



# 2018 MSOM Catalog

Dongguk University Los Angeles  
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[www.dula.edu](http://www.dula.edu)

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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.

## Master's Program Educational Objectives:

To train healers who are able to:

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

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

*The MSOM catalog is provided in English only. For language support in Korean or Chinese, please see the program director or program coordinator for assistance.*

## 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.

<b>Winter</b>	<b>2018</b>	<b>2019</b>
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 – Jan 1
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
Registration for clinic exam / mid-curriculum exam (MCE)	Jan 15 - Feb 2	Registration for MCE: Jan 14 – Feb 1
Registration for comprehensive graduation exam (CGE)	Jan 22 - Feb 9	Jan 21 – Feb 8
Clinic exam / mid-curriculum exam (written)	Feb 18 (2-4PM)	MCE written: Feb 17 Part 1: 1:10AM-12PM Part 2: 2-4PM

Clinic exam / mid-curriculum exam (practical)	Feb 18 (4-6PM)	MCE practical: Feb 15 (12PM - 2PM)
Comprehensive graduation exam (CGE)	Feb 25 Part 1: 1:10AM-12PM Part 2: 2-4PM	Feb 17 Part 1: 1:10AM-12PM Part 2: 2-4PM
Make-up clinic shift registration (for current quarter)	Feb 26 - Mar 2	Feb 25 - Mar 1
Clinic shift registration (for following quarter)	Mar 5 -16	Mar 4 – 15
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

<b>Spring</b>	<b>2018</b>	<b>2019</b>
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 31
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 18*
Registration for mid-curriculum exam (MCE)	Apr 16 - May 4	Apr 15 – May 3
Registration for comprehensive graduation exam (CGE)	Apr 23 – May 11	Apr 22 – May 10
Mid-curriculum exam / MCE (written)	May 20 Part 1: 10AM-1PM Part 2: 2-4PM	May 19 (2-4PM) Part 1: 10AM-1PM Part 2: 2-4PM
Mid-curriculum exam / MCE (practical)	May 18 (12PM-2PM)	May 17 (12PM-2PM)
Comprehensive graduation exam (CGE)	May 27 Part 1: 10AM-12PM Part 2: 2-4PM	May 19 Part 1: 10AM-12PM Part 2: 2-4PM
Make-up clinic shift registration (for current quarter)	May 28 - Jun 1	May 27 - 31
Clinic shift registration (for following quarter)	Jun 4 -15	Jun 3 – Jun 14
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

<b>Summer</b>	<b>2018</b>	<b>2019</b>
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 30
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
Registration for mid-curriculum exam (MCE)	Jul 16 - Aug 3	Jul 15 – Aug 2
Registration for comprehensive graduation exam (CGE)	Jul 23 – Aug 10	Jul 22 – Aug 9

Mid-curriculum exam / MCE (written)	Aug 19 Part 1: 10AM-1PM Part 2: 2-4PM	Aug 18 Part 1: 10AM-1PM Part 2: 2-4PM
Mid-curriculum exam / MCE (practical)	Aug 17 (12PM-2PM)	Aug 16 (12PM-2PM)
Comprehensive graduation exam (CGE)	Aug 26 Part 1: 1:10AM-12PM Part 2: 2-4PM	Aug 18 Part 1: 1:10AM-12PM Part 2: 2-4PM
Make-up clinic shift registration (for current quarter)	Aug 27 - 31	Aug 26 - 30
Clinic shift registration (for following quarter)	Sep 3 -14	Sep 3 – 13
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

<b>Fall</b>	<b>2018</b>	<b>2019</b>
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 30	Aug 26 – Sep 30
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 Day (no class)**	Dec 25	Dec 25
New Year’s Day (no class)**	Jan 1	Jan 1
Registration for mid-curriculum exam (MCE)	Oct 15 – Nov 2	Oct 14 – Nov 1
Registration for comprehensive graduation exam (CGE)	Oct 22 – Nov 9	Oct 21 – Nov 8
Mid-curriculum exam / MCE (written)	Nov 18 Part 1: 10AM-1PM Part 2: 2-4PM	Nov 17 Part 1: 10AM-1PM Part 2: 2-4PM
Mid-curriculum exam / MCE (practical)	Nov 16 (12PM -2PM)	Nov 15 (12PM-2PM)

Comprehensive graduation exam (CGE)	Dec 2	Nov 17
	Part 1: 1:10AM-12PM	Part 1: 1:10AM-12PM
	Part 2: 2-4PM	Part 2: 2-4PM
Make-up clinic shift registration (for current quarter)	Nov 26 - 30	Nov 25 - 29
Clinic shift registration (for following quarter)	Dec 3 - 14	Dec 2 – 13
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 eleven students.

In January of 1997, Dongguk (translates to 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](http://www.acaom.org)

### **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 year-round) and the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) examination (which is offered year-round).

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

### **Bureau for Private Postsecondary Education**

Dongguk University Los Angeles is a private institution and licensed to operate by the Bureau for Private Postsecondary Education (BPPE). As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the school performance fact sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

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

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

2025 M Street NW, Suite 800, Washington DC, 20036  
  
Phone: (888) 381-1140 (toll-free number), (202) 381-1140 (direct phone number)  
Fax: (202) 381-1141  
  
[www.nccaom.org](http://www.nccaom.org)

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

## Board of Directors

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

Jacy Davis, MSOM Academic 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, Accounting

Hee Jae Heo, English Program Assistant and Admissions Compliance Coordinator

Marianne Mun, Administration Coordinator

## 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

Yanira Melendez, 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, 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 types of foreign language usage. Students are responsible for remaining current on hours of operation, 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 prepaid copy card from the front office in order to use the student copy machine located on the third 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 2<sup>nd</sup> 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.

## Annual Security Report

DULA publishes an annual security report and record of campus crime statistics in compliance with applicable federal law. This report provides information on campus security regulations and campus crime statistics to current and prospective students, as well as any other interested parties.



## Master’s Program

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

Basic sciences and western medicine	740 hours
Oriental medicine and acupuncture	760 hours
Herbal medicine	450 hours
Case management	90 hours
Professional development	30 hours
Electives	60 hours
Clinical internship	960 hours

### Three languages

The Master’s degree program is offered in three languages: English, Chinese, and Korean. Upon the successful completion of the program, students in all three language tracks are eligible to sit for the licensing examination given by the California Acupuncture Board, as well as the examination given by the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM). The Master’s program prepares the students to be employed as Acupuncturist (Standard Occupational Code (SOC) for Acupuncturists from the U.S. Bureau of Labor Statistics (BLS) as SOC – 29-1291). Detail information about the list of Standard Occupational Code (SOC) can be looked at: [https://www.bls.gov/soc/2018/major\\_groups.htm#29-0000](https://www.bls.gov/soc/2018/major_groups.htm#29-0000). Dongguk University Los Angeles (DULA) provides a page for employment opportunities for its graduates that can be looked at: <http://www.dula.edu/career/jobs>

## **License Requirements**

Individuals wishing to practice acupuncture in California must first obtain a state license, which requires qualifying for and passing California's written examination administered by the Acupuncture Board.

California does not recognize out-of-state licensing for practice in this state. The Acupuncture Board believes that, because it has no oversight authority of education and examination standards outside of California, it cannot ensure basic competency of those licensees to California consumers. Licensees from out-of-state may not practice in California until they have taken and passed the California exam and received their California license.

For more information regarding acupuncture license requirement and examination in California, please visit: <https://www.acupuncture.ca.gov/students/index.shtml>

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

All NCCAOM Certification applicants must meet specific training requirements prior to sitting for the examinations.

Eligibility requirements to become authorized to test and certification requirements which must be fulfilled before certification can be awarded are two different elements in the certification process.

For detail information regarding the eligibility to sit for NCCAOM Examination, Certification and step-by-step Examination process, please visit: <http://www.nccaom.org/applicants/eligibility-requirements/>

## DULA Oriental Medical Center (OMC)

The DULA OMC is located at 440 Shatto Place, Los Angeles, California 90020. The patient reception area is directly adjacent to building elevators on the second floor. Telephone numbers for the OMC reception desk are: (213) 487-0150 and (213) 487-0527 (fax).

OMC hours of operation are Monday through Sunday

Morning: 9:00 a.m. -- 1:00 p.m.

Afternoon: 2:00 p.m. -- 6:00 p.m.

Evening (Mon-Thurs only): 6:00 p.m. – 10:00 p.m.

## California Law Pertaining to the Practice of Acupuncture

In 1978, AB 1391 (Torres) essentially established acupuncturists as primary health care providers ([B&P Code, section 4926](#)) by eliminating the requirement for prior diagnosis or referral by a doctor, dentist, podiatrist, or chiropractor. AB 2424 ([Chapter 1238, Statutes of 1978] Jim Keysor, Democrat, San Fernando) authorized Medi-Cal payments for acupuncture treatment. Legislation was passed which established acupuncture as a certified health care profession, certification dependent upon successful completion of a competency examination; four public members were added to the Acupuncture Advisory Committee. It was also clarified that the Division of Allied Health Professions (DAHP) within the Board of Medical Quality Assurance had the authority to enforce acupuncture laws; the DAHP was directed to establish training standards and authorized to establish apprentice programs and continuing education requirements for acupuncturists. (SB 1106 [Song]; [[B&P Code sections 4927, 4928, 4940 and 4945](#)]).

## Scope of Practice for OMC Interns and Residents

The scope of practice of interns and residents in the OMC is exactly that which is determined by the laws of the State of California as implemented by the OMC administration. Interns and residents are permitted to practice ONLY under the supervision of an OMC clinical supervisor. Interns and residents who engage in advising, consulting, history taking, examining, treating or other related activities under any other circumstances constitutes the unauthorized practice of

acupuncture, and is grounds for criminal malpractice in the State of California. For further clarification of the scope of practice issue, please see the Department of Consumer Affairs' Legal Office's Legal Opinion No. 93-11, dated December 14, 1993.

Interns and residents are not authorized to execute any documents intended for external entities including insurance forms, clinical status/progress forms, work/school/gym excuses, disability certificates and any other official document. All correspondence to doctors, attorneys, and insurance personnel must be signed by a licensed acupuncturist. However, intern and resident notations in patients charts (including history and examination forms, narrative reports, and progress notes) must be signed by the intern and resident in black or blue ink and co-signed by a clinic supervisor.

Interns and residents are so entitled in the OMC to denote his/her function, not his/her degree or legal status in California. Interns may not refer to themselves as "acupuncturists." Interns also may not contact other health care professionals on behalf of a patient without the authorization of a clinic supervisor.

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

## Admissions

### Entrance Criteria

A Bachelor's degree is preferred for all applications of the Masters of Science in Oriental Medicine program at Dongguk University Los Angeles. A background in western medicine is not required, nor is a graduate school entrance exam. Applicants who have not earned a bachelor's degree must have completed a minimum of an Associate's degree, or 60 semester units (90 quarter units) of the baccalaureate level education from a regionally accredited, degree-granting college or university. A cumulative GPA of 2.25 or higher is required to apply. Only those who demonstrates a likelihood of success in the field of oriental medicine will be accepted for admission within the accommodation capacity.

