



**Nine Star University of
Health Sciences**

CATALOG

2017

*Traditional Chinese Medicine
Massage Therapist
Massage Practitioner*

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EFFECTIVE TIME OF THIS CATALOG

JANUARY 01, 2017 THRU DECEMBER 31ST, 2017

The catalog of Nine Star University of Health Sciences, which is pursuant to section 94909 of the California Education Code, is updated annually. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation implemented before the issuance of the annually updated catalog, those changes will be publicized soon after they are made in supplements and posted bulletins and inserts accompanying the catalog.

NINE STAR UNIVERSITY OF HEALTH SCIENCES APPROVALS

Nine Star University of Health Sciences (NSUHS) is a private not-for-profit institution legally incorporated in the State of California.

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

The master degree program in Traditional Chinese Medicine (MTCM program) of Nine Star University of Health Sciences is approved by the California Acupuncture Board. The Acupuncture Board is located at 444 North 3rd Street, Suite 260, Sacramento, California 95814-0226 Tel: (916) 445-3021, Fax: (916) 445-3015, Website: www.acupuncture.ca.gov.

The University is authorized by the U.S. Immigration and Naturalization Service to process Form 1-20, enabling prospective international students to apply for an F1 Student Visa.

A student or any member of the public may file a complaint about this institution to the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free or by completing a complaint form, which is available on the bureau's internet website www.bppe.ca.gov. Bureau for Private Postsecondary Education (BPPE) is at 2535 Capitol Oak Drive Suite 400, Sacramento, CA 95833. Internet website address is www.bppe.ca.gov. Telephone: (916) 431-6959, Fax number: (916) 263-1897.

The Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM or Commission) terminated Nine Star University of Health Sciences' (NSUHS) Pre-Accreditation (Candidacy) status effective April 10, 2017.

NSUHS has officially notified ACAOM of its intent to seek – Pre-Accreditation (Candidacy) status by submitting a Self-Study Report for Pre-Accreditation no later than October 1, 2017 for

consideration at the Commission's February 2018 meeting. NSUHS cannot make any guarantees regarding the outcome of this effort.

ACAOM is the recognized accrediting agency for institutions/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.

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 can be found on our website www.nsuhs.org.

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 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370- 7589 or by fax (916) 263-1897.

SPECIAL NOTICE OF FINANCIAL STATUS

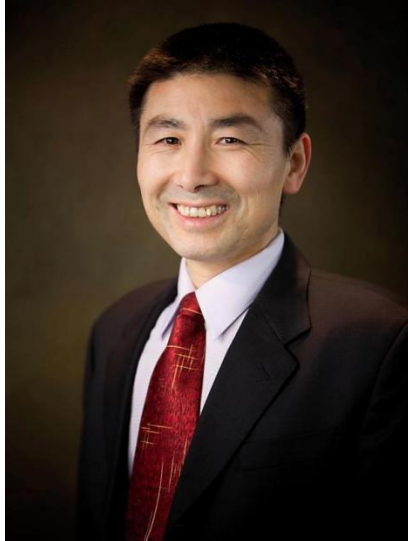
This institution does not have a pending petition in bankruptcy, and is not operating as a debtor in possession and has not filed a bankruptcy petition within the last five years. It has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.

RESERVATION OF RIGHTS TO INCREASE UNITS / HOURS

Nine Star University of Health Sciences herewith 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 Nine Star University of Health Sciences.

The affairs of Nine Star University of Health Sciences are managed by the Board of Directors. The Board receives recommendations from the University President and Executive Council, on which the President sits, and also includes the Office of the Academic Dean and Admissions, and the Clinic Director.

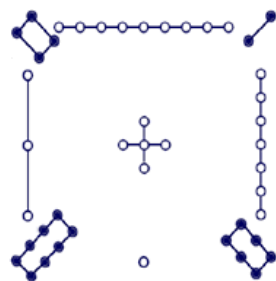
Students participate in the decision-making process by completing course evaluations at the end of each trimester and periodic program surveys. Students may also speak to members of the faculty and/or administration about individual concerns or suggestions for the program.

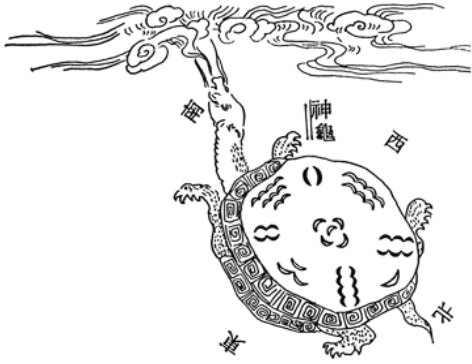


MESSAGE FROM THE PRESIDENT

Dr. Philip Yang founded NSUHS out of his rich and progressive clinical experiences, which has successfully treated a large variety of chronic diseases. He found that the key of his successful experiences include a strong personal and professional philosophy as well as the teachings and clinical training. NSUHS is very confident in that providing a strong and well-founded academic underpinning while assisting in the development of students' personal philosophies will lead to exceptional practitioners of Traditional Chinese Medicine.

河图 (Drawing inscribed on the Dragon-horse, discovered by FU-XI, the legendary version of ADAM of China, also known as the most ancient practitioner of Chinese medicine).





洛书 (LUO SHU, The Book of River LUO)

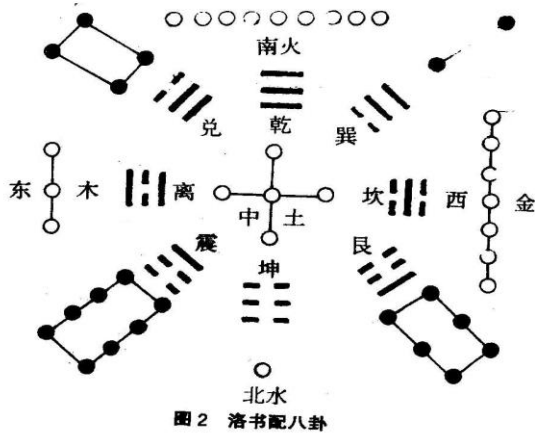


图2 洛书配八卦

LUO-SHU and BA-GUA

MISSION & OBJECTIVES

The mission of Nine Star University of Health Sciences is to provide a comprehensive curriculum in Acupuncture and Oriental Medicine (“AOM”) while preserving the wisdom of Traditional Chinese Medicine and maintaining the highest standards of education and ethical behavior. The aim is to prepare students to become qualified and successful practitioners of acupuncture and Oriental medicine with a strong sense of community service. Graduates of NSU should be able to:

1. Demonstrate proficiency in the theories and practice of Traditional Chinese Medicine and the integration of Traditional Chinese Medicine, biomedical knowledge, and clinical skills in providing patient-centered care,
2. Demonstrate proficiency in applying Traditional Chinese Medicine principles and theories in clinical medicine, patient assessment and diagnosis, treatment, prevention, and management of various patient conditions;
3. Demonstrate proficiency in case and practice management and display an appropriate level of professional conduct in all interactions and relationships with patients;

4. Demonstrate an appreciation for continuous learning and staying informed of advanced concepts and research in AOM related clinical biomedicine, and effectively share these concepts with other healthcare providers and appropriately apply such concepts in clinical settings;
5. Identify when to make appropriate referrals;
6. Pass NSU's examinations and appropriate state and national licensing examinations;
7. Demonstrate compassion for patients and a passion to serve the community and the public.

To realize the mission, aim and objectives, the graduates of NSU will achieve the following educational competencies:

- Collect thorough patient data through patient inquiry; visual and olfactory observation, and palpation to make an accurate diagnosis.
- Formulate a diagnosis by identifying nature of the dysfunction, according to TCM theories of: Yin-Yang, Channel, Five Phases, Organ, and Triple Warmer.
- Determine an effective treatment strategy based on the diagnosis and the biomedical clinical process including history taking, laboratory and diagnostic tests and procedures, as well as biomedical physical examination findings, pharmacological concepts, human anatomy and physiological processes.
- Select the appropriate treatment modalities including acupuncture, herbs, oriental manual therapy, exercise, and biomedical considerations.
- Plan and execute an herbal treatment including effective strategies for herbal formulation, composition, preparation, and biomedical interaction consistent with the pattern and treatment plan.
- Assess the effectiveness of the treatment strategy and execution by re-examination and modification, if required, based upon that assessment.
- Comply with established professional best practices in Oriental Medicine including: responsible record keeping and patient confidentiality; ethical prescribing and selling herbs; consultation and referral with appropriate biomedical or allied health practitioners; recognition of emergency care situations; and continued cultivation of compassion.

BOARD OF DIRECTORS

Ratinder Ahuja	Ph.D of computer sciences	Chairperson
Philip Yang	O.M.D., President of NSU	Non-voting Board Member
Cynthia Ma	EdD. Academic Dean of NSU	Board Member
Darrell Corben	M.D., FACP	Board Member
John Hisao	Pharmaceutical Expert	Board Member

Michael Yu	CPA	Board Member
Allen Liu	Insurance agent	Board Member
Minli Sun	L.A,c.	Board Member

MEMBERS OF ADMINISTRATIONS

Philip Yang	O.M.D. L.A,c.,	President
Cynthia Ma	Ed.D	Academic Dean
Xin Wang	Ph.D, L.A,c.,	Clinic Director
Ivie Chen	M.A.	Director of Administrative Affairs
Kelly Lan	M.A.	Director of Student Affairs

ACADEMIC CALENDAR 2017

Spring 2017 Trimester (Jan 2 - Apr 16)

Date	Event
Jan.2	Spring Trimester and Classes Begin
Jan 2- 9	Late registration Add/Drop Class
Jan.9	Tuition Payment Due
Jan.16	Martin Luther King Day, campus closed
Feb. 20-27	Mid-term exams
Mar.6-13	Last week of 10-week course
Apr. 3	Begin registration for summer trimester Faculty evaluation by students
Apr. 10-16	Course evaluation and final exams
Apr. 16	Spring trimester ends Summer trimester registration ends for current students
Apr.16	Late registration begins (current students)

Summer 2017 Trimester (May 1 - Aug 13)

Date	Event
May. 1	Summer Trimester and Classes Begin
May.1-8	Late registration Add/Drop Class
May.8	Tuition Payment Due
May. 29	Memorial Day Holiday, campus closed
Jun. 19 - 26	Mid-term exams
Jul.3-10	Last week of 10-week course

Jul. 4	Independence Day, campus closed
Jul.31	Begin registration for fall semester Faculty evaluation by students
July 31 - Aug. 13	Course evaluation and final exams
Aug. 13	Summer trimester ends Fall trimester registration ends for current students
Aug. 14	Late registration begins (current students)

Fall 2017 Trimester (Sep.5 - Dec 17)

Date	Event
Sep. 4	Labor Day Holiday, campus closed
Sep. 5	Fall Trimester and Classes begin
Sep.5-12	Late registration Add/Drop Class
Sep.12	Tuition Payment Due
Oct. 23-29	Mid-term exams
Nov. 6-12	Last week of 10-week course
Nov. 23	Thanksgiving Holiday, campus closed
Dec. 11-17	Course evaluation and final exams
Dec. 17	Fall trimester ends 2018 Spring trimester registration ends for current students
Dec. 18	Late registration begins (current students)
Dec. 25	Christmas Holiday, campus closed
Jan.2, 2018	2018 Spring Trimester and Classes Begin

INTRODUCTION

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

LOCATION AND ENVIRONMENT

NSU is located in Sunnyvale, California. Sunnyvale has a mild, temperate climate and, as can be inferred from the name, is quite bright even on overcast days. Average daytime summer temperatures hover between 85° F (29° C) and 95° F (35° C), and during the winter, average daytime temperatures rarely go below 45° F (7° C). The City of Sunnyvale ranked the fifth-safest city in America in its population group of 100,000 to 499,999 in the 11th annual Morgan Quitno Safest Cities in America awards. The campus setting is serene and quiet, only a few blocks away south of the north-southbound highway 101's exit at Lawrence Expressway.

CAMPUS FACILITIES

The facility is a two-story building, totals 17,500 sqf. with ten teaching clinic rooms, four big and medium classrooms, a large Auditorium (NSU Science Center), conference room, and six well-lighted, comfortable and spacious classrooms with white boards. In addition, each room is equipped with acupuncture manikins and class related posters. Wi-Fi is accessible all over the Campus.

The Campus is well landscaped with tall palm trees, lawns and plum trees. The enjoyable views please one's spirit, also brings fresh icons to rejuvenate the body. Standing in the campus, facing the building, looking up the top, you will be enchanted with the colorful scenery with the blue sky as background, brightened with California sunshine.

PARKING

The university has more than ample parking spaces with no charge to students. Most parts are shaded by tall pine and plum trees. Handicapped spaces and ramps are also available.

LIBRARY

The University has a library where all students have access to the books and materials related to their educational needs. Library is open during school office hour. Students can access the library and check out books and journals.

The University Library serves the university community for scholarly study and research endeavors. The library facilities offer reading rooms, individual study carrels, and a student conference room. Total book volumes number approximately 3,000, and the current reference collection comprises over 300 journals, periodicals, and magazines. Reflecting the curricula of the University, Chinese and English language instructional holdings can be used to reinforce and support students' academic success.

CAMPUS PREVIEW DAY

Prospective students and their families are encouraged to attend an NSU Campus Preview Day. During the Campus Preview Day, faculty, current students and staff avail themselves to interact with prospective students to answer questions related to all aspects of campus life and the education offered at NSU. For information or to reserve your space at an upcoming Campus Preview Day Administration Office, call the Office of Admissions 408-532-5567 or visit our website: www.nsuhs.org

It is essential that all applicants have sincere commitment and compassion to serve the communities especially the underserved population in need of affordable and effective healthcare. If you share this commitment to providing health care to the global community, then Acupuncture and Traditional Chinese medicine is the right choice for you. The most important thing in choosing a school is to judge its philosophy, curriculum, faculty and administration.

Prior to your applying, we strongly suggest you:

1. Attend a scheduled Campus Preview Day, or;
2. Schedule an appointment with the Admissions Office and arrange for a tour of the campus. Call (408)532-5567 for further information or make an appointment.
3. 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

STUDENT SERVICE

STUDENT HEALTHCARE SERVICES

The Nine Star University of Health Sciences, Oriental Medical Center, offers healthcare services to students and their family members at substantially discounted rates for treatments and some herbal prescriptions.

STUDENT ADVISING AND COUNSELING

The President, Academic Dean and faculty are available to assist students with all aspects of life at Nine Star University of Health Sciences, whether it is related to academic or nonacademic matters. NSU also provides academic counseling at least once each trimester during registration periods for determination of Satisfactory Academic Progress. Faculty members and senior students are also available to help student with academic problems.

LIVING AND HOUSING

(a) Nine Star University of Health Sciences does not have any type of dormitory facilities under its control.

(b) There is an abundance of varied housing in a wide range of pricing immediately surrounding the campus. The range of housing is usually between \$800-\$1,200 monthly depending on the number of bedrooms and if shared.

(c) The University bears no responsibility in finding or assisting students in finding housing. The University does, however, have a bulletin board for student use to communicate opportunities for shared housing or for other community and professional listings. The Director of Administrative Affairs is available to make suggestions and help with resources to find housing, but it is the responsibility of the student to find acceptable housing within their own circumstances and needs.

The city of Sunnyvale and the neighboring communities of Santa Clara, Cupertino and Mountain View have extensive rental apartments and housing in all price ranges. The University is also within commuting distance from a number of other residential communities including Los Altos, Saratoga, Campbell, San Jose, Milpitas and Fremont.

STUDENT LOUNGE

The student lounge is open seven days a week during normal student class and clinic hours. Students are invited to use the student lounge during class breaks, between classes or as a place to just relax. The student lounge may be used for social interactions, eating, resting, or studying. The kitchen is well equipped with wireless Internet access, a refrigerator, two microwave ovens, and a washbasin to facilitate preparation of meals. There is also a limited amount space where personal utensils can be kept.

CAMPUS COMMUNICATIONS

On-campus communications, including the posting of important dates, official announcements, Acupuncture State Board and other professional organizations' news releases, can be found throughout the campus. Announcement of scheduled academic activities, student council meeting times and locations are disseminated by posting on the bulletin boards or are dispatched directly by the administrative staff. There are several bulletin boards located throughout the campus where students will find the important announcements, and other relevant information.

ASSOCIATED STUDENT BODY

The University encourages all students to be actively involved with the ASB. It provides students to come together during a trimester event called "Student Day". This gathering, with lunch hosted by the Associated Student Body and the University, is well attended and appreciated by students and faculty. During the meeting, Scholarships are awarded and Academic Achievements are recognized, announcements and recent related news is provided to attendees during this event.

STUDY AREAS

The student lounge and library may be used for study groups. There are also several small carrels available for student study.

TEACHING EQUIPMENT AND MATERIALS

Teaching Equipment is provided in every classroom, fully equipped with tables and chairs, white boards, computer and projectors, anatomical models, acupuncture charts, and treatment tables for clinic training demonstrations. Classrooms used for clinical training are supplied with necessary acupuncture supplies such as treatment tables, sterile disposable acupuncture needles, heat lamps, electronic stimulation machines and an herbal dispensary. In addition, NSU provides Internet wireless access to enrolled students. Proper maintenance and respect of the equipment is expected.

JOB OPPORTUNITIES

NSU does not provide job placement assistance of any type. The university does post on the student bulletin boards any substantive and relevant employment opportunities that it receives. NSU will assist students with resume and cover letter writing.

ALUMNI

Future NSU graduates are important to the continued growth and development of the university. Alumni and university interactions enlighten the sharing of experiences between the currently enrolled students and alumni members. Alumni support the University by contributing suggestions for the comprehensive examinations, by participating in University events, by tutoring students for the California acupuncture licensing exam and other licensing examinations, and by serving as mentors to new students and recent graduates. Alumni also receive discounts for Continuing Education Units (CEU) offered at the Nine Star University of Health Sciences.

STUDENT RIGHTS, RESPONSIBILITIES, AND PRIVILEGES

PREAMBLE

NSU is a community that exists for the generation, acquisition, diffusion, and preservation of knowledge, the growth of all its members, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. All members of the university community are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth in an atmosphere of academic freedom. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom as well as elsewhere on campus. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the university community. The university has developed policies and procedures which provide and safeguard this freedom,

within the framework of general standards, and with the broadest possible participation of the members of the university community. This document articulates the general policies that provide for the academic freedom of students in this university community and forms the basis on which more specific policies such as the Student Conduct Code, rules on students' records, etc., have been formulated and adopted.

FREEDOM OF ACCESS

NSU is open to all qualified applicants according to its published admissions policies and standards. Upon matriculation, each student has access to all NSU services and facilities for which the student is qualified. Access will be denied to persons who are not NSU students.

ADMISSIONS, RETENTION AND GRADUATION

NSU supports equal educational opportunity for all regardless of sex, race, color, creed, national origin, age, sexual orientation, marital status, handicap, religion, disability, or status as a disabled or Vietnam-era veteran. Persons seeking admission to the university have the right to be admitted if they meet the admission standards. Admission to the university does not automatically admit students to those programs which have special standards for admission or which may restrict admissions on the basis of available resources. To be eligible for continued enrollment in the university and for graduation from the university, students are responsible for meeting the university's published requirements for retention and graduation.

RETENTION OF STUDENT RECORDS

A detailed system of records is maintained by the University for each student. Each student's file shall contain application documents, admissions credentials, records of attendance, grades earned, satisfactory academic progress records, written communication with the student, and any disciplinary actions taken. Fireproof storage shall be provided for the safekeeping of student records including records of graduation and degrees granted. Such records shall be considered the permanent property of the University and shall not be available for loan or release to others without the written consent of the appropriate student. Student records shall be retained permanently by the University.

Nine Star University of Health Sciences retention rates:

2010	90%
2011	70%
2012	90%
2013	94%
2014	100%
2015	68.42%
2016	70.97%

UNIVERSITY FACILITIES AND SERVICES

All regular students have the right to make full use of the facilities and services of the university which are generally available to students. There are, however, some limitations on the availability and use of university resources. Students are expected to use university facilities and services responsibly and with consideration for other members of the university community. Administrative office responsible for providing facilities and services will, upon request, furnish guidelines for their use.

CLASSROOM RIGHTS AND PRIVILEGES

Instructors are expected to encourage open discussion and inquiry. Students may take reasoned exception to information offered in any course in the continual search for new understanding. Students' views, political associations, and beliefs which are confided to instructors and advisors during the performance of duties are confidential.

CLASSROOM CONDUCT

Instructors are responsible for presenting appropriate material for courses and students are responsible for learning the material. The academic performance of a student is evaluated in the determination of grades; however, student conduct is important in the academic setting. Enrollment in a class may be terminated due to unsatisfactory student conduct, undue disrespect toward an instructor or administrator, or academic dishonesty. Each student is responsible for maintaining standards of academic performance established for each course in which the student is enrolled.

STUDENT, FACULTY, STAFF RELATIONSHIP

The relationship between students and faculty/staff is one which is based upon mutual respect. Students see faculty and staff in a variety of roles: teachers, counselors, librarians, administrators, advisors, employers, supervisors, colleagues. In those rare instances where a student may wish to pursue a grievance having to do with grades or actions taken by a faculty member or a staff member of an office or department which adversely affected the student's academic progress, the university provides a procedure by which the grievance may be pursued. The rules for the process are contained in the Rules Governing the Operations of the Board of Academic Appeals, copies of which are available in the Administrative Office.

