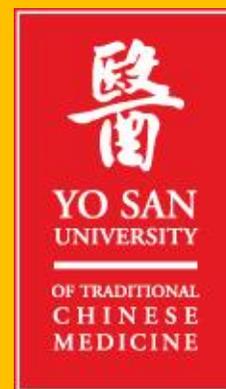


YO SAN UNIVERSITY
OF TRADITIONAL CHINESE MEDICINE

**Academic Catalog
& Student Handbook
2021-2022**

Master of Acupuncture & Traditional Chinese
Medicine (MATCM)

Doctor of Acupuncture & Oriental Medicine
(DAOM)



Yo San University of Traditional Chinese Medicine

13315 W Washington Blvd
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www.yosan.edu

This publication is effective **January 1, 2021** and supersedes all previous editions. The information contained herein is accurate as on January 1, 2021. All content is subject to change by the University without notice. The most recent version can be found at www.yosan.edu/catalog

The download link is provided to all prospective and enrolled students in the University.

This academic catalog / student handbook is the primary source of information on academic policies for the University's academic degree programs.

All students are responsible for understanding and complying with all policies published herein.

Prospective students are strongly encouraged to review this academic catalog / student handbook 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.

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YO SAN UNIVERSITY OF TRADITIONAL CHINESE MEDICINE

(Founded 1989)

Mission Statement

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

Core Values

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

The Pursuit of Excellence

Compassion and Care

Professionalism

Integrity

Cultivating and Transforming Lives

Awareness of Taoist Principles of Self-reliance, Self-responsibility, Self-discipline

Vision Statement

Inspiring the next generation of healthcare

Welcome Message

At Yo San University (YSU) our vision is to “inspire the next generation of healthcare.” We invite you to join us in shaping our rapidly evolving professional field and influencing the future of healthcare, towards providing our community with holistic, integrative and patient-focused services and care.

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

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

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

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

We welcome you to explore what Yo San University has to offer, and join us in inspiring and leading the next generation of healthcare.

Sincerely,



LAWRENCE LAU
President / CEO

Disclosures

Effective Dates

This catalog is effective January 1, 2021 and supersedes all previous catalog editions. It will remain in effect through December 31, 2022 or until a new edition of the catalog is published, whichever is earlier.

Non-profit Status

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

Accuracy Statement

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

Language of Instruction

All course instruction is in English. The University does not offer course instruction in any other language.

Location of Course Sessions

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

Notice on Transferability of Credits and Credentials Earned at Yo San University

The transferability of credits earned at Yo San University to another institution is at the complete discretion of the institution to which students may seek to transfer. Acceptance of the degree you earn at Yo San University is also at the complete discretion of the institution to which you seek to transfer. If the degree credits 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 the coursework at that institution. For this reason, you should make certain that attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Yo San University to determine if your degree credits and credentials earned at Yo San University will transfer.

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

Placement Services

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

Statement on Pending Bankruptcy

Yo San University has no pending petition in bankruptcy, and is not operating as a debtor in possession; the University has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

LICENSING EXAMINATIONS AND REQUIREMENTS

Yo San University prepares its graduates from the MATCM program to become Licensed Acupuncturists in the US: United States Department of Labor's Standard Occupational Classification code 29-1199.01.

Licensure and Certification Disclosure

Licensing and certifying agencies or employers may perform background checks to determine eligibility to become licensed or employed. Applicants who have a conviction should check the regulations of the states in which they want to become licensed to consider their eligibility.

Therefore, it is impossible for any institution to guarantee admission to, eligibility for, or passage of any licensing exam required by any state or national licensing or testing board.

The date of graduation may affect a student's eligibility date to sit for required exams.

Acupuncture Licensure

Qualified graduates of the MATCM program may apply to take the California Acupuncture Licensing Examination (CALE). Only graduates from schools approved by the California Acupuncture Board are allowed to sit for this exam. As of January 2017, only graduates of colleges that have applied for ACAOM accreditation will be eligible to sit for the CALE.

During the internship year of their program, eligible students may apply to take the following exams of the National Commission for the Certification of Acupuncture and Oriental Medicine (NCCAOM): Acupuncture, Foundations of Oriental Medicine, Point Location Chinese Herbology and Biomedicine. The NCCAOM acupuncture exam is used by many states outside California, as a part of their licensing requirements. Specific information about all states' licensure requirements can be obtained by contacting the Office of the Registrar.

To the best of our knowledge, the MATCM curriculum at Yo San University meets or exceeds the classroom requirements of all states where acupuncturists are licensed. For current approval information, or for exact licensing and testing requirements in any state, please contact the Office of the Registrar.

