

# University of Herbal Medicine

## Catalog

01/1/2020 ~ 12/31/2020

### **Main Campus**

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

### **Satellite Campus**

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

### **Webpage**

[www.uhm.university](http://www.uhm.university)

**Table of Contents**

MAIN CAMPUS..... 1

SATELLITE CAMPUS..... 1

MISSION, PURPOSE, METHODS AND STUDENT LEARNING OUTCOMES..... 5

MISSION, VISION, AND VALUES.....5

STATEMENT OF PURPOSE AND GOALS .....5

METHODS .....6

STUDENT LEARNING OUTCOMES .....6

DEGREE PROGRAM..... 6

MASTER OF SCIENCE IN TCM (MSTCM).....6

    Admission.....7

    Application Checklist .....7

INTERNATIONAL STUDENTS .....8

    ENGLISH AS SECOND LANGUAGE.....9

    Ability-to-Benefit Students.....9

    Auditing / Non-matriculated Students .....9

    Transfer Students .....10

    English as a Second Language Instruction .....10

    Full-time and Part-time Students .....10

    California Department of Health Compliance .....11

    Admissions Procedure.....11

    Application Checklist .....11

TUITION AND FEES ..... 12

TOTAL COST OF PROGRAMS ..... 12

    Estimated UHM Tuition (All fees are subject to change).....12

    Refundable Tuition Deposit (subject to restrictions).....13

    Refundable Tuition (subject to restrictions, see Refund Policy on Page 4 and 5 for details) .....13

    Non-Refundable Mandatory Fees .....13

    Non-Refundable Additional Fees .....13

PAYMENT OF TUITION ..... 14

REFUND POLICY ..... 14

STUDENT TUITION RECOVERY FUND DISCLOSURES ..... 15

AUDIT POLICY ..... 16

ACADEMIC PROCEDURE ..... 16

TRANSFER CREDIT POLICY ..... 16

    Transferability of Credits .....17

TRANSFER AGREEMENT..... 18

PRIOR EXPERIENTIAL LEARNING ..... 18

ENROLLMENT AGREEMENTS..... 18

POLICIES AND PROCEDURES REGARDING FINANCIAL AID ..... 18

STUDENT’S RIGHT TO CANCEL ..... 18

LEAVES OF ABSENCE ..... 19

CANCELLATION/ WITHDRAWAL ..... 19

EXAMINATIONS ..... 19

GRADUATION EXAMINATION..... 19

GRADUATION REQUIREMENTS ..... 20

    Master’s Degree Program ..... 20

GRADING.....	20
GRADES AND STANDARDS FOR STUDENT ACHIEVEMENT - SATISFACTORY PROGRESS.....	20
ATTENDANCE POLICY – ALL PROGRAMS.....	21
STUDENT CONDUCT – PROBATION/DISMISSAL.....	22
ACADEMIC PROBATION.....	22
ACADEMIC SUSPENSION.....	23
ACADEMIC DISMISSAL.....	23
TRANSCRIPTS.....	23
STUDENT RECORDS AND PRIVACY ACT.....	23
APPEAL.....	23
STUDENT GRIEVANCE PROCEDURES.....	24
<i>STUDENT SERVICES.....</i>	<i>24</i>
LIBRARY.....	25
STUDENT HOUSING.....	26
REASONABLE ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES.....	26
HEALTH SERVICES.....	27
DISTANCE EDUCATIONAL PROGRAMS.....	27
CAREER PLANNING AND EMPLOYMENT ASSISTANCE.....	27
OPTIONAL PRACTICAL TRAINING.....	27
<i>STUDENT RIGHTS AND POLICIES.....</i>	<i>27</i>
NON-DISCRIMINATION POLICY.....	27
ACADEMIC FREEDOM.....	27
AMERICANS WITH DISABILITIES ACT.....	28
INTELLECTUAL PROPERTY AND COPYRIGHT.....	28
DRUG-FREE CAMPUS POLICY.....	28
PREVENTION OF SEXUAL AND OTHER UNLAWFUL HARASSMENT POLICY.....	28
TITLE VII AND TITLE IX OF THE CIVIL RIGHTS ACT OF 1964; 29 CFR §1604.11(A).....	29
SMOKING CONTROL POLICY.....	30
PET/ANIMAL POLICY.....	30
FRAGRANCE-FREE POLICY.....	30
<i>DESCRIPTION OF INSTRUCTIONAL FACILITIES.....</i>	<i>30</i>
MAIN CAMPUS.....	30
SATELLITE CAMPUS.....	31
INSTRUCTIONAL EQUIPMENT.....	31
<i>ACCREDITATION STATUS.....</i>	<i>31</i>
<i>EDUCATIONAL PROGRAMS.....</i>	<i>32</i>
<b>MASTER OF SCIENCE IN TRADITIONAL CHINESE MEDICINE (MSTCM).....</b>	<b>32</b>
<i>Program Description.....</i>	<i>32</i>
<i>Notice to Prospective Degree Program Students.....</i>	<i>32</i>
<i>Program Objective.....</i>	<i>32</i>
<i>MSTCM Curriculum Overview.....</i>	<i>32</i>
<i>Requirements for Completion.....</i>	<i>36</i>
<i>Courses List.....</i>	<i>36</i>
<i>Course Descriptions.....</i>	<i>37</i>
<i>Applicable Examinations.....</i>	<i>45</i>
<i>Licensing Requirements.....</i>	<i>45</i>

