

# **Health Medicine School**

## Massage Training Program

### Student Rules, Regulations, and Policies Manual

YEAR 2015

Student enrolled at HMS are required to be familiar with the contents of this manual.

821 San Antonio Rd  
Palo Alto, CA 94303

## **DISCLOSURE STATEMENTS**

Health Medicine School is licensed by Bureau for Private Postsecondary Education (BPPE) to offer two massage training program: Massage Fundamentals for the Practitioner Massage Therapy.

The catalog of the Health Medicine School (HMS) is published for the purpose of providing students, applicants, and the general public with information about the educational programs, policies, and procedures of the HMS. The College reserves the right to make changes in the regulations, rules, and policies set forth in this catalog; the catalog is not regarded as a contract. When any changes are made, HMS will make every effort to communicate those changes with reasonable notice to interested parties. Please note that students are responsible for understanding and complying with all policies and procedures contained in this catalog handbook, and in other publications that the school College may distribute. HMS disclaims any liability as a result of any printing error in catalog this handbook.

Health Medicine School is an equal opportunity institution and does not discriminate due to age, education, color, religion, national origin, gender and sexual preference.

# Health Medicine School

Catalog of Courses

01/01/2015 ~ 12/31/2015

## Table of Contents

|   |                                      |
|---|--------------------------------------|
| <i>MISSION &amp; OBJECTIVES</i> .....   | 1                                    |
| <i>OBJECTIVES</i> .....   | 1                                    |
| <i>PRIVACY ACT, STUDENT RECORDS AND TRANSCRIPTS</i> .....                         | 2                                    |
| <i>TUITION AND FEES (U.S. DOLLARS)</i> .....                                      | 2                                    |
| <i>STRF DISCLOSURE</i> .....  | 3                                    |
| <i>LIBRARY RESOURCES</i> .....  | 4                                    |
| <i>SCHOOL LOCATION</i> .....  | 6                                    |
| <i>OWNERSHIP</i> .....  | 6                                    |
| <i>POLICIES AND PROCEDURES REGARDING FINANCIAL AID</i> .....                      | 7                                    |
| <i>STUDENT’S RIGHT TO CANCEL</i> .....  | 7                                    |
| <i>REFUND POLICY</i> .....  | 8                                    |
| <i>STUDENT GRIEVANCE PROCEDURES</i> .....   | 9                                    |
| <i>LEAVES OF ABSENCE</i> .....  | 9                                    |
| <i>TRANSCRIPTS</i> .....  | 9                                    |
| <i>ACADEMIC PROBATION</i> .....   | 10                                   |
| <i>ATTENDANCE POLICY</i> .....  | 10                                   |
| <i>ABILITY TO BENEFIT STUDENT</i> .....   | 10                                   |
| <i>ADMISSIONS POLICY</i> .....  | 12                                   |
| <i>STUDENT CONDUCT</i> .....  | 12                                   |
| <i>ENGLISH PROFICIENCY</i> .....  | 13                                   |
| <i>GRADES AND STANDARDS FOR STUDENT ACHIEVEMENT - SATISFACTORY PROGRESS</i> ..... | 13                                   |
| <i>COURSE CHANGES</i> .....   | 133                                  |
| <i>STUDENT HOUSING</i> .....  | 14                                   |
| <i>ADMINISTRATION</i> .....   | 144                                  |
| <i>FACULTY</i> .....  | 155                                  |
| <i>NONDISCRIMINATION POLICY</i> .....   | 155                                  |
| <i>STUDENT SERVICES</i> .....   | 16                                   |
| <i>APPLICATION INSTRUCTIONS</i> .....   | 16                                   |
| <i>PROGRAM ADMISSIONS DOCUMENTATION REQUIREMENTS</i> .....                        | 16                                   |
| <i>DESCRIPTION OF FACILITIES</i> .....  | 16                                   |
| <i>ACADEMIC FREEDOM</i> .....   | 16                                   |
| <i>SEXUAL HARASSMENT</i> .....  | 17                                   |
| <i>ENGLISH AS A SECOND LANGUAGE INSTRUCTION</i> .....                             | 17                                   |
| <i>ACADEMIC TRANSFER OF CREDIT POLICY</i> .....                                   | 17                                   |
| <i>THE PROCESS OF ESTABLISHING EQUIVALENCY</i> .....                              | 18                                   |
| <i>EQUIPMENT USED</i> .....   | 18                                   |
| <i>PROGRAM DESCRIPTION AND LIST</i> .....   | 18                                   |
| <i>LICENSURE REQUIREMENT</i> .....  | 19                                   |
| <i>COURSE DESCRIPTIONS</i> .....  | <b>ERROR! BOOKMARK NOT DEFINED.0</b> |

## MISSION & OBJECTIVES

Health Medicine School's mission is to educate and thereby develop skilled and knowledge practitioners rooted in the traditions of Chinese medicine, and to train specialists in massage techniques and methods of massage therapy. The School provides an academic environment for faculty, students and graduates to further their studies in their respective fields. The school also provides healthcare education and low-cost massage care to the community through the school's clinic.