Accreditation & Approvals

ACCREDITATION COMMISSION FOR ACUPUNCTURE & ORIENTAL MEDICINE (ACAOM)

Yo San University of Traditional Chinese Medicine is fully accredited as an institution by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM)

The **Master of Acupuncture & Traditional Chinese Medicine (MATCM)**, and the **Doctor of Acupuncture and Oriental Medicine (DAOM)** programs at Yo San University are fully accredited by ACAOM.

The Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) is recognized by the United States Department of Education as the specialized accreditation agency for institutions and programs preparing acupuncture and Oriental medicine practitioners.

Institution/program accreditation history, notes, and dates of review may be viewed at: <http://acaom.org/directory-menu/directory>

ACAOM is located at:

Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM)
8941 Aztec Drive
Eden Prairie, MN 55347
www.acaom.org

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)

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

Any questions 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:

Bureau for Private Postsecondary Education (BPPE)
1747 N. Market Blvd. Ste 225
Sacramento, CA 95834
Phone: (916) 574-8900
Toll Free: (888) 370-7589
www.bppe.ca.gov

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

CALIFORNIA ACUPUNCTURE BOARD

California Acupuncture Board licensure is required for the practice of acupuncture in California. Yo San University is approved by the California Acupuncture Board. The education at Yo San University prepares students to sit for the California Acupuncture Licensing Examination (CALE), but the student is responsible for meeting all the requirements for sitting for the CALE.

California Acupuncture Board
1747 N. Market Blvd., Suite 180
Sacramento, CA 95834
www.acupuncture.ca.gov

Yo San University is also approved by the California Acupuncture Board as a Continuing Education Provider to offer continuing education courses/credits for California licensed acupuncturists.

NATIONAL CERTIFICATION COMMISSION FOR ACUPUNCTURE & ORIENTAL MEDICINE (NCCAOM)

Graduates of Yo San University's professional Master's program are eligible for the various examinations offered by the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM). NCCAOM is a non-profit 501(c)(6) organization that validates entry-level competency in the practice of acupuncture and Oriental medicine (AOM) through professional certification. NCCAOM certification or a passing score on the NCCAOM certification examinations are documentation of competency for licensure as an acupuncturist by 46 states and the District of Columbia.

NCCAOM
2001 K Street, NW
3rd Floor North
Washington, DC 20006
www.nccaom.org

About Yo San University

HISTORY OF YO SAN UNIVERSITY

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

From modest beginnings with eight local students in our first class, the University currently matriculates students from around the globe in our Master's and Doctoral degree programs. Our students bring a richness of experience and perspective to every class. The Yo San University Blount Community Clinic not only serves as a clinical education center for future practitioners, it also provides residents of the Los Angeles Westside area with affordable acupuncture and TCM services.

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

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

The University's Doctor of Acupuncture & Oriental Medicine (DAOM) degree gained accreditation candidacy status with ACAOM in August 2011. The DAOM program was fully accredited in August 2013 and has remained in full accreditation.

TAOISM: THE NATURAL HEALING ART

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

Lao Tzu: The Subtle Universal Law

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

TCM is deeply rooted within ancient Taoist philosophy of life and healing. The ancient Taoists, keen observers of nature and human interactions within nature, recognized universal laws underlying the existence of all things. The physical, emotional, and mental energies of a person in synchrony with universal laws will be harmonious.

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

THE YO SAN UNIVERSITY CAMPUS

Yo San University is housed in a contemporary three-story office building on West Washington Boulevard in the Culver City/Marina Del Rey area. Physical facilities on campus include 4 classrooms, a Library, Student Lounge, Faculty/Staff Lounge, an Administration Suite, secured storage rooms, and the YSU Blount Community Clinic and YSU Herbal Dispensary. The classrooms are of different sizes, with sitting capacity ranging from 16 to 45. Three classrooms are equipped with large displays that may be connect to the instructor's laptop. Select classrooms are also equipped foldable treatment tables, anatomy skeleton model, life-size acupuncture model, ear and scalp acupuncture models etc. The YSU Blount Community Clinic has over 15 treatment rooms, each fully equipped for acupuncture treatment. The herbal dispensary has over 200 raw herbs, along with prepared herbal extracts and patent formularies.

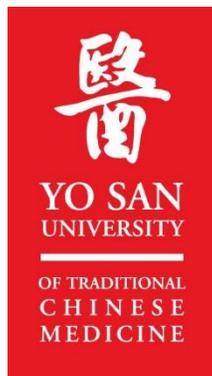
The University is located mere blocks away from the historic Venice Boardwalk and nestled amidst the vibrant Los Angeles westside communities of Marina Del Rey, Playa Vista, Venice, Santa Monica, and Culver City. YSU students, faculty and staff enjoy all the advantages of outstanding weather, cultural diversity and a vibrant business climate in which to live, work, and play!

