



**STUDENT HANDBOOK**

**MASTER OF SCIENCE IN ORIENTAL MEDICINE (MSOM)**

**DONGGUK UNIVERSITY LOS ANGELES**

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## ABOUT DONGGUK UNIVERSITY LOS ANGELES (DULA)



### Mission

The mission of Dongguk University Los Angeles is to:

1. Explore and embody the principles and practices of traditional East Asian medicine.
2. Develop a community of skilled medical practitioners.
3. Provide accessible health care services to the local community.

### Master's Program Educational Objectives

To train 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 formulas for common conditions and patterns.
6. Embody and advise on healthy lifestyle choices, and
7. Identify, define, and model best practices for professional success.

# PROGRAM COURSE LISTING

## Master of Science in Oriental Medicine (MSOM)

DULA offers a comprehensive curriculum for entry-level practitioners. The Master's degree program, offered in English, Chinese, and Korean, 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, Tuina (traditional Chinese massage therapy), and practice management and ethical practices, in addition to the clinical internship.

Assessment tools in evaluating the program and student success include written and/or practical exams, midterms and final exams, presentations, research papers, case studies. Students are also given comprehensive assessment of their academic and clinical achievements through institutional exams.

All classes except for externship off-site locations are held on the DULA campus.

### List of MSOM Courses

<u>Basic Sciences and Western Medicine</u>		
Course ID	Course Title	Units
BS111	Biology	3
BS122	Chemistry and Biochemistry	3
BS131	Physics	3
BS141	Psychology	3
BS171	Microbiology and Immunology	3
BS181	Fundamental & Clinical Nutrition	3
BS211	Anatomy and Physiology I	3
BS212	Anatomy and Physiology II	3
BS213	Anatomy and Physiology III	3
BS214	Anatomy and Physiology IV	3
BS311	Pathology I	3
BS312	Pathology II	3
BS313	Pathology III	3
		<b>Total: 39 Units/390 hours</b>
<u>Oriental Medicine</u>		
OM111	History of East/West Medicine	3
OM121	Basic Theory of OM I	3
OM211	Basic Theory of OM II	3
OM221	OM Diagnosis I	3
OM312	OM Diagnosis II	3
OM311	OM Diagnosis III	3
OM411	OM Internal Medicine I	3
OM412	OM Internal Medicine II	3
OM413	OM Internal Medicine III	3
OM414	OM Internal Medicine IV	3

OM432	Yellow Emperor's Classics and OM Philosophy	3
OM433	Shanghan / Golden Cabinet	3
OM434	Wenbing	3
<b>Total:</b>		<b>39 units/390 hours</b>

**Acupuncture and Moxibustion**

AC111	Acupuncture Anatomy I	3
AC112	Acupuncture Anatomy II	3
AC211	Meridian Theory	3
AC311	Acupuncture Physiology I	3
AC312	Acupuncture Physiology II	3
AC321	Acupuncture Techniques I	3
AC322	Acupuncture Techniques II	3
AC411	Acupuncture Therapeutics I	3
AC412	Acupuncture Therapeutics II	3
AC422	Acupuncture Orthopedics	3
<b>Total:</b>		<b>30 units/300 hours</b>

**Herbology**

HB110	Introduction to Botany and Herbology	3
HB211	Herbs: Category I	3
HB212	Herbs: Category II	3
HB213	Herbs: Category III	3
HB214	Herbs: Category IV	3
HB311	Herbs: Formulas I	3
HB311	Herbs: Formulas II	3
HB311	Herbs: Formulas III	3
HB311	Herbs: Formulas IV	3
HB321	Nutrition in OM	3
HB412	Herbal Treatments for Pediatrics Diseases	3
HB413	Herbal Treatments for Gynecological Diseases	3
HB414	Herbal Treatments for Dermatological Diseases	3
HB415	Herbal Treatments for Integrated E/W Medicine	3
HB423	Master's Experience for Herbal Treatment	3
<b>Total:</b>		<b>45 units/450 hours</b>

**Clinical Medicine and Public Health**

WM100	Public Health	3
WM110	Western Medical Terminology	3
WM210	CNT and Safe Codes	2
WM211	Survey of Clinical Medicine	3
WM181	Western Pharmacology	3
WM224	Physical Exam in Western Medicine	3
WM225	Lab Diagnosis in Western Medicine	3
WM311	Western Medicine I	3
WM312	Western Medicine II	3
WM313	Western Medicine III	3
WM321	CPR and First Aid	1
<b>Total:</b>		<b>30 units/300 hours</b>

**Professional Development & Case Management**

CM101	Case Management I	3
CM102	Case Management II	3
CM103	Case Management III	3
ME311	Clinical Management and Billing	3
ME312	Medical Ethics	2
PD100	Research Methodology	3
		<b>Total: 17 units/170 hours</b>

**Adjunctive Therapies**

TB111	Taiji Quan	2
TB121	Qigong	2
TB211	Tuina	3
		<b>Total: 7 units/70 hours</b>

**Electives (6 units)**

EL100	Topics in Oriental Medicine	3
EL107	Topics in Acupuncture	3
EL108	Topics in Herbology	3
EL109	Topics in Western Medicine	3
EL401	Comprehensive Review, Level I	3
EL402	Comprehensive Review, Level II	3
EL403	Comprehensive Review, Level III	3
EL404	Comprehensive Review, Level IV	3
EL431	Herbal Formula Writing	3
		<b>Total: 6 units/60 hours</b>

**Clinical Practice**

CO	Clinic Internship:	
	Herbal Dispensary	2
	Clinical Observation	8
CI	Clinic Internship Level II	16
CI	Clinic Internship Level III	22
		<b>Total: 48 units/960 hours</b>

**Institutional Exams**

MCE	Mid-Curriculum Exam:	
	Written	0
	Practical	0
CPX	Level Exams	0
CGE	Comprehensive Graduation Exam	0

**Total Units (261)**

Didactic	213
Clinic	48



## **BASIC SCIENCES AND WESTERN MEDICINE**

- **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.

*Prerequisite: none*

- **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.

*Prerequisite: none*

- **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, relativity, and general survey of biophysics.

*Prerequisite: none*

- **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.

*Prerequisite: none*

- **BS171 Microbiology and 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.

*Prerequisite: none*

- **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. The use of vitamins is instructed as well.

*Prerequisite: none*

- **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.

*Prerequisite: none*

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

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.

*Prerequisite: none*

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

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.

*Prerequisite: none*

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

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

Neurophysiology/neurochemistry are also covered.

*Prerequisite: none*

- **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)**

Part 2 of 3 focuses on systematic pathology including respiratory, cardiovascular, genitourinary, endocrine and gastrointestinal systems.

*Prerequisite: BS211-214*

- **BS313 Pathology III (3/30)**  
Part 3 of 3 focuses disorders of Hepatobiliary and Pancreatic systems, Kidney and Urinary tract, Male and Female Reproductive system, Endocrine, Neurological and Skeletal systems.  
*Prerequisite: BS211-214*

## **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 examine how practicing East Asian Medicine in a modern Western context has altered the medicine.  
*Prerequisite: none*
- **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.  
*Prerequisite: none*
- **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.  
*Prerequisite: none*
- **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. Identification of patterns according to 12 Primary Channels, 8 Extraordinary Vessels and 5 Elements will also be covered.  
*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 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 four-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. In OM Internal Medicine 4-series Course, Acupuncture and Oriental Medicine Specialty Cases in Family Medicine, Internal Medicine, Geriatric, Ophthalmology, Pediatric, Traumatology and Emergency Medicine will be covered.  
 Part 1 of the series focuses on external diseases, diseases of the Lung, and bleeding disorders.  
*Prerequisite: OM221, 311, 312*
- **OM412 OM Internal Medicine II (3/30)**  
 Part 2 of the four-part series in OM Internal Medicine. Part II of the series focuses on Palpitations, Insomnia, Chest Painful Obstruction, Emotional Disorder, Manic-Depressive Psychosis, Epigastric Pain, Vomiting, Diarrhea, and Epilepsy.  
*Prerequisite: OM221, 311, 312*
- **OM413 OM Internal Medicine III (3/30)**  
 Part 3 of a four-part series in OM Internal Medicine. Part III of the series focuses upon diseases of the abdomen and digestive organs, also examining diseases caused by internal wind.  
*Prerequisite: OM221, 311, 312*

- **OM414 OM Internal Medicine IV (3/30)**  
 Part 4 of a four-part series in OM Internal Medicine. Part IV of the series focuses on diseases of fluid metabolism, the Kidney, and consumptive disease.  
*Prerequisite: OM221, 311, 312*
- **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.  
*Prerequisite: OM121, OM211*
- **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, 311, 312*
- **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, 311, 312*

## **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.  
*Prerequisite: none*
- **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.

*Prerequisite: none*

- **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.

*Prerequisite: none*

- **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.

*Prerequisite: 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.

*Prerequisite: AC111, 112, 311*

- **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.

*Prerequisite: 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, cupping, gua sha, bleeding, dermal tacks, moxibustion and electro-acupuncture.

*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 Micro-therapies including Ear and Scalp Therapies application will be discussed in each disease to support as conjunctive acupuncture point prescriptions. Acupuncture Therapeutics I cover Four Needle Technique, exogenous diseases, and a variety of Zang Fu syndromes, diseases of the head, trunk, and lumbar regions.

*Prerequisite: AC311, 312, AC321, AC322*

- **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 Micro-therapies including Ear and Scalp Therapies application will be discussed in each disease to support as conjunctive acupuncture point prescriptions. Acupuncture Therapeutics II covers gynecologic, pregnancy, and postpartum disorders; infantile diseases; diseases of the skin; abnormal growths; and eye, ear, nose, and throat disorders.

*Prerequisite: AC311, 312, AC321, AC322*

- **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. The use of adjunctive acupoint stimulation devices, including magnets and beads, will also be introduced.

*Prerequisite: AC311, 312*

## **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.

*Prerequisite: none*

- **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.  
*Prerequisite: OM121, OM211, HB110*
- **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.  
*Prerequisite: OM121, OM211, HB110*
- **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.  
*Prerequisite: OM121, OM211, HB110*
- **HB214 Herbs: Category 4 (3/30)**  
 Category 4 herbs include herbs that tonify Qi, warm the Yang, nourish the Yin, and nourish Blood, astringent herbs, emetics and herbs for external application.  
*Prerequisite: OM121, OM211, HB110*
- **HB311 Herbs: Formulas 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.  
*Prerequisite: OM 221, 312, 311, HB 110, HB 211-214*
- **HB312 Herbs: Formulas 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.  
*Prerequisite: OM 221, 312, 311, HB 110, HB 211-214*
- **HB313 Herbs: Formulas 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.

*Prerequisite: OM 221, 312, 311, HB 110, HB 211-214*

- **HB314 Herbs: Formulas 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/pertussis, anti-parasitic, and anti-abscess qualities.

*Prerequisite: 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.

*Prerequisite: OM121, OM211, HB110*

- **HB412 Herbal Treatments 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 Treatments 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 Treatments 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 Herbal Treatments in 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 Experience 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 course consists of review, 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*

## **CLINICAL MEDICINE & PUBLIC HEALTH**

- **WM100 Public Health (3/30)**  
In this course, students become familiar with basic principles of public health. Topics include public and community health, disease prevention, public health education, treatment of chemical dependency, communicable disease, public alerts and epidemiology.  
*Prerequisite: none*
- **WM110 Western Medical Terminology (3/30)**  
This course is a fundamental class on English language medical terminology. The course will introduce word building system using a programmed learning format, including Latin and Greek prefixes, suffixes, and word roots from which our English medical terms originate. The class is designed to provide a comprehensive entry level study of medical language for health professionals with little or no previous experience.  
*Prerequisite: none*
- **WM181 Western Pharmacology (3/30)**  
This course is an introduction to Western Pharmacology, focusing on mechanisms of action of common pharmacological categories. Students will be able to understand how various classes of drugs are absorbed, distributed and eliminated by the human body, interaction of the drugs with herbs. Students will also become familiar with generally applied pharmacological assessment, intervention and side-effects for common western diagnoses, such as diabetes, Parkinson's disease, hypertension, and thyroid disorders.  
*Prerequisite: BS211, BS212, BS213, BS214*
- **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.

*Prerequisite: none*

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

This course provides an overview of the clinical practice of acupuncture and Oriental medicine, including efficient communication with patients and collaboration with other natural healing professionals. Acupuncturists, herbal medicine experts, and other healthcare professionals are invited to class as guest speakers. Students will engage in interactive learning by taking field trips to various practitioners' offices and discuss on site to learn about their perspectives of clinical practice of medicine, such as osteopathy, dentistry, psychology, nursing, chiropractic, podiatry, naturopathy, and/or homeopathy.

*Prerequisite: WM110*

- **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 comprehensive health history, patient/practitioner rapport, communication skills, multicultural sensitivity, vital signs, physical examination of the HEENT (Head, Eyes, Ears, Nose, Throat), cardiovascular and peripheral system, respiratory system, gastrointestinal system, neurological system, neuromuscular system, orthopedic and functional assessment. 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.

*Prerequisite: BS211-214*

- **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 the 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.

*Prerequisite: BS 311-313*

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

In this series, a comprehensive understanding and exploration of western medical diseases will be presented, including basic science, anatomy, physiology, pathophysiology, epidemiology, etiology, signs and symptoms or clinical impressions, physical examinations, laboratory and radiology studies and so forth. Additional topics include development of working diagnosis, classification of diseases based on World Health Organization's International Classification of Diseases, critical thinking regarding clinical diagnosis, treatment protocols and patient management, surgical intervention along with indications and contraindications, and patient education, and diagnosis and treatment between Acupuncture and Oriental Medicine and conventional medicine.

Western Internal Medicine I cover ambulatory medicine, obstetrics, gynecology, endocrinology, neurology, nephrology and urology.

*Prerequisites: BS211-214*

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

WM312 is the second class of the series, and covers diseases of the cardiovascular system, respiratory system, hematology, oncology, rheumatology, immunology and allergic disorders, nutritional disorders.

