



# 2016-2018 MSOM Catalog

Dongguk University Los Angeles  
440 Shatto Place  
Los Angeles, CA 90020

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[www.dula.edu](http://www.dula.edu)

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## Mission and Educational Objectives

The mission of Dongguk University Los Angeles is to:

- to explore and embody the principles and practices of traditional East Asian medicine;
- develop a community of skilled medical practitioners; and
- provide accessible health care services to the local community.

### Master's Educational Outcomes:

This mission is cultivated through a Master's of Oriental Medicine program that trains healers who are able to:

1. Demonstrate an understanding of the theoretical and historical contexts of Oriental Medicine;
2. Apply this understanding to accurately diagnose patients;
3. Utilize bio-medical diagnostic methods and refer to other practitioners as appropriate;
4. Competently plan, perform, assess and adjust acupuncture treatments for common conditions and patterns;
5. Competently prescribe and modify herbal formulae for common conditions and patterns;
6. Embody and advise on healthy lifestyle choices; and
7. Identify, define and model best practices for professional success.

## President's Welcome

It is my great pleasure to welcome you to Dongguk University Los Angeles (DULA). The rich history of this extraordinary institution is marked by academic excellence and innovation, a remarkable record of meeting the evolving needs of the Acupuncture and Oriental Medicine profession within the United States and globally, and a demonstrated dedication to sharing educational resources with a diversity of stakeholders on our Los Angeles campus and beyond.

Ours is a dynamic, intellectual community with more than 1,800 alumni worldwide and with many proud traditions. Chief among these is a commitment to excellence in teaching and learning that fosters the success of all students - including working adults and lifelong learners of all kinds. DULA offers a strong foundation of academics and the intimacy of a small college.

With an outstanding academic program and faculty members on the leading edge of their fields, students from around the globe turn to DULA for a world-class education in Acupuncture and Oriental Medicine, thereby making the school a truly multicultural community.

Dongguk University Los Angeles combines internationally recognized academic and scientific excellence with unparalleled real-world clinical experiences.

A degree in Oriental Medicine from Dongguk University Los Angeles will provide you with the educational knowledge and clinical experience that you need to advance your personal and professional success. I invite you to visit our campus and health center to see for yourself how much our University community has to offer.

Sincerely,

Seung-Deok Lee, KMD, Ph.D.

President



Fall	2016	2017
Registration (for current quarter)	Aug 22-Sept 11	Aug 21 - Sep 10
Payment	Aug 22-Oct 10	Aug 21 - Oct 9
Classes Begin	Oct. 3	Oct 2
Add/Drop Period	Oct. 3-10	Oct 2 - 10
New Student Orientation	Oct 13*	Oct 12*
Veterans Day (no class)**	Nov 11	Nov 11
Thanksgiving (no class)**	Nov 24-27	Nov 23 - 26
Registration for Clinic Exam	Oct 25-Nov 10	Oct 24 - Nov 9
Registration for Graduation Exam	Oct 26-Nov 16	Oct 25 - Nov 15
Clinic Exam	Nov 15	Nov 14
Graduation Exam	Nov 22*	Nov 21*
Clinic Shift Registration (for following quarter)	Dec 5-16	Dec 4 - 15
Last Day of Class	Dec 11	Dec 8
Final Exam Week	Dec 12-18	Dec 11 - 15
Quarter Break	Dec 19-Jan 1	Dec 18 - 31

Winter	2017	2018
Registration (for current quarter)	Nov. 21-Dec. 11	Nov. 20-Dec.10
Payment	Nov. 21-Jan. 9	Nov. 20-Jan 8

Classes Begin	Jan. 3	Jan 2
Add/Drop Period	Jan. 2-Jan. 9	Jan 1-Jan 8
New Student Orientation	Jan. 13*	Jan 11*
Martin Luther King Jr. Day (no class)**	Jan. 16	Jan 15
Registration for Clinic Exam	Jan. 24-Feb. 9	Jan 23-Feb 8
Registration for Graduation Exam	Jan. 24-Feb. 16	Jan 24-Feb 14
Clinic Exam	Feb. 14	Feb 13
Graduation Exam	Feb. 23	Feb 22
Clinic Shift Registration (for following quarter)	Mar. 6-17	Mar 5-15
Last Day of Class	Mar. 12	Mar 9
Final Exam Week	Mar. 13-19	Mar 12-17
Quarter Break	Mar. 20-Apr. 2	Mar 19-Apr 1

Spring	2017	2018
Registration (for current quarter)	Feb 27-Mar 12	Feb 19-Mar 11
Payment	Feb 27-Apr 10	Feb 19-Apr 9
Classes Begin	Apr 3	Apr 2
Add/Drop Period	Apr 3-Apr 10	Apr 2-Apr 9
New Student Orientation	Apr 14*	Apr 13
Memorial Day (no class)**	May 29	May 28
Graduation Ceremony	May 13*	May 12*
Registration for Clinic Exam	Apr 25-May 11	Apr 24-May 10
Registration for Graduation Exam	Apr 26-May 17	Apr 24-May 16
Clinic Exam	May 16	May 15
Graduation Exam	May 25	May 24
Clinic Shift Registration (for following quarter)	June 5-16	Jun 4-15
Last Day of Class	June 11	Jun 9
Final Exam Week	June 12-18	Jun 11-16
Quarter Break	June 19-July 4	June 18-Jul 1
Independence Day (no class)**	July 4	
Summer	2017	2018
Registration (for current quarter)	May 22-June 11	May 21-Jun 10
Payment	May 22-July 10	May 21-Jul 9

Classes Begin	July 5	Jul 2
Add/Drop Period	July 5-12	Jul 2-9
New Student Orientation	July 14	Jul 13*
Independence Day (no class)**		July 4
Labor Day (no class)**	Sep 4	Sep 3
Registration for Clinic Exam	July 25-Aug 10	Jul 24-Aug 9
Registration for Graduation Exam	July 26-Aug 16	Jul 25-Aug 15
Clinic Exam	Aug 15	Aug 14
Graduation Exam	Aug 24	Aug 23
Clinic Shift Registration (for following quarter)	Sep 5-15	Sep 3-14
Last Day of Class	Sep 10	Sep 8
Final Exam Week	Sep 11-17	Sep 10-15
Quarter Break	Sep 18-Oct 1	Sep 17-30

Fall	2018
Registration (for current quarter)	Aug 22-Sept 11
Payment	Aug 22-Oct 10
Classes Begin	Oct. 3

Add/Drop Period	Oct. 3-10
New Student Orientation	Oct 13*
Veterans Day (no class)**	Nov 11
Thanksgiving (no class)**	Nov 24-27
Registration for Clinic Exam	Oct 25-Nov 10
Registration for Graduation Exam	Oct 26-Nov 16
Clinic Exam	Nov 15
Graduation Exam	Nov 22*
Clinic Shift Registration (for following quarter)	Dec 5-16
Last Day of Class	Dec 11
Final Exam Week	Dec 12-18
Quarter Break	Dec 19-Jan 1

## History

The roots of Dongguk University Los Angeles reach back to 1976, when Dr. Harvart R. Hongo began teaching the fundamentals of acupuncture and Oriental Medicine at his Sei Shin Acupuncture Clinic. Encouraged by his patients who wished to learn more about this healing art, Dr. Hongo took the initial steps toward his goal of combining research and educational pursuits, with the provision of charitable health services to the surrounding community. Dr. Hongo's goal materialized in 1979 with the founding of Royal University of America, consisting of three faculty and 11 students.

In January of 1997, Dongguk (translates as East Country) University, one of South Korea's oldest and most prestigious institutions of higher learning, known for its outstanding College of Oriental Medicine, affiliated with Royal University of America. On March 5, 2009, Dongguk Royal University was rededicated as Dongguk University Los Angeles during its 30th anniversary celebration. During the Rededication and 30th Anniversary ceremony, a mutual exchange agreement was signed with [Dongguk University Korea](#) detailing the collaborative benefits for each University.

The Dongguk University Los Angeles Board of Directors shares some common members with Dongguk University, Korea. Collectively, these two institutions on either side of the Pacific have been educating students for over a century.

## Accreditation and Approvals

### National

Dongguk University Los Angeles is institutionally accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), which is the recognized accrediting agency for freestanding institutions and colleges of acupuncture or Oriental Medicine that offer such programs. ACAOM is located at 8941 Aztec Drive, Eden Prairie, Minnesota 55347; phone 952/212-2434; fax 301/313-0912.

The English, Chinese and Korean Masters programs in Oriental Medicine at Dongguk University Los Angeles are accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), which is the recognized accrediting agency for programs preparing acupuncture and Oriental medicine practitioners. ACAOM is located at 8941 Aztec Drive, Eden Prairie, Minnesota 55347; phone 952/212-2434; fax 301/313-0912.

## California

The Master of Science in Oriental Medicine program is approved by the California Acupuncture Board. Graduates who have successfully completed all graduation requirements are eligible to sit for the California Acupuncture Licensing Examination (CALE), which is offered twice per year and the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) examination, which is offered year-round.

DULA is approved by the California Department of Education under the U. S. Code for Veterans' education.

## Bureau for Private Postsecondary Education

Dongguk University Los Angeles is a private institution and licensed to operate by the Bureau for Private Postsecondary Education (BPPE). 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. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
 P.O. Box 980818, West Sacramento, CA 95798-0818  
[www.bppe.ca.gov](http://www.bppe.ca.gov)  
 (888) 370-7589 (T), (916) 431-6959 (T), (916) 263-1897 (F)

## California Acupuncture Board

1747 N. Market Blvd, Suite 180, Sacramento, CA 95834  
 Tel (916) 515-5200, Fax (916) 928-2204, [www.acupuncture.ca.gov](http://www.acupuncture.ca.gov)

## National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM)

76 South Laura Street, Suite 1290  
 Jacksonville, Florida 32202  
 Tel (904) 598-1005, Fax (904) 598-5001, [www.nccaom.org](http://www.nccaom.org)

Several states, including California, have a governmental agency that governs, supervises and controls the licensure and practice of acupuncture. In California, the Acupuncture Board is responsible for such duties. If you desire to practice in another state, it is recommended that you contact that state's medical board or other appropriate agency, for licensure requirements. The NCCAOM's website provides information regarding the various degree and other certification requirements for all fifty states.

## Board of Directors

Il Myun Hwang, Chairman of Board

Tae Sik Han

Sang Sul Kim

Un Kil Kim

Jay K. Kim

Christine Hyunsook Lee, JD.

## Administration

Seung-Deok Lee, KMD., Ph.D., President

Sunny-Kim Barden, MSOM, M.Ed, L.Ac., Academic Dean

Arturo Aguirre, Facilities Manager

Hyun Shin, Executive Director

Alexandra Bruehl, MSOM, MA, L.Ac., Academic Coordinator

Lynn Chung, Library Manager

Ellisa Benson, English Program Coordinator

Barbara Corzo, Financial Aid Officer

Albert Kim, Director of Administrative Affairs

Emilio Lopez, Facilities Crew Member

Min Jeong Park, Office Manager

Young Seo, MSOM, L.Ac., Korean Program Director /Registrar

Keng Fung Yew, MSOM, L.Ac., Chinese Program Director

## Oriental Medical Center

Doris-Owanda Johnson, L.Ac., Dipl. Ac. & C.H., Clinic Director, Intern Supervisor

Sun P. Sin, L.Ac., Intern Coordinator

David Chung, L.Ac., Intern Supervisor

Jorga Houy, L.Ac., Intern Supervisor



Kay Joo, L.Ac., Intern Supervisor

Heiwon Lee, L.Ac., Intern Supervisor

Pamela Maloney, L.Ac., Intern Supervisor

Andre Rafael, L.Ac., Externship Supervisor

Fei Sun, L.Ac., Intern Supervisor

Chun Yi Qian, L.Ac., Intern Supervisor

Lin Qian, L.Ac., Intern Supervisor

Qi Wei Zheng, L.Ac., Intern Supervisor

In Ok Jeong, L.Ac., OMC Herbal Dispensary

Sky Ma, L.Ac., OMC Herbal Dispensary

Cristina Velasquez, OMC Receptionist

## Campus

DULA operates from one of the largest modern Oriental medical facilities in the United States. The spacious four-story building - 51,000 square feet in all - houses 35 classrooms, a library, numerous study areas, conference rooms, a meditation room and even plentiful on-site parking.

## Location

DULA is centrally located in Los Angeles where the bustling international communities of Downtown, Koreatown, Silver Lake, Mid-Wilshire, Westlake, Little Tokyo, and Chinatown all come together. The diversity of the University's immediate geographic community fosters an enriching learning and living experience for all students. There are also beaches close by to enjoy during the summer, mountains for weekend skiing and snowboarding getaways during the winter, as well as internationally renowned music, film, theater and other cultural venues in close proximity. Easy access to freeways, a 5 minute walk from the red and purple Metro lines, and reliable surface public transportation make our locale attractive to both our students and clinic patients.

## The Library

With more than 10,000 volumes of books, 5,000 journals, and 250 videos relating primarily to Oriental medicine, our library offers a wealth of research resources to students and faculty. Through our aggressive acquisitions program and donations from benefactors, our library continues to grow as a major asset to the Los Angeles area Oriental medical community. Our stacks also include numerous Western medical texts, audio-visual materials and other study aids. The library also has several computers hooked up to the internet and equipped for foreign language usage. DULA is a wireless capable campus with numerous hotspots. Additionally, our library currently houses a student bookstore, open during regular library hours to better serve the campus community.

## Student Organizations

There are three student associations that work closely with the administration. The primary purpose of the student associations is to provide comprehensive representation for maximum student participation at DULA. The student associations actively participate in all of the DULA events. Student events and activities are funded by student association membership fees and donations.

The Associated Student Body is made up of the English Program Student Association, the Korean Program Student Association, and the Chinese Program Student Association. These three Student Associations enjoy shared office space directly across from the spacious fourth floor Student Lounge.

## University Auditorium

This large 6,300 square foot multi-purpose space offers a venue for examinations, commencement exercises, academic conferences and continuing education seminars.

## Student Lounge

The student lounge is on the third floor. Across from this is a cafeteria with a refrigerator, microwave and vending machines for students' convenience. The patio also features picnic tables for students to take meals outside and ping-pong tables for games between classes.

## Copiers

Students may purchase a pre-paid copy card from the front office in order to use the student copy machine located on the 3rd floor.

## Bulletin Boards

In order to beautify our campus, student organizations and DULA community members must use the designated bulletin boards on the second and third floors. Administrative approval must first be obtained from the main office. The elevator is reserved for school office use only. These policies are maintained to prevent overcrowding on the bulletin boards.

## Zen Meditation Center

Our meditation center is a quiet space reserved for reflection and therapeutic exercise. Located on the 4th floor, it also features one of the best views from the campus of midtown Los Angeles.

## On-Campus Parking Facilities

Available every day to all students on a daily or quarterly fee basis, our ample off-street, secured parking areas easily accommodate the parking needs of students and patients alike. The Facilities Department conducts regular rounds of the campus, including all parking areas, throughout the day and evening to ensure student safety.

## Clinic Facilities

The Oriental Medical Center includes 12 spacious treatment rooms with 1-2 beds per room, 4 consultation rooms, a full service herbal dispensary, a large intern lounge which frequently doubles as seminar room for in-service trainings, and a conference room with computers available for internet research. The herbal dispensary maintains a stock of over 400 different herbs in raw, powdered, and processed form including herbal extracts, pills and capsules. Two decoction and two packaging machines are managed by the dispensary staff to prepare convenient custom formulations for patients.

## Housing

While on-campus housing (a dormitory) is not available, there is an abundance of housing options immediately adjacent to and surrounding the campus. The Admissions Office is available to assist both new and international students with finding housing, however, please note that DULA has no responsibility to find or assist a student in finding housing. Estimated rental prices in the area around the school range from \$800-\$1300 per month for a studio apartment and \$975-\$1600 per month for a one bedroom apartment.

## **Student Health Services**

Students and their family members are eligible for discounted clinic fees. For more information please contact the herbal pharmacy.

The Oriental Medical Center offers healthcare services to students and their family members at substantially discounted rates for treatments and some herbal prescriptions.