THE YO SAN UNIVERSITY BLOUNT COMMUNITY CLINIC

The Yo San University Blount Community Clinic is the onsite teaching facility at Yo San University and provides the professional setting in which students complete the clinical portion of both our professional Master of Acupuncture & Traditional Chinese Medicine (MATCM) as well as our postgraduate Doctor of Acupuncture and Oriental Medicine (DAOM) degree programs.

The Clinic offers low-cost Traditional Chinese Medicine (TCM) and acupuncture services to the local west Los Angeles community, providing the local community with integrative services and care. In addition to services provided by MATCM and DAOM interns, the clinic also offers professional services by licensed Clinical Fellows and experienced Senior Practitioners who are members of the faculty.

The Herbal Dispensary in the Yo San Clinic is a valuable resource for both the education of our students, and for our patients and community. It provides an unique environment for students and interns to receive hands-on experience learning, formulating, and preparing herbal prescriptions to meet patients' individual needs. The Herbal Dispensary carries over 450 herbal products, including processed (uncooked) herbs, concentrated herbal granules, herbal ointments and creams, herbal patches and ready-made herbal pills/formulas.



Master of Acupuncture & Traditional Chinese Medicine MATCM

Program Overview

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

EDUCATIONAL OBJECTIVES OF THE MATCM PROGRAM

Graduates of the MATCM Program shall:

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

ACADEMIC YEAR

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

Spring Trimester – January through mid-April

Summer Trimester – May through mid-August

Fall Trimester – September through mid-December

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

PROGRAM LENGTH

All students are recommended to complete the MATCM program in 4 years. Students should expect to enroll in an average of 16 units to complete the course in 4 years. A Recommended Course Sequence that suggests the order in which courses should be taken is available from the MATCM Academic Office.

MAXIMUM TIME FOR DEGREE COMPLETION

The maximum time allowed for the completion of the MATCM program is eight (8) years. The program – including passing of the Graduation Exam – must be completed within eight (8) calendar years (96 months) from the first date of enrollment.

MINIMUM RESIDENCY REQUIREMENT

Regardless of the number of credits transferred in to the MATCM program, all students are required to complete at least 48 units in residence, and all of their Clinical Internship training, in no less than one academic year (3 trimesters) at Yo San University to graduate with the MATCM degree from Yo San University.

GRADUATION REQUIREMENTS

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

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

LICENSURE AND CERTIFICATION

Licensing and certification agencies may perform background checks to determine eligibility for licensure or certification. Applicants who have criminal conviction(s) should verify their eligibility for licensure directly with the appropriate licensing and/or regulatory agencies.

It is not possible for any institution to guarantee admission to, eligibility for, or passage of any licensing exam required by any state or national licensing or testing board.

The date of graduation may affect a student's eligibility date to sit for required exams.

California Acupuncture Licensure

Graduates of the MATCM program may apply to sit for the California Acupuncture Licensing Examination (CALE). Only graduates from schools approved by the California Acupuncture Board, and accredited by ACAOM are allowed to sit for this exam.

During the final / internship year of their program, eligible students upon completing the required coursework, may apply to take the various National Commission for the Certification of Acupuncture and Oriental Medicine (NCCAOM) certification exams, namely, Acupuncture with Point Location, Foundations of Oriental Medicine, Biomedicine and Chinese Herbology examinations. The NCCAOM certification process is used by many states outside California, as a part of their licensing requirements. Specific information about all states' licensure requirements can be obtained by NCCAOM at www.nccaom.org.

THE FIRST ACADEMIC YEAR

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

THE SECOND ACADEMIC YEAR

The second year's classroom experience continues with an in-depth study of the practice of Acupuncture and Traditional Chinese Medicine, including subjects such as TCM Diagnosis, Acupuncture Point Location,

Tuina/Acupressure, and TCM Herbal Formulas. Biomedical sciences during the second year include courses such as Clinical Nutrition and Pathophysiology. Students will also continue their studies in Taoism and Qi cultivation.

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

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

THE THIRD ACADEMIC YEAR

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

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

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

THE FOURTH ACADEMIC YEAR

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

On completion of all required coursework and clinical hours, and passing the Graduation Exam, a student will graduate from the MATCM program.

