



2018 DAOM Catalog

Dongguk University Los Angeles
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Los Angeles, CA 90020

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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.

Doctoral Program Educational Objectives:

To create leading scholars and doctors of Oriental Medicine through an advanced specialized academic and clinical program that will produce the following competencies:

1. Competently apply the advanced diagnosis and treatment skills of the program's core Oriental Medicine curriculum and clinical specialties;
2. Exhibit deepened understanding of the foundational text and traditions of Oriental Medicine in order to produce respected scholarship;
3. Demonstrate sufficient competency in integrative medical practices to advance Oriental Medicine and effectively collaborate on patient care within the current US healthcare system and internationally;
4. Develop and engage "best practices" in patient-centered clinical management;
5. Critically evaluate and creatively contribute to clinical research in Oriental Medicine and Integrative Medicine; and
6. Engage practices of life-long learning through scholarship and advanced clinical practice.

**This document is subject to updates according to mandates of government and accreditation agencies.*

President's Welcome

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

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

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

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

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

Sincerely,

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

President of DULA

Academic Calendar

*An in-quarter holiday is defined as an official holiday if it falls between two class days.

*Event dates of each quarter may be subject to change in each quarter.

Winter	2018	2019
General Application	Oct 16 – Nov 17	Oct 15 – Nov 16
Late Application	Nov 20 – Jan 5	Nov 19 – Jan 4
Registration (for following quarter)	Nov 27 – Dec 15	Nov 26 – Dec 14
Payment	Nov 27 - Jan 10	Nov 26 – Jan 9
Classes Begin	Jan 2	Jan 2
Add/Drop Period	Jan 2 - Jan 10	Jan 2 – 9
New Student Orientation	Jan 2	Jan 2
President’s Day (no class)**	Feb 19	Feb 18
Last Day of Class	Mar 10	Mar 9
Final Exam Week	Mar 12 -17	Mar 11 - 16
Quarter Break	Mar 19 - Apr 1	Mar 18 – 31

Spring	2018	2019
General Application	Jan 15 – Feb 16	Jan 14 – Feb 15
Late Application	Feb 19 – Apr 6	Feb 18 – Apr 5
Registration (for following quarter)	Feb 26 - Mar 16	Feb 25 – Mar 15
Payment	Feb 26 - Apr 11	Feb 25 – Apr 10
Classes Begin	Apr 2	Apr 1
Add/Drop Period	Apr 2 - Apr 11	Apr 1 – Apr 10
New Student Orientation	Apr 2	Apr 1
Memorial Day (no class)**	May 28	May 27
Graduation Ceremony	May 26*	May 11*
Last Day of Class	Jun 9	Jun 8
Final Exam Week	Jun 11 -16	Jun 10 – 15
Quarter Break	June 18 - Jul 1	Jun 17 - 30

Summer	2018	2019
General Application	Apr 16 – May 18	Apr 15 – May 17
Late Application	May 21 – Jul 6	May 20 – Jul 5
Registration (for following quarter)	May 28 - Jun 15	May 27 – Jun 14
Payment	May 28 - Jul 11	May 28 – Jul 10
Classes Begin	Jul 2	Jul 1
Add/Drop Period	Jul 2 – 11	Jul 1 – 10
New Student Orientation	Jul 2	Jul 1
Independence Day (no class)**	Jul 4	Jul 4
Labor Day (no class)**	Sep 3	Sep 2
Last Day of Class	Sep 8	Sep 7
Final Exam Week	Sep 10 -15	Sep 9 – 14
Quarter Break	Sep 17 - 30	Sep 16 - 30

Fall	2018	2019
General Application	Jul 16 – Aug 17	Jul 15 – Aug 16
Late Application	Aug 20 – Oct 5	Aug 19 – Oct 4
Registration (for following quarter)	Aug 27 – Sep 14	Aug 26 – Sep 13
Payment	Aug 27 – Oct 10	Aug 26 – Oct 9
Classes Begin	Oct 1	Oct 1
Add/Drop Period	Oct 1 - 10	Oct 1 – 9
New Student Orientation	Oct 1	Oct 1
Thanksgiving (no class)**	Nov 22 - 25	Nov 28 – Dec 1
Christmas’s Day (no class)**	Dec 25	Dec 25
New Year’s Day (no class)**	Jan 1	Jan 1
Last Day of Class	Dec 8	Dec 7
Final Exam Week	Dec 10 - 15	Dec 9 – 14
Quarter Break	Dec 17 – 31	Dec 16 – Dec 31

***** The dates that are mentioned in this academic calendar is subject to change by Dongguk University of Los Angeles (DULA) academic administration now or in the future. Dongguk University of Los Angeles (DULA) staffs, faculties, and students will be notified of any changes regarding the dates in this academic calendar. *****

History

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

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

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

Accreditation and Approvals

National

The Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) granted Dongguk University of Los Angeles and its Master of Oriental Medicine programs (in English, Chinese, and Korean) continuing accreditation for a period of seven (7) years, effective 12 August 2017. Accreditation status and notes may be viewed at:

<http://acaom.org/directory-menu/directory/>.

ACAOM is the recognized accrediting agency for programs preparing acupuncture and Oriental medicine practitioners. ACAOM is located at 8941 Aztec Drive, Eden Prairie, Minnesota 55347; phone 952/212-2434; fax 952/657-7068; www.acaom.org

Dongguk University Los Angeles (DULA)'s Doctor of Acupuncture and Oriental Medicine (DAOM) program has been granted Pre-Accreditation status by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) and is in the process of seeking accreditation for this program.

California

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

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

Bureau for Private Postsecondary Education

Dongguk University Los Angeles is a private institution and licensed to operate by the Bureau for Private Postsecondary Education (BPPE). As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the school performance fact sheet, which must be provided to you prior to signing an enrollment agreement. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA

95833 P.O. Box 980818, West Sacramento, CA 95798-0818

www.bppe.ca.gov

(888) 370-7589 (Telephone), (916) 431-6959 (Telephone), (916) 263-1897 (Fax)

California Acupuncture Board

1747 N. Market Blvd, Suite 180, Sacramento, CA 95834

Tel (916) 515-5200, Fax (916) 928-2204

www.acupuncture.ca.gov

National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM)

76 South Laura Street, Suite 1290

Jacksonville, Florida 32202

Tel (904) 598-1005, Fax (904) 598-5001

www.nccaom.org

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

Administration

Board of Directors

Bongjun Lim, Chair of the Board

Tae Sik Han, Director (Vice Chair) – Higher Education: Academic Advising

Sang Sul Kim, Director – Financial Advising

Sung Tae Park, Director – Operational Auditing

Joo Yong Pak, Director / CFO – Chief Financial Officer, Financial Auditing

Sang Up Kim – Director – Secretary

Sun Hee Lee – Director – Higher Education: Academic Advising

Ellis Chang – Director – Financial and Legal Advising

Seung-Deok Lee – President of DULA

Administration

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

Jin Kim, DAOM, L.Ac., Dipl.OM, Dean of Academic Affairs

Gloria Lee, Chief Operating Officer

Qi Wei Zheng, M.D. (China), L.Ac., DAOM Director

Stephan Seo, L.Ac., MSOM Program Director/Registrar

Adrianus Hilman Wong, M.D. (Indonesia), L.Ac., Dipl.OM, Associate Dean

Heiwon Lee, L.Ac., Student Services Coordinator

Minji Kim, Assistant Registrar

Ju Hee Lee, KMD (Korea), Ph.D. (Korea), L.Ac., DAOM Coordinator

Andreas Choi, Operating Manager, International Student Advisor, Director of Financial Aid,
Director of Admissions

Hee Jae Heo, English Program Assistant and Admissions Compliance Coordinator

Kelly Kim, Accounting Manager

Douho Im, Librarian

Arturo Aguirre, Facilities Manager

Oriental Medical Center (OMC)

Yae Chang, DAOM, L.Ac., DULA OMC Director, Intern Supervisor

Jun Kim, L.Ac., OMC Manager

In Ok Jeong, L.Ac., OMC Assistant Manager / Pharmacist

Mi Hui Cho, L.Ac., OMC Assistant Manager / Pharmacist

Cristina Velasquez, OMC Receptionist

Pamela Maloney, L.Ac., DAOM Supervisor

Andre Rafael, L.Ac., Externship Supervisor

Kay Joo, L.Ac., Intern Supervisor

Ruth Juarez, L.Ac., Intern Supervisor

Heiwon Lee, L.Ac., Intern Supervisor

Doris Johnson, L.Ac., Intern Supervisor

Stephan Seo, L.Ac., Intern Supervisor

Jinho Song, L.Ac., Intern Supervisor

Fei Sun, L.Ac., Intern Supervisor

Chun Yi Qian, L.Ac., Intern Supervisor

Lin Qian, L.Ac., Intern Supervisor

Qi Wei Zheng, MD (China), L.Ac., Intern Supervisor

Campus

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

Location

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

The Library

The DULA Library houses more than 8,368 volumes of books and 3,944 journals and 260 videos relating primarily to Oriental medicine. Through our aggressive acquisitions program and donations from benefactors it strives to provide students with up-to-date Oriental medical information. The stacks also include Western medical texts, related audio-visual learning and other study aids. Five computer stations are hooked up to the internet for student reference access and equipped for multiple foreign language usage. Students are responsible for remaining current on hours of operations, check out policies, fines for overdue books, etc., all of which regularly change; please contact the Librarian for more information.

University Auditorium

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

Student Lounge

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

Copiers

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

Bulletin Boards

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

Meditation Room

The meditation room is located on the fourth floor and available to all students who wish to meditate or take a quiet break from studying.

On-Campus Parking Facilities

Available every day to all students on a daily or quarterly fee basis. Ample off-street and secure parking areas easily accommodate student, patient and staff parking needs. The facilities

department conducts regular security/surveillance rounds of all parking areas throughout the day and additional security is provided through independent security services during evening and weekend hours.

Clinic Facilities

DULA Oriental Medical Center (OMC) at 2nd floor contains 11 spacious treatment rooms which both consultation and actual treatment can be done, 2 treatment rooms for faculty clinic, herbal dispensary / storage / decoction room that maintains over 400 herbs in different form, two spacious conference rooms for each supervisors and interns, and various offices for clinic staffs. Each treatment room contains 1 or 2 beds, heat lamp, and sink. Patient waiting room is also spacious and open to hall and elevator for convenience. Herbal dispensary room serves as herb storage, dispensary of various medical devices including unused and cleaned equipment such as needle or cupping cups for treatment, electro stimulator, and first-aids emergency kits, patient file storage, and control center of patient management. Also, one herbal decoction machine and a packaging machines are available in herbal dispensary room for extracting liquid form or herbal medicine, and they are maintained by administrator / herbologists or OMC manager.

Housing

DULA does not offer on-campus housing. Program Directors are available to assist students with housing needs. This service is provided to both foreign and local students, whether or not they live in the area or are traveling from other parts of the country or globe.

Student Health Services

Students and their family members are eligible for discounted clinic fees. For more information please contact the herbal pharmacy. The Oriental Medical Center offers healthcare services to students and their family members at substantially discounted rates for treatments and some herbal prescriptions.

Doctoral Program

The Doctoral Degree program consists of 640 hours (64 quarter units) of didactic coursework and 650 hours (33 units) of clinical experience. Of the 640 didactic hours of coursework, 320 hours are devoted to the core curriculum and 320 hours focus on the integrative Pain Management specialty. Future specialties will be programmed within this 320 hours specialty structure. The 650 clinical hours may be completed through three clinical experiences: Residency, Preceptorship and Mentorship. More specifically, DULA’s academic program consists of the following:

Doctoral Program of Study		Hours
Didactic		
Core Curriculum		320
Clinical Specialties:		320
<ul style="list-style-type: none"> ● Pain management (Core Specialty) ● Gynecology ● Neurology ● Orthopedics ● Endocrinology/Immunology ● Rehabilitation 		
Total Didactic Hours:		640
Clinical Experience	Option A	Option B
Residency	250	410
Preceptorship	200	120
Mentorship	200	120
Total Clinical Hours:		650
Total Required Hours:		1290

Language

The Doctoral degree program is offered in only one language: English.

Core Curriculum

The core curriculum within didactic component of the program study consists of ten courses. These ten courses of the core curriculum are the foundation of the program and designed to ensure that our graduates meet our program objectives and the competencies required within the accreditation standards.