## **Annual Security Report**

DULA publishes an Annual Security Report and Campus Crime Statistics in compliance with applicable federal law. This report provides information on campus security regulations and campus crime statistics to current and prospective students and other interested parties.

## Master's Program

The Master's Degree program consists of 2,130 hours (213 quarter units) of academic coursework and 960 hours (48 units) of clinical internship at the Oriental Medical Center. Course work includes studies in Oriental medical theory, acupuncture, herbology and herbal formulas, Western medicine and science, Tui-na (traditional Chinese massage therapy), and practice management and ethical practices, in addition to the clinical internship. More specifically, DULA's academic program consists of the following:

Basic Sciences and Western Medicine	740 hours
Oriental Medicine and Acupuncture	760 hours
Herbal Medicine	450 hours
Case Management	90 hours
Professional Development:	30 hours
Electives	60 hours
Clinical Internship	960 hours

### Three Languages

The Master's degree program is offered in three languages: English, Chinese and Korean. Upon the successful completion of the program, students in all three language tracks are eligible to sit for the licensing examination given by the California Acupuncture Board, as well as the examination given by the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM). Students in these programs must have completed two years of baccalaureate education in their respective language as a requirement for admission to DULA.

### Oriental Medical Center

The OMC and the Herbal Dispensary apply the University's mission by providing student interns with the opportunity to develop practical integrated Oriental medicine skills and competencies, while providing the general public with access to affordable quality health care. Interns are also afforded the opportunity to develop their skills through an externship at the University of Southern California student health center.

Clinical training is aimed at preparing the students for a career in Oriental medicine by enabling them to implement and refine knowledge gained in the academic program in a clinical setting with real patients presenting with a variety of health disorders. This practice will enable the students to develop the personal and professional skills, abilities and competencies necessary to succeed in the integrated practice of Western and Oriental medicine, thereby evolving into knowledgeable and proficient primary care practitioners prepared for independent practice.

After completing 60 quarter units of specific didactic course requirements as defined in the

Application for Intern Level Test form, students may register for the Clinic Level I Exam. After successfully passing this exam they may register for clinical internship. Students must also have a Cardio-Pulmonary Resuscitation (CPR) and First Aid certificate among other requirements before registering for the clinic. The clinical training at the DULA OMC consists of 960 hours which are divided into three levels of clinical internship:

## **Clinical Internship**

### **Clinic Level One Observation (10/200)**

In Level I, students may first observe and then perform patient in-takes, take vital signs, become familiar with dispensary operations and assist in filling herbal formulas, learn clinic procedures and observe actual treatments.

### **Clinic Level Two Assisted Practice (16/320)**

Level II interns may assist in diagnosing and treating patients with senior interns under the direction of supervisory clinic staff.

### **Clinic Level Three Advanced Supervised Practice (22/440)**

The final stage of internship; Level III interns assume primary responsibility for treating patients after consultation with supervisory clinic staff. Interns are required to demonstrate a thorough understanding of clinical differential diagnosis and treatment, herbal prescription writing and the core competencies of medicine.

Note: Interns are required to demonstrate diagnostic and treatment skills on a minimum of 350 patients during the course of Level II & III internships. All interns must pass a level entrance examination and prepare written evaluations of clinic supervisors in order to progress.

For more detailed information about the educational and public treatment aspects of the DULA Oriental Medicine Clinic please consult the appropriate sections of the Student and Clinic Handbooks.

## Admissions

### Entrance Criteria

Applicants to the Master of Science in Oriental Medicine program must have satisfactorily completed a minimum of two academic years (60 semester units or 90 quarter units) of education at the baccalaureate level, or otherwise equivalent preparation for graduate level work from an institution recognized by the U.S. Department of Education, or, for international students, recognized by the appropriate agency in that country. The minimum cumulative Grade Point Average (GPA) required is 2.25. Individual courses with a GPA below a 2.25 will not be counted in the total units completed, nor will transfer credit be allowed for these classes. It is recommended, but not required, that prospective students hold a Bachelor's degree with coursework in biology, chemistry, psychology, biochemistry, physics, and/or anatomy and physiology. Students who fulfill our minimum admissions requirements are eligible. While DULA has the capacity to accommodate far more students than we admit, only those are accepted who demonstrate a likelihood of success in the field of Oriental medicine based on previous academic experience.

### Application Procedures

All applicants to the Master of Science in Oriental Medicine program whom have satisfied the entrance criteria requirements are encouraged to schedule an interview with one of our Program coordinators. Prospective applicants who have not satisfied the minimum eligibility requirements are encouraged to complete their general education studies before applying. The application process includes the following:

1. A completed Application for Admission along with a non-refundable application fee of \$100 USD
2. Two letters of recommendation
3. Official academic transcripts and (if necessary) evaluations of foreign transcripts from each college or University attended. Official transcripts must be sent directly from the issuing institution to the Office of Admission. If the transcripts are from a country where English is not the primary language, if necessary, they must be translated and evaluated on a course-by-course basis by an approved evaluation service, such as the World Education Service (WES). All domestic official transcripts must be received no later than the first day of class of the entering quarter. Official foreign transcripts and evaluations may be accepted prior to the end of the first quarter of enrollment, provided an unofficial transcript is received prior to the first day of class.
4. One passport-size color photograph
5. Interview with the Dean of Academics and/or Program Director; if a personal interview is not possible, a telephone interview or an interview with a local alumnus may be arranged
6. A personal statement explaining the prospective student's interest in and/or philosophical view of Oriental medicine

In rare circumstances, "conditional admissions" may be appropriate. Such an acceptance will be granted only in exceptional circumstances, such as a foreign student needing more time to secure an official transcript from his/her home county. In such a case, admission may only be granted after review and approval. If all outstanding conditions for admission are not met by the end of the second quarter of enrollment, the student may be deemed ineligible for

admission.

## Transfer Students

Students who wish to transfer from other schools of Oriental medicine must be in good standing (a minimum cumulative GPA of 2.25) and meet the current admission standards in place at the time of application. The application process is the same for both transfer students and new students. Transfer students will be required to satisfactorily complete the graduation requirements in effect at the time of their admission.

All transcripts for undergraduate and graduate work must be submitted to DULA directly from all institutions attended by the transferring student. Additionally, transfer students may also be required to submit further items, such as documentation of clinical training hours, course syllabi and/or course descriptions to ensure proper analysis of transfer credit.

Transfer students normally meet with the Academic Dean prior to or at the time of submitting their application. Because transferring from another institution is an important decision, our administrative staff makes every effort to ensure students are fully aware of all potential issues before making an informed decision to transfer.

No credit is granted for military or corporate training, prior experiential learning, nor through portfolio assessment. We accept only transfer credit judged to be equivalent in content and quality to DULA's requirements for graduation. Students seeking admission from another Oriental medicine program must meet the following requirements:

1. A minimum of one academic year (45 quarter units) must be spent as a full time matriculated student in the DULA program
2. Before transfer credit will be awarded, all official transcripts containing coursework for which credit is sought must be received by the Office of Admission for evaluation. The following guidelines will be followed:
  - a) Up to 100% transfer credit for actual coursework successfully completed in Biology, Chemistry, Physics, Psychology, Anatomy, Physiology, Pathology, Nutrition, History of Medicine, Medical Terminology, Clinical Science, Clinical Medicine, Western Pharmacology, Practice Management, Ethics, and Cardiopulmonary Resuscitation from a college or university accredited by an agency recognized by the U. S. Secretary of Education or, in the case of foreign institutions, recognized by the appropriate governmental agency.
  - b) Up to 100% transfer credit for actual coursework and clinical instruction in Oriental Medicine, Acupuncture Anatomy and Physiology, Acupuncture Techniques, Acupressure, Traditional Therapeutic Exercise, and Traditional Herbology, provided the coursework to be transferred has been successfully completed at a school approved by the California Acupuncture Board, and is also equivalent to the relevant coursework and hours required by DULA.
3. For candidates applying from institutions **not** approved by the California Acupuncture Board, but otherwise approved or accredited by an agency recognized by the U. S. Secretary of Education or the appropriate governmental agency, the following guidelines will be applied:



- a) Up to 100% transfer credit for actual western medical coursework hours that have been successfully completed at an institution accredited by an agency recognized by the U. S. Secretary of Education, or, in the case of foreign institutions, approved by the appropriate governmental agency provided that the coursework is equivalent to the relevant coursework and hours required at DULA.
  - b) Up to 50% transfer credit in relevant subject areas for successfully completed coursework in acupuncture and oriental medicine from institutions accredited or approved by an agency recognized by the U. S. Secretary of Education, or in the case of foreign candidates, the appropriate governmental agency. DULA may also require the student to take subject specific examinations in order to demonstrate a level of knowledge comparable to that achieved by a DULA student before credit is awarded.
4. A maximum of 50% of the actual clinical coursework and instruction required at DULA may be awarded if the clinical coursework to be transferred has been completed at an institution accredited or approved by an agency recognized by the U. S. Secretary of Education or the appropriate governmental agency if from a country outside of the United States.
  5. No credit will be awarded for Western medical internship or residency training toward the actual clinical coursework and instruction required at DULA

Course work taken at another institution after admission to DULA is not transferable unless approved in advance in writing by the Dean of Academic Affairs. Students may not be concurrently enrolled in another Oriental Medicine program.

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

The transferability of credits you earn at DULA is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits you earn in MSOM program is also at the complete discretion of the institution to which you may seek to transfer. If the credits 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 DULA to determine if your credits will transfer.

### Non-matriculated students

All students must meet all admission requirements and course prerequisites with the exception of the following courses:

**TB111 Tai Chi Chuan (2/20)** Introduction to the Chinese system of movement and meditation, which maintains good health and longevity by promoting the flow of Qi. As an introductory course of Tai Chi, this class will introduce the brief history, basic theory, different schools, and basic exercises of Tai-Chi Chuan.

**TB121 Qi Gong (2/20)** Exercises combining motion, meditation and breathing to train and nourish energy.

These courses are open to the general public. Faculty must ensure that non-matriculated students do not adversely affect the quality of instruction or negatively affect the educational experience of matriculated students. The Academic Dean will fully investigate any complaints if any non-matriculated student is diminishing the educational quality of these courses.

## Challenge Examinations

Students who have successfully completed prior coursework that is not directly transferable to DULA may, with the approval of the Academic Dean, request a Challenge Exam provided the material is similar in content to the course to be challenged. Challenge Examinations are subject to the following guidelines:

1. The student must take a separate examination for each course challenged
2. The student must achieve a minimum score of 75% on each exam taken
3. Challenge exams may not be repeated
4. All challenge exams must be successfully completed by the end of the second quarter of enrollment
5. All challenge examinations are subject to a charge of 50% of the current tuition for the course being challenged

## Re-Admission

Students who have been academically disqualified from the University may only be re-admitted by special action, and will only be considered when sufficient evidence is available to show the likelihood of future satisfactory academic progress. Students disqualified for other reasons, such as failure to meet the conduct standards set forth by the University, must wait one year before being eligible to reapply.

The Tuition Refund Policy and other important statements of the student's and University's rights and responsibilities are set forth in the Student Enrollment Agreement, which is available through the Office of Admission, front office or the appropriate Program Director.

## Residency Requirement

In order to graduate from the Master of Science in Oriental Medicine degree program, all students must comply with both components of the Residency Requirement. First, the student must successfully complete all didactic and clinical course work in no less than 3 calendar years and not more than 8 calendar years. Correspondingly, all transfer students must complete a minimum 1 calendar year of instruction as a full-time student.

Either or both of these two components of the residency requirement are referred to elsewhere in this catalog as the residency requirement. In terms of residency, a quarter is defined as a minimum of twelve units or more. For transfer students, the minimum residency requirement is four quarters as a full-time student.

## Graduates of Medical and Other Non-Oriental Medicine Health Care Programs

Students wishing to enroll who have a degree in medicine, dentistry, podiatry, chiropractic, or

any other non-Oriental medical program, may only receive transfer credit for relevant basic science and Western medicine courses. No credit for clinical instruction from such institutions may be transferred.

### **Graduates from International Oriental Medicine Universities**

Students who have successfully graduated from an Oriental medicine program outside of the United States and wish to earn a Master of Science in Oriental Medicine degree must meet and comply with the following criteria:

1. Meet the basic entrance requirements
2. Meet the residency requirement
3. Credit shall be awarded only for successfully completed actual course work
4. Evaluation of completed course work may need to include an examination before credit will be awarded
5. Must maintain a minimum grade point average (GPA) of 2.25 in all course work and a minimum cumulative grade point average (cGPA) of 2.25
6. Successfully pass the Comprehensive Graduation Examination (CGE)

### **International Student Visa Services**

DULA is approved by the U. S. Citizen and Immigration Service (USCIS) for attendance by non-immigrant foreign students. The University will evaluate the student's admissions application and, if the student meets all admissions criteria, DULA will issue the USCIS/SEVIS Form I-20.

In April 2002, the USCIS began the process of changing many of its rules relating to the average international applicant for admission. The most significant change that has gone into effect concerns the need to obtain USCIS approval before starting school. This requirement does not affect the student applying for student visas from other countries, as students in such situations have always had to obtain approval from a U.S. Consulate before coming to the United States, and such approval will continue to be sufficient in those situations. It does however affect people who enter the United States using tourist or other temporary visas, who then apply to the INS to switch to student status. Applicants must wait for a favorable INS decision before they may begin their studies. Also, such prospective students must make clear their intentions to change their visa status to a student visa immediately upon entry into the United States.

Additional admissions procedures are required for international students in need of an I-20 form. Such students are required to have valid passports for travel to, from and within the United States. They must also abide by all immigration laws and other U.S. Federal laws and California state laws. Foreign students must also submit:

1. Official transcript evaluations - foreign transcripts may need to be professionally translated and evaluated by a recognized evaluation service such as World Evaluation Service (WES) or Center of Applied Research and Education, Inc
2. Certificate of account balance - a bank account statement showing the current balance in U.S. dollars, or a completed Affidavit of Support (INS Form I-134) if sponsored by a third party
3. I-20 Form - if transferring from a U.S. institution as an F-1 student, a transfer release form from the institution must be submitted. International Student Advisor/SEVIS

Compliance Officer in order for the student to be issued a new I-20 form

To better assist our international students, staff is always available for help with interpreting services and academic and non-academic counseling at no expense to the student.

## Language Requirements for Foreign Students

(a) English language competency is required of all students seeking admission to the program taught in English. This is satisfied by scoring at least 61 on the Test of English as a Foreign Language (TOEFL) internet based test (iBT) which also requires a minimum speaking exam score of 26 and a minimum listening exam score of 22, or a level 6 on the International English Language Testing System (IELTS) exam;

(b) for those who shall complete the program in another language, a TOEFL iBT score of at least 45 must be obtained with a minimum speaking exam score of 18 and a minimum listening exam score of 15, or the student must have completed a two-year (60 semester credits or 90 quarter credits) baccalaureate level education in an institution accredited by an agency recognized by the U.S. Secretary of Education or from an equivalent English language institution in another country.

Applicants who do not satisfy this requirement may be considered for admission with English as a second language, but they must satisfy the proficiency requirement in English before beginning the clinical experience.

## Requirements for Graduation

Department	# of classes or shifts	Total Units/Credit Hours
Oriental Medicine	13	39/390
Acupuncture & Moxibustion	10	30/300
Herbology	15	45/450
Massage, Qi Gong, OM Exercise	3	7/70
Western Medicine and Basic Sciences	13	39/390
Clinical Medicine & Public Health	11	30/300
Practice Management	2	5/50
Professional Development	1	3/30
Case Management	3	9/90
Electives	2	6/60
<b>Coursework Totals</b>	<b>73</b>	<b>213/2130</b>
Clinic Level I	5	10/200

Clinic Level II	8	16/320
Clinic Level III	11	22/440
<b>Clinic Totals</b>	<b>24</b>	<b>96/960</b>

**Comprehensive Graduation Examination**                      **Passing grade**

Honors at Graduation are awarded according to the student's final GPA and are as follows:

- Summa cum laude: 3.9-4.0
- Magna cum laude: 3.8-3.89
- Cum laude: 3.65-3.79

## Course Listing

### Department of Oriental Medicine

#### **OM111 History of Eastern/Western Medicine (3/30)**

This course introduces students to the history and development of Eastern and Western Medicine. Students will discuss early theories and philosophies from ancient Oriental medical texts and will compare the basic factors that contributed to advancements in both Eastern and Western Medicine. In addition, students will examine how cultural factors and changes in ruling bodies formed and altered "Traditional" Chinese Medicine. Finally, the class will analyze how practicing East Asian Medicine in a modern Western context has altered the medicine.