ADVANCED FOCUS CONCENTRATION

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

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

CLINICAL EDUCATION

All students are required to complete 840 hours of supervised clinical internship with a minimum of 350 patient treatments. Clinical Internship must be completed in no less than one year (3 trimesters). In addition to the Yo San University Blount Community Clinic on campus, we also offer several off-site clinical training opportunities at various local multidisciplinary medical facilities, including training sites at Venice Family Clinic (Santa Monica); the Integrative Chronic Pain Clinic at the Simms/Mann Health and Wellness Center (Santa Monica); Being Alive Los Angeles (West Hollywood); WISE & Healthy Aging (Santa Monica) and The Wellness Center at the Historic USC+LAC General Hospital (Boyle Heights). All students are required to participate in at least one of these clinical externship programs.

Externships supplement the clinical experience by offering students learning opportunities in unique integrative settings. Through these valued partnerships, students engage in multimodality treatment approaches for chronic diseases, pain management, obesity prevention and management, and mental health. Additional information on clinical training can be found in the MATCM Clinic Handbook.

QI CULTIVATION CURRICULUM

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

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

MATCM Admissions

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.

ADMISSIONS REQUIREMENTS

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

- Satisfactory completion of at least two years (60 semester credits or 90 quarter credits) of general education at the baccalaureate level from an institution accredited by an agency recognized by the U.S. Secretary of Education, or an international equivalent
- A cumulative grade point average (GPA) of 2.5 or higher

ALL APPLICANTS

To apply for admission to the MATCM program, all applicants must submit:

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

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

INTERNATIONAL APPLICANTS

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

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

- Official foreign educational transcripts issued directly from the foreign institution.
- If the academic transcript is in any other language except English, it must be translated into English by a recognized official translation agency.
- A comprehensive course-by-course evaluation, with total number of credits earned and cumulative GPA, conducted by an accredited academic evaluation agency that is a member of the National Association of Credential Evaluation Services, Inc. (NACES), and sent to YSU directly from the evaluation agency.

- Evidence of financial resources sufficient to cover at least one academic year of tuition/education costs and living expenses. (Please contact the Admissions Office for the most current information)
- A non-refundable International Student Application Fee of \$150.
- An I-20 application along with a photocopy of the photo page of your passport
- Demonstration of English language competency as noted below

ENGLISH LANGUAGE PROFICIENCY

All courses are taught in English. English language proficiency is required of all applicants seeking admission to Yo San University.

Demonstration of English language competency may be achieved by one of the following means:

(A) Successful completion 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;

OR

(B) Test of English as a Foreign Language Internet-Based Test (TOEFL® iBT): Acceptable scores: TOEFL iBT total score of 61, with minimum speaking score of 20, and minimum listening score of 17

OR

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

All students matriculating must demonstrate English language competency as a condition for admission.

INTERNATIONAL STUDENT (F-1) VISA

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

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

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

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

The prospective international student is responsible for all fees associated with the student visa application and SEVP registration process. The University's Designated School Official (DSO) follows SEVP procedures with due diligence in verifying student status before issuing I-20 and vouch for the student status for the duration of active enrollment.

TRANSFER STUDENTS

We welcome students who are looking to transfer to Yo San University from another acupuncture school, as well as healthcare professionals seeking an accelerated program to integrate acupuncture into their professional practice.

Please follow the application process as described above, making sure to submit directly to YSU a copy of your academic transcripts from all colleges and universities where transfer credit is requested. Academic transcripts from foreign universities must be officially translated where applicable, and evaluated by an accredited academic evaluation agency.

Transfer credit is determined on an individual basis at the time of admission to Yo San University. Please refer to the policies on Transfer Credits in the Academic Policies section of this catalog.

APPLICATION DEADLINES

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

NOTIFICATION OF ADMISSIONS

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

POLICIES ON ACHIEVEMENT TESTS, ABILITY-TO-BENEFIT AND EXPERIENTIAL LEARNING

No achievement test is required in the admissions process.

Yo San University does not admit ability-to-benefit students nor award credit for prior experiential learning.

2021 / 2022 MATCM Curriculum

TRADITIONAL CHINESE MEDICINE

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

ACUPUNCTURE

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

CHINESE HERBAL MEDICINE

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

TAOIST STUDIES

<i>Course No.</i>	<i>Course Name</i>	<i>Units</i>	<i>Hours</i>
TO 100	Fundamentals of Taoism	1	15
TO 200	Fundamentals of Natural Healing	1	15
TO 300	Fundamentals of Health Practitioner	1	15
		3	45