A. In the Classroom

1. Student Rights

A student who enrolls in a course has the following rights:

- To know from the instructor, the goals and content of the course
- To know from the beginning, the instructor's expectations and grading methods
- To evaluate on the materials of the course and not on extraneous matters
- To consult with the instructor outside the classroom on matters related to the course

2. Student Responsibilities

Student who enrolls in a course has responsibility to observe the standards of academic performance defined by the instructor and the standards of conduct established by the instructor to assure the freedom of the instructor to teach and the freedom of the other students to learn.

B. Outside the Classroom

Students have a right to the services provided by faculty and staff, including such services as academic advising, counseling over a broad range of problem areas, dissemination of information, and clarification of university policies and procedures, including those involving grievances. Because of the size and complexity of the university, students have the primary responsibility for initiating requests for such services, although faculty and staff are expected to be sensitive to student's needs and to offer assistance if students appear to need it.

STUDENT RECORDS

A. Student Records Rules

The university has adopted rules which govern the form and variety of student records collected and maintained by the university, the nature of information collected, and the way in which student information is recorded, maintained, and eventually disposed of, consistent with federal and state regulations. Copies of the rules (in accordance with Public Law 93-380 the Family Educational Rights and Privacy Act of 1974, i.e., the Buckley Amendment) are available in the Office of the President. Students have a right to expect that information about themselves of a private, personal, or confidential nature which they share with faculty and staff will be disclosed only according to student records rules. Faculty and staff may provide judgments of a student's ability and character to others in appropriate circumstances, normally with the knowledge and consent of the student concerned, and in accordance with the university's rules on student records.

B. Students' Rules

The rules on student records also define the following rights of students with respect to their records and the procedures to be followed to guarantee those rights:

1. The right to inspect and review information contained in their educational records
2. The right to challenge the contents of their educational records
3. The right to submit an explanatory statement for inclusion in the educational record if the outcome of the challenge is unsatisfactory
4. The right to prevent disclosure, with certain exceptions, of personally identifiable information
5. The right to secure a copy of the university rules, which includes the location of all educational records

6. The right to file complaints with the appropriate federal and state agency(ies) concerning alleged failures by the university to comply with applicable laws, rules, and their implementing regulations

C. Students' Responsibilities

Students are responsible for furnishing, completely and accurately, such pertinent information as required by the university so that it may perform its proper function as an educational institution. If students' circumstances change, e.g., name, address, financial situation, etc., they are responsible for seeing that proper university officials are informed of such changed circumstances.

STUDENT LIFE

Student Life encompasses a broad area, including the freedoms to form associations, to inquire and express opinions, and to participate in institutional government.

A. Association

Students have the right to form organizations and to join associations to promote their common interests. In doing so, they have the responsibility to follow university policies and procedures, copies of which are available in the Administrative Office.

B. Inquiry and Expression

Students and student organizations have the right to examine and discuss all questions of interest to them, to express opinions publicly and privately, to support causes, and to invite and hear any person of their own choosing. Such activities shall not disrupt the regular and essential operation of the university. Students and student organizations are responsible for following the policies and procedures related to these activities, copies of which are available in the Administrative Office.

C. Student Participation in Institutional Government

Students have the right to express their views by lawful procedures on issues of institutional policy and on matters of general interest to the student body, and to participate in the formulation and application of institutional policy affecting academic and student affairs. Student government, the Associated Students of Nine Star University, is the primary vehicle for student participation in institutional government, and its role is explicitly stated in its constitution and by-laws, copies of which are available in the Administrative Office. Other opportunities for involvement in academic and student affairs areas may also be found in the Administrative Office. Having become involved in institutional governance, students are responsible for fulfilling the obligations they have undertaken.

UNIVERSITY POLICY AND PROCEDURES

INTRODUCTION AND PURPOSE

The students of NSU are responsible for complying with policies, standards, rules, and requirements for academic and social behavior formulated for the maintenance of an orderly and responsible functioning of the university community. Students enrolled at the university's campus are expected to uphold these standards both on and off campus. At the same time, students have protection through orderly procedures against arbitrary or capricious actions or decisions by university authorities. Due process is recognized as essential to the proper enforcement of university rules. The purpose of this document is to provide a procedure and rules by which a student will be afforded due process in the matter of alleged violations of university standards, rules, and requirements governing academic and social conduct of students.

The university recognizes a responsibility to resolve behavior problems before they escalate into serious problems requiring the application of these rules. Therefore, the president shall generally review and/or investigate student behavioral problems put forward by university community members, or which otherwise come to the attention of the president through the administrative office or other official university reports. The president and the Problem Solving Team shall be as proactive as possible concerning the resolution of student behavioral problems and use reasonable arbitration and conflict resolution methods in order to prevent such problems from further interfering with the university community or the student's own educational progress.

The president shall provide for due process for students throughout the behavioral problem-solving intervention by following the proper steps related to the initiation, investigation, and disposition of complaints against a student as outlined in Section III of this document.

Any student is subject to these rules, independent of any other status the individual may have with the university. Any action taken against a student under these rules shall be independent of other actions taken by virtue of another relationship with the university in addition to that of the student.

B. Cooperation with Law Enforcement Agencies

NSU distinguishes its responsibility for student conduct from the controls imposed by the larger community beyond the university, and of which the university is a part. The university does not have the responsibilities of a parent for the conduct of students. When students are charged with violations of laws of the nation or state, or ordinances of the county or city, the university will neither request nor agree to special consideration for students because of their status as students, but the university will cooperate with law enforcement agencies, courts, and any other agencies in programs for rehabilitation of students.

NSU reserves the right to impose the provisions of this policy and apply further sanctions before or after law enforcement agencies, courts, and other agencies have imposed penalties or otherwise disposed of a case.

PROSCRIBED CONDUCT

A student shall be subject to disciplinary action or sanction upon violation of any of the following conduct proscriptions:

A. Disruptive and disorderly conduct which interferes with the rights and opportunities of other students to pursue their academic studies.

B. Academic dishonesty in all its forms including, but not limited to:

1. Cheating on tests
2. Copying from another student's test paper
3. Using materials during a test not authorized by the person giving the test
4. Collaboration with any other person during a test without authority
5. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of an un-administered test or information about an un-administered test
6. Bribing any other person to obtain an un-administered test or information about an un-administered test
7. Substitution for another student or permitting any other person to substitute for oneself to take a test
8. Plagiarism, which means the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit
9. Collusion, which means the unauthorized collaboration with any other person in preparing work offered for credit

C. Filing a formal complaint with the Office of the President with the intention of falsely accusing another with having violated a provision of this code.

D. Furnishing false information to any university official, especially during the investigation of alleged violations of this code.

E. Furnishing false information to the Student Conduct Council with the intent to deceive, the intimidation of witnesses, the destruction of evidence with the intent to deny its presentation to the Student Conduct Council or the president when properly notified to appear.

F. Intentionally setting off a fire alarm or reporting a fire or other emergency or tampering with fire or emergency equipment except when done with the reasonable belief in the existence of a need therefore.

G. Forgery, alteration, or misuse of university documents, records, or identification cards.

H. Sexual assault in any form, including acquaintance rape and other forced and/or nonconsensual sexual activity.

I. Actual or attempted physical/emotional abuse of any person or conduct which threatens or endangers the health and safety of any person or which intentionally or recklessly causes a reasonable apprehension of harm to any person.

J. Harassment of any sort or any malicious act which causes harm to any person's physical or mental well-being.

K. Recklessly engaging in conduct which creates a substantial risk of physical harm to another person.

L. Creating noise in such a way as to interfere with university functions or using sound amplification equipment in a loud and raucous manner.

M. Theft or malicious destruction, damage, or misuse of university property, private property of another member of the university community, whether occurring on or off campus; or theft or malicious destruction, damage or misuse on campus of property of a nonmember of the university community.

N. Unauthorized seizure or occupation or unauthorized presence in any university building or facility.

O. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other university activities or programs whether occurring on or off campus or of activities or programs authorized or permitted by the university pursuant to the provisions of this document.

P. Intentional participation in a demonstration that is in violation of rules and regulations governing demonstrations promulgated by the university pursuant to the provisions of this document.

Q. Unauthorized entry upon the property of the university or into a university facility or any portion thereof which has been reserved, restricted in use, or placed off limits; unauthorized presence in any university facility after closing hours; or unauthorized possession or use of a key to any university facility.

R. Possession or use on campus of any firearm, dangerous weapon or incendiary device or explosive unless such possession or use has been authorized by the university.

S. Possession, use, or distribution on campus of any controlled substance as defined by the laws of the United States or the state of California except as expressly permitted by law.

T. Violation of the university policy on alcoholic beverages which states:

1. Persons 21 years of age or older may possess and/or consume alcoholic beverages within the privacy of their residence hall rooms or apartments. California State law provides severe penalties for the possession or consumption of alcoholic beverages by persons under 21 years of age and for persons who furnish alcoholic beverages to minors. All university students should be aware of these laws and the possible consequences of violations

2. The university does not condone the consumption of alcoholic beverages by minors at functions sponsored by Nine Star University organizations. Organizations are held responsible for the conduct of their members at functions sponsored by the organization and for failure to comply with Washington State law

3. The Student Conduct Council may place on probation any organization or prohibit a specific campus social function when the consumption of alcoholic beverages has become a problem of concern to the university

U. Conduct which violates the university policies on computer use.

V. Violation of clearly stated proscriptions in any published rule or regulation promulgated by any official campus committee, commission, or council acting within the scope of its authority.

W. Violation on or off campus of any city, county, state, or federal law while participating in any university-sponsored activity.

X. Conspiracy to engage in hazing or participation in hazing of another.

HARASSMENT PREVENTION POLICY

The University is committed to providing a learning environment free of any form of harassment. University policy prohibits sexual harassment and harassment or discrimination because of pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin, ancestry, physical or mental disability, medical condition, marital status, sexual orientation, age, gender or any other basis protected by federal, state or local law, ordinance or regulation. All such behavior is unlawful. Our harassment prevention policy applies to all students as well as all persons involved in University operations and prohibits unlawful harassment by any member of the University community, as well as by or of any person doing business with or for the University, including subcontractors, suppliers, patients, and volunteers.

Prohibited unlawful harassment includes, but is not limited to, the following behaviors:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments
- Visual conduct such as derogatory and/or sexually-oriented gestures, posters, photography, cartoons, drawings, e-mail and faxes
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis
- Threats and demands to submit to sexual requests as a condition of continued enrollment, or to avoid some other loss, and offers of any benefits in return for sexual favors
- Retaliation for having reported or threatened to report harassment.

If a student believes that he/she has been unlawfully harassed or discriminated against, he/she

must provide a written complaint to the Academic Dean or other University official as soon as possible after the incident. The student's written complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses. The University will strive to protect the student's privacy. However, confidentiality cannot be guaranteed and the University reserves the right to use information disclosed in the complaint to investigate the situation.

Upon receipt of a complaint, the University will undertake a thorough, objective and good-faith investigation of the harassment allegations. If the University determines that harassment or discrimination has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any member of the community determined by the University to be responsible for harassment, discrimination, or retaliation will be subject to appropriate disciplinary action, up to and including termination or expulsion. Failure to comply with a University investigation will also result in discipline, up to and including termination or expulsion.

Students will not be retaliated against for filing a complaint and/or assisting in a complaint or investigation. Further, the University will not tolerate or permit retaliation by any member of the University community against any complainant or anyone assisting in a harassment or discrimination investigation. The University encourages all members of the community to report any incidents of harassment or discrimination forbidden by this policy immediately so the complaints can be quickly and fairly resolved. Students should be aware that the federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment, discrimination, and retaliation. If a student thinks that he/she has been harassed or has been retaliated against for resisting or complaining, he/she may file a complaint with the appropriate agency.

DISABILITIES POLICY

The University is committed to complying with all the mandates set forth in Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Disabled students may request for reasonable accommodations to the Academic Dean, and are required to provide medical certification of disability. In certain circumstances, early registration may be available for students with disabilities. *See regulations on Reasonable Accommodations for Disabled Students in the Student Manual.*

The Nine Star University facilitates access to university programs, activities, and services for students with disabilities. Utilizing documentation of disability and information obtained in consultation with the student, NSU staff assesses the effects of a student's disability on his/her ability to access the educational process and identifies reasonable academic adjustments / accommodations. In addition, NSU works to sensitize university faculty and staff to the needs of students with disabilities and helps students obtain the materials, equipment, and assistance necessary to successfully pursue their education.

Appropriate accommodations/academic adjustments are determined for each student on an individual basis. Examples of the types of accommodations available include textbooks and academic materials in accessible formats (digital audio, large print, Braille, electronic text), alternative examination procedures, sign language interpreters, speech-to-text transcription, tape-recorded lectures, note-taking assistance, early registration, priority snow removal, special classroom furniture, access technology, assistance with library research, and temporary disability parking permits.

NSU makes every attempt to provide reasonable accommodation to meet the requirements of the Americans with Disability Act (ADA). The University building is wheelchair accessible, but not all the classrooms do. Any of physical, psychological, emotional, and learning disabilities students and patients may contact the Administration Office at (408) 532-5567 for assistance.

SEXUAL HARASSMENT POLICY

Nine Star University strives to provide an environment in which the dignity and worth of the members of the school community are based on mutual respect. Sexual harassment is considered unprofessional conduct by employees and students and is unacceptable behavior. It will not be tolerated. Nine Star University is committed to an employment and academic environment that encourages excellence. This environment includes freedom from all forms of harassment for students, faculty, staff, and applicants who seek to join the University. Sexual harassment violates Nine Star University policies as well as local, state, and federal law. It is a violation of University policy for anyone to retaliate against an employee, student, or applicant who makes a claim of sexual harassment. Any person violating University policy on sexual harassment is subject to disciplinary action such as reprimand, suspension, or termination of employment or enrollment. The type of disciplinary action imposed will depend on the severity of the offense.

General Definition of Sexual Harassment

Sexual harassment is an unwelcome sexual advance, request for sexual favors, verbal or physical conduct of a sexual nature directed towards a student, employee, or applicant seeking to join Nine Star University. When an individual is in a position to influence the education, employment, or participation in a school activity of another person, even apparent consensual sexual relationships often constitute sexual harassment. Sexual harassment occurs when any of the following circumstances exist:

1. Submission to such conduct is made, either explicitly or implicitly as a term or condition of a person's status in a program for academic, employment, or admission decision.
2. Submission to or rejection of such conduct is used as the basis for academic decisions or employment decisions, or
3. Such conduct has the purpose or effect of "unreasonable interfering" with an employee's work or student's academic performance or creating an intimidating, hostile, coercive, and offensive work or educational environment. For purposes of this policy, "unreasonable interfering" is defined as improper, unjustifiable behavior going beyond what is appropriate, warranted, or

natural.

4. Sexual harassment is not limited to action by a supervisor or instructor but can include conduct by a co-worker or student.

PERSONAL CONDUCT

Each student is expected to be an example of proper conduct. This includes the student's attitudes, actions, appearance, and attire. The University's administration has the authority to take appropriate action through the Student Body Association or administrative disciplinary measures if this code of conduct is not adhered to. It is the policy of the University to prohibit smoking except in designated areas and prohibits unlawful possession or use of controlled substances or alcoholic beverages. Firearms possession anywhere on campus is **STRICTLY PROHIBITED**.

CODE OF CONDUCT

The disciplinary standards outlined in this catalog include rules and enforcement measures. These are the basic guidelines for conduct on the premises of the University, at any school sponsored activity and, under certain circumstances, behavior in the outside community. At any time, the University reserves the right to exclude students whose conduct is deemed undesirable or prejudicial to the University community's best interests. All amendments of the standards must be approved by the Dean in conjunction with the Executive Council. These standards are subject to amendment at any time with notices being posted on the campus bulletin boards and/or with the amendments prominently displayed in the campus newsletter.

The disciplinary standards described herein afford procedural fairness to the accused student and flexibility for the administration to exercise sanctions based on the individual circumstances of each case. Behavior resulting in disciplinary action may involve, but is not limited to, one or a combination of those listed below:

- Possession of alcoholic beverages on campus or at any school activities at any time
- Intoxication of the student
- No student will threaten another student, faculty, staff or administrator
- Falsification of University documents, records, or identification
- Dishonesty in any form, including plagiarism, illegal copying of software, or knowingly furnishing false information to the University
- Cheating or compromising test materials
- Removal of library materials without permission
- Disruption of class or academic activities
- Usage of abusive language to another student, faculty, staff, or administrator
- Theft or damage of University property or fellow student's property
- Illegal intoxication with controlled substances physical assault for any reason except clear self-defense
- Vandalism of University property
- Conviction for a crime beyond normal traffic violations

- Aiding and/or abetting in any of the above situations
- Possession of firearms or illegal weapons as defined by state and federal guidelines
- Violation of any state policies or regulations governing student's relationship with the University

Students accused of improper conduct shall be given adequate notice of the charges and an opportunity to appeal the case to the grievance committee. Written notice of specific charges made against a student shall be given at least 15 (fifteen) days before the student is to appear before the committee. While disciplinary action against a student is pending, the student's status does not change unless it is found that the student poses a significant threat to the University community. Hearings are private. The accused student is afforded the opportunity to rebut all charges. The University establishes the charges by a preponderance of the evidence. The student has the right to appeal the disciplinary actions to the Academic Dean, but on the grounds that fair procedure was not followed by the committee or that the evidence in the record does not justify the decision or the sanction. A record will be kept of the disciplinary action taken and the basis for this decision. The disciplinary action taken may be reflected on the student's permanent record as part of the disciplinary punishment. Disciplinary action invoked by the committee may involve, but is not limited to, one or a combination of the alternatives listed as follows:

Dismissal:

Separation of the student from the University on a permanent basis.

Suspension:

Separation of the student from the University for a Specific Length of time.

Probation:

Status of the student indicating that the relationship with the University is tenuous and that the student's record will be reviewed periodically to determine suitability to remain enrolled.

Specific limitations and restrictions on the student's privileges may accompany probation. University policy stipulates that a student dismissed by disciplinary action, from either the University or a course, will not receive a refund of tuition or other fees. Students dismissed from the University for disciplinary reasons must exclude themselves from the University classes, activities, facilities, and buildings. Any exception must be approved by the President.

A student who is dismissed may reapply for admission two terms after the dismissal.

DRUG, ALCOHOL AND SMOKING POLICIES

Conforming to federal law, Nine Star University does not permit the use of alcoholic beverages on campus and does not tolerate the use of illegal substances on campus. Nine Star University does recognize that occasionally a student may need help in these areas. Students or employees who need help are encouraged to speak to the academic dean, clinic director or other trusted staff member for referral to an appropriate counseling source. Area counseling and referral

services are listed in the “Drug Free Campus Policy and Procedures” published for all students and employees.

It is the policy of the Board of Trustees that the learning environment be free of prohibited or controlled substances. Specifically, all members of the University community which includes administration, faculty, staff, students, and guests, must abstain from the consumption of alcohol, narcotics, and/or misuse of prescription drugs while on University property and on any field trip sponsored as part of the instructional program. Violation of this policy may lead to suspension, expulsion, termination, and in the context of criminal activity, referral to law enforcement agencies. Employees and students having difficulties with addictive substances can seek confidential advisement from the Student and Alumni Services Coordinator for referrals to agencies providing assistance with alcohol or drug related problems.

It is the policy of NSU that smoking is prohibited in all University facilities. At the discretion of the administration, an outside area may be set aside within the University facilities to accommodate students, staff members, and faculty who smoke. Violation of the smoking policy may result in suspension or termination of academic status or employment.

CAMPUS SECURITY

In accordance with the Higher Education Act of 1965 as amended by Public Laws 101- 542, 102-26, 102-325 and 103-208, all related to the Student Right-To-Know and Campus Security Act, the University makes available to current students, prospective students, employees, and prospective employees, information about campus safety policies and procedures and statistics concerning whether certain crimes took place on campus. The latest report will be posted on the campus bulletin board, and is available upon request by contacting the Student and Alumni Services Coordinator or by writing to the administrative office.

Any incidence is a cause of concern to the University. Therefore, students, faculty, and staff are encouraged to report any crimes or suspected crimes to the Director of Administrative Affairs who will immediately notify appropriate local law enforcement agency. In the absence of the Director of Administrative Affairs and other officials, the individual should directly notify the local law enforcement agency.

UNIVERSITY CATALOG

It is the responsibility of the student to be familiar with the information presented in this catalog and to know and observe all policies and procedures related to the program the student is pursuing. Regulations will not be waived nor exceptions granted because a student pleads ignorance of these policies or procedures. While academic advisors will assist students in every way possible, the responsibility for following all policies, procedures, requirements, and deadlines will rest with the student. A student is expected to satisfy the requirements of the catalog in effect at the time the student is admitted to the University and begins course work in a degree program. However, a student may elect to graduate under the catalog in force at the time of graduation provided the student complies with all requirements of the later catalog.

POLICY CONCERNING APPROPRIATE ATTIRE

All students entering the University to attend class, study, work, or visit are asked to be mindful of the professional environment of this medical institution. Students are expected to dress and act respectfully of patients, visitors, employees, and other students in the building. All students must wear shoes at all times, unless otherwise instructed by their professor for educational purposes. Inappropriate, excessively revealing, intentionally provocative, or excessively casual (e.g., bathing attire, pajamas, etc.) clothing is not considered acceptable.

Students working in, or conducting their internship at NSU Clinic must fully comply with the guidelines established in the Clinic Handbook (received by all students working or practicing inside the Clinic).

ACADEMIC PROBATION AND DISMISSAL

It is expected that students maintain good academic standing with a minimum grade point average (GPA) of 2.3 each trimester. GPA falls below 2.3 will lead to academic probation for a period of two trimesters. The students' GPA must be maintained at 2.3 or higher during the probationary period. Probationary status will be removed and student will be considered to be in good academic standing after satisfactory probation period ends. Students who do not clear probation may be dismissed from the university. An academic notice will be given if a student fails a course twice. NSU may dismiss students who failed on his/her third attempt in securing a passing grade of such course.