The DAOM is constructed in modular cycles, course work may be completed in a flexible manner, however all first year class work must be completed before advancing to second year course work. Promotion to the second year of the doctoral program is based on a student's satisfactory completion of the first year

First Year Cycle

DOM 701	Advanced Analysis of TCM Foundations
DOM 702	Empirical Theories of Acupuncture
DRM 721	AOM Research Principles
DOM 703	Korean Traditional Medicine
DPD 723	Professional Capstone Development: Formative

Second Year Cycle

DOM 801	Advanced AOM Treatments and Techniques
DOM 802	Contemporary US Health Systems
DRM 722	AOM Research Practices
DOM 803	Integrative Case Management: Best Practices
DPD 823	Professional Capstone Development: Summative

First Year Cycle

DOM701 Advanced Analysis of TCM Foundations (3 units/30 hours)

This course studies the use of classical Chinese medical theory and texts, their application in clinical practice, and the verification of classical references in integrative medical practice. An outcome of this course is that students understand the historic and cultural foundations of Oriental medicine and develop a deep scholarly knowledge base necessary to read and understand important TCM classics such as the Huang Di Nei Jing, the Shang Han Lun, Jin Gui Yao Lue, and Wen Bing Tiao Bian. They are also able to interpret the classic texts for application toward contemporary clinical practice.

DOM702 Empirical Theories of Acupuncture (3 units/30 hours)

This course examines current scientific evidence about the neurophysiological and biochemical processes associated with acupuncture. The role of endorphins and monoamine neurotransmitters in acupuncture analgesia is also explored in detail. This course supports our graduates' ability to collaborate and interact with other biomedical healthcare personnel, based on the knowledge of current neurophysiological and biochemical theories of the effects of acupuncture. This course introduces the most recent anatomical and physiological research findings on acupuncture. It lays the neurological foundations of acupuncture and discusses the different hypotheses and theories on meridians and points to give an insight into how the insertion and stimulation of the acupuncture needles affect the human body.

DRM721 AOM Research Principles (3 units/30 hours)

This course is designed to enable our graduates to demonstrate knowledge and skills in clinical research to provide an understanding of currently accepted research standards and methodology, as well as the current scientific literature in the field. This sequence is designed to fulfill our objective 'to critically evaluate research literature, design, carry out and report a study in Oriental medicine.' The course covers the basics of bio-statistical analysis and common statistical tests that are used to conduct biomedical research. It examines concepts such as probability theory, population sampling, descriptive statistics, inferential statistics, confidence intervals, statistical significance, hypothesis testing, and comparison of paired and unpaired groups. It provides the basis for the conceptual development of the research project through the subsequent courses. In addition, it teaches the ability to critically analyze the quantitative portion of research from a consumer's perspective. The course examines the research methodology utilized in contemporary biomedical sciences for the assessment of clinical efficacy and physiological mechanisms related to Oriental medicine.

DOM703 Korean Traditional Medicine (3 units/30 hours)

This course explores history, important medical texts and basic concepts of Korean Traditional Medicine (KTM). Discussions comparing KTM with other Traditional East Asian medical classics will also be an important part of this course. In addition, basic treatment modes in KTM, such as Sasang (Korean constitutional medicine) medicine, Saam (Korean four-needle technique), and Korean pharmacopeia will also be discussed. Korean formulas and herbs are introduced.

Also included is an in-depth study of KTM texts, such as Dong Eui Bo Gam (동의보감, Treasures of Eastern Medicine) and Dong Eui Su Se Bo Won (동의수세보원, Preservation of Longevity and Life in Eastern Medicine). Infectious diseases and other pathogenic factors in KTM will also be discussed in relation to present day treatment modalities using KTM. Practical applications of KTM and case studies will also be elucidated, including using Korean formulas, herbs, and point prescriptions. Finally the KTM applications are integrated with western medicine. In particular, an understanding of diseases from a western medicine point of view and an understanding of how to differentiate and integrate Western Internal Medicine with KTM theory, diagnosis and treatment will be discussed. The class may opt to focus different subjects on pathogenesis and relevant treatments.

DPD723 Professional Capstone Development: Formative (1 unit/10 hours)

Completion of the capstone research project is the culminating project for the doctoral program. Students begin initial work on their projects in the first year of study and continue throughout the program with the guidance of a mentor. Mentors are assigned to provide support and advice to students as they complete their projects. The capstone projects are significant original works, demonstrating critical thinking skills and creativity and contributing new ideas and perspectives on the topic. A wide range of topics of relevance to the acupuncture and Oriental medical field may be considered for projects, depending on student interests. Examples include research study proposals, literature reviews, meta-analysis, translation study, case series, and academic papers.

Second Year Cycle

DOM801 Advanced AOM: Treatment and Techniques (3 units/30 hours)

As the foundation of advanced training in patient assessment and diagnosis, and clinical intervention and treatment, this course focuses on broadening and deepening knowledge in a number of medical areas of particular relevance to AOM practice, including introduction to pain management, orthopedics, neurology, immune and autoimmune disorders, metabolic disorders, endocrine disorders, and gastrointestinal disorders. Both herbal medicine, acupuncture theory and techniques are addressed throughout these courses. Instructors are selected for their expertise and experience in a specialty area. The content and instructor exposes students to a variety of medical conditions, as well as different perspectives and practice styles.

DOM802 Contemporary US Health Systems (3 units/30 hours)

This course introduces students to the modern health care delivery system. The scope of systems-based practice includes familiarity with financing structures, the organization and capacities of provider entities and delivery systems; tools and techniques for controlling costs and allocating resources; systems for improving the quality of care; and the roles and contributions of other professionals in caring for individual patients and populations. Among the outcomes of this course are that students are able to engage in critical dialogue regarding the impact of professional practices, other health care professionals, the health care organization and society upon one's practice; to acknowledge and reflect upon how types of medical practice differ from one another; to investigate methods of controlling costs and allocating resources; and to advocate for patient care and assist patients in dealing with the complexities of our health care system. This course also provides essential support to the fulfillment the competency of consultative and collaborative knowledge and skills when interacting with biomedical health care personnel in case management.

DRM722 AOM Research Practices (3 units/30 hours)

This course equips students with an understanding of the process of designing data collection/ research implementation for the final research project and the final approval process.

Upon completion of this module, DAOM Students will be able to discuss design, qualities and challenges in various types of clinical research projects in TCM. Processes of IRB and historical issues will be

understood. DAOM Students will be able to access data base retrieval programs and produce a research proposal by the end of the class. Students will be able to scientifically assess the value of TCM research and learn how to appropriately evaluate evidence-based research in TCM. They are expected to be able to access these tools when evaluating the use of new treatment techniques, understanding how to carefully evaluate the viability of the TCM research. DAOM Students will be able to design, direct and implement clinical research projects in TCM.

DOM803 Integrative Case Management: Best Practices (3 units/30 hours)

Collaboration between providers of conventional care and complementary therapies has gained popularity but there is a lack of documented best practices and models for delivering such care. The aim of this course is to discover and develop best practices for the implementation of integrative case management. The outcome is to develop a model that aims for a patient-centered, interdisciplinary, non-hierarchical mix of conventional and complementary medical solutions to individual case management of patients.

This model of case management should include standard clinical practice and active partnership between a gate-keeping general practitioner and collaborating with a team of providers in a consensus case conference model of care. The idea is to develop an integrated case model which includes informal dialogue among course leaders, students and lecturers. This dialogue is fuelled by some of the participants' international clinical experience of providing conventional care and oriental medical care, as well as evidence of increased utilization, and the documented desire for increased collaboration and research on the part of the patients.

DPD 823 Professional Capstone Development: Summative (1 unit/10 hours)

Completion of the capstone research project is the culminating project for the doctoral program. In the second year, students submit the first draft of the capstone project to their mentor and the DAOM Committee for review. The capstone projects are significant original works, demonstrating critical thinking skills, creativity and contributing new ideas and perspectives on the topic. Students present summaries of their projects to an audience of peers and faculty during capstone project presentations at the end of the program.

In this course, students design, direct and implement their clinical research projects. They will meet with the capstone mentor to finalize and refine the research project. They will be able to determine the different resources available to them to help them complete their written projects. Candidates will also learn the different methods and forms of acceptable research. They will design, work on, and complete an acceptable project; this course may be extended until the completion of the final written research report.

Clinical Specialty Topics

First Year Cycle	
DSP 711	Integrative Management for Chronic Pain
DSP 712	Neuro-musculoskeletal Disorders: Brain and Neck
DSP 713	Neuro-musculoskeletal Disorders: Upper Extremities
DSP 714	Neuro-musculoskeletal Disorders: Lower Extremities
Second Year Cycle	
DSP811	Advanced Acupuncture Treatments and Techniques*
DSP 812	Herb-Pharmaceutical Interactions*
DSP 813	Advanced Herbal Formulas*
DSP 814	Advanced Korean Traditional Medicine Techniques*

*These courses cover a broader scope of practice including specialty topics in integrative pain management, gynecology, neurology, orthopedics, endocrinology/immunology and rehabilitation medicine.

The clinical specialty curriculum includes 320 hours of didactic training. This portion of the program is designed to provide practitioners with the highest possible level of training for the multitude and diversity of patients with various syndromes ranging from acute to complex chronic disorders. Advanced patient assessment, diagnosis, intervention and treatment are specifically addressed in this specialty portion of the program. The specialty curriculum emphasizes treatment methods in different styles, collaboration with and appropriate referral to other pain specialists for specific disorders that are commonly seen in an acupuncturist's practice.

Courses will include evidence-based medicine along with new approaches in the field of integrative medicine. The specialty focuses on integration and emphasizes a collaborative approach to patient care, valuing both biomedicine and Oriental medicine perspectives and methodologies. Oriental medical faculty and DAOM Students will offer their perspective in

areas of diagnosis, assessment and treatment planning.

The clinical curriculum will promote cross disciplinary interaction and improved care through collaboration. DAOM Students will focus on gaining understanding of the physiological changes of pain and the different natural approaches to pain management of chronic medical conditions. Faculty will cover many perspectives of integration and collaboration between Oriental medicine and others in healthcare fields such as chiropractic, medical doctors, and mental health.

These courses are designed to provide specialty competencies in patient assessment, comprehensive diagnosis, clinical intervention and treatment at a level qualitatively more advanced than the Master's level.

First Year Cycle

DSP711 Integrative Management for Chronic Pain (4 unit/40 hours)

This course covers particular conditions such as malignant tumors, fibromyalgia, chronic rheumatic disorders and autoimmune disorders from the perspective of Oriental Medicine. This course examines the neurophysiological and clinical basis of neuropathic and visceral pain disorders and how clinical management of those conditions can be best achieved by the integration of Western and Oriental medicine procedures. It includes psychosocial factors in pain management including the psychological, sociological, and cultural factors correlating to chronic pain disorders. Different psychotherapeutic approaches to chronic pain management including understanding cognitive-behavioral therapy, psychodynamic psychotherapy, and family systems therapy are examined. The course also introduces students to the basic concepts, history, and theories of addiction and substance abuse, and its clinical application for chronic pain patients and recreational drug users. The course gives an overview of addiction treatment approaches within the modern health care setting, and focuses on protocols utilizing acupuncture and herbal medicine for the management of substance abuse and alcoholism.

DSP712 Neuro-musculoskeletal Disorders: Brain and Neck (4 unit/40 hours)

DSP713 Neuro-musculoskeletal Disorders: Upper Extremities (4 unit/40 hours)

DSP714 Neuro-musculoskeletal Disorders: Lower Extremities (4 unit/40 hours)

This is the foundational cycle of modules of our pain management specialty. These three courses progress through treatment of pain syndromes from different regions of the body. These courses move from head and oro-facial; to cervical and thoracic spine and upper extremities; and finally to lumbar spine, pelvis and lower extremities. In each course, the structure and functions of each area is covered. Diagnostic procedures include orthopedic exams, neurological tests, radiological and other laboratory tests, as appropriate. Extensive discussion ensures that our graduates are able to make a correct Oriental Medical diagnosis and differentiation of the disorders. The major student outcome to be achieved in this series is to apply advanced integrative diagnostics as well as advanced applications of Oriental medical therapeutics.