QI CULTIVATION

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

PRE-CLINICAL BIOMEDICAL SCIENCES

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

WESTERN CLINICAL SCIENCES

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

PRACTICE MANAGEMENT & PROFESSIONAL DEVELOPMENT

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

CLINICAL EDUCATION

<i>Course No.</i>	<i>Course Name</i>	<i>Units</i>	<i>Hours</i>
CL 100	Clinical Management*	2*	30
CL 310	Clinical Theater (1 unit each / 2 units required)	2	60
CL 400	Clinical Observation (1 unit each / 3 units required)	3	90
CL 510	Clinical Case Studies* (1 unit each / 3 units required)	3*	45
CL 520	Integrative Case Studies*	1*	15
CL 600	Level One Internship (60 hrs x 5 shifts)	10	300
CL 700	Level Two Internship (60 hrs x 4 shifts)	8	240
CL 800	Level Three Internship (60 hrs x 4 shifts)	8	240
CL 880	Clinical Externship (60 hrs x 1 shifts)	1	60
		38	1080

* Didactic classes / units

ADVANCED FOCUSED STUDIES

ADVANCED STUDIES IN ACUPUNCTURE ORTHOPEDICS & PAIN MANAGEMENT

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

<i>Course No.</i>	<i>Course Name</i>	<i>Units</i>	<i>Hours</i>
FP 410	Advanced Orthopedic Assessment	2	30
FP 420	Clinical Acupuncture Orthopedics I	2	30
FP 430	Clinical Acupuncture Orthopedics II	2	30

ADVANCED STUDIES IN WOMEN & CHILDREN'S HEALTH

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

<i>Course No.</i>	<i>Course Name</i>	<i>Units</i>	<i>Hours</i>
FW 410	Integrative Women's Health I	2	30
FW 420	Integrative Women's Health II	2	30
FW 430	Integrative Children's Health	2	30

ADVANCED STUDIES IN TAOISM & QI CULTIVATION

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

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

ADVANCED STUDIES IN ADDICTION & SUBSTANCE USE RECOVERY

A total of 6 units from this section are required to declare a focused study in Addiction & Substance Use Recovery

<i>Course No.</i>	<i>Course Name</i>	<i>Units</i>	<i>Hours</i>
FD 410	Introduction to Addiction Medicine & TCM	2	30
FD 420	Nutritional Approaches to Addiction Recovery	2	30
FD 430	Assessment & Integrative Treatment of Addiction	2	30

INTERDISCIPLINARY ADVANCED STUDIES

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

Examples of interdisciplinary advanced level courses include:

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

MATCM PROGRAM TOTAL

TOTAL DIDACTIC UNITS	159 units / 2385 hours
TOTAL CLINICAL UNITS	32 units / 990 hours
TOTAL PROGRAM UNITS	191 units
TOTAL PROGRAM HOURS	3375 hours

MATCM Program Course Descriptions

TRADITIONAL CHINESE MEDICINE

CHINESE MEDICAL TERMINOLOGY

CM 100 • 2 Units • 30 Hours

This course familiarizes students with basic Chinese medical language and terminology. *Prerequisites: None*

PRINCIPLES & THEORIES OF TRADITIONAL CHINESE MEDICINE I

CM 111 • 3 Units • 45 Hours

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

PRINCIPLES & THEORIES OF TRADITIONAL CHINESE MEDICINE II

CM 112 • 3 Units • 45 Hours

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

PRINCIPLES & THEORIES OF TRADITIONAL CHINESE MEDICINE III

CM 113 • 3 Units • 45 Hours

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

TCM DIAGNOSIS I

CM 201 • 3 Units • 45 Hours

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

TCM DIAGNOSIS II

CM 202 • 3 Units • 45 Hours

The second of a two-part series on diagnostic methods in TCM, the emphasis of this course is on TCM diagnosis integrating various clinical signs and symptoms, and the formulation of differential diagnoses based of clinical signs and symptoms. Students will also be introduced to TCM pediatric diagnosis, as well as pattern identification based on the Four Levels, Six Stages and Triple Burner. *Prerequisites: TCM Diagnosis I*

TCM INTERNAL MEDICINE I

CM 301 • 3 Units • 45 Hours

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

TCM INTERNAL MEDICINE II

CM 302 • 3 Units • 45 Hours

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

SURVEY OF TCM SPECIALTIES

CM 400 • 3 Units • 45 Hours

This course provides a survey of common diseases encountered in the following TCM specializations: Gynecology; Pediatrics, Orthopedics & Traumatology, Dermatology, Ophthalmology, Ear Nose & Throat, Neurology, Geriatrics, Family medicine & general care, as well as introduction to TCM emergency care.

