

Admissions Policies

Prerequisites for the Doctor of Homeopathic Medicine Program

All candidates must possess a bachelor's degree or higher from a regionally accredited college or university (or the equivalent (as determined by AMCH) from an institution outside the United States. A minimum GPA of 2.5 is required in all post-secondary work.

Although there are basic science prerequisites (see below), well-rounded people with backgrounds in the humanities, arts or social sciences are often excellent candidates for the medical profession. We encourage a broad range of life experiences rather than a narrow basic science foundation. Criteria for selecting applicants for admission to AMCH's programs include motivation, intellect, and character essential to becoming a physician. Applicants are considered on the basis of academic performance, maturity, and demonstrated humanitarian qualities. Work and/or volunteer experience in health care, coupled with an awareness of the field of natural medicine, is strongly recommended.

The following coursework is the minimum required preparation for the study of homeopathic medicine. Applicants may apply with coursework still in progress, but prerequisites must be completed prior to matriculation.

REQUIRED COURSES

- Biology 12 semester credits
- Chemistry 12 semester credits
- Physics 6 semester credits
- Psychology: 6 semester credits

Recommended courses

- Biochemistry or Cellular Biology
- Anatomy

- Physiology
- Statistics

Other suggested courses

- Biomedical ethics
- Philosophy of science
- Public speaking
- Microbiology
- Immunology
- Public health
- Word processing

Prerequisite courses not taken within seven years of matriculation into the program are subject to review by the admissions committee. Additional coursework may be required.

Prerequisites for the Homeopathic Medical Assistant, Homeopathic Medical Assistant On Line

These programs are open to non-medically licensed practitioners and allied health professionals. All applicants must possess a bachelor's degree or an associate's degree with two years of experience in allied health. A minimum GPA of 2.5 is required in all post-secondary work.

Applicants must also successfully complete the following course work:

- Anatomy: 6 semester credits
- Physiology: 6 semester credits
- CPR Training

Prerequisite courses not taken within seven years of matriculation into the program are subject to review.

These classes can be completed prior to or concurrent with the program.

Students enrolled in on-line programs are required to have a

computer with high speed internet access and basic computer familiarity.

Prerequisites for the Homeopathic Practitioner Certificate and Homeopathic Practitioner Certificate On Line Programs

This program is open to any licensed MD, DO or ND. Students enrolled in on-line programs are required to have a computer with high speed internet access and basic computer familiarity.

Prerequisites for the Homeopathic Practitioner Distance Learning Program

There are no prerequisites for the Homeopathic Practitioner Distance Learning Program.

General Admission Criteria for All Programs

Well-rounded individuals with backgrounds in the humanities, arts or social sciences are often excellent candidates for the medical profession. AMCH encourages a broad range of life experiences rather than a narrow basic science foundation. Criteria for selecting applicants for admission to AMCH's programs include motivation, intellect, and character essential to becoming a practitioner. Applicants are considered on the basis of academic performance, maturity, and demonstrated humanitarian qualities. Work and/or volunteer experience in health care, coupled with an awareness of the field of natural medicine, is strongly recommended.

Applicants for admission are evaluated on their:

Affinity for and prior experience with homeopathic medicine.

Letters of recommendation.

Overall scholastic record.

Dedication to serve, compassion, critical thinking skills, ability to communicate, and self-discipline.

Understanding and appreciation of health care issues.

Application including essays.

Other achievements such as awards or accomplishments

Technical Standards

In addition, applicants must possess certain skills that allow them to safely and effectively practice homeopathic medicine. These skills include:

- Motor Skills
- Observational and Sensory Skills
- Communication Skills
- Conceptual Skills
- Social Skills
- Professionalism
- Computer skills

Applicants to AMCH must possess the following general qualities: critical thinking, sound judgment, emotional stability and maturity, empathy, physical and mental stamina, and the ability to learn and function in a wide variety of educational settings. In all phases of homeopathic education, students must use their intellectual ability and must maintain emotional stability, particularly when under stress. Graduates of AMCH must have the knowledge and skills to function in a broad variety of clinical situations and render a wide spectrum of patient care.

