 Human Anatomy & Physiology I (3 credits)

An introduction to Basic Pathology: Cellular and genetic makeup and pathology, Inflammation and tissue repair, Homeostasis, Immunopathology (IG family of components), General overview of the systems in the body, Cranial nerves (overview) Prerequisite: BIOL303

BIOM402 Human Anatomy & Physiology II (3 credits)

Organ systems; Respiratory, Digestive, First Pass, Cardiovascular, Hematological disorders, Urinary, Endocrine Skeletal/Muscular, Nervous, Cranial Nerves (including if they are sensory/motor/or both), Central and peripheral nerves, Dermatomes. Prerequisite: BIOL303

BIOM403 Medical Pathology I (3 credits)

This course is designed to teach the organic processes and phenomena of an organism, and any of its parts or of a particular bodily process. Start the process of getting the students to think in both Eastern and Western diagnosis. Remind the students that the San Jiao can never be diseased. It also teaches students to have the ability to compare and contrast the concepts between Eastern and Western Medicine. Prerequisite: BIOL303, BIOM401

BIOM404 Medical Pathology II (3 credits)

This course is the second part of BIOM403. This course is designed to teach the organic processes and phenomena of an organism, and any of its parts or of a particular bodily process. Start the process of getting the students to think in both Eastern and Western diagnosis. Remind the students that the San Jiao can never be diseased. It also teaches students to have the ability to compare and contrast the concepts between Eastern and Western Medicine. Prerequisite: BIOM303, BIOM402

BIOM501 Western Pharmacology (3 credits)

A survey of Western pharmacology, with emphasis on classification, major actions, and side-effects of commonly prescribed medications; includes the effects of such drugs on Oriental diagnosis. Herb/Drug interactions. Prerequisite: BIOL302, BIOM401, BIOM402

BIOM 502 Western Physical Exam (3 credits)

In this course, students will practice general physical exams of common western medical conditions through oriental and western medical integrative forms. In the lectures and lab, students will learn history taking, vitals and general physical exams and their procedures. The students will be familiar with the major

individual exam skill performance while they practice head-to-toe sequence exams. The course will also cover patient referral to other health care professions. Prerequisite: BIOM403, BIOM404

BIOM503 Western Orthopedic/Neurological Exam (3 credits)

This course introduces students to proper Orthopedic examination procedures and test for the cervical, thoracic, and lumbar spine, pelvis, shoulder, elbow, wrist, hand knee, ankle and foot. It also presents an organized system for approaching Musculoskeletal disorders and introduces students to the necessity of differentially diagnosing between Musculoskeletal disorders and visceral disease processes. Prerequisite: BIOM403, BIOM404

BIOM504 Nutrition/Diet Counseling (3 credits)

A study of western nutrition; Fat- and water-soluble vitamins, Fats, Kcals, and proteins – their digestion, and uses in the body. Diagnosis and treatment of nutritional diseases, Amino Acids (L-glutamate, lysine, choline, etc.), Antioxidants (CoQ10, Selenium, etc.), Bone health (glucosamine, sulfate, chondroitin sulfate), Digestive support (enzymes, fiber, probiotics, etc.), Hormones (melatonin, wild yam, DHEA), Minerals (calcium, magnesium, potassium, etc.), Mood support (St. John's Wort, Sam E, 5 HTP, etc.), Western Herbs (saw palmetto, milk thistle), Food sensitivity/allergies Eastern nutrition; Dietary therapies and treatments with herbs (Shan yao, etc.), Wei and Qi, & food temperature. Prerequisite: BIOM401, BIOM402

BIOM505 Laboratory Diagnosis (2 credits)

This course teaches clinical laboratory diagnostic tests and procedures as they relate to their identification and diagnosis of systemic disorders of the human body. This includes blood chemistry, hematology, urinalysis and a variety of other laboratory tests. The course emphasizes laboratory tests that are useful for evaluating health and wellness in practice. Prerequisite: BIOM403, BIOM404

BIOM506 Clinical Radiology (2 credits)

Students are familiar with the uses and limitations of CT/MRI/ and X rays. Commonly used exams such as colonoscopy, bronchoscopy, cystoscopy, etc. Practice in reading the images. The difference between a sprain and a strain. Review of anatomical terminology and directions. Levels of sprain and broken bones. Prerequisite: BIOM403, BIOM404

BIOM507 Western Internal Medicine (3 credits)

The course will occur throughout the week, and treatment of disease of the organ systems(cardiopulmonary, gastroenterological, hepatobiliary, renal/urologic, hematological, and gynecologic) will be followed in depth. Prerequisite: BIOM403, BIOM404, BIOM502, BIOM503

BIOM508 Western Gynecology/Pediatrics (3 credits)

This course offers a survey gynecology and pediatrics, focusing on common pathologies, examination techniques and protocols for treatment. Menstrual cycles, ovulation and hormone levels. Infertility (polycystic ovarian syndrome, endometriosis, etc.). Menopause. Pregnancy and associated complications. Breast conditions. BIOM403, BIOM404, BIOM502

BIOM509 Western Medicine Review (3 credits)

Comprehensive understanding and exploration of western medical disease will be presented including basic science, anatomy, physiology, pathophysiology, epidemiology, etiology, signs and symptoms or clinical impressions, physical examination, laboratory and radiology studies, and so forth. Additional topics include development of working diagnosis, classification of diseases, critical thinking regarding clinical diagnosis, treatment protocols, and patient management between Oriental medicine and Western medicine. Prerequisite: All BIOM courses

BIOM702 CNT, Safety Issue, First Aid & CPR (1 credit)

Students will learn how to use autoclave requirements; Communicable diseases (hepatitis, HIV, etc.), Needle shock, CPR/AED, Trauma, Fainting, Routes of infection (and intact skin is the best defense), Infection control and precautions, Acupuncture emergencies (moxa burns, organ puncture, stuck needles), (pneumothorax is red flagged for NCCAOM exams), Risk factors of clotting disorders, internal hemorrhage, blood thinners, diabetes), CNT, OSHA requirements. The main herb/drug interactions and patient allergies to herbs/diet. Prerequisite: None

ETHC501 Ethics for Healthcare Professionals (2 credits)

This course prepares students in the health professions for dealing patient ethics, proper informed consent, proper communication with patients/other healthcare providers, insurance billing and coding, HIPPA/Confidentiality, relationships with patients – industry standard is 6 months after discharge to begin a romantic relationship with a former patient, obtaining legal informed consent.

Prerequisite: None

COSL501 Counseling & Communication (2 credits)

This course provides methods for developing listening/communication skills and establishing rapport with patients. Effective and efficient communication with patients is emphasized.

Prerequisite: None

MGNT502 Practice management (2 credits)

This course will give practical applications of how to manage an East Asian Medical clinic. (i.e. Georgia State Acupuncture Rules, Scope of practice, Office management, Billing & Coding, insurance, HIPPA, Corporate structures, NCCAOM CEU requirements, Obtaining legal informed consent, Infection control precautions. Prerequisite: None

ACUPUNCTURE & EAST ASIAN MEDICINE COURSES**EAMS501 Introduction to East Asian Medicine (2 credits)**

A survey of the history and development Korean, Chinese, and Japanese schools of thought, Allopathic medicine, the combination of the Classical Eastern and Classical Western approaches Introduction to the basic theories of Oriental Medicine, including Yin & Yang, The Wu Ji/5 phases, Prerequisite: None

EAMS502 Principles of East Asian Medicine I (3 credits)

Overview of the 12 main Mai, the 8 extraordinary vessels, the use of the Luo, Jin/Yi, Qi and Blood, basic functions of the 12 main organs, Cun measurements, extra points, basic needling methods, Pulses. Prerequisite: None

EAMS503 Principles of East Asian Medicine II (3 credits)

The main organ – their functions, and internal pathways. Review the external meridians; Luo Qi, The curious organs Collateral vessels, Pulses, Jing, Xue, Jin Ye. Prerequisite: EAMS501

ACUP501 Meridian Theory & Point Location I (4 credits)

This course covers Lung / Large Intestine, Stomach / Spleen, Heart / Small Intestine, Bladder channels. All channel Shu Antique points, their usages, etc. Window of the Sky points, 8 Influential points, Lower He Sea Points, Extra points, Basic Needling technique. Cautions and contraindications (pneumothorax is red flagged for NCCAOM exams).

