

ADDENDUM TO DULA UNIVERSITY POLICY BOOK

Information of Amendment

Date	Before	After
4/25/2019	<p>Course Pre-requisites</p> <p>OM432 Yellow Emperor: No pre-requisites HB321 Nutrition in OM: No pre-requisites WM181 Pharmacology: No pre-requisites PD100 Research Methodology: No pre-requisites WM211 Survey of Clinical Medicine: No pre-requisites</p>	<p>Course Pre-requisites</p> <p>OM432 Yellow Emperor: OM121, OM211 HB321 Nutrition in OM: HB110, OM121, OM211 WM181 Pharmacology: BS211-214 PD100 Research Methodology: WM110, OM121, OM211 WM211 Survey of Clinical Medicine: WM110</p>
6/1/2019	N/A	<p>New Program</p> <p>DATM program: 243 didactic units and 50 clinical units (1000 clinical hours) to include MSOM / DATM foundational courses and DATM advance doctorate courses</p> <p>DATM completion track: 30 didactic units and 2 clinical units (40 clinical hours)</p> <p>DATM Program, 3 routes for admissions:</p> <ul style="list-style-type: none"> • New enrollment as Dual degree DATM and MSOM • Transfer from other AOM school • DATM completion track <p>Currently DATM program is not accepting new enrollment for International student</p> <p>DATM program currently is not offering federal financial aid availability</p> <p>DATM program is only offered in English language</p> <p>Detail about the DATM program (admissions, academic, etc) can be seen in the current published DULA University</p>

		Policy Handbook and/or Program Catalog
6/3/2019	N/A	<p>DATM Program Purpose and Goals</p> <p>The Statement of Purpose and Goals for the Doctor of Acupuncture and Traditional Medicine (DATM) Programs are:</p> <ol style="list-style-type: none"> 1. To develop competent traditional medicine practitioners through advanced academic and clinical programs. 2. To develop healthcare professionals with clinical competencies, including collaborative care. 3. To develop healthcare professionals with skills and competencies to contribute to the community and to the field. <p>DATM Program Educational Objectives</p> <p>To train healers who are able to:</p> <ol style="list-style-type: none"> 1. Demonstrate an understanding of the theoretical and historical contexts of oriental medicine. 2. Apply this understanding to accurately diagnose patients. 3. Utilize biomedical 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

		<ol style="list-style-type: none"> 7. Identify, define, and model best practices for professional success. 8. Apply integrative diagnostic skills to provide effective patient care 9. Obtain familiarity with contemporary community healthcare systems 10. Conduct collaborate care with other healthcare professionals 11. Develop and implement systems and plans for professional development 12. Assess and integrate scholarship, research, and evidence-based medicine, or evidence-informed practice to enhance patient care
6/16/2019	N/A	<p>DATM Tuition Fee</p> <p>Foundation 100 - 400 level didactic courses is \$155 per didactic unit, \$11 per clinic hour. Tuition for the advanced 700 - 800 level courses is \$ 315 per didactic unit, \$18 per clinic hour.</p> <p>Total DATM Tuition without additional fees \$53745; Total DATM Completion Track 340 hours of Tuition without additional fees \$10170.</p> <p>Total Estimated DATM dual degree track with MSOM \$59270</p> <p>Total Estimated DATM completion track \$12150</p>
6/20/2019	N/A	<p>DATM advanced doctoral level courses, tuition refunds will be determined as follows:</p> <ul style="list-style-type: none"> • Until three days prior to the first day of each module: Full Tuition Refund • One day prior to the first day of each module: 50% of Tuition • After completing 25%, but less than 50%: 25% of Tuition