University of Herbal Medicine

---

*Notice to Prospective Degree Program Students* ..... 46

**CONTINUING EDUCATION PROGRAM** ..... 47

*Description of the Continuing Education (CE) Program*..... 47

*Program Objective* ..... 47

*Course List* ..... 47

*Course Description* ..... 48

**FACULTY**..... 49

**ADMINISTRATION** ..... 49

**PROFESSORS** ..... 49

**APPROVAL AND ACCREDITATION**..... 49

**NOTICE TO PROSPECTIVE DEGREE PROGRAM STUDENTS**..... 50

**SPECIAL NOTICE OF FINANCIAL STATUS**..... 50

**DISCLAIMER** ..... 50

**DISTRIBUTION OF THIS CATALOG AND PROGRAM BROCHURES** ..... 51

**EFFECTIVE DATES OF THIS CATALOG** ..... 51

**QUESTIONS** ..... 51

## **Mission, Purpose, Methods and Student Learning Outcomes**

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

### **Mission, Vision, and Values**

**Our Mission:** To improve the quality of lives by educating and inspiring skilled, compassionate, and dedicated practitioners and leaders in TCM education, practice, and research.

**Our Vision:** To be a premier education institution in acupuncture and TCM equipping students with solid foundation, quality values, and exemplary skills to serve the community and improve the health and care of lives.

**Our Values:** All members of UHM community embody the intention of improving lives individually and collectively by supporting health and wellbeing through our daily actions. We lead by example and by practicing the values of Education, Integrity, Pragmatism, Innovation, and Heredity.

### **Statement of Purpose and Goals**

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

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

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

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

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

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

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

To simultaneously provide high quality health care at an affordable cost to the community and a rich clinical experience for our students;

## **Methods**

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

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

## **Student Learning Outcomes**

UHM graduates achieve proficiency in:

- Articulating a solid understanding of the theories and systems of acupuncture and Traditional Chinese Medicine
- Making accurate differential diagnosis according to TCM and becoming skilled in choosing appropriate treatment principles and plans utilizing acupuncture, related modalities, Tui Na, and TCM herbs
- Applying TCM dietary therapy and exercise / meditation in order to advise patients about health maintenance and improvements
- Demonstrating sufficient understanding of basic Western medicine and making appropriate referrals when necessary
- Communicating in a professional and knowledgeable manner about TCM to relevant healthcare professionals; ethical, compassionate, and professional in conduct with patients and peers
- Establishing a successful clinical practice and understanding various legal aspects of practicing Chinese medicine
- Critically analyzing research reports on TCM and Western medicine
- Participating in state and national professional organizations, and to promote TCM

## **Degree Program**

### **Master of Science in TCM (MSTCM)**

In compliance with ACAOM standards, students entering the program must have completed at least two academic years (60 semester credits / 90 quarter credits) of Baccalaureate level of education at an accredited institution recognized by the U.S. Secretary of Education, or be certified in a medical profession requiring at least the equivalent training of a Registered Nurse or a Physician's Assistant

as a prerequisite for admission. In considering the acceptance of education and training obtained in foreign countries, credits earned at a foreign educational institution must be validated by recognized, educational credentials, evaluation service Students may enter the program three times a year (Beginning of January, May, or September). Applications are accepted throughout the year.

## Admission

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

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

## Application Checklist

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

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

**1. Admissions Application:** This is available for download on the university's website [www.uhm.university](http://www.uhm.university). Please use your full legal name on all admissions documents.

**2. Personal Statement:** This should be at least one page typed. Please discuss why you are interested in this program, your academic and professional goals, and your background experiences.

**3. Resume:** Please provide a copy of your most recent resume. It must include your educational background and work/volunteer experiences.

**4. Recent Photograph:** Please provide one passport size photograph taken within in the last year.

**5. Official Transcripts:** We require applicants to submit official transcripts from all universities attended. Transcripts should be sent from the institution to UHM. Our address is 2499 West

Industrial Parkway, Hayward, CA 94545. Education obtained abroad at an institution that is not accredited by the U.S. Department of Education must go through a credential evaluation agency.

**6. Letter of Recommendation:** Please ask 2-3 academic or professional references to complete the UHM Recommendation Form. This is available for download on the university's website [www.uhm.university](http://www.uhm.university). References should place the completed form in a sealed envelope, signed across the flap, and mailed directly to UHM.

**7. Copy of Current Licenses:** For current healthcare professionals, please submit a copy of your current license(s).

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

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

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

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

### **International Students**

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

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

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



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

English language competency is required of all students seeking admission to the master's-level program. This must be demonstrated by ANY of the following means:

- a) The student must have completed a two-year (60 semester credits or 90 quarter credits) undergraduate- 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.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 – 20 and minimum listening score – 17; or
- c) International English Language Testing System (IELTS) Academic Format - Acceptable scores: IELTS overall band score 6 with minimum speaking score – 6.5 and minimum listening score – 6.

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

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

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

## **ENGLISH AS SECOND LANGUAGE**

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

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

1. International applicants for whom English is not a native language must submit an official copy of their TOEFL score. Photocopies, faxes, and student copies are not acceptable. NOTE: Applicants to the MSTCM program must also submit an official copy of the Test of Spoken English (TSE) or the TOEFL IBT.
2. UHM does not grant exemptions to the TOEFL or TSE requirement, regardless of an applicant's citizenship status in the U.S., or study at another university or college taught in English.
3. Applicants will not be admitted without an official score on file.
4. TOEFL and TSE Score Guidelines for admission to UHM programs.

### **Ability-to-Benefit Students**

UHM does not accept ability-to-benefit students.

