



PROGRAM CATALOG

**MASTER OF SCIENCE IN ORIENTAL MEDICINE (MSOM)
DOCTOR OF ACUPUNCTURE AND TRADITIONAL MEDICINE (DATM)**

DONGGUK UNIVERSITY LOS ANGELES

440 SHATTO PLACE, LOS ANGELES, CA 90020

UNIVERSITY : (213) – 487 – 0110

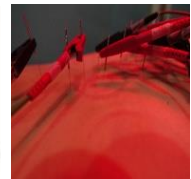
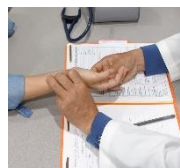
OMC : (213) – 487 – 0150

WWW.DULA.EDU

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

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

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PRESIDENT'S WELCOME



It is my great pleasure to welcome you to Dongguk University Los Angeles (DULA). The rich history of this extraordinary institution is marked by academic excellence and innovation, a remarkable record of meeting the evolving needs of the acupuncture and oriental medicine profession within the United States and globally, and a demonstrated dedication to sharing educational resources with a diversity of stakeholders on our Los Angeles campus and beyond.

Ours is a dynamic, intellectual community with more than 1,800 alumni worldwide and with many proud traditions. Chief among these is a commitment to excellence in teaching and learning that fosters the success of all students—including working adults and lifelong learners of all kinds. DULA offers a strong foundation of academics and the intimacy of a small college.

With an outstanding academic program and faculty members on the leading edge of their fields, students from around the globe turn to DULA for a world-class education in acupuncture and oriental medicine, thereby making the school a truly multicultural community.

Dongguk University Los Angeles combines internationally recognized academic and scientific excellence with unparalleled real-world clinical experiences.

A degree in oriental medicine from Dongguk University Los Angeles will provide you with the educational knowledge and clinical experience that you need to advance your personal and professional success. I invite you to visit our campus and health center to see for yourself how much our university community has to offer.

Sincerely,

Seung-Deok Lee, KMD (Korea), Ph.D. (Korea), L.Ac.

President and CEO

ABOUT DONGGUK UNIVERSITY LOS ANGELES (DULA)



Mission

The mission of Dongguk University Los Angeles is to:

1. Explore and embody the principles and practices of traditional East Asian medicine.
2. Develop a community of skilled medical practitioners.
3. Provide accessible health care services to the local community.

Statement of Purpose and Goals

The Statement of Purpose and Goals for the Doctor of Acupuncture and Traditional Medicine (DATM) Programs are:

- To develop competent traditional medicine practitioners through advanced academic and clinical programs.
- To develop healthcare professionals with clinical competencies, including collaborative care.
- To develop healthcare professionals with skills and competencies to contribute to the community and to the field.

Master of Science in Oriental Medicine (MSOM) Program Educational Objectives (PEOs)

To train healers who are able to:

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

Doctor of Acupuncture and Traditional Medicine (DATM) Program Educational Objectives (PEOs)

To train healers who are able to:

1. Demonstrate an understanding of the theoretical and historical contexts of oriental medicine.
2. Apply this understanding to accurately diagnose patients.
3. Utilize biomedical diagnostic methods and refer to other practitioners as appropriate.
4. Competently plan, perform, assess, and adjust acupuncture treatments for common conditions and patterns.
5. Competently prescribe and modify herbal formulas for common conditions and patterns.
6. Embody and advise on healthy lifestyle choices, and
7. Identify, define, and model best practices for professional success.
8. Apply integrative diagnostic skills to provide effective patient care
9. Obtain familiarity with contemporary community healthcare systems
10. Conduct collaborate care with other healthcare professionals
11. Develop and implement systems and plans for professional development
12. Assess and integrate scholarship, research, and evidence-based medicine, or evidence-informed practice to enhance patient care

History

The roots of Dongguk University Los Angeles reach back to 1976, when Dr. Harvart R. Hongo began teaching the fundamentals of acupuncture and oriental medicine at his Sei Shin Acupuncture Clinic. Encouraged by his patients who wished to learn more about this healing art, Dr. Hongo took the initial steps toward his goal of combining research and educational pursuits, with the provision of charitable health services to the surrounding community. Dr. Hongo's goal materialized in 1979 with the founding of Royal University of America, consisting of three faculty and eleven students.



In January of 1997, Dongguk (translates to East Country) University, one of South Korea's oldest and most prestigious institutions of higher learning, known for its outstanding College of Oriental Medicine, affiliated with Royal University of America. On March 5, 2009, Dongguk Royal University was rededicated as Dongguk University Los Angeles during its 30th anniversary celebration. During the rededication and 30th anniversary ceremony, a mutual exchange agreement was signed with [Dongguk University Korea](#) detailing the collaborative benefits for each university.

The Dongguk University Los Angeles board of directors share some common members with Dongguk University, Korea. Collectively, these two institutions on either side of the Pacific have been educating students for over a century.

Non – Profit Status

DULA is recognized by the Internal Revenue Service of the U.S. Department of the Treasury as an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code. Donations to DULA, therefore, tax deductible.

Campus



DULA operates from one of the largest oriental medical facilities in the United States. The spacious four-story building - 51,000 square feet in all - houses classrooms, a library, study areas, conference rooms, meditation room, student lounges and onsite parking areas.

DULA is centrally located in Los Angeles, where the bustling international communities of Downtown, Koreatown, Silver Lake, Mid-Wilshire,

Westlake, Little Tokyo, and Chinatown all come together. The diversity of the university's immediate geographic community fosters an enriching learning and living experience for all students. There are also beaches close by to enjoy during the summer, mountains for weekend skiing, and snowboarding getaways during the winter, as well as internationally renowned music, film, theater, and other cultural venues in close proximity. Easy access to freeways, a 5-minute walk from the red and purple Metro lines, and reliable surface public transportation make our locale attractive to both our students and clinic patients.

Oriental Medical Center (OMC)



DULA's Oriental Medical Center is dedicated to offer affordable, high-quality patient care at our Oriental Medical Center. The center features 14 professionally equipped treatment rooms and a fully stocked herbal dispensary and decoction room with over 400 commonly used therapeutic herbs. OMC is the ideal place to gain experience in a clinical environment and to learn how to provide quality healthcare to patients. Intern lounge and conference areas are also available. Clinic specialty includes, among many, internal medicine, gynecology, neurology, weight control, and pain management.

ACCREDITATION AND APPROVALS

Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM)

Dongguk University Los Angeles is institutionally accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM).

ACAOM is recognized by the United States Department of Education as the specialized accreditation agency for institutions/programs preparing acupuncture and Oriental medicine practitioners.

ACAOM is located at 8941 Aztec Drive, Eden Prairie, Minnesota 55347; phone 952/212-2434; fax 301/313-0912; www.acaom.org

Program Specific Accreditation Information

Dongguk University Los Angeles (DULA) Master of Science in Oriental Medicine (MSOM) in English, Chinese, and Korean are accredited by ACAOM. Institution/program accreditation history, notes, and dates of review may be viewed at: <http://acaom.org/directory-menu/directory/>.

The Dongguk University Los Angeles advanced practice doctoral (DAOM) program has been granted pre-accreditation status by ACAOM. The University has voluntarily ceased enrolling students in the DAOM program after 01 April 2020 and has instituted an ACAOM-approved teachout plan for all currently enrolled students. During the teach-out period, the program maintains the current pre-accredited status.

The Dongguk University Los Angeles professional doctoral (DATM) program, approved to begin enrolling students, is not yet accredited or pre-accredited by ACAOM. Graduates of this program are not considered to have graduated from an ACAOM-accredited or pre-accredited program and may not rely on ACAOM accreditation or pre-accreditation for professional licensure or other purposes.

The DATM program is eligible for ACAOM accreditation, and Dongguk University Los Angeles is currently in the process of seeking ACAOM pre-accreditation/accreditation for the program. However, Dongguk University Los Angeles can provide no assurance that pre-accreditation or accreditation will be granted by ACAOM.

Bureau for Private Postsecondary Education

Dongguk University Los Angeles has been granted approval from the Bureau for Private Postsecondary Education (BPPE) pursuant to California Education Code Section 94900. Both the MSOM and the DAOM programs have been approved by BPPE.

DULA's DATM program has obtained BPPE approval coterminous with the institution's term of accreditation granted by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM).

Any questions students may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225; Sacramento, CA. 95834 or PO Box 980818, West Sacramento, CA. 95798-0818. Website: www.bppe.ca.gov | Phone: (888) 370-7589, (916) 574-8900 or Fax: 916-263-1897.

California Acupuncture Board

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

Dongguk University Los Angeles's MSOM program is approved by the California Acupuncture Board. Currently, graduates of DULA's Master's program are eligible to sit for the California Acupuncture Licensing Exam (CALE). For licensure and information, contact:

State of California Acupuncture Board

1747 N. Market Blvd, Suite 180

Sacramento, CA 95834

Phone: (916) 515-5200

Website: www.acupuncture.ca.gov

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

Licensure Outside of California

Graduates of DULA's master's program are eligible to sit for the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM®) certification exam. NCCAOM is the only national organization that validates entry-level competency in the practice of acupuncture and Oriental medicine through professional certification in other states. NCCAOM certification or a passing score on the NCCAOM certification examinations are documentation of competency for licensure as an acupuncturist by 43 states plus the District of Columbia which represents 98% of the states that regulate acupuncture.

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

For additional information on state certification requirements and contact information for the regulatory agency for acupuncture and AOM medicine located in each state go to:

www.acupuncture.com/statelaws/statelaw.htm.

National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM)

2001 K Street, NW, 3rd floor North, Washington DC, 20006

Phone: (888) 381-1140 (toll-free number), (202) 381-1140 (direct phone number)

Fax: (202) 381-1141

www.nccaom.org

§ 4936. Use of “Doctor” or “Dr.”

(a) It is unprofessional conduct for an acupuncturist to use the title "Doctor" or the abbreviation "Dr." in connection with the practice of acupuncture unless he or she possesses a license that authorizes the use or possesses an earned doctorate degree from an accredited, approved, or authorized educational institution as set forth under Chapter 8 (commencing with Section 94800) of Part 59 of Division 10 of Title 3 of the Education Code, which is in acupuncture, oriental medicine, a biological science, or is otherwise related to the authorized practice of an acupuncturist as set forth in Sections 4927 and 4937. (b) The use of the title "Doctor" or the abbreviation "Dr." by an acupuncturist as authorized in subdivision (a) without further indicating the type of license or degree which authorizes that use shall constitute unprofessional conduct. (Added by Stats. 2012, Ch. 326, Sec. 1. Effective January 1, 2013.)

https://www.acupuncture.ca.gov/pubs_forms/laws_regs/laws_and_regs.pdf

Additional Approvals

In addition, Dongguk University Los Angeles is recognized, approved by, or is a member of the following national and state organizations:

- Title IV Federal Student Financial Aid Programs, U.S. Department of Education
- U.S. Citizenship and Immigration Services (USCIS)
- U.S. Department of Homeland Security approval for foreign students

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

PROGRAM COURSE LISTING



Master of Science in Oriental Medicine (MSOM)

DULA offers a comprehensive curriculum for entry-level practitioners. The Master's degree program, offered in English, Chinese, and Korean, consists of 2,130 hours (213 quarter units) of academic coursework and 960 hours (48 units) of clinical internship at the Oriental Medical Center. Course work includes studies in oriental medical theory, acupuncture, herbology and herbal formulas, western medicine and science, Tuina (traditional Chinese massage therapy), and practice management and ethical practices, in addition to the clinical internship.

Assessment tools in evaluating the program and student success include written and/or practical exams, midterms and final exams, presentations, research papers, case studies. Students are also given comprehensive assessment of their academic and clinical achievements through institutional exams.

All classes except for externship off-site locations are held on the DULA campus.

MSOM Curriculum Overview

Didactic Curriculum	Units	Hours
Basic Sciences and Western Medicine	39	390
Oriental Medicine	39	390

Acupuncture and Moxibustion	30	300
Herbology	45	450
Clinical Medicine and Public Health	30	300
Professional Development and Case Management	17	170
Adjunctive Therapies	7	70
Electives	6	60
Total Didactic	213	2130
Clinical Practice		
Clinic Internship Level I: Observation and Herbal Practicum	10	200
Clinic Internship Level II: Supervised Practice	16	320
Clinic Internship Level III: Independent Practice	22	440
Total Clinic	48	960
Total MSOM Curriculum	261	3,090

List of MSOM Courses

Basic Sciences and Western Medicine

Course ID	Course Title	Units
BS111	Biology	3
BS122	Chemistry and Biochemistry	3
BS131	Physics	3
BS141	Psychology	3
BS171	Microbiology and Immunology	3
BS181	Fundamental & Clinical Nutrition	3
BS211	Anatomy and Physiology I	3
BS212	Anatomy and Physiology II	3
BS213	Anatomy and Physiology III	3
BS214	Anatomy and Physiology IV	3
BS311	Pathology I	3
BS312	Pathology II	3
BS313	Pathology III	3
Total:		39 Units/390 hours

Oriental Medicine

OM111	History of East/West Medicine	3
OM121	Basic Theory of OM I	3
OM211	Basic Theory of OM II	3
OM221	OM Diagnosis I	3
OM312	OM Diagnosis II	3

OM311	OM Diagnosis III	3
OM411	OM Internal Medicine I	3
OM412	OM Internal Medicine II	3
OM413	OM Internal Medicine III	3
OM414	OM Internal Medicine IV	3
OM432	Yellow Emperor's Classics and OM Philosophy	3
OM433	Shanghan / Golden Cabinet	3
OM434	Wenbing	3
Total:		39 units/390 hours

Acupuncture and Moxibustion

AC111	Acupuncture Anatomy I	3
AC112	Acupuncture Anatomy II	3
AC211	Meridian Theory	3
AC311	Acupuncture Physiology I	3
AC312	Acupuncture Physiology II	3
AC321	Acupuncture Techniques I	3
AC322	Acupuncture Techniques II	3
AC411	Acupuncture Therapeutics I	3
AC412	Acupuncture Therapeutics II	3
AC422	Acupuncture Orthopedics	3
Total:		30 units/300 hours

Herbology

HB110	Introduction to Botany and Herbology	3
HB211	Herbs: Category I	3
HB212	Herbs: Category II	3
HB213	Herbs: Category III	3
HB214	Herbs: Category IV	3
HB311	Herbs: Formulas I	3
HB311	Herbs: Formulas II	3
HB311	Herbs: Formulas III	3
HB311	Herbs: Formulas IV	3
HB321	Nutrition in OM	3
HB412	Herbal Treatments for Pediatrics Diseases	3
HB413	Herbal Treatments for Gynecological Diseases	3
HB414	Herbal Treatments for Dermatological Diseases	3
HB415	Herbal Treatments for Integrated EW Medicine	3
HB423	Master's Experience for Herbal Treatment	3
Total:		45 units/450 hours

Clinical Medicine and Public Health

WM100	Public Health	3
WM110	Western Medical Terminology	3
WM210	CNT and Safe Codes	2
WM211	Survey of Clinical Medicine	3
WM181	Western Pharmacology	3
WM224	Physical Exam in Western Medicine	3
WM225	Lab Diagnosis in Western Medicine	3
WM311	Western Medicine I	3
WM312	Western Medicine II	3
WM313	Western Medicine III	3

WM321	CPR and First Aid	1
		Total: 30 units/300 hours

Professional Development & Case Management

CM101	Case Management I	3
CM102	Case Management II	3
CM103	Case Management III	3
ME311	Clinical Management and Billing	3
ME312	Medical Ethics	2
PD100	Research Methodology	3
		Total: 17 units/170 hours

Adjunctive Therapies

TB111	Taiji Quan	2
TB121	Qigong	2
TB211	Tuina	3
		Total: 7 units/70 hours

Electives (6 units)

EL100	Topics in Oriental Medicine	3
EL107	Topics in Acupuncture	3
EL108	Topics in Herbology	3
EL109	Topics in Western Medicine	3
EL401	Comprehensive Review, Level I	3
EL402	Comprehensive Review, Level II	3
EL403	Comprehensive Review, Level III	3
EL404	Comprehensive Review, Level IV	3
EL431	Herbal Formula Writing	3
		Total: 6 units/60 hours

Clinical Practice

CO	Clinic Internship:	
	Herbal Dispensary	2
	Clinical Observation	8
CI	Clinic Internship Level II	16
CI	Clinic Internship Level III	22
		Total: 48 units/960 hours

Institutional Exams

MCE	Mid-Curriculum Exam:	
	Written	0
	Practical	0
CPX	Level Exams	0
CGE	Comprehensive Graduation Exam	0

Total Units (261 units / 3090 hours)

Didactic	213 units / 2130 hours
Clinic	48 units / 960 hours

BASIC SCIENCES AND WESTERN MEDICINE

- **BS111 Biology (3/30)**

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

Prerequisite: none

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

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

Prerequisite: none

- **BS131 Physics (3/30)**

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

Prerequisite: none

- **BS141 Psychology (3/30)**

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

Prerequisite: none

- **BS171 Microbiology and Immunology (3/30)**

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

Prerequisite: none

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

This course is an introduction to the study of nutrients essential to human life and well-being. Nutrients are studied relative to their function in metabolism, sources in food, and relationship to health. Students will learn to identify the functions, properties, human requirements, and food sources of essential nutrients and examine the ethics involved in making nutrition recommendations which affect the welfare of individuals, family, and

society as a whole. Additionally, the course will explore tools such as the RDA, Food Pyramid and Exchange lists and their role in selecting a nutritionally adequate diet. The use of vitamins is instructed as well.

Prerequisite: none

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

The four-part Anatomy & Physiology series provides a survey of the normal structure and functions of the human body, including microscopic and gross anatomy, as well as neuroanatomy.

Part I covers the introduction to body organization, anatomical terminology, basic chemistry and biochemistry, basic cytology and cellular metabolism, as well as an in-depth study of the anatomy and physiology of the skeletal and integumentary systems.

Prerequisite: none

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

Part II discusses joints, the muscular system and the nervous system. Students will be able to explain muscle types and function, identify muscles and their function, describe joints and their associated structures, and identify structures of the nervous system and how the system overall works.

Prerequisite: none

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

Part III covers the anatomical structures and physiological functions of the urological and reproductive systems of males and females. The circulatory system, blood, and lymph will also be discussed.

Prerequisite: none

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

Part IV introduces students to the anatomical structure and physiological functions of the nervous system, sensory organs, and endocrine system.

Neurophysiology/neurochemistry are also covered.

Prerequisite: none

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

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

Prerequisite: BS211-214

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

Part 2 of 3 focuses on systematic pathology including respiratory, cardiovascular, genitourinary, endocrine and gastrointestinal systems.

Prerequisite: BS211-214

- **BS313 Pathology III (3/30)**
Part 3 of 3 focuses disorders of Hepatobiliary and Pancreatic systems, Kidney and Urinary tract, Male and Female Reproductive system, Endocrine, Neurological and Skeletal systems.
Prerequisite: BS211-214

ORIENTAL MEDICINE

- **OM111 History of Eastern/Western Medicine (3/30)**
This course introduces students to the history and development of Eastern and Western Medicine. Students will discuss early theories and philosophies from ancient Oriental medical texts and will compare the basic factors that contributed to advancements in both Eastern and Western Medicine. In addition, students will examine how cultural factors and changes in ruling bodies formed and altered “Traditional” Chinese Medicine. Finally, the class will examine how practicing East Asian Medicine in a modern Western context has altered the medicine.
Prerequisite: none
- **OM121 Basic Theory of Oriental Medicine I (3/30)**
This class covers the basic principles and theories of traditional East Asian Medicine, describing the relationship of yin and yang; five elements; physiological functions of the viscera and bowels; the formation and function of qi, blood, essence, and body fluids; and the nature of the human being. Students will learn the anatomy and physiology of the healthy person. This course serves as the theoretical foundation for the various departments of traditional East Asian Medicine.
Prerequisite: none
- **OM211 Basic Theory of Oriental Medicine II (3/30)**
This course describes traditional pathological concepts of Oriental Medicine. Students learn how the six external pathogens and the seven emotions lead to disharmony in the body and result in pathology. Students also come to understand the effects of over-tonifying or sedating a patient, Yin/Yang imbalance, and the dysfunctions of Qi, Blood, and Body Fluids. This course also introduces basic principles of disease diagnosis and treatment.
Prerequisite: none
- **OM221 Oriental Medicine Diagnosis I (3/30)**
This course begins the survey of OM Diagnosis through detailing the Four Examination methods: Observation, Auscultation (Listening), Inquiry and Palpation. As a hands-on class, Diagnosis students learn to observe the tongue body and coating and to palpate the radial pulse in order to form a more thorough diagnosis. Students also practice patient interviews, learning to collect pertinent diagnostic information from the patient.
Prerequisite: OM121, 211

- **OM312 Oriental Medicine Diagnosis II (3/30)**
 This course primarily explores different theories of disease differentiation. As such, students learn the concepts and theory behind Eight Principles diagnosis. This course additionally covers Qi, Blood and Body Fluids diagnosis. In preparation for upcoming courses, students will briefly be introduced to Wen Bing (4 levels), Shang Han (6 channels), and San Jiao diagnostics, as well as Earth School theories. Identification of patterns according to 12 Primary Channels, 8 Extraordinary Vessels and 5 Elements will also be covered.
Prerequisite: OM121, 211
- **OM311 Oriental Medicine Diagnosis III (3/30)**
 This course covers Zang-Fu pattern differentiation, as well as differentiation of patterns involving multiple organ systems. At the end of this class, students will be able to describe each organ's associated patterns and will know the key signs and symptoms of each pattern to allow for rapid differentiation in diagnosis. Students will understand the similarities and differences between patterns affecting the Zang and Fu organs and will be able to combine Eight Principle Differentiation with Zang-Fu Differentiation.
Prerequisite: OM121, 211
- **OM411 OM Internal Medicine I (3/30)**
 This is a four-part series covering the etiology, pathogenesis, and treatment of illness in TCM. By learning the signs and symptoms, treatment principles, and herbal and acupuncture prescriptions of various disorders, students reinforce their understanding of basic diagnostic and treatment theories. Students learn differential diagnosis via the analysis of pathological changes of the Qi, Blood, body fluids, channels, and collaterals. In OM Internal Medicine 4-series Course, Acupuncture and Oriental Medicine Specialty Cases in Family Medicine, Internal Medicine, Geriatric, Ophthalmology, Pediatric, Traumatology and Emergency Medicine will be covered.
 Part 1 of the series focuses on external diseases, diseases of the Lung, and bleeding disorders.
Prerequisite: OM221, 311, 312
- **OM412 OM Internal Medicine II (3/30)**
 Part 2 of the four-part series in OM Internal Medicine. Part II of the series focuses on Palpitations, Insomnia, Chest Painful Obstruction, Emotional Disorder, Manic-Depressive Psychosis, Epigastric Pain, Vomiting, Diarrhea, and Epilepsy.
Prerequisite: OM221, 311, 312
- **OM413 OM Internal Medicine III (3/30)**
 Part 3 of a four-part series in OM Internal Medicine. Part III of the series focuses upon diseases of the abdomen and digestive organs, also examining diseases caused by internal wind.
Prerequisite: OM221, 311, 312
- **OM414 OM Internal Medicine IV (3/30)**
 Part 4 of a four-part series in OM Internal Medicine. Part IV of the series focuses on diseases of fluid metabolism, the Kidney, and consumptive disease.

