

University of Herbal Medicine

Catalog

01/1/2019 ~ 12/31/2019

Main Campus

University of Herbal Medicine
2499 Industrial PKWY West, Hayward, CA 94545

Satellite Campus

2304 S. El Camino Real, San Mateo, CA 94403

Webpage

www.universityofherbalmedicine.org

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Mission, Goals, Methods and Student Learning Outcomes

University of Herbal Medicine (UHM) is dedicated to improve the health and quality of health care by providing exemplary Traditional Chinese Medicine (TCM) education. UHM is committed to promote academic and clinical advancement through equipping students with intellectual, analytical, and critical capabilities and enabling students to pursue lifelong learning to become compassionate, ethical and devoted health care professionals.

Mission

To provide the highest quality education available in acupuncture, herbal medicine, TCM herbal dietary therapies, and Tui Na therapies in a progressive learning environment.

To provide the community with a highly competent and readily available source for Traditional Chinese Medicine.

To foster and enhance mutual understanding and the ability to communicate with other healthcare professionals.

To assist TCM professionals to achieve their appropriate place within mainstream healthcare.

Objectives/Goals

To provide students a comprehensive curriculum in TCM - enabling them to comprehend TCM theory and competently deliver care in acupuncture and herbal treatment, Moxibustion and Cupping, and Tui Na massage therapy, TCM herbal dietary therapy and health preservation skills (Tai Ji Quan and Qi Gong); achieve a competent level of knowledge in biomedicine and the ability to integrate these modalities in treating patients within a TCM Medical clinic setting;

To provide students with an above average clinical experience that provides opportunities to learn and practice the skills and abilities needed to conduct patient intakes, perform physical assessments, render different TCM diagnoses, and prepare appropriate treatment plans involving both acupuncture point locations, herbal formulas and other modalities as indicated, in an integrated medical environment;

To expose students to the social, economic, and ethical, legal and historical contexts within which TCM is practiced in the United States and how to implement this information within the context of a successful practice;

To engender in its students a compassion for their patients and to instill a desire for life-long learning and development in TCM healing art;

To promote academic advancement and scholarship in the field of TCM to students, alumni, and practitioners at large;

To provide high quality health care at an affordable cost to the community in a professional environment provided by competent and skilled clinicians at UHM;

To actively provide the global community at large with informational programs designed to inform and familiarize the public with the philosophy and practice of TCM.

To teach the theory and practice of TCM while simultaneously developing critical thinking and problem solving skills.

To provide students with both the historical context and modern application of TCM.

To develop an open academic environment and support the cultural diversity of our students.

To simultaneously provide quality care in TCM to the community and a rich clinical experience for our students.

To foster communication between practitioners of TCM and biomedicine.

Methods

UHM achieves the above goals by offering high standard educational programs and clinical trainings and experiences from our renowned and experienced faculty, fostering a supporting learning environment, providing educational resources, encouragement and inspiration, and equipping students with critical thinking and life-long learning capabilities.

UHM emphasizes equipping students with essential skills and cultivating students' potential to be goal-oriented, dedicated, disciplined, love to be challenged and have the desire to learn. The school also serves its students, graduates and the public through workshops, community outreach, public education, newsletter, and national and international networking with health professionals.

Student Learning Outcomes

The institution's objective is to provide specialized and supervised training in the field of TCM, acupuncture, TCM herbal dietary therapy and TCM Tui Na massage therapy. To realize its mission, UHM graduates will achieve proficiency in:

- Making accurate differential diagnosis according to TCM and becoming skilled in choosing appropriate treatment principles and plans utilizing acupuncture, related modalities, Tui Na, and TCM herbs;
- The application of various acupuncture and related techniques, Tui Na, and the use of TCM herbs;
- TCM diet and exercise / meditation in order to advise patients about lifestyle issues;
- Basic Western medicine and able to make appropriate referrals when necessary;
- Communicating in a professional and knowledgeable manner about TCM to relevant healthcare professionals; ethical, compassionate, and professional in conduct with patients and peers;
- Establishing a successful clinical practice and understand various legal aspects of practicing Chinese medicine;
- Critically analyzing research reports on TCM and Western medicine
- Participating in state and national professional organizations, and to promote TCM.

UHM is looking for students who have a realistic view of education and show the desire, motivation, and firm commitment to become dedicated, compassionate and skilled practitioners of TCM. This assessment is made by the admissions committee. The committee will review each applicant from numerous perspectives, including academic achievement, professional and life experiences, communication skills, and motivation. The program requires a high commitment to learning a number of difficult skills. UHM has a non-discrimination policy. Applicants are considered on the basis of individual merit without regard to handicap, gender, sexual orientation, age, religion, race, or national or ethnic origin. This policy applies to all matters within the school.

Degree Program

Master of Science in TCM (MSTCM)

In compliance with ACAOM standards, students entering the program must have completed at least two academic years (60 semester credits / 90 quarter credits) of Baccalaureate level education at an

accredited institution recognized by the U.S. Secretary of Education, or be certified in a medical profession requiring at least the equivalent training of a Registered Nurse or a Physician's Assistant as a prerequisite for admission. In considering the acceptance of education and training obtained in foreign countries, credits earned at a foreign educational institution must be validated by a recognized, educational credentials, evaluation service. Students may enter the program three times a year (Beginning of January, May, or September). Applications are accepted throughout the year.

Admission Procedure

Admission to the Master's program is considered on a continuous basis. New students are admitted to the University for Fall (September), Winter (January), and Spring (May) trimesters. Prospective students are encouraged to apply for admission well in advance of the start of classes due to limited class size. Prospective students are invited to attend an UHM Open House for an overview of the programs, a tour of the facility, open discussion, and information on the application process.

Application Checklist

- Admissions Application
- Personal Statement
- Resume
- Recent Photograph
- Official Transcripts
- 2-3 Recommendation Letters
- Copy of Current Licenses (current health professionals)
- Health Evaluation (including Tuberculosis Test and Hepatitis B Vaccination or Waiver Form)
- Application Fee
- Personal Interview

*Please send the admissions application, personal statement, resume, health evaluation, TB test result, Hepatitis B vaccination record/waiver form, recent photograph, and a copy of current licenses to us by mail: 2499 West Industrial Parkway, Hayward, CA 94545 or by email: universityofherbalmedicine@gmail.com.

- 1. Admissions Application:** This is available for download on the university's website www.universityofherbalmedicine.org. Please use your full legal name on all admissions documents.
- 2. Personal Statement:** This should be at least one page typed. Please discuss why you are interested in this program, your academic and professional goals, and your background experiences.
- 3. Resume:** Please provide a copy of your most recent resume. It must include your educational background and work/volunteer experiences.
- 4. Recent Photograph:** Please provide one passport size photograph taken within in the last year.
- 5. Official Transcripts:** We require applicants to submit official transcripts from all universities attended. Transcripts should be sent from the institution to UHM. Our address is 2499 West Industrial Parkway, Hayward, CA 94545. Education obtained abroad at an institution that is not accredited by the U.S. Department of Education must go through a credential evaluation agency.
- 6. Letter of Recommendation:** Please ask 2-3 academic or professional references to complete the UHM Recommendation Form. This is available for download on the university's website www.universityofherbalmedicine.org. References should place the completed form in a sealed envelope, sign across the flap, and mail it directly to UHM.

7. Copy of Current Licenses: For current health professionals, please submit a copy of your current licenses.

8. Health Evaluation (including Tuberculosis Test and Hepatitis B Vaccination or Waiver Form): Please provide proof of a recent (6 months or less) health checkup. It must have the signature of a qualified primary care provider. For safety reasons, applicants must submit an immunization record with proof of a negative PPD Skin Test or a QuantiFeron TB Gold Blood Test. In addition, we recommend that applicants receive a Hepatitis B vaccination to protect against any possible exposure to blood or other infectious materials. If applicants do not wish to receive this vaccination, please notify the school and sign a waiver form.

9. Application Fee: Applicants are required to submit a non-refundable check or money order payable to UHM. Applicants may also pay with credit card in person. Refer to Tuition & Fee tables below for fee.

10. Personal Interview: Applicants need to complete a successful admissions interview. A personal interview with the Admissions office will be required prior to the final selection. This personal admissions interview will normally be scheduled on campus. Under certain circumstances, an off-campus or telephone admissions interview may be arranged.

For UHM to plan a student's program and follow academic progress, all students must declare which program (full-time, half-time, part-time) they are in, with a projected graduation date.

International Students

UHM admits highly qualified international students who meet both the University and U.S. Immigration and Naturalization Service (INS) requirements. Students must secure their own authorization to remain in the U.S. for study, i.e. via possession of a green card or other satisfactory authorization. Humus not currently authorized to issue the I-20 application for admission of non-immigrant students. UHM does not vouch for student status. No fees or charges associated with student visas will be assessed to, collected from, or transmitted on behalf of UHM students.

Nonimmigrant alien applicants are required to complete the regular application process and, in addition, must submit an I-20 application and an affidavit of financial support verifying that they have adequate resources to cover all expenses for one academic year and, barring unforeseen circumstances, that funds will be available for subsequent years. Permanent residents or refugees should use the regular application and admission procedures. Nonimmigrant students transferring from another approved school within the U.S. must also provide a copy of their current I-20, visa, and I-94 card upon application along with the completed school transfer information form.

International students are responsible for their own English translation of transcripts and educational credential review of transcripts by an authorized agency if needed. The Immigration and Naturalization Service requires that all students on an F-1 visa maintain a full-time program of study, participate in classes regularly, and maintain satisfactory progress. Foreign students must also send an affidavit of financial support from the student's sponsor or bank to show proof of sufficient funds to meet their tuition and living expenses for at least 1 year.

Prospective applicants are welcome to schedule an appointment with UHM's Admission Office to obtain information and ask questions about the application process. They can also arrange a tour of the school and to attend some classes.

Instructions at UHM are offered in English and Chinese Mandarin. The courses offered in languages other than English are offered at the same price as the English program. The language proficiencies of the two language tracks are:

•English Track: Students must take the TOEFL exam (Test of English as a foreign language) internet based test (iBT) scoring at least 61 with a minimum speaking exam score of 26 and a minimum listening exam score of 22 or a level 6 on the International English Testing System (IELTS) exam prior to admission. Students who have completed a two-year (60 semester or 90 quarter credit) baccalaureate level education in an institution accredited by an agency recognized by the U.S. Secretary of Education or from an equivalent English Language Institution in another country, are exempt from TOEFL.

•Chinese Track: Students must take the TOEFL exam (Test of English as a foreign language) internet based test (iBT) scoring at least 45 with a minimum speaking exam score of 18 and a minimum listening exam score of 15 prior to beginning the clinic internship. Non-native Mandarin-speaking students must approve the passage of level 6 of Chinese Proficiency Test (HSK-6) prior to enrollment at the University. Native Mandarin-speaking students and students who have completed a two-year (60 semester or 90 quarter credit) baccalaureate level education in an institution accredited by the country's national Educational Department and where Chinese Mandarin is the primary instruction language, are exempt from HSK. Students who have completed a two-year (60 semester or 90 quarter credit) baccalaureate level education in an institution accredited by an agency recognized by the U.S. Secretary of Education or from an equivalent English Language Institution in another country, are exempt from TOEFL.

Effective January 1, 2020; SEE BELOW

English language competency must be demonstrated by all students seeking admission to the program. The program must confirm required oral and written English competency via one of the following:

1. Test of English as a Foreign Language Internet-Based Test (TOEFL® iBT) Acceptable scores: TOEFL iBT total score – 80 and TOEFL iBT speaking score – 26; or
2. International English Language Testing System (IELTS) Acceptable scores: IELTS overall band score 6.5 (Academic Format) and IELTS spoken band score – 8.0;
3. The student must have completed a two-year (60 semester credits or 90 quarter credits), baccalaureate- or graduate-level, English-based education in an institution accredited by an agency recognized by the U.S. Secretary of Education. English must have been the language of instruction and the language of the curriculum used.

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

International applicants must complete regular application procedures and in addition must provide the following documentation to UHM:

- Evaluation and certified English translation of educational credentials by an appropriate agency
- Certification of English proficiency (via TOEFL and TSE scores)
- Valid visa (unless a permanent resident or citizen of the U.S.)

ENGLISH AS SECOND LANGUAGE

TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL) TEST OF SPOKEN ENGLISH (TSE)

For the international applicants, the ability to speak, read, and understands English fluently is an important factor in admissions decisions.

1. International applicants for whom English is not a native language must submit an official copy of their TOEFL score. Photocopies, faxes, and student copies are not acceptable. NOTE: Applicants to

the MSTCM program must also submit an official copy of the Test of Spoken English (TSE) or the TOEFL IBT.

2. UHM does not grant exemptions to the TOEFL or TSE requirement, regardless of an applicant's citizenship status in the U.S., or study at another university or college taught in English.
3. Applicants will not be admitted without an official score on file.
4. TOEFL and TSE Score Guidelines for admission to UHM programs.

Ability-to-Benefit Students

UHM does not accept ability-to-benefit students.

Auditing / Non-matriculated Students

An UHM student may audit any didactic course without charge that he/she has successfully completed. A student may audit for 50% of the tuition cost a practical course that he/she successfully completed. The practical courses eligible for this audit policy include: Acupuncture Technique III, Qi Gong, Tai Ji Quan, TCM Food Therapy III, Introduction to Tui Na, Advanced Tui Na, and Advanced Tui Na. Auditors are required to comply with class attendance rules. Academic credit is not awarded for audits, and annotation of "AU" is noted on the transcript. Classes are available for auditing on a space available basis.

Transfer Students

UHM accepts students who wish to transfer from another accredited school. Transfer students must meet the current admission requirements of the University and follow the same application procedure as new students. Transfer credits are determined on an individual basis after admission.

Candidates wishing to transfer from other professional schools of Acupuncture or Oriental Medicine must complete regular application procedures and in addition supply the following documentation to UHM:

- Official transcripts from all graduate and/or professional schools attended
- Completed course descriptions and/or school catalogs from said schools

Prospective transfer students should schedule an interview with the Academic Dean to review this documentation as the basis for possible transfer credit. In order to receive a degree in M.S. from UHM, the final academic year of the program must be completed at UHM.

English as a Second Language Instruction

The UHM does not provide ESL instruction. Instead, all program courses are offered in both English and Mandarin languages. The courses offered in languages other than English are offered at the same price as the English program.

No application will be processed until required documents are received. After all the above material is received, the admissions committee will review the application. Applicants who are considered eligible for entrance into the UHM program will be notified to schedule an in-person interview. Out of state applicants may be interviewed by telephone, but it is advised that they come for a visit to the school. Applicants will be notified by letter within 30 days after the interview of the schools decision.

UHM reserves the right to cancel a starting class or specific courses if the number of students enrolling is deemed insufficient. If a starting class is cancelled, UHM will fully refund all money paid by students denied admittance.

Full-time and Part-time Students

To be considered a full-time student, a student must enroll for a minimum of 12 credits per trimester. A student may not take more than 22 credits in any trimester without the proper permission of the

Academic Dean. Students who enroll in between 6-11 credits per trimester are considered part-time students. Part-time students must complete the M.S.TCM program and the PDHDTs program within 6 years. This pace is advised for students with financial or employment difficulties. It allows students to study at a more gradual and less stressful pace.

Student may choose to be a non-matriculated student for various reasons including:

To transfer credit back to the college where you are seeking a degree

To take college classes for pleasure or personal enrichment

To try out college before deciding if you want to get a degree

Student Can Enroll In Classes as a Non-Matriculated Student In UHM :

Choose the course(s) you want to take:

Visit the UHM website for a schedule of classes. Make a note of the Course Number and Section, Course Name, and semester in which the course is offered. You are expected to meet all course pre-requisites prior to enrolling. students who are enrolled in courses must meet all of the corresponding program's admission requirements and course prerequisites, or demonstrate sufficient prior education and experience to successfully complete those courses.

You may be asked to provide evidence that you have met a course pre-requisite.

Review information about Non-Matriculated Student In UHM Website.

California Department of Health Compliance

California State law requires students who are enrolled for six or more chargeable credits at a California state college to provide proof of immunization against two Measles, one Mumps and one Rubella. This proof includes either immunization documentation, serological proof of immunity (copy of the laboratory report) or proof of having had the disease from the treating physician (not acceptable for Rubella). In addition, students must provide information to their schools concerning their Meningitis vaccination status. UHM requires this documentation as part of the application for admission.

Certificate Programs

Professional Herbal Dietary Therapy Specialist (PHDTS)

To be admitted to the Professional Herbal Dietary Therapy Specialist program, the applicant is required to at least 18 years of age and have a high school graduate or above. It is also a special program for health professions in acupuncture, nutrition, nursing, medicine, chiropractic, herbal medicine.

TCM Tui Na Massage Therapy (TNMT) Certificate Program

TNMT Certificate Program is currently not a certified program through California Massage Therapy Council (CMTCC). Students who complete the program will not be eligible for taking the certification exam.

All applicants must be at least 18 years of age and a high school graduate or attained a GED. No prior education or training in massage therapy is required for the certificate programs offered.

Admission Procedure

Admission to certificate programs is considered on a continuous basis. New students are admitted to the University for Fall (September), Winter (January), and Spring (May) trimesters. Prospective students are encouraged to apply for admission well in advance of the start of classes due to limited class size. Prospective students are invited to attend an UHM Open House for an overview of the programs, a tour of the facility, open discussion, and information on the application process.

Application Checklist

- Admissions Application
- Personal Statement
- Resume
- Recent Photograph
- Official Diploma or Certificate
- Copy of Current Licenses (current health professionals)
- Health Evaluation (including Tuberculosis Test and Hepatitis B Vaccination or Waiver Form)
- Application Fee
- Personal Interview

*Please send the admissions application, personal statement, resume, health evaluation, TB test result, Hepatitis B vaccination record/waiver form, recent photograph, official diploma/certificate, and a copy of current licenses to us by mail: 2499 West Industrial Parkway, Hayward, CA 94545 or by email: universityofherbalmedicine@gmail.com.