All students on academic probation will have to consult with the Academic Dean to determine their course load. Students on academic probation are advised to meet with the Academic Dean for academic counseling to avoid automatic dismissal.

STUDENT RECORDS

Nine Star University of Health Sciences recognizes and acts in full compliance with regulations set by the Family Educational Rights and Privacy Act of 1974 (FERPA) (the Buckley Amendment). Students may have access to all records about them maintained by the University except for those considered confidential under the Act. Students wishing to review records or to appeal for a change in those records should contact Academic Dean. 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.

NSU will maintain records of the name, address, email address, and telephone number of each enrolled student, degree or certificate granted to be directory information under FERPA and, as such, may be disclosed, without consent, to a third party upon request. Student transcripts and degree or certificate are maintained indefinitely and all other maintained for 5 years. NSU will

maintain permanent record of all of the following:

- (1) The degree or certificate granted and the date on which that degree or certificate was granted.
- (2) The courses and units on which the certificate or degree was based.
- (3) The grades earned by the student in each of those courses.

CONFIDENTIALITY OF RECORDS

The confidentiality of student and patient records is protected by law. Information contained in a student or patient file may not be released to a third party without written permission of the student or patient, subject to the Family Rights and Education Act of 1974. This written permission must be a part of the file. Student interns and student employees may sometimes have access to confidential information regarding the University, its patients, suppliers, and fellow students. It is the student's responsibility to not reveal or divulge any such information unless instructed to do so by a member of the Administration. A student may be expelled for a breach of confidentiality and legal action may be taken by the University.

PROTECTION AGAINST IMPROPER DISCLOSURE

1. Information. About student's views, beliefs, and political associations which University employees acquire privately in the course of their work as instructors, advisors, and counselors shall be considered confidential. Since improper disclosure of this information could have a damaging effect to the environment of free inquiry and expression necessary to quality higher education, protection against improper disclosure of confidential information regarding students is a professional obligation of faculty members and administrative staff.
2. Student records. Records will be released only under legal compulsion or the written request of the student involved. If records are subpoenaed, the student shall receive the same information and the name of the subpoenaing agency.
3. Information from student educational records will be considered confidential in accordance with the Family Educational Rights and Privacy Act.
4. When a student has been found responsible for a violation of University standards through Judicial Affairs, a disciplinary record (separate from the student's academic record) will be maintained in a confidential file in the Administrative Office for a minimum of seven years. If a student is suspended or expelled from the University, the file shall be kept permanently. Probation and suspension are noted on the student's academic record during the term of the probation or suspension. A permanent notation will be made on the student's academic record if he or she is expelled from the University. If a student is found not responsible, all files will be purged. Disciplinary records are considered education records under the Family Educational Rights and Privacy Act and as such can only be released in accordance with those regulations.

Note: All admission documents submitted by students become the property of the University. Students should monitor in a timely manner, his/her own progress toward graduation and to take all appropriate required courses each trimester.

INITIATION, INVESTIGATION, AND DISPOSITION OF COMPLAINTS

A. Philosophy

The Problem-Solving Team deals with student behaviors which constitute violations of this code. The Problem-Solving Team meets weekly to review Residence Hall Incident Reports filed by resident assistants and building managers, as well as police reports, which deal with both on- and off-campus students. The Problem-Solving Team works together to suggest intervention strategies which are considered to be most appropriate and effective for eliminating specific negative student behaviors.

B. Process

Incidents that come to the attention of the Problem-Solving Team may be addressed in one of the following ways:

1. No action.
2. Informal meetings with relevant university officials.
3. Initiate proceedings in the Office of the President for Academic and Student Life.

Official proceedings in the president's office are conducted when it becomes apparent to the Problem-Solving Team that the initial and more informal forms of intervention with a student have been unsuccessful in positively modifying a student's behavior.

C. Investigation and Disposition of Complaints

The following rules will govern the processing of alleged violations of the proscribed conduct listed in the Student Conduct Code, with one exception. Allegations of discrimination, including sexual harassment, will utilize a separate process in order to provide both parties their rights under the law and in accordance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Copies of the Discrimination Grievance Process are available in the Office of the President.

1. A complaint alleging misconduct against any student at the university may be filed by anyone at the Administrative Office. Students, faculty members, administrators, and other employees of the university shall have concurrent authority to request the commencement of the disciplinary proceedings provided for in this chapter. A person filing a complaint shall be complainant of record.
2. Any student charged in a complaint shall receive written notification from the president. Such notice shall:

- a. Inform the student that a complaint has been filed alleging that the student violated specific provisions of the Student Conduct Code and the date of the violation(s).
 - b. Set forth those provisions allegedly violated.
 - c. Specify a time and date the student is required to meet with the president or designee.
 - d. Inform the student that failure to appear at the appointed time at the president's office may subject the student to suspension from the university.
3. When president meets with the student, the president shall:
- a. Provide for the student a copy of the Student Conduct Code.
 - b. Review the alleged violation with the student.
 - c. Conduct an investigation into the alleged violation.
4. Upon completion of the review with the student and/or the investigation, the president may:
- a. Drop the charges when they appear to be invalid, without substance or capricious.
 - b. Issue a verbal warning.
 - c. Apply any of the sanctions as outlined in Section IV if such sanction is warranted by the evidence.
 - d. Refer the case to the school board.
 - e. Invoke the summary suspension procedure as outlined in Section VII when deemed appropriate.
5. The president shall inform the student that only suspension and expulsion sanctions may be appealed to the Board, and that if an appeal is made, the president shall take no action nor make any determination, except for summary suspension, in the matter other than to inform the student of the time, date, and location of the proceeding by the Board

DISCIPLINARY SANCTIONS

The following may be the sanctions imposed by the President for and school board.

A. **Warning**

Notice in writing that the student has violated university rules or regulations or has otherwise failed to meet the university's standard of conduct. Such warning will contain the statement that continuation or repetition of the specific conduct involved or other misconduct will normally result in one of the more serious disciplinary actions described below.

B. **Disciplinary Probation**

Formal action will specify the conditions under which a student may continue to be a student at the university, including limitation of specified activities, movement, or presence on the NSU campus, including restricted access to any university building. The conditions specified may be in effect for a limited period or for the duration of the student's attendance at the university.

C. Restitution

An individual student may be required to make restitution for damage or loss to university or other property and for injury to persons. Failure to make restitution will result in suspension until payment is made.

D. Suspension

Dismissal from the university and from status as a student for a stated period. The notice suspending the student will state in writing the term of the suspension and any condition(s) that must be met before readmission is granted. The student so suspended must demonstrate that the conditions for readmission have been met. There is to be no refund of fees for the trimester in which the action is taken, but fees paid in advance for a subsequent quarter are to be refunded.

E. Deferred Suspension

Notice of suspension from the university with the provision that the student may remain enrolled contingent on meeting a specified condition. Not meeting the contingency shall immediately invoke the suspension for the period and under the conditions originally imposed.

F. Expulsion

The surrender of all rights and privileges of membership in the university community and exclusion from the campus without any possibility for return.

G. Forfeiture of Entitlements or Awards

For the specific instance of hazing, forfeiture of any entitlement to state-funded grants, scholarships, or awards for a specified period.

DISCIPLINARY PROCEDURES

Notices to a student required under disciplinary proceedings shall be hand-delivered or mailed by certified mail. Any student, faculty or staff member of Nine Star University of Health Sciences may present a written allegation to the Academic Dean that a student has been engaged in prohibited conduct, as soon as possible after the incident has occurred. The student will be notified of the allegation(s) within a reasonable time thereafter. The University will investigate the facts underlying the allegation. The investigation shall allow the student to present written and/or oral explanation of the facts and circumstances underlying the alleged conduct. All physical evidence, written statements, and notes of oral statements taken in an investigation shall be kept in a case file relevant to the matter.

If the Academic Dean does not believe that conduct constituting a violation of this code has occurred, the charge shall be dismissed. A written finding of this dismissal of charges shall be placed in the case files, with copies of the results delivered to the student accused in the allegation.

FINDINGS, HEARINGS, AND APPEALS

If the Academic Dean (AD) believes there has been a violation of the Code of Conduct, she/he

will conduct an appropriate investigation.

If the AD decides the outcome is a minor violation, he/she will arrange a one-on-one meeting with the student to discuss these findings. Following this meeting, the AD may decide to impose any of the following sanctions: counseling, guidance, oral reprimand and/or written reprimand.

The AD will deliver the findings, in writing, to the student. If a violation is found and a sanction proposed by the AD, the student will have ten calendar days from receipt of the written finding to appeal the finding and sanction to the Administrative team. This appeal must be in writing. Appeals are limited to: a) the showing of new evidence that was unknown at the time of the decision, b) sanction that is not supported by the evidence, or c) bias or other unfair prejudice in the decision or procedure.

A meeting of the Administrative team (the University President, the Academic Dean, the Dean of Students and the Director of Administrative Affairs) will be arranged within ten calendar days of receipt of the written appeal. Student may attend this meeting but is not obligated to attend. The student may elect to be accompanied by an advisor of their choice, if the advisor is a member of the University community and does not act as legal counsel.

The decision of the Administrative team regarding the appeal is final. The AD shall then record and file all results of both the preliminary and subsequent investigations in the student's academic records file.

More serious violations of the Code of Conduct may require a formal hearing, as determined by the Academic Dean. For the purposes of a formal hearing, the Administrative team consists of the University President, the Academic Dean, the Dean of Students and the Director of Administrative Affairs. The following procedure applies:

1. If the AD believes that a more serious sanction may be warranted, she/he will refer the case to the Administrative team for a formal hearing, and will submit all relevant documents and records. The AD will not be involved in the determination of any Administrative team sanction.
2. The student will be notified in writing of the hearing time and date, and the charges against him. The student has the right to examine the evidence against him/her prior to the hearing and to respond, in writing, to the allegations no less than ten calendar days prior to the hearing. The hearing shall be arranged by the AD. At the hearing, the Administrative team will review and consider all materials appropriately submitted by the AD and the student who has been charged. The Administrative team will deliberate and deliver their decision to the student within ten calendar days of completion of the hearing, or as soon thereafter as is reasonably practicable given the nature and circumstances of the case.

3. Following receipt of this decision, the student will have an additional ten calendar days in which to appeal sanctioned decisions arrived at by the Administrative team. This appeal must be directed to the University President. Such appeals must be in writing and presented to the President via certified mail postmarked within ten calendar days of receipt of the committee's decision. Appeals are limited to the following circumstances: a) the showing of new evidence that was unknown at the time of the decision, b) sanction that is not supported by the evidence, or c) bias or other unfair prejudice in the decision or procedure.

GRIEVANCE PROCEDURES

Students who feel aggrieved with the University, policies, practices and procedures, or faculty and staff may 1) file a complaint about this institution to the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free or by completing a complaint form, which is available on the bureau's internet website www.bppe.ca.gov. Bureau for Private Postsecondary Education (BPPE) is at 2535 Capitol Oak Drive Suite 400, Sacramento, CA 95833. Internet website address is www.bppe.ca.gov. Telephone: (916) 431-6959, Fax number: (916) 263-1897 or

2) Submit grievances in writing to the Academic Dean who will act upon or direct the complaint to the President for action which may result in an investigatory hearing and appropriate action. A response will be sent as quickly as possible.

3) Students may file a complaint to an instructor or an administrator in writing. The recipient of the complaint will transmit the complaint to the Academic Dean.

4) Students may also directly speak with the Academic Dean. The Academic Dean will investigate the complaint thoroughly, including interviewing all pertinent individuals and reviewing all documents that relate or may potentially relate to the complaint. The Academic Dean will then report to the President the nature of the complaint and findings. For more details, please refer to the NSU Student Handbook, Grievance Procedures

STUDENT'S RIGHT-TO-KNOW DISCLOSURE

The student Right-to-Know Act requires schools disclose the completion or graduation rates for a specific cohort of the general student body as determined by the school.

This cohort is made up of degree-seeking, full-time, first-time graduate students. Since the rate of graduation changes from one trimester to another, please visit the Administrative Office for the information, if you are interested.

NSU maintains fair and reasonable practices in all matters affecting students such as the delivery of educational programs, provision of support services, and timely resolution of disciplinary matters, as well as the handling of grievances. In addition, the University endorses the basic

principles of the codes of ethics issued by the American Association of Collegiate Registrars and Admissions Officers (AACRAO).

RIGHT TO APPEAL

The purpose of appeal procedures is to provide a system that will represent “fairness and the absence of arbitrariness.” With the intent of assuring fairness and objectivity, the University has created and implemented procedures for appeals by students. The University makes every effort to assure that the appeal procedures are clear to students and are not burdensome.

Students have the right to appeal any academic policy or requirement if either of the following conditions is present:

- Extenuating circumstances make it impossible to comply with the policy or requirement.
- An undue hardship would result from a strict application or interpretation of the policy or requirement.

Please note, however, that extenuating circumstances must be beyond student control and that undue hardship must be a condition far more serious than simple inconvenience. Documentation will be required and the timeliness of the appeal will be taken into consideration. If you appeal an academic policy or requirement, that appeal will be reviewed by the Academic Dean.

RIGHT TO FILE A COMPLAINT POLICY

In case a student, the parent of a student, or any other individual has a complaint that an official of the University is violating FERPA, and the complaint cannot be satisfactorily resolved within the University, that person has the right to file a complaint with the Department of Education by contacting:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Ave., S.W.
Washington, D.C. 20202-5920 (202) 260-3887

For Resolution of Discrimination and Sexual Harassment Complaints

Any applicant for admission, enrolled student, applicant for employment, or employee of Nine Star University of Health Sciences who believes she/he has been discriminated against (on the basis of such things as race, gender, disability, sexual orientation, or age) or who believes s/he is a victim of sexual harassment may lodge a formal institutional grievance according to the following procedure:

Step 1: Informal Meeting -- To informally resolve the concern, the complainant may request a meeting with the individual believed to have committed the discriminatory or sexual harassment act **or** with the appropriate supervisor, as determined by the University administration office. The time for informal resolution of concerns shall not exceed thirty days from the time the concern is lodged.

Step 2: Official Hearing -- If not satisfied by the results of the informal meeting or if the informal meeting has been waived, the complainant may request in writing a meeting with the Academic Dean.

Academic dishonesty or acts of student conduct that violate University standards and Code of Conduct will subject the student to disciplinary action that may include dismissal from the University. However, in conformance with Due Process and prior to implementing any disciplinary action, the student is given a hearing before an impartial committee. The student is also given an opportunity to appeal any decision that is unfavorable.

- a. The request for an official hearing must be made in writing and set forth the specific grievance raised by the complainant.
- b. Within thirty calendar days of receiving the written request, the appropriate officer (identified in Step 2) shall arrange a meeting to hear the complaint. It shall be at the discretion of the complainant to determine whether the person to whom the complaint has been directed shall meet with the complainant and officer separately or in a single meeting. If the complainant requests a single meeting, the meeting shall be attended by the complainant, the person to whom the complaint is directed, and the officer, who shall chair the meeting.
- c. Following the hearing and within thirty calendar days of receiving the written request, the officer will report his/her findings in writing to both the complainant and the person to whom the complaint has been directed.

Step 3: Presidential Appeal -- If the complaint is not resolved as a result of the hearing conducted by the officer in Step 2, either the complainant or the person to whom the complaint has been directed may request an appeal to the university president.

- a. The request must be made in writing within ten days after receipt of the written result of the official hearing.
- b. Within fifteen days after receiving the request, the college president or the president's designee will conduct the presidential appeal hearing and report the findings in writing to both the complainant and the person to whom the complaint is directed.
- c. Attendance at the presidential appeal hearing shall be limited to the college president or his/her designee, the officer who conducted the formal hearing, the complainant, and the person to whom the complaint is directed, unless otherwise mutually agreed by the parties. The college president or his/her designee shall preside.
- d. Either the complainant or the person to whom the complaint is directed may call witnesses, at the direction of the person presiding.
- e. The written findings of the presidential appeal will be considered final. No further intra-institutional appeal exists.

If desired, inquiries or appeals beyond the institutional level may be directed to:

Regional Civil Rights Director
Office for Civil Rights, Region IX
U.S. Department of Education
221 Main Street, 10th Floor
San Francisco, California 94105
(415) 227-8020 TTY(415) 227-8124

For Resolution of Academic Complaints

Step 1. Students with concerns about academics must first submit their concerns directly to the instructor or officer involved.

Step 2. If there is no satisfactory resolution, the complaint should then be filed in writing to the Academic Dean, who will act as mediator to resolve the grievance.

Step 3. If a satisfactory resolution cannot be obtained, then, the student may submit an additional written request citing the specific issues. Within in 1 week, the dean will convene a Grievance Committee hearing. The NSU Grievance Committee will consist of two administrative, one faculty, and one student representative with the Dean serving as the chair. The committee will hear the matter and make a decision within 5 working days of the hearing date.

Step 4. If the Grievance Committee's decision does not produce a satisfactory resolution, a formal appeal for review can be made to the office of the President. All decisions of the President are final. If the Grievance is about the President, the student's written appeal will go to the Board of directors for consideration

Step 5. If a student is not satisfied with the outcome, the student may contact the following agency:

Any questions or problem which have not been satisfactorily answered or resolved by the University may be directed to:

Bureau for Private Postsecondary Education (BPPE)

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

Physical Address:

2535 Capitol Oaks Drive, Suite 400

Sacramento California, 95833

Phone: (916) 431-6959

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974

Notice to Students of Privacy Rights

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law governing access to student education records. FERPA stipulates conditions for release of information from education records and affords students the opportunity to review and seek revision of those records. In addition, the federal law states: (a) that a written institutional policy must be established; and (b) that a statement of adopted procedures covering the privacy rights of students must be made available. The law provides that the institution will maintain the confidentiality of student education records. Nine Star University of Health Sciences (NSU) accords all the rights provided by the law, and reserves for itself the right to use and release student education records under the conditions specified by the law.

Education records, as defined by FERPA, include admission, academic, financial aid, and placement records, and other information directly related to students, with the exception of records created by the university police for the purpose of law enforcement, student health records that are created and used solely in connection with the provision of health care, employment records that relate exclusively to individuals in their capacities as employees and alumni or other post-attendance records. FERPA regulations apply only to records held for institutional use concerning students who enroll at the university; they do not govern records of applicants who are denied admission or who choose not to attend the university. Nor do they govern records kept by a university official that are the sole possession of the maker and that are normally revealed to anyone else except a temporary substitute (e.g., temporary reminder notes).

FERPA stipulates that institutions may not disclose personally identifiable information contained in education records without a student's written consent, except under conditions specified by FERPA. Information is considered personally identifiable if it contains a student's name or the name of family members, a student's local or family address, an identification number, or descriptions or data sufficient to identify an individual.

FERPA permits access to student education records for school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic, research, or other staff position (including those in law enforcement and health care); a person serving on the Board of Trustees; or an individual or organization with whom the university has contracted to serve as its agent or to provide services in support of its operations (examples include attorneys, auditors, collection agents, and the National Student Clearinghouse). Student employees, students serving on official committees, and students serving in other positions in which they assist a university employee in performing her or his official tasks are also considered school officials. A school official has a legitimate educational interest in a student education record if the official needs to review the record in order to fulfill her or his professional responsibilities or official tasks.

With certain exceptions allowed by the law and listed below, no persons outside the university shall have access to, nor will the institution disclose any information from, a student's education record without the written consent of the student. FERPA permits information to be released from education records without written consent of the student to the following officials and agencies:

- Officials of other institutions to which students are applying to enroll
- Persons or organizations providing financial aid
- Individuals and organizations charged with oversight of the university, or of federal or state programs in which the university participates
- Accrediting agencies

- Parents of any student under the age of 21, regardless of the student’s dependency status, in cases where the student has violated laws or university rules governing alcohol or controlled substances
- Persons as directed by a judicial order or lawfully issued subpoena, provided the university makes a reasonable attempt to notify the student in advance of compliance (unless directed by judicial authorities not to disclose the existence of an order or subpoena)
- Any person where there is an articulable and significant threat to the health or safety of a student or other individuals
- The Immigration and Naturalization Service under the terms and provisions of immigration law
- An ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of any offense listed in United States Code (USC) 18-2332 or an act of domestic or international terrorism as defined in USC 18-2331.

With the exception of alcohol and drug violations NSU does not release information from student education records to parents without the written consent of students.

FERPA permits the university to release information concerning violent crimes and non-forcible sex offenses (statutory rape or incest) committed by its students. Victims of alleged crimes of violence or non-forcible sex offense may be informed of the final results of university disciplinary hearings concerning the allegation. When a student is an alleged perpetrator of a violent crimes or a non-forcible sex offense and the university concludes with respect to that allegation that the student has violated university rules, the university may release to the public the name of the student, the offense committed, and the sanction the university imposes against the student.

At its discretion, Nine Star University of Health Sciences (NSU) may publish or release **directory information** in accordance with the provisions of FERPA. Directory information includes student name, university and permanent home address and telephone number, a photograph, dates of attendance, class, major fields of study, previous institutions attended, awards and honors (including honor roll), degrees conferred (including dates), participation in officially recognized sports and activities, and heights and weights of members of athletic teams.

By selecting the FERPA restriction to Directory Information on your student account, no information can be released regarding your student record. The FERPA restriction takes precedence over any “Release of Information” forms that you may have submitted. Therefore, if applicable, we will no longer be able to discuss your student records, including account information, with any family member that you may have previously indicated we can release information to.