		<ul style="list-style-type: none"> After completing more than 50%: No refund
7/1/2019	<p>MSOM Tuition Fee</p> <p>\$125 per didactic unit \$9 per clinical hour</p>	<p>MSOM Tuition Fee</p> <p>\$155 per didactic unit \$11 per clinical hour Total MSOM Tuition without additional fees \$43575 Total Estimated MSOM Tuition \$47685</p>
7/25/2019	<p>MCE / CGE Mock System and Passing Score Requirements</p> <p>Mock system is only implemented for MCE practical point location exam</p> <p>Passing score for MCE written / CGE: 140 / 200 (70%)</p>	<p>MCE / CGE Mock System and Passing Score Requirements</p> <p>DULA implements 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 final result of the exam. Therefore, only 180 questions in total that will be counted for credit and students have to score at minimum of 70% to pass the exam (Passing score is 126 for MCE written exam and CGE). Mock system is also implemented as before in MCE practical point location exam.</p>
10/10/2019	<p>Grading Policy</p> <p>All required courses must be taken for a letter grade, except for the following, which may be taken pass/fail: Qi Gong, Tai Chi, Tui-na, CNT and Safety Codes, Survey of Clinical Medicine, Clinical Management, Medical Ethics, and CPR/First Aid. Elective courses are also graded 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.</p>	<p>Grading Policy</p> <p>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.</p>

11/20/2019	<p>Independent Study</p> <p>The independent study is only offered to the students who are currently in their last academic year prior to graduation.</p>	<p>Independent Study</p> <p>The independent study is only offered to the students who are currently in their last academic year (or have 65 courses unit or less to be completed) prior to graduation.</p>
12/1/2019	<p>Standard Fees</p> <ul style="list-style-type: none"> • Late application for new enrollment \$20 • I-20 re-issue \$20 • Transfer credit evaluation prior matriculation \$0 • Transfer credit evaluation after matriculation \$50 per course • Late registration fees \$15 • Makeup Final Exam \$50 per exam • MSOM Graduation Fee \$100 • Clinic malpractice insurance \$45 per quarter • Certificate of attendance \$5 • Certificate of graduation \$5 • Certificate of clinical training \$5 • Official transcript \$10 • Unofficial transcript \$5 • Tuition verification \$5 • Installment fee (for each installment payment) \$10 (up to \$20) • Late payment fee (for each payment deadline) \$15 (up to \$45) 	<p>Standard Fees</p> <ul style="list-style-type: none"> • Late application for new enrollment \$0 • I-20 re-issue \$50 • Transfer credit evaluation prior matriculation \$100 • Transfer credit evaluation after matriculation \$50 per course • Late registration fees for didactic class (after end of official didactic class registration period) \$100 • Makeup Final Exam \$100 per exam • Graduation Fee (MSOM, DATM, DAOM) \$200 • Clinic malpractice insurance \$55 per quarter • Certificate of attendance \$10 (express \$15) • Certificate of graduation \$10 (express \$15) • Certificate of clinical training \$5 (express \$10) • Official transcript \$15 • Unofficial transcript \$10 • Tuition verification \$10 (express \$15) • Installment payment \$20 per each payment • Late payment fee without prior installment agreement \$100 per each deadline • Late installment payment fee with prior installment agreement \$50 per each deadline <p>New Fees:</p>

		<ul style="list-style-type: none"> • Quarterly registration fees \$50 • Add didactic class after official registration period \$0 • Drop didactic class after official registration period \$20 per class • Changing clinic shift (add, change, drop) after end of official clinic registration period \$20 per shift • MCE (Initial / Retake) \$50 • Special condition scheduled CGE \$350 • Quarterly facility and technology fee \$50 • Certificate of patient log (including notarization fee) \$60 • Diploma re-issue \$100 • Quarterly student association fee \$0 • Deposit upon notification of acceptance \$0 • Fax service domestic \$1 per page • Fax service international \$3 per page • Scanning \$3 • Mailing domestic and certified \$5 • Mailing international \$5 handling fee plus cost
1/14/2020	N/A	<p>Self-Monitoring Procedures with BPPE</p> <p>In consideration to the 71760. Self-Monitoring Procedures with the Bureau for Private Postsecondary Education (BPPE), the following activities are implied by DULA:</p> <ol style="list-style-type: none"> 1. Ongoing: <ul style="list-style-type: none"> • Subscription to BPPE email notification with dean@dula.edu • Notification of changes and updates sent to appropriate staff 2. Monthly:

		<ul style="list-style-type: none"> • Attending BPPE workshop Members to attend: Academic staff, General Administration staff <p>3. Quarterly:</p> <ul style="list-style-type: none"> • Updates BPPE information during staff meetings <p>4. Annually:</p> <ul style="list-style-type: none"> • Updates all standards and regulations at the annual retreat
3/17/2020	N/A	<p>DAOM Status</p> <p>The Dongguk University Los Angeles advanced practice doctoral (DAOM) program has been granted pre-accreditation status by ACAOM. The University has voluntarily ceased enrolling students in the DAOM program after 01 April 2020 and has instituted an ACAOM-approved teachout plan for all currently enrolled students. During the teach-out period, the program maintains the current pre-accredited status.</p>
2/4/2020	N/A	<p>DATM Status</p> <p>The Dongguk University Los Angeles professional doctoral (DATM) program, approved to begin enrolling students, is not yet accredited or pre-accredited by ACAOM. Graduates of this program are not considered to have graduated from an ACAOM-accredited or pre-accredited program and may not rely on ACAOM accreditation or pre-accreditation for professional licensure or other purposes. The DATM program is eligible for ACAOM accreditation, and Dongguk University Los Angeles is currently in the process of seeking ACAOM pre-accreditation/accreditation for the program. However, Dongguk University Los Angeles can provide no assurance</p>

		that pre-accreditation or accreditation will be granted by ACAOM.
4/3/2020	N/A	<p>DULA Distance Learning Policy</p> <p>DULA does not offer a distance education in ordinary situation. However, due to COVID19 pandemic outbreak, the course works can be delivered via distance learning until further notice to ensure the safety of students, staff, and faculty member. DULA operates the distance learning under the approval of the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM). The distance learning course works are not pre-recorded, students are required to attend the live course and attendance will be followed in compliance to DULA attendance policy.</p> <p>Detail of DULA Distance Learning Policy is available at DULA university policy handbook.</p>
5/12/2020	<p>Minimum Class Enrollment</p> <p>Each class must have minimum of three (3) students actively enrolled for the class to be kept (not canceled) at the end of add/drop period of the quarter.</p>	<p>Minimum Class Enrollment</p> <p>Effective from Summer Quarter 2020, the minimum class roster number for each didactic class to be kept or not canceled is four (4) at the end of add/drop period of the quarter.</p>
6/1/2020	<p>English Language Requirement</p> <p>All students seeking admissions into the MSOM programs taught in the English language must demonstrate English language proficiency. All students matriculating on or after January 1, 2019 must demonstrate English language competency as a condition of admission.</p> <p>The language proficiency requirement may be demonstrated by one of the following means:</p>	<p>English Language Requirement</p> <p>1. English Language Requirements for MSOM Program</p> <p>English language competency is required of all students seeking admission to the program. This must be demonstrated by <u>one</u> of the following means:</p> <ol style="list-style-type: none"> a) The student must have completed a two-year (60 semester credits or 90