Prerequisite: OM221, 311, 312

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

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

Prerequisite: OM121, OM211

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

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

Prerequisite: OM221, 311, 312

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

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

Prerequisite: OM221, 311, 312

ACUPUNCTURE & MOXIBUSTION

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

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

Prerequisite: none

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

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

Prerequisite: none

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

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

Prerequisite: none

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

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

Prerequisite: AC111, 112

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

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

Prerequisite: AC111, 112, 311

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

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

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

Prerequisite: AC111, 112

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

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

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

Prerequisite: AC111, 112

- **AC411 Acupuncture Therapeutics I (3/30)**
 This is a two-part course detailing the etiology and treatment of diseases utilizing common acupoint prescriptions. Students begin to analyze and differentiate between pathological conditions, applying principles of point prescription in deciding upon a treatment plan, and modifying them as necessary to the patient's symptom presentation. Acupuncture Micro-therapies including Ear and Scalp Therapies application will be discussed in each disease to support as conjunctive acupuncture point prescriptions. Acupuncture Therapeutics I cover Four Needle Technique, exogenous diseases, and a variety of Zang Fu syndromes, diseases of the head, trunk, and lumbar regions.
Prerequisite: AC311, 312, AC321, AC322
- **AC412 Acupuncture Therapeutics II (3/30)**
 This is a two-part course detailing the etiology and treatment of diseases utilizing common acupoint prescriptions. Students begin to analyze and differentiate between pathological conditions, applying principles of point prescription in deciding upon a treatment plan, and modifying them as necessary to the patient's symptom presentation. Acupuncture Micro-therapies including Ear and Scalp Therapies application will be discussed in each disease to support as conjunctive acupuncture point prescriptions. Acupuncture Therapeutics II covers gynecologic, pregnancy, and postpartum disorders; infantile diseases; diseases of the skin; abnormal growths; and eye, ear, nose, and throat disorders.
Prerequisite: AC311, 312, AC321, AC322
- **AC422 Acupuncture Orthopedics (3/30)**
 The course will emphasize the examination, diagnosis and treatment of common orthopedic disorders affecting the neuromusculoskeletal components of the neck, thorax, lumbar spine, pelvis, upper and lower extremities. The use of adjunctive acupoint stimulation devices, including magnets and beads, will also be introduced.
Prerequisite: AC311, 312

HERBOLOGY

- **HB110 Introduction to Botany & Herbology (3/30)**
 An introduction to the theory of herbal medicine, this course identifies major plants used in Oriental Medicine, as well as the Latin classification of those plants. This class focuses particularly on identifying the basic properties of herbs, including their tastes and temperature, within traditional herbal categories. It also includes the identification of toxic and non-toxic herbs, storage, and rules governing pharmacy.
Prerequisite: none
- **HB211 Herbs: Category 1 (3/30)**
 This four-part classes teaches students about the most commonly used herbs in the Chinese Pharmacopoeia. Students will learn the properties, taste, functions, dosages, and contra-indications of each herb covered. Category 1 includes herbs that release the exterior, clear heat, and drain downward.
Prerequisite: OM121, OM211, HB110

- **HB212 Herbs: Category 2 (3/30)**
 Category 2 covers herbs that drain dampness, dispel wind dampness, transform dampness, warm the interior and expel cold, regulate Qi, relieve food stagnation and expel parasites.
Prerequisite: OM121, OM211, HB110
- **HB213 Herbs: Category 3 (3/30)**
 Category 3 discusses herbs that regulate blood, transform phlegm and relieve coughing, calm the spirit, extinguish wind and stop tremors, as well as aromatic herbs that open the orifices.
Prerequisite: OM121, OM211, HB110
- **HB214 Herbs: Category 4 (3/30)**
 Category 4 herbs include herbs that tonify Qi, warm the Yang, nourish the Yin, and nourish Blood, astringent herbs, emetics and herbs for external application.
Prerequisite: OM121, OM211, HB110
- **HB311 Herbs: Formulas 1 (3/30)**
 This course is a comprehensive introduction to Chinese Herbal Formulas for various clinical applications. Students will learn the herbal components of each formula and the role that each herb plays within the formula. In addition, students will learn modifications, clinical applications, and contraindications of the formulas. The entire course consists of four parts. Formula 1 covers the formulas used for diaphoretic, purgative, harmonizing, antipyretics and summer heat clearing.
Prerequisite: OM 221, 312, 311, HB 110, HB 211-214
- **HB312 Herbs: Formulas 2 (3/30)**
 This course is a comprehensive introduction to Chinese Herbal Formulas for various clinical applications. Students will learn the herbal components of each formula and the role that each herb plays within the formula. In addition, students will learn modifications, clinical applications, and contraindications of the formulas. The entire course consists of four parts. Formula 2 covers formulas used for warming, exterior releasing, tonifying, sedation, resuscitation, and astringents.
Prerequisite: OM 221, 312, 311, HB 110, HB 211-214
- **HB313 Herbs: Formulas 3 (3/30)**
 This course is a comprehensive introduction to Chinese Herbal Formulas for various clinical applications. Students will learn the herbal components of each formula and the role that each herb plays within the formula. In addition, students will learn modifications, clinical applications, and contraindications of the formulas. The entire course consists of four parts. Formula 3 covers formulas with carminative, blood regulating, anticonvulsant, and moisturizing characteristics.
Prerequisite: OM 221, 312, 311, HB 110, HB 211-214
- **HB314 Herbs: Formulas 4 (3/30)**
 This course is a comprehensive introduction to Chinese Herbal Formulas for various clinical applications. Students will learn the herbal components of each formula and the

role that each herb plays within the formula. In addition, students will learn modifications, clinical applications, and contraindications of the formulas. The entire course consists of four parts. Formula 4 covers formulas with diuretic, phlegm expelling, resolving/pertussis, anti-parasitic, and anti-abscess qualities.

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

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

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

Prerequisite: OM121, OM211, HB110

- **HB412 Herbal Treatments in Pediatric Diseases (3/30)**

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

Prerequisite: OM211, 312, HB311-314

- **HB413 Herbal Treatments in Gynecological Diseases (3/30)**

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

Prerequisite: OM211, 312, HB311-314

- **HB414 Herbal Treatments in Dermatological Diseases (3/30)**

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

Prerequisite: OM211, 312, HB311-314

- **HB 415 Herbal Treatments in Integration of East/West Medicine (3/30)**

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

Prerequisite: OM211, 312, HB311-314

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

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

Prerequisite: OM211, 312, HB311-314

CLINICAL MEDICINE & PUBLIC HEALTH

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

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

Prerequisite: none

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

This course is a fundamental class on English language medical terminology. The course will introduce word building system using a programmed learning format, including Latin and Greek prefixes, suffixes, and word roots from which our English medical terms originate. The class is designed to provide a comprehensive entry level study of medical language for health professionals with little or no previous experience.

Prerequisite: none

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

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

Prerequisite: BS211, BS212, BS213, BS214

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

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

Prerequisite: none

- **WM211 Survey of Clinical Medicine (3/30)**
 This course provides an overview of the clinical practice of acupuncture and Oriental medicine, including efficient communication with patients and collaboration with other natural healing professionals. Acupuncturists, herbal medicine experts, and other healthcare professionals are invited to class as guest speakers. Students will engage in interactive learning by taking field trips to various practitioners' offices and discuss on site to learn about their perspectives of clinical practice of medicine, such as osteopathy, dentistry, psychology, nursing, chiropractic, podiatry, naturopathy, and/or homeopathy.
Prerequisite: WM110
- **WM224 Physical Exam in Western Medicine (3/30)**
 This course will provide an introduction to Western Medical Diagnostic examinations. Students will learn to collect a complete comprehensive health history, patient/practitioner rapport, communication skills, multicultural sensitivity, vital signs, physical examination of the HEENT (Head, Eyes, Ears, Nose, Throat), cardiovascular and peripheral system, respiratory system, gastrointestinal system, neurological system, neuromuscular system, orthopedic and functional assessment. In addition, students will learn to understand key signs and symptoms requiring referral to other healthcare providers and will learn to demonstrate professionalism in interacting with patients during the Physical Exam setting.
Prerequisite: BS211-214
- **WM225 Laboratory Diagnosis (3/30)**
 The course is designed to teach students the interpretation and integration of hematology, clinical chemistry, and urology within the historical physical examination. In addition, students will learn and review the specifics of universal (standard) precautions. At the end of the course, students will understand over 400 lab tests and their reference ranges and will be able to order lab tests when and as appropriate, interpret the findings, and apply the interpretation of lab results to integrated differential diagnostic procedures. Finally, students will learn to perform basic readings of imaging studies.
Prerequisite: BS 311-313
- **WM311 Western Internal Medicine 1 (3/30)**
 In this series, a comprehensive understanding and exploration of western medical diseases will be presented, including basic science, anatomy, physiology, pathophysiology, epidemiology, etiology, signs and symptoms or clinical impressions, physical examinations, laboratory and radiology studies and so forth. Additional topics include development of working diagnosis, classification of diseases based on World Health Organization's International Classification of Diseases, critical thinking regarding clinical diagnosis, treatment protocols and patient management, surgical intervention along with indications and contraindications, and patient education, and diagnosis and treatment between Acupuncture and Oriental Medicine and conventional medicine. Western Internal Medicine I covers ambulatory medicine, obstetrics, gynecology, endocrinology, neurology, nephrology and urology.
Prerequisites: BS211-214

- **WM312 Western Internal Medicine 2 (3/30)**
 WM312 is the second class of the series, and covers diseases of the cardiovascular system, respiratory system, hematology, oncology, rheumatology, immunology and allergic disorders, nutritional disorders.
Prerequisite: BS211-214
- **WM313 Western Internal Medicine 3 (3/30)**
 In this third series, the course covers infectious diseases, psychiatry, orthopedics, emergency and sports medicine. A review in laboratory and radiology studies, pharmacology and public health will also be covered.
Prerequisite: BS211-214
- **WM321 CPR/First-Aid (1/10)**
 This ten-hour course covers the causes of heart disease, symptoms of stroke and the principles of cardiopulmonary resuscitation. Upon completion of CPR Training, the student will be able to demonstrate resuscitation of an adult in cardiac arrest. Training will be delivered by Instructors who are certified by American Heart Association (AHA) and/or American Red Cross. Students will receive a certified CPR & First Aid card and certificate from American Red Cross or American Heart Association (AHA) upon completion.
Prerequisite: none

PROFESSIONAL DEVELOPMENT & CASE MANAGEMENT

- **CM101 Case Management I (3/30)**
 The three Case Management courses are designed to prepare the students to manage patient care as a primary health care professional.
 The first course is designed as an overview of the responsibilities of a primary care provider. By the end of this course, students will be able to perform a thorough intake according to the diagnostic principles of Oriental Medical theory, including western vital signs and other information relevant to integrated practice. Students will also learn to chart accurately and concisely, following S.O.A.P. notes procedure and patient report-of-findings, and write a detailed case study presentation utilizing S.O.A.P. format.
Prerequisite: Clinic Internship Level 1: Observation
- **CM102 Case Management II (3/30)**
 This course will prepare the students with the knowledge and skills of treatment planning, continuity of care, referral, and collaboration; follow-up care, final review, and functional outcome measurements; prognosis and future medical care.
Prerequisite: Clinic Internship Level 1: Observation
- **CM103 Case Management III (3/30)**
 The third Case Management course will prepare students with the knowledge and skills of case management for workers' compensation/labor codes and procedures and qualified evaluations, coding procedures for current procedure codes, including CPT and ICD-10 diagnosis. The course also will train students to write medical-legal reports,

expert medical testimony and independent medical review. Emergency procedures and seriously ill patient special care also will be discussed.

Prerequisite: Clinic Internship Level 1: Observation

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

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

Prerequisite: none

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

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

Prerequisite: none

- **PD100 Research Methodology (3/30)**

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

Prerequisite: OM121, OM211, WM110

ADJUNCTIVE THERAPIES

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

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

Prerequisite: none

- **TB121 Qi Gong (2/20)**
Traditional Chinese Qi Gong is an art of self-training both body and mind. It has the functions of preventing and curing diseases, protecting and strengthening health, and prolonging life. It is a component part of traditional Chinese medicine. This course is designed to study the brief history and basic theory of Qi Gong, and practice it by static and dynamic breathing techniques.
Prerequisite: none
- **TB211 Tui-Na (3/30)**
Tui-na is a massotherapy (massage) to treat diseases and traumatic injuries. In this course, there will be a brief discussion of Chinese Massotherapy and the Basic Principles of Massotherapy, which deals with Yin, Yang, Qi, Blood, and Internal Organs. There will be a discussion introducing diseases involving the internal organs and their treatment with Tui-Na and acupressure.
Prerequisite: none

ELECTIVES

(A total of 6 units from below are required)

- **EL100 Topics in Oriental Medicine (3/30)**
Instructors with special areas of expertise have the opportunity to share their knowledge in advanced seminars. Topics will vary.
- **EL107 Topics in Acupuncture (3/30)**
Instructors with special areas of expertise in acupuncture practice have the opportunity to share their knowledge in advanced seminars. Topics will vary.
- **EL108 Topics in Herbology (3/30)**
Instructors with special areas of expertise in herbal practice have the opportunity to share their knowledge in advanced seminars. Topics will vary.
- **EL109 Topics in Western Medicine (3/30)**
Instructors with special areas of expertise in Western medical practice have the opportunity to share their knowledge in advanced seminars. Topics will vary.
- **EL401 Comprehensive Review Level I (3/30)**
This course reviews the collective materials of Oriental medicine that are delivered during the first stage of student's program study and provides guidelines to students to consolidate knowledge and clinical skills they have learned. The course materials also prepare students for Preclinical Entrance.
Prerequisite: Level 1 must be taken before Level 2, Level 3 must be taken before Level 4
- **EL402 Comprehensive Review Level II (3/30)**
This course reviews the collective materials of Oriental medicine that are delivered during the first stage of student's program study and provides guidelines to students to consolidate knowledge and clinical skills they have learned. The course materials also prepare students for Preclinical Entrance.

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

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

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

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

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

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

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

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

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

Prerequisite: OM312, HB311-314

CLINICAL INTERNSHIP

- **Internship Level I: Observation and Herbal Practicum (200 Hours)**

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

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

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

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

Prerequisites:

To apply for Level I internship, students must have successfully completed 60 units of didactic courses and these pre-requisite courses should be included:

OM 121/211	Basic Theory of OM I, II
OM 221/311/312	At least Two of OM Diagnosis I, II, III
HB 110	Introduction to Botany and Herbs
HB 211/212/213/214	At least Two of Herbs: Category I, II, III, IV
AC 211	Meridian Theory
AC 111/112	Acupuncture Anatomy I, II
BS 211/212/213/214	At least Two of Anatomy & Physiology I, II, III, IV
WM 110	WM Terminology
WM 210	CNT, Equipment & Safety Review
WM 321	CPR & First Aid

- **Internship Level II: Supervised Practice (320 Hours)**

Level II internship consists of 320 hours of supervised acupuncture and oriental medical practice. Under the supervision of their clinic supervisors, interns diagnose and treat patients in the OMC and at other off-campus health care sites. Working individually or in pairs, interns apply their knowledge and skills of oriental and western medical assessments to interview and assess the condition of each new patient, formulating potential diagnoses and treatment plans based on this assessment, including acupuncture and other oriental medical modalities. Interns then discuss this diagnosis and treatment plan with clinic supervisor and treat the patient under the direct supervision of the clinic supervisor. Interns are expected to demonstrate proficiency in treatment techniques covered in the courses of their didactic studies. Interns will render possible nutritional and/or lifestyle recommendations and offer them to the patient after consultation with the clinic supervisor. Interns will also incorporate herbal formula derivation and modification into treatment plans. Interns are expected to inform their patients of the ingredients and proposed effects of the formula, formula preparation/cooking instructions, appropriate dosage guidelines, and possible adverse effects. Interns are responsible for filling the herbal formulas for their patients.

Prerequisites:

Students must complete 200 hours of Level I Observation and Herbal Practicum and pass Level II exam (Mid-Curriculum Exam / MCE) with 70% passing grade. And Students must have successfully completed 100 units of didactic courses and these pre-requisite courses should be included.

OM 221/311/312	OM Diagnosis I, II, III
HB 211/212/213/214	Herbs: Category I, II, III, IV
BS 211/212/213/214	Anatomy & Physiology I, II, III, IV
AC 311/312	Acupuncture Physiology I, II
AC 321/322	At least One of Acupuncture Techniques I, II
TB 211	Tui-Na
BS 311	At least One of Pathology I, II, III

- **Internship Level III: Independent Practice (440 Hours)**

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

Prerequisites:

Students must complete 320 hours of Level II Supervised practice internship and pass Level III exam (Clinical Performance Exam / CPX) with 70% passing grade. And Students must have successfully completed 150 units of specific didactic courses and these pre-requisite courses should be included.

OM 411/412/413/414	At least One of OM Internal Medicine I, II, III, IV
HB 311/312/313/314	At least Two of Herbal Formulas 1, 2
AC 321/322	Acupuncture Techniques I, II
AC 411/412	At least One of Acupuncture Therapeutics I, II
BS 311/312/313	Pathology I, II, III
WM 311/312/313	At least One of Western Medicine I, II, III

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

INDEPENDENT STUDY

Only a total of 9 units didactic courses is permitted. No hands-on or practical courses are permitted for independent study.

The independent study is only offered to the students who are currently in their last academic year (or have 65 courses unit or less to be completed) prior to graduation. For other circumstances, the student should submit a written petition to the Dean of Academic Affairs for further review. The petition will be reviewed on a case-by-case basis.

Doctor of Acupuncture and Traditional Medicine (DATM)

The Doctor of Acupuncture and Traditional Medicine Program is a comprehensive curriculum for entry-level practitioners that leads to a doctoral degree, and focuses on knowledge, skills, and abilities necessary for professional practice, and often required for licensure. In addition, at the advanced level, the professional doctorate DATM program provides knowledge and skills

beyond the master’s requirements for certification and licensure to practice acupuncture and Oriental medicine. The DATM program is academically rigorous, requiring a comprehensive understanding of new diagnostic models, complex herbal formulas, scholarly research, integrative care practices and acupuncture treatment modalities.

The Doctor of Acupuncture and Traditional Medicine program consists of 2,430 lecture hours and 1,000 clinical hours of clinical internship at the Oriental Medical Center for a total of 3,430 hours. In addition to foundational courses in oriental medicine theory, acupuncture, herbs, western medicine, adjunctive theories, and clinic courses, advanced courses are offered in advanced didactic and clinical training in integrative medicine practices such as: systems-based and functional medicine, collaborative care tools and settings, laboratory and imaging diagnostics, integrative clinical practices, scholarly research and professional development. During the program, students develop acute observation skills and sensitivity to the signs and symptoms of each unique patient. These skills in identifying patterns of physical, emotional, and spiritual disharmony are an integral part of the DATM curriculum, which also includes in-depth clinical practice. This integrative learning experience enables students to obtain a comprehensive understanding of the medicine.

Assessment tools in evaluating the program and student success include written and/or practical exams, midterms and final exams, presentations, research papers, case studies. Students are also given comprehensive assessment of their academic and clinical achievements through institutional exams.

DULA operates year-round on a quarterly system. Time students will be able to finish the DATM program in 4 years.

All classes except for externship off-site locations are held on the DULA campus.

The following course listings and descriptions are based on the Winter 2020 curriculum. 700-800 level courses in black bold are advanced doctoral level courses.