With the FERPA restriction in force, you must come in person with picture identification before NSU office can release any information. If you call a NSU office you will not be provided any information over the phone. NSU employees will only be able to respond, “We do not have any information available”. In addition, if you make the NSU honor roll, your name cannot be published on the web or in your hometown newspaper.

Students wishing to review their education records should submit a written request, clearly specifying the records of interest, to the official responsible for maintaining those records. The Administration office will assist in identifying the appropriate official. The responsible official will then make arrangements for the student to inspect the records within forty-five days of the request, and will notify the student of the time and place of inspection. The Administration Office is located in 441 De Guigne Dr Sunnyvale, CA 94085. You may contact them by phone at 408-532-5567.

Students may have copies made of their records with certain exceptions (e.g., students may not have a copy of academic records for which a financial “hold” exists, or a transcript of an original or source document produced by another institution or by a person not employed by (NSU). Copies will be made at the student’s expense at prevailing rates, which are listed in the Administration office.

Students who believe the adjudications of their challenges were unfair, or not in keeping with the provisions of FERPA, may request the assistance of the Office of the President of Nine Star University of Health Sciences. Students who believe their FERPA rights have been violated may also file complaints with The Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue S.W., Washington, DC 20202-4605 (<http://www.ed.gov/offices/OM/fpc/>).

THE CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal mandate requiring all institutions of higher education (IHEs), including Nine Star University, that participate in the federal student financial aid program to disclose information about crime on their campuses and in the surrounding communities. The Clery Act affects virtually all public and private (IHEs) and is enforced by the U.S. Department of Education. Campuses that fail to comply with the act can be penalized with large fines and may be suspended from participating in the federal financial aid program.

Compliance with the Clery Act

The Clery Act requires Nine Star University (NSU) to provide timely warnings of crimes that represent a threat to the safety of students or employees and to make their campus security policies available to the public. The act also requires NSU to collect, report, and disseminate crime data to everyone on campus and to the Department of Education annually. To be in full compliance with the law, NSU must do the following:

1. Publish and distribute an Annual Campus Security Report to current and prospective students and employees by October 1 of each year. The report must provide crime statistics for the past three years, detail campus and community policies about safety and security measures, describe campus crime prevention programs, and list procedures to be followed in the investigation and prosecution of alleged sex offenses.
2. Provide students and employees with timely warnings of crimes that represent a threat to their safety. NSU police or security departments must also keep a detailed public crime log of all crimes reported to them in the past 60 days. Crime logs must be kept for seven years, and logs older than 60 days must be made available within two business days upon request.
3. Keep the past three years of crime statistics detailing crimes that have occurred: on campus; in the residential facilities; in public areas on or near campus; and in certain non-campus buildings, such as fraternities/sororities and remote classrooms. Schools must also report liquor and drug law violations and illegal weapons possession if they result in a disciplinary referral or arrest. Nine Star University of Health Sciences was established in 2008. **No** crime has been committed on the campus.

FINANCIAL INFORMATION, POLICIES & PROCEDURES

TUITION & FEES (U.S. DOLLARS)

All fees are subject to change from time to time, without notice. Total Charges for a period of attendance and an estimated schedule of total charges for the entire educational program are the same.

PROGRAM NAME	Total Units Q or S	Registration Fee	Total Program Tuition	Estimated Cost of Books & Materials	Total Program Charges
Master of Traditional Chinese Medicine	3,165 hours	\$325	\$34,970	\$2,000	\$37,150

PROGRAM NAME	Total Units Q or S	Registration Fee	Total Program Tuition	Estimated Cost of Books & Materials	Total Program Charges
Massage Practitioner	250 hours	\$325	\$ 1,825	\$300	\$ 2,125

PROGRAM NAME	Total Units Q or S	Registration Fee	Total Program Tuition	Estimated Cost of Books & Materials	Total Program Charges
Massage Therapist	500 hours	\$325	\$3,325	\$500	\$3,825

1. Application for Admission Fee (MSTCM)	\$ 100.00	Non-Refundable
2. Application for Admission Fee (Massage Programs)	\$ 25.00	Non-Refundable
3. Readmission Application Fee	\$ 35.00	Non-Refundable
4. Registration Fee	\$ 45.00	Non-Refundable
5. Clinical Instruction	\$11.00 per clinical hour	
6. Auditing course	\$130.00 per unit	
7. Late tuition fee	\$25.00	
8. Lab/Clinic supplies and/or Kits	\$250.00	
9. Uniforms/Lab coats	\$150.00	
10. Change Major/Study Program	\$ 35.00	Non-Refundable
11. Late Course Add/Drop Fee (Per Course)	\$ 25.00	Non-Refundable
12. Late Registration Fee	\$ 25.00	Non-Refundable
13. Student Association Fee	\$ 15.00	Non-Refundable
14. Returned Check Fee	\$ 25.00	Non-Refundable
15. Student I.D. Card	\$ 5.00/per remake	
16. Transcript Fee	\$ 10.00	
17. Graduation Examination	\$ 50.00	
18. Comprehensive Examination	\$ 50.00	
19. Tutoring	No Charge	
20. Transfer Credit Fee (Per Unit)	\$ 15.00	Up to a maximum of \$100.00.
21. Graduation Fee (Including Diploma. Official Transcript and Commencement)	\$ 200.00	
22. Student Tuition Recovery Fund Fee (Master Degree/Certificate Program)	\$0 per thousand	Non-Refundable
23. In-Resident Housing (Not available)	N/A	
24. Textbooks, Or Other Learning Media;	Approximately \$360/trimester or more	
25. Malpractice Insurance for internship	\$150.00	

STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURE

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

1.You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and

2.Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

1.You are not a California resident, or are not enrolled in a residency program, or

2.Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

"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 programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

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

1.The school closed before the course of instruction was completed.

2.The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3.The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

4.There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

5.An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

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

PAYMENT POLICIES

All tuition and applicable fees are due and payable as specified by the student’s payment option. There will be a late payment fee if payment is not received consistent with the terms of the student’s chosen financial option.

Students are required to clear any indebtedness to NSU before grades or transcripts will be issued or the degree awarded. All costs of collection, court fees and reasonable attorney’s fees will be added to delinquent accounts collected through third parties.

NOTE: Failure to pay tuition and fees in accordance with the student’s chosen financing agreement can result in administrative withdrawal, no course credit, account holds, assessment of late fees, referral to collections and unfavorable credit reference. Failure to comply with terms of the chosen financial option may result in a student being defaulted to the “Cash” option. Further violation of these policies will jeopardize eligibility for deferment and re-entry into NSU.

CASH PAYMENT OPTION

Students who have selected the Cash Payment Option, or have been defaulted to Cash Payment Option, are required to pay all tuition and fees in full when they register for courses. At NSU, checks, credit cards and cash are all considered as “cash” for purposes of this option. Students who have not paid tuition may not be allowed to attend the course. A fee will be required of students who change the form of payment (see the fee schedule).

Students retain full responsibility for ensuring that all appropriate tuition and fees are paid in a timely manner.

REFUND POLICY

Students have a right to a full refund of all charges, less the \$45 registration fee, if the student cancels the enrollment agreement on the first day of class or on the seventh day after enrollment/signing this agreement, whichever is later. The amount retained by the school will not exceed the \$45 registration fee.

If a student withdraws from the program after instruction has begun, the student will receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction. The date of withdrawal is the date of cancellation and is determined as the date the student notifies the school of the decision to cancel, or the last date of attendance if the student fails to notify the school. The student will be charged for all hours attended. For example, if the Student completes 50 hours of a 100-hour course and paid \$2,000 for tuition-in-full, the student would receive a refund of \$1,000.

Total Hours Enrolled	Hourly Tuition Charged	Total Tuition Paid by Student	Total Hours Completed	Total Refund Due Student
100	\$20.	\$2,000.	50	\$1,000.

NSU will refund money collected from a third party on the student's behalf if NSU cancels or discontinues the course in which the student is enrolled, or if the student drops out. If any portion of the tuition was paid from the proceeds of a third party, the refund will be sent to the lender or agency that guaranteed the funds. Any remaining amount will first be used to repay any student financial aid programs from which the student received benefits, in proportion to the benefits received. Any remaining amount of money will be paid to the student. If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. If the student defaults on a federal or state loan, both the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance at another institution until the loan is repaid.

CANCELLATION OF REGISTRATION

A cancellation of Registration cancels all classes a student has registered for. If a Cancellation of Registration is submitted prior to the end of business hours of the day before the first week of the trimester in which the student is enrolled, a full refund of tuition, fees (other than non-refundable fees) shall be granted to the student. Students who submit a cancellation of registration after the 1st week of trimester are not eligible to receive refund of any fees, but are eligible for partial refunds of tuition up to sixty percent (60%) of the course of instruction calculated based on the date of the NSU Front Office receives the completed withdrawal notice from the student as follows:

Student Charges:

1 st Week:	No Charge, 100% Refund
2 nd Week:	10% Charged, 90% Refund
3 rd Week:	20% Charged, 80% Refund
4 th Week:	30% Charged, 70% Refund
5 th Week:	40% Charged, 60% Refund
6 th Week:	50% Charged, 50% Refund
7 th Week:	No Refund

DROPPING CLASSES

Students who drop an individual class or classes during the established Add/Drop period (but remain enrolled in at least one class) will be granted a one hundred percent (100%) refund for dropped classes. Students who drop individual classes after the Add/Drop period are not eligible to receive refunds of any fees, but are eligible to receive partial tuition refunds up to sixty percent

(60%) of the course of instruction calculated based on the date the NSU Front Office receives the completed withdrawal notice from the student, see refund policy.

Students who have been enrolled past the end of the sixth week of instruction with in any trimester will not receive a refund and will be charged one hundred percent (100%) of the tuition and fees for that trimester.

Student Charges:

1 st Week:	No Charge, 100% Refund
2 nd Week:	10% Charged, 90% Refund
3 rd Week:	20% Charged, 80% Refund
4 th Week:	30% Charged, 70% Refund
5 th Week:	40% Charged, 60% Refund
6 th Week:	50% Charged, 50% Refund
7 th Week:	No Refund

Dropping Clinic Hours

Students who drop clinic hours prior to the end of business hours of the day before the first week of the trimester will receive a full refund. Students who drop clinic hours after the Add/Drop period, but before the end of the sixth week will be charged based on same calculation based on the date of the NSU Front Office receives the completed withdrawal notice from the student just as the didactic class drop policy. No refund of fees related to clinic internship will be given unless the student is eligible for full refund of the entire clinic hours registered. Students who drop clinic hours after the end of the sixth week will be charged for the total amount of clinic hours they initially registered for.

Student Charges:

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

Students are allowed to withdraw from the Friday evening, Saturday and Sunday classes and intern's hours during the next business day, and will be counted as if student withdrew in the previous week rather than the date of withdrawal. Another option to withdraw from the weekend class is to fax student's desire to withdraw with all the pertinent information including student's signature before the end of the week. Student who withdraws with this method needs to submit the original document (not the fax) and the confirmation of fax to the front office during business hours in the following week.

THE FOLLOWING ARE EXAMPLES ONLY. ACTUAL REFUND AMOUNTS ARE SUBJECT TO TUITION CHARGES AND UNIT/HOUR REQUIREMENTS IN EFFECT AT THE TIME THE STUDENT REQUESTS A TUITION REFUND.

-----*Clinical Tuition Refund* –

Student enrolled in 40 clinical hours, withdraws in the third week

Total Tuition charges for 960 clinical hours (960 hours X \$11.00) = \$ 10,560.00)

Divide total clinical tuition by number of clinical hours (10,560.00/960) = \$ 11.00 [This number (the quotient) represents the hourly charge for the clinical aspect of the program.]

Amount owed by student:

Hourly charge (\$11.00) X total hours in session at time withdrawal (12) = \$ 132.00

Amount paid by student (40 hours X \$11.00 per unit) = \$ 440.00

Amount of Clinical Tuition Refund (amount paid minus amount owed - \$440.00 minus \$ 132.00)
= \$ 308.00

This refund schedule is subject to revision, including retroactive revision during the academic year without notice and does not list information regarding didactic (classroom) instruction timeframes.

Disbursement of Tuition Refunds

All tuition refunds will be disbursed through the NSU administration 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.

FINANCIAL CHARGES GRIEVANCE

NSU has a responsibility to protect the rights of students and ensure compliance with its nondiscrimination financial policy by providing an appeal process for those who desire to file a grievance against NSU. All disputes relating to charges must be initiated within six (6) weeks from the charge date and must be submitted in writing to the Financial Office.

FINANCIAL DISPUTES

Student disputes or requests for policy exceptions must be submitted in writing and include all relevant. Note: All fees are subject to change. For student(s), currently enrolled or not, who has/have an outstanding balance, NSU reserves the rights to refuse any type of service, including release of grades and documents.

FINANCIAL AID PROGRAMS

Nine Star University of Health Sciences does not participate in federal and state financial aid programs.

NSU SCHOLARSHIPS

NSU offers supplemental scholarships throughout the year based on academic merit, community service, and/or financial need, and/or in acknowledgment of outstanding service to

the University community. Scholarships are generally awarded at least once a year as well as at least once a year for outstanding clinical intern.

NSU offers a Family Member Scholarship which is designed for directly related family members who concurrently enroll into NSU. Please speak with the Academic Dean for further information.

PROGRAMS & DETAILED COURSE DESCRIPTION

MASTER DEGREE PROGRAM IN TRADITIONAL CHINESE MEDICINE (MTCM)

The Nine Star University of Health Sciences (NSU) Master of Science in Traditional Chinese Medicine degree program consists of 2,205 hours (147 semester units) of academic course work and 960 hours (32 units) of clinical internship at the University's Health Center totaling 3,165 hours. Course work includes studies in Oriental medicine theory, acupuncture, herbology & herbal formulas, Western medicine & science, Tui Na (traditional Chinese massage therapy), and practice management & ethical practices, in addition to the clinical internship. More specifically, NSU's academic program consists of the following:

- 55 credits (825 hours) in Oriental medical theory, diagnosis and treatment techniques in acupuncture and related studies,
- 32 credits (450 hours) in didactic Oriental herbal studies,
- 32 credits (960 hours) in integrated acupuncture and herbal clinical training,
- 34 credits (510 hours) in biomedical clinical sciences,
- 7 credits (105 hours) in counseling, communication, ethics and practice management,

NSU's program operates on the trimester system with fifteen weeks of instruction for each trimester. The hour-to-credit conversion for didactic courses is 1 credit for every 15 hours of instruction. If interpreting is needed for any course or course session, the hours for counting into credit should be doubled. In the clinical internship, 1 credit of observation equals 30 hours of observation and 1 credit of practical internship equals 30 hours of internship.

MSTCM LICENSURE REQUIREMENTS

Students wishing to practice acupuncture in California must first obtain a state license, which requires qualifying for and passing California's written examination. In order to qualify for California's examination, students must successfully complete one of the following:

- An educational and training program approved by the Board
- A tutorial program in the practice of acupuncture approved by the Board
- A foreign education training program that is equivalent to the curriculum required at a CAB approved school

Upon the successful completion of the MSTCM program, students will have met the California Acupuncture Board minimum licensing requirements and will be eligible to sit for the California

Acupuncture Licensing examination given by the California Acupuncture Board. California Acupuncturists are licensed under the State Department of Consumer Affairs, Medical Board of California, and Acupuncture Board at 1747 N. Market Blvd, Suite 180; Sacramento, CA 95834. Phone: 916-515-5200; Fax: 916-928-2204.

Students who have successfully completed the Master of Science in Traditional Chinese Medicine are also qualified to sit for the National Commission for the Certification of Acupuncture and Oriental Medicine (NCCAOM) certification examinations. Passage of the NCCAOM exam or NCCAOM certification is required in all states outside of California that require a license to practice acupuncture. For information concerning the national licensing exam and licensure in other states contact NCCAOM, 76 South Laura Street, Suite 1290, Jacksonville, FL 32202; phone: (904) 598-1005; fax: (904) 598-5001; website: www.nccaom.org.

“Notice to Prospective Degree Program Students”

This institution is approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

ADMISSION REQUIREMENTS

All applicants to NSU’s Master Program of Traditional Chinese Medicine must have successfully completed a minimum of two academic years (60 semester/90 quarter units) of baccalaureate level coursework from an institution that is accredited by any accrediting agency recognized by the U.S. Department of Education, or in the case of International students, recognized by the appropriate agency in that country. Although a baccalaureate degree is not required for admission, NSU does require that applicants must possess an associate degree or prove he/she has acquired 60 semester units or 90 quarter units in each college or university attended.

In addition, all applicants to NSU’s Master Program of Traditional Chinese Medicine must read the mission and educational objectives and make sure that he/she can achieve the educational objectives of the program.

The applicant must meet this requirement before NSU considers his/her application for admission. Prospective applicants who have not satisfied the minimum eligibility requirements are encouraged during their interview to complete studies in general education including courses in English, Mathematics, Social Science, Biological and Physical Sciences, and to concentrate on completing a bachelor's degree.

NSU does not accept Ability to Benefit Students.

SUBMITTING APPLICATIONS

Nine Star University uses a "Rolling Admissions" policy, which allows for the submission of an application at any time. Trimesters start in January, May and September and prospective students are encouraged to apply for admission well in advance of their anticipated entrance date.

REQUIRED APPLICATION DOCUMENTS:

1. A completed Application for Admission along with a US\$100.00 non-refundable application fee.
2. Two (2) Letters of Recommendation
3. Official Transcripts and Transcript Evaluations (if necessary) from each college or university attended. These Official Transcripts must be sent directly from the sending institution directly to the NSU Office of Admission. If the transcripts are from a country where English is not the primary language, if necessary, they must be translated and course by course evaluated by an approved evaluation service member of NACES such as World Education Service (WES).

Official transcripts from all colleges/universities attended sent directly to:
Admissions Office Nine Star University of Health Sciences
441 De Guigne Dr. #201, Sunnyvale, CA 94805

4. Two Passport-size color photographs
5. Resume or curriculum vitae listing previous occupations, positions held, previous education, with start and finish dates
6. Personal essay with one page in length detailing your desire to be a Traditional Chinese medical practitioner
7. Interview with the Academic Dean and/or other designated staff or faculty. If a personal interview is not possible, a telephonic interview or an interview with an alumnus of NSU may be conducted.

INTERNATIONAL STUDENTS

Nine Star University of Health Sciences is authorized under federal law to enroll nonimmigrant alien students who meet our general admissions requirements and to comply with all federal guidelines under the United States Immigration and Naturalization Service

INTERNATIONAL STUDENT ADMISSIONS PROCEDURE

International applicants must meet all the general admission requirements. They must also provide the Admission Office with the followings.

1. NSU Application Form with Applicant's Signature
2. A non-refundable Mailing Fee: \$50 for domestic or \$100 for international (for I-20 to be mailed out) This fee can be charged according to the destination of delivery
3. A non-refundable \$150 Application Fee, \$250 for international student's application Fee (sent with the application form)
4. A non-refundable \$330 International Transcript Evaluation Fee (if applicable)
5. Official transcripts from all colleges/universities attended sent directly to:
Admissions Office Nine Star University of Health Sciences

441 De Guigne Dr. #201, Sunnyvale, CA 94805
6. Affidavit of Financial Support: evidence of possessing financial resources to complete the academic program including mandatory bank balance statements
7. Submit proof of English language proficiency. Please review English language requirements
8. I-20 Request Form (download I-20 request form)
9. Copy of Passport (copy of spouse/child passport when applying for dependent(s), if applicable)
10. Two letters of recommendation

All accepted applicants must comply with laws, rules and regulations of the U. S. Citizen and Immigration Services (CIS). If an applicant of foreign nationality is accepted to a degree program offered by the University, an I-20 will be issued to assist the student to obtain an F-1 Student VISA. It is the applicant's responsibility and obligation to inform the University of address change immediately since the University must be able to contact the student at any time. Otherwise, the enrollment of the student will be suspended as required by Federal law.

NOTE: All applications and supporting documents submitted to and received by Nine Star University of Health Sciences shall become its property.

All applicable fees must accompany applications, which may be in the form of a check or money order in U. S. dollars payable to Nine Star University of Health Sciences.

Upon receipt of the I-20 form, the international student must pay the US immigration SEVIS fee of USD \$200.00 (1-901 fee) before the interview at the US Embassy. Further information can be found at www.uscis.gov.

ENGLISH LANGUAGE

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

(b) For those who shall complete the program in another language, a TOEFL iBT score of at least 45 must be obtained with a minimum speaking exam score of 18 and a minimum listening exam score of 15, or the student must have completed a two-year (60 semester credits or 90 quarter credits) baccalaureate level education in an institution accredited by an agency recognized by the U.S. Secretary of Education or from an equivalent English language institution in another country. Applicants who do not satisfy this requirement may be considered for admission with English as a second language, but they must satisfy the proficiency requirement in English before beginning the clinical experience.

Testing information on TOEFL or TSE can be obtained at www.toefl.org or by writing to TOEFL, Box 899, Princeton, NJ 08504.

All inquiries about the application or admissions process should be directed to:
Nine Star University of Health Science; Office of Admissions
441 De Guigne Dr. #201, Sunnyvale, CA 94085 Tel: (408)532-5567

TRANSFER CREDIT POLICIES

NSU accepts students in good standing (a minimum cumulative GPA of 2.25), who wish to transfer from other schools of Oriental medicine. They must meet the current admission standards, follow the same application procedures, and meet the graduation requirements at the time of admission. NSU requires the submission of Master's degree transcripts from all institutions attended by the transferring student. Additionally, transfer students may also be required to submit further items such as documentation of clinical training hours, course syllabi and/or course descriptions for the arrangement of transfer credit. Transfer students are normally required to meet the Academic Dean and/or Academic officer prior to or at the time of submitting their application. NSU considers that transferring from another institution is an

important decision and makes every effort to ensure the student is fully informed of all issues to make an informed decision.

