



**Nine Star University of  
Health Sciences**

# **CATALOG**

## **2018**

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## **EFFECTIVE TIME OF THIS CATALOG**

**JANUARY 01, 2018 THRU DECEMBER 31, 2018**

The catalog of Nine Star University of Health Sciences, which is pursuant to section 71810(a) of the California Education Code, is updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

## **NINE STAR UNIVERSITY APPROVALS**

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

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

The Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) granted Pre-Accreditation to Nine Star University of Health Sciences and its master degree program in Oriental medicine, effective 24 February 2018. Accreditation status and notes may be viewed at: <http://acaom.org/directory-menu/directory/>. ACAOM is the recognized accrediting agency for programs preparing acupuncture and Oriental medicine practitioners. ACAOM is located at 8941 Aztec Drive, Eden Prairie, Minnesota 55347; phone 952/212-2434; fax 952/657-7068; [www.acaom.org](http://www.acaom.org)

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

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

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

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which can be found on our website <http://www.nsuhs.org/about/disclosure/>

To obtain the school catalog, a prospective student or the general public can request the school catalog, which can be found on our website (<http://www.nsuhs.org/about/disclosure/>) or ask an institutional representative.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370- 7589 or by fax (916) 263-1897.

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 toll free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov)

***SPECIAL NOTICE OF FINANCIAL STATUS***

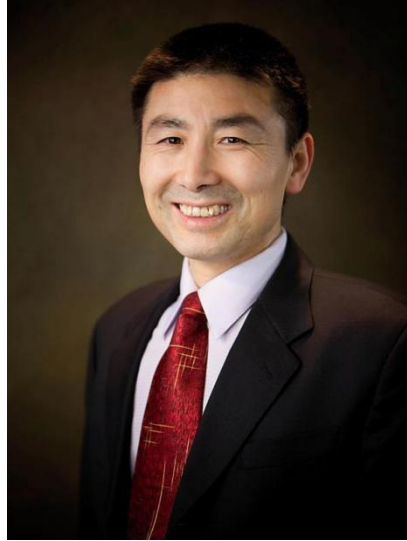
This institution does not have a pending petition in bankruptcy, and is not operating as a debtor in possession and has not filed a bankruptcy petition within the last five years. It has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization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

**RESERVATION OF RIGHTS TO INCREASE UNITS / HOURS**

Nine Star University of Health Sciences herewith expressly reserves the right to increase didactic unit/hour requirements and/or clinical hour requirements in compliance with the mandates of the State of California, the United States of America, any applicable private regulatory body, any applicable quasi-public regulatory body, or as deemed appropriate by Nine Star University of Health Sciences.

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

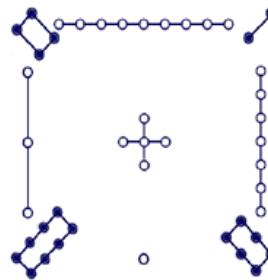
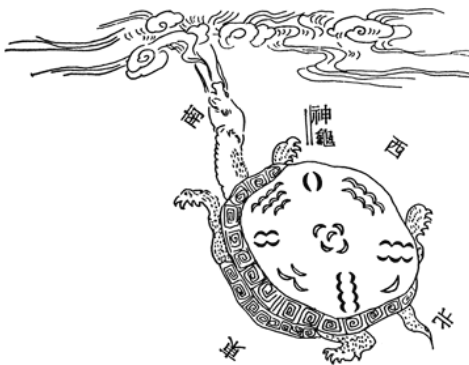
Students participate in the decision-making process by completing course evaluations at the end of each trimester and periodic program surveys. Students may also speak to members of the faculty and/or administration about individual concerns or suggestions for the program.



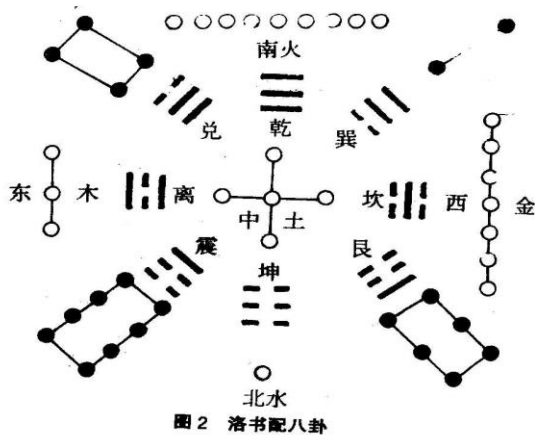
## INTRODUCTION

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

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



洛书 (LUO SHU, The Book of River LUO)



LUO-SHU and BA-GUA

## MISSION & OBJECTIVES

The Mission of Nine Star University of Health Sciences (“NSU”) is to provide a comprehensive curriculum in Acupuncture and Oriental Medicine (“AOM”) while preserving the wisdom of Traditional Chinese Medicine and maintaining the highest standards of education and ethical behavior.

The educational objectives of Nine Star University of Health Sciences are:

1. To become proficient in the theory and practice of acupuncture;
2. To become proficient in the theory and preparation, prescription of Chinese herbal therapy;
3. To understand biomedicine and Western medicine diagnosis, and to refer patients to Western medical practitioners as needed;
4. To exercise appropriate clinical judgment with regard to patient assessment, diagnosis and decisions respecting therapeutic modalities, and prognosis;
5. To practice in a professional and ethical manner;
6. To meet the requirements of the California Board of Acupuncture and the National Commission for Certification of Acupuncture and Oriental Medicine (NCCAOM) including the ability to pass the State and national acupuncture and herbal certification examinations;
7. To demonstrate good communication skills with and compassion for patients, and a passion to serve the community and the public.

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

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

## BOARD OF DIRECTORS

### Board of Directors

Ratinder Ahuja	Ph. D of Computer Sciences	Chairman
Philip Yang	OMD., President of NSU	Board Member
Cynthia Ma	EdD., Academic Dean of NSU	Board Member
Kenneth Li	JD., Attorney	Board Member
Louis Tang	Banker	Board Member
Chunghsiao Wu	Engineer	Board Member

## MEMBERS OF ADMINISTRATIONS

Philip Yang	O.M.D. L.A,c.	President
Cynthia Ma	Ed.D	Academic Dean

Yaron Wu  
Ivie Chen  
Kelly Lan

O.M.D. L.A,c.  
M.A.  
M.A.