DATM Curriculum Overview

Didactic Curriculum	Units	Hours
Basic Sciences and Western Medicine	39	390
Oriental Medicine	39	390
Acupuncture and Moxibustion	30	300
Herbology	45	450
Clinical Medicine and Public Health	30	300
Professional Development and Case Management	17	170
Adjunctive Therapies	7	70
Electives	6	60

Integrative Practice Series	12	120
Integrated Professional Development	6	60
Advanced Techniques	12	120
Total Didactic	243	2430
Clinical Practice		
Clinic Internship Level I: Observation and Herbal Practicum	10	200
Clinic Internship Level II: Supervised Practice	16	320
Clinic Internship Level III: Independent Practice	22	440
Integrative Clinical Rounds	2	40
Total Clinic	50	1,000
Total DATM Curriculum	293	3,430

List of DATM Courses by Departments

Basic Sciences and Western Medicine

Course ID	Course Title	Units
BS111	Biology	3
BS122	Chemistry and Biochemistry	3
BS131	Physics	3
BS141	Psychology	3
BS171	Microbiology and Immunology	3
BS181	Fundamental & Clinical Nutrition	3
BS211	Anatomy and Physiology I	3
BS212	Anatomy and Physiology II	3
BS213	Anatomy and Physiology III	3
BS214	Anatomy and Physiology IV	3
BS311	Pathology I	3
BS312	Pathology II	3
BS313	Pathology III	3
Total:		39 Units/390 hours

Oriental Medicine

OM111	History of East/West Medicine	3
OM121	Basic Theory of OM I	3
OM211	Basic Theory of OM II	3
OM221	OM Diagnosis I	3
OM312	OM Diagnosis II	3
OM311	OM Diagnosis III	3
OM411	OM Internal Medicine I	3

OM412	OM Internal Medicine II	3
OM413	OM Internal Medicine III	3
OM414	OM Internal Medicine IV	3
OM432	Yellow Emperor's Classics and OM Philosophy	3
OM433	Shanghan / Golden Cabinet	3
OM434	Wenbing	3
Total:		39 units/390 hours

Acupuncture and Moxibustion

AC111	Acupuncture Anatomy I	3
AC112	Acupuncture Anatomy II	3
AC211	Meridian Theory	3
AC311	Acupuncture Physiology I	3
AC312	Acupuncture Physiology II	3
AC321	Acupuncture Techniques I	3
AC322	Acupuncture Techniques II	3
AC411	Acupuncture Therapeutics I	3
AC412	Acupuncture Therapeutics II	3
AC422	Acupuncture Orthopedics	3
Total:		30 units/300 hours

Herbology

HB110	Introduction to Botany and Herbology	3
HB211	Herbs: Category I	3
HB212	Herbs: Category II	3
HB213	Herbs: Category III	3
HB214	Herbs: Category IV	3
HB311	Herbs: Formulas I	3
HB311	Herbs: Formulas II	3
HB311	Herbs: Formulas III	3
HB311	Herbs: Formulas IV	3
HB321	Nutrition in OM	3
HB412	Herbal Treatments for Pediatrics Diseases	3
HB413	Herbal Treatments for Gynecological Diseases	3
HB414	Herbal Treatments for Dermatological Diseases	3
HB415	Herbal Treatments for Integrated E/W Medicine	3
HB423	Master's Experience for Herbal Treatment	3
Total:		45 units/450 hours

Clinical Medicine and Public Health

WM100	Public Health	3
WM110	Western Medical Terminology	3
WM210	CNT and Safe Codes	2
WM211	Survey of Clinical Medicine	3
WM181	Western Pharmacology	3
WM224	Physical Exam in Western Medicine	3
WM225	Lab Diagnosis in Western Medicine	3
WM311	Western Medicine I	3
WM312	Western Medicine II	3
WM313	Western Medicine III	3
WM321	CPR and First Aid	1

Total: 30 units/300 hours

Professional Development & Case Management

CM101	Case Management I	3
CM102	Case Management II	3
CM103	Case Management III	3
ME311	Clinical Management and Billing	3
ME312	Medical Ethics	2
PD100	Research Methodology	3

Total: 17 units/170 hours

Adjunctive Therapies

TB111	Taiji Quan	2
TB121	Qigong	2
TB211	Tuina	3

Total: 7 units/70 hours

Electives (6 units)

EL100	Topics in Oriental Medicine	3
EL107	Topics in Acupuncture	3
EL108	Topics in Herbology	3
EL109	Topics in Western Medicine	3
EL401	Comprehensive Review, Level I	3
EL402	Comprehensive Review, Level II	3
EL403	Comprehensive Review, Level III	3
EL404	Comprehensive Review, Level IV	3
EL431	Herbal Formula Writing	3

Total: 6 units/60 hours

Integrative Practice Series (12 units)

PD701	Integrative Diagnosis	2
PD702	Integrative Community Health	1
PD703	Integrative Practice I	4
PD704	Integrative Practice II	4
PD705	Collaborative Practice	1

Total: 12 units/120 hours

Integrated Professional Development (6 units)

PD700	Advanced Research	2
PD710	Advanced Case Analysis and Clinical Research	2
PD720	Advanced Professional Development	2

Total: 6 units/60 hours

Advanced Techniques (12 units)

PD800	Advanced Acupuncture Techniques	2
PD801	Neuromusculoskeletal Acupuncture I	2
PD802	Neuromusculoskeletal Acupuncture II	2
PD803	Neuromusculoskeletal Acupuncture III	2
PD804	Neuromusculoskeletal Acupuncture IV	2

PD805	Complementary Medicine in Anti-aging Applications	2
	Total:	12 units/120 hours

Clinical Practice

CO	Clinic Internship:	
	Herbal Dispensary	2
	Clinical Observation	8
CI	Clinic Internship Level II	16
CI	Clinic Internship Level III	22
PC700	Integrative Clinical Rounds	2
	Total:	50 units/1000 hours

Institutional Exams

MCE	Mid-Curriculum Exam:	
	Written	0
	Practical	0
CPX	Level Exams	0
CGE	Comprehensive Graduation Exam	0

Total Units / Hours (293 units / 3430 hours)

Didactic	243 units / 2430 hours
Clinic	50 units / 1000 hours

BASIC SCIENCES AND WESTERN MEDICINE

- BS111 Biology (3/30)**
 This course provides students with a general study of human biology and is designed as an introduction to the health care sciences, explaining biological concepts and processes and emphasizing the classification of living things, their unit structures, metabolism, response and reproduction systems. Topics covered include cellular structure and function, human organization, homeostasis, mitosis and meiosis, evolution, and the classification of organisms.
Prerequisite: none
- BS122 Chemistry & Biochemistry (3/30)**
 This course covers the basic principles of chemistry and their application to various facets of life. It emphasizes the chemical properties of elements, their reactions, and basic organic and biochemistry.
Prerequisite: none
- BS131 Physics (3/30)**
 Functioning as a basic introduction to the principles of general physics, this course examines Newtonian mechanics, motion, energy, fluids, heat, thermodynamics, vibrations, sound, electricity and magnetism, electronics, light, electromagnetic radiation, nuclear radiation, relativity, and general survey of biophysics.
Prerequisite: none

- **BS141 Psychology (3/30)**

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

Prerequisite: none

- **BS171 Microbiology and Immunology (3/30)**

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

Prerequisite: none

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

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

Prerequisite: none

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

The four-part Anatomy & Physiology series provides a survey of the normal structure and functions of the human body, including microscopic and gross anatomy, as well as neuroanatomy.

Part I covers the introduction to body organization, anatomical terminology, basic chemistry and biochemistry, basic cytology and cellular metabolism, as well as an in-depth study of the anatomy and physiology of the skeletal and integumentary systems.

Prerequisite: none

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

Part II discusses joints, the muscular system and the nervous system. Students will be able to explain muscle types and function, identify muscles and their function, describe joints and their associated structures, and identify structures of the nervous system and how the system overall works.

Prerequisite: none

- **BS213 Anatomy & Physiology III (3/30)**
 Part III covers the anatomical structures and physiological functions of the urological and reproductive systems of males and females. The circulatory system, blood, and lymph will also be discussed.
Prerequisite: none
- **BS214 Anatomy & Physiology IV (3/30)**
 Part IV introduces students to the anatomical structure and physiological functions of the nervous system, sensory organs, and endocrine system. Neurophysiology/neurochemistry are also covered.
Prerequisite: none
- **BS311 Pathology I (3/30)**
 This course will explore the pathogenesis of diseases from a microscopic and macroscopic level. As a survey of the nature of disease and illness, including the microbiology, immunology, psychopathology, and epidemiology of disease, major consideration is given to systemic pathology, surveying the principal disorders of each organ system. Part 1 of 3 focuses disorders of: fluid balance, genetics, nutrition, environment and neoplasms, as well as immunity, cell injury, inflammation and repair.
Prerequisite: BS211-214
- **BS312 Pathology II (3/30)**
 Part 2 of 3 focuses on systematic pathology including respiratory, cardiovascular, genitourinary, endocrine and gastrointestinal systems.
Prerequisite: BS211-214
- **BS313 Pathology III (3/30)**
 Part 3 of 3 focuses disorders of Hepatobiliary and Pancreatic systems, Kidney and Urinary tract, Male and Female Reproductive system, Endocrine, Neurological and Skeletal systems.
Prerequisite: BS211-214

ORIENTAL MEDICINE

- **OM111 History of Eastern/Western Medicine (3/30)**
 This course introduces students to the history and development of Eastern and Western Medicine. Students will discuss early theories and philosophies from ancient Oriental medical texts and will compare the basic factors that contributed to advancements in both Eastern and Western Medicine. In addition, students will examine how cultural factors and changes in ruling bodies formed and altered “Traditional” Chinese Medicine. Finally, the class will examine how practicing East Asian Medicine in a modern Western context has altered the medicine.
Prerequisite: none

- **OM121 Basic Theory of Oriental Medicine I (3/30)**
 This class covers the basic principles and theories of traditional East Asian Medicine, describing the relationship of yin and yang; five elements; physiological functions of the viscera and bowels; the formation and function of qi, blood, essence, and body fluids; and the nature of the human being. Students will learn the anatomy and physiology of the healthy person. This course serves as the theoretical foundation for the various departments of traditional East Asian Medicine.
Prerequisite: none
- **OM211 Basic Theory of Oriental Medicine II (3/30)**
 This course describes traditional pathological concepts of Oriental Medicine. Students learn how the six external pathogens and the seven emotions lead to disharmony in the body and result in pathology. Students also come to understand the effects of over-tonifying or sedating a patient, Yin/Yang imbalance, and the dysfunctions of Qi, Blood, and Body Fluids. This course also introduces basic principles of disease diagnosis and treatment.
Prerequisite: none
- **OM221 Oriental Medicine Diagnosis I (3/30)**
 This course begins the survey of OM Diagnosis through detailing the Four Examination methods: Observation, Auscultation (Listening), Inquiry and Palpation. As a hands-on class, Diagnosis students learn to observe the tongue body and coating and to palpate the radial pulse in order to form a more thorough diagnosis. Students also practice patient interviews, learning to collect pertinent diagnostic information from the patient.
Prerequisite: OM121, 211
- **OM312 Oriental Medicine Diagnosis II (3/30)**
 This course primarily explores different theories of disease differentiation. As such, students learn the concepts and theory behind Eight Principles diagnosis. This course additionally covers Qi, Blood and Body Fluids diagnosis. In preparation for upcoming courses, students will briefly be introduced to Wen Bing (4 levels), Shang Han (6 channels), and San Jiao diagnostics, as well as Earth School theories. Identification of patterns according to 12 Primary Channels, 8 Extraordinary Vessels and 5 Elements will also be covered.
Prerequisite: OM121, 211
- **OM311 Oriental Medicine Diagnosis III (3/30)**
 This course covers Zang-Fu pattern differentiation, as well as differentiation of patterns involving multiple organ systems. At the end of this class, students will be able to describe each organ's associated patterns and will know the key signs and symptoms of each pattern to allow for rapid differentiation in diagnosis. Students will understand the similarities and differences between patterns affecting the Zang and Fu organs and will be able to combine Eight Principle Differentiation with Zang-Fu Differentiation.
Prerequisite: OM121, 211

- **OM411 OM Internal Medicine I (3/30)**
 This is a four-part series covering the etiology, pathogenesis, and treatment of illness in TCM. By learning the signs and symptoms, treatment principles, and herbal and acupuncture prescriptions of various disorders, students reinforce their understanding of basic diagnostic and treatment theories. Students learn differential diagnosis via the analysis of pathological changes of the Qi, Blood, body fluids, channels, and collaterals. In OM Internal Medicine 4-series Course, Acupuncture and Oriental Medicine Specialty Cases in Family Medicine, Internal Medicine, Geriatric, Ophthalmology, Pediatric, Traumatology and Emergency Medicine will be covered.
 Part 1 of the series focuses on external diseases, diseases of the Lung, and bleeding disorders.
Prerequisite: OM221, 311, 312
- **OM412 OM Internal Medicine II (3/30)**
 Part 2 of the four-part series in OM Internal Medicine. Part II of the series focuses on Palpitations, Insomnia, Chest Painful Obstruction, Emotional Disorder, Manic-Depressive Psychosis, Epigastric Pain, Vomiting, Diarrhea, and Epilepsy.
Prerequisite: OM221, 311, 312
- **OM413 OM Internal Medicine III (3/30)**
 Part 3 of a four-part series in OM Internal Medicine. Part III of the series focuses upon diseases of the abdomen and digestive organs, also examining diseases caused by internal wind.
Prerequisite: OM221, 311, 312
- **OM414 OM Internal Medicine IV (3/30)**
 Part 4 of a four-part series in OM Internal Medicine. Part IV of the series focuses on diseases of fluid metabolism, the Kidney, and consumptive disease.
Prerequisite: OM221, 311, 312
- **OM432 Yellow Emperor's Classic and OM Philosophy (3/30)**
 This course is designed as an introduction to eastern philosophy and discussion of its impact upon East Asian Medical Theory. Topics covered include Confucianism, Taoism, and Buddhism. Students will learn the history of the Yellow Emperor's Inner Classic and will discuss its tenets in class. In addition, students will explore the impact of the Yellow Emperor on medical concepts, treatment principles, and applications to clinical practice.
Prerequisite: OM121, OM211
- **OM433 Shang Han Lun and Golden Cabinet (3/30)**
 Students will learn Six Channel diagnosis, Zang-fu diagnosis, and the therapeutic process and prognosis for cold-induced disorders and internal diseases from the ancient Chinese medical classics Shang Han Lun and Golden Cabinet. In addition, this course discusses the application and modification of classic formulas in the Shang Han Lun and the Golden Cabinet.
Prerequisite: OM221, 311, 312

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

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

Prerequisite: OM221, 311, 312

ACUPUNCTURE & MOXIBUSTION

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

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

Prerequisite: none

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

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

Prerequisite: none

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

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

Prerequisite: none

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

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

Prerequisite: AC111, 112

- **AC312 Acupuncture Physiology II (3/30)**
 Acupuncture Physiology covers the usage of the regular and special acupuncture points and their traditional functions in treatment. Additionally, the course discusses the basic principles of prescription in acupuncture treatment. Acupuncture Physiology II covers the Kidney, Pericardium, Gallbladder, and Liver meridians, as well as the Eight Extra Meridians, Extra Points, and 15 Luo channels.
Prerequisite: AC111, 112, 311
- **AC321 Acupuncture Techniques I (3/30)**
 This course provides students with an introduction to the techniques of acupuncture, including the insertion and removal of needles, and needle manipulation for both the tonification and sedation of points and stimulation of Qi. Students will learn to incorporate CNT protocols for safe and responsible needling and how to manage emergency situations arising from improper needling or weak patient condition (ex: hematoma, pneumothorax, fainting).
 In Techniques I, students will practice needling major points of the 14 main channels and will gain an understanding of the historical types of needles and their traditional functions.
Prerequisite: AC111, 112
- **AC322 Acupuncture Techniques II (3/30)**
 This course provides students with an introduction to the techniques of acupuncture, including the insertion and removal of needles, and needle manipulation for both the tonification and sedation of points and stimulation of Qi. Students will learn to incorporate CNT protocols for safe and responsible needling and how to manage emergency situations arising from improper needling or weak patient condition (ex: hematoma, pneumothorax, fainting).
 In Techniques II, students learn auricular and scalp acupuncture, cupping, gua sha, bleeding, dermal tacks, moxibustion and electro-acupuncture.
Prerequisite: AC111, 112
- **AC411 Acupuncture Therapeutics I (3/30)**
 This is a two-part course detailing the etiology and treatment of diseases utilizing common acupoint prescriptions. Students begin to analyze and differentiate between pathological conditions, applying principles of point prescription in deciding upon a treatment plan, and modifying them as necessary to the patient's symptom presentation. Acupuncture Micro-therapies including Ear and Scalp Therapies application will be discussed in each disease to support as conjunctive acupuncture point prescriptions. Acupuncture Therapeutics I cover Four Needle Technique, exogenous diseases, and a variety of Zang Fu syndromes, diseases of the head, trunk, and lumbar regions.
Prerequisite: AC311, 312, AC321, AC322
- **AC412 Acupuncture Therapeutics II (3/30)**
 This is a two-part course detailing the etiology and treatment of diseases utilizing common acupoint prescriptions. Students begin to analyze and differentiate between pathological conditions, applying principles of point prescription in deciding upon a treatment plan, and modifying them as necessary to the patient's symptom presentation.

Acupuncture Micro-therapies including Ear and Scalp Therapies application will be discussed in each disease to support as conjunctive acupuncture point prescriptions. Acupuncture Therapeutics II covers gynecologic, pregnancy, and postpartum disorders; infantile diseases; diseases of the skin; abnormal growths; and eye, ear, nose, and throat disorders.

Prerequisite: AC311, 312, AC321, AC322

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

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

Prerequisite: AC311, 312

HERBOLOGY

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

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

Prerequisite: none

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

This four-part classes teaches students about the most commonly used herbs in the Chinese Pharmacopoeia. Students will learn the properties, taste, functions, dosages, and contra-indications of each herb covered.

Category 1 includes herbs that release the exterior, clear heat, and drain downward.

Prerequisite: OM121, OM211, HB110

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

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

Prerequisite: OM121, OM211, HB110

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

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

Prerequisite: OM121, OM211, HB110

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

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

Prerequisite: OM121, OM211, HB110

- **HB311 Herbs: Formulas 1 (3/30)**

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

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

- **HB312 Herbs: Formulas 2 (3/30)**

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

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

- **HB313 Herbs: Formulas 3 (3/30)**

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

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

- **HB314 Herbs: Formulas 4 (3/30)**

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

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

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

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

Prerequisite: OM121, OM211, HB110

- HB412 Herbal Treatments in Pediatric Diseases (3/30)**
 Chinese traditional pediatrics is a clinical science based on traditional Chinese medical theory combined with physiological pathology to study the laws for the prevention of childhood diseases. The unique characteristics of tissue, structure, physiology and pathology of children will be introduced in this class. The course uses the Oriental Medicine principles in diagnosing and treating of children.
Prerequisite: OM211, 312, HB311-314
- HB413 Herbal Treatments in Gynecological Diseases (3/30)**
 This course examines the anatomy, physiology, and pathologies of gynecological diseases and their diagnoses and treatments. Students will learn to apply TCM diagnostic skills in differentiating and diagnosing symptoms of the female reproductive cycle and construct treatment plans appropriate to the presenting pattern of symptoms. Finally, students will learn classical applications and modern clinical modifications of herbal treatments for gynecological disorders.
Prerequisite: OM211, 312, HB311-314
- HB414 Herbal Treatments in Dermatological Diseases (3/30)**
 This course discusses oriental medical perspectives on the etiology, pathology, and diagnosis of a variety of skin diseases with therapeutic treatments focusing on herbal medicine. Students will learn to apply TCM diagnostic skills in differentiating and diagnosing symptoms of the skin and construct treatment plans appropriate to the presenting pattern of symptoms. This class teaches classical applications and modern clinical modifications of internal and external herbal treatments for skin disorders.
Prerequisite: OM211, 312, HB311-314
- HB 415 Herbal Treatments in Integration of East/West Medicine (3/30)**
 This class requires students to present case studies of medical problems that have been researched, analyzed, and diagnosed by students from the perspective of Oriental and Western medicine. Students will compare certain illnesses, their etiologies, and their treatments from both Eastern and Western perspectives.
Prerequisite: OM211, 312, HB311-314
- HB423 Master's Experience in Herbal Treatment (3/30)**
 This course covers topics in herbology of particular importance to their practical applications in clinic, as well as their relevance to licensing examination requirements. The course consists of review, case-study presentation and formula writing for the case. Through this class, students will have a better grasp of commonly used herbs, their properties, functions, and use.
Prerequisite: OM211, 312, HB311-314

CLINICAL MEDICINE & PUBLIC HEALTH

- WM100 Public Health (3/30)**
 In this course, students become familiar with basic principles of public health. Topics include: public and community health, disease prevention, public health education,

treatment of chemical dependency, communicable disease, public alerts and epidemiology.

Prerequisite: none

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

This course is a fundamental class on English language medical terminology. The course will introduce word building system using a programmed learning format, including Latin and Greek prefixes, suffixes, and word roots from which our English medical terms originate. The class is designed to provide a comprehensive entry level study of medical language for health professionals with little or no previous experience.

Prerequisite: none

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

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

Prerequisite: BS211, BS212, BS213, BS214

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

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

Prerequisite: none

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

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

Prerequisite: WM110

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

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

providers and will learn to demonstrate professionalism in interacting with patients during the Physical Exam setting.

Prerequisite: BS211-214

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

The course is designed to teach students the interpretation and integration of hematology, clinical chemistry, and urology within the historical physical examination. In addition, students will learn and review the specifics of universal (standard) precautions. At the end of the course, students will understand over 400 lab tests and their reference ranges and will be able to order lab tests when and as appropriate, interpret the findings, and apply the interpretation of lab results to integrated differential diagnostic procedures. Finally, students will learn to perform basic readings of imaging studies.