### Application Requirements and Procedures

The application process is as follows:

1. Complete the online or paper application in English. The application deadline for each quarter is six weeks prior to the beginning of the quarter. The applicant can still apply for admissions after the application deadline with a late application fee. The acceptance of the late application depends solely on the discretion of the DULA admissions committee, but any application received later than the first Friday of each quarter will not be considered.
2. The application fees:
  - a. A non-refundable \$100 application fee for domestic students. The term “domestic students” includes, but not limited to, U.S citizens and permanent residents. An additional \$20 late application fee is required for a late application.
  - b. A Non-refundable \$200 application fee for international students who require the I-20. The \$200 fee includes the I-20 cost. An additional \$20 late application fee is required for a late application.
3. One 2”x2” passport-sized color photo taken within 3 months.
4. A personal statement essay, which should be written in English. A personal statement should answer the following three questions:

- a. Why do you want to attend Dongguk University Los Angeles?
  - b. What are your interests and/or philosophical views of oriental medicine?
  - c. What are your strengths and skills that would make you a good healthcare practitioner?
5. Two letters of recommendation: the recommendation letters can be written in English, Korean, or Chinese. The letters of recommendation should include evaluated written statements from recommenders; these letters are reviewed by the members of the admissions committee.
6. A copy or copies of diploma(s) from all higher-level institutions attended.
7. Official transcripts from all previous colleges and/or universities:  
All official transcripts must be sealed and sent directly from the issuing institutions to the office of admissions in DULA. Applicants must provide their unofficial transcripts if they are not able to submit their official transcripts by the deadline. Official transcripts must be translated and certified in English if they are from foreign countries. If name(s) on the transcripts is/are different from what applicants currently have on their applications, they must provide document(s) that can prove their previous name(s) such as a passport, birth certificate, or marriage license.
8. Students who graduated from colleges or universities outside of the U.S. are required to submit a comprehensive course-by-course evaluation through the academic credential evaluation service, which is a member of NACES (National Association of Credential Evaluation Services). For more information about NACES, please refer to the website <http://www.naces.org> to select one of listed institutions and apply for the course-by-course service. Evaluation must include degree equivalency.
9. Non-domestic students are required to submit proof of financial independencies or an affidavit of support form. Bank statement must have a minimum balance of \$17,800 for singles, and an additional \$3,500 for each adult dependent (\$2,500 for each dependent child).
10. English language proficiency:  
All students seeking admissions into the MSOM programs taught in the English language must demonstrate English language proficiency. The language proficiency requirement is satisfied by completing 60 semester 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. English language competency is required of all students seeking admissions to the program. 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. Refer to the most current ACAOM policy regarding English language competency.

Students in Chinese and Korean programs must satisfy the English proficiency requirement before they enter the Clinic's Level 1 Internship. Demonstration of English competency for non-native English speakers may be satisfied either by completing 60 semesters 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 by achieving a score of 45 (minimum speaking exam score of 18 and listening exam score of 15) on the TOEFL IBT examination. Students cannot begin the internship without the TOEFL score. For non-native English speakers wishing to enter the English language program, a minimum score of 61 (minimum speaking exam score of 26 and listening exam score of 22) on the TOEFL/IBT is required.

11. Proof of residency (copy of passport, birth certificate, permanent resident card, or any other documents that prove applicants' legal stay in U.S).
12. Interview with the dean of academic affairs, MSOM program director, and/or admissions committee will take place on weekdays when all application requirements are met. School will inform all the applicants in advance to schedule an interview. If a physical face-to-face interview is not possible, an online video conference or written interview can be conducted.
13. Members of the admissions committee will decide if the students will be fully accepted, conditionally accepted, or denied. Acceptance, conditional acceptance, or denial letters will be released when the admissions decision is made.

## Letter of Acceptance

All applicants will be informed the status of admissions by a written notice when the final admissions decision is made. The acceptance letter is valid for 180 days from the date of notice. Applicants who wish to enter the school after their acceptance letter is expired must go through the readmission application process. Please reference the readmission application process in its section.

## Letter of Denial

Applicants will be informed a denial of admissions when the applicant is academically disqualified or failed to meet the admissions standards set forth by DULA. Applicants who are denied may re-apply. Readmissions policy will come into play for the reapplication.

## Letter of Conditional Acceptance

In rare circumstances, conditional admissions will be issued. Such acceptance will be granted in exceptional circumstances, such as a foreign student needing more time to secure an official transcript from his/her home county or to submit proof of his/her language proficiency test results. In such a case, admissions to DULA will be revoked if the applicant fail to supply the requirements by the deadline specified. DULA will remove the conditional status after the applicant successfully submits all the required documents.

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 admissions, front office, or the admissions staff.

## Confirm Your Place in Our Class

To hold your place in the incoming classes, DULA requires a non-refundable deposit of \$200 which will be applied toward your tuition at the time of class registration. Once your deposit is cleared, DULA will set a link to activate your student ID. Your deposit is due a week from your



acceptance letter issue date. The accepted students can still register for classes without \$200 deposit, but only if the class is still available at the time of registration.

## Transfer Students

Students who wish to transfer from other oriental medicine schools must be in good standing (a minimum cumulative GPA of 2.25) and meet the current admissions standard at the time of admissions. The application process is same as for new applicants. A minimum of 1 academic year and 48 quarter units of residency is required as a full-time matriculated student in the DULA program to grant the MSOM diploma as issued by DULA. Transfer students are encouraged to meet with the registrar or one of admissions staffs prior to submitting their applications. This way, our admissions staffs can help the transfer applicant become fully aware of all potential issues before a decision is made.

## Transfer Credits

No credit is granted for military or corporate training, prior experiential learning, life experience, nor through portfolio assessment. We only accept transfer credits evaluated to be equivalent in content and quality to DULA's requirements for graduation.

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

1. Before the university processes transfer credits, the following documents must be submitted:
  - a. Official transcripts sealed and sent directly from all previous colleges and/or universities.
  - b. Foreign students are required to submit a credential evaluation report by an agency, which is a member of NACES (National Association of Credential Evaluation Services). The report must include equivalency of education.
2. The following guidelines will be applied:
  - a. Transfer credits shall only be awarded for actual coursework.

- b. Students who want to request any transfer credits from any course subjects, have to list the requested courses in the “Transfer Credit Request Form” and submit to the Registrar for review. The “Transfer Credit Request Form” can be obtained at DULA front desk.
  - c. The coursework and clinical instruction that were completed at an Acupuncture and Oriental Medicine school and not approved by the California Acupuncture Board shall require an examination administered and retained by the school in the subject area(s) in which transfer credits may be awarded.
  - d. Up to 100% transfer credit may be awarded for coursework and clinical instruction completed successfully at another acupuncture school or college which is approved by the California Acupuncture Board and accredited by ACAOM.
  - e. Up to 100% transfer credits may be awarded for courses completed successfully in basic sciences, clinical medicine, case management, practice management, public health, and professional development at a school which is approved under Article 4 (commencing with Section 94770) of Chapter 7 of Part 59 of the Education Code or by an accrediting agency recognized by the U.S. Department of Education.
  - f. Up to 50% credits, by transfer or challenge exam, for clinical practice coursework and instruction in acupuncture and oriental medicine principles, theories, and treatment procedures completed successfully at a school which is not approved by the California Acupuncture Board may be awarded by DULA, provided that at least 50% of the course hours in individual subjects are completed successfully at DULA. DULA may also require the student to take specific subject examinations in order to demonstrate a level of knowledge comparable to that achieved by a DULA student before credits are awarded.
  - g. All students shall, upon matriculation, receive a copy of the DULA's policies and procedures.
3. Guidelines for additional study:
    - a. In the case that the number of units from the previous institution's coursework is less than DULA's required units, the student is required to complete an additional study for the remaining units.

- b. Before the credit is granted, the student must first follow the process of additional study shown below:
  - i. The student must fill out the MSOM Transfer Credit Additional Study request form and pay for the additional units. The tuition and fee information of each unit is in this catalog (tuition and fees section, page 95).
  - ii. After the form is completed and tuition is paid, MSOM program director will provide the student with the additional study instructional schedule and assign the appropriate faculty.
  - iii. The student will then meet the appropriate coursework faculty to arrange a study schedule. How the additional study is conducted is solely decided by the discretion of assigned faculty, based upon the rule that one unit of coursework is equal to a total of 10 in-person lecture hours and 20 out-of-classroom assignment hours.
  - iv. The additional study offers a pass or fail grade unless the letter grade is arranged before the course started. Credits will only be granted if the student passes the course work.
  - v. The completed additional study instructional schedule form must be returned to the MSOM program director no later than 10 days after the completion of the study.
4. Students who have successfully completed prior coursework that is not directly transferable to DULA may, with the approval of the dean of academic affairs, request a challenge exam, provided the material is similar in content to the course to be challenged. Challenge examinations are subject to the following guidelines:
  - a. The student must take a separate examination for each course challenged.
  - b. The student must achieve a minimum score of 70% on each exam taken.
  - c. Challenge exams may not be repeated.
  - d. All challenge exams must be successfully completed by the end of the second quarter of enrollment.
  - e. All challenge examinations are subject to a charge of 50% of the current tuition for the course being challenged.

5. No credit will be awarded for a western medical internship or residency training toward the actual clinical coursework and instruction required at DULA.
6. Transfer credits are granted only for course work that completed within 5 years. Transfer credit may be granted if the transfer student's profession is related to coursework completed more than 5 years ago.

For students who take coursework at other institutions while being enrolled at DULA, they must pay transfer credit processing fees. The fee schedule is stated in this catalog (tuition and fees section, page 96). After the student is admitted in DULA, the maximum number of courses that can be transferred from other institutions for transfer credits is 5. Students may not be concurrently enrolled in another oriental medicine program, unless otherwise permission is granted by the dean of academic affairs.

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

The transferability of credits you earn at DULA is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the credits you earned in the MSOM program is also at the complete discretion of the institution to which you may seek to transfer. If the credits that you earned at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting the institution to determine if your credits will be transferable.

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

Rely on the charts below to make these conversions.

Semester to Quarter Conversions		Trimester to Quarter Conversions	
Number of Semester Units	Number of Quarter Units	Number of Trimester Units	Number of Quarter Units
1	1.5	1	1.25
2	3	2	2.5
3	4.5	3	3.75
4	6	4	5
5	7.5	5	6.25
6	9	6	7.5
7	10.5	7	8.75
8	12	8	10
9	13.5	9	11.25
10	15	10	12.5
		11	13.75
		12	15

**Non-matriculated students**

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

1. **TB111 Tai Chi Chuan (2/20)**
2. **TB121 Qi Gong (2/20)**

The above two courses are open to the public. Anyone interested these two courses can register for the class at DULA front desk without admissions to DULA, with the consent of the faculty and the dean of academic affairs. Faculty must ensure that non-matriculated students do not adversely

affect the quality of instruction or negatively affect the educational experience of matriculated students. The Dean of Academic Affairs will fully investigate any complaints if any non-matriculated student is interfering the educational quality of these courses. Non-matriculated students may request the certification of coursework completion, and unit credits may be applied later if they are admitted as a DULA student.