NSU does not accept credit for the learning experience prior to the graduate level.

NSU does not currently have an articulation or transfer agreement with any other college or university.

- Transfer credit will be accepted for Acupuncture and Oriental medicine coursework that has been successfully completed at an institution accredited by an agency recognized by the US Secretary of Education and approved by the California Acupuncture Board, if the courses are equivalent in content to NSU courses.
- Actual Western medical coursework that has been successfully completed at an institution accredited by an agency recognized by the US Secretary of Education, or in the case of foreign candidates, the appropriate governmental agency, up to 20% transfer credit **may** be awarded in relevant subject matter areas.
- Actual Acupuncture and Oriental medicine coursework that has been successfully completed at an institution accredited but not approved by the California Acupuncture Board, or in the case of foreign candidates, the appropriate governmental agency, up to 20% transfer credit **may** be awarded in relevant subject matter areas.
- A maximum of 20% of the actual clinical coursework and instruction required at NSU may be awarded if the clinical coursework to be transferred has been completed at an institution accredited or approved by an agency recognized by the US Secretary of Education or the appropriate governmental agency if from a country outside of the United States.
- No credit will be awarded for Western medical internship or residency training toward the actual clinical coursework and instruction required at Nine Star University of Health Sciences.
- In addition, NSU may require the student to take an examination in the subject areas to demonstrate a level of knowledge comparable to that achieved by a Nine Star University student in these same subject areas before credit is awarded.
- Transfer students are required to successfully complete a minimum one (1) academic year of the program as a full-time student (48 units) in residence to graduate from NSU.
- Coursework taken at another institution after admission to NSU is not transferable unless approved in advance in writing by the Academic Dean. Students may not be concurrently enrolled in another Oriental Medicine program.
- Courses completed over ten years ago cannot be transferred unless the student currently works in a field relevant to the courses.
- In some special conditions, if courses completed over ten years ago, students may be able to take challenge exam upon the approval of Academic Dean.

The following notice is also included in the enrollment agreement:

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at Nine Star University of Health Sciences is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits, degree, diploma, or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Nine Star University of Health Sciences to determine if your credits or degree, diploma or certificate will transfer.

EVALUATION OF TRANSFER CREDIT

For evaluation of transfer credit, applicants must provide official transcripts sent directly from their school to the NSU Office of Admissions. Some applicants may also be asked to provide course syllabi. Transcripts from foreign countries must be translated into English and evaluated by an approved credentials evaluation service that is a member in good standing with the National Association of Credential Evaluation Services (NACES).

Credit shall be awarded only for actual coursework at the graduate level completed in the specified area of the curriculum.

The credit hours of the completed course must be equal to or greater than the credit hours of the course for which transfer credit is granted. The outcome of the prior education and experience must be equivalent to that of an average student who has completed the same subject(s) at the university and must meet the curricular standards and graduation requirements of the NSU.

The final grade in the transferred course must be no less than “C” (2.0 on a 4.0 scale).

The entire evaluation record and award of transfer credit is included in the student's academic file. For each credit reviewed and approved for transfer, a \$15.00/credit fee will apply, up to a maximum of \$100.00.

For transfer credit to be awarded, the student must request a transcript review in writing. Request forms are available from the Registrar.

Transfer credit requests are reviewed by the Registrar or the Dean of Students and approved by the Academic Dean.

EVALUATION PROCESS

The Registrar and the Dean of Students evaluate transcripts for any applicable transfer of credit. A course under consideration is evaluated for equivalency to the comparable NSU course. Factors considered in determining equivalency are as follows:

- Equivalency of core subject matter.
- Equivalency of course hours. Transfer credit for courses that contained 90% or more of the course hours of instruction required for the comparable NSU course may be transferred without additional testing or tutoring.

ACADEMIC POLICIES

UNIT / CLOCK HOUR CONVERSION

One unit is equivalent to one hour of didactic instruction per week for a 15-week term (15 hours per unit). Students will receive one-unit credit for each 30 hours of clinical instruction; and for 45 hours of independent study or externship.

The accelerated academic program is presented over a total of 9 consecutive terms, consisting of three 15-week trimesters each calendar year. All credits earned are awarded in terms of trimester units.

FULL-TIME AND PART-TIME STUDENTS

To be considered as a full-time student, a student must enroll for a minimum of 9 units per trimester. A student may not enroll in more than 21 units in any trimester without the prior approval of the academic dean. Students who enroll in 6 to 8 units per trimester are considered as part-time students. All students must complete the program in no more than eight years.

REGISTRATION

Registration for each trimester starts two weeks prior to the end of each preceding trimester. The dates and times of registration will be posted throughout the university on bulletin boards and in the Office of Admissions. A late fee of \$25 is charged when students who do not register by the posted registration deadline. Registration of new and continuing students will be by appointment.

All students who wish to register must complete the registration form available from the Office of Admissions.

ADDING OR DROPPING A COURSE

Students may add or drop courses during the first two weeks of each trimester until the business day on the following Sunday of the second week without incurring additional fees. When adding or dropping courses, students must fill out an Add/Drop Form (available in the Office of Admissions) and submit the completed form to the Registrar for processing.

After the “add/drop” period, classes that are dropped are considered withdrawals and will be recorded in the student’s transcript as a grade of “W.” Tuition will be charged according to the refund schedule. For example, classes dropped in the second week of the trimester are subject

to tuition in the amount of 20% of total tuition for each class for the entire trimester. Tuition is refunded pro rata based on the number of weeks of class completed in the trimester. Classes dropped from the seventh week through the end of the trimester will be recorded as “WF” (Withdraw/Fail). All add and drops can be done electronically at NSU. Although not a prerequisite for adding and dropping courses, students are encouraged to consult with the academic officer prior to adding or dropping classes to ensure satisfactory academic progress, course and graduation scheduling, etc.

CHALLENGE EXAMINATIONS

Students may obtain credit for requisite course work that has been previously completed at an institution other than NSU, by passing the relevant Challenge Examination for each challenged course, with the approval of the Academic Dean and/or academic officer. Challenge Examinations are subject to the following restrictions:

1. The student must take a separate examination for each course challenged.
2. The student must score 70% or better to pass.
3. All challenge examinations must be taken by the end of the second trimester of enrollment.
4. All challenge examinations are subject to a charge of 50% of current tuition for that course.

ATTENDANCE

Students are encouraged to attend all scheduled class sessions in order to achieve the best learning outcomes. Most class sessions last for three hours, once a week for 15 weeks, with a final examination during the 15th week of each trimester. Instructors are required to take accurate attendance for each class, and those students who miss more than three class sessions, or 20% of the lectures, will receive an F (fail) for the course. Students who are no more than 15 minutes late for the start of class will be considered tardy, three tardiness in any given class will be recorded as an absence in that class.

ABSENCES AND TARDINESS

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

Attendance is mandatory in the clinical internship. Students with excused absences may be allowed to perform make-up hours at the discretion of the Clinic Director. 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 and ineligibility from receiving current or future scholarship awards.

Absences are considered excused under the following circumstances: illness, death or birth in the immediate family, and other valid reasons substantiated in writing, and approved by the Academic Dean. There are no exceptions for this policy. Students are strongly required to attend all classes unless they have good reason to be absent. Roll is taken at the start of each class hour. Students are responsible for the consequences of any absences, whether excused or unexcused, and are therefore responsible to make up any work missed. Students are solely responsible for the required documentation of any excused absences.

Tardiness disrupts any learning environment and is strongly discouraged. Tardiness is defined as being up to 15 minutes late for the beginning of any class hour or leaving class 15 minutes early. Three incidents of tardiness without legitimate reason for the same class will be considered an unexcused absence.

UNSATISFACTORY ATTENDANCE

Students missing 20% of class hours in any class will have their course grade lowered by one letter. No student who has missed more than 20% of the scheduled classes will be allowed to take the final exam. Unsatisfactory attendance may lead to written notification of academic probation.

MAKE-UP WORK

Make-up work may be required for any absence; however, hours of make-up work cannot be accepted as hours of class attendance. It is the student's responsibility to obtain make-up work assignments from their appropriate instructor.

LEAVE OF ABSENCE

Students intending to take a leave of absence must complete and submit to the Registrar a Leave of Absence request form. This form includes the anticipated day the leave will start and the expected date of return. Students returning from extended leaves of absence may be subject to readmission requirements. International students must coordinate with the International Student Advisor to make sure they maintain their status.

REQUESTING A LEAVE OF ABSENCE, RULES AND FORM

In accordance with both established University Regulations and Federal Title IV Student Financial Aid requirements, a student may request a leave of absence for the following reasons and lengths of time. A student who requests a Leave of Absence from the University and wishes to maintain his/her enrollment status may do so under the following conditions:

1. File a request for a Leave of Absence. The student must sign and date the form prior to the leave of absence, unless unforeseen circumstances prevent the student from doing so. In such a case, the student is still obligated to communicate with the Academic Dean to provide the requisite information regarding the Leave of Absence.
2. Receive approval for the leave of Absence request by the Registrar or by the International Student Advisor (if F-1 visa student).

READMISSION OF MILITARY PERSONNEL AND VETERANS

A student who has to take a Leave of Absence because of active duty service for more than 30 days is entitled to readmission, with the same academic status, if all of the following criteria exist:

- Advance notice is provided
- The cumulative absence is no longer than five years
- The University is notified of the intent to re-enroll within three years, or two years after the end of recovery from injury
- The student was not dishonorably discharged

EXAMINATIONS

Final examinations, or the equivalent, are required for each course. Mid-term examinations, as well as quizzes and/or other classroom assignments, are administered at the discretion of the instructor. Students must take and pass each Clinic Level Entrance Examination, among other requirements including Equipment Safety, Clean Needle Technique (CNT), and Cardio-Pulmonary Resuscitation (CPR) and First Aid certifications, before being admitted to each clinical internship level. Students will be tested at various stages of their clinical internship experience to evaluate their progress, competencies, and skills, including Internship Level Examinations before moving on to each of the last two of the three Clinical Internship levels. For further details on the Clinical Internship, please see Course Descriptions, and Oriental Medical Center, below.

SECOND YEAR COMPREHENSIVE EXAM

At the end of their second year of study or sixth consecutive trimester of enrollment, all students are required to take a series of written and practical exams that are designed to evaluate their readiness to begin the third year of instruction. The academic department uses the exam results to assess students' readiness for the state and national certification exams. All components of these exams must be passed with marks of 70% or higher for the student to continue in the program and be eligible to participate in the state and national examinations. The fee for the Second-Year Comprehensive Exam is \$50.00. Students who fail this exam may re-take it next time.

COMPREHENSIVE GRADUATION EXAM

All students must pass a Comprehensive Graduation Examination (CGE) with a score of 70% or higher. Students may sit for the CGE after completion of their level II internship as a matriculated student, and have successfully completed 150 units of graduation requirements (students entering NSU before January 2009) or successfully completed 160 units of graduation requirements (students entering NSU after January 2009) (see student handbook), and have successfully completed Level I and Level II of clinical instruction. Students who fail the Comprehensive Graduation Examination may repeat the CGE the following year. The CGE will be given annually and students may take the CGE a total of three times, if necessary. CGE is designed

to evaluate a student's academic standing for graduation and to confirm the student's readiness for the California State Licensure examination and the national certification.

	Letter Grade	GPA	Numeric Value
Superior	A	4	96 – 100
	A-	3.7	91 – 95
Above Average	B+	3.5	86 – 90
	B	3	83 – 85
	B-	2.7	80 – 82
Satisfactory	C+	2.5	76 – 79
	C	2	70 – 75
Failure	F	0	Below 70
Incomplete	I		
Audit	AU		
Withdraw	W		

GRADING SCALES

The grade for individual courses in the curriculum will be determined per the following formula:

- Grades on tests/examinations 70%
- Class preparation/participation 20%
- Class attendance/punctuality 10%

Student performance in our courses is evaluated per the following scale:

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 from the seventh week forward. *A "WF" grade is computed into the student's CGPA.*

I (Incomplete) is given to those who fail to complete all the requirements of the course, because of prolonged illness or because of some other serious circumstance beyond the students control. A fee must be paid by the student and an Incomplete Form must be completed by the student and the instructor and returned to the Registrar. All course requirements must be completed by the end of the following trimester, or the "I" grade will automatically change to a grade of "F".

PASS/FAIL GRADE POLICY

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 Equipment & Safety, Survey of Clinical Medicine, Management, Ethics, and CPR/First Aid. Electives that are taken in addition to required courses may be taken P/F.

WITHDRAWAL FROM THE UNIVERSITY

A student who fails to register for two (2) consecutive trimesters without the Academic Dean's approval will be considered as withdrawn from the University. Such students must apply for re-admission if they wish to complete their program of study at NSU and pay ALL the associated fees. Nonattendance of classes or stopping a check for payment does not constitute withdrawal from the University. Notification must be in writing. Students who withdraw from the University, or discontinue their studies without filing a Withdrawal form shall receive a grade of "F" in each course not completed. The following must take place for any student to officially withdraw from the University:

1. Notify the Academic Dean or Registrar of intent to withdraw by completing a Withdrawal Notice form.
2. Clear all outstanding debt with the University.
3. Return all books, materials or equipment owned by the University.

GRADUATION REQUIREMENTS

All graduate candidates must satisfy all graduation requirements that are in effect at the time of their admission to the University unless compliance to new rules or requirements imposed by a regulating agency is required.

The following requirements apply to all graduate candidates:

- File a Notice of Candidacy for Graduation during the final term before graduation
- Clear all financial obligations, including mandatory graduation fees
- Return all library loaned materials to NSU
- A grade of C or better for all required classes and clinic course works.
- A CGPA of 2.25 or better
- Pass the graduation exam

HONORS LIST

To graduate with Highest Honors, students must attain a cumulative GPA of 4.0. To graduate with Honors, students must attain a minimum cumulative GPA of 3.70

INDEPENDENT STUDY

The Academic Dean may permit students to complete course requirements by means of Independent Study if a course is needed to graduate in a timely manner and that course is not offered during the last trimester for which the student is planned to graduate. Independent Study requires approval by the Academic Dean and only students with a GPA of 3.0 can apply for this privilege. Independent Study is only allowed for a maximum of two (2) courses. Units for Independent Study are awarded based on forty-five (45) hours per unit of study time. A student on Independent Study must regularly meet with the assigned faculty for assessment of learning and to take appropriate quizzes or exams. A student seeking Independent Study must submit an Independent Study Request Form and must meet all applicable regulations or restrictions as published in the Student Handbook and pay the appropriate fees.

SATISFACTORY ACADEMIC PROGRESS

Students must maintain satisfactory academic progress (SAP). SAP for all students requires that students must successfully complete 67% of the units they attempt in each consecutive two trimesters with a minimum GPA of 2.3 to maintain their satisfactory academic progress. Students not meeting this requirement are placed on “academic probation.” For a student to maintain their SAP, they must successfully come off of academic probation within two trimesters. Students not meeting this requirement must meet with the Academic Dean. The student must present strong reasons that contributed to their poor progress or they will be dropped from the program. Students that are dropped from the programs will not receive any refunds. Part-time students must complete the MSTCM no more than seven years to maintain SAP.

POLICY ON FINISHING INCOMPLETE DIDACTIC COURSES

If didactic coursework has not been completed due to illness, family emergency, unsatisfactory attendance or other event determined by the course instructor to constitute an excusable absence, an “Incomplete” (“I”) will be issued for that course by the instructor. The student should retake the course when offered next time. If the student fails to do so without sound reasons, the “I” grade will be converted to an “AW,” Administrative Withdrawal. Students who are withdrawn from courses by the administration will be required to register for, pay for and take the course again to receive a valid grade.

The grade average required for satisfactory completion of a course is a passing grade of 70. Students will receive formal grade reports at the end of each trimester.

The student’s request for an appeal of a grade should be sent to the Academic Officer, who will forward a copy to the instructor. The Academic Officer will arrange a conference with the instructor and the student to discuss the assessment of the final grade. A student who is not satisfied with the outcome may proceed to the Grievance Procedure outlined later in this catalog.

Disputes regarding clinic hours must be discussed with the registrar within 30 days of the posting of the clinic hours. A student who is not satisfied with the outcome may proceed to the Grievance Procedure outlined later in this catalog.

AUDIT POLICY

Currently enrolled NSU students may register to audit a class when they have completed all the course prerequisites for the class they are seeking to audit. All audits are subject to availability and must be approved by the Academic Dean. Availability is limited since credit-earning students are a priority. Auditing students cannot take up the time of the teacher or distract credit-earning students from their education. Students auditing classes must abide by all the pertinent rules and regulations such as rules on attendance, academic policies, etc. Students will not be able to take

mid-term and final examinations. Failure to abide by the relevant rules will be deemed student misconduct.

TRANSCRIPT

Upon written request, official copies of student academic records will be forwarded to either the student or to a designated addressee. 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 NSU Administrative Office. Processing of academic transcript requests will be withheld if the student has failed to submit required documents or other items, or has an unpaid balance of fees or other charges owed to the University.

TEACHING CLINIC

Clinical training is one of the important procedures of study in the University. NSU has the particular teaching procedures and teaching models:

- 1) Enlightening teaching can help to develop students' correct TCM thinking instead of imitating;
- 2) Special needing skills not found in the traditional textbooks are taught in clinical training.
- 3) Special classical and experienced formulae sharing are introduced in clinical training.

Internship Levels

150 hours	Clinic Observation
300 hours	Pre-Intern
510 hours	Internship

CLINIC REQUIREMENTS

An approved course in cardio-pulmonary resuscitation (CPR) is required prior to the entry-level clinical training. A health examination certificate, a recent (within 12 prior months) tuberculosis (TB) test or chest x-ray are also required before enrolling in the Clinic training courses. Further inquiries on entrance requirements for the Teaching Clinic should be directed to the office of Academics Affairs.

MALPRACTICE INSURANCE

All students are required to carry malpractice insurance. There is no requirement to obtain this insurance from any specific company. The approximate cost is \$80/year for students. Contact the school for specific information.

CREDENTIALS OFFERED AND THEIR REQUIREMENTS

The Master of Traditional Chinese Medicine Degree is awarded to students who complete the entire Master of Traditional Chinese Medicine (MTCM) program in good academic standing and with no outstanding financial obligations to the University. The MTCM degree fulfills the requirements needed to take the California Acupuncture Licensing Examination.

Curriculum requirements must be satisfactorily completed in order to petition for graduation from MTCM program at Nine Star University of Health Sciences. Total number of hours include:

MSTCM PROGRAM OUTLINE

TERM: First Trimester (Fall)

Course #	Title	Unit	Hour
FD 111	Foundation of TCM I	3	45
AC 101	Acupuncture I	4	60
HM 101	TCM Herbology I	4	60
FD 102	Medical Qigong	2	30
BIO 105	General Biology	3	45
BIO 107	Human Anatomy	4	60
WM 101	Medical Terminology	3	45
PD 100	History of Traditional Chinese Medicine	1	15
Total:		25	375

TERM: Second Trimester (Spring)

Course #	Title	Unit	Hour
FD 112	Foundation of TCM II	3	45
AC 201	Acupuncture II	4	60
HM 102	TCM Herbology II	4	60
BIO 102	Chemistry & Bio-Chemistry	3	45
BIO 104	Physiology	4	60
PM 201	Practice Management	2	30

Total: 20 300

TERM: Third Trimester (Summer)

Course #	Title	Unit	Hour
FD 201	TCM Diagnosis I	4	60
FD 106	Nei Jing	3	45
AC 301	Acupuncture III	3	45
HM 201	TCM Formulas I	4	60
FD 104	Tui Na I	3	45
FD 105	Tai Chi	2	30
BIO 108	Western Pathology & Pathophysiology	4	60
PM 301	Clinic Procedures	1	15
Total:		24	360

TERM: Fourth Trimester (Fall)

Course #	Course	Unit	Hour
FD 202	TCM Diagnosis II	4	60
AC 401	Acupuncture IV	3	45
HM 202	TCM Formulas II	4	60
FD 107	Tui Na II	2	30
WM 301	Western Pharmacology	3	45
PH 401	CPR & First Aid	1	15
CL 2	Clinic Observation (150 hrs)		150
Total:		17	405

TERM: Fifth Trimester (Spring)

Course #	Course	Unit	Hour
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AC 501	Acupuncture V	3	45
FD 403	Herbal Pharmacology & Nutrition	2	30
BIO 106	General Physics	2	30
BIO 109	Nutrition	3	45
WM 302	Physical Examination & Lab Diagnosis	4	60
PH 402	Case Management I	3	45
CL 3	Pre-Internship (150 hrs)		150
Total:		17	405

TERM: Sixth Trimester (Summer)

Course #	Course	Unit	Hour
FD 407	TCM Traumatology	2	30
AC 601	Acupuncture VI	4	60
WM 401	Western Medical Sciences I	3	45
PH 403	Case Management II	3	45
CL 4	Pre-Internship (150 hrs)		150
Total:		12	330

TERM: Seventh Trimester (Fall)

Course #	Course	Unit	Hour
FD 401	Internal Medicine I	3	45
FD 411	Shang Han Lun	2	30
BIO 101	General Psychology	2	30
PD 203	Research Methodology	2	30
WM 402	Western Medical Sciences II	4	60
CL 5	Internship I (180 hrs)		180
Elective		2	30

Total: 15 405

TERM: Eighth Trimester (Spring)

Course #	Course	Unit	Hour
FD 404	Internal Medicine II	3	45
FD 402	TCM External Medicine	2	30
FD 406	TCM Gynecology	3	45
FD 512	Jin Kui	2	30
PM 401	Medical Ethics	1	15
PM 801	Laws & Regulations	1	15
CL 6	Internship II (180 hrs)		180
Total:		12	360

TERM: Ninth Trimester (Summer)

Course #	Course	Unit	Hour
FD 511	Wen Bing	2	30
PH 403	Public Health	2	30
CL 7	Internship III (150 hrs)		150
Elective		2	30
Total:		6	240

GRADUATION REQUIREMENTS

The above curriculum requirements must be satisfactorily completed in order to petition for graduation from the Acupuncture and Traditional Chinese Medicine program at Nine Star University of Health Sciences. Total number of hours include:

147 Units, 2250 Hours didactic education

32 Units 960 Hours clinical training

Total 179 Units / 3165 Hours

DETAILED COURSE DESCRIPTIONS

Basic Sciences

BIO 101 General Psychology 2 units

Prerequisite: None

This course presents the knowledge of general psychology including counseling skills. It covers biological foundations and the brain, sensation and reality, cognition, language and creativity, personality and health, stress and coping. It also introduces the abnormal psychology and social behavior and therapies, interpersonal relationships, attitudes, culture and human relations. This course stresses the instruction of counseling skills, patient/practitioner rapport, multicultural communication and multicultural sensitivity.