Prerequisite: BS 311-313

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

In this series, a comprehensive understanding and exploration of western medical diseases will be presented, including basic science, anatomy, physiology, pathophysiology, epidemiology, etiology, signs and symptoms or clinical impressions, physical examinations, laboratory and radiology studies and so forth. Additional topics include development of working diagnosis, classification of diseases based on World Health Organization's International Classification of Diseases, critical thinking regarding clinical diagnosis, treatment protocols and patient management, surgical intervention along with indications and contraindications, and patient education, and diagnosis and treatment between Acupuncture and Oriental Medicine and conventional medicine. Western Internal Medicine I covers ambulatory medicine, obstetrics, gynecology, endocrinology, neurology, nephrology and urology.

Prerequisites: BS211-214

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

WM312 is the second class of the series, and covers diseases of the cardiovascular system, respiratory system, hematology, oncology, rheumatology, immunology and allergic disorders, nutritional disorders.

Prerequisite: BS211-214

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

In this third series, the course covers infectious diseases, psychiatry, orthopedics, emergency and sports medicine. A review in laboratory and radiology studies, pharmacology and public health will also be covered.

Prerequisite: BS211-214

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

This ten-hour course covers the causes of heart disease, symptoms of stroke and the principles of cardiopulmonary resuscitation. Upon completion of CPR Training, the student will be able to demonstrate resuscitation of an adult in cardiac arrest. Training will be delivered by Instructors who are certified by American Heart Association (AHA) and/or American Red Cross. Students will receive a certified CPR & First Aid card and

certificate from American Red Cross or American Heart Association (AHA) upon completion.

Prerequisite: none

PROFESSIONAL DEVELOPMENT & CASE MANAGEMENT

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

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

The first course is designed as an overview of the responsibilities of a primary care provider. By the end of this course, students will be able to perform a thorough intake according to the diagnostic principles of Oriental Medical theory, including western vital signs and other information relevant to integrated practice. Students will also learn to chart accurately and concisely, following S.O.A.P. notes procedure and patient report-of-findings, and write a detailed case study presentation utilizing S.O.A.P. format.

Prerequisite: Clinic Internship Level 1: Observation

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

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

Prerequisite: Clinic Internship Level 1: Observation

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

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

Prerequisite: Clinic Internship Level 1: Observation

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

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

Prerequisite: none

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

This course focuses on the ethical considerations of practice management, including lectures and discussions on ethics, jurisprudence, and current issues affecting the modern health care practitioner. The laws and regulations of the California Acupuncture

Board and other government agencies will be thoroughly reviewed. Students will gain familiarity with ethical issues facing modern integrated health care practitioners and an understanding of the legal responsibilities of private practitioners. Additionally, students will be taught the ethics of business management, including marketing strategies and insurance billing, and the laws and regulations of local and federal governments as regards Medical Ethics.

Prerequisite: none

- **PD100 Research Methodology (3/30)**

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

Prerequisite: OM121, OM211, WM110

ADJUNCTIVE THERAPIES

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

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

Prerequisite: none

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

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

Prerequisite: none

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

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

Prerequisite: none

ELECTIVES

(A total of 6 units from below are required)

- **EL100 Topics in Oriental Medicine (3/30)**
Instructors with special areas of expertise have the opportunity to share their knowledge in advanced seminars. Topics will vary.
- **EL107 Topics in Acupuncture (3/30)**
Instructors with special areas of expertise in acupuncture practice have the opportunity to share their knowledge in advanced seminars. Topics will vary.
- **EL108 Topics in Herbology (3/30)**
Instructors with special areas of expertise in herbal practice have the opportunity to share their knowledge in advanced seminars. Topics will vary.
- **EL109 Topics in Western Medicine (3/30)**
Instructors with special areas of expertise in Western medical practice have the opportunity to share their knowledge in advanced seminars. Topics will vary.
- **EL401 Comprehensive Review Level I (3/30)**
This course reviews the collective materials of Oriental medicine that are delivered during the first stage of student's program study and provides guidelines to students to consolidate knowledge and clinical skills they have learned. The course materials also prepare students for Preclinical Entrance.
Prerequisite: Level 1 must be taken before Level 2, Level 3 must be taken before Level 4
- **EL402 Comprehensive Review Level II (3/30)**
This course reviews the collective materials of Oriental medicine that are delivered during the first stage of student's program study and provides guidelines to students to consolidate knowledge and clinical skills they have learned. The course materials also prepare students for Preclinical Entrance.
Prerequisite: Level 1 must be taken before Level 2, Level 3 must be taken before Level 4
- **EL403 Comprehensive Review Level III (3/30)**
This course reviews the collective materials of Oriental medicine that are delivered during the first stage of student's program study and provides guidelines to students to consolidate knowledge and clinical skills they have learned. The course materials also prepare students for Preclinical Entrance.
Prerequisite: Level 1 must be taken before Level 2, Level 3 must be taken before Level 4
- **EL404 Comprehensive Review Level IV (3/30)**
This course reviews the collective materials of Oriental medicine that are delivered during the first stage of student's program study and provides guidelines to students to consolidate knowledge and clinical skills they have learned. The course materials also prepare students for Preclinical Entrance.
Prerequisite: Level 1 must be taken before Level 2, Level 3 must be taken before Level 4

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

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

Prerequisite: OM312, HB311-314

INTEGRATIVE PRACTICE SERIES

- **PD701 Integrative Diagnosis (2/20)**

Prerequisite: OM221, OM311, OM312, WM224, WM225

This course prepares students to integrate western diagnostic studies into their AOM clinical practice. The course will cover relevant laws and regulations that affect diagnostic procedures; indications, risks, and benefits of diagnostic procedures within the practitioner's scope of practice. The course also prepares students to obtain competencies in appropriate applications of diagnostic studies and tools, ability to assess written diagnostic reports, and effective communications regarding the results of diagnostic studies with other healthcare providers. Students also will be exposed to select advanced diagnostic machines from Korea.

Topics in this course include:

- Relevant laws and regulations that affect diagnostic examinations and testing;
- Clinical indications, risks, and benefits of various diagnostic procedures within the
- acupuncturist's legal scope of practice;
- Principles and applications of diagnostic imaging, laboratory, and other diagnostic tools;
- Assess written diagnostic reports, including the range of normal and abnormal values;
- Communicate results of diagnostic studies with other health care providers

- **PD702 Integrative Community Health (2/20)**

Prerequisite: WM100, WM211

This course emphasizes patient care and collaborative care systems, including a presentation of structures and processes of various healthcare systems, role and impact of AOM professions, US healthcare models, and appropriate collaborative interactions with other healthcare practitioners, and so forth. This course prepares students to participate actively in the healthcare system.

Topics include:

- Patient care in the context of relevant health care systems

- Health care systems, e.g., homeless care, elder care, and family services.
 - Healthcare disparities due to socioeconomic factor
 - Role and impact of AOM professionals within current health care systems.
 - Organizational culture, systems, structures and common medical models in contemporary US healthcare and on patient care
 - Collaboration and appropriate interaction with other healthcare professionals and within that health care system.
 - Assess various models of care and treatment modalities, including prevailing and emerging organizations.
 - Describe the structure and responsibilities of the healthcare team.
 - Appropriate discussion and contextualization of the patient's condition using vocabulary and concepts common to other members of the health care team.
 - Articulate the importance of supporting and participating in professional activities and organizations.
 - Able to competently compare and contrast common medical models.
- **PD703 and 704 Integrative Practice I and II**

Prerequisite: OM411-414; WM181; WM311-313

Integrative Practice series presents system-based medicine, focusing on commonly treated disorders within the system. The courses will include competencies in interdisciplinary, integrative, and pragmatic approaches. For each system, anatomy, physiology, and pathophysiology of each system will be discussed as integrated western and eastern medicine perspective, as well as red flags. The principle of comprehensive diagnostic approach will be presented, followed by a discussion of treatment strategies and protocols including acupuncture treatments, herbal and nutritional treatments, as well as western medicine treatment options. Within each system, common disease will be presented more in detail.

PD703 Integrative Practice I (2/20)

PD703 covers a system-based medicine of neurology, cardiology and vascular, pulmonology, obstetrics and gynecology, urology and ENT.

PD704 Integrative Practice II (2/20)

PD704 covers a system-based medicine of endocrine and metabolic disorders, gastroenterology, hemato-oncology and immunology, dermatology and psychological disorders.

- **PD705 Collaborative Practice I (1/10)**

Prerequisite: WM110, WM211

This course provides training in collaborative practice and communication training with other healthcare practitioners. Healthcare professionals from modalities other than oriental medicine will present topics related to their treatment modalities. Students will be able to discuss cases and other health modalities. Practitioners at the practicum sites

include chiropractors, physician assistants, nurse practitioners, medical doctors, osteopathic doctors, naturopathic doctors, psychologists, and so forth.

INTEGRATED PROFESSIONAL DEVELOPMENT

- **PD700 Advanced Research (2/20)**

Prerequisite: PD100

Doctoral students obtain competencies on concepts of evidence-based medicine and evidence-informed practice as they relate to AOM clinical research. Additional topics include competencies in data collection, assessing and synthesizing information from research, as well as developing and modifying treatment plans and protocols based on research.

Topics:

- Discuss evidence-based medicine and evidence-informed practices.
- Data collection methods to facilitate information dissemination in the field.
- Assess research, including hypothesis, design, and methods, both qualitative and quantitative.
- Discuss role and purposes of outcomes research.
- Competency to modify treatment plans and protocols according to new information from quantitative and qualitative research.

- **PD710 Advanced Case Analysis and Clinical Research (2/20)**

Prerequisite: PD100

This course is designed to develop advanced case analysis skills, including research methods necessary to understand, develop, and analyze clinical cases. Students will gain competency in both traditional and modern research material, biomedical research. Students will be developing and writing case studies and do formal presentations of their cases.

Topics in this course include:

- Case study analysis
- Research methodology
- Writing Case studies
- Presentation and discussion of case studies

- **PD720 Advanced Professional Development (2/20)**

Prerequisite: ME311, ME312, WM211

In this course, students obtain ethical, legal, and business skills to competently collaborate with other practitioners in an integrative, multi-modality settings. Students also gain competency in the broad scope of career and practice options in integrative medicine; as well as regarding professional development skills to ensure lifelong scholarly habits to support their patients appropriately. Discussions and presentations on patient education, community outreach, career development and collaborative care,

such as public speaking, case presentations, report writing, creating and maintaining a referral network and inter-professional communication will be conducted in class.

This course will cover:

- Assessment of professional development needs by using available professional development resources
- Development of competencies to respond to changes in the local, state, regional, and national health care environment.
- Identify sources of ongoing professional development, education, and research.
- Describe systems for information access and management.
- Locate and access current applicable laws and regulations that govern professional healthcare and acupuncture practice.
- Development of competencies related to clinic management and operation

ADVANCED TECHNIQUES

- **PD800 Advanced Acupuncture Techniques (2/20)**

Prerequisite: AC321, AC322

This course offers training in advanced acupuncture modalities, including Master Tung, scalp acupuncture, and selected Traditional Korean Medicine acupuncture techniques. Upon completion of this course, students will gain a deeper understanding of advanced acupuncture modalities as they relate to treatment options and patient care. Case studies in a variety of medical conditions and medical settings will also be introduced.

- **PD801 - 804 Neuromusculoskeletal Acupuncture I - IV**

Prerequisite: AC411, AC412, AC422, WM224

These courses comprise the program's pain management specialty, including the mechanism of pain and how acupuncture treatments may address pain management. Common disorders such as degenerative disorders, inflammatory conditions, paralysis, etc. will be covered in each region. These series courses are designed to progress through treatment of neuromusculoskeletal conditions related to different regions of the body: Head and Neck, Trunk and Back, Upper and Lower Extremities. In each region, structural anatomy and physiology, differentiation of disorders, diagnostic procedures, prognosis as well as treatment plans will be discussed. Integration of modern and classical theories will also be discussed.

PD801 Neuromusculoskeletal Acupuncture I (2/20) covers Head and Neck
PD802 Neuromusculoskeletal Acupuncture II (2/20) covers Trunk and Back
PD803 Neuromusculoskeletal Acupuncture III (2/20) covers Upper Extremities
PD804 Neuromusculoskeletal Acupuncture IV (2/20) covers Lower Extremities

- **PD805 Complementary Medicine in Anti-aging Applications (2/20)**

Prerequisite: OM221, OM312, OM311, AC321-322, HB311-314, HB321, BS311-313, WM224

The course concentrates on acupuncture and oriental medicine treatments related to anti-aging applications. This course will focus on applications of anti-aging acupuncture techniques, selection and usage of herbs and formulas, as well as nutrition and lifestyle modifications. The foundation behind the pathogenesis of aging and cellular decay and physiological dysfunction will also be addressed from oriental medicine and western conventional medicine perspectives.

CLINICAL INTERNSHIP

- **Internship Level I: Observation and Herbal Practicum (200 Hours)**

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

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

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

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

Prerequisites:

To apply for Level I internship, students must have successfully completed 60 units of didactic courses and these pre-requisite courses should be included:

OM 121/211	Basic Theory of OM I, II
OM 221/311/312	At least Two of OM Diagnosis I, II, III
HB 110	Introduction to Botany and Herbs
HB 211/212/213/214	At least Two of Herbs: Category I, II, III, IV
AC 211	Meridian Theory
AC 111/112	Acupuncture Anatomy I, II
BS 211/212/213/214	At least Two of Anatomy & Physiology I, II, III, IV
WM 110	WM Terminology
WM 210	CNT, Equipment & Safety Review
WM 321	CPR & First Aid

- **Internship Level II: Supervised Practice (320 Hours)**

Level II internship consists of 320 hours of supervised acupuncture and oriental medical practice. Under the supervision of their clinic supervisors, interns diagnose and treat patients in the OMC and at other off-campus health care sites. Working individually or in pairs, interns apply their knowledge and skills of oriental and western medical assessments to interview and assess the condition of each new patient, formulating potential diagnoses and treatment plans based on this assessment, including acupuncture and other oriental medical modalities. Interns then discuss this diagnosis and treatment plan with clinic supervisor and treat the patient under the direct supervision of the clinic supervisor. Interns are expected to demonstrate proficiency in treatment techniques covered in the courses of their didactic studies. Interns will render possible nutritional and/or lifestyle recommendations and offer them to the patient after consultation with the clinic supervisor. Interns will also incorporate herbal formula derivation and modification into treatment plans. Interns are expected to inform their patients of the ingredients and proposed effects of the formula, formula preparation/cooking instructions, appropriate dosage guidelines, and possible adverse effects. Interns are responsible for filling the herbal formulas for their patients.

Prerequisites:

Students must complete 200 hours of Level I Observation and Herbal Practicum and pass Level II exam (Mid-Curriculum Exam / MCE) with 70% passing grade. And Students must have successfully completed 100 units of didactic courses and these pre-requisite courses should be included.

OM 221/311/312	OM Diagnosis I, II, III
HB 211/212/213/214	Herbs: Category I, II, III, IV
BS 211/212/213/214	Anatomy & Physiology I, II, III, IV
AC 311/312	Acupuncture Physiology I, II
AC 321/322	At least One of Acupuncture Techniques I, II
TB 211	Tui-Na
BS 311	At least One of Pathology I, II, III

- **Internship Level III: Independent Practice (440 Hours)**

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

Prerequisites:

Students must complete 320 hours of Level II Supervised practice internship and pass Level III exam (Clinical Performance Exam / CPX) with 70% passing grade. And Students must have successfully completed 150 units of specific didactic courses and these pre-requisite courses should be included.

OM 411/412/413/414	At least One of OM Internal Medicine I, II, III, IV
HB 311/312/313/314	At least Two of Herbal Formulas 1, 2
AC 321/322	Acupuncture Techniques I, II
AC 411/412	At least One of Acupuncture Therapeutics I, II
BS 311/312/313	Pathology I, II, III
WM 311/312/313	At least One of Western Medicine I, II, III

- **Integrated Clinical Rounds (40 hours)**

The final clinical phase of the DATM clinical practice consists of PC700 Integrated Clinical Rounds.

PC700 Integrated Clinical Rounds

The final clinical phase of the DATM clinical practice consists of PC700 Integrated Clinical Rounds. This course provides integrated clinical experience for students as they practice under the guidance of an onsite DATM supervisor. Students incorporate evidence-informed integrative practice into their clinical treatments. Students will obtain competency in collaborating and communicating with other healthcare practitioners. At the end of the 40 hours, students submit a patient case study. The case study with appropriate details will be discussed and presented during the grand rounds with both western faculty and DATM supervisors to gain an understanding of western and eastern perspectives.

Prerequisites:

Completed Clinical Internship Level III (440 hours)

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

INDEPENDENT STUDY

Only a total of 9 units didactic courses is permitted. No hands-on or practical courses are permitted for independent study.

The independent study is only offered to the students who are currently in their last academic year (or have 65 courses unit or less to be completed) prior to graduation. For other circumstances, the student should submit a written petition to the Dean of Academic Affairs for further review. The petition will be reviewed on a case-by-case basis.

UNIVERSITY COMMUNITY

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ADMISSIONS

Visiting DULA

Prospective students are invited to visit DULA and experience the community by scheduling a visit to our campus. Prospective may sit in on classes, meet with faculty and current students, and experience clinical settings. Individual tour of the campus is available, and walk-ins are always welcome. All prospective students who visit DULA in person or attend an on-campus admissions info session will receive a tour of the campus and a comprehensive overview of your program of interest, including curriculum, class schedules, tuition, financial aid and answers to your specific questions.

To schedule a tour, please contact the Admissions Department at 213-487-0110 or send an email to admissions@dula.edu. Applications are reviewed throughout the year. Preferences are given to early applicants.



Admissions Requirements

Entrance Criteria: MSOM Program

1. A Bachelor's degree is preferred for all applications of the Master of Science in Oriental Medicine program at Dongguk University Los Angeles. A background in western medicine is not required, nor is a graduate school entrance exam.
2. All MSOM applicants must have completed a minimum of an Associate's degree, or 60 semester units (90 quarter units) of the baccalaureate level education from a regionally

accredited, degree-granting college or university with a minimum 2.25 cumulative GPA on a 4.0 scale from an institution accredited by an agency recognized by the U. S. Department of Education or an equivalent international entity.

3. 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.

Entrance Criteria: DATM Program

The DATM program is a graduate program leading to a doctoral degree and commonly focus on skills and knowledge necessary for professional practice and as often required for licensure. This professional doctorate DATM program provides additional knowledge and skills beyond the master's requirements for certification and licensure to practice acupuncture and Oriental medicine.

All students, including master's graduates enrolling in a Professional Doctorate program, must meet the admissions requirements in effect at the time of their official matriculation. The Professional Doctorate admissions criteria includes completion of at least 90 semester credits or 135 quarter credits.

English Language Requirements

The MSOM program is currently offered in three languages: English, Korean, and Mandarin Chinese. Clinical training is done in English only. The DATM program is offered only in English language.

1. English Language Requirements for MSOM Program

English language competency is required of all students seeking admission to the program. This must be demonstrated by one of the following means:

- a) 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:
 - i. accredited by an agency recognized by the U.S. Secretary of Education, or
 - ii. in the United Kingdom, Australia, Canada (except Quebec), New Zealand, or Ireland.
 - iii. In all cases, English must have been both the language of instruction and the language of the curriculum used;
- b) Test of English as a Foreign Language Internet-Based Test (TOEFL® iBT)
Acceptable scores: TOEFL iBT total score – 61 with minimum speaking score as 20 and minimum listening score as 17; or

- c) International English Language Testing System (IELTS)
Acceptable scores: IELTS overall band score of 6 (Academic Format) with minimum speaking score – 6.5 and minimum listening score – 6.

2. English Language Requirements for DATM Program

English language competency is required of all students seeking admission to the program. This must be demonstrated by one of the following means:

- a) 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:
 - i. accredited by an agency recognized by the U.S. Secretary of Education, or
 - ii. in the United Kingdom, Australia, Canada (except Quebec), New Zealand, or Ireland.
 - iii. In all cases, English must have been both the language of instruction and the language of the curriculum used;
- b) Test of English as a Foreign Language Internet-Based Test (TOEFL® iBT)
Acceptable scores: TOEFL iBT total score – 80; or
- c) International English Language Testing System (IELTS)
Acceptable scores: IELTS overall band score - 6.5 (Academic Format).

Non-matriculated students: MSOM and DATM Program

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

- TB111 Tai Chi Chuan (2/20)
- TB121 Qi Gong (2/20)

While the above two courses are open to the public, non-matriculated students who are enrolled in courses must meet all admission requirements and demonstrate sufficient prior education and experience to successfully complete those courses.

DULA does not accept non-matriculated students into the DATM Completion Track Program.

Application Completion Procedures

The following items are required to be considered for admission:

1. A complete online or paper application in English along with the non-refundable application fee (U.S. citizens/residents: \$100; international students: \$200).
2. Provide Official Transcript(s) from all colleges and/or universities attended. All official transcripts must be sealed and sent directly from the issuing institutions to the office of admissions at DULA. If the transcripts are from a country where English is not the primary language, they must be translated into English and must be sent to a reputable

foreign credential evaluation agency to evaluate equivalent levels of educational achievement in the U.S.

3. Students who graduated from colleges or universities outside of the U.S. are required to submit a comprehensive course-by-course evaluation through the academic credential evaluation service, which is a member of NACES (National Association of Credential Evaluation Services). For more information about NACES, please refer to the website <http://www.naces.org/> to select one of listed institutions and apply for the course-by-course service. Evaluation must include degree equivalency.
4. A copy or copies of diploma(s) from all higher-level institutions attended.
5. Two recommendation letters. The letters may be in English, Korean, or Chinese. The letters of recommendation should include information about the applicant's strengths and character traits.
6. One-page typed personal essay in English addressing the following three questions:
 - Why do you want to attend Dongguk University Los Angeles?
 - What are your interests and/or philosophical views of oriental medicine?
 - What are your strengths and skills that would make you a good healthcare practitioner?
7. One recent 2"x2" color headshot photos.
8. Proof of residency (copy of passport, birth certificate, permanent resident card, or any other documents that prove applicants' legal stay in U.S).
9. An interview with a member of the Admissions Committee.