#### **OM121 Basic Theory of Oriental Medicine I (3/30)**

This class covers the basic principles and theories of traditional East Asian Medicine, describing the relationship of yin and yang; five elements; physiological functions of the viscera and bowels; the formation and function of qi, blood, essence, and body fluids; and the nature of the human being. Students will learn the anatomy and physiology of the healthy person. This course serves as the theoretical foundation for the various departments of traditional East Asian Medicine.

#### **OM211 Basic Theory of Oriental Medicine II (3/30)**

This course describes traditional pathological concepts of Oriental Medicine. Students learn how the six external pathogens and the seven emotions lead to disharmony in the body and result in pathology. Students also come to understand the effects of over-tonifying or sedating a patient, Yin/Yang imbalance, and the dysfunctions of Qi, Blood, and Body Fluids. This course also introduces basic principles of disease diagnosis and treatment.

#### **OM221 Oriental Medicine Diagnosis I (3/30)**

This course begins the survey of OM Diagnosis through detailing the Four Examination methods: Observation, Auscultation (Listening), Inquiry and Palpation. As a hands-on class, Diagnosis students learn to observe the tongue body and coating and to palpate the radial pulse in order to form a more thorough diagnosis. Students also practice patient interviews, learning to collect pertinent diagnostic information from the patient.

Prerequisite: OM121, 211

#### **OM312 Oriental Medicine Diagnosis II (3/30)**

This course primarily explores different theories of disease differentiation. As such, students learn the concepts and theory behind Eight Principles diagnosis. This course additionally covers Qi, Blood and Body Fluids diagnosis. In preparation for upcoming courses, students will briefly be introduced to Wen Bing (4 levels), Shang Han (6 channels), and San Jiao diagnostics, as well as Earth School theories.

Prerequisite: OM121, 211

#### **OM311 Oriental Medicine Diagnosis III (3/30)**

This course covers Zang-Fu pattern differentiation, as well as differentiation of patterns involving multiple organ systems. At the end of this class, students will be able to describe each organ's associated patterns and will know the key signs and symptoms of each pattern

to allow for rapid differentiation in diagnosis. Students will understand the similarities and differences between patterns affecting the Zang and the Fu organs and will be able to combine Eight Principle Differentiation with Zang-Fu Differentiation.

Prerequisite: OM121, 211

### **OM411 OM Internal Medicine I (3/30)**

This is a 4-part series covering the etiology, pathogenesis, and treatment of illness in TCM. By learning the signs and symptoms, treatment principles, and herbal and acupuncture prescriptions of various disorders, students reinforce their understanding of basic diagnostic and treatment theories. Students learn differential diagnosis via the analysis of pathological changes of the Qi, Blood, body fluids, channels, and collaterals.

Part I of the series focuses on external diseases, diseases of the Lung, and bleeding disorders.

Part II of the series focuses on Palpitations, Insomnia, Chest Painful Obstruction, Emotional Disorder, Manic-Depressive Psychosis, Epigastric Pain, Vomiting, Diarrhea, and Epilepsy.

Part III of the series focuses upon diseases of the abdomen and digestive organs, also examining diseases caused by internal wind.

Part IV of the series focuses on diseases of fluid metabolism, the Kidney, and consumptive disease.

Prerequisite: OM221, 312, 311

### **OM412 OM Internal Medicine II (3/30)**

This is a 4-part series covering the etiology, pathogenesis, and treatment of illness in TCM. By learning the signs and symptoms, treatment principles, and herbal and acupuncture prescriptions of various disorders, students reinforce their understanding of basic diagnostic and treatment theories. Students learn differential diagnosis via the analysis of pathological changes of the Qi, Blood, body fluids, channels, and collaterals. Part II of the series focuses on Palpitations, Insomnia, Chest Painful Obstruction, Emotional Disorder, Manic-Depressive Psychosis, Epigastric Pain, Vomiting, Diarrhea, and Epilepsy.

Continuation of OM411. Prerequisite: OM221, 312, 311

### **OM413 OM Internal Medicine III (3/30)**

This is a 4-part series covering the etiology, pathogenesis, and treatment of illness in TCM. By learning the signs and symptoms, treatment principles, and herbal and acupuncture prescriptions of various disorders, students reinforce their understanding of basic diagnostic and treatment theories. Students learn differential diagnosis via the analysis of pathological changes of the Qi, Blood, body fluids, channels, and collaterals. Part III of the series focuses upon diseases of the abdomen and digestive organs, also examining diseases caused by internal wind.

Prerequisite: OM221, 312, 311

### **OM414 OM Internal Medicine IV (3/30)**

This is a 4-part series covering the etiology, pathogenesis, and treatment of illness in TCM. By learning the signs and symptoms, treatment principles, and herbal and acupuncture

prescriptions of various disorders, students reinforce their understanding of basic diagnostic and treatment theories. Students learn differential diagnosis via the analysis of pathological changes of the Qi, Blood, body fluids, channels, and collaterals. Part IV of the series focuses on diseases of fluid metabolism, the Kidney, and consumptive disease.

Prerequisite: OM221, 312, 311

### **OM432 Yellow Emperor's Classic and OM Philosophy (3/30)**

This course is designed as an introduction to eastern philosophy and discussion of its impact upon East Asian Medical Theory. Topics covered include Confucianism, Taoism, and Buddhism. Students will learn the history of the Yellow Emperor's Inner Classic and will discuss its tenets in class. In addition, students will explore the impact of the Yellow Emperor on medical concepts, treatment principles, and applications to clinical practice.

### **OM433 Shang Han Lun and Golden Cabinet (3/30)**

Students will learn Six Channel diagnosis, Zang-fu diagnosis, and the therapeutic process and prognosis for cold-induced disorders and internal diseases from the ancient Chinese medical classics Shang Han Lun and Golden Cabinet. In addition, this course discusses the application and modification of classic formulas in the Shang Han Lun and the Golden Cabinet.

Prerequisite: OM221, 312, 311

### **OM434 Wen Bing (3/30)**

Students will learn the system of Four Levels diagnosis, including pattern presentation, corresponding formulas, and prognosis for each stage of warm febrile disease. San Jiao diagnosis will also be covered in this class. Students will learn to understand the difference between hot and cold attacking pathogens and the progression of warm disease through the four levels and will be able to apply and modify formulas for each level of disease.

Prerequisite: OM221, 312, 311

## **Acupuncture & Moxibustion**

### **AC111 Acupuncture Anatomy I (3/30)**

This course provides students with a detailed study of point locations and primary channel pathways in relation to anatomical regions, nerves, bones, muscles, tendons, ligaments, and vessels, with an emphasis on channel and collateral theory. Channels and associated acupoints covered in this class include those of: Hand and Foot Taiyin, Hand and Foot Yangming, Hand and Foot Taiyang, and Hand Shaoyin.

### **AC112 Acupuncture Anatomy II (3/30)**

This course provides students with a detailed study of point locations and primary channel pathways in relation to anatomical regions, nerves, bones, muscles, tendons, ligaments, and vessels, with an emphasis on channel and collateral theory. Channels and associated acupoints covered in this class include those of: Foot Shaoyin, Hand and Foot Jueyin, Hand and Foot Shaoyang, as well as extra points and points of the 8 extraordinary vessels.

### **AC211 Meridian Theory (3/30)**

This course discusses basic channel theory, including the distribution of the 12 primary and 8 extraordinary vessels, as well as pathways of all divergent branches, network vessels, muscle



meridians and cutaneous regions. Normal channel physiology and channel-specific pathologies are discussed. The interrelationships and differences between channels and their respective Zang-Fu will be stressed.

### **AC311 Acupuncture Physiology I (3/30)**

Acupuncture Physiology covers the usage of the regular and special acupuncture points and their traditional functions in treatment. Additionally, the course discusses the basic principles of prescription in acupuncture treatment. In Acupuncture Physiology I, students learn the special categories of points (Five Shu points, Xi Cleft, etc.) and go over the functions of the points in the Lung, Large Intestine, Stomach, Spleen, Heart, Small Intestine, and Urinary Bladder channels.

Prerequisites: AC111, 112

### **AC312 Acupuncture Physiology II (3/30)**

Acupuncture Physiology covers the usage of the regular and special acupuncture points and their traditional functions in treatment. Additionally, the course discusses the basic principles of prescription in acupuncture treatment. Acupuncture Physiology II covers the Kidney, Pericardium, Gallbladder, and Liver meridians, as well as the Eight Extra Meridians, Extra Points, and 15 Luo channels.

Prerequisites: AC111, 112

### **AC321 Acupuncture Techniques I (3/30)**

This course provides students with an introduction to the techniques of acupuncture, including the insertion and removal of needles, and needle manipulation for both the tonification and sedation of points and stimulation of Qi. Students will learn to incorporate CNT protocols for safe and responsible needling and how to manage emergency situations arising from improper needling or weak patient condition (ex: hematoma, pneumothorax, fainting).

In Techniques I, students will practice needling major points of the 14 main channels and will gain an understanding of the historical types of needles and their traditional functions.

Prerequisites: AC111, 112

### **AC322 Acupuncture Techniques II (3/30)**

This course provides students with an introduction to the techniques of acupuncture, including the insertion and removal of needles, and needle manipulation for both the tonification and sedation of points and stimulation of Qi. Students will learn to incorporate CNT protocols for safe and responsible needling and how to manage emergency situations arising from improper needling or weak patient condition (ex: hematoma, pneumothorax, fainting).

In Techniques II, students learn auricular and scalp acupuncture, moxibustion, and cupping.

Prerequisite: AC111, 112

### **AC411 Acupuncture Therapeutics I (3/30)**

This is a two-part course detailing the etiology and treatment of diseases utilizing common acupoint prescriptions. Students begin to analyze and differentiate between pathological conditions, applying principles of point prescription in deciding upon a treatment plan, and modifying them as necessary to the patient's symptom presentation.

Acupuncture Therapeutics I covers Four Needle Technique, exogenous diseases, and a variety of Zang Fu syndromes.

Acupuncture Therapeutics II covers disease of the head, trunk, and lumbar regions; gynecologic, pregnancy, and postpartum disorders; infantile diseases; diseases of the skin; abnormal growths; and eye, ear, nose, and throat disorders.

Prerequisites: AC311, 312

### **AC412 Acupuncture Therapeutics II (3/30)**

This is a two-part course detailing the etiology and treatment of diseases utilizing common acupoint prescriptions. Students begin to analyze and differentiate between pathological conditions, applying principles of point prescription in deciding upon a treatment plan, and modifying them as necessary to the patient's symptom presentation.

Acupuncture Therapeutics II covers disease of the head, trunk, and lumbar regions; gynecologic, pregnancy, and postpartum disorders; infantile diseases; diseases of the skin; abnormal growths; and eye, ear, nose, and throat disorders.

Prerequisite: AC311, 312

### **AC422 Acupuncture Orthopedics (3/30)**

The course will emphasize the examination, diagnosis and treatment of common orthopedic disorders affecting the neuromusculoskeletal components of the neck, thorax, lumbar spine, pelvis, upper and lower extremities. Prerequisite: AC311, 312

## **Department of Herbology**

### **HB110 Introduction to Botany & Herbology (3/30)**

An introduction to the theory of herbal medicine, this course identifies major plants used in Oriental Medicine, as well as the Latin classification of those plants. This class focuses particularly on identifying the basic properties of herbs, including their tastes and temperature, within traditional herbal categories. It also includes the identification of toxic and non-toxic herbs, storage, and rules governing pharmacy.

### **HB211 Herbs: Category 1 (3/30)**

This four-part classes teaches students about the most commonly used herbs in the Chinese Pharmacopoeia. Students will learn the properties, taste, functions, dosages, and contra-indications of each herb covered. Category 1 includes herbs that release the exterior, clear heat, and drain downward

### **HB212 Herbs: Category 2 (3/30)**

Category 2 covers herbs that drain dampness, dispel wind dampness, transform dampness, warm the interior and expel cold, regulate Qi, relieve food stagnation and expel parasites

### **HB213 Herbs: Category 3 (3/30)**

Category 3 discusses herbs that regulate blood, transform phlegm and relieve coughing, calm the spirit, extinguish wind and stop tremors, as well as aromatic herbs that open the orifices

### **HB214 Herbs: Category 4 (3/30)**

Category 4 herbs include herbs that tonify Qi, warm the Yang, nourish the Yin, nourish Blood, astringent herbs, emetics and herbs for external application

### **HB311 Herbs: Formula 1 (3/30)**

This course is a comprehensive introduction to Chinese Herbal Formulas for various clinical applications. Students will learn the herbal components of each formula and the role that each herb plays within the formula. In addition, students will learn modifications, clinical applications, and contraindications of the formulas. The entire course consists of four parts. Formula 1 covers the formulas used for diaphoretic, purgative, harmonizing, antipyretics and summer heat clearing.

Prerequisites: OM 221, 312, 311, HB 110, HB 211-214

### **HB312 Herbs: Formula 2 (3/30)**

This course is a comprehensive introduction to Chinese Herbal Formulas for various clinical applications. Students will learn the herbal components of each formula and the role that each herb plays within the formula. In addition, students will learn modifications, clinical applications, and contraindications of the formulas. The entire course consists of four parts. Formula 2 covers formulas used for warming, exterior releasing, tonifying, sedation, resuscitation, and astringents.

Prerequisites: OM 221, 312, 311, HB 110, HB 211-214

### **HB313 Herbs: Formula 3 (3/30)**

This course is a comprehensive introduction to Chinese Herbal Formulas for various clinical applications. Students will learn the herbal components of each formula and the role that each herb plays within the formula. In addition, students will learn modifications, clinical applications, and contraindications of the formulas. The entire course consists of four parts. Formula 3 covers formulas with carminative, blood regulating, anticonvulsant, and moisturizing characteristics.

Prerequisites: OM 221, 312, 311, HB 110, HB 211-214

### **HB314 Herbs: Formula 4 (3/30)**

This course is a comprehensive introduction to Chinese Herbal Formulas for various clinical applications. Students will learn the herbal components of each formula and the role that each herb plays within the formula. In addition, students will learn modifications, clinical applications, and contraindications of the formulas. The entire course consists of four parts. Formula 4 covers formulas with diuretic, phlegm expelling, resolving/pertussant, anti-parasitic, and anti-abscess qualities.

Prerequisites: OM 221, 312, 311, HB 110, HB 211-214

### **HB321 Nutrition in Oriental Medicine (3/30)**

This course is designed as an introduction to the concepts of Oriental Medical nutritional theory. Students will discuss the importance of a proper diet and eating habits in maintaining health and preventing disease and will differentiate OM nutritional principles and practices from concepts of Western nutrition. Students learn to create and demonstrate several recipes with medicinal effects and apply OM nutrition theory to foods from other ethnic and cultural

dietary traditions, extrapolating some of their likely functions and properties from existing knowledge.

#### **HB412 Herbal Treatment in Pediatric Diseases (3/30)**

Chinese traditional pediatrics is a clinical science based on traditional Chinese medical theory combined with physiological pathology to study the laws for the prevention of childhood diseases. The unique characteristics of tissue, structure, physiology and pathology of children will be introduced in this class. The course uses the Oriental Medicine principles in diagnosing and treating of children.

Prerequisite: OM211, 312, HB311-314

#### **HB413 Herbal Treatment in Gynecological Diseases (3/30)**

This course examines the anatomy, physiology, and pathologies of gynecological diseases and their diagnoses and treatments. Students will learn to apply TCM diagnostic skills in differentiating and diagnosing symptoms of the female reproductive cycle and construct treatment plans appropriate to the presenting pattern of symptoms. Finally, students will learn classical applications and modern clinical modifications of herbal treatments for gynecological disorders.