### Challenge Examinations

Students who have successfully completed prior coursework that is not directly transferable to DULA may, with the approval of the dean of academic affairs, request a challenge exam, provided the material is similar in content to the course to be challenged. Challenge examinations are subject to the following guidelines:

1. The student must take a separate examination for each course challenged.
2. The student must achieve a minimum score of 70% on each exam taken.
3. Challenge exams may not be repeated.
4. All challenge exams must be successfully completed by the end of the second quarter of enrollment.
5. All challenge examinations are subject to a charge of 50% of the current tuition for the course being challenged.

### Readmissions

The readmissions process is considered the same as the general admissions. The student must submit the completed application form as a new student along with the application fees.

### Readmissions after Academic Dismissal

Students may re-apply for readmissions to the university no sooner than 1 year from being academically dismissed. The university may require transcripts of any coursework taken elsewhere after dismissal from DULA, as evidence that the student can successfully carry on the academic standard.

## Readmissions after Withdrawal

In order to re-enter the university after withdrawal, the readmissions process is the same as for a new student. Students approved for readmission are responsible for fulfilling the current curriculum requirements at the time of their readmission.

## Readmissions 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.

## Readmissions of Military Personnel and Veterans

A student who has duty services for more than 180 days is eligible for readmissions without a new admission application. The student must meet following criteria:

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

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 admissions, front office, or appropriate program director.

## Residency Requirement

In order to graduate and be granted the Master of Science in Oriental Medicine degree from DULA, all students must comply with the residency requirement. The student must successfully complete

all didactic and clinical coursework in no less than 3 calendar years and no more than 8 calendar years. Correspondingly, the transfer students from other AOM colleges must complete the minimum 1 academic calendar year and 48 quarter units of residency requirement as a full-time student in DULA.

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

Students wishing to enroll who have a degree in medicine, dentistry, podiatry, chiropractic, or any other non-oriental medical program may only receive transfer credit for relevant basic science and western medicine courses. No credit for clinical instruction from such institutions will be granted as transfer credits.

### International Student Visa Services

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

In April 2002, the USCIS began the process of changing many of its rules relating to the average international applicant for admissions. The most significant change that has gone into effect concerns the need to obtain USCIS approval before starting school. This requirement does not affect the student applying for student visas from other countries, as students in such situations have always had to obtain approval from a U.S. consulate before coming to the United States; 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 and then applied 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.

### Requirements for Graduation

Department	# of classes or shifts	Total Units/Credit Hours
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Oriental Medicine	13	39/390
Acupuncture & Moxibustion	10	30/300
Herbology	15	45/450
Massage, Qi Gong, OM Exercise	3	7/70
Western Medicine and Basic Sciences	13	39/390
Clinical Medicine & Public Health	11	30/300
Practice Management	2	5/50
Professional Development	1	3/30
Case Management	3	9/90
Electives	2	6/60
<b>Coursework Totals</b>	<b>73</b>	<b>213/2130</b>
Clinic Level I	5	10/200
Clinic Level II	8	16/320
Clinic Level III	11	22/440
<b>Clinic Totals</b>	<b>24</b>	<b>96/960</b>

**Comprehensive Graduation Examination**

**Passing grade**

**Honors of Graduation Policy**

1. Honors of graduation are awarded according to the student’s final GPA and are as follows:

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

1. If, by counting the GPA, the school still has more than 1 candidate within these 3 honors of graduation, then the total number of units that were taken by the students in Dongguk University Los Angeles will be counted. Students who took more units in Dongguk University Los Angeles will have more priority.

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2. If, by counting the GPA and total number of units, the school still has more than 1 candidate within these 3 honors of graduation, then the student who has the highest score on the comprehensive graduation exam (CGE) will have more priority.

## Course Listing

## Oriental Medicine

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

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

Prerequisites: none

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

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

Prerequisites: none

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

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

Prerequisites: none

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

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

Prerequisite: OM121, 211

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

This course primarily explores different theories of disease differentiation. As such, students learn the concepts and theory behind Eight Principles diagnosis. This course additionally covers Qi, Blood and Body Fluids diagnosis. In preparation for upcoming courses, students will briefly be introduced to Wen Bing (4 levels), Shang Han (6 channels), and San Jiao diagnostics, as well as Earth School theories. Identification of patterns according to 12 Primary Channels, 8 Extraordinary Vessels and 5 Elements will also be covered.

Prerequisite: OM121, 211

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

This course covers Zang-Fu pattern differentiation, as well as differentiation of patterns involving multiple organ systems. At the end of this class, students will be able to describe each organ's associated patterns and will know the key signs and symptoms of each pattern to allow for rapid differentiation in diagnosis. Students will understand the similarities and differences between patterns affecting the Zang and the Fu organs and will be able to combine Eight Principle Differentiation with Zang-Fu Differentiation.

Prerequisite: OM121, 211

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

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

Acupuncture and Oriental Medicine Specialty Cases in Family Medicine, Internal Medicine, Geriatric, Ophthalmology, Pediatric, Traumatology and Emergency Medicine will be covered.

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

Prerequisite: OM221, 311, 312

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

This is a 4 -part series covering the etiology, pathogenesis, and treatment of illness in TCM. By learning the signs and symptoms, treatment principles, and herbal and acupuncture prescriptions of various disorders, students reinforce their understanding of basic diagnostic and treatment theories. Students learn differential diagnosis via the analysis of pathological changes of the Qi, Blood, body fluids, channels, and collaterals. In OM Internal Medicine 4-series Course, Acupuncture and Oriental Medicine Specialty Cases in Family Medicine, Internal Medicine, Geriatric, Ophthalmology, Pediatric, Traumatology and Emergency Medicine will be covered. Part II of the series focuses on Palpitations, Insomnia, Chest Painful Obstruction, Emotional Disorder, Manic-Depressive Psychosis, Epigastric Pain, Vomiting, Diarrhea, and Epilepsy.

Prerequisite: OM221, 311, 312

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

This is a 4 -part series covering the etiology, pathogenesis, and treatment of illness in TCM. By learning the signs and symptoms, treatment principles, and herbal and acupuncture prescriptions of various disorders, students reinforce their understanding of basic diagnostic and treatment theories. Students learn differential diagnosis via the analysis of pathological changes of the Qi, Blood, body fluids, channels, and collaterals. In OM Internal Medicine 4-series Course, Acupuncture and Oriental Medicine Specialty Cases in Family Medicine, Internal Medicine, Geriatric, Ophthalmology, Pediatric, Traumatology and Emergency Medicine will be covered.

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

Prerequisite: OM221, 311, 312

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

This is a 4 -part series covering the etiology, pathogenesis, and treatment of illness in TCM. By learning the signs and symptoms, treatment principles, and herbal and acupuncture prescriptions of various disorders, students reinforce their understanding of basic diagnostic and treatment theories. Students learn differential diagnosis via the analysis of pathological changes of the Qi, Blood, body fluids, channels, and collaterals. In OM Internal Medicine 4-series Course, Acupuncture and Oriental Medicine Specialty Cases in Family Medicine, Internal Medicine, Geriatric, Ophthalmology, Pediatric, Traumatology and Emergency Medicine will be covered.

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

Prerequisite: OM221, 311, 312

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

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

Prerequisite: none

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

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

Prerequisite: OM221, 311, 312

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

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

Prerequisite: OM221, 311, 312

### Acupuncture & Moxibustion

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

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

Prerequisite: none

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

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

Prerequisite: none

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

This course discusses basic channel theory, including the distribution of the 12 primary and 8 extraordinary vessels, as well as pathways of all divergent branches, network vessels, muscle meridians and cutaneous regions. Normal channel physiology and channel-specific pathologies are discussed. The interrelationships and differences between channels and their respective Zang-Fu will be stressed.

Prerequisite: none

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

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

Prerequisites: AC111, 112

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

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

Prerequisites: AC111, 112, 311

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

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

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

Prerequisites: AC111, 112

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

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



In Techniques II, students learn auricular and scalp acupuncture, cupping, gua sha, bleeding, dermal tacks, moxibustion and electro-acupuncture.

Prerequisite: AC111, 112

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

This is a two-part course detailing the etiology and treatment of diseases utilizing common acupoint prescriptions. Students begin to analyze and differentiate between pathological conditions, applying principles of point prescription in deciding upon a treatment plan, and modifying them as necessary to the patient's symptom presentation. Acupuncture Micro-therapies including Ear and Scalp Therapies application will be discussed in each disease to support as conjunctive acupuncture point prescriptions.

Acupuncture Therapeutics I covers Four Needle Technique, exogenous diseases, and a variety of Zang Fu syndromes, disease of the head, trunk, and lumbar regions.

Prerequisites: AC311, 312, AC321, AC322

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

This is a two-part course detailing the etiology and treatment of diseases utilizing common acupoint prescriptions. Students begin to analyze and differentiate between pathological conditions, applying principles of point prescription in deciding upon a treatment plan, and modifying them as necessary to the patient's symptom presentation. Acupuncture Micro-therapies including Ear and Scalp Therapies application will be discussed in each disease to support as conjunctive acupuncture point prescriptions.

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

Prerequisite: AC311, 312, AC321, AC322

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

The course will emphasize the examination, diagnosis and treatment of common orthopedic disorders affecting the neuromusculoskeletal components of the neck, thorax, lumbar spine, pelvis, upper and lower extremities. The use of adjunctive acupoint stimulation devices, including magnets and beads, will also be introduced.

Prerequisite: AC311, 312

## Herbology

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

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

Prerequisite: none.

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

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

Prerequisite: OM121, OM211, HB110

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

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

Prerequisite: OM121, OM211, HB110

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

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

Prerequisite: OM121, OM211, HB110

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

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

Prerequisite: OM121, OM211, HB110

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Prerequisite: none.

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

Chinese traditional pediatrics is a clinical science based on traditional Chinese medical theory combined with physiological pathology to study the laws for the prevention of childhood diseases. The unique characteristics of tissue, structure, physiology and pathology of children will be introduced in this class. The course uses the Oriental Medicine principles in diagnosing and treating of children. Prerequisite: OM211, 312, HB311-314

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

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

Prerequisite: OM211, 312, HB311-314

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

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

Prerequisite: OM211, 312, HB311-314

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

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

Prerequisite: OM211, 312, HB311-314

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

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

Prerequisite: OM211, 312, HB311-314

[Massage, Qi Gong, OM Exercise](#)

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

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

Prerequisite: none.

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

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

Prerequisite: none.

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

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

Prerequisite: none.