Please contact admissions staff for any questions or additional information regarding the application process.

International Applicants

DULA is authorized by the U.S. Department of Homeland Security to issue a I-20 and enroll non-immigrant international students into the master's program (MSOM) only.

For international applicants, in addition to the above requirements, the following must also be submitted:

1. A financial statement, certified by a financial institution, verifying the availability of at least \$25,900 for singles, and an additional \$3,500 for each adult dependent (\$2,500 for each dependent child) in U.S. dollars to verify the availability to pay educational and living expenses for one year. For applicants with sponsors, the Financial Statement must be signed by your sponsor, stating they assume financial responsibility for the designated amount.
2. A copy of a passport that is valid for at least 6 months after the date of entry into the US for the purposes of education at DULA.
3. Applicants currently studying in the United States on an F-1 visa must submit a photocopy of their I-94 form, I-20 form, visa, and the first page of the passport. A completed transfer release form must be sent to DULA by the school from which the applicant is transferring.
4. Additional fees may apply for postage and handling overseas/expedited mailing.

Transfer Students and Transfer Credits: MSOM Program

Students who wish to transfer from other AOM schools must be in good standing (a minimum cumulative GPA of 2.25) and meet the current admissions standards at the time of transfer. The application process is the same for transfer students. A minimum of 1 academic year or 48 quarter units of residency for the year is required as a full-time matriculated student in the DULA program to be granted the MSOM diploma from DULA. Transfer students are encouraged to meet with the registrar or one of admissions staff prior to submitting their applications.

No credit is granted for military or corporate training, prior experiential learning, life experience, nor through portfolio assessment. The Master's program accepts transfer credits towards its program that it judges to be equivalent to its requirements for graduation. Before transfer credit will be awarded, all official transcripts containing the coursework for which the prospective student seeks credit must be received by the Office of Admission.

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

1. Prior to processing transfer credits, the following documents must be submitted:
 - a. Official transcripts sealed and sent directly from all previous colleges and/or universities.
 - b. Foreign students are required to submit a credential evaluation report by an agency, which is a member of NACES (National Association of Credential Evaluation Services). The report must include equivalency of education.
 - c. Only transfer credit for actual coursework successfully completed at a college or university accredited by an agency recognized by the U.S. Department of Education or, in the case of foreign institutions, recognized by the appropriate government agency.
2. For institutions approved by the California Board of Acupuncture, 100% transfer credit may be awarded, provided that the actual coursework to be transferred has been successfully completed and is equivalent to the relevant required coursework.
3. For candidates applying from institutions not approved by the California Board of Acupuncture, but are accredited by ACAOM or from foreign institutions which are evaluated as the equivalent of a regionally accredited college in the U.S., the following guidelines will apply:
 - a. Up to 100% transfer credit may be awarded for courses completed successfully in basic sciences, clinical medicine, case management, practice management, public health, and professional development if the actual number of hours completed is equal to or greater than that required.
 - b. Up to fifty percent (50%) credit, by transfer or challenge exam, for clinical practice and instruction in acupuncture and Oriental medicine principles, theories and treatment procedures may be awarded. The actual number of hours completed must be equal to or greater than that required by DULA. At least 50% of the course hours in the above individual subjects must be taken at DULA.

- c. DULA may also require the student to take specific subject examinations in order to demonstrate a level of knowledge comparable to that achieved by a DULA student before credits are awarded.
4. Transfer credits are granted only for course work completed within 5 years. Transfer credit may be granted if the transfer student's profession is related to coursework completed more than 5 years ago.
5. Transfer credits shall only be awarded for actual coursework.
6. Credits are not awarded for a western medical internship or residency training toward the actual clinical coursework and instruction required at DULA.
7. For additional information regarding transfer credits and processes, please contact the office of registrar. Please also refer to the DULA University Policy Handbook for more information about transfer credit policy.

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

Three Routes for Completion of the DATM (Professional Doctorate) degree

There are three routes for completion of a Professional Doctorate program, per ACAOM's Position Paper, updated from April 11, 2019: as a new student, as a transfer student from either DULA or from other ACAOM accredited AOM institutions, or as a master's graduate from an ACAOM accredited AOM institution. See appropriate sections below for each category.

Enrolling as a New Student to DATM Program

This institution offers a dual degree master's and DATM, upon completing your admission requirements for both master's and Doctorate programs, you enroll in both programs in the beginning. You will have signed an enrollment agreement for the master's program and an enrollment agreement for the Doctorate program. For students who intend to earn their master's prior to, or together with, the Doctorate, the program will execute separate enrollment agreements for each degree program simultaneously at the date of initial enrollment.

1. All DATM applicants must have satisfactorily completed at least three (3) years of undergraduate-level education (90-semester credits, or 135 quarter credits, including 3 units each for chemistry, biology, and psychology) with a minimum 2.25 cumulative GPA on a 4.0 scale from an institution accredited by an agency recognized by the U.S. Secretary of Education, or an equivalent international entity.

2. Prerequisite undergraduate-level courses include Chemistry, Biology, and Psychology. If the applicant did not take Chemistry, Biology, and Psychology in their undergraduate level of education, the student must complete these courses either at DULA or at other approved institutions within 12 months from the date of matriculation.
3. Credits earned at a foreign educational institution must be validated by a recognized educational credential evaluation service.
4. A separate enrollment agreement that outlines when a master's degree is awarded is simultaneously executed at the date of initial enrollment when the master's degree is awarded as part of the doctoral program.
5. The admissions into the doctoral completion program requires graduation with a master's degree in Oriental medicine from an ACAOM accredited program or institution.

Transferring into the DATM Program

Transfer credits may be approved for individual courses when a student has previously completed academic coursework at an accredited institution recognized by the Department of Education that meets the same course outcomes as the equivalent Dongguk University Los Angeles course. Transfer credit is based on academic equivalency between courses that are less than five years old. Exemption is based on academic experience more than five years old, professional experience and other related credentials. In each case, either transfer or exemption, if approved, credit is awarded.

Students may apply for transfer credit and/or course exemption as part of their master's degree or doctoral degree. The maximum number of credits for which course exemptions and transfers may be granted is 50% of the total credits in the master's and the Professional Doctor programs. Of that 50%, no more than 25% of the program clinical training requirements may be accepted as transfer or exemption credit. No more than 33% of the total credits in a post-master's doctoral degree program may be transferred or exempted.

Advanced standing represents student achievement of coursework, completed at DULA (or at another ACAOM accredited program) with duplicative coursework that applies to other DULA program(s). Under the following conditions, advanced standing will be recognized by the DULA system and no transfer of credit or exemption review will be conducted.

1. DULA's Master's degree students (currently enrolled) and graduates who completed their degree within the last five years, interested in enrolling the Professional Doctoral Doctor of Acupuncture and Traditional Medicine program.
2. DULA's Master's degree graduates who completed their degree more than five years ago, and who can substantiate active practice since graduation with a copy of their professional acupuncture license, interested in enrolling the Professional Doctoral program.

Under the following conditions, advanced standing may be recognized after completion of a full transcript review (challenge exams or masters level course enrollment may be required):

1. Non DULA Master's degree graduate prospective students interested in Professional Doctor completion program enrollment, who completed their degree more than five years

ago, and who can substantiate active practice since graduation with a copy of their professional acupuncture license.

2. Non DULA Master's degree graduate prospective students interested in Professional Doctor completion program enrollment, who completed their degree less than five years ago.
3. Former DULA students who previously completed courses and withdrew from a program before completing a degree, more than five years ago.

Enrolling as DATM Completion Track Program

The applicant may complete a MSOM program and then enroll in a DATM Professional Doctorate completion track. The doctoral completion track requires 340 total hours, consisting of 300 hours or 30 quarter units of didactic instruction plus 40 hours or 2 quarter units of clinic instruction.

The DATM Completion program is designed to be completed by an individual who graduated from an ACAOM accredited/pre-accredited master's level program. This doctoral completion track allows masters graduates to achieve doctorate competencies and earn the DATM degree. The DATM completion track for graduates of an ACAOM accredited master's program is a component of the overall professional doctorate, not a separate, distinct program. Students who enter this track complete the remaining doctoral program requirements not included in their master's level training. In addition,

1. The applicant must meet all of the admissions requirements at the time of his or her official matriculation.
2. The applicant must have satisfactorily completed a master's degree or master's level program in Oriental Medicine from an ACAOM accredited/pre-accredited program or institution.
3. In considering the acceptance of education and training obtained in foreign countries, credits earned at a foreign educational institution must be validated to be equivalent to a master's degree by a recognized educational credential evaluation service.
4. A comprehensive transcript analysis will be conducted to evaluate whether all applicable master's-level coursework completed is equivalent to doctoral requirements in terms of content, rigor, and credit hour requirements will be conducted.
5. The applicant who graduated more than 5 years prior to entering the DATM completion program may be accepted into the program, provided that the applicant has retained the content knowledge and competencies of the respective course(s) for which transfer credits are being assessed. The following documentation is required:
 - Documentation of at least five years of full-time clinical practice, or equivalent
 - Pass a foundational knowledge written examination as well as practical assessment to demonstrate retention of knowledge and competencies.
 - Proof of completion of all identified course work deficiencies through documentation or appropriate challenge exams.

6. Acceptance to a doctoral degree completion track that includes advanced study or specialty concentrations in herbal medicine is furthered conditioned upon satisfactory completion of ACAOM's Masters core curriculum requirements for herbal training typically evidenced by official transcripts issued by an ACAOM accredited/pre-accredited program or institution.
7. 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.
8. English language competency as established for the DATM program is also required.

DULA does not accept non-matriculated students into the DATM Completion Program.

The Admissions Review Process: MSOM and DATM Program

1. Once all application package and all supporting documents have been received, the applicant will be contacted for a personal interview with one of the members of the admissions committee.
2. Following the interview, the application file will be reviewed by the admissions committee.
3. The applicant will be notified in writing once a decision has been made by the admissions committee.
4. The Committee's decision will be one of the following:
 - a. Full Acceptance
 - b. Conditional Acceptance
 - c. Denial

Full Acceptance

Students who are fully admitted are expected to commence enrollment in the quarter they are admitted. They may enroll for class without restriction after meeting with an academic advisor. Admitted students have the option of deferring entry for up to one calendar year by filing a request with the Admissions Department. Students should be aware that entry may not be available in all quarters and should work closely with Admissions if they do not start the program as planned.

Conditional Acceptance

Conditional Acceptance is given to applicants with some deficiency that must be remedied or a condition to their admission that must be satisfied within a specified timeframe. These deficiencies may include absence of an official transcript for evaluation. An official transcript may be required by a specific date (end of the drop period, end of the first term of enrollment).

Provisionally admitted students who do not meet the stated requirements within the specified deadline will not be permitted to continue in the program.

Denial

An application may be denied. The Admissions Committee may set conditions for students to renew their application for eventual acceptance. The student has up to one (1) year to renew the application without paying an additional fee. After one year's time, that applicant will have to re-apply with a new fee.

New Student Orientation and Registration

All new students must attend the New Student Orientation and Registration session. The orientation reviews financial aid and registration options, the academic calendar, college policies, and the Doctoral/Master's program. Please contact the admissions office for assistance prior to orientation for special needs assistance or special scheduling issues.

Please refer to the academic calendar section in this catalog for more information about the new student orientation date of each academic quarter.

FACULTY



DULA faculty consists of all individuals employed by DULA who are engaged in instruction, scholarly and professional, or academic service activities for DULA. These activities include but are not limited to lab and class instruction, language program (department, clinic), course and curriculum development, research, participation in student academic advising, and service to the profession.

In DULA, the faculty members have been carefully selected based on their exceptional achievement, knowledge and clinical practice in their area of expertise and for their skills as instructors. DULA faculty members have excellent multi-disciplinary experiences, knowledge, skills and competency. Many have provided input to development of the program.

The List of DULA Core Faculty Members

Chang, Yae, DAOM, L.Ac., Dip.OM

- BS, Exercise Physiology, Seoul National University, Korea
- MS, Sports Medicine, Seoul National University, Korea
- MSAOM, South Baylo University, Anaheim, CA
- DAOM, South Baylo University, Anaheim, CA
- Dip.OM, NCCAOM Certified
- Licensed Acupuncturist, State of California
- MSOM English and Korean Programs; DATM Program

- Clinic Supervisor: Master's and Doctoral Programs
- Area of Expertise: OM, Acupuncture, Herbs, Basic Theory of OM series, OM Diagnosis series

Kim, Chan Ho, MSOM, L.Ac.

- BS, Electrical Engineering, Sung Kyun Kwan University, Korea
- MSOM, Dongguk Royal University, CA
- Licensed Acupuncturist, State of California
- MSOM Korean Program
- Clinic Supervisor: Master's Program
- Area of Expertise: Case Management series

Lee, Heiwon, DAOM, L.Ac.

- BA, English, Chung-Ang University, Korea
- MA, Sociology, University of Bridgeport, Bridgeport, CT
- MSOM, Samra University, CA
- DAOM, Dongguk University Los Angeles, CA
- Licensed Acupuncturist, State of California
- MSOM English and Korean Programs; DATM Program
- Clinic Supervisor: Master's and Doctoral Programs
- Area of Expertise: OM, Acupuncture, CNT and Safety Code, Acupuncture Technique series, Acupuncture Physiology series, Acupuncture Therapeutic series

Lee, Seung-Deok, KMD (Korea), PhD (Korea), L.Ac.

- BS, College of Oriental Medicine, Dongguk University, Seoul, Korea
- MS, Acupuncture and Moxibustion, Dongguk University, Seoul, Korea
- PhD, Acupuncture and Moxibustion, Dongguk University, Seoul, Korea
- KMD, Doctor of Oriental Medicine Licensure, Ministry of Health and Welfare, Korea
- National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM)
- Licensed Acupuncturist, State of California
- MSOM English and Korean Programs; DATM Program
- Clinic Supervisor: Master's and Doctoral Programs
- Area of Expertise: OM, Acupuncture and Moxibustion, Orthopedics Acupuncture, Herbology, Neuromusculoskeletal Acupuncture, Research

Qian, Lin, DAOM, L.Ac.

- BS, Acupuncture and Tuina, Shanghai University of Traditional Chinese Medicine, China
- DAOM, Dongguk University Los Angeles, CA
- Licensed Acupuncturist, State of California
- MSOM Chinese Program; DATM Program
- Clinic Supervisor: Master's and Doctoral Programs
- Area of Expertise: OM, Acupuncture, Case Management series, Tuina, Acupuncture Technique series, Acupuncture Therapeutics series, Meridian Theory

Wong, Adrianus Hilman, MD (Indonesia), DAOM, L.Ac., Dip.OM

- MD, Trisakti University, Indonesia
- MSOM, Dongguk University Los Angeles, CA
- DAOM, Dongguk University Los Angeles, CA
- Structural Acupuncture Program for Physicians, Harvard Medical School, Boston, MA
- Dip.OM, NCCAOM Certified
- Licensed Acupuncturist, State of California
- MSOM English Program; DATM Program
- Area of Expertise: Biomedicine, Western Medical Terminology, Biomedicine Review, Comprehensive Review Series, Basic Theory of OM series, OM Diagnosis series, Meridian Theory, Acupuncture Physiology series

Zheng, Qiwei, MD (China), DAOM, L.Ac.

- MD, Specialist Study in Neurology, Jiangxi College of TCM, China
- MS, Medicine, Institute of Acupuncture and Moxibustion Academy of TCM, Beijing, China
- DAOM, South Baylo University, CA
- Licensed Acupuncturist, State of California
- MSOM English and Chinese Programs; DATM Program
- Clinic Supervisor: Master's and Doctoral Programs
- Area of Expertise: OM, Acupuncture and Moxibustion, Herbology

The List of DULA Faculty Members

Allen, Marilyn, MS

- BA, Education, California State University, Long Beach, CA
- MS, Management & Administration, Pepperdine University, CA
- MSOM English Program; DATM Program
- Area of Expertise: Clinical Management and Billing, Survey of Clinical Medicine, Medical Ethics

Bao, Kexin, M.Med. (China), L.Ac.

- Graduation Certificate, Chinese Medicine, Chengdu Traditional Chinese Medical School for Further Education, China
- Graduation Certificate, Chinese Medicine, Chengdu Traditional Chinese Medical College, China
- Master of Medicine, Traditional Chinese Medicine, Academy of Traditional Chinese Medicine, China
- Licensed Acupuncturist, State of California
- MSOM Chinese Program
- Area of Expertise: OM, Clinical Management and Billing, Medical Ethics, Survey of Clinical Medicine

Bark, Seonghui, MDiv, MA (Korea)

- BA, Religious Study, Dongguk University, Seoul, Korea
- MA, Buddhist Psychology Counseling, Dongguk University, Seoul, Korea
- MDiv, Buddhist Chaplaincy, University of West, Rosemead, CA
- MSOM English and Korean Programs
- Area of Expertise: Psychology

Cha, Hyunju, MSAOM, L.Ac.

- MS, Kyungpook National University, Korea
- MSAOM, South Baylo University, CA
- MSOM Korean Program
- Clinic Supervisor: Master's Programs
- Area of Expertise: Meridian Theory, Cosmetic Acupuncture

Choi, Hyungsuk, PhD (Korea), L.Ac.

- BS, School of Oriental Medicine in Kyung Hee University, Korea
- MA, Complementary and Alternative Medicine, School of Medicine in Cha University, Korea
- PhD, Complementary and Alternative Medicine, School of Medicine in Cha University, Korea
- Licensed Acupuncturist, State of California
- MSOM English and Korean Programs; DATM Program
- Clinic Supervisor: Master's and Doctoral Programs
- Area of Expertise: Acupuncture, Herbs, OM, Herbal Treatment in Integration of E/W Medicine, Master's Experiences in Herbal Treatment, Research

Choi, Seung, MS (Korea), L.Ac.

- BS, Oriental Medicine, School of Oriental Medicine at Kyung Hee University, Seoul, Korea
- MS, Oriental Medicine, Specialty: Neuropsychiatry, Graduate School of Oriental Medicine at Kyung Hee University, Seoul, Korea
- Licensed Acupuncturist, State of California
- MSOM English and Korean Programs, DATM Program
- Clinic Supervisor: Master's Program
- Area of Expertise: Acupuncture, OM, Herbs, Anti-aging in CAM

Choi, Yun Jeong, MSAOM, L.Ac.

- BS, Japanese Literature, Kyong Gi University, Korea
- MS, Management, Sung Kyun Kwan University, Korea
- MSAOM, South Baylo University, Los Angeles, CA
- License of Acupuncturist, State of California
- MSOM Korean Program

- Area of Expertise: Clinical Management and Billing

Hwang, Wung Gyu (Bon), PhD (China), L.Ac.

- BS, Asian Medicine, Kyung Nam University, Korea
- MSOM., Royal University, CA
- PhD, Asian Medicine, Liaoning University, China
- Licensed Acupuncturist, State of California
- MSOM Korean Program
- Area of Expertise: OM, Acupuncture, Herbs and Formula series, OM Nutrition, Basic Theory of OM series

Jin, Yu Ji (Kim, Ok Hee), PhD (China), MSOM, L.Ac.

- MD, Yian Bian Medical University, China
- PhD, Acupuncture, Beijing University, China
- MSOM, Royal University, CA
- Licensed Acupuncturist, State of California
- MSOM Korean and Chinese Programs
- Area of Expertise: Herbal Treatment in Pediatric, Herbal Treatment in Dermatology, Herbal Treatment in Gynecology, Acupuncture Anatomy series, Meridian Theory

Johnson, Doris, MSOM, L.Ac., Dip.Ac, Dip.CH

- BA, French, University of California, Santa Barbara, CA
- MA, African Area Studies, University of California, Los Angeles, CA
- MSOM, Yo San University, Los Angeles, CA
- Licensed Acupuncturist, State of California
- Dip.Ac, Dip.CH, NCCAOM Certified
- MSOM English Program
- Clinic Supervisor: Master's Program
- Area of Expertise: Herbs Category series, Introduction to Botany and Herbology, OM Nutrition, Case Management series

Kim, Ilwha, MA (Korea), L.Ac., Dip.Ac

- BA, Oriental Medicine, Wonkwang University, Korea
- MA, Oriental Internal Medicine, Wonkwang University, Korea
- Licensed Acupuncturist, State of California
- Dipl.Ac, NCCAOM Certified
- MSOM English and Korean Programs
- Area of Expertise: OM Diagnosis series, Acupuncture and Herbs

Kim, James, DAOM, L.Ac.

- BS, Biology, Konkuk University, Korea
- MSOM, Dongguk Royal University, CA

- DAOM, South Baylo University, Los Angeles, CA
- Licensed Acupuncturist, State of California
- MSOM Korean Program
- Area of Expertise: Medical Ethics, OM, Acupuncture, Herbs

Kim, Young Il, PhD (China), L.Ac.

- BA, Sung Kyun Kwan University, Korea
- BS, TCM, Shang Hai University of TCM, China
- MS, Acupuncture, Moxibustion and Tuina, Shang Hai University of TCM, China
- PhD, Clinical Foundation of Chinese Medicine, Shang Hai University of TCM, China
- Licensed Acupuncturist, State of California
- MSOM Korean Program
- Area of Expertise: Basic Theory of OM series, OM Internal Medicine series, Wen Bing, Shanghan and Golden Cabinet, Yellow Emperor

Kong, Kap Seung, MD (Korea)

- MD, Chung Ang University, Korea
- MSOM Korean Program
- Area of Expertise: Basic Science, Public Health, Clinical Medicine

Le, Roy, MD (Dominican Republic)

- BS, Biology, University of California Irvine, CA
- MD, Universidad Central del Este, Dominican Republic
- MSOM English Program; DATM Program
- Area of Expertise: Basic Science, Public Health, Research Methodology, Western Pharmacology, Western Medical Terminology, Physical Exam in Western Medicine, Lab Diagnosis in Western Medicine, Western Medicine series

Lee, You Soo, MSOM, L.Ac.

