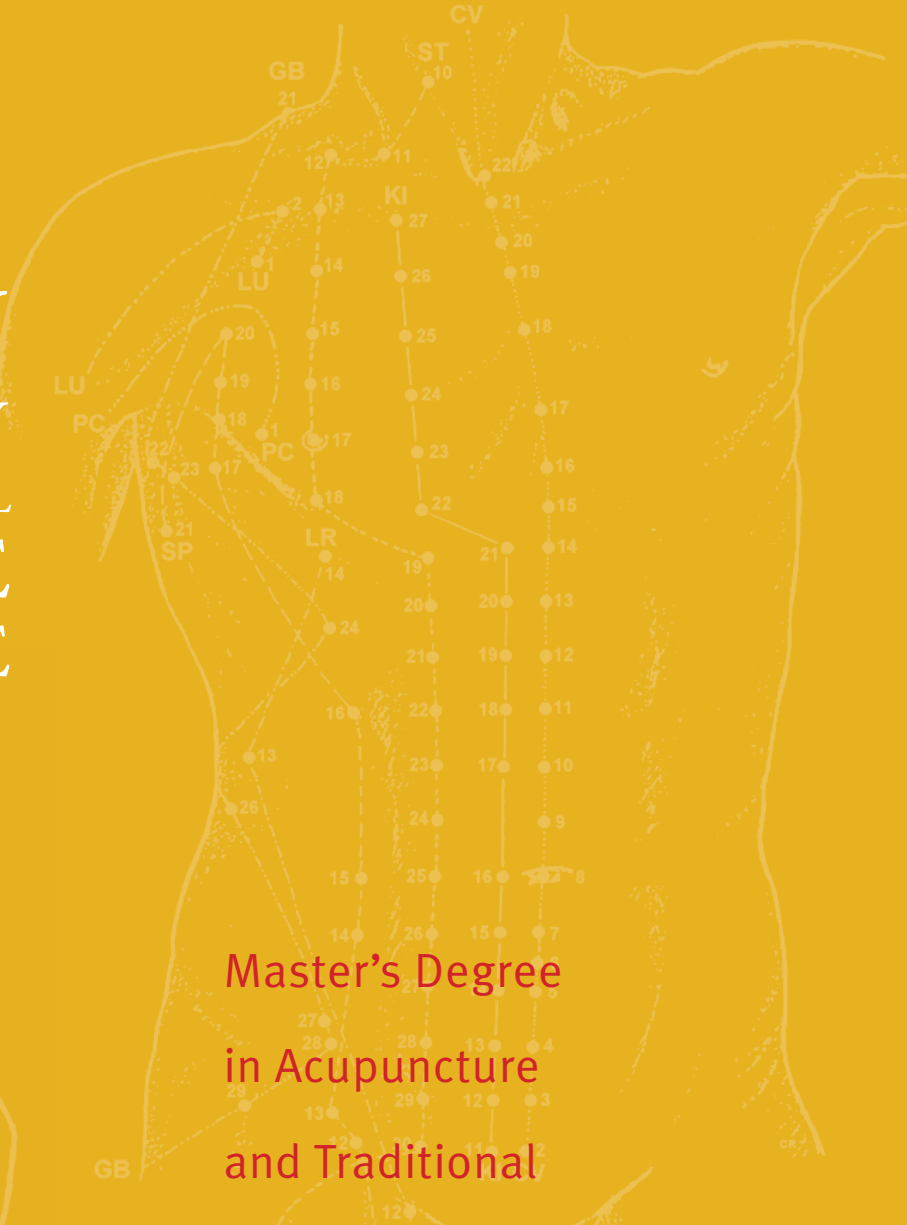




YO SAN
UNIVERSITY
OF TRADITIONAL
CHINESE
MEDICINE

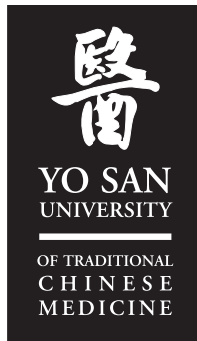


Master's Degree
in Acupuncture
and Traditional
Chinese Medicine

Academic
Catalog
& Student
Handbook
2018-2019



Ancient Wisdom
Revitalizing Healthcare
Family Legacy



Academic Catalog & Student Handbook 2018-2019

Master's Degree
in Acupuncture
and Traditional
Chinese Medicine

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President's Welcome

At Yo San University (YSU) our vision is to “inspire the next generation of healthcare.” We invite you to join us in shaping our ever-evolving field and influencing healthcare services to be more holistic, integrative and patient-focused.

As we look towards the future, YSU deeply respects and builds on the concepts, methods and successes of Traditional Chinese Medicine (TCM) that have developed through centuries. We place particular emphasis on our Taoist heritage and the added value brought to the medicine by the unbroken 38-generation legacy of our founders. The Taoist principles of harmony and balance are held to be the foundation of our physical, mental, emotional, and psychological well-being. At the core of TCM is a fundamental understanding that the body, mind and human spirit are integrally connected, and maintaining energetic balance is essential to health and wellness. Our students do not only learn and practice the medicine. They are living examples of the medicine. They ‘Become the Medicine’.

At the same time, the University is dedicated to the integration of proven TCM methods with Western medicine practices. We believe that an integrative approach offers the best of both medicines for our patients. Yo San University is a leader in advocating for inclusion of Traditional Chinese Medicine within the greater arena of healthcare professions. Our students learn to interact not only with patients and other TCM professionals, but with the greater healthcare community. You can be a part of the rapidly emerging integrative medical model.

Taken together, the legacy of our founders and our commitment to integrative health and wellness have defined YSU’s educational objectives, curriculum, and clinical experiences to inspire a new generation of TCM practitioners.

Earning the Master of Acupuncture and Traditional Chinese Medicine Degree is your first step along the path to becoming a licensed acupuncturist in California and other states. This catalog provides details of our Master’s Degree Program curriculum and admission requirements, as well as summaries of the academic and administrative services that will support your success, both at Yo San University and along your career path after graduation.

We welcome you to explore what Yo San University has to offer.

Our alumni are the 39th Generation of the Yo San legacy. Preparing you for a fulfilling career and the achievement of your personal development objectives is our primary and ultimate purpose. We are firmly committed to your success as a student, a valued colleague, and a well-rounded individual. We are inspiring the next generation of healthcare. Become part of that new generation. Become the medicine.

Sincerely,



LAWRENCE LAU, *President*

Approval & Accreditation

APPROVAL

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)
Yo San University of Traditional Chinese Medicine (YSU) is a private institution licensed to operate by the Bureau for Private Postsecondary Education (BPPE) under Section 94897 (l) of the State of California Education Code.

Any questions students 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:

Bureau for Private Postsecondary Education (BPPE)
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
Tel: (888) 370-7589, Fax: (916) 263-1897
Website: www.bppe.ca.gov

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet website at www.bppe.ca.gov

Yo San University has no pending petition in bankruptcy, and is not operating as a debtor in possession; the University has not filed a petition within the preceding five years, and 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 (11 U.S.C. Sec. 1101 et seq.).

CALIFORNIA ACUPUNCTURE BOARD

Yo San University of Traditional Chinese Medicine is approved by the California Acupuncture Board to allow graduates of the University's Master's program to sit for the California Acupuncture Licensing Examination (CALE). Acupuncturists are licensed in California by the California Acupuncture Board.

Please contact this agency for further licensing information:

California Acupuncture Board 1747 N. Market Blvd., Suite 180
Sacramento, CA 95834
Tel: (916) 515-5200
Fax: (916) 929-2204
Website: acupuncture.ca.gov

The California Acupuncture Board also approves Yo San University as a provider of continuing education courses for licensed acupuncturists.

ACCREDITATION

ACCREDITATION COMMISSION FOR
ACUPUNCTURE AND ORIENTAL MEDICINE (ACAOM)
The Master of Acupuncture and Traditional Chinese Medicine (MATCM) program at Yo San University of Traditional Chinese Medicine is accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), which is the accrediting agency recognized by the U.S. Department of Education for the approval of programs preparing acupuncture and Oriental medicine practitioners.

ACAOM can be contacted at:

Accreditation Commission for Acupuncture
and Oriental Medicine (ACAOM)
8941 Aztec Drive, Eden Prairie, MN 55347
Tel: (952) 212-2434,
Fax: (952) 657-7068
Website: www.acaom.org

NATIONAL CERTIFICATION

NATIONAL CERTIFICATION COMMISSION FOR
ACUPUNCTURE AND ORIENTAL MEDICINE (NCCAOM)
Graduates of the University's Master's program also qualify for the various examinations offered by the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM). NCCAOM is a non-profit 501(c)(6) organization established in 1982 that validates entry-level competency in the practice of acupuncture and Oriental medicine (AOM) through professional certification.

NCCAOM certification or a passing score on the NCCAOM certification examinations are documentation of competency for licensure as an acupuncturist by 43 states and the District of Columbia.

National Certification Commission for Acupuncture
and Oriental Medicine (NCCAOM)
76 South Laura Street Suite 1290, Jacksonville, FL 32202
Tel: (904) 598-1005, Fax: (904) 598-5001
Website: www.nccaom.org

Non-profit Status

Yo San University is a 501(c)(3) non-profit institution registered with the California and Federal governments.

Accuracy Statement

Yo San University makes every reasonable effort to ensure accuracy and completeness of information, policies and procedures stated in this catalog. Yo San University reserves the right to make changes to courses and programs, fees, schedule or any other provision in its catalog, publications or website, with or without notice, subject to changes in accreditation requirements and/or state and federal laws and regulations. The University further reserves the right to add, amend or repeal any of its rules, regulations, policies and procedures consistent with applicable laws and regulations.

Effective Date

This catalog is effective January 1, 2018 and supersedes all previous catalog editions. It will remain in effect through December 31, 2019 or until a new edition of the MATCM catalog is published, whichever is earlier.

Mission Statement

Yo San University, a non-profit organization, educates students to become exceptional practitioners of Traditional Chinese Medicine and the Taoist healing arts. The school facilitates the development of students' spiritual and professional growth, and provides the community with an integrative medical care model and services.

Core Values

Yo San University, through its faculty and staff, is committed to serving our students, the healthcare professions and the community by fostering an environment that promotes:

- The Pursuit of Excellence
- Compassion and Care
- Professionalism
- Integrity
- Awareness of Taoist Principles: Self-reliance, Self-responsibility, Self-discipline
- Cultivating and Transforming Lives

Vision Statement

Inspiring the next generation of healthcare.

Educational Objectives of the MATCM Program

Graduates of the Yo San University Masters of Acupuncture & Traditional Chinese Medicine (MATCM) Program shall:

- Demonstrate a thorough knowledge and understanding of the theories and principles of Traditional Chinese Medicine.
- Acquire the clinical skills and proficiency to competently evaluate patients using Traditional Chinese Medicine examination techniques, formulate a medical diagnosis and treatment strategy, and carry out the treatment in a skillful and professional manner.
- Understand the importance of Qi Cultivation in Traditional Chinese Medicine, and demonstrate practical skills in the various techniques of Qi Cultivation.
- Possess the necessary skills to begin their professional practice and be able to effectively communicate, educate and work with the public in integrative medical care models.
- Recognize the importance of conducting their practice in an ethical and professional manner, and engage in the practice of acupuncture and Traditional Chinese Medicine within the appropriate federal and state legal requirements.

Yo San University History

Yo San University was founded in 1989 by brothers Dr. Daoshing Ni and Dr. Mao Shing Ni, who named the University after their grandfather, Yo San Ni, a healer and teacher in the Taoist tradition. The Ni family enjoys a rare, unbroken lineage of 38 generations of healers practicing Traditional Chinese Medicine (TCM). The University continues to honor this legacy through our Mission and Vision and we perpetuate it by inspiring the 39th Generation — our students and alumni.

From modest beginnings with eight students in our first class, the University serves some 200 students from around the globe who study in our master's and doctoral degree programs. Our students bring a richness of experience and perspective to every class. The Yo San University Blount Community Clinic not only serves as a clinical education center for future practitioners, it also provides residents of the West LA area with affordable acupuncture and TCM services.

The teachings and values cultivated over 38 generations of our founders' legacy permeate the University's degree programs and clinical training, preparing students to become exceptional practitioners of acupuncture and TCM.

Yo San University's Master of Acupuncture & Oriental Medicine (MATCM) degree gained accreditation candidacy status with ACAOM (then NACSAOM) in November 1991. The MATCM program was fully accredited in May of 1993 and has remained in full accreditation.

TAOISM: THE NATURAL HEALING ART

The essential art of Chinese medicine is the foretelling and prevention of disease rather than the treatment of illness after it has manifested as painful or distressing physical and mental symptoms.

Tao — The Subtle Universal Law, Lao Tzu

Healing is an art of love, an act of universal benevolence. Studying Traditional Chinese Medicine at Yo San University, you will deepen and expand your spiritual growth. As you begin to live the Tao — a truthful, natural way of life — you will learn to heal the whole person, not just the symptom or the disease. This is what makes the Yo San educational experience unique.

One may wonder how it is possible to foresee and treat an illness before it happens. Because TCM is rooted deep within ancient Taoist philosophy, an answer can be found in Taoist classics such as the Huang Di Nei Jing (*Yellow Emperor's Classic*). The ancient Taoists, keen observers of nature and human beings within nature, recognized universal laws underlying the existence of all things. One of these laws is the "universal law of energy response": energies respond to and attract energies of corresponding frequencies. The physical, emotional, and mental energies of a person in harmony with universal laws will be harmonious. Those who violate the laws of nature manifest disorder, disharmony and disease.

We benefit from these practical, simple teachings. By applying the guiding principles of this living art to ourselves first, we become examples of whole and healthy living for others. From a place of centered wholeness, we are able to more clearly perceive patterns of imbalance in others and to help guide them toward a healthy, radiant life—life in harmony and balance with nature.

The Master Of Acupuncture and Traditional Chinese Medicine (MATCM) Program at Yo San University

Prospective students are encouraged to review this catalog prior to signing an Enrollment Agreement. Students are also encouraged to review the School Performance Fact Sheet, which must be provided prior to students signing an Enrollment Agreement.

THE MATCM DEGREE PROGRAM

Our four-year Master of Acupuncture and Traditional Chinese Medicine (MATCM) program offers a unique and comprehensive curriculum that combines more than 3,000 hours of rigorous classroom teaching and clinical experience with a rich 38-generation family heritage of Qi cultivation and development.

All course instructions are in English. The University does not offer course instructions in any other language.

The University does not offer distance education courses or course modules by distance learning.

All class sessions, unless otherwise noted, are held on campus at 13315 W. Washington Blvd., Los Angeles, CA 90066.

Yo San University does not provide placement services for graduates of the MATCM program. However, the University will inform graduates of appropriate job opportunities through our alumni network when such job opportunities present.

THE FIRST ACADEMIC YEAR

In the first academic year, fundamental principles and theories of all aspects of Traditional Chinese Medicine, acupuncture and Chinese Herbal Pharmacopoeia are introduced. Students will also learn basic biomedical sciences such as Biology, Biochemistry, Human Anatomy & Physiology, and Western Medical Terminology. Concurrent with the Herbal Pharmacopoeia courses, students observe and receive hands-on experience in the Yo San University Herbal Dispensary. Students will also begin exploring and understanding the foundational concepts in Taoist Studies and Qi Cultivation.

THE SECOND ACADEMIC YEAR

The second year's classroom experience continues with an in-depth study of the practice of Acupuncture and Traditional Chinese Medicine, including subjects such as TCM Diagnosis, Acupuncture Point Location, Tuina/Acupressure, and Herbal Formulas. Biomedical sciences during the second year include classes such as Clinical Nutrition and Pathophysiology. Students will also continue their studies in Taoism and Qi cultivation.

Through the Clinical Theater course at the end of the second year, students begin their clinical training by observing licensed faculty/practitioners manage real-life clinical patients with the various modalities of Traditional Chinese Medicine.



The First Comprehensive Examination, taken at the end of the second year, serves as a benchmark tool to assess academic progress in the curriculum.

THE THIRD ACADEMIC YEAR

In the third year of the MATCM program, students will deepen their knowledge and understanding of both TCM and Western clinical sciences through a series of didactic courses that focus on the clinical aspects of the medicine. Courses will include TCM Internal Medicine, Herbal Formulation Skills, advanced Acupuncture needling techniques, Western Physical Assessment and Clinical Medicine, Western Pharmacology, Laboratory & Radiological Diagnosis, Biomedical Acupuncture, and other clinically-oriented courses to prepare students for their clinical internship.

Third-year students continue to observe and assist clinical faculty and interns in the care and management of patients at the Yo San University Blount Community Clinic. Students will also complete their Clean Needle Technique (CNT) and Cardiopulmonary Resuscitation (CPR) courses in preparation for clinical internship.

On passing the Pre-Clinical examination, usually toward the end of the third year, and fulfilling all the required coursework, students will embark on the final stage of the program: Clinical Internship.

THE FOURTH ACADEMIC YEAR

The clinical education component in the MATCM program comprises three levels of internship training, with increasing levels of direct participation and responsibilities for patient care and management under the direct supervision of experienced clinical faculty. Intern activities include assessment and examination of patients, formulation of diagnosis and treatment plan, and implementation of treatment with TCM modalities. Students are guided to develop and maintain the highest standards of professionalism and responsibility until such standards become a fundamental characteristic. Classroom experience at this stage will be focused on clinical case studies and integrative approaches to TCM, as well as the ethical, legal, business and management aspects of setting up and maintaining a successful acupuncture practice.

ADVANCED FOCUS CONCENTRATION

During the fourth year, students will also have the opportunity to pursue advanced courses in one of the following focused concentration areas: Acupuncture Orthopedics & Pain Management, Taoist Studies & Qi Cultivation, and Women's & Children's Health. The combined power of focus and choice offers both current students and graduates of the MATCM program distinctive skills and deeper understanding to support their chosen career path, as well as to keep our graduates abreast of healthcare advances and market trends.

A total of six (6) units of Advanced Focus studies credits are required in the MATCM curriculum.

CLINICAL EDUCATION

All students are required to complete 840 hours of supervised clinical internship with a minimum of at least 350 patient treatments. Clinical Internship may begin once a student has completed the prerequisites specified, and must be completed prior to graduation. Yo San University also offers several off-site clinical training opportunities at various multidisciplinary medical facilities including training sites at Venice Family Clinic; Integrative Chronic Pain Clinic at the Simms/Mann Health and Wellness Center; Being Alive in Los Angeles; WISE & Healthy Aging in Santa Monica and The Wellness Center at the Historic USC+LAC General Hospital in Boyle Heights. All students are required to participate in at least one of these clinical externship programs.

Externships supplement the clinical experience by offering students learning opportunities in unique integrative settings. Through these valued partnerships, students engage in multimodality treatment approaches for chronic diseases, pain management, obesity prevention and management, and mental health. Together with our partners, we have provided more than 255,000 free or subsidized treatments through our Community Clinic and externships since 2000.

Additional information and details on clinical training can be found in the Clinic Handbook.

QI CULTIVATION CURRICULUM

Yo San University's unique Qi Cultivation curriculum takes root in the 38-generation Ni family heritage of self-healing and Qi Cultivation practice which believes that practitioners who have balance and mastery of their Qi will be better healers. The study of Qi Cultivation is not just academic, it is also experiential: students have the opportunity to cultivate their awareness, capacity, and skills through not only classes but also through practicing breathing and physical movements designed to mirror and bring alive the TCM content of their coursework. The Qi Cultivation program offers students the opportunity to heal and cultivate themselves energetically in order to directly experience the balance and harmony that underlie Taoism and Traditional Chinese Medicine.

Qi Cultivation courses are structured into two tiers: a mandatory foundational level series (6 units) and an advanced focus concentration. A total of six (6) units of Qi Cultivation credits are required in the MATCM curriculum.

THE DAOM DOCTORAL DEGREE PROGRAM

Yo San University also offers a clinically focused Doctor of Acupuncture and Oriental Medicine (DAOM) degree. The DAOM program is designed to accommodate working practitioners who complete their degree while maintaining their professional practices. The DAOM degree provides students with the opportunity for in-depth study of advanced topics in acupuncture and Oriental medicine, post-graduate level biomedical training, significant supervised clinical work in areas of specialization, exposure to research and evidence based medicine, and the opportunity to develop teaching and leadership skills. This program is fully described in a separate catalog.