*Prerequisite: BS211-214*

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

In this third series, the course covers infectious diseases, psychiatry, orthopedics, emergency and sports medicine. A review in laboratory and radiology studies, pharmacology and public health will also be covered.

*Prerequisite: BS211-214*

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

This ten-hour course covers the causes of heart disease, symptoms of stroke and the principles of cardiopulmonary resuscitation. Upon completion of CPR Training, the student will be able to demonstrate resuscitation of an adult in cardiac arrest. Training will be delivered by Instructors who are certified by American Heart Association (AHA) and/or American Red Cross. Students will receive a certified CPR & First Aid card and certificate from American Red Cross or American Heart Association (AHA) upon completion.

*Prerequisite: none*

## **PROFESSIONAL DEVELOPMENT & 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.

*Prerequisite: Clinic Internship Level 1: Observation*

- **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: Clinic Internship Level 1: Observation*

- **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: Clinic Internship Level 1: Observation*

- **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.

*Prerequisite: none*

- **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.

*Prerequisite: none*

- **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 a 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. Peer review process is also addressed.

*Prerequisite: OM121, OM211, WM110*

## **ADJUNCTIVE THERAPIES**

- **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.

*Prerequisite: none*

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

Traditional Chinese Qi Gong is an art of self-training both body and mind. It has the functions of preventing and curing diseases, protecting and strengthening health, and prolonging life. It is a component part of traditional Chinese medicine. This course is designed to study the brief history and basic theory of Qi Gong, and practice it by static and dynamic breathing techniques.

*Prerequisite: none*

- **TB211 Tui-Na (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.

*Prerequisite: none*

## **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.

- **EL401 Comprehensive Review Level I (3/30)**

This course reviews the collective materials of Oriental medicine that are delivered during the first stage of student's program study and provides guidelines to students to

consolidate knowledge and clinical skills they have learned. The course materials also prepare students for Preclinical Entrance.

*Prerequisite: Level 1 must be taken before Level 2, Level 3 must be taken before Level 4*

- **EL402 Comprehensive Review Level II (3/30)**

This course reviews the collective materials of Oriental medicine that are delivered during the first stage of student's program study and provides guidelines to students to consolidate knowledge and clinical skills they have learned. The course materials also prepare students for Preclinical Entrance.

*Prerequisite: Level 1 must be taken before Level 2, Level 3 must be taken before Level 4*

- **EL403 Comprehensive Review Level III (3/30)**

This course reviews the collective materials of Oriental medicine that are delivered during the first stage of student's program study and provides guidelines to students to consolidate knowledge and clinical skills they have learned. The course materials also prepare students for Preclinical Entrance.

*Prerequisite: Level 1 must be taken before Level 2, Level 3 must be taken before Level 4*

- **EL404 Comprehensive Review Level IV (3/30)**

This course reviews the collective materials of Oriental medicine that are delivered during the first stage of student's program study and provides guidelines to students to consolidate knowledge and clinical skills they have learned. The course materials also prepare students for Preclinical Entrance.

*Prerequisite: Level 1 must be taken before Level 2, Level 3 must be taken before Level 4*

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

Formula writing is an appropriate elective course for advanced students of Chinese medicine. In most cases, students who are starting their internships or are nearing graduation still have great difficulty in writing correct formulas. This course will improve their formula writing knowledge and skills and will help to meet the challenges that they will face in the clinic.

*Prerequisite: OM312, HB311-314*

## **CLINICAL INTERNSHIP**

- **Internship Level I: Observation and Herbal Practicum (200 Hours)**

The first level of internship training consists of 200 hours of observation including 80 hours of Observation Theater, 80 hours of observation rounds, and 40 hours of herbal dispensary practicum. Interns are introduced to all aspects of the clinical practice of acupuncture and oriental medicine, observing the formulation of diagnoses and treatments performed by clinical faculty.

In observation theater (80 hours), level I interns have opportunities to see how oriental medicine theory and practice are combined. In each shift, scheduled patients are interviewed, diagnosed, and treated by clinic faculty while level I interns observe. Following each patient's treatment, discussion of the patient's case is conducted.

In observation rounds (80 hours), level I interns have experience in observing clinic faculty in interviewing, diagnosing, and treating patients, as well as assisting clinic faculty in taking and recording a patient's history and physical exam. Level I interns take the patient's pulse and observe the patient's tongue with instruction by clinic faculty to understand the clinic faculty's diagnosis and treatment plan.

In herbal practicum (40 hours), level I interns will have opportunities to identify herbs, learn how to assemble granule and bulk herb formulas, learn how to fill an herbal prescription, and become familiar with the dispensary operations. It is expected that all level I interns participate in keeping treatment rooms clean and stocked.

**Prerequisites:**

To apply for Level I internship, students must have successfully completed 60 units of didactic courses and these pre-requisite courses should be included:

OM 121/211	Basic Theory of OM I, II
OM 221/311/312	At least Two of OM Diagnosis I, II, III
HB 110	Introduction to Botany and Herbs
HB 211/212/213/214	At least Two of Herbs: Category I, II, III, IV
AC 211	Meridian Theory
AC 111/112	Acupuncture Anatomy I, II
BS 211/212/213/214	At least Two of Anatomy & Physiology I, II, III, IV
WM 110	WM Terminology
WM 210	CNT, Equipment & Safety Review
WM 321	CPR & First Aid

- **Internship Level II: Supervised Practice (320 Hours)**

Level II internship consists of 320 hours of supervised acupuncture and oriental medical practice. Under the supervision of their clinic supervisors, interns diagnose and treat patients in the OMC and at other off-campus health care sites. Working individually or in pairs, interns apply their knowledge and skills of oriental and western medical assessments to interview and assess the condition of each new patient, formulating potential diagnoses and treatment plans based on this assessment, including acupuncture and other oriental medical modalities. Interns then discuss this diagnosis and treatment plan with clinic supervisor and treat the patient under the direct supervision of the clinic supervisor. Interns are expected to demonstrate proficiency in treatment techniques covered in the courses of their didactic studies. Interns will render possible nutritional and/or lifestyle recommendations and offer them to the patient after consultation with the clinic supervisor. Interns will also incorporate herbal formula derivation and modification into treatment plans. Interns are expected to inform their patients of the ingredients and proposed effects of the formula, formula preparation/cooking instructions, appropriate dosage guidelines, and possible adverse effects. Interns are responsible for filling the herbal formulas for their patients.

**Prerequisites:**

Students must complete 200 hours of Level I Observation and Herbal Practicum and pass Level II exam (Mid-Curriculum Exam / MCE) with 70% passing grade. And



Students must have successfully completed 100 units of didactic courses and these pre-requisite courses should be included.

OM 221/311/312	OM Diagnosis I, II, III
HB 211/212/213/214	Herbs: Category I, II, III, IV
BS 211/212/213/214	Anatomy & Physiology I, II, III, IV
AC 311/312	Acupuncture Physiology I, II
AC 321/322	At least One of Acupuncture Techniques I, II
TB 211	Tui-Na
BS 311	At least One of Pathology I, II, III

- **Internship Level III: Independent Practice (440 Hours)**

Level III internship consists of 440 hours of independent practice of acupuncture and oriental medicine under the supervision of clinic supervisor. Interns complete a clinical impression and oriental medical diagnosis, as noted in Level II internship, for concurrence by the clinic supervisor. A treatment approach is recommended for concurrence by clinic supervisor, after which acupuncture, or other modalities are employed to treat the condition. The clinic supervisor is not required to observe the actual diagnosis or treatment but must be near the location where the patient is being treated. Interns are required to consult with the assigned clinic supervisor before and after each treatment.

**Prerequisites:**

Students must complete 320 hours of Level II Supervised practice internship and pass Level III exam (Clinical Performance Exam / CPX) with 70% passing grade. And Students must have successfully completed 150 units of specific didactic courses and these pre-requisite courses should be included.

OM 411/412/413/414	At least One of OM Internal Medicine I, II, III, IV
HB 311/312/313/314	At least Two of Herbal Formulas 1, 2
AC 321/322	Acupuncture Techniques I, II
AC 411/412	At least One of Acupuncture Therapeutics I, II
BS 311/312/313	Pathology I, II, III
WM 311/312/313	At least One of Western Medicine I, II, III

For more detailed information about the educational and public treatment aspects of the DULA Oriental Medicine Center please refer to the *OMC Handbook*.

# UNIVERSITY COMMUNITY

## BOARD OF DIRECTORS

<b>Board Chair</b>	: Bupsan Lee, PhD (Korea)
<b>Vice Chair</b>	: Sung Yee Yoon, PhD (Japan)
<b>Treasurer</b>	: Joo Yong Pak, BS
<b>Secretary</b>	: Ellis Chang, JD
<b>Member</b>	: Sang Sul Kim, BS
<b>Member</b>	: Sung Tae Park
<b>Member</b>	: Sang Up Kim
<b>Non-voting member</b>	: Seung-Deok Lee, President, K.M.D. (Korea), Ph.D. (Korea), L.Ac.

## ADMINISTRATION

### **PRESIDENT'S OFFICE**

#### **President & CEO**

Seung-Deok Lee, KMD (Korea), Ph.D. (Korea), L.Ac.

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### **GENERAL ADMINISTRATION**

#### **Chief Operating Officer**

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#### **Human Resources/Admin**

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#### **Finance Manager**

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#### **Facilities Manager**

Emilio Lopez, Facilities Manager

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## ACADEMIC & CLINIC ADMINISTRATION

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## STUDENT SERVICES

### **Director of Student Affairs**

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## TRANSFER STUDENT AND TRANSFER CREDITS

Students who wish to transfer from other AOM schools must be in good standing (a minimum cumulative GPA of 2.25) and meet the current admissions standards at the time of transfer. The application process is the same for transfer students. A minimum of 1 academic year or 48 quarter units of residency for the year is required as a full-time matriculated student in the DULA program to be granted the MSOM diploma from DULA. Transfer students are encouraged to meet with the registrar or one of admissions staff prior to submitting their applications.

No credit is granted for military or corporate training, prior experiential learning, life experience, nor through portfolio assessment. The Master's program accepts transfer credits towards its program that it judges to be equivalent to its requirements for graduation. Before transfer credit will be awarded, all official transcripts containing the coursework for which the prospective student seeks credit must be received by the Office of Admission.

Students who are seeking admissions from another oriental medicine program must meet the following requirements:

1. Prior to processing transfer credits, the following documents must be submitted:
  - a. Official transcripts sealed and sent directly from all previous colleges and/or universities.
  - b. Foreign students are required to submit a credential evaluation report by an agency, which is a member of NACES (National Association of Credential Evaluation Services). The report must include equivalency of education.
  - c. Only transfer credit for actual coursework successfully completed at a college or university accredited by an agency recognized by the U.S. Department of Education or, in the case of foreign institutions, recognized by the appropriate government agency.
2. For institutions approved by the California Board of Acupuncture, 100% transfer credit may be awarded, provided that the actual coursework to be transferred has been successfully completed and is equivalent to the relevant required coursework.
3. For candidates applying from institutions not approved by the California Board of Acupuncture, but are accredited by ACAOM or from foreign institutions which are evaluated as the equivalent of a regionally accredited college in the U.S., the following guidelines will apply:
  - a. Up to 100% transfer credit may be awarded for courses completed successfully in basic sciences, clinical medicine, case management, practice management, public health, and professional development if the actual number of hours completed is equal to or greater than that required.
  - b. Up to fifty percent (50%) credit, by transfer or challenge exam, for clinical practice and instruction in acupuncture and Oriental medicine principles, theories and treatment procedures may be awarded. The actual number of hours completed must be equal to or greater than that required by DULA. At least 50% of the course hours in the above individual subjects must be taken at DULA.

- c. DULA may also require the student to take specific subject examinations in order to demonstrate a level of knowledge comparable to that achieved by a DULA student before credits are awarded.
- 4. Transfer credits are granted only for course work completed within 5 years. Transfer credit may be granted if the transfer student's profession is related to coursework completed more than 5 years ago.
- 5. Transfer credits shall only be awarded for actual coursework.
- 6. Credits are not awarded for a western medical internship or residency training toward the actual clinical coursework and instruction required at DULA.
- 7. For additional information regarding transfer credits and processes, please contact the office of registrar. Please also refer to the DULA University Policy Handbook for more information about transfer credit policy.

Students who want to request any transfer credits from any course subjects, must list the requested courses in the "Transfer Credit Request Form" and submit to the Registrar for review. The "Transfer Credit Request Form" can be obtained at DULA front desk.

If a student is transferred from an institution that uses different academic terms from DULA, a conversion into the quarter system will be applied.

Rely on the charts below to make these conversions:

Semester to Quarter Conversions		Trimester to Quarter Conversions	
Number of Semester Units	Number of Quarter Units	Number of Trimester Units	Number of Quarter Units
1	1.5	1	1.25
2	3	2	2.5
3	4.5	3	3.75
4	6	4	5
5	7.5	5	6.25
6	9	6	7.5
7	10.5	7	8.75
8	12	8	10

9	13.5	9	11.25
10	15	10	12.5
		11	13.75
		12	15

Guidelines for additional study:

1. In the case that the number of units from the previous institution's coursework is less than DULA's required units, the student is required to complete an additional study for the remaining units.
2. Before the credit is granted, the student must first follow the process of additional study shown below:
  - a. The student must fill out the MSOM Transfer Credit Additional Study request form and pay for the additional units. The tuition and fee information of each unit is in this catalog (tuition and fees section, page 95).
  - b. After the form is completed and tuition is paid, MSOM program director will provide the student with the additional study instructional schedule and assign the appropriate faculty.
  - c. The student will then meet the appropriate coursework faculty to arrange a study schedule. How the additional study is conducted is solely decided by the discretion of assigned faculty, based upon the rule that one unit of coursework is equal to a total of 10 in-person lecture hours and 20 out-of-classroom assignment hours.
  - d. The additional study offers a pass or fail grade unless the letter grade is arranged before the course started. Credits will only be granted if the student passes the course work.
  - e. The completed additional study instructional schedule form must be returned to the MSOM program director no later than 10 days after the completion of the study.