Prerequisites: TCM Diagnosis I & II; Herbal Formulas I, II & III; Acupuncture Point Therapeutics

SURVEY OF TCM CLASSICS

CM 401 • 2 Units • 30 Hours

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

ACUPUNCTURE

INTRODUCTION TO MERIDIANS

AC 100 • 2 Units • 30 Hours

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

ACUPUNCTURE ANATOMY & ENERGETICS I

AC 201 • 3 Units • 45 Hours

This is the first of a three-part series that examines in detail the location of acupuncture points. This module focuses on the Lung, Large Intestine, Stomach, Spleen, Heart and Small Intestine meridians. The specific functions and energetics of major points along these channels will also be examined in detail. *Prerequisites: Anatomy & Physiology I, Intro to Meridians*

ACUPUNCTURE ANATOMY & ENERGETICS II

AC 202 • 3 Units • 45 Hours

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

ACUPUNCTURE ANATOMY & ENERGETICS III

AC 203 • 3 Units • 45 Hours

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

TUINA / ACUPRESSURE

AC 220 • 3 Units • 45 Hours

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

ACUPUNCTURE TECHNIQUES I

AC 301 • 3 Units • 45 Hours

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

ACUPUNCTURE TECHNIQUES II

AC 302 • 3 Units • 45 Hours

This course presents lectures, demonstrations and practice in advanced acupuncture techniques and their clinical application. It continues the study of acupuncture techniques with more detailed acupuncture modalities, including advanced needle techniques, plum blossom, dermal needles, bleeding cupping, guasha, electro-acupuncture, ultrasound, cold and heat treatments, various moxibustion techniques, and the use of adjunctive acupoint stimulation devices including magnets and beads. The course will also include discussions on equipment maintenance and safety. *Prerequisites: Acupuncture Techniques I*

AURICULAR & SCALP ACUPUNCTURE

AC 310 • 2 Units • 30 Hours

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

ACUPUNCTURE POINT THERAPEUTICS

AC 320 • 3 Units • 45 Hours

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

CHINESE HERBAL MEDICINE

FUNDAMENTALS OF CHINESE HERBOLOGY

HM 100 • 1 Unit • 15 Hours

This course presents a basic and introductory understanding of the concepts and practice of Chinese herbal medicine. The course provides an overview of the fundamental concepts of botany as applied to Chinese Herbal Medicine, concepts of herbal preparation, combination, interactions, properties, contraindication, as well as fundamentals of herb-drug interaction. Students will also be introduced to the Herb Lab policies, procedures, and educational objectives. *Prerequisites: None*

HERBAL PHARMACOPOEIA I

HM 110 • 3 Units • 45 Hours

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

HERBAL PHARMACOPOEIA II

HM 120 • 3 Units • 45 Hours

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

HERBAL PHARMACOPOEIA III

HM 130 • 3 Units • 45 Hours

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

HERBAL LAB (3 REQUIRED)

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

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

HERBAL FORMULAS I

HM 210 • 3 Units • 45 Hours

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

HERBAL FORMULAS II

HM 220 • 3 Units • 45 Hours

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

HERBAL FORMULAS III

HM 230 • 3 Units • 45 Hours

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

TCM NUTRITION

HM 240 • 2 Units • 30 Hours

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

HERBAL FORMULATION SKILLS

HM 310 • 2 Units • 30 Hours

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

HERBAL PATENT AND EXTERNAL MEDICINES

HM 320 • 2 Units • 30 Hours

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

SHANGHANLUN / WENBING

HM 410 • 3 Units • 45 Hours

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

PRE-CLINICAL BIOMEDICAL SCIENCES

WESTERN MEDICAL TERMINOLOGY

WM 100 • 2 Units • 30 Hours

This course is designed to provide students with a working knowledge of Western medical terminology and nomenclature, including major roots, prefixes, suffixes and derivatives. *Prerequisites: None*