These skills and qualities will be assessed based on the applicant's resume, essay, interview and references.

Veterans

AMCH was granted approval by the Arizona Department of Veterans' Services, Office of Veterans' Education, also known as the State Approving Agency. For more information, please refer to the following website: <http://www.gibill.va.gov/> or the State of Arizona Department of Veterans' Services Education Division, 3225 North Central Avenue, Suite 316, Phoenix, Arizona 85012. (602) 255-5395.

Applicants with Disabilities

Applicants are selected regardless of race, gender, age, religion, national or ethnic origin, sexual orientation, marital status, disabilities, or any other protected class under local, state, or federal law. AMCH, in accordance with *Section 504 of the 1974 Vocational Rehabilitation Act and the Americans with Disabilities Act (ADA) (Public Law-101-336)*, has established the aforementioned essential functions of medical students and physicians. AMCH must ensure that patients are not placed in jeopardy by students or physicians as a result of substantially impaired intellectual, physical, or emotional functions. Students will be assessed not only on their scholastic accomplishments, but also in their physical and emotional capacities to meet the full requirements of the curriculum and to graduate as skilled and effective practitioners of homeopathic medicine.

Applicants who believe they may not meet the criteria listed above should contact the Admissions Director to discuss his or her specific circumstances. The Director will coordinate assessment and accommodations as deemed appropriate.

Application for Admission

Applications are available on the AMCH web site and through the office of admissions. Please direct all application materials to:

Office of Admissions
American Medical College of Homeopathy
2001 W. Camelback, Suite 150
Phoenix, AZ 85015

Applications may be submitted at any time prior to the admission deadline. It is the sole responsibility of the applicant to ensure that materials are received by AMCH on time. Application materials become the property of the American Medical College of Homeopathy and will not be returned or forwarded to other institutions.

Application Requirements

Application for admission includes the following:

Completed and signed application form including essays;
\$25 nonrefundable application fee for certificate programs and
\$75 nonrefundable application fee for degree program;
Official sealed college transcripts for all college and university
course work sent directly to AMCH Office of Admissions from the
institution

Two letters of recommendation for certificate programs; three
letters of recommendation for degree program-one of these must
be from an academic teacher, one must be occupational and the
last should be personal

Admission prerequisite requirements (see above);

A personal Interview after review of application documentation.

Application Requirements for International Applicants

In addition to the requirements for US citizens, international
applicants must also meet the following requirements:

International transcript evaluation (for all work completed in a
foreign country); Foreign transcripts must be translated and
evaluated by an AMCH approved international transcript
evaluation service. Fees for the service are the responsibility of
the applicant.

Satisfy visa application requirements by completing a financial
guarantee form and proving evidence of adequate financial
resources to cover anticipated cost of study. Sufficient funds
must cover the cost of the first year of school, books, students'
fees and all living expenses.

AMCH reserves the right to require international applicants
whose first language is not English to take the Test of English as
a foreign Language (TOEFL) exam. AMCH requires a score of
550 on the written exam or 213 on the computer exam.

Initial Interview

Completed applications will be evaluated and those individuals who meet requirements for the on-ground programs will be invited to a required interview on campus. Telephone interviews are normally not granted, but may be considered under extenuating circumstances. The interview gives the student the opportunity to visit the college campus. Those students who apply for on-line programs are generally invited to interview telephonically or on-line.

Admission Acceptance

The Admissions Committee will make the final decision regarding the applicant's admission. Admission decisions may be one of the following:

1. Full Admission
2. Provisional Admission (must meet admission requirements prior to matriculation)
3. Waiting List (to be reviewed by the Admissions Committee)
4. Denial

The Admissions Committee will notify the applicant in writing of the decision. Accepted applicants must provide a non-refundable \$200 deposit by the date stipulated in the acceptance letter to hold a place in the program. The deposit is credited towards the first quarter tuition. All application files are the property of AMCH and cannot be returned. The college reserves the right to admit or reject applicants at its discretion during the admissions process.

