

# AMERICAN UNIVERSITY OF COMPLEMENTARY MEDICINE

## STUDENT HANDBOOK



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## 1. INTRODUCTION

This STUDENT HANDBOOK is an official publication of American University of Complementary Medicine (A.U.C.M.). It is a supplement to the CATALOG. All policies, procedures and regulations contained in this HANDBOOK apply to all students, regardless of entry date. This HANDBOOK contains detailed information on many topics not covered in the CATALOG, or referred to in the CATALOG. Together, the two documents define the rights and responsibilities of the student and the University.

All students are responsible for any changes of policies, procedures or regulations. Such changes will be posted on the Official University Bulletin Board, located in the hallway between the main foyer and the library. Significant changes will be mailed to each student. Otherwise, students will receive notices of changes or new editions of the HANDBOOK when they register for the following trimester.

American University of Complementary Medicine reserves the right to make changes in tuition, administrative policies, academic policies and academic standards as deemed necessary to promote progress of its educational program and of the profession, to achieve academic excellence, and to comply with changes in the laws, regulations and policies of the California Bureau for Private Postsecondary and Vocational Education (BPPVE).

## 2. CURRICULUM

Normally, each student is responsible for completing the requirements of the curriculum as set forth in the CATALOG under which he or she was admitted. However, any changes mandated by any of the agencies listed above or by the University must be complied with after due notice has been given to each student affected. Normally, a student is allowed 8 academic years to complete all academic requirements under the entry catalog. Students taking more than 6 years to complete their studies may be required to meet newer standards and requirements. Such students will meet with the Registrar or a Dean at the end of the sixth year to discuss their future studies.

### Distance Learning

The American University of Complementary Medicine received permission from the California Bureau for Private Post-Secondary Vocational Education (BPPVE) to offer didactic courses in the distance learning format for its certificate and degree programs. The university currently offers some courses in this format and has on-going development to increase the number of classes available. The university does not currently offer clinical internship training in the distance learning format. Clinical training is done in a supervised setting at the university. AUCM may offer clinical intensives at the university campus for distance learning students at some future date. For current availability of distance learning courses, please refer to class schedules for the term you are interested in attending.

## 3. UNIVERSITY FACILITIES

The University administrative offices, library, clinic and some classes are housed in a two-story building in Beverly Hills. Most evening and weekend lecture classes are held at an auxiliary location at Crossroads School, 1712 21<sup>st</sup> Street in Santa Monica.

The **Staff/Student Kitchen Area** is located on the first floor of the Beverly Hills location and the faculty have keys for access. Please leave the kitchen as clean, or cleaner, than you found it and keep the refrigerator free of stale food.

The **LIBRARY** is available for use during regular business hours and during class sessions. If the door is locked, please request that one of the staff open the room for you. Students are asked to be quiet and courteous when in the library. Library books are for reference and are to be used within the confines of the library at this time.

#### **EVENING CLOSE-UP PROCEDURES**

Each evening, when classes are over, "close-up" procedures begin. These are for your protection and safety. You are asked to please not stay behind to visit or study after closing time as that will complicate closing. All building windows and doors will be locked. Although we are located in what is considered a nice and safe neighborhood, it is always prudent to be careful and observant. We suggest that when it is dark outside, students should leave in small groups and watch out for each other. See that all fellow students get safely into their cars before you drive away. If someone's car fails to start, another should wait until help comes or alternative transportation is arranged. Never let a fellow student wait alone. Please look out for each other.

#### **SUGGESTIONS WELCOME**

American University of Complementary Medicine would like to work more closely with its students to provide a harmonious environment and meaningful educational experience. If any student, or group of students, has suggestions, which may help to accomplish these goals, please feel free to offer them to staff members. We prefer written suggestions so that they may be more effectively discussed at association and staff meetings. However, the entire staff is always ready to talk to any student. All suggestions and comments are welcome.

#### **4. STUDENT BODY ASSOCIATION**

American University of Complementary Medicine encourages student involvement in the Student Body Association whose role it is to organize social as well as study events for the student body. The University also looks forward to including Student Association Leadership in University discussions. For more information, contact the office of the Dean.