Prerequisite: EAMS502, EAMS503

ACUP502 Meridian Theory & Point Location II (4 credits)

This course covers Kidney, Pericardium / San Jiao, Gallbladder / Liver, Ren / Du, 8 Extraordinary channels (coupled points and usages), Shu Antique points for each channel, Xi Cleft points and usages, Luo connecting points and usages, Yuan source points and usages, Basic needling technique, Cautions and contraindications. Prerequisite: EAMS502, EAMS503

ACUP601 Basic Acupuncture Techniques (3 credits)

Students learn in precise needling technique based on palpatory examination; , Tonification/Sedation, Threading, Attainment of De Qi, 3 edge/sword needle, Plumb blossom, Introduction to auricular, Moxa, Gua Sha, Cupping, Point location review, Shu Antique point review, Point selection and identification for patterns. Prerequisite: ACUP501, ACUP502

ACUP602 Advanced Acupuncture Techniques (3 credits)

This course offers training in advanced acupuncture modalities, including Master Eu-Am, Master Tung, and selected Traditional Korean Medicine acupuncture techniques. Upon completion of this course, students will gain a deeper understanding of advanced acupuncture modalities as they relate to treatment options and patient care. Case studies in a variety of medical conditions and medical settings will also be introduced. Prerequisite: ACUP601

ACUP603 Microsystem Therapy (Auricular-Scalp-Korean Hand) (3 credits)

This course introduces the basics of auricular therapy (ear acupuncture) and its use in diagnosis and treatment, and scalp acupuncture. Korean Hand Therapy was discovered in 1971 by Dr. Tae-Woo Yoo in Korea and has been tested for accuracy. Prerequisite: ACUP501, ACUP502

ACUP604 Electro-Acupuncture Therapy (2 credits)

This course learns how to apply electro-acupuncture for the patients. E-stim uses and contraindications, Electro anesthesia, Physiology of the nerve and muscles, Radiculopathies (nerve root, sciatica, etc.), Neuromuscular therapy techniques (CRS/ CRAS), Shu antique, Yuan, Xi cleft, etc. review, Get the students to think about more than the standard used points. Review draping and point location. Point selection and identification for patterns. Prerequisite: ACUP501, ACUP502

ACUP605 SAAM (Korean Five Elements) Acupuncture Techniques (2 credits)

This course will be introduced the history and application of the traditional Korean four needle technique of acupuncture in treatment, it uses the clinical setting. Prerequisite: ACUP601

ACUP606 Asian Body Work (Tuina, Qi Gong, Breathing Technique) (2 credits)

The students learn several foundational stretching, basic way of meditation and Qi Gong exercises. The goal of this class is to be hands on. Major muscle groups and actions of the joints (adduction, medial rotation, etc.), Proper draping, Review the major points with hands on palpation, Neuromuscular stretching techniques. Trigger points (definition). Anfa, Mofa, Pai, Rou Fa, Yun Fa, Ca Fa, Tui Fa, Na Fa, Shiatsu, reflexology, Qi Gong, Upper extremities: Frozen shoulder, bicipital tendinitis, carpal tunnel, epicondylitis. Lower extremities: Meniscal injuries, compartment syndrome, bursitis. Axial: whiplash, disc herniation, spinal stenosis, spondylolisthesis, TMJ. The role of proper breathing and movement, as well as stretching exercises for both practitioner and client will be emphasized. Prerequisite: None

ACUP607 Acupuncture Treatment: NMS Disorder (3 credits)

This course provides knowledge and skills on how to treat musculo-skeletal conditions, both acute and chronic. It will cover the main manifestations of different conditions of musculo-skeletal conditions (acute and chronic). Diagnosis, treatment (points and herbs), Muscle testing, Draping techniques, Joint movements (flexion, extension, etc.), Shu antique point review, and the main muscular points for command/control, Upper extremities: Frozen shoulder, bicipital tendinitis, carpal tunnel, epicondylitis, Lower extremities: Meniscal injuries, compartment syndrome, bursitis, Axial: whiplash, disc herniation, spinal stenosis, spondylolisthesis, TMJ, Arthritis/gout/osteoporosis. Prerequisite: ACUP601

ACUP608 Acupuncture Treatment: Internal Disorder (3 credits)

This course reviews the anatomy, physiology and pathology from a Western perspective as well as the Oriental Medicine paradigm. Students learn to diagnose, differentiate and develop treatment plans for general internal disorders and to use correct treatment strategies to treat a range of internal, gynecological disorders, and common pediatric disorders. Prerequisite: ACUP601

ACUP609 Acupuncture Treatment: Complicated Disorders (2 credits)

Students learn to diagnose, differentiate and develop treatment plans for complicated disorders, such as cancer, geriatric, terminal stage disorders and to use correct treatment strategies to treat a range of unsolved symptoms. Prerequisite: ACUP601

EAMS601 East Asian Medicine Pathology I (3 credits)

Students learn the basic signs and symptoms for identifying Yin/Yang Diseases, Zang Fu patterns: Heart / Small Intestine, Pericardium, Liver / Gallbladder, Spleen patterns. Emphasize Ht blood and Ht yin vacuity, and LR fire and LR yang rising, Qi/Blood patterns. Prerequisite: EAMS502, EAMS503

EAMS602 East Asian Medicine Pathology II (3 credits)

Students learn of the complex patterns in zang fu patterns utilizing the concepts of eight principles, vital substances, and the zang fu theory. Kidney / Bladder Patterns, Lung / Large Intestine Patterns, Stomach Patterns. Six stages will be covered. Prerequisite: EAMS502, EAMS503

EAMS603 East Asian Medicine Diagnosis I (3 credits)

This course covers didactic material on diagnostic theory with practical experience. The four pillars (looking, hearing and smelling, asking), Pulses, tongue review, Review of the diseases of the Lu/Li/St/Sp/Ht/SI, Clinical case study and discussion, Point selection and identification for patterns. Prerequisite: EAMS502, EAMS503, ACUP501, ACUP502

EAMS604 East Asian Medicine Diagnosis II (3 credits)

This course covers Hara diagnosis, Auricular and iridology diagnosis. Review of the diseases of the Ki/Bl/Pc/Lr/GB. Clinical case study and discussion. Point selection and identification for patterns. Prerequisite: EAMS502, EAMS503, ACUP501, ACUP502

EAMS605 East Asian Internal Medicine (3 credits)

This course is designed to study and understand the internal pathways of the organs. An expanded explanation of the interactions of the Shen/Ko cycles of the organs. Review of the closely related pathology (Ht yin and Ht blood Xu, Lr yang rising and Lr fire, etc.). Review pulses. Practice diagnosis by sample patients. Introduction of the mainly used herbal formulas and treatment strategies/modifications. Prerequisite: EAMS601, EAMS602, EAMS603, EAMS604

EAMS606 East Asian Gynecology / Pediatrics (3 credits)

Students will learn to diagnose, differentiate and develop treatment plans for general gynecological disorders and to use correct treatment strategies to treat a range of gynecological disorders. This course presents an overview of TCM pathophysiology, diagnosis, and treatment of selected common pediatric diseases. Prerequisite: EAMS601, EAMS602, EAMS603, EAMS604

EAMS607 Case Management (1 credit)

This course is designed to prepare the students to manage patient care as primary health care professionals. Students will learn to chart accurately and concisely, following the S.O.A.P notes procedure and patient report-of-findings, and write a detailed case study presentation utilizing the S.O.A.P format. This course will also prepare the students with knowledge and skills of treatment planning, continuity of care, referral and collaboration: follow-up care, final review. Prognosis and future medical care. Prerequisite: Higher EAMS, Higher ACUP courses

EAMS608 Emergency Management (1 credit)

Employing inpatient and outpatient services to prevent the death or serious health impairment of the recipient. CLIN501, CLIN502

HERBAL MEDICINE**EAHM401 Theory of Herbal Medicine I (2 credits / 30 hours)**

Overall review of the categories of phytopharmacopia in EAM, Overview of formula structures (emperor, minister, etc.), Tastes, properties, plant parts, etc. Mood support (St. John's Wort, SamE, 5 HTP, etc.), Western Herbs (saw palmetto, milk thistle), Different types of herbal prescriptions (Wan, San, Tang, topicals, etc.) Prerequisite: None

EAHM402 Theory of Herbal Medicine II (2 credits / 30 hours)

A cursory introduction to the first 2-3 herbs in each category. Drug/Herb interactions and contraindications. A review of diagnostic principles and the use of herbs from different categories with an introduction to the most commonly used formulas. Food therapy (characteristics, actions, and giving patients dietary advice). Functions and preparation for herbs(honey processed – Mi Zhi, vinegar processed – Cu Zhi, dry fried - Chao). GMP standards. Prerequisite: None

EAHM501 East Asian Herbal Medicine: Category I (3 credits / 45 hours)

Review D&D of exogenous pathogens. Herbs that Release the Exterior, Herbs that Clear Heat, Herbs that Drain Dampness, Herbs that Dispel Wind Dampness, Herbs that Transform Phlegm and Stop Coughing, Herbs that Warm the Interior and Expel Cold, Aromatic Substances that Open the Orifices, Substances that Extinguish Wind and Stop Tremors. Prerequisite: EAHM401, EAHM402

EAHM502 East Asian Herbal Medicine: Category II (3 credits / 45 hours)

This course covers Downward-Draining Herbs, Aromatic Herbs that Transform Dampness, Herbs that Relieve Food Stagnation, Herbs that Regulate Qi, Herbs that Regulate the Blood, Tonifying Herbs, Herbs that Stabilize and Bind, Substances that Calm the Spirit, Herbs that Expel Parasites, Substances for Topical Application, Obsolete Substances. Prerequisite: EAHM401, EAHM402

EAHM601 East Asian Herbal Medicine Formula I (4 credits / 60 hours)

Basic methodology of creating a formula (Emperor, ministers, etc.). The main focus in addition to the formulas should be modifications and substitutions of formulas for patient individualization. Students learn methods of herbal formulation, preparation and application, as well as modification and preservation. Students are expected to study the major formulas (over 80 ancient, traditional, and modern), including the herbal components, significance, explanation, indication and clinical use.

Prerequisite: EAHM401, EAHM402

EAHM602 East Asian Herbal Medicine Formulas II (4 credits / 60 hours)

Students learn an in-depth study and analysis of Oriental herbal formulas. Students are expected to study the major formulas (over 80 ancient, traditional, and modern), including the herbal components, significance, explanation, indication and clinical use. Prerequisite: EAHM401, EAHM402

EAHM603 East Asian Herbal Medicine Formulas III (4 credits / 60 hour)

This is a practical course in which it teaches students how to treat patients using herbal prescriptions by combining herbal medicines according to the differentiation of syndromes. The main focus on this class should be picking appropriate formulas for case studies in addition to the outlined herbal formulas. Substitutions of herbs or formulas should be part of this strategy.