Admission Deferral

Applicants who have been offered either full or provisional admission may elect to defer their entrance to the program. This deferral may not exceed one year. A deferral will not be processed until the admission deposit is received. Those deferring admission must meet all the new admission requirements of the new class. Accepted students must defer admission by the end of the first week of the first course in the

quarter in which they were accepted. Students who desire deferral must make the request in writing to the enrollment office. A non-refundable deferral fee is required to transfer deposits.

Academic Withdrawal

Any student may withdraw from the school after submitting a written request to the Registrar. See the Tuition and Fee Policies for policies pertaining to refunds.

Re-enrollment

Students denied admission may re-apply by submitting a new application for the following year.

Academic Transfer: AMCH Transfer of Credit Policy

Academic Transfer

Applicants who wish to transfer from another homeopathic program must meet all admissions requirements. In addition, there must be a letter of recommendation and submit transcripts from the Registrar from the school which they are transferring, indicating that the student is in good academic standing. This letter must be mailed directly to the Office of Admissions.

Application for transfer credit are available in the Registrar's Office. Only transfer coursework completed prior to matriculation at AMCH may be applied toward transfer credit with the exception of approved coursework taken while dual enrolled at Phoenix Institute of Herbal Medicine and Acupuncture (PIHMA) (see Students Attending PIHMA).

Transfer Credit Policy

Any transfer credit accepted must be determined during the admissions process and prior to the start of the course in question. Transfer credit is determined on an individual basis, and depends on homeopathic certification, academic standing, the type of program, degree, equivalency of hours and courses completed. Course work older than ten years may require a challenge examination with payment of appropriate fees. Only

graduate-level coursework (masters or doctorate) is considered for transfer credit. A grade of “Satisfactory” is awarded for all transfer credit. Determination of advanced standing status prior to acceptance does not guarantee admission. If an applicant does not accept admission to AMCH and reapplies to enroll at a later date, the student is subject to all fees upon second application.

Transfer Credit for Medical Courses

Courses considered for medical transfer credit must have been completed at institutions with candidacy status or accredited by those bodies recognized by the profession or region as accrediting agencies. Courses used to satisfy admissions prerequisite requirements may not be used for transfer.

There are three pathways to receive transfer credit for medical courses. Licensed physicians (MD’s, DO’s, ND’s, DDS and DC’s) may place out of medical portions of the curriculum by submitting an advanced standing application and copies of their transcripts and medical degree. The second method is through course equivalency (see below). The third method is through challenge examination. Only certain courses can be challenged through an examination process. See the Student Handbook for a listing of courses that can be challenged by examination.

Applicants with a master’s level of medical training (NP, PA, LAc, DOM, PT) may apply for advanced standing and place out of medical portions of the curriculum. Applicants should submit an application with a course catalog with course descriptions for all courses to be considered for transfer. Coursework must be completed at an accredited institution, recognized by the U.S. Department of Education (USDE). See the Student Handbook for a listing of courses that are applicable.

Transfer Credit for Homeopathic Courses

There are three pathways to receive transfer credit for homeopathic courses. The broadest and most effective method

is through national homeopathic certification (see below). The second method is through course equivalency. Applicants who apply for this method must submit a course catalog with course descriptions for all courses to be considered for transfer as part of the transfer credit application. The third method is through challenge examination. Only certain courses can be challenged through an examination process. See the Student Handbook for a listing of courses that can be challenged by examination.

Applicants who are nationally certified in homeopathic medicine through the Council for Homeopathic Certification, American Board of Homeotherapeutics or Homeopathic Academy of Naturopathic Physicians may receive advanced standing for much of the homeopathic curriculum. Please see the AMCH Student Handbook for further details and a listing of homeopathic courses for which nationally certified students can receive advanced standing.