### **Auditing / Non-matriculated Students**

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

### **Transfer Students**

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

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

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

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

### **English as a Second Language Instruction**

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

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

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

### **Full-time and Part-time Students**

To be considered a full-time student, a student must enroll for a minimum of 12 credits per trimester. A student may not take more than 22 credits in any trimester without the proper permission of the Academic Dean. Students who enroll in between 6-11 credits per trimester are considered part-time students. Part-time students must complete the M.S.TCM program and the PDHDS program within 6 years. This pace is advised for students with financial or employment difficulties. It allows students to study at a more gradual and less stressful pace.

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

- To transfer credit back to the college where you are seeking a degree
- To take college classes for pleasure or personal enrichment
- To try out college before deciding if you want to get a degree

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

Choose the course(s) you want to take:

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

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

Review information about Non-Matriculated Student In UHM Website.

### **California Department of Health Compliance**

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

### **Admissions Procedure**

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

### **Application Checklist**

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

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

1. **Admissions Application:** This is available for download on the university's website [www.universityofherbalmedicine.org](http://www.universityofherbalmedicine.org). Please use your full legal name on all admissions documents.
2. **Personal Statement:** This should be at least one page typed. Please discuss why you are interested in this program, your academic and professional goals, and your background experiences.
3. **Resume:** Please provide a copy of your most recent resume. It must include your educational background and work/volunteer experiences.
4. **Recent Photograph:** Please provide one passport size photograph taken within in the last year.
5. **Official Diploma or Certificate:** Please provide us your official diploma or certificate by mail or in-person. We will make our own copy, make a note that we've received it, and return the original document to you.
6. **Copy of Current Licenses:** For current health professionals, please submit a copy of your current licenses.

**7. Health Evaluation (including Tuberculosis Test and Hepatitis B Vaccination or Waiver Form):**

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

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

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

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

**TUITION AND FEES**

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

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

**Total Cost of Programs**

Program Name	Total Credits	Applicati on Fee	Total Tuition	Estimated Cost of Books, Materials, and supplies etc.	STRF Fee \$0.00 per 1,000	Total Program Charges
Master of Science in Tradition Chinese Medicine (MSTCM)	169.67	\$250	\$46,500	\$2,000	\$0	\$48,750

**Estimated UHM Tuition (All fees are subject to change)**

Program Name	Cost
<b>Master's in Tradition Chinese Medicine (MSTCM)</b>	
Trimester 1 Tuition	\$4,500
Trimester 2 Tuition	\$4,950
Trimester 3 Tuition	\$4,725
Trimester 4 Tuition	\$5,400
Trimester 5 Tuition	\$5,101
Trimester 6 Tuition	\$4,950
Trimester 7 Tuition	\$5,175

University of Herbal Medicine

Trimester 8 Tuition	\$5,400
Trimester 9 Tuition	\$5,400
<b>ESTIMATED TOTAL TUITION FOR THE ENTIRE EDUCATIONAL PROGRAM</b>	<b>\$46,500</b>

**Refundable Tuition Deposit (subject to restrictions)**

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

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

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

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

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

**Non-Refundable Mandatory Fees**

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

**Non-Refundable Additional Fees**

Drop/Add Clinic Fee (after the first 7 days of the trimester)	\$75
Drop/Add Course Fee (after the first 7 days of the trimester)	\$25
Withdrawal Fee	\$50
Returned Check Fee (per check)	\$25
Replacement/Duplicate Diploma	\$60
Make-up Exam/Test/Quiz (excused)	\$25/exam
Re-Take Exam/Test/Quiz (non-excused, within 7 days of receiving score)	\$100/exam
Transfer Credit Evaluation Fee	\$50
Transfer Credit Fee (per course, not to exceed \$500)	\$25
Transfer Credit Evaluation Fee (Non-TCM courses)	\$50
Transfer Credit Fee (per course, non-TCM courses, not to exceed \$500)	\$25
Clinic Fee (per trimester)	\$20
Late Tuition Fee (charged monthly on accounts past due 15 days or more)	\$25 + 1% of balance due/month
Deferred Payment Plan Fee	\$100

Change of Program Fee (after the end of Year 1)	\$100
---	-------

### Payment of Tuition

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

### Refund Policy

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

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

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

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

If the student has received federal student financial aid funds, the student is entitled to a refund of money not paid from federal student financial aid program funds.

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

For the purpose of calculating this refund, the effective date of withdrawal is the earlier of the student's actual last day of attendance, the date the student notifies UHM of withdrawal, or the date

of withdrawal specified by the student. Refunds are calculated based on the full amount paid, including tuition, fees, and deposits.

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

### **Student Tuition Recovery Fund Disclosures**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

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

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

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

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

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

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event

that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

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

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

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

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

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

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

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

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

### **Audit Policy**

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

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

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

## **ACADEMIC PROCEDURE**

### **Transfer Credit Policy**

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

Coursework and clinical hours submitted for transfer credit will be evaluated for applicability to the UHM curriculum and to the professional licensure requirements of California State. This evaluation will be carried out by the Academic Dean and the Admissions and Student Services Coordinator. Granting of transfer credit will be subject to the following guidelines:



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

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

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

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

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

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

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

### **Transferability of Credits**

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

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

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

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

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

### **Transfer Agreement**

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

### **Prior Experiential Learning**

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

### **Enrollment Agreements**

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

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

### **Policies and Procedures Regarding Financial Aid**

UHM does not participate in any federal or state financial aid programs. Financial aid may be available from a variety of private lending institutions. UHM does offer a payment plan policy which allows the student to pay for each trimester's tuition over the course of that trimester, interest-free. Payment is 1/2 of that trimester's tuition down and the remainder divided over the consecutive 3 months. Contact the Administrative Office to make payment arrangements. Students may opt to pay educational expenses with MasterCard, Visa, Discover, or American Express. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

### **Student's Right to Cancel**

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

### **Leaves of Absence**

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

### **Cancellation/ Withdrawal**

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

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

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

### **Examinations**

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

A clinical oral and practical exam will be given near the end of the fifth trimester. This exam is designed as an evaluation for both the student and the school by testing clinical skills of the students accomplished up to this point. The objective of this exam is to encourage students to review their clinical skills learned and practiced up to this point. Students must pass the exam and meet the clinical requirements before entering the clinical phase.