Prerequisite: EAHM401, EAHM402

EAHM604 Herbal Formulas Writing (2 credits)

This course focuses on the development of formula writing skills. Students learn how to combine herbal medicines into formulae, how to choose appropriate basic formulae for patients, and how to modify the formulae according to the patient's chief complaint and diagnostic patterns. Prerequisite: EAHM401, EAHM402

EAHM701 Shang Han Lun / Wen Bing (3 credits / 45 hours)

The class covers the six channels diagnosis for cold damage diseases and their treatments: the diagnosis

and therapy for miscellaneous diseases. Prerequisite Differential diagnosis and treatment of febrile diseases based on the systems of the four levels theory and San Jiao theory.: EAHM600 level courses

EAHM702 SASANG (Korean Four Constitution) Medicine (3 credits / 45 hours)

This course will study the unique theory of the Quaternary Constitutional Medicine originally founded by Dr. Je-Ma Lee in the late 1800's in Korea. Sa-Sang (Quaternary) consists of 4 innate characters: Shao-Yin, Shao-Yang, Tai-Yin, and Tai-Yang. Students will learn of how to determine each character in each individual and be able to approach, diagnose, and treat these distinctive characters in a different manner. Prerequisite: EAHM600 level courses

CLINICAL INTERNSHIP

CLIN501 Clinical Observation I (1 credit)

Students will start to familiarize themselves with real-life patient cases and assist in filling herbal formulas, learn clinic procedures and observe actual treatments. Students will also learn the clinic OSHA procedures and start the process of charting. Prerequisite: completion of 3 trimesters

CLIN502 Clinical Observation II (2 credits)

Students will start to familiarize themselves with real-life patient cases and assist in filling herbal formulas, learn clinic procedures and observe actual treatments. Students will also learn the clinic OSHA procedures and start the process of charting. Prerequisite: completion of 4 trimesters.

CLIN503 Clinical Observation III (2 credits)

Students will aid interns in the diagnosis of the patient, and will focus on point location and uses picked by the treating interns and Clinic Supervisor. A continuation of charting skills will be a focus. Prerequisite: Completion of 4 trimesters.

CLIN601 Clinical Internship I (4 credits) – Assistant Intern

Students will start to hone their diagnostic and needling skills by working on their friends, family members, and classmates. The focus is on proper documentation skills, CNT, and diagnosis. If students wish, they will have the opportunity to assist more senior interns in their rounds. Prerequisite: All OMST and ACU courses

CLIN602 Clinical Internship II (4 credits) - Beginner Intern

Students will start to see patients from the general public. The focus will be on expanding point familiarity and usage, and the use of herbal formulas without modification. Continuing documentation skills and quicker diagnosis skills are reinforced. These interns will mainly assist more senior interns but may treat patients if the Clinic Supervisor deems it appropriate. Students will also take a diagnosing and treatment

plan assessment in order to move from a one-hour schedule per patient to an every- 30-minute treatment time if they wish. Prerequisite: CLIN601

CLIN603 Clinical Internship III (5 credits) – Advanced Intern

Students will start to take a more independent role in the clinic operation. The focus will now be prescribing and modifying herbal formulas with proper diagnosis. Prerequisite: CLIN602

CLIN604 Clinical Internship IV (5 credits) – Senior Intern

Students will simultaneously treat patients with needles as well as adjunct therapies and create or modify existing formulas to best treat their patients. Prerequisite: CLIN603, All HERM courses

CLIN605 Clinical Internship V (6 credits) – Independent Practice

The clinic supervisor is not required to observe the actual diagnosis or treatment but must be near the location where the patient is being treated. Interns are required to consult with the assigned clinic supervisor before and after each treatment. Prerequisite: CLIN604, All HERM courses

BACHELOR IN BUSINESS ADMINISTRATION (BBA)

ACCT111 Accounting I: Financial accounting (3 credits)

This course is an introduction to the measurement and financial reporting of organizations and the interpretation of the resulting financial statements.

ACCT121 Accounting II: Managerial accounting (3 credits)

This course deals with determining the costs of products and services and using cost information for planning and decision making. Prerequisite: ACCT111

BIOL301 General Biology (3 credits)

A general study of basic concepts of life systems, focusing on the living systems and molecular and chemical metabolism, anatomical terminology, terminology for the movement of the limbs. Prerequisite: None

BUSN101 Introduction to business (3 credits)

This course identifies concepts, principles, and operations of the private enterprise system. Student will compare and contrast sole proprietorships, partnerships, and corporations, and then learn the advantages

and disadvantages of each. This course also discusses the functions of modern business management, marketing, and ethics and social responsibility. Human resource management and how employers can motivate their employees are described. Bookkeeping, accounting, financial management, and financial statements are also examined.

BUSN223 Ethical and legal issues in business (3 credits)

This course addresses issues such as ethics, contracts, torts, and the Uniform Commercial Code (U.C.C.), as well as the legal, political, and economic aspects of antitrust law, employment law, administrative law, securities law, and international business law topics. Students are asked to apply legal and ethical reasoning to real-world situations.

BUSN425 Business policies and strategies (3 credits)

The focus of this course is on identifying external opportunities and determining the value-creating potential of a firm's resources, capabilities, and core competencies to achieve a strategic competitive advantage.

CHEM101 General Chemistry (3 credits)

This course explores the structure of the atom, the molecules that form from atoms, and the basic concepts of chemical reactivity, including the relations between amounts of materials undergoing reactions and the energetics of those reactions. At the atomic and molecular level, chemistry is a very abstract subject, but the study of atoms and molecules is fundamental to understanding life itself, since all matter is made up of atoms and molecules.

COMM101 Introduction to Mass Communications (3 credits)

This course explores the nature and history of the way complex organizations produce public messages and investigates how technological advances in electronic media have changed this. The course starts by examining the development of mass media after the invention of the printing press, the telegraph and telephone, and photography. It then examines changes in the broadcast industry brought about by the invention of television and changes in the commercial networks brought about by the expansion of service providers. The course looks at how various media professions shape mass media messages, and it evaluates the effects of industry regulation. Finally, the course assesses the impact of mass communications on the global village and examines the media's influence on the way people think and behave.

COMM201 Public Speaking (3 credits)

This course prepares students to develop professional presentations in the increasingly diverse workplace. It focuses on the skills necessary for effective public speaking: organizing materials, selecting appropriate content, developing a comprehensive outline, integrating visual aids effectively, and using an appropriate style of delivery. Students learn the principles of public speaking and critical thinking including the discovery and evaluation of arguments and evidence, organization, style, audience analysis and adaptation, speech composition, and presentation skills.

COMP101 Introduction to computer (3 credits)

It provides student with foundational skills and knowledge needed for today's technology-based careers. Student will learn the components of systems—from the CPU and memory to input devices and peripherals—and how these components interact with an operating system to perform critical tasks. Keeping current with fast-changing computer technologies, this course will discuss the computer technologies today that are allowing the creation of a virtualized mobile workforce. It will explore how computers connect to the internet, what services can be found online, and what dangers exist in the form of viruses, Trojans, and other malware.

ECON111 Microeconomics (3 credits)

This course provides student with a comprehensive overview of the evolution of the US economy and the ways in which people produce, consume, and exchange goods and services. Major economic principles are presented, including supply and demand, economies and diseconomies of scale, competition, and taxation. Student will also explore the characteristics of a labor market, the regulatory restrictions of tariffs, quotas, and embargos on trade, and how the optimal quantity of public good is determined. Inequity of wealth and the interaction of economic rent, interest, and profit are also discussed.

ECON121 Macroeconomics (3 credits)

This course is designed to examine many aspects of the economy from this aggregate perspective. Student will discover some of the basic tools that economists use, such as the economic perspective, fundamental concepts, graphing skills, and an overview of the interrelated components of the United States economy. This course explains the importance of supply and demand, economic measures, growth, employment and inflation, and how these relate to the business cycle and the health of the economy. This course will demonstrate the roles of fiscal policy, money, banks, and monetary policy in the economy, and how politics and the Federal Reserve can influence economic outcomes. Student will also learn about the interplay of deficits, surplus, and national debt, and have the chance to analyze the US Social Security system.

ENGL101 English Composition I (3 credits)

English Composition I focus on engaging students as writers and building the reflective awareness needed for success in a wide range of writing experiences within the university. In this course, students write consistently, receive feedback on their writing and give feedback to others, are introduced to academic writing conventions (including using the library, integrating sources, and using a citation system), engage with challenging readings, and begin putting others' ideas in conversation with their own.

ENGL102 English Composition II (3 credits)

English Composition II intended as a complement to English Composition I. Writing skills used in the first course should be augmented and further refined in the second. This course continues the development of college-level writing skills and practice, providing the student with opportunities to evaluate literature, examine structure, aesthetics, and issues, and organize thinking in written form. In addition, the research paper requirement strengthens the student's skills in investigating, analyzing, synthesizing, and evaluating the ideas of others while also sharpening the student's expression of his/her own conclusions. The introduction to literature enriches the student's general understanding of human experience, which will assist him/her in subsequent courses and in life. Prerequisite: ENGL102

ETHC111 Contemporary Ethics (3 credits)

This course is a philosophical examination of major contemporary ethical issues. Topics may include biomedical ethics, business ethics, environmental ethics, human sexuality, and ethics related to life and death decisions. The emphasis is on acquiring the philosophical skills necessary to guide self and others in the process of ethical decision making. Cases are used for study and discussion.