For students who take coursework at other institutions while being enrolled at DULA, they must pay transfer credit processing fees (please see the tuition and fees section of this catalog). After the student is admitted in DULA, the maximum number of courses that can be transferred from other institutions for transfer credits is five (5). Students may not be concurrently enrolled in another oriental medicine program, unless otherwise permission is granted by the dean of academic affairs.

## TUITION, FEES AND REFUNDS

Tuition for the MSOM program is \$155 per didactic unit, \$11 per clinic hour. The total tuition for the 3090-hour MSOM program is \$43,575, not including additional fees.

### MSOM Program Tuition

<b>Didactic (course) instruction</b>	\$155 per unit
<b>Clinic Instruction</b>	\$11 per clinic hour
<b>Total Tuition</b>	\$43,575
<b>**Estimated Total Cost for the Program</b>	\$47,685

**Notes:** \*\*This estimate includes total estimated tuition, required fees, required equipment and supplies, and textbooks for completing the program in the minimum time allowed for all didactic and clinical hours at Dongguk University Los Angeles.

### Books/Supplies\*\*

<b>MSOM</b>	\$1,500
<ul style="list-style-type: none"> <li>• Supplies / Kits</li> <li>• Textbooks</li> <li>• DULA Lab Coat / Scrubs</li> </ul>	

### FEES: Nonrefundable

Application Fee (New Student)	\$100
Late Application Fee (New Student)	\$0
International Student Processing Fee	\$100
I-20 re-issue and/or extension processing, OT, etc.	\$50
Transfer Credit Evaluation Fee (Prior to Matriculation)	\$100
Transfer Credit Evaluation Fee (During Matriculation)	\$50 / course
Quarterly Registration Fee	\$50
Late Didactic Class Registration Fee (After the end of official didactic class registration period)	\$100 (Quarterly Registration Fee \$50 + Late Fee \$100 = Total \$150)
Add Class After Official Registration Period	\$0
Drop Class (from the first day of new academic quarter)	\$20 / Each Class



Changing Clinic Shifts (adding, changing, dropping) After the End of the Official Clinic Registration Period	\$20 / Each Shift
Mid-Curriculum Exam (MCE) – Initial / Retake	\$50
Comprehensive Graduation Exam (CGE) – Initial / Retake	\$100
Special Condition of Scheduled CGE Fee	\$350
Makeup Final Exam	\$100 / Exam
Challenge Exam	50% of tuition
Class Audit Fee	Free for 1 <sup>st</sup> time, then 50% of tuition
Course Incompletion / Grade Change	\$50
Graduation Fee (Including Commencement, Photo and Gowns) – MSOM and DAOM	\$200
DAOM Capstone Review Fee	\$100
Quarterly Clinic Malpractice Insurance Fee	\$55
Student / Clinic ID Card	\$10
Quarterly Facility and Technology Fee	\$50
Certificate of Attendance	\$10 (Express \$15)
Certificate of Graduation	\$10 (Express \$15)
Certificate of Clinical Training	\$5 (Express \$10)
Certificate of Letter	\$5
Certificate of Patient Log (Including Notarization Fee)	\$60
Clean Needle Technique Certificate Re-issue	\$5
Diploma Re-issue	\$100
Official Transcript	\$15
Unofficial Transcript	\$10
Tuition Verification	\$10 (Express \$15)
Parking	\$50 / Academic Quarter (\$5 / Day)
Returned Check Charge	\$25
Late Payment Fee Without Prior Installment Agreement	\$100 / Each Deadline
Installment Payment	\$20 / Each Payment
Late Installment Payment Fee With Prior Installment Agreement	\$50 / Each Deadline
Quarterly Student Association Fee	\$0

Deposit Upon Notification of Acceptance	\$0
Fax Service – Domestic (Charged Per Page)	\$1
Fax Service – International (Charged Per Page)	\$3
Scanning Service	\$3
Mailing Service (Domestic and Certified)	\$5
Mailing Service (International)	Cost + \$5 Handling Fee
In-resident Housing	Not offered
Student Tuition Recovery Fund (STRF) Fee	\$0.00 / \$1000

**For more complete information about the list of fees, please refer to University Policy Handbook or contact the administration office.**

**Notes:**

\* Document processing time: 1. Regular: 3-business days, 2. Express: 1-business day, 3. Diploma Re-issue: 1 month.

\*\* Tuition and fees are subject to change at the discretion of the University. Please refer to the *University Policy Handbook* or *A List of Complete Fees*, available at the front desk, for a complete list of fees.

\*\*\* This estimate includes total estimated tuition, required fees, required equipment and supplies, and textbooks for completing the program in the minimum time allowed (3 years) for all didactic and clinical hours at Dongguk University Los Angeles.

\*\*\*\* STRF: Currently the institution is charging \$0 for every \$1,000 tuition. The STRF rate is subject to change by BPPE based upon the balance in the STRF account. Statute requires the Bureau begin collecting if the balance falls below \$20 million and caps the account at \$25 million.

\*\*\*\*\* For express process, there is an extra fee. Please refer to the school document request form that can be obtained at DULA front office.

\*\*\*\*\* For new students, upon initial enrollment, must sign an enrollment agreement outlining the entire course of study, tuition, and fees charged, as well as a statement that DULA reserves the right to raise all fees and charges, including tuition, in any amount, at any time.

\*\*\*\*\* For 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.

**Additional Expenses**

When preparing a budget, students should consider the cost of textbooks, clinic intern equipment housing, transportation, and miscellaneous expenses.

**Total Amount Calculation**

The total amount for all tuition, fees, charges and services that the full-time student is obliged to pay for educational services is based upon the current tuition and fee schedules and exclusive of books, physical and diagnostic supplies and any optional fees.

## **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.

### **Late Payment Fee**

All students, including financial aid students, must pay all other fees and charges (i.e. parking, insurance) at the time they incur such fees or charges by the Friday of 2<sup>nd</sup> week of each quarter. For financial aid students, they must pay the full charges within 7 calendar days after their financial aid funds are distributed.

If the student fails to make the full payment for the charges without the tuition installment payment plan, the following charges will be applied for each deadline:

1. \$100 of late payment fee – after the 2<sup>nd</sup> week of each quarter
2. \$150 of late payment fee – after the 4<sup>th</sup> week of each quarter
3. \$200 of late payment fee – after the 8<sup>th</sup> week of each quarter

Late payment penalty may be exempt only for new students with the verification from the director of admissions, financial aid manager, or dean of academic affairs.

### **Tuition Installment Payment Plan**

All students, including financial aid students, must pay all other fees and charges (i.e. parking, insurance) at the time they incur such fees or charges. However, the university allows students, who apply for the DULA Tuition Installment to pay their tuition in 3 installments. The tuition installment payment plan is for tuition only (tuition for didactic classes and intern hours).

The first payment must be 40% of their total chargeable tuition, and the second and third payments must each be 30% of their chargeable tuition. As indicated above, there will be an administrative processing fee assessed on the second and third installment payments. Students may avoid paying these fees by paying their tuition balance in full at any time.

The first payment is due at the Friday of the 2<sup>nd</sup> week of each quarter, the second payment is due on the Friday of the 4<sup>th</sup> week of each quarter, and the third payment is due the Friday of 8<sup>th</sup> week of each quarter. If the students fail to make the installment payment on time, \$50 of late payment fee will be applied for each payment due.

Late payment penalty may be exempt only for new students with the verification from the director of admissions, financial aid manager, or dean of academic affairs.

## **Student's Right to Cancel**

You 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) If you wish to cancel this agreement. Provide a written notice that states that you no longer wish to be bound by this agreement. Your notice must be timely delivered to the institution. If your notice is mailed, it must be postmarked on or before the date notice is required.

## **Refund Policy**

The tuition refund policy in full compliance with the rules and regulations from all the agencies approving and licensing the University. In particular CEC 94918 Compliance with Federal Statutes, 94919 Institutions Participating In Federal Student Financial Aid Programs, 94920 Mandatory Cancellation, Withdrawal, and Refund Policies, 94921 Alternative Refund Calculations, and all the Title IV regulations related to student refunds and the Return to Title IV (R2T4) policy.

Refund calculations are related to the amount of tuition and fees to be returned by the University in the event the student withdraws from the program. Withdrawals could be initiated by the student or by the school. For students enrolled in school under Federal financial aid, the R2T4 procedure is performed first and the institutional refund policy is performed second.

The University shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250). Students may cancel classes during the first week of the class.

The University refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund.

If a student obtains a loan for the program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from the federal financial aid funds. Dongguk University Los Angeles shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

The California State Pro Rata Refund Policy applies to students who have not completed more than 60% of the course of instruction and is calculated as follows:

Student Charges During Add/Drop Period 100% refund.

After Add/Drop Period: 10% charged for each week attended

- After the 2nd Week Session 80%
- After the 3rd Week Session 70%
- After the 4th Week Session 60%

- After the 5th Week Session 50%
- After the 6th Week Session 40%
- After the 7th Week 0%

\* Pro Rata will be calculated only if the withdrawal form is submitted. The term “week” above refers to the number of weekly class meetings or clinic shifts. For example, if the student took a class in week 1 and week 2, the student is allowed 80% refund for the same class. Verbal requests will not be considered.

## **Return to Title IV Policy**

Return to Title IV Funds (R2T4) Policy is fully compliant with all the policies, procedures, and guidelines from the US Department of Education and the related Federal laws and regulations, including regulations of the Federal Student Financial Aid programs, under Title IV of the Federal Higher Education Act of 1965.

Federal financial aid (Title IV funds) are awarded to a student under the assumption 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 they were originally scheduled to or did receive.

If a recipient of Title IV funds withdraws after beginning attendance, the amount of Title IV funds earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned to the Federal government.

When a recipient of Title IV funds withdraws from an institution during a payment period of enrollment, the school must determine the amount of Federal Student Aid funds the student earned based on the student's Last Date of Attendance (LDA). By subtracting the amount of funds the school is entitled to retain from the total amount of funds the school received, the school will determine the amount of funding to be returned to the Department of Education (Return to Title IV) and the amount of funds to be retained by the school.

The return of Title IV Funds is performed and must be completed within thirty (30) days from the student's Last Day of Attendance (LDA), or within forty-five (45) days from the Date of Determination (DOD) of the student's withdrawal.

Funds are returned to Title IV programs in the following order:

- Direct Unsubsidized loan
- Direct Subsidized loan
- Federal PELL grant

## Student Tuition Recovery Fund

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, the location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number."

Please make sure you keep copies of your enrollment agreement, all financial documentation, receipts and any other records obtained or given to you by the University. Questions regarding the STRF may be directed to:

**Bureau for Private Postsecondary Education**

Mailing Address: P.O. Box 980818. West Sacramento, CA 95798-0818  
Physical Address: 1747 N. Market Blvd. Ste 225. Sacramento, CA 95834  
Phone: (916) 574-8900  
Toll Free: (888) 370-7589  
Fax: (916) 263-1897  
Web Site: [www.bppe.ca.gov](http://www.bppe.ca.gov)  
E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

# FINANCIAL AID

## Federal Student Financial Aid Program

### Federal Financial Aid Eligibility

Students wishing to obtain financial aid must meet the following 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 for which 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.
- Not owe any refunds on a Pell Grant or other awards received and not be in default on repayment on any type of student loan.

### Types of Federal Financial Aid and Grants

**Federal Title IV Programs:** Federal Title IV funds are a combination of grants and loans. Loans are borrowed money and must be paid back; grants do not have to be repaid. The University participates in and receives funding from the following Federal Title IV programs:

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 semesters 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 Stafford 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 Stafford 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 US \$12,500. Of this amount, US \$5,500 is a direct subsidized loan and US \$7,000 is unsubsidized. The maximum annual loan amount for graduate students is US \$20,500. Of this amount, US \$8,500 is a direct subsidized loan and US \$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.

## **Federal Financial Aid 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.

## Federal Financial Aid Policies

Students who receive federal financial aid while attending DULA will be subject to the Financial Aid Satisfactory Academic Progress Policy as well as the University Academic Progress Policy. If you receive federal financial aid and withdraw from DULA after classes have begun, you will be subject to the Federal Return of Title IV Funds Regulations and must notify the school according to school policy. The Return of Title IV Funds Regulations will be applied first, after which the school's refund policy will be applied. Both the Federal Aid Satisfactory Academic Progress Policy and the Return of Title IV Funds Policy are described in the student handbook.

During registration, state law requires all students to sign a contract to protect their student rights and specify their enrollment and financial agreement with DULA.

## Loan Repayment

If a student obtains a loan to pay for an educational program, the student is responsible for repaying the full amount of the loan, plus interest, less the amount of any refund in the case of a student's withdrawal. If a student obtains Federal Financial Aid and chooses to pay tuition and fees using financial aid monies, the student is entitled to a refund of any applicable charges that were previously paid out of pocket.

## Applying for Federal Financial Aid

Students wishing to obtain a Federal Direct Student Loan must complete the following steps:

1. Apply for an FSA ID. To create an FSA ID, go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Click on the "Create an FSA ID" link. After filling in the required information, please make sure to confirm your email address.
2. Complete and submit the latest FAFSA application at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). DULA's school code is 031095
3. Complete Online Entrance Counseling. This is required of first time borrowers. Go to [StudentLoans.gov](http://StudentLoans.gov), sign in, and go to Counseling→ Entrance Counseling.
4. Complete and sign your Electronic Master Promissory Note (MPN). To do this, go to [StudentLoans.gov](http://StudentLoans.gov), login, and go to Complete New MPN for Student Loans → Subsidized/Unsubsidized. You must complete this MPN all at once. If you exit prior to completing it, your changes will not be saved. Make sure you have your FSA ID available, as well as two references (names, addresses, and phone numbers). These should be people who have known you for at least one year (preferably relatives) and who live at different addresses.
5. Complete your DULA Financial Aid Application packet, including:
  - Financial Aid Application
  - Disbursement of Federal Funds and Credit Balances
  - Federal Student Aid Policy
6. Bring the following required documents to the Financial Aid Office:
  - Driver's License

- Social Security Card (if applicable)
- INS Documentation (if applicable). For citizens: Passport, Naturalization Certificate, or birth certificate. For eligible non-citizens: Green Card

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.