BIO 102 Bio-Chemistry 3 units

Prerequisite: None

This course introduces the concept of both inorganic and organic chemistry, biochemistry, classification, structure and character of saccharides, classification, structure and character of lipids, protein and amino acids, the base, character and function of enzyme, bio-respiration and energy, vitamin and enzyme. It also introduces the metabolism of saccharides, lipids, amino acids and protein, the Structure, classification and metabolism of nucleic acids.

BIO 104 Physiology 4 units

Prerequisite: BIO 107

This course covers the knowledge of basic physiology including neurophysiology, endocrinology, and neurochemistry. It introduces the essential concepts of physiology and mechanisms of body function at various levels of organization, ranging from cellular and molecular to tissue and organ system levels. Emphasis is placed on understanding the integrated regulation of various body processes among the major systems (nervous, endocrine, cardiovascular, respiratory, gastrointestinal, urinary, reproductive system).

BIO 105 General Biology 3 units

Prerequisite: None

This course introduces the knowledge of general biology including molecular basis of life, cell, cell membrane, intracellular membrane organelles, mitochondrial, cell skeleton, cell nucleus. It also covers ribosome and protein synthesis, cell division and proliferation, cell differentiation and degeneration, genetics chromosome abnormalities, single gene disease, mitochondrial genetics, etc.

BIO 106 General Physics 2 units

Prerequisite: None

This course introduces the general physical including a general survey of biophysics. It covers the knowledge of physics history, measurements, vectors and scalar revisit, velocity and acceleration in one dimension, gravity and free falling objects, motions, energy and momentum, simple harmonic oscillation. It also consists of the instruction of biophysics such as electrical properties of cells, the Hodgkin-Huxley model of action potentials, etc.

BIO 107 Human Anatomy 4 units

Prerequisite: None

This course covers the basic knowledge of microscopic anatomy, gross anatomy and neuroanatomy. It includes such important information as the cellular level of organization, the tissue level of organization, the integumentary system, osseous tissue and skeletal structure, the reproductive system, etc. This is a foundation to study human physiology, pathology (pathological anatomy and pathophysiology). surface markers related to acupuncture points' location are emphasized.

BIO 108 Pathology & Pathophysiology 4 units

Prerequisite: None

This course presents a survey of the nature of disease and illness, including microbiology, immunology, psychopathology, and epidemiology. It introduces the knowledge of cell and tissue function, cell injury and cellular adaptations, structure of immune system, epidemiology and prevention, biological bases of psychopathology, psychological assessment and clinical judgment.

BIO 109 Nutrition and Vitamins 3 units

Prerequisite: None

This is a general nutrition course with an introduction to principles of nutrition, vitamins and their relationship to health. Major principles, functions and sources of nutrients and disease prevention are discussed. Procedures for patient consultation in commonly seen diseases, nutrition, dietary supplement and prescription counseling.

Acupuncture & Moxibustion

AC 101 Acupuncture I 4 units

Prerequisite: None

This course introduces the acupuncture principles and theory. It covers a brief history of acupuncture and Moxibustion, the knowledge of Yin-Yang, the Five Elements, the Zhang-Fu organs, Qi, blood and body fluid, the basic concepts of channels, collaterals, and acupuncture points. This course also covers the standards of the WHO.

AC 201 Acupuncture II 4 units

Prerequisite: AC 101

The course continues with the instruction of the acupuncture principles and theory. It covers the knowledge of the first eight of the twelve primary acupuncture meridians. The channels covered will include the lung, large intestine, stomach, spleen, heart, small intestine, urinary bladder, and kidney.

AC 301 Acupuncture III 3 units

Prerequisite: AC 201

This course is a detailed introduction to the theory of channel systems covering the Pericardium, Triple Energizer, Gall Bladder, and Liver. This course will also include the Governor Vessel and the Conception Vessel. This course will also include the 40 Extra Points.

AC 401 Acupuncture IV 3 units

Prerequisite: AC 301

This course is a detailed introduction to acupuncture techniques, etiology and pathogenesis, diagnostic methods, differentiation of syndromes, acupuncture treatment, and CNT related requirements and regulations.

AC 501 Acupuncture V 3 units

Prerequisite: AC 401

This course covers the categories of acupuncture points and their applications, surgical techniques, magnet and beats therapy, microsystems acupuncture, electro-stimulation, cold and heat therapy, including moxibustion, cupping, Gua Sha-Scraping technique, and ultrasound therapy. It also introduces adjunctive acupuncture procedures, including bleeding, cupping, dermal tacks, acupuncture micro therapies, including auricular and scalp therapy.

AC 601 Acupuncture VI 4 units

Prerequisite: AC 501

This advanced Acupuncture course is an in-depth study of the principles of Acupuncture prescription development and treatment from Nei Jing to modern acupuncture and oriental medicine literature. The course includes a detailed study of clinical acupuncture treatment procedures for different specialties including, but not limited to, emergency care, family medicine, internal medicine such as Respiratory, Digestive, Urogenital, and Psychological diseases.

AC 701 Special Acupuncture Techniques 3 units

Prerequisite: AC 501, AC 601

This course includes two parts. The first part will focus on teaching proper clean technique in treating patients and proper usage of equipment in the clinic. Clean needle technique (CNT), OSHA requirements, and information regarding blood-borne illnesses will be taught. The second part will focus on various acupuncture techniques, including needling techniques, moxibustion, cupping, accident prevention etc.

Acupuncture & Oriental Medicine Principles, Theories and Treatment

FD 111 Foundation of TCM I 3 units

Prerequisite: None

This course introduces Oriental medicine principles and theory. It includes TCM fundamental concept: Yin/Yang, five elements, organ theory. It covers the instruction of the vital substances, the concept and transformation of Qi, the functions of the Yin organs and the Yang organs, the causes of diseases, the diagnostic method, the pathology of full and empty conditions, Yin-yang imbalance, and the Qi mechanism.

FD 112 Foundation of TCM II 3 units

Prerequisite: FD 111

This course is a continuation of FD 111 Foundation of TCM. It covers a further introduction of Oriental medicine principles and theory, and focuses on the knowledge of identification of patterns according to the eight principles, Qi-Blood-Body fluids, internal organs, pathogenic factors. It also covers the knowledge of identification of patterns according to the six stages, four levels, three burners, the 12 channels, eight extraordinary vessels, and the five elements.

FD 201 TCM Diagnosis I 4 units

Prerequisite: FD 111, FD 112

This is the first of two courses in TCM diagnosis. This course introduces acupuncture and Oriental medicine diagnosis. It covers mainly the four methods of diagnosis in Oriental medicine with emphasis on tongue observation and pulse diagnosis. It also covers analyses of symptoms and signs of diseases.

FD 202 TCM Diagnosis II 4 units

Prerequisite: FD 201

This course introduces the knowledge of eight principles differentiation, Qi, blood, and body fluid differentiation, combination syndrome of Qi, and blood, differential of body fluid, etiology and identification of patterns according to etiology, and seven emotional factors. It also covers the principles of prevention and treatment of disease, identification of pattern according to pathogenic factors, differentiation of six channels, four stages, Sanjiao syndrome.

FD 106 Nei Jin 3 units

Prerequisite: None

This course introduces the essential concepts of the *Nei Jing (The Cannon of Internal Medicine)*. The instructor will briefly introduce the historical and philosophical background of the text. The focus will be placed on reading and interpreting key passages of the text and on how these ancient concepts are applied in the modern medical setting.

FD 401 TCM Internal Medicine 3 units

Prerequisite: FD 111, FD112

This is the first of two courses in Chinese Internal Medicine. These classes present an overview of the etiology, pathology, differentiation and treatment of specific syndromes of the internal organ systems. Students will learn to identify specific patterns and symptoms associated with the pathologies, along with the treatment protocols and recommendations for treatment utilizing acupuncture, herbal medicine, and other TCM modalities. Chinese Internal Medicine I covers such topics concerned headache, dizziness, breathless, wheezing, asthma, Allergic rhinitis, cough, mental-emotional problems, insomnia, tinnitus, tiredness, chest painful obstructions syndrome epigastric pain, and hypochondrial pain.

FD 404 Internal Medicine II 4 units

Prerequisite: FD 401

This is the second of two courses in Chinese Internal Medicine. These classes present an overview of the etiology, pathology, differentiation and treatment of specific syndromes of the internal organ systems and eye organs. Students will learn to identify specific patterns and symptoms associated with the pathologies, along with the treatment protocols and recommendations for treatment utilizing acupuncture, herbal medicine, and other TCM modalities.

FD 402 TCM External Medicine 3 units

Prerequisite: FD 111, FD112

This course introduces the basic theories, knowledge and the treatment for TCM external medicine. It includes the etiology and pathology, differentiation, treatment, and rehabilitation and nursing principles of TCM surgical diseases. It also includes many different kinds of surgical diseases such as sore and ulcer, breast diseases, goiter, tumor and rock, dermatologic diseases, sexually transmitted diseases, anorectal diseases, urinary male reproductive system diseases, peripheral vascular diseases, and other surgical diseases.

FD 405 TCM Pediatrics 2 units

Prerequisite: FD 111, FD112

This is a clinic course in the study of Traditional Chinese Medical diagnosis methods and treatment strategies for children's diseases. This course presents concepts in the compatibility of physiology and pathology in children and its clinical application, and provides students with the understanding of the special considerations needed for the diagnosis and treatment of children's diseases.

FD 406 TCM Gynecology 3 units

Prerequisite: FD 111, FD112

This course covers the diagnosis and treatment of abnormal menstruation, pregnancy complications, sterility, fibroid tumors and vaginal discharge, and presents case studies for discussion. Chinese medical gynecology is introduced. The menstrual cycle is described in order

to optimize treatment based on differentiation of the phases of ovulation and menstruation. Disorders of the female reproductive system are described as well as Chinese medical treatment. Assessment and therapeutics are described in terms of qi, blood and body fluids, extraordinary channels, as well as Zang Fu organ differentiation. Pathologies are differentiated in terms of etiology, pattern of disharmony, treatment principle and acupuncture and herbal treatment.

FD 407 TCM Traumatology 2 units

Prerequisite: FD 401, FD 404

This course introduces the etiology, diagnosis, and treatment of common diseases of the musculo-skeletal system in accordance to both TCM and Western medicine. Emphasis will be on the differentiation of bone and soft tissue injuries which are common in industry and sports (injuries, wounds, abrasions, sprains and contusions to the tendons, ligaments, muscles and joints). Students will learn to recognize red flags in orthopedics and make referrals. Students will be able to treat patients with acupuncture and herbs and perform essential orthopedic tests to evaluate the outcomes of the treatments.

Herbology

HM 101 TCM Herbology I 4 units

Prerequisite: FD 111, FD112

This course consists of general concept of relevant botany concepts such as the morphology and physiology of plants, and Chinese herbal medicine principles and theory, especially the characters and functions of the most commonly used herbs and formulas, and their actions and indications, commentary, mechanisms of selected combinations, traditional contraindications, toxicity, nomenclature and preparation.

HM 102 TCM Herbology II 4 units

Prerequisite: FD 111, FD112, HM 101

This course consists of Chinese herbal medicine principles and theory, especially the characters and functions of the most commonly used herbs and formulas, and their actions and indications, commentary, mechanisms of selected combinations, traditional contraindications, toxicity, nomenclature and preparation. This course shall also include some kinds of substances that calm the spirit, extinguish wind and stop tremors, for topic application, aromatic substances that open the orifices, and obsolete substances.

HM 201 TCM Formulas I 4 units

Prerequisite: FD 201, FD 202, HM 101, HM 102

TCM Herbal Formula I & II include a comprehensive introduction to Chinese herbal formulas, herbal prescription, counseling and preparation for various clinical applications. This course will discuss the formulas used for releasing the exterior, clearing heat, draining down, harmonizing, treating dryness, expelling dampness, as well as warming interior cold.

HM 202 TCM Formulas II 4 units

Prerequisite: HM 201

This course will continue course of Herbal Formula I and discuss the formulas used for tonifying, regulating the Qi, invigorating the blood, stopping bleeding, stabilizing and binding, tranquilizing, orifice opening, wind expelling, phlegm treating, digesting as well as parasites expelling. It will also include herbal prescription, counseling and preparation.

FD 403 Herbal Pharmacology & Nutrition 2 units

Prerequisite: FD 111, FD112, HM 101, HM 102

This course includes the Pharmacokinetics information about commonly used herbal medicine including the absorption, tissue distribution, elimination, and body fluid concentrations. It also includes therapeutic approaches of herbal products, their nutrition, dietary and supplement prescription and counseling.

FD 411 Shang Han Lun 2 units

Prerequisite: FD 111, FD112, HM 101, HM 102

This course consists of classic theories of infectious diseases caused by exogenous wind and cold factors. It includes the etiology, clinical manifestations, pulse and tongue signs and complications at different stages of each infectious disease. This course also covers basic therapeutic herbal formulas applicable to different diagnoses of syndrome and different stages of disease progression.

FD 511 Wen Bing 2 units

Prerequisite: FD 111, FD112, HM 101, HM 102

This course introduces different infectious syndromes caused by exogenous heat or warm factors. It focuses on how to diagnose, set treatment principles, and select the correct herbal formula.

FD 512 Jin Kui 2 units

Prerequisite: FD 111, FD112, HM 101, HM 102

This course introduces the main critical concepts and herbal prescriptions of the major diseases in *Jin Gui Yao Lue* as they apply to clinical use. It covers the different diseases in internal medicine, febrile diseases and gynecology that was mentioned in this book, how to diagnose and treat many cases clinicians encounter daily.

Therapeutic Massage, Qi Gong, TCM Exercise**FD 102 Medical Qigong 2 units**

Prerequisite: None

This course introduces the rudimentary knowledge and experience with the health and longevity promoting exercises of, Qi Gong and Breathing. This course is designed for practical knowledge

and experience of such exercises to promote the health and balance, increase awareness and concentration, and counsel and instruct patients in terms of exercise, biomechanical alignment, and health.

FD 103 Application of Medical Qi Gong 2 units

Prerequisite: FD 102

This course introduces the application of medical Qi Gong. It covers the knowledge of minding over the Qi, sensing the Qi field of human beings, sensing other's Qi, the techniques to manipulate Qi. It also includes mind control system, body motion control system, respiratory control system, holographic control system, and the motion techniques which can be used for guiding patients with their rehabilitation exercises.

FD 104 Tui Na I 3 units

Prerequisite: BIO 107, FD 111, FD 112

This course introduces the Oriental massage principles and theory. It includes the techniques utilizing manual therapy and mechanical devices and the practice of basic Acupressure and Tui Na in treating commonly diseases.

FD 107 Tui Na II 2 units

Prerequisite: FD 104

This course continues with the instruction of the Oriental massage principles and theory. It covers the advanced soft tissue techniques of Tui Na and techniques and procedures for use in the treatment of certain common diseases. It also covers special manipulative procedures of Child Tuina, and the use of mechanical devices for Tui Na.

FD 105 Tai Chi 2 units

Prerequisite: None

This course introduces the rudimentary knowledge and experience with the health and longevity promoting exercises of Tai Chi Chuan, Qi Gong and Breathing. It covers the practical knowledge and experience of such exercises to promote the health and balance of the student/practitioner, increase awareness and concentration, integrate OM principles with kinetic movement, and counsel and instruct patients in terms of exercise, biomechanical alignment, and health. Western anatomical biomechanics, kinesiology, injury prevention and rehabilitation instructions are also included.

Clinical (Western) Medicine

WM 101 Medical Terminology 3 units

Prerequisite: None

This course covers the foundation for the understanding of medical terms. It is designed to present the basic root language foundation that underlines the construction of medical scientific words and their meaning. It includes Western medical terms used for various diseases, surgical procedures, medical procedures and body parts. Such terminology is technically exact vocabulary used by professionals consisting of Greek and Latin roots, combined forms, prefixes, and suffixes. The course also includes Western medical abbreviations, and the formation of singular and plurals. It will prepare the students for further understanding of necessary information present in the Acupuncture and OM curriculum. A good understanding of medical words will serve as a foundation for their use in medical and OM clinical practice.

WM 301 Western Pharmacology 3 units

Prerequisite: BIO 104, BIO 107

This course introduces the basic concepts and pharmacological principles of western pharmaceuticals and their major categories. Topics include pharmacological distribution, metabolism, and excretion, and the mechanisms by which drugs produce their therapeutic effects. Course emphasis is on general principles that can be applied broadly to groups or categories of medications. Students learn the major classes of drugs and specific examples within each class, potential drug-drug and drug-herb interactions.

WM 302 Physical Examination & Lab 4 units

Prerequisite: BIO 102, BIO 104, BIO 107, BIO 108, WM 101

This course introduces the techniques of history-taking and physical assessment according to the western clinical paradigm. This course covers the complete physical examinations of the skin, head, sense organs, chest, abdomen, as well as basic orthopedic and neurological tests. It also includes the knowledge of diagnostic imaging, radiological, and laboratory tests and incorporating the resulting data and reports.

WM 401 Western Medical Sciences I 3 units

Prerequisite: BIO107, BIO104, BIO108, WM301, WM 302

This course presents an overview of the medical knowledge of the medical knowledge of the principles and practice of medicine and surgery, cardiovascular system, respiratory system, gastrointestinal system, hepatic, biliary and pancreatic systems, genitourinary system, and nervous system.

WM 402 Western Medical Sciences II 4 units

Prerequisite: WM 401

This course presents an overview of the medical knowledge of the musculoskeletal system, dermatology and soft tissues, breast disorders, endocrine system, haematology and clinical immunology, nutritional and metabolic disorders, genetic syndromes, overdose, poisoning and addiction. It also includes a survey of dentistry, podiatry, nursing, naturopathy and homeopathy.

Professional Development

PD 100 History of Traditional Chinese Medicine 1 units

Prerequisite: None

This course introduces the history of Medicine, and the history of Traditional Chinese Medicine (TCM) including the origin of TCM, the development of TCM in the Han dynasty, the North South division epoch, the Tang Dynasty, The Song Dynasty, the Jin-Yuan dynasty, the Ming dynasty, the Qing dynasty, and the recent status of TCM in both China and the world. This course shall also introduce modern acupuncture and Oriental medicine literature and the current research areas in TCM.

PD 203 Research Methodology 2 units

Prerequisite: None

This course is designed to introduce knowledge and critique of research methods including basic concepts and techniques of collecting, organizing, analyzing data, writing reports and conducting evaluation. It also covers research and evidence based medicine, and knowledge of academic peer review process. The focus is gaining knowledge in research methods to apply later in a research project of one's own design and understand evidence based medicine to determine efficacy of treatment and determine when treatments are not appropriate.

Practice Management

PM 201 Practice Management 2 units

Prerequisite: None

This course covers the business and management aspects of practicing acupuncture and Oriental Medicine in private clinic establishments. It includes record keeping, insurance billing and collection, California and Federal laws including HIPAA, OSHA, and Labor codes, safety management, running a successful acupuncture clinic, risk management, ethics, and hygienic standards including clean needle techniques.

PM 301 Clinic Procedures 1 units

Prerequisite: None

This course introduces the knowledge of receive and diagnose patients, clinical reasoning, critical thinking and problem solving, the ways of writing medical records based on the process of diagnosis, the laws and regulations related to medical record keeping. It also includes how to look after patient in the diagnosing and treating process and the things prohibited in the diagnosing and treating process.

PM 401 Medical Ethics 1 units

Prerequisite: None

This course covers ethical and legal aspects in acupuncture and oriental medicine. It introduces code of ethics for acupuncturists, steps in making ethical decisions, ethics and peer review, and laws and regulations relating to the practice of acupuncture.

PM 801 Laws & Regulations 3 units

Prerequisite: None

This course covers the knowledge of regulatory compliance and jurisprudence including OSHA, California Labor Code, Health Insurance Portability and Accountability Act of 1996 (HIPAA). It also introduces the laws and regulations relating to the practice of acupuncture issued by California Acupuncture Board, and acupuncture regulations (Title 16, California Code of Regulations).

Public Health

PH 401 CPR & First Aid 1 units

Prerequisite: None

First-Aid and adult/Child cardiopulmonary resuscitation (CPR) class.