Prerequisite: OM211, 312, HB311-314

#### **HB414 Herbal Treatment in Dermatological Diseases (3/30)**

This course discusses oriental medical perspectives on the etiology, pathology, and diagnosis of a variety of skin diseases with therapeutic treatments focusing on herbal medicine. Students will learn to apply TCM diagnostic skills in differentiating and diagnosing symptoms of the skin and construct treatment plans appropriate to the presenting pattern of symptoms. This class teaches classical applications and modern clinical modifications of internal and external herbal treatments for skin disorders.

Prerequisite: OM211, 312, HB311-314

#### **HB 415 Integration of East/West Medicine (3/30)**

This class requires students to present case studies of medical problems that have been researched, analyzed, and diagnosed by students from the perspective of Oriental and Western medicine. Students will compare certain illnesses, their etiologies, and their treatments from both Eastern and Western perspectives.

Prerequisite: OM211, 312, HB311-314

#### **HB423 Master's Experiences in Herbal Treatment (3/30)**

This course covers topics in herbology of particular importance to their practical applications in clinic, as well as their relevance to licensing examination requirements. The first half of the course will be review. The second half consists of a case-study presentation and formula writing for the case. Through this class, students will have a better grasp of commonly used herbs, their properties, functions, and use. Prerequisite: OM211, 312, HB311-314

### **Massage, Qi Gong, OM Exercise**

#### **TB111 Tai Chi Chuan (2/20)**

Introduction to the Chinese system of movement and meditation, which maintains good health and longevity by promoting the flow of Qi. As an introductory course of Tai Chi, this

class will introduce the brief history, basic theory, different schools, and basic exercises of Tai-Chi Chuan.

### **TB121 Qi Gong (2/20)**

Exercises combining motion, meditation and breathing to train and nourish energy.

### **TB211 Tui-Na 1 (3/30)**

Tui-na is a massotherapy (massage) to treat diseases and traumatic injuries. In this course, there will be a brief discussion of Chinese Massotherapy and the Basic Principles of Massotherapy, which deals with Yin, Yang, Qi, Blood, and Internal Organs. There will be a discussion introducing diseases involving the internal organs and their treatment with Tui-Na and acupressure.

## **Western Medicine and Basic Sciences**

### **BS111 Biology (3/30)**

This course provides students with a general study of human biology and is designed as an introduction to the health care sciences, explaining biological concepts and processes and emphasizing the classification of living things, their unit structures, metabolism, response and reproduction systems. Topics covered include cellular structure and function, human organization, homeostasis, mitosis and meiosis, evolution, and the classification of organisms.

### **BS122 Chemistry & Biochemistry (3/30)**

This course covers the basic principles of chemistry and their application to various facets of life. It emphasizes the chemical properties of elements, their reactions, and basic organic and biochemistry.

### **BS131 Physics (3/30)**

Functioning as a basic introduction to the principles of general physics, this course examines Newtonian mechanics, motion, energy, fluids, heat, thermodynamics, vibrations, sound, electricity and magnetism, electronics, light, electromagnetic radiation, nuclear radiation, and relativity.

### **BS141 Psychology (3/30)**

This class will explore the foundations of psychology and their clinical implications and applications for the Licensed Acupuncturist. This course is designed to provide students with an appreciation of the variety of psychological conditions, basic techniques of assessments and treatment methods, including counseling skills.

### **BS171 Microbiology & Immunology (3/30)**

This course is designed to equip students with a well-developed knowledge of clinical microbiology and immunology. We will explore the basic structure of microorganisms, modes of transmission, disease manifestations, methods of diagnosis and treatment, and ways the body can defend itself against pathogenic microorganisms. By the end of the class, students will be able to differentiate the etiology and pathogenesis of microorganism-caused disease

states and will understand diseases and abnormal states related to all microorganisms discussed in class.

### **BS181 Fundamental & Clinical Nutrition (3/30)**

This course is an introduction to the study of nutrients essential to human life and well-being. Nutrients are studied relative to their function in metabolism, sources in food, and relationship to health. Students will learn to identify the functions, properties, human requirements, and food sources of essential nutrients and examine the ethics involved in making nutrition recommendations which affect the welfare of individuals, family, and society as a whole. Additionally, the course will explore tools such as the RDA, Food Pyramid and Exchange lists and their role in selecting a nutritionally adequate diet.

### **BS211 Anatomy & Physiology I (3/30)**

The four-part Anatomy & Physiology series provides a survey of the normal structure and functions of the human body, including microscopic and gross anatomy, as well as neuroanatomy.

Part I covers the introduction to body organization, anatomical terminology, basic chemistry and biochemistry, basic cytology and cellular metabolism, as well as an in-depth study of the anatomy and physiology of the skeletal and integumentary systems.

### **BS212 Anatomy & Physiology II (3/30)**

The four-part Anatomy & Physiology series provides a survey of the normal structure and functions of the human body, including microscopic and gross anatomy, as well as neuroanatomy.

Part II discusses joints, the muscular system and the nervous system. Students will be able to explain muscle types and function, identify muscles and their function, describe joints and their associated structures, and identify structures of the nervous system and how the system overall works.

### **BS213 Anatomy & Physiology III (3/30)**

The four-part Anatomy & Physiology series provides a survey of the normal structure and functions of the human body, including microscopic and gross anatomy, as well as neuroanatomy.

Part III covers the anatomical structures and physiological functions of the urological and reproductive systems of males and females. The circulatory system, blood, and lymph will also be discussed.

### **BS214 Anatomy & Physiology IV (3/30)**

The four-part Anatomy & Physiology series provides a survey of the normal structure and functions of the human body, including microscopic and gross anatomy, as well as neuroanatomy.

Part IV introduces students to the anatomical structure and physiological functions of the nervous system, sensory organs, and endocrine system.

### **BS311 Pathology I (3/30)**

This course will explore the pathogenesis of diseases from a microscopic and macroscopic level. As a survey of the nature of disease and illness, including the microbiology, immunology, psychopathology, and epidemiology of disease, major consideration is given to systemic pathology, surveying the principal disorders of each organ system. Part 1 of 3 focuses disorders of: fluid balance, genetics, nutrition, environment and neoplasms, as well as immunity, cell injury, inflammation and repair.

Prerequisite: BS211-214

### **BS312 Pathology II (3/30)**

This course will explore the pathogenesis of diseases from a microscopic and macroscopic level. As a survey of the nature of disease and illness, including the microbiology, immunology, psychopathology, and epidemiology of disease, major consideration is given to systemic pathology, surveying the principal disorders of each organ system. Part 2 of 3 focuses on systematic pathology including respiratory, cardiovascular, genitourinary, endocrine and gastrointestinal systems.

Prerequisite: BS211-214

### **BS313 Pathology III (3/30)**

This course will explore the pathogenesis of diseases from a microscopic and macroscopic level. As a survey of the nature of disease and illness, including the microbiology, immunology, psychopathology, and epidemiology of disease, major consideration is given to systemic pathology, surveying the principal disorders of each organ system. Part 3 of 3 focuses disorders of the Hepatobiliary and Pancreatic systems, Kidney and Urinary tract, Male and Female Reproductive system, Endocrine, Neurological and Skeletal systems.

Prerequisite: BS211-214

## **Clinical Medicine & Public Health**

### **WM100 Public Health (3/30)**

In this course, students will become familiar with basic principles of public health. Topics covered include: public and community health, disease prevention, public health education, treatment of chemical dependency, communicable disease, public alerts and epidemiology.

### **WM110 Western Medical Terminology (3/30)**

This course, a fundamentals class on English language medical terminology, will teach a word building system using a programmed learning format. Thousands of medical words may be built by learning the Latin and Greek prefixes, suffixes, and word roots from which our English medical terms originate. It is designed to provide a comprehensive entry level study of medical language for health career learners with little or no previous experience.

### **WM181 Western Pharmacology (3/30)**

This course is an introduction to Western Pharmacology, focusing on mechanisms of action of common pharmacological categories. Students taking this class will be able to understand how various classes of drugs are absorbed, distributed and eliminated by the human body. Additionally, students will become familiar with generally applied pharmacological

interventions for common western diagnoses, such as diabetes, Parkinson's disease, hypertension, and thyroid disorders.

### **WM210 CNT & Safety Codes (2/20)**

Students will learn proper usage of medical center equipment, clean needle technique, OSHA requirements, health & safety issues for interns and patients, and procedures regarding hepatitis and HIV. At the end of the course, students will be able to describe steps to prevent the spread of bloodborne pathogens and demonstrate familiarity with Clean Needle protocols.

### **WM211 Survey of Clinical Medicine (3/30)**

This course provides an overview of the clinical practices of various branches of medicine. Specialties covered include: osteopathy, chiropractic, homeopathy, naturopathy, and other natural healing modalities. Students will engage in active learning by taking field trips to various practitioners' offices to learn about their specialties.

### **WM224 Physical Exam in Western Medicine (3/30)**

This course will provide an introduction to Western Medical Diagnostic examinations. Students will learn to collect a complete health history and vital signs and will learn physical examination of the cardiovascular, respiratory, abdominal and neurological systems. In addition, students will learn to understand key signs and symptoms requiring referral to other healthcare providers and will learn to demonstrate professionalism in interacting with patients during the Physical Exam setting.

### **WM225 Laboratory Diagnosis (3/30)**

The course is designed to teach students the interpretation and integration of hematology, clinical chemistry, and urology within the historical physical examination. In addition, students will learn and review specifics of universal (standard) precautions. At the end of the course, students will understand over 400 lab tests and their reference ranges and will be able to order lab tests when and as appropriate, interpret the findings, and apply the interpretation of lab results to integrated differential diagnostic procedures. Finally, students will learn to perform basic readings of imaging studies.

### **WM311 Western Internal Medicine 1 (3/30)**

Internal Medicine is a vast subject, laying the foundation for integrated clinical practice. This course will explore the most common western diseases practitioners may encounter in clinic, following their diagnostic and treatment protocols as well as potential side-effects of treatment. Strong understanding of basic sciences, particularly pathophysiology, will greatly facilitate student learning.

Internal Medicine I covers ambulatory medicine, obstetrics, gynecology, endocrinology, and nephrology.

Prerequisites: BS211-214

### **WM312 Western Internal Medicine 2 (3/30)**

Internal Medicine is a vast subject, laying the foundation for integrated clinical practice. This course will explore the most common western diseases practitioners may encounter in clinic, following their diagnostic and treatment protocols as well as potential side-effects of



treatment. Strong understanding of basic sciences, particularly pathophysiology, will greatly facilitate student learning.

The topics of discussion in this course emphasize diseases of the heart, vascular system, respiratory system, kidney, urinary systems, and alimentary tract.

Prerequisite: BS211-214

### **WM313 Western Internal Medicine 3 (3/30)**

Internal Medicine is a vast subject, laying the foundation for integrated clinical practice. This course will explore the most common western diseases practitioners may encounter in clinic, following their diagnostic and treatment protocols as well as potential side-effects of treatment. Strong understanding of basic sciences, particularly pathophysiology, will greatly facilitate student learning.

This course concludes the series with examination of hepatobiliary and nervous systems, the pancreas, hematopoiesis, and neoplasia. Psychiatric disorders, striated muscle, bones and bone minerals will also be discussed.

Prerequisite: BS211-214

### **WM321 CPR/First-Aid (1/10)**

This one day course covers the causes of heart disease, symptoms of stroke, and the principles of cardiopulmonary resuscitation. Students will receive a certified CPR card upon completion.

## **Practice Management**

### **ME311 Clinical Management & Billing (3/30)**

This course provides students with the information they need to apply their acupuncture training skills in a business-like manner in a variety of clinical settings. The emphasis is on a practical application of business and professional skills and information necessary to provide acupuncture health care to an ever-growing population of patients. This course will teach students to understand the synergistic nature of the professional, ethical, financial and marketing skills necessary to run a primary health care practice in the USA in the 21st century and will prepare students to set up, run and/or maintain a viable practice.

### **ME312 Medical Ethics (2/20)**

This course focuses on the ethical considerations of practice management, including lectures and discussions on ethics, jurisprudence, and current issues affecting the modern health care practitioner. The laws and regulations of the California Acupuncture Board and other government agencies will be thoroughly reviewed. Students will gain familiarity with ethical issues facing modern integrated health care practitioners and an understanding of the legal responsibilities of private practitioners. Additionally, students will be taught the ethics of business management, including marketing strategies and insurance billing, and the laws and regulations of local and federal governments as regards Medical Ethics.

## **Professional Development**

### **PD100 Research Methodology (3/30)**

This course builds basic skills in statistics and research methodology in the health field. To

ensure the quality, appropriateness and cost-effectiveness of the services they provide, managers must make decisions based on the best available evidence. Even if they do not themselves engage in research activities, they should understand the research process, the assumptions which underlie different research strategies, and be able to critically assess research findings as the basis for decision-making. The course discusses the assumptions of clinical and social research models and the nature and use of health care statistical data.

## **Case Management**

### **CM101 Case Management I (3/30)**

The three Case Management courses are designed to prepare the students to manage patient care as a primary health care professional.

The first course is designed as an overview of the responsibilities of a primary care provider. By the end of this course, students will be able to perform a thorough intake according to the diagnostic principles of Oriental Medical theory, including western vital signs and other information relevant to integrated practice. Students will also learn to chart accurately and concisely, following S.O.A.P. notes procedure and patient report-of-findings, and write a detailed case study presentation utilizing S.O.A.P. format.

### **CM102 Case Management II (3/30)**

This course will prepare the students with the knowledge and skills of treatment planning, continuity of care, referral, and collaboration; follow-up care, final review, and functional outcome measurements; prognosis and future medical care.

Prerequisite: Clinical Internship Level I

### **CM103 Case Management III (3/30)**

The third Case Management course will prepare students with the knowledge and skills of case management for workers compensation/labor codes and procedures and qualified evaluations, coding procedures for current procedure codes, including CPT and ICD-10 diagnosis. The course also will train students to write medical-legal reports, expert medical testimony and independent medical review. Emergency procedures and seriously ill patient special care also will be discussed.

Prerequisite: Clinical Internship Level II

## **Electives**

(A total of 6 units from below are required)

### **EL100 Topics in Oriental Medicine (3/30)**

Instructors with special areas of expertise have the opportunity to share their knowledge in advanced seminars. Topics will vary.

### **EL107 Topics in Acupuncture (3/30)**

Instructors with special areas of expertise in acupuncture practice have the opportunity to share their knowledge in advanced seminars. Topics will vary.

### **EL108 Topics in Herbology (3/30)**

Instructors with special areas of expertise in herbal practice have the opportunity to share

their knowledge in advanced seminars. Topics will vary.

### **EL109 Topics in Western Medicine (3/30)**

Instructors with special areas of expertise in Western medical practice have the opportunity to share their knowledge in advanced seminars. Topics will vary.

### **EL431 Herbal Formula Writing (3/30)**

Intensive study on the most commonly used formulas including discussion on the comparison and contrast of similar formulas. This class will also focus on the modifications of formulas and the application to Western as well as Eastern diagnostic outcomes.

### **EL503 Auricular & Electro Acupuncture (3/30)**

Advanced techniques in ear acupuncture focusing on treatment of addiction and detoxification and the application of electro-acupuncture.

### **EL505 Sa Am Acupuncture 1 (3/30)**

An introduction to the history and application of the traditional Korean Four Needle Technique of acupuncture in treatment scenarios.

### **EL506 Sa Am Acupuncture 2 (3/30)**

An advanced continuation of the application of the traditional Four Needle Technique and its uses in the clinical setting. Prerequisite: EL621

### **EL970 Constitutional Medicine I (3/30)**

Introduction to Korean Sa-sang theory including Tai Yang, Tai Yin, Shao Yang and Shao Yin.

### **EL980 Constitutional Medicine II (3/30)**

An in-depth continuation of EL970

## **Clinical Internship**

After completing 60 quarter units of specific didactic course requirements as defined in the Application for Intern Level Test form, students may register for the Clinic Level I Exam. After successfully passing this exam they may register for clinical internship. Students must also have a Cardio-Pulmonary Resuscitation (CPR) and First Aid certificate among other requirements before registering for the clinic. The clinical training at the DULA OMC consists of 960 hours and includes a minimum of 350 patient treatments during Levels II & III:

### **Clinic Level One - Observation (10/200)**

In Level One, students may perform patient in-takes, record vital signs, learn dispensary operations and clinic procedures and observe patient treatments. Students are required to train in the Herbal Dispensary for 40 hours.