ETHC304 Ethics in the Digital Age (3 credits)

This course introduces central ethical issues of digital media, ranging from computers and the Internet to mobile phones. Student will be exposed to issues from a global perspective, introducing ethical theories from multiple cultures. The material will allow students to acquire a global perspective on the central ethical issues of digital media, including privacy, copyright, pornography, and violence, and the ethics of cross-cultural communication online.

FINA101 Principles of finances (3 credits)

This course offers a broad overview of corporate finance, including the goals of financial management. Student will examine how the information contained in financial statements is used in analysis and forecasting. The topic of valuation is introduced, with a focus on valuing stocks and bonds. Student will

review the financial manager's role in estimating risk and return, computing cost of capital, evaluating capital structure policies, making investment decisions, and raising capital. Other topics include financial securities and derivatives, long-term and short-term planning, and innovations in corporate finance.

HIST101 US History I (3 credits)

This course focuses on the origin and growth of the United States from 1492 to 1865. It examines the social, economic, and political development of the country, highlighting major events that took place from the settlement of Jamestown to the Civil War.

HIST102 US History II (3 credits)

This course focuses on the transformation of the United States from 1866 to the present, from its reconstruction after the Civil War to its emergence as a world leader. Prerequisite: HIST101

HRMG242 Human Resources Management (3 credits)

This course provides a management-oriented exploration of human resource management, structure, functional applications, and labor management relations. Focus is placed on managers and leaders within organizations and their responsibility to optimize performance and make decisions based on ethical criteria.

INTN490 Internship (3 credits)

In this course, students use the knowledge gained through previous coursework in their program with planned and supervised work experiences in the public or private sector. The course allows students to enhance the practical skills necessary for success by being exposed to the reality of the world of work beyond the boundaries of the campus, enhancing their self-confidence and career direction. *Prerequisite: Requires Department Chair Approval*

LANG101 Introduction to Spanish (3 credits)

Elementary Spanish is designed for students with little or no knowledge of the Spanish language. It focuses on the development of the four basic language skills: listening, speaking, reading, and writing. In addition, students will develop an appreciation of the Hispanic culture throughout this course through readings, forum discussions, and a group cultural project.

LANG102 Introduction to Korean (3 credits)

This course is the first half of the Elementary Korean language course. It is designed for those who have no (or very limited) prior knowledge of Korean. LANG102 meets Monday through Thursday for fifty

minutes each day. The goal of the course is to provide a basic foundation that will enable students to acquire and develop the language skills of listening, speaking, reading, and writing in Korean. The process of learning these skills will emphasize task-based practice to develop the student's ability to communicate in real-life situations.

MATH101 College Algebra (3 credits)

This college-level algebra course provides an understanding of algebraic concepts, processes and practical applications. Topics include linear equations and inequalities, quadratic equations, systems of equations and inequalities, complex numbers, exponential and logarithmic expressions, and functions and basic probability. *Prerequisite: none*

MATH102 Quantitative Business Analysis (3 credits)

This is an applications-based course that continues with the mathematical inquiry that began in high school and intermediate algebra. The course will develop an integrated understanding of functions as well as the solutions and applications of linear, quadratic, exponential and logarithmic equations. The theory and graphing of inequalities will also be developed as will linear systems and the fundamentals of matrices. To prepare students for further study in business, finance and management science, the mathematical concepts will then be applied to such business applications as interest, discount and amortization as well as maximization and minimization problems. *Prerequisite: MATH101*

MGNT101 Principles of management (3 credits)

It is designed to help student understand the major functions of management (planning, organizing, leading, and controlling) and the significance of each function in relationship to the existence of the company. This course describes how companies use management to set and accomplish goals through individuals, groups, and other types of resources. It also analyzes communication and ethics in the organization. Other topics include decision making, change, employee development, organizational structures, management control, leadership, conflict resolution, information security, and globalization.

MGNT221 Organizational behavior and management (3 credits)

This introductory course in organizational behavior integrates the management and behavioral principles, techniques, and concepts associated with the productivity of organizational resources. It focuses on human behavior in organizations and is primarily concerned with improving organizational efficiency and effectiveness through increased understanding of the behavior of people at work.

MGNT324 Risk management (3 credits)

This course is a study of problem solving from managerial, consumer, and societal perspectives. Emphasizes the business managerial aspects of risk management and insurance, as well as the numerous consumer applications of the concept of risk management and insurance transaction.

MGNT325 Financial Management (3 credits)

This course bridges financial management with corporate finance. Students apply financial data for use in decision making by applying financial theory to problems faced by commercial enterprises. Introduces students to basic financial theory, financial forecasting, time value of money techniques, and risk analysis. Other areas covered involve analyzing financial statements with ratios, valuing securities, capital budgeting, and calculating weighted average cost of capital.

MGNT331 Strategic management (3 credits)

This course is designed to provide you with an understanding of the concepts, models, and theories of strategic management by looking at case analyses, analyzing external environments, evaluating internal capabilities, and exploring useful strategies. The emphasis of the course is on the successful implementation of strategies in different types of firms across industries to gain an advantage over all their competitors.

MGNT343 Operations management (3 credits)

This course examines the principles and techniques of managing operations processes in manufacturing and service industries. Students will explore the interrelationships between operations concepts, such as forecasting, planning products, technologies, facilities, demand, inventory, productivity, quality, and reliability.

MKTG101 Principles of marketing (3 credits)

This course surveys the marketing mix and marketing concept; markets and buyer behavior; product, service, and relationship marketing for global competition; creating and keeping customers in an e-commerce world; branding and positioning; distribution strategies, integrated marketing communications, and pricing strategies.

MKTG330 Marketing management (3 credits)

This course presents and develops the primary marketing variables that are used in designing an overall marketing program. A systems approach is taken with the variables managed to optimize overall results.

MKTG421 Internet Marketing Principles (3 credits)

This course presents the conceptual and practical knowledge needed to comprehend the implications of the Internet for business. It guides learners through the concepts, trends, and characteristics of doing business online to provide the ability to develop and implement effective strategies for digital business.

MKTG422 Consumer Behavior (3 credits)

This course investigates consumer behavior as the study of people and the products that shape their identities. It presents personal and professional relevance to consumer behavior, including psychological, social, economic, and political foundations in consumer activities. Learners analyze buying behavior by exploring the products, services, and consumption activities from a multicultural perspective, which contributes to the broader social world.

MKTG423 Marketing Research (3 credits)

This course introduces the marketing research process. It explores many ways that marketing researchers gather information and utilize technology and the Internet in marketing research. Global marketing research is explored in detail and includes ethical, social, political, and legal implications to research activities.

MKTG424 Advertising (3 credits)

This course focuses on the importance of how businesses integrate marketing communications into their business models and how advertising is produced and transmitted using traditional and new media channels. Learners explore the global effects of marketing and advertising on business, industry, and national economies as well as the strategic function of advertising within the broader context of business and marketing.

MKTG425 Strategic Marketing (3 credits)

This course is an overview of various strategies for building and sustaining a competitive advantage in the global market. Strategic marketing is examined utilizing a decisions approach in marketing with applications addressed through case studies and analysis. Topics include organization's mission and goals, identifying and framing organizational opportunities, formulating product market strategies, budgeting, and controlling the marketing effort.

MKTG426 Direct Marketing

This course is an overview of direct marketing with an emphasis on database marketing, customer relationship marketing, and response-driven marketing. It explores a wide range of direct marketing initiatives to sell products and services globally. It provides more strategic integration of ideas, technology, and media into market planning.

PHIL101 Introduction to Philosophy (3 credits)

An introduction to philosophy through topics found in classical and contemporary philosophical writings, such as the nature of truth and knowledge, mind and body, freedom and determinism, right and wrong, and the existence of God. Course content varies from instructor to instructor. Specific course descriptions will be available in the department prior to registration.

PHYS101 General Physics (3 credits)

Physics I is a first-semester introductory course in physics that focuses on mechanics and the properties of matter and includes study of motion and energy.

POLS111 US Government (3 credits)

This course explores the development and nature of American political culture, constitutional and structural arrangements, policy-making processes, and sources of conflict and consensus.

PSYC101 Introduction to Psychology (3 credits)

A survey of the field of psychology that provides an overview of the scientific principles and theories in psychology. Topics include: biological psychology, abnormal behavior, motivation, emotion, sexuality and gender, and personality theory.

RELG101 Survey of the Bible (3 credits)

This course will trace the outline of the Bible and address the background and thematic elements of each Biblical book, considering them synthetically. The purpose is to provide the student a working understanding of the overall plan of God as revealed in the Bible, providing a foundation for further Bible study.

RELG102 World Religions (3 credits)

This course examines the complexity of religion as a multidimensional phenomenon characterized by heightened experience, ritual practice, powerful myths, ethical teaching, social organization, and theological doctrine. The course explores religious traditions that are alive today and that involve the lives

of the majority of people worldwide from the indigenous religions of Africa and North America to the major world religions of the East such as Hinduism, Buddhism, Confucianism, Taoism, and Shinto as well as the western religions of the Book: Judaism, Christianity, and Islam.

SOCL101 Introduction to Sociology (3 credits)

This course is an introduction to sociology as a way of understanding the world. Sociology is a field of study that explains social, political, and economic phenomena in terms of social structures, social forces, and group relations. The course will introduce students to the field by focusing on several important sociological topics, including socialization, culture, the social construction of knowledge, inequality, race and ethnic relations, poverty, and political sociology.