Clinic Director  
Director of Administrative Affairs  
Dean of Students

## ACADEMIC CALENDAR 2018

### **Spring 2018 Trimester (Jan 6 - Apr 20)**

<b>Date</b>	<b>Event</b>
Jan.6	Spring Trimester and Classes Begin
Jan 6-12	-Late registration -Add/Drop Class
Jan.12	Tuition Payment Due
Jan.15	Martin Luther King Day, campus closed
Feb. 17-23	Mid-term exams
Mar.10-16	Last week of 10-week course
Apr. 7	-Begin registration for summer trimester -Faculty evaluation by students
Apr. 14-20	Course evaluation and final exams
Apr. 20	- Spring trimester ends - Summer trimester registration ends for current students

### **Summer 2018 Trimester (May 7- Aug 19)**

<b>Date</b>	<b>Event</b>
May. 7	Summer Trimester and Classes Begin
May.7-14	-Late registration -Add/Drop Class
May.14	Tuition Payment Due
May. 28	Memorial Day Holiday, campus closed
Jun. 18-24	Mid-term exams
Jul. 4	Independence Day, campus closed
Jul.9-15	Last week of 10-week course



Aug. 6	-Begin registration for fall semester -Faculty evaluation by students
Aug. 13-19	Course evaluation and final exams
Aug. 19	- Summer trimester ends - Fall trimester registration ends for current students

### **Fall 2018 Trimester (Sep.4 - Dec 17)**

<b>Date</b>	<b>Event</b>
Sep. 3	Labor Day Holiday, campus closed
Sep. 4	Fall Trimester and Classes begin
Sep.4-11	-Late registration -Add/Drop Class
Sep.11	Tuition Payment Due
Oct.16-22	Mid-term exams
Nov. 6-12	Last week of 10-week course
Nov. 22	Thanksgiving Holiday, campus closed
Dec. 11-17	Course evaluation and final exams
Dec. 17	- Fall trimester ends - 2018 Spring trimester registration ends for current students
Dec. 25	Christmas Holiday, campus closed
Jan.5 2019	- 2019 Spring Trimester and Classes Begin

## **LOCATION AND ENVIRONMENT**

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

## **CAMPUS FACILITIES**

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

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

## **PARKING**

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

## **LIBRARY**

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

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

## **CAMPUS PREVIEW DAY**

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

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

**Prior to your applying, we strongly suggest you:**

1. Attend a scheduled Campus Preview Day, or;
2. Schedule an appointment with the Admissions Office and arrange for a tour of the campus. Call (408)532-5567 for further information or make an appointment.
3. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement

## **STUDENT SERVICE**

### **STUDENT HEALTHCARE SERVICES**

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

### **STUDENT ADVISING AND COUNSELING**

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

### **LIVING AND HOUSING**

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

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

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

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

## **STUDENT LOUNGE**

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

## **CAMPUS COMMUNICATIONS**

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

## **ASSOCIATED STUDENT BODY**

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

## **STUDY AREAS**

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

## **TEACHING EQUIPMENT AND MATERIALS**

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

## **JOB OPPORTUNITIES**

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

The job classification(s) each program prepares its graduates for using the United States Department of Labor's Standard Occupational Classification codes, at the Detailed Occupation (six-digit) level.

1. Job Classifications for Master of Science in Traditional Chinese Medicine Profession/ Acupuncturist - SOC Code/29-1199

\*These SOC codes are available at <https://www.bls.gov/soc/classification.htm>

## ALUMNI

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

## STUDENT RIGHTS, RESPONSIBILITIES, AND PRIVILEGES

### PREAMBLE

NSU is a community that exists for the generation, acquisition, diffusion, and preservation of knowledge, the growth of all its members, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. All members of the university community are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth in an atmosphere of academic freedom. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom as well as elsewhere on campus. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the university community. The university has developed policies and procedures which provide and safeguard this freedom, within the framework of general standards, and with the broadest possible participation of the members of the university community. This document articulates the general policies that provide for the academic freedom of students in this university community and forms the basis on which more specific policies such as the Student Conduct Code, rules on students' records, etc., have been formulated and adopted.

### FREEDOM OF ACCESS

NSU is open to all qualified applicants according to its published admissions policies and standards. Upon matriculation, each student has access to all NSU services and facilities for which

the student is qualified. Access will be denied to persons who are not NSU students.

## ADMISSIONS, RETENTION AND GRADUATION

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

## RETENTION OF STUDENT RECORDS

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

### **Nine Star University of Health Sciences retention rates:**

2010	90%
2011	70%
2012	90%
2013	94%
2014	100%
2015	92.86%
2016	73.08%
2017	64.71%

## UNIVERSITY FACILITIES AND SERVICES

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

## CLASSROOM RIGHTS AND PRIVILEGES

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

## **CLASSROOM CONDUCT**

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

## **STUDENT, FACULTY, STAFF RELATIONSHIP**

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

### **A. In the Classroom**

#### **1. Student Rights**

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

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

#### **2. Student Responsibilities**

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

### **B. Outside the Classroom**

Students have a right to the services provided by faculty and staff, including such services as academic advising, counseling over a broad range of problem areas, dissemination of information,

and clarification of university policies and procedures, including those involving grievances. Because of the size and complexity of the university, students have the primary responsibility for initiating requests for such services, although faculty and staff are expected to be sensitive to student's needs and to offer assistance if students appear to need it.

## **STUDENT RECORDS**

### **A. Student Records Rules**

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

### **B. Students' Rules**

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

1. The right to inspect and review information contained in their educational records
2. The right to challenge the contents of their educational records
3. The right to submit an explanatory statement for inclusion in the educational record if the outcome of the challenge is unsatisfactory
4. The right to prevent disclosure, with certain exceptions, of personally identifiable information
5. The right to secure a copy of the university rules, which includes the location of all educational records
6. The right to file complaints with the appropriate federal and state agency(ies) concerning alleged failures by the university to comply with applicable laws, rules, and their implementing regulations

### **C. Students' Responsibilities**

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



are responsible for seeing that proper university officials are informed of such changed circumstances.

## STUDENT LIFE

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

### A. **Association**

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

### B. **Inquiry and Expression**

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

### C. **Student Participation in Institutional Government**

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

## UNIVERSITY POLICY AND PROCEDURES

### INTRODUCTION AND PURPOSE

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

rules by which a student will be afforded due process in the matter of alleged violations of university standards, rules, and requirements governing academic and social conduct of students.

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

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

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

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

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

## **PROSCRIBED CONDUCT**

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

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

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

1. Cheating on tests;
2. Copying from another student's test paper;
3. Using materials during a test not authorized by the person giving the test;
4. Collaboration with any other person during a test without authority;

5. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of an un-administered test or information about an un-administered test;
6. Bribing any other person to obtain an un-administered test or information about an un-administered test;
7. Substitution for another student or permitting any other person to substitute for oneself to take a test;
8. Plagiarism, which means the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit;
9. Collusion, which means the unauthorized collaboration with any other person in preparing work offered for credit.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## NON-DISCRIMINATION POLICY

Nine Star University does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. The policy applies to all students, faculty and staff for issues involving other employees, students, and/or third parties with contractual relationships with the college.

Nine Star University is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in admission of students, education policies and other conditions of employment against any students, faculty and staff on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

## HARASSMENT PREVENTION POLICY

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

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

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

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

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

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

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

## **DISABILITIES POLICY**

Nine Star University is committed to complying with all the mandates set forth in Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Nine Star University facilitates access to university programs, activities, and services for students with disabilities.

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

The first floor of the University building is wheelchair accessible, but not all the classrooms do. Any of physical, psychological, emotional, and learning disabilities students and patients may contact the Administration Office at (408) 532-5567 for assistance.