DSP712 Neuro-musculoskeletal Disorders: Brain and Neck (4 unit/40 hours)

This is one of three courses that progresses through treatment of pain syndromes from different regions of the body and is a foundational cycle of modules of our pain management specialty.

This course covers physiology, pathology and common disorders of the head and oro-facial to cervical-spine regions. In this course, the structure and functions of brain and neck are covered. Diagnostic procedures including orthopedic exams, neurological tests, radiological and other laboratory tests will be discussed and taught, as appropriate. Extensive discussion ensures that our graduates are able to make a correct Oriental Medical diagnosis and differentiation of the disorders.

DSP 713 Neuro-musculoskeletal Disorders: Upper Extremities (4 unit/40 hours)

This is one of the three courses that progresses through treatment of pain syndromes from different regions of the body. This course covers physiology, pathology and disorders that affect the cervical, thoracic spine and upper extremities. The structure and functions of the upper extremities are covered in this course. Diagnostic procedures including orthopedic exams, neurological tests, radiological and other laboratory tests will be discussed and taught, as appropriate. Extensive discussion ensures that our graduates are able to make a correct Oriental Medical diagnosis and differentiation of the disorders.

DSP714 Neuro-musculoskeletal Disorders: Lower Extremities (4 unit/40 hours)

This course covers physiology, pathology and disorders of the lower limbs. In this course, the structure and functions of the lumbar and sacral spine, pelvis and lower extremities are covered. Diagnostic procedures including orthopedic exams, neurological tests, and radiological and other laboratory tests are discussed and taught, as appropriate. Extensive discussion ensures that our graduates are able to make a correct Oriental Medical diagnosis and differentiation of the disorders.

Second Year Cycle

DSP811 Advanced Acupuncture Treatments and Techniques (4 unit/40 hours)*

This course covers advanced acupuncture treatments and techniques for pain management, in addition to complex conditions such as fibromyalgia, metabolic syndrome, chronic rheumatic disorders and auto-immune disorders. Course objectives include utilizing selected points and techniques drawn from Chinese Scalp Acupuncture, Japanese Scalp Acupuncture, Chinese Hand Acupuncture, Master Tung, and Ear Acupuncture, for treating complex conditions.

Students will also gain an increased ability in working with the main, tendino-muscular, and extraordinary meridians as well as applying effective empirical treatment protocols for complex presentations and diagnoses.

DSP 812 AOM-Pharmaceutical Interactions and Contraindications (4 unit/40 hours)*

This course considers the emerging body of evidence around drug-herb interactions, which is a concern that affects the larger cultural domain in which this medicine is practiced and may have historic implications in the progress of this profession. The potential interactions between Chinese herbs/formulas and pharmaceutical drugs have increasingly been a topic of concern to many people today as a result of collaboration between Chinese and Western medical modalities. This course addresses the different aspects of herb/formula/drug interactions, ranging from complementary to toxic. Upon completion of this module, DAOM Students will understand the pharmacological nature of medicinal herbs/formulas, demonstrate knowledge of potential interactions between medicinal herbs and pharmaceutical drugs, and demonstrate enhanced case management skills regarding management of drug-herb interactions.

DSP 813 Advanced Herbal Formulas (4 unit/40 hours)*

This course provides advanced knowledge about herbal formulas and the theoretical framework for using Chinese herbal medicine for acute and chronic pain management. This class examines the properties, sources, therapeutic actions, potential adverse effects, modern basic scientific data, and traditional usages as well as modern clinical studies of herbal formulas. Herbal ingredients, relative dosages, therapeutic rationale and the traditional and contemporary explanations of the healing mechanisms of many well-known herbal formulae for pain management will also be explored. The classification of herbs according to the meridian system and how such a concept may be extrapolated to understand pharmacological actions and side-effects of modern drugs will be discussed. Algorithms in designing therapeutic formulas, such as how to select individual herbs according to their pharmacological properties and combine them

effectively to achieve a specific therapeutic goal, and how to balance the formula with additional agents to reduce its potential side-effects and enhance its overall efficacy, will be covered in the course.

DSP814 Advanced Korean Traditional Medicine Techniques (4 unit/40 hours)*

This course builds on Advanced Korean Traditional Medicine and further develops Sasang (Korean constitutional medicine) medicine, Saam (Korean four-needle technique), and Korean pharmacopeia for pain management and other specialty topics. Korean formulas and herbs for pain management including practical applications and case studies will also be further refined. Finally Korean Traditional Medicine applications are integrated with western medical pain management techniques with a particular understanding of pain from an integrated perspective.

Clinical Training

The structure and diversity of our clinical experiences allows for a balance between common consistent clinical instruction and individualized focus based on interest and professional relationships. The DAOM Clinical Experiences allows for a range of clinical training through residency, mentorship and preceptorship as students develop their interests and establish professional relationships.

Clinical instruction in the pain management specialty is integrated more explicitly in some settings and as a significant issue for the general patient population in other settings. Pain, in a variety of manifestations, is a primary condition for most patients seeking medical care. The on-campus residency has a devoted pain management focus but includes other specialty topics of interest to students and that is reasonably within the patient population.

Clinical Training - DAOM Students will complete 650 hours of clinical training including.

- 250 or 410 hours of residency at the DULA clinic with doctoral faculty,
- 200 or 120 hours of mentorship with a highly qualified mentor who meets the DAOM program qualifications, and
- 200 or 120 hours as preceptors overseeing Master's degree students.

The student will organize and schedule their personal clinical learning plan. Clinical Residency hours will be arranged in small groups and Mentorship and Preceptorship will be arranged on an individual basis. These core clinical experiences are under the direct supervision of DAOM Clinical Supervisors and DAOM Clinical Director. Each doctoral student must complete a minimum of 650 hours. Students build advanced skills and understanding in Oriental medicine and the clinical specialty area(s) of the student's choice. They utilize assessment, diagnosis, intervention and treatment modalities of Oriental medicine with advanced and deepened competence; to integrate Western medical diagnostic techniques during care; to effectively collaborate with colleagues in multiple health care fields; and to be able to make evidence-based decisions.

Residency

250 or 410 Hours

DAOM students treat patients and receive input from DAOM supervisors to develop advanced skills of diagnosis and treatment along with refining skills of consultation and collaboration.

Through this process, candidates will apply advanced clinical interventions in conjunction with biomedical assessment, physical assessment, interpretation of laboratory tests and the practice of narrative report writing. Experts in the fields of specialty will be available for students to confer with, observe and assist in treatment and to receive direction in patient care. The Clinic Director will assure clinic faculty is connecting classroom content to clinic rotations.

One goal of Clinical Residency is to maximize the opportunity for DAOM Students to develop skills and apply knowledge learned through practice with patients. DAOM students will see patients as teams in small groups (up to 6 residents), to allow for discussion, collaboration and application of individual skill in the assessment and treatment of the patient. DAOM Students will engage in ongoing treatment and chart review with the entire team between meeting components. The program seeks to maximize discussion of cases rather than the fast-paced patient turnover in the Master's clinical environment. DAOM students will share knowledge and skills based on prior experience, as well as offering peer feedback.

DAOM Students will take turns providing treatment, including placement of needles, recommending herbal formulas and providing patient education in herbal formulas and nutrition. Clinical supervisors will be available for discussion, including assistance with advanced diagnostic and acupuncture techniques as well as herbal formulas. Senior practitioners of Oriental medicine will also provide input into the development of deeper knowledge and sharpened skills applied to the use and dispensing of herbal medicine and acupuncture, with particular concentration applied to the clinical specialty topics covered in the doctoral program.

DAOM Students will treat patients in areas of their core curriculum and in the clinical specialty areas. Each group will see patients during their four-hour shift. DAOM students will participate in case discussion and design of case management strategies. DAOM students will participate in assessment of patient progress, modification of treatment plans and incorporate integrated care as appropriate. DAOM Students will assess patient progress and modify the treatment plan as needed. Careful selection of return

patients will allow the fullest learning environment for DAOM Students while providing continuity of care for patients.

In the First Year of Clinical Residency Training, DAOM Students will:

- Apply information and strategies from classical texts to patient diagnosis and treatment plan.
- Apply biomedical information to patient diagnosis and treatment plan development and refer patients appropriately.
- Demonstrate an ability to research information and use critical thinking skills to diagnosis and apply appropriate treatment.
- Apply physical assessment that integrates both knowledge and skill of Oriental medicine techniques with biomedicine as appropriate.
- Demonstrate ability to take an in-depth medical history and maintain patient charts in a standard SOAP format, understandable to any medical professional.
- Apply advanced methods of acupuncture appropriately to patient intervention.

In the Second Year of Clinical Residency Training, DAOM Students will: Demonstrate all competencies of Year One and in addition:

- Apply classical texts to case management.
- Demonstrate ability to combine resources including classic texts, biomedicine and research in diagnosis and case management.
- Demonstrate advanced understanding and application of pulse and other diagnostic methods as taught in Advanced Acupuncture and Diagnosis to patientcare.
- Demonstrate advanced skill in the application of acupuncture and other modalities of Oriental medicine.
- Demonstrate knowledge of herbs and herbal formula construction sufficient to create individualized formulas for patients and the ability to explain rationale for herbs used to the supervisor.
- Recommend Chinese nutrition appropriate to patient's condition.
- Demonstrate case management skills that include collaboration, referral and written correspondence.

- Prepare and present oral and written case studies demonstrating synthesis of logical, systematic and analytical thinking.
- Demonstrate competence in the use of medical terminology when collaborating with biomedical practitioners.
- Interpret medical reports.
- Make appropriate medical referrals.
- Assist biomedical counterparts of potential drug-herb interaction.
- Attain the goals in their individualized written contract.
- Demonstrate knowledge and skill in the treatment in the area of specialization. Competencies listed in doctoral level one and two also apply to specialty training and are repeated specific to specialty training.
- Perform a comprehensive assessment as applied to Integrative Pain Management. Assessment skills will include the integration of Oriental medical diagnostic methods and biomedicine diagnostic techniques and information.
- Demonstrate ability to interpret laboratory results.

Preceptorship

200 or 120 Hours

Clinical teaching experience is created in the form of a Preceptorship in the DULA Medical Clinic. The doctoral students function as supervisors or assistant supervisors depending on the years of clinical practice experience. Students are assigned as assistant supervisors for a maximum of 200 hours. The primary educational objective for this supervisory experience is for the doctoral student to demonstrate skills in the three roles of clinical teaching - professional role modeling, supervision of patient care (including quality assurance), and teaching (preparation, delivery and assessment/feedback).

The Clinical Director serves as the primary supervisor for all clinical preceptors and will ensure that each student meets all requirements for teaching, as well as provides periodic feedback on performance, including the doctoral students evaluation of Master's interns and any ratings of their teaching provided by interns.

The DAOM Director also provides guidance to doctoral students in teaching and leadership skill development. Students may design a formal learning plan for themselves as assistant supervisors, particularly those who are more junior, which includes their own learning objectives and the activities they will engage in to develop effective teaching skills. Other students may design learning plans for their interns, or may engage their learners in self- reflection, peer teaching, peer evaluation or small group learning activities. For every 40 hours of precepting, the doctoral students will develop one portfolio entry encapsulating their own learning experience and demonstrating their progression as a supervisor.

Mentorship

200 or 120 Hours

Doctoral students fulfill 200 hours of direct interaction with a clinical mentor. The purpose of the clinical mentorship is to directly engage with a senior health care practitioner in a systematic and interactive approach to patient diagnosis and treatment in the clinical setting of the mentor. Learners achieve competency in advanced patient assessment and treatment as defined in their own objectives for the experience. The minimum recommended time with each clinical mentor is 40 hours. The maximum time with one mentor is 120 or 200 hours.

Through the Mentorship, DAOM Students will:

- Identify and discuss the exceptional skills and knowledge of the mentor practitioner.
- Observe the clinical mentor in their practice.
- Be observed by the mentor in patient assessment and treatment.
- Evaluate various methods of patient care of the mentor practitioner.
- Understand and apply new methods of patient assessment techniques, diagnosis and herbal formulas.