STAT101 Principles of Statistics (3 credits)

This is an introductory course in statistics that develops skills for performing statistical computations and analyzing data. Topics include measures of central tendency and variation; probability concepts, rules, and distribution; normal and sampling distributions; hypothesis tests; and descriptive and inferential methods in regression correlations. Prerequisite: MATH 101

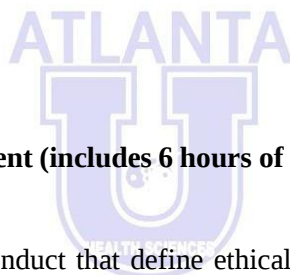
CERTIFICATE IN MASSAGE THERAPY PROGRAM

MATS101 Human Anatomy, Physiology, Kinesiology and Pathology (includes 40 hours of Pathology) – 165 hours

This course will introduce students to the structure and function of the human body through lectures and labs. Students will learn about the chemistry of life, cell structure and function, the musculoskeletal system, and body orientation. Spelling, the meanings and pronunciations of medical terms, as well as common medical abbreviations will be emphasized. This course extends students' knowledge of the structure and function of the human body. Emphasis in this course is placed on the nervous system, blood and cardiovascular systems, musculoskeletal system, integumentary system, lymphatic and immune system, respiratory system, digestive system, urinary system, reproductive system, endocrine system and body metabolism. This course introduces students to the basics of pathology, including the basics of inflammation and repair, infectious disease, universal precautions, and conditions of each system. Students will learn to recognize the basic signs and symptoms as well as indications and contraindications of massage as they progress through the systems. Prerequisite: None

MATS102 Massage Therapy Theory, Techniques and Clinical Practice - 200 hours

Students learn through study theory and practical application the major superficial muscles and body landmarks. Students also learn massage therapy theory, technique and practice, which must include in-class supervised instruction of clinical techniques the following subject matters: effleurage/gliding; petrissage/kneading; compression; friction, tapotement/percussion; vibration; direct pressure; superficial warming techniques; pumping; stretching; jostling; shaking; rocking. This laboratory gives hands-on experience in the art and science of chair massage, trigger point therapy, Swedish Massage, deep tissue technique, body mechanics. neuromuscular therapy and sports massage. Students builds on their knowledge to begin to work with techniques for the structures of the body. Basic palpation skills are developed in laboratory hands-on activities. Students learn to perform a one-hour full body relaxation massage incorporating all the strokes and techniques learned including safety, sanitation and all associated skill sets required for appropriate performance. This course proceeds to build upon the strokes and hands-on skills in massage to cover wellness, complementary bodyworks, different modalities, and contraindication for massage. Students will practice their skills on the public. Prerequisite: MATS 101, MATS 102



MATS103 Massage Business Management (includes 6 hours of Ethics and 4 hours of Business) – 135 hours

This course discusses the standards of conduct that define ethical behavior for the massage therapist. It discusses the specific standards of acceptable professional conduct and focuses on maintaining appropriate working relationships within the guidelines of massage therapy. Students learn about professional relationships, boundaries (such as personal, sexual, financial), power imbalances, transference and countertransference, chemical dependency, maintaining a professional image, and dual relationships. Students learn contraindications, benefits, universal precautions, body mechanics, massage history, client data collection, documentation, and legalities of massage, professional standards including draping and modesty, therapeutic relationships and communications. Students learn good business practices along with state, local and federal laws that therapists are required to abide by including discrimination, and mandatory reporting requirements. Material covered will include tools of the trade and how to care for these tools, the fundamentals for business success, basic bookkeeping, taxes, business and financial planning, marketing, goal setting, success strategies, networking, technology, communications, and liability insurance and requirements. Good business communications are discussed including oral, written and non- verbal methods. Prerequisite: None

STUDENT INFORMATION

Atlanta University of Health Science does not currently offer student clubs or organizations apart from the Student Government Association.

At AUHS, our goal is to help you reach yours. Our student services are designed to support the success of busy individuals like you. We're here to offer guidance so you can thrive in your degree program and achieve your goals.

STUDENT SERVICES

Academic Advising

Academic advising services are provided by the Office of Academic Affairs, assisted in this role by the faculty. The purpose of these services is to assist all students in clarifying their educational goals, developing an educational plan, monitoring their educational progress, and determining transfer pathways. Students also receive information on University policies and procedures in general. These services can help students discover their interests and passions, as well as careers and majors that will allow them to pursue them. Students needing personal or therapeutic counseling will be referred to appropriate agencies.

Career Services

The goal of Career Services is to assist all graduates to obtain in field or related field employment. The team is available to assist students throughout their academic programs and continues to offer assistance beyond graduation. It should be understood the career services offered are not a guarantee of employment.

Community Service

In our commitment to the University's faith, the Office of Student Affairs seeks to engage students within the local and global community through service, whereby exposing them to social issues and giving students a role in addressing them. In order to achieve these aims, Student Affairs facilitates projects and assists students in locating and organizing community service activities that further their educational experience.

Disability Support Services

In accordance with Section 504 of the Rehabilitation Act of 1973, AUHS seeks to give equal opportunity and access to students with disability. The Office of Student Affairs coordinates accommodation requests of students with disability for the university. A student with disability who requires special attention or

accommodation is advised to contact the Office of Student Affairs as soon as possible to establish his/her disability and make “Reasonable accommodation” requests.

International Student Services

Immigration Student Services provide international students with guidance on maintaining F-1 immigration status while attending AUHS, processing F-1 immigration benefits, navigating University policy and understanding F-1 visa restrictions, ensuring University and student compliance with immigration policies, and providing educational tools, including workshops and tutorials.

Library Services

Electronic resources supporting AUHS’s academic programs are available 24/7. Resources include periodical and research databases as well as e-books, providing access to a vast collection of full-text journal articles and information from academic and trade publications.

New Student Orientation

Prior to the start of classes, an academic orientation is scheduled for all new students to acquaint them with the general academic university regulations, policies, registration process, and services. During orientation, the Office of Academic Affairs arranges an agenda in coordination with the various academic and support departments to provide an introduction to student’s rights and responsibilities, as well as university life through campus tours and visits, meetings, lectures, demonstrations and other activities.

Tutoring Center

The Tutoring Center partners with students and faculty to enhance student academic skills outside of the classroom and provide equal access to information presented in the classroom. Our focus is to support students in becoming independent learners and to assist in the achievement of individual learning goals. We are committed to working with students to promote their academic success and ultimate goal of graduation.

STUDENT GOVERNMENT ASSOCIATION

Purpose

Acting as the voice of all students enrolled at AUHS, the Student Government Association (SGA) actively works to improve the quality of life for the student body, along with the university community as a whole. SGA serves the campus community by addressing student concerns, promoting understanding within the

university community, and administering all matters which are delegated to the student government by the university president. All students are members of SGA upon their enrollment and officers and senators are elected on a yearly basis.

Objectives

- To foster student unity.
- To provide financial support for events, projects, and organizations that benefit the education of the student body.
- To oversee such activities of individual classes as it deems necessary to ensure fair and just consideration for all students.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to

disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification is left to the discretion of each school.

For additional information, please contact the Family Policy Compliance Office at 1-800-872-5327 or at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW, Washington, D.C. 20202-8520

COPYRIGHT COMPLIANCE POLICY

Overview

In undertaking teaching, research, or other University activities, it is often necessary to use, adapt, or link to material that is owned by a party other than the University. The University supports the lawful use of third-party materials for these purposes.

This policy sets out the University's position on the use of third-party materials and associated copyright compliance requirements. As copyright infringements may result in civil or criminal action against the

University and/or the individual responsible for the infringement, copyright compliance is each individual's responsibility.

Scope and Application

This Policy applies to all University Personnel and students.

Policy Principles

- a. The University supports and encourages the lawful use of third-party materials to enhance the activities of the University. All Personnel and students are responsible for observing copyright legislation, and any restrictions or obligations under any licenses or permissions in their use of third-party materials.
- b. Where possible, personnel are strongly encouraged to first consider using third party materials that are freely available on an open access basis.
- c. If no suitable open access third party materials are available, personnel and students have legislative exemptions as individuals to use third party materials for certain purposes (e.g., own research and study; criticism or review).
- d. Personnel must cooperate with the Academic Director or Dean's requests to provide details of their copying or communication of third-party material. Such requests may be issued pursuant to external compliance requirements, or as part of an internal compliance audit.
- e. The University does not condone copyright infringement. The Academic Director is the designated person to receive and action external and internal allegations of copyright infringement by the University or users of University IT facilities. Personnel and students have a responsibility to notify the Academic Director of any:
 - i. allegations that the University has infringed the copyright of a third party; and
 - ii. University material or activity that the Personnel or student reasonably believes is in breach of a third party's copyright.
- f. Personnel and students must not use University facilities or equipment in a manner that infringes the copyright of a third party.
- g. Breaches of this policy or copyright legislation by personnel may constitute misconduct which may lead to disciplinary proceedings including termination. Breaches of this Policy by students may constitute student misconduct. Copyright infringement by an individual may also result in personal liability to, or criminal prosecution of, that individual.

Dealing with Allegations of Copyright Infringements

Responsibility: All Personnel and students

- a. Where a notice is received from a third party alleging that any University activity or material infringes that third party's copyright, such notice must be promptly forwarded to the Academic Office for action.
- b. Where Personnel or a student reasonably believes that any University material or activity infringes copyright, that matter must be promptly reported to the Academic Office.

STUDENT GRIEVANCE POLICY AND PROCEDURE

Students enrolled in or taking courses at Atlanta University of Health Science (AUHS) are expected to demonstrate the highest standards of personal integrity and to conduct themselves as professionals. Similarly, students should expect faculty and staff members to be persons of integrity who apply the principles of honesty, fairness, respect, and trust that characterize the professional/academic community. Thus, when student grievances concerning faculty and staff members arise, they are taken very seriously and are treated with sensitivity and urgency. The AUHS Complaint Officer is responsible for managing this policy.