Part of our mission is to convey to students the importance of continuing education.

We endeavor to sustain these course offerings by developing an operational environment that is professionally managed, competently supervised, continually evaluated and appropriately modified and therefore kept current.

## OBJECTIVES

The Health Medicine School seeks to provide its graduates with the knowledge and abilities required to meet the following criteria:

To possess the knowledge of therapeutic massage techniques and demonstrate competent skills in the delivery of those techniques, utilizing all of the treatment modalities that fall within the scope of practice for a Licensed Massage Therapist in California.

To be capable of determining an appropriate diagnosis utilizing the theories and principles of TCM, and to formulate a proper treatment strategy based upon the diagnosis.

To possess the knowledge required to make an appropriate and informed referral to other healthcare professionals within the medical community whenever necessary. This includes all emergency situations as well as other non-urgent health conditions.

To carry out the highest standards of medical ethics and professional conduct in patient care.

To treat patients with respect, compassion, and dignity at all times during their course of care, and to maintain strict patient confidentiality at all times.

To possess the ability of effective communication with patients and the public in order to serve the community with quality care services.

To pursue lifelong learning and professional practices to better serve the healthcare consumer.

## PRIVACY ACT, STUDENT RECORDS AND TRANSCRIPTS

Student records for all students are kept for five years. Transcripts are kept **permanently**. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors to be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

### TUITION AND FEES (U.S. DOLLARS)

All fees are subject to change from time to time, without notice.

#### Massage Therapy Program

##### **Tuition:**

Each Hour of Instruction \$3.8/hour

Tuition for 250 Clock Hours \$950

Materials fees TBA (varies class to class)

Tuition does not include equipment or supplies.

##### **FEES**

|  |                      |  |
|--|----------------------|--|
| Total Program Tuition  | \$ <u>950</u>        | (Please see the catalog for current pricing.)                                    |
| Registration Fee   | \$ <u>25</u>         | (Non Refundable)   |
| Equipment  | \$ <u>0</u>          | (This is only an estimate for the program.)                                      |
| Supplies   | \$ <u>10</u>         | (This is only an estimate for the program.)                                      |
| Textbooks or other learning media  | \$ <u>100</u>        | (This is only an estimate for the program.)                                      |
| Uniforms   | \$ <u>50</u>         | (This is only an estimate for the program.)                                      |
| In-resident housing  | \$ <u>1500</u>       | (This is only an estimate for the program.)                                      |
| Tutoring   | \$ <u>0</u>          | (This is only an estimate for the program.)                                      |
| Assessment fees for transfer of credits  | \$ <u>10</u>         | (This is only an estimate for the program.)                                      |
| Fees to transfer credits;  | \$ <u>10</u>         | (This is only an estimate for the program.)                                      |
| Charges paid to an entity other than an institution that is specifically required for participation in the education program | \$ <u>3105</u>       | (This is only an <b>estimate</b> for the program.)                               |
| <b>TOTAL AMOUNT</b>  | <b>\$ <u>950</u></b> | <b>(This is the amount you will be required to pay to complete the program.)</b> |

Note: No grades or documents will be released if there is an outstanding balance. The institution may refuse any type of service to students who have an outstanding balance. The institution may also refuse re-admission to a student who has left the institution with an outstanding balance. All fees are subject to change.

## **STRF DISCLOSURE**

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment. To be eligible for STRF, you must be a California resident and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a California resident.

Students are advised that 1. Schools are required, by law, to report STRF assessment to BPPE. 2. That students whose tuition is paid by a third part payer are excluded from the STRF. To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have 4 years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, Sacramento, CA .

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary Education Act.

### **STRF Regulations:**

§ 76215. Student Tuition Recovery Fund Disclosures.

(a) A qualifying institution shall include the following statement on both its enrollment agreement and its current schedule of student charges:

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

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident.
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.”

(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

“The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

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

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

## **LIBRARY RESOURCES**

A library is maintained by this institution. Prior to a student’s acceptance into a program of study at this institution, the student will be required to document access to a local college or School library. Students are required to use learning resources as needed to complete course requirements established by the instructors. Students will be informed at the onset of each term of enrollment, of projects which will require research. The school will endeavor to expand its library holdings each year.

### **Learning Resources**

The Faculty and Staff have collected the following additional links to serve as student resource materials. You are encouraged to make suggestions for additional websites that you feel are useful in your research and that others will find beneficial.

### **Subject Directory**

[Internet Resources for Oriental Medicine](#)

[Internet Resources for National Institute of Health](#)

[Internet Resources for National Library of Medicines](#)

[Internet Resources for Health Related Information](#)

[Internet Resources for 한국 한의학](#)

[Internet Resources for 網路資源 I](#)

[Internet Resources for 網路資源 II](#)

[Internet Resources for ESL](#)

[E-Periodicals \(full text periodical articles\)](#)

Library Catalogs (List of Libraries)  
Citation Style Guides

**Policies regarding providing resources to students.**

**Circulation Policy**

The circulation policy for the check out of instructional materials is structured to assist individual requirements for those doing in depth study or research, and also maintain a viable core book and journal collection for library patrons utilizing any of the on site facilities from which library materials may be checked out.