1. **Admissions Application:** This is available for download on the university's website www.universityofherbalmedicine.org. Please use your full legal name on all admissions documents.
2. **Personal Statement:** This should be at least one page typed. Please discuss why you are interested in this program, your academic and professional goals, and your background experiences.
3. **Resume:** Please provide a copy of your most recent resume. It must include your educational background and work/volunteer experiences.
4. **Recent Photograph:** Please provide one passport size photograph taken within in the last year.
5. **Official Diploma or Certificate:** Please provide us your official diploma or certificate by mail or in-person. We will make our own copy, make a note that we've received it, and return the original document to you.
6. **Copy of Current Licenses:** For current health professionals, please submit a copy of your current licenses.
7. **Health Evaluation (including Tuberculosis Test and Hepatitis B Vaccination or Waiver Form):** Please provide proof of a recent (6 months or less) health checkup. It must have the signature of a qualified primary care provider. For safety reasons, applicants must submit an immunization record with proof of a negative PPD Skin Test or a QuantiFeron TB Gold Blood Test. In addition, we recommend that applicants receive a Hepatitis B vaccination to protect against any possible exposure to blood or other infectious materials. If applicants do not wish to receive this vaccination, please notify the school and sign a waiver form.
8. **Application Fee:** Applicants are required to submit a non-refundable check or money order payable to UHM. Applicants may also pay with credit card in person. Refer to Tuition & Fee tables below for fees.
9. **Personal Interview:** Applicants need to complete a successful admissions interview. A personal interview with the Admissions office will be required prior to the final selection. This personal admissions interview will normally be scheduled on campus. Under certain circumstances, an off-campus or telephone admissions interview may be arranged.

For UHM to plan a student's program and follow academic progress, all students must declare which program (full-time, half-time, part-time) they are in, with a projected graduation date.

TUITION AND FEES

Upon acceptance to the program, full-time applicants are required to submit a refundable tuition deposit of \$300 for full-time or \$175 for part-time within 30 days to secure their place in the incoming class. After UHM receives the deposit, accepted applicants will receive any material pertaining to the up-coming class (schedule, required book list, date and times of orientation, etc.). The schedule of classes for any given trimester is available at the Administration Office approximately 4 weeks before the first day of classes. After the schedule is out, an appointment must be made with the Registrar to register for courses.

University of Herbal Medicine is a sole ownership institution, and all revenues are used to support the University's mission. Tuition and fees are subject to change with 90 days' notice.

Total Cost of Programs

Program Name	Total Credits	Application Fee	Total Tuition	Estimated Cost of Books, Materials, and supplies etc.	STRF Fee \$0.00 per 1,000	Total Program Charges
Master of Science in Tradition Chinese Medicine (MSTCM)	169.67	\$250	\$46,500	\$2,000	\$0	\$48,750
Professional Herbal Dietary Therapy Specialist (PDHDTs)	40	\$200	\$9,675	\$1,250	\$0	\$11,125
Tui Na Massage Therapist (TNMT)	17	\$100	\$3,925	\$450	\$0	\$4,375
Tui Na Massage Therapy Professional (TNMTP)	34	\$100	\$7,750	\$650	\$0	\$8,400
Tui Na Massage Therapy Specialist (TNMTS)	62	\$150	\$15,225	\$1,250	\$0	\$16,475

Please note: International students need to pay an additional \$150 application fee.

Estimated UHM Tuition (All fees are subject to change)

Program Name	Cost
Master's in Tradition Chinese Medicine (MSTCM)	
Trimester 1 Tuition	\$4,500
Trimester 2 Tuition	\$4,950
Trimester 3 Tuition	\$4,725
Trimester 4 Tuition	\$5,400
Trimester 5 Tuition	\$5,101
Trimester 6 Tuition	\$4,950
Trimester 7 Tuition	\$5,175
Trimester 8 Tuition	\$5,400
Trimester 9 Tuition	\$5,400
ESTIMATED TOTAL TUITION FOR THE ENTIRE EDUCATIONAL PROGRAM	\$46,500
Professional Herbal Dietary Therapy (HDT) Specialist	
Trimester 1 Tuition	\$3,600
Trimester 2 Tuition	\$3,600
Trimester 3 Tuition	\$2,475
ESTIMATED TOTAL TUITION FOR THE ENTIRE EDUCATIONAL PROGRAM	\$9,675

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Tui Na Massage Therapist (TNMT)	\$3,975
Tui Na Massage Therapy Professional (TNMTP)	\$7,750
Tui Na Massage Therapy Specialist (TNMTS)	\$15,225

Refundable Tuition Deposit (subject to restrictions)

Full-time	\$300 (within 30 days of enrollment)
Part-time	\$150 (within 30 days of enrollment)

Refundable Tuition (subject to restrictions, see Refund Policy on Page 4 and 5 for details)

Academic Courses (1 credit =15 hours) \$ 225 / credit

Clinic Courses (1 credit = 30 hours) \$ 15 / hour

Audit (1 credit = 15 hours) \$ 100 / credit

Non-Refundable Mandatory Fees

Application Fee (International Student)	\$150 additional
Registration Fee	\$25/trimester
Late Registration Fee (within 30 days of class starting)	\$25/trimester
Transcript Fee/Documents (transcripts to NCCAOM, state, student copy etc.)	\$12/each
Re-admission Application Fee	\$50
Comprehensive Exams	\$100
Make-up Comprehensive Exams	\$125
Retake Comprehensive Exams	\$75
Student ID card/Replacement	\$10
Library Fee	\$50 (first year), \$10 (renewal each year)
Student Malpractice Insurance	\$75.00/trimester
Student Tuition Recovery Fund Fees (STRF) 0.00 per \$1,000 collected for State of California (not refundable after the Drop/Add period) (See the catalog for a full explanation of the STRF fee)	\$0
Graduation (ceremony, diploma and process)	\$250

Non-Refundable Additional Fees

Drop/Add Clinic Fee (after the first 7 days of the trimester)	\$75
Drop/Add Course Fee (after the first 7 days of the trimester)	\$25
Withdrawal Fee	\$50
Returned Check Fee (per check)	\$25
Replacement/Duplicate Diploma	\$60
Make-up Exam/Test/Quiz (excused)	\$25/exam
Re-Take Exam/Test/Quiz (non-excused, within 7 days of receiving score)	\$100/exam
Transfer Credit Evaluation Fee	\$50
Transfer Credit Fee (per course, not to exceed \$500)	\$25
Transfer Credit Evaluation Fee (Non-TCM courses)	\$50
Transfer Credit Fee (per course, non-TCM courses, not to exceed \$500)	\$25
Clinic Fee (per trimester)	\$20

University of Herbal Medicine

Late Tuition Fee (charged monthly on accounts past due 15 days or more)	\$25 + 1% of balance due/month
Deferred Payment Plan Fee	\$100
Change of Program Fee (after the end of Year 1)	\$100

Payment of Tuition

1. Tuition is paid on a trimester basis in advance of instruction for that term. Payment plan is available with deferred payment fee.
2. Tuition is due and payable in full at the time of registration, unless the student is on the payment plan. A student's registration is finalized by the payment of tuition.
3. No student will be allowed to register or attend class until the tuition and all monies due are paid in full to the University.
4. No grades or documents will be released if the student maintains an outstanding balance with the University.
5. Malpractice Coverage: A required fee paid with tuition each quarter covers all students working in the Community Clinic or at approved off-site locations under the school's umbrella liability insurance.

Refund Policy

All requests for tuition refunds by enrolled students must be in writing either in person or by certified mail to the Registrar's Office, UHM, 2499 Industrial PKWY West, Hayward, CA 94545. The effective date of termination is the postmarked date if submitted by mail, or is established by the signature of the Registrar in submitted in person. Verbal requests will not be honored. Unless such official notice is given, the student will be held responsible for any money still owed to the University and no refunds will be given.

Students may receive a pro-rate refund if the student has completed 60% or less of the scheduled class days in the current payment period in your program through the last days of attendance. Only tuitions and administration fees are refundable. The refund will be less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

Courses meeting more than once a week are evaluated on a weekly basis according to the above schedule. The first meeting of a given week is used to determine a refund. Courses that meet less than once a week are evaluated on a pro-rated basis, based on the number of times the course meets throughout the quarter.

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 University has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination, and the University has not paid the money to the third party at the time of the student's withdrawal or cancellation, the University will refund the money to the student within 45 days of the student's withdrawal or cancellation.

For the purpose of calculating this refund, the effective date of withdrawal is the earlier of the student's actual last day of attendance, the date the student notifies UHM of withdrawal, or the date of withdrawal specified by the student. Refunds are calculated based on the full amount paid, including tuition, fees, and deposits.

Credit balance after calculation will be refunded to the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Student Tuition Recovery Fund Disclosures

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 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 noncollection 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."

STRF Fee (California Residents, Non-refundable, \$0.00 per \$1,000 of tuition)

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

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

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

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

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

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

Note: No grades, documents, or diploma will be released if there is an outstanding balance due to the University. The UHM may refuse any type of service to students who have an outstanding balance due to the University. We may also refuse re-admission to a student who has left the University with an outstanding balance that has not been paid in full.

Audit Policy

An UHM student may audit any didactic course without charge that he/she has successfully completed.

A student may audit for 50% of the tuition cost a practical course that he/she successfully completed. The practical courses eligible for this audit policy include: Acupuncture Technique I-III, Qi Gong, Tai Ji, Introduction to Tui Na, Advanced Tui Na. Once a student has fulfilled the elective course requirement, additional elective courses may be audited for 50% of the tuition cost.

Auditors are required to comply with class attendance rules. Academic credit is not awarded for audits, and a notation of "AU" is noted on the transcript. Classes are available for auditing on a space available basis.

ACADEMIC PROCEDURE

Transfer Credit Policy

The transcripts of transfer students must be sent with the application, along with a school catalog, course syllabi, and a letter requesting review of transcripts for possible transfer credit. We must be able to determine the number of classroom hours for each course. Transferring students are required to complete at least one academic year of their education at UHM. If the student is accepted into the program, official transcripts must be sent to UHM directly from the school the student is transferring from. The fee for transferring credit is \$25 per course (not to exceed \$500). UHM reserves the right to require challenge exams in the evaluation of any transfer credit. Transfer students must pay a transfer evaluation fee of \$50 per program instead of the application fee.

Coursework and clinical hours submitted for transfer credit will be evaluated for applicability to the UHM curriculum and to the professional licensure requirements of California State. This evaluation

will be carried out by the Academic Dean and the Admissions and Student Services Coordinator. Granting of transfer credit will be subject to the following guidelines:

- No more than 20% of graduate semester units or the equivalent in other units awarded by another institution may be transferred for credit toward Professional Herbal Dietary Therapy Specialist and M.S. in TCM.
- Course transfer credit may be granted for equivalent coursework completed at an institution accredited by an agency acceptable to UHM.
- Coursework completed at a non-accredited institution may be granted course transfer credit only with approval of the Academic Dean.

student credits accepted for transfer by the institution must have been earned at a post-secondary institution accredited or pre-accredited by an agency recognized by the U.S. Secretary of Education.

- Only coursework passed with a “C” grade or better may be evaluated for course transfer credit.
- Coursework completed more than five years prior to admission may receive course transfer credit with approval of the Academic Dean.
- Coursework completed at international colleges may receive course transfer credit with approval of the Academic Dean. Assessment of education completed in foreign countries must be evaluated by an educational evaluation agency in the U.S. to determine its U.S. equivalency at the student’s expense.

In addition to providing documentation of completed coursework, a student may be required to pass an advanced placement examination to receive credit. A grade of 80% on the advanced placement examination is required for course credit. Students scoring less than 80% will have to take the course as required review.

Transfer course equivalence assessments will be completed and credit granted by the end of the first academic trimester. Students dissatisfied with transfer credit decisions may appeal such decisions to the Academic Dean. The appeal should be made in writing and should clearly present the case for reconsideration. The Academic Dean will meet within two weeks of receiving notification and will issue its decision in writing.

Credit for didactic TCM courses and clinical coursework completed successfully at an institution that is approved by the California Acupuncture Board and accredited by ACAOM may be awarded up to 100%.

Credits earned more than five (5) years prior to admission may only be accepted for transfer after validating and documenting that the student has retained the content knowledge and competencies of the respective course(s) for which transfer credits are being assessed.

Transferability of Credits

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

“The transferability of credits you earn at University of Herbal Medicine is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree/certificate you earn in the certificate/degree program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree/certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you

may seek to transfer after attending University of Herbal Medicine to determine if your credits or degree/certificate will transfer.”

The program demonstrate and document an acceptable process for assuring equivalent competencies for credit accepted via transfer. Credits earned more than five (5) years prior to admission may only be accepted for transfer after validating and documenting that the student has retained the content knowledge and competencies of the respective course(s) for which transfer credits are being assessed.

. A maximum of 30 semester credits (or 50%) of the prerequisite two-year education requirement may be earned through prior learning assessment using either, or a combination, of the following assessment techniques: (1) credit by examination using standardized tests and/or (2) assignment of credit for military and corporate training based on recommendations established by the American Council on Education.

UHM MSTCM program are subject to relevant state regulations and licensing agency rules, applicants may receive transfer credit for up to 50% of the total program credit requirements. Of that 50%, no more than 25% of the program clinical training requirements may be accepted as transfer credit.

Transfer Agreement

UHM has not entered into an articulation or transfer agreement with any other college or university.

Prior Experiential Learning

UHM does not accept ability-to-benefit students and does not currently award credit for prior experiential learning.

Enrollment Agreements

After admission to UHM, each student is provided with an enrollment agreement that is legally binding and specifies any transfer credit granted to the student and includes a checklist of all courses, examinations, and clinical hours required for graduation. Students who feel dissatisfied with any aspect of their agreement (e.g., granting of transfer credits) can make an appeal in writing to the Academic Dean, which will meet and issue a response within two weeks of receipt of the appeal.

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.

Policies and Procedures Regarding Financial Aid

UHM does not participate in any federal or state financial aid programs. Financial aid may be available from a variety of private lending institutions. UHM does offer a payment plan policy which allows the student to pay for each trimester's tuition over the course of that trimester, interest-free. Payment is 1/2 of that trimester's tuition down and the remainder divided over the consecutive 3 months. Contact the Administrative Office to make payment arrangements. Students may opt to pay educational expenses with MasterCard, Visa, Discover, and American Express. If a 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, 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.

Student's Right to Cancel

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. 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.

Leaves of Absence

Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence. At the discretion of the Academic Dean, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Academic Dean may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required. Students who are on leave of absence for longer than three (3) trimesters will be subject to withdrawal. If a student is on leave of absence for longer than three (3) trimesters and wishes to return to the UHM program, the student may be asked to re-apply to UHM. The term(s) and year(s) of an approved leave of absence will not be counted toward time to degree.

Cancellation/ Withdrawal

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 UHM 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 Administration or Academic Dean's Office 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

A notice of cancellation for the current term or from the school shall be in writing and submitted to the school Administrative Office. A withdrawal for the current term or from the school may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. For details concerning tuition refund, please refer to the Refund Policy in this catalog.

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.

A clinical oral and practical exam will be given near the end of trimester 5. This exam is designed as an evaluation for both the student and the school, and tests the students on clinical skills accomplished up to this point. The objective of this exam is to encourage students to review their clinical skills they have studied and practiced up to this point, and satisfy the school's obligation to know that the student is prepared to go into clinic. This exam must be passed in order to continue into clinic.

Graduation Examination

In the final trimester of didactic study of the MSTCM program, students must pass a comprehensive graduation examination. The Comprehensive Graduation Exam (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. The Graduation Exam consists of a Point Locations practical test and a written examination. For the written examination, students must pass every part of the exam to be able to pass the Graduation Exam. For example, the written Graduation Exam for MSTCM consists of three parts: TCM Fundamentals, Biomedicine, and Acupuncture. 70% is the passing score for each individual part as well as for the total exam. If a student has a total score more than 70%, but his/her Biomedicine part is 60%, the student has failed the Graduation Exam and the total score will be set at 69%. The student must retake the failed part. Students who fail part of the exam and who do not retake and pass that part before the end of the following trimester will have to retake the entire exam. The Point Locations practical test is part of the Graduation Exam, and the above policy applies to the practical test as well. For each retake, at least four weeks must have elapsed from the date of the previous exam. The \$75 exam retake fee will also apply. If a student fails the retake, he or she would be counseled to receive tutoring or retake the relevant course through auditing or required review before attempting another retake of the examination. A student who fails the CGE twice is recommended to meet with an Academic Dean for necessary academic counseling and advisement. Students are allowed to take the Graduation Examination a maximum of 3 times. Students who fail the examination 3 times will have to withdraw and re-apply to the college. Such students may have to take up to one year of courses before being allowed to apply again to take the Graduation Examination. For students who have completed all course and clinic requirements but have not passed the Graduation Exam, their enrollment status will be set as "Leave of Absence" for the first trimester after they have finished all course and clinic work.

Graduation Requirements

All students will be responsible for satisfying all graduation requirements that are in effect at the time of their admission to the University unless a regulating agency requires compliance to new rules or requirements.

Master's Degree Program

To graduate from the program, a student must

- Successfully complete all required classes and clinical coursework with a grade of "C" or better
- Maintain an overall cumulative GPA of 3.0 or better in all graded work
- Pass the Comprehensive Graduation Exam and Paper
- File a notice of candidacy for graduation during the final term before graduation
- Clear all financial obligations, including mandatory graduation fees
- Return all loaned items to the school library

Students must finish the Master of TCM program in a maximum of 6 years. All students must meet graduation requirements that are in effect at the time of graduation, rather than at the time of application, unless written policy states otherwise.

Certificate Programs

To graduate from the programs, a student must

- Successfully complete all required classes and clinical coursework with a grade of "C" or better
- Maintain an overall cumulative GPA of 3.0 or better in all graded work
- Students of Professional Herbal Dietary Therapy Specialist must successfully complete the thesis; Students of TCM Tui Na Massage Therapy must successfully pass Comprehensive Graduation Exam
- File a notice of candidacy for graduation during the final term before graduation
- Clear all financial obligations, including mandatory graduation fees
- Return all loaned items to the school library

Students must finish the certificate programs in a maximum of 3 years. All students must meet graduation requirements that are in effect at the time of graduation, rather than at the time of application, unless written policy states otherwise.

GRADING

Grades and Standards for Student Achievement - Satisfactory Progress

Grades are awarded on a traditional A, A-, B+, B, B- ... F system. Grades are issued according to the following scale:

Letter Grade	Percentage	GPA
A	95-100	4.00
A-	90-94	3.67
B+	87-89	3.33
B	84-86	3.00
B-	80-83	2.67
C+	77-79	2.33
C	70-76	2.00
P	Pass ("C" or above)	
F	Failure	
I	Incomplete	
W	Withdraw	
AU	Audit	
CR	Credit	
RR	Required Review	

A minimum grade of "C" or a grade of "Pass" must be achieved in each class in order to graduate. In order to graduate, students must achieve an overall cumulative GPA of 3.0 or better in all coursework undertaken.

The grades A, B, C and F are used in determining the grade point average (GPA). The grade of "P" carries no grade points and is not used in grade point computations. The grade point average is calculated by multiplying each grade point value by the number of quarter credits assigned to the course, then adding these figures or "grade point credits" for all courses taken, and finally dividing the sum by the total number of quarter credits for which letter grades were reported.