## **SEXUAL HARASSMENT POLICY**

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

### **General Definition of Sexual Harassment**

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

1. Submission to such conduct is made, either explicitly or implicitly as a term or condition of a person's status in a program for academic, employment, or admission decision.
2. Submission to or rejection of such conduct is used as the basis for academic decisions or employment decisions, or
3. Such conduct has the purpose or effect of "unreasonable interfering" with an employee's work or student's academic performance or creating an intimidating, hostile, coercive, and offensive work or educational environment. For purposes of this policy, "unreasonable interfering" is defined as improper, unjustifiable behavior going beyond what is appropriate, warranted, or natural.
4. Sexual harassment is not limited to action by a supervisor or instructor but can include conduct by a co-worker or student.

### **PERSONAL CONDUCT**

Each student is expected to be an example of proper conduct. This includes the student's attitudes, actions, appearance, and attire. The University's administration has the authority to take appropriate action through the Student Body Association or administrative disciplinary

measures if this code of conduct is not adhered to. It is the policy of the University to prohibit smoking except in designated areas and prohibits unlawful possession or use of controlled substances or alcoholic beverages. Firearms possession anywhere on campus is STRICTLY PROHIBITED.

## CODE OF CONDUCT

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

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

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



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

Dismissal:

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

Suspension:

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

Probation:

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

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

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

## **DRUG, ALCOHOL AND SMOKING POLICIES**

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

It is the policy of the Board of Trustees that the learning environment be free of prohibited or controlled substances. Specifically, all members of the University community which includes administration, faculty, staff, students, and guests, must abstain from the consumption of alcohol,

narcotics, and/or misuse of prescription drugs while on University property and on any field trip sponsored as part of the instructional program. Violation of this policy may lead to suspension, expulsion, termination, and in the context of criminal activity, referral to law enforcement agencies. Employees and students having difficulties with addictive substances can seek confidential advisement from the Student and Alumni Services Coordinator for referrals to agencies providing assistance with alcohol or drug related problems.

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

## **CAMPUS SECURITY**

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

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

## **UNIVERSITY CATALOG**

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

## **POLICY CONCERNING APPROPRIATE ATTIRE**

All students entering the University to attend class, study, work, or visit are asked to be mindful of the professional environment of this medical institution. Students are expected to dress and act respectfully of patients, visitors, employees, and other students in the building. All students

must wear shoes at all times, unless otherwise instructed by their professor for educational purposes. Inappropriate, excessively revealing, intentionally provocative, or excessively casual (e.g., bathing attire, pajamas, etc.) clothing is not considered acceptable.

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

## **ACADEMIC PROBATION AND DISMISSAL**

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

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

## **STUDENT RECORDS**

Nine Star University of Health Sciences recognizes and acts in full compliance with regulations set by the Family Educational Rights and Privacy Act of 1974 (FERPA) (the Buckley Amendment). Students may have access to all records about them maintained by the University except for those considered confidential under the Act. Students wishing to review records or to appeal for a change in those records should contact Academic Dean. The University, at its discretion, may release certain information classified as directory information unless a student indicates that such information should not be released. Requests to withhold this information from the general public must be made in writing and submitted to the Registrar.

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

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

## CONFIDENTIALITY OF RECORDS

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

## PROTECTION AGAINST IMPROPER DISCLOSURE

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

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

## INITIATION, INVESTIGATION, AND DISPOSITION OF COMPLAINTS

### A. Philosophy

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

### B. Process

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

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

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

### C. Investigation and Disposition of Complaints

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

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

2. Any student charged in a complaint shall receive written notification from the president. Such notice shall:

a. Inform the student that a complaint has been filed alleging that the student violated specific provisions of the Student Conduct Code and the date of the violation(s).

b. Set forth those provisions allegedly violated.

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

## DISCIPLINARY SANCTIONS

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

### A. **Warning**

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

### B. **Disciplinary Probation**

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

### C. **Restitution**

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

### D. **Suspension**

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

#### **E. Deferred Suspension**

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

#### **F. Expulsion**

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

#### **G. Forfeiture of Entitlements or Awards**

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

### **DISCIPLINARY PROCEDURES**

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

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

### **FINDINGS, HEARINGS, AND APPEALS**

If the Academic Dean (AD) believes there has been a violation of the Code of Conduct, she/he will conduct an appropriate investigation.

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

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

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

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

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

1. If the AD believes that a more serious sanction may be warranted, she/he will refer the case to the Administrative team for a formal hearing, and will submit all relevant documents and records. The AD will not be involved in the determination of any Administrative team sanction.
2. The student will be notified in writing of the hearing time and date, and the charges against him. The student has the right to examine the evidence against him/her prior to the hearing and to respond, in writing, to the allegations no less than ten calendar days prior to the hearing. The hearing shall be arranged by the AD. At the hearing, the Administrative team will review and consider all materials appropriately submitted by the AD and the student who has been charged. The Administrative team will deliberate and deliver their decision to the student within ten calendar days of completion of the hearing, or as soon thereafter as is reasonably practicable given the nature and circumstances of the case.
3. Following receipt of this decision, the student will have an additional ten calendar days in which to appeal sanctioned decisions arrived at by the Administrative team. This appeal must be directed to the University President. Such appeals must be in writing and presented to the President via certified mail postmarked within ten calendar days of receipt of the committee's decision. Appeals are limited to the following circumstances:



a) the showing of new evidence that was unknown at the time of the decision, b) sanction that is not supported by the evidence, or c) bias or other unfair prejudice in the decision or procedure.

## **GRIEVANCE PROCEDURES**

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

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

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

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

## **STUDENT'S RIGHT-TO-KNOW DISCLOSURE**

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

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

NSU maintains fair and reasonable practices in all matters affecting students such as the delivery of educational programs, provision of support services, and timely resolution of disciplinary matters, as well as the handling of grievances. In addition, the University endorses the basic principles of the codes of ethics issued by the American Association of Collegiate Registrars and Admissions Officers (AACRAO).

## **RIGHT TO APPEAL**

The purpose of appeal procedures is to provide a system that will represent "fairness and the

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

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

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

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

## RIGHT TO FILE A COMPLAINT POLICY

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

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

### **For Resolution of Discrimination and Sexual Harassment Complaints**

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

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

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

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

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

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

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

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

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

### **For Resolution of Academic Complaints**

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

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

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

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

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

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

**Bureau for Private Postsecondary Education (BPPE)**

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

Physical Address:

2535 Capitol Oaks Drive, Suite 400

Sacramento California, 95833

Phone: (916) 431-6959

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974

### **Notice to Students of Privacy Rights**

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

**Education records**, as defined by FERPA, include admission, academic, financial aid, and

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## FINANCIAL INFORMATION, POLICIES & PROCEDURES

### TUITION & FEES (U.S. DOLLARS)

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

<b>Program Name</b>	<b>Total Units / Hours</b>	<b>Application Fee</b>	<b>Registration Fee</b>	<b>Total Program Tuition</b>	<b>Estimated Cost of Books &amp; Materials</b>	<b>Total Program Charges</b>
<b>Master of Traditional Chinese Medicine</b>	179 units / 3,165 hours	\$100 / \$250 (International Student)	\$540	\$47,145	\$2,000	\$49,145