**Book Checkout**

General volumes have a two week circulation with one renewal possible. The maximum number of books checked out is limited for four volumes at a time. Journals, periodicals, monographs, and similar date sensitive publications are not circulated but may be copied or utilized in the respective libraries. It is expected that the library materials circulated will be returned on the date due; however, late books are assessed a \$1.00 per day fine for every day missing from the book collection after a three day grace period during which time no fine is charged. All fines must be cleared before the subsequent checkout of additional library materials.

**Reference Books**

Reference titles and volume sets are shelved in a separate section of the library. Reference materials do not circulate from the university libraries and usage is restricted to the library reading room.

**Resources are sufficient to support the instructional needs of students.**

The curriculum content is driven by the requirements of the California Acupuncture Board and the instructional program is hence standardized to a great extent. The text materials, online resources, and classroom activities are sufficient to support the instruction required by the Board.

**Students obtain access to a library as required by the curriculum**

Students are required, as a condition of admission, to secure and document one's access to a library for the purpose of performing research as required by the curriculum.

## SCHOOL LOCATION

### CLASS SESSIONS LOCATION

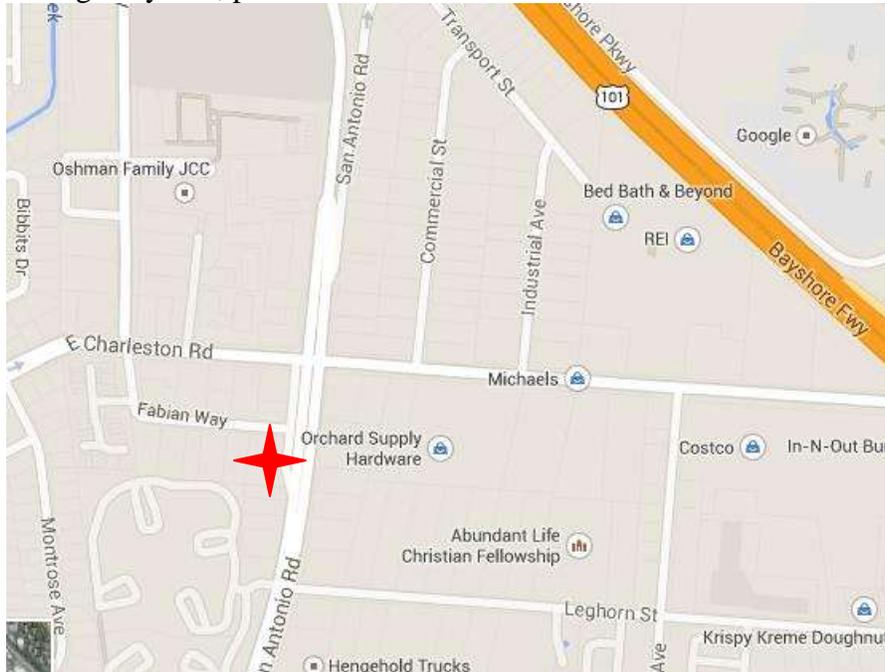
821 San Antonio Rd, Palo Alto, CA 94303

Phone: 650-855-9800

Fax: 650-855-9896

Email: yue@HMS-usa.org

The school is located on San Antonio Rd, cross street E Charleston Rd.  
If come from highway 101, please take the South San Antonio Rd exit.



## OWNERSHIP

Health Medicine School is a private institution. Massage training program is [licensed](#) by the Bureau of Private Postsecondary Education (BPPE).

The Master of art in the Acupuncture and Chinese medicine is in the process of the application of the approval by BPPE and California Acupuncture Board .

Note: The limitation of an unaccredited degree program:

- 1, The master degree of art in acupuncture and Chinese medicine is an unaccredited program. A graduate of the degree program will not be eligible to sit for the applicable licensure exam in California and other states.
- 2, A degree program that is not recognized or a degree from unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.
- 3, That a student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

**This program will not be offered until the program is approved by BPPE.**

(A) Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the California Acupuncture Board, 1747 N. Market Blvd, Suite 180 Sacramento, CA 95834 or Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798, www.bppe.ca.gov, (800) 1-888-370-7589 Fax (916) 574-8646

(B) As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

(C) A student, or any member of the public may file a complaint about this institution with the California Acupuncture Board, 1747 N. Market Blvd, Suite 180 Sacramento, CA 95834 or Bureau for Private Postsecondary Education by calling (800) 1-888-370- 7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

### **POLICIES AND PROCEDURES REGARDING FINANCIAL AID**

The school does not provide either State or Federal financial aid.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

### **STUDENT'S RIGHT TO CANCEL**

The student shall have the right to cancel the agreement and receive a full refund if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund as per the calculation consistent with the California Code of Regulations. If the institution delivered the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

### **REFUND POLICY**

The amount owed to the student equals the institutional charge for the instruction divided by the total number of clock hours in the period of attendance multiplied by the number of clock hours the student has not attended prior to withdrawal. No refunds are due once the student has received 60% of the clock hours of instruction in any given period of attendance.