These procedures are to provide a framework and mechanism for an objective review of student grievances about the equity and fairness of AUHS faculty, staff, or procedures that affect their academic standing and progress toward their degree. Such issues may arise regarding fair and equal treatment in the conduct of a class or in the grading or evaluation of academic work or research. Other issues may concern the equity and fairness of program, department, or AUHS policies. Other university policies and procedures apply to allegations of faculty and staff misconduct; such matters will be governed by appropriate policies administered under other university units: Complaints that a member of the faculty or staff has engaged in research misconduct, violated the university's nondiscrimination and harassment policies, or violated employment contracts will be investigated by the President.

A student who alleges misconduct by a faculty or staff member must pursue the grievance by following the resolution procedure below:

Informal Action

In many cases, academic disputes can be quickly and effectively resolved when addressed informally at the local level. Misunderstandings, miscommunications, and disagreements often can be resolved through such

conversations. In such cases, the best way for a student to resolve a grievance is to approach the parties directly involved in the situation and attempt to reach a resolution informally.

Formal Action

If informal discussion does not resolve the disagreement, the student may file a formal Student Grievance.

1. The complainant completes a grievance form. The grievance is available on the University website and at the reception desk of the University.
2. The complainant submits the grievance form to the Academic Director.
3. A Student Complaint Officer will be assigned, or the complaint will be directed to the appropriate contact. The complainant will receive a letter via email with the contact person's information or the Student Complaint Officer's information as appropriate. The Academic Director will provide written notification of the grievance to the accused within five working days of receiving the grievance. In some instances, the Academic Director may choose to hear the complaint at his/her discretion.
4. The Complaint Officer will conduct an investigation.
5. The Complaint Officer notifies the complainant and the accused of their findings. Notification of findings will be sent within 20 working days of the grievance being filed. The complainant will receive the results of the investigation in writing. The complainant will review the findings and decide if they are satisfied with the results. If they are not satisfied with the results, they may proceed to Step 6.
6. The complainant may appeal the ruling by notifying the Academic Director in writing within five days. The Academic Director reviews the investigation and findings. The Academic Director may refer the appeal to a hearing committee at his/her discretion. If the Academic Director was the original decision maker in the grievance, the appeal will go to the Dean.
7. A final decision is made. The Academic Director will make the final decision on the appeal and notify the complainant and the accused in writing within 10 working days.
8. The complainant may appeal the final institutional decision by contacting GNPEC or TRACS at:

Georgia Nonpublic Postsecondary Education Commission (GNPEC)

2082 East Exchange Place, Suite 220, Tucker, GA 30084

Office: (770) 414-3300, Fax: (770) 414-3309 (FAX)

<https://gnpec.georgia.gov/student-resources/student-complaints>

Transnational Association of Christian Colleges and Schools (TRACS)

15935 Forest Road, Forest, VA 24551

Phone: 434-525-9539

<https://tracs.org/>



CAMPUS SAFETY AND SECURITY

Atlanta University of Health Science strives to provide a safe work and campus environment and encourages personal health and safety for all students and employees. Anyone who is aware of or is the victim of a campus crime should notify a campus administrator immediately or dial 911 for immediate response from local emergency services and or law enforcement officials.

HARASSMENT

All students, staff, and faculty members of AUHS should be able to work in an atmosphere free of discriminatory intimidation based on sex, race, color, age, national origin, disability, religion, or any other factor. Such intimidation is considered harassment, is a violation of the victim's civil rights, and is against AUHS policy. All such behavior is expressly forbidden and will not be tolerated by AUHS. Any member of the AUHS community who threatens, upsets, irritates, persecutes, or in any other way disturbs others; or who creates or attempts to create a hostile environment or the perception of a hostile environment on University premises is subject to disciplinary action under this policy, up to and including dismissal from the University. This includes physical threats, intimidation, teasing, bullying, etc. If you feel that you have been a victim of any kind of harassment, please report it to the Director of Student Services or another member of AUHS administration.

SEXUAL HARASSMENT

Sexual harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964. Sexual harassment of students, staff, or faculty members by any member of the University community is against University policies and may be considered illegal in some cases. Sexual harassment includes any repeated or unwanted verbal or sexual advances, sexually explicit derogatory remarks, or offensive statements made by someone in the workplace or University environment when

1. Submission to the conduct is either explicitly or implicitly a condition of employment, grades, or goodwill.
2. Submission to or rejection of the conduct is used as a basis for grading or relational decisions affecting any person; or
3. The conduct has the purpose or effect of substantially interfering with student, staff, or faculty performance of duties, or of creating an intimidating hostile, or offensive work or learning environment.

The above are examples of behavior that constitutes sexual harassment, but other behavior of a sexual nature may be considered harassment as well. Sexual harassment on AUHS premises will not be tolerated under any circumstances, and will be severely punished, up to and including dismissal from the University and, if applicable, legal actions against the harasser. Anyone experiencing or observing sexual harassment as described in any of the above categories should report the incident immediately to the Director of Student Services or another member of AUHS Administration.

ANTI-HAZING

Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the University is considered hazing, regardless of the willingness of the participant. Such prohibited actions, situations, and activities include, but are not limited to, the following:

1. Any brutality of a physical nature such as whipping, beating, branding, or forced calisthenics.
2. Excessive exposure to the elements.
3. Forced or required consumption of food, alcohol, drugs, or other substances.
4. Forced physical activity that could adversely affect the physical health or safety of the student.
5. Forced activity that would subject the student to extreme mental stress such as sleep deprivation.
6. Forced exclusion from social contact.
7. Forced conduct that could result in extreme embarrassment.
8. Any other forced activity that could adversely affect the mental health or dignity of the student.

It may be unlawful under some state laws for any student to engage in what is known as hazing or to aid or abet any other student in the commission of this offense. Any violation could result in civil or criminal penalties that may include the imposition of a fine. Atlanta University of Health Science's actions against violators can include the imposition of probation, suspension, or dismissal.

DRUG AND ALCOHOL-FREE CAMPUS

It is Atlanta University of Health Science's policy to provide a positive environment conducive to learning. To that end, the unlawful possession, use, or distribution of illicit drugs and alcohol on school property or in connection with any school activity is strictly prohibited. Reporting to or remaining at work or school under the influence of or impaired by alcohol or illicit drugs is also prohibited. This prohibition applies to all employees and students. Violation of these provisions by a student may lead to the imposition of

disciplinary sanction, up to and including suspension or expulsion. Atlanta University of Health Science employees are also subject to disciplinary sanctions for violation of these provisions occurring on the University property or any work site during work time, up to and including termination for employment. Referral for criminal prosecution may occur where appropriate.

Legal Sanctions:

Students must be aware that significant criminal penalties exist under state and federal laws for the unlawful possession or distribution of alcohol and illegal drugs.

Legal sanctions under local, state, and federal laws vary by location, but may include:

- Monetary fines
- Jail time
- Suspension, revocation, or denial of a driver's license
- Property seizure
- Loss of eligibility for federal benefits, including federal financial aid

Federal penalties for drug trafficking may be found at www.justice.gov/dea/druginfo/ftp3.shtml. Students who are concerned about specific circumstances should consult applicable local, state, and federal law and/or seek legal counsel.

Health Risks:

Various health risks are associated with the use of illicit drugs. Some of the more common risks are cited on the table on the following page and may be found at www.justice.gov/dea/druginfo/factsheets.shtml.

Drug	Risk of Physical Dependency	Risk of Psychological Dependency	Health Risk
Narcotics i.e. (heroin, oxycodone, morphine)	High	High	Drowsiness, slow and shallow breathing, confusion, muscle weakness, nausea, convulsions, coma and death
Stimulants (e.g., crack/ cocaine, amphetamines, methamphetamine)	Possible	High	fever, agitation, panic, headache, dizziness, tremors, convulsions, cardiac arrest, stroke, death
Depressants (e.g., Valium, Xanax, Rohypnol)	Moderate	Moderate	Loss of motor coordination, weakness, headache, blurred vision, dizziness, nausea, low

			blood pressure, slow breathing, coma, death
Hallucinogens (e.g., LSD, MDMA, PCP)	None	Unknown	Seizures, muscle cramps, nausea, liver kidney and cardiovascular failure, coma, death
Inhalants	Unknown	High	Muscle weakness, disorientation, nausea, nervous system and organ damage, asphyxiation, death
Marijuana	Unknown	Moderate	Dizziness, nausea, dry mouth, loss of motor coordination, panic attacks

Alcohol

For those students who choose to use alcohol, Atlanta University of Health Science encourages students to drink responsibly and to never drink and drive. Consuming alcohol has many risk factors and can lead to dependency. With excessive use, liver, brain, heart, and stomach damage can occur without apparent warning signs. Alcohol is one of the leading causes of preventable deaths in the United States.

Counseling, Treatment, and Rehabilitation:

Drug and alcohol counseling, treatment, and rehabilitation programs for employees and students are available from a variety of community sources. Anyone who recognizes a personal drug or alcohol problem, who is concerned about a student or coworker, or who wishes to know more about drug and alcohol abuse may contact a campus executive officer. Community resources may be obtained from the office of Student Services.

National Resources:

Atlanta University of Health Science also encourages anyone dealing with substance abuse issues to contact the following national agencies for guidance and assistance in identifying counseling, treatment, or rehabilitation programs.