All students who register to take a course for credit are automatically members of the AUCM Student Association. A fee of \$24 per year allows the association to convene occasional meetings and sponsor special projects. Student issues are submitted to the administration and faculty by members of the Student Association. These members schedule events paid for by the Student Association fees. Members of the association are represented on University committees that develop scholastic and business directives that impact students.

Regardless of formal structure, A.U.C.M. students are well known for their spirit of friendliness and cooperation. Informal study groups and social events often occur spontaneously amongst the student body. The university staff is open to working directly with students to encourage more educational and social interaction.

#### **5. ALUMNI ASSOCIATION**

The Alumni Association encompasses former students and graduates. The Alumni Association supplies a means for reciprocal communication between former students, graduates, and the University. In addition, the association is dedicated to improving career development, placement, and networking among its members, raising money for the University, planning social events, and utilizing members' expertise to benefit current students and their projects.

## **6. TRANSFER OF CREDIT POLICIES AND PROCEDURES**

Policies and procedures for the transfer of credit from other colleges or universities are given in the Catalog. The information given below summarizes the policies and procedures, but may not be complete. Additional information is available from the Registrar.

All applications for transfer credit must be made as a written request on appropriate University forms and submitted to the Registrar.

Requests shall be accompanied by official transcripts or other documents verifying that the learning under consideration has been satisfactorily completed.

The Registrar will normally require, in addition to the documents above: catalogs, course descriptions, letters of verification, or other proof that provides a description of the topics and techniques studied, and/or verification of the experiences cited.

All transcripts from foreign schools must be evaluated, at the applicant's cost, by a recognized by international education evaluation agency.

If sufficient satisfactory documentation is not available, the applicant will be asked to prepare a written description of the learning experience, and may be asked for additional information and documentation. The student may be eligible to take a challenge exam.

The completed request is submitted to the Registrar for consideration and approval by the Dean. If the Dean considers the request to be valid, the applicant will be notified whether or not a challenge examination is required and can be scheduled.

The challenge examination will be written, and may also include oral and practical sections. This is at the option of the Dean and the examiner. The examination will be prepared and graded (pass or fail) by the examiner. The examiner may recommend to the Dean a maximum number of units to be awarded.

The applicant will pay to the Registrar the required fee(s) at least 30 days prior to the date of the exam. This fee is not refundable. Requests for postponement for good cause must be received by the Registrar no later than 3 weekdays prior to the exam, except for personal illness.

If an applicant fails to appear for the examination, a failure is recorded.

An applicant may apply for another examination to be scheduled, and must pay another fee, 30 days prior to the date of the rescheduled exam. An exam may only be rescheduled once.

## **7. ATTENDANCE**

Attendance is discussed in the Catalog. Special attention is called to the following:

Students are expected to attend all scheduled class sessions, and are expected to arrive on time. Absence may be excused for childbirth, documented illness, injury, death in the family, or other emergency situations acceptable to the Dean. Students should call the Registrar or the Dean as soon as practical 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. Three absences are allowed per 15-week course, but this does not apply to weekend intensives. Two late arrivals of more than 15 minutes to a class is considered equivalent to one absence; therefore, no more than 6 late arrivals are allowed per term.

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, at their own option, arrange for make-up exams in cases of excused absence. Instructors are not required to provide make-ups for exams missed. If exams are missed due to unexcused absence or lateness, instructors will normally assign a failing grade to that exam.

## **8. ID CARDS**

Student identification cards are required for all students and are obtained from the Registrar. If you have not received your card, please contact the Registrar. These cards are proof that you are enrolled in American University of Complementary Medicine. You may be required to show your card to University staff, faculty, security personnel, or other monitors at seminars or special sessions. Very often you may be eligible for substantial discounts on movie and theater tickets, bus fares and many other events upon presentation of your student ID card.

## **9. REGISTRATION FOR EACH TRIMESTER**

Continuing students are required to register for courses for the following trimester by the scheduled registration deadline. The deadline is always posted on the upcoming schedule of classes posted on the official bulletin board. A late fee may be charged to those students who do not register by the posted deadline.