For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

“The transferability of credits you earn at Health Medicine School is at the complete discretion of an institution to which you may seek to transfer. If the certificates that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Health Medicine School to determine if your certificate(s) will transfer.”

#### **Notice:**

A student or any member of the public may file a complaint about the institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form which can be obtained on the bureau's Internet Website at [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **STUDENT GRIEVANCE PROCEDURES**

This institution is dedicated to fair dealing and professional conduct. Should any student have a complaint, the student is asked to discuss the matter directly with an instructor or administrator. That instructor or administrator will engage in an informal process endeavoring to settle the dispute in good faith. That informal process will involve three steps: 1: an effort to define the problem, 2: an effort to identify acceptable options for resolution, and 3: an attempt to resolve the conflict through the application of one or more of those options for resolution. The student may thereafter choose to file a written complaint directly with the institution's Chief Academic Officer who will work to resolve the matter. The Chief Academic Officer is the individual designated to resolve student complaints. That individual will investigate all formal (written) complaints, endeavor to resolve all such complaints, and record an entry into the institution's official log. The formal process will involve 1. The student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentary items. The filing deadline is 60 days after the beginning date of the term following that in which the dispute(s) occurred or are alleged to have occurred. 2. The student may terminate the formal process should, in the interim, the informal process produce a satisfactory resolution. 3. The Chief Academic Officer will notify all parties involved of the receipt and nature of the grievance. If a policy is being grieved, the administrator responsible for the policy will be notified. 4. A timeline for resolution will be delivered to the principals by the Chief Academic Officer. 5. Interested parties will communicate with the Chief Academic Officer in order to make recommendations to resolve the grievance. 6. The party responsible for implementing the selected method of resolution will notify the principals of the decision reached. In the event that a student does not agree to the resolution proposed, the student retains the right to file a complaint with the Bureau for Private Postsecondary Education, 2535 Capital Oaks Drive, Suite 400 Sacramento, CA, 95833.

## **LEAVES OF ABSENCE**

Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence. At the discretion of the Chief Academic Officer, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

## **TRANSCRIPTS**

Each student's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing

the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

### **ACADEMIC PROBATION**

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period when the grades are posted. Should the GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student, indicating the reason for the probation. Failure to maintain satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student.

### **ATTENDANCE POLICY**

This institution requires that a student attend a minimum of 85% of scheduled class and other such assigned hours.

### **ABILITY TO BENEFIT STUDENTS**

#### **Challenge Examinations**

Prior academic instruction or experience from another institution in a HMS-required course may qualify students for a Challenge Examination for that course. The Dean approves all Challenge Exams. Students who pass the challenge exam receive a grade of "pass" on the transcript. All grades and the credits are entered into the students' academic records. Students who fail the examination will be required to take the course at the current full tuition rate. Students must formally request the challenge exam on an Examination Request form and must pay the challenge exam fee together with any required fees prior to the examination. Credits awarded are not considered when calculating unit loads for a semester. Partial credits will not be issued for portions of the exam passed by the student.

#### **Transcripts from Outside the USA**

The school recognizes that the receipt of official college transcripts may require extra time to secure, interpret and evaluate for equivalency. Those students who are unable to furnish complete documentation and/or educational transcripts before the beginning of classes in their first term of study will be given a time limit of one semester during which the student must furnish all required official documents. Students requiring this extra time enroll at their own risk; if the documentation, when received, does not qualify them for admission, they must leave the program and reapply once the necessary requirements have been met. Grade reports and transcripts

will be withheld and registration for subsequent terms will be denied until the official documents can be secured and their claims of credits and degree(s) are met.

#### Transfer Credit Policy and Procedures

HMS will send them a Transfer Credit Letter listing the courses that are transferable. Students who believe they have additional credits to transfer will submit 1) a catalog of the school where they studied and a page stating the school's accreditation status, 2) And/or a course description for each course they wish to transfer, 3) an official transcript that lists the courses they wish to transfer, and 4) a completed HMS Transfer Credit Request Form.

#### Credits Granted On A Course By Course Basis

The School may grant transfer credits on a course-by-course basis for courses taken previously, provided:

1. The coursework was completed at an institution accredited by an agency recognized by the U.S. Secretary of Education and approved by the California Acupuncture Board. Such coursework may transfer directly to the HMS.

If the coursework was completed at a foreign institution; all foreign coursework must be evaluated by an educational evaluation agency in the U.S. to determine its U.S. equivalency at the student's expense.