2018 / 2019 MATCM Curriculum

TRADITIONAL CHINESE MEDICINE

Course No.	Course Name	Units	Hours
CM 100	Chinese Medical Terminology	2	30
CM 111	Principles & Theories of TCM I	3	45
CM 112	Principles & Theories of TCM II	3	45
CM 113	Principles & Theories of TCM III	3	45
CM 201	TCM Diagnosis I	3	45
CM 202	TCM Diagnosis II	3	45
CM 301	TCM Internal Medicine I	3	45
CM 302	TCM Internal Medicine II	3	45
CM 400	Survey of TCM Specialties	3	45
CM 401	Survey of TCM Classics	2	30
		28	420

ACUPUNCTURE

Course No.	Course Name	Units	Hours
AC 100	Intro to Meridians	2	30
AC 201	Acupuncture Anatomy & Energetics I	3	45
AC 202	Acupuncture Anatomy & Energetics II	3	45
AC 203	Acupuncture Anatomy & Energetics III	3	45
AC 220	Tuina/Acupressure	3	45
AC 301	Acupuncture Techniques I	3	45
AC 302	Acupuncture Techniques II	3	45
AC 310	Auricular & Scalp Acupuncture	2	30
AC 320	Acupuncture Point Therapeutics	3	45
		25	375

CHINESE HERBAL MEDICINE

Course No.	Course Name	Units	Hours
HM 100	Fundamentals of Chinese Herbology	1	15
HM 110	Herbal Pharmacopoeia I	3	45
HM 120	Herbal Pharmacopoeia II	3	45
HM 130	Herbal Pharmacopoeia III	3	45
HM 111	Herb Lab I (1 unit of each; 3 required)	3	45
HM 210	Herbal Formulas I	3	45
HM 220	Herbal Formulas II	3	45
HM 230	Herbal Formulas III	3	45
HM 240	TCM Nutrition	2	30
HM 310	Herbal Formulation Skills	2	30
HM 320	Herbal Patent and External Medicines	2	30
HM 410	Shanghanlun / Wenbing	3	45
		31	465

TAOIST STUDIES

Course No.	Course Name	Units	Hours
TO 101	Fundamentals of Taoism	1	15
TO 102	Fundamentals of Natural Healing	1	15
TO 103	Fundamentals of Health Practitioner	1	15
		3	45

QI CULTIVATION

Course No.	Course Name	Units	Hours
QC 110	Self-healing Qigong	1	15
QC 120	Eight Treasures I	1	15
QC 130	Harmony Tai Chi Chuan Level I	2	30
QC 140	InfiniChi Qigong Level I	1	15
QC 150	Dao-In Qigong Level I	1	15
		6	90

PRE-CLINICAL BIOMEDICAL SCIENCES

Course No.	Course Name	Units	Hours
WM 100	Western Medical Terminology	2	30
WM 110	Biology	2	30
WM 120	Chemistry	2	30
WM 130	Biochemistry	2	30
WM 140	General Physics	2	30
WM 151	Anatomy & Physiology I	3	45
WM 152	Anatomy & Physiology II	3	45
WM 153	Anatomy & Physiology III	3	45
WM 211	Pathophysiology I	3	45
WM 212	Pathophysiology II	3	45
		25	375

WESTERN CLINICAL SCIENCES

Course No.	Course Name	Units	Hours
WM 220	Western Nutrition	3	45
WM 310	Western Physical Assessment	3	45
WM 321	Western Clinical Medicine I	3	45
WM 322	Western Clinical Medicine II	3	45
WM 330	Radiological and Laboratory Diagnosis	2	30
WM 340	Psychology of Patient Care	2	30
WM 350	Survey of Health Professions	1	15
WM 360	Western Pharmacology	2	30
		19	285

PRACTICE MANAGEMENT & PROFESSIONAL DEVELOPMENT

Course No.	Course Name	Units	Hours
WM 230	History of Medicine	2	30
WM 370	Biomedical Acupuncture	1	15
WM 381	CPR & First Aid	0.5	7.5
WM 382	Clean Needle Technique	0.5	7.5
WM 410	Professional Development	1	15
WM 420	Public Health in TCM	2	30
WM 430	Law, Ethics & Practice Management	3	45
		10	150

CLINICAL EDUCATION

Course No.	Course Name	Units	Hours
CL 100	Clinical Management *	2*	30
CL 310	Clinical Theater (1 unit each/2 units required)	2	60
CL 400	Clinical Observation (1 unit each/3 units required)	3	90
CL 510	Clinical Case Studies (1 unit each/3 units required)*3*	3*	45
CL 520	Integrative Case Studies*	1*	15
CL 601	Level One Internship – IA (60 hrs x 2 shifts)	4	120
CL 602	Level One Internship – IB (60 hrs x 3 shifts)	6	180
CL 700	Level Two Internship (60 hrs x 4 shifts)	8	240
CL 800	Level Three Internship (60 hrs x 4 shifts)	8	240
CL 880	Clinical Externship (60 hrs x 1 shift)	1	60
		38	1080

*didactic classes / units

ADVANCED STUDIES ELECTIVES

(A TOTAL OF 6 UNITS REQUIRED FOR GRADUATION)

ADVANCED STUDIES IN ACUPUNCTURE ORTHOPEDICS & PAIN MANAGEMENT

A total of 6 units from this section are required to declare a focused study Acupuncture Orthopedics & Pain Management

Course No.	Course Name	Units	Hours
FP 410	Advanced Orthopedic Assessment	2	30
FP 420	Clinical Acupuncture Orthopedics I	2	30
FP 430	Clinical Acupuncture Orthopedics I	2	30
FP 500	Advanced Studies	1	15

ADVANCED STUDIES IN WOMENS' & CHILD HEALTH

A total of 6 units from this section are required to declare a focused study in Women's & Children Health

Course No.	Course Name	Units	Hours
FW 410	Integrative Women's Health I	2	30
FW 420	Integrative Women's Health II	2	30
FW 430	Integrative Children's Health	2	30
FW 500	Advanced Studies	1	15

ADVANCED STUDIES IN TAOISM & QI CULTIVATION

A total of 6 units from this section are required to declare a focused study in Taoism & Qi Cultivation

Course No.	Course Name	Units	Hours
QC 421	Eight Treasures II	2	30
QC 422	Eight Treasures III	2	30
QC 431	Harmony Tai Chi Chuan Level II	1	15
QC 432	Harmony Tai Chi Chuan Level III	2	30
QC 433	Harmony Tai Chi Chuan Level IV	2	30
QC 441	InfiniChi Qigong Level IIA	1	15
QC 442	InfiniChi Qigong Level IIB	1	15
QC 451	Dao-In Qigong Level II	1	15
QC 452	Dao-In Qigong Level III	1	15
QC 461	Tai Chi Chuan Straight Sword Level I	1	15
QC 462	Tai Chi Chuan Straight Sword Level II	1	15
QC 463	Harmony Tai Chi Fan	1	15
QC 470	Taoist Meditation	1	15
QC 480	Crane-style Qigong	1	15
QC 490	Qi Cultivation Review & Clinical Applications	1	15
QC 500	Advanced Studies	1	15

INTERDISCIPLINARY ADVANCED STUDIES

These courses will be offered periodically, and will qualify towards meeting the 6 units advanced studies for graduation. These courses will not qualify towards a declared focused study in any one specialty focus.

Course No.	Course Name	Units	Hours
FX 411	Pharmacognosy & Herb Drug Interactions	2	30
FX 421	TCM Shen Disharmonies	2	30
FX 422	TCM Dermatology	2	30
FX 423	TCM Psychiatry	2	30
FX 430	Acupuncture Pain Management	2	30
FX 431	Master Tung's Acupuncture	2	30
FX 441	Integrative Cancer Care	2	30
FX 442	Emergency Care & Procedures	2	30
FX 451	Chen-style Taijichuan	1	15
FX 452	Yang-Style Taijichuan	1	15
FX 461	Japanese Acupuncture	2	30
FX 462	Five Element Acupuncture	2	30
FX 471	Basic I-Ching	1	15
FX 472	Medical I-Ching	1	15
FX 500	Advanced Studies	1	15

TOTAL DIDACTIC UNITS 159 units / 2,385 hours

TOTAL CLINICAL UNITS 32 units / 990 hours

TOTAL UNITS REQUIRED FOR GRADUATION 191 units

TOTAL PROGRAM HOURS 3375 hours

MATCM Program: Model 4-Year Sequence

YEAR ONE

Trimester 1		Credits
CM100	Chinese Medical Terminology	2
CM111	Principles & Theories of TCM I	3
HM100	Fundamentals of Chinese Herbology	1
WM100	Western Medical Terminology	2
WM110	Biology	2
WM120	Chemistry	2
QC110	Self Healing Qigong	1
TO100	Fundamentals of Taoism	1
		14

Trimester 2		Credits
AC100	Intro to Meridians	2
CM112	Principles & Theories of TCM II	3
HM110	Herbal Pharmacopoeia I	3
HM111	Herb Lab	1
WM130	Biochemistry	2
WM140	General Physics	2
WM151	Anatomy & Physiology I	3
		16

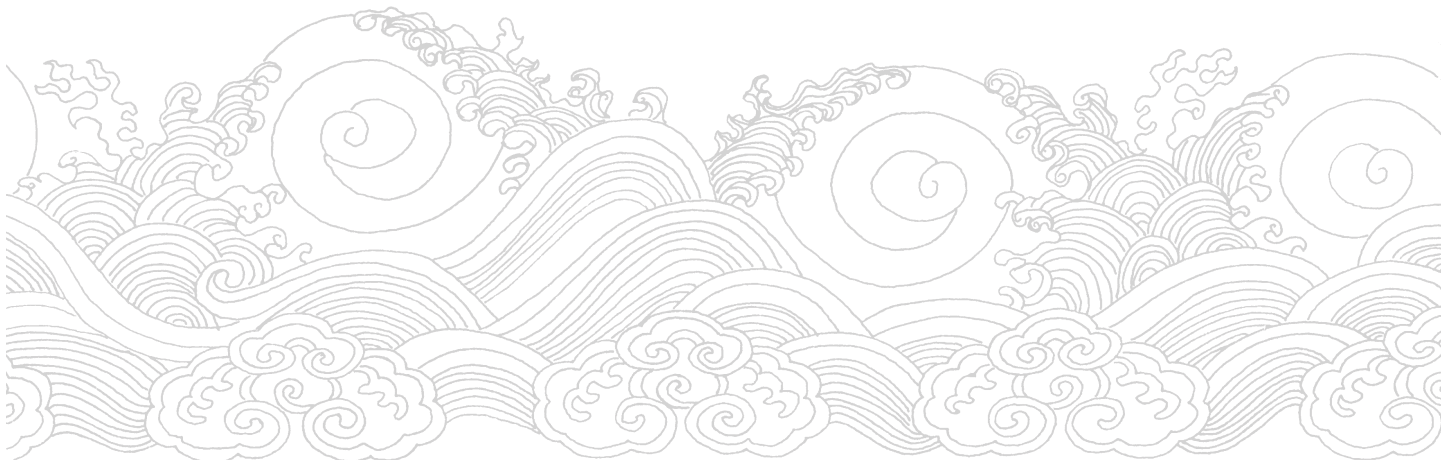
Trimester 3		Credits
AC201	Acupuncture Anatomy & Energetics I	3
CM113	Principles & Theories of TCM III	3
HM120	Herbal Pharmacopoeia II	3
HM111	Herb Lab	1
WM152	Anatomy & Physiology II	3
WM230	History of Medicine	2
QC120	Eight Treasures I	1
		16

YEAR TWO

Trimester 4		Credits
AC202	Acupuncture Anatomy & Energetics II	3
CM201	TCM Diagnosis I	3
HM130	Herbal Pharmacopoeia III	3
HM111	Herb Lab	1
WM152	Anatomy & Physiology III	3
QC130	Harmony Tai Chi Chuan Level 1	2
TO200	Fundamentals of Natural Healing	1
		16

Trimester 5		Credits
AC203	Acupuncture Anatomy & Energetics III	3
CM202	TCM Diagnosis II	3
HM210	Herbal Formulas I	3
WM211	Pathophysiology I	3
WM220	Western Nutrition	3
CL100	Clinic Management	2
		17

Trimester 6		Credits
AC220	Tuina/Acupressure	3
AC301	Acupuncture Techniques I	3
HM220	Herbal Formulas II	3
HM240	TCM Nutrition	2
WM212	Pathophysiology II	3
CL310	Clinic Theater	1
First Comprehensive Exam		15



YEAR THREE

Trimester 7		Credits
AC302	Acupuncture Techniques II	3
HM230	Herbal Formulas III	3
WM340	Psychology of Patient Care	2
WM310	Western Physical Assessment	3
WM370	Biomedical Acupuncture	1
QC140	Infinichi Qigong Level I	1
TO300	Fundamentals Health Practitioner	1
CL310	Clinical Theater	1
		15

Trimester 8		Credits
AC310	Auricular & Scalp Acupuncture	2
CM301	TCM Internal Medicine I	3
HM310	Herbal Formulation Skills	2
WM321	Western Clinical Medicine I	3
WM330	Radiological & Laboratory Diagnosis	2
WM381	CPR & First Aid	0.5
WM382	Clean Needle Technique	0.5
QC150	Dao-In Qigong Level I	1
CL310	Clinical Observation (60 hours)	2
		16

Trimester 9		Credits
AC320	Acupuncture Therapeutics	3
CM302	TCM Internal Medicine II	3
CM400	Survey of TCM Specialties	3
HM320	Herbal Patent & External Medicines	2
WM322	Western Clinical Medicine II	3
WM360	Western Pharmacology	2
CL310	Clinical Observation (30 hours)	1
Pre-Clinical Exam		17

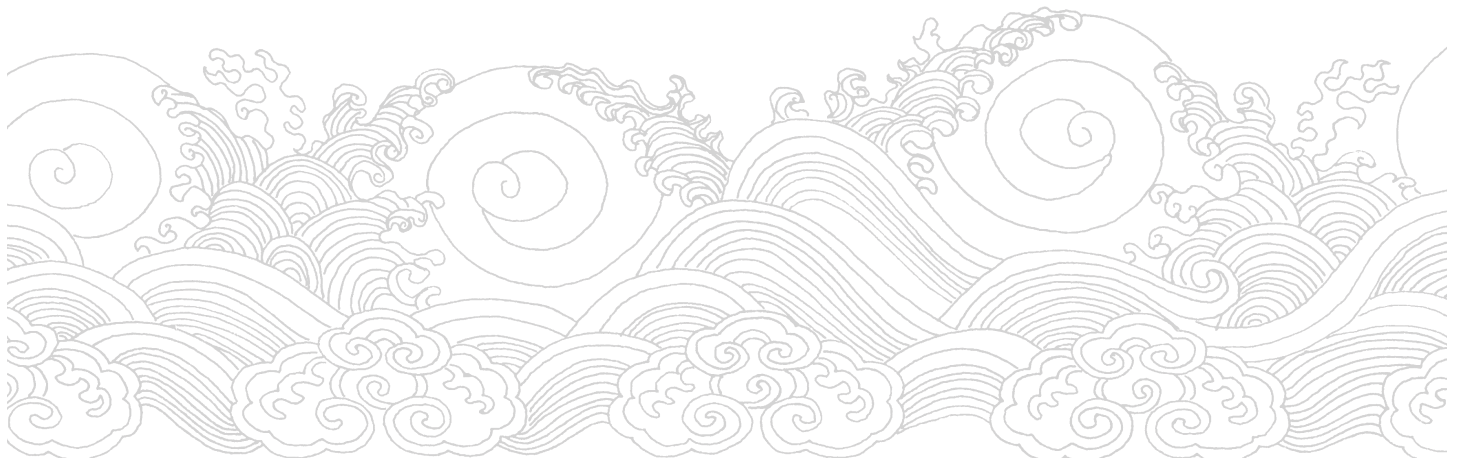
YEAR FOUR

Trimester 10		Credits
HM410	Shanghanlun/Wenbing	3
WM350	Survey of Health Professions	1
CL601	Clinic Internship Level IA (120hr)	4
CL602	Clinic Internship Level IB (180hr)	6
CL510	Clinical Case Studies	1
Advanced Focus Studies		2
		17

Trimester 11		Credits
CM401	TCM Classics	2
WM420	Public Health in TCM	2
CL700	Clinic Internship Level II (240hr)	8
CL510	Clinical Case Studies	1
CL520	Integrative Case Study	1
Advanced Focus Studies		2
		16

Trimester 12		Credits
WM410	Professional Development	1
WM430	Law, Ethics & Practice Management	3
CL800	Clinic Internship Level III (240hr)	8
CL880	Clinic Externship (60hr)	1
CL510	Clinical Case Studies	1
Advanced Focus Studies		2
Graduation Exam		16

Total units required for Graduation	191 units	13
Total Program Hour	3,375 hours	



Course Descriptions

TRADITIONAL CHINESE MEDICINE

CHINESE MEDICAL TERMINOLOGY

CM 100 • 2 Units • 30 Hours

This course familiarizes students with basic Chinese medical language and terminology.

Prerequisites: None

PRINCIPLES & THEORIES OF TRADITIONAL CHINESE MEDICINE I

CM 111 • 3 Units • 45 Hours

This is the first of a three-part series that presents the fundamental theories and concepts of Traditional Chinese Medicine. This course begins with the theories of Yin and Yang, Five elements, Vital Substances, Zang-Fu and Channels and Collaterals. This course will also explore the etiology of disease in Traditional Chinese Medicine, along with the basic concepts of diagnostic investigation & treatment theory. *Prerequisites: None*

PRINCIPLES & THEORIES OF TRADITIONAL CHINESE MEDICINE II

CM 112 • 3 Units • 45 Hours

This is the second of a three-part series that presents the fundamental theories and concepts of Traditional Chinese Medicine. This module focuses on pattern identification based on Zang-Fu syndrome differentiation. Students will learn to recognize and identify basic signs and symptoms of disease patterns based on various Zang-Fu syndromes. *Prerequisites: Satisfactory completion of Principles & Theories of TCM I*

PRINCIPLES & THEORIES OF TRADITIONAL CHINESE MEDICINE III

CM 113 • 3 Units • 45 Hours

This is the third of a three-part series that presents the fundamental theories and concepts of Traditional Chinese Medicine. This third section of the course focuses on pattern differentiation and syndrome identification according to pathogenic factors, Six Stages, Four Levels, Triple Burner, Twelve Channels, Eight Extraordinary Vessels, Five Elements, as well as introductory discussions on the principles and strategies of TCM treatment. *Prerequisites: Satisfactory completion of Principles & Theories of TCM II*

TCM DIAGNOSIS I

CM 201 • 3 Units • 45 Hours

This first section of the two-part series on TCM Diagnosis focuses on the “Four Diagnostic Methods” of Observation, Smelling/Hearing, Inquiry and Palpation. Each diagnostic method will be explored in detail, with time allocated for in-class practice of the appropriate diagnostic modality. Beginning with an introduction to the basic skills and theories of traditional diagnosis using the four examinations, this two-part series covers a broad range of topics related to the traditional Chinese medical diagnosis and prepares students for the clinical aspects of the curriculum. *Prerequisites: Satisfactory completion of Principles & Theories of TCM, I, II, III; Chinese Medical Terminology*

TCM DIAGNOSIS II

CM 202 • 3 Units • 45 Hours

The course is the second of a two-part series on diagnostic methods in TCM. The emphasis of this course is on TCM diagnosis integrating various clinical signs and symptoms, and the formulation of differential diagnoses based of clinical signs and symptoms. Students will also be introduced to TCM pediatric

diagnosis, as well as pattern identification based on the Four Levels, Six Stages and Triple Burner. *Prerequisites: Satisfactory completion of TCM Diagnosis I*

TCM INTERNAL MEDICINE I

CM 301 • 3 Units • 45 Hours

This is the first of a two-part series that examines in detail common disorders from a TCM perspective. Students will study in detail the signs and symptoms, diagnosis, treatment principles as well as the acupuncture and herbal treatments for various respiratory, digestive and urogenital disorders. *Prerequisites: Satisfactory completion of TCM Diagnosis I & II; Herbal Formulas I, II & III; Acupuncture Point Therapeutics*

TCM INTERNAL MEDICINE II

CM 302 • 3 Units • 45 Hours

This is the second of a two-part series that examines in detail common disorders from a TCM perspective. Students will study in detail the signs and symptoms, diagnosis, treatment principles as well as the acupuncture and herbal treatments for various disorders of the musculoskeletal, neurological, metabolic and cardiovascular systems. *Prerequisites: Satisfactory completion of TCM Diagnosis I & II; Herbal Formulas I, II & III; Acupuncture Point Therapeutics*

SURVEY OF TCM SPECIALTIES

CM 400 • 3 Units • 45 Hours

This course provides a survey of common diseases encountered in the following TCM specializations: Gynecology; Pediatrics, Orthopedics & Traumatology, Dermatology, Ophthalmology, Ear Nose & Throat, Neurology, Geriatrics, Family medicine & general care, as well as introduction to TCM emergency care. *Prerequisites: Satisfactory completion of TCM Diagnosis I & II; Herbal Formulas I, II & III; Acupuncture Point Therapeutics*

SURVEY OF TCM CLASSICS

CM 200 • 2 Units • 30 Hours

This course presents an introduction to the major TCM doctrines and schools of thoughts, focusing on significant TCM classic works/texts including the *Huang Di Nei Jin (Yellow Emperor's Inner Classics)*. By understanding these concepts and doctrines, the students will gain a deeper understanding of the formation and development of TCM theories and practices. *Prerequisites: Satisfactory completion of TCM Diagnosis I & II; Herbal Formulas I, II & III; Acupuncture Point Therapeutics*

ACUPUNCTURE

INTRODUCTION TO MERIDIANS

AC 100 • 2 Units • 30 Hours

This course familiarizes students with the concepts of channels and meridians and presents a survey of the 12 primary and 8 extraordinary meridians and the various pathways and collaterals associated with each meridian. It also presents the traditional system of proportional measurement combined with anatomical landmarks as a guide for locating points along a pathway. *Prerequisites: None*

ACUPUNCTURE ANATOMY & ENERGETICS I

AC 201 • 3 Units • 45 Hours

This is the first of a three-part series that examines in detail the location of acupuncture points. This module focuses on the Lung, Large Intestine, Stomach, Spleen, Heart and Small

Intestine meridians. The specific functions and energetics of major points along these channels will also be examined in detail. *Prerequisites: Satisfactory completion of Anatomy & Physiology I, Intro to Meridians*

ACUPUNCTURE ANATOMY & ENERGETICS II

AC 202 • 3 Units • 45 Hours

This course continues to examine in detail the location and energetics of acupuncture points. This module presents acupuncture points along the Urinary Bladder, Kidney, Pericardium, Triple Burner, and Gall Bladder meridians. *Prerequisites: Satisfactory completion of Anatomy & Physiology I, Intro to Meridians*

ACUPUNCTURE ANATOMY & ENERGETICS III

AC 203 • 3 Units • 45 Hours

The third of a three-part series on acupuncture point location and energetics. This course covers the location of acupuncture points on the Liver, Governing (Du) and Conception (Ren) meridians; it also describes in detail various 'extra points' commonly used in acupuncture and TCM. Students will also learn the energetics of group points including the Frontmu, Backshu, Confluent, Influential and group Luo points. *Prerequisites: Satisfactory completion of Anatomy & Physiology I, Intro to Meridians*

TUINA / ACUPRESSURE

AC 220 • 3 Units • 45 Hours

This course covers therapeutic massage and soft tissue manipulation within the scope of Traditional Chinese Medicine. The course includes theory and application of Tuina, indications for massage therapy; development of the student's ability to apply manipulation methods and the study of clinical applications of Tuina for common diseases.

Prerequisites: Satisfactory completion of Intro to Meridians

ACUPUNCTURE TECHNIQUES I

AC 301 • 3 Units • 45 Hours

This course presents lectures, demonstrations and practice in safe needling techniques. The course begins by introducing the basic components of clean needling technique and needle safety, acupuncture treatment, evaluating the spectrum of treatment options available to the acupuncturist, and continues with the study of acupuncture technique by focusing on fundamentals techniques in acupuncture. Instructions in acupuncture needling techniques will include point location and palpation as an integral aspect of needling, coupled with an analytical and practical inquiry into the concept of Qi and how it relates to needling technique.

Prerequisites: Satisfactory completion of Acupuncture Anatomy & Energetics I, II & III; Principles & Theories of TCM I, II & III

ACUPUNCTURE TECHNIQUES II

AC 302 • 3 Units • 45 Hours

This course presents lectures, demonstrations and practice in advanced acupuncture techniques and their clinical application. It continues the study of acupuncture techniques with more detailed acupuncture modalities, including advanced needle techniques, plum blossom, dermal needles, bleeding cupping, guasha, electro-acupuncture, ultrasound, cold and heat treatments, various moxibustion techniques, and the use of adjunctive acupoint stimulation devices including magnets and beads.