**Western Medicine and Basic Sciences****BS111 Biology (3/30)**

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

Prerequisite: none.

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

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

Prerequisite: none.

**BS131 Physics (3/30)**

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

Prerequisite: none.

**BS141 Psychology (3/30)**

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

Prerequisite: none.

**BS171 Microbiology (3/30)**

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

Prerequisite: none.

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

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

Prerequisite: none.

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

The four-part Anatomy & Physiology series provides a survey of the normal structure and functions of the human body, including microscopic and gross anatomy, as well as neuroanatomy. Part I covers the introduction to body organization, anatomical terminology, basic chemistry and biochemistry, basic cytology and cellular metabolism, as well as an in-depth study of the anatomy and physiology of the skeletal and integumentary systems.

Prerequisite: none.

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

The four-part Anatomy & Physiology series provides a survey of the normal structure and functions of the human body, including microscopic and gross anatomy, as well as neuroanatomy. Part II discusses joints, the muscular system and the nervous system. Students will be able to explain muscle types and function, identify muscles and their function, describe joints and their associated structures, and identify structures of the nervous system and how the system overall works.

Prerequisite: none.

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

The four-part Anatomy & Physiology series provides a survey of the normal structure and functions of the human body, including microscopic and gross anatomy, as well as neuroanatomy. Part III covers the anatomical structures and physiological functions of the urological and reproductive systems of males and females. The circulatory system, blood, and lymph will also be discussed.

Prerequisite: none.

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



The four-part Anatomy & Physiology series provides a survey of the normal structure and functions of the human body, including microscopic and gross anatomy, as well as neuroanatomy. Part IV introduces students to the anatomical structure and physiological functions of the nervous system, sensory organs, and endocrine system. Neurophysiology/neurochemistry are also covered. Prerequisite: none.

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

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

Prerequisite: BS211-214

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

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

Prerequisite: BS211-214

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

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

Prerequisite: BS211-214

### Clinical Medicine & Public Health

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

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

Prerequisite: none.

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

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

Prerequisite: none.

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

This course is an introduction to Western Pharmacology, focusing on mechanisms of action of common pharmacological categories. Students taking this class will be able to understand how various classes of drugs are absorbed, distributed and eliminated by the human body, interaction of the drugs with herbs. Additionally, students will become familiar with generally applied pharmacological assessment, intervention and side-effects for common western diagnoses, such as diabetes, Parkinson's disease, hypertension, and thyroid disorders.

Prerequisite: none.

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

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

Prerequisite: none.

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

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

Prerequisite: none.

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

This course will provide an introduction to Western Medical Diagnostic examinations. Students will learn to collect a complete comprehensive health history, patient/practitioner rapport, communication skills, multicultural sensitivity, vital signs, physical examination of the HEENT (Head, Eyes, Ears, Nose, Throat), cardiovascular and peripheral system, respiratory system, gastrointestinal system, neurological system, neuromuscular system, orthopedic and functional assessment. In addition, students will learn to understand key signs and symptoms requiring referral to other healthcare providers and will learn to demonstrate professionalism in interacting with patients during the Physical Exam setting.

Prerequisite: BS211-214

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

The course is designed to teach students the interpretation and integration of hematology, clinical chemistry, and urology within the historical physical examination. In addition, students will learn and review specifics of universal (standard) precautions. At the end of the course, students will

understand over 400 lab tests and their reference ranges and will be able to order lab tests when and as appropriate, interpret the findings, and apply the interpretation of lab results to integrated differential diagnostic procedures. Finally, students will learn to perform basic readings of imaging studies.

Prerequisite: BS 311-313

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

Western Internal Medicine is a vast subject, laying the foundation for integrated clinical practice. Strong understanding of basic sciences, particularly pathophysiology, will greatly facilitate student learning. Western Internal Medicine will discuss and explore the western medical diseases in comprehensively from the understanding from basic science, anatomy, physiology, pathophysiology, epidemiology (especially in awareness of at-risk populations, including gender, age, indigent, and disease specific patients), etiology, signs and symptoms or clinical impressions, physical examinations, laboratory and radiology study to the development of the working diagnosis, classification of the diseases based on the recent published of the World Health Organization's International Classification of Diseases, clinical reasoning behind the diagnosis, problem solving as of the treatment principle, treatment protocols and patient management based on the clinical reasoning and evidence based medicine, surgical intervention along with indication and contraindication, potential side-effects of treatment, complication of the diseases, nutrition, exercise, life-style recommendation, public health focusing on patients and public education, and the principle of the integrative medicine in pathophysiological mechanism, diagnosis and treatment between Acupuncture and Oriental Medicine with the Western Conventional Medicine.

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

Prerequisites: BS211-214

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

Western Internal Medicine is a vast subject, laying the foundation for integrated clinical practice. Strong understanding of basic sciences, particularly pathophysiology, will greatly facilitate student learning. Western Internal Medicine will discuss and explore the western medical diseases in comprehensively from the understanding from basic science, anatomy, physiology,

pathophysiology, epidemiology (especially in awareness of at-risk populations, including gender, age, indigent, and disease specific patients), etiology, signs and symptoms or clinical impressions, physical examinations, laboratory and radiology study to the development of the working diagnosis, classification of the diseases based on the recent published of the World Health Organization's International Classification of Diseases, clinical reasoning behind the diagnosis, problem solving as of the treatment principle, treatment protocols and patient management based on the clinical reasoning and evidence based medicine, surgical intervention along with indication and contraindication, potential side-effects of treatment, complication of the diseases, nutrition, exercise, life-style recommendation, public health focusing on patients and public education, and the principle of the integrative medicine in pathophysiological mechanism, diagnosis and treatment between Acupuncture and Oriental Medicine with the Western Conventional Medicine.

Western Internal Medicine II cover the diseases of the cardiovascular system, respiratory system, hematology, oncology, rheumatology, immunology and allergic disorders, nutritional disorders.

Prerequisite: BS211-214

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

Western Internal Medicine is a vast subject, laying the foundation for integrated clinical practice. Strong understanding of basic sciences, particularly pathophysiology, will greatly facilitate student learning. Western Internal Medicine will discuss and explore the western medical diseases in comprehensively from the understanding from basic science, anatomy, physiology, pathophysiology, epidemiology (especially in awareness of at-risk populations, including gender, age, indigent, and disease specific patients), etiology, signs and symptoms or clinical impressions, physical examinations, laboratory and radiology study to the development of the working diagnosis, classification of the diseases based on the recent published of the World Health Organization's International Classification of Diseases, clinical reasoning behind the diagnosis, problem solving as of the treatment principle, treatment protocols and patient management based on the clinical reasoning and evidence based medicine, surgical intervention along with indication and contraindication, potential side-effects of treatment, complication of the diseases, nutrition, exercise, life-style recommendation, public health focusing on patients and public education, and

the principle of the integrative medicine in pathophysiological mechanism, diagnosis and treatment between Acupuncture and Oriental Medicine with the Western Conventional Medicine.

Western Internal Medicine III cover infectious diseases, psychiatry, orthopedics, emergency and sport medicine. A review in laboratory and radiology study, pharmacology and public health will also be covered.

Prerequisite: BS211-214

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

This one day course covers the causes of heart disease, symptoms of stroke and the principles of cardiopulmonary resuscitation. On completion of CPR Training, the participant should be able to demonstrate resuscitation of an adult in cardiac arrest. This should be assessed during or at the end of the training, using a simulated incident and a resuscitation training manikin. Training will be delivered by Instructors who are certified by American Heart Association (AHA) and/or American Red Cross. Students will receive a certified CPR & First Aid card and certificate from American Red Cross or American Heart Association (AHA) upon completion.

Prerequisite: none.

### **Practice Management**

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

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

Prerequisite: none.

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

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

Prerequisite: none.

**Professional Development****PD100 Research Methodology (3/30)**

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

Prerequisite: none.

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

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

The first course is designed as an overview of the responsibilities of a primary care provider. By the end of this course, students will be able to perform a thorough intake according to the diagnostic principles of Oriental Medical theory, including western vital signs and other information relevant

to integrated practice. Students will also learn to chart accurately and concisely, following S.O.A.P. notes procedure and patient report-of-findings, and write a detailed case study presentation utilizing S.O.A.P. format.

Prerequisite: Clinic Internship Level 1 : Observation

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

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

Prerequisite: Clinic Internship Level 1 : Observation

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

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

Prerequisite: Clinic Internship Level 1 : Observation

**Electives**

(A total of 6 units from below are required)

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Prerequisite: OM312, HB311-314

**Pre-requisite Waiver**

Students who wishes to register one class but do not met the pre-requisite for that class must fill-in the pre-requisite waiver form, request the approval and signature from the related class's instructor and Dean of Academic Affairs. The form will then be submitted to Registrar.

Even though that school are enforcing students to keep register the class following the pre-requisite, however in some case, students who want to register one class while in concurrently completing the prerequisite class for that course. In this case, if class's instructor and Dean determined that such students may be able to keep up with the class materials and information, the approval for prerequisite waiver maybe granted.

**Elective Class Policy:**

The elective classes are offered every other quarter. The topic of elective class topics will be varies. The Comprehensive Review class will be offered in every quarter.

## Independent Study

(A total of 9 units are permitted.)

Offered during the last academic year prior to graduation. No hands-on courses will be allowed.

## Clinical Internship

### Level I (200 Hours) Observation and Herbal Practicum

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

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

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

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

### Level II (320 Hours) Supervised Practice

Level II internship consists of 320 hours of supervised acupuncture and oriental medical practice. Under the supervision of their clinic supervisors, interns diagnose and treat patients in the OMC and at other off-campus health care sites. Working individually or in pairs, interns apply their knowledge and skills of oriental and western medical assessments to interview and assess the condition of each new patient, formulating potential diagnoses and treatment plans based on this

assessment, including acupuncture and other oriental medical modalities. Interns then discuss this diagnosis and treatment plan with clinic supervisor and treat the patient under the direct supervision of the clinic supervisor. Interns are expected to demonstrate proficiency in treatment techniques covered in the courses of their didactic studies. Interns will render possible nutritional and/or lifestyle recommendations and offer them to the patient after consultation with the clinic supervisor. Interns will also incorporate herbal formula derivation and modification into treatment plans. Interns are expected to inform their patients of the ingredients and proposed effects of the formula, formula preparation/cooking instructions, appropriate dosage guidelines, and possible adverse effects. Interns are responsible for filling the herbal formulas for their patients.