PH 403 Public Health 2 units

Prerequisite: None

This course examines the major domains of the public health especially introducing what is public health and to potentially apply public health to dealing with health issues. The content of the course will focus on basic material related to Health Services, Epidemiology, Social/Behavioral Science, Environmental Health and Biostatistics and Chemical Dependency. A review will be integrated to include the biomedical basis for public health, historical developments of public health, the role of health ethics especially in research and the future challenges to public health. This course provides students the opportunity of learning the art and science of public and community health prevention and public health education and communication. It will also introduce ways of lifestyle counseling and self-care recommendations.

Case Management

PH 402 Case Management I 3 units

Prerequisite: FD 111, FD112, HM 101, HM 102

The course includes the instruction of the following subjects: the primary care responsibilities, secondary and specialty care responsibilities, psychosocial assessment, treatment contraindications and complications, including drug and herb interactions, treatment planning, continuity of care, referral, and collaboration, follow-up care, final review, and functional outcome measurements.

PH 404 Case Management II 3 units

Prerequisite: PH 402

This course covers the instruction of coding procedures for current procedural codes, including CPT and ICD-10 diagnoses, medical-legal writing, expert medical testimony, and independent medical review, special care to seriously ill patients, emergency procedures, emergency procedures, prognosis and future medical care. It also introduces integrated case management of some commonly seen diseases.

Clinical Practice

CL 2 Clinic Observation 5 units/150 hours

Prerequisite: 60 units of specific didactic learning

This course covers supervised observation of the clinical practice of acupuncture and Oriental medicine with case presentations and discussion. It focuses mainly on general professionalism, patient and practitioner communication and safety, time management, and intake skills. Interns should identify herbs and fill herbal prescriptions, know how to take patient history & vital signs.

CL 3 & 4 Pre-Internship 10 units/300 hours

Prerequisite: 100 units of specific didactic learning, and CL 2 Clinic Observation 5 units/150 hrs

This course covers the application of Eastern and Western diagnostic procedures in evaluating patients with the direct supervision of the clinic supervisors. In this course, the supervisor shall be physically present at all times during the diagnosis and treatment of the patient, guiding and teaching the interns the correct and most appropriate way of diagnosis and treatment. The supervisor shall teach interns through case analysis and demonstration. They will continue helping interns to develop efficiency while maintaining a high level of professionalism and safety. Interns are expected to complete patient intakes in a more efficient manner, and take initiative in creating a diagnosis and determining possible treatment protocols for the case. The intern should have a comprehensive understanding of eight principals, basic and advanced Zang Fu diagnostic methods, as well as the six exogenous factors, seven emotional factors, and clear differentiation of syndromes according to the theory of Wei, Qi, Ying, and Xue, point combinations and functions, patent herbal formulas, and the basic pathophysiology of the patient's condition. The intern continues to advance in didactic classes and clinical experience, applying accumulated knowledge to already existing skill set. Supervisor guidance is focused on ensuring a comprehensive understanding of diagnostic methods, point prescriptions, herbal formulas, and needle techniques.

CL 5, 6, &7 Internship 17units/510 hours

Prerequisite: 150 units of specific didactic learning, and CL 3 & 4 Pre-Internship 10 units/300 hrs

This course covers the clinical treatment of patients with acupuncture and oriental medicine treatment modalities listed in the Business and Professions Code section. In this course, interns begin to assume the role of a quasi-independent healthcare provider while still under supervision of a licensed practitioner, and maintain a high level of professionalism and safety, and require little to no prompting or guidance from supervisors. Integrating and refining advanced skills from

didactic classes and clinical experience should be the focus. Intakes should be efficient, thorough, concise, and well-documented. Supervisors should feel confident in the intern's ability to diagnose and treat a patient using a variety of modalities including but not limited to acupuncture, herbal medicine, orthopedic examinations, cupping, moxabustion, and e-stim. Interns should display a comprehensive understanding of the eight principals, Zang Fu patterns, the six exogenous factors, seven emotional factors, and differentiation of syndromes according to the theory of Wei, Qi, Ying, and Xue, point combinations and functions, patent herbal formulas and formula writing, pathophysiology, and internal medicine. Emphasis of learning should be on advanced needling skills, formula writing, and refining previously learned skills.

MASSAGE PRACTITIONER (250HR) & MASSAGE THERAPIST (500HR)

MISSION STATEMENT

Nine Star University of Health Science, College of Massage and Body Work is dedicated to provide the highest quality of education to students in areas of somatic practices. Our goal is to assist students to develop a strong foundation in massage therapy and practice in order to alleviate physical discomfort and increase mental and physical relaxation allowing for a greater sense of well-being to the client. The student will have the basic knowledge of anatomy and physiology and will be able to integrate that knowledge into practical application. Upon completion of these courses the graduate may work as an independent contractor, sole proprietor, or an employee for someone else. Massage Therapists are found in a myriad of places, including healthcare facilities, health clubs, hotels, spas, beauty salons, chiropractic and medical clinics, cruise ships, to name a few.

NOTE TO ALL PROSPECTIVE STUDENTS

STUDENTS ENROLLED IN THE MASSAGE PRACTITIONER AND MASSAGE THERAPIST PROGRAMS ARE REQUIRED TO FOLLOW ALL STUDENT POLICIES AND PROCEDURES AS OUTLINED IN THE MAIN BODY OF THIS CATALOG. IF YOU HAVE ANY QUESTIONS REGARDING NSUHS POLICIES & PROCEDURES OR WHERE TO FIND THEM, PLEASE ASK THE ADMISSIONS OFFICER.

After processing the completed application, the Admissions Office will inform the prospective applicant of the decision. It is wise to start the admissions process well in advance before the applying semester. To apply for admissions the application file should be completed four weeks prior to the start of the semester. After this time, the applicant may be admitted only as time and space permit.

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 can be found on our website www.nsuhs.org.

The Massage Therapy programs have been specially designed to merge Nine Star University's quality education in Oriental Medicine with a Certified Massage Practitioner (Certificate) and a Certified Massage Therapist (Diploma) programs. A blend of expertly instructed classroom in Asian Bodywork and Massage Therapy offers the opportunity to practice hands-on training on the NSUHS campus with our distinguished faculty in the NSU Intern Clinic.

The purpose of the Massage Therapy program is to prepare students for employment in massage therapy either in private practice, or a wide variety of healthcare or spa settings. Emphasis is placed on Oriental medical theory and Chinese therapeutic massage. The programs develop the students' ability to understand the causes and symptoms of disease, enabling them to customize their massage therapy to the client's condition. Students in the certificate program receive an introduction to the valuable theories of Chinese medicine, and practice a variety of Asian bodywork therapies, including Tui Na, shiatsu, and Thai massage among others.

Students in the Diploma program are required to successfully complete the CMP program as well as an additional 480 hours of rigorous classroom and clinical experience.

The Massage Practitioner Certification Program consists of 273 classroom hours and 15 internship hours. Course hours include lectures, hands-on and demonstrations, individual evaluation, basic anatomy and physiology specific to bodywork, business ethics/management, communication, and documentation skills.

The Massage Therapist (500-hour) Diploma Program covers an in depth study of anatomy, kinesiology, physiology, and pathology for body workers. An additional 250 hours added to the 250 hours in the Massage Practitioner Certification in a myriad of massage and bodywork modalities is required. After completing the 500- hour program, the massage therapist would be eligible to take the National Certification Examination.

THE MASSAGE THERAPY PROGRAM LICENSURE REQUIREMENTS

Students wishing to practice massage in California must first obtain a state license, which requires qualifying for and passing national body massage written examination. In order to qualify for Massage Therapist Certification, students must successfully complete ALL following:

- Submit an application in its entirety
- The applicant is 18 years of age or older.
- The applicant has successfully completed the curricula in massage and related subjects totaling a minimum of 500 hours, or the credit unit equivalent, that incorporates appropriate school assessment of student knowledge and skills.
- Of the 500 hours, a minimum of 100 hours of instruction shall address anatomy and physiology, contraindications, health and hygiene, and business and ethics.
- All of the 500 hours shall be from a CAMTC approved school program
- The applicant has successfully passed a Live Scan fingerprint background investigation specific to CAMTC and has not violated any of the provisions of the California Massage Therapy Act or any policy, procedures, or regulations of CAMTC.
- All fees required by the council have been paid.

Out-of-State Education: Education and training received outside of California must be at least substantially equivalent to the requirements applied to California school programs. One important aspect of educational program equivalence is whether the educational institution attended has been approved by the national, regional, or state authority with responsibility for vocational program approvals. Such status can readily be ascertained by CAMTC for each of the 50 U.S. states, U.S. territories, and the Canadian provinces of Ontario, British Columbia, Nova Scotia, and Newfoundland and Labrador. Officially sealed transcripts from duly locally approved educational institutions located within those jurisdictions shall be sufficient school material for CAMTC to evaluate.

Out-of-Country Education: For education obtained outside of the 50 U.S. states, U.S. territories, and the Canadian provinces of Ontario, British Columbia, Nova Scotia, and Newfoundland and Labrador as outlined above, please read the Massage Education Received Outside the United States. The applicant has passed one of the following CAMTC approved exams:

- Massage and Bodywork Licensing Exam (MBLEx)
- Board Certification Exam in Therapeutic Massage and Bodywork (BCETMB)
- National Certification Exam for Therapeutic Massage and Bodywork (NCETMB) – Taken on or before February 2015
- National Certification Exam for Therapeutic Massage (NCETM) - Taken on or before February 2015
- New York State Massage Therapy Examination

The applicant has successfully passed a Live Scan fingerprint background investigation specific to CAMTC and has not violated any of the provisions of the California Massage Therapy Act or any policy, procedures, or regulations of CAMTC.

All fees required by the council have been paid.

Please note: Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code section 4600 et.seq.

The Massage Therapy Program is not accredited.

The Massage Therapy Program are not approved by CAMTC. The student may not be able to apply for certification.

Publication of CAMTC's Law related to unfair business practices as related to massage:

(1) Pursuant to California Business and Professions Code section 4611, It is an unfair business practice for a person to do any of the following: Page 14 of 23

(a) To hold himself or herself out or to use the title of "certified massage therapist" or "certified massage practitioner," or any other term, such as "licensed," "certified," "CMT," or "CMP," in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.

(b) To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

SUBMITTING APPLICATIONS

Nine Star University uses a “Rolling Admissions” policy, which allows for the submission of an application at any time. Applications are accepted continually throughout the year. Prospective students are encouraged to apply for admission well in advance of their anticipated entrance date.

ADMISSION REQUIREMENTS

Students who have a high school diploma or equivalent (for example, a GED or state certified HS equivalency exam) or completion of a 2-year program acceptable for full credit to a bachelor degree program, and a 2.0 GPA.

NSU does not accept Ability to Benefit Students.

ADMISSION PROCEDURES

Students may be admitted at the beginning of each semester however; applications are accepted continually throughout the year. Prospective applicants are encouraged to apply for admission well in advance of the beginning of classes because class size is limited. Students needing financial aid are encouraged to contact the Office of Admissions.

To apply for Admission to Nine Star University an applicant should send the following to the Office of Admissions:

- A completed NSU Application Form (Online | Mail)
- Application fee \$25.00
- One current, full-face, passport-size photo for student file
- High School/GED Required. An official high school transcript, a certified copy of a high school diploma or GED certificate, or results of a state certified completion of a high school equivalency exam, as well as a transcript of the coursework completed while attending high school. Proof of a previously earned, accredited Associate degree acceptable for full credit to a bachelor degree program or higher is also acceptable for admission to these programs. If possible, these should be mailed directly to the college.
- Official transcripts from all colleges and massage programs should be sent directly to Nine Star University from the institution.
- International documents in a non-English language require an accompanying, original, certified translation into English, including year-to-year records of each college or university attended. Indicate the number of lecture and laboratory hours or units devoted to each course as well as grades received. Include copies of official documents indicating the award of degrees with the title and date conferred.

Nine Star University of Health Sciences does not accept international students for Massage therapy program.

Nine Star University of Health Sciences does not provide English Language Services.

TRANSFER CREDIT

For evaluation of transfer credit, applicants must provide official transcripts sent directly from their school to the NSU Office of Admissions. Some applicants may also be asked to provide course syllabi. Transcripts from foreign countries must be translated into English and evaluated by an approved credentials evaluation service that is a member in good standing with the National Association of Credential Evaluation Services (NACES).

MESSAGE PROGRAM ACADEMIC POLICIES

ORIENTATION

All new students are required to attend the University's orientation program. During the orientation students receive important and pertinent information regarding class registration, financial aid, academic policies and regulations, and are introduced to members of the NSU community.

CAREER PLACEMENT

In order to assist its students, the University provides job placement assistance within the University and through its network affiliations with clinics and healthcare related companies. Assistance in the preparation of a resume is provided upon student request. In addition, a bulletin board and the University's website are maintained with job announcements and career opportunities. We gladly recommend students who have demonstrated their proficiency. However, it is understood that the school cannot promise or guarantee employment to any student or graduate, as the massage certification and diploma class offered herein are vocational in nature.

REGISTRATION

To reserve a space in a class, please send or bring in your registration fee and either 1/3rd of the total class fee or payment in full. You can also call to reserve a space and make a payment. Class fees must be paid in full before the first week of instruction and students must bring in their receipts of payment to show instructor on first day.

All students who wish to register must complete and sign the registration forms and enrollment agreement available from the Administration Office.

GRADING AND POLICIES

Progress/Grading System:

The schools grading system is as follows: PASS 70% or greater, Fail 69% or below Students will be quizzed on theoretical information weekly. Practical application grading is based on demonstration of skill during class hours with ongoing instructor evaluations. At midterm there

will be a ½ hour evaluation applying learned massage techniques to the back of the body. At the end of the course a full body 1 hour and 15 minute practical exam will be administered. Students must achieve 70% or greater in both theoretical and practical scores in order to pass the courses.

If a student's cumulative grade in either their written or lab course work is below 70% for 1 week, the student will receive academic counseling and be offered tutoring (\$25 per hour) to bring their grades up to at least 70%. If a student's cumulative grade in either their written or lab course work is below 70% for 3 consecutive weeks, the student will be placed on academic probation. The student must receive at least a 75% for the next week's work to be removed from academic probation. If the student fails to meet this objective, the student will be dropped from the course.

Grades may be appealed by taking them to the director within 1 week of receiving the disputed grade. The director will resolve the issue in a timely manner

ATTENDANCE REQUIREMENT

Attendance is required and recorded. Students are expected to attend classes as scheduled just as they would be expected to be present for work. In the massage Practitioner Certification Course, no student may miss more than 12 hours. Greater than 12 lecture-hours absence must be made-up by individual tutoring at an additional cost. The student must arrange make-up class work with an individual instructor for a fee of \$25.00 per hour. Practicum hours missed may not exceed 4 hours and will be made up with additional documented out of class supervised practical experience. Other courses will have other attendance requirements depending on the length of course.

Absence: Absence will be considered as excused under the following circumstances: Students must notify their instructors or school before class and have a verifiable and valid reason to be absent such as a doctors note or family emergency.

Tardiness: Tardiness is a disruption of a good learning environment and is to be discouraged. Tardiness without legitimate reason on three occasions in class will be considered as one unexcused absence.

Interruption for Unsatisfactory Attendance: Students with three unexcused absences in any class will receive written notification of academic probation for a period of one month. Any unexcused absences during such probationary period will be cause for interruption/ dismissal of the student from the training program.

Leave of Absence: written requests for a leave of absence will be considered and such leaves may be granted to students at the discretion of the school administration.

Requesting a Leave of Absence, Rules and Form:In accordance with both established University Regulations and Federal Title IV Student Financial Aid requirements, a student may request a

leave of absence for the following reasons and lengths of time. A student who requests a Leave of Absence from the University and wishes to maintain his/her enrollment status may do so under the following conditions:

File a request for a Leave of Absence. The student must sign and date the form prior to the leave of absence, unless unforeseen circumstances prevent the student from doing so. In such a case, the student is still obligated to communicate with the Academic Dean to provide the requisite information regarding the Leave of Absence.

MATERIALS

All textbooks and training materials for the course selected will be supplied by Nine Star University of Health Sciences at the stated charges. Lost, damaged, or stolen items will be replaced at the expense of the student. Once purchased, books and other materials become the property of the student. The school accepts book returns only if the student withdraws and the books are in an unused condition.

GRADUATION REQUIREMENTS

All candidates have to satisfy all graduation requirements that are in effect at the time of their admission to the University unless compliance to new rules or requirements imposed by a regulating agency is required.

The following requirements apply to all graduate candidates:

- File a Notice of Candidacy for Graduation during the final term before graduation
- Clear all financial obligations, including mandatory graduation fees
- Return all library loaned materials to NSU
- A grade of C or better for all required classes and clinic course works.
- A GPA of 2.25 or better
- Complete 500 hours program

TRANSFER CREDIT POLICY

Nine Star University of Health Sciences does not currently have an articulation or transfer agreement with any other college or university.

Nine Star University of Health Sciences only accept transfer credit from CAMTC approved schools for Massage Therapy program.

In some circumstances, the school will grant credit for prior education. This will always be at the discretion of the Academic Dean. If allowed to challenge quizzes and tests, the policy will be as follows:

- One hour of class time will be credited for each test taken and passed successfully. Credit (hours of class time) may be allowed for previous experience based on the following formula:
- If the student has had previous (documented) massage training, credit will be granted equal to 1/2 the time of their previous, relevant course(s).
- 10 hours of credit will be granted for each full year of documented work experience.
- No more than 75% of the total class hour requirement may be granted as credit for prior education/experience.
- The full tuition will be charged regardless of the actual number of hours spent in class.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at Nine Star University of Health Sciences is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits, degree, diploma, or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Nine Star University of Health Sciences to determine if your credits or degree, diploma or certificate will transfer.

GRADING SCALES

The grade for individual courses in the curriculum will be determined according to the following formula:

Grades on tests/examinations	70%
Class preparation/participation	20%
Class attendance/punctuality	10%

Student performance in our courses is evaluated according to the following scale:

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	Letter Grade	GPA	Numeric Value	given
	A	4	96 – 100	
	A-	3.7	91 – 95	
Above Average	B+	3.5	86 – 90	
	B	3	83 – 85	
	B-	2.7	80 – 82	
Satisfactory	C+	2.5	76 – 80	
	C	2	70 – 75	
Failure	F	0	Below 70	
Incomplete	I			
Audit	AU			
Withdraw	W			

students who withdraw from a course from the seventh week forward. A “WF” grade is computed into the student’s CGPA.

I (Incomplete) is given to those who fail to complete all the requirements of the course, because of prolonged illness or because of some other serious circumstance beyond the students control. A fee must be paid by the student and an Incomplete Form must be completed by the student and the instructor and returned to the Registrar. All course requirements must be completed by the end of the following trimester, or the “I” grade will automatically change to a grade of “F”.

PASS/FAIL GRADE POLICY

The schools grading system is as follows: PASS 70% or greater, Fail 69% or below. Students will be quizzed on theoretical information in finals stage of each course. Practical application grading is based on demonstration of skill during class hours with ongoing instructor evaluations. At midterm there will be a ½ hour evaluation applying learned massage techniques to the back of the body. At the end of the course a full body 1 hour and 15 minute practical exam will be administered. Students must achieve 70% or greater in both theoretical and practical scores in order to pass the courses.

If a student’s cumulative grade in either their written or lab course work is below 70% for 1 week, the student will receive academic counseling and be offered tutoring (\$25 per hour) to bring their

grades up to at least 70%. If a student's cumulative grade in either their written or lab course work is below 70% for 3 consecutive weeks, the student will be placed on academic probation. The student must receive at least a 75% for the next week's work to be removed from academic probation. If the student fails to meet this objective, the student will be dropped from the course.

Grades may be appealed by taking them to the director within 1 week of receiving the disputed grade. The director will resolve the issue in a timely manner

ADDITIONAL CHARGES

Any Student who does not complete a course within the allotted contract enrollment period will be charged at the same hourly rate for any additional time required for completion. Exceptions will be made for approved Leaves of Absence or changes in status are approved upon written request of the school for extended illness of the student; birth or death in the student's family, or other reasons deemed legitimate by the school and which can be substantiated in writing. Normal enrollment periods provide arguable allowance for limited excused absences.

MASSAGE PROGRAM DETAILED COURSE DESCRIPTION

288-HOUR MASSAGE PRACTITIONER PROGRAM (19 SEMESTER CREDITS)

250-Hour Massage Practitioner Program (19 semester credits)

In order to be awarded a Certificate of Completion in the Massage Practitioner program the student must successfully complete all MP101 courses and pass all examinations with a minimum score of 70%.

288-Hour Massage Practitioner Program

288 hours, 19 semester credits

288-Hour Massage Therapist Program requires a basic Massage Therapy class of Acupressure, Anatomy, Physiology, Qi Gong, Ethics/Business Management, CPR/First Aid. Upon completion, the student is eligible to practice Massage in those municipalities requiring 288 hours or less of massage training and can legally charge a fee for sessions.

288 HOURS Massage Practitioner Program (MT201)

COURSE#	TITLE	UNITS	HOURS
MT 101	Massage Theory, Technique, and Practice	6.5	100
FD 102	Medical Qigong	2	30

PM 201	Practice Management	2	30
PM 301	Clinic Procedures	1	15
PM 401	Medical Ethics	1	15
BIO 104-2	Physiology	3	45
BIO 107-2	Human Anatomy	3	45
PH 401	First Aid & CPR	0.5	8
Total Units/ Hours		19	288

768-HOUR MASSAGE THERAPIST PROGRAM (768-HOURS, 47.6 SEMESTER CREDITS)

In order for a student to earn the Massage Therapist Diploma, all level MP101 courses as well as all MT201 must be successfully completed and all examinations and clinical evaluations must have achieved a minimum score of 70%.