	<ol style="list-style-type: none"> 1. The student must have completed a two-year (60 semester credits or 90 quarter credits) baccalaureate- or graduate-level, English-based education in an institution accredited by an agency recognized by the U.S. Secretary of Education. English must have been the language of instruction and the language of the curriculum used; 2. For programs taught in English, the student must score a total score of at least 61 on the Test of English as a Foreign Language Internet-Based Test (TOEFL® iBT), including a minimum speaking exam score of 26 and a minimum listening exam score of 22, or an overall band score of level 6 on the International English Language Testing System (IELTS) exam; 3. For programs taught in Chinese or Korean, the student must score a total score of at least 45 on the Test of English as a Foreign Language Internet-Based Test (TOEFL® iBT), including a minimum speaking exam score of 18 and a minimum listening exam score of 15, or an overall band score of level 5 on the International English Language Testing System (IELTS) exam. 	<p>quarter credits) baccalaureate- or graduate-level, English-based education in an institution:</p> <ol style="list-style-type: none"> i. accredited by an agency recognized by the U.S. Secretary of Education, <u>or</u> ii. in the United Kingdom, Australia, Canada (except Quebec), New Zealand, or Ireland. iii. In all cases, English must have been both the language of instruction and the language of the curriculum used; <p>b) Test of English as a Foreign Language Internet-Based Test (TOEFL® iBT) Acceptable scores: TOEFL iBT total score – 61 with minimum speaking score as 20 and minimum listening score as 17; or</p> <p>c) International English Language Testing System (IELTS) Acceptable scores: IELTS overall band score of 6 (Academic Format) with minimum speaking score – 6.5 and minimum listening score – 6.</p> <p>2. English Language Requirements for DATM Program English language competency is required of all students seeking admission to the program. This must be demonstrated by <u>one</u> of the following means:</p>
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		<p>a) The student must have completed a two-year (60 semester credits or 90 quarter credits) baccalaureate- or graduate-level, English-based education in an institution:</p> <ul style="list-style-type: none"> i. accredited by an agency recognized by the U.S. Secretary of Education, <u>or</u> ii. in the United Kingdom, Australia, Canada (except Quebec), New Zealand, or Ireland. iii. In all cases, English must have been both the language of instruction and the language of the curriculum used; <p>b) Test of English as a Foreign Language Internet-Based Test (TOEFL® iBT) Acceptable scores: TOEFL iBT total score – 80; or</p> <p>c) International English Language Testing System (IELTS) Acceptable scores: IELTS overall band score - 6.5 (Academic Format).</p>
6/5/2020	<p>Final Exam Period</p> <p>Final exam is offered in 11th week of the quarter</p>	<p>Final Exam Period</p> <p>Effective from Fall quarter of 2020, all class final exam period is changed into 10th week of the quarter</p>

7/20/2020	N/A	<p>Number of Attempt of DULA Institutional Exams</p> <p>Effective from Fall quarter of 2020, DULA students will be given a maximum of 5 attempts to take and pass the institutional exams (CGE, MCE Practical and Written Parts, CPX). If after 5 attempts of each institutional exams, students still unsuccessfully passed their exams, then the students will be terminated from the program.</p>
8/15/2020	N/A	<p>DULA Covid-19 Prevention Plan</p> <p>DULA is committed to providing a safe and healthy environment for all of our students and employees. Accordingly, the following COVID-19 Prevention Plan has been developed to ensure a safe return to campus operations.</p> <p>DULA's COVID-19 Prevention Plan ("Plan") includes how our school will implement, at a minimum, the following:</p> <ul style="list-style-type: none"> • infection prevention protocols; • cleaning, disinfection, and decontamination protocols; • prompt identification and isolation of sick persons; and • personnel to ensure implementation of the plan. <p>This Plan is created to meet the guidelines set forth by local, state, and federal health agencies, and additional state orders in effect where DULA operates physical facilities.</p> <p>This COVID-19 Prevention Plan has been certified by DULA executive leadership and will be announced to students and employees. It will be updated as necessary.</p> <p>DULA Covid-19 Prevention Plan in detail</p>