Incompletes must be resolved within 30 days or they will become failing grades. Withdrawal from a course after the Add/Drop period but before midterm exams will result in a "W" grade. Withdrawal after midterms will result in a "W" grade if the student was passing the course at the time of withdrawal or a "WF" grade if the student was failing the course at the time of withdrawal. Missing more than three class sessions counts as a withdrawal and a "W" or "WF" will accordingly appear on the student's transcript. The grading criteria for each course are left up to the course instructor, but in general the following guidelines are recommended:

If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades:

Incomplete If the course has not been completed, the instructor may grant an "I" on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

Withdraw The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a “W” when the instructor believes the student’s progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

A grade of “F” (Failure) may be remedied by repeating the course. Multiple failure grades may result in academic probation and/or academic dismissal. Any student with an “F” grade in a course must repeat that class in its entirety. Tuition is charged for each repeated course. Depending on a student’s GPA, this also can affect a student’s “Satisfactory Academic Progress (SAP)” until their GPA is raised, or they have fulfilled their requirements for academic probation.

Attendance Policy – All Programs

Attendance is mandatory for all courses. Inconsistent attendance is a matter of serious concern as it jeopardizes the educational process. Students are expected to attend all scheduled classes for which they are registered. Faculty members are asked to record student attendance. The University requires that a student attend a minimum of 80% of scheduled class, laboratory and other such assigned hours. Coming to class 5 minutes later is considered an unexcused absence. Three times tardy equal one day’s absence. Students who failed to maintain the minimum attendance (80%) will fail the course. Depending on circumstances, students may have an option to make up missed hours. The university reserves the right to assess a \$20.00/hour fee to make up missed hours. Absences may be excused for the following reasons: a documented illness, a death in the family, childbirth, or other emergency situation acceptable to the Academic Dean. Students are responsible for notification of absence prior to class or on the first day of absence. Tardiness, unexcused absences, inappropriate attire, poor attitude, use of cell phones or other distracting devices are all considered disrespectful and may be grounds to allegations of student misconduct that could result in dismissal.

Student Conduct – Probation/Dismissal

The UHM expects a high standard of honesty and integrity from all members of its community. The UHM seeks students who are knowledgeable, forthright and honest.

At the discretion of the Academic Dean, student may be dismissed from the University for behavior disruptive to the educational mission of the University, continual violations of the policy of the University, for academic dishonesty and for any disruptive or disrespectful conduct or carelessness that endangers life. The following is a listing of such, but not limited to those as stated below:

- Excessive unexcused absences or tardiness
- Intoxication, unauthorized possession, use or consumption of alcoholic beverages or illegal drugs while on the UHM premises or at a UHM-sponsored event
- Dishonesty, altercation, stealing
- Possession, use or abuse of a weapon, dangerous material, or an unlawful substance
- Disruptive behavior in class or the library
- Dominating classroom discussions to the exclusion of others with the intent to undermine the goals of the institution
- Grave personal misconduct
- Misuse, unauthorized use of, or damage to the UHM property
- Sexual or physical assault on-campus
- Unlawful harassment of an employee, student or other person
- Failure to meet financial obligations or commitments to the UHM
- Unauthorized release of confidential information about the UHM employees, faculty, alumni, students or patients
- Inappropriate dressing attire
- Violation of general UHM rules and regulations
- Unauthorized removal of library books or materials

- Cheating or the compromise of test materials; plagiarism
- Use of the Internet the University finds inappropriate

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Academic Dean of UHM, and such determination will be made within 10 days after meeting with both the associated instructor and the student in question. The Academic Dean may place on probation, suspend or dismiss student for one or more of the causes enumerated above. The refund policy will be followed for any tuition and fees due.

Academic Probation

In order to maintain good academic standing, students must maintain a minimum grade point average (GPA) of 2.67 each trimester. Student whose GPA falls below 2.67 will be placed on academic probation for a period of two trimesters. During the probationary period, the students' GPA must be maintained at 2.67 or higher. Probationary students who have maintained a GPA of 2.67 or higher for the duration of the entire probationary period will have their probationary status removed and will be considered to be in good academic standing. Students who do not clear probation within two trimesters will be dismissed from the University. Students will be given an academic notice when they have failed a course twice. The University will dismiss students whose third attempt at passing the course is unsuccessful.

To avoid automatic dismissal, students on academic probation are advised to meet with the Academic Dean for academic counseling. Students will also be dismissed for failing the Comprehensive Graduation Exams twice.

Subsequent to academic dismissal, students' transcripts will bear the notation "Academic Dismissal."

Academic Suspension

Academic suspension is a required leave of absence from the University for up to one year. At the end of the suspension period, the student may petition the Academic Dean for permission to resume study. Such petitions must document a student's plan to remedy the conditions that resulted in academic probation and suspension. The Academic Dean will discuss and approve a petition only if the full committee believes that academic success can be anticipated. If the student is allowed to resume studies, he/she will be placed on academic probation for two trimesters.

Academic Dismissal

Students are subject to academic dismissal if they violate any of the conditions of their probation status upon re-admission following suspension. A student on academic dismissal may apply for reinstatement after a period of one year. To be considered for reinstatement, the student must demonstrate to the Academic Deans that he/she has remedied the situation that caused the academic dismissal. Academic dismissal is noted on the student's transcript.

Transcripts

Upon written request, official and unofficial copies of a student's academic records may be forwarded either to the student or to a designated addressee. Requests for transcripts are submitted to the Administration Office. Academic transcripts are withheld if the student has failed to submit required administrative documents or if the student has an unpaid balance of fees or charges due to the University. Each student's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$12.00 per copy. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

Student Records and Privacy Act

Student academic records are maintained in permanent files in the Student Records Office. A student record contains all documents relating to a student's activities at UHM including but not limited to: admissions, grade reports and transcripts, registration, tuition payments, correspondence, comprehensive examination scores, tuition agreement from, and health document. UHM protects student records in accordance with the Family Educational Rights and Privacy Act of 1974, as amended.

A student may examine his or her records during regular business hours by appointment only. The University does not release school records or any other information about a student to any third party without the consent of the student, except as allowed by law. The University permanently maintains records of academic progress. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors to be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. The UHM follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

Appeal

Grades, which are given at the discretion of faculty, reflect the academic achievement of the student. Any students wishing to appeal a grade awarded must initiate the appeal in writing and submit the appeal to the instructor concerned. If the student is not satisfied with the instructor's explanation or action, the appeal may be presented to the Academic Dean, who will then render a final decision.

Student Grievance Procedures

This University of Herbal Medicine is dedicated to fair dealing and professional conduct. Should any student have a complaint, the student is asked to discuss the matter directly with an instructor or administrator. That instructor or administrator will engage in an informal process endeavoring to settle the dispute in good faith. That informal process will involve three steps: 1: an effort to define the problem, 2: an effort to identify acceptable options for resolution, and 3: an attempt to resolve the conflict through the application of one or more of those options for resolution. The student may thereafter choose to file a written complaint directly with the institution's Academic Dean who will work to resolve the matter. The Academic Dean is the individual designated to resolve student complaints. That individual will investigate all formal (written) complaints, endeavor to resolve all such complaints, and record an entry into the institution's official log. The formal process will involve 1. The student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentary items. The filing deadline is 60 days after the beginning date of the term following that in which the dispute(s) occurred or are alleged to have occurred. 2. The student may terminate the formal process should, in the interim, the informal process produce a satisfactory resolution. 3. The Academic Dean will notify all parties involved of the receipt and nature of the grievance. If a policy is being grieved, the administrator responsible for the policy will be notified. 4. A timeline for resolution will be delivered to the principals by the Chief Academic Officer. 5. Interested parties will communicate with the Academic Dean in order to make recommendations to resolve the grievance. 6. The party responsible for implementing the selected method of resolution will notify the principals of the decision reached. In the event that a student does not agree to the resolution proposed, the student retains the right to file a complaint with the Bureau for Private Postsecondary Education, Sacramento, CA, or Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) 8941 Aztec Dr, Suite 2, Eden Prairie, MN 55347, Telephone: (952) 212-2434.

STUDENT SERVICES

The University of Herbal Medicine does not provide, airport reception services, housing assistance or other services. Further, the UHM maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, UHM will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance. The availability of housing opportunities are posted in the mail campus. UHM makes no particular recommendations and is not responsible for safety, building/living conditions, or other aspects of these housing opportunities, or for the tenant/landlord or roommate relationship. Due to the volume of listings received we are unable to research the integrity of each person that lists a house, room or apartment with us. The average rental cost per month for housing in Hayward is around \$2,000. Below is a list of online housing resources.

- www.craigslist.com
- www.apartmentguide.com
- www.forrent.com
- www.apartmentlist.com
- www.zumper.com
- www.zillow.com
- www.cwpmgmt.com
- www.bsrrealty.com

Library

UHM's library space is small, but quiet and bright. Our growing collection includes books, journals and videos covering both Eastern and Western medicine. The library has two sections: an English section and a Chinese section, collectively housing over 400 books. Periodicals, slides, charts, audio-visual materials as well as human anatomy models are additional resources available in the UHM library. It also has a collection of DVDs and CDs covering the same subjects, and various anatomy models. It will complete the establishment of Oasis automated library system for cataloging and circulation. In addition, the library offers high-speed wireless internet access and networked computers with various software. There is also a computerized system that archives numerous ancient traditional Chinese medicine books and journals.

The library is located at the main campus of 2499 Industrial Parkway West in Hayward. Faculty, staff and students with valid ID have access to the library. Online journals and resources may be accessed via the computer terminals in the library. Students are able to check out library items for a period of two weeks by presenting their student ID. Items may be returned to the Library desk during library operating hours. Fees will be assessed for items that are damaged or not returned by their due date.

Furthermore, to fully provide learning resources to our students, arrangements have been made with the Nine Star University Library for our students to have lending privileges. Each UHM student will need to pay an initial \$50 to activate the NSU library card and for the first year of library access, and \$10 as renewal fee for each consecutive year.

Library at Nine Star University

Nine Star University (NSU) has a lending library where students have the opportunity to reference various books and materials related to their educational needs. 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 2,000, and the current reference collection comprises over 300 journals, periodicals, and magazines. Reflecting the curricula of the University, Chinese and English language

instructional holdings have been acquired to reinforce and support such specialized programs. In addition, an E-library is also available for the UHM students with a NSU library card. A list of E-library resources is as follows. The electronic resources at Nine Star University are available to UHM's students on site. UHM students with a library card can have borrowing privilege of Nine Star University's books, and have access to journals and electronic resources on site.

- Free Books for Doctors 650 free medical books
- Medical Dictionary Medline plus- Merriam Webster
- Medifocus eBook
- Merck Manual of Diagnosis and Therapy, 17th Edition
- Merck Manual of Geriatrics
- Merck Manual Second Home Edition
- Online Books Page (UPenn Library) This page covers all the LC call numbers from HB-HJ with classic books, encyclopedias, dictionaries, and textbooks. Also browse by specific subjects: HB–Economic Theory and Demography, HC-HD–Economic History and Conditions, HE–Transportation and Communication, HF–Commerce, HG–Finance, and HJ–Public Finance.
- Electronic Statistics Textbook This Electronic Statistics Textbook offers training in the understanding and application of statistic, and covers a wide variety of applications, including laboratory research (biomedical, agricultural, etc.), business statistics and forecasting, social science statistics and survey research, data mining, engineering and quality control applications, and many others.
- Econometrics Text A small collection of in-print and out-of-print econometric texts from Econometrics Libratory Software Archive (ELSA)
- ACLS History E-book Project More than 500 history books selected by the American Council of Learned Societies (ACLS).
- Project Gutenberg Project Gutenberg is the oldest website for free electronic books
- Google Book
- Project Gutenberg (17000 free e-books)
- Bartleby.com (Great books online)
- National Academy Press This site contains over 2,500 free e-books published by the National Academies
- Electronic Text Center The University of Virginia Library hosts this archive more than 10,000 texts and images. Some of the texts can be downloaded to a Palm Pilot.
- Bibliomania: The Network Library Reference, Fiction and Non-Fiction
- Digital Book Index Links to 73,000 titles, most are free
- Oxford Text Archive Several thousand electronic texts in a many languages
- Alex Catalogue of Electronic Texts (Public Domain text)
- English Server (Major humanities text collections)

Faculty and students are also encouraged to utilize other library resources in their studies, such as public and college libraries. Students will be informed at the onset of each term of enrollment, of projects which may require research or specified supplemental reading from the UHM Library. Students can also purchase books required for courses in the school bookstore which is located in the library.

In addition, UHM makes other electronic resources and online journals accessible to students, faculty and staff through the internet at the UHM library. While some of these electronic resources are free, it is at student's discretion to utilize the purchase rights to those web libraries requiring additional fee. A list of these additional electronic and library resources within 30 miles of UHM is shown below. For easy access to the Nine Star University library and other nearby public libraries, UHM students can get a Bay Area Clipper Card in person from Walgreens, Whole Foods, and many other participating retailers (consult Admission and Student Services Coordinator for a list of retailers). The one-way travel from UHM to NSU is 26 to 28 minutes by Caltrain. For the convenience of students, UHM will reimburse a one-time \$20.25 to each student per trimester for the

purpose of a Clipper Card. The \$20.25 Clipper Card provides 8 rides from UHM to NSU. To obtain the reimbursement, student will need to contact the UHM Admission and Student Services Coordinator.

Electronic Resources

BioMedSearch - BioMedSearch contains free PubMed/MedLine publications, plus additional journals and a collection of theses and dissertations that are not available elsewhere, making it the most comprehensive biomedical search on the web.

AcuBriefs- AcuBriefs promotes access to information on acupuncture and Oriental Medicine with the best medical practice for doctors and medical professionals.

BioMed Central – A science, technology and medicine publisher of 220 open access, online, peer-reviewed journals.

Chinese Herb Academy - Provides relevant information on Chinese herbal medicine and professional discussion on the clinical use of Chinese Herbs.

Chinese Medicine Specimen Database - The Hong Kong Baptist University School of Medicine and Library worked together to create this database which includes pictures and information on all Materia Medica specimens found in their Chinese Medicine Centre.

Natural Medicines Comprehensive Database - Provides evidence-based information on Natural Medicines.

Google Scholar - Provides a simple way to broadly search for scholarly literature. From one place, you can search across many disciplines and sources: articles, theses, books, abstracts and court opinions, from academic publishers, professional societies, online repositories, universities and other web sites. Google Scholar helps you find relevant work across the world of scholarly research.

Medicinal Plants Image Database - The Hong Kong Baptist University School of Medicine and Library worked together to create this database. Over 1,000 medicinal plants are categorized and summarized with pictures and detailed descriptions.

MedlinePlus- National Institutes of Health's Website for patients and their families and friends. Produced by the National Library of Medicine, it brings you information about diseases, conditions, and wellness issues in language you can understand. MedlinePlus offers reliable, up-to-date health information, anytime, anywhere, for free.

PubMed Central - A free full-text archive of biomedical and life sciences journal literature at the U.S. National Institutes of Health's National Library of Medicine.

E-Books

Free Books for Doctors - Free Books for Doctors promotes free access to medical books. See list of 650 titles on sidebar. Registration is required to access some books. A few books only list the table of contents

Medifocus e-Book – Provides current Medical Guides on Major diseases and conditions. Includes free full text description previews of topics listed on the sidebar.

Merck - Merck - Provides all of The Merck Manuals on a not-for-profit basis as a service to the community.

The National Academies Press - This site offers many titles in electronic Adobe PDF format. Hundreds of these books can be downloaded for free by the chapter or the entire book, while others are available for purchase.

The Online Book Page, University of Pennsylvania - This is a website that facilitates access to books that are freely readable over the Internet.

Nearby Medical Libraries

The Plane Tree library -Located on the second floor of the Cupertino Library, offers free of charge, good web-based research help on health and medical information to the public. Open hours are Tuesday 4pm -8pm, Wednesday 10am – 2pm,Thursday, Friday & Saturday, 2pm -6pm.

Lane Medical Library, Stanford Hospital, Palo Alto California - Open access and free 20 minute use of computers. Remote access and borrowing privileges are only offered for Stanford University students, staff and faculty. Students have the choice to register for an “Individual Community Membership” at the Lane Medical Library to get lending privileges and access online licensed resources.

Public Libraries

Public libraries are located nearby each campus. With a library card and PIN number access is available to many online databases.

PubMed is available without PIN number.

University of California online catalog.

Access to online journals requires a student card and PIN.

National organizations on Oriental medicine:

Academic Consortium for Complementary and Alternative Health Care.

Council of Colleges of Acupuncture and Oriental Medicine.

By following the guidelines of the California Acupuncture Board we will be maintaining our own resource library.

Student Housing

The University of Herbal Medicine has no responsibility to find or assist a student in funding housing. The University does not operate dormitories or other housing facilities. The University does not provide assistance nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one bedroom unit is approximately \$1,200 a month. (www.apartmentguide.com)

Reasonable Accommodations for Students with Disabilities

UHM will provide reasonable accommodations to enrolled students with documented disabilities. Such accommodations will be determined on an individual basis. To accommodate a student under the Americans with Disabilities Act, documentation must be submitted upon acceptance to the program.

Health Services

TCM treatment, including herbs, is available to students in the School Clinic at a discounted rate.

Distance Educational Programs

No distance educational programs are offered in this institution.

Career Planning and Employment Assistance

UHM supports the development of business skills for students throughout the curriculum and via numerous extracurricular opportunities. The following resources and activities help students prepare to be proficient and successful professionals while in the program:

- Small business books and resources in our library & resource center
- Quarterly workshops on business practices and marketing
- Quarterly social opportunities to meet and network with our extensive network of successful alumni practitioners
- Semi-annual clinic tours where students have the opportunity to observe varying practice models in action
- A selection of other resources related to practice building and business success that is housed in the Administrative Office.

The United Department of Labor's Standard Occupational Classification codes for the job classifications of the graduate of the programs is 29-0000 for Healthcare Practitioners and Technical Occupations.

Optional Practical Training

The Optional Practical Training Program offers international students the opportunity to gain valuable work experience through employment in the field of Traditional Chinese Medicine. Following completion of their studies at the University, approved international students may work in the United States for up to a maximum of 12 months to enhance their knowledge of TCM and gain additional practical experience.