1. Application for Admission Fee (MSTCM)	\$ 100.00	Non-Refundable
2. Readmission Application Fee	\$ 35.00	Non-Refundable
3. Registration Fee	\$ 45.00	Non-Refundable
4. Master Program Course	\$220.00 per unit	
5. Clinical Instruction	\$15.00 per clinical hour	
6. Auditing course	\$220.00 per unit	
7. Late tuition fee	\$50.00	
8. Lab/Clinic supplies and/or Kits	\$250.00	
9. Uniforms/Lab coats	\$150.00	
10. Change Major/Study Program	\$ 35.00	Non-Refundable
11. Late Course Add/Drop Fee (Per Course)	\$ 25.00	Non-Refundable
12. Late Registration Fee	\$ 25.00	Non-Refundable
13. Student Association Fee	\$ 15.00	Non-Refundable
14. Returned Check Fee	\$ 25.00	Non-Refundable
15. Student I.D. Card	\$ 5.00/per remake	
16. Transcript Fee	\$ 10.00	
17. Graduation Examination	\$ 50.00	
18. Comprehensive Examination	\$ 50.00	
19. Tutoring	No Charge	
20. Transfer Credit Fee (Per Unit)	\$ 15.00	Up to a maximum of \$100.00.
21. Graduation Fee (Including Diploma, Official Transcript and Commencement)	\$ 200.00	
22. Student Tuition Recovery Fund Fee (Master Degree/Certificate Program)	\$0 per thousand	Non-Refundable
23. In-Resident Housing (Not available)	N/A	
24. Textbooks, Or Other Learning Media;	Approximately \$360/trimester or more	
25. Malpractice Insurance for internship	\$150.00	

## STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURE

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the



obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have

otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

## PAYMENT POLICIES

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

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

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

## CASH PAYMENT OPTION

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

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

## REFUND POLICY

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

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

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

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

## **CANCELLATION OF REGISTRATION**

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

### **Student Charges:**

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

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall

be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan.

## **DROPPING CLASSES**

Students who drop an individual class or classes during the established Add/Drop period (but remain enrolled in at least one class) will be granted a one hundred percent (100%) refund for dropped classes. Students who drop individual classes after the Add/Drop period are not eligible to receive refunds of any fees, but are eligible to receive partial tuition refunds up to sixty percent (60%) of the course of instruction calculated based on the date the NSU Front Office receives the completed withdrawal notice from the student, see refund policy.

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

### **Student Charges:**

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

### **Dropping Clinic Hours**

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

### **Student Charges:**

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

Students are allowed to withdraw from the Friday evening, Saturday and Sunday classes and intern's hours during the next business day, and will be counted as if student withdrew in the previous week rather than the date of withdrawal. Another option to withdraw from the weekend class is to fax student's desire to withdraw with all the pertinent information including

student's signature before the end of the week. Student who withdraws with this method needs to submit the original document (not the fax) and the confirmation of fax to the front office during business hours in the following week.

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

*-----Clinical Tuition Refund –*

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

Total Tuition charges for 960 clinical hours (960 hours X \$15.00) = \$ 14,400.00)

Divide total clinical tuition by number of clinical hours (14,400.00/960) = \$ 15.00 [This number (the quotient) represents the hourly charge for the clinical aspect of the program.]

Amount owed by student:

Hourly charge (\$15.00) X total hours in session at time withdrawal (12) = \$ 180.00

Amount paid by student (40 hours X \$15.00 per unit) = \$ 600.00

Amount of Clinical Tuition Refund (amount paid minus amount owed - \$600.00 minus \$ 180.00)  
= \$ 420.00

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

**Disbursement of Tuition Refunds**

All tuition refunds will be disbursed through the NSU administration office, unless the refund recipient requests in writing that it be mailed. In such cases, the recipient must provide in writing a current mailing address or other address to which the refund should be sent.

**CONSUMER LOAN AGREEMENTS**

Nine Star University of Health Science does not loan students funds to attend school. Students may voluntarily choose a third party private lending institution to receive a loan to pay for the cost of A.C.B.S Programs. The third-party lender is responsible to provide all disclosures to students according to the truth in lending act of title 15 of the united states code.

If you get a student loan, you are responsible for repaying the loan amount plus any interest, less the amount of any refund. If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

## FINANCIAL CHARGES GRIEVANCE

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

## FINANCIAL DISPUTES

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

## FINANCIAL AID PROGRAMS

NSU does not participate in federal and state financial aid programs.

## PROGRAMS & DETAILED COURSE DESCRIPTION

### MASTER DEGREE PROGRAM IN TRADITIONAL CHINESE MEDICINE (MTCM)

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

- 68 credits (1020 hours) in Oriental medical theory, diagnosis and treatment techniques in acupuncture and related studies
- 30 credits (450 hours) in didactic Oriental herbal and formula studies
- 32 credits (960 hours) in integrated acupuncture and herbal clinical training,
- 38 credits (570 hours) in biomedical clinical sciences.
- 7 credits (105 hours) in counseling, communication, ethics and practice management

## MSTCM LICENSURE REQUIREMENTS

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

- An educational and training program approved by the Board

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

The Master's degree program in Traditional Chinese Medicine (MSTCM program) of Nine Star University of Health Sciences is approved by the California Acupuncture Board. MSTCM program leads to California licensure and national certification, and the career opportunities available in the field. Upon the successful completion of the MSTCM program, students will have met the California Acupuncture Board minimum licensing requirements and will be eligible to sit for the California Acupuncture Licensing examination given by the California Acupuncture Board. California Acupuncturists are licensed under the State Department of Consumer Affairs, Medical Board of California, and Acupuncture Board at 1747 N. Market Blvd, Suite 180; Sacramento, CA 95834. Phone: 916-515-5200; Fax: 916-928-2204.

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

### **Notice to Prospective Degree Program Students**

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

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.
- If this institution stops pursuing accreditation, it must:
  - Stop all enrollment in its degree programs, and
  - Provide a teach-out to finish the educational program or provide a refund.

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

### **ADMISSION REQUIREMENTS**

All applicants to NSU's Master Program of Traditional Chinese Medicine must have successfully completed a minimum of two academic years (60 semester/90 quarter units) of baccalaureate level coursework from an institution that is accredited by any accrediting agency recognized by

the U.S. Department of Education, or in the case of International students, recognized by the appropriate agency in that country. Although a baccalaureate degree is not required for admission, NSU does require that applicants must possess an associate degree or prove he/she has acquired 60 semester units or 90 quarter units in each college or university attended.