Qualifications:

DULA approves clinical mentors according to the following guidelines:

- Mentors must hold a doctoral degree in a Western health profession or in Oriental medicine or hold equivalent status from China such as a master's degree, state recognition from China for advanced academic standing, or
- Mentors must have attained distinction in the field of integrative medicine. Distinction is qualified as either publications or presentations, or as specific focus, knowledge and experience in a particular area.
- Mentors must have been in practice for a minimum of ten years, or have identified expertise in an area of interest for the learner, and provide sufficient patient load for instruction at a doctoral level. Clinical mentors must provide a current license and curriculum vitae to DULA.

DAOM Students develop learning objectives and evaluations systems for an individualized learning experience with a Mentor. This is designed to further skills of advanced patient assessment and diagnosis as well as advanced clinical intervention and treatment. The Mentorship must support the learning objectives of the program. Students must submit this learning plan stating their objectives for a particular mentorship, a description of activities and a plan for assessing how well the objectives have been met. The clinical mentor must approve the proposed plan by their written signature on the plan or by a separate letter. The learning plan must be approved by the DAOM Director or the Clinical Director.

Students must also provide a written summary of the highlights of the learning experience to the Clinic Director. A written reflection must be submitted by the DAOM student along with a DAOM Mentor evaluation of the student submitted by the mentor.

Doctoral Capstone Project

All DAOM Students must satisfactorily complete and defend a research project as a requirement for graduation. The project must incorporate the use of current literature and research in acupuncture and Oriental medicine. The DAOM Student must demonstrate the application of knowledge in the design and critique of approaches to systematic inquiry and to the use of qualitative and quantitative methods. The project must make a unique and meaningful contribution to acupuncture, herbal medicine or Oriental medicine and not merely a replication of an existing study. The project must meet academic form and style suitable for peer review professional publications.

The proposal must include a description of the problem area, a specific research question, a review of relevant literature and identify research methods to examine the clinical question in a scholarly manner. Formal proposals must be submitted to faculty and IRB for approval prior to start of the project.

All relevant sections of the IRB application must be submitted to the Institutional Review Board (IRB), which will provide human subjects review and approval. The final project must be approved by the instructor for the Doctoral Research Project course before the DAOM student presents the project to the Doctoral Committee and to the cohort.

Research project formats may include: Theoretical Analysis, Surveys & analysis of archival data, Outcomes Research, Systematic Qualitative Investigations, Public Policy Issues, Case Studies (outcomes must be unique and have significant impact), Evaluative Research, Interpretive Translation Research and Educational Research.

Approved research projects must be submitted on paper designated for formal documents. The Program Director will be responsible for oversight of all evaluation activities, working in close collaboration with the Doctoral Committee. The project suitable for binding must be submitted to the Doctoral Director's office before the degree will be granted. Two copies will be placed in the library, one in the Director's office and one with the Librarian.

The Faculty

DAOM Faculty members have been carefully selected based on exceptional achievement, knowledge and clinical practice in their area of expertise and for their skills as instructors. Nearly all doctoral faculty members hold Ph.D., MD, or doctoral equivalent degrees. Faculty members who do not hold a doctoral degree are highly experienced and recognized experts in their field. Didactic and clinical faculties are required to meet the following minimum requirement of educational and professional experience:

- Possess expert clinical or academic experience for at least 10years
- Doctoral degree in/related to the field of AOM or comparable evidence of eminent scholarship.
- Professionals who stay current with the advances and research in their field.
- Demonstrate understanding of students' need for assistance and guidance to complete the program, including collaboration with complex case issues and research.
- Possess interest and skill in promoting the field through advancing scholarship and ability in others.

The DAOM program faculty members have excellent multi-disciplinary experiences within the core curriculum and the clinical specialty areas. Many have provided input to development of the program. All have doctoral degrees relevant to the competencies of the program. All have background and expertise in their area of instruction.

Zheng, Qi Wei

B.S., Jiangxi College of TCM, China

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

DAOM., South Baylo University, CA

Licensed Acupuncturist, State of California

Qian, Meredith

MD, An Hui College of Medicine, China

MS, China Academy of Chinese Medicine, China

Licensed Acupuncturist, State of California

Jin, Yu Ji (Kim, Ok Hee)

M.D., Yian Bian Medical University, China

Ph.D., Beijing University, China

MSOM, Royal University, CA

Licensed Acupuncturist, State of California

Zhao, Yong Ji

M.D., Yian Bian Medical University, China

D.C., Cleveland Chiropractic College

Certified Qualified Medical Evaluator

Choi, Hyungsuk

BA, School of Oriental Medicine in Kyung Hee University, Korea

MA, School of Medicine in Cha University, Korea

Ph.D., School of Medicine in Cha University, Korea

Licensed Acupuncturist, State of California

Choi, Seung

BA, School of Oriental Medicine at Kyung Hee University, Korea

MA, Graduate School of Oriental Medicine at Kyung Hee University, Korea

Ph.D., Graduate School of Oriental Medicine at Kyung Hee University, Korea

Licensed Acupuncturist, State of California

Doctoral Clinic Supervisors:

Zheng, Qi Wei

B.S., Jiangxi College of TCM, China

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

DAOM., South Baylo University, CA

Licensed Acupuncturist, State of California

Qian, Meredith (Chunyi)

MD, An Hui College of Medicine, China

MS, China Academy of Chinese Medicine, China

Licensed Acupuncturist, State of California

Joo, Kay

B.A., Hanguk University of Foreign Languages, Korea

B.S., University of Southern California, CA

M.S., Samra University, CA

Licensed Acupuncturist, State of California

Lee, Heiwon

BA, Chung-Ang University, Korea

MA, Bridgeport University

MSOM, Samra University

Diplomate of Acupuncture, NCCAOM

Licensed Acupuncturist, State of California

Admissions

DAOM applicants must have graduated from an accredited or candidate program in Oriental Medicine or equivalent.

Required Documents

All applicants who have not satisfied the minimum eligibility requirements are encouraged to complete their general education studies before applying. The required documents include the following:

1. Completion of your paper application written in English
2. Non-refundable \$100 application fee / \$200 for international students (I-20 fee included)
*Late fee \$20 will be applied on late applications. Please check our application deadlines.
3. Two Passport-sized color photos in white, black or light blue background taken within 3 months
4. Personal statement essay approximately 500 words written in English.
5. Two letters of recommendation written in English including evaluator's statements and signatures
6. Affidavit of support form with supporting bank statements issued within 6 months (For international students)
7. A copy of California Acupuncture License
8. A professional current resume
9. A copy of copies of Diploma(s) from previous OM colleges and/or universities
10. Sealed official transcripts from previous colleges and/or universities
11. Course-by-Course transcripts credential evaluation outside of the U.S. (If applicable)
* Credential evaluation is the way in which academic and professional degrees earned in one country are compared to those earned in another. Please visit <http://www.naces.org/> and select one of institutions listed. Evaluation must include equivalency of education.
12. Proof of English proficiency (*Section of 'English Proficiency')

13. Proof of residency

- U.S. Citizens or Permanent Residents: A copy of valid passport, birth certificate, naturalization certificate or permanent resident card
- F-1 Visa or other Visas Holders: A copy of valid passport and F-1 Visa or other proper visas.

English Proficiency

English proficiency is critical to your success at DULA. If you don't meet our language requirements, you are not allowed to start studying at DULA DAOM Program.

The English proficiency requirement is satisfied by;

- A minimum score of 61 including speaking 26 and listening 22 on the Test of English as a Foreign Language (TOEFL) Internet-Based Test (IBT) or a level 6 on the International English Language Testing System (IELTS) Exam
- 60 semester units or 90 quarter units of baccalaureate level education taught in English at an institution accredited by an agency recognized by the U.S. Secretary of Education, or from an equivalent English Language institution in another country

Application Procedures

The DAOM Admissions Committee has the responsibility to determine if a prospective student will be capable of achieving the program's educational objectives. The official transcript of the applicant is reviewed to determine if the prospective student has the academic ability to be successful in the program. Under special circumstances, requirements may be modified or waived by approval of the DAOM Admissions Committee. "Special admissions learners" may comprise 10% of each cohort. Special admissions learners are prospective doctoral candidates who have successfully completed a master's program in Oriental medicine from an ACAOM-accredited or candidate institution and will have passed the California Acupuncture Licensing Exam within one year of conditional acceptance to the DAOM program.

Upon receipt and review of all required materials, selected applicants meeting DULA criteria for admission to the DAOM program will participate in an on-campus interview with the DAOM Admissions Committee. The Admissions Committee will have members representing different aspects of the doctoral program, the Doctoral Director, the Clinical Director and a selection of faculty. Other members of the DULA community may be invited to serve as needed. The Admissions committee will meet after the interview to review the documents and evaluate the application. The applicant will be assessed on the ability to meet requirements such as:

- Degree qualification
- Impressions of personal capacity to meet the rigors of the program
- Character and suitability of the applicant

Within one week of the panel interview the applicant will receive written notice of the committee's admission decision. The committee's decisions include acceptance, rejection or conditional acceptance.

A waitlist will be developed if there are more than the maximum 20 desired qualified applicants. Applicants recommended for conditional acceptance will be provided with an assessment and required plan of preparation. Admissions will be accepted quarterly and applications must be completed and submitted to the University one month before the start of classes. The Admissions Committee will review each application. Once the applicant is accepted, a letter of acceptance will be issued inviting the accepted applicant to enroll. An enrollment appointment will be set for the prospective student to meet with the Doctoral Director to receive information and assignments for the first class meeting. In addition, students admitted to the DAOM program will meet with the Registrar to go over financial arrangements for tuition.

Entrance in the Doctoral Program will be based on the following standards:

- Timely submission of required documents (see above)
- Graduation from an accredited or candidate program in Oriental Medicine or equivalent (example: OM Bachelor's degree from China)
- Proof of professional license and malpractice insurance
- Result of Interview with DAOM Admissions Committee

Transfer Credit

Course work taken at another accredited institution before admission to DULA may be presented for evaluation for transfer credit. Presentation is by petition, accompanied by the following fees: one course \$50, two courses \$100, and three or more courses \$135. Credit for courses within the DULA DAOM curriculum may be granted for equivalent courses taken at an ACAOM-accredited institution. Courses must have been taken within 10 years prior to admission to DULA and must be equivalent in hours and content to the course offered at DULA. Concurrent enrollment may only be undertaken for transfer credit only after counseling and prior written approval of the Doctoral Program Director. Any DULA student who wishes to transfer a course completed more than 10 years prior to admission may petition to take a proficiency examination (which is equivalent to the final exam for the course) and if successfully passed with a score of 75% or higher, allowance will be made for transfer credit. Additional criteria for acceptance of transfer credit follows:

- Transfer credits cannot be a part of any Master degree program
- Transfer credits come from coursework at an ACAOM-accredited institution
- Transfer credit cannot exceed 200 hours (only didactic hours)

Admitting the Experienced Practitioner

Experienced licensed Acupuncture practitioners (L.Ac.) who do not meet entrance standards may be “conditionally“ admitted into the DAOM program under the following circumstances:

- A graduate degree in Acupuncture or Oriental Medicine.
- A review of training and experience by the Doctoral Admissions Committee indicating a foundational base in Oriental Medicine strong enough to be a DAOM Student for admissions.
- Demonstration of 10 years of full-time clinical practice in Acupuncture or Oriental medicine with documentation of a minimum of 2000 patient treatments
- Willingness to take specific courses or challenge exams in areas of deficiency prior to beginning Doctoral courses.

Admitting Foreign Students

All DAOM courses are taught in English. The language requirement for foreign students set forth by ACAOM policy 3.10.2.3, Amendment to ACAOM Standard, is:

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

Establishing Admissions Policies

The Doctoral Advisory Committee establishes criteria for admission. Admission policies will be reviewed by the Doctoral Admissions Committee and changes made as necessary. Any change in policy will have a period of adoption and implementation and will be reflected in the current DAOM Catalog & Student Handbook.

DULA has established admissions standards appropriate for entry to the Doctoral program. These standards were formulated by the Doctoral Advisory Committee as demonstrating an applicant's ability to manage the rigors of the program. Important to the success of applicants as a learner is the demonstration of a minimum 2.9 GPA in prior postgraduate coursework.

Educational competency is to ensure that all those admitted to the program have a common base of knowledge and set of skills to serve as a foundation for the level of education in the clinical doctorate. This will minimize the need to provide remedial work once classes begin. The required essay, letters of recommendation, transcripts, resume and interview process will assist the admissions committee in assessing an applicant's motivations for pursuing a clinical doctorate and his or her commitment to completing the program.