2. The course name, credits, and available course descriptions must indicate that the coursework is similar in content and class/contact hours similar to classes offered at HMS.
3. Each transfer course must be completed with a grade of C (2.0) or better.
4. Courses need to be completed within the previous ten (10) years. If courses were completed more than ten (10) years ago, students have the option of repeating the courses or taking challenge examinations (please see the Challenge Examination policy in the catalog). Students may also petition to transfer credit for coursework over (10) years old if they can prove that they have been continually active in the related field for that period of time.
5. Courses taken at non-accredited institutions are generally non-transferable, with the exception of Taiji, Qigong and Tuina/Acupressure courses. These will be evaluated by the HMS Academic Officer and determined on a course-by-course.

Up to 100% transfer credit may be awarded for coursework completed successfully in Western biomedical sciences and Western clinical sciences.

Credit for didactic massage courses and clinical coursework completed successfully at an institution that is approved by BPPE may be awarded up to 100%.

Credit for didactic massage courses and clinical coursework completed successfully at an institution which is not approved by BPPE may be awarded up to 50% of the

credit hours by HMS, provided that at least 50% of the corresponding course hours in these subject areas are completed successfully at HMS.

Applicants who already possess a terminal professional degree such as an MD or D.C. and are licensed to practice in the USA in their field may be granted credits based on their general coursework rather than specific courses listed on their transcripts. This option must be approved by the Academic dean and is evaluated on a case-by-case basis.

Note: For the curriculum of massage, up to 50% of the total units in may be transferred. No credit is given for private practice

**The institution has not entered into an articulation or transfer agreement with any other college or School.**

### **ADMISSIONS POLICY – MASSAGE PROGRAM**

Per 4601 (b) (A) relating to certification of a massage therapist, the applicant must be 18 years of age. Student must have a high school diploma or equivalent or successfully pass a relevant examination. No prior training is required. Contact the school director for details.

**Note: The institution does not provide visa service and does not vouch for student status, and any associated charges.**

### **STUDENT CONDUCT**

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.

## ENGLISH PROFICIENCY

The following apply to international students for whom English is not their primary language:

For a student whose lower division coursework was not completed in English, and for whom English was not a primary language, we will seek a score of 500 on a TOEFL. The TOEFL requirement does not apply to international students who have completed at least two years of college level education at a school which has provided the instruction in the English language.

## GRADES AND STANDARDS FOR STUDENT ACHIEVEMENT - SATISFACTORY PROGRESS

Grades are awarded on a traditional A, A-, B+, B, B- ... F system. The minimum passing grade is a C. The minimum allowable grade point average to maintain satisfactory progress is a C, or 2.0.

In calculating a student's grade point average, the following policy applies:

|    |                           |    |                          |
|----|---------------------------|----|--------------------------|
| A  | 4.0 Grade Points (100-94) | A- | 3.7 Grade Points (93-90) |
| B+ | 3.3 Grade points (89-87)  | B  | 3.0 Grade Points (86-83) |
| B- | 2.7 Grade Points (82-80)  | C+ | 2.3 Grade Points (79-75) |
| C  | 2.0 Grade Points (74-70)  | F  | 0.0 Grade Points (69-0)  |

If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.

**I Incomplete** If the course has not been completed, the instructor may grant an I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

**W Withdraw** The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

## COURSE CHANGES

The content of each course in each of the [massage](#) programs described in this catalog is subject to revision by our faculty. Additional course titles may be added to or substituted for those in these curricula each program length.

Changes to the [massage](#) programs and component courses may be suggested by faculty members at any time. Such revisions and upgrades will be approved by the Chief

Academic Officer prior to adoption by this institution. In this way, the most recent developments in technology and business may be incorporated into the curriculum in a timely matter.

From time to time, a supplement to this catalog may present changes or additions. Supplements will be numbered sequentially, dated, and appear as inserts at the back of this catalog.

## **STUDENT HOUSING**

This institution does not have dormitory facilities under its control. The City of Palo Alto and the neighboring communities of Mountain View, Menlo Park, Sunnyvale and Los Altos have extensive rental apartments and housing in all price ranges (from \$800/mo. to \$2,000/mo. USD single occupancy). The school is also within commuting distance from a number of other residential communities including Santa Clara, Saratoga, Campbell, San Jose, Milpitas and Fremont.

The HMS will make suggestions and help with resources to find housing, but it is the responsibility of the student to find acceptable housing within their own financial situation and needs. The school takes no responsibility to find actual housing for any student. **The exhibit 1 has listings of housing and other resources in the community available for students.**

## **ADMINISTRATION**

### **Name**

Chief Executive Officer  
Jenny Shi

### **Name**

Chief Operation Office  
Jenny Shi

### **Name**

Chief Academic Officer  
Hal Lemmon

## FACULTY

### **Portia Zheng, MD(in China),DAOM., L.Ac.**

Educational Background: Western Medicine, Shanghai Second Medical School(SSMU), China from 1955-1960; Chinese medicine training at Shanghai TCM School, China from 1983-1987.DAOM,East and West Medicine School (UEWM), USA from 2009- 2012, Present Positions: Professor of UEWM, President and professor of Health Medicine School ( HMS).