The course will also include discussions on equipment maintenance and safety. *Prerequisites: Satisfactory completion of Acupuncture Techniques I*

AURICULAR & SCALP ACUPUNCTURE

AC 310 • 2 Units • 30 Hours

This course reviews the methods and clinical application of microsystem acupuncture, focusing on the systems of scalp and auricular acupuncture, integrating lectures, demonstrations and practice sessions within the course. *Prerequisites: Satisfactory completion of Acupuncture Techniques I*

ACUPUNCTURE POINT THERAPEUTICS

AC 320 • 3 Units • 45 Hours

This course presents the use of acupuncture therapy to treat commonly encountered diseases and conditions. It focuses on disease etiology, pathogenesis and differentiation from the perspective of both TCM and conventional Western medicine, and the subsequent formulation and selection of appropriate acupuncture point combinations. Students will also gain familiarity with treatment principles and meridian and point selection for each condition. Advanced treatment skills and adjunctive therapies to acupuncture are presented and discussed. *Prerequisites: Satisfactory completion of Acupuncture Anatomy & Energetics I, II & III; Principles & Theories of TCM I, II & III*

CHINESE HERBAL MEDICINE

FUNDAMENTALS OF CHINESE HERBOLOGY

HM 100 • 1 Unit • 15 Hours

This course presents a basic and introductory understanding of the concepts and practice of Chinese herbal medicine. This course provides an overview of the fundamental concepts about preparation, combination, interactions, properties, contraindications and functions for a number of important herbs. Students will also be introduced to the Herb Lab policies, procedures, and educational objectives. *Prerequisites: None*

HERBAL PHARMACOPOEIA I

HM 110 • 3 Units • 45 Hours

This is the first of a three-part series that examines in detail the herbal characteristics, entering channels, therapeutic actions, clinical indications, contraindications, dosages, preparations and special properties of the major medicinal substances in Chinese herbal medicine. In this module, medicinal substances from the following categories will be studied in detail: herbs that release the exterior, herbs that clear heat, downward draining herbs, herbs that drain damp and aromatic herbs that transform damp. *Prerequisites: Satisfactory completion of Fundamentals of Chinese Herbology*

HERBAL PHARMACOPOEIA II

HM 120 • 3 Units • 45 Hours

This is the second of a three-part series that examines in detail the herbal characteristics, entering channels, therapeutic actions, clinical indications, contraindications, dosages, preparations and special properties of the major medicinal substances in Chinese herbal medicine. In this module, medicinal substances from the following categories will be studied in detail: herbs that dispel wind-damp, herbs that transform phlegm and stop cough, herbs that relieve food stagnation, digestive, herbs that regulate Qi, herbs that regulate blood and herbs that warm the interior and expel cold. *Prerequisites: Satisfactory completion of Fundamentals of Chinese Herbology*

HERBAL PHARMACOPOEIA III

HM 130 • 3 Units • 45 Hours

This is the third of a three-part series that examines in detail the herbal characteristics, entering channels, therapeutic actions, clinical indications, contraindications, dosages, preparations and special properties of the major medicinal substances in Chinese herbal medicine. In this module, medicinal substances from the following categories will be studied in detail: tonifying herbs, substances that calm the spirit, herbs that extinguish wind and stop tremors, herbs that stabilize and bind, aromatic substances that open the orifices, herbs that expel parasites and substances for topical application. *Prerequisites: Satisfactory completion of Fundamentals of Chinese Herbology*

HERBAL LAB (3 REQUIRED)

HM 111 • 1 Unit • 15 Hours • 3 REQUIRED (3 Units/45 Hours TOTAL)

This course provides an accessible and interactive environment for students to learn about Chinese herbal medicine in a practical setting to accompany the more didactic Herbal Pharmacopoeia series. Fifteen hours of herb lab are required for each of the three Herbal Pharmacopoeia courses, i.e. a total of three fifteen-hour blocks are required in the entire curriculum (45 hours total).

Prerequisites: Concurrent with Herbal Pharmacopoeia I, II and III

HERBAL FORMULAS I

HM 210 • 3 Units • 45 Hours

The first of a three-part series that analyzes in detail herbal composition, formulation strategies, therapeutic actions, clinical indications / contraindications, dosages, and preparation methods of the major Chinese herbal prescriptions. This module focuses on formulas that release exterior, clear heat, harmonize and drain downward. *Prerequisites: Satisfactory completion of Herbal Pharmacopoeia I, II & III*

HERBAL FORMULAS II

HM 220 • 3 Units • 45 Hours

The second of a three-part series that analyzes in detail herbal composition, formulation strategies, therapeutic actions, clinical indications / contraindications, dosages, and preparation methods of the major Chinese herbal prescriptions. This module focuses on formulas that treat dryness, expel dampness, release interior-exterior excess, tonify, regulate Qi, and warm interior cold

Prerequisites: Satisfactory completion of Herbal Pharmacopoeia I, II & III

HERBAL FORMULAS III

HM 230 • 3 Units • 45 Hours

The third of a three-part series that analyzes in detail herbal composition, formulation strategies, therapeutic actions, clinical indications / contraindications, dosages, and preparation methods of the major Chinese herbal prescriptions. This module focuses on formulas that regulate blood, stabilize and bind, calm the spirit, open the sensory orifices, expel wind, dispel phlegm, reduce food stagnation and expel parasites. *Prerequisites: Satisfactory completion of Herbal Pharmacopoeia I, II & III*

TCM NUTRITION

HM 240 • 2 Units • 30 Hours

This course presents the TCM properties of foods and the qualitative effects of various food substances on health. The course also discusses the application Chinese dietetics in daily life, as well as dietary modifications for various clinical disorders and disharmonies. *Prerequisites: Satisfactory completion of Herbal Pharmacopoeia I, II & III; Principles and Theories of TCM I, II & III*

HERBAL FORMULATION SKILLS

HM 310 • 2 Units • 30 Hours

This course focuses on the development of herbal formula writing skills. Students will learn the principles and strategies of herbal combinations and apply these skills and strategies in constructing an herbal formula and modifying formulas to suit the individual needs of their patients. *Prerequisites: Satisfactory completion of Herbal Formulas I, II, & III; TCM Diagnosis I & II*

HERBAL PATENT AND EXTERNAL MEDICINES

HM 320 • 2 Units • 30 Hours

This course presents a survey of various prepackaged patent and external medicines available in the market and looks into clinical efficacy and the prescription and use of these medicinal herbal products. *Prerequisites: Satisfactory completion of Herbal Formulas I, II, & III*

SHANGHANLUN / WENBING

HM 410 • 3 Units • 45 Hours

The course focuses on the diagnostic modalities and patterns based on the classic texts Shanghanlun (Treatise on Cold Damage) and Wenbing (Febrile Illnesses). Students will study the treatment principles and classical herbal formulas used in the treatment of various infectious diseases and related disorders as described in these texts. *Prerequisites: Satisfactory completion of Herbal Formulas I, II & III; TCM Diagnosis I & II; Acupuncture Point Therapeutics*

PRE-CLINICAL BIOMEDICAL SCIENCES

WESTERN MEDICAL TERMINOLOGY

WM 100 • 2 Units • 30 Hours

This course is designed to provide students with a working knowledge of Western medical terminology and nomenclature, including major roots, prefixes, suffixes and derivatives.

Prerequisites: None

BIOLOGY

WM 110 • 2 Units • 30 Hours

This is an introductory study of life sciences designed as an introduction to the health care sciences. *Prerequisites: None*

CHEMISTRY

WM 120 • 2 Units • 30 Hours

This course presents the fundamentals of inorganic chemistry with emphasis on basic chemical principles and their applications to the health care sciences. *Prerequisites: None*

BIOCHEMISTRY

WM 130 • 2 Units • 30 Hours

This is an introduction to physiological chemistry, including study of the function and structure of the major groups of biochemical compounds, a survey of the main metabolic pathways and an introduction to the biochemical basis of genetics. *Prerequisites: Satisfactory completion of Chemistry*

PHYSICS

WM 140 • 2 Units • 30 Hours

This is an introductory study of the basic principles and concepts in mechanics, electromagnetism, heat and light, and how these physical laws apply to health care sciences. *Prerequisites: None*

ANATOMY & PHYSIOLOGY I

WM 151 • 3 Units • 45 Hours

This course provides a detailed study of human anatomy and physiology, including topographical anatomy as well as the organization of the human body and the musculoskeletal, integumentary systems. *Prerequisites: Biology*

ANATOMY & PHYSIOLOGY II

WM 152 • 3 Units • 45 Hours

This course continues the detailed study of human anatomy and physiology, focusing on the nervous, endocrine, digestive, hematological and respiratory systems. *Prerequisites: Satisfactory completion of Anatomy & Physiology I*

ANATOMY & PHYSIOLOGY III

WM 153 • 3 Units • 45 Hours

This course continues the detailed study of human anatomy and physiology, focusing on the cardiovascular, lymphatic, immune, urinary and reproductive systems as well as an introductory study of human genetics, growth and development. *Prerequisites: Satisfactory completion of Biology, Chemistry, Anatomy & Physiology I*

PATHOPHYSIOLOGY I

WM 211 • 3 Units • 45 Hours

This course presents the fundamental mechanisms of disease processes, including cellular and system dysfunctions, inflammation and repair, immune responses and pathological processes in the cardiovascular and respiratory systems. *Prerequisites: Satisfactory completion of Anatomy & Physiology I, II, III; Biochemistry, Western Medical Terminology*

PATHOPHYSIOLOGY II

WM 212 • 3 Units • 45 Hours

The pathophysiology series continues with the study of the fundamental mechanisms of disease processes, focusing on disorders of the gastrointestinal, renal, endocrine and neurological systems. *Prerequisites: Satisfactory completion of Pathophysiology I*

WESTERN CLINICAL SCIENCES

WESTERN NUTRITION

WM 220 • 3 Units • 45 Hours

This course presents the principles of western nutrition and nutritional assessment. It examines the functions and metabolic pathways of major nutrients, vitamins and minerals, and the diseases associated with an excess and deficiency of these nutrients. Students will also learn to analyze and evaluate a patient's nutritional intake to identify and treat a variety of commonly encountered conditions. *Prerequisites: Satisfactory completion of Biochemistry, Western Medical Terminology, Anatomy & Physiology I, II and III*

WESTERN PHYSICAL ASSESSMENT

WM 310 • 3 Units • 45 Hours

This course will provide students training in the proper techniques of Western diagnostic assessment, including history taking, physical examination and clinical charting. Students will learn the basic techniques in examining the head, neck, thorax and abdomen, as well as basic skills in orthopedic and neurological assessments. *Prerequisites: Satisfactory completion of Pathophysiology I & II*

WESTERN CLINICAL MEDICINE I

WM 321 • 3 Units • 45 Hours

This course provides a systematic study of common clinical disorders in neurology, rheumatology, dermatology, musculoskeletal disorders, endocrinology, hematology, immunology and infection diseases. Students will learn the clinical manifestations, etiology, differential diagnosis and diagnostic criteria, as well as basic treatment principles of common diseases in a clinical setting. *Prerequisites: Satisfactory completion of Pathophysiology I & II, Western Physical Assessment*

WESTERN CLINICAL MEDICINE II

WM 322 • 3 Units • 45 Hours

This course continues the systematic study of common disorders, focusing on diseases in the cardiovascular, respiratory, gastrointestinal, hepatobiliary, renal, urogenital and gynecological systems. Students will learn the clinical manifestations, etiology, differential diagnosis and diagnostic criteria, as well as basic treatment principles of common diseases in a clinical setting. *Prerequisites: Satisfactory completion of Pathophysiology I & II, Western Physical Assessment*

RADIOLOGICAL & LABORATORY DIAGNOSIS

WM 330 • 2 Units • 30 Hours

This course provides students with the basic information in interpreting medical imaging data and diagnostic laboratory tests. Students will learn to analyze and correlate radiological and laboratory data with their patients' clinical diagnoses. *Prerequisites: Satisfactory completion of Pathophysiology I & II, Western Physical Assessment*

PSYCHOLOGY OF PATIENT CARE

WM 340 • 2 Units • 30 Hours

This class will provide an introduction to the basic concepts, clinical presentation, and patient assessment and treatment options of common mental health conditions. This course will also include an overview on the boundaries and limits of patient-practitioner relationship, fundamentals of effective communication and multicultural sensitivity in establishing a positive professional relationship with patients. *Prerequisites: Satisfactory completion of Western Medical Terminology, at least one Clinical Theater module*

SURVEY OF HEALTH PROFESSIONS

WM 350 • 1 Unit • 15 Hours

This course provides an overview of the various medical/healthcare systems to enable students to understand the nature and scope of practice of other healthcare practitioners and effectively communicate with patients and other healthcare providers, including nursing, dentistry, clinical psychology, chiropractic, osteopathy, homeopathy, naturopathy, podiatry and other healthcare professions. *Prerequisites: Satisfactory completion of Western Medical Terminology, at least one Clinical Theater module*

WESTERN PHARMACOLOGY

WM 360 • 2 Units • 30 Hours

This course is an introduction to the pharmacological basis of therapy in western medicine. It will discuss the therapeutic actions, clinical indications, safety, and side effects of the major drugs in current use today. It will also present some basic physiological mechanisms that are relevant to drug/herb interaction. *Prerequisites: Satisfactory completion of Biochemistry, Pathophysiology I & II*

PRACTICE MANAGEMENT, PUBLIC HEALTH & PROFESSIONAL DEVELOPMENT

HISTORY OF MEDICINE

WM 230 • 2 Units • 30 Hours

This course provides a survey of the history and development of the Western medical system, as well as acupuncture and Oriental Medicine, including major historical events and their impact on the development of medical paradigms in the East and the West.

Prerequisites: None

BIOMEDICAL ACUPUNCTURE

WM 370 • 1 Unit • 15 Hours

This course introduces students to research and evidence based medicine, knowledge and critique of research methods, knowledge of the academic peer review process and basic skills in biostatistics. *Prerequisites: Satisfactory completion of Western Medical Terminology*

CARDIOPULMONARY RESUSCITATION (CPR) AND FIRST AID

WM 381 • 0.5 Units • 7.5 Hours

This is an eight-hour certification course in cardiopulmonary resuscitation (CPR) and first aid at the BLS (Basic Life Support) level, which includes adult, child and infant CPR and first aid. CPR certification is required before a student is allowed to proceed to Clinical Internship training in the Clinic. *Prerequisites: None*

CLEAN NEEDLE TECHNIQUE

WM 382 • 0.5 Units • 7.5 Hours

This course provides training in asepsis and clean needle procedures in acupuncture practice. Clean needle technique certification is required before a student is allowed to proceed to Clinical Internship training in the Clinic. *Prerequisites: Satisfactory completion of Acupuncture Techniques I*

PROFESSIONAL DEVELOPMENT

WM 410 • 1 Unit • 15 Hours (NON-TUITION)

This module consists of a series of community service projects/ assignments. The objective is to prepare students with the necessary skills to communicate effectively with their patients and the general public and to possess the necessary skills to continue to expand their knowledge as licensed practitioners. *Prerequisites: Concurrent with Clinical Internship*

PUBLIC HEALTH IN TCM

WM 420 • 2 Units • 30 Hours

This course provides training in the principles of public health, including public and community health and disease prevention, public health education, public health alert and a survey of communicable diseases, disease epidemiology and treatment of chemical dependency. *Prerequisites: Satisfactory completion of one Clinical Theater; Pathophysiology I & II*

LAWS, ETHICS & PRACTICE MANAGEMENT

WM 430 • 3 Units • 45 Hours

This course presents the legal and ethical issues of the health practitioner, with special emphasis on the laws and regulations governing the practice of acupuncture in California, including the relevant OSHA and HIPAA requirements. The course will also present a study of the business aspects of a healthcare practice, including marketing and advertising, strategic and financial planning, maintenance of records, billing procedures, legal responsibilities and related topics. *Prerequisites: Satisfactory completion of one Clinical Theater*

TAOIST STUDIES

TAOISM I – FUNDAMENTALS OF TAOISM

TO 101 • 1 Unit • 15 Hours

This course introduces the Taoist philosophical principles that are the essence of Traditional Chinese Medicine, emphasizing the Taoist approaches to the cultivation of the mind, body and spirit. *Prerequisites: None*

TAOISM II – FUNDAMENTALS OF NATURAL HEALING

TO 102 • 1 Unit • 15 Hours

This course explores the Taoist principles governing natural health and healing. Students will learn and be knowledgeable in the Taoist practices that enhance cultivation of mind, body and spirit. *Prerequisites: Satisfactory completion of Fundamentals of Taoism I, Principles and Theories of TCM I, II & III*

TAOISM III – FUNDAMENTALS OF THE HEALTH PRACTITIONER

TO 103 • 1 Unit • 15 Hours

This course continues the interactive training in the cultivation of attitudes, strategies and skills essential to becoming an exceptional practitioner of Traditional Chinese Medicine. This course examines the Taoist perspectives of self-discipline, practitioner-patient communication, problem solving and patient management. *Prerequisites: Satisfactory completion of Fundamentals of Taoism II, at least one Clinical Theater*

QI CULTIVATION

A total of six (6) units of Qi Cultivation courses are required for successful completion of the MATCM program. The required six (6) units will comprise all five Foundational Courses in Qi Cultivation.

FOUNDATIONAL COURSES IN QI CULTIVATION

The Foundational courses in Qi cultivation consists of the following core courses: Self-Healing Qigong (QC 110), Eight Treasures I (QC 120), Harmony Tai Chi Chuan Level I (QC 130), Infinichi Qigong Level I (QC 140) and Dao-In Qigong Level (QC 150). All five foundational courses are required to graduate from the MATCM program. Students who wish to pursue advanced focused courses in Qi Cultivation must complete at least three (3) foundational courses before progressing to the advanced Qi Cultivation courses.

SELF-HEALING QIGONG

QC 110 • 1 Unit • 15 Hours

This course establishes the groundwork for TCM movement practices and Taoist Self cultivation, bringing to life the Five Element theory component of the academic curriculum in self-healing exercises. Students begin learning related Yo San family tradition basic practices and Five Element work immediately applicable to healing self while also key to later clinical therapeutics. *Prerequisites: None*

EIGHT TREASURES I

QC 120 • 1 Unit • 15 Hours

Unique to the Yo San heritage, the Eight Treasures is a Qigong form that builds a strong movement 'vocabulary' for Qi Cultivation, as well as providing an experiential connection to the study and understanding of acupuncture channels and the circulation of the eight extraordinary vessels. This course, also known as the 'Little Eight Treasures', includes coordinated movement and breathing sequences from each of the eight long-form segments of Parts II and III. *Prerequisites: None*

HARMONY TAI CHI CHUAN LEVEL I (SHORT FORM)

QC 130 • 2 Units • 30 Hours

Tai Chi Chuan is an ancient moving meditation practice with many mind, body, and spiritual benefits. This course covers the 18-Step Harmony Tai Chi Chuan Short Form, comprised of movements taken from the Harmony Tai Chi Chuan Long Form in the Yo San Heritage.

Prerequisites: None

INFINICHI QIGONG LEVEL I

QC 140 • 1 Unit • 15 Hours

This is the introductory course in a complete system of medical Qigong, designed to train students developing the energetic abilities of a Qi healing therapist. Using the Yo San family materials, along with standard texts in Traditional Chinese Medicine, Qigong and Chinese body work, it features a progressive, systematic program that nurtures understanding, facilitates skill development, and promotes self-growth. *Prerequisites: None*

DAO-IN QIGONG LEVEL I

QC 150 • 1 Unit • 15 Hours

Dao-In Qigong is a thorough system of body tuning and adjustment accomplished through movement and meditation postures performed while in seated and lying positions. Dao-In Qigong emphasizes moving through rather than holding individual postures. This practice stretches and strengthens the body, balances internal systems and adjusts energy. This is the foundational set of movements and practices drawn from the advanced Dao-In Qigong taught in Levels II and III. *Prerequisites: None*

CLINICAL EDUCATION

CLINICAL MANAGEMENT

CL 100 • 2 Units • 30 Hours

Students will learn legal, ethical and practical procedures which will prepare them for their clinical internship as well as their future practice as a licensed acupuncturist. At the end of the class, students will understand their duties and responsibilities as acupuncture interns and be able to successfully discharge these duties and responsibility during their clinical internship training. *Prerequisites: Satisfactory completion of TCM Diagnosis I*

CLINICAL THEATER

CL 310 • 1 Unit • 30 Hours • 2 Units Required

This series of clinical observation offers students exposure to acupuncture and Oriental Medicine in a clinical setting. Students will have the opportunity to see how TCM theories and diagnostic principles are integrated into clinical practice by observing the entire diagnostic and treatment procedure conducted by experienced, licensed practitioners/faculty. There will also be ample opportunity for review and discussions of cases to further enhance the learning experience. *Prerequisites: Satisfactory completion of Clinical Management*

CLINICAL OBSERVATION

CL 400 • 1 Unit • 30 Hours • 3 Units Required

In this section of the clinical observation curriculum, students will be assigned to work with clinic supervisors, and will be directly observing senior practice interns as well as licensed practitioners in the clinic. Students will acquire the necessary skills and knowledge to begin working directly with patients in the next level of clinical training. *Prerequisites: Satisfactory completion of 2 Units of Clinical Theater; Clinical Management; TCM Diagnosis I & II*

CLINICAL CASE STUDY (3 REQUIRED)

CL 510 • 1 Unit • 15 Hours • 3 Required

During these case studies sessions, interns will present and discuss cases with fellow interns and a member of the clinical faculty. From these discussions and analyses, interns will develop further skills in managing more complex and difficult cases encountered in their clinical practice. *Prerequisites: Concurrent with Clinical Internship*

INTEGRATIVE CLINICAL CASE STUDY

CL 520 • 1 Unit • 15 Hours

In these case study sessions, the focus will be on integrative approach to clinical diagnosis and management of patients. This will be an opportunity for interns to engage in discussions on integrating TCM with Western medical modalities. *Prerequisites: Concurrent with Clinical Internship*

CLINICAL INTERNSHIP – LEVEL IA

CL 601 • 4 Units • 120 Hours (2 Blocks of 60 Hours Each Required)

At Level IA clinical internship, student interns will be working under the close supervision of a clinical faculty member to develop the students' confidence and competence in diagnosing and implementing treatments. Working collaboratively with a fellow Level One intern provides a unique opportunity for students to strengthen their collaborative interaction and professional communication skills. *Prerequisites: Pass the Pre-Clinical Examination; complete all clinical theater and clinical observation hours (150 hours); complete all six units of Foundational Qi cultivation courses; satisfactory completion of Clinical Management; TCM Diagnosis I & II; Herbal Formulas I, II & III; Acupuncture Techniques I & II; Pathophysiology I & II; Western Physical Assessment; CPR & First Aid; CNT certification*

CLINICAL INTERNSHIP – LEVEL IB

CL 602 • 6 Units • 180 Hours (3 Blocks of 60 Hours Each Required)

At Level I–B clinical internship, student interns will begin assuming individual responsibility for patients. The patient treatment protocol remains the same as in Level I–A described above, with the intern involved in history taking, physical examination, diagnosis and carrying out supervisor approved treatment. As with Level I–A, clinical supervisors will be closely monitoring the intern throughout the entire process. *Prerequisites: Pass the Pre-Clinical Examination; complete all clinical theater and clinical observation hours (150 hours); and satisfactory completion of Clinical Management; TCM Diagnosis I & II; Herbal Formulas I, II & III; Acupuncture Techniques I & II; Pathophysiology I & II; Western Physical Assessment; CPR & First Aid; CNT certification*

CLINICAL INTERNSHIP – LEVEL II

CL 700 • 8 Units • 240 Hours (4 Blocks of 60 Hours Each Required)

Students will continue to work with patients under direct supervision of the clinical faculty. Students will further develop their clinical assessment, diagnose patients and consult with clinic supervisors in developing an approved treatment and follow-up plan. Students will be supervised by the clinical faculty in the treatment of all patients. *Prerequisites: Satisfactory completion of Clinical Internship Levels IA & IB*

CLINICAL INTERNSHIP – LEVEL III

CL 800 • 8 Units • 240 Hours (4 Blocks of 60 Hours Each Required)

Students will continue to work with patients under minimum supervision from the clinical faculty. Students will independently carry out the entire history intake, clinical assessment and diagnosis process and develop an appropriate treatment and follow-up plan for approval by the clinical faculty. Students will

also be expected to instruct patients on appropriate lifestyle modifications and post-treatment care. Students will be supervised by the clinical faculty in the treatment of all patients.
Prerequisites: Satisfactory completion of Clinical Internship Level II

CLINICAL EXTERNSHIP

CL 880 • 1 Unit • 60 Hours (1 Block of 60 Hours Required)
Students will have the opportunity to participate at one approved off-site clinical training program with organizations including the Venice Family Clinic's Simms/Mann Health & Wellness Center, Being Alive Los Angeles, WISE & Healthy Aging, and The Wellness Center at the Historic General Hospital (LAC+USC).
Prerequisites: Satisfactory completion of Clinical Internship Levels IA & IB

ADVANCED FOCUS STUDIES

A total of six (6) units of advanced studies courses are required for successful completion of the MATCM program. The required six (6) units may be from one or more of the following advanced focused concentrations.