International Student Visa Services

Dongguk University Los Angeles is approved by the U. S. Citizen and Immigration Service

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

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

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

Foreign students must also submit:

1. Official Transcript Evaluations. Foreign transcripts may need to be professionally translated and evaluated by a recognized Evaluation service such as World Evaluation Service (WES) or Center of Applied Research and Education, Inc.
2. Certificate of Account Balance. A bank account showing the current balance in U.S. dollars, or a completed Affidavit of Support (INS Form I-134) if sponsored by a third party.
3. I-20 Form. If transferring from a U.S. institution as an F-1 student, a transfer release form from the institution must be submitted to the DULA International Student Advising/SEVIS Compliance Officer in order for the student to be issued a new I-20 form from Dongguk University Los Angeles.

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

Re-Admission

The university requires petition from applicants who are trying to be re-admitted. All the re-admission process is considered same as general admission. The student must submit the completed application and fees.

Re-Admission after Academic Dismissal

Students may re-apply for re-admission to the university no sooner than one (1) year after being academically dismissed and be only considered for reinstatement by special action when sufficient evidence is available to show the future satisfactory academic progress. The university may require transcripts of any coursework taken elsewhere to improve academic standing.

Re-Admission after Withdrawal

In order to reenter the university after withdrawal, completed application and fees as well as updated documents are required. Students approved for re-admission are responsible for fulfilling the curriculum requirements current at the time of their re-admission.

Re-Admission after absence with or without notice

Students who fail to register for more than two (2) consecutive quarters (180 days) or if the students are fail to register for more than “two (2) consecutive quarters (180 days) with the additional of one subsequent Leave of Absence within that same 12-month period” due to excused leave from unforeseen circumstances, such as jury duty, military duty, and criteria covered under the Family and Medical Leave Act of 1993, are considered to have withdrawn from DULA. These students must re-apply for admissions as a new student if they wish to continue the program.

Re-Admission of Military Personnel and Veterans

A student who has duty service for more than 180 days is eligible for re-admission. They student must meet following criteria;

1. Advance notice (Leave of Absent form) is provided to the university
2. Appropriate application and updated documents are submitted
3. An application fee will be waived

Re-admission for other reasons, such as failure to meet the conduct standards set forth by the University will be considered. The university will inform the student of decisions as well as any conditions and/or additional requirements for re-admission.

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

New Student Orientation

DAOM Students are required to attend an orientation session which takes place during the first week of every quarter. Orientation is conducted by the Doctoral Director and Clinic Director. All administrative staff will introduce themselves and describe their part in the DAOM program. DAOM Students will have the opportunity to ask questions.

Services

Student Healthcare Services

Students and their family members are eligible for discounted clinic fees. For more information please contact the herbal pharmacy. The Oriental Medical Center offers healthcare services to students and their family members at substantially discounted rates for treatments and some herbal prescriptions.

Student Advising

The Student Services Coordinator is the principal student advisor for the MSOM program. The Dean of Academic Affairs, Program Director, and Academic Coordinator 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 Advising

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.

Student Associations

DULA has English, Korean and Chinese Language Program Student Associations. These Student Associations operate both autonomously of each other and cooperatively in planning campus wide events, coordinating their efforts to improve student life on campus. Their membership is open to all students who comply with their respective by-laws, which must be

approved by the administration. The Student Associations are free to engender various sub and University-wide organizations on behalf of their constituencies.

DULA Alumni Association

The DULA Alumni Association was established to foster the professional interests of our graduates who elect to join this purely voluntary association. The DULA Alumni Association encourages its members to assist currently enrolled students in obtaining employment upon graduation. Alumni Association members also offer free tutorial assistance.

Academic Policies

Enrollment and Right to Cancel

The registration takes place either online or at the administrative offices, after selected courses have been approved by the Program Director. The Registrar is available full-time to assist students in registering for classes online. To register for clinic internship, students must first plan their internship shift schedules with the Intern Administrative Coordinator. Payment of tuition for clinical internship is paid at the front desk of the administration office. Registration for didactic courses is handled online through user-friendly software. New students and those who would like help can request such from the Registrar and/or front desk staff. For new students, registration may take place at any time prior to the end of the first quarter of study in which the new student is enrolled. For continuing students, Official Registration begins every 9th week of the quarter for the subsequent quarter of study. Registration for a subsequent quarter ends on Friday of the 11th week of the prior quarter. Students may register up to Friday of the 11th week. To begin the registration process, students are required to pay the current registration fee that is published online and in the DULA general catalog.

It is critical that students register for classes during the official registration period. After the close of the official registration period, classes that do not have a sufficient number of students may be canceled. To ensure classes you need are not canceled, please register during the official registration period. To prevent cancellation of one class, each class has to reach minimum of 7 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 are fully determined by the final decision of Academic Committee Meeting on Wednesday of the 2nd week of the quarter. Registration for classes is being opened again during Add/Drop period. Students will be notified by MSOM Academic Coordinator via DULA populi news regarding the current enrollment number in each class of 3 Language Programs during the first week of the quarter. Students are encouraged to enroll to classes that are low in their enrollment number to help prevent the cancellation of classes. After the final decision of Academic Committee Meeting on Wednesday of the 2nd week of the quarter, students who their registered classes got cancelled are opened to

register to other classes until Friday of the 2nd week of the quarter with the exemption to the late registration fee. All class registration for the current quarter will be closed after Friday of the 2nd week of the quarter. Class registration for the next quarter will be opened again on the 9th week of the quarter.

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

Full-Time Enrollment

For academic and financial aid purposes a student must enroll in a minimum of 7 to be considered a full-time student.

Part-Time Enrollment

To be enrolled part -time, students must enroll for and satisfactorily complete a minimum of 4 units in any one quarter of study.

Add / Drop

Students may add or drop classes during the first 10 days of each quarter (ended on Wednesday of 2nd 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 (Withdraw/Fail) with no credit (see Grading Policy).

It is critical that students register for classes during the official registration period. After the close of the official registration period, classes that do not have a sufficient number of students may be canceled. To ensure classes you need are not canceled, please register during the official registration period. To prevent cancellation of one class, each class has to reach minimum of 7 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 are fully determined by the final decision of Academic Committee Meeting on Wednesday of the 2nd week of the quarter. Registration for classes is being opened again during Add/Drop period. Students will be notified by DAOM Coordinator via DULA populi news regarding the current enrollment number during the first week of the quarter. Students are encouraged to enroll to classes that are low in their enrollment number to help prevent the cancellation of classes. After the final decision of Academic Committee Meeting on Wednesday of the 2nd week of the quarter, students who their registered classes got cancelled are opened to register to other classes until Friday of the 2nd week of the quarter (ended at 06:00PM) with the exemption to the late registration fee. All class registration for the current quarter will be closed after Friday of the 2nd week of the quarter. Class registration for the next quarter will be opened again on the 9th week of the quarter.

Attendance

The University has established attendance policies essential to the DAOM education. A candidate's absence from more than 20% of class will constitute an automatic failure. In all cases, students are responsible for making up the missed work. DAOM Students are required to submit all assignments to the appropriate faculty member regardless of attendance. DAOM Students will have 6 weeks to make up didactic coursework and 10 weeks to make up clinic requirements; after which time the student may be placed on academic probation. If the work has not been completed within the time periods above, the student may be dismissed from the program. Any change in attendance standards will be specified on course syllabi distributed at the first class meeting.

Examinations

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

Grading Policies

DULA will employ a pass/fail grading system for courses. A point system will be utilized to evaluate the assigned course work. Points will then be translated into percentages and the following graders will be assigned: (Note: The following grade point/percentage system is employed for assignments, and exams at DULA: A = 94-100, A- = 90-93, B+ = 87-89, B = 83-86, B- = 80-82, C+ = 77-79, C = 73-76, C- = 70-72, F < 70.)

- P (pass) - Satisfactory completion of all required coursework. A percentage of 75% will be required to receive a Pass.
- F (fail) - Unsatisfactory completion of coursework. If a student fails a course, the student will be offered that opportunity to repeat the course with the next cohort. If retaking a failed course, students must pay the full tuition in order to receive full credit for the course. If the course is determined by the Doctoral Committee to be essential to the succeeding coursework then the student may be dismissed from the program. That student may apply for readmission one year later.
- W (withdraw) - A student may withdraw from a class before final requirements for the course are due. The student must request and receive permission from the Program Director and course instructor. A (W) will become a permanent part of the student's academic record. If the course is essential to the succeeding course work the student will be required to take a leave of absence and repeat the course with the following cohort.
- I (incomplete) - A grade of incomplete indicates that further work in a course must be completed before a grade is given. A DAOM Student will have three months to complete any course work outstanding work and converted the grade to a Pass. After

the three- month period, incomplete grade will remain on the record and the DAOM Student will be required to retake the class. If the course is essential to subsequent coursework the DAOM Student may be required to take a leave of absence until the course is offered.

- IP (In Progress) - Due to the structure of some courses, grades may not be assigned for more than a six months. In those cases a grade of (IP) indicating that the course is continuing and that a grade will be assigned when the course is completed.

Satisfactory Academic Progress

Because the DAOM is constructed in modular cycles, coursework may be completed in a flexible manner, however all first year coursework must be completed before advancing to second year coursework. Promotion to the second year of the doctoral program is based on a student's satisfactory completion of the first year.

Interruption of academic progress due to absence or failure of any course or exam has been described above and may result in dismissal from the program. If the DAOM Student fails to correct an incomplete or experiences excessive absences, the DAOM Student must request a leave of absence and retake the course in question.

DAOM Students are expected to complete the doctoral program in 24 months of continuous enrollment. If a student requests and is granted a leave of absence from the program, the student is expected to return within 24 months. A maximum of four years is allowed for program completion.

Tuition and Fees

Academic Tuition

Didactic (classroom) Instruction	: US\$200 per unit
Clinical Instruction	: US\$10 per clinical hour

Tuition Payment Policy

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

Tuition Installment Payment Plan

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

The plan allows students to pay their tuition in 3 installments. 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 below, there will be a US \$10 administrative processing fee assessed on the second and third installment payment. Students may avoid paying these fees by paying their tuition balance in full at any time.

The first payment is due at the time the student registers, the second payment is due on the Monday of the 4th week after the beginning of the quarter, and the third payment is due the Monday of 8th week after the beginning of the quarter. There will be a grace period of 4 days for the second and third payments. As indicated below, late payments will be assessed a fee of US

\$15 each time they are late. Late tuition fee payment will be exempted only to all DULA new students.

Standard Fees

Standard Fees	
Application Fee	US\$ 100 (Non-refundable)
Capstone Review Fee	US\$ 100 (Non-refundable)
Graduation Fee	US\$ 200 (Non-refundable)
Supplies / Kits	US\$ 90 (Estimated)
DULA Lab Coat	US\$ 30 (Estimated)
Textbooks	US\$ 400 (Estimated)
Clinic Malpractice Insurance	US\$ 45 per quarter

Additional Fees (Non-refundable)	
International Student Processing	US\$ 100
I-20 Re-issue	US\$ 20
Late Registration	US\$ 15
Certificate of Attendance	US\$ 5
Certificate of Graduation	US\$ 5
Official Transcript	US\$ 10
Unofficial Transcript	US\$ 5
Tuition Verification	US\$ 5
Student / Clinic ID Card	US\$ 10
Parking Quarterly	US\$ 50 (or US\$ 5 per day)
Returned Check Charge	US\$ 25
Installment Payment	US\$ 10 (for each installment payment)
Late Payment Fee	US\$ 15 (for each expired deadline)
Student Tuition Recovery Fund Fee	US\$ 0.50 per US\$ 1000 of institutional charges

Notes:

1. For express process, there is an extra fee. Please refer to the school document request form that can be obtained at DULA front office.
2. New students:

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.

3. Continuing students and returning students:

DULA reserves the right to raise all fees and charges for continuing students and returning students, including tuition, in any amount, at any time.

Student Tuition Recovery Fund

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

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school failed to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school failed to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30 days before the school closed, or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. There was an inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following apply to you:

1. You are a student in an educational program, as well as a California resident, or you are enrolled in a residency program and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans.
2. Your total charges are not paid by any third-party payer such as an employer, government program, or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies to you:

1. You are not a California resident, or are not enrolled in a residency program.
2. Your total charges are paid by a third party, such as an employer, government program, or other payer, and you have no separate agreement to repay the third party.