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

Li, Hong, DAOM, L.Ac.

- DAOM, South Baylo University, CA
- Licensed Acupuncturist, State of California
- MSOM Chinese Program
- Area of Expertise: OM, Herbology

Li, Jize, BS (China), L.Ac.

- BS, Traditional Chinese Medicine, Tianjin College of Traditional Chinese Medicine, China
- Licensed Acupuncturist, State of California

- MSOM Chinese Program
- Area of Expertise: OM, Herbology

Ni, Youping, PhD (Belgium)

- BM, Medicine, Tianjin Medical University, China
- MS, Medicine and Pharmaceutical Research, Free University of Brussels, Belgium
- PhD, Biochemistry, Katholic University of Leuven, Belgium
- MSOM English and Chinese Programs; DATM Program
- Area of Expertise: Basic Science, Public Health, Research, Clinical Medicine

Qian, Chunyi, MD (China), L.Ac.

- MD, Medicine, AnHui College of Medicine, China
- MS, Medicine, China Academy of Chinese Medicine, China
- Licensed Acupuncturist, State of California
- MSOM English and Chinese Programs; DATM Program
- Clinic Supervisor: Master's and Doctoral Programs
- Area of Expertise: OM, Herbology, Clinic Supervisor

Raman, Basha, DAOM, L.Ac., Dipl. Ac.

- BS, Telecommunication Film, San Diego State College, San Diego, CA
- MTOM, Pacific College of Oriental Medicine, San Diego, CA
- DAOM, Emperor's College of TCM, CA
- Licensed Acupuncturist, State of California
- MSOM English Program
- Clinic Supervisor: Master's Program
- Area of Expertise: Acupuncture Physiology series, Basic Theory of OM series, Meridian Theory

Seo, Stephan, PhD (China), L.Ac.

- MSOM, Dongguk University Los Angeles, CA
- PhD, Oriental Internal Medicine, Liaoning University of Traditional Chinese Medicine, China
- Licensed Acupuncturist, State of California
- MSOM Korean Program
- Clinic Supervisor: Master's and Doctoral Programs
- Area of Expertise: Acupuncture Anatomy series

Song, Jinho, MSAOM, L.Ac., Dipl. OM

- BS, Food Technology, Korea University, Seoul, South Korea
- MS, Biotechnology, Korea University, Seoul, Korea
- MSAOM, South Baylo University, Anaheim, CA
- Licensed Acupuncturist, State of California
- Clinic Supervisor: Master's Program

- Area of Expertise: Clinic Supervisor

Twicken, David, MTOM, MBA, L.Ac.

- BA, Northeastern University, Boston, MA
- MBA, Claremont Graduate School of Management, Claremont, CA
- MTOM, Emperor's College, CA
- Licensed Acupuncturist, State of California
- MSOM English Program
- Area of Expertise: Acupuncture Physiology series, Acupuncture Therapeutic series

Wong, Frederic, MD (Philippines), MSAOM, L.Ac.

- BS, Geneva College, Beaver Falls, PA
- MD, Lyceum Northwestern College of Medicine, Philippines
- MSAOM, South Baylo University, Anaheim, CA
- Licensed Acupuncturist, State of California
- MSOM English Program
- Area of Expertise: Acupuncture Physiology, Meridian Theory, Basic Science, Clinical Medicine

Wu, Xiao-Yang, MD (China), DAOM, L.Ac.

- MD, Luzhou Medical University, China
- DAOM, Dongguk University Los Angeles, CA
- Licensed Acupuncturist, State of California
- MSOM Chinese and English Programs; DATM Program
- Area of Expertise: Basic Science, Clinical Medicine, Research Methodology, Public Health, OM

Yeganeh, Mahmoud, MD (Iran), DAOM, L.Ac.

- MD, Kerman University of Medical Sciences, Kerman, Iran
- DAOM, South Baylo University, Anaheim, CA
- Licensed Acupuncturist, State of California
- MSOM English Program; DATM Program
- Clinic Supervisor: Master's and Doctoral Programs
- Area of Expertise: Biology, Chemistry, Biochemistry, Physics, Basic Science, Lab and Radiology diagnosis, Clinical Medicine

Yoon, Dong Won, MSOM, L.Ac.

- MSOM, Samra University, CA
- Licensed Acupuncturist, State of California
- Clinic Supervisor: Master's Program

Zhao, Yong Ji, MD (China), DC

- MD, Yian Bian Medical University, China

- DC, Cleveland Chiropractic College, Los Angeles, CA
- MSOM English, Korean and Chinese Programs; DATM Program
- Area of Expertise: Basic Science, Clinical Medicine, Research, Public Health

TUITION, FEES AND REFUNDS

Tuition for the MSOM program is \$155 per didactic unit, \$11 per clinic hour. The total tuition for the 3090-hour MSOM program is \$43,575, not including additional fees. The charges for a period of attendance and the total charges for the entire program are the same.

Tuition for the DATM foundational (as same in MSOM program) 100 - 400 level didactic courses is \$155 per didactic unit, \$11 per clinic hour. Tuition for the DATM advanced 700 - 800 level didactic courses is \$ 315 per didactic unit, \$18 per clinic hour. The total tuition for the 3,420 DATM program is \$53,745, not including additional fees. The total tuition for the 340 hours DATM Completion Track Program is \$10,170, not including additional fees.

MSOM Program Tuition

Didactic (course) instruction	\$155 per unit
Clinic Instruction	\$11 per clinic hour
Total Tuition	\$43,575
**Estimated Total Cost for the Program	\$47,685

Notes: **This estimate includes total estimated tuition, required fees, required equipment and supplies, and textbooks for completing the program in the minimum time allowed for all didactic and clinical hours at Dongguk University Los Angeles.

DATM Program Tuition

100-400 Level Courses	\$155 per unit
100-400 Level Clinic Courses	\$11 per clinic hour
700-800 Level Courses	\$315 per unit
700 Level Clinic Course	\$18 per clinic hour
Total Tuition	\$53,745
**Estimated Total Cost for the Program	\$59,270

Notes: **This estimate includes total estimated tuition, required fees, required equipment and supplies, and textbooks for completing the program in the minimum time allowed for all didactic and clinical hours at Dongguk University Los Angeles.

DATM Completion Track Program Tuition

Didactic (course) instruction	\$315 per unit
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Clinic Instruction	\$18 per clinic hour
Total Tuition	\$10,170
**Estimated Total Cost for the Program	\$12,150

Notes: **This estimate includes total estimated tuition, required fees, required equipment and supplies, and textbooks for completing the program in the minimum time allowed for all didactic and clinical hours at Dongguk University Los Angeles.

Books/Supplies**

MSOM	MSOM: \$1,500
<ul style="list-style-type: none"> • Supplies / Kits • Textbooks • DULA Lab Coat / Scrubs 	DATM: \$2,500
	DATM Completion Track: \$1,000

FEES: Nonrefundable

Application Fee (New Student)	\$100
Late Application Fee (New Student)	\$0
International Student Processing Fee	\$100
I-20 re-issue and/or extension processing, OT, etc.	\$50
Transfer Credit Evaluation Fee (Prior to Matriculation)	\$100
Transfer Credit Evaluation Fee (During Matriculation)	\$50 / course
Quarterly Registration Fee	\$50
Late Didactic Class Registration Fee (After the end of official didactic class registration period)	\$100 (Quarterly Registration Fee \$50 + Late Fee \$100 = Total \$150)
Add Class After Official Registration Period	\$0
Drop Class (from the first day of new academic quarter)	\$20 / Each Class
Changing Clinic Shifts (adding, changing, dropping) After the End of the Official Clinic Registration Period	\$20 / Each Shift
Mid-Curriculum Exam (MCE) – Initial / Retake	\$50
Comprehensive Graduation Exam (CGE) – Initial / Retake	\$100
Special Condition of Scheduled CGE Fee	\$350
Makeup Final Exam	\$100 / Exam
Challenge Exam	50% of tuition

Class Audit Fee	Free for 1 st time, then 50% of tuition
Course Incompletion / Grade Change	\$50
Graduation Fee (Including Commencement, Photo and Gowns) – MSOM, DATM and DAOM	\$200
DAOM Capstone Review Fee	\$100
Quarterly Clinic Malpractice Insurance Fee	\$55
Student / Clinic ID Card	\$10
Quarterly Facility and Technology Fee	\$50
Certificate of Attendance	\$10 (Express \$15)
Certificate of Graduation	\$10 (Express \$15)
Certificate of Clinical Training	\$5 (Express \$10)
Certificate of Letter	\$5
Certificate of Patient Log (Including Notarization Fee)	\$60
Clean Needle Technique Certificate Re-issue	\$5
Diploma Re-issue	\$100
Official Transcript	\$15
Unofficial Transcript	\$10
Tuition Verification	\$10 (Express \$15)
Parking	\$50 / Academic Quarter (\$5 / Day)
Returned Check Charge	\$25
Late Payment Fee Without Prior Installment Agreement	\$100 / Each Deadline
Installment Payment	\$20 / Each Payment
Late Installment Payment Fee With Prior Installment Agreement	\$50 / Each Deadline
Quarterly Student Association Fee	\$0
Deposit Upon Notification of Acceptance	\$0
Fax Service – Domestic (Charged Per Page)	\$1
Fax Service – International (Charged Per Page)	\$3
Scanning Service	\$3
Mailing Service (Domestic and Certified)	\$5
Mailing Service (International)	Cost + \$5 Handling Fee

In-resident Housing	Not offered
Student Tuition Recovery Fund (STRF) Fee	\$0.00 / \$1000

For more complete information about the list of fees, please refer to University Policy Handbook or contact the administration office.

Notes:

* Document processing time: 1. Regular: 3-business days, 2. Express: 1-business day, 3. Diploma Re-issue: 1 month.

** Tuition and fees are subject to change at the discretion of the University. Please refer to the *University Policy Handbook* or *A List of Complete Fees*, available at the front desk, for a complete list of fees.

*** This estimate includes total estimated tuition, required fees, required equipment and supplies, and textbooks for completing the program in the minimum time allowed (3 years) for all didactic and clinical hours at Dongguk University Los Angeles.

**** STRF: Currently the institution is charging \$0 for every \$1,000 tuition. The STRF rate is subject to change by BPPE based upon the balance in the STRF account. Statute requires the Bureau begin collecting if the balance falls below \$20 million and caps the account at \$25 million.

***** For express process, there is an extra fee. Please refer to the school document request form that can be obtained at DULA front office.

***** For new students, upon initial enrollment, must sign an enrollment agreement outlining the entire course of study, tuition, and fees charged, as well as a statement that DULA reserves the right to raise all fees and charges, including tuition, in any amount, at any time.

***** For continuing students and returning students: DULA reserves the right to raise all fees and charges for continuing students and returning students, including tuition, in any amount, at any time.

Additional Expenses

When preparing a budget, students should consider the cost of textbooks, clinic intern equipment housing, transportation, and miscellaneous expenses.

Total Amount Calculation

The total amount for all tuition, fees, charges and services that the full-time student is obliged to pay for educational services is based upon the current tuition and fee schedules and exclusive of books, physical and diagnostic supplies and any optional fees.

Tuition Payment Policy

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

Late Payment Fee

All students, including financial aid students, must pay all other fees and charges (i.e. parking, insurance) at the time they incur such fees or charges by the Friday of 2nd week of each quarter.

For financial aid students, they must pay the full charges within 7 calendar days after their financial aid funds are distributed.

If the student fails to make the full payment for the charges without the tuition installment payment plan, the following charges will be applied for each deadline:

1. \$100 of late payment fee – after the 2nd week of each quarter
2. \$150 of late payment fee – after the 4th week of each quarter
3. \$200 of late payment fee – after the 8th week of each quarter

Late payment penalty may be exempt only for new students with the verification from the director of admissions, financial aid manager, or dean of academic affairs.

Tuition Installment Payment Plan

All students, including financial aid students, must pay all other fees and charges (i.e. parking, insurance) at the time they incur such fees or charges. However, the university allows students, who apply for the DULA Tuition Installment to pay their tuition in 3 installments. The tuition installment payment plan is for tuition only (tuition for didactic classes and intern hours).

The first payment must be 40% of their total chargeable tuition, and the second and third payments must each be 30% of their chargeable tuition. As indicated above, there will be an administrative processing fee assessed on the second and third installment payments. Students may avoid paying these fees by paying their tuition balance in full at any time.

The first payment is due at the Friday of the 2nd week of each quarter, the second payment is due on the Friday of the 4th week of each quarter, and the third payment is due the Friday of 8th week of each quarter. If the students fail to make the installment payment on time, \$50 of late payment fee will be applied for each payment due.

Late payment penalty may be exempt only for new students with the verification from the director of admissions, financial aid manager, or dean of academic affairs.

Student's Right to Cancel

You have 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. CEC 94911(e)(1) If you wish to cancel this agreement. Provide a written notice that states that you no longer wish to be bound by this agreement. Your notice must be timely delivered to the institution. If your notice is mailed, it must be postmarked on or before the date notice is required.

Refund Policy

The tuition refund policy in full compliance with the rules and regulations from all the agencies approving and licensing the University. In particular CEC 94918 Compliance with Federal Statutes, 94919 Institutions Participating in Federal Student Financial Aid Programs, 94920 Mandatory Cancellation, Withdrawal, and Refund Policies, 94921 Alternative Refund Calculations, and all the Title IV regulations related to student refunds and the Return to Title IV (R2T4) policy.

Refund calculations are related to the amount of tuition and fees to be returned by the University in the event the student withdraws from the program. Withdrawals could be initiated by the student or by the school. For students enrolled in school under Federal financial aid, the R2T4 procedure is performed first and the institutional refund policy is performed second.

The University shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250). Students may cancel classes during the first week of the class.

The University refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund.

If a student obtains a loan for the program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from the federal financial aid funds. Dongguk University Los Angeles shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

The California State Pro Rata Refund Policy applies to students who have not completed more than 60% of the course of instruction and is calculated as follows:

Student Charges During Add/Drop Period 100% refund.

After Add/Drop Period: 10% charged for each week attended

- After the 2nd Week Session 80%
- After the 3rd Week Session 70%
- After the 4th Week Session 60%
- After the 5th Week Session 50%
- After the 6th Week Session 40%
- After the 7th Week 0%

* Pro Rata will be calculated only if the withdrawal form is submitted. The term “week” above refers to the number of weekly class meetings or clinic shifts. For example, if the student took a class in week 1 and week 2, the student is allowed 80% refund for the same class. Verbal requests will not be considered.

For the Doctor of Acupuncture and Traditional Medicine advanced doctoral level courses, tuition refunds will be determined as follows:

- Until three days prior to the first day of each module: Full Tuition Refund
- One day prior to the first day of each module: 50% of Tuition
- After completing 25%, but less than 50%: 25% of Tuition
- After completing more than 50%: No refund

Return to Title IV Policy

Return to Title IV Funds (R2T4) Policy is fully compliant with all the policies, procedures, and guidelines from the US Department of Education and the related Federal laws and regulations, including regulations of the Federal Student Financial Aid programs, under Title IV of the Federal Higher Education Act of 1965.

Federal financial aid (Title IV funds) are awarded to a student under the assumption the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds they were originally scheduled to or did receive.

If a recipient of Title IV funds withdraws after beginning attendance, the amount of Title IV funds earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned to the Federal government.

When a recipient of Title IV funds withdraws from an institution during a payment period of enrollment, the school must determine the amount of Federal Student Aid funds the student earned based on the student's Last Date of Attendance (LDA). By subtracting the amount of funds the school is entitled to retain from the total amount of funds the school received, the school will determine the amount of funding to be returned to the Department of Education (Return to Title IV) and the amount of funds to be retained by the school.

The return of Title IV Funds is performed and must be completed within thirty (30) days from the student's Last Day of Attendance (LDA), or within forty-five (45) days from the Date of Determination (DOD) of the student's withdrawal.

Funds are returned to Title IV programs in the following order:

- Direct Unsubsidized loan
- Direct Subsidized loan
- Federal PELL grant

Student Tuition Recovery Fund

"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."

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

"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, 1747 N. Market Blvd. Ste 225; Sacramento, CA. 95834, (888) 370-7589 or (916) 574-8900.

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

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

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Please make sure you keep copies of your enrollment agreement, all financial documentation, receipts and any other records obtained or given to you by the University. Questions regarding the STRF may be directed to:

Bureau for Private Postsecondary Education

Mailing Address: P.O. Box 980818. West Sacramento, CA 95798-0818
Physical Address: 1747 N. Market Blvd. Ste 225; Sacramento, CA. 95834
Phone: (916) 574-8900
Toll Free: (888) 370-7589
Fax: (916) 263-1897
Web Site: www.bppe.ca.gov
E-mail: bppe@dca.ca.gov

FINANCIAL AID

Federal Student Financial Aid Program

Note: Federal Title IV Financial Aid is currently only available for the master's program, NOT the doctoral program.

Federal Financial Aid Eligibility

Students wishing to obtain financial aid must meet the following requirements:

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

Types of Federal Financial Aid and Grants

Federal Title IV Programs: Federal Title IV funds are a combination of grants and loans. Loans are borrowed money and must be paid back; grants do not have to be repaid. The University participates in and receives funding from the following Federal Title IV programs:

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

Federal direct subsidized Stafford loan: Need-based, fixed, low interest rate loans available to dependent and independent undergraduate students who demonstrate financial need. Repayment begins six months after graduation or six months from the time the student drops below half-time enrollment or withdraws from school. The government pays the interest while the student is attending school and during the six-month grace period.

Federal direct unsubsidized Stafford loan: Non-need-based, fixed, low interest rate loan available only to independent undergraduate and graduate students. Repayment begins six

months after graduation or six months from the time the student drops below half-time enrollment or withdraws from school. The government does not pay the interest while the student is attending school or during the grace period; therefore, the student is responsible. Interest begins accruing when the loan funds are disbursed. The student may elect to pay the interest while attending school or have the interest capitalized (added to the principal loan amount when the loan goes into repayment).

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

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

Federal Financial Aid Application Process

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

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

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

Please note: As mentioned above, and notwithstanding the immediately foregoing, all students—including financial aid students—must comply with the university's leave of absence policy and satisfactory academic progress policy, as set forth more fully under the appropriate informational heading located elsewhere in this catalog.

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

Federal Financial Aid Policies

Students who receive federal financial aid while attending DULA will be subject to the Financial Aid Satisfactory Academic Progress Policy as well as the University Academic Progress Policy. If you receive federal financial aid and withdraw from DULA after classes have begun, you will be subject to the Federal Return of Title IV Funds Regulations and must notify the school according to school policy. The Return of Title IV Funds Regulations will be applied first, after which the school's refund policy will be applied. Both the Federal Aid Satisfactory Academic Progress Policy and the Return of Title IV Funds Policy are described in the student handbook.

During registration, state law requires all students to sign a contract to protect their student rights and specify their enrollment and financial agreement with DULA.

Loan Repayment

If a student obtains a loan to pay for an educational program, the student is responsible for repaying the full amount of the loan, plus interest, less the amount of any refund in the case of a student's withdrawal. If a student obtains Federal Financial Aid and chooses to pay tuition and fees using financial aid monies, the student is entitled to a refund of any applicable charges that were previously paid out of pocket.

Applying for Federal Financial Aid

Students wishing to obtain a Federal Direct Student Loan must complete the following steps:

1. Apply for an FSA ID. To create an FSA ID, go to www.fafsa.ed.gov. Click on the "Create an FSA ID" link. After filling in the required information, please make sure to confirm your email address.
2. Complete and submit the latest FAFSA application at www.fafsa.ed.gov. DULA's school code is 031095
3. Complete Online Entrance Counseling. This is required of first time borrowers. Go to StudentLoans.gov, sign in, and go to Counseling → Entrance Counseling.
4. Complete and sign your Electronic Master Promissory Note (MPN). To do this, go to StudentLoans.gov, login, and go to Complete New MPN for Student Loans → Subsidized/Unsubsidized. You must complete this MPN all at once. If you exit prior to completing it, your changes will not be saved. Make sure you have your FSA ID available, as well as two references (names, addresses, and phone numbers). These should be people who have known you for at least one year (preferably relatives) and who live at different addresses.
5. Complete your DULA Financial Aid Application packet, including:
 - Financial Aid Application
 - Disbursement of Federal Funds and Credit Balances
 - Federal Student Aid Policy
6. Bring the following required documents to the Financial Aid Office:
 - Driver's License

- Social Security Card (if applicable)
- INS Documentation (if applicable). For citizens: Passport, Naturalization Certificate, or birth certificate. For eligible non-citizens: Green Card

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

Please note: As mentioned above, and notwithstanding the immediately foregoing, all students, including financial aid students, must comply with the University's Leave of Absence Policy and Satisfactory Academic Progress Policy, as set forth more fully under the appropriate informational heading located elsewhere in this catalog.

In addition, Financial Aid personnel are professionally and ethically bound by the Federal government. Therefore, they may use their Professional Judgment to either deny certain Federal Financial Aid or refuse to certify a student's loan application.

Disbursements

Disbursement is the process used to make funds available to students who applied for federal financial aid. Federal Financial aid check is disbursed in each equal payment per academic year. Student will be notified by email for either pickup or mail to the mailing address provided on file. Disbursements are made by the third week of each quarter after add and drop period.

The funding amount you receive based upon the number of units you are enrolling at the time of disbursement. Your award/disbursement will be adjusted accordingly if you add or drop units after the freeze date.