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

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

**NSU does not accept Ability to Benefit Students.**

## SUBMITTING APPLICATIONS

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

## REQUIRED APPLICATION DOCUMENTS:

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

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

4. Two Passport-size color photographs



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

## INTERNATIONAL STUDENTS

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

### INTERNATIONAL STUDENT ADMISSIONS PROCEDURE

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

1. NSU Application Form with Applicant's Signature
2. A non-refundable Mailing Fee: \$50 for domestic or \$100 for international (for I-20 to be mailed out) This fee can be charged according to the destination of delivery
3. A non-refundable \$150 Application Fee, \$250 for international student's application Fee (sent with the application form)
4. A non-refundable \$330 International Transcript Evaluation Fee (if applicable)
5. Official transcripts from all colleges/universities attended sent directly to:  
Admissions Office Nine Star University of Health Sciences  
441 De Guigne Dr. #201, Sunnyvale, CA 94805
6. Affidavit of Financial Support: evidence of possessing financial resources to complete the academic program including mandatory bank balance statements
7. Submit proof of English language proficiency. Please review English language requirements
8. I-20 Request Form (download I-20 request form)
9. Copy of Passport (copy of spouse/child passport when applying for dependent(s), if applicable)
10. Two letters of recommendation

All accepted applicants must comply with laws, rules and regulations of the U. S. Citizen and Immigration Services (CIS). If an applicant of foreign nationality is accepted to a degree program offered by the University, an I-20 will be issued to assist the student to obtain an F-1 Student

VISA. It is the applicant's responsibility and obligation to inform the University of address change immediately since the University must be able to contact the student at any time. Otherwise, the enrollment of the student will be suspended as required by Federal law.

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

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

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

## ENGLISH LANGUAGE

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

Testing information on TOEFL or TSE can be obtained at [www.toefl.org](http://www.toefl.org) or by writing to TOEFL, Box 899, Princeton, NJ 08504.

All inquiries about the application or admissions process should be directed to:

Nine Star University of Health Science; Office of Admissions  
441 De Guigne Dr. #201, Sunnyvale, CA 94085 Tel: (408)532-5567

## TRANSFER CREDIT POLICIES

### TRANSFER ADMISSION

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

normally required to meet the Academic Dean and/or Academic officer prior to or at the time of submitting their application.

All transfer credit is granted by the end of the first year of enrollment in the program. Coursework taken at another institution after admission to NSU is not transferable unless approved in advance in writing by the Academic Dean. Students may not be concurrently enrolled in another Oriental Medicine program.

## EVALUATION OF TRANSFER CREDIT

For transfer credit to be awarded, the student must request a transcript review in writing. Request forms are available from the Registrar. Transfer credit requests are reviewed by the Registrar or Academic Officer and approved by the Academic Dean.

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

## TRANSFER CREDIT FEE

For each credit reviewed and approved for transfer, a \$15.00/credit fee will apply, up to a maximum of \$100.00.

## TRANSFER CREDIT REQUIREMENTS

Transfer students are required to successfully complete a minimum one (1) academic year of the program as a full-time student (48 units) in residence to graduate from NSU.

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

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

A course under consideration is evaluated for equivalency to the comparable NSU course. Factors considered in determining equivalency are as follows:

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

Transfer credit will be accepted for Acupuncture and Oriental medicine coursework that has been successfully completed at an institution accredited by an agency recognized by the US Secretary

of Education and approved by the California Acupuncture Board, if the courses are equivalent in content to NSU courses.

Actual Western medical coursework that has been successfully completed at an institution accredited by an agency recognized by the US Secretary of Education, or in the case of foreign candidates, the appropriate governmental agency, up to 20% transfer credit **may** be awarded in relevant subject matter areas.

Actual Acupuncture and Oriental medicine coursework that has been successfully completed at an institution accredited but not approved by the California Acupuncture Board, or in the case of foreign candidates, the appropriate governmental agency, up to 20% transfer credit **may** be awarded in relevant subject matter areas.

A maximum of 20% of the actual clinical coursework and instruction required at NSU may be awarded if the clinical coursework to be transferred has been completed at an institution accredited or approved by an agency recognized by the US Secretary of Education or the appropriate governmental agency if from a country outside of the United States.

No credit will be awarded for Western medical internship or residency training toward the actual clinical coursework and instruction required at Nine Star University of Health Sciences.

Courses completed over ten years ago cannot be transferred unless the student currently works in a field relevant to the courses. In some special conditions, if courses completed over ten years ago, students may be able to take challenge exam upon the approval of Academic Dean.

In addition, NSU may require the student to take an examination in the subject areas to demonstrate a level of knowledge comparable to that achieved by a Nine Star University student in these same subject areas before credit is awarded.

**NSU does not accept credit through prior learning assessment using either or a combination of the following assessment techniques:**

(1) Credit by examination through the use of standardized tests. Credit by examination can be earned through successful testing and the recommended college credit equivalencies of the College Scholarship Service's AP (Advanced Placement) examinations, the College Scholarship Service's CLEP (College Level Examination Program) examinations, the American College Testing PEP (Proficiency Examination Program) examinations, PONS (N.Y. State Department of Education Program on Non-collegiate Sponsored Instruction), the USAFI (U.S. Armed Forces Institute) program, and the DANES (Defense Activity for Non-Traditional Education Support) tests.

(2) Assignment of credit for military and corporate training based on recommendations established by the American Council on Education. Credit for military and corporate training may be assigned according to the recommendations established by the American Council on Education in The National Guide to Educational Credit for Training Programs and the Guide to the Evaluation of Educational Experience in the Armed Services.

Some state licensing agencies and some institutions may not accept prior learning assessment credits that have been awarded by a non-regionally accredited institution.

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

**The following notice is also included in the enrollment agreement:**

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

## **NON-MATRICULATING STUDENT ADMISSIONS POLICY**

U.S. Citizens and permanent residents who do not intend to complete Nine Star University degrees may enroll in courses as non-matriculated students.

Non-matriculating enrollment status does not require a formal admission process or formal entrance requirements. There is a \$100 non-refundable application fee. Students must complete an application form and submit a copy of passport or permanent resident card.

Enrollment as a non-degree student does not guarantee regular admission to the University. Students wishing to apply for full admission should refer to the appropriate instructions for admissions.

## **ACADEMIC POLICIES**

### **UNIT / CLOCK HOUR CONVERSION**

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

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

## FULL-TIME AND PART-TIME STUDENTS

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

## REGISTRATION

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

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

## ADDING OR DROPPING A COURSE

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

After the “add/drop” period, classes that are dropped are considered withdrawals and will be recorded in the student’s transcript as a grade of “W.” Tuition will be charged according to the refund schedule. For example, classes dropped in the second week of the trimester are subject to tuition in the amount of 20% of total tuition for each class for the entire trimester. Tuition is refunded pro rata based on the number of weeks of class completed in the trimester. Classes dropped from the seventh week through the end of the trimester will be recorded as “WF” (Withdraw/Fail). All add and drops can be done electronically at NSU. Although not a prerequisite for adding and dropping courses, students are encouraged to consult with the academic officer prior to adding or dropping classes to ensure satisfactory academic progress, course and graduation scheduling, etc.