### **Graduation Examination**

In the final trimester of didactic study of the MSTCM program, students must pass a comprehensive graduation examination. The Comprehensive Graduation Exam (CGE) is designed to evaluate a student's academic standing for graduation and to confirm the student's readiness for the California State Licensure examination and the national certification. The Graduation Exam consists of a Point Locations practical test and a written examination. For the written examination, students must pass every part of the exam to be able to pass the Graduation Exam. For example, the written Graduation Exam for MSTCM consists of three parts: TCM Fundamentals, Biomedicine, and Acupuncture. 70% is the passing score for each individual part as well as for the total exam. If a student has a total

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

### **Graduation Requirements**

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

### **Master's Degree Program**

To graduate from the program, a student must

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

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

### **GRADING**

#### **Grades and Standards for Student Achievement - Satisfactory Progress**

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

<b>Letter Grade</b>	<b>Percentage</b>	<b>GPA</b>
A	95-100	4.00
A-	90-94	3.67
B+	87-89	3.33
B	84-86	3.00
B-	80-83	2.67
C+	77-79	2.33
C	70-76	2.00
P	Pass ("C" or above)	
F	Failure	
I	Incomplete	
W	Withdraw	

## University of Herbal Medicine

AU	Audit	
CR	Credit	
RR	Required Review	

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

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

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

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

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

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

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

### **Attendance Policy – All Programs**

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

considered disrespectful and may be grounds to allegations of student misconduct that could result in dismissal.

### **Student Conduct – Probation/Dismissal**

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

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

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

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

### **Academic Probation**

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

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

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

### **Academic Suspension**

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

### **Academic Dismissal**

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

### **Transcripts**

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

### **Student Records and Privacy Act**

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

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

### **Appeal**

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

### **Student Grievance Procedures**

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

### **STUDENT SERVICES**

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

- [www.craigslist.com](http://www.craigslist.com)
- [www.apartmentguide.com](http://www.apartmentguide.com)
- [www.forrent.com](http://www.forrent.com)
- [www.apartmentlist.com](http://www.apartmentlist.com)
- [www.zumper.com](http://www.zumper.com)
- [www.zillow.com](http://www.zillow.com)
- [www.cwpmgmt.com](http://www.cwpmgmt.com)
- [www.bsrealty.com](http://www.bsrealty.com)



## Library

- UHM's library so far it is small, but has enough resource to provides educational materials in books and electrical formats to ensure an appropriate level of currency, depth and breadth in terms of the University's mission, core themes, programs and services.
- UHM's library has two sections: an English section and a Chinese section, collectively housing over 400 books. Periodicals, slides, charts, audio-visual materials as well as human anatomy models are additional resources available in the library (e.g., the basic sciences, pharmacology and clinic therapeutics) are current and broadly represented.
- UHM has an electric book resource system with 3000 Chinese medicine books.
- UHM's library is projecting to provide more and more resource to students and staff as the school grows.
- The current small library is located at the main campus 2499 Industrial Parkway West in Hayward. The formal, faculty, staff and students can be easy access to the library. It opens during the school opens.
- Online Recourse Reference:

## Electronic Resources

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

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

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

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

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

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

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

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

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

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

### E-Books

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

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

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

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

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

### Nearby Medical Libraries

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

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

### Public Libraries

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

PubMed is available without PIN number.

### University of California online catalog.

Access to online journals requires a student card and PIN.

National organizations on Oriental medicine:

### Academic Consortium for Complementary and Alternative Health Care.

### Council of Colleges of Acupuncture and Oriental Medicine.

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

### **Student Housing**

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

### **Reasonable Accommodations for Students with Disabilities**

UHM will provide reasonable accommodations to enrolled students with documented disabilities.

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

### **Health Services**

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

### **Distance Educational Programs**

No distance educational programs are offered in this institution.

### **Career Planning and Employment Assistance**

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

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

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

### **Optional Practical Training**

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

## **STUDENT RIGHTS AND POLICIES**

### **Non-discrimination Policy**

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

### **Academic Freedom**

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

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

### **Americans with Disabilities Act**

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

### **Intellectual Property and Copyright**

All materials presented in UHM classes are the intellectual property of and copyrighted by the instructor. This includes all materials that the instructor creates, (e.g., PowerPoints, slides, handouts, etc.) Therefore, these materials cannot be reproduced or duplicated without the written permission of the instructor. Additionally, students and teaching assistants cannot sell class notes and class notes can be shared only with UHM students and teaching assistants.