STUDENT RIGHTS AND POLICIES

Non-discrimination Policy

This UHM is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

Academic Freedom

University of Herbal Medicine is committed to assuring full academic freedom to all faculties. Confident in the qualifications and expertise of its faculty members, the university encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

University of Herbal Medicine encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

Americans with Disabilities Act

An equal opportunity institution of higher education, the University of Herbal Medicine is committed to providing equal employment opportunity and full participation for persons with disabilities. In compliance with Section 504 of the Rehabilitation Act, and Titles I and III of the Americans with Disabilities Act of 1990, it is UHM's policy that no qualified individuals shall, on the basis of disability, be excluded from participation in, or be denied the benefits of, any University sponsored program or activity. The University reasonably accommodates qualified individuals with disabilities upon request. A professional assessment of a student or employee disability is required before the services can be engaged. If such an assessment is needed, the Admission and Student Services Coordinator has a list of referrals where such assessments can be obtained. For current or prospective students, a formal request for accommodations should be submitted to the Admission and Student Services Coordinator.

Intellectual Property and Copyright

All materials presented in UHM classes are the intellectual property of and copyrighted by the instructor. This includes all materials that the instructor creates, (e.g., PowerPoints, slides, handouts, etc.) Therefore, these materials cannot be reproduced or duplicated without the written permission of

the instructor. Additionally, students and teaching assistants cannot sell class notes and class notes can be shared only with UHM students and teaching assistants.

Drug-Free Campus Policy

In accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Amendments of 1989, University of Herbal Medicine has enacted the following policy guidelines regarding substance abuse on campus:

- It is the policy of UHM to maintain a drug-free workplace and campus.
- The unlawful manufacture, distribution, dispensation, possession, and/or use of controlled substances or the unlawful possession, use, or distribution of alcohol is prohibited in UHM facilities, in the workplace, or as part of any of the University's activities.
- Violation of this policy may result in disciplinary sanctions up to and including termination of employment or expulsion of students.
- Violations may also be referred to the appropriate authorities for prosecution.

Prevention of Sexual and Other Unlawful Harassment Policy

The University of Herbal Medicine is committed to a workplace and educational environment that is free of sexual and other unlawful harassment. Sexual harassment is unlawful under Title IX of the 1972 Education Amendments, Title VII of the Civil Rights Act of 1964, and the California Fair Employment and Housing Act. As a matter of University policy, sexual or other unlawful harassment occurring in the course of any UHM activity is prohibited. Harassment on the basis of race, religious creed, color, national origin, ancestry, disability, marital status, medical condition (cancer-related or genetic-related), sexual orientation, sex, age, or any other protected status under federal, state or local law, ordinance or regulation applicable to the University, is a violation of this policy. Any such harassment of any individual in the course of any University-administered program, job or activity is prohibited and shall not be tolerated. The University shall take prompt and effective corrective action to address unlawful harassment, including, where appropriate, dismissal or expulsion. The policy explicitly applies to UHM students, faculty, staff, administrators, independent contractors and all other individuals engaged in University activities. Individuals who know of harassment, or believe that they have been harassed, in violation of this policy have access to the complaint procedures described below and are encouraged to utilize these complaint procedures. University officials are empowered and required to address harassing behavior promptly and thoroughly. An individual's filing in good faith or pursuing a complaint or otherwise reporting or complaining of unlawful harassment or discrimination will not be the basis for any adverse decisions by the University concerning the individual student, faculty or staff member's position or status. Retaliation is prohibited.

Prohibited conduct which violates State and Federal Law related to sexual harassment includes:

- Unwelcome sexual advances
- Unwelcome requests for sexual favors
- Other unwelcome verbal, physical, or visual behavior of a sexual nature
- Harassment or discrimination based on gender

Such conduct is a violation of this policy and of law when:

- Submission to such behavior is made explicitly or implicitly a term or condition of an individual's education or employment
- Submission to, or rejection of, such behavior by an individual is used as a basis for educational or employment decisions

- Such behavior otherwise has the purpose or effect of unreasonably interfering with, or otherwise creating an intimidating, hostile, or offensive educational or employment environment .

Title VII and Title IX of the Civil Rights Act of 1964; 29 CFR §1604.11(a).

Other harassing behavior may take a variety of forms including, but not limited to, the following:

- Verbal conduct such as epithets, derogatory comments, slurs, or unwelcome sexual advances, invitations, or comments
- Visual conduct such as derogatory posters, photography, cartoons, drawings, or gestures
- Physical conduct such as unwanted touching, blocking normal movement, or interfering with work
- Threats and demands, such as those which seek submission to sexual requests, in order to retain employment or education benefits and/or offers of job or education benefits or conditions in return for sexual favors
- Retaliation, in the form of adverse employment or educational actions, opposing, reporting or threatening to report harassment or for participating in a good faith investigation proceedings or hearings related to this policy
- Harassing behavior includes conduct directed towards persons of the same or opposite sex.

UHM encourages all individuals engaged in University activities that know of harassment, or believe that they have been harassed in violation of this policy to utilize the following complaint procedures. A complaint should be filed promptly if an instance of harassment has occurred or is expected to occur. Unless good cause exists, complaints must be filed no later than one year after the harassment occurs.

Should a complainant choose not to file a complaint using one of the intake options set forth above, she/ he may bring the matter to the attention of any appropriate administrator or designee. In addition, an individual may request general assistance regarding a problem that is not necessarily a complaint of unlawful harassment or discrimination.

The University's inquiry into the complaint will be timely and thorough. The University will take prompt and effective corrective action for any unlawful conduct. Every reasonable effort shall be made to protect the privacy of the complainant, the accused, and witnesses in the investigation and resolution process, subject to the need to conduct a full and impartial investigation, remedy violations, monitor compliance and administer this policy.

Smoking Control Policy

It is the policy of the University that the UHM campus shall remain completely tobacco-free. The campus includes the college and clinic areas, all surrounding grounds and all UHM designated parking areas. It is the responsibility of each UHM employee, faculty member and student to ensure that his/her visitor(s) comply with all the provisions of this policy.

Pet/Animal Policy

UHM does not allow animals in any campus buildings with the exception of registered service animals (therapy animals are excluded). This policy applies to students, staff, faculty, clinic patients, and other visitors. Any UHM student with a disability who utilizes a service animal must register with the Student Affairs office.

The service animal's partner is at all times solely responsible for the cost of care, arrangements and responsibilities for the wellbeing of a service animal as well as any property damage. Service animals on campus must:

1. Meet Non-University Requirements: All requirements for the presence of animals in public places (vaccinations, licensure, ID tags, etc.) mandated by state or local ordinance must be followed.
2. Be Healthy: The animal must be in good health.
3. Be Under Control of Partner: The person with a disability must be in full control of the animal at all times. Reasonable behavior is required from service animals while on campus. If the partner of an animal that is unruly or disruptive (e.g., barking, running around, bringing attention to itself) may be asked to remove the animal from university facilities. Mitigation of disruptive behavior can include muzzling a barking animal or refresher training for both the animal and the partner.
4. Be cleaned up after: The partner must follow local ordinances in cleaning up after the animal defecates.

Fragrance-Free Policy

UHM is a fragrance-free campus. Some people are highly allergic or chemically sensitive to various fragrances, perfumes, cleaning products, etc. Knowing that the use of these substances can significantly compromise indoor air quality and prevent access for some individuals, it is the policy of UHM to restrict the use of fragrance and fragrance product. This policy applies to all who use this facility including faculty, staff, students, patients, and visitors.

DESCRIPTION OF INSTRUCTIONAL FACILITIES

Main Campus

University of Herbal Medicine
2499 Industrial PKWY West, Hayward, CA 94545
Website: www.universityofherbalmedicine.org
Phone: (650) 350-1863 / (510) 856-3619

All didactic instructions will be held in the Main Campus. UHM's main campus is located at 2499 Industrial PKWY west, Hayward, CA 94545. It is a neighborhood of Costco. The build has two stories with 6,252 square feet, and the lot is 18,315 square feet. The building is divided into two parts with address numbers 2497 and 2499. For the 2497 part, on the first floor, there are two clinical demonstration rooms, one herbal pharmacy, and one large kitchen, five modern open office spaces for consultation, student affairs, and clinical management. There is also a waiting room space, and reception area. On the second floor, there are three clinical demonstration rooms and two school office rooms. The 2499 part is going to be used as classrooms. On the first floor, there are three class rooms, one lecture hall, and one demonstration room for herbal product. On the second floor, there are two large lecture halls, two library book rooms, and a second kitchen. Between the two parts, there is a corridor and two restrooms. Built in 1987, this building is in excellent condition. The City Hall of Hayward has issued a vocational school business license to UHM. It has been finished remodeling and ready to be fully used as a school of the University of Herbal Medicine.

Satellite Campus

2304 S. El Camino Real, San Mateo, CA 94403
Phone: (650) 350-1863

The satellite campus is located at 2304 South El Camino Real in San Mateo, CA, roughly 10 minutes away from the school location. Clinical instructions of practice observations and supervised practices and some classes are held in this location. The structure is approximately 1500 sq. ft. There is a moderate parking lot located at the rear of the clinic.

The main entrance of the satellite has a spacious reception with a waiting area besides the front desk especially set up for patients. The clinic campus also has a spacious office for patient

consultation. The clinic campus has four treatment rooms. Each room has one or two therapeutic beds, chairs and clean linens. All rooms are installed with blinds and doors to secure the privacy of each patient.

Instructional Equipment

The main campus provides standard teaching equipment in every classroom including LCD and transparency projectors, white boards, classroom tables and chairs, an integrated multimedia system, skeleton teaching models, visual charts, wireless internet connectivity, and computers in the library. This exam rooms in the main campus are also equipped with standard clinical equipments and supplies as the teaching clinic, including treatment tables, massage table and chair, sheets, towels, sterile disposal acupuncture needles, cotton balls, 70% 2-propanol and biohazard sharps disposal container.

Other equipment and tools available in the lecture rooms include anatomical charts, diet and nutrition charts, and acupuncture point demo skeleton.

The clinical campus is equipped with standard clinical equipment and supplies including treatment tables, sterile disposal acupuncture needles, cotton balls, 70% 2-propanol, clean linens, sheets, towels, heat lamps, and weigh scales.

Accreditation Status

This institution is not accredited by an accrediting agency recognized by the United States Department of Education. A graduate of the MSTCM program will be eligible to sit for the acupuncture exam in California and other states. A degree program that is unaccredited or from an unaccredited institution is not recognized for some employment positions, including but not limited to, positions with the State of California. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

EDUCATIONAL PROGRAMS

Master of Science in Traditional Chinese Medicine (MSTCM)

Program Description

The Master of Science in Traditional Chinese Medicine (TCM) is designed to provide students with comprehensive trainings in TCM theory, knowledge, and clinical practices and equip qualified individuals to become independent and successful TCM practitioners.

Notice to Prospective Degree Program Students

(a) This institution is provisionally approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer this degree program, 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 (date two years from date of provisional approval), and full accreditation by (date five years from date of provisional approval).

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.

Institutional Representative Initials: _____ Student Initials: _____
Date: _____ Date: _____

(b) The student and an institutional representative shall initial and date the notice prior to executing an enrollment agreement. An initialed copy of the notice shall be given to the student and the original shall be retained in the enrolled student's records.

(c) The notice shall also be posted immediately preceding or following as to clearly pertain to the description of the degree program, including, but not limited to, one or more of the following; admissions requirements, length of program, courses offered or areas of focus. Such notice shall be included, at a minimum, in the following locations:

- (1) The institution's catalog where each degree program is described.
- (2) The institution's website where each degree program is described.
- (3) The institution's degree program brochures.

Program Objective

1. Prepared qualified candidates to become successful licensed acupuncturists
2. Equip health care professionals with comprehensive knowledge, understanding, and clinical experiences of TCM to practice integrative and holistic medicine

MSTCM Curriculum Overview

3 year, 3025 hours Master of Science degree in Traditional Chinese Medicine (M.S.TCM)

Year 1 - Trimester 1, 2, 3

In the first year of the program, students are required to finish all basic science (SCI) courses, and will be introduced to the basic fundamental theories and concepts of TCM. Students will also be exposed to the beginning acupuncture classes, students will be taught to use the TCM theories and apply them onto acupuncture. They will learn about the channels and collaterals, what each acupoint is used for, its classification, its Chinese name and translation, and how to locate acupoints. In trimester 3, students begin attending a practice observation forum to discuss how everything they've learned is actually applied.

Students begin their study of Chinese herbal medicine with the Herbal Medicine series. The class begins with important history and texts and goes on to study the Chinese Materia Medica. In this class, students will study individual Chinese herbs, their properties, uses, efficacy, etc.

On the Western medical (WM) side of their first year education, besides the basic science courses, students will approach the history of western medical history, biomedical terminology and human anatomy.

Year 2 - Trimester 4, 5, 6

During the second year of study, students will use their basic theory knowledge to understand the disease process from a TCM perspective. They also learn ways to treat the underlying disease process and promote health. They continue on participating in clinical diagnosis forum in trimester 4, 5, and 6 to practice their new knowledge. Students will also be exposed to different research techniques to better prepare themselves for the final year of study. Towards the last trimester, students begin their supervised clinical practice by treating patients in student clinic, taking responsibility for all aspects of their patient's care. Students also learn clean needle technique, OSHA and HIPAA regulations, and Clinical Ethics.

Also in this year, the study of the individual Chinese herbs finishes, and students should be able to use this knowledge in the study of combining individual herbs to learn Chinese herbal formulas and their applications. Acupuncture techniques will be further discussed in depth in this

year. To reinforce and combine their knowledge of TCM theories, diagnosis, and herbal applications, students will be introduced several classical TCM literatures in Chinese history. These literatures are the precious condensation of TCM knowledge. Students will be learning from the famous Shang Han Lun (Treatise on Febrile Diseases), Jin Gui Yao Lue (Synopsis of the Golden Chamber), etc.

Year 3 - Trimester 7, 8, 9

In the final year, students continue their supervised clinical practice. They also assume a greater responsibility for their patient's total care. Oriental Massage/Tui Na will be introduced. Students should begin their Internal Medicine series either at the end of Year 2 or the beginning of Year 3. In trimester 7 and 8 students begin to make their transition from a student to more of a beginning practitioner. During the supervised clinical practices in this year, students systematically learn Chinese medicine's method of basing Chinese herbal treatment on differentiation of syndromes/patterns for many symptoms and diseases. Students should also be on their Clinical Medicine series (CM) for different subjects. They will review a great amount of case studies on different diseases, which can enforce their TCM knowledge and its application.

On the Western medicine side, in the third year of their education are classes including Physical Assessment, Pharmacology, Practice Management, and Western Clinical Medicine. This additional work in the Western biomedical approach will enhance students' ability to integrate Eastern and Western medicine.

Students have their final observation class in trimester 9. At this point, they have a solid foundation in clinical theory and practice, and benefit from observing and getting more advanced questions answered from an experienced practitioner in a clinical setting. Students also have the opportunity to assist student clinic supervisors.

The course, Practice Management, prepares students to set up a successful Oriental medical private practice. CPR / Basic First Aid course provides essential skills that enable clinicians to respond appropriately to emergency situations which may arise in clinical and everyday situations.

Sample Curriculum

Year 1

Trimester 1

Course #	Course Name	Credits	Hours
SCI 1010	General Biology	3	45
SCI 1020	Chemistry	2	30
SCI 1040	General Psychology	3	45
SCI 1050	Anatomy	4	60
FD 101	TCM Fundamentals I	3	45
HRB 101	Chinese Herbal Medicine Fundamentals	3	45
ACU 101	Acupuncture I	2	30
	Total:	20	300

Trimester 2

Course #	Course Name	Credits	Hours
SCI 1030	General Physics	3	45
SCI 1060	Physiology	3	45
FD 102	TCM Fundamentals II	3	45
FD 111	TCM Diagnosis I	3	45

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HRB 111	Chinese Herbal Medicine I	4	60
ACU 201	Acupuncture II	2	30
TCM 102	TCM Exercise Therapy 1 - Qi Gong and Breathing	1	15
WM 101	Medical Terminology	3	45
Total:		22	330

Trimester 3

Course #	Course Name	Credits	Hours
SCI 1080	Nutrition and Vitamins	3	45
FD 112	TCM Diagnosis II	3	45
HRB 112	Chinese Herbal Medicine II	4	60
ACU 301	Acupuncture III	2	30
TCM 101	TCM Manual Therapy – Tui Na / Acupressure	3	45
TCM 103	TCM Exercise Therapy 2 - Tai Ji Quan	1	15
WM 201	Pharmacology	3	45
WM 301	Physical Assessment	2	30
Total:		21	315

Year 2

Trimester 4

Course #	Course Name	Credits	Hours
SCI 1070	Pathology and Pathophysiology	3	45
HRB 113	Chinese Herbal Medicine III	4	60
ACU 401	Acupuncture IV	2	30
TCM 104	Western and TCM Nutrition and Dietary Therapy	3	45
TCM 201	TCM Internal Medicine I	2	30
CL 1010	Clinical - Practice Observation	5	150
Total:		19	360

Trimester 5

Course #	Course Name	Credits	Hours
HRB 201	Chinese Herbal Medicine Formulas I	4	60
ACU 501	Acupuncture V	2	30
CM 301	Case Management I	3	45
PH 202	CPR/First Aid	0.67	10
PD 101	History of Medicine	1	15
PD 201	Professional Development and Research Methods	1	15
CL 1020	Clinical– Diagnosis and Evaluation I	5	150
Total:		16.67	325

Trimester 6

Course #	Course Name	Credits	Hours
HRB 202	Chinese Herbal Medicine Formulas II	4	60

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ACU 601	Acupuncture VI	2	30
WM 302	Radiology and Laboratory Testing	2	30
CM 302	Case Management II	3	45
PM 200	HIPPA, Medical Ethics and Regulations	1	15
CL 1030	Clinical – Diagnosis and Evaluation II	5	150
	Total:	17	330

Year 3

Trimester 7

Course #	Course Name	Credits	Hours
HRB 203	Chinese Herbal Medicine Formulas III	4	60
TCM 206	TCM Eye, Ear, Nose, Throat and Mouth	2	30
TCM 207	TCM External Medicine	2	30
WM 401	Clinical Sciences	3	45
PM 300	Practice Management	2	30
CL 1040	Clinical - Supervised Practice I	5	150
	Total:	18	345

Trimester 8

Course #	Course Name	Credits	Hours
FD 121	Classical Literature of TCM I	3	45
HRB 301	The Practice of Herbal Medicine	3	45
TCM 202	TCM Internal Medicine II	2	30
TCM 205	TCM Dermatology	2	30
TCM 208	Orthopedics, Traumatology, and Urgent Care	2	30
CL 1050	Clinical - Supervised Practice II	6	180
	Total:	18	360