Students may pursue any advanced course(s) in these disciplines (so long as prerequisites are met) that they wish as long as the prerequisites for the individual course(s) are met. There is no cap to the number of units available for interested students.

ADVANCED STUDIES IN ACUPUNCTURE ORTHOPEDICS & PAIN MANAGEMENT

A total of six (6) units from this section are required to declare a focused study in Acupuncture Orthopedics & Pain Management.

ADVANCED ORTHOPEDIC ASSESSMENT

FP 410 • 2 Units • 30 Hours
This course provides students advanced training in physical assessment focused on clinical orthopedics and pain management. Beginning with a review of western physical assessment techniques in the evaluation of the musculoskeletal and neurological systems, the course continues with the application of these assessment techniques to the head and cervical region, shoulders and upper limbs, back and spine, the hips and the lower extremities. There will also be discussion of the application of radiological imaging data in diagnosis and differential diagnoses, and the integration and appropriate referral of patients to treatment modalities outside of acupuncture. *Prerequisites: Satisfactory completion of TCM Diagnosis I & II; Herbal Formulas I, II & III; Acupuncture Techniques I & II, Acupuncture Point Therapeutics*

CLINICAL ACUPUNCTURE ORTHOPEDICS I

FP 420 • 2 Units • 30 Hours
This is the first of a two-part series that explores the application of acupuncture and select biomedical approaches for management of common pain syndromes. Part I covers the use of various acupuncture techniques, including Traditional Chinese, Korean and Japanese acupuncture, TCM manual therapy such as Tuina, cupping and guasha in the treatment of commonly orthopedic and pain conditions. *Prerequisites: Satisfactory completion of TCM Diagnosis I & II; Herbal Formulas I, II & III; Acupuncture Techniques I & II, Acupuncture Point Therapeutics, Advanced Orthopedic Assessment*

CLINICAL ACUPUNCTURE ORTHOPEDICS II

FP 430 • 2 Units • 30 Hours
The second of a two-part series that explores the application of acupuncture and select biomedical approaches for management of common pain syndromes. Part II focuses on the use of select Western biomedical approaches such as therapeutic exercise and stretching to alleviate pain and facilitate rehabilitation. *Prerequisites: Satisfactory completion of TCM Diagnosis I & II; Herbal Formulas I, II & III; Acupuncture Techniques I & II, Acupuncture Point Therapeutics, Advanced Orthopedic Assessment*

ADVANCED STUDIES IN WOMEN'S & CHILDREN'S HEALTH

A total of six (6) units from this section are required to declare a focused study in Women's & Children's Health.

INTEGRATIVE WOMEN'S HEALTH I

FW 410 • 2 Units • 30 Hours
This is the first of a two-part series that examines in detail common gynecological conditions from both the TCM and Western biomedical perspectives. Students will study the clinical presentations, assessment, diagnosis, treatment plans for these conditions, as well as be able to apply appropriate acupuncture and herbal treatments for these conditions. This module focuses on the following topics: review of gynecological physiology and pathology, assessment and diagnosis of gynecological conditions, menstrual irregularities, abnormal uterine bleeding, uterine and pelvic masses, and gynecological infections. *Prerequisites: Satisfactory completion of TCM Diagnosis I & II; Herbal Formulas I, II & III; Acupuncture Point Therapeutics*

INTEGRATIVE WOMEN'S HEALTH II

FW 420 • 2 Units • 30 Hours
This is the second of two-part series that examines in detail common gynecological conditions from both the TCM and Western biomedical perspectives. This module focuses on the following topics: menopause and related conditions, disorders related to pregnancy and childbirth, and gynecological oncology. Health cultivation and wellness for women across the different age groups will also be discussed. *Prerequisites: Satisfactory completion of TCM Diagnosis I & II; Herbal Formulas I, II & III; Acupuncture Point Therapeutics*

INTEGRATIVE CHILDREN'S HEALTH

FW 430 • 2 Units • 30 Hours
This course examines in detail common pediatric conditions from both the TCM and Western biomedical perspectives. Beginning with a review of TCM assessment, diagnosis and treatment for children, topics covered in the course include: growth and developmental milestones in children, nutritional and eating disorders, childhood infections, allergic conditions, common respiratory, gastrointestinal, hepatobiliary urinary tract, neurological and oncological disorders, seizures and convulsions, attention deficit and hyperactivity disorders, pediatric drug and herbal treatment, common pediatric emergencies. A brief discussion on common neonatal conditions will also be included in this course. *Prerequisites: Satisfactory completion of TCM Diagnosis I & II; Herbal Formulas I, II & III; Acupuncture Point Therapeutics*

ADVANCED STUDIES IN TAOISM & QI CULTIVATION

A total of six (6) units from this section are required to declare a focused study in Taoism & Qi Cultivation

EIGHT TREASURES LEVEL II and LEVEL III

QC 421 and QC 422 • 2 Units Each • 30 Hours Each

The Eight Treasure series provides study of the Eight Treasures Long Form, incorporating portions of the ‘Little Eight Treasures’ into the study and practice of the eight ‘Treasures’ of the long form. Students will continue to incorporate knowledge of meridians and extraordinary vessels as well as the energetics of various acupuncture points into qigong practice. Eight Treasures II focuses on the first four of the long form ‘Treasures’, while Eight Treasures III focuses on the latter four of the long form ‘Treasures’.

Prerequisites: Satisfactory completion of at least three Foundational Qi Cultivation courses, including Eight Treasures I

HARMONY TAI CHI CHUAN LEVEL II

QC 431 • 1 Unit • 15 Hours

Harmony Tai Chi Chuan balances the energy of the three energy centers of the body. This course covers the 28-Step Harmony Tai Chi Chuan intermediate form, comprised of the first 18 movements of the short form (Level I) plus 10 additional movements (including some basic kicks) taken mostly from the first part (Yin Section) of the Harmony Tai Chi Chuan long form (Level III). *Prerequisites: Satisfactory completion of at least three Foundational Qi Cultivation courses, including Harmony Tai Chi Chuan Level I*

HARMONY TAI CHI CHUAN LEVEL III and LEVEL IV

QC 432 and QC 433 • 2 Units Each • 30 Hours Each

The series of Harmony Tai Chi Chuan Level III and Level IV together presents the philosophy and practice of the Harmony Tai Chi Chuan long form that is part of the Yo San heritage. Level III covers the 58-step Yin Section or first part of the long form which includes movements that are more contracted. Level IV covers the 50-step Yang Section or second part of the long form which includes movements that are more expansive. Harmony Tai Chi Chuan is a style that embodies principles of the Tao Te Ching. Mastery of this form helps one to gain balance, harmony, and an enhanced sensing of Qi that is essential to the acupuncture practitioner. *Prerequisites: Satisfactory completion of at least three Foundational Qi Cultivation courses, including Harmony Tai Chi Chuan Level I*

INFINICHI QIGONG LEVEL IIA and LEVEL IIB

QC 441 and QC 442 • 1 Unit Each • 15 Hours Each

Infinichi Qigong trains students in developing the energetic healing abilities of a medical Qigong therapist. Using Yo San family books and standard texts for Traditional Chinese Medicine, Qigong and Chinese body work, this sequential program features progressive, systematic approaches that nurture understanding, facilitate skill development, and promote self-growth. *Prerequisites: For Infinichi IIA: Satisfactory completion of at least three Foundational Qi Cultivation courses, including Infinichi I. For Infinichi IIB: Satisfactory completion of Infinichi IIA*

DAO-IN QIGONG LEVEL II and LEVEL III

QC 451 and QC 452 • 1 Unit Each • 15 Hours Each

These courses integrate the 44 movements and 14 meditation postures (in addition to and building upon those in Level I) from the Dao-In system. Each movement, such as “Bamboo Bending in the Wind,” “Bird Washing Its Wing,” and “Dragon Dance”, coordinates breathing with gentle motion in order to adjust the energy of the body. Dao-In Qigong is an ancient practice which helps reduce stress, enhance youthfulness and increase

longevity. *Prerequisites: Satisfactory completion of at least three Foundational Qi Cultivation courses, including Dao in Qigong Level I*

HARMONY TAI CHI CHUAN STRAIGHT SWORD LEVEL I (SHORT FORM)

QC 461 • 1 Unit • 15 Hours

The Tai Chi Chuan Straight Sword short form is the first 16 movements of the Tai Chi Chuan Straight Sword long form, an integral part of the Harmony Tai Chi Chuan heritage of the Yo San Family. The sword is an instrument of spiritual cultivation that equips practitioners to learn to refine and master their energy and project their Qi. *Prerequisites: Satisfactory completion of at least three Foundational Qi Cultivation courses, including Harmony Tai Chi Chuan Level I*

HARMONY TAI CHI CHUAN STRAIGHT SWORD LEVEL II (LONG FORM)

QC 462 • 1 Unit • 15 Hours

This course covers the 33-step Tai Chi Chuan Straight Sword long form. This form adds an additional 17 movements to the 16-step short form (see above) to complete the long form. Spiritual swordsmanship, using the sword as an instrument of cultivation and refinement, including sword meditation, is covered in this course. *Prerequisites: Satisfactory completion of at least three Foundational Qi Cultivation courses, including Harmony Tai Chi Chuan Level I*

TAI CHI FAN LEVEL I

QC 463 • 1 Unit • 15 Hours Each

For advanced students of Harmony Tai Chi Chuan, the Tai Chi fan course further develops principles and experiential understanding of yin and yang in motion, using the Tai Chi fan as an aid to further sharpen the focus and coordination of the practitioner. *Prerequisites: Satisfactory completion of at least three Foundational Qi Cultivation courses, including Harmony Tai Chi Chuan Level I*

TAOIST MEDITATION

QC 470 • 1 Unit • 15 Hours

Students learn meditative techniques and practices drawn from ancient Taoist principles of gathering and focusing psycho spiritual resources. This course is relevant not only to strengthen self-cultivation, but also to equip participants with clinical tools and insights. *Prerequisites: Satisfactory completion of at least three Foundational Qi Cultivation courses; Fundamentals of Taoism I*

CRANE STYLE QIGONG

QC 480 • 1 Unit • 15 Hours

This course presents standing movement exercises patterned on the graceful, harmonious movements of the crane. While practicing the form, the concentration on moving Qi to various acupuncture points helps to activate Qi and strengthen vitality. Crane Style provides a contemporary application of Qigong for enhancing immune health. *Prerequisites: Satisfactory completion of at least three Foundational Qi Cultivation courses*

QI CULTIVATION REVIEW & CLINICAL APPLICATION

QC 300 • 1 Unit • 15 Hours

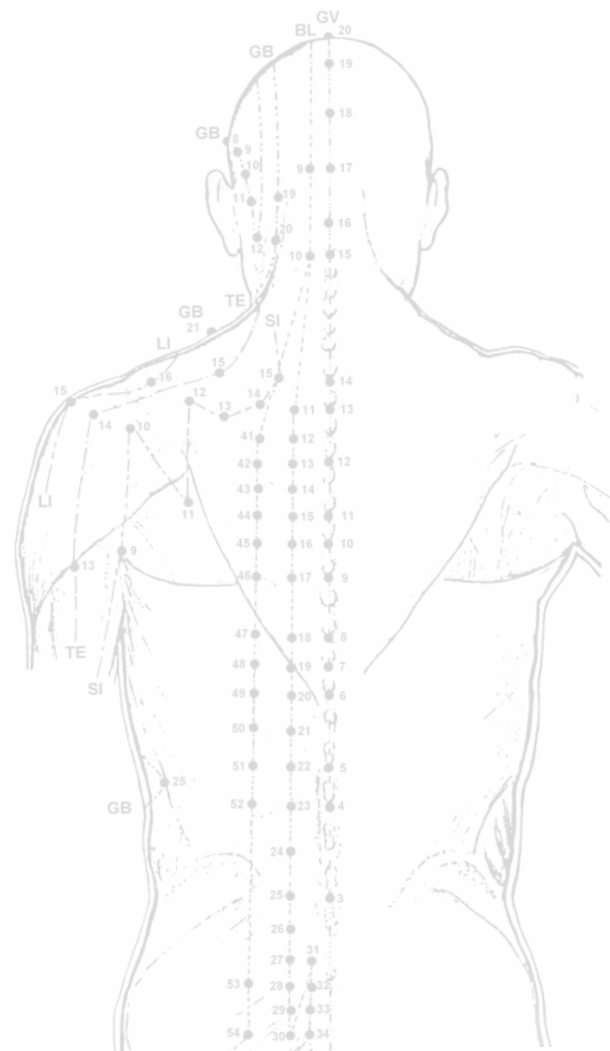
This course provides a cumulative review of the various Qi cultivation forms and practices offered in the Qi Cultivation program. Students will review application of Qi cultivation practices for health and wellness, as well as identify and apply Qi Cultivation practices appropriate for a variety of commonly encountered clinical situations. *Prerequisites: Satisfactory completion of all 6 units of Qi Cultivation courses; Clinic Management*

INTERDISCIPLINARY ADVANCED STUDIES

Various advanced level courses that are of relevance to the curriculum and meet the mission and objectives of the University are scheduled each trimester to enhance the diversity of the MATCM program's course offerings. These courses will be offered periodically, and will qualify towards meeting the six (6) units advanced studies required for graduation. These courses will, however, not qualify towards a declared focused study in any one focused concentration.

Examples of advanced level courses include:

- Pharmacognosy & Herb Drug Interactions
- TCM Dermatology
- TCM Psychiatry
- TCM Shen Disharmonies
- Acupuncture & Pain Management
- Master Tung's Acupuncture
- Emergency Care & Procedures
- Yang-style Taijichuan
- Chen-style Taijichuan
- I Ching – Basic & Advanced



Faculty Listing

Marilyn Allen, MS

MS, Pepperdine University

Khansa Baber, MD (Pakistan), MATCM, L.Ac.

MD, King Edward Medical College, Lahore, Pakistan
MATCM, Yo San University of Traditional Chinese Medicine

John Barber, MS, MATCM, L.Ac.

MS, Georgia Institute of Technology
MATCM, Yo San University of Traditional Chinese Medicine

Nausicaa Bosneanu-De Souza, MATCM, L.Ac.

MATCM, Yo San University of Traditional Chinese Medicine

Alfredo L. Briones, MD (Philippines), MATCM, L.Ac.

MD, University of Santo Tomas, Manila, Philippines
MATCM, Yo San University of Traditional Chinese Medicine

Shelley Cerny, MATCM, L.Ac.

MATCM, Yo San University of Traditional Chinese Medicine

Julie Chambers, MATCM, DAOM, L.Ac.

MATCM, Yo San University of Traditional Chinese Medicine
DAOM, Yo San University of Traditional Chinese Medicine

Yu-Hong Chen, BMed, MSOM, L.Ac.

BMed, Chengdu University of Traditional Chinese Medicine
MSOM, Samra University of Oriental Medicine

Brady Chin, MSOM, L.Ac.

MSOM, Samra University of Oriental Medicine

Connie Christie, MATCM, DAOM, L.Ac.

MATCM, Yo San University of Traditional Chinese Medicine
DAOM, Oregon College of Oriental Medicine

Carolyn Cohen, MTOM, L.Ac.

MTOM, Emperor's College of Traditional Oriental Medicine

David Cohen, MFA, L.Ac.

MFA, San Francisco State College
Acupuncture Certificate, California Acupuncture College

Laraine Crampton, MPW, MATCM, DAOM, L.Ac.

MPW, University of Southern California
MATCM, Yo San University of Traditional Chinese Medicine
DAOM, Yo San University of Traditional Chinese Medicine

Margo DeLeaver, MD, FAAP

MD, SUNY (Buffalo) School of Medicine
Fellow of the American Academy of Pediatricians

Wing-Benn Deng, MATCM, L.Ac.

MATCM, Yo San University of Traditional Chinese Medicine

Alicia Maravankin-Dordoni, MD (Argentina)

MD, University of Buenos Aires School of Medicine,
Buenos Aires, Argentina

Elaina Greenberg, MSAOM, L.Ac.

MSAOM, Bastyr University

Nai-Qiang Gu, BMed, L.Ac.

BMed, Shanghai University of Traditional Chinese Medicine

Neil Gumenick, BAc, MAc, L.Ac

B.Ac, College of Traditional Acupuncture,
Royal Leamington Spa, UK
M.Ac, College of Traditional Acupuncture
in Royal Leamington Spa, UK

Arthur Hill, MATCM, L.Ac.

MATCM, Yo San University of Traditional Chinese Medicine

Jiling Hu, BMed, MMed, L.Ac.

BMed, Hubei University of Traditional Chinese Medicine
MMed, Beijing University of Traditional Chinese Medicine

Fritz Hudnut, MTOM, DAOM, L.Ac.

MTOM, Emperor's College of Traditional Oriental Medicine
DAOM, Emperor's College of Traditional Oriental Medicine

Sheri Jennings, MATCM, L.Ac.

MATCM, Yo San University of Traditional Chinese Medicine

Hong-Yun Jin, BMed, MMed, L.Ac.

BMed, Heilongjiang University of Traditional Chinese Medicine
MMed, Heilongjiang University of Traditional Chinese Medicine

Djamal Kord, MATCM, L.Ac.

MATCM, Yo San University of Traditional Chinese Medicine

James Langford, DC

DC, Cleveland Chiropractic College, Los Angeles

Lawrence Lau, MD (Singapore), MSOM, L.Ac.

MD, National University of Singapore
MSOM, Samra University of Oriental Medicine

Claudia Laufer, MATCM, DAOM, L.Ac.

MATCM, Yo San University of Traditional Chinese Medicine
DAOM, Yo San University of Traditional Chinese Medicine

Jian-Feng (Jevons) Li, BMed, L.Ac.

BMed, China Academy of Traditional Chinese Medicine, Beijing

Ming-Dong Li, MMed, PhD, L.Ac.

BMed, Heilongjiang University of Traditional Chinese Medicine
MMed, Heilongjiang University of Traditional Chinese Medicine
PhD, Heilongjiang University of Traditional Chinese Medicine

Yue-Ying Li, BMed, MMed, L.Ac.

BMed, Luzhou Medical College, China
MMed, Luzhou Medical College, China

Benny J. Lin, BMed, L.Ac.

BMed, Guangxi University of Traditional Chinese Medicine

Atsuki Maeda, MTOM, DAOM, L.Ac.

MTOM, Emperor's College of Traditional Oriental Medicine
DAOM, Emperor's College of Traditional Oriental Medicine

Daoshing Ni, OMD, PhD, L.Ac.

OMD, Samra University of Oriental Medicine
PhD, Samra University of Oriental Medicine

Mao Shing Ni, OMD, PhD, L.Ac.

OMD, Samra University of Oriental Medicine
PhD, Samra University of Oriental Medicine

Rosaleen Ostrick, MA, MPH, MATCM, L.Ac.

MA, Antioch University
MPH, School of Public Health, University of California, Los Angeles
MATCM, Yo San University of Traditional Chinese Medicine

Marvyn Perez, MD (Mexico), MATCM, L.Ac.

MD, Autonomous University of Puebla, Puebla, Mexico
MATCM, Yo San University of Traditional Chinese Medicine

Meredith Chun-Yi Qian, BMed, MMed, L.Ac.

BMed, China Academy of Traditional Chinese Medicine, Beijing
MMed, China Academy of Traditional Chinese Medicine, Beijing

Veronica Rogers, MATCM, L.Ac.

MATCM, Yo San University of Traditional Chinese Medicine

Jennifer Shulman, MTOM, DAOM, L.Ac.

MTOM Emperor's College of Traditional Oriental Medicine
DAOM, Yo San University of Traditional Chinese Medicine

Denise Stevens, MTOM, DAOM, L.Ac.

MTOM, Emperor's College of Traditional Oriental Medicine
DAOM, Emperor's College of Traditional Oriental Medicine

Edward Sullivan, BA, MA

MA, Northwestern University

Danica Thornberry, MATCM, L.Ac.

MATCM, Yo San University of Traditional Chinese Medicine

James Tuggle, JD

JD, University of California, Los Angeles, School of Law

David Twicken, MTOM, L.Ac

MTOM, Emperor's College of Traditional Oriental Medicine

Hua-Bing Wen, BMed, MMed, L.Ac.

BMed, Beijing University of Traditional Chinese Medicine
MMed, Beijing University of Traditional Chinese Medicine

Bitu Yadidi, MATCM, L.Ac.

MATCM, Yo San University of Traditional Chinese Medicine
DAOM, Yo San University of Traditional Chinese Medicine

Chang-Qing Yang, BMed, MMed, PhD, L.Ac.

BMed, Heilongjiang University of Traditional Chinese Medicine
MMed, Heilongjiang University of Traditional Chinese Medicine
PhD, Kobe University Graduate School of Medicine

Qi-Wei Zheng, BMed, MMed, L.Ac.

BMed, China Academy of Traditional Chinese Medicine, Beijing
MMed, China Academy of Traditional Chinese Medicine, Beijing

The Yo San University Blount Community Clinic

The Yo San University Blount Community Clinic is the on-site teaching facility at Yo San University and provides the professional setting in which students complete the clinical portion of the Master of Acupuncture & Traditional Chinese Medicine degree program.

The Community Clinic also offers TCM and acupuncture services by licensed practitioners who are members of the faculty.

CLINIC TREATMENT

At the Yo San University Blount Community Clinic (YSUBCC), TCM treatments are provided for a variety of conditions. Interns will experience and directly participate in providing acupuncture and TCM care for a wide spectrum of ailments. Examples of disease conditions that are commonly treated in the YSUBCC:

- Respiratory — common cold, cough, allergic rhinitis and asthma
- Gastrointestinal — diarrhea, constipation, indigestion, irritable bowel syndrome, gastritis and peptic ulcer diseases
- Cardiovascular — hypertension, coronary heart diseases
- Gynecological — menstrual and premenstrual disorders, infertility, menopause
- Urogenital — urinary tract infections, bladder and prostate disorders
- Immune Deficiency — chronic fatigue, HIV/AIDS, fibromyalgia
- Clinical Oncology — adjunct support for chemotherapy and radiation therapy; cancer pain management
- Mental Health — depression, anxiety, insomnia, and stress
- Musculoskeletal — neck/back pain, sciatica, joint pain and various arthritic conditions including osteoarthritis, rheumatoid arthritis, gouty arthritis), tendonitis, sports injuries, whiplash injuries
- Neurological — headaches and migraines, neuropathies, chronic pain syndromes, Bell's palsy and rehabilitative management for strokes
- Dermatological — dermatitis/eczema, acne, facial rejuvenation
- Others — obesity, alcohol and substance dependency

GENERAL CLINIC REQUIREMENTS

Students in the MATCM program will be required to complete 150 hours of Clinical Observation and 840 hours of Clinical Internship training prior to graduation. Clinical Observation begins toward the end of the second year of the program and consists of Clinical Theater sessions and structured Clinical Observation.