Alcohol/Drug Helpline: (800) 821-4357

Substance Abuse and Mental Health Services Administration (SAMHSA) Hotline: (800) 662-HELP

Al-Anon: (888) 425-2666 (local information can be found in your local telephone directory)

TOBACCO

Tobacco use (including cigarettes, cigars, pipes, e-cigarettes or vaping devices, chewing tobacco, snuff, dip, snus, *gutka* and *paan*), is **PROHIBITED** in AUHS buildings and on all AUHS premises, except in

designated outdoor areas. These areas contain fireproof ash cans for disposal of cigarette butts. Tobacco-related rubbish, such as cigarette butts, empty cigarette or tobacco packets, etc. must be disposed of properly so as to avoid litter and the risk of fire. Students or employees not properly disposing of used smoking or other tobacco materials are subject to disciplinary action.

FIREARMS, EXPLOSIVES, AND OTHER DANGEROUS WEAPONS

No firearms or ammunition are permitted in outdoor areas of the campus or in any University-owned, student-occupied buildings, or in conjunction with any University-sponsored activity.

For the purpose of this policy, BB guns, illegal knives, blowguns, swords, slingshots, bows and arrows, crossbows, and similar devices are considered "dangerous weapons," and their possession and use are prohibited.

Explosive of any type, including fireworks, firecrackers, cherry bombs, bottle rockets and the like, are prohibited at all times.

The only three exceptions to this policy are 1) law enforcement officers in the course of their duty; 2) firearms, explosives, and other dangerous weapons used by faculty for educational purposes, and 3) students using firearms, explosives, and other dangerous weapons for educational purposes who have received prior permission from the Director of Student Services.

Items such as air soft guns, paint guns, paintballs, darts, knives, mace, pepper spray, or other realistic toys or replicas used inappropriately, or in contexts for which they are not intended, will be treated as dangerous weapons. All firearms, explosives, and dangerous weapons will be confiscated.

CHILDREN ON CAMPUS

AUHS cannot be responsible for children on campus. Therefore, for reasons of safety and insurance, children are not allowed on the AUHS campus (apart from those accompanying short-term visitors). Students may not bring their children to the campus while classes are in session. All children brought by visitors must be under adult supervision at all times.

ANIMALS ON CAMPUS

property without prior authorization from AUHS administration. Service animals are permitted on the AUHS campus with the prior authorization of AUHS administration. If you have a service animal, please contact the Main Office for details on obtaining authorization.

VISITORS ON CAMPUS

Visitors are welcome to AUHS. Visitors are responsible for any children that accompany them. All visitors (i.e., anyone who is not a student, faculty member, or staff member of AUHS) must sign in at the front desk. Visitors who have not signed in may be asked to leave the premises. AUHS is a private business, and therefore reserves the right to refuse entry to anyone for any reason.

EMERGENCY PROCEDURES

IN CASE OF FIRE OR EMERGENCY, CALL 911 IMMEDIATELY

AUHS has an emergency plan that gives procedures to follow in case of fire, weather, earthquake, or lockdown emergencies. Faculty members have this plan explained at Faculty Orientation. They should subsequently review the emergency information with all students at the beginning of each semester (emergency plan/handout discussed at orientation). The student should be made aware of the building layout. In the event of a medical emergency, the situation should be reported immediately to the Office of Administration. The office will call 911 to report and secure the professional attention that is needed. Only trained personnel should provide any type of medical care. A first aid kit is kept in the business office for minor needs.

In an emergency, you should:

- Upon discovering an emergency, or potential emergency, immediately leave the area and go to the nearest telephone; call the AUHS Office at 678-731-7141.
- Give the AUHS Office as much information as possible regarding the emergency.

The AUHS office will:

- Identify the nature and scope of the emergency.
- Establish priorities and coordinate crisis response efforts.

- Interact with outside agencies including, but not limited to, the American Red Cross, law enforcement, fire department, and the Federal Emergency Management Agency.
- Determine the times and means to report efforts and progress to the campus community.

Police and Medical Contact Information:

Gwinnett Medical Center Lawrenceville

24-Hour Emergency Room	678-312-4357
Gwinnett Extended Care Center	678-312-3000
Counseling & Psychiatry of Gwinnett	770-978-9393
Emory University Hospital	404-712-2000 800-75-Emory

Emergency services

DeKalb County Police	404-371-2000
Non-emergency	678-406-7929
Atlanta City Police	404-614-6544

Other Important Numbers

Georgia State Patrol	404-624-7700
Poison Information Center (Statewide)	800-222-1222
Road Conditions (Statewide)	877-694-2511



EMERGENCY PLAN AND CRISIS PROCEDURES

Every effort is made to ensure a safe and hazard-free work and study place. Unforeseen circumstances may occur, however, and every contingency cannot be anticipated. AUHS' Campus Emergency Policy, outlined below, gives information as to what to do in the event of an emergency, crime, or natural disaster.

On request and insofar as it is able, AUHS Administration will provide on-campus escorts to and from buildings and vehicles. Security cameras are emplaced in all public areas and classrooms, which record all activity 24/7, and are equipped with infrared capability for recording in the dark. AUHS reserves the right to use these cameras in the investigation of any incident on campus and will provide recordings to relevant authorities when necessary.

IN AN EMERGENCY, DISABLED PERSONS ARE TO BE GIVEN PRIORITY IN THE USE OF ELEVATORS.

The following procedures should be followed in the event of emergencies:

Fire

In all cases of fire, AUHS administration must be notified as soon as possible. Fire alarm pulls are throughout the building; pull the alarm and then call 911. During a fire alarm in any building, you are required to evacuate immediately.

- If you become trapped in the public area of a building during a fire, find a room, preferably with a window (keep window closed as much as possible), place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there are no windows, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.
- If you are in a room when a fire alarm sounds, feel the door. If it is hot, do not open it. Seal the cracks around the door with a wet towel or other cloth fabric; place an article of clothing or a sheet outside the window or try to use the telephone for help. If you can safely leave your room, do so and proceed to the nearest exit. Shout and pound on doors to alert others as you leave.
- Know the locations of fire extinguishers, fire exits, and alarm systems in your area. Know how to use them in case of an emergency.
- If a minor fire appears controllable, use one of the fire extinguishers located throughout the building. Pull the pin, aim, squeeze, and sweep the fire extinguisher toward the base of the flame.
- If an emergency exists, notify AUHS administration and activate the building alarm. Call 911 and report the fire.
- If a large fire or one that appears uncontrollable is present, evacuate all rooms, closing all doors to confine the fires and reduce oxygen. Do not lock doors or open windows.
- When the building evacuation alarm is sounded to signal that an emergency exists, follow the evacuation maps posted throughout the building. Walk quickly to the nearest marked exit and alert others to do the same.
- Assist the disabled in exiting the building. Do not use the elevators during a fire. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
- Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary. A campus emergency command post may be set up near the emergency site. Do not return to an evacuated building until instructed to do so by a University official.

Illness or Injury

In the event of a serious injury or illness:

- Immediately dial 911 for assistance. Give your name, the campus location of the victim, and describe the nature and severity of the medical problem. Only trained personnel should provide advanced first aid treatment or CPR.
- Keep the victim still and as comfortable as possible.
- Ask the victim, “Are you ok?” and “What is wrong?”
- Check breathing and give CPR if necessary and ONLY if you are properly trained.
- Control serious bleeding by direct pressure on the wound.
- Continue to assist the victim until help arrives.
- Look for emergency medical ID, question witnesses, and give all information to the paramedics.

In case of minor injuries, such as small cuts and scrapes, a first aid kit is located in the Office of Administration.

Gas Leak

In the event of a gas leak:

- Call 911 and notify AUHS administration.
- Evacuate the building if the safety of faculty, staff, and students is threatened.
- Open doors to promote cross-ventilation.
- Emergency services will establish a safe perimeter. Do not return to an evacuated building until instructed to do so by a University official.

Severe Weather

The Atlanta area is not prone to a high number of tornadoes. However, it is necessary to have an organized method by which to provide ample warning of the possibility of a tornado and to respond in the event a tornado has been spotted or the campus is struck. In the event DeKalb County comes under a tornado warning (meaning a tornado has been spotted in the Atlanta area) and the tornado is heading toward the campus, the Office of Administration will immediately notify the President. The Chief Academic Officer will be notified, and all classes will be immediately informed.

General Precautions

- Remain indoors.

- Go to the safest area in your building (see list below).
- Stay away from windows.
- Close and vacate all offices with outside windows.
- Windows need not be opened.
- If your building is hit, lay flat on the floor and cover your head with your arms and hands.
- After the tornado hits, do not leave your building until word is given by proper authorities, unless your life is threatened by remaining in the damaged building.

Safest Areas

- Stairwells
- Hallways on the first floor

If a tornado watch (meaning that weather conditions are right for a tornado, but no tornado has yet been spotted) is issued for the metro Atlanta area, the Office of Administration will notify the President, who will determine if further action should be taken.

In the event of severe weather:

- Shut down all computers and electrical equipment that might be damaged by a lightning strike.
- The decision to evacuate the building will be announced by AUHS administration. Evacuate the building if the safety of persons inside is threatened.
- Meet at a predetermined location away from the building.
- Check all areas to ensure that everyone is evacuated.

Ice and Snow

Occasionally during the winter months, inclement weather such as snow and/or ice make road and highway conditions hazardous. If weather conditions become hazardous during normal business hours, a decision to close the campus early will be shared via e-mail announcement, telephone calls to each department, and posting on the AUHS website. If weather conditions deteriorate overnight, then the administration will make a decision either to close the campus for the day or open later in the day. Announcements will be made via AUHS website, the main campus telephone number, and broadcast over major television and radio stations.