Trimester 9

Course #	Course Name	Credits	Hours
FD 122	Classical and Modern Literature of TCM II	3	45
TCM 203	TCM Obstetrics and Gynecology	2	30
TCM 204	TCM Pediatrics	2	30
PH 201	Public Health	2	30
WM 402	Clinical Medicine	3	45
CL 1060	Clinical - Supervised Practice III	6	180
	Total:	18	360

Requirements for Completion

To complete this program a student must complete all prescribed courses, earn a grade point average of at least 3.0. **Program Length: 3025 Hours (170.67 trimester credits)**

Courses List

Course Number	Full Course Title	Course Unit	Course Hour
SCI 1010	General Biology	3	45
SCI 1020	Chemistry	2	30
SCI 1030	General Physics	3	45
SCI 1040	General Psychology	3	45
SCI 1050	Anatomy	4	60
SCI 1060	Physiology	3	45
SCI 1070	Pathology and Pathophysiology	3	45
SCI 1080	Nutrition and Vitamins	3	45
FD 101	TCM Fundamentals I	3	45
FD 102	TCM Fundamentals II	3	45
FD 111	TCM Diagnosis I	3	45
FD 112	TCM Diagnosis II	3	45
FD 121	Classical Literature of TCM I	3	45
FD 122	Classical and Modern Literature of TCM II	3	45
HRB 101	Chinese Herbal Medicine Fundamentals	3	45
HRB 111	Chinese Herbal Medicine I	4	60
HRB 112	Chinese Herbal Medicine II	4	60
HRB 113	Chinese Herbal Medicine III	4	60
HRB 201	Chinese Herbal Medicine Formulas I	4	60
HRB 202	Chinese Herbal Medicine Formulas II	4	60
HRB 203	Chinese Herbal Medicine Formulas III	4	60
HRB 301	The Practice of Herbal Medicine	3	45
ACU 101	Acupuncture I	2	30
ACU 201	Acupuncture II	2	30
ACU 301	Acupuncture III	2	30
ACU 401	Acupuncture IV	2	30
ACU 501	Acupuncture V	2	30
ACU 601	Acupuncture VI	2	30
TCM 101	TCM Manual Therapy – Tui Na / Acupressure	3	45
TCM 102	TCM Exercise Therapy 1 - Qi Gong and Breathing	1	15
TCM103	TCM Exercise Therapy 2 - Tai Ji Quan	1	15
TCM 104	Western and TCM Nutrition and Dietary Therapy	3	45
TCM 201	TCM Internal Medicine I	2	30
TCM 202	TCM Internal Medicine II	2	30
TCM 203	TCM Obstetrics and Gynecology	2	30
TCM 204	TCM Pediatrics	2	30
TCM 205	TCM Dermatology	2	30
TCM 206	TCM Eye, Ear, Nose, Throat and Mouth	2	30
TCM 207	TCM External Medicine	2	30
TCM 208	TCM Orthopedics and Traumatology	2	30
WM 101	Medical Terminology	3	45
WM 201	Pharmacology	3	45
WM 301	Physical Assessment	2	30
WM 302	Radiology and Laboratory Testing	2	30
WM 401	Clinical Sciences	3	45

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WM 402	Clinical Medicine	3	45
CM 301	Case Management I	3	45
CM 302	Case Management II	3	45
PM 200	HIPPA, Medical Ethics and Regulations	1	15
PM 300	Practice Management	2	30
PH 201	Public Health	2	30
PH 202	CPR/First Aid	0.67	10
PD 101	History of Medicine	1	15
PD 201	Professional Development and Research Methods	1	15
CL 1010	Clinical - Practice Observation	5	150
CL 1020	Clinical– Diagnosis and Evaluation I	5	150
CL 1030	Clinical – Diagnosis and Evaluation II	5	150
CL 1040	Clinical - Supervised Practice I	5	150
CL 1050	Clinical - Supervised Practice II	6	180
CL 1060	Clinical - Supervised Practice III	6	180
	Total:	169.67	3025

Course Descriptions

SCI 1010 General Biology (3 credits)

(Prerequisite: None)

Biology is a foundational subject for the medical sciences. This course is a study of living systems. It includes an examination of evolution, cellular structure and function, body systems, metabolism, homeostasis, genetics, and reproduction.

SCI 1020 Chemistry (2 credits)

(Prerequisite: None)

This course is designed to teach elementary principles of chemistry and chemical elements and compounds. It includes an investigation of the constituents of matter, electron arrangement, the periodic table, chemical bonds and reactions, phase states, solutions, acids, bases and electrolytes.

SCI 1030 General Physics (3 credits)

(Prerequisite: None)

This course explores the basic principles of physics as they apply to the normal functioning of the human body. It will examine each of the major body systems and demonstrate how specific laws of physics can be used to explain aspects of anatomy, physiology, biochemistry, pathology and pharmacology. It will also examine the areas where theories of physics overlap with the philosophies of Oriental Medicine.

SCI 1040 General Psychology (3 credits)

(Prerequisite: None)

This course explores the basic principles of physics as they apply to the normal functioning of the human body. It will examine each of the major body systems and demonstrate how specific laws of physics can be used to explain aspects of anatomy, physiology, biochemistry, pathology and pharmacology. It will also examine the areas where theories of physics overlap with the philosophies of Oriental Medicine.

SCI 1050 Anatomy (4 credits)

(Prerequisite: None)

Human anatomy examines the normal structure and function of the human Integumentary and Musculoskeletal Systems. The course includes a detailed analysis of muscle actions, innervations, and clinically relevant origins and insertions.

SCI 1060 Physiology (3 credits)

(Prerequisites: SCI 1010, SCI 1050)

This course examines the normal physical structures and functions of the pulmonary, cardiovascular, lymphatic and immune systems, renal, reproductive, and digestive, including associated areas of metabolism, electrolytes and growth, development and genetics.

SCI 1070 Pathology and Pathophysiology (3 credits)

(Prerequisite: SCI 1060)

This program in pathology addresses both general and cell pathologies, general and developmental diseases, fluid and hemodynamic disorders, selected organ system, bones and joints, muscles and nervous system pathologies.

SCI 1080 Nutrition and Vitamins (3 credits)

(Prerequisite: None)

The course introduces the study of the basic principles of nutritional science, including the classic nutritional deficiencies, the roles of nutritional components in various stages of the life cycle. Micro- and macro-nutrients will also be covered, along with the health effects and impacts of each. Current nutritional news and cultural dietary influences will be presented.

FD 101 TCM Fundamentals I (3 credits)

(Prerequisite: None)

This introductory course provides the foundation for the study and understanding of Oriental Medicine. Students are given a detailed overview of the various Oriental medicine theories and practices, highlighting the concepts of Yin and Yang, the five phases, the five vital substances, the Zang Fu, Jing Luo, the causation of disease, five substances, and Eight Principles.

FD 102 TCM Fundamentals II (3 credits)

(Prerequisite: FD 101)

The class is a continuation of FD 101, and investigates the pathogenic changes that occur in the body such as: wind, dampness, cold, heat, fire and dryness. Also including internal pathogenic causes such as emotions, disharmonies of Qi, blood, Yin and Yang. Based on the knowledge of Foundation of TCM I, this course will use “differential analysis” method for further discussion of basic symptoms and sign and therapy. “Eight principles” “Organs” “Six Channels” and “Wei, Qi, Ying, Blood Stages” Differential analysis (Bian Zhen) and TCM therapeutic principle and method.

FD 111 TCM Diagnosis I (3 credits)

(Prerequisite: None)

Introduced in this course are four methods of diagnosis in Traditional Chinese Medicine with emphasis on tongue observation and pulse diagnosis. Also covered are analyses of symptoms and signs of diseases.

FD 112 TCM Diagnosis II (3 credits)

(Prerequisite: FD 111)

This course is a detailed study of the principles of differential diagnoses and clinical syndromes in Oriental Medicine. Eight principles, Qi, Blood, Body Fluid, Etiology, Five Elements, and Channels differentiation are included.

FD 121 Classical Literature of TCM I (3 credits)

(Prerequisite: Upper Division Standing)

Students will learn the theories, treatment principles and diagnostic patterns using the models set forth by Shang Han Lun and Wen Bing. Current clinical applications of these theories will be discussed in details.

FD 122 Classical and Modern Literature of TCM II (3 credits)

(Prerequisite: Upper Division Standing)

Participants learn the teachings of Jin Gui Yao Lui (Golden Chamber) by Zhang Zhongjing, syndrome differentiation according to the Four Levels theory recorded in Wai Gan Wen Re Pian (Treatise on Warm Disease) by Ye Tianshi and syndrome differentiation according to the Sanjiao theory recorded in Wen Bing TiaoBian (Differentiation on Febrile Diseases) by Wu Jutong.

HRB 101 Chinese Herbal Medicine Fundamentals (3 credits)

(Prerequisite: FD 102)

Fundamentals of herbal medicine – basic groupings of herbs and a study of the entering channels and medical uses. The course also introduces 300 agents focusing on the clinically most important ones.

HRB 111 Chinese Herbal Medicine I (4 credits)

(Prerequisite: HRB 101)

Herbology includes general concept, single herbs and herbal formula three parts. This course will cover general concept and releasing superficial symptoms, anti-wind damp, releasing dampness, clearing heat, respiratory and digestive herbs groups.

HRB 112 Chinese Herbal Medicine II (4 credits)

(Prerequisite: HRB 111)

This is a sequential study of traditionally used herbs, their actions, indications and contra-indications of use, dosing, and administration.

HRB 113 Chinese Herbal Medicine III (4 credits)

(Prerequisite: HRB 112)

This is the last course of the Herbal Medicine series. A sequential study of traditionally used herbs, their actions, indications and contra-indications of use, dosing, and administration will be further discussed.

HRB 201 Chinese Herbal Medicine Formulas I (4 credits)

(Prerequisite: HRB 113)

This course introduces formulas covering the meaning of the traditional formula name, the herbs and their functions in each formula, amount of individual herbs in the formula, major functions and indications of each formula, contra-indications, major modifications, usual methods of preparation and dispensing, application, differentiation and modification of the herb formulas for the various patterns of disharmony according to traditional Chinese medical principles.

HRB 202 Chinese Herbal Formulas II (4 credits)

(Prerequisite: HRB 201)

This course introduces 150 formulas covering the meaning of the traditional formula name, the herbs and their functions in each formula, amount of individual herbs in the formula, major functions and indications of each formula, contra-indications, major modifications, usual methods of preparation and dispensing, application, differentiation and modification of the herb formulas for the various patterns of disharmony according to traditional Chinese medical principles.

HRB 203 Chinese Herbal Formulas III (4 credits)

(Prerequisite: HRB 202)

This course focuses on the development of formula writing skills. Students learn how to combine herbal medicines into formulas, how to choose appropriate basic formulae for patients, and how to modify the formulae according to the patient's chief complaint and diagnostic patterns.

HRB 301 The Practice of Herbal Medicine (3 credits)

(Prerequisite: HRB 113)

A sampling of available herbs is chosen and prepared. The properties, functions, indications and contraindications of the sampled herbs will be discussed in detail. Methods of identification of the herbs will also be included.

ACU 101 Acupuncture I (2 credits)

(Prerequisite: None)

This is an introductory course pertaining to the classification and nomenclature of the channels, collaterals, acupuncture locations and acupuncture point groupings. Students will learn the proper methods of identifying and locating acupuncture points based on their anatomical locations and proportionate body measurements. The course covers all the points on the Lung, Large Intestine, Stomach, Spleen, Heart, Small Intestine, Ren and Du channels.

ACU 201 Acupuncture II (2 credits)

(Prerequisite: ACU 101)

A continuation course pertaining to the classification and nomenclature of the channels and collaterals, acupuncture point locations, and acupuncture point groupings. Students will learn the proper methods of identifying and locating acupuncture points, based on their anatomical locations and proportionate body measurements. This course covers all the points on the Urinary Bladder, Kidney, Pericardium, San Jiao, Gall Bladder, and Liver channels.

ACU 301 Acupuncture III (2 credits)

(Prerequisite: ACU 201)

The study of acupuncture points in relation to their anatomical locations, musculature and innervations. Contraindications pertaining to acupuncture locations because of underlying anatomical structures are addressed, and the goal of this study is to maximize clinical safety.

ACU 401 Acupuncture IV (2 credits)

(Prerequisite: ACU 301)

This is the first of a three-course series. It provides an Introduction to acupuncture techniques, needling of acupoints, using proper depths and angles, clean needle techniques and safe needling practices. Points include those of the lung, large intestines, spleen, stomach, heart and small intestine's channels.

ACU 501 Acupuncture V (2 credits)

(Prerequisite: ACU 401)

This is the second of a three-course series. By means of class demonstrations and practical assignments, students employ and demonstrate safe needling practices and proper needling angling and depths along the following points: Liver, Kidney, Urinary Bladder, Gall Bladder, Triple Burner, Pericardium, Ren and Du channels. Cupping, Moxibustion, and Special Needling techniques including threading, bloodletting, intradermal and plum blossom are presented.

ACU 601 Acupuncture Techniques VI (2 credits)

(Prerequisite: ACU 501)

This is the third and final course in the Acupuncture Techniques series. This practical class teaches the students advanced needling techniques and exploration of specific techniques including plum-blossom needling, cupping, moxibustion, electro-stimulation, the use of magnets and other

techniques, as well as other protocols used during acupuncture treatments. The course also includes difficult points not covered in the previous Techniques classes.

TCM 101 TCM Manual Therapy – Tui Na / Acupressure (3 credits)

(Prerequisite: None)

The utilization of manual therapy including massage and hand manipulation techniques designed to treat a variety of physical problems, internal conditions and traumatic injuries.

TCM102 TCM Exercise Therapy - Qi Gong and Breathing Techniques (1 credit)

(Prerequisite: None)

This is a fundamental course in Qi Gong which uses body movements and breathing techniques to control the flow of Qi. Students are introduced to a variety of healing Qi Gong forms, techniques and vocalizations.

TCM103 TCM Exercise Therapy - Tai Ji Quan (1 credit)

(Prerequisite: None)

This practical course provides a basic introduction to the theory and benefits of Yang style Tai Qi Chuan. Students will learn and practice the first one third of the classic Yang style form set, with an emphasis on the proper breathing techniques and body movements.

TCM 104 Western and TCM Nutrition and Dietary Therapy (3 credits)

(Prerequisite: None)

This course deals with therapeutic approaches in Western Medicine. Drugs used in the treatment of disease will be discussed in this course. The mechanisms of action, absorption, excretion, and toxicity of specific drugs will be reviewed. Drugs-Herbs-Nutritional interaction will be discussed. The course also covers counseling the patient about nutrition and diet therapy.

TCM 201 TCM Internal Medicine I (2 credits)

(Prerequisites: Upper Division Standing)

This course is a study of the pathology, diagnosis, etiology and treatment of specific syndromes of the internal organ systems. Participants identify patterns and symptoms associated with various pathologies and correlate the treatment protocols and recommendations for treatment utilizing TCM modalities. Oriental Internal Medicine I address the main lower Jiao (lower abdomen) pathologies, including but not limited to gynecological and urological issues, and lower back pain.

TCM 202 TCM Internal Medicine II (2 credits)

(Prerequisite: Upper Division Standing and TCM 201)

The focus of this course is on the identification and treatment of specific syndromes of the upper Jiao, (upper body) including respiratory maladies, headache, wind stroke, dizziness, palpitations, and multiple sclerosis.

TCM 203 TCM Obstetrics and Gynecology (2 credits)

(Prerequisite: Upper Division Standing)

This course reviews the anatomy, physiology and pathology of the female reproductive system from a Western perspective as well as the TCM paradigm. Students will learn to diagnose, differentiate and develop treatment plans for general gynecological disorders and to use correct treatment strategies to treat a range of gynecological disorders.

CM 204 TCM Pediatrics (2 credits)

(Prerequisite: Upper Division Standing)

This course presents an overview of TCM pathophysiology, diagnosis, and treatment of selected common pediatric diseases. Upon completion of this course, students should have acquired the knowledge of TCM syndrome differentiation and differential treatment of selected common pediatric disorders.

TCM 205 TCM Dermatology (2 credits)

(Prerequisite: Upper Division Standing)

This course presents an overview of the pathology, symptoms, diagnosis and treatment of skin disorders with an emphasis on psoriasis, acne, alopecia, eczema, warts, fungus infection, urticaria, zoster virus and dry skin. Students will learn the relevant terminology of TCM dermatology and how to treat skin disorders with Chinese herbal formulae and acupuncture.

TCM 206 TCM Eye, Ear, Nose, Throat and Mouth (2 credits)

(Prerequisite: Upper Division Standing)

This course covers TCM pathophysiology, syndrome differentiation, meridians, and treatment methods of diseases related to eye, nose, mouth and throat (ENMT). Upon completion of this course, students should have acquired the knowledge of TCM syndrome differentiation and differential treatment of selected common ENMT disorders.

TCM 207 TCM External Medicine (2 credits)

(Prerequisite: Upper Division Standing)

The course provides a study of the pathology, diagnosis, etiology and treatment modalities of TCM external medicine. The course will also include syndrome differentiation in *Yin-Yang*, Meridian, and Location differentiations as well as treatment principles. Management principles of urgent care, difficult cases and rare cases will also be covered.

TCM 208 TCM Orthopedics and Traumatology (2 credits)

(Prerequisite: Upper Division Standing)

The course introduces the principles and theories of TCM orthopedics and traumatology. It covers the etiology and pathology of fracture, dislocation, sprain, internal injury and trauma. Main clinical manifestations, diagnosis and treatment principles and techniques will also be discussed in details.

WM 101 Medical Terminology (3 credits)

(Prerequisite: None)

The course provides a working familiarity of common medical terminology used in western medicine, including the definitions, roots, prefixes, suffixes and proper pronunciation of terms, emphasizing their clinical context.

WM 201 Pharmacology (3 credits)

(Prerequisite: None)

This course introduces the basic concepts and pharmacological principles of western pharmaceuticals and their major categories, actions and side effects.

WM 301 Physical Assessment (2 credits)

(Prerequisite: None)

This course will introduce you to didactic presentation and practical application of the skills necessary for the competent and thorough history and physical examination of a patient using standard instruments and procedures. The course focuses on utilization of anatomic, physiologic, and pathological knowledge to arrive at proper diagnosis based on sound clinical judgment. The course will cover the basic neurological examination, head, eyes, ears, nose and throat (HEENT) and visceral organs of chest and abdomen.