Evaluation of Credit

AMCH accepts transfer credits toward completion of its degree programs through evaluation of original transcripts. Courses must be successfully completed and taken at accredited academic institutions prior to admission to AMCH. An academic institution under consideration must have been accredited by an agency recognized by the U.S. Department of Education (USDE) or have been a candidate for accreditation (this does not apply to homeopathic programs). AMCH reserves the right to require challenge examinations in the judgment of all transfer credits. Courses used to satisfy admissions requirements cannot be used for transfer of credit. Coursework transferred will not be included in GPA calculation.

Transfer Credit Documentation

For evaluation of transfer credit, applicants must provide official transcripts and college/school catalogs containing course descriptions. Some applicants may also be asked to provide course syllabi. Transcripts from foreign countries must be

translated into English and evaluated by an approved credentials evaluation service.

Evaluation Process

The Registrar determines transfer of credit. A course under consideration is evaluated for equivalency to the comparable AMCH course. Factors considered in determining equivalency are as follows:

- a. Equivalency of core subject matter.
- b. Equivalency of course hours. Transfer credit for courses that contained 90% or more of the course hours of instruction required for the comparable AMCH course may be transferred without additional testing or tutoring. If the course hours were 60% to 89% of the course-hour requirement, the student requesting transfer credit must meet with the Academic Dean to determine whether the student must (1) pass a challenge exam in the subject (see policy below on Challenging Courses by Examination) or (2) participate in a tutorial class or required review to make up the identified deficiency. (At such a meeting, the student may be required to present detailed course descriptions and/or syllabi). Courses, for which less than 60% of the AMCH course-hour requirement has been completed, must be taken for credit at AMCH.
- c. Courses under consideration for transfer of credit must have been completed with a minimum grade of "C+" (2.5) or "Pass."
- d. Courses under consideration for transfer of credit should have been taken within ten (10) years prior to the date of the Application, unless the applicant/student provides evidence of continuous activity within the previous two years in the specific field for which transfer of credit is requested (for example, a physician requests credit transfer for a biomedical Western science course taken more than 10 years prior to his application date).
- e. Audited, continuing education and vocational courses are not equivalent, and therefore credit for these courses are not transferable.

Evaluation of Coursework from Non-Accredited Colleges

Students who have completed relevant coursework at non-accredited institutions may request to challenge courses at AMCH. See Challenging Courses by Examination.

Transfer of Clinic Hours

Official transcripts, catalogs and/or other official documents will be evaluated to determine whether clinic hours performed at another facility have met AMCH's guidelines for acceptance.

Transfer Credit Fees

There is a \$200 advanced standing transcript evaluation fee. In addition, there is a \$20 per course fee (CHC Certificate Holders, Alumni of CHE Accredited Schools, and Doctoral Medical Degree Holders Who Are Alumni of USDE Accredited Institutions are exempt from the per course fee). Transfer credits are not counted towards the GPA. Forms for transfer credit are available at the Office of Admissions.

Transfer from AMCH to Other Institutions

Transfer of credit from AMCH to other institutions is at the discretion of the receiving institution. Credit generally depends on comparability of curricula and may depend on comparability of accreditation. Inquiries need to be directed to the receiving institution to determine the transferability of credits from AMCH.

International Transfer

All foreign coursework must meet standards approved by the National Council on the Evaluation of Foreign Education Credentials. Foreign transcripts, course descriptions and syllabi, must be translated and evaluated by an AMCH approved international transcript evaluation service. The applicant should request a subject analysis transcript evaluation, which must include grades, hours and equivalencies. The applicant is responsible for these fees. Reports should be mailed directly to the Office of Admissions. It is recommended that foreign

medical doctors take the United States Medical Licensing Examination (USMLE). Each transcript must bear the official's signature and the school's official seal. Photocopies of educational records and documents are acceptable only if they bear an original certification of authenticity from the issuing school or examination board. The submission of notarized copies of educational records and documents and other exceptions to the above stated foreign academic credentials policy will be considered when recommended by recognized organizations such as AACRAO and NAFSA. AMCH reserves the right to verify the authenticity of applicants' academic records with the issuing institutions.