### **Clinic Level Two - Assisted Practice (16/320)**

Level II interns may assist Level III interns perform patient intakes, recording vital signs, assisting in the diagnosing and treating of patients under direction of supervisory clinic staff. Level II consists of 320 hours of clinical training.

## Clinic Level Three - Advanced Practice (22/440)

The final stage of internship. Senior interns assume primary responsibility for treating patients after consultation with supervisory clinic staff. Interns are required to demonstrate a thorough understanding of clinical diagnosis and treatment. Level III consists of 440 hours of clinical training.

Note: All interns must pass a level entrance examination and prepare written evaluations of clinic supervisors in order to progress.

For more detailed information about the educational and public treatment aspects of the DULA Oriental Medicine Clinic please consult the appropriate sections of the Student and Clinic Handbooks.

## The Faculty

### 2016 Faculty List

#### **Allen, Marilyn**

Marilyn Allen is a nationally-known expert in the fields of Oriental medicine legislation, medical ethics and malpractice, practice management, and small business marketing. In addition to holding the positions of Editor for Acupuncture Today and Director of Marketing at American Acupuncture Council, Marilyn has worked with the World Health Organization for the standardization of acupuncture point location and terminology and has been instrumental in clarifying and teaching Good Manufacturing Practices as they relate to acupuncture practitioners and clinical herb formulation. Marilyn is currently working with the International Organization for Standards (ISO) to advance the integration of Oriental medicine into mainstream health care systems.

MS, Management & Administration, Pepperdine University  
BA, Education, California State University, Long Beach

#### **Chang, Clara**

Clara Chang has over 20 years of experience in Oriental Medicine. She specializes in Sasang Medicine and studies herbal alternatives to drugs. She holds certificates in pain control, abdominal diagnosis, single point acupuncture, and the treatment of obesity and stroke, among others.

BA, Catholic University, Korea 1979  
MSOM, Dongguk University, Los Angeles 2001  
Licensed Acupuncturist, State of California, 2001

#### **Chang, Ki Sook**

B.A., Catholic University, Korea, 1979  
M.S.O.M., Dongguk Royal University, CA 2001

Licensed Acupuncturist, State of California 2001

**Chan, Roger**

MSOM, Royal University of America, CA 1996  
 Licensed Acupuncturist, State of California 1997

**Chung, David**

BS, University of Inchon, Korea  
 MSOM, Dongguk University Los Angeles, CA  
 Licensed Acupuncturist, State of California, 2003

**Duh, Charlotte S.**

OMD, Shanghai University of Traditional Chinese Medicine 2007  
 MS, Samra University 2004  
 Licensed Acupuncturist, State of California 2004

**Fan, John**

John Fan earned his Doctor of Radiology degree in Shanghai 1985 and served as an attending doctor and Assistant Professor in the Radiology Department of Hua Shang Hospital in Shanghai from 1985-1988. Dr. Fan then completed a fellowship in Neuroradiology at the University of Southern California. Since then, he has conducted research using MRI at institutions in Las Vegas, La Habra, Pasadena, and Los Angeles.

BS, Fudan Shanghai Medical University, China 1971  
 MS, Fudan Shanghai Medical University, China 1982  
 PhD, Fudan Shanghai Medical University, China 1985  
 Chen XR, & Fan J. (1993). Acquired Immune Deficiency Syndromes (AIDS). Whole Body CT and MRI. Shanghai, China  
 Nine papers on the diagnosis of early stage gastric cancer (1982-1988)

**Farrell, Yvonne**

Yvonne Farrell has over 25 years of private practice experience and over 17 years of experience teaching and supervising students. In addition to her private practice and teaching positions at acupuncture schools in Los Angeles, Dr. Farrell serves as a CEU course instructor. Her teaching experience includes courses in Oriental Medical foundations and diagnosis, Zang Fu Theory, introductory herbology courses, case studies and critical thinking, OM Internal Medicine, and Meridian Theory and Secondary Vessels. Her speciality is the Eight Extra Meridians.

DAOM, Emperor's College, Los Angeles 2007  
 MTOM, Emperor's College, Los Angeles 1996  
 Internship at Shanghai Medical University, China 1995  
 Trager Body Work Certification 1986  
 Neuromuscular Reeducation Certification 1989  
 Licensed Acupuncturist, State of California, 1997

**Gil, John**

John Gil graduated with a medical degree from Chungnam National University, College of Medicine in 1985. His broad experience in community medical programs includes service at the KHEIR Clinic, Koryo Community Clinic and the St Barnabas Senior Service Center. His

research experience includes Surgery Research Associate at the Oliveview-UCLA Education and Research Institute.

MD, Chungnam National University, College of Medicine, Korea 1985

(1992). Cholecystectomy: The Impact of Socioeconomic Change. ,  
215 (4).

(1991). The Role of Yersinia enterocolitica in Appendicitis. , 57  
(December).

### **Han, Joon Soo**

M.S.O.M., Royal University, CA 1993

Licensed Acupuncturist, State of California 1993

### **Hoffman, Jordan**

BA, University of California, Santa Barbara 1994

MSOM, Emperor's College 2006

Licensed Acupuncturist, State of California 2006

### **Hwang, Wung Gyu**

B.S., Kyung Nam University, Korea, 1981

M.S.O.M., Royal University, 1994

N.C.C.A.O.M. Certified, 1994

### **Jin, Yu Ji (Kim, Ok Hee)**

M.D., Yian Bian Medical University, China, 1992

Ph.D., Beijing University, China, 1995

MSOM, Royal University, CA 1990

Licensed Acupuncturist, State of California 1990

### **Johnson, Doris**

Doris Johnson teaches, acts as a clinical supervisor, and runs her own private practice. Professor Johnson's courses focus on nutrition in Oriental Medicine and Oriental Medical treatment with herbs. She also teaches the Case Management courses at Dongguk. Professor Johnson is a member of Acupuncturists Without Borders and donated her time and skills in Haiti following the earthquake in 2010. She is also a member of the National Acupuncture Detoxification Association and previously held a position with the State of California Parole Office, administering acupuncture for parolees detoxifying from alcohol and drugs. Outside of work, Doris Johnson is a practitioner of Tai Chi Chuan and a dancer specializing in both ritual and secular movement and music of West Africa.

BA, University of California, Santa Barbara 1981

MA, Univeristy of California, Los Angeles 1985

MSOM, Yo San University, Los Angeles 1997

Licensed Acupuncturist, State of California, 1998

Diplomate of Acupuncture, NCCAOM, 1998

Diplomate of Chinese Herbology, NCCAOM, 1998

**Joo, Kay**

B.A., Hangeuk University of Foreign Languages, Korea 1981  
B.S., University of Southern California, CA 1987  
M.S., Samra University, CA 2000  
Licensed Acupuncturist, State of California 2001

**Kim, Chan Ho**

B.S., Electrical Engineering, Sung Kyun Kwan University, Korea 1984  
MSOM., Dongguk Royal University, CA 2000  
L.Ac., Licensed Acupuncturist, CA 2001

**Kim, Jin**

BS, University of California Los Angeles, CA  
MS, San Jose State University, CA  
MTOM, Emperors College, CA

**Kim, Young Il**

B.A., Sung Kyun Kwan University, Korea 1990  
OMD, Shanghai University, China 2008  
L.Ac., Licensed Acupuncturist, CA 2013

**Kong, Kap Seung**

MD, Chung Ang University, Korea 1990

**Le, Roy**

Roy Le earned his medical degree from the Universidad Central del Este in the Dominican Republic in 1999 and completed his residency at NYU in 2002. In addition to teaching, Dr. Le operates a private practice in Anaheim.

BS, University of California Irvine 1995  
MD, Universidad Central del Este, Dominican Republic

**Lee, Heiwon**

BA, Chung-Ang University, Korea 1980  
MA, Bridgeport University 1983  
MSOM, Samra University 1993  
Licensed Acupuncturist, State of California, 1993  
Diplomate of Acupuncture, NCCAOM, 1992

**Lee, Jae H.**

B.A., Korea University, Korea 1987  
MSOM, Dongguk Royal University 2001  
Licensed Acupuncturist, State of California 2001

**Li, Jize**

B.S., Tianyin College of Traditional Chinese Medicine 1966  
 Licensed Acupuncturist, State of California 1990

**Ni, Youping**

BM, Tianjing Medical University, China  
 MS, Free University of Brussels, Belgium  
 PhD, Katholic University of Leuven, Belgium

**Peng, Paihsiang**

M.D., China Medical University, Taiwan  
 M.S., Samra University, CA  
 Licensed Acupuncturist, State of California 2009

**Qian, Chunyi**

Dr. Meredith Chunyi Qian is a California licensed Acupuncturist who received her M.D. degree in 1983 in China. She then also earned her Master Degree of Acupuncture Science in 1986 at the distinguished China Academy of TCM at the Institute of Acupuncture in Beijing, China. Dr. Qian has over 30 years experience of researching, practicing, and teaching Integrative Medicine, Acupuncture, and Chinese Herbology. Dr. Qian has been invited to give numerous lectures around the world in countries such as Italy, Israel, England, Jordan and the USA, etc. on Integrative Medicine, Acupuncture, & Herbology. From 1991 to 1993, she was guest professor at the Israel Oriental Medicine College at Tel-Aviv, Israel. From 1993 to 1998, she was a visiting physician and served as the head of the Integrative Medicine Department at the esteemed Chaim Sheba Medical Center at Tel-Hashomer in Israel. In 1998, Dr. Qian was invited to give medical assistance to World Leaders in Washington, D.C. and administered Acupuncture and Herbology to the Late King of Jordan at the renowned Mayo Clinic at Rochester, Minnesota.

MD, AnHui College of Medicine, China 1983  
 MS, China Academy of Chinese Medicine, China 1986  
 Licensed Acupuncturist, State of California, 2000

**Qian, Lin**

Lin Qian serves as both a class instructor and intern supervisor at Dongguk. His specialty is Tui Na, a form of Oriental Medical massage. In addition to teaching students Tuina in class and during their internships, Professor Qian has published widely on the topic.

BS, Shanghai University of Traditional Chinese Medicine 1983  
 Licensed Acupuncturist, State of California, 1994  
 1994 "Natural healing". Shanghai Science & Books  
 1992 Biological Approach to Tui-Na (Research funded from China)  
 1992 "Treating Frozen Shoulder". Chinese Medicine Publication  
 1992 "Clinical Chinese Medicine". Shanghai Science & Books  
 1992 Techniques of Tui-Na". Shanghai Science & Books  
 1992 "Oriental Tui-Na". People's Health Publication  
 1987 "Traditional Tui-Na in China". Shanghai Publication



1987 "Principle of Tui-Na". Shanghai Publication

### **Qiu, Zhuo Yi**

O.M.D., Guanzhou College of TCM, China 1969

Advanced Training in Cardiology, Baylor College of Medicine, TX 1986

Licensed Acupuncturist, State of California 1992

### **Rafael, Andre**

Andre Rafael serves as the Director of Dongguk's externship program at USC. As such, he supervises student interns from Dongguk who work in the USC Student Health Clinic once a week. In addition, Professor Rafael is a Qualified Medical Evaluator and a Naturopathic Physician.

BS, University of California, Irvine 1983

MSOM, Samra University 1997

Licensed Acupuncturist, State of California, 1998

Qualified Medical Evaluator, State of California Industrial Medical Council 2000

Board Certified Naturopathic Physician, American Naturopathic Medical Certification and Accreditation Board 1999

### **Sun, Fei**

Dr. Fei Sun is a professor and intern supervisor at Dongguk. He specializes in dermatology, fertility, Chinese philosophy, and Tai Chi. In addition to teaching several classes and supervising interns, he maintains a private practice in Hollywood.

BA, Beijing College of Traditional Chinese Medicine and Herbology, China 1990

MSOM, Royal University of America, Los Angeles 1994

PhD, Beijing University of Chinese Medicine, China 2007

Licensed Acupuncturist, State of California, 1992

On Approach of Gan Zhi Ji Nian and Compilation Date of the "Seven Great Discussions" in Plain Questions.

, 2010 40(4).

On Yinzheng Approach and Date of Compilation of Huang Di Nei Jing (Yellow Emperor's Inner Classic),

2008 38(4).

"Chronology Study of 'Liu Jie Zang Xiang Lun' of Plain Questions. Chinese Journal of Basic Medicine in

, May 2008.

"Threefold Misunderstandings Regarding the Yin Yang Theory of TCM".

, Supplement 2006.

"Annotation and Commentary Regarding Four Cases in 'Shang Gu Tian Zheng Lun' of Plain Questions."

October 2006.

"Brief Discussion on the Qi Being the Pivot of the Integration of Human Body and Mind,"

, Vol. 20, June 2005.

"The Case Reports on the Differentiation and Treatment of AIDS."  
 . Vol. 5, No. 4, Los Angeles, 1998

"The Four Step Differentiation: From the View of the Theory of Mutation."  
 , 1987.

**Thoren, Wade**

AA, Los Angeles City College, CA  
 Massage Therapy Certification, Connecticut Center for Massage Therapy, CT  
 MSOM, Dongguk University Los Angeles, CA  
 Licensed Acupuncturist, State of California, 2013

**Twicken, David**

BA, Northeastern University, MA  
 MBA, Claremont Graduate School of Management, CA  
 MTOM, Emperors College, CA  
 Licensed Acupuncturist, State of California, 1996

**Van Enk, Jian Z.**

B.S., Beijing University, China  
 M.S., Dongguk University Los Angeles, CA  
 Ph. D., University of Southern California, CA  
 Licensed Acupuncturist, State of California 2010

**Veach, Candace**

BS, University of Kansas  
 MTOM, Emperors College, CA  
 Licensed Acupuncturist, State of California 2002

**Wilcox, Lorraine**

Lorraine Wilcox is an experienced translator of Chinese medical texts and an accomplished author on various Chinese medicine topics. In her clinical career, Wilcox served as staff acupuncturist at the Jeffrey Goodman Special Care Clinic in Los Angeles from 1995 to 2005 where she helped to introduce complementary and alternative medicine treatments into HIV care.

MSOM, Samra University 1988  
 Licensed Acupuncturist, State of California, 1989

Database. 2011

. Portland: Chinese Medicine

Database 2010

. Portland: Chinese Medicine

. Boulder, CO: Blue Poppy Press 2009  
 . Journal of Chinese Medicine, 89:  
 14-18. 2009  
 . Journal of Chinese  
 Medicine, 88:27-35. 2008  
 . Chinese Medicine Times, 2008  
 . Boulder, CO: Blue Poppy Press. 2008  
 A translation of Zhang Yuansu's . Chinese Medicine  
 Database, [www.cm-db.com](http://www.cm-db.com) 2007  
 . Chinese  
 Medicine Times, 1(4). 2006  
 . Journal of Chinese Medicine, 81:47-51.  
 2006  
 . Journal of Chinese Medicine, 80:5-9. 2006  
 . New England Journal of Traditional Chinese  
 Medicine, IV(91): 28-30. 2005  
 . Journal of Chinese Medicine, 79:47-52. 2005  
 . Journal of Chinese Medicine, 78:17-21. 2005  
 . Journal of Chinese Medicine, 77:35-38. 2005  
 . Journal of  
 Chinese Medicine, 76:17-22. 2004

**Zhang, Ji**

B.S., Nanjing University of TCM, China, 1983  
 M.S., Nanjing University of TCM, China, 1990  
 Licensed Acupuncturist, State of California 1992

**Zhang, Jian**

M.D., Da Lian Medical University, China, 1984  
 MSOM, SAMRA University, CA, 2003  
 Licensed Acupuncturist, State of California 2003

**Zhao, Ming**

O.M.D., Chinese Medicine, Shanghai University of TCM, China, 1987  
 MSOM, Dongguk Royal University, CA 1998  
 Licensed Acupuncturist, State of California 1998

**Zhao, Yong Ji**

M.D., Yian Bian Medical University, China, 1983

**Zheng, Qiwei**

Dr. Qiwei Zheng is a California licensed Acupuncturist who earned his MD degree in 1976 in China. He then received his Master's Degree of Acupuncture Science in 1981 at the prestigious China Academy of TCM, Institute of Acupuncture in Beijing, China.