## CHALLENGE EXAMINATIONS

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

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

## ATTENDANCE

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

## ABSENCES AND TARDINESS

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

Attendance is mandatory in the clinical internship. Students with excused absences may be allowed to perform make-up hours at the discretion of the Clinic Director. All student interns must verify attendance through daily time cards. Any intentional misrepresentation of clinic hours performed by an intern may subject the intern to disciplinary sanctions including but not limited to disqualification and ineligibility from receiving current or future scholarship awards.

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

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

## UNSATISFACTORY ATTENDANCE

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

## **MAKE-UP WORK**

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

## **LEAVE OF ABSENCE**

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

## **REQUESTING A LEAVE OF ABSENCE, RULES AND FORM**

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

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

## **READMISSION OF MILITARY PERSONNEL AND VETERANS**

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

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

## **EXAMINATIONS**



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

### PRE-CLINIC COMPREHENSIVE EXAM

All students are required to take the pre-clinic comprehensive exam that is designed to evaluate their readiness to begin the clinical Practice. This exam must be passed with marks of 70% or higher for the student to be eligible to begin the clinical Practice. The fee for the Pre-clinic Comprehensive Exam is \$50.00. Students who fail this exam may re-take it.

### COMPREHENSIVE GRADUATION EXAM

All students must pass a Comprehensive Graduation Examination (CGE) with a score of 70% or higher. Students may sit for the CGE after they complete all the didactic courses, and have successfully achieved the graduation requirements, and have successfully completed Phase III the clinical practice. Students who fail the Comprehensive Graduation Examination may re-take it. The CGE will be given every trimester based on students' need, and students may take the CGE a total of three times, if necessary. CGE is designed to evaluate a student's academic standing for graduation and to confirm the student's readiness for the California State Licensure examination and the national certification.

### GRADING SCALES

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

**W** is given to those students who withdraw from a course after the Add/Drop period, but before the 7th week of class. *No academic penalty is attached to a grade of "W".*

	Letter Grade	GPA	Numeric Value
Superior	A	4.0	94 – 100
	A-	3.7	90 – 93
Above Average	B+	3.3	87 – 89
	B	3.0	83 – 86
	B-	2.7	80 – 82
Satisfactory	C+	2.3	77 – 79
	C	2.0	73 – 76
	C-	1.7	70 – 72

Less than adequate	D+	1.3	67 – 69
	D	1.0	63 – 66
	D-	0.7	60 – 62
Failure	F	0.0	0 – 59
Incomplete	I		
Audit	AU		
Withdraw	W		

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

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

### PASS/FAIL GRADE POLICY

All required courses must be taken for a letter grade, except for the following, which may be taken Pass/Fail: Qi Gong, Tai Chi, Tui-Na, and Ethics. Electives that are taken in addition to required courses may be taken P/F.

### WITHDRAWAL FROM THE UNIVERSITY

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

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

### GRADUATION REQUIREMENTS

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

The following requirements apply to all graduate candidates:

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

## HONORS LIST

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

## INDEPENDENT STUDY

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

## SATISFACTORY ACADEMIC PROGRESS

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

## POLICY ON FINISHING INCOMPLETE DIDACTIC COURSES

If didactic coursework has not been completed due to illness, family emergency, unsatisfactory attendance or other event determined by the course instructor to constitute an excusable

absence, an “Incomplete” (“I”) will be issued for that course by the instructor. The student should retake the course when offered next time. If the student fails to do so without sound reasons, the “I” grade will be converted to an “AW,” Administrative Withdrawal. Students who are withdrawn from courses by the administration will be required to register for, pay for and take the course again to receive a valid grade.

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

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

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

## AUDIT POLICY

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

## TRANSCRIPT

Upon written request, official copies of student academic records will be forwarded to either the student or to a designated addressee. Unofficial copies of student academic transcripts will only be provided to the student, unless exceptional circumstances warrant otherwise. Requests for academic transcripts may be obtained at the NSU Administrative Office. Processing of academic transcript requests will be withheld if the student has failed to submit required documents or other items, or has an unpaid balance of fees or other charges owed to the University.

## TEACHING CLINIC

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

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

### Internship Phases

150 hours	Clinic Observation
300 hours	Diagnosis and Evaluation
510 hours	Supervised Practice

### CLINIC REQUIREMENTS

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

### MALPRACTICE INSURANCE

NSU provides the malpractice insurance coverage with American Acupuncture Council for all students.

### MSTCM PROGRAM OUTLINE

#### TERM: First Trimester (Fall)

Course #	Title	Unit	Hour
FD 111	Foundation of TCM I	3	45
AC 101	Acupuncture I	4	60
HM 101	TCM Herbology I	4	60
FD 102	Medical Qigong	2	30
BIO 105	General Biology	3	45
BIO 107	Human Anatomy	4	60
WM 101	Medical Terminology	3	45

PD 100	History of Traditional Chinese Medicine	1	15
<b>Total:</b>		<b>25</b>	<b>375</b>

**TERM: Second Trimester (Spring)**

Course #	Title	Unit	Hour
FD 112	Foundation of TCM II	3	45
AC 201	Acupuncture II	4	60
HM 102	TCM Herbology II	4	60
BIO 102	Chemistry & Bio-Chemistry	3	45
BIO 104	Physiology	4	60
PM 201	Practice Management	2	30
<b>Total:</b>		<b>20</b>	<b>300</b>

**TERM: Third Trimester (Summer)**

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

**TERM: Fourth Trimester (Fall)**

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

**TERM: Fifth Trimester (Spring)**

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

**TERM: Sixth Trimester (Summer)**

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

**Total:** 12 330

**TERM: Seventh Trimester (Fall)**

Course #	Course	Unit	Hour
FD 401	Internal Medicine I	3	45
FD 411	Shang Han Lun	2	30
BIO 101	General Psychology	2	30
PD 203	Research Methodology	2	30
WM 402	Western Medical Sciences II	4	60
CL 5	Internship I (180 hrs)		180
Elective		2	30
<b>Total:</b>		<b>15</b>	<b>405</b>

**TERM: Eighth Trimester (Spring)**

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

**TERM: Ninth Trimester (Summer)**

Course #	Course	Unit	Hour
FD 511	Wen Bing	2	30



PH 403	Public Health	2	30
CL 7	Internship III (150 hrs)		150
Elective		2	30
<b>Total:</b>		<b>6</b>	<b>240</b>