768 HOURS Massage Therapist Program

COURSE#	TITLE	UNITS	HOURS
MT 201	Massage Therapist Program	19	288
MT 101	Massage Therapy, Theory, Technique, and Practice	6.5	100
BIO 108-2	Pathophysiology	3	45
FD 105	Tai Chi	2	30
FD 107	Tui Na	2	30
PM 903	Gua Sha	1	15
FD 103	Application of Medical Qigong	2	30
FD 111	Foundation of TCM	3	45
WM 301	Western Pharmacology	3	45
CLM 1	Student Clinic I	1.05	32
CLM 2	Student Clinic II	1.05	32

CLM 3	Field Work	0.5	8
BIO 109	Western Nutrition	3	45
PM 901	Relaxation & Stress Relief	1	15
PM 902	Cupping Treatment for Home Use	0.5	8
Total Units/ Hours		48.6	768

COURSE DESCRIPTIONS MT101 AND MP201

Massage Practitioner Courses MP101

Massage Therapy Theory, Technique, and Practice (MT 101)

Key components:

- Swedish massage
- Self-care – body mechanics
- Positioning clients for comfort Students will be guided in the importance of human touch and the healing process based upon the body’s response to the application of touch. Swedish massage is taught as the basic strategy in providing clients with relaxation and stress reduction. Students learn Swedish massage through classroom demonstration and practice of techniques.

This course provides an introduction to indications and contraindications for massage therapy and facilitates the development and improvement of palpation skills so essential to the massage therapist. Classroom practice includes giving and receiving massage with fellow students under direct faculty supervision. Students learn modalities and how to augment massage strategies that address client concerns. The students receive demonstration and opportunities to practice the massage strategies and receive feedback on their body mechanics to achieve the optimal application of massage therapy strokes and strategies.

Prerequisite: none

Functional Assessment

Key elements:

- Postural assessment
- Tissue assessment
- Pain assessment

Students begin to develop specific skills in identifying the effects of muscle imbalance through tissue assessment, postural assessment, and pain assessment within this course. Students learn how to use tools such as goniometry to assess clients, provide information to indicate the treatment approach, and to assess the outcome of the specific session. These skills progress as the students apply the tools in each modality taught.

Hydrotherapy

Key elements:

- Hot and cold therapy

Students are introduced to the physiological and reflexive results of applying heat, cold, and alternating heat and cold as part of massage therapy sessions. Students have the opportunity to apply heat and cold as part of an integrated approach to a client treatment session during the clinic experience.

Joint Mobilization, Stretching, and Range of Motion

Key elements:

- Assessment of joint movement
- Passive stretching as an element of massage therapy sessions
- Range of motion to enhance movement

By assessing joint mobility, students learn the effect of various tissue restrictions in limiting joint movement. Students build upon the knowledge gained in kinesiology to integrate the available joint movements into a massage therapy routine. They also learn how to enhance mobility when a joint is restricted due to soft tissue tightness through use of techniques such as contract-relax.

Connective Tissue Massage

Key elements:

- Myofascial release

- Connective tissue stretching
- Massage therapy techniques that address connective tissue tightness Students learn the properties of connective tissue and how it affects movement throughout the body. Specific techniques are taught that have a direct effect on connective tissue. These techniques and the information gained through various assessment strategies are then integrated into a therapeutic massage.

Trigger Point

Students learn how to identify trigger points in the tissue, recognize their characteristic referral patterns, and how to apply techniques that may release the trigger point, resulting in pain relief.

Students learn the indications for trigger point manipulations and the use of heat and cold as a tool in the treatment strategy.

Chair Massage

Key elements:

- Strategies to use with clients when using a massage chair rather than a table
- Workplace strategies to offer massage to employees on-site at the office Seated massage, or chair massage, is a strategy that allows the student to learn and apply therapeutic massage techniques to clients who are fully clothed in a seated position. This form of massage application is an effective method of providing massage in the workplace and other public venues.

Performance Assessment

Students are each assigned an instructor who will evaluate their massage therapy skills and progress through individual massage sessions four times throughout the course. This provides students the opportunity to receive individual feedback that refine their skills as a massage therapist based upon the knowledge and skill learned in that segment of the course. These assessments occur at the midpoint and the end of each semester. Satisfactory achievement of each assessment is required to continue in the program. These are scheduled outside of class time.

Massage Therapy (MT 201)

Students build upon MT 101 learning advanced techniques and theory through the practical application of massage therapy strategies to address specific client concerns and to design treatment strategies to work with varying client needs Successful Completion of the MT201 modules will qualify students for the Massage Therapist diploma

Prerequisite: MT 101

Massage Therapy MT201 includes:

Therapeutic Strategies in Massage

Key elements:

Approaches that affect the following conditions:

- Whiplash
- Carpel tunnel syndrome
- Thoracic outlet syndrome
- Low back pain and sciatica
- Postural distortions and scoliosis
- Rotator cuff syndrome
- Repetitive strain disorders

This course element provides a focus on specific areas of concern within the soft tissue of the body. Basic orthopedic tests are introduced to enhance the students' ability to determine indications and contraindications for massage. The students learn strategies that integrate different approaches to address the client's condition using an integration of various techniques for optimal therapeutic success.

Sprains and Strains

Students are trained to apply pre- and post-event massage on athletes. The course provides information about the various responses to exertion, such as muscle cramps and spasms, and the criteria to identify concerns that are indicative of heat exhaustion and heatstroke. Students also receive training in the interface between the massage therapist and athletic trainers working at sporting events, and specific knowledge about the soft tissue development of athletes.

Eastern Philosophy of Health

Key elements:

- Asian philosophy of health
- Introduction to Shiatsu

Students are introduced to the Asian philosophy of health which provides the theoretical framework for various forms of Asian bodywork. Students are taught to recognize the interaction between the physiologic and energetic imbalances. The course provides an introduction to the application of Shiatsu and acupressure as a technique in working with these imbalances.

Performance Assessment

Students are each assigned an instructor who will evaluate their massage therapy skills and progress through individual massage sessions four times throughout the course. This provides students the opportunity to receive individual feedback that refine their skills as a massage therapist based upon the knowledge and skill learned in that segment of the course.

These assessments occur at the midpoint and the end of each semester. Satisfactory achievement of each assessment is required to continue in the program.

These are scheduled outside of class time.

Massage Therapy and the Therapeutic Relationship

This class is an introduction to professional standards of behavior and interaction within the practice of massage therapy. The focus of this class is to prepare the student for therapeutic client interactions and practice behaviors for actual client interactions. The topics include developing oneself as the embodiment of a professional therapist and developing a professional therapeutic relationship.

Prerequisite: none

Massage Therapy and Business***Key elements:***

- Development of employment or business plan
- Application for National Certification

This class focuses on completing a business plan or employment strategy that includes the actions required for the establishment, development, and management of a successful practice

of massage therapy. The topics include overall practice management, growing your practice, operational policies, state law and regulation, accounting, taxes, and business records.

Prerequisite: MTR 101

Critical Thinking and Integration

Key element:

- Skill development in problem solving, treatment planning, and assessing results

This class uses an interactive approach to foster knowledge-based decision making in massage therapy. Students are expected to assess client information including presenting signs and symptoms; use the knowledge gained through their previous course work; select, prioritize, and apply interventions based on that information, and evaluate the results of their approach.

Prerequisite: successful completion of all first semester courses

Medical Qigong (FD 102)

Prerequisite: None

This course will provide students with the rudimentary knowledge and experience with the health and longevity promoting exercises of Qi Gong and Breathing. This course is designed for practical knowledge and experience of such exercises to promote the health and balance of the student/practitioner, increase awareness and concentration, integrate OM principles with kinetic movement, and counsel and instruct patients in terms of exercise, biomechanical alignment, and health. Western anatomical biomechanics, kinesiology, injury prevention and rehabilitation instruction will also be included.

Application of Medical Qi Gong (FD 103)

Prerequisite: FD 102

This course will provide OM students with the rudimentary knowledge and experience with the health and longevity promoting exercises of, Qi Gong and Breathing. This course is designed for practical knowledge and experience of such exercises to promote the health and balance, increase awareness and concentration,, and counsel and instruct patients in terms of exercise, biomechanical alignment, and health.

Human Anatomy (BIO 107-2)

Prerequisite: None

The objective of this course is to provide students with an understanding of the structures and arrangement of gross surface features of the human body. Slides are used to emphasize areas useful to the acupuncturist. This course pays special attention to the skeletal system, joints, muscular system, and lymphatic system along with basic blood chemistry, blood pH, body fluids and electrolyte balance, and acid-base balance.

Physiology (BIO 104-2)

Prerequisite: BIO 107-2

This is a continuation of basic Anatomy/Physiology A with particular emphasis placed on the function of organs and organ systems (Respiratory, Cardiovascular, Gastrointestinal, Urinary, Reproductive System).

Pathophysiology (BIO 108-2)

Prerequisite: Upper Division Standing

This course includes two parts; 1. Pathology (learning A) the general concept and principles of pathology, B) the mechanism of some important common and typical systemic organ disorders. 2. Microbiology (bacteriology, virus and few parasites classification and diseases).

Nutrition (BIO 109)

Prerequisite: None

This is a general nutrition course with an introduction to principles of nutrition and their relationship to health. Major principles, functions and sources of nutrients and disease prevention are discussed. Procedures for patient consultation in commonly seen diseases, nutrition, dietary supplement and prescription counseling.

Western Pharmacology (WM 301)

Prerequisite: None

This subject will include the following aspects: 1. The basic theory and of pharmacology. 2. Pharmacology of peripheral and central nervous systems. 3. Pharmacology of respiratory, digestive, urinary, cardiovascular and endocrine system. 4. Pharmacology of antibiotics. 5. Chemotherapy of malignant tumors.

Practice Management (PM 201)

Prerequisite: None

This course covers the business and management aspects of practicing massage therapy and Oriental Medicine in private clinic establishments. The curriculum includes record keeping, insurance billing and collection, California and Federal laws including HIPAA, OSHA, and Labor codes, safety management, running a successful acupuncture clinic, risk management and ethics.

Medical Ethics (PM 401)

Prerequisite: None

This course covers ethical and legal aspects in massage therapy and oriental medicine.

Foundation of TCM (FD 111)

Prerequisite: Upper Division Standing

This course includes TCM fundamental concept --- Yin/Yang, five elements, organ theory, vital function, etiology, diagnostic method.

FD 107 Tui Na (FD 107)

Prerequisite: None

This course includes the principles, theory, techniques utilizing manual therapy and mechanical devices and practice of basic Acupressure and Tui Na (Oriental Massage).

Tai Chi (FD 105)

Prerequisite: None

This course will provide OM students with the rudimentary knowledge and experience with the health and longevity promoting exercises of Tai Chi Chuan, Qi Gong and Breathing. This course is designed for practical knowledge and experience of such exercises to promote the health and balance of the student/practitioner, increase awareness and concentration, integrate OM principles with kinetic movement, and counsel and instruct patients in terms of exercise,

biomechanical alignment, and health. Western anatomical biomechanics, kinesiology, injury prevention and rehabilitation instruction will also be included.

Clinical Procedures (PM 301)

Prerequisite for PM 301: none

***Clinical Internship**

Students are required to engage in clinical experiences under supervision of faculty in the student clinic and in fieldwork experiences. The clinic experience is provided in a professional clinic environment and is part of the integration of the knowledge and skill expected of students during the progression of the course. Clinic and fieldwork occur outside of the regularly scheduled class times.

***Clinic Class**

Clinic Class is a preparatory class readying the student for the student clinic. This class covers the goals of the student clinic, the student's responsibilities, clinic operations, and the methods the school uses to evaluate the student.

***Clinic Integration**

Clinic Integration is an opportunity for students to engage in dialogue regarding client interactions in clinic, problem solving and strategies related to treatment options, role-play related to the therapeutic relationship, and reflect on the learning occurring within the clinic environment.

Student Clinic (CLM 1)

Prerequisite: successful completion of the first performance assessment

Student Clinic CLM 1 provides the student with the opportunity to work with clients applying basic massage techniques and interpersonal communication skills in a clinical environment. Student clinic occurs outside of regularly scheduled class days and times. During the first semester, the students need to complete five (5) 3.5 hour blocks of scheduled time in the clinic.

Student Clinic (CLM 2)

Prerequisite for CLM 2: CLM 1

Student Clinic CLM 2 provides students with the opportunity to work with clients with various dysfunctions, take client histories, develop treatment plans, apply therapeutic strategies, and assess results.

During the second semester, students need to complete 12 five (5) hour blocks in the student clinic.

Fieldwork (CLM 3)

Prerequisites: PM301, CLM 1, CLM 2

Fieldwork is a component of the student clinic that provides students with opportunities to practice their massage therapy skills with various populations at off-site locations under faculty supervision. The settings may include corporate offices, sporting events, healthcare settings, family practice clinics, extended care facilities, and health fairs.

Fieldwork occurs outside of the regularly scheduled class times.

CPR First Aid (PH 401)

Prerequisite: none

Adult CPR and First Aid techniques are taught as outlined by the American

Red Cross. Students are required to have current certification at the time of graduation in preparation for licensure within the State of California. Classes are taught on-site by instructors certified by the American Red Cross.

Relaxation & Stress Relief (PM 901)

Prerequisite: none

This course is designed to explore the physiology and psychological connections between mind, body, and mood as they relate to the human experience. The course will explore the concepts of tissue memory and emotional release as a result of massage therapy interventions.

Students will be exposed to centering exercises and dialoging strategies that are supportive of clients during a massage session. The course will also introduce students to the value of mentoring relationships for massage therapy professionals and developing referral relationships with psychotherapists and other professionals.

Advanced Massage Therapy

This course is designed to introduce additional massage therapy strategies for different populations along with problem solving strategies based upon case study learning and actual practice.

The course will include integration of the current thinking in massage therapy and bodywork literature, application of the orthopedic testing, and types of exercise that would be advisable. The course will use critical thinking strategies.

Prerequisites: MT 101, MT 201

Advanced Electives

The following 300 series of advanced courses are offered as electives for students entering into the Massage Therapist Diploma program. Students must successfully complete all prerequisite courses prior to registering for these courses unless the Academic Dean has recommended and approved the student as being sufficiently prepared and capable for enrollment

Final Comprehensive Exam

The final comprehensive examination is a knowledge-based evaluation of the students' learning throughout the length of the program. It is intended to demonstrate the understanding of the course material and its application to massage therapy practice. The assessment

is intended to provide students with information on their preparation level for the National Certification Examination(NCE). Each student is required to complete the NCE in addition to the Final Comprehensive Examination.

FACULTY

NSUHS has a diverse core faculty who are dedicated, caring, inspiring and knowledgeable. Most are well-recognized professors and dedicated educators. Some are experienced licensed practitioners in their own field of expertise. We emphasize the two abilities of the faculty: rich teaching experiences and successful clinical experiences.

YANG, PHILIP, OMD, L.AC

Professor Yang graduated from South Baylo University. He got Doctoral Degree of traditional Chinese Medicine. He is also a licensed acupuncturist. Professor Yang has rich experience in both clinical training and teaching. He is especially good at spinal diagnosis, pain relief, and health

regime of practicing Qigong. He teaches such courses as Foundation of TCM, Application of Medical Qigong, History of TCM and Medical Ethics at TCM and Massage program.

MA, CYNTHIA, EDD

Professor Ma graduated from Alliant International University and Beijing Normal University. She got her Doctoral Degree of Education. She is knowledgeable in English and Chinese translation, Chinese classics, and academic research. She has published many books in English vocabulary, grammar, reading, writing, and translation. She has also participated in many academic research projects and publishes dozens of academic papers. Professor Ma teaches such courses as TOEFL, and Research Methodology.

WANG, XIN, PHD, & L.AC.

Professor Wang graduated from University of East-West Medicine, and got the degree of Master of Science in Traditional Chinese Medicine. He also studied in Kagoshima University and got Ph.D in Retrovirology. He is also a licensed Acupuncturist in California. He teaches such courses as General Biology, General Physiology, and TCM External Medicine.

SU, HUICI, PHD

Professor Su graduated from the University of London, Royal Postgraduate Medical School, department of Histochemistry. He got PhD in the field of medicine and pathology. Professor Su published several books and papers in his field. He teaches such courses as Western Medicine Sciences, General Biology, and General Physiology.

WAN, GUOZHI PH. D., L.AC

Professor Wan graduated from American Liberty University, and got Ph.D. in Oriental Medicine. He is also a licensed acupuncturist. He has taught in many universities and is regarded as one of the distinguished acupuncture professors in the bay area. He teaches such courses as Acupuncture, Foundation of TCM, and Herbal Formulas.

LI, DONGMEI L.A.C

Professor Li graduated from University of Chinese Medicine, China. She completed the courses for graduate in TCM. She has taught in many colleges and universities of medicine in both China and United States. She teaches the course of Foundation of TCM, TCM internal Medicine, and TCM Gynecology.

WANG, XIAOPING, OMD, PHD, L.AC

Professor Wang graduated from South Baylo University, and got Doctor Degree of Traditional Chinese Medicine. He is also a licensed acupuncturist. Professor Wang is an expert in bone healing and Chinese muscle injury study. He mainly teaches Tui Na and TCM Pediatrics.

ZHANG, LI, OMD, L.AC.

Professor Zhang Li got her doctor degree of Acupuncture and Oriental Medicine from University of East West Medicine, and her Bachelor degree in Chinese Medicine from Beijing University of Chinese Medicine and Pharmacology. Professor Zhang worked in hospital for many years. She is an experienced acupuncturist. She teaches such courses as TCM Internal Medicine, and TCM diagnosis.

QIN, BAOGUI, L.AC.

Professor Qin graduated from Liaoning University of Traditional Chinese Medicine, and got his Bachelor Degree of Traditional Chinese Medicine. He is a licensed acupuncturist. He is an expert in the methods of rescue of patients with internal emergency and gynecological emergency. He has taught in many universities. He teaches such courses as Nei Jing, Wen Bing Xue, and the Foundations of TCM.

ALLEN, MARILYN

Professor Allen graduated from Pepperdine University, and got her Master Degree in the field of management and administration. She has the professional experience of working as a consultant for the National Chiropractic Council & American Acupuncture Council. She teaches the course of Practice Management.

WU, LONGAN, PHD

Professor Wu graduated from National University of Singapore, and got his PhD. in Physics. He is an expert in computer communications and software research. He has rich experience in research and teaching. Professor Wu teaches Physics in NSU.

WANG, HUIJUAN, L.A.C

Professor Wang graduated from Institute of Education Science of Henan University, and got the Master Degree in Education Psychology. She used to work as the director of Psychological Counseling Center at Sias University, and a senior doctor at the third People's Hospital of Zhengzhou City. She teaches psychology.

LOU, WEI, L.AC.

Professor Lou graduated from Beijing University of Chinese Medicine, and got his Bachelor Degree of Traditional Chinese Medicine. He is also a licensed acupuncturist. He is an expert in moxibustion therapy. He has taught in many universities. He teaches such courses as Nei Jing, Wen Bing Xue, and History of TCM.

QU, YI, L.AC.

Professor Qu graduated from Fujian University of Traditional Chinese Medicine. She got Master Degree in History and Classics of TCM. She is also a licensed Acupuncturist in California. Professor Qu has rich experience both in clinic and teaching. She teaches such courses as Herbal

Pharmacology & Nutrition, General Biology, Examination & Lab Diagnosis. She also teaches TCM Foundation and western sciences course in Massage therapy program.

ZHOU, XIAJIA, OMD,

Professor Zhou graduated from Five Branches University of Oriental Medicine. She got Doctor Degree of Traditional Chinese Medicine. She teaches such courses as Herbal Pharmacology & Nutrition, TCM Gynecology & Obstetrics.

LI, YAN, PHD

Professor Li graduated from Stanford University, and got her PhD in Sociology. She has professional knowledge and experience in Chen Style Tai Chi, and she is trained and certified by Grandmaster Chen Qingzhou of Wen County in Henan Province, China. She is Gold Medalist and judge at regional Chinese martial arts competitions. She teaches the course of Tai Chi.

CHEN, JYBEY, L.AC.

Professor Chen got her Master degree of Science in Traditional Chinese Medicine from Academy of Chinese Culture & Health Sciences, and Master of Science in nursing from Syracuse University. She has rich experience in both teaching and clinic supervising. She teaches the course of Physical Examination & Lab Diagnosis.

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ALL CLASSES ARE HELD AT 441 DE GUIGNE DR., #201, SUNNYVALE, CA 94085

DRIVING DIRECTIONS

From San Francisco international airport and north: Take 101 south, exit at Lawrence expressway south. Turn right at Arques Dr. Approx. 500 yards (3d. traffic light) turn right onto De Guigne Dr. Our campus is on your left (4th parking lot).

From south of San Jose: Take 101 north, exit at Lawrence Expressway, turn left from exit ramp's traffic light. Turn right on Arques dr. Approx. 500 yards (3d. traffic light) turn right onto De Guigne Dr. Our campus is on your left after 2 small blocks (4th parking lot).

From South San Jose: Take 87 North at end of freeway connects at 101 northbound, exits at Lawrence Expressway, turn left from exit ramp's traffic light. Turn right on Arques Ave. Approx. 500 yards (3d. traffic light) turn right onto De Guigne Dr. Our campus is on your left after 2 small blocks(4th parking lot).

In some maps, “De Guigne” is spelled as one word “DeGuigne”)

EFFECTIVE DATES OF THIS CATALOG 1/1/2017 to 12/31/2017

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