Upon successful completion of all prerequisite courses work, including all Clinical Observation hours, and passing the Pre-Clinical Exam, students will advance to Clinical Internship, the final stage of training in the MATCM program. Students will begin working with patients under direct supervision of the clinical faculty, refining their clinical skills in patient assessment, diagnosis and case management using acupuncture and other appropriate TCM modalities.

There are specific assignment requirements for Observation Internship and patient treatment requirements for Clinical Internship. Please refer to the current Clinic Handbook for more information. A copy of the Clinic Handbook is available to all students from the Clinic Dean.

THE HERBAL DISPENSARY

The Herbal Dispensary in the YSUBCC is a unique and valuable resource for both clinical education and the TCM Herbal Medicine program. It provides the environment and tools for students and interns to receive hands-on experience formulating, and compounding custom herbal preparations to meet patients' individual needs. The Herbal Dispensary carries over 450 herbal products, including processed (uncooked) herbs, concentrated herbal granules, herbal ointments and creams, herbal patches and ready-made herbal pills/formulas.

The Herbal Dispensary serves as a learning center for the Herb Lab portion of the Herbal Pharmacopoeia curriculum. A total of three 15-hour blocks (45 hours total) are required. Students enrolled in Herbal Pharmacopoeia courses will be given specific guidelines on fulfillment of Herb Lab requirements.

ACUPUNCTURE SERVICES FOR YSU STUDENTS AT THE CLINIC

Enrolled YSU students enjoy discounted acupuncture services at the YSUBCC. Please check with the Clinic for the current fee schedule.

CALIFORNIA STATE LAW AND UNIVERSITY POLICY ON NEEDLING

Under current California State Laws and Yo San University policies, needling can only be performed:

- By (California) licensed acupuncturists
- By students at acupuncture schools/clinics under direct supervision of a licensed acupuncturist

Violations of this state law and University policy constitute "unlawful practice" and may lead to discipline, up to and including dismissal from the University and/or legal action taken by the California Acupuncture Board. Violators may also be barred from sitting for the California Acupuncture Licensing Examination.

In compliance with the above mentioned regulations and policies, all acupuncture and needling must be performed in the Clinic or designated classrooms with appropriate supervision. Appropriate footwear must be worn at all times on campus.

Admissions

ACADEMIC YEAR

Yo San University operates on a 15-week trimester system. The three (3) trimesters in a calendar year are:

SPRING TRIMESTER – January through mid-April

SUMMER TRIMESTER – May through mid-August

FALL TRIMESTER – September through mid-December

Please refer to the Academic Calendar for the start and end dates of each trimester as well as important dates and deadlines.

ADMISSIONS REQUIREMENTS

All applicants must meet the following admissions requirements for the MATCM program:

- Satisfactory completion of at least two academic years (60 semester credits/90 quarter credits) of education at the baccalaureate level that is appropriate preparation for graduate level work, or the equivalent (e.g., certification in a medical profession requiring at least the equivalent training of a registered nurse or a physician's assistant), from an institution accredited by an agency recognized by the U.S. Secretary of Education
- A cumulative grade point average (GPA) of 2.5 or higher

DOMESTIC APPLICANTS

To apply, domestic applicant must submit:

- A completed application
- Application fee
- Official transcripts from every school/college listed on the application
- Two letters of professional or academic recommendation on official letterhead
- A 500-word statement of purpose
- A current résumé
- Two passport-size photographs

A personal interview with the Director of Enrollment Management will also be required.

INTERNATIONAL APPLICANTS

Yo San University is authorized by federal laws to enroll non-resident alien students who meet the admissions requirements for the MATCM program, and comply with the laws and regulations set out by the U.S. Immigration and Customs Enforcement and the United States Department of Homeland Security.

In addition to the above standard admissions requirements and application process, international applicants must submit:

- Official foreign educational transcripts translated into English (where applicable) by a recognized official translation agency
- Official foreign educational transcripts evaluated by an accredited independent academic evaluation agency that is a member of the National Association of Credential Evaluation Services, Inc. (NACES). Transcripts need to be evaluated on a course-by-course basis. The evaluation, containing the total number of earned credits and cumulative GPA, should be sent directly to Yo San University by the evaluating agency
- Demonstration of English language competency by at least one of the following means:

1. Scoring at least 80 on the Test of English as a Foreign Language (TOEFL) internet based test (iBT), with 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;

OR

2. Successful completion of at least three years (90 semester credits or 135 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.

In addition, oral competency will be assessed through the admission interview and related communications, while written competency will be assessed through the application essay and related communications. Letters of recommendation will also be reviewed with regard to the applicant's proficiency in oral and written communications.

- Evidence of financial resources (\$42,000) sufficient to cover at least one academic year of tuition/education costs (\$15,000) and living expenses (\$27,000)
- An I-20 application together with a photocopy of the photo page of your passport

INTERNATIONAL STUDENT (F-1) VISA

International students are expected to comply with all laws and regulations set out by the U.S. Immigration and Customs Enforcement, in addition to Yo San University policies and regulations. On being accepted into the MATCM program, an international applicant must commit to full-time enrollment in the program by submitting a non-refundable deposit of \$2,000 (in U.S. dollars), which will be applied to the first trimester tuition. The deposit must be received within thirty (30) days of notification of acceptance into the MATCM program.

In accordance with the U.S. Department of Homeland Security's Student and Exchange Visitor Program (SEVP) regulations, newly admitted students who are not citizens or residents of the U.S. seeking F-1 (Student) Visa status must request for a Yo San University Form I-20 (Certificate of Eligibility for Non Immigrant F-1 Student Status) and apply for an F-1 Visa at a

U.S. Embassy or Consulate before traveling to the U.S. to begin their degree program.

The I-20 Certification of Eligibility for an F-1 Student Visa will be issued to the international applicant on receipt of the commitment deposit.

U.S. Immigration and Customs Enforcement requires that all students on F-1 Student Visa maintain a full-time program of study. Enrollment in twelve (12) or more units of required courses in the MATCM constitutes full-time study for this purpose.

The prospective international student is responsible for all fees associated with the student visa application and SEVP registration processes.

TRANSFER STUDENTS

Applicants who have been enrolled at another accredited acupuncture school must follow the application procedures listed above. Transfer credit is determined on an individual basis at the time of admission to Yo San University. Please refer to the policies on Transfer Credits in the Academic Policies section of this catalog.

APPLICATION DEADLINES

Students are admitted into the MATCM program each trimester, and applications are accepted and reviewed continually throughout the year. Please refer to the Academic Calendar for application deadlines. Prospective students are encouraged to apply for admission well in advance of the anticipated start date for each trimester.

NOTIFICATION OF ADMISSIONS

Applicants will be notified in writing of the Admissions Committee's decision within thirty (30) days of the receipt of their completed application.

Awards & Scholarships

DEAN'S LIST

Every student who achieves a term GPA of 3.8 or higher in a given trimester on a course load of no less than twelve (12) units will be placed on the Dean's List for that trimester in recognition of their academic achievement. Members of the Dean's List will be notified in writing.

MATCM DEAN'S PRIZE

The MATCM Dean's Prize is awarded every trimester to the student with the highest score on the MATCM Graduation Examination. Only first-time test-takers are eligible for this prize, and a minimum score of 80% is required. The prize comes with a cash award of \$150 and a certificate recognizing the recipient's achievement.

BOARD OF TRUSTEE'S MERITORIOUS PRIZE (CLASS VALEDICTORIAN)

The Board of Trustees Meritorious Award is a \$300 cash prize, together with a Certificate of Merit, presented annually to the graduating student with the highest graduating cumulative grade point average (above 3.75). This award is presented at the annual graduation/commencement ceremony.

YO SAN UNIVERSITY SCHOLARSHIPS

At YSU, we provide students with a remarkable educational opportunity. In turn, our students bring rich, diverse experiences, adding to the vibrancy of the Yo San Community. Thanks to the generosity of our alumni and friends, we are able to reward achievement among our student body with scholarship support. By offsetting the cost of attendance, we hope to ensure YSU remains a dynamic place of learning for all.

The YSU scholarships available to matriculated students in the MATCM program include:

- The Founders' Scholarship
- President's Scholarship
- The Yo San Legacy Scholarship
- The William H. Hazen Foundation Scholarship

Interested students should visit our website at www.yosan.edu to view eligibility requirements for all scholarships. All scholarship applications will be reviewed by the scholarship committee. Decisions will be based on the applicant's ability to express and demonstrate how they meet the criteria stipulated by each individual scholarship. The University reserves the right to adjust the criteria for all scholarships and awards and to discontinue them at any time.

EXTERNAL SCHOLARSHIP OPPORTUNITIES

Other external scholarships are periodically available to matriculated students in an accredited acupuncture / Oriental medicine program. These external scholarships include:

- Mayway Scholarship
- Nuherbs Co. Scholarship
- Trudy McAlister Scholarship

Other scholarship opportunities will be posted as and when these opportunities arise.

Financial Aid

Financial assistance is available through Federal Aid Student programs for students needing assistance in paying their educational costs.

There are two types of Federal Aid:

1. “Non-need” programs including the Direct Loan Program’s Unsubsidized Loan and the GradPlus Loan
2. “Need-Based” programs of which the Federal Work-Study Program is available at the University.

To qualify for the “Non-need” programs you must:

1. Be a U.S. Citizen or registered alien
2. Be enrolled at least half-time which is defined as eight (8) units, exclusive of audited, review and elective courses
3. Not be in default on a student loan or owe a refund on any state or federal educational grant
4. Possess a valid Social Security number
5. Have completed the Selective Service registration requirements (if applicable)
6. Be making satisfactory academic progress

To qualify for the Federal Work-Study program, you must satisfy 1 through 6 above and meet the “needs” test. The amount of need is the difference between 1) the ‘Cost of Attendance’ and 2) the ‘Expected Family Contribution’ and other student aid such as scholarships. The Cost of Attendance is established each year by the Financial Aid Office and includes allowances for tuition, fees, books, room, board, transportation and miscellaneous expenses.

The Expected Family Contribution is calculated by the U.S. Department of Education based on information submitted on the Free Application for Federal Student Aid (FAFSA).

FEDERAL FINANCIAL AID STATEMENT

Under the Direct Stafford Loan program, students that obtain loans are required to repay the full amount of the loan plus interest, less the amount of any refund. If students receive federal financial aid funds, they are entitled to a refund of the money not paid from federal financial aid funds. Students must apply for federal financial aid by completing a FAFSA (Free Application for Federal Student Aid) annually and sign a Master Promissory Note (MPN) and complete Entrance Counseling prior to the first fund disbursement. Funds received through the Direct Loan Program must be repaid starting six (6) months after leaving school. Students may borrow a maximum of \$20,500 per academic year (defined as two trimesters). However, University policy limits the maximum Direct Loan per academic year to \$18,500. Loans for less than a full academic year are pro-rated accordingly. A Direct Loan will be either unsubsidized, GradPlus, or a combination of both.

UNSUBSIDIZED LOAN – Interest on an unsubsidized loan is not paid by the Federal Government and therefore, interest will accumulate on the loan while students are in school. Unless students make payment on the interest while in school, the interest will be capitalized or added to the principle when the loan goes into repayment. The interest rate is set every July 1st. Once originated, the interest is fixed for the life of the loan. University policy limits

the maximum unsubsidized loan per academic year to \$18,500. The Unsubsidized Loan is not “Need-Based”. Students in their final academic year, with remaining aggregate borrowing eligibility, may borrow up to a maximum of \$20,500.

GRADPLUS LOAN – Students may borrow up to the Cost of Attendance (see above) less the amount of other student loans, scholarships and other federal student aid. The interest is fixed for the life of the loan at the time of origination. The interest rate is set every year on July 1st. The borrower must have a good credit history to qualify.

DISBURSEMENT OF FEDERAL STUDENT LOAN PROCEEDS

When the following conditions are true fifteen (15) days prior to the beginning of the term, Federal Student Loan proceeds are disbursed on Tuesday of week three of the trimester:

- Students have completed the year appropriate FAFSA.
- The Financial Aid Office will notify students when a FAFSA is needed.
- Students have completed a Master Promissory Note. (A MPN needs to be completed one-time and is valid for ten years).
- Students have completed Entrance Counseling. Entrance Counseling maybe done separately or at the same time for Stafford Loans and GradPlus loans.
- Students have returned a signed award letter when requested.

A check for the difference between the amount borrowed and the amount that the University charges will be available on Tuesday of week three of the trimester in the Bursar’s Office unless otherwise notified. Checks that are not picked up within twenty-one (21) calendar days of the disbursement date or the date of notification will be returned to the lender.

When the above conditions are not true, the Bursar’s Office will notify you of your refund check availability.

CANCELING LOAN DISBURSEMENTS

Within thirty (30) calendar days of the disbursement date or notification date that refund checks are available for pickup, students can request that all or part of a disbursement be canceled and the loan proceeds be returned to the lender. After thirty (30) days, students can return the funds directly. If students return the funds between thirty (30) and one hundred and twenty (120) days after the disbursement date, the interest and fees will be canceled.

For instructions, please call the Direct Loan Common Origination and Disbursement Center at (800) 557-7394.

TREATMENT OF FEDERAL STUDENT LOANS WITH STUDENT WITHDRAWS

If students drop below half-time status and is a Federal Loan recipient, tuition refund processing follows Federal regulations. Refund calculations are made on a prorated basis according to the number of days remaining in the trimester until 75% of the

course has been completed. The 'withdrawal date' is used to calculate the amount of the refund and is defined as the last date the student attended a class, lab, exam or clinic shift. These refunds are returned to the Federal Direct Loan Program within forty-five (45) days of the withdrawal date. Students may notify YSU Administration of their intentions during normal business hours via phone, email, letter or in-person. Before the refund will be processed, the student must complete a Drop Form in case of a course load reduction, or a Withdrawal Form when canceling enrollment before classes have started or fully withdrawing from the program after classes have started. Drop and Withdrawal

Forms are available in the YSU Administration Suite and can be requested by email at registrar@yosan.edu.

SATISFACTORY ACADEMIC PROGRESS

To remain eligible for Federal Financial Aid, students must make Satisfactory Academic Progress toward the completion of the Master's program. Yo San University measures Satisfactory Academic Progress in three ways: cumulative GPA, pace of program completion and average units earned. "Satisfactory Progress" means that the student's cumulative GPA is at least a 2.5, that the pace (earned units compared to attempted units) is at least 66.67% and that the average earned units per term is thirteen (13) for full-time financial aid students and eight (8) for part-time financial aid students.

Progress is measured after each trimester. Students who fail to make Satisfactory Academic Progress are placed on Financial Aid Warning for one trimester. If at the end of the trimester, Satisfactory Academic Progress standards are still not met, students are ineligible for Federal Student Aid.

Students may appeal the result. Appeals must explain why satisfactory progress standards were not met and what has changed that will allow standards to be met by the next evaluation. The appeal must also include an Academic Progress Course Plan approved by the Assistant Academic Dean. The plan must ensure that student meet standards within a specific time frame. When the appeal is granted by the Financial Aid Office, eligibility is re-instated and the student is placed on Financial Aid Probation for one (1) trimester. When the Academic Progress Course Plan is not followed, students are ineligible for Federal Student Aid.

Students may appeal for a second time. If an appeal is not granted, eligibility is reinstated when the student's GPA, pace and average units meet standards.

SATISFACTORY ACADEMIC PROGRESS DEFINITIONS

Full-time is defined as borrowing \$8,001 or greater through the Federal Student Loan programs and averaging at least thirteen (13) earned units per trimester. The maximum time frame for completing the program as a full-time financial aid student is fifteen (15) trimesters.

Half-time is defined as borrowing less than \$8,000 through the Federal Student Loan programs and averaging at least eight (8) units per trimester. The maximum time frame for completing the program as a half-time financial aid student is twenty-four (24) trimesters.

REPEATS: Courses repeated more than once may not count toward full-time or half-time status.

UNITS ATTEMPTED: Units from enrolled courses are added to total attempted units when the letter grade is A, A-, B+, B, B-, C+, C, F, W, WF and I. Units from courses with a grade of WX are not added to units attempted.

TRANSFER UNITS: Transfer units from another school are added to total units earned and attempted.

WORK-STUDY

"Work-Study" is part-time work for the University that allows students to contribute to the operation of the University and earn a modest income to help defray the expenses of study. Work-Study positions may be available in the library, the Clinic, and select position in the YSU Administration. Please inquire in the Administration Suite about Work-Study positions, or look for posted notices.

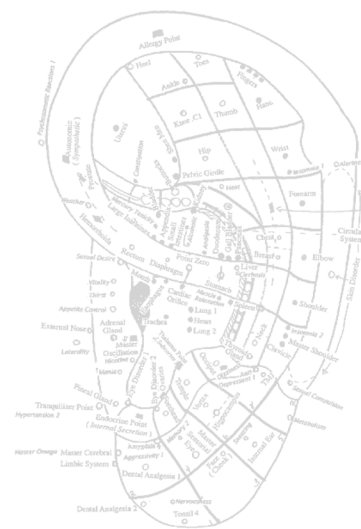
VETERANS' BENEFITS

The University participates in the Veterans Administration's Chapters 33 and 38 Educational Benefits Program. Please contact the Financial Aid Coordinator for more information or call the Veterans Administration for details.

INSTALLMENT PAYMENT PLAN

YSU offers students short-term loans in the form of an Installment Payment Plan. Under this plan, students pay tuition expenses in three (3) equal monthly installments, with the first payment being made at the time of registration. There is no interest or service charge to participate in the Installment Payment Plan except for a late fee in the event payments are not made on time.

All students registered in the master's program with a minimum financial obligation of \$1,500 are eligible for the installment payment plan. Students may make arrangements at the time of registration. Due dates are printed clearly on all registration forms.



Student Services & Facilities

Yo San University student services are designed to facilitate student enculturation and degree persistence, and ensure that graduates are fully prepared for practice, not only in terms of their academic and clinical preparation, but also their personal and professional development. Cultivation of oneself is a philosophical underpinning of the University's Taoist roots. Through self-cultivation students are encouraged to grow as well-rounded individuals, to 'become the medicine' and be role models for their patients.

NEW STUDENT SERVICES

Orientation

For MATCM students at Yo San University, the program begins with a required half-day on-campus Orientation session scheduled immediately prior to the start of the trimester. During Orientation, students have an opportunity to meet others in their cohort and get acquainted with Yo San administration and faculty members. They learn about the University's legacy and future direction, and gain essential knowledge regarding how to navigate University systems and processes. All students receive a University email address and student ID; training in accessing the Student Portal; presentations from key staff; and a chance to meet with their assigned Administrative Mentor and current students. At this time, the Registrar is available to answer any questions regarding the student Enrollment Agreement, prior to students' signing of this document.

New Student Mentors

All new students are paired with an Administrative Mentor and a student mentor to support them during the first trimester. The mentors are available to answer student questions and help ease the transition into University life. Mentors routinely touch base with their mentees via email, lunch, over coffee or via phone calls, and often remain a point of contact throughout the student's time at YSU.

New Student Survey

At the end of their first trimester, new students are provided with an opportunity to give confidential input on their initial impressions and experience at Yo San. The survey enables the YSU Administration to identify whether student expectations are being met, to receive suggestions for improvement of services, and to gauge how the new cohort is settling into student life.

ACADEMIC ADVISING & TUTORING SERVICES

Academic Advising

Keeping students progressing toward their goals is fundamental to Yo San's institutional Mission and legacy. Academic advising begins upon acceptance to the program. Prior to matriculation students meet with their academic adviser before registering for classes to review program requirements and to schedule courses for the first trimester. There is a mandatory annual advisement session to ensure students are progressing and that the University is doing what is needed to ensure their success. Faculty may request additional advising sessions due to grades or other concerns. Additional advising may occur throughout the trimester as needed to review midterm examination results, progress assessment exams, or address other concerns expressed by faculty.

To identify and support students who may be academically at risk, the University has a Student Academic Performance Committee that monitors students' advancement toward their degree, as well as grade point average. Students with a GPA below 2.5 are provided with special assistance and academic counseling to encourage their success and degree persistence. Advising may also include a review of support options including no-cost tutorials.

Tutoring

Tutoring is available, and free of cost, to Yo San students who desire to strengthen their academic understanding and performance. The University employs recent graduates and upper-level students in high academic standing to tutor peers who feel they would benefit from more individualized instruction. A list of available tutors and contact information is posted each trimester on the official Administration Bulletin Board.

Pre-CALE Review Workshops

Students who have completed their studies at YSU and are preparing to sit for the California Acupuncture Licensing Exam (CALE) are offered a five-week series of two-hour workshops in the weeks leading up to CALE. The University employs a recently licensed acupuncturist to provide test-taking tips, review California Acupuncture Board assigned materials, and answer questions. The workshops are open to MATCM students finishing the program, including those preparing for their final assessment examinations at the University, and to alumni who have registered to take the CALE.

THE RYAN LEARNING RESOURCE CENTER (THE LIBRARY)

The Lawrence J. Ryan Ph.D. Learning Resource Center, also commonly referred to as The Library, carries a variety of resources related directly to the MATCM curriculum and in the general areas of Chinese and Western Medicines. It collects all texts used by the California Acupuncture Board, as well as all texts used in all courses for all degree programs at the University. Many frequently used books have multiple copies. The library also houses a growing collection of audiovisual materials (CD and DVD), mostly related to meditation and spiritual areas, including Qi and basic sciences, such as biology, anatomy, and physiology. The reference collection includes handbooks, manuals, directories, encyclopedias, medical dictionaries, copies of the current Physician's Desk Reference (PDR), study guides for licensing examinations, as well as a selection of important publications. This collection provides students with information on diagnoses, treatment, etiology, supplement and therapeutic intervention for degree program research as well as their clinical experiences. The majority of holdings are in English, with a small number of books in Chinese. The library also has new and used course texts, as well as basic school supplies, available for purchase.

To support student research, twelve print journals are available in the areas of Western and Integrative Medicine, as well as subscriptions to online journal databases and a comprehensive list of Internet resources relating to TCM, Herbal, and Allopathic Medicine that can be accessed onsite or remotely. A collection of journals no longer in publication also is available. Yo San students, faculty and staff have full borrowing privileges of library materials and may request interlibrary loan services from the Library Manager. In addition, YSU's library contains six Internet-enabled computer work stations with word processing and printing capabilities, and three printers/ copiers. Wireless access to the Internet is also provided throughout the University.