## **Disbursements**

Disbursement is the process used to make funds available to students who applied for federal financial aid. Federal Financial aid check is disbursed in each equal payment per academic year. Student will be notified by email for either pickup or mail to the mailing address provided on file. Disbursements are made by the third week of each quarter after add and drop period.

The funding amount you receive based upon the number of units you are enrolling at the time of disbursement. Your award/disbursement will be adjusted accordingly if you add or drop units after the freeze date.

Dropping units or stop attending or withdraw from your classes can affect your aid eligibility. Student's Satisfactory Academic Progress will be reviewed before disbursement. For more information about SAP see this catalog.

Students have the following responsibilities:

- Complete FAFSA with accurate information
- Respond promptly and submit all requested additional documentation for verification, corrections, and any revised information
- Meet and maintain Satisfactory Academic Progress (SAP) standards
- Must complete Direct Loan Entrance / Exit Counseling when applying for Federal Stafford Direct Loans
- Repay any Federal aid funds if it is determined that the student is ineligible to receive the funds
- Repay any overpayment made to you through financial aid funds
- Repay student loan(s) promptly, and notify the lender of changing name, address or contact information

Verification: In accordance to the procedures governed by the Higher Education Act of 1965 (34 CFR Part 668.53), verification is required for the Federal Pell Grant and Federal Direct Stafford Loan.

When a student completes their FAFSA, the CPS (Central Processing System) may select them for verification. An ISIR (Institutional Student Information Report) selected for verification must be dealt with immediately. No aid can be disbursed until verification has been completed. In order for the selected student to receive their funding, verification must be completed within thirty (30) days from the receipt of the ISIR. This date will be enforced at the discretion of the University.

1. The ISIR is received showing either an asterisk (\*) after the EFC (Estimated Family Contribution) figure, which means the student is flagged for verification, or a "C" after the EFC, meaning there is a C-code exception
2. If it is an asterisk, the FAO must complete verification by having the student complete the Verification Worksheet
3. If the student or FAO did not use the DRT (Data Retrieval Tool) when completing the FAFSA (Free Application for Federal Student Aid), a tax transcript must be requested to accompany the Verification Worksheet.
4. If there is a "C" following the EFC as stated above, in many cases it is in regard to the C-code exceptions for Selective Service. The following must be done to clear this item:
  - a. The student must complete the "Request for Status Information Letter" and return it to the FAO, or the student may contact the Selective Service directly at the number printed on the ISIR.
  - b. If the FAO is able to establish no violation has taken place in regards to the student not registering for Selective Service from the information supplied by the student on the Request for Status Information letter, the letter may be placed in the student's file and the financial aid hold on the student's funding in the system may be released.
  - c. If the FAO is unable to establish whether or not a violation has taken place, the student may contact the Selective Service directly at the number printed on the ISIR and also mail the Request for Status Information Letter to Selective Service.
  - d. A response will either be mailed to the student of the school.
  - e. A review of the letter from Selective Service must be conducted
  - f. In most cases the letter will state it is up to the school to make the decision as to whether the student will be eligible to receive Title IV funds or not.
  - g. All information from the student must be reviewed to make sure the student was actually unable, not unwilling to register for Selective Service.
  - h. If it is determined that the student was actually unable (which is usually the case with students who are or eligible non-citizens at the time they should have registered, but are not U.S. citizens and because of their age, can no longer register, or because of hospitalization, incarceration, or institutionalization) to register at the required time, aid should be granted.
  - i. If it is determined the student was seemingly unwilling to register, aid should not be granted.

- j. The refusal to grant aid based on the student's seemingly unwillingness to register must be documented with evidence and the reason given by the FAO and or the institution.

## **Federal Financial Aid Resources**

- FSAID: <https://fsaid.ed.gov/>
- NSLDS: <http://www.nsls.ed.gov/> [You will need your FSAID]
- Entrance / Exit Counseling: <https://studentloans.gov/>
- Federal student aid guide: [click here](#)
- Selective Services: <https://www.sss.gov/>
- IRS: <https://www.irs.gov/>

## **Financial Aid Entrance/Exit Counseling**

Students are required to complete entrance counseling if you are a first-time borrower and prior to receiving your first disbursement. To complete your Direct Loan Entrance Counseling, go to [www.studentloans.gov](http://www.studentloans.gov) and sign in using your FSA ID. Select "Complete Entrance Counseling." Note that you can add an email address to which correspondence about your loans can be sent. For additional information, read "Direct Loan Entrance Interview" pamphlet and/or go <https://studentloans.gov>.

If a student withdraws or terminate and the institution is unable to have the student complete exit counseling prior to the students' departure, the institution will send a letter to the student, requesting exit counseling to be completed at [www.studentloans.gov](http://www.studentloans.gov).

## **Direct Loan Quality Assurance**

### **Reporting loan records, disbursements and adjustments to disbursements correctly to the Common Origination and Disbursement (COD) System:**

Third Party Servicer, R. Gonzalez Management, Inc., is responsible for reporting of disbursements and adjustments to disbursements to COD. RGM completes monthly reconciliation using DOE's SAS reports to compare to G5 and in-house actual disbursement reports to ensure accurate reporting.

### **Disbursing and returning loan funds in accordance with regulatory requirements:**

RGM notifies the Institution of pending deposits with estimated deposit dates. The Institution watches for deposits and ensures that the funds are transferred from Federal Funding account to the Operating Account within 3 business days as required by regulation. Any required refunds due to ineligibility are deposited into the Federal Funds Account within 3 business days and any refunds due to withdrawal / R2T4 are deposited into the Federal Funds Account within 45 days from the Date of Determination. RGM is notified of funds transferred in Federal Funds Account and they return funds to DOE.

### **Disbursing the correct loan amount to the correct student:**

The Institution reviews disbursement amounts on the check processing log prior to disbursing checks and posting payments to student ledger.

### **Completing monthly reconciliation and Program Year Closeout:**

RGM completes monthly reconciliation using SAS Reports, G5 Summary and in-house Actual Disbursement Reports. RGM completes Program Year Closeouts after confirming the schools Net Disbursement total corresponds to the net total reflected on COD and FAS' in-house records. RGM will reconcile the Actual Disbursement Report contained within the closeout packet to student ledgers to ensure that disbursement amounts and dates are correctly recorded.

### **Yearly Review of Process:**

These processes will be reviewed yearly on July 1 to ensure that Quality Assurance processes are still being followed. Any changes will be noted, and this document will be revised.

## **Institutional Scholarships and Financial Assistance at DULA**

In addition to the above financial assistance, DULA has the following scholarships available for new and current students, such as Didactic and Clinic Merit Scholarship for current DULA students, Scholarship for New students, etc.

Qualifications for scholarships are primarily based on financial necessity, academic merits and strength of essay. Contact the office of the Dean of Academic Affairs ([dean@dula.edu](mailto:dean@dula.edu)) for additional information.

### **Scholarship for Current DULA Students**

Purpose: The purpose of offering scholarship is to encourage students of DULA to achieve a high academic standard.

This scholarship is currently offered only for students who enrolled in MSOM program. The scholarship will be offered on two categories. One is for didactic course for all students and the other is the clinical course for interns.

#### Didactic Merit scholarship:

- Criteria:  
Selecting candidates for scholarships will be held on the beginning of fall quarter of the current academic year. Candidates who are top 10 students with the highest GPA will be chosen among all students who have been enrolled minimum 36 units within the last 4 consecutive quarters. The List of candidates will be delivered to the Academic Committee meeting and Scholarship Awards will be determined in the meeting.

- President Merit scholarship (The best student): \$1000 per year.
- Dean Merit scholarship (The second-best student): \$500 per year.

Clinical Merit scholarship:

- Criteria:  
The supervisors in the Clinic will recommend an outstanding intern as the scholarship recipient candidate to the Director of Clinic. The Director of Clinic will choose one outstanding student, from the recommended interns, who will be rewarded the scholarship through EC approval.
  - Clinic Director Merit scholarship: \$500 per year.

## **New Incoming Student Scholarship**

DULA believes that in achieving its institutional mission as well as to accomplish the program educational objectives, a high standard of the academic performance should be encouraged and maintained. As such, the purpose of the new incoming student scholarship is to attract and encourage prospective students with outstanding academic achievements to enroll in MSOM program and become a part of DULA community. The New Incoming Student Scholarship is only applied for MSOM program.

Prospective students who are interested in applying to this scholarship should complete the application of the new incoming student scholarship. This application should then be submitted to the Dean of Academic Affairs. Students who need more information about this scholarship may proceed their inquiries to the Dean of Academic Affairs.

An amount of \$1000 will be awarded to nominates of this scholarship. By the end of each year of the academic calendar, DULA will nominate two (2) candidates to be awarded. The nominates are selected from the list of new students (including the transfer students) that began their program in DULA within the nominated academic year.

The requirement to be eligible for the candidacy of this scholarship are as follows:

- Submit a complete application of the new incoming student scholarship
- A minimum of GPA 3.5 (out of 4.0 scale) from the most recent colleges that student attended
- A personal essay, which should be written in English, describing:
  - A personal reason of why the student should be nominated for the scholarship
  - The student's vision and goal after achieving the AOM education in DULA
  - What have been accomplished by the student in achieving his/her vision and goal
  - What are the challenge that students found in relates to accomplish his/her vision and goal along with his/her plans

Factors which influenced the applicants to be nominated as scholarship candidates includes as but not limited to the high academic achievements, student's vision and goal as well as his/her contribution to DULA and AOM field, degree background, number of enrolled units from the previous colleges, etc.

The academic committee led by the Dean of Academic Affairs will select and establish a list of candidates for the scholarship awardees. The candidates will then be scheduled for interview with the Dean of Academic Affairs. The Dean of Academic Affairs shall make his final recommendation of the two (2) nominates that will be awarded with this scholarship to the Executive Committee (EC) for final approval.

The scholarship will be awarded to the winner during the DULA town hall gathering, which is held annually on January of each academic year.

### **Family Tuition Discount Policy**

Dongguk University Los Angeles ("DULA") offers a tuition discount to families with two or more students enrolled concurrently at DULA. This policy provides general guidance on the terms and conditions under which a discount is applied. DULA reserves the right to periodically review and revise the policy to comply with relevant federal and state requirements and changes to DULA's operations and practices, to ensure the policy continues to further DULA's core mission. To learn more about this policy, please contact Finance Manager at [coo@dula.edu](mailto:coo@dula.edu)



## STUDENT SERVICES

The university provides a wide array of services to students at DULA. Our student services include:

- Student Healthcare Services
- Academic Advising
- International Student Services
- Communications
- Student Council
- Externship
- Student Employment
- Career Development
- Placement Assistance
- Alumni Association
- Campus Facilities and Amenities

### Student Healthcare Services

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

### Academic Advising

The student services coordinator is the principle student advisor for the MSOM and the DATM programs. The dean of academic affairs, program director, and associate dean are also available to assist students. Advising includes 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 Services

DULA provides special advising to international students. The Office of International Student Advising / Student and Exchange Visitor Information System (SEVIS) compliance electronically processes all student-related U.S. Citizen and Immigration Service (USCIS) documents and other related transactions. The Office of International Student Advising / SEVIS compliance is staffed by DULA's international student advisor/SEVIS compliance officer, whose purpose is to address the administrative and other needs of DULA's international students.

### Communications

The University maintains internet and data platforms to facilitate effective administration, student and alumni interaction. Communications include direct email, the university's student information system, social media, and emails.

## **Student Council**

The primary purpose of the student council is to provide comprehensive representation for maximum student participation at DULA. The student council actively participates in all of the DULA events. The Council meets regularly with the administration, playing a vital role in enhancing the further development and growth of the university and its students.

## **Externships**

Community externships offer you the valuable opportunity to network with experienced practitioners and gain clinical experience in a broad range of health care settings. Externship opportunities include working at AIDS Healthcare Foundation (AHF), and treating individuals in a community clinic setting. DULA also offers Study Abroad program is a coveted international externship, allowing you to travel to Asia to gain clinical experience at leading hospitals in Korea.

## **Student Employment**

Students who qualify for need-based financial aid are eligible to earn money through the Federal Work Study program. Eligibility is awarded based on financial need and is earned money that does not have to be repaid.

## **Career Development**

The university offers on-going courses in practice management and marketing to assist students in their development as successful AOM practitioners. Students may refine their presentation skills by participating in annual health fairs and speaking at public events. In addition, DULA supports the alumni association and promotes the exchange of ideas to foster professional development. Graduates are invited to share their expertise with students during on-campus lectures. See <https://dula.edu/students/#MSOM-Event> for additional information regarding career development lectures at DULA. Lecture from within and outside the DULA community are held regularly.

## **Placement Assistance**

DULA corresponds with medical professionals who may be looking for qualified AOM graduates and regularly posts professional vacancies in the field of acupuncture and AOM throughout the campus. DULA and Clinic receive referral requests nationwide for competent, qualified, licensed acupuncturist. If DULA alumni are located within the requested area, patients are referred to these practitioners. Alumni referral information is available on the DULA website on the Job Opportunities page: <https://dula.edu/alumni/>. DULA provides placement assistance for licensed graduates whenever possible.

## **Alumni Association**

DULA's Alumni Association connects graduates to each other and to the university, on both social and professional levels. DULA Alumni Association encourages its members to assist currently enrolled students in obtaining employment upon graduation. Alumni Association members also offer free tutorial assistance. Graduates play an important role in the definition of successful programs and continue to play valuable roles in the profession.

## **Campus Facilities and Amenities**

### **Oriental Medical Center**

DULA's Oriental Medical Center features 14 professionally equipped treatment rooms and a fully stocked herbal dispensary with over 700 herbs, widely recognized for their therapeutic value. The Medical center is the ideal place to gain experience in a clinical environment and to learn how to provide quality healthcare to our patients.

### **Classrooms**

Large classrooms and small class sizes provide the best environment for dynamic discussion and meaningful teacher-student interaction. The campus has xxx equipped classrooms, to provide instruction and space for students and faculty. Classrooms may be used for continuing education seminars and special presentations in fields related to AOM.