### **Drug-Free Campus Policy**

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

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

### **Prevention of Sexual and Other Unlawful Harassment Policy**

The University of Herbal Medicine is committed to a workplace and educational environment that is free of sexual and other unlawful harassment. Sexual harassment is unlawful under Title IX of the 1972 Education Amendments, Title VII of the Civil Rights Act of 1964, and the California Fair Employment and Housing Act. As a matter of University policy, sexual or other unlawful harassment occurring in the course of any UHM activity is prohibited. Harassment on the basis of race, religious creed, color, national origin, ancestry, disability, marital status, medical condition (cancer-related or genetic-related), sexual orientation, sex, age, or any other protected status under federal, state or local law, ordinance or regulation applicable to the University, is a violation of this policy. Any such harassment of any individual in the course of any University-administered program, job or activity is prohibited and shall not be tolerated. The University shall take prompt and effective corrective action to address unlawful harassment, including, where appropriate, dismissal or expulsion. The policy explicitly applies to UHM students, faculty, staff, administrators, independent contractors and all

other individuals engaged in University activities. Individuals who know of harassment, or believe that they have been harassed, in violation of this policy have access to the complaint procedures described below and are encouraged to utilize these complaint procedures. University officials are empowered and required to address harassing behavior promptly and thoroughly. An individual's filing in good faith or pursuing a complaint or otherwise reporting or complaining of unlawful harassment or discrimination will not be the basis for any adverse decisions by the University concerning the individual student, faculty or staff member's position or status. Retaliation is prohibited.

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

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

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

- Submission to such behavior is made explicitly or implicitly a term or condition of an individual's education or employment
- Submission to, or rejection of, such behavior by an individual is used as a basis for educational or employment decisions
- Such behavior otherwise has the purpose or effect of unreasonably interfering with, or otherwise creating an intimidating, hostile, or offensive educational or employment environment .

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

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

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

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

Should a complainant choose not to file a complaint using one of the intake options set forth above, she/ he may bring the matter to the attention of any appropriate administrator or designee. In

addition, an individual may request general assistance regarding a problem that is not necessarily a complaint of unlawful harassment or discrimination.

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

### **Smoking Control Policy**

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

### **Pet/Animal Policy**

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

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

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

### **Fragrance-Free Policy**

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

## **DESCRIPTION OF INSTRUCTIONAL FACILITIES**

### **Main Campus**

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

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

### **Satellite Campus**

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

Phone: (650) 350-1863

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

The main entrance of the satellite has a spacious reception with a waiting area besides the front desk especially set up for patients. The clinic campus also has a spacious office for patient consultation. The clinic campus has four treatment rooms. Each room has one or two therapeutic beds, chairs and clean linens. All rooms are installed with blinds and doors to secure the privacy of each patient.

### **Instructional Equipment**

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

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

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

### **Accreditation Status**

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

## **EDUCATIONAL PROGRAMS**

### **Master of Science in Traditional Chinese Medicine (MSTCM)**

#### **Program Description**

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

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

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

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by (date two years from date of provisional approval), and full accreditation by (date five years from date of provisional approval).

If this institution stops pursuing accreditation, it must:

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

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

Institutional Representative Initials: \_\_\_\_\_ Student Initials: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

#### **Program Objective**

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

#### **MSTCM Curriculum Overview**

3 year, 3,025 hours Master of Science degree in Traditional Chinese Medicine (M.S.TCM)

#### **Year 1 - Trimester 1, 2, 3**

In the first year of the program, students are required to finish all basic science (SCI) courses and will be introduced to the fundamental theories and concepts of TCM. Students will also be exposed



to the beginning acupuncture classes, students will be taught to use the TCM theories and apply them to acupuncture. They will learn the channels and collaterals, what each acupoint is used for, its classification, its Chinese name and translation, and how to locate acupoints. In trimester 3, students begin attending a practice observation forum to discuss how everything learned so far can be applied.

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

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

### ***Year 2 - Trimester 4, 5, 6***

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

Also, in this year, the study of the individual Chinese herbs is completed. Students should be able to use this knowledge in the study of combining individual herbs to learn Chinese herbal formulas and their applications. Acupuncture techniques will be further discussed in depth this year. To reinforce and combine their knowledge of TCM theories, diagnosis, and herbal applications, students will be introduced to several classical TCM literatures in Chinese history. These literatures are the precious condensation of TCM knowledge. Students will be learning the famous Shang Han Lun (Treatise on Febrile Diseases), Jin Gui Yao Lue (Synopsis of the Golden Chamber), etc.

### ***Year 3 - Trimester 7, 8, 9***

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

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

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

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

## Sample Curriculum

### Year 1

#### Trimester 1

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

#### Trimester 2

Course #	Course Name	Credits	Hours
SCI 1030	General Physics	3	45
SCI 1060	Physiology	3	45
FD 102	TCM Fundamentals II	3	45
FD 111	TCM Diagnosis I	3	45
HRB 111	Chinese Herbal Medicine I	4	60
ACU 201	Acupuncture II	2	30
TCM 102	TCM Exercise Therapy 1 - Qi Gong and Breathing	1	15
WM 101	Medical Terminology	3	45
<b>Total:</b>		<b>22</b>	<b>330</b>

#### Trimester 3

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

### Year 2

#### Trimester 4

Course #	Course Name	Credits	Hours
SCI 1070	Pathology and Pathophysiology	3	45
HRB 113	Chinese Herbal Medicine III	4	60

University of Herbal Medicine

ACU 401	Acupuncture IV	2	30
TCM 104	Western and TCM Nutrition and Dietary Therapy	3	45
TCM 201	TCM Internal Medicine I	2	30
CL 1010	Clinical - Practice Observation	5	150
<b>Total:</b>		<b>19</b>	<b>360</b>