The Lawrence J. Ryan Ph.D. Learning Resource Center is open Monday through Thursday from 8:00 am to 8:00 pm, Friday from 8:00 am to 6:00 pm, and Saturday from 10:00 am to 2:00 pm, excluding

University holidays and breaks. During trimester breaks, the library is open Monday through Thursday from 10:00 am to 2:00 pm. The Library Manager can be reached at library@yosan.edu or (310) 577-3000 ext. 112, for research assistance or other library related inquires.

THE YO SAN UNIVERSITY STUDENT LIFE CENTER (SLC)

The Yo San University Student Life Center is a hub of University activity. Located immediately outside of the clinic in the heart of the second floor, the Student Life Center is devoted to creating a greater sense of pride, unity, and home by better localizing informational resources. It is also meant for all to share a tranquil place that captures the unique essence of the University. The SLC also offers a variety of YSU memorabilia and spirit items along with healthy vending options.

STUDENT LOUNGE

The YSU Student Lounge is an attractively appointed space that provides areas for casual reading or conversation, as well as a kitchen (equipped with refrigerators, toaster ovens and microwaves), study and dining tables, and lockers. A Student Bulletin Board contains flyers, news and updates. Small lockers, assigned by request, are located just inside the lounge. Students are asked to provide their own padlocks, and each locker is shared by two students. The Student Lounge is open to all registered students, YSU alumni, faculty, administration, and staff. Access to the lounge by other individuals must be officially requested and approved by YSU Administration. The Student Lounge is located on the second floor of the building. The lounge is open Monday through Friday from 8:00 am to 9:00 pm

Both the Student Life Center and the Student Lounge are maintained by the YSU Student Association.

BULLETIN BOARDS

The Student Bulletin Boards are located in the Student Lounge. They are available for posting items, including study information, available housing, and employment opportunities. Items posted on the Student Bulletin Board require approval from Administration before posting.

The Administration Bulletin Board, located just outside the Student Lounge, contains official notices about changes in policies and procedures, schedules, legislative updates, tutoring information, examination schedules, responses to suggestions, and special news; please check it weekly. The Administration Bulletin Boards may not be used for items of general interest or other non-University related material.

YSU STUDENT ASSOCIATION

The Yo San University Student Association (YSUSA) provides a platform for students to formulate and initiate projects internal and external to the University. YSUSA Officers, elected annually, communicate with the Administration as the voice of the student body. The Student Association also elects one student representative to the Board of Trustees as a non-voting Board member with limited privileges. Days and times for Student Association meetings are posted on the Student Association Bulletin Board in the Student Lounge. Questions and comments for the YSUSA representatives can be left in the YSUSA mailbox in the Student Life Center.

The Student Association has set a fee of \$15 per student per trimester, applicable to all members of the student body.

Self and Professional Development Services

Student Ambassador Program

The YSU Ambassador Program is a select group of current students who represent the University at outreach events for admissions university advancement, the YSU Community Clinic and other important functions. The Ambassadors are the face of Yo San, capable of representing the University to the public, prospective students and donors, and alumni. All MATCM students who are in good standing and will have successfully completed one (1) full year at YSU upon commencement of their initial term as an ambassador may apply.

Student Ambassadors are selected from an applicant pool annually by a Board of Advisors comprised of the Director of Enrollment Management, a faculty member and other senior university administrators. The Ambassador position is a year-long commitment of 3-4 hours of service per month during the academic school year. Students chosen via the competitive process receive special training, which promotes their self-confidence and professionalism as both students and future practitioners.

Professional Development Workshops

The professional development workshop series is the cornerstone of efforts to illuminate pathways for students and alumni to realize their life and career goals. Further underscoring its community-building objective, this is a cooperative effort among YSUSA, the YSU Alumni Association, and YSU Administration. Approximately monthly, a speaker shares personal stories of success, challenges, and experience along with best practices with the intention of raising awareness and offering information to better prepare attendees to grow and succeed. Speakers plan a one-hour presentation that incorporates, elaborates, and underscores the the principles of professional development: Self-Knowledge, Professionalism, Pathways, Opportunity Assessment, Navigating Life & Career Transitions, and Networking & Connections.

The expectation is that these workshops informs and permeates academic advising, mentorships, and other student services. Speakers may include alumni, non-TCM healthcare professionals and administrators, and business development advisors (e.g., malpractice insurance, insurance billing, marketing). The workshops are designed to lead students to proactively engage their futures, starting now.

Tao of Wellness Fellowship

Each year, exceptional graduating students may compete to become a Tao of Wellness (TOW) Fellow, an exclusive opportunity for YSU students. The Tao of Wellness is one of the nation's premier centers for Traditional Chinese Medicine, established by Yo San University founders, Dr. Daoshing Ni and Dr. Mao Shing Ni. Through the TOW Fellowship, Yo San graduates have an opportunity to continue their learning in TCM and in how to build and market a successful practice.

CAMPUS ACCESS

Yo San University is open to students from 7:30 am to 9:30 pm, Monday through Friday, and from 7:30 am to 5:30 pm Saturdays and Sundays. Key card or use of video I.D. system is required to gain access to the building. Students are asked not to occupy the University premises outside of these published hours unless they are accompanied by instructors or staff members.

CAMPUS SECURITY

Yo San University has direct access to the Culver City Police & Fire Departments. We do recommend that students be careful and mindful of their surroundings and personal property. While on campus, students are advised to keep their belongings in their possession or in a secure place. Unattended items will be brought to the Lost & Found in the Administration Suite. Personal safety is a priority and students should report any emergencies to the police immediately (Phone 9-1-1). Students should also immediately report any concerns or emergencies to the Administration Suite. If deemed necessary, the police will be notified from this office. Public log of all crimes reported to the University is maintained in the Administration Suite, and is accessible to all YSU students. Any crime that represents a threat to the safety of students or employees at YSU will be reported to students and employees in a timely manner. An annual campus security report, including campus crime statistics, safety and security measures, crime prevention programs, and important crime-related procedures, is published and available in the Administration Suite.

CAMPUS EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Building evacuation maps, an Emergency Action Plan Handbook and emergency phones are posted in every classroom and in the clinic. Exit signs are posted throughout the building. Clearly marked exit doors are located on the South side, East side, and Northwest corner (stairwell) of the building. Alarm pulls are located in the central lobby areas. If an alarm is triggered, or a practice drill is announced, everyone will be asked to immediately evacuate the building and follow the instructions of our evacuation team. In the event of a fire or earthquake, please do not use the elevator for any reason. Emergency earthquake supplies (flashlights, radios, batteries, water, first-aid kits, snack food) are located on campus.

STUDENT RESOURCES

The following student information resources and policy guidelines are filed in binders in the Administration Suite. These binders are available for viewing and photocopying on a walk-in basis during the hours of 9:00 am to 5:30 pm, Monday through Friday:

- YSU Drug-Free Policy
- F.E.R.P.A. (Family Educational Rights and Privacy Act) Policy
- Campus Safety and Security (including Crime Statistics & Clery Act) Guidelines
- YSU Harassment Prevention Policy
- YSU Campus Lockdown Protocol
- Fire & Earthquake Handbook with Protocol
- Miscellaneous Student Services

STUDENT HOUSING INFORMATION

Although the University does not provide on-campus housing, the City of Los Angeles and the neighboring communities of Culver City, Playa Vista, Mar Vista, West Los Angeles, Marina Del Rey and Venice have extensive rental apartments and housing in all price ranges. YSU is also within commuting distance from a number of other residential communities including Santa Monica, Westchester, and El Segundo.

The University bears no responsibility for finding or assisting students in finding housing. YSU does, however, maintain a bulletin board for students in communicating opportunities for shared housing, community listings, and professional listing sites.

ADMINISTRATIVE SERVICES

Student Affairs Office

The Student Affairs Officer is available to all students in all degree programs who wish to offer suggestions, voice a concern, or seek assistance with a variety of matters. The Student Affairs Officer is the University's designated Title IX Coordinator and manages University issues related to disciplinary actions and grievances.

Office of the Registrar

The Registrar is the central hub for the forms and registration materials. Specifically, the Registrar's Office is responsible for class enrollment and registration, fee assessment, verifying registration and graduation, diplomas, transcripts, preservation and privacy of student records, scheduling of classes, reservations of classrooms, navigating domestic and international residency requirements and status for foreign national students, assisting special populations such as U.S. veterans and service members. An online MATCM Tool Kit provides quick links and references for students.

Financial Aid

Financial aid is monetary assistance from federal and private resources to help students cover the cost of a college education. Aid takes the form of scholarships, grants and loans. Nearly 70% of Yo San students meet the costs of their education with aid from the Federal Student Loan Program. Graduate students may borrow through the Unsubsidized Stafford and GradPlus programs up to the Cost of Attendance. To ensure student understand loan obligations, federal rules require two counseling sessions regarding loans: Entrance Counseling and Exit Counseling. Work-Study student employment is part-time work for the University that allows students to contribute to the operation of the University and earn a modest income to help defray the expenses of study. Employment opportunities may be available in the Clinic, library and within the YSU Administration. YSU also

offers students short-term loans in the form of an installment payment plan. Under this plan, students pay tuition expenses in three (3) equal monthly installments, with the first payment being made at the time of registration.

There is no interest or service charge to participate in the installment payment plan except for a late fee in the event payments are not made on time.

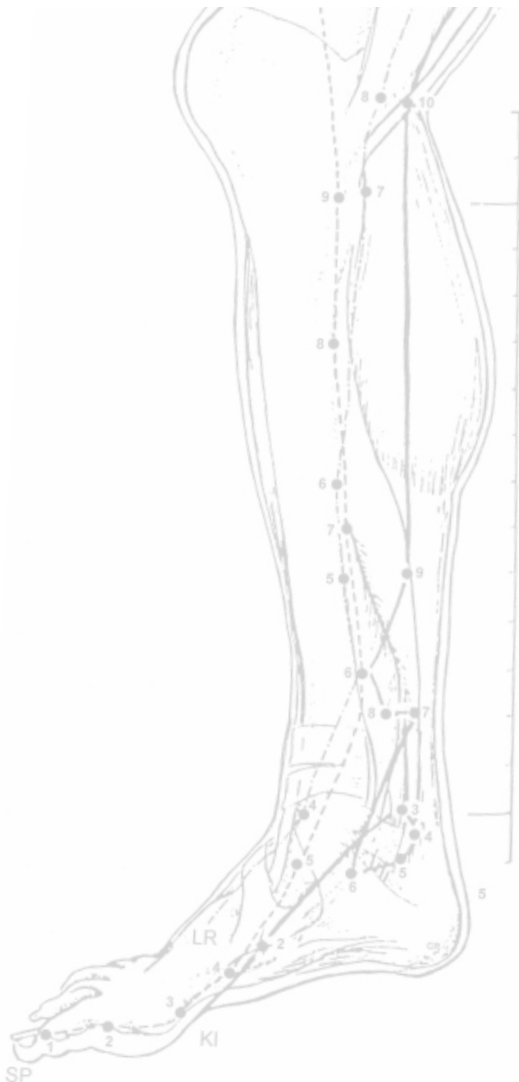
Please refer to the section on Financial Aid in this handbook. (Page 27)

Student Emergency Fund

A small emergency fund is available to assist students with special needs, whether personal or academically related.

Veterans

YSU has been approved by the California State Approving Agency for Veterans Education (CSAAVE), a division of the California Department of Veterans Affairs to administer educational benefits for veterans and eligible persons. Please contact the Financial Aid Coordinator for more information.



Academic Policies

All currently enrolled students must abide by academic policies published in this handbook.

ENROLLMENT & ATTENDANCE

Class Enrollment

Students must be officially registered in a course in order to attend the course. For courses that have reached maximum enrollment capacity, the University maintains a prioritized wait list. When course(s) become available, students on the wait list are moved onto the official class roster in order of their standing on the wait list. Students on a course wait list may not attend the course.

Students will not receive credit for courses they are not registered for.

Yo San University reserves the right to cancel any class that does not meet the minimum enrollment requirements of the equivalent of eight (8) full-tuition students.

Attendance

Attendance is a critical component in medical education. Attendance is taken in every class; all students are required to attend no less than 75% of course hours in order to pass the course:

- For 15-week courses, absence from more than three (3) class meetings will result in failing the course.
- For 10-week courses, more than two (2) absences will result in failing the course.
- For 8-week courses, more than two (2) absences will result in failing the course.

Instructors may count excessive tardiness as a class absence. As a guideline, arriving more than 15 minutes late for a class may result in an absence count. Instructors may set additional attendance requirements beyond the minimum 75% requirement with approval from the Dean, MATCM Program. Attendance requirements for individual courses are stated in the course syllabi.

Auditing Courses

Yo San University students and alumni may audit courses they have previously enrolled in and received passing grades for, subject to availability. There is a fee for every course audited (see current Tuition and Fees Schedule). Auditing students are expected to complete all course assignments and meet all attendance requirements.

TRANSFER CREDITS

Transfer Credit Policies

Transfer credit may be granted for coursework and clinical training completed successfully at another approved/accredited institution, provided these courses are equivalent in content and credit hours to the corresponding courses in the MATCM program at Yo San University.

Transfer credit is subject to the following California Acupuncture Board (CAB) regulations:

- Up to 100% transfer credit may be awarded for coursework and clinical instruction completed successfully at another acupuncture school or college that is approved by the CAB.
- Up to 100% transfer credit may be awarded for courses in basic sciences and Western clinical sciences completed successfully at an institution approved under Article 4 (commencing with Section 94770) of Chapter 7 of Part 59 of the Education Code or by an accrediting agency recognized by the U.S. Department of Education.
- Credit for clinical coursework and instruction in traditional Chinese medicine, Acupuncture, and Herbology completed successfully at an accredited school that is not approved by the CAB may be awarded, provided that at least 50% of the course hours in these subject areas are completed successfully at Yo San University.
- Where the coursework and clinical instruction were completed at an accredited acupuncture school not approved by the CAB, evaluation of such coursework shall include an examination administered by the school in the subject area(s) in which transfer credit may be awarded.

Transfer credit may be granted from foreign institutions that have approval or accreditation comparable to regional accreditation in the U.S., and provided the courses are documented by official transcripts.

Transcripts from foreign institutions must be translated into English and evaluated by a recognized credentials evaluation service. For a list of companies that provide this service, please contact the Academic Administration.

Courses completed more than ten (10) years prior to the date of admission may not be transferable unless the student demonstrates proficiency in the subject matter, or shows documented evidence that they have been and remain in a profession directly relevant to these courses.

A student must have earned a passing grade of “C” or better for any course to be considered for transfer credit.

Regardless of the provisions cited above, transfer students are required to complete at least one academic year of the MATCM program or 48 units in residence, and all of their clinical Internship training (with the exception of Clinical Observation) at Yo San University to graduate with the MATCM degree from Yo San University.

All transfer credit requests must be submitted, complete with all official documents and appropriate fees, during the first semester of attendance. Coursework taken at another institution after admission to Yo San University is not transferable unless approved in advance and in writing by the Dean, MATCM Program or his designee.

The University does not award credit for prior experiential learning. All decisions by the Dean, MATCM Program regarding credit transfer into the MATCM program are final.

Credit Transferability

The transferability of credits students earn at Yo San University to another institution is at the complete discretion of the institution to which students may seek to transfer. Acceptance of the MATCM degree students earn at Yo San University is also at the complete discretion of the institution to which students may seek to transfer. If the MATCM degree credits that students earn at this institution are not accepted at the institution to which students seek to transfer, students may be required to repeat some or all of the coursework at that institution. For this reason students should make certain that attendance at this institution will meet educational goals. This may include contacting an institution to which students may seek to transfer after attending Yo San University to determine if the MATCM degree will transfer.

Yo San University does not enter into any articulation or transfer agreement with any other college or university.

GRADUATION REQUIREMENTS

Students must satisfactorily complete all 191 units/3,375 hours of required MATCM program coursework and examinations to graduate from the MATCM program. The University may require changes in the student curriculum when:

- Regulatory and/or licensing requirements significantly change
- Courses have been modified or replaced with different or additional classes. In some cases, courses may have to be repeated.
- At the sole discretion of Yo San University, such changes are necessary to support the mission and objectives of the University and/or MATCM program.

MINIMUM & MAXIMUM TIME FOR DEGREE COMPLETION

No student may complete the MATCM program in less than 36 months unless appropriate transfer credits have been awarded.

Regardless of the number of units transferred in to the MATCM program, transfer students are required to complete at least one academic year of the MATCM program or 48 units in residence, and all of their clinical Internship training (with the exception of Clinical Observation) at Yo San University to graduate with the MATCM degree from Yo San University.

The Yo San University MATCM program – including passing of the Graduation Exam – must be completed within eight (8) calendar years (96 months) from the first date of enrollment.

CHALLENGE EXAMS

Students who have completed coursework that is not eligible for transfer may request to take a Challenge Examination for the equivalent course(s) in the MATCM program for which transfer credit is being sought. Students must provide documented verification of prior academic coursework in the same subject matter, and obtain written approval from the Dean, MATCM Program to take a challenge examination.

There is a fee charged for each Challenge Examination and a passing score of 70% is required for credit. The Challenge Exam fee is based on 50% of the tuition for the course challenged. Students who fail the Challenge Exam, will be required to enroll in the challenged course. A \$100 administrative fee will be retained and the remainder of the Challenge Exam fee paid will be applied towards tuition for the course challenged. The Dean, MATCM Program may recommend the waiver of Challenge Exam fees for newly matriculated students if the Challenge Exam is requested and completed prior to enrolling in the MATCM program.

If a student passes the Challenge Exam, a “Pass” grade will be enter on the student’s educational transcript; there will not be an alpha-numeric grade for Challenge Exams.

Qi Cultivation Curriculum Requirements

The Qi Cultivation curriculum is a unique component of the MATCM program and a keystone in the University’s mission of educating students to become exceptional practitioners of Traditional Chinese Medicine and the Taoist healing arts.

Qi cultivation courses are structured into two tiers: a mandatory foundational level and an advanced focused concentration level. A total of six (6) units of Qi cultivation credits are required in the MATCM curriculum. Students will fulfill the required six unit Qi cultivation course requirement by successfully completing all five foundational Qi cultivation courses. Generally, students will enroll in not more than one Qi cultivation course per trimester, in order to maximize learning and practical application of the content of each course prior to proceeding to further Qi cultivation studies.

Students who wish to pursue advanced focused courses in Qi Cultivation must complete at least three foundational courses before progressing to the advanced Qi cultivation courses.

The mandatory six units of foundational Qi cultivation courses must be completed prior to the student commencing their Clinic Internship.

Students may petition for up to three (3) units of transfer credit for Qi Cultivation courses taken at an approved/accredited institution outside Yo San University, and affirmed by an official transcript and, as needed, by other documentation. These transfer credits will count towards fulfilling the required units in the advanced focus concentration courses (under the Interdisciplinary Advanced Studies group) required in the MATCM curriculum, but will not count towards fulfilling the mandatory six units of foundational Qi Cultivation course requirement. Similarly elective Qi Cultivation courses offered at Yo San University may be counted towards fulfilling the advanced focus concentration courses (under the Interdisciplinary Advanced Studies group) required in the MATCM curriculum, but will not count towards fulfilling the mandatory six (6) units of foundational Qi Cultivation course requirement. (Elective Qi Cultivation courses are defined as Qi Cultivation courses that are not part of the Yo San heritage courses offered under the Yo San Qi Cultivation series; the elective Qi Cultivation courses are offered under the Interdisciplinary Advanced Studies group.)

Free Qi Cultivation Courses

As a commitment of the University to fulfilling its mission of developing students’ spiritual and professional growth through Qi Cultivation and Taoist Studies, students who have completed twelve (12) units of Qi courses from the Yo San Qi Cultivation series (courses beginning with the course number QC) are eligible for free Qi Cultivation courses if they wish to enroll in additional Qi Cultivation courses beyond the twelve (12) units obtained. These free Qi cultivation courses are limited to Qi courses in the Yo San Qi Cultivation series (QC courses) only. Elective and interdisciplinary Qi courses are not eligible. The free Qi Cultivation units do not count towards MATCM program and graduation requirements.

Grading & Assessment

CREDIT SYSTEM

Yo San University operates on a trimester system with each trimester comprising 15 weeks of class. One trimester credit for didactic courses represents 15 hours of class time. Students are expected to spend at least two hours of time outside of class for each hour of work in class. One trimester credit for a clinical course/module represents 30 hours of course time. One trimester credit for a clinical externship course/module represents 60 hours of course time.

GRADING SYSTEM

Grades are assigned by the faculty for the purpose of accessing students’ academic performance in a course.

The grading system and standards in the MATCM program are:

Grade	Score	GPA	
A	95–100%	4.0	
A-	90–94%	3.7	
B+	87–89%	3.3	
B	83–86%	3.0	
B-	80–82%	2.7	
C+	77–79%	2.3	
C	70–76%	2.0	
F	below 70%	0	Fail
WF		0	Withdrawal, Failing <i>(see Adding & Dropping Classes)</i>
P	Pass		(with a grade of C or better)
NP	No Pass		
I	Incomplete		
CR	Credit Received / Completed		
AU	Audit		
W	Withdrawn*		<i>(an administrative entry, not available to instructors)</i>
WF	Withdrawal, Failing		<i>(see Adding & Dropping Classes)</i>
WX	Withdrawal, Cancelled Registration		<i>(during weeks 1 & 2) (see Adding & Dropping Classes)</i>

A grade of “F” or “WF” must be remedied by repeating the course. Failed courses must be repeated at full tuition.

All grades are final with the exception of errors in the calculation of grades by instructors or University Administration, and will remain as reported on a student's transcript. A student requesting a change of grade must notify the Registrar in writing within thirty (30) days of receiving the grade.

GRADE POINT AVERAGE (GPA)

A student's grade point average is determined by dividing the number of quality points earned by the number of units of enrollment (Pass/Fail courses with Pass grades are not included in the calculation).

For example, if a student enrolled in four three-unit courses, and received grades of A-, B-, C+, and P, the GPA would be calculated as follows:

Grade Points x Units = Quality Points			
A-	=	3.7 x 3	= 11.1
B-	=	2.7 x 3	= 8.1
C+	=	2.3 x 3	= 6.9
P	=	NA	

Total: 9 units/26.1 quality points Grade Point Average:
26.1/9 = 2.9 (B-)

This student's transcript will reflect nine (9) units completed with a GPA of 2.9. All grades are recorded in official student transcripts, and grade reports are published and made available to all students approximately two weeks after the end of each trimester.

Students must keep their current mailing address on file with YSU Administration to avoid a delay in mail communications.

INCOMPLETE COURSEWORK

An Incomplete "I" grade for a course must be made in writing and require the prior approval of the faculty member. The Incomplete "I" grade indicates that further work in a course must be completed before a grade is given. The petition for Incomplete "I" grade must be filed with the Registrar prior to the conclusion of the trimester during which the course was taken.

An Incomplete in any series class must be resolved and converted to a passing grade no later than thirty (30) days after the start of the next term if a student wishes to continue in that series.