Dropping units or stop attending or withdraw from your classes can affect your aid eligibility. Student's Satisfactory Academic Progress will be reviewed before disbursement. For more information about SAP see this catalog.

Students have the following responsibilities:

- Complete FAFSA with accurate information
- Respond promptly and submit all requested additional documentation for verification, corrections, and any revised information
- Meet and maintain Satisfactory Academic Progress (SAP) standards
- Must complete Direct Loan Entrance / Exit Counseling when applying for Federal Stafford Direct Loans
- Repay any Federal aid funds if it is determined that the student is ineligible to receive the funds
- Repay any overpayment made to you through financial aid funds
- Repay student loan(s) promptly, and notify the lender of changing name, address or contact information

Verification: In accordance to the procedures governed by the Higher Education Act of 1965 (34 CFR Part 668.53), verification is required for the Federal Pell Grant and Federal Direct Stafford Loan.

When a student completes their FAFSA, the CPS (Central Processing System) may select them for verification. An ISIR (Institutional Student Information Report) selected for verification must be dealt with immediately. No aid can be disbursed until verification has been completed. In order for the selected student to receive their funding, verification must be completed within thirty (30) days from the receipt of the ISIR. This date will be enforced at the discretion of the University.

1. The ISIR is received showing either an asterisk (*) after the EFC (Estimated Family Contribution) figure, which means the student is flagged for verification, or a "C" after the EFC, meaning there is a C-code exception
2. If it is an asterisk, the FAO must complete verification by having the student complete the Verification Worksheet
3. If the student or FAO did not use the DRT (Data Retrieval Tool) when completing the FAFSA (Free Application for Federal Student Aid), a tax transcript must be requested to accompany the Verification Worksheet.
4. If there is a "C" following the EFC as stated above, in many cases it is in regard to the C-code exceptions for Selective Service. The following must be done to clear this item:
 - a. The student must complete the "Request for Status Information Letter" and return it to the FAO, or the student may contact the Selective Service directly at the number printed on the ISIR.
 - b. If the FAO is able to establish no violation has taken place in regards to the student not registering for Selective Service from the information supplied by the student on the Request for Status Information letter, the letter may be placed in the student's file and the financial aid hold on the student's funding in the system may be released.
 - c. If the FAO is unable to establish whether or not a violation has taken place, the student may contact the Selective Service directly at the number printed on the ISIR and also mail the Request for Status Information Letter to Selective Service.
 - d. A response will either be mailed to the student of the school.
 - e. A review of the letter from Selective Service must be conducted
 - f. In most cases the letter will state it is up to the school to make the decision as to whether the student will be eligible to receive Title IV funds or not.
 - g. All information from the student must be reviewed to make sure the student was actually unable, not unwilling to register for Selective Service.
 - h. If it is determined that the student was actually unable (which is usually the case with students who are or eligible non-citizens at the time they should have registered, but are not U.S. citizens and because of their age, can no longer register, or because of hospitalization, incarceration, or institutionalization) to register at the required time, aid should be granted.
 - i. If it is determined the student was seemingly unwilling to register, aid should not be granted.

- j. The refusal to grant aid based on the student's seemingly unwillingness to register must be documented with evidence and the reason given by the FAO and or the institution.

Federal Financial Aid Resources

- FSAID: <https://fsaid.ed.gov/>
- NSLDS: <http://www.nsls.ed.gov/> [You will need your FSAID]
- Entrance / Exit Counseling: <https://studentloans.gov/>
- Federal student aid guide: [click here](#)
- Selective Services: <https://www.sss.gov/>
- IRS: <https://www.irs.gov/>

Financial Aid Entrance/Exit Counseling

Students are required to complete entrance counseling if you are a first time borrower and prior to receiving your first disbursement. To complete your Direct Loan Entrance Counseling, go to www.studentloans.gov and sign in using your FSA ID. Select "Complete Entrance Counseling." Note that you can add an email address to which correspondence about your loans can be sent. For additional information, read "Direct Loan Entrance Interview" pamphlet and/or go <https://studentloans.gov>.

If a student withdraws or terminate and the institution is unable to have the student complete exit counseling prior to the students' departure, the institution will send a letter to the student, requesting exit counseling to be completed at www.studentloans.gov.

Direct Loan Quality Assurance

Reporting loan records, disbursements and adjustments to disbursements correctly to the Common Origination and Disbursement (COD) System:

Third Party Servicer, R. Gonzalez Management, Inc., is responsible for reporting of disbursements and adjustments to disbursements to COD. RGM completes monthly reconciliation using DOE's SAS reports to compare to G5 and in-house actual disbursement reports to ensure accurate reporting.

Disbursing and returning loan funds in accordance with regulatory requirements:

RGM notifies the Institution of pending deposits with estimated deposit dates. The Institution watches for deposits and ensures that the funds are transferred from Federal Funding account to the Operating Account within 3 business days as required by regulation. Any required refunds due to ineligibility are deposited into the Federal Funds Account within 3 business days and any refunds due to withdrawal / R2T4 are deposited into the Federal Funds Account within 45 days from the Date of Determination. RGM is notified of funds transferred in Federal Funds Account and they return funds to DOE.

Disbursing the correct loan amount to the correct student:

The Institution reviews disbursement amounts on the check processing log prior to disbursing checks and posting payments to student ledger.

Completing monthly reconciliation and Program Year Closeout:

RGM completes monthly reconciliation using SAS Reports, G5 Summary and in-house Actual Disbursement Reports. RGM completes Program Year Closeouts after confirming the schools Net Disbursement total corresponds to the net total reflected on COD and FAS' in-house records. RGM will reconcile the Actual Disbursement Report contained within the closeout packet to student ledgers to ensure that disbursement amounts and dates are correctly recorded.

Yearly Review of Process:

These processes will be reviewed yearly on July 1 to ensure that Quality Assurance processes are still being followed. Any changes will be noted, and this document will be revised.

Institutional Scholarships and Financial Assistance at DULA

In addition to the above financial assistance, DULA has the following scholarships available for new and current students, such as Didactic and Clinic Merit Scholarship for current DULA students, Scholarship for New students, etc.

Qualifications for scholarships are primarily based on financial necessity, academic merits and strength of essay. Contact the office of the Dean of Academic Affairs (dean@dula.edu) for additional information.

STUDENT SERVICES

The university provides a wide array of services to students at DULA. Our student services include:

- Student Healthcare Services
- Academic Advising
- International Student Services
- Communications
- Student Council
- Externship
- Student Employment
- Career Development
- Placement Assistance
- Alumni Association
- Campus Facilities and Amenities



Student Healthcare Services

The Oriental Medical Center offers healthcare provides services to students and their family members at substantially discounted rates for treatments and some herbal prescriptions.

Academic Advising

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

International Student Services

DULA provides special advising to international students. The Office of International Student Advising / Student and Exchange Visitor Information System (SEVIS) compliance electronically processes all student-related U.S. Citizen and Immigration Service (USCIS) documents and other related transactions. The Office of International Student Advising / SEVIS compliance is staffed by DULA's international student advisor/SEVIS compliance officer, whose purpose is to address the administrative and other needs of DULA's international students.



Communications

The University maintains internet and data platforms to facilitate effective administration, student and alumni interaction. Communications include direct email, the university's student information system, social media, and emails.

Student Council

The primary purpose of the student council is to provide comprehensive representation for maximum student participation at DULA. The student council actively participates in all the DULA events. The Council meets regularly with the administration, playing a vital role in enhancing the further development and growth of the university and its students.



Externships

Community externships offer you the valuable opportunity to network with experienced practitioners and gain clinical experience in a broad range of health care settings. Externship opportunities include working at AIDS Healthcare Foundation (AHF), and treating individuals in a community clinic setting. DULA also offers Study Abroad program is a coveted international externship, allowing you to travel to Asia to gain clinical experience at leading hospitals in Korea.

Student Employment

Students who qualify for need-based financial aid are eligible to earn money through the Federal Work Study program. Eligibility is awarded based on financial need and is earned money that does not have to be repaid.

Career Development



The university offers on-going courses in practice management and marketing to assist students in their development as successful AOM practitioners. Students may refine their presentation skills by participating in annual health fairs and speaking at public events. In addition, DULA supports the alumni association and promotes the exchange of ideas to foster professional development. Graduates are invited to share their expertise with students during on-campus lectures. See <https://dula.edu/students/#MSOM-Event> for additional information regarding career

development lectures at DULA. Lecture from within and outside the DULA community are held regularly.

Placement Assistance

DULA corresponds with medical professionals who may be looking for qualified AOM graduates and regularly posts professional vacancies in the field of acupuncture and AOM throughout the campus. DULA and Clinic receive referral requests nationwide for competent, qualified, licensed acupuncturist. If DULA alumni are located within the requested area, patients are referred to these practitioners. Alumni referral information is available on the DULA website on the Job Opportunities page:

<https://dula.edu/alumni/> DULA provides placement assistance for licensed graduates whenever possible.



Alumni Association

DULA's Alumni Association connects graduates to each other and to the university, on both social and professional levels. DULA Alumni Association encourages its members to assist currently enrolled students in obtaining employment upon graduation. Alumni Association members also offer free tutorial assistance. Graduates play an important role in the definition of successful programs and continue to play valuable roles in the profession.

Campus Facilities and Amenities

Oriental Medical Center

DULA's Oriental Medical Center features 14 professionally equipped treatment rooms and a fully stocked herbal dispensary with over 700 herbs, widely recognized for their therapeutic value. The Medical center is the ideal place to gain experience in a clinical environment and to learn how to provide quality healthcare to our patients.



Classrooms

Large classrooms and small class sizes provide the best environment for dynamic discussion and meaningful teacher-student interaction. The campus has xxx equipped classrooms, to provide instruction and space for students and faculty. Classrooms may be used for continuing education seminars and special presentations in fields related to AOM.

Equipment and Materials

Standard teaching equipment is available for classroom usage, including white boards, computers and overhead projectors, video equipment, anatomical models, acupuncture charts, and treatment tables for acupuncture training demonstrations. Classrooms used for clinical training are supplied with necessary acupuncture supplies such as treatment tables, sterile disposable acupuncture needles, heat lamps, and electronic stimulation machines.



Library and Learning Resources



The DULA library houses more than 8,368 volumes of books, 3,944 journals and 260 videos on The and 40 journals on Traditional Chinese Medicine, Western medicine, and related topics. The collection includes texts and journals in Chinese and Korean. These collections support instructional, clinical, and research needs of students, faculty, and staff. Computers are available in the library to access the internet, online catalog, and other available learning resources. For detailed information regarding library procedures and policies please refer to the Student Handbook or the Library and Research section of our website: <http://www.dula.edu/library>.

Student Lounge

A place to rest, nourish yourself and socialize, the student lounge is fitted with comfortable seating, tables for study, a kitchen to prepare meals, wireless Internet, and a bulletin board to check out current campus events.

Administrative Offices

Administrative offices are located on the second floor of the building.

Parking

Parking is available to students on a first come first serve basis, to accommodate the needs of students that commute. The parking pass is always required to be visibly displayed on the vehicle.

Housing

DULA programs are non-residential and student dormitories or other housing is not provided, and DULA does not provide housing search assistance to students. According to the data provided by Equal Housing Lender published at research by rate.com, the median monthly rent cost in Los Angeles, CA is \$1302.00. According to Zillow.com, the median list price per square foot in Koreatown Los Angeles, CA is \$619.00.



Campus Safety and Security

The Clery/Campus Security Act of 1990 (Title II of Public Law 101-542) requires that all colleges and universities provide annual statistics on several specific categories of crime. DULA publishes an annual security report in compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics. See <https://dula.edu/clery-report/> for the most current statistics. This report provides information on campus security regulations and

crime statistics to current and prospective students, as well as any other interested parties. This report may be found at: <http://ope.ed.gov/security/GetOneInstitutionData.aspx>

ACADEMIC POLICIES AND PROCEDURES

Student Handbook

The academic policies of DULA are detailed in the student handbook, available at <https://dula.edu/publications/> To assist new students, the handbook describes student services, administrative policies, and guidelines such as grading, attendance, examinations, and leave of absence. The student handbook is edited regularly to reflect updated policies.

Carnegie Unit

The university operates under the Carnegie unit. For every hour of lecture, minimum 2 hours additional homework and reading; For every 2 hours of lab, minimum 1-hour additional course activities. Reading: 2 hours weekly | Review and exam preparation: 4 hours weekly

Attendance

Students must be present for at least 80% of the class time to receive credit for a course. Attendance are taken every week. If a student misses more than 20% of the class time, the student will receive an F (fail) for the course, and the student must repeat the course. Three marks of tardiness will count as one absence and may result in a grade of "F."

Most classes meet for 3 hours once weekly for ten weeks, with a final examination during the 10th week of each quarter. Instructors are required to take attendance for each class, and students who miss more than two class sessions, or 20% of the lectures, will receive an F (fail) for the course.

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

Full-Time Enrollment

For academic and financial aid purposes, a student must enroll in a minimum of 12 units to be considered a full-time student. A special written exception must be obtained from the office of the dean of academics in order to enroll in more than 24 didactic units in any given quarter. There is also a separate maximum number of clinic internship hours that students can register in one quarter, please refer to OMC Handbook for more information about this.

Part-Time Enrollment

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

Add/Drop

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

Auditing the Course

Here are the following policy for auditing classes in DULA:

- Students are not allowed to sit in any class without registration.
 - Auditing in advance is not allowed.
 - Please obtain the audit registration form at DULA front desk or available to be downloaded at <https://dula.edu/forms/>, complete the form and bring this to Program Director and/or Dean of Academic Affairs to receive the approval before registering the audit classes.
 - The regular audit-class tuition for the auditing MSOM didactic coursework is half the charge of regular tuition. Currently the regular tuition for MSOM didactic class is US \$155 per unit, therefore the audit-class tuition is US \$77.50 per unit for now (i.e. the audit-class tuition for a 3-unit class is US \$232.50).
 - The regular audit-class tuition for the auditing DATM didactic advance doctorate classes is half the charge of regular tuition. Currently the regular tuition for DATM didactic advance doctorate classes is US \$315 per unit, therefore the audit-class tuition is US \$157.5 per unit for now (i.e. the audit-class tuition for a 2-unit class is US \$315).
 - Students do not pay the audit fee in only two cases:
 - Case 1:
The student is auditing a previously paid class at DULA for the first time. Any subsequent audit after that first time will be charged the regular audit-class tuition in each occurrence.
 - Case 2:
The student is auditing a previously paid class at DULA in a different language program and may not be charged the audit-class tuition. Just as in case 1, the audit tuition is being waived for the first time only. Any subsequent audit after that will be charged the audit-class tuition in each occurrence.
- Please be noted:

Currently in DULA, only MSOM program that has English, Korean and Chinese program language. DATM program is only offered in English language in DULA.

- The above case 1 and 2 are only applied to auditing MSOM didactic classes.
- To receive credit, any student who is taking an audit class must submit the audit-tuition waive request with the registrar.
- Students may “pay one, get one free” for the EL Comprehensive Review class series.
- If the student pays for EL Comprehensive Review level 1 taking EL Comprehensive Review level 2 later will be free. If the student pays for EL Comprehensive Review level 3, taking EL Comprehensive Review level 4 later will be free. The student must register a paid class (EL Comprehensive Review level 1 and 3) ahead of a free class (EL Comprehensive Review level 2 and 4, correspondingly).
- Students who have completed or graduated from their MSOM program are not allowed to audit any MSOM classes.
- Students who have completed or graduated from their DATM program are not allowed to audit any DATM didactic classes.

Exams

Final Exams

Final examinations, or the equivalent, are required for each course. Midterms, as well as quizzes and/or other classroom assignments, are administered at the discretion of the instructor. Final examinations, or the equivalent, are required for each course.

Final exams are held every 10th week of the quarter (Monday to Saturday). All final exam will be held together for all 3 language programs in the lotus room on the 4th floor. Each subject for the final exam will follow the same day and time with the current quarter schedule. Each subject's faculty, along with academic staff, will proctor the students during the entire exam period. Please refer to the academic calendar for each quarter's final exam period.

Makeup Final Exam Policies and Procedures

Make-up exams are granted only on special conditions. If a student is unable to participate in an exam, the student must notify the instructor 24 hours in advance, and must see the Academic Coordinator to fill out the “Make-Up Exam Request Form,” and pay the required fee.

1. Makeup final exams must be requested by the end of the 12th week of the current quarter.
2. Makeup final exam must be taken during the current inter-quarter break prior to the first day of the next quarter.
3. Requests for the make-up final exam must first be approved by the faculty, then by the academic dean.
4. Once the request is approved, the student must pay a fee of \$100 (per exam) to the front office.

5. Once the \$100 fee is paid, faculty will provide academic affairs with a different version of the final exam. Academic affairs will coordinate the exam day/time with the student and oversee the exam administration process. The result will be scanned and emailed to the faculty.
6. The make-up final exam will be one letter (full) grade lower than the actual scored test result. However, the student has a chance to receive a better final course grade, as the score of the final exam is calculated with other scores in class (i.e. quizzes, mid-term, attendance).
7. A make-up exam cannot be taken earlier than the scheduled final exam (which occurs during the 10th week). Any instructor should not permit it earlier.
8. An exception can be made only by the decision of the academic committee meeting and signed by the academic dean.

Institutional Exams

1. Mid-Curriculum Exam (MCE): Written and Practical

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

The MCE (written) is held in the lotus room of 4th floor on the Sunday of the 7th week of the quarter: part 1 from 10AM - 12PM and part 2 from 2PM - 4PM. Test materials are provided by academic staff, including pencils and scantrons. Scratch paper will also be provided upon request. Please refer to the academic calendar for the exam date and registration period of each quarter. After the exam registration has ended, students are not allowed to register for the exam, and they must register again following the same exam registration requirement as in other quarters.

Please refer to the exam registration form and consult first with the OMC manager for the exam requirement list. An exam registration form can be obtained at DULA front desk.

Please contact the Academic Department regarding exam content and additional procedures.

2. Clinic Level Exam

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

Please contact the Academic Department for the exam content and additional procedures.

3. Comprehensive Graduation Exam (CGE)

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

Please contact the Academic Department for the exam content and additional procedures.

4. Number of Attempt of DULA Institutional Exams

Effective from Fall quarter of 2020, DULA students will be given a maximum of 5 attempts to take and pass the above-mentioned institutional exams. If after 5 attempts of each institutional exams (MCE Practical, MCE Written, CPX and CGE), students still unsuccessfully passed their exams, then the students will be terminated from the program. If the students want to re-enter the program, the readmissions policy should be followed.

Grading Policies

DULA uses the following grade point system:

Grade	Grade Points	Grade Score
A	4.0	94-100
A-	3.75	90-93
B+	3.35	87-89
B	3.0	83-86
B-	2.75	80-82
C+	2.55	77-79
C	2.25	73-76
C-	2.0	70-72
F	0.0 / Fail	<70
P	Pass	
AUD	Audit	
FN	Failure for Non-Attendance	
I	Incomplete	
IP	In Progress	
R	Retake	
W	Withdraw	
WF	Withdraw-Fail	

A "W" is given to those students who withdraw from a course after the add/drop period but before the 7th week of class. No academic penalty is attached to a grade of "W." "WF" is given

to those students who withdraw from a course during or after the 7th week. A “WF” grade is computed into the student’s CGPA.

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

All required courses including elective courses must be taken for a letter grade, except for the following: Qi Gong, Tai Chi, Tui-na, CNT and Safety Codes, and CPR/First Aid. These courses may be taken as pass/fail. The changing of pass/fail grades may change at any time and may be at the discretion of faculty with prior approval and notification of students.

All courses attempted by the student will appear on the student’s official transcript. Only failed courses may be repeated for credit. Students are required to pay the full tuition in order to repeat the course. If the student passes a failed course on the second attempt, both grades will appear on the student’s transcript.

DULA keeps students' grades assigned each time when the course is taken and they are recorded permanently on students' transcript even if degree credit for a course is given only once. Students are not able to remove any previous record unless there is a crucial reason (For example: Grades are mistakenly recorded).

Academic Progress

The University operates on the quarter system for the MSOM program, with each quarter consisting of 10 weeks of class work. Each quarter unit is equivalent to 10 hours of class. A grade is assigned for each registered course. The final grade is determined by the total points accumulated by the student as listed in the individual course syllabus. Clinical practice coursework and some other coursework receive a “Pass” or “No Pass” grade based on the completion of performance objectives. The academic courses are graded with a standard letter grading methodology.

Academic Committee

Academic committee members review academic progress of students to ensure their success in the program. Students who need assistance to maintain good academic standing are required to meet with Academic Department to devise a plan to improve their academic performance. Students may ask the academic department for help in finding tutors and/or other resources to assist with successful completion of the program.

The Academic Committee is responsible for ensuring a fair and impartial disciplinary process for students who breach standards of professionalism. Most cases are resolved in ways that serve to foster the ethical development and personal integrity of students, and to provide a safe and comfortable campus environment.

Standards of Professionalism

The Standards of Professionalism policies are intended to protect the rights of all students, faculty, staff and patients at Dongguk University Los Angeles while on campus and at all sponsored events. DULA may impose discipline for violation of these standards of professionalism including, but not limited to dishonesty, disrespect, disrupting a professional atmosphere, substance abuse, and sexual harassment. For detailed information about the standards of professionalism policies refer to the Student Handbook.

Student Code of Professional and Academic Conduct

DULA's staff and faculty rely on students to conduct themselves in a manner that upholds the university's student code of professional and academic conduct. All students should understand that they are training to be skilled medical professionals, and as such will be held to a high standard of responsibility. Students who act in a manner that violates this code will be subject to disciplinary actions.