**Trimester 5**

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

**Trimester 6**

Course #	Course Name	Credits	Hours
HRB 202	Chinese Herbal Medicine Formulas II	4	60
ACU 601	Acupuncture VI	2	30
WM 302	Radiology and Laboratory Testing	2	30
CM 302	Case Management II	3	45
PM 200	HIPPA, Medical Ethics and Regulations	1	15
CL 1030	Clinical – Diagnosis and Evaluation II	5	150
<b>Total:</b>		<b>17</b>	<b>330</b>

**Year 3**

**Trimester 7**

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

**Trimester 8**

Course #	Course Name	Credits	Hours
FD 121	Classical Literature of TCM I	3	45
HRB 301	The Practice of Herbal Medicine	3	45

University of Herbal Medicine

TCM 202	TCM Internal Medicine II	2	30
TCM 205	TCM Dermatology	2	30
TCM 208	Orthopedics, Traumatology, and Urgent Care	2	30
CL 1050	Clinical - Supervised Practice II	6	180
<b>Total:</b>		<b>18</b>	<b>360</b>

**Trimester 9**

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

**Requirements for Completion**

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

**Courses List**

Course Number	Full Course Title	Course Unit	Course Hour
SCI 1010	General Biology	3	45
SCI 1020	Chemistry	2	30
SCI 1030	General Physics	3	45
SCI 1040	General Psychology	3	45
SCI 1050	Anatomy	4	60
SCI 1060	Physiology	3	45
SCI 1070	Pathology and Pathophysiology	3	45
SCI 1080	Nutrition and Vitamins	3	45
FD 101	TCM Fundamentals I	3	45
FD 102	TCM Fundamentals II	3	45
FD 111	TCM Diagnosis I	3	45
FD 112	TCM Diagnosis II	3	45
FD 121	Classical Literature of TCM I	3	45
FD 122	Classical and Modern Literature of TCM II	3	45
HRB 101	Chinese Herbal Medicine Fundamentals	3	45
HRB 111	Chinese Herbal Medicine I	4	60
HRB 112	Chinese Herbal Medicine II	4	60
HRB 113	Chinese Herbal Medicine III	4	60
HRB 201	Chinese Herbal Medicine Formulas I	4	60
HRB 202	Chinese Herbal Medicine Formulas II	4	60
HRB 203	Chinese Herbal Medicine Formulas III	4	60
HRB 301	The Practice of Herbal Medicine	3	45
ACU 101	Acupuncture I	2	30

University of Herbal Medicine

ACU 201	Acupuncture II	2	30
ACU 301	Acupuncture III	2	30
ACU 401	Acupuncture IV	2	30
ACU 501	Acupuncture V	2	30
ACU 601	Acupuncture VI	2	30
TCM 101	TCM Manual Therapy – Tui Na / Acupressure	3	45
TCM 102	TCM Exercise Therapy 1 - Qi Gong and Breathing	1	15
TCM103	TCM Exercise Therapy 2 - Tai Ji Quan	1	15
TCM 104	Western and TCM Nutrition and Dietary Therapy	3	45
TCM 201	TCM Internal Medicine I	2	30
TCM 202	TCM Internal Medicine II	2	30
TCM 203	TCM Obstetrics and Gynecology	2	30
TCM 204	TCM Pediatrics	2	30
TCM 205	TCM Dermatology	2	30
TCM 206	TCM Eye, Ear, Nose, Throat and Mouth	2	30
TCM 207	TCM External Medicine	2	30
TCM 208	TCM Orthopedics and Traumatology	2	30
WM 101	Medical Terminology	3	45
WM 201	Pharmacology	3	45
WM 301	Physical Assessment	2	30
WM 302	Radiology and Laboratory Testing	2	30
WM 401	Clinical Sciences	3	45
WM 402	Clinical Medicine	3	45
CM 301	Case Management I	3	45
CM 302	Case Management II	3	45
PM 200	HIPPA, Medical Ethics and Regulations	1	15
PM 300	Practice Management	2	30
PH 201	Public Health	2	30
PH 202	CPR/First Aid	0.67	10
PD 101	History of Medicine	1	15
PD 201	Professional Development and Research Methods	1	15
CL 1010	Clinical - Practice Observation	5	150
CL 1020	Clinical– Diagnosis and Evaluation I	5	150
CL 1030	Clinical – Diagnosis and Evaluation II	5	150
CL 1040	Clinical - Supervised Practice I	5	150
CL 1050	Clinical - Supervised Practice II	6	180
CL 1060	Clinical - Supervised Practice III	6	180
	<b>Total:</b>	169.67	3025

## Course Descriptions

### SCI 1010 General Biology (3 credits)

(Prerequisite: None)

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

**SCI 1020 Chemistry (2 credits)**

(Prerequisite: None)

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

**SCI 1030 General Physics (3 credits)**

(Prerequisite: None)

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

**SCI 1040 General Psychology (3 credits)**

(Prerequisite: None)

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

**SCI 1050 Anatomy (4 credits)**

(Prerequisite: None)

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

**SCI 1060 Physiology (3 credits)**

(Prerequisites: SCI 1010, SCI 1050)

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

**SCI 1070 Pathology and Pathophysiology (3 credits)**

(Prerequisite: SCI 1060)

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

**SCI 1080 Nutrition and Vitamins (3 credits)**

(Prerequisite: None)

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

**FD 101 TCM Fundamentals I (3 credits)**

(Prerequisite: None)

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

**FD 102 TCM Fundamentals II (3 credits)**

(Prerequisite: FD 101)

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

**FD 111 TCM Diagnosis I (3 credits)**

(Prerequisite: None)