BIOLOGY

WM 110 • 2 Units • 30 Hours

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

CHEMISTRY

WM 120 • 2 Units • 30 Hours

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

BIOCHEMISTRY

WM 130 • 2 Units • 30 Hours

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

PHYSICS

WM 140 • 2 Units • 30 Hours

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

ANATOMY & PHYSIOLOGY I

WM 151 • 3 Units • 45 Hours

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

ANATOMY & PHYSIOLOGY II

WM 152 • 3 Units • 45 Hours

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

ANATOMY & PHYSIOLOGY III

WM 153 • 3 Units • 45 Hours

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

PATHOPHYSIOLOGY I

WM 211 • 3 Units • 45 Hours

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

PATHOPHYSIOLOGY II

WM 212 • 3 Units • 45 Hours

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

WESTERN CLINICAL SCIENCES

WESTERN NUTRITION

WM 220 • 3 Units • 45 Hours

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

WESTERN PHYSICAL ASSESSMENT

WM 310 • 3 Units • 45 Hours

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

WESTERN CLINICAL MEDICINE I

WM 321 • 3 Units • 45 Hours

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

WESTERN CLINICAL MEDICINE II

WM 322 • 3 Units • 45 Hours

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

RADIOLOGICAL & LABORATORY DIAGNOSIS

WM 330 • 2 Units • 30 Hours

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

PSYCHOLOGY OF PATIENT CARE

WM 340 • 2 Units • 30 Hours

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

SURVEY OF HEALTH PROFESSIONS

WM 350 • 1 Unit • 15 Hours

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

WESTERN PHARMACOLOGY

WM 360 • 2 Units • 30 Hours

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

PRACTICE MANAGEMENT, PUBLIC HEALTH & PROFESSIONAL DEVELOPMENT

HISTORY OF MEDICINE

WM 230 • 2 Units • 30 Hours

This course provides a survey of the history and development of the Western medical system, as well as acupuncture and Oriental Medicine, including major historical events and their impact on the development of medical paradigms in the East and the West. *Prerequisites: None*

BIOMEDICAL ACUPUNCTURE

WM 370 • 1 Unit • 15 Hours

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

CARDIOPULMONARY RESUSCITATION (CPR) AND FIRST AID

WM 381 • 0.5 Units • 7.5 Hours

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

CLEAN NEEDLE TECHNIQUE

WM 382 • 0.5 Units • 7.5 Hours

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

PROFESSIONAL DEVELOPMENT

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

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

PUBLIC HEALTH IN TCM

WM 420 • 2 Units • 30 Hours

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

LAWS, ETHICS & PRACTICE MANAGEMENT

WM 430 • 3 Units • 45 Hours

This course presents the legal and ethical issues of the health practitioner, with special emphasis on the laws and regulations governing the practice of acupuncture in California, including the relevant OSHA and HIPAA requirements. The course will also present a study of the business aspects of a healthcare practice, including

marketing and advertising, strategic and financial planning, maintenance of records, billing procedures, legal responsibilities and related topics. *Prerequisites: Satisfactory completion of one Clinical Theater*

TAOIST STUDIES

TAOISM I – FUNDAMENTALS OF TAOISM

TO 100 • 1 Unit • 15 Hours

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

TAOISM II – FUNDAMENTALS OF NATURAL HEALING

TO 200 • 1 Unit • 15 Hours

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

TAOISM III – FUNDAMENTALS OF THE HEALTH PRACTITIONER

TO 300 • 1 Unit • 15 Hours

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

QI CULTIVATION

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

FOUNDATIONAL COURSES IN QI CULTIVATION

The Foundational courses in Qi cultivation consists of the following core courses:

- Self-Healing Qigong (QC 110),
- Eight Treasures (QC 120)
- Harmony Tai Chi Chuan Level I (QC 130)
- Infinichi Qigong Level I (QC 140), and
- Dao-In Qigong Level (QC 150).

All five foundational courses are required to graduate from the MATCM program. Students who wish to pursue advanced focused courses in Qi Cultivation must complete at least three (3) foundational courses before progressing to the advanced Qi Cultivation courses.

SELF-HEALING QIGONG

QC 110 • 1 Unit • 15 Hours

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

EIGHT TREASURES I

QC 120 • 1 Unit • 15 Hours

Unique to the Yo San heritage, the Eight Treasures is a Qigong form that builds a strong movement 'vocabulary' for Qi Cultivation, as well as providing an experiential connection to the study and understanding of acupuncture

channels and the circulation of the eight extraordinary vessels. This course, also known as the 'Little Eight Treasures', includes coordinated movement and breathing sequences from each of the eight long-form segments of Parts II and III. *Prerequisites: None*

HARMONY TAI CHI CHUAN LEVEL I (SHORT FORM)

QC 130 • 2 Units • 30 Hours

Tai Chi Chuan is an ancient moving meditation practice with many mind, body, and spiritual benefits. This course covers the 18-Step Harmony Tai Chi Chuan Short Form, comprised of movements taken from the Harmony Tai Chi Chuan Long Form in the Yo San Heritage. *Prerequisites: None*

INFINICHI QIGONG LEVEL I

QC 140 • 1 Unit • 15 Hours

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

DAO-IN QIGONG LEVEL I

QC 150 • 1 Unit • 15 Hours

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

CLINICAL EDUCATION

CLINICAL MANAGEMENT

CL 100 • 2 Units • 30 Hours

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

CLINICAL THEATER

CL 310 • 1 Unit • 30 Hours • 3 Units Required

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

CLINICAL OBSERVATION

CL 400 • 1 Unit • 30 Hours • 2 Units Required

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

CLINICAL CASE STUDY

CL 510 • 1 Unit • 15 Hours • 3 Required

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

INTEGRATIVE CLINICAL CASE STUDY

CL 520 • 1 Unit • 15 Hours

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

CLINICAL INTERNSHIP – LEVEL I

CL 600 • 10 Units • 300 Hours (5 Blocks of 60 Hours Each Required)