## **10. MAKING A CURRICULUM CHANGE**

To add or drop a course after you have registered for classes, you must notify the Registrar in writing, by filing an ADD/DROP FORM. Phone calls are not official notices. It is not sufficient to tell (or to write to) the instructor that you wish to add or drop a course. This must be done with the Registrar. If you are enrolled in a course and you drop it without notifying the Registrar, you will pay full tuition for that class. If you drop a class after the start of the trimester, you will be charged for the time enrolled according to the refund policy set forth by law, and noted in the Catalog. If you are on a payment plan and add or drop a course, you may be required to write a new payment agreement.

## **11. LEAVE OF ABSENCE**

If you must be absent from the University for any reason, you must notify the Registrar in writing. You must attend at least 80% of scheduled class hours in order to receive credit for the course. Therefore, an emergency leave of absence of two weeks during a trimester is the maximum allowable time. A leave of longer than three absences means that the entire trimester must be repeated. Tuition refunds will be arranged according to standard University policy.

For leave of absence periods between trimesters, the duration of such a leave will not be longer than a year after the end of the student's program.

If a student leaves without notifying the Registrar in writing, it will be assumed that the student has dropped out of the University. The student will have to re-apply in order to enter the University again. Grades of F (Failure) will be recorded for all courses not completed and not dropped prior to semester's end.

To request a leave of absence, submit a letter or the form available to the Registrar. Be sure to include the beginning and ending dates of the leave and the reasons for the leave. Consultation with the Registrar is recommended before requesting a leave. No leaves are official until a letter of approval has been received from the Registrar.

The student acquires the Leave of Absence Form from the Registrar's Office. The Registrar's Office, after consulting with the Dean, stipulates the length of the leave. Before taking an approved leave, the student meets with the Registrar or Dean. In addition, the student must inform the Registrar's Office before his/her return and schedule another meeting with the Registrar.

Students on approved leave are not held accountable for changes in degree requirements that were instituted during the leave. If the student attends another academic institution during leave and completes classes that are relevant to the AUCM degree programs, the student must forward official transcripts to AUCM.

## **12. WITHDRAWAL**

If you find it necessary to terminate your studies in all courses, the Registrar's office must be notified in writing. Official date of withdrawal is the date the letter is postmarked or otherwise received by the Registrar. All refunds allowed are computed from the official withdrawal date. Any withdrawal without official notification will result in failing grades in all courses. Otherwise, grades of "W - Withdrawal" or "I - Incomplete" will normally be assigned.

As a reminder, all changes in curriculum or enrollment status, including add, drop, leave, withdrawal, etc., become effective on the date the written notification is received by the Registrar or the date of postmark, if mailed. Notices which are mailed should be sent by Certified Mail, with a return receipt requested, to avoid later disagreements over notification dates. Letters or notices given to any other staff or faculty member are not official until received by the Registrar.

## **13. POLICIES ON AUDITING COURSES**

Auditing a course is defined as attending a course without the expectation of academic credit or a grade for that course. The tuition is reduced if the student is repeating a class previously attended, otherwise the tuition is the same. The following policies apply to the audit of courses at A.U.C.M.:

Individuals who want to attend classes without receiving credit must register for classes and pay the requisite fees. However, auditors do not need to apply for admission. Auditors may take part in class discussions and activities but do not prepare or turn in written assignments or take examinations. The class schedule stipulates the courses that may not be audited.

Admission to the course is dependent upon space available, and may require instructor approval. Students taking the course for credit are given priority.

The auditing student functions primarily as an observer in the class. The auditor will normally not take any quizzes or exams, and will not be given an evaluation for any course activity. The auditor will participate in class discussions and activities only upon the invitation of the instructor. The auditor will hold questioning and discussions to a minimum, and with the consent of the instructor.

The audit fee for classes previously attended are \$125 per unit.

Instructors are not permitted to allow students to sit in on courses for which they are not enrolled. Instructors wishing to invite a visitor for a single class session may do so, but must receive the Dean's approval for any extended visits.

Audits, if recorded on transcripts, will show the grade as "NC" - audit course, no credit.