Dr. Zheng has more than 40 years experience of researching, teaching, and practicing Integrative Medicine, TCM, and Acupuncture. Dr. Zheng has trained more than five thousand foreign medical doctors, medical technicians and students about Acupuncture from over one hundred countries.

In 1995, Dr. Zheng earned tenure as a professor at the China Academy TCM. Dr. Zheng also became the Vice Director of the Beijing International Acupuncture Training Center and became Chief of its Teaching Department in the same year.

Dr. Zheng has traveled the world extensively because of his medical knowledge and acupuncture skills. Dr. Zheng has consulted and lectured around the world including Iran, Israel, Italy, Taiwan, Hong Kong, Egypt, Singapore, and the USA. He was also invited to be the private physician of prominent public and diplomatic figures such as the Late King of Jordan at the renowned Mayo Clinic at Rochester, Minnesota. Dr. Zheng has also treated prime ministers, parliament members during his illustrious career.

B.S., Jiangxi College of TCM, China 1976

M.S., Institute of Acupuncture and Moxibustion Academy of TCM, Beijing, China 1981

DAOM., South Baylo University, CA 2007

Licensed Acupuncturist, State of California 2000

## Services

### Student Healthcare Services

The Oriental Medical Center offers healthcare services to students for free and for their family members at substantially discounted treatment rates. Herbal prescriptions are discounted for students to encourage a personal level of engagement with the medicine.

### Student Advising

The Dean of Academic Affairs and Program coordinators for the three language programs (English, Chinese and Korean), are available to assist students with all aspects of life at DULA, including academic and nonacademic matters. The International Student Advisor is available to assist students who need help with visas, work permits, housing, or transportation.

### International Student Advising

We provide special advising above and beyond that already provided by the Program coordinators to our international students. The International Student Advisor, using the Student and Exchange Visitor Information System (SEVIS) compliance system, electronically processes all student-related Immigration and Naturalization Service (INS) documents and other related transactions.

The International Student Advisor is available during normal business hours to assist international students with any administrative or non-administrative issues they may have.

### Student Associations

DULA has English, Korean and Chinese Language Program Student Associations. These Student Associations operate both autonomously of each other and cooperatively in planning campus wide events, coordinating their efforts to improve student life on campus. Their membership is open to all students who comply with their respective by-laws, which must be approved by the administration. The Student Associations are free to engender various sub and University-wide organizations on behalf of their constituencies.

### DULA Alumni Association

The Alumni Association was established to foster the professional interests of our graduates. Enrollment is voluntary, encouraging current and matriculated students alike to network and develop professional relationships with other licensed practitioners. Alumni Association members serve as mentors for recently graduated students, helping them with practice building or finding jobs.

## Academic Policies

### Enrollment and Right to Cancel

The registration takes place either online or at the administrative offices, after selected courses have been approved by the Program Director. The Registrar is available full-time to assist students in registering for classes online. To register for clinic internship, students must first plan their internship shift schedules with the Intern Administrative Coordinator. Payment of tuition for clinical internship is paid at the front desk of the administration office.

Registration for didactic courses is handled online through user-friendly software. New students and those who would like help can request such from the Registrar and/or front desk staff. For new students, registration may take place at any time prior to the end of the first quarter of study in which the new student is enrolled. For continuing students, Official Registration begins every 8th week of the quarter for the subsequent quarter of study.

Registration for a subsequent quarter ends on the last day of the 10th week of the prior quarter. Students may register up to and including the Sunday that ends the 10th week. To begin the registration process, students are required to pay the current registration fee that is published online and in the DULA general catalog.

It is critical that students register for classes during the official registration period. After the close of the official registration period, classes that do not have a sufficient number of students may be canceled. To ensure classes you need are not canceled, please register during the official registration period.

As part of the initial enrollment process, new students sign an Enrollment Agreement outlining the entire course of study, tuition and fees charged, and a statement that DULA reserves the right to increase tuition at any time. Students have the right to cancel the Enrollment Agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later (less the applicable non-refundable application fee, Student Tuition Recovery Fund fee, and the I-20 mailing fee for International students). To cancel, a student must provide written notice to the Registrar by the end of business hours the first day of instruction or seven days after enrollment. Any and all other forms of notice do not constitute cancellation of the enrollment agreement. For further details please see the Tuition Refund Policy outlined below. Please also note that some of the material covered under the Academic Policies portion of the DULA Catalog is also addressed under the Admissions portion of the Catalog.

## **Full-Time Enrollment**

For academic and financial aid purposes a student must enroll in a minimum of 12 but not more than 24 units to be considered a full-time student. A special written exception must be obtained from the Office of the Dean of Academics in order to enroll in more than 21 units in any given quarter.

## **Part-Time Enrollment**

To be enrolled part-time, students must enroll for and satisfactorily complete a minimum of 6 units in any one quarter of study.

## **Add / Drop**

Students may add or drop classes during the first 7 days of each quarter. All withdrawals after the add/drop period will be recorded on the student's transcript as a W (withdrawal).

Beginning the 7th week and through the end of the quarter any classes dropped will be recorded as WF (Withdraw/Fail) with no credit (see Grading Policy).

## **Attendance**

Most classes meet for 3 hours once weekly for ten weeks, with a final examination during the 11th week of each quarter. Instructors are required to take attendance for each class, and

students who miss more than two class sessions, or 20% of the lectures, will receive an F (fail) for the course.

## Examinations

Final examinations, or the equivalent, are required for each course. Mid-term examinations, as well as quizzes and/or other classroom assignments, are administered at the discretion of the instructor. Prior to beginning each stage of their Clinical Internship students are required to pass a Clinic Level Entrance Examination in order to evaluate their progress, skills and competencies.

All students must pass a Comprehensive Graduation Examination (CGE) with a score of 70% or higher as part of the graduation requirements. Students may sit for the CGE after completion of their Level II internship and have successfully completed 150 units of didactic graduation requirements. Students who fail the CGE may repeat the examination the following quarter.

## Grading Policies

The following grade point system is employed at DULA:

94-100	A	77-79	C+
90-93	A-	73-76	C
87-89	B+	70-72	C-
83-86	B	<70	F
80-82	B-		

A = 4.0	F = 0
A- = 3.65	Au = Audit
B+ = 3.35	WF = Withdraw Fail
B = 3.0	P = Pass
B- = 2.65	W = Withdraw
C+ = 2.35	Inc = Incomplete
C = 2.0	

"W" is given to those students who withdraw from a course after the Add/Drop period but before the 7th week of class. No academic penalty is attached to a grade of "W."

"WF" is given to those students who withdraw from a course during or after the 7th week. A

“WF” grade is computed into the student’s CGPA.

“Inc” is given to those who fail to complete all the requirements of the course due to either to a prolonged illness or some other serious circumstance beyond the student’s control. A written explanation and acceptable documentation validating the need for the absence must be provided. Additionally the student is still responsible for paying all appropriate fees and completing an Incomplete Form with their instructor, which must be approved by the Dean. All course requirements must be completed by the end of the second week of the following quarter, or the “I” grade will automatically change to a grade of “F.”

All required courses must be taken for a letter grade, except for the following, which may be taken Pass/Fail: Qi Gong, Tai Chi, Tui-na, CNT & Safety Codes, Survey of Clinical Medicine, Clinical Management, Medical Ethics, and CPR/First Aid. The changing of Pass/Fail grades may change at any time and may be at the discretion of faculty with prior approval and notification of students.

NOTE: All courses attempted by the student, no matter the grade earned or whether the course was dropped or incomplete, will appear on the student’s official transcript. Only failed courses may be repeated for credit and students are required to pay the full tuition in order to repeat the course. If the student passes a failed course on the second attempt, both grades will appear on the student’s transcript.

## **Satisfactory Academic Progress**

All students in attendance must maintain a minimum quarter to quarter and also cumulative GPA of 2.25. The course work shall extend over a minimum of 3 academic years or 12 quarters. The maximum time frame a student has to complete this 4 academic year program is 8 calendar years.

Failed classes must be repeated and passed in order to receive credit. Students must pay the full tuition amount for retakes. If a student's quarterly or cumulative GPA falls below a 2.25 in any specific quarter, the following quarter they will be placed on academic probation and required to attend mandatory academic advising and tutoring. During this time the student’s Program Director and faculty will evaluate the student and analyze the reasons for poor performance. Students receiving financial aid will be placed on financial aid probation. Students on academic probation must earn a quarterly GPA of at least 2.25 for each quarter that they are on probation.

In addition, if the student fails to bring his/her cumulative GPA up to a 2.25 within the quarter that they are on academic probation, their academic probation will continue for a 2nd consecutive quarter. These students will only be allowed to enroll in a maximum of 12 units which will include the mandatory repeating of any failed courses from quarter(s) prior. They will continue to be required to attend mandatory tutoring and academic advising. During this second probationary quarter the Office of the Academic Dean and Admissions will analyze the reasons for the poor performance. If the student is a financial aid recipient, their financial aid for this quarter will be suspended.

If the student fails to bring their cumulative G.P.A. up to a 2.25 for a 3rd consecutive quarter, they will be dismissed from the University. Once a student is dismissed from the University they will not be allowed to re-enroll for two quarters.

If the student returns to the University they will only be allowed one quarter to achieve a



quarterly G.P.A. of 2.25 or will again face academic dismissal. A second academic dismissal will be grounds for permanent non-reentry into the University. If the student formerly received financial aid they will not be allowed to apply for financial aid during their first quarter of re-entry.

## Auditing Courses

Students may audit courses for no credit upon payment of the Audit Fee. Courses to be audited may only be taken for credit if the change is made during the Add/Drop period, with payment of the applicable fees. Please ask your Program Director for more information.

## Tuition and Fees

### Academic Tuition

Didactic (classroom) Instruction	\$125 per unit
Clinical Instruction	\$9 per clinical hour

### Tuition Payment Policy

All students, including financial aid students, are required to have their balances paid in full prior to the end of each quarter. Students who do not pay their tuition as agreed or who have an outstanding balance at the end of the quarter will not be allowed to register for classes for the upcoming quarter. Balances must be paid by the end of the quarter for which they are incurred. In addition, balances not paid within fifteen (15) days of the end of the quarter may be forwarded to a collection agency for resolution. (DULA reserves the right to increase tuition at any time.)

### Tuition Installment Payment Plan

The tuition installment payment plan is for tuition only (tuition for didactic classes and intern hours). All students, including financial aid students, must pay all other fees and charges, i.e. parking, insurance, etc. at the time they incur such fees or charges.

The plan allows students to pay their tuition in three (3) installments. The first payment must be forty percent (40%) of their total chargeable tuition, the second payment must be thirty percent (30%) of their chargeable tuition and the third and final payment must be thirty percent (30%) of their chargeable tuition. As indicated below, there will be a ten dollar (\$10) administrative processing fee assessed on the second and third installment payment. Students may avoid paying these fees by paying their tuition balance in full at any time.

The first payment is due at the time the student registers; the second payment is due on the Monday of the 4th week after the beginning of the quarter and the third payment is due the Monday of 8th week after the beginning of the quarter. There will be a grace period of four (4) days for the second and third payments. As indicated below, late payments will be assessed a fee of fifteen dollars (\$15) each time they are late.

### Standard Fees

Application fee	\$100
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(non-refundable)

Graduation Examination	\$100 (non-refundable)	
Graduation Fee (non-refundable)		\$100
Supplies/Kits	\$90 (estimated)	
Uniforms	\$30 (estimated)	
Textbooks	\$400 (estimated)	
Challenge Examination	50% of Normal Full Tuition	
Incomplete Grade Exam	\$50	
Clinic Malpractice Insurance	\$45 per quarter	
<b>Additional Fees (non-refundable)</b>	<b>Standard Charge</b>	
International Student Processing	\$100	
I-20 Reissue	\$20	
Late Registration	\$15	
Certificate of Attendance	\$5	
Certificate of Graduation	\$5	
Official Transcript	\$10	
Unofficial Transcript	\$5	
Tuition Verification	\$5	
Student/Clinic I.D. Card	\$10	
Parking Quarterly	\$50 (or \$4 per four hours)	
Returned Check Charge	\$ 15	
Installment Payment	\$10 (for each installment payment)	
Late Payment Fee	\$15 (for each expired deadline)	
Audit Fee	\$60 per unit	
Student Tuition Recovery Fund Fee	\$0.50 per \$1,000 of institutional charges	

\* New students: New Students, upon initial enrollment, must sign an Enrollment Agreement outlining the entire course of study, tuition and fees charged, and a statement that DULA reserves the right to raise all fees and charges, including tuition, in any amount, at any time.

\*\* Continuing Students and Returning Students: DULA reserves the right to raise all fees and charges for continuing students and returning students, including tuition, in any amount, at any time.

### Student Tuition Recovery Fund

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational program who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid 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 costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed, or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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 in an educational program, who is a California resident, or are enrolled in a residency program, and prepay 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, or are not enrolled in a residency program, or
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.

## Estimated Total Expense

The estimated total for completion of the program is \$36,473. This estimate includes classroom instruction, clinical instruction, application fee, graduation exam, graduation fee, supplies, uniforms, textbooks, clinical malpractice insurance, Student Tuition Recovery Fund fee, and the student ID card.

IN ADDITION, there will be other costs, such as textbooks, study aids and study supplies, transportation, and room & board for which the student will be responsible.

## Financial Aid

DULA offers assistance to those students who require financial help in funding their education. Students must meet the below listed qualification requirements to be eligible to receive financial aid funding.

### Qualification Requirements

- The student must be a citizen or an eligible non-citizen of the United States of America.
- The student must be enrolled on at least a half time basis (6 units) for each

- quarter they would like to receive financial aid.
- A male student between the ages of 18-25 must be registered with the Selective Service. Older students must have been registered during this age period.
  - Females and students born before 1960 are exempt from this requirement.
  - The student must maintain SAP (Satisfactory Academic Progress) as defined by school policy while in attendance.
  - The student must complete "Verification" if required, prior to funds being disbursed.

### Types of Federal Financial Aid and Grants

**Federal Pell Grant:** Aid awarded to undergraduate students who demonstrate financial need. For financial aid purposes, an undergraduate student is a student who has less than a cumulative 120 semester or 180 quarter credit units and has not received a Bachelor's or any other type of professional degree, regardless of the country of origin. As this is a grant, it does not need to be repaid.

**Federal Direct Subsidized Loan:** Need-based, fixed, low interest rate loans available to dependent and independent undergraduate students who demonstrate financial need. Repayment begins six months after graduation or six months from the time the student drops below half-time enrollment or withdraws from school. The government pays the interest while the student is attending school and during the six month grace period.

**Federal Direct Unsubsidized Loan:** Non-need-based, fixed, low interest rate loan available only to independent undergraduate and graduate students. Repayment begins six months after graduation or six months from the time the student drops below half-time enrollment or withdraws from school. The government does not pay the interest while the student is attending school or during the grace period; therefore the student is responsible. Interest begins accruing when the loan funds are disbursed. The student may elect to pay the interest while attending school or have the interest "capitalized" (added to the principal loan amount when the loan goes into repayment).

**Loan Amounts:** The maximum annual loan amount for independent undergraduate students is \$12,500. Of this amount, \$5,500 is Direct Subsidized Loan and \$7,000 is Unsubsidized. The maximum annual loan amount for graduate students is \$20,500. Of this amount \$8,500 is Direct Subsidized, \$12,000 is Unsubsidized.

**Federal PLUS (Parent Loan for Undergraduate Students) Loan:** Non-need-based, fixed, low interest rate loan available to graduate students and parents of dependent undergraduate students. These loans are issued based on the parent's or graduate student's credit worthiness and interest begins accruing once the loan funds have been disbursed. The loan enters repayment once it has been fully disbursed. For graduate students, the loan is automatically placed in a deferment status if the student is enrolled for at least six months, and for an additional six months after they are no longer enrolled or attend on a less than half-time basis. The PLUS loan amount is determined by the student's Cost of Attendance, minus any other financial aid the student is receiving.