### **Equipment and Materials**

Standard teaching equipment is available for classroom usage, including white boards, computers and overhead projectors, video equipment, anatomical models, acupuncture charts, and treatment tables for acupuncture training demonstrations. Classrooms used for clinical training are supplied with necessary acupuncture supplies such as treatment tables, sterile disposable acupuncture needles, heat lamps, and electronic stimulation machines.

### **Library and Learning Resources**

The DULA library houses more than 8,368 volumes of books, 3,944 journals and 260 videos on The and 40 journals on Traditional Chinese Medicine, Western medicine, and related topics. The collection includes texts and journals in Chinese and Korean. These collections support instructional, clinical, and research needs of students, faculty, and staff. Computers are available in the library to access the internet, online catalog, and other available learning resources. For detailed information regarding library procedures and policies please refer to the Student Handbook or the Library and Research section of our website: <http://www.dula.edu/library>.

## **Student Lounge**

A place to rest, nourish yourself and socialize, the student lounge is fitted with comfortable seating, tables for study, a kitchen to prepare meals, wireless Internet, and a bulletin board to check out current campus events.

## **Administrative Offices**

Administrative offices are located on the second floor of the building.

## **Parking**

Parking is available to students on a first come first serve basis, to accommodate the needs of students that commute. The parking pass is always required to be visibly displayed on the vehicle.

## **Housing**

DULA programs are non-residential and student dormitories or other housing is not provided, and DULA does not provide housing search assistance to students. According to the data provided by Equal Housing Lender published at research by rate.com, the median monthly rent cost in Los Angeles, CA is \$1302.00. According to Zillow.com, the median list price per square foot in Koreatown Los Angeles, CA is \$619.00.

## **Campus Safety and Security**

The Clery/Campus Security Act of 1990 (Title II of Public Law 101-542) requires that all colleges and universities provide annual statistics on several specific categories of crime. DULA publishes an annual security report in compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics. See <https://dula.edu/clery-report/> for the most current statistics. This report provides information on campus security regulations and crime statistics to current and prospective students, as well as any other interested parties. This report may be found at: <http://ope.ed.gov/security/GetOneInstitutionData.aspx>

# ACADEMIC POLICIES AND PROCEDURES

## Carnegie Unit

The university operates under the Carnegie unit. For every hour of lecture, minimum 2 hours additional homework and reading; For every 2 hours of lab, minimum 1-hour additional course activities. Reading: 2 hours weekly | Review and exam preparation: 4 hours weekly

## Attendance

Students must be present for at least 80% of the class time to receive credit for a course. Attendance are taken every week. If a student misses more than 20% of the class time, the student will receive an F (fail) for the course, and the student must repeat the course. Three marks of tardiness will count as one absence and may result in a grade of "F."

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.

Attendance is mandatory in the clinical internship. Students with 2 excused absences for one specific clinic shift day and time may be allowed to perform make-up hours at the discretion of the director of the OMC. Students with more than 2 excused absences for one specific clinic shift day and time will fail and must repeat the whole clinic shift next quarter. All student interns must verify attendance through daily timecards. 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.

## Full-Time Enrollment

For academic and financial aid purposes, a student must enroll in a minimum of 12 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 24 didactic units in any given quarter. There is also a separate maximum number of clinic internship hours that students can register in one quarter, please refer to OMC Handbook for more information about this.

## 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 10 days of each quarter (end on the Wednesday of the 2<sup>nd</sup> week of the quarter at 12:00PM). 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" (withdrawal/fail) with no credit (see grading policy).

It is critical that students register for classes during the official registration period (see academic calendar, late registration period begins on the first day of add/drop period). After the closing of the official registration period, classes that do not have enough students may be canceled. To prevent cancellation of one class, each class has to reach a minimum of 3 enrolled students; however, the final decision for which classes are being kept/cancelled and the minimum number of enrolled students for each class in each quarter is fully determined by the academic committee meeting on the Wednesday of the 2<sup>nd</sup> week of the quarter. Students whose registered classes got cancelled are opened to register for other classes until the Friday of the 2<sup>nd</sup> week of the quarter with an exemption of the late registration fee. All class registration for the current quarter will be closed after the Friday of the 2<sup>nd</sup> week of the quarter.

## **Exams**

### **Final Exams**

Final examinations, or the equivalent, are required for each course. Midterms, as well as quizzes and/or other classroom assignments, are administered at the discretion of the instructor. Final examinations, or the equivalent, are required for each course.

Final exams are held every 11<sup>th</sup> week of the quarter (Monday to Saturday). All final exam will be held together for all 3 language programs in the lotus room on the 4th floor. Each subject for the final exam will follow the same day and time with the current quarter schedule. Each subject's faculty, along with academic staff, will proctor the students during the entire exam period. Please refer to the academic calendar for each quarter's final exam period.

### **Makeup Final Exam Policies and Procedures**

Make-up exams are granted only on special conditions. If a student is unable to participate in an exam, the student must notify the instructor 24 hours in advance, and must see the Academic Coordinator to fill out the "Make-Up Exam Request Form," and pay the required fee.

1. Makeup final exams must be requested by the end of the 12<sup>th</sup> week of the current quarter.
2. Makeup final exam must be taken during the current inter-quarter break prior to the first day of the next quarter.

3. Requests for the make-up final exam must first be approved by the faculty, then by the academic dean.
4. Once the request is approved, the student must pay a fee of \$100 (per exam) to the front office.
5. Once the \$100 fee is paid, faculty will provide academic affairs with a different version of the final exam. Academic affairs will coordinate the exam day/time with the student and oversee the exam administration process. The result will be scanned and emailed to the faculty.
6. The make-up final exam will be one letter (full) grade lower than the actual scored test result. However, the student has a chance to receive a better final course grade, as the score of the final exam is calculated with other scores in class (i.e. quizzes, mid-term, attendance).
7. A make-up exam cannot be taken earlier than the scheduled final exam (which occurs during the 11<sup>th</sup> week). Any instructor should not permit it earlier.
8. An exception can be made only by the decision of the academic committee meeting and signed by the academic dean.

## **Institutional Exams**

### **1. Mid-Curriculum Exam (MCE): Written and Practical**

Prior to beginning level II clinical internship, students are required to pass a mid-curriculum exam / MCE (both written and practical) in order to evaluate their progress, skills, and competencies.

**The passing score for the Mid-Curriculum Exam / MCE (both written and practical) is 70%.**

MCE Written Part:

- The MCE (written) is held in the lotus room of 4<sup>th</sup> floor on the Sunday of the 7<sup>th</sup> week of the quarter: part 1 from 10AM - 12PM and part 2 from 1PM - 3PM.
- Students requiring special accommodations must submit a doctor's note and/or other appropriate documentations to support their accommodation's requests to the Academic Department prior to registering for the MCE (written). Decision for granting the request including the type of accommodations will be determined by the Academic Department on a case basis. Students taking the MCE (written) with special accommodations may take the exam in a separate room and may have an extra hour for each half of the exam. As such, they may take part I from 9 AM – 12 PM and part II from 1 PM – 4 PM.
- Test materials are provided by academic staff, including pencils and scantrons. Scratch paper will also be provided upon request.
- Please refer to the academic calendar for the exam date and registration period of each quarter.

- After the exam registration has ended, students are not allowed to register for the exam, and they must register again following the same exam registration requirement as in other quarters.
- Effective from Summer 2019, DULA will implement mock questions system to the Institutional Exam (MCE and CGE). Mock questions are defined as but not limited to the new questions that have yet to be determined for their difficulty and appropriateness to the students' capability in either MCE or CGE.
- From 200 questions that will be tested in MCE and CGE, 20 questions will be considered as mock questions. These 20 questions will not be counted for credit to the result of the exam. Therefore, only 180 questions in total that will be counted for credit and students must score at minimum of 70% to pass the exam (Passing score is 126 for written exam).

The content of the MCE Written Part is consisted of following:

- OM (17%) – (developing a diagnosis impression):
  - OM diagnosis 1 – 3 (11 questions)
  - OM theory 1 – 2 (11 questions)
  - Treatment Principle (12 Questions)
- Acupuncture (32%):
  - Acupuncture anatomy 1 – 2 (21 questions)
  - Acupuncture physiology 1 – 2 (22 questions)
  - Meridian (21 questions)
- Herbs (11%):
  - Intro herbs (10 questions)
  - Herbs 1 - 4 (12 questions)
- Biomedicine (33%) – Patient assessment:
  - Anatomy and physiology 1 – 4 (46 questions)
  - CPR (10 questions)
  - WM terminology (10 questions)
- Regulations for public health and safety (7%):
  - CNT (14 questions)

In order to be eligible to take MCE Written Part, students must meet the following requirements:

- Successfully completed at least 100 units of the didactic courses
- Successfully completed the 200-hours of Clinical Internship Level I
- Successfully completed and passed the following didactic courses:
  - OM 121 and 211 – Basic Theory of OM 1 and 2
  - OM 221, 311 and 312 – OM Diagnosis 1, 2 and 3
  - AC 111 and 112 – Acupuncture Anatomy 1 and 2
  - AC 211 – Meridian Theory
  - AC 311 and 312 – Acupuncture Physiology 1 and 2
  - At least one (1) of AC 321 or 322 – Acupuncture Techniques 1 or 2
  - HB 110 – Introduction to Botany and Herbs



- HB 211, 212, 213 and 214 – Herbs Category 1, 2, 3 and 4
- WM 110 – Western Medical Terminology
- BS 211, 212, 213 and 214 – Anatomy and Physiology 1, 2, 3 and 4
- At least one (1) of BS 311, 312 or 313 – Pathology 1, 2 or 3
- TB 211 – Tuina

The following are the list of instructions related during the exam day of MCE Written Part:

- Test instructions will begin 5 minutes after the start time, and doors will be closed 10 minutes after start time.
- All belongings, including cell phones, must be placed in the back of the room. **Turn off cell phones.** Students will be permitted to bring an unmarked bottle of water/beverage to the desk with them.
- Take your assigned seat at the desks, which will be marked with your student ID number. A seating chart will also be posted on the testing door prior to entrance.
- Once seated, all students must sign the examination agreement form before taking the exam. **No talking is permitted at all time during the test.**
- Sign the front page of the exam question paper. Students may use the back as scratch paper, but it must be turned in when students turn in their exam. If students require extra scratch paper, academic staff will provide it, but it must be collected when students turn in their exam.
- Students will then be instructed to begin the exam. Students will have **2 hours** total to finish the test.
- Upon completing the exam, students need to raise their hand for one of the test proctors to pick it up from them. Pick up your belongings from the back of the room and quietly exit the testing room.
- Students are only permitted to go to the outside of the lotus room in the event of an emergency, accompanied by one of the proctors the whole time until they are back inside the lotus room. While students are leaving, the test and clock will still be counted, and students are not to be given any extra time. Students need to raise their hand during the test, and they may leave the testing room with their proctor quietly.
- Students are permitted to go to the restroom, accompanied by one of the proctors the whole time, until they are back to the inside the lotus room. While students are leaving, the test and clock will still be counted, and students are not to be given any extra time. Students need to raise their hand during the test, and they may leave the testing room with their proctor quietly.
- Students may leave upon completing the exam before 3PM.
- The test results will be emailed to each student by the Academic Department.

MCE Practical Part:

- The exam will be held in the lotus room of the 4<sup>th</sup> floor on the Thursday of the 7<sup>th</sup> week of the quarter (12PM -2PM).
- Students requiring special accommodations must submit a doctor's note and/or other appropriate documentations to support their accommodation's requests to the Academic Department prior to registering for the MCE (practical). Decision

for granting the request including the type of accommodations will be determined by the Academic Department on a case basis.

- Please refer to the academic calendar for the exam date and registration period of each quarter.
- There are 12 acupuncture points in total that will be tested.
- In efforts to standardize the difficulty level of the MCE practical acupuncture point location exam, 2 mock points are also being added to the 10 points. The mock points will not be counted for credit.
- Point locations:
  - Point locations are based on *Chinese Acupuncture and Moxibustion* (CAM 3<sup>rd</sup> Edition 2010: Cheng, Xinnong).
  - Points on the exam have been chosen by a randomized selection.
  - Point markers on the trunk will be equal to the size of a quarter.
  - Point markers on extremities and face will be about a penny in size.
  - Acupuncture points will consist of all regular channel points and extra points. Off-limits points: no scalp, ear, or within the hairline. No groin or breast/nipple area.
  - No points list will be provided.
- Grading:
  - More than two clinic supervisors will grade the students' answers.
  - Students will receive credit if their sticker touches any part of the marker.
  - Students will receive credit if any one of the grading clinic supervisors passes a specific point.
  - If most exam takers fail a point within a reasonable range, the academic committee may review the grades based on the input of the grading clinic supervisors.
- Model positions:
  - Each exam takers will be assigned with one (1) model.
  - Points on all models will be marked by one clinic supervisor based on the CAM textbook.
  - Marking, locating, and grading position of models are as follows:
    - For points on trunk (front), extremities, and face – lying down on the back (face up).
    - For points on trunk (back) – lying prone (face down).

#### MCE Practical Part procedure:

- Test materials will be provided (0.25" round colored stickers, list of 12 exam points) and students have the option to bring their own cun measurer.
- Doors will be closed, and test instructions will begin at 5 minutes after the start time.
- All belongings, including cell phones, must be placed on the indicated tables alongside of the room. Cell phones must be turned off. Students may take an unmarked bottle of water/beverage with them to their seat.