### Level III (440 Hours) Independent Practice

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

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

## The Faculty

### 2018 Faculty List

1. Allen, Marilyn  
BA, Education, California State University, Long Beach, CA  
MS, Management & Administration, Pepperdine University, CA  
English Program  
Area of Expertise: Clinical Management and Billing, Survey of Clinical Medicine, Medical Ethics
2. Ballard, Brenda  
BA, Social Science, University of California at Berkeley, CA  
MTCM, Emperor's College of TCM, Los Angeles, CA  
DAOM, Emperor's College of TCM, Los Angeles, CA  
English Program  
Area of Expertise: Psychology
3. Chang, Clara  
BA, French Literature, Catholic University, Korea  
MSOM, Dongguk University, Los Angeles, CA  
Licensed Acupuncturist, State of California  
Korean Program  
Area of Expertise: OM Diagnosis series
4. Chang, Yae  
BS, Exercise Physiology, Seoul National University, Korea  
MS, Sports Medicine, Seoul National University, Korea  
MSAOM, South Baylo University, Anaheim, CA  
DAOM, South Baylo University, Anaheim, CA  
N.C.C.A.O.M. certified

Licensed Acupuncturist, State of California

English Program

Area of Expertise: Basic Theory of OM series, OM Diagnosis series, Intern Supervisor

5. Choi, Hyungsuk

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

MA, Complementary and Alternative Medicine, School of Medicine in Cha University, Korea

Ph.D., Complementary and Alternative Medicine, School of Medicine in Cha University, Korea

Licensed Acupuncturist, State of California

Korean Program

Area of Expertise: Acupuncture, Herbs, OM, Herbal Treatment in Integration of E/W Medicine, Master's Experiences in Herbal Treatment

6. Choi, Seung

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

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

Doctor of Oriental Medicine, Korea

Licensed Acupuncturist, State of California

Korean Program

Area of Teaching: Acupuncture and OM

7. Chung, David

BS, Business, University of Incheon, Korea

MSOM, Dongguk University Los Angeles, CA

Licensed Acupuncturist, State of California

English Program

Area of Expertise: Acupuncture Anatomy series, Acupuncture Technique series

8. Gordon, Karen Yonchae  
BA, Music, Cornish College of the Arts, Seattle, WA  
MATCM, Yo San University of Traditional Chinese Medicine, Los Angeles, CA  
DAOM, Yo San University of Traditional Chinese Medicine, Los Angeles, CA  
Licensed Acupuncturist, State of California  
English Program  
Area of Expertise: Comprehensive Review series
  
9. Han, Joon Soo  
M.S.O.M., Royal University, CA  
Licensed Acupuncturist, State of California  
Korean Program  
Area of Expertise: Herbs Categories series
  
10. Hwang, Wung Gyu (Bon)  
B.S., Asian Medicine, Kyung Nam University, Korea  
M.S.O.M., Royal University, CA  
B.S., Asian Medicine, Kyung Nam University, Korea  
Ph.D, Asian Medicine, American Liberty University, Los Angeles, CA  
Ph.D, Asian Medicine, Liaoning University, China  
N.C.C.A.O.M. Certified  
Licensed Acupuncturist, State of California  
Korean Program  
Area of Expertise: Herbs Formula series, Basic Theory of OM series
  
11. Jin, Yu Ji (Kim, Ok Hee)  
M.D., Yian Bian Medical University, China  
Ph.D., Acupuncture, Beijing University, China  
MSOM, Royal University, CA  
Licensed Acupuncturist, State of California



Korean and Chinese Program

Area of Expertise: Herbal Treatment in Pediatric, Herbal Treatment in Dermatology, Herbal Treatment in Gynecology, Acupuncture Anatomy series, Meridian Theory

12. Johnson, Doris

BA, French, University of California, Santa Barbara, CA

MA, African Area Studies, University of California, Los Angeles, CA

Ph.D, American Liberty University, CA

MSOM, Yo San University, Los Angeles, CA

Licensed Acupuncturist, State of California

Diplomate of Acupuncture, NCCAOM

Diplomate of Chinese Herbology, NCCAOM

English Program

Area of Expertise: Herbs Category series, Introduction to Botany and Herbology, OM Nutrition, Case Management series, Intern Supervisor

13. Joo, Kay

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

B.S., Math, University of Southern California, CA

M.S., TCM, Samra University, CA

Ph.D, Oriental Medicine, American Liberty University, CA

Licensed Acupuncturist, State of California

Language Program N/A

Area of Expertise: Intern Supervisor

14. Juarez, Ruth

MD, Universidad Nacional de Cordoba, Argentina

MSOM, Samra University, Los Angeles, CA

Licensed Acupuncturist, State of California

Language Program N/A

Area of Expertise: Intern Supervisor

15. Kim, Chan Ho

B.S., Electrical Engineering, Sung Kyun Kwan University, Korea  
MSOM., Dongguk Royal University, CA  
Licensed Acupuncturist, State of California  
Korean Program  
Area of Expertise: Case Management series

16. Kim, Han Jik

MSAOM, South Baylo University, Los Angeles, CA  
OMD, South Baylo University, Anaheim, CA  
Licensed Acupuncturist, State of California  
Korean Program  
Area of Expertise: Formula series, Basic Theory of OM Series

17. Kim, Jin

BS, Physics, University of California Los Angeles, CA  
MS, Physics, San Jose State University, CA  
MTOM, Emperors College, CA  
DAOM, Emperors College, CA  
L.Ac., Licensed Acupuncturist, CA  
English Program  
Area of Expertise: Physics, Research Methodology

18. Kim, Young Il

B.A., Sung Kyun Kwan University, Korea  
B.S., TCM, Shang Hai University of TCM, China  
M.S., Acupuncture, Moxibustion and Tuina, Shang Hai University of TCM, China  
MD, Clinical Foundation of Chinese Medicine, Shang Hai University of TCM, China  
L.Ac., Licensed Acupuncturist, CA  
Korean Program

Area of Expertise: Basic Theory of OM series, OM Internal Medicine series, Wen Bing, Shanghan and Golden Cabinet, Yellow Emperor

19. Kong, Kap Seung

MD, Chung Ang University, Korea

Korean Program

Area of Expertise: Basic Science, Public Health, Clinical Medicine

20. Le, Roy

BS, Biology, University of California Irvine, CA

MD, Universidad Central del Este, Dominican Republic

English Program

Area of Expertise: Basic Science, Public Health, Research Methodology, Western Pharmacology, Western Medical Terminology, Physical Exam in Western Medicine, Lab Diagnosis in Western Medicine, Western Medicine series

21. Lee, Heiwon

BA, English, Chung-Ang University, Korea

MA, Sociology, University of Bridgeport, Bridgeport, CT

MSOM, Samra University, CA

Ph.D, Oriental Medicine, Yuin University, CA

DAOM, Dongguk University Los Angeles, CA

Diplomate of Acupuncture, NCCAOM

Licensed Acupuncturist, State of California

English and Korean Program

Area of Expertise: CNT and Safety Code, Acupuncture Technique series, Acupuncture Physiology series, Acupuncture Therapeutic series, Intern Supervisor

22. Lee, Seung-Deok

BS, College of Oriental Medicine, Dongguk University, Seoul, Korea

MS, Acupuncture and Moxibustion, Dongguk University, Seoul, Korea

PhD, Acupuncture and Moxibustion, Dongguk University, Seoul, Korea  
KMD, Doctor of Oriental Medicine Licensure, Ministry of Health and Welfare, Korea  
National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM)  
Licensed Acupuncturist, State of California  
Korean Program  
Area of Expertise: OM, Acupuncture and Moxibustion, Herbology, Intern Supervisor

23. Lee, You Soo

MSOM, Dongguk University Los Angeles, CA  
Licensed Acupuncturist, State of California  
Korean Program  
Area of Expertise: Acupuncture Technique series

24. Li, Hong

Jiangxi Traditional Chinese Medicine College, China  
DAOM, South Baylo University, CA  
Licensed Acupuncturist, State of California  
Chinese Program  
Area of Expertise: OM, Herbology

25. Li, Jize

B.S., TCM, Tianjin College of Traditional Chinese Medicine, China  
Licensed Acupuncturist, State of California  
Chinese Program  
Area of Expertise: OM, Herbology

26. Maloney, Pamela

BA, Fine Art, University of California Irvine, CA  
MA, Kinesiology for Dance, University of California, Los Angeles, CA  
MTOM, Emperor's College of TCM, CA  
D.I. HOM, Homeopathic Medicine, British Institute of Homeopathy, UK

DHM, Doctorate of Homeopathic Medicine, Hahnemann College of Homeopathy, CA

Ph.D, Ergonomic Design, Pacific Western University, CA

Licensed Acupuncturist, State of California

English Program

Area of Expertise: Acupuncture Physiology series, Cosmetic Acupuncture, DAOM

Supervisor

27. Ni, Youping

BM, Medicine, Tianjing Medical University, China

MS, Medicine and Pharmaceutical Research, Free University of Brussels, Belgium

PhD, Biochemistry, Katholic University of Leuven, Belgium

Fellow, Cardiology and Pulmonology, Affiliated Hospital of Tianjin 2<sup>nd</sup> Medical College, China

Post-Doctoral Fellow, Biological Chemistry and Molecular Pharmacology, Harvard Medical School, Boston, MA

Post-Doctoral Fellow, Cardiology, University of California Irvine, CA

English Program

Area of Expertise: Basic Science, Public Health, Research Methodology, Clinical Medicine

28. Oh, Andy

BA, Chemistry and East Asia, Indiana University, Bloomington, IN

DC, Parker Chiropractic College, Dallas, TX

MSOM, Dongguk Royal Oriental Medicine University, Los Angeles, CA

Licensed Doctor of Chiropractic, State of California

Licensed Acupuncturist, State of California

English Program

Area of Expertise: Western Medical Terminology

29. Park, Eugene

BS, Pyung Tag University, Korea

MSOM, Dongguk University Los Angeles, CA  
MA, Fuller Theological University, Pasadena, CA  
Licensed Acupuncturist, State of California  
Korean Program  
Area of Expertise: Clinical Management and Billing, Medical Ethics

30. Qian, Chunyi

MD, Medicine, AnHui College of Medicine, China  
MS, Medicine, China Academy of Chinese Medicine, China  
Licensed Acupuncturist, State of California  
English and Chinese Program  
Area of Expertise: OM, Herbology, Intern Supervisor

31. Qian, Lin

BS, Acupuncture and Tuina, Shanghai University of Traditional Chinese Medicine, China  
Licensed Acupuncturist, State of California  
Chinese Program  
Area of Expertise: Case Management, Tuina, Intern Supervisor

32. Rafael, Andre

BS, Electrical Engineering, University of California Irvine, CA  
MSOM, Samra University, CA  
Licensed Acupuncturist, State of California  
Qualified Medical Evaluator, State of California Industrial Medical Council  
Board Certified Naturopathic Physician, American Naturopathic Medical Certification and Accreditation Board  
Language Program N/A  
Area of Expertise: Intern Supervisor (Externship at USC)

33. Raman, Basha

BS, Telecommunication Film, San Diego State College, San Diego, CA

MTOM, Pacific College of Oriental Medicine, San Diego, CA

DAOM, Emperor's College of TCM, CA

Diplomate of Acupuncture, NCCAOM

Licensed Acupuncturist, State of California

Qualified Medical Evaluator, State of California

English Program

Area of Expertise: Acupuncture Physiology series, Basic Theory of OM series, Meridian Theory