		<p>can be seen in DULA university policy handbook.</p>
<p>8/28/2020</p>	<p>Non-Matriculated Students</p> <p>All students must meet all admissions requirements and course prerequisites with the exception of the following courses:</p> <ul style="list-style-type: none"> • TB111 Tai Chi Chuan (2/20) • TB121 Qi Gong (2/20) <p>While the above two courses are open to the public, non-matriculated students who are enrolled in courses must meet all admission requirements and demonstrate sufficient prior education and experience to successfully complete those courses.</p> <p>DULA does not accept non-matriculated students into the DATM Completion Track Program.</p>	<p>Non-Matriculated Students</p> <p>Non-matriculated students who are enrolled in courses must meet all of the corresponding program's admission requirements and course prerequisites, or demonstrate sufficient prior education and experience to successfully complete those courses. The program must ensure that participation by non-matriculated students in program courses does not adversely affect the quality of instruction.</p> <p>The enrollment of non-matriculated students in courses shall be entirely determined by Dongguk University Los Angeles (DULA) admissions committee. The application for admissions can be rejected at any time in consideration of the capability of prospective students to successfully complete the courses and/or other circumstances determined by the admissions committee.</p> <p>Tuition Fee for Non-matriculated students:</p> <ul style="list-style-type: none"> • Non-matriculated Student in Master of Science in Oriental Medicine (MSOM) courses or Doctor of Acupuncture and Traditional Medicine (DATM) foundational courses: \$315 per didactic unit and \$18 per clinical hours • Non-matriculated Student in Doctor of Acupuncture and

		Traditional Medicine (DATM) advanced doctoral level courses: \$640 per didactic unit and \$29 per clinical hours
8/31/2020	N/A	MSOM Chinese Program Status Dongguk University Los Angeles has voluntarily suspended enrolling students in the Master of Acupuncture program with a Chinese herbal medicine specialization delivered in Chinese language and ACAOM has placed the program on “inactive” status. During the period of inactivity, the program maintains the current accredited status.
10/19/2020	Satisfactory Academic Progress (SAP) The previous SAP policy does not give detail information pertaining to the compliance with the federal regulation relates to Title VI financial aid assistance.	Satisfactory Academic Progress (SAP) Update on SAP policy to comply with Federal regulations, relates to financial assistance from Title IV student aid. The updated policy provides more detail on the component of financial aid warning, financial aid suspension, reasons for SAP suspension, minimum GPA, minimum pace-of-progression and maximum time frame.
10/19/2020	N/A	Minimum Academic Performance The minimum academic performance policy is required to be complied by all DULA students. This policy previously put in DULA SAP policy, however, to better give the information and for compliance, this policy was created under the name as minimum academic performance. It included the maximum time to complete the program and minimum GPA requirement, which has

		<p>already been implemented in DULA program up until now.</p> <p>The minimum academic performance policy includes one new policy known as Minimum Accumulated Completion Pace (MACP). <u>MACP policy is applied to the new student who starts their degree program in DULA from Winter quarter 2021.</u> MACP sets the minimum number of course units that students have to complete in each quarter as they progress throughout their program until graduation. The MACP policy is set so student can complete their program not to exceed the allowed maximum time frame and for DULA compliance to the program accreditation standard, without exception.</p>
3/11/2021	<p>Update on STRF Policy (https://bppe.ca.gov/lawsregs/strf.shtml)</p>	<p>The STRF is a fund administered by the Bureau for Private Postsecondary Education (Bureau) that relieves or mitigates economic loss suffered by a student while enrolled in a qualifying institution- generally, one that is approved or registered by the Bureau. At the time of his or her enrollment, the student must have been a California resident or enrolled in a California residency program, prepaid tuition, and suffered economic loss. Effective February 8, 2021, the Student Tuition Recovery Fund (STRF) assessment rate changed from zero (\$0) per one thousand dollars (\$1,000) of institutional charges to fifty cents (\$.50) per one thousand dollars (\$1,000) of institutional charges. {5, CCR Section 76120}.</p>

3/11/2021	N/A	<p>Accommodations for Nursing Mothers</p> <p>Policy is published in DULA university policy handbook</p>
7/1/2021	Update on late payment fee	<p>\$100 of late payment fee – after the 3rd week of each quarter</p>