WM 302 Radiology and Laboratory Testing (2 credits)

(Prerequisite: None)

This course provides the TCM student with a basic understanding of clinical laboratory and diagnostic tests, including blood, urine and stool tests, chemistry and microbiological studies, and an overview of specialized tests. Interpretation of test results and their clinical significance will be discussed, as well as indications for ordering tests and working with a lab to place orders. This

course also provides an overview of radiographic anatomy, common pathologies, radiologist reports and ordering imaging for diagnostic purposes. Areas of discussion include: X-Ray, CT, MRI, PET, Ultrasound and Nuclear Medicine.

WM 401 Clinical Sciences (3 credits)

(Prerequisites: SCI 1050, SCI 1060, WM 201, WM 301)

This survey course presents an overview of selected common diseases observed and treated in biomedicine, including neurology, psychiatry and gastroenterology.

WM 402 Clinical Practices of Medicine (3 credits)

(Prerequisite: SCI 1050, SCI 1060, WM 201, WM 301, WM 401)

Upper level student will survey the clinical practices of medicine, including osteopathy, dentistry, psychology, nursing, chiropractic, podiatry, naturopathy, and homeopathy to familiarize practitioners with the practices of these health care providers. Additionally, students will learn to develop appropriate referral networks and discover the essentials of business in support of their post-graduate employment, including establishing a private and/or group practices as well as working in an integrated setting, including managed care. Students will learn about at-risk populations, including gender, age, indigent, and disease specific patients. Instructors will teach the importance of multicultural sensitivity while communicating with others.

CM 301 Case Management I (3 units)

(Prerequisite: Upper Division Standing)

This course focuses on case study analysis of the treatment of common diseases. It presents and discusses case studies from clinical observation, experience and from selected readings with analysis of treatment plans and principles. This is a comprehensive course, and includes emergency and red flag management for each disorder covered.

CM 302 Case Management II (3 units)

Prerequisite: CM 301

This course is the second class of the case management series. This course focuses on case study analysis of the treatment of common diseases. It presents and discusses case studies from clinical observation, experience and from selected readings with analysis of treatment plans and principles. This is a comprehensive course, and includes emergency and red flag management for each disorder covered.

PM 200 HIPPA, Medical Ethics and Regulations (1 credit)

Prerequisite: None

This course examines the ethical issues surrounding licensed practice in the field of TCM. Course topics include standards of medical ethics, ethical issues, legal issues, overview of the Health Insurance Portability and Accountability Act (HIPAA), confidentiality, healthcare legislation and the rules and regulations relating to the practice of acupuncture and Oriental medicine with an emphasis on California Acupuncture Laws.

PM 300 Practice Management (2 credits)

(Prerequisite: None)

This course emphasizes best practices in billing, coding, compliance and operations. Monitoring of practice, employee management, establishing benchmarks for success, legal responsibility, professional liability, licensing, contracts, risk management, and other applications to law in the medical field will be included

PH 201 Public Health (2 credits)

(Prerequisite: None)

Community health, disease prevention, awareness of at-risk populations (including gender, age, indigent), health education, drug addictions and communicable diseases will be discussed throughout the course.

PH 202 CPR/First Aid (0.67credit)

(Prerequisite: WM 102)

The course covers the theory and practice of First Aid and CPR. Students learn to recognize several life-threatening emergencies and provide critical skills needed to respond to and manage a first aid, choking, or sudden cardiac arrest emergency in the first few minutes until emergency medical serviced (EMS) arrives.

PD 101 History of Medicine (1 credit)

(Prerequisite: None)

A study of the history and development of healing systems including comparisons and contrasts of Oriental and Western methods, including an understanding of the suffixes, prefixes and roots of key terms in use will be discussed.

PD 201 Professional Development and Research Methods (2 credit)

(Prerequisite: None)

This course is an introduction to the basic components and approaches of research in medicine and science. The course focuses on the skills and knowledge required to be an informed consumer of published medical research as it can inform TCM clinical practice.

CL 1010 Clinical - Practice Observation (5 credits)

(Prerequisite: Upper Division Standing)

Students observe senior students and instructors as patients are treated and managed. Students are able to observe effective care for patients. Students are also introduced to clinical operations and the maintenance of patient records.

CL 1020 Clinic – Diagnostic and Evaluation I (5 credits)

(Prerequisite: CL 1010)

Students are involved in the evaluation of patients and in the diagnosis and evaluation of conditions, through the application of both Eastern and Western diagnostic procedures.

CL 1030 Clinic – Diagnostic and Evaluation II (5 credits)

(Prerequisite: CL 1020)

Students continue advance their experiences in the diagnosis and evaluation of conditions, through the application of both Eastern and Western diagnostic procedures.

CL 1040 Clinical – Supervised Practice I (5 credits)

(Prerequisite: CL 1030)

Students interact with patients and perform basic procedures under the close supervision of instructors. Students begin to diagnose patients and formulate treatment plans. Students attend and are involved in pre--and post clinical conferences.

CL 1050 Clinical – Supervised Practice II (6 credits)

(Prerequisite: CL 1040)

The student develops treatment techniques and develops skill impulse and tongue diagnosis, syndrome differentiation, the design of treatment protocols and the implementation of treatments. Students continue to gain experience and are now performing most procedures under limited supervision. The student performs patient intakes, the student takes medical histories and, based on observations and findings, the students formulate treatment plans.

CL 1060 Clinical – Supervised Practice III (6 credits)

(Prerequisite: CL 1050)

Students perform independently, but are subject to oversight by the clinics faculty. Students draft treatment plans based on observations and diagnosis. These treatment plans are prevented to clinic supervisors. After approval, the students administer appropriate treatments.

Applicable Examinations

Succession in passing the Comprehensive Graduation Examination and completion of a final research paper is a requirement for students to obtain the Master's in TCM from the University of Herbal Medicine.

Licensing Requirements

Individuals wishing to practice acupuncture in California must first obtain a state license, which requires qualifying for and passing California's written examination administered by the Acupuncture Board. In order to be eligible for this exam, you must complete a course of study approved by the Acupuncture Board of California. In order to qualify for California's examination, an applicant must furnish satisfactory evidence of completion of one of the following: An educational and training program approved by the Board pursuant to Business and Professions Code section 4938(b)(1). For students who were enrolled in an approved acupuncture and Oriental medicine training program before January 1, 2005, must complete a minimum of 2,348 hours of theoretical and clinical training pursuant to California Code of Regulations, section 1399.436 or for students who enrolled in an approved acupuncture and Oriental medicine training program on or after January 1, 2005, must complete a minimum of 3,000 hours of theoretical and clinical training pursuant to California Code of Regulations, section 1399.434. A tutorial program in the practice of acupuncture (consisting of a minimum of 2,850 hours of theoretical and clinical training), which is approved by the Board per Business and Professions Code section 4938(b)(2) and California Code of Regulations, section 1399.420-432; In the case of an applicant who has completed education and training outside the United States and Canada, documented educational training and clinical experience that meets the standards established pursuant to Business and Professions Code sections 4939 and 4941.

California Acupuncture Board License Qualifications:

The board shall issue a license to practice acupuncture to any person who makes an application and meets the following requirements:

1. Is at least 18 years of age.
2. Furnishes satisfactory evidence of completion of one of the following:
 - a. An educational and training program approved by the board pursuant to Section 4939.
 - b. Satisfactory completion of a tutorial program in the practice of an acupuncturist which is approved by the board.
 - c. In the case of an applicant who has completed education and training outside the United States and Canada, documented educational training and clinical experience which meets the standards established pursuant to Section 4939 and 4941.
3. Passes a written examination administered by the board that tests the applicant's ability, competency, and knowledge in the practice of an acupuncturist. The written examination shall be developed by the Office of Examination Resources of the Department of Consumer Affairs.
4. Is not subject to denial pursuant to Division 1.5 (commencing with Section 475).
5. Completes a clinical internship training program approved by the board. The clinical internship training program shall not exceed nine months in duration and shall be located in a clinic in this state, which is approved by the board pursuant to Section 4939. The length of the clinical internship shall depend upon the grades received in the examination and the clinical training already satisfactorily completed by the individual prior to taking the examination. On and after January 1, 1987, individuals with 800 or more hours of documented clinical training shall be deemed to have met this requirement. The purpose of the clinical internship training program shall be to assure a minimum level of clinical competence.

Each applicant who qualifies for a license shall pay, as a condition precedent to its issuance and in addition to other fees required, the initial licensure fee. Graduates of the MSTCM program at UHM are eligible to take the following examinations of the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM): Foundations of Oriental Medicine, Acupuncture with Point Location, Chinese Herbology and Biomedicine. All graduates of the MSTCM program are eligible for Acupuncture Certification, Chinese Herbology Certification, and Oriental Medicine Certification. For more information, contact the NCCAOM at: 76 South Laura Street, Suite 1290, Jacksonville, FL 32202. Telephone: (904) 598-1005. Website: www.nccaom.org

The NCCAOM exams are used by many states outside California as a part of their licensing requirements. The comprehensive MSTCM program also meets the licensure requirements of most states that license practitioners of acupuncture and Oriental medicine. Licensure requirements do, however, vary from state to state.

Professional Herbal Dietary Therapy Specialist (PHDTS)

Program Description

This program is designed for two groups: health providers and health-conscious people. More and more, the general public looks to supplementary methods to treat illness. Currently, a movement toward healthy eating and lifestyles is growing. The general public will find that diet can improve wellness. A firm background in Chinese Medical Theory will be given. The nutritional aspect of food therapy is taught with Chinese medical principals and is supplemented with western nutrition. Case studies will be presented. Food therapies for the cancer patients will also be presented.

Notice to Prospective Degree Program Students

(a) This institution is provisionally approved by the Bureau for Private Postsecondary Education to offer certificate programs. To continue to offer this program, 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 (date two years from date of provisional approval), and full accreditation by (date five years from date of provisional approval).

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.

Institutional Representative Initials: _____ Student Initials: _____
Date: _____ Date: _____

(b) The student and an institutional representative shall initial and date the notice prior to executing an enrollment agreement. An initialed copy of the notice shall be given to the student and the original shall be retained in the enrolled student's records.

(c) The notice shall also be posted immediately preceding or following as to clearly pertain to the description of the degree program, including, but not limited to, one or more of the following; admissions requirements, length of program, courses offered or areas of focus. Such notice shall be

included, at a minimum, in the following locations:

- (1) The institution's catalog where each degree program is described.
- (2) The institution's website where each degree program is described.
- (3) The institution's degree program brochures.

Program Objectives

1. Train TCM dietary and nutrition professionals and leaders for health promotion, disease prevention and population well being
2. Equip dietitians and nutritionists with essential knowledge and skills to implement dietary plan with an integrative approach
3. Prepare individuals with interest in herbal dietary therapy to assume careers in TCM pharmacies, hotels, restaurants and consultation.

Professional Herbal Dietary Therapy Program Curriculum Overview

645 hours Professional Herbal Dietary Therapy Specialist (PHDTS)

Trimester 1, 2, 3

Students in the first year of the program are required to take basic science courses along with terminology of biomedicine and basic western nutrition. Students will be introduced to the basic fundamental theories and concepts of TCM. Students begin their study of TCM herbal medicine and TCM diagnosis to lay the foundation for applications of TCM in nutrition and dietary therapies. Besides, research methods will be taught to equip students with essential tools for academic and scholar activities. On the Western medical (WM) side of their first year education, besides the basic science courses, students will also approach medical terminology and human anatomy..

Sample Curriculum

Trimester 1

Course #	Course Name	Credits	Hours
PD 101	History of Medicine	1	15
SCI 1080	Anatomy	1	15
SCI 1060	Pathology and Physiology	1	15
WM 201	Pharmacology and Biopharmacy	1	15
SCI 1040	General Psychology	1	15
DT 507	Food and Disease	1	15
DT 500	Basic Western Nutrition	1	15
FD 101	TCM Fundamentals I	2	30
HRB 101	Chinese Herbal Medicine Fundamentals	4	60
DT 501	Nutritional Applications of TCM	1	15
DT 510A	Observation and Internship	1	30
Total		15	240

Trimester 2

Course #	Course Name	Credits	Hours
FD 102	TCM Fundamentals II	2	30
FD 111	TCM Diagnosis I	2	30
HRB 111	Chinese Herbal Medicine I	4	60
DT 502	TCM Food Therapy I	4	60
PM 200	HIPPA, Medical Ethics and Regulations	1	15
PD 201	Professional Development and Research Methods	1	15

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DT 510B	Observation and Internship	1	30
Total		15	240

Trimester 3

Course #	Course Name	Credits	Hours
HRB 112	Chinese Herbal Medicine II	5	75
DT 503	TCM Food Therapy II	2	30
PM 300	Practice Management	1	15
DT 508	Case Studies of Nutrition	1	15
DT 510C	Observation and Internship	1	30
Total		10	165

Course List

Course #	Course Name	Credits	Credit Hours
SCI 1040	General Psychology	1	15
SCI 1080	Anatomy	1	15
SCI 1060	Pathology and Physiology	1	15
HRB 101	Chinese Herbal Medicine Fundamentals	4	60
HRB 111	Chinese Herbal Medicine I	4	60
HRB 112	Chinese Herbal Medicine II	5	75
PD 101	History of Medicine	1	15
PD 201	Professional Development and Research Methods	1	15
FD 101	TCM Fundamentals I	2	30
FD 102	TCM Fundamentals II	2	30
FD 111	TCM Diagnosis I	2	30
PM 200	HIPPA, Medical Ethics and Regulations	1	15
PM 300	Practice Management	1	15
DT 500	Basic Western Nutrition	1	15
DT 501	Nutritional Applications of TCM	1	15
DT 502	TCM Food Therapy I	4	60
DT 503	TCM Food Therapy II	2	30

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DT 507	Food and Disease	1	15
DT 508	Case Studies of Nutrition	1	15
DT 510A*	Observation and Internship	1	30
DT 510B*	Observation and Internship	1	30
DT 510C*	Observation and Internship	1	30
WM 201	Pharmacology and Biopharmacy	1	15
	Total:	40	645

Course Descriptions

SCI 1040 General Psychology (1)

This course explores the basic principles of physics as they apply to the normal functioning of the human body. It will examine each of the major body systems and demonstrate how specific laws of physics can be used to explain aspects of anatomy, physiology, biochemistry, pathology and pharmacology. It will also examine the areas where theories of physics overlap with the philosophies of Oriental Medicine.

SCI 1080 Anatomy (1)

Human anatomy examines the normal structure and function of the human Integumentary and Musculoskeletal Systems. The course includes a detailed analysis of muscle actions, innervations, and clinically relevant origins and insertions.

SCI 1060 Pathology and Physiology (1)

This course examines the normal physical structures and functions of the pulmonary, cardiovascular, lymphatic and immune systems, renal, reproductive, and digestive, including associated areas of metabolism, electrolytes and growth, development and genetics.

HRB 101 Chinese Herbal Medicine Fundamentals (4 credits)

Fundamentals of herbal medicine – basic groupings of herbs and a study of the entering channels and medical uses. The course also introduces 300 agents focusing on the clinically most important ones.

HRB 111 Chinese Herbal Medicine I (4 credits)

Herbology includes general concept, single herbs and herbal formula three parts. This course will cover general concept and releasing superficial symptoms, anti-wind damp, releasing dampness, clearing heat, respiratory and digestive herbs groups.

HRB 112 Chinese Herbal Medicine II (5 credits)

This is a sequential study of traditionally used herbs, their actions, indications and contra-indications of use, dosing, and administration.

FD 101 TCM Fundamentals I (2)

This introductory course provides the foundation for the study and understanding of Oriental Medicine. Students are given a detailed overview of the various Oriental medicine theories and

practices, highlighting the concepts of Yin and Yang, the five phases, the five vital substances, the Zang Fu, Jing Luo, the causation of disease, five substances, and Eight Principles.

FD 102 TCM Fundamentals II (2)

The class is a continuation of OMED 1100, and investigates the pathogenic changes that occur in the body such as: wind, dampness, cold, heat, fire and dryness. Also including internal pathogenic causes such as emotions, disharmonies of Qi, blood, Yin and Yang.

FD 111 TCM Diagnosis I (2)

The course analyzes the signs of diseases and introduces the various methods of diagnosis as practiced in oriental medicine and acupuncture.

PD 101 History of Medical (1)

A study of the history and development of healing systems including comparisons and contrasts of Oriental and Western methods, including an understanding of the suffixes, prefixes and roots of key terms in use will be discussed.

PD 201 Professional Development and Research Methods (1)

This course is an introduction to the basic components and approaches of research in medicine and science. The course focuses on the skills and knowledge required to be an informed consumer of published medical research as it can inform TCM clinical practice.

WM 201 Pharmacology and Biopharmacy (1)

This course introduces the basic concepts and pharmacological principles of western pharmaceuticals and their major categories, actions and side effects.

PM 200 HIPPA, Medical Ethics and Regulations (1)

The ethical and legal responsibilities surrounding licensed practice in the field of TCM. The course includes an overview of the Health Insurance Portability and Accountability Act (HIPAA). Included are confidentiality, ethics, healthcare legislation and HIPAA privacy regulations.

PM 300 Practice Management (1)

This course emphasizes best practices in billing, coding, compliance and operations. Monitoring of practice, employee management, establishing benchmarks for success, legal responsibility, professional liability, licensing, contracts, risk management, and other applications to law in the medical field will be included

DT 500 Basic Western Nutrition (1)

In this introductory course, students receive an overview of the healing properties of foods, nutrients such as vitamins and minerals, and specific diets. The functions of various nutrients, in what food they are found, and how they impact health are discussed. Students gain a better understanding of the clinical uses of specific diets and nutritional supplements used by many holistic practitioners.

DT 501 Nutritional Applications of TCM (1)

The energetic nature of food from a traditional Chinese medical perspective is explored, as is the influence that diet/nutrition have on the organ/meridian system. Course topics include the influence of the five flavors, the thermal nature of foods, the effects of different cooking and preparation methods, and how these methods can enhance treatment of acute and chronic conditions.

DT 502 TCM Food Therapy I (4)

Recipes and food formulas for care of diseases in the Upper Jiao related regions:

-Lung and respiratory system including skin

-Heart and circulation and vascular system, joints and muscles including Parkinson's and Multiple Sclerosis disorders

- Nervous system including brain and nerves
- Endocrine and Metabolism including diabetes, thyroid, and obesity

DT 503 TCM Food Therapy II (2)

Recipes and food formulas for care of diseases in the Middle Jiao related regions: Digestion, intestines, and Gall Bladder including Elderly disorders, Anti-Aging, Cancers, AIDS...etc.

DT 507 Food and Disease (1)

Using the Eight Parameters as a reference, the class discusses dietary transition, water and protein, oils and fats, sweeteners, salt, vitamins, green foods, combining foods, fasting, children's diet, Five Elements and the five flavors, using food in the treatment of diseases, and food energy as they apply to helping disease pattern.