## GRADUATION REQUIREMENTS

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

**147 Units, 2250 Hours didactic education**

**32 Units 960 Hours clinical training**

**Total 179 Units / 3165 Hours**

## DETAILED COURSE DESCRIPTIONS

### **Basic Sciences**

#### **BIO 101 General Psychology 2 units**

Prerequisite: None

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

#### **BIO 102 Bio-Chemistry 3 units**

Prerequisite: None

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

#### **BIO 104 Physiology 4 units**

Prerequisite: BIO 107

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

### **BIO 105 General Biology 3 units**

Prerequisite: None

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

### **BIO 106 General Physics 2 units**

Prerequisite: None

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

### **BIO 107 Human Anatomy 4 units**

Prerequisite: None

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

### **BIO 108 Pathology & Pathophysiology 4 units**

Prerequisite: None

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

### **BIO 109 Nutrition and Vitamins 3 units**

Prerequisite: None

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

### **Acupuncture & Moxibustion**

#### **AC 101 Acupuncture I 4 units**

Prerequisite: None

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

#### **AC 201 Acupuncture II 4 units**

Prerequisite: AC 101

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

#### **AC 301 Acupuncture III 3 units**

Prerequisite: AC 201

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

#### **AC 401 Acupuncture IV 3 units**

Prerequisite: AC 301

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

#### **AC 501 Acupuncture V 3 units**

Prerequisite: AC 401

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

**AC 601 Acupuncture VI 4 units**

Prerequisite: AC 501

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

**AC 701 Special Acupuncture Techniques 3 units**

Prerequisite: AC 501, AC 601

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

**Acupuncture & Oriental Medicine Principles, Theories and Treatment****FD 111 Foundation of TCM I 3 units**

Prerequisite: None

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

**FD 112 Foundation of TCM II 3 units**

Prerequisite: FD 111

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

**FD 201 TCM Diagnosis I 4 units**

Prerequisite: FD 111, FD 112

This is the first of two courses in TCM diagnosis. This course introduces acupuncture and Oriental medicine diagnosis. It covers mainly the four methods of diagnosis in Oriental medicine with

emphasis on tongue observation and pulse diagnosis. It also covers analyses of symptoms and signs of diseases.

### **FD 202 TCM Diagnosis II 4 units**

Prerequisite: FD 201

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

### **FD 106 Nei Jin 3 units**

Prerequisite: None

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

### **FD 401 TCM Internal Medicine 3 units**

Prerequisite: FD 111, FD112

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

### **FD 404 Internal Medicine II 4 units**

Prerequisite: FD 401

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

### **FD 402 TCM External Medicine 3 units**

Prerequisite: FD 111, FD112

This course introduces the basic theories, knowledge and the treatment for TCM external medicine. It includes the etiology and pathology, differentiation, treatment, and rehabilitation

and nursing principles of TCM surgical diseases. It also includes many different kinds of surgical diseases such as sore and ulcer, breast diseases, goiter, tumor and rock, dermatologic diseases, sexually transmitted diseases, anorectal diseases, urinary male reproductive system diseases, peripheral vascular diseases, and other surgical diseases.

#### **FD 405 TCM Pediatrics 2 units**

Prerequisite: FD 111, FD112

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

#### **FD 406 TCM Gynecology 3 units**

Prerequisite: FD 111, FD112

This course covers the diagnosis and treatment of abnormal menstruation, pregnancy complications, sterility, fibroid tumors and vaginal discharge, and presents case studies for discussion. Chinese medical gynecology is introduced. The menstrual cycle is described in order to optimize treatment based on differentiation of the phases of ovulation and menstruation. Disorders of the female reproductive system are described as well as Chinese medical treatment. Assessment and therapeutics are described in terms of qi, blood and body fluids, extraordinary channels, as well as Zang Fu organ differentiation. Pathologies are differentiated in terms of etiology, pattern of disharmony, treatment principle and acupuncture and herbal treatment.

#### **FD 407 TCM Traumatology 2 units**

Prerequisite: FD 401, FD 404

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

#### **Herbology**

#### **HM 101 TCM Herbology I 4 units**

Prerequisite: FD 111, FD112

This course consists of general concept of relevant botany concepts such as the morphology and physiology of plants, and Chinese herbal medicine principles and theory, especially the characters and functions of the most commonly used herbs and formulas, and their actions and indications,

commentary, mechanisms of selected combinations, traditional contraindications, toxicity, nomenclature and preparation.

### **HM 102 TCM Herbology II 4 units**

Prerequisite: FD 111, FD112, HM 101

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

### **HM 201 TCM Formulas I 4 units**

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

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

### **HM 202 TCM Formulas II 4 units**

Prerequisite: HM 201

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

### **FD 403 Herbal Pharmacology & Nutrition 2 units**

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

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

### **FD 411 Shang Han Lun 2 units**

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

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

**FD 511 Wen Bing 2 units**

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

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

**FD 512 Jin Kui 2 units**

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

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

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

Prerequisite: None

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

**FD 103 Application of Medical Qi Gong 2 units**

Prerequisite: FD 102

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

**FD 104 Tui Na I 3 units**

Prerequisite: BIO 107, FD 111, FD 112

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

**FD 107 Tui Na II 2 units**

Prerequisite: FD 104

This course continues with the instruction of the Oriental massage principles and theory. It covers the advanced soft tissue techniques of Tui Na and techniques and procedures for use in the



treatment of certain common diseases. It also covers special manipulative procedures of Child Tuina, and the use of mechanical devices for Tui Na.

### **FD 105 Tai Chi 2 units**

Prerequisite: None

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

### **Clinical (Western) Medicine**

#### **WM 101 Medical Terminology 3 units**

Prerequisite: None

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

#### **WM 301 Western Pharmacology 3 units**

Prerequisite: BIO 104, BIO 107

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

#### **WM 302 Physical Examination & Lab 4 units**

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

This course introduces the techniques of history-taking and physical assessment according to the western clinical paradigm. This course covers the complete physical examinations of the skin,

head, sense organs, chest, abdomen, as well as basic orthopedic and neurological tests. It also includes the knowledge of diagnostic imaging, radiological, and laboratory tests and incorporating the resulting data and reports.

**WM 401 Western Medical Sciences I 3 units**

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

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

**WM 402 Western Medical Sciences II 4 units**

Prerequisite: WM 401

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

**Professional Development**

**PD 100 History of Traditional Chinese Medicine 1 units**

Prerequisite: None

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

**PD 203 Research Methodology 2 units**

Prerequisite: None

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

**Practice Management**

**PM 201 Practice Management 2 units**

Prerequisite: None

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

**PM 301 Clinic Procedures 1 units**

Prerequisite: None

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

**PM 401 Medical Ethics 1 units**

Prerequisite: None

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

**PM 801 Laws & Regulations 3 units**

Prerequisite: None

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

**Public Health**

**PH 401 CPR & First Aid 1 units**

Prerequisite: None

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

**PH 403 Public Health 2 units**

Prerequisite: None

This course examines the major domains of the public health especially introducing what is public health and to potentially apply public health to dealing with health issues. The content of the course will focus on basic material related to Health Services, Epidemiology, Social/Behavioral Science, Environmental Health and Biostatistics and Chemical Dependency. A review will be integrated to include the biomedical basis for public health, historical developments of public

health, the role of health ethics especially in research and the future challenges to public health. This course provides students the opportunity of learning the art and science of public and community health prevention and public health education and communication. It will also introduce ways of lifestyle counseling and self-care recommendations.