**14. REFUND POLICIES**

A student has the right to withdraw from school at any time and receive a refund for that part of the course not taken, for which the student paid. If a student withdraws after one (1) business day following the first day of class, the student is entitled to only a partial refund. The notice of withdrawal and the request for refund must be made in writing. The amount of that refund is to be "pro-rated" according to the incomplete portion of the course up to 60 percent, less the cost of any unreturned equipment and a registration/administration fee of \$100.00. The formula for refund calculation is as follows: The \$100 registration/administration fee is deducted from the total amount of the tuition. This amount is then divided by the number of hours in the course to obtain an hourly rate which is multiplied by the number of hours that the student actually completed, and subtracted from the amount of money paid by the student (less the administration fee). The refund is to be paid within 30 days of withdrawal. A refund notice is to be sent to the student 30 days after the refund is made. After completing 60 percent or more of the course, the student will receive no refund. The formula is as follows:

For example, if the student completes only 15 hours of a 45-hour course and paid \$645 tuition, a \$100.00 registration fee would be deducted from the total tuition and the remainder would be prorated, so that the student would receive a refund of \$363.34.

\$645.00 - \$100.00 (Tuition minus Admin. fee) =	\$545.00
\$545.00 ÷ 45 clock hours =	\$12.111/hour (Hourly Rate for instruction)
\$12.111/hour x 15 hours = (Tuition owed)	\$181.66
	<u>+\$100.00</u> (admin. fee)
Prorated Amount Student Owes	\$281.66
Tuition Paid:	\$645.00
Prorated Amount:	<u>-\$281.66</u>
Amount Refunded to Student:	\$363.34

For Distance Learning courses the refund shall be calculated as follows:

A \$100 registration/administration fee will be deducted from the total tuition. Then this figure is further divided by the total number of lessons to find the "per lesson" charge. The "per lesson" charge is multiplied by the total number of lessons the student has received and added to the \$100 administration fee. The refund amount is then calculated by subtracting this amount from the total tuition for the course.

**15. DEGREES AND GRADUATION**

When you have fulfilled all academic and financial requirements, you will be awarded your degree or certificate.

Each student is responsible for filing with the Registrar a DIPLOMA REQUEST FORM. Students may request the preparation of one extra copy of the diploma upon payment of the required fee. Only one extra copy of the diploma is allowable. The preparation of an extra diploma, if not ordered with the original, may take several weeks to receive.

The GRADUATION FEE covers the cost of one copy of your diploma, the preparation of the final transcript and any special documents required by any one licensing or examining agency. There may be an additional charge for the preparation of specialized transcripts for additional licensing or examining agencies, as these take a great deal of the Registrar's individual time to prepare. See the Registrar for details. Graduation ceremonies may be held once a year for all students who graduated during that past year. The cap and gown, and ceremony fees are also included in the Graduation Fee. Graduates will be notified by mail of dates and times.



**16. MAKE-UP EXAMINATIONS AND RE-TESTS**

Requirements for mid-term and other “during-the-term” exams (written and oral), term papers, reports, projects and other student activities are assigned by each instructor. Make-up exams, re-tests, late hand-in of reports, or other special arrangements are made only by the instructor, and only at the instructor's option. No instructor is required to offer make-ups, re-tests, or allow for assignments to be turned in late. It is fully within the instructor's authority to give a failing grade for any exam a student does not take, or for any report or other assignment a student fails to submit. An instructor has the authority to give a failing grade, or a lower grade for any report or other assignment that is late. Students are referred to the section of the Catalog that discusses these topics.

**17. COUNSELING SERVICES**

Academic matters: When a student enrolls in a certificate or degree program, the AUCM Dean & Registrar's Office will have names of faculty advisors available to the student, based upon the student's program and particular interests the student has indicated. The advisor will be available to meet with the student early on in the first trimester to get acquainted, to discuss the student's career goals and aspirations, and to answer any questions regarding the academic program. Since the AUCM degree programs' curriculum is defined in terms of specific requirements, prerequisites, and sequences of courses, usually a minimum of academic advising is required. However, the advisor will be available to meet with the student at least once a trimester to review the student's progress, counsel him or her as needed regarding any performance programs, and provide professional socialization. In the case of Master's or Doctoral degree students, the faculty advisor assists the student with professional and institutional issues until the student selects either a Master's project advisor or a Doctoral dissertation mentor or Chair, respectively. Once selected, the Master's project advisor or Doctoral dissertation mentor or Chair becomes the student's advisor for the remainder of the program.