Estimated Total Expense

The estimated total for completion of the program is \$20,470. This estimate includes classroom instruction, clinical instruction, application fee, graduation exam, graduation fee, supplies, uniforms, textbooks, clinical malpractice insurance, Student Tuition Recovery Fund fee, and the student ID card.

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

Financial Aid

DULA DAOM program currently does not offer the financial aid.

DULA Scholarships

DULA does not offer scholarships in DAOM Program; however, DULA will announce scholarships from external sources when the opportunities arise. For further information regarding scholarships, please contact the Financial Aid Officer or the Dean of Academic Affairs.

Tuition Refund Policy

Student's Right to Cancel

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

The student has a right to a full refund of all charges (less the non-refundable \$100.00 application fee and \$100.00 I-20 fee for international students) if the student cancels enrollment prior to the first day of instruction, or during the add/drop period. In addition, if the student withdraws after add/drop period, he/she will receive a pro rata refund for the unused portion of the tuition and other refundable charges.

The school will also refund payments collected from a third-party on the student's behalf, such as payment for license application fee. If the institution cancels or discontinues a course of instruction, or part of a course of instruction, then the institution will make a full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal. CEC 94911(e)(2)

Students will be held financially liable for all classes and clinic hours that appear on their registration. It is the student's responsibility to officially cancel their registration, drop, or withdraw from classes or clinic hours by notifying the institution via the front office, in writing, as set forth in the enrollment agreement. This includes, but is not limited to, classes and clinic hours the student registered for but never attended and/or completed. Informing the class instructor or program director does not constitute a cancellation of registration, drop, or withdrawal from class or clinic hours.

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

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

Course cancellation: If a course is cancelled subsequent to a student's enrollment and before instruction in the course has begun, the school shall provide a full refund of all money paid. If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall provide a full refund of all money paid within 30 days of cancellation or withdrawal. CEC 94911(e)(2)

Procedures for the Calculation of the Amount of the Title IV Program Funds that a Student Has Earned upon Withdrawal

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

1. The withdrawal date shall be the last date of recorded attendance.
2. The date you provide written notification to the academic dean, program directors, or registrar of your intent to withdraw. Only these staff members are authorized to accept a notification of your intent to withdraw.
3. The date the school terminates your enrollment due violation of attendance requirements or other failure or violation of institutional rules and policies.
4. For failure to return as scheduled from an approved leave of absence, the withdrawal date shall be the last date of recorded attendance.

Cancellation of Registration

A cancellation of registration cancels all classes and clinic hours for which a student has registered. If a cancellation of registration is submitted prior to midnight of the day before the first day of instruction during the add/drop period, a full refund of tuition and fees (other than those that are non-refundable) shall be granted to the student. Students who submit a cancellation of registration after the add/drop period are eligible for partial refunds based on a pro-rata amount, for up to 60% of the course of instruction, completed as follows:

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

*Exception for students whose classes have been cancelled and need to register for other classes during Thursday and Friday of the 2nd week of the quarter; they will be 100% refunded for the cancelled classes.

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

Dropping Classes

Students who drop individual class(es) during the add/drop period (but remain enrolled in at least one class) will receive a 100% refund. Individual classes dropped after the add/drop period may be partially refunded, on a pro-rata basis, for up to 60% of the course of instruction, completed as follows:

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

*Exception for students whose classes have been cancelled and need to register for other classes during Thursday and Friday of the 2nd week of the quarter; they will be 100% refunded for the cancelled classes.

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

Dropping Clinical Shifts

Students who drop individual clinical shift(s) during the add/drop period (but remain enrolled in at least one clinic shift) will receive a 100% refund. Individual shift(s) dropped after the add/drop period may be partially refunded, on a pro-rata basis, for up to 60% of the course of instruction, completed as follows:

Second week	=	20% charged, 80% refund
Third week	=	30% charged, 70% refund

Fourth week	=	40% charged, 60% refund
Fifth week	=	50% charged, 50% refund
Sixth week	=	60% charged, 40% refund

*Exception for students whose shifts have been cancelled during Thursday and Friday of the 2nd week of the quarter; they will be 100% refunded for the cancelled shifts.

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

Disbursement of Tuition Refund

All tuition refunds will be disbursed through the front office, unless the refund recipient requests, in writing, that it be mailed. In such cases, the recipient must provide, in writing, a current mailing address, or other address to which the refund should be sent with a signature and the date when requesting.

If the student has paid a portion/all of their tuition through a federal financial aid loan payment, the university will refund the student only their self-payment. The loan portion will be refunded to the loan lender.

Financial aid disbursements for students are usually received during the 3rd or 4th week of each quarter. If a student's financial aid eligibility is affected by the dropping of classes, then the financial aid officer will review the student's new enrollment status. If appropriate, the financial aid officer will then send the student a revised award letter outlining the changes in their financial aid funding. If the student withdraws from 1 or more classes, they will be charged tuition on a prorated basis up to the end of the 6th week. Financial aid received for the student will be applied against this charge. Funds remaining will be returned to the appropriate financial aid program/lender. In addition, any funds the student received that were not initially applied toward the student's tuition and fee costs must be remitted to the university.

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

A Student May be Owed a Disbursement of Title IV Program Funds upon Withdrawal from the Institution

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

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

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

1. Unsubsidized loans from FFELP or direct loan,
2. Subsidized loans from FFELP or direct loan,
3. PLUS (graduate students) FFELP or direct loan,
4. PLUS (parent) FFELP or direct loan,
5. Pell grant,
6. Other

Financial Aid Warning

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

Financial Aid Probation

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.

Appeal Procedure

The student who wishes to appeal the non-satisfactory progress status must initiate the process by submitting a written request to the academic dean. The request is to be presented within 10 days of the non-satisfactory progress status determination and must describe any circumstances that the student believes affected his/her performance and deserve special consideration, 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 dean 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 originally placed under ineligibility status would be modified to a financial aid probation status. The student will be eligible for aid for the period under financial aid probation. If, at the end of the payment period under probation status, the student fails to make satisfactory academic progress, the student will be ineligible for financial aid.

Other Policies

Leave of Absence Policy

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

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. 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 have withdrawn from the university. In this case, if the student is receiving Title IV funding, these funds will be returned and/or cancelled. Upon returning to DULA, any such student previously receiving financial aid must reapply.

Leave of Absence Policy for International Students

Foreign students may apply for limited leaves of absence as long as all governmental and university requirements and regulations are complied with. Students must file a leave of absence request and obtain approval from the DAOM program director, international student service (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.

Conditional Acceptance Waiver

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

Re-Admission

Students who fail to register for more than two (2) consecutive quarters (180 days) or if the students are fail to register for more than “two (2) consecutive quarters (180 days) with the additional of one subsequent Leave of Absence within that same 12-month period” due to excused leave from unforeseen circumstances, such as jury duty, military duty, and criteria covered under the Family and Medical Leave Act of 1993, are considered to have withdrawn from DULA and must reapply for admission as new students under the current existing admissions requirements.

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

Student Code of Professional and Academic Conduct

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. Under no circumstances will any of the following be tolerated or excused:

Academic Dishonesty

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

Inappropriate Conduct

All students are to conduct themselves in a manner that is not injurious to the university's smooth operation, name, reputation, or property. Any act that disrupts or prevents the university staff, faculty, or administration from performing their duties will be grounds for immediate disciplinary action. Violations of rules and regulations include, but are not limited to, the following: violation of any local, state, and federal law; furnishing false and misleading information; unauthorized use of facilities; forgery or misuse of university documents; disruption of classes or administration; theft or damage to university property; disorderly or offensive acts; any use or threat of force; sexual harassment; any use or possession of alcohol or narcotics; and/or misuse of prescription drugs, or being under the influence of any of the above mentioned substances while on campus.

Sexual Harassment

The educational environment must be free of unwelcome sexual advances, including verbal communication or physical conduct constituting sexual harassment as defined and prohibited by state and federal laws and regulations. It is a violation for anyone who is authorized to take administrative or academic action affecting a student to engage in sexual harassment. Federal law defines sexual harassment as unwanted sexual advances; requests for sexual favors; or visual, verbal or physical conduct of a sexual nature when: Submission to such conduct is made a term or condition of employment. Submission to or rejection of such conduct is used as basis for employment decisions affecting the individual. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

There are various definitions of sexual harassment. The following is a partial list Unwanted sexual advances. Offering employment benefits in exchange for sexual favors. Making or threatening reprisals after a negative response to sexual advances. Visual conduct such as leering; making gestures; and displaying of sexually suggestive objects, pictures, cartoons, or posters. Verbal conduct, such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, and comments about an employee's body or dress. Verbal sexual advances or propositions. Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading descriptions, and suggestive or obscene communications. Physical conduct such as touching, assault, and impeding or blocking movements. Retaliation for reporting harassment or threatening to report harassment.

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

Other Types of Harassment

Prohibited harassment on the basis of race, color, national origin, ancestry, religion, physical conduct, mental disability, marital status, sexual orientation, or age includes but is not limited to the following behaviors: Verbal conduct such as threats, epithets, derogatory comments, or slurs. Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures. Physical conduct such as assault, unwanted touching, or blocking normal movements. Retaliation for reporting harassment or threatening to report harassment.

Special Procedures for Reporting Harassment

DULA's complaint procedures provide for an immediate, thorough, and objective investigation of any claim of unlawful or prohibited harassment, as well as appropriate disciplinary action against one found to have engaged in prohibited harassment and appropriate remedies to any victim of harassment. Appropriate action will be taken to deter any future prohibited harassment.

A person may have a claim of harassment even if he or she has not lost his/her job or some economic benefit.

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

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

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

Grounds for Student Discipline

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

1. All forms of academic misconduct including but not limited to cheating, fabrication, plagiarism, or facilitating academic dishonesty.
2. Other forms of dishonesty including but not limited to fabricating information, furnishing false information, or reporting a false emergency to the university.
3. Forgery, alteration, or misuse of any university document, record, key, electronic device, or identification.

4. Theft, conversion of, destruction of, or damage to any property of the university, or any property of others while on university premises, or possession of any property when the student had knowledge or reasonably should have had knowledge that it was stolen.
5. Theft or abuse of university computers and other university electronic resources such as computer and electronic communications facilities, systems, and services. Abuses include (but are not limited to) unauthorized entry, use, transfer, or tampering with the communications of others, and interference with the work of others and with the operation of computer and electronic communications facilities, systems, and services.
6. Use of university computer and electronic communications facilities, systems, or services in any manner that violates other university policies or regulations.
7. Unauthorized entry to, possession of, receipt of, or use of any university services, equipment, resources, or properties, including the university's name, insignia, or seal.
8. Physical abuse including but not limited to rape, sexual assault, sex offenses, other physical assault, threats of violence, or other conduct that threatens the health or safety of any person.
9. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature constitute sexual harassment when:
 - a. A student who is also an employee of DULA makes submission to such conduct, either explicitly or implicitly, a term or condition of instruction, employment, or participation in other university activities over which the student has control by virtue of his or her university employment.
 - b. A student who is also an employee of the university makes submission to or rejection of such conduct a basis for evaluation in making academic or personnel decisions affecting an individual, when the student has control over such decisions by virtue of his or her university employment.
 - c. Such conduct by any student has the purpose or effect of creating a hostile and intimidating environment sufficiently severe or pervasive to substantially impair a

reasonable person's participation in university programs or activities, or use of university facilities.