Please note that, if a student obtains a loan, it is the student's responsibility to repay the full amount of the loan, plus interest (where applicable), less the amount of any refund. If a 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. Interest rates may vary annually. Please check with the financial aid officer for the current interest rate.

### **DULA Scholarships**

DULA offers the following scholarships;

- Academic Scholarship: twice a year based on academic merit and/or financial need.
- Direct Family Member Co-Enrollment Scholarship.

For further information regarding scholarships, please contact the Financial Aid Officer or the Dean of Academic Affairs.

### **Veterans Benefits**

The Master of Science in Oriental Medicine Degree Program is approved by both the applicable federal and state regulatory agencies to provide financial aid to qualified veterans.

### **Application Process**

To apply for financial aid, admitted students who have already entered into an Enrollment Agreement with the University, must complete their financial aid packet, then schedule an appointment to meet with the Financial Aid Officer.

The financial aid packet includes, but is not limited to the FAFSA (Free Application for Federal Student Aid), which the student must complete every year. The student must also submit a copy of their federal tax return (and their spouse's if they are married; their parents if they are considered dependent), along with their driver's license, social security card, and naturalization certificate, alien registration card, or United States passport.

For more information on financial aid or to schedule an appointment (again, once you have been admitted and have entered into a DULA Enrollment Agreement), please contact the Financial Aid Officer at (213) 487-0110.

Please note: As mentioned above, and notwithstanding the immediately foregoing, all students, including financial aid students, must comply with the University's Leave of Absence Policy and Satisfactory Academic Progress Policy, as set forth more fully under the appropriate informational heading located elsewhere in this catalog.

In addition, Financial Aid personnel are professionally and ethically bound by the Federal government. Therefore, they may use their Professional Judgment to either deny certain Federal Financial Aid or refuse to certify a student's loan application.

## **Tuition Refund Policy**

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

Students have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. CEC 94911(e)(1) To cancel the enrollment agreement, provide a written notice that states that you no longer wish to be bound by this agreement. Your notice must be delivered to the institution. If your notice is mailed, it must be postmarked on or before the date notice is required.

The student has a right to a full refund of all charges less the nonrefundable \$100 Application

Fee, Student Tuition Recovery Fund Fee (\$0.50 per \$1,000 of institutional charges), and the \$50 mailing fee for I-20 International students, if the student cancels this agreement through the first day of instruction, or the seventh day after enrollment, whichever is later. In addition, if the student withdraws after the first day of instruction, or the seventh day after enrollment, whichever is later, he/she will receive a pro-rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% (or less) of the instruction.

### **Cancellation of Registration, Drop and Withdrawal Implications for Recipients of Financial Aid**

The conditions under which Title IV program funds would be required to be returned include the following:

**Course Cancellation:** If a course is cancelled subsequent to a student's enrollment and before instruction in the course has begun, the school shall provide a full refund of all money paid. If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall provide a full refund of all money paid within 30 days of cancellation or withdrawal.

### **Procedures for the calculation of the amount of the Title IV program funds that a student has earned upon withdrawal.**

Determination of withdrawal from school: The student would be determined to have withdrawn from school on the earliest of:

- The withdrawal date shall be the last date of recorded attendance.
- The date you provide written notification to the Academic Dean, Program Directors or the Registrar of your intent to withdraw. Only these staff members are authorized to accept a notification of your intent to withdraw.
- The date the school terminates your enrollment due violation of attendance requirements or other failure or violation of institutional rules and policies.
- For failure to return as scheduled from an approved leave of absence, the withdrawal date shall be the last date of recorded attendance.

### **Academic Tuition Refunds/Cancellation of Registration**

A cancellation of registration cancels all classes a student has registered for. If notice of cancellation of registration is submitted prior to the end of business hours of the first day of instruction in which the student is enrolled (hereafter, first day of instruction), a full refund of tuition and fees (other than non-refundable fees) shall be granted to the student. Students who submit a cancellation of registration after the first day of instruction are eligible for partial refunds based on a prorated amount as follows:

Second Week:	20% charged, 80% refund
Third Week:	30% charged, 70% refund
Fourth Week:	40% charged, 60% refund
Fifth Week:	50% charged, 50% refund
Sixth Week:	60% charged, 40% refund

This procedure applies to classes attended up through and including the end of the 6th week of instruction within any quarter. Students who have been enrolled past the end of the 6th week of instruction within any quarter will not receive a refund and will be charged 100% of the

tuition and fees for that quarter.

## Dropping Classes

Students who drop an individual class or classes during the established add/drop period (but remain enrolled in at least one class) will be granted a full refund for dropped classes. After the add/drop period students are eligible to receive partial refunds based on a prorated formula as follows:

Second Week:	20% charged, 80% refund
Third Week:	30% charged, 70% refund
Fourth Week:	40% charged, 60% refund
Fifth Week:	50% charged, 50% refund
Sixth Week:	60% charged, 40% refund

This procedure applies to classes attended up through and including the end of the 6th week of instruction within any quarter. Students who have been enrolled past the end of the 6th week of instruction within any quarter will not receive a refund and will be charged 100% of the tuition and fees for that quarter.

## Clinical Tuition Refunds

Students that drop clinic hours prior to the end of add/drop period will receive a full refund, provided they notify the Intern Coordinator in writing of their intention to do so. Students who drop clinic hours after the Add/Drop period, but before the end of the 6th week will be charged for the clinic hours they have registered for and completed up until the time they dropped. Students who drop clinic hours after the end of the 6th week will be charged for the total amount of clinic hours they initially registered for.

2nd Week:	20% Charged, 80% Refund
3rd Week:	30% Charged, 70% Refund
4th Week:	40% Charged, 60% Refund
5th Week:	50% Charged, 50% Refund
6th Week:	60% Charged, 40% Refund

Financial aid disbursements for students are usually received during the 3rd week of each quarter. If a student's financial aid eligibility is affected by the dropping of classes then the Financial Aid Officer will review the student's new enrollment status. If appropriate, the Financial Aid Officer will then send the student a revised award letter outlining the changes in their financial aid funding. If the student withdraws from 1 or more classes, they will be charged tuition on a prorated basis up to the end of the 6th week. Financial aid received for the student will be applied against this charge. Funds remaining will be returned to the appropriate financial aid program/lender. In addition, any funds the student received that were not initially applied toward the student's tuition and fee costs must be remitted to the University.

It is the responsibility of the student to contact DULA about resolving any outstanding student accounts receivable. The student will not be allowed to register for subsequent quarters until all pending accounts receivable have been resolved.

**A student may be owed a disbursement of Title IV program funds upon withdrawal from the institution.** Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

If a recipient of Title IV grant or loan funds withdraws from a school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student is determined on a prorated basis based on their actual recorded attendance. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned or will be deducted from the next subsequent award calculation. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a Post-withdrawal disbursement of the earned aid that was not received.

If any refunds are due based on the Return of Title IV calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is as follows:

1. Unsubsidized Loans from FFELP or Direct Loan,
2. Subsidized Loans from FFELP or Direct Loan,
3. PLUS (Graduate Students) FFELP or Direct Loan,
4. PLUS (Parent) FFELP or Direct Loan,
5. Pell Grant,
6. Other.

## **Tuition Refund Disbursement**

All tuition refunds will be disbursed through the Business Office, unless the refund recipient requests in writing that it be mailed. In such cases, the recipient must provide a written, signed and dated request including a current mailing address, or other address to which the refund should be sent.

## **Financial Aid Warning**

For a student who fails to make satisfactory academic progress, the school may reinstate eligibility for aid for one payment period and may do so without a student appeal. DULA checks SAP at the end of each payment period and this status is only for students who are in the first payment period of their program or students who were making SAP in the prior payment period they were enrolled.

## **Financial Aid Probation**

A student who is fail to make satisfactory academic progress and who successfully appeals. Eligibility for aid may be reinstated for one payment period. DULA only places a student on



probation, if they fail to make satisfactory academic progress and who successfully appeals.

### **Appeal Procedure.**

The student who wishes to appeal the non-satisfactory progress status must initiate the process by submitting a written request to the Academic Dean. The request is to be presented within (10) days of the non-satisfactory progress status determination and must describe any circumstances that the student believes affected his/her performance and deserve special consideration and the measures that the student has taken to resolve those circumstance in a manner that would not interfere his/her progress again.

The Academic Dean shall evaluate the appeal within five (5) business days and notify the student in writing of his/her decision. Should the student's appeal be denied, he or she may appear before the President of the institution who will provide a written notice to the student of its decision within three (3) business days. The decision of the President shall be final. If the appeal is approved, the payment period originally placed under ineligibility status would be modified to a financial aid probation status. The student will be eligible for aid for the period under financial aid probation. If at the end of the payment period under probation status, the student fails to make satisfactory academic progress, the student will be ineligible for financial aid.

## **Other Policies**

### **Leave of Absence Policy**

A leave of absence refers to a specific time period during a student's course of study when they are not in academic attendance. It does not include non-attendance for a scheduled break in a student's program. DULA will usually decline to treat an approved leave of absence as a withdrawal from school by the student. A student on an approved leave of absence is permitted to complete the coursework he or she began prior to their leave of absence.

Only one leave of absence may be granted during any 12 month period and cannot exceed 180 days, including summer quarter. The 12 month period is calculated from the first day of the student's most recent leave of absence. For the leave of absence to be approved, the student must do all of the following: provide a written, signed, and dated Leave of Absence Request, prior to the time period the leave is to occur unless unforeseen circumstances prevent the student from doing so. The student's Program Director, the Office of the Dean of Academics and Admissions, the Registrar, and where applicable, the Financial Aid Officer, must also approve the request.

If the leave of absence is not approved and the student leaves anyway, then the student is considered to have withdrawn from the University. In this case if the student is receiving Title IV funding, these funds will be returned and/or cancelled. Upon returning to DULA, any such student previously receiving financial aid must reapply.

### **Leave of Absence Policy for International Students**

Foreign students may apply for limited leaves of absence as long as all governmental and

University requirements and regulations are complied with. Students must file a Leave of Absence Request and obtain approval from the Office of the Academic Dean (please see section on general leave of absence policies, set forth above). In addition, foreign students must matriculate as a full-time student for one academic year before they may apply, and the leave of absence may be no longer than 1 quarter during any calendar year.

### **Conditional Acceptance Waiver**

Only in exceptional circumstances prospective students may be admitted on a conditional basis, such as when an international student requires extra time to obtain official transcripts from a foreign institution. In such cases, full admission will only be granted after review and approval by the Dean of Academic Affairs. If all outstanding conditions for admission are not met by the end of the second quarter of enrollment, the student may be deemed ineligible for admission.

### **Re-Admission**

Students who fail to register for more than 2 consecutive quarters are considered to have withdrawn from DULA and must re-apply for admission as new students under the current existing admissions requirements.

Students who have been academically disqualified from the University may only be re-admitted by special action, and will only be considered when sufficient evidence is available to show the likelihood of future satisfactory academic progress. Students disqualified for other reasons, such as failure to meet the conduct standards set forth by the University, must wait one year before being eligible to reapply.

### **Student Code of Professional and Academic Conduct**

The University and its staff, faculty and administration rely on students to conduct themselves in a manner that upholds the University's Student Code of Professional and Academic Conduct, set forth in detail in the DULA Student Handbook. All students should understand that they are training to become medical professionals responsible for meeting a standard of care commensurate with that of other healthcare professionals in the community. Students who act in a manner that violates this code of conduct will be subject to disciplinary action(s). Under no circumstances will any of the following be tolerated or excused:

#### **Academic Dishonesty**

Academic dishonesty includes providing or receiving answers from other students during or after an examination, plagiarism, knowing use of illegally copied educational material in any format, using informational aids such as "crib sheets" or other types of notes during an examination (if not allowed), or anything else that might reasonably be construed as cheating. Students who are found to be academically dishonest will automatically receive an "F" in that particular course and are subject to dismissal or suspension for 1 quarter, and may be placed on administrative probation.

#### **Inappropriate Conduct**

All students are to conduct themselves in a manner that is not injurious to the University's smooth operation, name, reputation or property. Any act that disrupts or prevents the University staff, faculty or administration from performing their duties will be grounds for

immediate disciplinary action. Violations of rules and regulations include, but are not limited to, the following: violation of any local, state, and federal law; furnishing false and misleading information; unauthorized use of facilities; forgery, or misuse of University documents; disruption of classes or administration; theft or damage to University property; disorderly or offensive acts; any use or threat of force; sexual harassment; any use or possession of alcohol or narcotics, and/or misuse of prescription drugs, or being under the influence of any of the above mentioned substances while on campus.

### **Sexual Harassment**

The educational environment must be free of unwelcome sexual advances, including verbal communication or physical conduct constituting sexual harassment as defined and prohibited by state and federal laws and regulations. It is a violation for anyone who is authorized to take administrative or academic action affecting a student to engage in sexual harassment.

Federal law defines sexual harassment as unwanted sexual advances, requests for sexual favors, or visual, verbal or physical conduct of a sexual nature when:

- submission to such conduct is made a term or condition of employment
- submission to or rejection of such conduct is used as basis for employment decisions affecting the individual
- such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

There are various definitions of sexual harassment. The following is a partial list:

- unwanted sexual advances
- making or threatening reprisals after a negative response to sexual advances
- visual conduct such as leering, making gestures, displaying of sexually suggestive objects or pictures, cartoons or posters
- verbal conduct, such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, comments about an employee's body or dress
- verbal sexual advances or propositions
- verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading descriptions, suggestive or obscene communications
- physical conduct such as touching, assault, impeding or blocking movements
- retaliation for reporting harassment or threatening to report harassment.

It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment on the job is unlawful whether it involves co-worker harassment by a supervisor or manager, or by persons doing business with or for DULA.

### **Other Types of Harassment**

Harassment based on race, color, national origin, ancestry, religion, physical conduct or mental disability, marital status, sexual orientation or age constitutes behavior that is expressly prohibited by this policy and will not be tolerated.

### **Special Procedures for Reporting Harassment**

DULA's complaint procedures provide for an immediate, thorough and objective investigation of any claim of unlawful or prohibited harassment, appropriate disciplinary action against one found to have engaged in prohibited harassment, and appropriate remedies to any victim of

harassment. Appropriate action will be taken to deter any future prohibited harassment. a person may have a claim of harassment even if he or she has not lost his/her job or some economic benefit.

Students who have been sexually harassed should file a report with the Complaint Designee (the Dean of Academic Affairs), or any member of the DULA administration who will then notify the Complaint Designee of the student's complaint. The complaint should include details of the incident(s), names of individuals involved, and the names of any witnesses.

All incidents of prohibited harassment that are reported will be investigated. DULA will immediately undertake or direct an effective, thorough and objective investigation of the harassment allegations. The investigation will be completed and a determination regarding the alleged harassment will be made and communicated to the student(s) who complained of the accused harasser(s).

If a complaint or prohibited harassment is substantiated, appropriate disciplinary action, up to and including discharge, will be taken. A person who engages in unlawful harassment may be held criminally and civilly liable. Whatever action is taken against the harasser will be communicated to the complaining student.

## Grounds for Student Discipline

Faculty may recommend that the Executive Council impose discipline for the commission or attempted commission (including aiding or abetting in the commission or attempted commission) of the following types of violations by students, as well as such other violations as may be specified in university regulations:

1. All forms of academic misconduct including but not limited to cheating, fabrication, plagiarism, or facilitating academic dishonesty
2. Other forms of dishonesty including but not limited to fabricating information, furnishing false information, or reporting a false emergency to the university
3. Forgery, alteration, or misuse of any university document, record, key, electronic device, or identification.
4. Theft, conversion of, destruction of, or damage to any property of the university, or any property of others while on university premises, or possession of any property when the student had knowledge or reasonably should have had knowledge that it was stolen
5. Theft or abuse of university computers and other university electronic resources such as computer and electronic communications facilities, systems, and services. Abuses include (but are not limited to) unauthorized entry, use, transfer, or tampering with the communications of others, and interference with the work of others and with the operation of computer and electronic communications facilities, systems, and services.
6. Use of university computer and electronic communications facilities, systems, or services in any manner that violates other university policies or regulations.
7. Unauthorized entry to, possession of, receipt of, or use of any university services; equipment; resources; or properties, including the university's name, insignia, or seal.
8. Physical abuse including but not limited to rape, sexual assault, sex offenses, and other physical assault; threats of violence; or other conduct that threatens the health or safety of any person.

9. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature constitute sexual harassment
10. Stalking behavior in which a student repeatedly engages in a course of conduct directed at another person and makes a credible threat with the intent to place that person in reasonable fear for his/her safety, or the safety of his/her family; where the threat is reasonably determined by the University to seriously alarm, torment, or terrorize the person; and the University determines that the threat also serves no legitimate purpose.
  - Harassment by a student of any person. For the purposes of these policies, 'harassment' is: a) the use, display, or other demonstration of words, gestures, imagery, or physical materials, or the engagement in any form of bodily conduct, on the basis of race, color, national or ethnic origin, sex, religion, age, sexual orientation, or physical or mental disability, that has the effect of creating a hostile and intimidating environment sufficiently severe or pervasive to substantially impair a reasonable person's participation in university programs or activities, or their use of university facilities; b) must target a specific person or persons; and c) must be addressed directly to that person or persons.
  - Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other university activities.
  - Disorderly or lewd conduct.
  - Failure to identify oneself to, or comply with the directions of, a university official or other public official acting in the performance of his or her duties while on university property or at official university functions; or resisting or obstructing such university or other public officials in the performance of or the attempt to perform their duties.
  - Violation of the conditions contained in the terms of a disciplinary action imposed under these policies or regulations.
  - Selling, preparing, or distributing for any commercial purpose course lecture notes or video or audio recordings of any course unless authorized by the university in advance and explicitly permitted by the course instructor in writing. The unauthorized sale or commercial distribution of course notes or recordings by a student is a violation of these policies whether or not it was the student or someone else who prepared the notes or recordings.
  - Copying for any commercial purpose handouts, readers or other course materials provided by an instructor as part of a university of California course unless authorized by the university in advance and explicitly permitted by the course instructor or the copyright holder in writing (if the instructor is not the copyright holder).

### Types of Student Disciplinary Action

When a student is determined to have violated university policies or regulations, any of the following types of student disciplinary action may be imposed. Any sanction imposed should be appropriate to the violation, taking into consideration the context and seriousness of the violation.

### Warning

Written notice or reprimand to the student that a violation of specified university policies or regulations has occurred and that continued or repeated violations of university policies or

regulations may be cause for further disciplinary action, normally in the form of disciplinary probation, and/or loss of privileges and exclusion from activities, suspension, or dismissal.

### **Disciplinary Probation**

A status imposed for a specified period of time during which a student must demonstrate conduct that conforms to the University's standards of conduct. Conditions restricting the student's privileges or eligibility for activities may be imposed. Misconduct during the probationary period or violation of any conditions of the probation may result in further disciplinary action, normally in the form of suspension or dismissal.

### **Loss of Privileges and Exclusion from Activities**

Students may be excluded from participation in designated privileges and activities for a specified period of time. Violation of any conditions in the written notice of loss of privileges and exclusion from activities, or violation of university policies or regulations during the period of the sanction may be cause for further disciplinary action, normally in the form of probation, suspension or dismissal.

### **Suspension**

Termination of student status for a specified period of time with reinstatement thereafter certain, provided that the student has complied with all conditions imposed as part of the suspension and provided that the student is otherwise qualified for reinstatement. Violation of the conditions of suspension or of university policies or regulations during the period of suspension may be cause for further disciplinary action, normally in the form of dismissal.

### **Dismissal**

Termination of student status for an indefinite period. Readmission to the university shall require the specific approval of the executive council and may be granted only under exceptional circumstances.

### **Exclusion from areas of the campus or from official university functions**

Exclusion of a student as part of a disciplinary sanction from specified areas of the campus or other university-owned, -operated, or -leased facilities, or other facilities located on university property, or from official university functions, when there is reasonable cause for the university to believe that the student's presence there will lead to physical abuse, threats of violence, or conduct that threatens the health or safety of any person on university property or at official university functions, or other disruptive activity incompatible with the orderly operation of the campus.

### **Interim Suspension**

Exclusion from class, or from other specified activities or areas of the campus, as set forth in the notice of interim suspension, before final determination of an alleged violation. A student shall be restricted only to the minimum extent necessary when there is reasonable cause to believe that the student's participation in university activities or presence at specified areas of the campus will lead to physical abuse, threats of violence, or conduct that threatens the health or safety of any person on university property or at official university functions, or other disruptive activity incompatible with the orderly operation of the campus. A student placed on

interim suspension shall be given prompt notice of the charges, the duration of the interim suspension, and the opportunity for a prompt hearing on the interim suspension. Interim suspension shall be reviewed by the chancellor within twenty-four hours. If a student is found to have been unjustifiably placed on interim suspension, the university is committed to a policy whereby reasonable efforts are taken to assist an individual who has been disadvantaged with respect to employment or academic status.

## **Restitution**

A requirement for restitution in the form of reimbursement may be imposed for expenses incurred by the university or other parties resulting from a violation of these policies. Such reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages. Restitution may be imposed on any student who alone, or through group or concerted activities, participates in causing the damages or costs.

## **Revocation of Award or Degree**

Subject to the concurrence of the academic council, the executive council, and the board of directors, the conferral of the degree of Master of Science in Oriental Medicine, or any award granted while pursuing such degree, may be revoked or withdrawn, if it is proven by clear and convincing evidence that the awarded of the degree was obtained by fraud. Furthermore, such revocation is subject to review by special petition to the president.

## **Other Disciplinary Actions**

Other disciplinary actions, such as monetary fines, community service, or holds on requests for transcripts, diplomas, or other student records to be sent to third parties.

## **Posting Suspension or Dismissal on Academic Transcripts**

When, as a result of violations of the Student Code of Professional Conduct a student is suspended or dismissed, a notation that the discipline was imposed must be posted on the academic transcript for the duration of the suspension or dismissal. Thereafter, notations of suspension or dismissal reflected on a student's transcript may be removed by special petition to the president.

## **Policy on Student Conduct and Discipline**

Students are members the DULA community, as well as members of the local community at large. Like faculty, they too have certain rights and responsibilities. Students are expected to comply with all laws and with University policies and regulations, and they receive and are subject to this DULA Student Handbook.

## **Student Discipline Procedures**

### **Procedural Due Process**

Procedural due process is basic to the proper enforcement of DULA policies and procedures. All students shall be given formal written notice, to include: a brief statement of the factual

basis of the charges, the university policies or regulations allegedly violated, and the time and place of the hearing, within a reasonable time before the hearing.

The opportunity for a prompt and fair hearing in which the university shall bear the burden of proof, and at which time the student shall have the opportunity to present documents and witnesses and to confront and cross-examine witnesses presented by the university; no inference shall be drawn from the silence of the accused.

A record of the hearing will be kept and made available to the student. An expeditious written decision will be made based upon the preponderance of evidence that shall be accompanied by a written summary of the findings of fact, and will include an appeals process.

## **Administration of Student Discipline**

The executive council may impose discipline for violations of university policies or regulations whether or not such violations are also violations of law, and whether or not proceedings are or have been pending in the courts involving the same acts. If an alleged violation of university policies occurs in connection with an official university function not on-campus, the student accused of the violation shall be subject to the same disciplinary procedures.

The loss of university employment shall not be a form of discipline under these policies.

However, when student status is a condition of employment, the loss of student status will result in termination of the student's employment. In imposing discipline other than suspension or dismissal, access to housing and health services shall not be restricted unless the act that occasioned the discipline is appropriately related to the restriction. If as a result of an official appeal it is determined that the student was improperly disciplined, the president shall, if requested by the student, have the record of the hearing sealed, and have any reference to the disciplinary process removed from the student's record. In such case, the record of the hearing may be used only in connection with legal proceedings. The president also may take other reasonable actions to ensure that the status of the student's relationship to the university shall not be adversely affected.

The results of any disciplinary action by the university that alleged a forcible or nonforcible sex offense, as defined in 34 CFR 668.46(c)(7), must be disclosed to both the alleged offender and the alleged victim. The scope of information to be provided under this section shall be: (1) the university's final determination with respect to the alleged sex offense; and (2) any sanction that is imposed against the alleged offender. It is the alleged victim's obligation to keep the results of the disciplinary action or appeal confidential, consistent with the doctrine of reasonableness. Whether or not a hearing is conducted, DULA may provide written notice to a student that his or her alleged behavior may have violated university policy or regulations and that, if repeated, such behavior will be subject to the disciplinary process. Evidence of the prior alleged behavior as detailed in the written notice may be introduced in a subsequent disciplinary action in order to enhance the penalty.

## **How to File a Complaint**

Any student may file a complaint about any concern, issue, question, problem or anything else which they reasonably believe impedes their academic studies or which they find objectively questionable about any instructor, staff member, administrator or student, either orally or in writing, to any DULA administrator. The administrator will then transmit the concern in writing to the Dean of Academic Affairs who also serves as the Complaint Designee. The Complaint



Designee will then review the matter, and if more information is required before attempting to unilaterally recommend a resolution of the matter, the Complaint Designee will investigate the matter thoroughly, including interviewing all individuals (including the reporting student) and reviewing all documents that relate or may potentially relate to the matter in question.

Once the Complaint Designee has concluded his/her investigation, the Complaint Designee will report the matter to the Executive Council (The President and the Academic, Administrative, and Clinic representatives), along with a recommendation for resolution. If the Executive Council concurs with the Complaint Designee's recommendation, then the matter will be accordingly disposed of. If not, then further discussion will be held until a majority of the Executive Council agrees to a particular resolution of the matter. Depending on the parties involved, the nature and seriousness of the issues concerned, and any other factors which must be taken into account in order to properly resolve the matter, a wide variety of actions may be taken.

In the event the reporting students, or others involved, are displeased with the manner for disposition arrived at by the Executive Council, they may petition to any member of the Executive Council to request that the matter be reopened and that it be reviewed as though it had been first reported to the entire Executive Council. If no member of the Executive Council will make such a request, then the matter shall stand as originally disposed of.

Once the matter is final, written notice of the Executive Council's decision will be transmitted within a reasonable time not to exceed 30 days to the reporting student and any other appropriate parties. The matter shall, however, remain a private one and no publication of the matter shall be made, even with the consent of all non-DULA parties involved, unless not to do so would constitute a serious breach of justice. Should the reporting student, or any other affected party remain displeased with the outcome of the matter, resort may always be made to the:

#### **Accreditation Commission for Acupuncture and Oriental Medicine**

ACAOM is located at 8941 Aztec Drive, Eden Prairie, Minnesota 55347;  
Phone 952/212-2434; fax 301/313-0912.

[www.acaom.org](http://www.acaom.org)

#### **Non-discriminatory Policy**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, the University does not discriminate on the basis of race, color, national origin, religion, sex, gender, sexual orientation, disability, or age in any of its policies, procedures, or practices. This nondiscrimination policy covers admissions, financial aid, and employment policies of the University, as well as access to and treatment in University programs, activities and facilities. Students may freely complain of any action which they believe discriminates against them on any of the foregoing grounds.

To file for accommodations for the Americans with Disabilities Act, contact the Dean of Academic Affairs and submit your request for the specific accommodations in any written form.

## Grievances

Students may file a complaint to an instructor or an administrator in writing. The recipient of the complaint will transmit the complaint to the Dean of Academic Affairs, who will then thoroughly investigate the complaint, including interviewing all involved parties and reviewing all documents related to the complaint. The Dean of Academic Affairs will then report to the President the nature of the complaint and findings, and if necessary, a Grievance Committee will be formed to review the issues. For more details, please refer to the Grievance Procedures section in the Student Handbook.

A student or any member of the public may file a complaint about this 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 Web site ([www.bppe.ca.gov](http://www.bppe.ca.gov)).

## Tardiness and Absences

It is the policy of the University to automatically give any student who has missed more than two class meetings a grade of "F" for that particular class. Three marks of tardiness will count as one absence and may result in a grade of "F."

Attendance is mandatory in the clinical internship. Students with excused absences may be allowed to perform make-up hours at the discretion of the Dean of OMC. All student interns must verify attendance through daily time cards. Any intentional misrepresentation of clinic hours performed by an intern may subject the intern to disciplinary sanctions including but not limited to disqualification of internship hours allegedly clocked during the related quarter.

## Student Records

DULA recognizes and acts in full compliance with regulations set by the Family Educational Rights and Privacy Act of 1974 (FERPA). Students may have access to all records maintained by the University about them, except for those considered confidential under FERPA. Students wishing to review records or to appeal for a change in those records should contact the Office of the Dean of Academic Affairs and Admissions. The University, at its discretion, may release certain information classified as directory information unless a student indicates that such information should not be released. Requests to withhold this information from the general public must be made in writing and submitted to the Registrar.

Current student records and transcripts are stored in hard copy ten years on campus in locking fireproof metal filing cabinets and will be stored for up to fifty years off campus. Academic records for each student are maintained in a computer database and a back-up copy is stored off campus.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

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

## **Official and Unofficial Student Academic Transcripts**

Official copies of student academic records will be forwarded to either the student or to a designated addressee upon written request. Unofficial copies of student academic transcripts will only be provided to the student, unless exceptional circumstances warrant otherwise. Requests for academic transcripts may be obtained at the DULA Business Office. Processing of transcript requests will be withheld if the student has failed to submit required documents or other items, has an unpaid tuition balance, ancillary fees or other charges owed to the University.

## **Reservation of Rights to Increase Units/Hours**

DULA expressly reserves the right to increase didactic unit/hour requirements and/or clinical hour requirements in compliance with the mandates of the State of California, the United States of America, any applicable private regulatory body, any applicable quasi-public regulatory body, or as deemed appropriate by the University.

The affairs of the University are managed by a board of coordinators. The board receives recommendations from the University President and executive council, on which the President sits, and also includes the office of the Dean of Academic Affairs, Program coordinators and the Director of the Oriental Medical Center. The Executive Council regularly reviews the University's administrative procedures and provides recommendations to the Board on various relevant matters, including the implementation of state and federal educational requirements in such areas as curriculum, tuition and fees, refund policies, personnel qualifications, institutional facilities, and immigration regulations.

Individual students and informal student groups participate in the decision-making process by completing course evaluations at the end of each quarter, as well as periodic program surveys. Students may also speak to members of the faculty and/or administration about individual concerns or suggestions for the program. Delegated members of the Student Body Associations are invited to attend Faculty Committee and Administrative Committee and other appropriate and relevant committee meetings.

## **Nondiscriminatory Policy**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, the University does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, disability, or age in any of its policies, procedures, or practices. This non-discrimination policy covers admissions, financial aid, and employment policies of the University, as well as access to and treatment in university programs, activities and facilities. Students may complain of any action which they believe discriminates against them on any of the foregoing grounds. For more information and procedures, please contact the complaint designee, or consult the DULA Student Handbook regarding Grievance Procedures.

## **Drug and Alcohol Abuse Policy**

It is the policy of the Board of coordinators that the learning environment be free of addictive substances. Specifically all members of the university community, which includes the

administration, faculty, staff, students and guests, will abstain from the consumption/use of alcohol, narcotics, and/or misuse of prescription drugs while on university property. Violation of this policy could lead to suspension, expulsion, termination, and within the context of criminal activity, referral to law enforcement agencies. Employees and students having difficulties with addictive substances can seek confidential counseling from the university or request referrals to agencies/individuals providing assistance with alcohol or drug-related problems.

## Annual Security Report

DULA publishes an Annual Security Report in compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics. This report provides information on campus security regulations and campus crime statistics to current and prospective students, and other interested parties. This report may be found at <http://ope.ed.gov/security/GetOneInstitutionData.aspx>

## Required Disclosures

DULA does NOT have a pending petition in bankruptcy, is NOT operating as a debtor in possession, and has NOT filed a petition within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

This catalog is updated annually.

This catalog is published for the purpose of informing students, prospective students and others interested in the operations of Dongguk University Los Angeles, primarily with regard to the educational programs and policies of the school. All information is judged to be accurate at the time of publication. However, the contents hereof are subject to change without prior notice. Please note that all reasonable efforts are made on an ongoing basis to supplement in loose leaf hardcopy format any changes, additions, or other revisions to the text of this catalog which may come into existence prior to the publication of the following edition of the catalog.