Financial matters: If you have any questions or concerns relating to finances, discuss these with the Registrar. If a student has a problem or question that cannot be handled by the Registrar, a written petition should be sent to the President.

**18. STUDENT CODE OF CONDUCT**

American University of Complementary Medicine encourages the utmost professional and ethical behavior in each student's academic conduct. The Dean will review all cases of academic dishonesty or behavior which disrupts the orderly activity of the University. Activities such as those listed below may result in probation or immediate suspension:

- A. Cheating or plagiarism in connection with an academic program.
- B. Forgery, alteration or misuse of University documents, records or identification, or knowingly furnishing false information to the University.
- C. Misrepresentation of oneself or of an organization to be an agent of the University.
- D. Obstruction or disruption on or off campus property, of the campus educational process, administrative process, or other campus function.
- E. Abusive behavior including physical abuse, on or off campus property, of the person or property of any member of the campus community, or member of the University community.
- F. Unauthorized entry into, unauthorized use, or misuse of University property.
- G. Sale or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics, as those terms are used in

- California statutes, except when lawfully permitted for the purpose of research, instruction or analysis.
- H. Lewd, indecent or obscene behavior on University property or at a University function.
  - I. Violation of any order of the University President, notice of which has been given prior to such violation and during the academic term in which the violation occurs, either by publication or by posting on an official bulletin board designed for this purpose, and which order is not inconsistent with any of the other provisions of this section.
  - J. Soliciting or assisting another to do any act which would subject a student to dismissal, suspension, or probation pursuant to this section.
  - K. Failure to pay off tuition owed may result in Academic Suspension. No student may enroll for classes in a term if there is outstanding debt owed from a previous term.

The President and/or Dean of the University, at her discretion, may place on probation, suspend or dismiss a student for one or more of the causes enumerated above. Any adjustment of fees or tuition shall be those required by law.

The President may immediately impose an interim suspension in all cases in which there is reasonable cause to believe that such an immediate suspension is required in order to protect lives or property and to ensure the maintenance of order. A student so placed on interim suspension shall be given prompt notice of charges and the opportunity for a hearing within ten (10) days of the imposition of interim suspension. During the period of interim suspension, the student shall not, without prior written permission of the President or designated representative, enter the campus, other than to attend the hearing. Violation of any condition of interim suspension shall be grounds for dismissal.

Individual instructors, in cases of academic dishonesty in their class, may fail a student for that examination, activity or course. The instructor may refer the circumstance to the Dean for review and further action.

The President may fail a student in a test, fail a student in a course, or expel a student for cheating or plagiarism. Cheating includes, but is not limited to, looking at another person's examination paper, using unauthorized notes in an examination, going to a restroom during an examination and consulting notes or references. Cheating includes plagiarism. Plagiarism is the presentation or representation of another person's work as one's own, such as presenting ideas or works of a course without documenting the source. Cheating is inconsistent with the academic standards which American University of Complementary Medicine honors.

#### Conduct by Applicants for Admission

Notwithstanding any provision in this statement to the contrary, admission or readmission may be qualified or denied to any person who, while not enrolled as a student, would be the basis for disciplinary proceedings pursuant to the above. Admission or readmission may be qualified or denied to any person who, while a student, commits acts which are subject to disciplinary action pursuant to the above.

#### Academic Honesty and Classroom Ethics

It is reported that some degree of student cheating takes place at most colleges. While there are rules against cheating and other unethical conducts at all colleges, and while it is true that some enforce these more diligently than others, it is most important that these be enforced to the limit at schools where graduate students are educated.

The healer-patient relationship is, and must be based on absolute trust. That trust must be fostered in the school environment.

While the level of cheating at our university appears to be better than average, this university will not tolerate cheating at all! All students are expected to abide by the following rules of academic conduct, and all other rules and policies published by the University:

- A. A student never gives or receives assistance during an exam. To assist faculty, the administration may provide proctors during exams. If a student is found to be cheating, the instructor or proctor may confiscate the exam papers and any materials suspected of being used (such as notes, books, etc.). These will be given to the Dean. The student, along with the instructor and/or proctor, will be scheduled for a hearing before the Dean.
- B. A student never represents the work of others as his/her own.
- C. When work is jointly carried out, the other members of the group must be acknowledged.
- D. A student never takes that which does not belong to him/her. The taking of office supplies, library books, etc., without proper payment or authorization is dealt with in the same manner as cheating, but may also be dealt with as a criminal offense.
- E. A student never answers to role calls or signs in or out of class for another. Nor do they sign in for credit to a class in which they did not attend.
- F. In all ways, students will conduct themselves as professionals, following the highest standards of professional ethics.