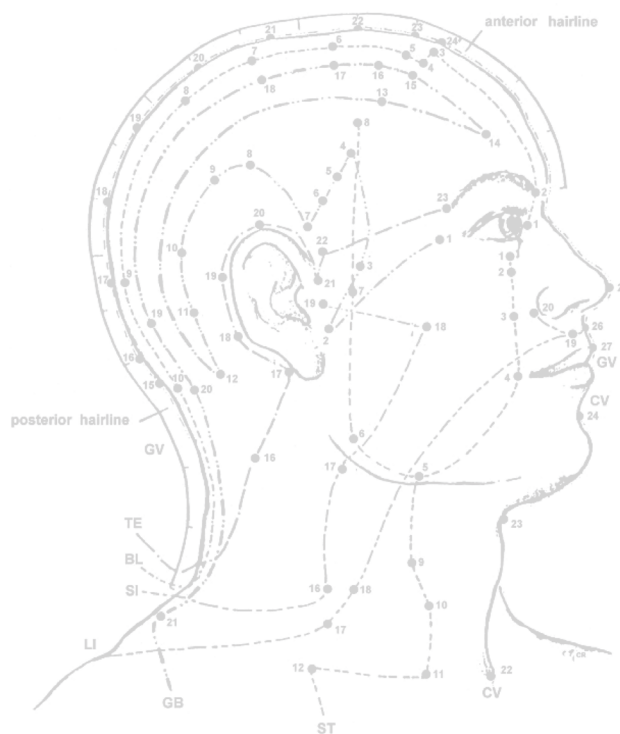
If students decide not to continue in the series course in which an Incomplete "I" was received, students have up to the last day of the following trimester to resolve the Incomplete "I", beyond which the Incomplete "I" grade will convert to a Fail "F" grade, and remain a permanent part of the student's academic record. When students fail a degree-applicable course, they will be required to re-take the failed course at a subsequent trimester at full tuition.

MAKE-UP EXAMINATIONS

Make-up of a missed examination is subject to approval by the faculty member involved. Make-up exam fees are applicable (see current fee schedule). Faculty members are under no obligation to excuse a student from an exam and may assign a failing or lower grade to a missed exam. Abuse or excessive use of the make-up exam process may be referred to the Dean, MATCM Program for appropriate academic and/or disciplinary actions.

Requests for make-up exams must be submitted in writing to the Assistant Academic Dean (MATCM) for approval no later than one week after the missed exam, accompanied by the prescribed make-up exam fee. Supporting documentation (such as a physician/doctor's note) may be requested and should be provided where applicable.

If approved, the make-up exam must then be scheduled and completed within four (4) weeks of the missed exam, unless the student has approval in writing by the Assistant Academic Dean (MATCM) to take the make-up exam at a later time. It is the decision of each instructor whether make-up quizzes and class assignments will be allowed. The make-up of quizzes and class assignments, if permitted, is administrated wholly by the respective course instructor.



Academic Progress

Maintaining satisfactory academic progress is a crucial benchmark for academic success in the MATCM program; it also serves as an important predictor of success on licensing and board exams. To maintain satisfactory academic progress and remain in good academic standing, a student must:

- Attain a trimester grade point average (GPA) of 2.5 or above for each trimester
- Maintain a cumulative GPA of 2.5 or higher
- Enroll in and successfully complete eight (8) units of required courses per trimester

Students receiving student loans must also fulfill additional 'pace' requirements. Please refer to the specific sections on Financial Aid, or speak with the Financial Aid Coordinator.

ACADEMIC PROBATION POLICY

A student will be placed on Academic Probation if:

- The student's cumulative grade point average (GPA) falls below 2.5
- The student's grade point average (GPA) earned in a trimester is below 2.5
- The student does not successfully complete at least a minimum of eight (8) units of coursework per trimester

Upon notification of probation, students must meet with the Assistant Academic Dean to discuss their academic status, and develop an appropriate academic remedial plan. Tutoring and other remedial academic activities may be recommended or applied if necessary. While on academic probation, a student may not enroll in more than twelve (12) units. To clear probation, the student must at the end of the following trimester achieve both a trimester and cumulative GPA of 2.5, and successfully complete a minimum of eight (8) units of coursework.

In general, students have two (2) trimesters to remedy the probationary status. If, after two (2) trimesters, students have not remedied their situation and has a cumulative or trimester GPA of less than 2.5, students may be subject to academic suspension. In addition, students who have two (2) or more Incompletes "I" in a given term while on probation is also subject to academic suspension. Under special circumstances, the MATCM Academic Council may continue students on probation for more than two (2) trimesters.

ACADEMIC DISMISSAL

Students may be subject to academic dismissal from the MATCM program under any of the following conditions:

- Remaining on Academic Probation for more than two (2) consecutive trimesters
- Failing the Pre-Clinical Examination four (4) times
- Failing the Graduation Examination four (4) times
- Failing to complete all required coursework and examinations within eight (8) years from the date of initial enrollment in the MATCM program

- Any other circumstance in which the MATCM Academic Council determines that the student cannot satisfactorily complete the requirements for graduation

Academic dismissal will be noted on the student's transcript.

READMISSION AFTER ACADEMIC DISMISSAL

Student may petition for readmission to the MATCM program no sooner than one (1) year after being academically dismissed from the program. To be considered for reinstatement, students must demonstrate to the MATCM Academic Council that they have remedied the situation that caused the academic dismissal. The MATCM Academic Council will require students to:

- Explain and submit in writing the steps that have been taken to resolve all circumstances contributing to the student's dismissal.
- Provide transcripts of any coursework taken elsewhere to improve academic standing.
- Show that all remedial procedures outlined at the mandatory counseling session have been completed.

The MATCM Academic Council will notify the student, in writing, of its decision, as well as any conditions and/or additional requirements for readmission. Once approved for readmission, the student must submit the appropriate Application and Initial Registration Fees for the first trimester of re-enrollment.

ACADEMIC ADVISING

Academic advising is an important part of the educational process in the MATCM program. Prior to beginning the program, students participate in an initial academic counseling session. At least once a year thereafter, to ensure everyone is making satisfactory progress, students are required to schedule one academic counseling session with the Assistant Academic Dean. Scheduling these appointments is the responsibility of each student.

Additional advising is available to all students and can be scheduled with the Assistant Academic Dean at any time. At the end of every trimester, the progress of all students will be reviewed by the Academic Administration. Students who are placed on academic probation may be required to participate in tutorials and remedial sessions to support their efforts to return to satisfactory academic status.

ACADEMIC TUTORING

No-cost student tutors are available to all currently enrolled MATCM students who wish to strengthen their academic performance and understanding of course material. Names of student tutors are posted on the official Administration Bulletin Board. Qualified students who are interested in offering their time and services as students tutors are encouraged to contact the Assistant Academic Dean. Students on 'special' enrollment status are not eligible for this free service.

Comprehensive Examinations

Comprehensive examinations are important milestones in a student's academic progress. These exams help students keep their studies focused, and serve as an assessment tool for the MATCM program administration and faculty to evaluate academic progress and to assist students in reaching their academic goals.

THE FIRST COMPREHENSIVE EXAMINATION

This exam is designed to help students gauge their comprehension of the foundation material covered in their first two years of study. By measuring progress at this point, students can identify strengths and weaknesses before moving further forward in their academic career. It also helps students prepare for future comprehensive examinations by providing an opportunity to use this exam as a practice test.

Students may take the First Comprehensive Exam once they have satisfactorily completed all of the following courses:

- Principles and Theories of TCM I, II & III
- Herbal Pharmacopoeia I, II & III
- Anatomy and Physiology I, II & III
- Acupuncture Anatomy and Energetics I, II & III

The First Comprehensive Exam is given once every trimester. Specific dates for the First Comprehensive Exam are posted on the Academic Calendar. A passing grade on this exam is not a requirement; students are, however, required to take the First Comprehensive Exam at least one trimester prior to taking the Pre-Clinical Exam.

THE PRE-CLINICAL EXAMINATION

The Pre-Clinical Examination is usually taken towards the end of the third year of study in the MATCM program. It serves a dual role as a second check-point on a student's academic progress in the MATCM program, as well as a gate-keeping role to ensure a student has acquired the necessary academic knowledge and skills for clinical internship.

The exam consists of a written section and a practical point location section. The written portion of the examination comprises the material covered in the first eight trimesters (2.5 years) of the program and includes subjects such as TCM theories and diagnosis, acupuncture point location and needling techniques, TCM herbal pharmacopoeia and formulas, the basic biomedical sciences, Western physical examination and clean needle techniques. Passing the Pre-Clinical Examination is a prerequisite for clinical internship. A "Pass" is required in both the written and practical portions. The exam is offered once every trimester, with a separate supplementary exam available only to those failing their Pre-Clinical Examination in a prior trimester. It is also offered once every trimester.

Each student will be allowed a total of four (4) attempts at the Pre-Clinical examination. Students failing the exam a second time will be required to receive mandatory academic advising, as well as tutoring and other remedial courses as deemed necessary by the Dean of the MATCM Program. These students will be allowed

a third attempt only if they have satisfactorily completed all prescribed remedial activities. Students failing the exam the fourth time may be subject to academic dismissal from the University. A study guide to the Pre-Clinical Examination is available from the Academic Administration. To further prepare students for this examination, the University offers a 10-week Pre-Clinical Exam Review Course

every trimester. All students are strongly encouraged to attend these preparatory courses. A Pre-Clinical Examination guide is available from the Assistant Academic Dean.

THE GRADUATION EXAMINATION

Passing the Graduation Exam is a requirement for graduation from the MATCM program. The exam is administered once every trimester. Passing the graduation exam is also an eligibility requirement for the both the California Acupuncture Licensing Exam and the NCCAOM Certifications Examinations.

Students are eligible to sit for the Graduation Exam when they have completed 300 approved hours (Levels IA and IB) of Clinical Internship, and passed the Herbal Competency Module administered as part of the clinical internship training program. Exam study guides for the Graduation Exam are available from the Academic Administration. Students are allowed four (4) attempts at passing the Graduation Exam. Students who do not pass the exam on their second attempt will not be allowed a third attempt until they have satisfactorily completed an approved tutorial/remedial program approved by the Assistant Academic Dean. Students failing the exam a fourth time may be subject to dismissal from the University.

Registration deadlines for the Graduation Exam are posted in the YSU Academic Calendar. The Graduation Exam application form and exam fee must be submitted to the Registrar's Office when registering for the exam. To reschedule or cancel an examination and receive a full refund, a student must give the Registrar's Office a written request five (5) business days prior to the date of the examination. Otherwise, the examination fee is forfeited.

Course Evaluations

Student evaluation of courses and faculty is an essential process for the University to maintain quality teaching and improve curriculum. The evaluation process enables students to constructively express feedback on faculty member performance and presentations. These evaluations also provide the Academic Administration with appropriate data and information of classroom instruction from the students'/learners' perspective. All student input is strictly confidential.

Graduation Requirements

In order to be eligible for graduation, a student must:

- Successfully complete all 191 units/3,375 hours of required MATCM program coursework with a minimum grade of a “C” or “Pass” in each course
- Complete all clinical training hours and requirements
- Fulfill the Professional Development requirements
- Pass the Graduation Examination
- Clear all outstanding accounts with the University, including administration, Clinic, library accounts and return all borrowed library books

Students anticipating to graduate must submit an “Application for Graduation” to the Registrar when they register for their final trimester. This gives the YSU Administration time to verify that all requirements will be met before the end of the trimester.

PROFESSIONAL DEVELOPMENT REQUIREMENTS

Every student must complete fifteen (15) hours of Professional Development as part of the required curriculum. This is accomplished by participating in various community service outreach events such as health fairs, college fairs and public lectures. Other specific activities may also qualify for professional development credit/hours. They are evaluated and approved on a case by case basis by the Assistant Academic Dean.

GRADUATION/COMMENCEMENT CEREMONY

A Graduation/Commencement Ceremony is held once a year. To be eligible to participate in the ceremony, a student must be scheduled to complete all course and clinic requirements by the end of the Spring trimester (January–April) of their graduation year.

Passing the Graduation Exam is not a requirement to participate in the graduation ceremony. However, students will not officially graduate, nor will they be eligible to receive their diploma, until they have fulfilled all requirements for graduation as outlined above.

There is a one-time graduation fee which covers the administrative costs associated with certifying course completion (diplomas, completion transcripts, etc.) and organizing the ceremony (such as cap and gown, event logistics, etc.). All graduating students must pay the graduation fee whether or not they choose to participate in the ceremony.

Student Academic Records

All materials in a student file are the sole property of Yo San University and may not be returned. The University will provide students with copies of all documents in their files upon written request, other than those outlined in the Family Rights and Privacy Act of 1974. A fee will be charged for these copies. Transcripts and other student records will not be released to students whose Bursar accounts are not current.

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 Education Rights and Privacy Act of 1974. This written permission must be 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.

Students who believe that their education records contain information that is inaccurate or misleading should submit a written complaint, detailing their concerns, to the YSU Administration.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The University complies with the Family Education Rights and Privacy Act of 1974 (Buckley Amendment). This Act provides eligible students rights regarding educational records, including:

- The opportunity inspect and review their educational records, and requests copies of these records
- The procedure for amending incorrect and inaccurate information in their educational records
- Protecting the privacy of the students' records
- Excluding certain types of student records/information from inspection, such as parental financial information, or a student's psychiatric or medical records.
- Under FERPA regulations, Yo San University will not release a student's academic record without that student's signed permission, except:

- To Yo San University officials authorized to receive the information for legitimate educational purposes
- To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the U.S. Secretary of Education, and State and local educational authorities for audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs
- To organizations conducting studies for or on behalf of the school making the disclosure for the purposes of administering predictive tests, administering student aid programs, or improving instruction
- To comply with a judicial order or a lawfully issued subpoena
- To the victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense concerning the final results of a disciplinary hearing with respect to the alleged crime; and
- To any third party the final results of a disciplinary proceeding related to a crime of violence or non-forcible sex offense if the student who is the alleged perpetrator is found to have violated the school's rules or policies. The disclosure of the final results only includes: the name of the alleged perpetrator, the violation committed, and any sanction imposed against the alleged perpetrator. The disclosure must not include the name of any other student, including a victim or witness, without the written consent of that other student.

FERPA regulations do permit the University to release basic directory information for any student unless a student requests in writing that such directory information be withheld. Yo San University has designated the following as directory information: student's name, address, telephone number, sex, date and place of birth, major field of study, dates of attendance, degrees and awards received, most recent educational institutions attended, past and present affirmative University activities, sports, accomplishments, and affirmative academic status.

Forms are available in the Administration Suite for students to request copies of their transcripts for themselves or to be sent to licensing agencies, etc. There is a processing fee for each transcript request. Students are expected to update their contact information whenever a change is made.

RETENTION OF STUDENT RECORDS

All student records are stored on-site at 13315 W. Washington Blvd., Los Angeles, California 90066. Student records of current and active students are stored in fireproof file cabinets in a secured file room within the Administration Suite on the third floor of the building. Academic records of all YSU graduates are kept in fireproof file cabinets in a secured storage room in the basement of the building. Records of students who have withdrawn from the University are kept in a fireproof file cabinet in a locked storage room in the basement. The President and the Registrar are the administrative officers who maintain keys to the locked cabinets containing student files; they are the only administrators with direct and unrestricted access to stored student records.

The Financial Aid Coordinator maintains separate student records with information strictly confined to matters relating to financial aid. These records are kept in locking file cabinets in the Administration Suite. Only the Financial Aid Coordinator and Chief Financial Officer have access to these cabinets.

Academic records pertaining to a student's clinical training are maintained separately in the Blount Community Clinic by the Dean of Clinical Education. The Dean of Clinical Education maintains student records related to the clinical education of the student, including clinic hours, patient log-sheets, CPR certification, Clean Needle Technique certification, vaccination status, vacation and shift-changes requests, etc. These records are kept in locking fireproof cabinets in the office of the Dean of Clinical Education.

In the event Yo San University ceases to operate, the University will work with the Department of Education and ACAOM with regard to policies and procedures for closing an institution. In such an event, arrangements have been made for records from Yo San University to be stored at the Tao of Wellness (TOW), located at 2825 Santa Monica Blvd. #300, Santa Monica, California 90404. TOW is the private acupuncture practice owned by the founders of Yo San University, Dr. Daoshing Ni and Dr. Mao Shing Ni.

Students have the right to inspect their own academic records provided the inspection is conducted at the Administrative Suite in the presence of the Registrar, the Assistant Academic Dean, or the Dean of the MATCM program.

Computerized student records are kept on a web-based application. The Registrar is responsible for updating and maintaining computerized student records with the assistance of the Bursar who maintains the Bursar module and the Director of Enrollment Management who maintains the Admissions module.

Academic records of all graduates of the MATCM program, as well as of students who left the program prior to completing the program, are kept for five years after the student graduates or leaves the institution. Academic transcripts are maintained indefinitely.

Administrative Policies

The Academic Catalog & Student Handbook, Clinic Handbooks, and the various other regulation and policy manuals are all subject to change at the University's discretion. Changes will be publicized and students informed accordingly. Students are responsible for reviewing and abiding by these changes.

In rare and extreme cases, students may petition for a waiver to policy, when enforcement of that policy will significantly impede a student's progress in the program. The request must be submitted in writing to the MATCM Dean, who will bring the request before the MATCM Academic Council. If the Council approves the request, they will develop a set of terms and conditions specific to each individual case. This is meant to facilitate student progress in the event of unforeseen and/or unpreventable challenges, while maintaining fairness and integrity of the program. For more information, contact the Dean of the MATCM program.

REGISTRATION

A student is considered fully registered for courses only when all registration forms have been completed and tuition has been paid. Credit will not be given for attendance in classes unless the student is fully registered. Students are expected to update their contact information with the Registrar whenever a change is made.

PRE-REGISTRATION ACADEMIC ADVISING

New students are required to meet with the Assistant Academic Dean for academic advising prior to their initial registration. New students may register from the beginning of the regular registration period until the first week of the trimester. They are required to pay the new student registration fee at the time of registration.

Continuing students may register online, in person, by email, or by regular mail (no faxes accepted) anytime during the prescribed registration period. Please refer to the most current Academic Calendar for the exact dates and deadlines. A late registration fee will apply for returning students registering after the final date for registration.

TUITION PAYMENT & BALANCE

Payment options and schedules are presented on every registration form. All fees must be paid on time. Students who are not current with their financial obligations by week 10 of any given trimester may be administratively withdrawn from classes.

Continuing students may not enroll unless their fees and other outstanding balances from the previous trimester, including library and clinic fees, are paid in full. Final grades and/or transcript will not be issued until all fees have been paid.

Tuition and fee balances that have not been paid are subject to aggregation of penalties as published on the Registration Form.

STUDENT ENROLLMENT STATUS CLASSIFICATION

Students are classified based on their enrollment status:

- **FULL-TIME STUDENT:** students who are enrolled in 12 or more units
- **HALF-TIME STUDENT:** students who are enrolled in 8 to 11 units
- **LESS THAN HALF-TIME STUDENT:** students who are enrolled 8 units. Students who are less than half time are automatically placed on academic probationary status, and may not qualify for financial aid/student loans.
- **SPECIAL (NON-MATRICULATED) STUDENT:** Non-degree student taking classes at YSU Special Students are approved on a case-by-case basis by the MATCM Academic Administration, and may enroll in only select introductory courses.

MAXIMUM COURSE LOAD PER TRIMESTER

Students may not enroll in more than twenty (20) units of course work per trimester without prior written authorization by the Dean of the MATCM program. Under extenuating circumstances reviewed and determined on a case-by case basis, and only after an appeal is made and approved by the Dean of the MATCM program, a student may enroll in more than twenty (20) units on a one-time basis. Students requesting to take over 20 units are required to meet with the Assistant Academic Dean for academic advising prior to submitting the appeal.

NON-MATRICULATED STUDENTS

The University may offer a student the opportunity to enroll and participate in select introductory courses if the student can provide documentation that meets the requirements for admission and demonstrates sufficient prior education and experience to successfully complete said courses. Requests for admission to specific courses on a non-matriculated basis are evaluated by the Dean of the MATCM program, on a case-by-case basis, with consideration of spaces available in specific classes, prerequisites for the requested class, and group dynamic and morale factors.

University policy and process permits a non-matriculated student to take only courses with no prerequisites; no labs or clinical units may be taken. Non-matriculated students may take a maximum of eight (8) units and are ineligible for financial aid or student services (e.g., use of YSU library, YSU email).

The following first-trimester courses may be available to nonmatriculated students who fulfill MATCM admissions requirements:

- AC100 Intro to Meridian Theory
- CM100 Chinese Medical Terminology
- CM111 Principles & Theories of TCM I
- HM100 Intro to Chinese Herbal Medicine
- TC100 Fundamentals of Taoism I
- QC110 Self-Healing Qigong
- WM100 Western Medical Terminology

Regardless of status, all students must complete the Master of Acupuncture and Traditional Chinese Medicine program within eight (8) years of the date of initial enrollment.

ADDING & DROPPING CLASSES

Students who want to add or drop a class must complete and submit the necessary “Add/Drop Form” to the Registrar by the published add/drop deadline. The Add/Drop Form must also be signed by the Assistant Academic Dean prior to submission to the Registrar’s Office. There is a fee for each add and drop transaction after the second week of the trimester.

If a student drops below half-time, tuition refunds for students receiving financial aid will be forwarded to the lender and the student’s enrollment status reported as less than half-time. The Student Loan repayment requirement will begin if a student remains at less than half-time for 180 days. Direct student refunds will not be processed until the completion of the add/drop period.

DEADLINES TO ADD AND DROP CLASSES

Adding a Class

- The deadline for adding a 15-week class is on or before the third meeting of the class
- The deadline for adding a 8-week or 10-week class is on or before the second meeting of the class
- For other scheduled classes, please check with the YSU Administration for respective deadlines for adding

Students who enroll late are still subject to the published attendance requirements for each class. Classes missed prior adding the class will count as class absences.

Dropping a class with a “WX” (Withdraw-Cancelled Registration) Dropping a class before the third meeting of the class in either an 8-week, 10-week or 15-week course will result in a “WX” annotation in the student academic record. There is no fee for dropping a class during this period, and full tuition refunds for the “WX” course will be issued in the fourth week of class. Courses shorter than eight (8) weeks must be dropped prior to the first meeting to be eligible for any tuition refund.

Dropping a Class with a “W” (Withdraw)

Dropping a class before the 6th class meeting of a 15-week class, or by the third class of an 8-week class or 10-week course, will result in a “W” annotation in the student academic record. Provided the student is still enrolled in a minimum of eight units, a “W” is a simple withdrawal, with no academic penalty other than the loss of these units; the “W” has no effect on the GPA. Prorated tuition refunds, where applicable, are issued at the end of the sixth week of class and once again at the end of the trimester. Please check with Administration about withdrawing from courses scheduled for fewer than eight (8) weeks.

Dropping a Class with a “WF” (Withdraw Failed)

Dropping a class after the sixth class in a 15-week course, or after the third class of an 8-week or 10-week course, will result in a “WF” annotation in the student academic record. “WF” grades will be included in the term GPA computation with the same point value as an “F” (Fail) grade. Students withdrawing at this time may be entitled to a prorated tuition refund, depending upon the week of the withdrawal. This is explained in detail on every Registration Form. Please check with the YSU Administration about withdrawing from courses scheduled for fewer than eight (8) weeks.