10. In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to the record of the incident as a whole and to the totality of the circumstances, including the location of the incident and the context in which the alleged incidents occurred. In general, a charge of harassing conduct can be addressed under these policies only when the university can reasonably be expected to have some degree of control over the alleged harasser and the environment in which the conduct occurred.
11. Stalking behavior in which a student repeatedly engages in a course of conduct directed at another person and makes a credible threat with the intent to place that person in reasonable fear for his/her safety, or the safety of his/her family, where the threat is reasonably determined by the university to seriously alarm, torment, or terrorize the person; and the university determines that the threat also serves no legitimate purpose.
12. Harassment by a student or any person. For the purposes of these policies, harassment is:
 - a) the use, display, or other demonstration of words, gestures, imagery, or physical materials, or the engagement in any form of bodily conduct on the basis of race, color, national or ethnic origin, sex, religion, age, sexual orientation, or physical or mental disability, that has the effect of creating a hostile and intimidating environment sufficiently severe or pervasive to substantially impair a reasonable person's participation in university programs or activities, or their use of university facilities; b) targeted toward a specific person or persons; and c) addressed directly to that person or persons.
13. Participation in hazing or any method of initiation or pre-initiation into a campus organization or other activity engaged in by the organization or members of the organization at any time that causes, or is likely to cause, physical injury or personal degradation or disgrace resulting in psychological harm to any student or other person.
14. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other university activities.
15. Disorderly or lewd conduct.
16. Participation in a disturbance of the peace or unlawful assembly.

17. Failure to identify oneself to, or comply with the directions of, a university official or other public official acting in the performance of his or her duties while on university property or at official university functions; or resisting or obstructing such university or other public officials in the performance of or the attempt to perform their duties.
18. Unlawful or attempted manufacture, distribution, dispensing, possession, use, or sale of controlled substances, as identified in federal and state laws or regulations.
19. Violation of the conditions contained in the terms of a disciplinary action imposed under these policies or regulations.
20. Selling, preparing, or distributing for any commercial purpose course lecture notes or video/audio recordings of any course, unless authorized by the university in advance and explicitly permitted by the course instructor in writing. The unauthorized sale or commercial distribution of course notes or recordings by a student is a violation of these policies whether or not it was the student or someone else who prepared the notes or recordings.
21. Copying for any commercial purpose handouts, readers, or other course materials provided by an instructor as part of a university of California course, unless authorized by the university in advance and explicitly permitted by the course instructor or the copyright holder in writing (if the instructor is not the copyright holder).

Types of Student Disciplinary Action

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

Warning

Written notice or reprimand to the student that a violation of specified university policies or regulations has occurred and that continued or repeated violations of university policies or regulations may be cause for further disciplinary action, normally in the form of disciplinary probation and/or loss of privileges and exclusion from activities, suspension, or dismissal.

Disciplinary Probation

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

Loss of Privileges and Exclusion from Activities

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

Suspension

Termination of student status for a specified period of time with reinstatement thereafter 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.

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.

Exclusion from Areas of the Campus or from Official University Functions

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

Interim Suspension

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

incompatible with the orderly operation of the campus. A student placed on interim suspension shall be given prompt notice of the charges 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.

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 Doctor of Acupuncture and Oriental Medicine, or any award granted while pursuing such degree, may be revoked or withdrawn, if it is proven by clear and convincing evidence that the awarded of the degree was obtained by fraud. Furthermore, such revocation is subject to review by special petition to the president.

Other Disciplinary Actions

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

Posting Suspension or Dismissal on Academic Transcripts

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

Policy on Student Conduct and Discipline

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

Student Discipline Procedures

Procedural Due Process

Procedural due process is basic to the proper enforcement of DULA policies and procedures. All students shall be given formal written notice, to include: a brief statement of the factual basis of the charges, the university policies or regulations allegedly violated, and the time and place of the hearing, within a reasonable time before the hearing.

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

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

Administration of Student Discipline

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

The loss of university employment shall not be a form of discipline under these policies. However, when student status is a condition of employment, the loss of student status will result in termination of the student's employment. In imposing discipline other than suspension or dismissal, access to housing and health services shall not be restricted unless the act that occasioned the discipline is appropriately related to the restriction. If, as a result of an official

appeal, it is determined that the student was improperly disciplined, the president shall, if requested by the student, have the record of the hearing sealed, and any reference to the disciplinary process removed from the student's record. In such a case, the record of the hearing may be used only in connection with legal proceedings. The president also may take other reasonable actions to ensure that the status of the student's relationship to the university shall not be adversely affected.

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

Student Request and Grievance

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 particular student activity.

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.

Please follow the procedure of student requests and grievances below.

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, MSOM program director, academic coordinator, dean, or the academic committee meeting.

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. Should the requesting student be displeased with the outcome of the request provided by the university, students may contact:

Accreditation Commission for Acupuncture and Oriental Medicine

ACAOM is located at 8941 Aztec Drive, Eden Prairie, Minnesota 55347;

Phone 952/212-2434; fax 301/313-0912.

www.acaom.org

Bureau for Private Postsecondary Education

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA

95833 P.O. Box 980818, West Sacramento, CA 95798- 0818
(888) 370-7589 (Telephone), (916) 431-6959 (Telephone), (916) 263-1897 (Fax)
www.bppe.ca.gov

California Acupuncture Board

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

Grievances

Students may file a complaint regarding any problem raised by the behavior of an instructor, staff, administrator, or another student to the MSOM student service coordinator with the grievance form. The grievance form can be obtained at the DULA front desk. The MSOM student services coordinator will then transmit the submitted form to the dean of academic affairs, who also serves as the complaint designee. The complaint designee will review the matter. If more information is required before attempting to present a resolution, the complaint designee will investigate the matter thoroughly by having an interview with all individuals (including the reporting student) and reviewing all documents that are related or may potentially related to the matter. Students may also submit grievance forms to any member of the executive committee if they so choose to.

The complaint designee will report the matter to the executive committee (the president, dean of academic affairs, chief of operating officer, OMC director) along with a recommendation for a resolution. If the executive committee acknowledges the recommendation, then the matter will be considered resolved; if not, further discussions will be held until the majority of the executive committee agrees upon a resolution. Resolutions will vary depending on the seriousness of the complaint.

Students may reopen a complaint case by appealing to another executive committee member; if no members acknowledge the student's request, the case will be considered closed. Once the case

is closed, students and other appropriate parties will be notified of the executive committee's decision by student services coordinator or any member of the executive committee within 30 days. The details of the case shall remain private and no publication will be made.

Should the reporting student, or any other affected party, remain displeased with the outcome provided by the university, they may contact:

Accreditation Commission for Acupuncture and Oriental Medicine

ACAOM is located at 8941 Aztec Drive, Eden Prairie, Minnesota 55347;

Phone 952/212-2434; fax 301/313-0912.

www.acaom.org

Bureau for Private Postsecondary Education

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling via phone or by completing a complaint form, which can be obtained on the Bureau's website.

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA

95833 P.O. Box 980818, West Sacramento, CA 95798- 0818

(888) 370-7589 (Telephone), (916) 431-6959 (Telephone), (916) 263-1897 (Fax)

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Students with Disabilities

Overview

Dongguk University Los Angeles is committed to providing support services to achieve equal access to the education experience. The academic committee approves and coordinates accommodations and services for students with disabilities at Dongguk University Los Angeles to help these students acquire skills essential to achieve academic and personal success.

The student services coordinator is available to provide assistance for students who exhibit significant difficulties due to a disability. DULA will support students to understand his/her limited abilities and compensate for them with ADA accommodations and alternative resources as well. Here at Dongguk University Los Angeles, we want to prepare students for the future by practicing self-advocacy. We will help guide the student on that journey by utilizing all available resources.

Registration for assistance from the student services coordinator is on a voluntary, self-identifying basis. However, services are only available after a student has registered and presents current documentation of the disability from an appropriate specialist or physician. All information and documentation are confidential.

Steps to Register with Disability Services

In order to receive disability services from the student services office, students must provide documentation of their disability from an appropriate professional. If a student already has the appropriate documentation, they may make an appointment with the student services coordinator. Students must bring their documentation to the meeting.

Required Documentation

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). The following guidelines are provided to ensure that reports are sufficient and appropriate to verify eligibility.

General Guidelines for Required Documentation:

1. Be current: being within the last 5 years for learning disabilities is recommended, the last 6 months for psychiatric disabilities, or the last 3 years for all other disabilities (does not apply to physical or sensory disabilities of a permanent or unchanging nature).
2. State clearly the diagnosed disability (including a DSM-IV code where appropriate).
3. Describe the functional limitations resulting from the disability.
4. Include complete educational, developmental, and medical history relevant to the disability for which testing accommodations are being requested.
5. Include a list of all test instruments used in the evaluation report and relevant subtest scores used to document the stated disability (does not apply to physical or sensory disabilities of a permanent or unchanging nature).
6. Describe the specific accommodations requested and a detailed explanation of why each accommodation is recommended.
7. List relevant medications. Does medication substantially limit college-level academic pursuits? If so, how substantial is the limitation? Does the individual experience any side effects from the medication that may negatively affect his or her ability to study and or learn?
8. BE TYPED OR PRINTED ON OFFICIAL LETTERHEAD and be signed by an evaluator qualified to make the diagnosis (include information about license or certification, background, and area of specialization).

*Prescription pad notes will not be accepted.

Student Responsibility for Disability Accommodations

Student must contact the student services coordinator if he/she has a disability and desires accommodations. Student must provide required documentation to establish the need for accommodations. Student must contact all of his/her individual instructors regarding the accommodations each individual quarter.

Person to Contact:

Student Services Coordinator

440 Shatto Place, 2nd Floor, Los Angeles, CA 90020

213-487-0110 ext. 406 (start@dula.edu)

Student Records

Dongguk University Los Angeles (DULA) recognizes and acts in full compliance with regulations set by the Family Educational Rights and Privacy Act of 1974 (FERPA). Students may have access to all records about them maintained by the university, except for those considered confidential under FERPA. DULA has set an online DULA populi for students to maintain their privacy settings and see their personal student record.

Under FERPA, students have the right to inspect and review their education records within 45 days of the day the institution receives a request for access. Students may seek an amendment to their education records if they believe them to be inaccurate or misleading. Students also have the right to some control over the disclosure of information from those educational records.

FERPA defines directory information as information contained in the education records of a student that—if disclosed—would not generally be considered harmful or an invasion of privacy. Typically, directory information includes information such as name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, and dates of attendance. A school may disclose directory information to third parties without consent if it has given public notice of: (a) the types of information which it has designated as directory information, (b) the parent's or eligible student's right to restrict the disclosure of such

information, and (c) the period of time within which a parent or eligible student must notify the school in writing that he or she does not want any or all of said directory information. The means of notification include publication in various sources (such as a newsletter, a local newspaper, or the student handbook), or as part of the general notification of rights under FERPA. The school does not have to notify a parent or eligible student individually. (34 CFR § 99.37.)

Following the federal and state laws and university policies, DULA has designated the list of personally identifiable information as directory information similar to its term in FERPA. DULA may release and publish the list of personally identifiable information as directory information without the student's prior consent. DULA has defined directory information as the following:* Name, including former name* Local and permanent address* Telephone number* Email addresses* Major and minor fields of study* Dates of attendance* Enrollment status (e.g. graduate, fulltime, or part time)* Degrees, certificates, and awards received* Most recent previous school attended.

Students wishing to review records or appeal for a change in those records should contact the office of the dean of academic affairs and admissions. The university, at its discretion, may release certain information classified as directory information, unless a student indicates that such information should not be released. Requests to withhold this information from the general public must be made in writing and submitted to the registrar.

The office of the dean of academic affairs and admissions, as well as the office of registrar and DULA administration (front office) is located in DULA second floor, 440 Shatto Place, Los Angeles CA, 90020. A list of the office contact number and email can be requested at DULA administration (front office).

Dean of academic affairs : (213) 487-0110 Ext. 401 (Email: dean@dula.edu)

Registrar : (213) 487-0110 Ext. 404 (Email: registrar@dula.edu)

Administration(front office): (213) 487-0110 Ext. 100 (Email: frontdesk@dula.edu)

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

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

Or you may contact FERPA at the following address:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-8520

Official and Unofficial Student Academic Transcripts

Official copies of student academic records will be forwarded to either the student or to a designated addressee upon written request. Unofficial copies of student academic transcripts will only be provided to the student, unless exceptional circumstances warrant otherwise. Requests for academic transcripts may be obtained at the DULA business office. Processing of transcript requests will be withheld if the student has failed to submit 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.

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.

Drug and Alcohol Abuse Policy

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. Employees and students having difficulties with addictive substances can seek confidential counseling from the university or referrals to agencies providing assistance to individuals with alcohol- or drug-related problems.

Emergency Contingency Plan

I. Purpose.

The purpose of this plan is to ensure that each employee is provided a safe working environment. The emergency contingency plan has been developed to provide an organized plan of action to prepare and respond to major natural and human-caused emergencies.