The Dean will investigate and resolve all reported cases of cheating, dishonesty, stealing or other unethical or unprofessional conduct. If the Committee finds that a violation did take place, it may take one or more of the following actions:

- 1. Assign a failing grade to the exam.
- 2. Assign a failing grade to the course.
- 3. Require financial restitution for university losses.
- 4. Refer the incident to proper legal authorities, assisting in the prosecution of the offender.
- 5. Place the student on probation.
- 6. Suspend the student from attending classes for not less than one trimester.
- 7. Dismiss the student from the University.
- 8. Recommend that an appropriate notation be made on the student's permanent academic record and transcripts.

For additional information, students are advised to read the Student Code of Conduct in the University's Catalog.

Any student who disagrees with these basic standards is advised to withdraw from the University. Any student who witnesses a possible academic/professional violation should report the incident to the classroom instructor or other responsible person. Instructors must report all incidents of academic dishonesty to the Dean. The simple truth is that effective learning depends on honesty, respect, fairness, and hard work. If we at A.U.C.M. are to aspire to provide the best educational opportunity for training students in natural healing modalities and complementary and alternative medicine, we cannot tolerate academic dishonesty, nor can we neglect the importance of moral development. Complete confidence in the honor and integrity of the practitioner is essential.

Such confidence depends entirely on the exemplary behavior of each and every one of us as professional.

**19. STUDENT GRIEVANCE COMMITTEE**

A student Grievance Committee enables students to pursue grievances against the administration or faculty. The Committee is composed of the Department Chair (for the program in which the student is enrolled), who will serve as Chair of the Grievance Committee, the President of the Student Association, and a faculty member appointed by the Academic Dean. The Grievance Committee will:

- A. Hear the grievance.
- B. Hear the university's response, including any charges against the student.
- C. Review any actions taken either by the student or by the University or its members.
- D. Gather relevant information by such means as are appropriate.
- E. Prepare a recommendation to the Academic Dean/President.
- F. If the circumstances include the Academic Dean/President, and the Academic Dean/President does not accept the recommendations of the committee, the chair will refer the matter to the Secretary of the Board of Directors, for the Board of Directors' decision. In all other circumstances, the decision of the President shall be the final decision.
- G. Students may also address their grievances to the Bureau for Private Postsecondary and Vocational Education, P. O. Box 980818, Sacramento, CA 95798-0818.

**20. ACADEMIC RECORDS AND TRANSCRIPTS**

All information about students is confidential. The Registrar is responsible to assure that such information is released only to individuals and agencies that have legal access to it. The following regulations govern academic records:

- A. Students may inspect and review their academic records and challenge any content they believe to be inaccurate or misleading. The Registrar or a specifically designated staff member must be present during the review. No document or part of the student's record may leave the direct sight of the staff member. No item may be altered in any way or removed except by the Registrar. No item may be added or copied except by the Registrar, Academic Dean or President.
- B. Students may receive copies of transcripts for a fee per copy. On graduating, students may submit written requests for official transcripts.
- C. Students and alumni must request copies of transcripts in writing, with a clearly written signature. This is required even if the request is made in person. A fee will be paid to the Registrar. The requests are kept on file.
- D. No parent, spouse, guardian, attorney or other representative of a student or alumnus may request a transcript.

- E. Only a valid court order will substitute for a personally signed written transcript request. A copy of the court order is placed in the student's file.
- F. No student or alumnus may receive a transcript if there exists financial obligation to the University. Only the President can waive this rule.
- G. Transcripts issued to students must be stamped "ISSUED TO STUDENT."
- H. Only the following agencies and individuals may be given student transcripts without written consent of the student:
  - 1) Faculty and administrators of the University who have legitimate need for such in the student's interest and welfare.
  - 2) Federal and state agencies listed in the Federal Educational Rights and Privileges Act of 1977 (FERPA). This includes the Veterans Administration if the student is receiving VA benefits, and certain agencies providing student aid. Matters not covered above are to be referred to the Dean and to the President.