34. Seo, Stephan

MSOM, Dongguk University Los Angeles, CA

Ph.D., Oriental Internal Medicine, Liaoning University of Traditional Chinese Medicine, China

Licensed Acupuncturist, State of California

Korean Program

Area of Expertise: Acupuncture Anatomy series, Intern Supervisor

35. Song, Jinho

BS, Food Technology, Korea University, Seoul, South Korea

MS, Biotechnology, Korea University, Seoul, Korea

MSAOM, South Baylo University, Anaheim, CA

Dipl.OM, NCCAOM Certified

Licensed Acupuncturist, State of California

Language Program N/A

Area of Expertise: Intern Supervisor

36. Sun, Fei

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

MSOM, Royal University of America, Los Angeles, CA

PhD, Beijing University of Chinese Medicine, China

Licensed Acupuncturist, State of California

English and Chinese Program

Area of Expertise: Tai Chi, Qi Gong, OM, Acupuncture and Moxibustion, Herbology,  
Intern Supervisor

37. Twicken, David

BA, Northeastern University, Boston, MA

MBA, Claremont Graduate School of Management, Claremont, CA

MTOM, Emperors College, CA

Licensed Acupuncturist, State of California

English Program

Area of Expertise: Acupuncture Physiology series, Acupuncture Therapeutic series

38. Wong, Adrianus Hilman

MD, Trisakti University, Indonesia

MSOM, Dongguk University Los Angeles, CA

Structural Acupuncture Program for Physicians, Harvard Medical School, Boston, MA

Dipl.OM, NCCAOM Certified

Licensed Acupuncturist, State of California

English Program

Area of Expertise: Western Medical Terminology, Biomedicine Review, Comprehensive  
Review Series

39. Wu, Xiao-Yang

MD, Luzhou Medical University, China

Fellow, Centers for Disease Control and Prevention of Shang Hai First Medical University,  
China

Fellow, Modern Medical Toxicology, Centers for Disease Control and Prevention of  
Beijing Medical University, China

Fellow, Medical Epidemiological Statistics, Centers for Disease Control and Prevention of  
Beijing Medical University, China

Post-Doctoral Fellow, Division of Neurology, University of California, Los Angeles, CA



DAOM, Dongguk University Los Angeles, CA

Licensed Acupuncturist, State of California

Chinese and English Program

Area of Expertise: Basic Science, Clinical Medicine, Research Methodology, Public Health, OM

40. Zhang, Jian

M.D., Da Lian Medical University, China

MSOM, Samra University, CA

Licensed Acupuncturist, State of California

Chinese and English Program

Area of Expertise: Basic Science, Clinical Medicine

41. Zhao, Yong Ji

M.D., Yian Bian Medical University, China

DC, Cleveland Chiropractic College, Los Angeles, CA

Korean and Chinese Program

Area of Expertise: Basic Science, Clinical Medicine, Research Methodology, Public Health

42. Zheng, Qiwei

MD, Specialist Study in Neurology, Jiangxi College of TCM, China

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

DAOM., South Baylo University, CA

Licensed Acupuncturist, State of California

English and Chinese Program

Area of Expertise: OM, Acupuncture and Moxibustion, Herbology, Intern Supervisor

## 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 principle student advisor for the MSOM program. The dean of academic affairs, program director, and associate dean are also available to assist students. Advising includes academic and nonacademic matters. The international student advisor is available to assist students who need help with visas, work permits, housing, or transportation.

### International Student 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 Council

The primary purpose of the student council is to provide comprehensive representation for maximum student participation at DULA. The student council actively participates in all of the DULA events.

## 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 a clinic internship, students must first plan their internship shift schedules with the intern administrative coordinator. Payment of tuition for a clinical internship is made 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 beginning 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 the last day of the current quarter before the first day of the new quarter. After that the registration will enter the add/drop period (Monday of 1<sup>st</sup> week of the new quarter to Wednesday of 2<sup>nd</sup> week of the new quarter). Late registration fee (\$15.00) is applied starting from Monday of the 12<sup>th</sup> week current quarter until the end of the add/drop period (Wednesday of the 2<sup>nd</sup> week of the new quarter). For more information about the date and registration period, please refer to the academic calendar). 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 closing of the official registration period, classes that do not have a sufficient number of students may be canceled. To ensure the classes that you need are not getting canceled, please register during the official registration period. To prevent cancellation of one class, each class has to reach a 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 is fully determined by the academic committee meeting on the Wednesday of the 2<sup>nd</sup> week of the quarter. Registration for classes is being opened again during add/drop period. Students will be notified by the associate dean 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 in classes that are

low in their enrollment number to help prevent the cancellation of classes. After the final decision of the academic committee meeting on the Wednesday of the 2<sup>nd</sup> week of the quarter, students whose registered classes got cancelled are opened to register for other classes until the Friday of the 2<sup>nd</sup> week of the quarter with an exemption of the late registration fee. All class registration for the current quarter will be closed after the Friday of the 2<sup>nd</sup> week of the quarter. 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 on 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 on the first day of instruction or seven days after enrollment. Any and all other forms of notice do not constitute cancellation of the enrollment agreement. For further details please see the tuition refund policy outlined below. Please also note that some of the material covered under the academic policies portion of the DULA catalog is also addressed under the admissions portion of the catalog.

### Full-Time Enrollment

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

### Part-Time Enrollment

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

## Add/Drop

Students may add or drop classes during the first 10 days of each quarter (ended on the Wednesday of the 2<sup>nd</sup> week of the quarter at 12:00PM). All withdrawals after the add/drop period will be recorded on the student's transcript as a "W" (withdrawal). Beginning the 7th week and through the end of the quarter any classes dropped will be recorded as "WF" (withdrawal/fail) with no credit (see grading policy).

It is critical that students register for classes during the official registration period. After the close of the official registration period, classes that do not have a sufficient number of students may be canceled. To ensure that classes you need are not canceled, please register during the official registration period. To prevent the 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 is fully determined by the academic committee meeting on the Wednesday of the 2<sup>nd</sup> week of the quarter. Registration for classes is being opened again during add/drop period. Students will be notified by the associate dean 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 in classes that are low in their enrollment number to help prevent the cancellation of classes. After the final decision of the academic committee meeting on the Wednesday of the 2<sup>nd</sup> week of the quarter, students whose registered classes got cancelled are opened to register for other classes until the Friday of the 2<sup>nd</sup> week of the quarter (ending at 06:00PM) with the exemption of the late registration fee. All class registration for the current quarter will be closed after the Friday of the 2<sup>nd</sup> week of the quarter. Class registration for the next quarter will be opened again on the 9th week of the quarter.

## Attendance

Most classes meet for 3 hours once weekly for ten weeks, with a final examination during the 11th week of each quarter. Instructors are required to take attendance for each class, and students who miss more than two class sessions, or 20% of the lectures, will receive an F (fail) for the course.

## Examinations

### Final Examination

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.

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

### Make-Up Final Exam

Make-Up Final Exam policy and procedure:

1. Make-up final exams must be requested by the end of the 12<sup>th</sup> week of the current quarter.
2. The exam must be taken during the current inter-quarter break prior to the first day of the next quarter.
3. Requests for the make-up final exam must first be approved by the faculty, then by the academic dean.
4. Once the request is approved, the student must pay a fee of \$50 (per exam) to the front office.
5. After the \$50 fee is paid, faculty will provide academic affairs with a different version of the final exam. Academic affairs will coordinate the exam day/time with the student and oversee the exam administration process. The result will be scanned and emailed to the faculty.
6. The make-up final exam will be one letter (full) grade lower than the actual scored test result. However, the student has a chance to receive a better final course grade, as the

score of the final exam is calculated with other scores in class (i.e. quizzes, mid-term, attendance).

7. A make-up exam cannot be taken earlier than the scheduled final exam (which occurs during the 11<sup>th</sup> week). Any instructor should not permit it earlier.
8. An exception can be made only by the decision of the academic committee meeting and signed by the academic dean.

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

Prior to beginning their level II clinical internship, students are required to pass a mid-curriculum exam / MCE (both written and practical) in order to evaluate their progress, skills, and competencies. The passing score for the mid-curriculum exam / MCE (both written and practical) is 70%.

The MCE (written) will be held in the lotus room of 4<sup>th</sup> floor on the Sunday of the 7<sup>th</sup> week of the quarter: part 1 from 10AM - 12PM and part 2 from 2PM - 4PM. Test materials will be provided by academic staff, including pencils and scantrons. Scratch paper will also be provided upon request. Please refer to the academic calendar for the exam date and registration period of each quarter. After the exam registration has ended, students are not allowed to register for the exam anymore and they have to re-register again following the same exam registration requirement as in other quarters. Please refer to the exam registration form and consult first with the OMC manager for the exam requirement list. An exam registration form can be obtained at DULA front desk.

The total question numbers of the MCE that will be delivered for the written portion is 200 multiple choice.

The content of the MCE (written) is consisted of following:

1. OM (17%) – (developing a diagnosis impression):
  - OM diagnosis 1 – 3 (11 questions)



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

<b>MID-CURRICULUM (MCE) REQUIREMENTS*</b>	
Completed units (class): over 100	HB110 Intro to Botany and Herbs
Completed level I observation hours: 200	HB211, 212, 213, 214) Herbs: Category 1, 2, 3, 4
OM121, 211 Basic Theory of OM 1, 2	AC111,112 Acupuncture Anatomy 1, 2
OM221, 311, 312 OM Diagnosis 1, 2, 3	AC211 Meridian Theory
WM110 WM Terminology	AC311, 312 Acupuncture Physiology 1, 2
WM224 Physical exam in WM	AC321 or AC322 At least one of Acupuncture Techniques 1 or 2
BS211, 212, 213, 214	TB211

Anatomy and Physiology 1, 2, 3, 4	Tui-Na
BS311 / 312 / 313	
At least one of WM Pathology 1, 2, or 3	

Here is the list of instructions for the written portion of the MCE:

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

need to raise their hand during the test and they may leave the testing room with their proctor quietly.

10. Students may leave upon completing the exam before 4PM.

11. Students will be emailed their test results from the associate dean.

Please see below for the guidelines of the practical portion of the MCE:

1. The exam will be held in the lotus room of the 4<sup>th</sup> floor on the Friday of the 7<sup>th</sup> week of the quarter (12PM -2PM).

2. Please refer to the academic calendar for the exam date and registration period of each quarter.

3. Point locations

α.i. Point locations are based on *Chinese Acupuncture and Moxibustion* (CAM 3<sup>rd</sup> Edition 2010: Cheng, Xinnong).

α.ii. Points on the exam have been chosen by a randomized selection.

α.iii. Point markers on the trunk will be equal to the size of a quarter.

α.iv. Point markers on extremities and face will be about a penny in size.

α.v. Acupuncture points will consist of all regular channel points and extra points. Off-limits points: no scalp, ear, or within the hairline. No groin or breast/nipple area.