Previous Position: Instructor at Shanghai Second Medical School for 30 years. Professor of ACCHS, Okland, California for 10 years. Ms. Zheng was an associate professor and chief of the TCM department at Shanghai Rui Jin Hospital, a teaching hospital of SSMU. Specializing in peripheral vascular disease, with several successful publications. She was a visiting professor in Nagoya Hospital, Japan in 1989, and Stanford Hospital, USA in 1991-1993.She was a Dean of Academy of Chinese Culture & Health Sciences(ACCHS) in USA and officer of Medical Center in UEWM.

### **Chung Chao (Jake) Huang M.S, L.ac,**

Educational Background: Jake obtained his Bachelors of Science in Psychology from School of California in San Diego, 2004. He got his Master of Science in Acupuncture and Oriental Medicine degree from South Baylo School, 2007.

Present Position: He is currently employed at Northern California Health and Acupuncture, as California Licensed Acupuncturist.

Previous Positions: He is specialized in the use of Herbal formulas and treating psychological disorders; he is also experienced in Sport Injuries.

### **Hal Lemmon, Ph.D.**

Educational Background: Dr. Lemmon holds a BS and MS degree in Mathematics and a Ph.D. in Chemical Engineering from the School of Utah.

Present Position: He was employed in the nation's defense industry working on the design of the Minuteman Missile System. After earning his Ph.D. he was employed by the Agricultural Research Service of the United States Department of Agriculture where he developed pioneering computer systems for managing crop production. His research in cotton brought him international recognition.

### **Zhisheng Sun M.D (in China).L.ac**

Educational Background:Dr. Sun graduated from Shandong School of Traditional Chinese Medicine (TCM), majored in Neurology, in 2008.

Present Position: :2011-now as acupuncturist at California Health Canter.

Previous Positions:2008-2011 worked as Chief doctor at San Dong Medical School

## NONDISCRIMINATION POLICY

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national

origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

### **STUDENT SERVICES**

This institution does not provide airport reception services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

### **APPLICATION INSTRUCTIONS**

Part-time or full-time students must file an application and submit the application fee made payable to Health Medicine School. The application form and instructions are available and can be mailed or e-mailed. All entering students must review program requirements. For the credit transfer, applicants will be advised, in writing, of any deficiencies in transfer units that must be remedied. A proposed remedy will be sent to the student, in writing, to assist the student through the application and admission process.

Individuals should contact the administrative office and request an application form. Prospective students must document high school completion or equivalent minimum education. An application fee of \$25 is to accompany the submission of the application form. The applicant will receive certain required disclosures and be offered an enrollment to sign which also presents disclosures required by law.

### **PROGRAM ADMISSIONS DOCUMENTATION REQUIREMENTS**

Application procedures require the submission of the following documents: Application form, photo copy of driver license or state ID, two passport size photos. Documents received from applicants who do not enroll within one year of their application date or who send documents but do not subsequently enroll will thereafter be destroyed unless the applicant maintains communication with this institution that indicates the applicant's continuing plan to enroll. In no event will documents be held for more than two years from the date of receipt of the documents. Said documents will be shredded prior to disposal.

### **DESCRIPTION OF FACILITIES**

The school is located in a two story professional office building, approximately 30 years of age. The facility serves as an massage school. The facility is therefore supplied with items standard in the delivery of massage training.

## **ACADEMIC FREEDOM**

Health Medicine School is committed to assuring full academic freedom to all faculties. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the college has received oversight approval.

Health Medicine School encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

## **SEXUAL HARASSMENT**

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

## **ENGLISH AS A SECOND LANGUAGE INSTRUCTION**

This institution does not provide ESL instruction.

## **ACADEMIC TRANSFER OF CREDIT POLICY**

All students who requiring credit transfer must arrange to have original transcripts sent to this institution. These arrangements are to be made at the time of the student's application. Upon receipt of these transcripts of school level course completions, the Chief Academic Officer will review the documents and make the assessment of the transferability of each course appearing on the transcripts. As part of that assessment, the Chief Academic Officer will assure that the student's GPA for all transferred units meets or exceeds the institution's required minimum.

Should the transcripts be from overseas, those documents will be photocopied. The copies will be retained by this institution. The originals will be forwarded, by mail, to an independent Transcript Evaluation Service. Upon return of the documents, the CAO will

review the correspondence received from the Transcript Evaluation Service and return all received documents to the student's official file. At that time, the CAO will respond, in writing, to the applicant and document either: the acceptance of the credit or will document the specific courses which are transferable, which are not, and what further action will be required of the student in order to meet the published academic entrance requirements for the selected degree program.

All charges that a student may be required to pay.

### **THE PROCESS OF ESTABLISHING EQUIVALENCY**

Each document will be examined to assure that the work accepted is clearly indicated, by the issuing institution, to be program appropriate coursework. Should the documents received on behalf of a given student not be specific in this regard, the CAO will contact the issuing institution, by e-mail or regular mail in order to obtain further information upon which to make that determination. Questions of the equivalency of credit from overseas institutions will be submitted to the Independent Transcript Evaluation Service.

### **SPECIAL NOTICE OF FINANCIAL STATUS**

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the last five years. It has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.