## 21. **LIBRARY FACILITIES**

Students at the American University of Complementary Medicine have library facilities available to them through two major sources:

- A. The school's on-campus reference library provides students with access to over 2,000 volumes, multimedia instruction, and hundreds of videotaped lectures and seminars. In addition, the library provides student access to reference works, periodicals, monographs, media, and equipment required for the various programs. This library is not, at present, a circulation facility and materials must be used within the confines of the library.
- B. Students are required to purchase a UCLA Library Card (price, \$100 per year). This card gives students access to all of UCLA's libraries (located less than two miles from A.U.C.M.) including the Health and Sciences Library. Materials available to students through UCLA include the full array of print, multimedia, and on-line resources.

### HOW TO USE THE LIBRARY

A.U.C.M. students are encouraged to use library facilities as resources for research, development of bibliographies, references for research papers and/or other class assignments. Students may use our library as well as explore those of other academic institutions.

We offer the following general guidelines to assist you in your academic endeavors.

[UCLA Libraries] To identify and locate materials, you must use ORION on Fiche, ORION Online, and the card catalogs. ORION on Fiche and ORION Online contain records of materials acquired by all UCLA libraries since 1977. Library resource personnel are available to assist you in learning how to use these tools.

Reference and information service is provided in the UCLA Research Library. Librarians provide assistance in locating answers to research queries: the identification, selection, and use of appropriate reference sources.

Students with complex research questions may wish to make an appointment with a reference librarian.

Reference librarians, time permitting, provide in-depth instruction in the use of all information resources, literature search strategy and/or locating material on special topics.

Indexes, such as a Reader's Guide to Periodical Literature, are useful for accessing journal articles.

The library is an ideal place to read or study, browse the stacks, or explore the interesting materials.

## **22.    SEXUAL ASSAULT PREVENTION INFORMATION**

### INTRODUCTION

An area of increasing concern for colleges and universities throughout the country is sexual assaults upon students. The following information is provided to advise you of the services available.

### SOME VITAL STATISTICS

Sexual violence happens to males as well as females and it happens altogether too often. Studies indicate that, nationwide, one in three females and one in eleven males experience some kind of sexual assault before the age of 18.

Rape is the most common sexual offense. Rape occurs most frequently against the 16 to 24 age group by offenders who most often are also between the ages of 16 and 24. Given these statistics, one can readily see why rape is the most prevalent sexual assault crime that occurs on college campuses. Since only one in ten rapes are reported, it is difficult to obtain exact figures; however, several research studies indicate that an estimated one in six to one in four women have been raped while an additional 20 to 25 percent have been the victims of attempted rape. This means that between 40 and 50 percent of college women have been the victims of rape or attempted rape. You may already be aware that most rapes are not perpetrated by a stranger but rather by someone the victim knows. Nationwide, among all age groups, seven out of ten rapes are acquaintance rapes. Among college students this percentage rises dramatically to between 70 and 90 percent.

### REPORTING A SEXUAL ASSAULT AND IMMEDIATE SUPPORT

If you are a victim of sexual assault

Tell someone—a friend, a teacher or administration. The advantage of telling someone is twofold: They can (1) offer immediate support and advice and (2) contact an "advocate" who is trained to assist sexual assault victims from accompanying them to the hospital to helping them through the process of reporting the crime.

While victims are not obligated to report a sexual assault to the police, they are strongly encouraged to do so. Someone should be notified not only to provide immediate support but also to assist the victim in reporting the crime should he or she decide to do so.

Extreme care is taken to protect the privacy and confidentiality of the victim. Whether or not a victim chooses to notify campus security or the police, she or he is strongly urged to obtain a medical examination as soon as possible.

This action is important not only in case injury or disease is involved, but also because medical exams provide evidence needed should the victim decide to report the crime at a later date.

## SAFETY

If you're new to Los Angeles or even if you grew up here, there are some precautions you can take that will make your life safer.