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

**FD 112 TCM Diagnosis II (3 credits)**

(Prerequisite: FD 111)

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

**FD 121 Classical Literature of TCM I (3 credits)**

(Prerequisite: Upper Division Standing)

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

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

(Prerequisite: Upper Division Standing)

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

**HRB 101 Chinese Herbal Medicine Fundamentals (3 credits)**

(Prerequisite: FD 102)

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

**HRB 111 Chinese Herbal Medicine I (4 credits)**

(Prerequisite: HRB 101)

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

**HRB 112 Chinese Herbal Medicine II (4 credits)**

(Prerequisite: HRB 111)

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

**HRB 113 Chinese Herbal Medicine III (4 credits)**

(Prerequisite: HRB 112)

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

**HRB 201 Chinese Herbal Medicine Formulas I (4 credits)**

(Prerequisite: HRB 113)

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

**HRB 202 Chinese Herbal Formulas II (4 credits)**

(Prerequisite: HRB 201)

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

**HRB 203 Chinese Herbal Formulas III (4 credits)**

(Prerequisite: HRB 202)

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

**HRB 301 The Practice of Herbal Medicine (3 credits)**

(Prerequisite: HRB 113)

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

**ACU 101 Acupuncture I (2 credits)**

(Prerequisite: None)

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

**ACU 201 Acupuncture II (2 credits)**

(Prerequisite: ACU 101)

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

**ACU 301 Acupuncture III (2 credits)**

(Prerequisite: ACU 201)

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



**ACU 401 Acupuncture IV (2 credits)**

(Prerequisite: ACU 301)

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

**ACU 501 Acupuncture V (2 credits)**

(Prerequisite: ACU 401)

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

**ACU 601 Acupuncture Techniques VI (2 credits)**

(Prerequisite: ACU 501)

This is the third and final course in the Acupuncture Techniques series. This practical class teaches the students advanced needling techniques and exploration of specific techniques including plum-blossom needling, cupping, moxibustion, electro-stimulation, the use of magnets and other techniques, as well as other protocols used during acupuncture treatments. The course also includes difficult points not covered in the previous Techniques classes.

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

(Prerequisite: None)

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

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

(Prerequisite: None)

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

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

(Prerequisite: None)

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

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

(Prerequisite: None)

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

**TCM 201 TCM Internal Medicine I (2 credits)**

(Prerequisites: Upper Division Standing)

This course is a study of the pathology, diagnosis, etiology and treatment of specific syndromes of the internal organ systems. Participants identify patterns and symptoms associated with various pathologies and correlate the treatment protocols and recommendations for treatment utilizing TCM

modalities. Oriental Internal Medicine I address the main lower Jiao (lower abdomen) pathologies, including but not limited to gynecological and urological issues, and lower back pain.

**TCM 202 TCM Internal Medicine II (2 credits)**

(Prerequisite: Upper Division Standing and TCM 201)

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

**TCM 203 TCM Obstetrics and Gynecology (2 credits)**

(Prerequisite: Upper Division Standing)

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

**CM 204 TCM Pediatrics (2 credits)**

(Prerequisite: Upper Division Standing)

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

**TCM 205 TCM Dermatology (2 credits)**

(Prerequisite: Upper Division Standing)

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

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

(Prerequisite: Upper Division Standing)

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

**TCM 207 TCM External Medicine (2 credits)**

(Prerequisite: Upper Division Standing)

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

**TCM 208 TCM Orthopedics and Traumatology (2 credits)**

(Prerequisite: Upper Division Standing)

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

**WM 101 Medical Terminology (3 credits)**

(Prerequisite: None)

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

**WM 201 Pharmacology (3 credits)**

(Prerequisite: None)

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

**WM 301 Physical Assessment (2 credits)**

(Prerequisite: None)

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

**WM 302 Radiology and Laboratory Testing (2 credits)**

(Prerequisite: None)

This course provides the TCM student with a basic understanding of clinical laboratory and diagnostic tests, including blood, urine and stool tests, chemistry and microbiological studies, and an overview of specialized tests. Interpretation of test results and their clinical significance will be discussed, as well as indications for ordering tests and working with a lab to place orders. This course also provides an overview of radiographic anatomy, common pathologies, radiologist reports and ordering imaging for diagnostic purposes. Areas of discussion include: X-Ray, CT, MRI, PET, Ultrasound and Nuclear Medicine.

**WM 401 Clinical Sciences (3 credits)**

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

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

**WM 402 Clinical Practices of Medicine (3 credits)**

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

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

**CM 301 Case Management I (3 units)**

(Prerequisite: Upper Division Standing)

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

**CM 302 Case Management II (3 units)**

Prerequisite: CM 301

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

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

Prerequisite: None

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

**PM 300 Practice Management (2 credits)**

(Prerequisite: None)

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

**PH 201 Public Health (2 credits)**

(Prerequisite: None)

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

**PH 202 CPR/First Aid (0.67credit)**

(Prerequisite: WM 102)

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

**PD 101 History of Medicine (1 credit)**

(Prerequisite: None)

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

**PD 201 Professional Development and Research Methods (2 credit)**

(Prerequisite: None)

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

**CL 1010 Clinical - Practice Observation (5 credits)**

(Prerequisite: Upper Division Standing)

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

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

(Prerequisite: CL 1010)

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

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

(Prerequisite: CL 1020)

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

**CL 1040 Clinical – Supervised Practice I (5 credits)**

(Prerequisite: CL 1030)

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

**CL 1050 Clinical – Supervised Practice II (6 credits)**

(Prerequisite: CL 1040)

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

**CL 1060 Clinical – Supervised Practice III (6 credits)**

(Prerequisite: CL 1050)

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

**Applicable Examinations**

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

**Licensing Requirements**

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

California Acupuncture Board License Qualifications:

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

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

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

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

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

(a) This institution is provisionally approved by the Bureau for Private Postsecondary Education to offer certificate programs. To continue to offer this program, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by (date two years from date of provisional approval), and full accreditation by (date five years from date of provisional approval).