If ice/snow conditions arise while classes are in session, remember to be extremely careful when exiting the building. Do not drive if there is ice or snow on the road.

Chemical Spill or Radiation Release

Atlanta University of Health Science is located near Interstate 85, a major traffic route into and out of Atlanta. Dangerous substances are transported daily on this highway and are susceptible to accidental release in the aftermath of collisions or fire. An example of this would be a release of anhydrous ammonia from tanks or chlorine being transported along the interstate. These toxic substances can be carried in cloud form and, depending upon variable winds, could threaten the AUHS campus.

In the event of a chemical spill or radiation release:

- Immediately call 911 and give the location, material(s) involved, and the extent of any injuries, if known.
- Report the incident to AUHS administration.
- Activate the building alarm.
- Evacuate the affected building or area and leave clear access for arriving emergency personnel.
- Always move uphill, upstream, or upwind to avoid contamination.
- Assist the disabled in exiting the building. Remember that elevators are reserved for the disabled person's use. Do not use elevators in case of fire.
- If requested, assist emergency crews as necessary.
- Do not return to an evacuated building until instructed to do so.

In case of a spill of potentially hazardous chemicals in or near campus buildings, notify the AUHS administration immediately. Do not touch or approach any potentially hazardous substance.

Bomb Threat

In the event of a bomb threat:

- **DO NOT HANDLE ANY SUSPICIOUS OBJECT OR PACKAGE!**
- Do not open drawers or cabinets, turn lights on or off, or utilize 2-way radios or cell phones until safely out of the building.
- Clear the area, assisting disabled person(s) in exiting the building. Immediately call 911, and contact the AUHS administration. Once outside, move to a clear area at least 500 feet away from the affected building.
- Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- Do not return to an evacuated building until permitted to do so by the AUHS administration or other proper authority.

If a bomb threat is received by phone, the recipient should ask:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?

If possible, keep talking to the caller and take note of the following for the authorities:

- Time of call.
- Gender and likely age of the caller.
- Speech patterns, accent, possible nationality, etc.
- Emotional state of the caller.

Violent or Criminal Behavior

In the event of violent or criminal acts, immediately dial 911 and report the following to the dispatch operator:

- Nature of the incident
- Location of the incident
- Description of person(s) involved
- Description of property involved
- Weapons involved, if any
- Welfare of the victim



AUHS students and employees who witness a crime are expected to assist authorities insofar as they are able. Should gunfire or discharged explosives threaten the campus, move to a place of safety immediately using all available cover and concealment. After the disturbance, seek emergency first aid, if necessary. If an emergency text of a shooting is received, turn out all lights and lock the door. Please immediately report suspicious situations or persons to the AUHS administration.

Active shooter situations

In the extremely unlikely event of an active shooter on the AUHS campus, take all precautions to ensure your safety and that of others. Try to remain calm. If possible, move to a room that can be locked and lock yourself and others in. If the room has windows, keep on the floor so as not to be seen from outside. Call 911 as soon as possible and report the situation.

DO NOT LEAVE A SAFE SPACE UNTIL YOU ARE INSTRUCTED TO DO SO BY THE POLICE OR A CAMPUS ADMINISTRATOR.

If a shooter enters your classroom or office, try to remain calm. If it is possible to dial 911, do so, and leave the line open so the dispatcher can hear what is being said in the room. It may be possible to negotiate with the shooter, but direct confrontation should be avoided, and attempts to overpower the shooter should be made only as a last resort. If the shooter gives instructions, try to do exactly as they say. If the shooter leaves, move as quickly as possible to a safe area. Do not touch anything the shooter has handled or that was in the shooter's vicinity.

If you decide to flee, make certain you have an escape plan and route in mind. **DO NOT TAKE ANYTHING WITH YOU AND KEEP YOUR HANDS IN VIEW AT ALL TIMES.** If you encounter a police officer, immediately follow their instructions, without question or hesitation. Do not attempt to move injured persons but notify authorities as to their location as soon as possible.

Understand that police officers are trained to react as quickly as possible to such situations. They may be dressed in protective gear and may be armed with automatic or other heavy weaponry. Regardless of how the police officers appear, remember that they are there to stop the shooter and ensure your safety. Do not be afraid of them but follow their instructions instantly and to the letter. Keep your hands visible at all times. The police may handcuff or otherwise detain you – remember that they may not know who the shooter is and must take every possible precaution. Do not argue with or question the police in such a situation. **DO EXACTLY AS THEY SAY.**

Bear in mind that the entire campus will be designated as a crime scene, and you will likely not be allowed to leave the area. Do not attempt to do so until given the go-ahead by the police. The police will establish a safe zone and will generally order you to stay within it. Again, **DO EXACTLY AS THE POLICE SAY**, without argument or hesitation.

Hostage Situations

Hostage situations are extremely rare, but nonetheless, preparation is wise. If you are taken hostage:

- Be patient! Time is on your side. Avoid drastic action. The initial 45 minutes are the most dangerous.
- Follow instructions.
- Do not speak unless spoken to and then only when necessary (e.g., medications, first aid, or restroom use).

- Do not speak confrontationally to the captor, who may be in an agitated state. Maintain eye contact with the captor at all times if possible, but do not stare.
- Be observant. You may be released or have the opportunity to escape. The personal safety of others may depend on your memory
- Be prepared to answer questions from the police on the phone.

Evacuation Routes

Evacuation routes are posted around the campus buildings in various places. Each room has an evacuation map posted on the wall.

Fire Extinguishers

Fire extinguishers are located throughout the building. They are regularly inspected and maintained. Do not operate or handle a fire extinguisher except in an emergency.

Campus Crime

AUHS asks that all members of its community be proactive in looking out for and reporting crimes. It is our duty as conscientious citizens to be aware of our surroundings and to take responsibility for our personal safety and that of those around us. While the campus and associated locations have historically been safe and secure, the possibility always exists that a crime *could* occur. If you witness or are the victim of any crime, even a “minor” crime such as theft or vandalism, you should report the incident immediately to the AUHS administration and to the police. The Emergency Plan detailed in this publication explains appropriate actions in a variety of emergency situations, but obviously every situation cannot be anticipated. AUHS therefore asks all members of its community to be alert, use common sense, obey all AUHS rules and regulations, and to follow all requisite local, state, and federal laws.

Remember: All AUHS students and personnel have the right to safety and to feel unafraid on the AUHS campus.

SPECIAL INFORMATION REGARDING SEXUAL ASSAULT

It is extremely unlikely that crimes of a sexual nature will be committed at AUHS. However, it is estimated that 11.2% of all University students in the US experience sexual assault through physical force, violence, or incapacitation. The federal Crime Awareness and Campus Security Act of 1990 defines two kinds of sexual assault offenses:

Forcible sex offenses

- Forcible rape: the carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his or her youth or because of temporary or permanent mental or physical incapacity.
- Forcible sodomy: oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.
- Sexual assault with an object: the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.
- Forcible fondling: the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

Non-forcible sex offenses

- Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

AUHS will not tolerate any such activities on its premises. Any reports of such crimes will be taken very seriously and investigated thoroughly. Law enforcement **WILL BE CONTACTED**; and those found culpable for such crimes, whether through internal AUHS investigation or through legal action, will be summarily and permanently expelled from AUHS. AUHS will cooperate completely with all federal, state, and local law enforcement agencies in the prosecution of these crimes.

ALL AUHS INVESTIGATION OF THESE CRIMES WILL BE CONDUCTED WITH THE UTMOST RESPECT FOR YOUR PRIVACY. NO INFORMATION WILL BE RELEASED TO ANYONE EXCEPT LAW ENFORCEMENT OFFICIALS.

DO NOT HESITATE TO CALL 911 IF YOU FEEL YOU ARE IN ANY DANGER. IF YOU NEED AN ESCORT TO YOUR CAR, SPEAK TO A MEMBER OF THE AUHS STAFF OR FACULTY. WE WILL BE HAPPY TO ESCORT YOU.

IF YOU ARE SEXUALLY ASSAULTED:

- Get to a safe place and call local law enforcement or the emergency room immediately. Emergency numbers are provided in this Handbook.
- Notify the AUHS administration, who will do everything they can to assist you.
- Do not shower, bathe, douche, change clothes, brush your teeth or hair, or otherwise “clean up.”
- Do not eat or drink anything; you could destroy evidence.
- Do not clean up the area where the assault took place.
- Call a friend for support.
- If you prefer, go directly to the hospital emergency room.
- Take a change of clothing with you -- the clothes you wore at the time of the assault will be kept as evidence.

GET HELP

Help is available! If you need support, do not hesitate to contact an advocacy group:

- National: Rape, Abuse, & Incest National Network (RAINN) 1-800-656-HOPE or www.rainn.org.
- State: Georgia Network to End Sexual Assault (GNESA) 404-815-5261 or www.gnesa.org
- Local: DeKalb Rape Crisis Center (Day League) 404-371-2561 or www.dayleague.org/

Campus Closings

Campus closings will be reported via email, SMS, the AUHS website, and on local radio, TV and Internet. If there is any doubt regarding school closing, **DO NOT COME TO SCHOOL** until you have checked and verified that AUHS is open and operating.

PERSONNEL

BOARD OF DIRECTORS

Chairman: Jong Kyu Kim, D.C., L. Ac.

Treasurer: Heung Sung Nho, Ph. D.

Secretary: Sang Ho Lee, Ph. D.

Member: Chenglie Jin, L. Ac.

Member: Byeong Hyun, D.C., L. Ac.

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Seung Woo Lee, MBA: Director of Business Administration

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