Applicants Who's First Language is Not English

All students whose first language is not English must demonstrate adequate English language proficiency in advance of admission. English language proficiency must be verified in one of the following ways:

1. Applicants may sit for either the International Testing Program or the Special Center Testing Program of the Test of English as a Foreign Language (TOEFL). A score of 550 on the paper-based test (PBT), 213 on the computer test, or 79 on the internet-based test (IBT) is required, with a score of at least 50 on the Test of Spoken English. Information on TOEFL and the TSE is available from the Admissions Office. Test results must be received prior to issuance of full admission.
2. Applicants may submit a properly certified copy of their General Certificate of Education administered by a British Testing Agency showing a grade of A, B, or C in the subject English Language. Recognized equivalent examinations will also be considered.
3. Applicants may submit academic records certifying that they have graduated from a recognized secondary school, college or university where English is the exclusive language of instruction and is located in an English-speaking country.

4. Applicants may demonstrate that they have lived in and / or worked in the United States for more than 10 years.
5. Applicants may submit academic records certifying that they have completed courses, totaling at least 6 semester hours, equivalent to both English 101 (English Composition I) and English 102 (English Composition II) with earned grades of "C" or better at a regionally accredited college or university in the United States.

Residential Requirements

AMCH requires that all students must complete at least 18 months of study at the college to be eligible for graduation. This means that a maximum of 230 quarter credit hours (out of a total of 367) can be transferred.

Students Attending Phoenix Institute of Herbal Medicine and Acupuncture (PIHMA)

Students enrolled in approved coursework at the Phoenix Institute of Herbal Medicine and Acupuncture (PIHMA) must sign an acknowledgement form in order to drop the equivalent courses from the AMCH track program. After coursework is completed at PIHMA, an official transcript must be received from PIHMA in order for those courses to be transferred. It is the student's responsibility to inform the Registrar's Office if the student withdraws from courses at PIHMA in order to make necessary changes in the student's schedule. Failure to successfully complete PIHMA courses as scheduled may delay clinical entry and/or graduation. Graduation from AMCH is contingent upon completing all equivalent courses at PIHMA with a grade of C or better.

Challenging for Transfer or Test Credit

Students may ask in writing to take a challenge examination in order to receive credit (transfer or otherwise) for courses that do not meet equivalency requirements. Students who have received informal education and training at sources from which

there is no transcript to evaluate, or whose credit policies are different from AMCH, may challenge courses if the subject of the course material is comparable to courses at AMCH. Students can only challenge for credit within the first two weeks of beginning a course.

All students taking challenge examinations are required to:

1. Submit a written notification to the Registrar.
2. Provide written documentation such as certified letters, course materials, certificates, et cetera of the informal education and training, which may include career experience applicable to the course being challenged.
3. Pay a challenge examination fee.

The Registrar will assure that the student is provided with (1) a course syllabus, and/or (2) a list of reading materials required in the course. The Faculty Member and/or the Registrar will schedule the day and time for the test to be taken, assign a proctor, and will make arrangements for the test to be graded. After the exam has been passed (by 80% or higher required), the student will receive credit. The student will receive a “Satisfactory” on his or her transcript to indicate the award of transfer credit. If the student fails the test (a grade of 79% or lower), he or she must register and pay for the course and successfully complete the course in the classroom setting. The challenge fee is non-refundable. If the student changes his or her mind and decides to not take the test after it has been prepared, the student will not be refunded the challenge fee, and must additionally register and pay full tuition for the course and successfully complete the course in the classroom setting.

Veterans

AMCH was granted approval by the Arizona Department of Veteran’s Services, Office of Veterans Education, also known as the State Approving Agency. For more information please refer to the following website: <http://www.gibill.va.gov/> or the State of

Arizona Department of Veterans' Services Education Division
3225 North Central Avenue, Suite 316 Phoenix, Arizona 85012
2407 (602) 255 5395.

New Student Orientation

A student orientation is conducted for all new students. Attendance is mandatory. For the degree program, this is conducted in a one-week retreat format prior to the beginning of the first class. For the certificate programs, this is conducted on the first day of the first course. The orientation is intended to introduce students to the school community. Staff and faculty review expectations, learning opportunities and policies.