DT 508 Case Studies of Nutrition (1)

Cases will be presented for analysis and recommendation for modern illness and traditional disease patterns to gain a deeper understanding of how to form a therapeutic treatment plan.

DT 510A Observation and Internship (1)

This is part one of the series. This course provides students with opportunities to observe instructors and engage in interacting with patients. Students gain clinical experiences in TCM diagnosis and applying herbal dietary therapies. The course improves students' communication and clinical skills and prepares students to work clinically in a competent and professional manner.

DT 510B Observation and Internship (1)

This is part two of the series. This course provides students with opportunities to observe instructors and engage in interacting with patients. Students gain clinical experiences in TCM diagnosis and applying herbal dietary therapies. The course improves students' communication and clinical skills and prepares students to work clinically in a competent and professional manner.

DT 510C Observation and Internship (1)

This is part three of the series. This course provides students with opportunities to observe instructors and engage in interacting with patients. Students gain clinical experiences in TCM diagnosis and applying herbal dietary therapies. The course improves students' communication and clinical skills and prepares students to work clinically in a competent and professional manner.

Applicable Examinations

Students have the option to complete a thesis with the guidance of a research mentor. Students who do not complete a thesis are required to pass a written comprehensive exam at the end of their final year in the program. Successful completion of the written comprehensive exam or successful defense of the thesis is required to graduate from the program.

Licensing Requirements

The educational program does not lead to a profession that requires licensing.

TCM Tui Na Massage Therapy (TNMT) Program

Mission

The mission of UHM's TCM Tui Na Massage Therapy (TNMT) Program is to provide quality training in TCM Tui Na Massage systems to enable graduates to embark on a career that applies alternative healing bodywork methods to improve the health and wellbeing of clients. UHM's TCM TNMT Program will allow graduates to exhibit effective and caring skills in the application of professional therapeutic massage and bodywork.

Students will be prepared for a career as alternative healthcare providers in the community through the acquiring of the various vocational bodywork skills taught in the classes within this program. Graduates will demonstrate appropriate assessment and evaluation to clients to provide the most appropriate bodywork treatment for each individual. Students will also utilize proper self care, ethically manage their clients, and effectively manage their practice as a successful business.

This program will provide the academic environment and practicum necessary for faculty, students, and graduates to excel in their respective fields. The TCM TNMT Program will also provide low-cost bodywork health care to the public through UHM's Massage clinic.

Educational Objectives

UHM's TCM TNMT Program will provide its graduates with the knowledge and abilities required:

1. To provide competent and professional health care while utilizing the bodywork treatment modalities which fall within the scope of practice for licensure of Massage Therapists throughout California and many other states.
2. To determine the proper treatment strategies for each client.
3. To provide clients quality care with respect, compassion, dignity and the highest standards of professional ethics, conduct, and confidentiality at all times.
4. To communicate effectively with clients and the public in order to better serve the healthcare consumers with quality health care services.
5. To gain basic business skills necessary to operate a professional and profitable business.

Program Overview & Goals

UHM's TCM TNMT Program will prepare aspiring students to embark on a fulfilling career in TCM Tui Na Massage or Therapeutic Massage. Employment opportunities include working in hospitals or medical clinics; working closely with Licensed Acupuncturists (L.Ac.s), Physical Therapists (PTs), or Chiropractors (DCs); or opening a private practice.

Graduates of the TCM TNMT Program meet many out-of-state, state, and city licensing requirements that will allow employment in resorts, spas, cruise ships and may also be qualified to join or become nationally certified with major professional bodywork associations to allow many student/professional benefits, including referrals and listings. Some states, and California cities, may even require body-workers to hold certification from national organizations necessary for state registration.

The goals and objectives of UHM's TCM TNMT Program are to provide quality training in TCM Tui Na Massage Therapy systems and enable graduates to embark on a career that applies alternative healing bodywork methods to improve the health and well-being of clients.

The purpose and long-term plans of this program are to provide the communities with competent and qualified massage therapists. The community requires healthcare maintenance workers who can provide a convenient alternative healthcare service that is both affordable and readily available.

UHM's TNMT classes may be taken as Continuing Education Units (CEUs) by Certified Massage Therapists (CMTs), RNs, DCs, and PTs to enhance their existing practice or by students wishing to enter specialty classes to begin their career in massage. Classes are also offered as a vocational adult education for community interest.

Upon graduation, students will be trained as massage therapists and alternative healthcare practitioners, possessing the competencies and skills needed to assess and provide clients with the most appropriate bodywork treatment for each session. Students will also have a sound mastery of basic anatomy, physiology, and ethnics relating to the practice of the profession.

Depending upon city requirements, students may be eligible to apply for a permit or business license for the municipality or county in which they choose to do business.

Licensing Requirements

The educational program does not lead to a profession that requires licensing. However, the study plan and subjects of UHM's TCM Tui Na Massage Therapy (TNMT) program are organized to include the minimum instruction and subject requirement by California Massage Therapy Council (CAMTC). As of July 1, 2016, CAMTC will only accept education from CAMTC approved schools for the purposes of CAMTC certification. Though UHM's TCM TNMT program is unique in its TCM Tui Na massage method and applications, UHM may seek approval from CAMTC to enable students to apply for CAMTC certification. The description of CAMTC and certification is as follows.

The California Massage Therapy Council ("CAMTC") was created to implement a statewide certification process with clear standards of preparation and education.

- AB1147, the bill to continue CAMTC, has been signed by the Governor and will become law, effective January 1, 2015. AB 1147 changes the educational requirements for certification.

Applications for certification as Certified Massage Practitioner ("CMP") will not be accepted on or after January 1, 2015. As of January 1, 2015, applicants for certification as a Certified Massage Therapist ("CMT") must have 500 hours of education from approved schools and have passed a CAMTC approved exam.

CAMTC has two certification levels for massage professionals:

- Certified Massage Therapist (CMT)-Required to complete at least 500 hours of massage education and training at CAMTC approved massage therapy school(s), which shall not be online or distance learning. Of those 500 hours, a minimum of 100 of those hours must be in anatomy and physiology, contraindications, health and hygiene, and business and ethics.
- Passage of a CAMTC approved exam. CAMTC has approved the following exams:
 - The Massage and Bodywork Licensing Exam (MBLEx) - offered by the Federation of State Massage Therapy Boards (FSMTB) if taken at any time;
 - The Board Certification Exam for Therapeutic Massage and Bodywork (BCTMB)- offered by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) if taken at any time; and
 - The following other exams offered by NCBTMB if taken on or before February 1, 2015: The NCETMB, or the NCETM.
- Certified Massage Practitioner (CMP)-No new certificates for CMPs will be issued for applicants who apply in 2015, however those who are already CMPs and continue to meet the requirements for certification may maintain their CMP certification.
 - Conditional Certified Massage Practitioner (CCMP) - Those certified as a Conditional Certified Massage Practitioner can maintain this certification and continue to work towards certification as a CMP as long as they continue to take and report a minimum of 30 hours of education from approved schools or continuing education providers every year until they complete a total of 250 hours of education.

For massage therapy schools, California state-recognized certification makes it easy to prepare students for a successful career by:

- Requiring only one certificate to work in the entire state of California;
- Standardizing eligibility for all cities and counties;

- Offering affordable fees for massage professionals; and
- Further legitimizing the massage therapy profession.

In addition to being approved by CAMTC, schools must either be nationally accredited, state approved by the California Bureau for Private Postsecondary Education (BPPE), a California community college, or approved by another body listed in California Business and Professions Code section 4601(a).

While CAMTC does not accredit schools, it does approve massage schools. CAMTC also has the responsibility to determine that the training and curricula massage schools provide meets the legal requirements for applicants to obtain certification, including but not limited to minimum standards for training and curriculum and general education guidelines.

Program Graduation Requirements

TCM TNMT program students will be responsible for satisfying all graduation requirements that are in effect at the time of their admission to UHM's TNMT Program. Certificates are awarded with the completion of each class, with a TCM Tui Na Massage Therapist Certificate granted for completion of 255 hours, a TCM Tui Na Massage Therapy Professional Certificate granted for completion of 510 hours, and a TCM Tui Na Massage Therapy Specialist Certificate granted for completion of 1005 hours of required TNMT courses.

To graduate from this program, students must:

- Complete all required classes, clinic practice, and coursework with a passing grade
- Pass all written/practical examinations
- Clear all financial obligations
- Return all UHM library loan materials
- File a Notice of Candidacy for Graduation

Certificates

255-Hour TCM Tui Na Massage Therapist

The 255-hour TCM Tui Na Massage Training Certificate requires a basic 105 hours of TCM Tui Na Massage Therapy core classes. Other requirements: 105 hours of Anatomy and Physiology and 45 hours of Ethics/Business Management. Upon completion, the student is eligible to practice unique TCM Tui Na Massage in those municipalities requiring 255 hours or less of massage training and can legally charge a fee for sessions.

510-Hour TCM Tui Na Massage Therapy Professional

The 510-hour TCM Tui Na Massage Therapy Professional Certificate requires 105 hours of TCM Tui Na Massage Therapy core classes, 105 hours of Anatomy and Physiology, 135 hours of Pathology and Kinesiology, 45 hours of Ethics/Business Management, and 120 hours of TCM Theory and Application. This Certificate fulfills local and state requirements of 510 hours or less and currently meets requirements of most national and professional associations as well as current requirements in over 30 states. This program increases practitioners' proficiency, allows more custom services to clients, and may allow graduates to teach in massage schools and college massage programs.

1005-Hour TCM Tui Na Massage Therapy Specialist

The 1,005-Hour TCM Tui Na Massage Therapy Specialist Certificate requires 105 hours of TCM Tui Na Massage Therapy core classes, 105 hours of Anatomy and Physiology, 135 hours of Pathology and Kinesiology, 45 hours of Ethics/Business Management, and 150 hours of TCM Theory and Application, 315 hours of TCM Tui Na Electives and Practice, and 150 hours of other Electives.

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The 1005-hour TCM Tui Na Massage Specialist will be proficient in many specialized aspects of TCM Tui Na Massage practices in order to formulate a more discriminating protocol for medical massage in private practice or with other health care practitioners in every state. This in-depth program will also qualify graduates to create and instruct programs at massage schools, colleges, and universities, as long as other requirements are met.

Program Requirements

255-Hour TCM Tui Na Massage Therapist (TNMT Certificate)

Required	Hours
TCM Tui Na Massage Core Class	105
Anatomy, Physiology	105
Ethnic/Business Management	45
Total Hours	255

510-Hours TCM Tui Na Massage Therapy Professional (TNMTP Certificate)

Required	Hours
TCM Tui Na Massage Core Class	105
Anatomy, Physiology	105
Pathology, Kinesiology	135
Ethnic/Business Management	45
TCM Theory & Application	120
Total Hours	510

1005-Hours TCM Tui Na Massage Therapy Specialist (TNMTS Certificate)

Required	Hours
TCM Tui Na Massage Core Class	105
Anatomy, Physiology	105
Pathology, Kinesiology	135
Ethnic/Business Management	45
TCM Theory & Application	150
TCM Tui Na Practice	315
TCM Herbal External Use	150
Total Hours	1005

Program Description

This program is designed to provide students with a comprehensive training in a variety of therapeutic massage techniques with specific emphasis on TCM Tui Na Massage. This program does not lead to certification from California Massage Therapy Council (CAMTC). An introduction to building a business and to open a massage clinic or to become employed in the massage field is included.

Program Objective

Provide comprehensive trainings of knowledge, understandings, techniques and skills for employment as an independent TCM Tui Na therapist.

Requirements for Completion

To complete the TCM TNMT Program, a student must attend a minimum of 88% of the scheduled hours of instruction, achieve an average score of 80% or greater on quizzes and exams, and pass

an instructor monitored practical exam demonstrating competence in the application of therapeutic massage techniques.

Sample Curriculum for TCM TNMT Program (1 trimester)
(Program Length: 17 Credits, 255 Hours)

Course #	Course Name	Credits	Hours
FD 101	Massage Therapy Overview and TCM Tui Na	4.27	64
FD 102	TCM Fundamentals and Tui Na	4	60
MT 306	Meridians and Tui Na	4	60
HbE 101	TCM Herbal External Use I	0.67	10
HbE 102	TCM Herbal External Use II	1	15
PS 101	Safety, Business, Ethics and Regulations	3.06	46
Total		17	255

Sample Curriculum for TCM TNMT Professional Program (2 trimester)
(Program Length: 34 Credits, 510 Hours)

Trimester 1

Course #	Course Name	Credits	Hours
SCI 1050	Anatomy	2.67	40
SCI 1060	Physiology	2.67	40
FD 101	Massage Therapy Overview and TCM Tui Na	4.27	64
MT 306	Meridians and Tui Na	4	60
MT 308	Tui Na Diagnosis Methods	2.67	40
Total		16.3	244

Trimester 2

Course #	Course Name	Credits	Hours
FD 102	TCM Fundamentals and Tui Na	4	60
MT 309	Tui Na Skills and Methods	4	60
MT 311	Tui Na Skills and Methods II	4	60
MT 313	Kinesiology and Applications	2.67	40
PS 101	Safety, Business, Ethics and Regulations	3.07	46
Total		17.7	266

Sample Curriculum for TCM TNMT Specialist Program (4 trimester)
(Program Length: 62 Credits, 1005 Hours)

Trimester 1

Course #	Course Name	Credits	Hours
SCI 1050	Anatomy	2.67	40
SCI 1060	Physiology	2.67	40
FD 101	Massage Therapy Overview and TCM Tui Na	4.27	64

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MT 306	Meridians and Tui Na	4	60
MT 308	Tui Na Diagnosis Methods	2.67	40
Total		16.3	244

Trimester 2

Course #	Course Name	Credits	Hours
FD 102	TCM Fundamentals and Tui Na	4	60
MT 309	Tui Na Skills and Methods	4	60
MT 311	Tui Na Skills and Methods II	4	60
MT 313	Kinesiology and Applications	2.67	40
PS 101	Safety, Business, Ethics and Regulations	3.07	46
Total		17.7	266

Trimester 3

Course #	Course Name	Credits	Hours
MT 310	Acupressure and Tui Na	2.67	40
MT 314	Kinesiology and Applications II	2.67	40
MT 315	Client Assessment and Treatment I	4	60
MT 317	Tui Na Clinical Applications (Case Studies)	4	60
HbE 101	TCM Herbal External Use I	0.67	10
Total		14	210

Trimester 4

Course #	Course Name	Credits	Hours
MT 312	Advanced TCM Tui Na	4	60
MT 316	Client Assessment and Treatment II	4	60
HbE 102	TCM Herbal External Use II	1	15
MTCL 101	Supervised Practice	5	150
Total		14	285

Course List

Course Number	Course Name	Credits	Hours
SCI 1050	Anatomy	2.67	40
SCI 1060	Physiology	2.67	40
FD 101	Massage Therapy Overview and TCM Tui Na	4.27	64
FD 102	TCM Fundamentals and Tui Na	4	60
MT 306	Meridians and Tui Na	4	60
MT 308	Tui Na Diagnosis Methods	2.67	40
MT 309	Tui Na Skills and Methods	4	60
MT 310	Acupressure and Tui Na	2.67	40
MT 311	Tui Na Skills and Methods II	4	60
MT 312	Advanced TCM Tui Na	4	60
MT 313	Kinesiology and Applications	2.67	40

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MT 314	Kinesiology and Applications II	2.67	40
MT 315	Client Assessment and Treatment I	4	60
MT 316	Client Assessment and Treatment II	4	60
MT 317	Tui Na Clinical Applications (Case Studies)	4	60
HbE 101	TCM Herbal External Use I	1	15
HbE 102	TCM Herbal External Use II	1	15
PS 101	Safety, Business, Ethics and Regulations	3.07	46
MTCL 101	Supervised Practice	5	150
Total		62	1005

Course Descriptions

SCI 1050 Anatomy (2.67 credits)

(Prerequisite: None)

Human anatomy examines the normal structure and function of the human Integumentary and musculoskeletal systems. The course includes a detailed analysis of muscle actions, innervations, and clinically relevant origins and insertions.

SCI 1060 Physiology (2.67 credits)

(Prerequisites: SCI 1010, SCI 1050)

This course examines the normal physical structures and functions of the pulmonary, cardiovascular, lymphatic and immune systems, renal, reproductive, and digestive, including associated areas of metabolism, electrolytes and growth, development and genetics.

FD 101 Massage Therapy Overview and TCM Tui Na (4.27 credits)

(Prerequisite: None)

This introductory course provides the foundation for the study and understanding of Oriental Medicine and TCM Tui Na therapies. Contents covered include history of massage therapy and bodywork, overview of the different skill sets used in contemporary massage and bodywork environments, overview of massage and bodywork modalities, and TCM Tui Na.

FD 102 TCM Fundamentals and Tui Na (4 credits)

(Prerequisite: FD 101)

This introductory course provides the foundation for the study and understanding of Traditional Chinese Medicine (TCM) and Tui Na. Students are given a detailed overview of the various TCM theories and practices, highlighting the concepts of Yin and Yang, the five phases, the five vital substances, the Zang Fu, Jing Luo, the causation of disease, five substances, and Eight Principles and TCM Tui Na fundamentals.

MT 306 Meridians and Tui Na (4 Credits)

(Prerequisite: None)

This courses describes the classification and nomenclature of the channels, collaterals, acupoints locations and point groupings. Students will learn the proper methods of identifying and locating acupoints based on their anatomical locations and proportionate body measurements. The course covers all the points on the Lung, Large Intestine, Stomach, Spleen, Heart, Small Intestine, Ren and Du channels.

MT 308 Tui Na Diagnosis Method (2.67 Credits)

(Prerequisite: MT 307)

This course covers the commonly used TCM Tui Na diagnosis method, including inspection, listening, inquiry, palpitation and assessment. Students will study the examination of different parts of the body, such as head and face, chest and abdomen, spine, upper limbs and lower limbs.

MT 309 Tui Na Skills and Methods (4 Credits)

(Prerequisite: MT 308)

This course describes a wide range of massage and hand manipulation techniques such as pushing, rolling, kneading, rubbing, scrubbing, grasping and pressing. Students will learn different massage and hand manipulation techniques to treat a variety of physical problems, internal conditional and traumatic injuries.

MT 310 Acupressure and Tui Na (2.67 Credits)

(Prerequisite: MT 309)

This course covers acupressure techniques and explores specific techniques including, cupping, moxibustion, the use of magnets and other techniques in Tui Na. The functions, indications and contraindications of individual points and categories of points will also be discussed.