### AT HOME

Don't advertise. If you put a note on your door saying you are not home, you're asking for trouble. On your door, on your mailbox, and in your phone book listing, use ONLY last name and initial.

Install a peephole so you can see who is outside before you open the door. Do not open the door unless you know the person. Remember that I.D. cards can be faked. Do not admit anyone claiming to be a repairman unless you have arranged for the repair.

Replace the lock when you move to a new apartment and don't leave your key in the lock. It takes only a second for a stranger in the hallway to snatch your key.

Lock your doors and windows. Pull down your shades and draw the drapes at night—don't invite possible harassment by peepers.

Don't let strangers in to make phone calls. If it is an emergency, you can tell them that you will make the call for them—but do not allow entry.

Elevators can lead to trouble. It is wiser to wait for an empty car than to get in with a stranger. Trust your instincts. If someone is giving you a "creepy feeling," pay attention to that—respect your intuition, and don't worry about seeming rude or "paranoid." It might be rude to leave an elevator or a situation if someone seems "creepy," but it might save you from assault.

If people make repeated anonymous phone calls to you at certain hours, it may mean they're checking to see if you're home. If you are bothered by such calls, or by obscene phone calls, notify the police and the telephone company.

Invest in a telephone answering machine. When you record your message, keep it short and simple. State your number. Don't give out your name. Invite a message at the beep. Leave your machine turned on when you are in the house; you can hear the caller and screen calls. If anyone calls to check your whereabouts, they will not be sure whether you are home.

If you return home and suspect that someone is inside do not go in. Call the police from a pay phone and wait until they arrive.

### ON THE STREETS

Nearly all assaults are planned. Criminals use a testing process or con game to select as a victim someone who appears to be "easy"— someone who won't give them a hard time. The test may be as simple as watching the way you walk down the street. Or it may take the form of a simple question or a request for help: "Got the time?" "Got a match?"

The way you look and carry yourself projects an image to the world. Keep your walk brisk, your expression confident and carry yourself as though you know exactly where you are going. If possible walk with someone. Stay in well lighted areas, stay away from alleys, dark entry ways and bushes. Stay near people. Avoid shortcuts through parks, vacant lots and other deserted places.

Most important: Be aware. When walking, be aware of what is going on around you. Don't let yourself become preoccupied with other things. Walk assertively. If you look like you know where you are going and what is happening around you, you are less likely to become a target.

When walking to your car have your keys out and ready to unlock the door. Get in immediately and lock the doors. Don't wait until you get to your car to fish your keys out of your pocket or purse.

Women with purses with long shoulder straps should carry the purse with the strap over the head and across their body with the purse tucked under their arm and close to their side.

If you can, don't walk alone; especially after dark. Ask a friend to walk with you to your car or residence. If you walk with someone, make sure you wait for them to get inside before you leave. If you don't have anyone to walk with, call for an escort.

If you believe you are being followed, stay in well-lighted areas and go into a building where there are other people such as a store or restaurant. If these aren't available, join a group of people and ask them to walk with you until it is safe.

When you return home, have your key ready to open the door without delay.

If you're a woman, you may find it best to carry your keys and a few dollars separate from your purse.

Be cautious. Develop a sixth sense about strange characters on the street and about potentially dangerous situations. Do not be afraid to make a scene. Women especially get into bad situations because they have been trained since childhood not to "make a scene or to 'embarrass'."

Many prowlers get into apartment buildings because tenants are simply hesitant to challenge them. The police advise Los Angelenos not to be shy about shutting a door in a stranger's face. Good manners must sometimes give way to good sense.

Be discreet. Don't flash money or jewelry around.

Keep a list of emergency numbers next to your phone.

If you need help on the street and can't find a police officer, flag down a taxi or a bus. Many of them have police radios and can get help for you.

#### SUPPORT SERVICES:

L.A. Commission on the Status of Women	(213) 485-6533
L.A. Rape and Battery Hotline	(310) 392-8381
Self-Defense Information	(213) 955-9098
Victims of Crime Resource Center	(800)8421-8467
Santa Monica Hospital Rape Treatment Ctr	(310) 319-4000 x, 2
24-Hour Crisis Hotline – Suicide Prevention	(310) 391-1253