#### **Equipments used for Massage Training Program (Massge Fundamentals for the Practitioner, Massage Therapy):**

Anatomical charts, massage tables, linens.

All equipment is owned by the institution. No equipment is rented or leased

#### **Massge Fundamentals for the Practitioner**

##### **Program Description**

This course provides an introduction to massage, its history, development, current application and benefits. Students learn basic techniques and are aware of endangerment zones and contraindications. Hygiene is stressed. Emphasis is placed on developing the ability to perform simple masages in a proper setting in an informed manner. The student develops an understanding of human anatomy and physiology. Additional emphasis is placed on understanding muscular structure and its importance in massage therapy. Forty percent of the instuction addresses anatomy and physiology, health and hygiene, contraindications, and business and ethics.

##### **Requirements for Completion**

To complete the massage therapy program a student must attend a minimum of 85% of the scheduled hours of instruction, achieve an average score of 80% or greater on quizzes

and exams, and pass an instructor monitored practical exam demonstrating competence in the application of therapeutic massage techniques.

**Program Length 250 clock hours**

### **COURSE LIST**

#### **Massage Fundamentals for the Practitioner**

| <b>Course Name</b>                   | <b>Course Hours</b> |
|--------------------------------------|---------------------|
| 1 Fundamental TCM Theory & Diagnosis | 15                  |
| 2 Anatomy & Physiology               | 58                  |
| 3 Tui Na Techniques                  | 50                  |
| 4 Meridian & Acupoints               | 15                  |
| 5 Treatment of Common Ailments       | 50                  |
| 6 Massage Contraindications          | 20                  |
| 7 Health & Hygiene                   | 15                  |
| 8 Ethics & Business Management       | 17                  |
| 9 Qigong & Taiji                     | 10                  |

### **MASSAGE THERAPY**

#### **Program Description**

The massage therapy program develops great understanding of massage theory and techniques including Swedish relaxation massage. Draping, seated massage, the use of oils and client care are covered. Skill in the delivery of deep tissue therapy is developed so as to facilitate both structural and functional changes in the body. Students learn to recognize, assess and treat common musculoskeletal pathologies, identify dysfunctions and create treatment plans.

#### **Requirements for Completion**

To complete the massage therapy program a student must attend a minimum of 85% of the scheduled hours of instruction, achieve an average score of 80% or greater on quizzes and exams, and pass an instructor monitored practical exam demonstrating competence in the application of therapeutic massage techniques.

**Program Length 250 Hours**

### **COURSE LIST**

#### **Massage Therapy**

| <b>Course Name</b>               | <b>Course Hours</b> |
|----------------------------------|---------------------|
| 1 Advanced Diagnosis & Treatment | 85                  |
| 2 Advanced Tui Na Application    | 85                  |
| 3 Anatomy & Physiology II        | 50                  |
| 4 Massage Contraindications II   | 7                   |
| 5 Health & Hygiene II            | 8                   |
| 6 Ethics & Business Management   | 15                  |

## **Licensure Requirement:**

Currently applicants may only apply for certification as a Certified Massage Therapist (CMT) in California.

1, Applicants must complete at least 500 hours of massage education and training from CAMTC approved schools, which shall not include online or distance learning.

2, And all applicants for CMT and applicants for upgrade from CMP to CMT must pass a CAMTC approved exam. As of January 1, 2015, the CAMTC approved exams are the MBLEx and the BCETMB if taken at any time, and the NCETM or NCETMB if taken prior to February 1, 2015. must also pass a CAMTC approved exam

## **Course Description:**

### **Fundamental TCM Theory & Diagnosis (15hours)      Prerequisite: None**

This course will help students to understand basic TCM theories. This course introduces basic theory about Yin/Yang, Zang/Fu, Five Elements, basic 12 meridians and their relationship, also four methods of diagnosis in Oriental Medicine.

### **Health and Hygiene I (15 hours)      Prerequisite: None**

This course introduces the policy from **Healthcare Infection Control Practices Advisory Committee (HICPAC)** and the application of disciplines of occupational hygiene in a clinical setting. The student will learn how to prevent, recognize, evaluate, and control nosocomial infection with the objective of protecting the patient's health and well-being.

### **Massage Contraindications I (20hours)      Prerequisite: None**

This course is designed to teach the basic theory of the contraindication of massage practice, to make student to understand the side effects and harmful result of inappropriate massage to protect client's health and safety as well as the massage practitioner.

### **Anatomy and Physiology I (58hours)      Prerequisite: None**

Students will locate and identify body systems, organs, glands, major muscles and bones, muscle origins and insertions, anatomical landmarks, basic functions, and interrelationships

### **Meridian and Acupoints (15hours)      Prerequisite: None**

This course introduces basic concepts of channels, collaterals, and acupressure points. As it applies to the practice of Asian bodywork/Tui Na, the course focuses on the study of

the location and the therapeutic functions of the major acupressure points throughout the body .

**Tui Na Techniques (50hours)**

**Prerequisite: None**

This course introduces the techniques of utilizing manual therapy and mechanical devices to perform massage. This course provides a hands-on learning opportunity to practice the essential techniques of massage.