### **Case Management**

#### **PH 402 Case Management I 3 units**

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

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

#### **PH 404 Case Management II 3 units**

Prerequisite: PH 402

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

### **Clinical Practice**

#### **CP 101 Practice Observation 5 units/150 hours**

Prerequisite: 60 units of specific didactic learning

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

#### **CP 102 Diagnosis and Evaluation 10 units/300 hours**

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

This course covers the application of Eastern and Western diagnostic procedures in evaluating patients with the direct supervision of the clinic supervisors. In this course, the supervisor shall be physically present at all times during the diagnosis and treatment of the patient, guiding and teaching the interns the correct and most appropriate way of diagnosis and treatment. The supervisor shall teach interns through case analysis and demonstration. They will continue helping interns to develop efficiency while maintaining a high level of professionalism and safety. Interns are expected to complete patient intakes in a more efficient manner, and take initiative

in creating a diagnosis and determining possible treatment protocols for the case. The intern should have a comprehensive understanding of eight principals, basic and advanced Zang Fu diagnostic methods, as well as the six exogenous factors, seven emotional factors, and clear differentiation of syndromes according to the theory of Wei, Qi, Ying, and Xue, point combinations and functions, patent herbal formulas, and the basic pathophysiology of the patient's condition. The intern continues to advance in didactic classes and clinical experience, applying accumulated knowledge to already existing skill set. Supervisor guidance is focused on ensuring a comprehensive understanding of diagnostic methods, point prescriptions, herbal formulas, and needle techniques.

### **CP 103 Supervised Practice 17 units/510 hours**

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

This course covers the clinical treatment of patients with acupuncture and oriental medicine treatment modalities listed in the Business and Professions Code section. In this course, interns begin to assume the role of a quasi-independent healthcare provider while still under supervision of a licensed practitioner, and maintain a high level of professionalism and safety, and require little to no prompting or guidance from supervisors. Integrating and refining advanced skills from didactic classes and clinical experience should be the focus. Intakes should be efficient, thorough, concise, and well-documented. Supervisors should feel confident in the intern's ability to diagnose and treat a patient using a variety of modalities including but not limited to acupuncture, herbal medicine, orthopedic examinations, cupping, moxabustion, and e-stim. Interns should display a comprehensive understanding of the eight principals, Zang Fu patterns, the six exogenous factors, seven emotional factors, and differentiation of syndromes according to the theory of Wei, Qi, Ying, and Xue, point combinations and functions, patent herbal formulas and formula writing, pathophysiology, and internal medicine. Emphasis of learning should be on advanced needling skills, formula writing, and refining previously learned skills.

## **FACULTY**

NSU has a diverse core faculty who are dedicated, caring, inspiring and knowledgeable instructors from China and the United States. Most are well-recognized professors and each of them is a dedicated educator and experienced licensed practitioner in their own field of expertise. We emphasize the two abilities of the faculty: successful teaching experiences and successful clinical experiences.

### **YANG, PHILIP, OMD, L.AC**

Dr. Yang graduated from South Baylo University. He got Doctoral Degree of traditional Chinese Medicine. He is also a licensed acupuncturist. Professor Yang has rich experience in both clinical training and teaching. He is especially good at spinal diagnosis, pain relief, and health regime of practicing Qigong. He teaches such courses as Foundation of TCM, Application of Medical Qigong, History of TCM and Medical Ethics at TCM and Massage program.

### **MA, CYNTHIA, EDD.**

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

### **WANG, XIN, PHD, & L.AC.**

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

### **SU, HUICI, PHD**

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

### **WAN, GUOZHI L.AC**

Mr. Wan graduated from Heilongjian University of Chinese Medicine, China. He is a licensed acupuncturist. He has taught in many universities and is regarded as one of the distinguished acupuncture professors in the bay area. He teaches such courses as Acupuncture, Foundation of TCM, and Herbal Formulas.

### **LI, DONGMEI L.A.C**

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

### **WANG, XIAOPING, OMD, L.AC**

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

### **ALLEN, MARILYN**

Ms. Allen graduated from Pepperdine University, and got her Master Degree in the field of management and administration. She has the professional experience of working as a consultant

for the National Chiropractic Council & American Acupuncture Council. She teaches the course of Practice Management.

### **WANG, HUIJUAN, L.A.C**

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

### **WU, LONGAN, PHD**

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

### **LOU, WEI, L.AC.**

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

### **BAOGUI QIN, L.AC.**

Mr. Qin is a licensed acupuncturist. He is an expert in the methods of rescue of patients with internal emergency and gynecological emergency. He has taught in many universities in the Bay Area. He teaches such courses as Foundations of TCM, Wen Bing Xue, and Shang Han Lun.

### **ZHANG, LI, OMD,L.AC.**

Dr. Zhang Li graduated from Beijing University of Chinese Medicine and Pharmacology. She got Bachelor degree in Chinese Medicine. Dr. Zhang worked in hospital for many years. She is an experienced acupuncturist. She teaches such courses as TCM Internal Medicine, and TCM diagnosis.

### **LI, YAN, PHD**

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

### **JIN, GUANG, PHD**

Dr. Jin got his Ph.D in Cancer Pathology from Kyoto University in Japan. He has more than 15 years of medical experience at pathology, oncology and basic research field. He has multiple

years of teaching and research experiences at many instituts. He is certified with Education Commision for Foreign Medical graduates certificate. He teaches Nutrition in NSU.

#### **CHANG, YAOWEN, MD. L.AC**

Dr. Chang was a Physician, Otolaryngology Specialist and a teaching instructor in China Medical University. He is also a licensed Acupuncturist in California and is a certified Intenational Acupuncture Doctor from World Federation of Acupuncture Moxibustion Societies.

#### **DU, JINXING, PHD, L.AC**

Dr. Du got her Ph.D from Shanghai University of Traditional Chinese Medicine. She is a Licensed Acupuncturist in California. She practices in China and U.S. for many years. Her medical specialization is Pain Management, Internal Medicine, Digestive, Obstetrics and Gynecology, and Dermatology. She teaches History of Medicine in NSU.

#### **SU, JUNXIA, PHD**

Dr. Su got her Ph.D of Veterinary Medicine from Gansu Agricultural University in China. She worked as a physician in clinical kidney department for 20 years in China. She has more than 16 years experiences in Western Medicine teaching and practice. Dr. Su teaches Western Pharmacology in NSU.

#### **WU, YARON, OMD, L.AC**

Dr. Wu is a licensed Acupuncturist in California with over 19 years of experience. He has practiced in China, Singapore, and the United States. Dr. Wu trained as a Western Medical Doctor and Chinese Doctor (integrative medicine) for six years at Beijing Chinese Medicine University. Dr. Wu teaches Acupuncture, TCM Internal Medicine in NSU.

#### **YANG YANG, DOCTOR OF CHIROPRACTIC**

Dr. Yang received his Bachelor degree in Traditional Chinese Medicine from Beijing Union University, and he practiced in China from 1999 to 2014. In December of 2017, Dr. Yang received his Doctor of Chiropractic Degree from Life Chiropractic College West in Hayward, California. Dr. Yang teaches Foundation of TCM , TCM Traumatology in NSU.

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



## RIVING DIRECTIONS

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

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

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

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

EFFECTIVE DATES OF THIS CATALOG
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1/1/2018 to 12/31/2018
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