If this institution stops pursuing accreditation, it must:

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

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

Institutional Representative Initials: \_\_\_\_\_ Student Initials: \_\_\_\_\_  
 Date: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

## Continuing Education Program

### Description of the Continuing Education (CE) Program

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

### Program Objective

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

### Course List

Course Number	Program/Course Title	Course Unit	Course Hour
<b>Program 1. New Classic Herbal Formula System</b>			
CE 101	Clinical Application of the Classical Prescription of Wen Bing	3	45
CE 102	Eight Topics on Herbal Medicine and Prescription	3	45
CE 103	New Classic Prescription System	3	45
CE 104	Modern Application of the Prescription of Shang Han Lun	3	45
CE 105	Classical Prescription of Chinese Medicine	3	45
CE 106	Classical Prescription of Chinese Medicine	3	45
CE 107	3rd Classical Prescription of Chinese Medicine	3	45
<b>Program 2. Herbal Dietary Therapy and Herbal Medicine</b>			
CE 201	Dietary Therapy and Chinese Medicine	3	45
CE 202	Clinical Application of Dietary Herbal Medicine	3	45
<b>Program 3. Consotherapy</b>			
CE 301	TCM Oncology and Consotherapy	10	150
CE 302	Bie Jia Jian Wan, Past and Present	3	45

<b>Program 4. Clinic Practice Skill Training</b>			
CE 401	Fatigue Symposium	1	15
CE 402	Instant Training Class of Auricular Medicine	1	15
CE 403	Instant Training Class of Spinal Medicine	1	15
CE 404	From Short to Tall, An Unique Experience on Children Using Chinese Medicine	1	15
CE 405	Case Analysis of Serious Diseases	1	15
CE 406	Difficult Diseases and Chinese Medicine	1	15
CE 407	Chinese Medicine for Skin Care	1	15
CE 408	Chloasma, Acne, Skin Aging and Chinese Medicine	1	15
CE 409	Clinical Experience of Professor Yaoting Zhou	1	15
<b>Program 5. Safety and Development</b>			
CE 501	New Guideline of Herbal Medicine	1	15
<b>Program 6. Public Healthcare and Chinese Medicine</b>			
CE 601	Four Health Care Methods of Chinese Medicine	1	15
CE 602	Four Paths to Good Health Using Chinese Medicine	1	15
<b>Program 7. The Symposium of Continuing Education</b>			
CE 701	Oriental Medicine and Cultural Festival	2	30
CE 702	World Conference on Oncology and Chinese Medicine	2	30
CE 703	International Conference of Integrative Medicine	2	30
CE 704	International Conference of Integrative Medicine	2	30
CE 705	Continuing Education Symposium	2	30

## Course Description

### 1. New Classic Herbal Formula System

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

### 2. Herbal Dietary Therapy and Herbal Medicine

These courses help the licensed acupuncturists increase their knowledge and skills of the application of dietary herbs and herbal medicine. They also help medical doctors and other healthcare professionals understand dietary herbal therapy and herbal medicine. The content includes analysis of dietary herbs and medicinal herbs.

### 3. Consotherapy

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

### 4. Clinic Practice Skill Training

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

### 5. Safety and Development

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

### 6. Public Healthcare and Chinese Medicine



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

## **7. The Symposium of Continuing Education**

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

## **FACULTY**

### **Administration**

#### Chief Executive Officer

Jeffrey Zhongxue Mah

#### Chief Operations Officer

Yanhong Liang

#### Chief Academic Officer

Jeffrey Zhongxue Mah

#### Vice President

Lixin Zhang

#### Admission and Student Services Coordinator

YaWen Chen

### **Professors**

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

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

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

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

Qinhong Zhang PHD ( China)L.Ac

Wei Lou, BA, L.Ac

Guanglin, MD & PhD (Japan)

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

## **APPROVAL AND ACCREDITATION**

UHM has received conditional approval from the Bureau for Private Postsecondary Education (BPPE) to offer degree or certificate programs. The definition of approval to operate is as follows: "approval to operate means compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009". The date for the pre-accreditation is by October 11, 2020 (two years from date of provisional approval) and the date for the full accreditation is by October 11, 2022 (five years from date of provisional approval) from Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM).

**Notice to Prospective Degree Program Students**

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

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by October 11, 2019 (two years from date of provisional approval), and full accreditation by October 11, 2022 (five years from date of provisional approval).

If this institution stops pursuing accreditation, it must:

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

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

Institutional Representative Initials: \_\_\_\_\_ Student Initials: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

**Special Notice of Financial Status**

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

**Disclaimer**

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

**Distribution of This Catalog and Program Brochures**

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

**Effective Dates of this Catalog**

January 1st, 2020 to December 31st, 2020

An electronic version of the university's catalog is available online at <http://www.universityofherbalmedicine.org.cn/>. In the event of any discrepancy of content between the published catalog and the electronic catalog, the electronic version will take precedence over the published version.

**Questions**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), telephone number (888) 370-7589 or (916) 431-6959 or by fax (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov). [End]