II. Scope.

The program applies to all DULA employees, students, and faculties. This chapter includes the following emergency action plans.

III. Responsibilities.

A. The responsible safety officer will ensure:

1. Development and implementation of office-specific emergency programs.
2. Employees are trained on emergency procedures.
3. Exercises are conducted to evaluate the effectiveness of the emergency action plans.
4. Maintenance of training records and documentation related to incidents and exercises.

B. Employees, students, and faculties are responsible for:

1. Attending emergency training.
2. Reporting potential emergency situations to their responsible safety officer.
3. Following emergency action plans as directed.

IV. Procedures.

- A. Emergencies will be assessed by the responsible safety officer and/or emergency personnel for the size of and potential to cause injury or illness to DULA employees. The appropriate emergency plan will be implemented based upon the nature and seriousness of the emergency.
- B. Exercises will be conducted annually to evaluate the effectiveness of the plans.
- C. Any time an emergency plan is implemented, whether it is for an actual emergency or an exercise, the response will be documented. The documentation will include the date, description of the scenario, actions taken or parts of the plan implemented, participants, and critique. The critique will identify what went well and what areas need improvement. Plans will be modified as necessary to correct deficiencies.

V. Responsible personnel

The personnel responsible for the operation of the emergency plan are listed below. Their agreement to participate is appreciated by the university.

In cases of emergency, or in practice drills, it is expected that all instructions be followed properly and completely.

Emergency director -----	Andreas Choi
Communication coordinator -----	Arturo Aguirre
Communicator, second Floor -----	Yae Chang
Communicator, third Floor -----	Jin Kim
Communicator, fourth Floor -----	Stephan Seo
Alternate communicator -----	Maintenance on duty
DULA office monitor -----	Joann Kim
OMC monitor -----	Jun Woo Kim

* Responsible personnel are subject to change according to emergency director's decision

VI. Position descriptions for responsible personnel

A. Emergency director

Basic responsibilities during drills / emergencies:

1. When a fire is reported to you, you must find out the location of the fire, the type of fire, size of the fire, likelihood of the fire spreading, and the name of the person reporting the fire.
2. Call the fire dept. (911) first. Tell the fire dept. where the fire is in the building and the type of fire.
3. Announce the emergency evacuation with PA system or our emergency mic located in the basement area's fire control room. Be available to help with any aspect of the evacuation—have keys with you to all areas of building.
4. When you have ascertained where the problem is (from operators or other team members funneling info to you) direct appropriate team members to their area (i.e. communicators, monitors).
5. Act as liaison/spokesperson to fire dept., police, etc.
6. If communications are down, assign someone to run or drive to the nearest phone to summon help.
7. Assign someone to stand near the driveway entrance to flag down fire trucks, ambulances, etc. when they arrive.
8. Announce reentry is O.K. only after all areas are reported clear.
9. Be knowledgeable of all other emergency team members' basic responsibilities.
10. During an earthquake drill, station yourself at the switchboard to await a report from communicators that drill is complete, then advise them to announce end of drill.
11. During actual earthquakes, obviously no announcements can be made immediately, so follow the same procedure as everyone else in the building (i.e. get under your desk). When the quake and immediate aftershocks have subsided, you may see fit to order an evacuation due potential gas leaks, etc., if the quake was substantial.

12. We do not have significant water storage for our people for post-earthquake survival. Ascertain the nearest evacuation / disaster relief center and direct them to it

B. Communicators

Basic responsibilities during drills/emergencies

1. If anyone other than the emergency director informs you that there is fire, immediately contact the emergency director, report the location, and wait for further instructions.
2. Assist the emergency director in whatever way directed.
3. If an evacuation alarm is sounded, repeat the following several times:
“Please evacuate the building immediately.”
4. For fire or other evacuation type drills:
 - a. When instructed to initiate or other evacuation type drill, announce throughout your entire floor (including the lunchroom and conference areas).
 - b. Repeat the following several times: “This is a drill. Please evacuate the building immediately.”
 - c. Report to the emergency director and assist in whatever way directed.
5. For earthquake drills
 - a. When instructed to initiate an earthquake drill, announce throughout your entire floor.
 - b. Repeat the following several times: “This is an earthquake drill. Please get under your desks or tables immediately.” Make a mental note of non-cooperative persons.
 - c. Report to the emergency director at the switchboard when complete. He will advise you when you should announce the end of the drill.

- d. After evacuation, report your assigned group to obtain roll call results.
- e. Write down and be prepared to give names of people not accounted for to the emergency director when asked for it.

C. Monitors

Basic responsibilities during drills/emergencies

1. Monitors are the key individuals in any emergency. By their actions they can maintain calm in their groups and ensure effective communications between the disaster team leaders and students, faculty, and staff of the university.
2. Monitors are responsible for maintaining a roster of the individuals in their groups and for knowing who is at the facility so that, in event of an evacuation, they can report individuals who may still be in the building. This is a very important responsibility as it may be necessary to search for individuals at risk of human lift.
3. Monitors are also the communication link between the communicators and the students, faculty, and staff.
4. Monitors are responsible for getting access to class schedules/intern schedules/patient rosters.
5. Upon hearing an announcement to evacuate the building, instruct everyone in your area (including visitors and VIPs) to leave the building immediately via the nearest exit.
6. Recheck the area to make certain everyone is gone.
7. Report to the emergency director that your area is clear.
8. Exit the building if no further instructions are given to you by the emergency director.
9. Prevent people in your group from reentering the building until reentry is ordered by the emergency director.
10. Take the roll of your group and report individuals unaccounted for (and their last known location) to the communicator who requests it.

11. Pass along to individuals in your group the information given to you by communicators. This will include information regarding finding individuals unaccounted for, termination of any drill, authorization to return to the building, authorization to start automobile engines, and instructions to go home.

VII. Emergency action plan

A. FIRE PLAN

1. **PLAN AHEAD:** Be familiar with the locations of stairwells, fire alarm pulls, and fire extinguishers. See the floor plan posted in your office.
2. If a fire is observed or suspected, do the following.
 - a. Alert others around you and activate the fire alarm.
 - b. Notify the emergency director and provide as much information as you can about the location, nature, and size of the fire.
 - c. Evacuate the building if the evacuation alarm is sounded or directed to do so.
 - d. If you are leaving the building, close but do not lock all doors as you leave. Ensure that all windows are closed.
 - e. Use the stairwells. **DO NOT USE ELEVATORS.**
 - f. Do not re-enter the building until given approval by the emergency director.
3. **DON'T:**
 - a. Panic.
 - b. Use elevators.
 - c. Reenter the building for valuables.
 - d. Break windows.
 - e. Open hot doors.
 - f. Become a spectator.
 - g. Congregate at building entrances/exits after evacuation.

B. EARTHQUAKE

1. DO:
 - a. Take cover under a desk, in a doorway, or in the center of the building's interior, or sit down against an interior wall.
 - b. Stay clear of windows, bookcases, file cabinets, storage racks, and similar items.
 - c. Follow the instructions of the emergency director and emergency personnel.
 - d. Remain calm.
 - e. Turn off all electrical equipment.
 - f. If an evacuation is signaled, follow your escape route to the closest available stairwell and exit the building.
2. DON'T:
 - a. Use telephones.
 - b. Use elevators.
 - c. React in a manner that may cause undue panic or alarm.
 - d. Stand near windows.
 - e. Use matches if the power fails.
 - f. Panic if you are in an elevator. Emergency personnel will take action to remove passengers from inoperative elevators.

C. DEMONSTRATIONS AND CIVIL DISORDERS

1. All occupants will:
 - a. Avoid contact with demonstrators and all media representatives.
 - b. Continue working normally.
 - c. Keep lobby and corridors clear.
 - d. Stay away from windows and entrances.
 - e. Report the presence of unauthorized persons in your office to the federal protective service.

D. BOMB THREAT PLAN

1. If a bomb threat is received, do the following:
 - a. Identify the time the threat was received.
 - b. Ask questions about the location, time set to go off, type of bomb, who placed it, and why it was placed.
 - c. Listen for voice characteristics, speech pattern, background noise, age, and sex of caller.
 - d. If a threat is received via mail, hand-carry it immediately to your supervisor and attempt to preserve it for fingerprints.
 - e. Notify the federal protective service.
2. If a bomb is observed or suspected, do the following:
 - a. Notify the emergency director and provide as much information as you can about the location, time set to go off, and type of bomb.
 - b. Evacuate the building if the evacuation alarm is sounded or if directed to do so.
3. DON'T:
 - a. Antagonize the caller.
 - b. Touch or move the suspected bomb.
 - c. Reenter the building until you are notified by emergency director.
 - d. Retrieve your automobiles until notified that it is safe to do so.

E. EXPLOSION PLAN

1. If an explosion occurs:
 - a. Vacate the office to a safe area.
 - b. Notify the federal protective service or pull the nearest fire alarm box.
 - c. Prohibit persons from entering the area.
 - d. Follow instructions given by emergency personnel.
2. If you are unable to evacuate the affected area:
 - a. Get down in the prone position.
 - b. Get under the best available cover (i.e. desk, table etc).

- c. Get away from glass, open areas, or perimeter rooms.
- d. Protect head, eyes, and torso.

F. POWER FAILURE

- 1. In the event of a power failure, do the following:
 - a. Turn off electrical office machine appliances, including computer equipment.
 - b. Remain calm. Emergency lighting will be available.
 - c. Personnel should remain in their areas and await further instructions from their first line supervisors.
 - d. Further direction or instruction to floor occupants will be issued by the floor communicator.
 - e. Only by the sounding of the fire alarm will all personnel vacate the building.

G. SEVERE STORM

- 1. If a severe storm occurs, do the following:
 - a. Stay away from windows and outside walls. Close all drapes and blinds on outside windows.
 - b. Close all doors to outside offices.
 - c. The emergency director will keep you posted on any further information and instructions.
- 2. DON'T:
 - a. Attempt to leave the building; you are safer in one of the safe areas of the building than you would be in the street or a car.
 - b. Use elevators.
 - c. Get excited.

H. ELEVATOR ENTRAPMENT

- 1. In the event of an elevator entrapment, do the following:
 - a. Press the emergency call button, located in the elevator control pad.
 - b. Remain calm and wait for instructions.

- c. Follow the instructions from the emergency director or authorized personnel.

I. EMERGENCY MEDICAL SITUATION IN BUILDING

1. In the event of emergency medical situation in the building, do the following:
 - a. Report the situation to the switchboard.
 - b. If possible, have another individual remain with the person requiring medical aid.
 - c. The individual remaining with the person requiring medical aid should not attempt to move the individual.
 - d. He/she should make the person as comfortable as possible by using common sense.
 - e. You should remain at the switchboard until the appropriate assistance has been secured. You may need to describe the exact situation over the telephone.
 - f. The switchboard operator will notify the emergency director, who will immediately go to the switchboard to determine the assistance required.

J. ACTIVE THREAT

1. If an active threat is outside your building:
 - a. Proceed to a room that can be locked, barricaded, or secured in some way; close and lock it; turn off the lights; and hide under a desk, in a closet, or in the corner.
 - b. Call 911.
 - c. Remain in place until the police, or the emergency director known to you, gives the all clear.
2. If an active threat is in the same building:
 - a. Determine if the room you are in can be locked and, if so, follow the same procedure as described in the previous paragraph.

- b. If your room can't be locked, determine if there is a nearby location that can be reached safely and secured, or if you can safely exit the building.
 - c. If you decide to move from your current location, be sure to follow the instructions of safe escaping from the scene below.
 3. If an active threat enters your office or classroom:
 - a. Try to remain calm.
 - b. Call 911 if possible, and alert police to the location of the threat; if you can't speak, leave the line open so the dispatcher can listen to what is taking place.
 - c. You can make attempts to: run, hide, or fight (consider it a very last resort).
 4. Safe escaping from the scene:
 - a. Make sure you have an escape route and plan in mind.
 - b. Do not carry anything while fleeing.
 - c. Move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter.
 - d. Do not attempt to remove injured people; instead, leave wounded victims where they are and notify authorities of their location as soon as possible after you are safe.

Annual Security Report

DULA publishes an annual security report in compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics. This report provides information on campus security regulations and 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>

Required Disclosures

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

This catalog is updated annually.

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