- Students will take a seat in the area to the right side of the room, behind the dividers. No talking is permitted.
- 3 students will be called at a time. When a student's name is called, they will proceed to the testing area where 3 treatment tables are set up, with 1 model on each table.
- Students will be given their list of points at that time. Begin placing points on the indicated side of your model when the start time begins. Students will have 15 minutes total time to place all points.
- Students may ask their model to move a body part, such as bend their arms or legs, turn over to face down, or turn or tilt their head. Other than these requests, all other communications with the model are not allowed.
- When finished placing all 12 points, students need to raise their hand. They must then turn in the list of points to the proctor. Students will then pick up their belongings from the table and exit the lotus room and the 4th floor. No talking is permitted. Students do not stay for the checking of the points.
- Students are only permitted to go to the outside of the lotus room in the event of emergency, accompanied by one of the proctors the whole time until they are back to the seating area inside the lotus room. This permission is only given while students are still waiting for their turn at the seating area and not during the 15 minutes of the practical test with the model. Students need to raise their hand during the test, and they may leave the testing room with their proctor quietly.
- Students are only permitted to go to the restroom, accompanied by one of the proctors the whole time until they are back to the seating area inside the lotus room. This permission is only given while students are still in waiting for their turn at the seating area and not during the 15 minutes of practical test with the model. Students need to raise their hand during the test, and they may leave the testing room with their proctor quietly.

Please refer to the exam registration form and consult first with the OMC manager for the exam requirement list. An exam registration form can be obtained at DULA front desk.

Please contact the Academic Department regarding exam content and additional procedures.

## 2. Clinic Level Exam

Prior to beginning level III clinical internship, students are required to pass a clinical performance examination / CPX in order to evaluate their progress, skills, and competencies. **The passing score for the CPX is 70%.**

The CPX will evaluate your clinical skills in the following areas:

- Communication
- Focused, appropriate history taking
- Focused, appropriate physical examination

- Adequate diagnosis and treatment principle
- Acupuncture treatment based on CNT and safety standards
- Accurate point location and technique
- Effective use of adjunctive therapies
- Comprehensive herbal treatment
- Clinical courtesy / etiquette
- Patient satisfaction

Clinical performance of level II interns on 4 cases of real patient treatment will be evaluated by the clinic supervisor. Level II interns will be notified of exam week, and the clinic supervisor will go to the treatment room where level II interns treat the patient and evaluate their clinical performance. During the exam, the clinic supervisor can discontinue treatment at any time if he/she feels that the patient has a predictable risk and report to the OMC director. The OMC director and clinic supervisor will discuss the predictable risk and decide on an appropriate course of education student needs. Level II interns who do not have an average score over 70% will participate in a series of workshops recommended by the OMC director and may be required to participate in a re-test of the CPX.

Students requiring special accommodations must submit a doctor's note and/or other appropriate documentations to support their accommodation's requests to the OMC Director prior to registering for the CPX. Decision for granting the request including the type of accommodations will be determined by the Academic Department on a case basis.

Please contact the Academic Department for the exam content and additional procedures.

### 3. **Comprehensive Graduation Exam (CGE)**

Students are required to pass the Comprehensive Graduation Exam (CGE) in order to graduate. They are eligible to take the CGE once they have completed 150 didactic units and 520 clinic hours. Students are strongly encouraged to take the CGE as soon as they are eligible in order to have enough time to practice and pass the exam.

The CGE is a 200-multiple choice questions test based on the CALE. **The passing score for CGE is 70%.** The academic affairs department establishes the minimum acceptable level of competencies in each CGE, which students must possess in order to take the CALE. Students who do not pass the CGE may take it again in the following quarter.

Effective from Summer 2019, DULA will implement mock questions system to the Institutional Exam (MCE and CGE). Mock questions are defined as but not limited to the new questions that have yet to be determined for their difficulty and appropriateness to the students' capability in either MCE or CGE.

From 200 questions that will be tested in MCE and CGE, 20 questions will be considered as mock questions. These 20 questions will not be counted for credit to the result of the exam. Therefore, only 180 questions in total that will be counted for credit and students must score at minimum of 70% to pass the exam (Passing score is 126 for written exam).

The CGE is held on Sunday of the 7th week every quarter. Please check Academic Calendar to see when the exam will be held. Students take Part I (100 questions) of the CGE from 10 AM - 12 PM and continue with the Part II (100 questions) of the CGE from 1 PM – 3 PM during the same day.

Students requiring special accommodations must submit a doctor's note and/or other appropriate documentations to support their accommodation's requests to the Academic Department prior to registering for the CGE. Decision for granting the request including the type of accommodations will be determined by the Academic Department on a case basis. Students taking the CGE with special accommodations may take the exam in a separate room and may have an extra hour for each half of the exam. As such, they may take part I from 9 AM – 12 PM and part II from 1 PM – 4 PM.

The content of the 200-questions in CGE is consisted of following:

- OM (17%) – (developing a diagnosis impression):  
The practitioner evaluates patterns of disharmony according to theories of oriental medicine to arrive at a final diagnosis.
  - Form diagnosis impression (7%)
  - Differentiation of syndrome (4%)
  - Education and referral (4%)
  - Treatment plan (2%)
- Acupuncture (32%):  
The practitioner implements knowledge of the therapeutic effects of points and combinations of points in modifying pain, normalizing functioning, and treating disharmonies. The practitioner uses anatomical landmarks and proportional measurements in locating points on or near body surfaces. The practitioner identifies clinical indications for using alternate treatment modalities.
  - Point selection (8%)
  - Point categories (8%)
  - Point location and needling technique (5%)
  - Provide auxiliary treatment (8%)
  - Microsystems (1%)
  - Observation and modification (2%)
- Herbs (11%):  
The practitioner prescribes herbs and formulas based on diagnostic criteria. The practitioner modifies formulas and dosage of herbs according to the patient's condition. The practitioner identifies situations and conditions where herbs and

formulas would produce undesired effects.

- Identification of herbs (5%)
- Prescribing and administering herbs (6%)
- Biomedicine (33%) – Patient assessment:  
The practitioner obtains the patient's history and performs a physical examination to determine presenting a complaint and interrelationship among symptoms. The practitioner determines the effects of western medications the patient is taking. The practitioner uses modern diagnostic testing procedures to augment traditional assessment methods.
  - Patient history (15%)
  - Physical exam (14%)
  - Pharmacology (3%)
  - Diagnosis testing (1%)
- Regulations for public health and safety (7%):  
The practitioner understands and complies with laws and regulations governing hygiene and the control of pathogenic contaminants. The practitioner applies legal guidelines for office practice and maintenance of patient records. The practitioner adheres to legal requirements for reporting known or suspected abuse.

In order to be eligible to take CGE, students must meet the following requirements:

- Successfully completed at least 150 units of the didactic courses
- Successfully completed at least 520 hours of clinical internship
- Successfully completed and passed the following didactic courses:
  - OM 121 and 211 – Basic Theory of OM 1 and 2
  - OM 221, 311 and 312 – OM Diagnosis 1, 2 and 3
  - At least one (1) of OM 411, 412, 413 or 414 – OM Internal Medicine 1, 2, 3 or 4
  - AC 111 and 112 – Acupuncture Anatomy 1 and 2
  - AC 211 – Meridian Theory
  - AC 311 and 312 – Acupuncture Physiology 1 and 2
  - AC 321 and 322 – Acupuncture Techniques 1 and 2
  - At least one (1) of AC 411 or 412 – Acupuncture Therapeutics 1 or 2
  - HB 110 – Introduction to Botany and Herbs
  - HB 211, 212, 213 and 214 – Herbs Category 1, 2, 3 and 4
  - WM 110 – Western Medical Terminology
  - BS 211, 212, 213 and 214 – Anatomy and Physiology 1, 2, 3 and 4
  - BS 311, 312 and 313 – Pathology 1, 2 and 3
  - WM 224 – Physical Exam in Western Medicine
  - At least one (1) of WM 311, 312 or 313 – Western Internal Medicine 1, 2 or 3
  - TB 211 – Tuina
  - CM 101, 102 and 103 – Case Management 1, 2 and 3

The following are the list of instructions related during the exam day of CGE:

- Cancellation: If students change their mind and decide to postpone their test, students must do so at least 48 hours prior to the test date and time. Please let the front desk know of your decision to postpone your exam.
- Exam schedule: The exam consists of two halves, each with 100 questions. Combining parts 1 and 2, the exam has 200 questions. The first half of the exam is from 10:00 am to 12:00 pm. The second half of the exam is from 1:00 pm to 3:00 pm. The exam is held in the lotus room on the 4th floor.
- Students must arrive on time: Test instructions will begin 5 minutes after the start time, and doors will be closed 10 minutes after start time.
- Students cannot have anything with them at their desk other than a beverage: Students will be required to turn off their cell phone and leave it, with all their other belongings, in the back of the room. Any beverage students do have cannot have any sort of label.
- Agreement: Once seated, all students must sign the examination taking agreement document before taking the exam. No talking is permitted at this time.
- Students are allowed to write on your tests: This refers to the test itself, not the answer sheet. Do not write on the answer sheet (other than student's answers and name, etc.).
- Emergency: Students are only permitted to go to the outside of the lotus room in the event of an emergency, accompanied by one of the proctors the whole time until they are back to the inside the lotus room. While students are leaving, the test and the clock will still be counted, and students are not to be given any extra time. Students need to raise their hand during the test, and they may leave the testing room with their proctor quietly.
- Restroom: Students are permitted to go to the restroom, accompanied by one of the proctors the whole time until they are back to the inside the lotus room. While students are leaving, the test and the clock will still be counted, and students are not to be given any extra time. Students need to raise their hand during the test, and they may leave the testing room with their proctor quietly.
- The test results will be emailed to each student by the Academic Department.

Please contact the Academic Department for the exam content and additional procedures.

## **Number of Attempt of DULA Institutional Exam**

Effective from Fall quarter of 2020, DULA students will be given a maximum of 5 attempts to take and pass the above-mentioned institutional exams. If after 5 attempts of each institutional exams (MCE Practical, MCE Written, CPX and CGE), students still unsuccessfully passed their exams, then the students will be terminated from the program. If the students want to re-enter the program, the readmissions policy should be followed.

## DULA Institutional Exam Review

After the DULA institutional exams, DULA will provide scores for each subject area for all test takers, so each student can assess their weak subject areas. If a student has concerns about the examination results, they can make an appointment with the associate dean and/or dean of academic affairs for further discussion.

When a student has any concern about the institutional examination's questions, DULA also provides a comment sheet on which the student may write any comments during the examination. If a student needs further time for the comments on the question, DULA will provide 5 minutes extra time for writing the comments. The student's comments will then be discussed and investigated internally with the program director, OMC director, and/or dean, as well as, (if needed) the academic committee meeting. The students will then be notified of the result of the discussion.

Students who have failed on their CGE will be asked to meet with the dean, program director or associate dean, to discuss about their recent exam and to help preparing them for their next CGE.

## Grading Policies

DULA uses the following grade point system:

Grade	Grade Points	Grade Score
A	4.0	94-100
A-	3.75	90-93
B+	3.35	87-89
B	3.0	83-86
B-	2.75	80-82
C+	2.55	77-79
C	2.25	73-76
C-	2.0	70-72
F	0.0 / Fail	<70
P	Pass	
AUD	Audit	
FN	Failure for Non-Attendance	
I	Incomplete	
IP	In Progress	
R	Retake	
W	Withdraw	
WF	Withdraw-Fail	

A "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.



An “I” is given to those students who fail to complete all the requirements of the course due to either a prolonged illness or other serious circumstances 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 including elective courses must be taken for a letter grade, except for the following: Qi Gong, Tai Chi, Tui-na, CNT and Safety Codes, and CPR/First Aid. These courses may be taken as pass/fail. 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.

All courses attempted by the student will appear on the student’s official transcript. Only failed courses may be repeated for credit. 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.

DULA keeps students' grades assigned each time when the course is taken and they are recorded permanently on students' transcript even if degree credit for a course is given only once. Students are not able to remove any previous record unless there is a crucial reason (For example: Grades are mistakenly recorded).

## **Policy for Auditing the Course**

Here are the following policy for auditing classes in DULA:

- Students are not allowed to sit in any class without registration.
- Auditing in advance is not allowed.
- Please obtain the audit registration form at DULA front desk or available to be downloaded at <https://dula.edu/forms/>, complete the form and bring this to Program Director and/or Dean of Academic Affairs to receive the approval before registering the audit classes.
- The regular audit-class tuition for the auditing MSOM didactic coursework is half the charge of regular tuition. Currently the regular tuition for MSOM didactic class is US \$155 per unit, therefore the audit-class tuition is US \$77.50 per unit for now (i.e. the audit-class tuition for a 3-unit class is US \$232.50).
- The regular audit-class tuition for the auditing DATM didactic advance doctorate classes is half the charge of regular tuition. Currently the regular tuition for DATM didactic advance doctorate classes is US \$315 per unit, therefore the audit-class tuition is US \$157.5 per unit for now (i.e. the audit-class tuition for a 2-unit class is US \$315).

- Students do not pay the audit fee in only two cases:
    - Case 1:  
The student is auditing a previously paid class at DULA for the first time. Any subsequent audit after that first time will be charged the regular audit-class tuition in each occurrence.
    - Case 2:  
The student is auditing a previously paid class at DULA in a different language program and may not be charged the audit-class tuition. Just as in case 1, the audit tuition is being waived for the first time only. Any subsequent audit after that will be charged the audit-class tuition in each occurrence.
- Please be noted:  
Currently in DULA, only MSOM program that has English, Korean and Chinese program language. DATM program is only offered in English language in DULA.
- The above case 1 and 2 are only applied to auditing MSOM didactic classes.
  - To receive credit, any student who is taking an audit class must submit the audit-tuition waive request with the registrar.
  - Students may “pay one, get one free” for the EL Comprehensive Review class series.
  - If the student pays for EL Comprehensive Review level 1 taking EL Comprehensive Review level 2 later will be free. If the student pays for EL Comprehensive Review level 3, taking EL Comprehensive Review level 4 later will be free. The student must register a paid class (EL Comprehensive Review level 1 and 3) ahead of a free class (EL Comprehensive Review level 2 and 4, correspondingly).
  - Students who have completed or graduated from their MSOM program are not allowed to audit any MSOM classes.
  - Students who have completed or graduated from their DATM program are not allowed to audit any DATM didactic classes.

## **Academic Progress**

The University operates on the quarter system for the MSOM program, with each quarter consisting of 10 weeks of class work. Each quarter unit is equivalent to 10 hours of class. A grade is assigned for each registered course. The final grade is determined by the total points accumulated by the student as listed in the individual course syllabus. Clinical practice coursework and some other coursework receive a “Pass” or “No Pass” grade based on the completion of performance objectives. The academic courses are graded with a standard letter grading methodology.