The following misconduct would constitute violations of our community values and standards and subject to imposed sanctions:

- Violation of published University policies, rules or regulations.
- Violations of federal, state or local law, including but not limited to, conduct on University premises or at University sponsored or supervised activities.
- Use, possession, sale or distribution of alcoholic beverages, drugs, drug paraphernalia, narcotics or other controlled substances on campus.
- Smoking in any interior area of the University, including classrooms, labs, restrooms, hallways, or lounge areas.
- Endangering, threatening or causing physical harm to any person.
- Attempted or actual theft of University property.
- Disruption or obstruction of teaching, research, administration, or other University activities.
- Harassment, whether it be physical, verbal, graphic, or written, based on race, sex, color, ethnic or national origin, religion, age, sexual orientation, or disability. Also, unwelcome sexual advances, requests for sexual favors, and other forms of such verbal or physical conduct may constitute harassment.
- Cheating, plagiarism, or other forms of academic dishonesty, including aiding another student in an act of academic dishonesty.

Disciplinary Procedures

- If any individual has reason to believe a student has engaged in prohibited behavior, that individual may present a written notice to the Academic Coordinator.
- The student will be notified of the charges as soon as possible by mail or hand-delivered message. The University will begin an investigation of the facts, and the student will have the opportunity to present, in writing or verbally, all pertinent evidence pertaining to the alleged misconduct.
- If the Academic Dean feels a breach of the Student Code of Conduct has not occurred, the charge will be dismissed, and the student will be notified of the dismissal in writing. A written notice of the dismissal shall be placed in a file pertaining to the incident, and the matter will be considered closed.
- If the Academic Dean believes there has been a violation of the Student Code of Conduct, an investigation will be conducted. If the violation is deemed to be minor, the Academic Dean will arrange an in-person meeting with the student to discuss the charges and propose a suitable sanction or solution, which may include counseling, guidance, or a written reprimand.
- The Academic Dean will deliver the findings in writing to the student. The student will then have ten days in which to appeal the decision in writing to an Academic Committee.
- The appeal will be limited to the following: a) the presentation of new pertinent evidence previously unavailable, b) sanction that is not supported by the evidence, or c) unfair prejudice or bias in the decision.
- The Academic Committee will hold a meeting within ten days of the student's written notice of appeal. At this meeting, the student may be, but is not obligated to be present, and may be accompanied by an advisor who is part of the university community and not legal counsel. The Academic Committee will come to a decision and this decision will be final.
- If the alleged misconduct is deemed to be of a more serious nature, a formal hearing may be held by an Academic Committee consisting of the Academic Dean, one administrator and a faculty member not involved in the original incident.
- The following procedures will be followed:
 - All pertinent documents and evidence will be submitted to the Academic Committee, and the student will be notified in writing of the charges, the hearing date, time, and location. The student will have the right and the opportunity to view the evidence prior to the hearing and will have ten days in which to respond in writing. At the hearing, the Academic Committee will review all materials submitted by the student and the evidence so far gathered.
- The Academic Committee will deliberate and come to a decision as to the sanction or action to be taken against the student and will notify the student of such decision in writing within ten days.
- The student will have an additional ten days following receipt of the Academic Committee's decision in which to present a written appeal via certified mail to the University President. The appeal will be limited to the following: a) the presentation of

new pertinent evidence previously unavailable to the Academic Committee, b) sanction that is not supported by the evidence, or c) unfair prejudice or bias in the decision.

Student Grievances

Students with complaints concerning administrative or academic policy may submit the grievance in writing to the Student Services Coordinator. The grievance will then be sent to the Dean of Academic Affairs for a review and to gather all relevant information and for possible resolution.

If a resolution cannot be reached, the complaint is submitted to the Executive Committee, consisting of the President, the Dean of Academic Affairs, and Chief Operation Officer. If the grievance is against one of the Executive Committee members, the committee meeting will exclude the involved member. The Executive Committee responds to the grievance within thirty (30) days.

If the complainant is dissatisfied with the decision of the Executive Committee, she/he may submit a written appeal with all relevant documentation to the Board of Directors for further review. The Board will then make one of two determinations: (1) The issue is not appropriate for the Board to consider, in which case, the decision of the Executive Committee is final, or (2) the Board may decide to consider the grievance, confirming or overturning the decision reached previously. In either case, the decision of the Board of Directors will be final.

A student or any member of the public may file a complaint about this institution at any time with the following regulatory agencies:

Bureau for Private Postsecondary Education

1747 N. Market Blvd. Ste 225; Sacramento, CA. 95834

www.bppe.ca.gov

Toll-free: (888) 370-7589 or (916) 574-8900. Fax: (916) 263- 1897

Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM)

8941 Aztec Drive, Eden Prairie, MN 55347

Phone: (952) 212-2434, Fax: (301) 313-0912, Email: coordinator@acaom.org

Satisfactory Academic Progress (SAP)

All students in attendance must maintain a minimum quarterly and cumulative GPA of 2.25. Students must complete the requirements of their program, not to exceed 2 times the standard length of time required to complete the program without exception, otherwise such related student will be terminated from the program. The maximum time allowed to complete the MSOM and DATM programs is 8 years. The maximum time allowed to complete all the requirements of the DATM completion track is 1.5 years (18 months).

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

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

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

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

Leave of Absence

A leave of absence refers to a specific time period during a student's course of study when they are not in academic attendance. It does not include non-attendance for a scheduled break in a student's program. DULA declines to treat an approved leave of absence as a withdrawal from school by the student. A student on an approved leave of absence is permitted to complete the coursework he or she began prior to their leave of absence.

A student may be granted one Leave of Absence within any 12- month period, not to exceed 180 calendar days. One subsequent Leave of Absence within that same 12-month period can be granted for unforeseen circumstances, such as jury duty, military duty, and criteria covered under the Family and Medical Leave Act of 1993. Such exceptions must be approved by University Administration. If after the extension of one subsequent leave, student fails to enroll in DULA coursework for at least one academic quarter, then the student is considered to be terminated from the program. The 12-month period is calculated from the first day of the student's most recent leave of absence. For the leave of absence to be approved, the student must provide the request in writing using the DULA leave of absence form that includes a reason for the request and date of return from leave of absence. This form should be signed and dated prior to the time period the leave is to occur, unless unforeseen circumstances

prevent the student from doing so. The leave of absence request form can be obtained at the DULA front office. The MSOM Program Director, International Student Service (ISS) Officer, and Financial Aid Officer must approve the request.

If the leave of absence is not approved and the student leaves anyway, then the student is considered to be terminated from the program. In this case, if the student is receiving Title IV funding, these funds will be returned and/or cancelled. Upon returning to DULA, any such student previously receiving financial aid must reapply.

Leave of Absence Policy for International Students

Students on I-20 may apply for limited leaves of absence if all governmental and university requirements and regulations are complied with. Students must file a leave of absence request and obtain approval from the MSOM program director, international student services (ISS) officer, and financial aid officer (please see section on general leave of absence policies, set forth above). In addition, foreign students must matriculate as a full-time student for one academic year before they may apply, and the leave of absence may be no longer than 1 quarter during any calendar year.

Withdrawal from the Program

Withdrawal from the program requires the submission of a Withdrawal form and an exit interview with the admissions director. If you have received financial aid, you will be required to complete an exit interview with the financial aid director. Following withdrawal from the program, if you wish to reapply you are required to complete a new application for admission. Upon readmission, after an absence of one year or more, you will be required to complete the program of study that is in place in the term in which you return. All readmission is subject to approval.

Readmissions after Withdrawal

Readmissions process after withdrawal from the university process is the same as for a new student. Students approved for readmission are responsible for fulfilling the current curriculum requirements at the time of their readmission. In addition, the academic department must evaluate the student's standing. If more than five years have elapsed since the last prior enrollment, the Academic Committee will reevaluate the student's placement and the student may be required to take a placement exam; if this fails, he or she needs to retake the class.

Academic Warning and Probation

Students unable to maintain good academic or professional standing are placed on academic warning or probation. Students will be notified by letter of the reasons that led to this action and an explanation of the corresponding satisfactory academic progress requirements for the

ensuing term. Student enrollment is subject to review until the student returns to good academic or professional standing. For detailed information regarding the academic warning and probation policy refer to the Student Handbook.

Academic Dismissal

Academic dismissal is termination of enrollment at the University for the in-ability to meet academic or professional standards. Failure to comply with the requirements set forth by the Academic Committee for remediation of a probationary status will result in academic dismissal. Students may appeal this action through the academic appeal process outlined in detail in the Student Handbook.

Academic Appeal

The Academic Committee is responsible for reviewing and approving appeals. Appeals must be submitted to the Academic Committee in writing, describing any extenuating or mitigating circumstances that prevented compliance with DULA policies. An appeal must explain what has changed in the student's situation, and the precise steps the student will take or is taking to regain good academic standing. For detailed information regarding the academic appeal process refer to the Student Handbook.

REQUIRED DISCLOSURES

About the Catalog

This catalog is effective from January 1, 2020 through December 31, 2020 and is published for the purpose of informing students, prospective students, and others interested in the operations of Dongguk University Los Angeles, primarily regarding the educational programs and policies of the school. All information is judged to be accurate at the time of publication. However, the contents hereof are subject to change without prior notice. Please note that all reasonable efforts are made on an ongoing basis to supplement in loose leaf hard copy format any changes, additions, or other revisions to the text of this catalog which may come into existence prior to the publication of the following edition of the catalog.

Articulation Agreements

DULA has not entered into any transfer or articulation agreements with any other college or university.

BPPE Required Disclosure

DULA does NOT have a pending petition in bankruptcy, is NOT operating as a debtor in possession, and has NOT filed a petition within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

Non-discriminatory Policy

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

To file for accommodations for the Americans with Disabilities Act, contact the student services coordinator and submit your request for the specific accommodations in any written form.

Americans with Disabilities Act

DULA is an equal opportunity institution and does not discriminate based on age, race, color, religion, national origin, ethnicity, gender, or sexual orientation, in the administration of

admission, educational policies or employment. The University abides by Title II of the Americans with Disabilities Act, which prohibits discrimination against any “qualified individual with a disability.”

DULA is committed to accommodating students with physical and learning disabilities. Accommodations and other support services are tailored to meet the needs of the individual student and are intended to comply with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Students desiring academic support services for disabilities are required to submit documentation to verify eligibility under Section 504 of the Rehabilitation Act of 1974 and the Americans with Disabilities Act. All assessment reports will be kept confidential at disability services in compliance with the Family Educational Rights and Privacy Act (FERPA), and the professional and ethical standards of the Association on Higher Education and Disability (AHEAD).

Student Services Coordinator
440 Shatto Place, 2nd Floor, Los Angeles, CA 90020
213-487-0110 ext. 406 (AC@dula.edu)

Transferability of Credits and Credentials Earned at DULA

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

Registered Sex Offenders

The University discloses, without student consent or notification, information about a student who is required to register as a sex offender under the Wetterling Act.

Drug and Alcohol Abuse Policy

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 84, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful

manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited.

It is the policy of DULA that the learning environment be free of addictive substances. Specifically, all members of the university community—which includes the administration, faculty, staff, students, and guests—will abstain from the consumption/use of alcohol/narcotics, and/or misuse of prescription drugs while on university property. Violation of this policy could lead to suspension, expulsion, termination, and, within the context of criminal activity, referral to law enforcement agencies.

Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

Family Education Rights and Privacy Act (FERPA)

In accordance with the Family Educational Rights and Privacy Act (FERPA), the University protects the privacy of student records, including address, phone number, grades and attendance dates. Student records are permanently kept in locked fireproof file cabinets and a backup copy of student records is kept on an off-site server. Students have the right to review their academic file by submitting a request to the Registrar.

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. Students may view an unofficial copy of their transcript and/or request an official copy through the University's student web portal. The University permanently maintains records of academic progress. The Family Education Rights and Privacy Act (FERPA) of 1974, as amended (the "Act"), is a federal law. DULA will maintain the confidentiality of educational records in accordance with the provisions of the Act and will accord all the rights under the Act to eligible students who are or have attended DULA.

Student records are maintained at the school site for five years from the last date of attendance. Transcripts are maintained permanently.

All DULA staff and faculty who access or use student data are required to take FERPA training. All DULA staff and faculty are required to renew their FERPA training every two years. FERPA training information is available directly from the institutional website. Staff and faculty are required to complete the FERPA survey training prior to beginning their work at DULA. The result of the FERPA training from staff and faculty are available from the staff assigned to conduct FERPA training.

The Act affords students certain rights with respect to their educational records.

- Right of Inspection: To inspect and review their records.
- The right to request and amend their records to ensure that they are not inaccurate, misleading, or otherwise in violation of their privacy or other rights.
- The right to disclose only with student consent of personally identifiable information contained in their records, except to the extent that the Act authorizes disclosure without consent.
- The right to file with the US Department of Education a complaint regarding the school to comply with the requirements of the Act. The address to file a complaint is:

Family Policy Compliance Office

US Department of Education
400 Maryland Avenue SW
Washington, DC 20202

For more information about FERPA policy, please refer to DULA University Policy Handbook.

Contact Dongguk University Los Angeles

Website: www.dula.edu

Phone: University : 213-487-0110
Clinic (OMC) : 213-487-0150

Mail: Dongguk University Los Angeles
440 Shatto Place
Los Angeles, CA 90020

Email: AC@dula.edu

ACADEMIC CALENDAR 2020 - 2021

*Event dates of each quarter are subject to change in each quarter.

WINTER QUARTER		
	2020	2021
General application for Winter quarter	Oct 14 – Nov 15, 2019	Oct 19 – Nov 20, 2020
Late application for Winter quarter	Nov 16, 2019 – Jan 3, 2020	Nov 21 – Dec 31, 2020
Official Registration for Winter quarter didactic classes	Nov 25, 2019 – Jan 5, 2020	Dec 7, 2020 – Jan 3, 2021
Official Payment for Winter quarter	Nov 25, 2019 – Jan 15, 2020	Dec 7, 2020 – Jan 13, 2021
Classes begin	Jan 6, 2020	Jan 4, 2021
Add / drop period	Jan 6 – 15, 2020	Jan 4 – 13, 2021
New student orientation and Town Hall Meeting	Jan 6, 2020	Jan 4, 2021
President's day (no class)**	Feb 17, 2020	Feb 15, 2021
Registration for Mid-curriculum Exam (MCE) and Comprehensive Graduation Exam (CGE)	Jan 20 – Feb 7, 2020	Jan 18 – Feb 5, 2021
Mid-curriculum Exam (MCE) – Practical	Feb 20, 2020 12 PM – 2 PM	Feb 18, 2021 12 PM – 2 PM
Mid-curriculum Exam (MCE) – Written Comprehensive Graduation Exam (CGE)	Feb 23, 2020 Part 1: 10 AM – 12 PM Part 2: 2 PM – 4 PM	Feb 21, 2021 Part 1: 10 AM – 12 PM Part 2: 1 PM – 3 PM
Official Registration for Winter quarter make-up clinic shift	Mar 2 – 6, 2020	Mar 1 – 5, 2021
Official Registration for Spring quarter clinic shift	Mar 9 – 20, 2020	Mar 8 – 19, 2021
Official Registration for Spring quarter didactic classes	Mar 9 – Apr 5, 2020	Mar 8 – Apr 4, 2021
Official Payment for Spring quarter	Mar 9 – Apr 15, 2020	Mar 8 – Apr 14, 2021
Last day of class	Mar 14, 2020	Mar 13, 2021
Quarter break	Mar 23 – Apr 4, 2020	Mar 22 – Apr 3, 2021

SPRING QUARTER		
	2020	2021
General application for Spring quarter	Jan 20 – Feb 21, 2020	Jan 18 – Feb 19, 2021
Late application for Spring quarter	Feb 22 – Apr 3, 2020	Feb 20 – Apr 2, 2021
Official Registration for Spring quarter didactic classes	Mar 9 – Apr 5, 2020	Mar 8 – Apr 4, 2021
Official Payment for Spring quarter	Mar 9 – Apr 15, 2020	Mar 8 – Apr 14, 2021
Classes begin	Apr 6, 2020	Apr 5, 2021
Add / drop period	Apr 6 – 15, 2020	Apr 5 – 14, 2021
New student orientation	Apr 6, 2020	Apr 5, 2021
Memorial day (no class)**	May 25, 2020	May 31, 2021
Graduation ceremony**	CANCELED	May 29, 2021
Registration for Mid-curriculum Exam (MCE) and Comprehensive Graduation Exam (CGE)	Apr 20 – May 8, 2020	Apr 19 – May 7, 2021
Mid-curriculum Exam (MCE) – Practical	TBA later via email to all students	May 20, 2021 12 PM – 2 PM
Mid-curriculum Exam (MCE) – Written Comprehensive Graduation Exam (CGE)	TBA later via email to all students	May 23, 2021 Part 1: 10 AM – 12 PM Part 2: 1 PM – 3 PM
Official Registration for Spring quarter make-up clinic shift	Jun 1 – 5, 2020	Jun 1 – 4, 2021
Official Registration for Summer quarter clinic shift	Jun 8 – 19, 2020	Jun 7 – 18, 2021
Official Registration for Summer quarter didactic classes	Jun 8 – Jul 5, 2020	Jun 7 – Jul 4, 2021
Official Payment for Summer quarter	Jun 8 – Jul 15, 2020	Jun 7 – Jul 14, 2021
Last day of class	Jun 13, 2020	Jun 12, 2021
Quarter break	Jun 22 – Jul 4, 2020	Jun 21 – Jul 3, 2021

SUMMER QUARTER		
	2020	2021
General application for Summer quarter	Apr 20 – May 8, 2020	Apr 19 – May 21, 2021
Late application for Summer quarter	May 9 – Jul 3, 2020	May 22 – Jul 2, 2021
Official Registration for Summer quarter didactic classes	Jun 8 – Jul 5, 2020	Jun 7 – Jul 4, 2021
Official Payment for Summer quarter	Jun 8 – Jul 15, 2020	Jun 7 – Jul 14, 2021
Classes begin	Jul 6, 2020	Jul 5, 2021
Add / drop period	Jul 6 – 15, 2020	Jul 5 - 14, 2021
New student orientation	Jul 6, 2020	Jul 5, 2021
Labor day (no class)**	Sep 7, 2020	Sep 6, 2021
Registration for Mid-curriculum Exam (MCE) and Comprehensive Graduation Exam (CGE)	Jul 20 – Aug 7, 2020	Jul 19 – Aug 6, 2021
Mid-curriculum Exam (MCE) – Practical	Aug 20, 2020 12 PM – 2 PM	Aug 19, 2021 12 PM – 2 PM
Mid-curriculum Exam (MCE) – Written Comprehensive Graduation Exam (CGE)	Aug 23, 2020 Part 1: 10 AM – 12 PM Part 2: 1 PM – 3 PM	Aug 22, 2021 Part 1: 10 AM – 12 PM Part 2: 1 PM – 3 PM
Official Registration for Summer quarter make-up clinic shift	Aug 31 – Sep 4, 2020	Aug 30 – Sep 3, 2021
Official Registration for Fall quarter clinic shift	Sep 7 – 18, 2020	Sep 7 – 17, 2021
Official Registration for Fall quarter didactic classes	Sep 7 – Oct 4, 2020	Sep 7 – Oct 3, 2021
Official Payment for Fall quarter	Sep 7 – Oct 14, 2020	Sep 7 – Oct 13, 2021
Last day of class	Sep 12, 2020	Sep 11, 2021
Quarter break	Sep 21 – Oct 3, 2020	Sep 20 – Oct 2, 2021

FALL QUARTER		
	2020	2021
General application for Fall quarter	Jul 20 – Aug 21, 2020	Jul 19 – Aug 20, 2021
Late application for Fall quarter	Aug 22, 2020 – Oct 2, 2020	Aug 21 – Oct 1, 2021
Official Registration for Fall quarter didactic classes	Sep 7 – Oct 4, 2020	Sep 7 – Oct 3, 2021
Official Payment for Fall quarter	Sep 7 – Oct 14, 2020	Sep 7 – Oct 13, 2021
Classes begin	Oct 5, 2020	Oct 4, 2021
Add / drop period	Oct 5 – 14, 2020	Oct 4 – 13, 2021
New student orientation	Oct 5, 2020	Oct 4, 2021
Thanksgiving (no class)**	Nov 26 – 29, 2020	Nov 25 – 28, 2021
Christmas holiday (no class)**	Dec 25-26, 2020	Dec 25, 2021
New year's holiday (no class)**	Jan 1-2, 2021	Jan 1, 2022
Registration for Mid-curriculum Exam (MCE) and Comprehensive Graduation Exam (CGE)	Oct 19 – Nov 6, 2020	Oct 18 – Nov 5, 2021
Mid-curriculum Exam (MCE) – Practical	Nov 19, 2020 12 PM – 2 PM	Nov 18, 2021 12 PM – 2 PM
Mid-curriculum Exam (MCE) – Written Comprehensive Graduation Exam (CGE)	Nov 22, 2020 Part 1: 10 AM – 12 PM Part 2: 1 PM – 3 PM	Nov 21, 2021 Part 1: 10 AM – 12 PM Part 2: 1 PM – 3 PM
Official Registration for Fall quarter make-up clinic shift	Nov 30 – Dec 4, 2020	Nov 29 – Dec 3, 2021
Official Registration for Winter quarter clinic shift	Dec 7 – 18, 2020	Dec 6 – 17, 2021
Official Registration for Winter quarter didactic classes	Dec 7, 2020 – Jan 3, 2021	Dec 6, 2021 – Jan 2, 2022
Official Payment for Winter quarter	Dec 7, 2020 – Jan 13, 2021	Dec 6, 2021 – Jan 12, 2022
Last day of class	Dec 12, 2020	Dec 11, 2021
Quarter break	Dec 21 – Jan 2, 2021	Dec 20, 2021 – Jan 1, 2022