MT 311 Tui Na Skills and Methods II (4 Credits)

(Prerequisite: None)

This course is a continuation of MT 309. It describes a wide range of massage and hand manipulation techniques such as pushing, rolling, kneading, rubbing, scrubbing, grasping and pressing. Students will learn different massage and hand manipulation techniques to treat a variety of physical problems, internal conditional and traumatic injuries.

MT 312 Advanced TCM Tui Na (3 Credits)

(Prerequisite: MT 311)

This course covers advanced TCM Tui Na topics. It covers Tui Na treatment modalities in multi Chinese and Western medicine syndromes in internal medicine, gynecology, pediatrics, orthopedics and traumatology as well as ophthalmology and ENT.

MT 313 Kinesiology and Applications I (2.67 Credits)

(Prerequisite: None)

This course of study provides the student with an applicable, working knowledge of the principles of movement in the human body. Included is the study of bones, boney landmarks, joint structure and function with an in-depth study of the muscles.

MT 314 Kinesiology and Applications II (2.67 Credits)

(Prerequisite: MT 313)

This course builds upon MT 313 (Kinesiology and Applications I). It provides the student with an applicable, working knowledge of the principles of training and massage movements. Included is the study of principles of training, injury prevention and management, stages of healing process and the possible treatments, preventative and rehabilitative training to reinforce massage treatments.

MT 315 Client Assessment and Treatment I (4 Credits)

(Prerequisite: None)

This course introduces students sport massage and provides students skills in assessing and treating patients in sport massage.

MT 316 Client Assessment and Treatment II (4 Credits)

(Prerequisite: MT 315)

This course builds upon MT 315 (Client Assessment and Treatment I) on sport massage and provides students skills in assessing and treating patients.

MT 317 Tui Na Clinical Application (Case Studies) (4 Credits)

(Prerequisite: MT 311)

This course teaches advanced clinical trainings and clinic topics of Tui Na including neuromuscular therapy and fascial techniques, cancer and massage therapy, hospital based massage therapy, common ailments and Tui Na, pain management and Tui Na, geriatric massage, infant massage, reflexology, and relaxation Tui Na.

HbE 101 TCM External Use I (1 Credit)

(Prerequisite: None)

This is the first course of the two-course series covering the basic principles and techniques of herbal medicine for external use. Topics include hot compressing, cold compressing, herbal ointment, prescription for acupoint application, foot bath, prescription and application for herbal steaming and herbal aromatherapy. Herbal external treatment indication, contraindication and safety issues will also be covered.

HbE 102 TCM External Use II (1 Credit)

(Prerequisite: HbE 101)

This is the second course of the two-course series covering the basic principles and techniques of herbal medicine for external use. Topics include hot compressing, cold compressing, herbal ointment, prescription for acupoint application, foot bath, prescription and application for herbal steaming and herbal aromatherapy. Herbal external treatment indication, contraindication and safety issues will also be covered.

PS 101 Safety, Business, Ethics and Regulations (3.07 Credits)

(Prerequisite: None)

This course is designed to teach students the manual clinical skills necessary for the safety and well-being of the client and the cautions and contraindications to massage. It will explain the cause and prevention of the spread of disease and infection and demonstrate the following sanitary practices: sanitizing floors, massage tables, bolsters, and restrooms, laundering linens, storing and applying products, sanitizing implements, and personal hygiene. It will also demonstrate safety practices for a massage therapy practice. Legal requirements for consumer safety, massage therapy licensing, and local regulations will be examined. Codes for ethics and standards of practice for TCM Tui Na therapist will be discussed.

MTCL 101 Supervised Practice (5 Credits)

Students perform independently, but are subject to oversight by the clinics faculty. Students formulate treatment plans based on observations and diagnosis. These treatment plans are presented to clinic supervisors. After approval, the students administer appropriate Tui Na techniques.

Applicable Examinations

Students are required to pass an instructor monitored practical exam demonstrating competence in the application of the therapeutic massage techniques.

Hygiene, Dress Code, and Draping Policy

Students are required to maintain proper hygiene while on campus. Clothing should be fresh, nails should be clean and short, and long hair should be tied back. Avoid wearing perfume or cologne as some people are sensitive to fragrances. Students must wash their hands with soap and water before and after each client. Hands should be dried with disposable paper towels. Linens must be changed and placed in a specified bin after each massage. Do not reuse them.

Students should wear well-fitted, professional clothing or scrubs. Shoes must be closed-toed and should not have heels over 1 inch. Do not wear long, dangly jewelry as that could interfere with the massage treatment process.

All clients must be properly draped to ensure privacy, security, and modesty. Students should use clean towels or blankets for draping. Student must leave the room for clients to dress and undress. Always knock before entering the room. Students should only undrape the body part that they are working on.

CAMTC's Law

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

- (a) To hold himself or herself out or to use the title of "certified massage therapist" or "certified massage practitioner," or any other term, such as "licensed," "certified," "CMT," or "CMP," in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.
- (b) To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

Massage Therapy Disclosure

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

Massage Therapy Students

A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at One Capitol Mall, Suite 320, Sacramento, CA 95814, www.camtc.org, phone (916) 669-5336, or fax (916) 669-5337.

Continuing Education Program

Description of the Continuing Education (CE) Program

University of Herbal Medicine offers the Continuing Education Program to maintain, develop or increase the knowledge, skills, and professional performances for acupuncturist, herbalist and other medical and allied health care providers to provide services for patients, the public, and the profession. The CE courses offered by UHM had been approved by the Bureau of Private and Post-Secondary Education and California Acupuncture Board.

Program Objective

1. Offers educational opportunities for acupuncturist, herbalist, medical providers and other allied health care providers to improve their practices through a comprehensive selection of continuing education activities.
2. Maintain, develop or increase the knowledge, skills, and professional performances for licensed acupuncturist, herbalist and medical providers

Course List

Course	Program/Course Title	Course	Course
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University of Herbal Medicine

Number		Unit	Hour
Program 1. New Classic Herbal Formula System			
CE 101	Clinical Application of the Classical Prescription of Wen Bing	3	45
CE 102	Eight Topics on Herbal Medicine and Prescription	3	45
CE 103	New Classic Prescription System	3	45
CE 104	Modern Application of the Prescription of Shang Han Lun	3	45
CE 105	Classical Prescription of Chinese Medicine	3	45
CE 106	2nd Classical Prescription of Chinese Medicine	3	45
CE 107	3rd Classical Prescription of Chinese Medicine	3	45
Program 2. Herbal Dietary Therapy and Herbal Medicine			
CE 201	Dietary Therapy and Chinese Medicine	3	45
CE 202	Clinical Application of Dietary Herbal Medicine	3	45
Program 3. Consotherapy			
CE 301	TCM Oncology and Consotherapy	10	150
CE 302	Bie Jia Jian Wan, Past and Present	3	45
Program 4. Clinic Practice Skill Training			
CE 401	Fatigue Symposium	1	15
CE 402	Instant Training Class of Auricular Medicine	1	15
CE 403	Instant Training Class of Spinal Medicine	1	15
CE 404	From Short to Tall, An Unique Experience on Children Using Chinese Medicine	1	15
CE 405	Case Analysis of Serious Diseases	1	15
CE 406	Difficult Diseases and Chinese Medicine	1	15
CE 407	Chinese Medicine for Skin Care	1	15
CE 408	Chloasma, Acne, Skin Aging and Chinese Medicine	1	15
CE 409	Clinical Experience of Professor Yaoting Zhou	1	15
Program 5. Safety and Development			
CE 501	New Guideline of Herbal Medicine	1	15
Program 6. Public Healthcare and Chinese Medicine			
CE 601	Four Health Care Methods of Chinese Medicine	1	15
CE 602	Four Paths to Good Health Using Chinese Medicine	1	15
Program 7. The Symposium of Continuing Education			
CE 701	2010 Oriental Medicine and Cultural Festival	2	30
CE 702	World Conference on Oncology and Chinese Medicine (1 st to 6 th)	2	30
CE 703	2nd International Conference of Integrative Medicine	2	30
CE 704	4th International Conference of Integrative Medicine	2	30
CE 705	Continuing Education Symposium	2	30

Course Description

1. New Classic Herbal Formula System

There are more than half million of herbal formulas in Chinese medicine history. Three hundreds of them are very practical. These courses discuss the clinical applications of each of the formulas.

2. Herbal Dietary Therapy and Herbal Medicine

These courses help the licensed acupuncturists increase their knowledge and skills of the application of dietary herbs and herbal medicine. They also help medical doctors and other

healthcare professionals understand dietary herbal therapy and herbal medicine. The content includes analysis of dietary herbs and medicinal herbs.

3. Consotherapy

Consotherapy is a system of consolidated therapies based on Chinese medicine to improve health quality of cancer patients. These courses include the discussions of the theory, research, and clinical applications.

4. Clinic Practice Skill Training

These courses provide practical trainings for licensed acupuncturists to improve their diagnostic skills and treatment effectiveness in using acupuncture and herbal medicine. It also helps medical providers and other healthcare professionals get trainings in specific topics of Chinese medicine.

5. Safety and Development

The safety of herbal medicine and acupuncture are always important in clinical practice. These classes discuss the new guidelines of FDA and states.

6. Public Healthcare and Chinese Medicine

These courses teach the four ways of Chinese medicine in health care, including emotion, diet, environment, and life habit.

7. The Symposium of Continuing Education

The courses offered in this program are to provide advanced studies of Chinese medicine and promote communications nationally and internationally to improve the knowledge and skills of the profession.

FACULTY

Administration

Chief Executive Officer
Jeffrey Zhongxue Mah

Chief Operations Officer
Yanhong Liang

Chief Academic Officer
Jeffrey Zhongxue Mah

Vice President
Lixin Zhang

Admission and Student Services Coordinator
YaWen Chen

Professors

Jeffrey Mah, Ph.D., M.S., M.D.* (China), L.Ac.

Dr. Mah is a renowned scholar, practitioner, and prolific writer in Traditional Chinese Medicine (TCM) and herbal dietary therapy with over thirty years in TCM practice, education and research. He founded Consotherapy, a clinically proven method for cancer prevention and treatment. He is the

chief editor of “The Grand System of World Traditional Medicine”, a series of 26 books covering TCM foundation, prevention, diagnosis and treatment published by China Science Academy Science Press, the top authority publisher in China. He also authored other six books and over 30 journal articles covering cancer research and prevention. As a founder of the “New Classic TCM Prescription”, he has trained more than 300 students on four aspects of classical prescriptions. His “Five Color and Five Flavors” theory in herbal dietary therapy has been adopted by medical professionals and the widely used by the public. His expertise and seminars and lectures in herbal dietary therapy have been well sought by scholars as well as laymen in the United States. Please refer to Dr. Mah’s curriculum vitae for a more detailed description of his work and expertise.

Lixin Zhang, M.D.* (China), M.S., Ph.D.

Dr. Zhang is a lecturer and researcher with extensive experience in TCM, health services research, policy and administration and unique background in integrative medicine. She graduated from Beijing University of Chinese Medicine, practiced integrated medicine employing both TCM and biomedicine in China for three years. She received her M.S. in Health Policy and Administration from the University of Illinois at Urbana-Champaign and Ph.D. in Health Services Research, Administration and Policy from the University of Minnesota. She served as faculty at New York College of TCM and lecturer at San Francisco State University. Dr. Zhang is the lead author of the book chapter Traditional medical practices of Asian Americans and the influence of traditional medicine in the United States in Praeger Handbook of Asian American Health: Taking Notice and Taking Action. Her research interests include the use of oriental and traditional medicine in the U.S., the role of TCM in health maintenance and promotion, and dietary therapy, health and disease. She is collaborating with Dr. Jeffrey Mahon dietary therapy textbooks. Please refer to her curriculum vitae for more detailed information.

Cha, Gyehyong, M.D. (China)*, M.S.(China), Ph.D. (China)

Dr. Cha obtained her license to practice Chinese Medicine in 2005 after graduating from Liaoning University of Chinese medicine. She received her Master’s degree in Acupuncture and Massage Therapy from Beijing University of Chinese Medicine. Her research areas include applying Linggui Eight Methods to treat obesity. Her expertise includes ear-acupuncture, Tuina and acupressure, cupping, blood-letting method, cupping, and applying acupuncture to lose weight. Dr. Cha majored in TCM clinical internal medicine while pursuing her doctoral degree in China Academy of Chinese Medicine. She taught seminars related to the application of theory of “Mid-night Noon Ebb-flow” to treat diseases. Dr. Cha’s research focuses on functional indigestion and chronic gastritis. She participated the writing of the book “The Clinical Practice guidelines for treating chronic gastritis using TCM” and is a council member of Gastroenterology Association of World TCM Alliances.

Yan, Donghong, M.D. (China)*, M.S., Ph.D. (China), L.Ac.

Dr. Yan’s expertise is the application of scientific research and modeling in TCM. She obtained B. Med. in TCM, M.S. and Ph.D. in combined TCM and Western medicine from Hunan University of TCM. She taught TCM and supervised interns at the Institute of Integrated TCM & Western Medicine at Xiang Ya Hospital of Hunan Medical University. She has over 30 journal publications and over 10 years of extensive experiences in biological research.

Li, Rui, M.D.(China)*, M.S., L.Ac.

Dr. Li graduated from Liaoning University of Traditional Chinese Medicine (TCM) in 1984 after five years of education, and completed her special three-years training in the division of oriental and western united medicine, department of internal medicine in 1988. Her residency was done at the 1st Hospital affiliated to the University. She went to Akita University School of Medicine in Japan as a visiting professor in 1991, then worked in Kumazawa’s oriental hospital and Kato’s acupuncture clinics. She practiced in China/Japan/US for more than 20 years with extensive experience for treatment of various body pains and other disorders including anxiety, allergy, fatigue, insomnia, infertility, migraine headache, stress, women’s problems, etc. She has many publications in Chinese or Japanese scientific journals. In addition to teaching student classes of acupuncture

courses at University of East-West Medicine at Sunnyvale, she is the owner and practitioner of Li's TCM Health Center in the city of Santa Clara.

Wang, Yougeng, M.D. (China)*, L.Ac.

Dr. Wang has 30 years of clinical experience in both Chinese and Western medicine. Her unique training in both Chinese and Western medicine has allowed her to use the best of both methods to diagnosis and treat both rare and frequently occurring illnesses. Dr. Wang graduated from Beijing University of Chinese Medicine in China. After graduation, she worked at the China Academy of Chinese Medicine in China (otherwise known as Xiyuan Hospital), mainly in clinical care and research, and teaching. Apart from her experience in China and the United States, she has also practiced medicine in Hungary, Spain, Singapore and Malaysia. She has appeared in many local newspaper and television stations for her treatments and cures. She was a professor at the China Academy of Chinese Medicine in China and has taught classes on clinical treatment of respiratory diseases to both Chinese and foreign doctors. She taught traditional Chinese medicine and acupuncture as a professor at Institute of Natural Therapy in Hungary. Dr. Wang teaches master classes on Chinese herbal medicine and doctoral classes on the immune system at Five Branches University of Traditional Chinese Medicine. She also trains other acupuncturist in the treatment of asthma patients.

Cohen, Gorden Russel, L.Ac.

Gorden received his Bachelor of Science in Acupuncture at the Academy of Chinese Culture and Health Sciences and practices acupuncture for over 20 years with outstanding clinical skills. He specializes in rehab for performing dancers and internal medicine and has extensive experience with professional dancers especially San Francisco Ballet. He is staff acupuncturist at North Bay Animal Hospital. He has been on the Acupuncture Board since 1999 and is a provider of Continue Education for the State of California. He has special knowledge in the fields of medicated diet and laser acupuncture and speaks several languages and literate in clinical Chinese.

Ting, Chen-Hanson Ph.D.

Dr. Ting received his B.S. in Chemistry from National Taiwan University and M.S. and Ph.D. in Chemistry from University of Chicago. He was a professor of chemistry at Chung Cheng Institute of Technology National Defense University and a senior researcher and scientist focusing on the Vitamin D and nutrition. He authored more than 60 papers on microprocessors, DSP, and parallel processing, and 30 papers on quantum chemistry, molecular spectroscopy, and instrumental analysis.

Dawson, William M.S., L.Ac.

William Dawson is currently getting his doctorate in Acupuncture and Oriental Medicine. He has over ten years of experiences in acupuncture, Tai Ji and Chinese medicine.

**Traditional Chinese Medicine is a recognized health profession in China. The Bachelor of Medicine (B. Med.) Program requires five to six years of study beyond completion of secondary education in China. The Bachelor of Medicine, major in Traditional Chinese Medicine is the academic qualification for practicing Traditional Chinese Medicine in China.*

APPROVAL AND ACCREDITATION

UHM has received conditional approval from the Bureau for Private Postsecondary Education (BPPE) to offer degree or certificate programs. The definition of approval to operate is as follows: "approval to operate means compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009". The date for the pre-accreditation is by October 11, 2019 (two years from date of provisional approval) and the date for the full accreditation is by October 11,

2022 (five years from date of provisional approval) from Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM).

Notice to Prospective Degree Program Students

(a) This institution is provisionally approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer this degree program, 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 October 11, 2019 (two years from date of provisional approval), and full accreditation by October 11, 2022 (five years from date of provisional approval).

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.

Institutional Representative Initials: _____ Student Initials: _____

Date: _____ Date: _____

(b) The student and an institutional representative shall initial and date the notice prior to executing an enrollment agreement. An initialed copy of the notice shall be given to the student and the original shall be retained in the enrolled student's records.

(c) The notice shall also be posted immediately preceding or following as to clearly pertain to the description of the degree program, including, but not limited to, one or more of the following; admissions requirements, length of program, courses offered or areas of focus. Such notice shall be included, at a minimum, in the following locations:

- (1) The institution's catalog where each degree program is described.
- (2) The institution's website where each degree program is described.
- (3) The institution's degree program brochures.

Special Notice of Financial Status

The UHM has not had a pending petition in bankruptcy, 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.

Disclaimer

The catalog of the University of Herbal Medicine is published for the purpose of providing students, applicants and the general public with information about the educational programs, policies and procedures of UHM. The catalog is not a contract and the University reserves the right to make any changes in the program curriculum, regulations, rules and policies set forth in this catalog. When any changes are made, UHM will make every effort to communicate those changes in a timely manner to interested parties. Students are responsible for understanding and complying with all policies and procedures contained in this catalog, the Student Handbook and in other official publications that the University may distribute. UHM disclaims any liability as a result of any printing error in this catalog, or any subsequent changes in content. The University catalog is updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog.

Distribution of This Catalog and Program Brochures

This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office.

Effective Dates of this Catalog

January 1st, 2018 to December 31st, 2018

Questions

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, P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, telephone number (888) 370-7589 or (916) 431-6959 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 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov. [End]