α.vi. No points list will be provided.

4. Grading

α.i. More than two clinic supervisors will grade the students' answers.

α.ii. Students will receive credit as long as their sticker touches any part of the marker.

α.iii. Students will receive credit if any one of the grading clinic supervisors passes a specific point.

α.iv. If most exam takers fail a point within a reasonable range, the academic committee may review the grades based on the input of the grading clinic supervisors.

α.v. Model positions.

a.vi. One model for one level exam.

a.vi.1. Points on all models will be marked by one clinic supervisor based on the CAM textbook.

a.vi.2. Marking, locating, and grading position of models are as follows:

a.vi.2.a. For points on trunk (front), extremities, and face – lying down on the back (face up).

a.vi.2.b. For points on trunk (back) – lying prone (face down).

MCE practical portion procedure:

1. Test materials will be provided (0.25” round colored stickers, list of 12 exam points) and students have the option to bring their own goniometer. In efforts to standardize the difficulty level of the practical exam, 2 mock points are being added to the 10 points. The mock points will not count for credit, but rather will help evaluators determine those points which may be at a higher difficulty level for students.
2. Doors will be closed and test instructions will begin at 5 minutes after the start time.
3. All belongings, including cell phones, must be placed on the indicated tables alongside of the room. Cell phones must be turned off. Students may take an unmarked bottle of water/beverage with them to their seat.
4. Students will take a seat in the area to the right side of the room, behind the dividers. No talking is permitted.
5. 3 students will be called at a time. When a student’s name is called, they will proceed to the testing area where 3 treatment tables are set up, with 1 model on each table.
6. Students will be given their list of points at that time. Begin placing points on the indicated side of your model when the start time begins. Students will have 15 minutes total time to place all points.
7. Students may ask their model to move a body part, such as bend their arms or legs, turn over to face down, or turn or tilt their head. Other than these requests, all other communications with the model are not allowed.
8. When finished placing all 12 points, students need to raise their hand. They must then turn in the list of points to the proctor. Students will then pick up their belongings from the table

and exit the lotus room and the 4th floor. No talking is permitted. Students do not stay for the checking of the points.

9. Students are only permitted to go to the outside of the lotus room in the event of emergency, accompanied by one of the proctors the whole time until they are back to the seating area inside the lotus room. This permission is only given while students are still waiting for their turn at the seating area and not during the 15 minutes of the practical test with the model. Students need to raise their hand during the test and they may leave the testing room with their proctor quietly.
10. Students are only permitted to go to the restroom, accompanied by one of the proctors the whole time until they are back to the seating area inside the lotus room. This permission is only given while students are still in waiting for their turn at the seating area and not during the 15 minutes of practical test with the model. Students need to raise their hand during the test and they may leave the testing room with their proctor quietly.

#### Level examination – CPX

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

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

1. Communication.
2. Focused, appropriate history taking.
3. Focused, appropriate physical examination.
4. Adequate diagnosis and treatment principle
5. Acupuncture treatment based on CNT and safety standards.
6. Accurate point location and technique.
7. Effective use of adjunctive therapies.
8. Comprehensive herbal treatment.
9. Clinical courtesy/etiquette.

## 10. Patient satisfaction.

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

Comprehensive Graduation Exam (CGE) guidelines:

### Eligibility

Students are required to pass the Comprehensive Graduation Exam (CGE) in order to graduate; they are eligible to take the CGE after they have completed 150 didactic units and 520 clinic hours. Students are strongly encouraged to take the CGE as soon as they are eligible in order to have sufficient time to practice and pass the exam. The passing score is 70%. The academic affairs department establishes the minimum acceptable level of competencies in each CGE, which students must possess in order to take the CALE. Students who do not pass the CGE may take it again for a reduced cost (see rates below).

### Content

The CGE is a 200-question test based on the CALE. As such, it has the same breakdown of questions, namely:

#### 1. OM (17%) – (developing a diagnosis impression):

The practitioner evaluates patterns of disharmony according to theories of oriental medicine to arrive at a final diagnosis.

- Form diagnosis impression (7%)
- Differentiation of syndrome (4%)

- Education and referral (4%)
- Treatment plan (2%)

2. Acupuncture (32%):

The practitioner implements knowledge of the therapeutic effects of points and combinations of points in modifying pain, normalizing functioning, and treating disharmonies. The practitioner uses anatomical landmarks and proportional measurements in locating points on or near body surfaces. The practitioner identifies clinical indications for using alternate treatment modalities.

- Point selection (8%)
- Point categories (8%)
- Point location and needling technique (5%)
- Provide auxillary treatment (8%)
- Microsystems (1%)
- Observation and modification (2%)

3. Herbs (11%):

The practitioner prescribes herbs and formulas based on diagnostic criteria. The practitioner modifies formulas and dosage of herbs according to the patient's condition. The practitioner identifies situations and conditions where herbs and formulas would produce undesired effects.

- Identification of herbs (5%)
- Prescribing and administering herbs (6%)

4. Biomedicine (33%) – Patient assessment:

The practitioner obtains the patient's history and performs a physical examination to determine presenting a complaint and interrelationship among symptoms. The practitioner determines the effects of western medications the patient is taking. The practitioner uses modern diagnostic testing procedures to augment traditional assessment methods.

- Patient history (15%)
- Physical exam (14%)
- Pharmacology (3%)
- Diagnosis testing (1%)

5. Regulations for public health and safety (7%):

The practitioner understands and complies with laws and regulations governing hygiene and the control of pathogenic contaminants. The practitioner applies legal guidelines for office practice and maintenance of patient records. The practitioner adheres to legal requirements for reporting known or suspected abuse.

<b>INITIAL COMPREHENSIVE GRADUATION EXAM (CGE) REQUIREMENTS*</b>	
Completed units (class): over 150 units	HB110 Intro to Botany and Herbs
Completed internship hours: 520 hours	HB211, 212, 213, 214) Herbs: Category 1, 2, 3, 4
OM121, 211 Basic Theory of OM 1, 2	HB 311 / 312 / 313 / 314 At least two of Herbal Formulas
OM221, 311, 312 OM Diagnosis 1, 2, 3	AC211 Meridian Theory
OM 411 / 412 / 413 / 414 At least one of OM Internal Medicine 1/2/3/4	AC311, 312 Acupuncture Physiology 1, 2
BS211, 212, 213, 214 Anatomy & Physiology 1, 2, 3, 4	AC111,112 Acupuncture Anatomy 1, 2
BS311, 312, 313 WM Pathology 1, 2, 3	AC321, 322 Acupuncture Techniques 1, 2
WM110 WM Terminology	AC411 / 412 At least one of Acupuncture Therapeutics 1 or 2
WM224 Physical exam in WM	TB211 Tui-Na
WM311 / 312 / 313 At least one of Western Medicine 1/2/3	CM101, 102, 103 Case Management 1, 2, 3



### Scheduling

The exam is held on Sunday of the 7th week every quarter. Please check Academic Calendar to see when the exam will be held. Students take Part I (100 questions) of the CGE from 10:00AM-12:00PM. Part II (100 questions) is from 2:00PM-4:00PM the same day.

### Special accommodations

Students requiring special accommodations must submit a doctor's note to their program directors prior to registering for the exam. Students taking the CGE with special accommodations will take the exam in a separate room and will have an extra hour for each half of the exam. As such, they would take part I from 9:00AM-12:00PM and part II from 2:00PM-5:00PM.

### Fees and registration

The fees for the exam are as follows:

Graduation exam, initial : US\$ 100

Graduation exam, retake : US\$ 100

Please refer to the academic calendar for registration for the initial and retake CGE and consult first with the MSOM program director for the graduation exam registration process.

Graduation exam instruction procedure:

1. Cancellation: If students change their mind and decide to postpone their test, students must do so at least 48 hours prior to the test date and time. Please let the front desk know of your decision to postpone your exam.
2. Exam schedule: The exam consists of two halves, each with 100 questions. Combining parts 1 and 2, the exam has 200 questions. The first half of the exam is from 10:00 am to 12:00 pm. The second half of the exam is from 2:00 pm to 4:00 pm. The exam is held in the lotus room on the 4th floor.
3. Students must arrive on time: The doors to the lotus room will be shut at 09:45AM and 01:45PM. Student will not be allowed to take the test if they arrive after this time. This is in keeping with the standards of the CALE.

4. Students cannot have anything with them at their desk other than a beverage: Students will be required to turn off their cell phone and leave it, with all of their other belongings, in the back of the room. Any beverage students do have cannot have any sort of label.
5. Agreement: Once seated, all students must sign the examination taking agreement document before taking the exam. No talking is permitted at this time.
6. Students are allowed to write on your tests: This refers to the test itself, not the answer sheet. Do not write on the answer sheet (other than student's answers and name, etc.).
7. Emergency: Students are only permitted to go to the outside of the lotus room in the event of an emergency, accompanied by one of the proctors the whole time until they are back to the inside the lotus room. While students are leaving, the test and the clock will still be counted, and students are not to be given any extra time. Students need to raise their hand during the test and they may leave the testing room with their proctor quietly.
8. Restroom: Students are permitted to go to the restroom, accompanied by one of the proctors the whole time until they are back to the inside the lotus room. While students are leaving, the test and the clock will still be counted, and students are not to be given any extra time. Students need to raise their hand during the test and they may leave the testing room with their proctor quietly.

Students will be informed of their score by email from the associate dean: If students do not regularly receive emails from the school, please make sure that the exam proctor has students email address. If a student does not use email, please provide the proctor with the student's phone number.

#### DULA institutional exam review

After the DULA institutional exams, students may not review the actual questions from the examination that they took. Instead, DULA will provide scores for each subject area for all test takers, so each student can assess their weak subject areas. If a student has concerns about the examination results, they can make an appointment with the associate dean and/or dean of academic affairs for further discussion.

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

Passing score policy for all DULA institutional exams:

1. DULA institutional exams include:
  - a. Written part of mid-curriculum exam (MCE)
  - b. Practical part of mid-curriculum exam (MCE)
  - c. CPX
  - d. Comprehensive Graduation Exam (CGE)
2. Passing score for all DULA institutional exams is determined as follows:
  - a. Pass: score is 70% or above
  - b. Fail: score is below 70%
3. Any future change for the determination of passing scores will be discussed in prior at the academic committee meeting.