**Ethics & Business Management I (17hours)**

**Prerequisite: None**

This course is designed to introduce the essential medical ethics and state laws to the students. The course also introduces the basic knowledge of practice management, including how to build up and develop an office, professional liability, record keeping, etc. After completing the course, students will have an overview of medical ethics and business management and will be able to use them in clinical practice.

**Qigong & Taiji (10hours)**

**Prerequisite: None**

This course is an introduction of the physical practice of Tai Ji & Qigong. Students will learn the skills to unify mind, breath, and action. After completing the class, students will be able to understand and apply traditional Qigong/Taiji theories and practice in relation to health, healing, and self-care.

**Treatment of common ailment (50hours)**

**Prerequisite: None**

This course will provide an overview of treatment for common ailments. It introduces each major section of the body and all major articulations. The course focus on treatment of pain syndrome from trauma, chronic postural misalignment. After learning, student will be able to treat common ailment independently.

**Advanced Diagnosis & Treatment (85hours) Prerequisite: Upper Division Standing**

The course is for students who must fulfill requirement beyond fundamental TCM Theory & Diagnosis. The course covers four methods of diagnosis in Oriental Medicine (inspection, auscultation, inquiry and pulse) with emphasis on tongue observation and pulse diagnosis. Differential diagnosis based on the eight principles, pathogenic conditions, Zang Fu Organ theories, channels, triple warmer, Qi, blood, and body fluids, etc to increase the student's capability of diagnosis and differential diagnosis.

**Advanced Tui na application (85hours)**

**Prerequisite: Upper Division Standing**

Base on Tui na techniques, this course offers a further explanation about more Tui Na skills and how to apply the skills into the treatment. It covers hand / feet reflexology, advanced Shiatsu techniques, including more stretching, rocking, Table Shiatsu, and how to diagnose, prevent, and relieve many health conditions.

**Anatomy and Physiology II (50hours)                      Prerequisite: Upper Division Standing**

This course is for the students who must fulfill the requirement beyond Anatomy and physiology I. This course provides deeper discussion about body systems, organs, glands, major muscles and bones, muscle origins and insertions, anatomical landmarks, basic functions, and interrelationships, particularly the functions of the musculoskeletal systems and neuro systems.

**Massage Contraindications II (7hours)                      Prerequisite: Upper Division Standing**

This course is for the students who must fulfill the requirements beyond Massage Contraindications I. The course covers further discussion of the contraindication of massage practice, to make student to grasp the theory and techniques about how to reach relaxing, therapeutic effects, while avoiding side effects and harmful results happened to the clients and the massage practitioner.

**Health and Hygiene II (8hours)                      Prerequisite: Health and Hygiene I**

This course is for the students who must fulfill the requirement beyond Health and Hygiene I. The course offers further explanation about how to use professional matter to prevent, recognize, evaluate, and control nosocomial infection with the objective of protecting the patient's health and well-being.

**Ethics & Business Management II (15hours)                      Prerequisite: Ethics & Business Management I**

This course is for the students who fulfill the requirement beyond Ethics & Business Management I. This course offers further knowledge about management practices such as licensing, insurance, advertising, taxes, professional associations, and fees you should charge. Students will explore how to manage their business practice according to local laws and ordinances.

## **Exhibit 1:**

### Apartments and Rentals

In this category, students can rent a Studio, a one-bedroom apartment, share an apartment with another person, or rent a room in a house. Selection is huge and the price range is very wide. We do not recommend students accept an apartment/rental without seeing the place first and know about all the terms of the policies. The rent varies according to location, size of the complex, and selection of facilities (such as swimming pool, tennis court, etc.) Student will sign a contract and pay a deposit.

If you would like to find housing/apartments on your own, here are some searching websites:

<http://www.MyCheapApartments.com>

<http://www.myapartmentmap.com/apartments/ca/>

[www.craigslist.com](http://www.craigslist.com)

### Apartment Listings

Below is a sample list of some of the larger apartment complexes near the HMS and near supermarkets, shopping and buses, good environment and management, and good amenities (pool, fitness center, washer/dryer, etc.). There are also many smaller and cheaper apartment complexes with fewer amenities.

Use these sites for more apartment searches. You can see floor plans, pictures and get direction and maps:

[www.apartment.com](http://www.apartment.com)

<http://apartmentguide.com>

### Woodland Park Apartments

45 Newell Rd East Palo Alto, CA 94303

Phone: 866-696-9864

### Community systems apartments

900 Henderson Ave, Sunnyvale, CA 94086

Phone: 408-565-8487

1 to 2 bedroom apartments, \$1750 to \$2550

### Oliver Tree apartments

1331 Wolfe Rd, Sunnyvale, CA 94087

Phone: 408-550-7821

1 to 2 bedroom apartments, \$1725 to \$2040

### Normandy park apartments

50 Washington St., Santa Clara, CA 95050

Phone: 408-899-8257

1 to 2 bedroom apartments, \$1900 to \$2495