Leave of Absences & Withdrawal from Program

LEAVE OF ABSENCE POLICY

Requests for Leaves of Absence must be made in writing, using the appropriate Leave of Absence Request form, stating a reason for the request and the length of the leave.

A student may be granted one Leave of Absence within any 12-month period, not to exceed 180 calendar days. One subsequent Leave of Absence within that same 12-month period can be granted for unforeseen circumstances, such as jury duty, military duty, and criteria covered under the Family and Medical Leave Act of 1993. Such exceptions must be approved by University Administration.

For students on student loans, enrollment status for the period of the Leave of Absence will be reported to the student’s lender as less than half-time. Students who do not return to half-time or greater status within 180 days of their approved leave of absence initiation date will begin loan repayment on outstanding student loans.

Students who have taken a Leave of Absence should contact the Assistant Academic Dean prior to their return, and meet with the Assistant Academic Dean prior to enrolling for classes.

An unauthorized Leave of Absence that exceeds 180 calendar days constitutes an automatic withdrawal from the University. Students who have withdrawn and wish to return to school must submit a new and full application. Re-enrollment is not guaranteed.

WITHDRAWAL FROM THE UNIVERSITY

To withdraw from the University a student must submit a completed official Withdrawal Request Form. Students are responsible for clearing all outstanding fees at the time of their withdrawal.

The Financial Aid Coordinator will be informed immediately of the withdrawal of any student receiving Federal financial aid.

Under no circumstances does non-attendance constitute a withdrawal with eligibility for partial refunds. All withdrawals and leaves of absence must be submitted in writing at the time of the withdrawal or leave.

READMISSION AFTER WITHDRAWAL

In order to be considered for readmission, a complete application is required, including the admission essay, resume, and references updated to reflect the changes since the previous application. Students approved for readmission are responsible for fulfilling the curriculum requirements current at the time of their readmission.

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 to the University
- The cumulative absence is not more than four years
- The University is notified of the intent to re-enroll
- The student was not dishonorably discharged from Military Service

Tuition & Fees

Current tuition and fees for the MATCM program are reviewed annually and published in the annual Tuition & Fee Schedule.

TUITION AND FEE ADJUSTMENTS

Yo San University strives to maintain tuition and fees at a level that provides quality education and learning resources for qualified and motivated students who aspire for training and careers in Traditional Chinese Medicine. In order to meet its financial obligations, the University reserves the right to raise tuition and fees as necessary. It is the policy and practice of the University's Board of Trustees to minimize tuition and fee increases. In order to assist students in planning financial arrangements, tuition and fee increases are announced approximately six months before they are implemented.

TUITION REFUND POLICY

Refunds are made in compliance with accreditation, State and Federal requirements. The refund policy is included on the Registration Form.

All students are entitled to a full tuition refund if the registration agreement is canceled within the first two (2) weeks of the term. Registration fees are non-refundable. Students may receive a prorated refund for the unused portion of the tuition, excluding fees, after the second week of the term. Student may notify the Administration Suite of their request for tuition refund during normal business hours via phone, email, letter or in person. Before the refund will be processed, the student must complete an Add/Drop Form in cases of a course load reduction, or a Withdrawal Form, when canceling an enrollment or fully withdrawing from the program. Add/Drop and Withdrawal forms are available in the Administration Suite and can be requested by email from the Registrar at registrar@yosan.edu.

The "withdrawal date" is used to calculate the amount of the refund and is determined when a completed Add/Drop Form or Withdrawal Form is submitted to the Administration Suite. The withdrawal date is established by the date of postmark on the envelope, by date stamp on the email, or by the date these forms were submitted to the Administration Suite in-person.

Tuition refund calculations are made daily, on a prorated basis and calculated according to number of weeks remaining in the trimester until 75% of the course has been completed. After the 75% point of course completion, no additional refunds are offered. This refund policy applies to students who voluntarily withdraw as well as those who are dismissed from the program for any reason.

Tuition refunds resulting from dropped classes are calculated and refund checks are prepared the week following the last day to drop classes for the trimester. For students who have chosen installment payments, the Add/Drop fees are equally divided and added to remaining installment date(s). Each transaction of adding/dropping is charged an Add/Drop fee after the second week of the trimester.

When a drop results in an enrollment status of less than half time or full withdrawal, and the student is a Federal Student Loan recipient, refund processing follows the appropriate Federal regulations.

Tuition refund calculations are made on a prorated basis according to the number of days remaining in the trimester until 75% of the course has been completed. The withdrawal date is the last date the student attended a class, lab, exam or clinic shift. These refunds are returned to the Federal Direct Loan Program within 45 days of the withdrawal date.

STUDENT TUITION RECOVERY FUND (STRF)

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

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

- Student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of tuition either by cash, guaranteed student loans, or personal loans, and
- Total charges are not paid by any third-party payer such as an employer, government program or other payer unless a student has a separate agreement to repay the third party.

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

- Student is not a California resident, or are not enrolled in a residency program, or
- Total charges are paid by a third party, such as an employer, government program or other payer, and a student has no separate agreement to repay the third party.

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

- The school closed before the course of instruction was completed.
- 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.
- 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.
- There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
- 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.

Please refer to the current schedule of applicable tuition and charges for the MATCM program.

Professional Conduct

CODE OF CONDUCT GENERAL POLICY

All members of the Yo San community are expected to act in ways that foster the University's primary functions of teaching, public service, and research. The University has the right and duty to protect its members from conduct that interferes with its primary educational responsibility to ensure all its members have the opportunity to attain their educational objectives, and to maintain professional standards. All Yo San students, faculty and staff are expected to observe national, state, and local laws and ordinances and to refrain from prohibited conduct as described below.

PROHIBITED CONDUCT

The following actions constitute conduct for which students will be subject to disciplinary sanctions, up to and including suspension or expulsion:

- Intentional or reckless obstruction or disruption of teaching, research, administration, the Community Clinic, disciplinary procedures or other University activities, including the University's public service functions or other authorized activities at the University
- Theft or malicious damage to University property or the property of any other person when such property is located on University premises
- Unauthorized entry into or use of the University's facilities, including buildings, desks, files, equipment, etc.
- Illegal or reckless use, possession or distribution of alcohol or drugs on University premises
- The possession of weapons/firearms on University premises
- Academic cheating, including plagiarism in any form
- Knowingly providing false or misleading material information to the University
- Disruptive use of cell phones, electronic tablets, computers, and other electronic devices
- Forgery, alteration, or unauthorized use of University documents, records, or identification
- Unauthorized possession of keys to University facilities including buildings, desks, files, equipment, etc.
- Failure to comply with clinic and academic regulations
- Failure to comply with dress, appearance and professional standards of behavior as may be set by the University
- Unlawful conduct involving moral turpitude

- The illegal practice of any of the healing arts. Students should note that it is a felony in California to practice acupuncture without a license, and that this prohibition is extended to any acupuncture needling outside of the formal, supervised educational format.
- Physical or verbal abuse, intimidation, or personal harassment
- Deliberate or careless endangerment of others
- Deliberate incitement of other students to commit serious rule violations or to commit grievous acts
- Tampering with the building alarm system or any other safety equipment
- Failure to comply with the lawful directions of University officials
- Failure to comply with the University rules, regulations, or policies
- Failure to comply with cell phone, computer, electronic tablets and other device restrictions
- Failure to comply with privacy laws established by FERPA
- Loitering in areas restricted from student use
- Loitering in the University building, including the parking structures, when the building is closed to students; using classrooms, offices, bathrooms, or hallways when the building is closed to students.

CLASSROOM ETIQUETTE

Talking inappropriately while class is in session or any other activity that disrupts class is cause for dismissal from the class meeting at the discretion of the instructor. Consuming food in classrooms is disruptive and unprofessional. Students who are repeatedly disruptive will be referred to the University Administration for further disciplinary action.

Guests may not sit in on classes without prior written authorization from the Dean, MATCM Program or designee. Children may not accompany students to classes, to the library, to the Blount Community Clinic or to clinical externships. General permission for children in class cannot be granted.

USE OF MOBILE PHONES & OTHER ELECTRONIC DEVICES

Mobile phone use in the classrooms is considered disruptive and unprofessional and is not permitted. Mobile phone use on campus is restricted to the lobby areas, away from the Clinic, classrooms and library. Mobile phone usage is permitted in the Student Lounge.

Inappropriate and excessive use of other electronic devices in the classroom or clinic can also be disruptive. All students are asked to be considerate of their fellow students and be respectful of their instructors when using these devices.

PHOTOGRAPHY & VIDEO RECORDING IN CLASSROOMS AND COMMUNITY CLINIC

Yo San University reserves the right to all educational activities, didactic and clinical, on campus that are part of the MATCM program. Photography and video recording of activities in the classroom and Blount Community Clinic are generally not allowed. In special circumstances where photography or video recording is educationally justified and strongly recommended by the course instructor, students/faculty may photograph or video record the required/ appropriate segments of a class. All such photography and video recordings must be approved in advance by the MATCM Program Dean, and consent must be obtained from all persons photographed or video recorded. All material photographed or video recorded are strictly for personal educational use only; under no circumstances should these material be shared via social media such as personal blogs, YouTube, Facebook, Instagram or the likes of.

ANIMALS IN THE CLASSROOMS AND COMMUNITY CLINIC

Appropriate certified guide dogs and therapy dogs are allowed access to the classrooms, hallways and Blount Community Clinic, though written permission may be required from the Student Affairs Officer or designee. Aside from these exceptions, animals may not be brought into the campus building.

APPROPRIATE ATTIRE

All students entering the building to attend class, study, work, or visit are asked to be mindful of the professional environment of this medical/higher education 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 the Yo San University Community Clinic must fully comply with the guidelines established in the Clinic Handbook.

HARASSMENT PREVENTION POLICY

Yo San 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, etc.
- 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 students believe that they have been unlawfully harassed or discriminated against, students must provide a written complaint to the Student Affairs Officer or a program Deans 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 students think that they have been harassed or has been retaliated against for resisting or complaining, students may file a complaint with the appropriate agency.

Drug-Free Policy

Students are prohibited from possessing, using, or distributing drugs or alcohol on the University premises. If a student is found using, under the influence of, or in possession of alcohol or illicit drugs, on campus, or at official Yo San events, or at externship site, she or he will be suspended from the institution and may be subject to dismissal.

There is a list of local resource centers for the diagnosis and treatment of substance abuse available from both the Community Clinic and the Administration Suite. Student Affairs Officer is available to assist students in need of these services.

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 Yo San University may present a written allegation to the Student Affairs Officer 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 Student Affairs Officer 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 final results delivered to the student accused in the allegation.

FINDINGS, HEARINGS & APPEALS

If the Student Affairs Officer believes there has been a violation of the Code of Conduct, he/she will conduct an appropriate investigation.

If the Student Affairs Officer 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 Student Affairs Officer may decide to impose any of the following sanctions: counseling, guidance, oral reprimand and/or written reprimand.

The Student Affairs Officer will deliver the findings, in writing, to the student. If a violation is found and a sanction proposed by the Student Affairs Office, the student will have ten (10) calendar days from receipt of the written finding to appeal the finding and sanction. 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 YSU Administrative team (Chair by the University President) will be arranged within ten (10) calendar days of receipt of the written appeal. The student may attend this meeting but is not obligated to attend. The student may elect to be accompanied by an advisor of their choice, provided that 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 Student Affairs Officer

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 Student Affairs Office. For the purposes of a formal hearing, the Administrative team consists of the University President, the Student Affairs Officer, a program Dean and a senior university administrator. The following procedure applies:

- If the Student Affairs Officer 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 Student Affairs Officer will not be involved in the determination of any Administrative team sanction.
- The student will be notified in writing of the hearing time and date, and the charges against him/her. 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 Student Affairs Officer. At the hearing, the Administrative team will review and consider all materials appropriately submitted by the Student Affairs Officer and the student who has been charged. The Administrative team will deliberate and deliver their decision to the student within ten (10) calendar days of completion of the hearing, or as soon thereafter as is reasonably practicable given the nature and circumstances of the case.

Following receipt of this decision, the student will have an additional ten (10) calendar days in which to appeal sanctioned decisions arrived at by the Administrative team. This appeal must be directed to the 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.

The decision of the President is final.

Grievance Procedures

Students with a grievance regarding a specific issue or with a specific staff or faculty member are asked first to attempt to resolve the situation with the appropriate administrator or with the specific staff or faculty member. If a student believes that his or her grievance was not resolved satisfactorily, the student may report the grievance, in writing, to the Student Affairs Officer.

The University Administration will arrange for the student to have an interview with the Student Affairs Officer or another appropriate person to evaluate and attempt to resolve the grievance.

If the student is not satisfied with the outcome of this contact, he/she may request a hearing before the Grievance Committee by submitting a written request to the Student Affairs Officer. A hearing shall be held no later than thirty (30) days after the request is received. The Grievance Committee shall consist of one member of the University Administration, one faculty member, and one student. The student member of the Grievance Committee shall be appointed by the President from a panel of students nominated by the Yo San Student Association.

At the hearing, each side of the grievance shall have the opportunity to present their case with supporting documents and/or witnesses, where appropriate. The Grievance Committee shall deliberate and deliver its written decision within seven (7) business days of the conclusion of the hearing, or as soon thereafter as is reasonably practicable given the nature and circumstances of the grievance. If the student is not satisfied, he or she may appeal to the President in writing within three (3) days of receipt of the decision. Appeals are limited to:

- The showing of new evidence that was unknown at the time of the decision;
- Sanction that is not supported by the evidence; or
- Bias or other unfair prejudice in the decision or procedure.

Within five (5) business days thereafter, the President shall issue his or her written decision, affirming, reversing, or modifying the decision of the Grievance Committee.

If the student wishes to appeal the President's decision he or she must seek compulsory, binding, confidential arbitration before the Judicial Arbitration and Mediation Service or the American Arbitration Association. The arbitration shall be held in Los Angeles County.

Except for the student's portion of the initial case management, administration, or application fee, the costs of arbitration will be borne by the University.

If a student is not satisfied that Yo San University has adhered to its policy or been fair in its handling of a grievance, the student may contact the Accreditation Commission for Acupuncture and Oriental Medicine at:

Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) 8941 Aztec Drive
Eden Prairie, MN 55347 Tel: (952) 212-2434
Fax: (952) 657-7068

Equity & Diversity

TITLE IX COMPLIANCE

Title IX of the Education Amendments of 1972 (hereinafter known as Title IX) is a federal law that prohibits discrimination on the basis of sex in federally funded education programs. The objective of Title IX is to ensure that federal money not be used to support sex discrimination in educational programs and provide citizens with effective protections against such practices. Title IX protects students, employees, applicants for admission or employment, and others from all forms of sex discrimination, including discrimination based on gender identity or gender nonconformity.

Yo San University (hereinafter the University) is committed to providing an environment free from all forms of sexual misconduct, including sexual and gender-based harassment, sexual assault, and sexual exploitation. The University does not discriminate on the basis of sexual orientation, gender identity, gender expression, or any other category protected by applicable law, in the administration of its educational policies, admission policies, or employment practices. The University also prohibits retaliation against any individual for reporting conduct prohibited in this policy or for participating in an investigation of an alleged violation of this policy.

The University's Title IX Compliance Policy applies to the entire University community, including students, faculty, clinic staff, administrative staff, and any person employed or contracted by the University. This includes contractors, vendors, and other third parties, as well as visitors or guests of the University. This policy pertains to conduct that occurs on the University premises and/or conduct that occurs in the context of University employment, education, or research.

The Title IX Coordinator (hereinafter the Coordinator) is responsible for monitoring compliance with Title IX; overseeing the implementation and administration of the University's procedures for resolving Title IX complaints; providing education and training to the University community on how to file a complaint; investigating complaints and working with law enforcement when necessary; tracking and reporting annually on all incidents in violation with this policy; and ensuring that all complaints are resolved promptly and appropriately. The Coordinator also manages the University's response to all complaints involving possible sex discrimination to track outcomes, identify patterns, and evaluate effects on the campus climate.

Title IX Coordinator: Joe DeNeal
Director of Enrollment Management and
Student Affairs Yo San University
13315 W. Washington Blvd, Los Angeles, CA 90066

T: (310) 577-3000 ext. 124
E: jdeneal@yosan.edu

Conduct Prohibited Under This Policy

Sexual Harassment is any unwelcome conduct of a sexual nature, including sexual advances, requests for sexual favors, or other visual, verbal, or physical conduct of a sexual nature when one or more of the following conditions is present:

- i. Submission to or rejection of such conduct is used as a basis for decisions affecting an individual's employment or advancement in employment, evaluation of academic work or advancement in an academic program, or basis for participation in any aspect of a University activity.
- ii. Such conduct has the effect of unreasonably interfering with an individual's learning, working, or living environment, or creates an intimidating, hostile, or offensive environment.

Gender-Based Harassment includes harassment based on sex, gender, sexual orientation, gender identity, or gender expression, which includes acts of hostility or intimidation, whether visual, verbal, physical, or otherwise.

Sexual Assault is any non-consensual physical contact of a sexual nature perpetrated against a person's will, or when a person is incapable of giving consent (due to the person's age, use of drugs or alcohol, or intellectual or other disability). Sexual contact includes:

- i. Sexual intercourse (anal, oral, or vaginal), including penetration with a body part or an object, or requiring another to penetrate himself or herself with a body part or object
- ii. Sexual touching, including but not limited to, intentional contact with the breasts, buttocks, groin, genitals, or other intimate part of the body

Sexual Exploitation is the purposeful and non-consensual taking sexual advantage of another person. Examples include the following:

- i. Voyeurism, such as watching, taking pictures, or recording another person in a state of undress or engaging in a sexual act without consent
- ii. Disseminating pictures or video of another in a state of undress or of a sexual nature without consent
- iii. Prostituting another individual
- iv. Knowingly exposing another individual to a sexually transmitted disease without the other individual's consent

Stalking is the engaging in a course of conduct directed at a specific person that would cause a reasonable person to suffer substantial emotional distress, or fear for his or her own safety, or the safety of others.

Retaliation is strictly prohibited and is defined as action taken against a participant in the complaint process that negatively affects the individual's employment or academic status, and is motivated in whole or in part by the individual's participation, or lack thereof, in the complaint process.

Complaint Procedure

Any student, faculty, staff member, or other individual may consult with the Coordinator, or a member of the administrative staff, to discuss issues related to sexual or other misconduct, whether or not misconduct has occurred, or the degree of involvement of the person seeking information. If there is an expressed desire that the consultation be confidential, this

can usually be achieved when individuals discuss concerns about misconduct without providing the identities of those involved. The level of confidentiality depends on what legal protections are necessary to preserve the safety of the campus community.

To ensure a prompt and thorough investigation, complainants are asked to provide as much of the following information as possible:

- The name, department, and position of the person(s) allegedly causing the discrimination, harassment, or retaliation
- A description of relevant incident(s), including the date(s), location(s), and the presence of any witnesses
- Any alleged effect of the incident(s) on the complainant's academic standing, educational benefits or opportunities, position of employment, salary, benefits, promotional opportunities, or other conditions of employment

Any person may make an anonymous report regarding an act of sexual misconduct. A person may report the incident without disclosure of his or her name, the respondent's identity, or any request for action. However, depending on the incident and the available information, the University's ability to respond to anonymous reports may be limited.

NOTICE OF NON-DISCRIMINATION

Yo San University does not discriminate on the basis of race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, military status, veteran status, or other non-merit reasons, in admissions, educational programs or activities and employment, and complies with all applicable federal and state laws regarding nondiscrimination and affirmative action, including Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 and the Elliott-Larsen Civil Rights Act.

DISABILITY ACCOMMODATION

Under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, Yo San University is committed to providing reasonable accommodations for students, staff, and faculty who have disabilities, to ensure that all are given an equal opportunity for learning and performing the essential functions of their work positions.

Any student unable to normally attend or participate in any class, clinic, education or examination activity for reasons of health or disability, should promptly notify the MATCM Academic Administration, the Students Affairs Officer and the faculty member in charge of the activity. The faculty member will make such accommodation as he/she deems fair and appropriate in the circumstances, as instructed by the Student Affairs Officer. The Student Affairs Officer may require the student to produce clearly documented medical reports or opinions from appropriate qualified health professionals specifically recognized by the State of California for this purpose, as a precondition for the accommodation. If a student is dissatisfied with the faculty member's accommodation, the student may request a review by the Student Affairs Officer.

Administrative and Clinical Staff

ADMINISTRATIVE STAFF

Lawrence Lau, MD (Singapore), MSOM, L.Ac

– *President / Chief Executive Officer*

Sum-Yee Wang, MA – *Chief Financial Officer*

Brady Chin, MSOM, L.Ac – *Dean, MATCM Program*

Laraine Crampton, DAOM, L.Ac – *Dean DAOM Program*

Brandon Blair, BA – *Director of Development & External Affairs*

Joe DeNeal, BA – *Director Enrollment Management & Student Affairs*

Tora Flint, MA – *Director of Operations/Registrar*

Valerie Razutis, DAOM, L.Ac – *DAOM Program Coordinator*

Karen Coccozza, MATCM, L.Ac – *Assistant Academic Dean (MATCM)*

Ashley Wren, MATCM, L.Ac – *Assistant Academic Dean (MATCM)*

Sean Gates, MLIS – *Manager, Library Services*

Mariani May – *Bursar/Controller*

Edward Mervine, MA – *Financial Aid Coordinator*

Marguerite A. Dunne – *Office Manager*

Shannon Lawrence, L.Ac – *Admissions Assistant*

Jyotika Pratap – *Accounting Assistant*

CLINICAL STAFF

Melissa Estrada, MTOM, L.Ac – *Dean of Clinical Education*

Vickie Rodriguez, BS – *Clinic Manager*

Kat Van Vlack, MATCM, L.Ac – *Herbal Dispensary Manager*

Yi-Qun Wang – *Herbalist*

Hui-Ling Wen – *Herbalist*

Yu-Hong Chen – *Senior Practitioner*

Karen Coccozza, MATCM, L.Ac – *Practitioner*

Yo San University Board of Trustees

The current Yo San University Board of Trustees is comprised of fourteen voting members—nine Public and five Institutional members. The Board of Trustees also includes a faculty representative and student representative, both of whom serve for a one-year term as non-voting members.

The Board of Trustees meets quarterly with an Annual Strategic Planning Retreat held each summer. The YSU Board of Trustees bears ultimate responsibility for and control of the University. Board structure, operations, duties, roles and responsibilities are defined in the YSU Bylaws. Trustees receive no compensation for their role in institutional governance.

YO SAN UNIVERSITY BOARD OF TRUSTEES

Mao Shing Ni, DOM, PhD, L.Ac (*Board Chair*)

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Neil Malley, CPA (*Treasurer*)

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Gladys Kong, MS

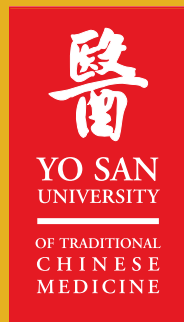
Lou Lazatin, MS

Daoshing Ni, DOM, PhD, L.Ac

Simone Rubin, JD

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Toshino Yuhaku, MBA



YO SAN UNIVERSITY OF TRADITIONAL CHINESE MEDICINE

13315 West Washington Boulevard, Los Angeles, CA 90066

310.577.3000

yosan.edu