**Grading Policies**

The following grade point system is employed at DULA:

Prior to December 31, 2000			January 1, 2001 – December 31, 2016			Effective January 1, 2017		
Grade	Definition	Grade Points	Grade	Definition	Grade Points	Grade	Grade Points	Grade Score
A+		4.0	A	Excellent	4.0	A	4.0	94-100
A	Excellent	3.7	A-		3.75	A-	3.75	90-93
A-		3.5	B+		3.35	B+	3.35	87-89
B+		3.3	B	Good	3.0	B	3.0	83-86
B	Good	3.0	B-		2.65	B-	2.75	80-82
B-		2.7	C+		2.35	C+	2.55	77-79

C+		2.5	C	Satisfactory	2.0	C	2.25	73-76
C	Satisfactory	2.3	F	Fail	0.0	C-	2.0	70-72
C-		2.0	P	Pass	P	F	0.0 / Fail	<70
D	Minimum Passing	1.0	INC	Incomplete	INC	P	Pass	
F	Fail	0.0	W	Withdraw	W	AUD	Audit	
P	Pass	0.0	WF	Withdraw-Fail	WF	FN	Failure for Non-Attendance	
I	Incomplete	0.0	TC	Transfer Credit	TC	I	Incomplete	
W	Withdraw	0.0	AU	Audit	AU	IP	In Progress	
WF	Withdraw-Fail	0.0	IP	In Progress	IP	R	Retake	
TC	Transfer Credit	0.0				W	Withdraw	
						WF	Withdraw-Fail	

A “W” is given to those students who withdraw from a course after the add/drop period but before the 7th week of class. No academic penalty is attached to a grade of “W.” “WF” is given to those students who withdraw from a course during or after the 7th week. A “WF” grade is computed into the student’s CGPA.

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

All required courses must be taken for a letter grade, except for the following, which may be taken pass/fail: Qi Gong, Tai Chi, Tui-na, CNT and Safety Codes, Survey of Clinical Medicine, Clinical

Management, Medical Ethics, and CPR/First Aid. Elective courses are also graded as pass/fail. The changing of pass/fail grades may change at any time and may be at the discretion of faculty with prior approval and notification of students.

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

### Satisfactory Academic Progress (SAP)

All students in attendance must maintain a minimum quarterly and cumulative GPA of 2.25. The course work shall extend over a minimum of 4 academic years or 12 quarters. The maximum time frame a student has to complete this 4 academic year program is 8 calendar years, otherwise such related student will be terminated from the program.

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

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

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

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

### Academic Road Map Procedure

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

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

1. Cumulative GPA below 3.0
2. Fail to meet the requirement of the attendance requirement in the classroom/clinic.
3. Students who have not completed the MSOM program after four (4) academic years.
4. Students who failed the Comprehensive Graduation Examination (CGE) in two (2) consecutive attempts.

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

### Academic Progress Counselling Procedure

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

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

## Policy for Auditing Courses

Here are the following rules for auditing classes:

1. Students are not allowed to sit in any class without registration.
2. The tuition for the auditing is half the charge of regular tuition. Currently the regular tuition is US \$125 per unit, therefore the audit-class tuition is US \$62.50 per unit for now (i.e. the audit-class tuition for a 3-unit class is US \$187.50).
3. Students do not pay the audit fee in only two cases:
  - a. Case 1:

The student is auditing a previously paid class at DULA for the first time. Any subsequent audit after that first time will be charged the regular audit-class tuition in each occurrence.
  - b. Case 2:

The student is auditing a previously paid class at DULA in a different language, and may not be charged the audit-class tuition. Just as in case 1, the audit tuition is being waived for the first time only. Any subsequent audit after that will be charged the audit-class tuition in each occurrence.
4. In order to receive credit, any student who is taking an audit class in case 1 or 2 must submit the audit-tuition waive request with the registrar.
5. Students may “pay one, get one free” for the EL Comprehensive Review class series.
6. If the student pays for EL Comprehensive Review level 1 taking EL Comprehensive Review level 2 later will be free. If the student pays for EL Comprehensive Review level 3, taking EL Comprehensive Review level 4 later will be free. The student must register a paid class (EL Comprehensive Review level 1 and 3) ahead of a free class (EL Comprehensive Review level 2 and 4, correspondingly).
7. Auditing in advance is not allowed.

8. The student is encouraged to meet with the MSOM program director and/or associate dean before registering the audit-class.



## Tuition and Fees

### Academic Tuition

Didactic (classroom) instruction	: US \$125 per unit
Clinical instruction	: US \$9 per clinical hour

### Tuition Payment Policy

All students, including financial aid students, are required to have their balances paid in full prior to the end of each quarter. Students who do not pay their tuition as agreed or who have an outstanding balance at the end of the quarter will not be allowed to register for classes for the upcoming quarter. Balances must be paid by the end of the quarter for which they are incurred. In addition, balances not paid within 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

<b>Standard fees</b>	
Application fee	US \$100 (non-refundable)
Graduation examination (CGE)	US \$100 (non-refundable)
Retake graduation examination (CGE)	US \$100 (non-refundable)
Graduation fee	US \$100 (non-refundable)
Supplies/kits	US \$90 (estimated)
DULA lab coat	US \$30 (estimated)
Textbooks	US \$400 (estimated)
Challenge examination	50% of normal tuition
Make-up final exam	US \$50 per exam
Clinic malpractice insurance	US \$45 per quarter

<b>Additional fees (non-refundable)</b>	
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)
Audit fee	Refer to audit policy
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 \$36,473. This estimate includes classroom instruction, clinical instruction, application fee, graduation exam, graduation fee, supplies, uniforms, textbooks, clinical malpractice insurance, Student Tuition Recovery Fund fee, and the student ID card.

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

## Financial Aid

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

Qualification requirements:

1. The student must be a citizen or an eligible non-citizen of the United States of America.
2. The student must be enrolled on at least a half-time basis (6 units) for each quarter for which they would like to receive financial aid.
3. A male student between the ages of 18-25 must be registered with the Selective Service. Older students must have been registered during this age period.
4. Females and students born before 1960 are exempt from this requirement.
5. The student must maintain SAP (satisfactory academic progress) as defined by school policy while in attendance.
6. The student must complete verification if required, prior to funds being disbursed.
7. Not owe any refunds on a Pell Grant or other awards received and not be in default on repayment on any type of student loan.

## Types of Federal Financial Aid and Grants

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

Federal direct subsidized loan: Need-based, fixed, low interest rate loans available to dependent and independent undergraduate students who demonstrate financial need. Repayment begins six months after graduation or six months from the time the student drops below half-time enrollment

or withdraws from school. The government pays the interest while the student is attending school and during the six-month grace period.

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

**Loan amounts:** The maximum annual loan amount for independent undergraduate students is US \$12,500. Of this amount, US \$5,500 is a direct subsidized loan and US \$7,000 is unsubsidized. The maximum annual loan amount for graduate students is US \$20,500. Of this amount, US \$8,500 is a direct subsidized loan and US \$12,000 is unsubsidized.

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

Please note that, if a student obtains a loan, it is the student's responsibility to repay the full amount of the loan, plus interest (where applicable), less the amount of any refund. If a student has received federal student financial aid funds, the student is entitled to a refund of the money not paid by these funds. Interest rates may vary annually. Please check with the financial aid officer for the current interest rate.

## DULA Scholarships

DULA plans to offer scholarship for students who fall into following criteria.

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

### 1. Scholarship for current DULA students:

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

The scholarship will be offered on two categories. One is for didactic course for all students and the other is the clinical course for interns.

- Didactic merit scholarship:
  - Criteria: Selecting candidates for scholarships will be held on the beginning of Fall quarter of the current academic year. Candidates who are top 10 students with the highest GPA will be chosen among all students who have been enrolled minimum 36 units within the last 4 consecutive quarters. The List of candidates will be delivered to the Academic Committee meeting and Scholarship Awards will be determined in the meeting.
    - President merit scholarship (The best student): \$1000 per year.
    - Dean merit scholarship (The second-best student): \$500 per year.
- Clinical merit scholarship:
  - Criteria: The supervisors in the Clinic will recommend an outstanding intern as the scholarship recipient candidate to the Director of Clinic. The Director of Clinic will choose one outstanding student, from the recommended interns, who will be rewarded the scholarship through EC approval.
    - Clinic Director merit scholarship: \$500 per year.

### 2. Scholarship for Transfer students:

Purpose: The purpose of offering this transfer students scholarship is to attract and encourage outstanding students from other ACAOM accredited college students to enter DULA.

The scholarship will be offered as follow.

- A transfer student who has GPA of 3.5 or above (out of 4.0) from other ACAOM accredited colleges will be awarded \$1000 for the first school year with DULA and full-time student status is required. The scholarship of \$500 will be awarded at first quarter with DULA. The balance of \$500 will be awarded at fourth quarter with DULA.
- A transfer student who has GPA of 3.0 or above (out of 4.0) from other ACAOM accredited colleges will be awarded \$500 for the first school year with DULA and full-time student status is required. The scholarship of \$250 will be awarded at first quarter with DULA. The balance of \$250 will be awarded at fourth quarter with DULA.

## Veterans Benefits

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

## Application Process

To apply for financial aid, admitted students who have already entered into an enrollment agreement with the university must complete their financial aid packet, then schedule an appointment to meet with the financial aid officer.

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

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

Please note: As mentioned above, and notwithstanding the immediately foregoing, all students—including financial aid students—must comply with the university's leave of absence policy and



satisfactory academic progress policy, as set forth more fully under the appropriate informational heading located elsewhere in this catalog.

In addition, financial aid personnel are professionally and ethically bound by the federal government. Therefore, they may use their professional judgment to either deny certain federal financial aid or refuse to certify a student's loan application.

## Tuition Refund Policy

### Student's Right to Cancel

Students have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or 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 Clinic 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 Refunds**

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 3<sup>rd</sup> or 4<sup>th</sup> 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 6<sup>th</sup> 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 declines to treat an approved leave of absence as a withdrawal from school by the student. A student on an approved leave of absence is permitted to complete the coursework he or she began prior to their leave of absence.

A student may be granted one Leave of Absence within any 12- month period, not to exceed 180 calendar days. One subsequent Leave of Absence within that same 12-month period can be granted for unforeseen circumstances, such as jury duty, military duty, and criteria covered under the Family and Medical Leave Act of 1993. Such exceptions must be approved by University Administration. If after the extension of one subsequent leave, student fails to enroll in DULA coursework for at least one academic quarter, then the student is considered to have withdrawn from the University. 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 MSOM 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.

## Readmission

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

### Other Disciplinary Actions

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

### Posting Suspension or Dismissal on Academic Transcripts

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

## Policy on Student Conduct and Discipline

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

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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)

### Tardiness and Absences

#### Didactic Classes:

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

#### Clinical Internship:

Attendance is mandatory in the clinical internship. Students with 2 excused absences for one specific clinic shift day and time may be allowed to perform make-up hours at the discretion of the director of the OMC. Students with more than 2 excused absences for one specific clinic shift day and time will fail and have to repeat the whole clinic shift next quarter. All student interns must verify attendance through daily time cards. Any intentional misrepresentation of clinic hours performed by an intern may subject the intern to disciplinary sanctions including but not limited to disqualification of internship hours allegedly clocked during the related quarter.

### Student Records

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 parttime)\* 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](mailto:dean@dula.edu))

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

Administration(front office): (213) 487-0110 Ext. 100 (Email: [frontdesk@dula.edu](mailto: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-----	Marianne Mun
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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