## **Requirements for Graduation**

In order to graduate and receive the MSOM degree from DULA MSOM Program, each student should comply with the residency requirement, successfully completed and passed all the MSOM program 213-didactic units and 48-units of clinical internship, including passed the Comprehensive Graduation Exam (CGE) in no more than 8 calendar years. Each student should meet the following requirements:

- Successfully completed and passed all the MSOM program 213-units (2130 hours) of didactic courses:
  - Basic Sciences and Western Medicine courses – Total 39 units / 390 hours
  - Oriental Medicine courses – Total 39 units / 390 hours
  - Acupuncture and Moxibustion courses – Total 30 units / 300 hours
  - Herbology courses – Total 45 units / 450 hours
  - Clinical Medicine and Public Health courses – Total 30 units / 300 hours
  - Professional Development and Case Management courses – Total 17 units / 170 hours
  - Adjunctive Therapies courses – Total 7 units / 70 hours
  - Elective courses – Total 6 units / 60 hours
- Successfully completed and passed all the MSOM program 48-units (960 hours) of clinical internship:
  - Clinical Internship Level 1 – Herbal Dispensary – Total 2 units / 40 hours
  - Clinical Internship Level 1 – Clinical Observation – Total 8 units / 160 hours
  - Clinical Internship Level 2 – Total 16 units / 320 hours
  - Clinical Internship Level 3 – Total 22 units / 440 hours
- Successfully passed the Comprehensive Graduation Exam (CGE)

## **Honors of Graduation**

Honor of graduation are awarded to the students based on their final GPA with the following criteria:

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

## **Academic Committee**

Academic committee members review academic progress of students to ensure their success in the program. Students who need assistance to maintain good academic standing are required to meet with Academic Department to devise a plan to improve their academic performance. Students may ask the academic department for help in finding tutors and/or other resources to assist with successful completion of the program.

The Academic Committee is responsible for ensuring a fair and impartial disciplinary process for students who breach standards of professionalism. Most cases are resolved in ways that serve to foster the ethical development and personal integrity of students, and to provide a safe and comfortable campus environment.

## **Standards of Professionalism**

The Standards of Professionalism policies are intended to protect the rights of all students, faculty, staff and patients at Dongguk University Los Angeles while on campus and at all sponsored events. DULA may impose discipline for violation of these standards of professionalism including, but not limited to dishonesty, disrespect, disrupting a professional atmosphere, substance abuse, and sexual harassment.

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 course and are subject to dismissal or suspension for one (1) quarter and may be placed on administrative probation.

For more information about the university policy, please refer to the University Policy Handbook.

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

DULA's staff and faculty rely on students to conduct themselves in a manner that upholds the university's student code of professional and academic conduct. All students should understand that they are training to be skilled medical professionals, and as such will be held to a high standard of responsibility. Students who act in a manner that violates this code will be subject to disciplinary actions.

The following misconduct would constitute violations of our community values and standards and subject to imposed sanctions:

- Violation of published University policies, rules or regulations.
- Violations of federal, state or local law, including but not limited to, conduct on University premises or at University sponsored or supervised activities.
- Use, possession, sale or distribution of alcoholic beverages, drugs, drug paraphernalia, narcotics or other controlled substances on campus.
- Smoking in any interior area of the University, including classrooms, labs, restrooms, hallways, or lounge areas.
- Endangering, threatening or causing physical harm to any person.
- Attempted or actual theft of University property.
- Disruption or obstruction of teaching, research, administration, or other University activities.
- Harassment, whether it be physical, verbal, graphic, or written, based on race, sex, color, ethnic or national origin, religion, age, sexual orientation, or disability. Also, unwelcome sexual advances, requests for sexual favors, and other forms of such verbal or physical conduct may constitute harassment.

- Cheating, plagiarism, or other forms of academic dishonesty, including aiding another student in an act of academic dishonesty.

## **Disciplinary Procedures**

- If any individual has reason to believe a student has engaged in prohibited behavior, that individual may present a written notice to the Academic Coordinator.
- The student will be notified of the charges as soon as possible by mail or hand-delivered message. The University will begin an investigation of the facts, and the student will have the opportunity to present, in writing or verbally, all pertinent evidence pertaining to the alleged misconduct.
- If the Academic Dean feels a breach of the Student Code of Conduct has not occurred, the charge will be dismissed, and the student will be notified of the dismissal in writing. A written notice of the dismissal shall be placed in a file pertaining to the incident, and the matter will be considered closed.
- If the Academic Dean believes there has been a violation of the Student Code of Conduct, an investigation will be conducted. If the violation is deemed to be minor, the Academic Dean will arrange an in-person meeting with the student to discuss the charges and propose a suitable sanction or solution, which may include counseling, guidance, or a written reprimand.
- The Academic Dean will deliver the findings in writing to the student. The student will then have ten days in which to appeal the decision in writing to an Academic Committee.
- The appeal will be limited to the following: a) the presentation of new pertinent evidence previously unavailable, b) sanction that is not supported by the evidence, or c) unfair prejudice or bias in the decision.
- The Academic Committee will hold a meeting within ten days of the student's written notice of appeal. At this meeting, the student may be, but is not obligated to be present, and may be accompanied by an advisor who is part of the university community and not legal counsel. The Academic Committee will come to a decision and this decision will be final.
- If the alleged misconduct is deemed to be of a more serious nature, a formal hearing may be held by an Academic Committee consisting of the Academic Dean, one administrator and a faculty member not involved in the original incident.
- The following procedures will be followed:
  - All pertinent documents and evidence will be submitted to the Academic Committee, and the student will be notified in writing of the charges, the hearing date, time, and location. The student will have the right and the opportunity to view the evidence prior to the hearing and will have ten days in which to respond in writing. At the hearing, the Academic Committee will review all materials submitted by the student and the evidence so far gathered.
- The Academic Committee will deliberate and come to a decision as to the sanction or action to be taken against the student and will notify the student of such decision in writing within ten days.

- The student will have an additional ten days following receipt of the Academic Committee's decision in which to present a written appeal via certified mail to the University President. The appeal will be limited to the following: a) the presentation of new pertinent evidence previously unavailable to the Academic Committee, b) sanction that is not supported by the evidence, or c) unfair prejudice or bias in the decision.

## Student Request

In DULA, a student request is defined as a request from student to DULA to develop, process, or modify something that may have an impact on DULA and its students in the future. For example: a student request to open a specific elective class in one quarter, request to open a free lunch lecture by a specific invited speaker, and request for a student activity.

Student Request is different than the Student Grievance. A grievance is a complaint or allegation on student(s) against other student(s), faculty, staff or DULA administration. For example: being treated unfairly, wrong, or discriminatorily in academic performance by faculty, student, or others; violations of DULA procedures or policies; infringement of established or inferred rights; or violation against ethical conduct. Grievance may not be filed solely to repeal DULA regulations or policies but may address how a regulation or policy was reached, interpreted, or implemented.

The following are the procedure related to the student request:

- Students may provide student requests to the DULA student services coordinator. A student request form is available for students and can be obtained at DULA front office, student services coordinator office, or in a downloadable format at DULA website (<http://www.dula.edu/Forms>).
- Students then request an appointment with student services coordinator and bring the filled-in student request form attached with all the necessary supportive documents.
- Student services coordinator will discuss the request with the student, then investigate the necessary further action required. If necessary, student services coordinator may bring the request to student council and the Academic Department.
- Once the student request has been evaluated and a conclusion is presented, the student services coordinator will provide a response to the student via email.
- If the decision is provided from the academic committee meeting, written notice of the decision will be transmitted within a reasonable time, not exceeding 30 days from the time the request was provided by the student.

## Student Grievances

Students with complaints concerning administrative or academic policy may submit the grievance in writing to the Student Services Coordinator. The grievance will then be sent to the Dean of Academic Affairs for a review and to gather all relevant information and for possible resolution.

If a resolution cannot be reached, the complaint is submitted to the Executive Committee, consisting of the President, the Dean of Academic Affairs, and Chief Operation Officer. If the grievance is against one of the Executive Committee members, the committee meeting will exclude the involved member. The Executive Committee responds to the grievance within thirty (30) days.

If the complainant is dissatisfied with the decision of the Executive Committee, she/he may submit a written appeal with all relevant documentation to the Board of Directors for further review. The Board will then make one of two determinations: (1) The issue is not appropriate for the Board to consider, in which case, the decision of the Executive Committee is final, or (2) the Board may decide to consider the grievance, confirming or overturning the decision reached previously. In either case, the decision of the Board of Directors will be final.

A student or any member of the public may file a complaint about this institution at any time with the following regulatory agencies:

**Bureau for Private Postsecondary Education**

1747 N. Market Blvd. Ste 225

Sacramento, CA 95834

[www.bppe.ca.gov](http://www.bppe.ca.gov)

Toll-free: (888) 370-7589 or (916) 574-8900. Fax: (916) 263- 1897

**Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM)**

8941 Aztec Drive, Eden Prairie, MN 55347

Phone: (952) 212-2434, Fax: (301) 313-0912, Email: [coordinator@acaom.org](mailto:coordinator@acaom.org)

## **Satisfactory Academic Progress (SAP)**

All students in attendance must maintain a minimum quarterly and cumulative GPA of 2.25. Students must complete the requirements of their program, not to exceed 2 times the standard length of time required to complete the program without exception, otherwise such related student will be terminated from the program. The maximum time allowed to complete the MSOM and DATM programs is 8 years.

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. During this time the student's Program Director and Academic Dean 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 academic advising. During this second probationary quarter the Academic Dean and Program Director 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 2.25 for a 3rd consecutive quarter, they will be dismissed from the program. Once a student is dismissed from the program, they will not be allowed to re-enroll for two quarters.

If the student returns to the program, 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 program. If the student formerly received financial aid, they will not be allowed to apply for financial aid during their first quarter of re-entry.

## **Academic Road Map**

Academic Road Map is to guide DULA students who are having difficulties in meeting the academic requirements based on the Satisfactory Academic Progress (SAP) report. Under the guidance of the Dean of Academic Affairs, the academic department will meet the students to discuss their academic road map.

Students who fall into one of the following criteria are notified to have a meeting with one of academic department staffs:

1. Cumulative GPA below 3.0
2. Fail to meet the attendance requirement in the classroom/clinic.
3. Students who have not completed the MSOM program after four (4) academic years.

In certain special cases, the Academic Committee may also request a meeting with the students if it is determined as necessary.

## **Academic Progress Counselling**

Academic Progress Counselling is to guide DULA students to graduate MSOM program within the recommended timeline of four (4) academic year.

Under the guidance of the Dean of Academic Affairs, the Associate Dean will meet the students who are currently in the 9<sup>th</sup> quarter of their academic year. In this meeting, the Associate Dean will discuss, guide and plan the courses that each student needs to take in order to graduate within the recommended timeline.

## **Leave of Absence**

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 declines 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.

A student may be granted one Leave of Absence within any 12- month period, not to exceed 180 calendar days. One subsequent Leave of Absence within that same 12-month period can be granted for unforeseen circumstances, such as jury duty, military duty, and criteria covered under the Family and Medical Leave Act of 1993. Such exceptions must be approved by University Administration. If after the extension of one subsequent leave, student fails to enroll in DULA coursework for at least one academic quarter, then the student is considered to be terminated from the program. 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 provide the request in writing using the DULA leave of absence form that includes a reason for the request and date of return from leave of absence. This form should be signed and dated prior to the time period the leave is to occur, unless unforeseen circumstances prevent the student from doing so. The leave of absence request form can be obtained at the DULA front office. The MSOM Program Director, International Student Service (ISS) Officer, and Financial Aid Officer must approve the request.

If the leave of absence is not approved and the student leaves anyway, then the student is considered to be terminated from the program. 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**

Students on I-20 may apply for limited leaves of absence if all governmental and university requirements and regulations are complied with. Students must file a leave of absence request and obtain approval from the MSOM program director, international student services (ISS) officer, and financial aid officer (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.

## **Withdrawal from the Program**

Withdrawal from the program requires the submission of a Withdrawal form and an exit interview with the admissions director. If you have received financial aid, you will be required to complete an exit interview with the financial aid director. Following withdrawal from the program, if you wish to reapply you are required to complete a new application for admission. Upon readmission, after an absence of one year or more, you will be required to complete the program of study that is in place in the term in which you return. All readmission is subject to approval.

## **Readmissions after Withdrawal**

Readmissions process after withdrawal from the university process is the same as for a new student. Students approved for readmission are responsible for fulfilling the current curriculum requirements at the time of their readmission. In addition, the academic department must evaluate the student's standing. If more than five years have elapsed since the last prior enrollment, the Academic Committee will reevaluate the student's placement and the student may be required to take a placement exam; if this fails, he or she needs to retake the class.

## **Academic Warning and Probation**

Students unable to maintain good academic or professional standing are placed on academic warning or probation. Students will be notified by letter of the reasons that led to this action and an explanation of the corresponding satisfactory academic progress requirements for the ensuing term. Student enrollment is subject to review until the student returns to good academic or professional standing.

### **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 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.

### **Academic Dismissal**

Academic dismissal is termination of enrollment at the University for the in-ability to meet academic or professional standards. Failure to comply with the requirements set forth by the Academic Committee for remediation of a probationary status will result in academic dismissal. Students may appeal this action through the academic appeal process.

## Dismissal

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

## Academic Appeal

The Academic Committee is responsible for reviewing and approving appeals. Appeals must be submitted to the Academic Committee in writing, describing any extenuating or mitigating circumstances that prevented compliance with DULA policies. An appeal must explain what has changed in the student's situation, and the precise steps the student will take or is taking to regain good academic standing.

Please follow this procedure for the academic appeal process:

- The student who wishes to appeal the non-satisfactory progress status must initiate the process by submitting a written request to the academic dean who will proceed with the Academic Committee.
- 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, as well as the measures that the student has taken to resolve those circumstance in a manner that would not interfere his/her progress again.
- The academic committee shall evaluate the appeal within 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 3 business days. The decision of the president shall be final.
- If the appeal is approved, the payment period for the students who are under financial aid status that 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.
- Financial Aid Warning: For a student who fails to make Satisfactory Academic Progress (SAP), 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: For a student who fails 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 successfully appeal.

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

Students may be excluded from participation in designated privileges and activities for a specified period. 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 being certain, provided that the student has complied with all conditions imposed as part of the suspension and 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.

## **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 and the duration of the interim suspension, as well as 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.

## **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.

## **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 committee, the executive committee, 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.

## **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.

## **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 the required documents or other items, or 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 committee (on which the

president sits), and also includes the office of the dean of academic affairs, program coordinators, and director of the oriental medical center. The executive committee 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 the faculty committee, administrative committee, and other appropriate and relevant committee meetings.

## **REQUIRED DISCLOSURES**

### **About the Student Handbook**

This student handbook is effective from January 1, 2020 through December 31, 2020 and is published for the purpose of informing the current DULA students, primarily regarding the educational programs and policies of the school particularly that relates to the students. 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 hard copy format any changes, additions, or other revisions to the text of this handbook which may come into existence prior to the publication of the following edition of the handbook.

### **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 student services coordinator and submit your request for the specific accommodations in any written form.

### **Americans with Disabilities Act**

DULA is an equal opportunity institution and does not discriminate based on age, race, color, religion, national origin, ethnicity, gender, or sexual orientation, in the administration of admission, educational policies or employment. The University abides by Title II of the Americans with Disabilities Act, which prohibits discrimination against any “qualified individual with a disability.”

DULA is committed to accommodating students with physical and learning disabilities. Accommodations and other support services are tailored to meet the needs of the individual student and are intended to comply with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Students desiring academic support services for disabilities are required to submit documentation to verify eligibility under Section 504 of the Rehabilitation Act of 1974 and the

Americans with Disabilities Act. All assessment reports will be kept confidential at disability services in compliance with the Family Educational Rights and Privacy Act (FERPA), and the professional and ethical standards of the Association on Higher Education and Disability (AHEAD).

Student Services Coordinator  
440 Shatto Place, 2nd Floor, Los Angeles, CA 90020  
213-487-0110 ext. 406 ([AC@dula.edu](mailto:AC@dula.edu))

## **Transferability of Credits and Credentials Earned at DULA**

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 degree(s) you earn at DULA is also at the complete discretion of the institution to which you may seek to transfer. If the degree(s) 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 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 degree(s) will transfer.

## **Registered Sex Offenders**

The University discloses, without student consent or notification, information about a student who is required to register as a sex offender under the Wetterling Act.

## **Drug and Alcohol Abuse Policy**

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 84, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited.

It is the policy of DULA 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.



Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

## **Family Education Rights and Privacy Act (FERPA)**

In accordance with the Family Educational Rights and Privacy Act (FERPA), the University protects the privacy of student records, including address, phone number, grades and attendance dates. Student records are permanently kept in locked fireproof file cabinets and a backup copy of student records is kept on an off-site server. Students have the right to review their academic file by submitting a request to the Registrar.

The University does not release school records or any other information about a student to any third party without the consent of the student, except as allowed by law. Students may view an unofficial copy of their transcript and/or request an official copy through the University's student web portal. The University permanently maintains records of academic progress. The Family Education Rights and Privacy Act (FERPA) of 1974, as amended (the "Act"), is a federal law. DULA will maintain the confidentiality of educational records in accordance with the provisions of the Act and will accord all the rights under the Act to eligible students who are or have attended DULA.

Student records are maintained at the school site for five years from the last date of attendance. Transcripts are maintained permanently.

All DULA staff and faculty who access or use student data are required to take FERPA training. All DULA staff and faculty are required to renew their FERPA training every two years. FERPA training information is available directly from the institutional website. Staff and faculty are required to complete the FERPA survey training prior to beginning their work at DULA. The result of the FERPA training from staff and faculty are available from the staff assigned to conduct FERPA training.

The Act affords students certain rights with respect to their educational records.

- Right of Inspection: To inspect and review their records.
- The right to request and amend their records to ensure that they are not inaccurate, misleading, or otherwise in violation of their privacy or other rights.
- The right to disclose only with student consent of personally identifiable information contained in their records, except to the extent that the Act authorizes disclosure without consent.
- The right to file with the US Department of Education a complaint regarding the school to comply with the requirements of the Act. The address to file a complaint is:

Family Policy Compliance Office  
US Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202

For more information about FERPA policy, please refer to DULA University Policy Handbook.

## **Contact Dongguk University Los Angeles**

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

Phone: University : 213-487-0110  
Clinic (OMC) : 213-487-0150

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

Email: [AC@dula.edu](mailto:AC@dula.edu)

# ACADEMIC CALENDAR 2020 - 2021

\*Event dates of each quarter are subject to change in each quarter.

WINTER QUARTER		
	2020	2021
General application for Winter quarter	Oct 14 – Nov 15, 2019	Oct 19 – Nov 20, 2020
Late application for Winter quarter	Nov 16, 2019 – Jan 3, 2020	Nov 21 – Dec 31, 2020
Official Registration for Winter quarter didactic classes	Nov 25, 2019 – Jan 5, 2020	Dec 7, 2020 – Jan 3, 2021
Official Payment for Winter quarter	Nov 25, 2019 – Jan 15, 2020	Dec 7, 2020 – Jan 13, 2021
Classes begin	Jan 6, 2020	Jan 4, 2021
Add / drop period	Jan 6 – 15, 2020	Jan 4 – 13, 2021
New student orientation and Town Hall Meeting	Jan 6, 2020	Jan 4, 2021
President's day (no class)**	Feb 17, 2020	Feb 15, 2021
Registration for Mid-curriculum Exam (MCE) and Comprehensive Graduation Exam (CGE)	Jan 20 – Feb 7, 2020	Jan 18 – Feb 5, 2021
Mid-curriculum Exam (MCE) – Practical	Feb 20, 2020 12 PM – 2 PM	Feb 18, 2021 12 PM – 2 PM
Mid-curriculum Exam (MCE) – Written Comprehensive Graduation Exam (CGE)	Feb 23, 2020 Part 1: 10 AM – 12 PM Part 2: 2 PM – 4 PM	Feb 21, 2021 Part 1: 10 AM – 12 PM Part 2: 2 PM – 4 PM
Official Registration for Winter quarter make-up clinic shift	Mar 2 – 6, 2020	Mar 1 – 5, 2021
Official Registration for Spring quarter clinic shift	Mar 9 – 20, 2020	Mar 8 – 19, 2021
Official Registration for Spring quarter didactic classes	Mar 9 – Apr 5, 2020	Mar 8 – Apr 4, 2021
Official Payment for Spring quarter	Mar 9 – Apr 15, 2020	Mar 8 – Apr 14, 2021
DAOM capstone proposal and final presentation	Mar 16, 2020	Mar 11, 2021
Last day of class	Mar 14, 2020	Mar 13, 2021
Final exam week	Mar 16 – 21, 2020	Mar 15 – 20, 2021
Quarter break	Mar 23 – Apr 4, 2020	Mar 22 – Apr 3, 2021

SPRING QUARTER		
	2020	2021
General application for Spring quarter	Jan 20 – Feb 21, 2020	Jan 18 – Feb 19, 2021
Late application for Spring quarter	Feb 22 – Apr 3, 2020	Feb 20 – Apr 2, 2021
Official Registration for Spring quarter didactic classes	Mar 9 – Apr 5, 2020	Mar 8 – Apr 4, 2021
Official Payment for Spring quarter	Mar 9 – Apr 15, 2020	Mar 8 – Apr 14, 2021
Classes begin	Apr 6, 2020	Apr 5, 2021
Add / drop period	Apr 6 – 15, 2020	Apr 5 – 14, 2021
New student orientation	Apr 6, 2020	Apr 5, 2021
Memorial day (no class)**	May 25, 2020	May 31, 2021
Graduation ceremony**	CANCELED	May 29, 2021
Registration for Mid-curriculum Exam (MCE) and Comprehensive Graduation Exam (CGE)	Apr 20 – May 8, 2020	Apr 19 – May 7, 2021
Mid-curriculum Exam (MCE) – Practical	TBA later via email to students	May 20, 2021 12 PM – 2 PM
Mid-curriculum Exam (MCE) – Written Comprehensive Graduation Exam (CGE)	TBA later via email to students	May 23, 2021 Part 1: 10 AM – 12 PM Part 2: 2 PM – 4 PM
Official Registration for Spring quarter make-up clinic shift	Jun 1 – 5, 2020	Jun 1 – 4, 2021
Official Registration for Summer quarter clinic shift	Jun 8 – 19, 2020	Jun 7 – 18, 2021
Official Registration for Summer quarter didactic classes	Jun 8 – Jul 5, 2020	Jun 7 – Jul 4, 2021
Official Payment for Summer quarter	Jun 8 – Jul 15, 2020	Jun 7 – Jul 14, 2021
DAOM capstone proposal and final presentation	Jun 11, 2020	Jun 10, 2021
Last day of class	Jun 13, 2020	Jun 12, 2021
Final exam week	Jun 15 – 20, 2020	Jun 14 – 19, 2021
Quarter break	Jun 22 – Jul 4, 2020	Jun 21 – Jul 3, 2021

<b>SUMMER QUARTER</b>		
	<b>2020</b>	<b>2021</b>
General application for Summer quarter	Apr 20 – May 8, 2020	Apr 19 – May 21, 2021
Late application for Summer quarter	May 9 – Jul 3, 2020	May 22 – Jul 2, 2021
Official Registration for Summer quarter didactic classes	Jun 8 – Jul 5, 2020	Jun 7 – Jul 4, 2021
Official Payment for Summer quarter	Jun 8 – Jul 15, 2020	Jun 7 – Jul 14, 2021
Classes begin	Jul 6, 2020	Jul 5, 2021
Add / drop period	Jul 6 – 15, 2020	Jul 5 - 14, 2021
New student orientation	Jul 6, 2020	Jul 5, 2021
Labor day (no class)**	Sep 7, 2020	Sep 6, 2021
Registration for Mid-curriculum Exam (MCE) and Comprehensive Graduation Exam (CGE)	Jul 20 – Aug 7, 2020	Jul 19 – Aug 6, 2021
Mid-curriculum Exam (MCE) – Practical	Aug 20, 2020 12 PM – 2 PM	Aug 19, 2021 12 PM – 2 PM
Mid-curriculum Exam (MCE) – Written Comprehensive Graduation Exam (CGE)	Aug 23, 2020 Part 1: 10 AM – 12 PM Part 2: 2 PM – 4 PM	Aug 22, 2021 Part 1: 10 AM – 12 PM Part 2: 2 PM – 4 PM
Official Registration for Summer quarter make-up clinic shift	Aug 31 – Sep 4, 2020	Aug 30 – Sep 3, 2021
Official Registration for Fall quarter clinic shift	Sep 7 – 18, 2020	Sep 7 – 17, 2021
Official Registration for Fall quarter didactic classes	Sep 7 – Oct 4, 2020	Sep 7 – Oct 3, 2021
Official Payment for Fall quarter	Sep 7 – Oct 14, 2020	Sep 7 – Oct 13, 2021
DAOM capstone proposal and final presentation	Sep 10, 2020	Sep 9, 2021
Last day of class	Sep 12, 2020	Sep 11, 2021
Final exam week	Sep 14 – 19, 2020	Sep 13 – 18, 2021
Quarter break	Sep 21 – Oct 3, 2020	Sep 20 – Oct 2, 2021

<b>FALL QUARTER</b>		
	<b>2020</b>	<b>2021</b>
General application for Fall quarter	Jul 20 – Aug 21, 2020	Jul 19 – Aug 20, 2021
Late application for Fall quarter	Aug 22, 2020 – Oct 2, 2020	Aug 21 – Oct 1, 2021
Official Registration for Fall quarter didactic classes	Sep 7 – Oct 4, 2020	Sep 7 – Oct 3, 2021
Official Payment for Fall quarter	Sep 7 – Oct 14, 2020	Sep 7 – Oct 13, 2021
Classes begin	Oct 5, 2020	Oct 4, 2021
Add / drop period	Oct 5 – 14, 2020	Oct 4 – 13, 2021
New student orientation	Oct 5, 2020	Oct 4, 2021
Thanksgiving (no class)**	Nov 26 – 29, 2020	Nov 25 – 28, 2021
Christmas holiday (no class)**	Dec 25-26, 2020	Dec 25, 2021
New year's holiday (no class)**	Jan 1-2, 2021	Jan 1, 2022
Registration for Mid-curriculum Exam (MCE) and Comprehensive Graduation Exam (CGE)	Oct 19 – Nov 6, 2020	Oct 18 – Nov 5, 2021
Mid-curriculum Exam (MCE) – Practical	Nov 19, 2020 12 PM – 2 PM	Nov 18, 2021 12 PM – 2 PM
Mid-curriculum Exam (MCE) – Written Comprehensive Graduation Exam (CGE)	Nov 22, 2020 Part 1: 10 AM – 12 PM Part 2: 2 PM – 4 PM	Nov 21, 2021 Part 1: 10 AM – 12 PM Part 2: 2 PM – 4 PM
Official Registration for Fall quarter make-up clinic shift	Nov 30 – Dec 4, 2020	Nov 29 – Dec 3, 2021
Official Registration for Winter quarter clinic shift	Dec 7 – 18, 2020	Dec 6 – 17, 2021
Official Registration for Winter quarter didactic classes	Dec 7, 2020 – Jan 3, 2021	Dec 6, 2021 – Jan 2, 2022
Official Payment for Winter quarter	Dec 7, 2020 – Jan 13, 2021	Dec 6, 2021 – Jan 12, 2022
DAOM capstone proposal and final presentation	Dec 10, 2020	Dec 9, 2021
Last day of class	Dec 12, 2020	Dec 11, 2021
Final exam week	Dec 14 – 19, 2020	Dec 13 – 18, 2021
Quarter break	Dec 21 – Jan 2, 2021	Dec 20, 2021 – Jan 1, 2022