At Level I clinical internship, student interns will be working under the close supervision of a clinical faculty member to develop the students' confidence and competence in diagnosing and implementing treatments. Interns will be directly involved in history taking, physical examination, diagnosis, as well as carrying out supervisor approved treatment. *Prerequisites: Pass the Pre-Clinical Examination; complete all Clinical Theater and Clinical Observation hours (150 hours); complete all six units of Foundational Qi cultivation courses; Clinical Management; TCM Diagnosis I & II; Herbal Formulas I, II & III; Acupuncture Techniques I & II; Pathophysiology I & II; Western Physical Assessment; CPR & First Aid; CNT certification*

CLINICAL INTERNSHIP – LEVEL II

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

Students will continue to work with patients under direct supervision of the clinical faculty. Students will further develop their clinical assessment, diagnose patients and consult with clinic supervisors in developing an approved treatment and follow-up plan. Students will be supervised by the clinical faculty in the treatment of all patients. *Prerequisites: Satisfactory completion of Clinical Internship Levels I and the Level 1 Clinical Phase Assessment*

CLINICAL INTERNSHIP – LEVEL III

CL 800 • 8 Units • 240 Hours (4 Blocks of 60 Hours Each Required) Students will continue to work with patients under minimum supervision from the clinical faculty. Students will independently carry out the entire history intake, clinical assessment and diagnosis process and develop an appropriate treatment and follow-up plan for approval by the clinical faculty. Students will also be expected to instruct patients on appropriate lifestyle modifications and post-treatment care. Students will be supervised by the clinical faculty in the treatment of all patients. *Prerequisites: Satisfactory completion of Clinical Internship Level II and the Level 2 Clinical Phase Assessment*

CLINICAL EXTERNSHIP

CL 880 • 1 Unit • 60 Hours (1 Block of 60 Hours Required)

Students will have the opportunity to participate at an off-site clinical training program with approved partnership organizations including the Venice Family Clinic's Simms/Mann Health & Wellness Center, Being Alive Los Angeles, WISE & Healthy Aging, and The Wellness Center at the Historic General Hospital (LAC+USC). *Prerequisites: Satisfactory completion of Clinical Internship Levels I and the Level 1 Clinical Phase Assessment*

ADVANCED FOCUS STUDIES

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

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

ADVANCED STUDIES IN ACUPUNCTURE ORTHOPEDICS & PAIN MANAGEMENT

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

ADVANCED ORTHOPEDIC ASSESSMENT

FP 410 • 2 Units • 30 Hours

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

CLINICAL ACUPUNCTURE ORTHOPEDICS I

FP 420 • 2 Units • 30 Hours

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

CLINICAL ACUPUNCTURE ORTHOPEDICS II

FP 430 • 2 Units • 30 Hours

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

ADVANCED STUDIES IN WOMEN'S & CHILDREN'S HEALTH

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

INTEGRATIVE WOMEN'S HEALTH I

FW 410 • 2 Units • 30 Hours

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

INTEGRATIVE WOMEN'S HEALTH II

FW 420 • 2 Units • 30 Hours

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

INTEGRATIVE CHILDREN'S HEALTH

FW 430 • 2 Units • 30 Hours

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

ADVANCED STUDIES IN TAOISM & QI CULTIVATION

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

EIGHT TREASURES LEVEL II and LEVEL III

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

The Eight Treasures series provides study of the Eight Treasures Long Form, incorporating portions of the 'Little Eight Treasures' into the study and practice of the eight 'Treasures' of the long form. Students will continue to incorporate knowledge of meridians and extraordinary vessels as well as the energetics of various acupuncture points into Qigong practice. Eight Treasures II focuses on the first four of the long form 'Treasures', while Eight Treasures III focuses on the latter four of the long form 'Treasures'. *Prerequisites: Satisfactory completion of at least three Foundational Qi Cultivation courses, including Eight Treasures I*

HARMONY TAI CHI CHUAN LEVEL II

QC 431 • 1 Unit • 15 Hours

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

HARMONY TAI CHI CHUAN LEVEL III and LEVEL IV

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

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

INFINICHI QIGONG LEVEL IIA and LEVEL IIB

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

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

DAO-IN QIGONG LEVEL II and LEVEL III

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

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

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

QC 461 • 1 Unit • 15 Hours

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

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

QC 462 • 1 Unit • 15 Hours

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

TAI CHI FAN LEVEL I

QC 463 • 1 Unit • 15 Hours Each

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

TAOIST MEDITATION

QC 470 • 1 Unit • 15 Hours

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

CRANE STYLE QIGONG

QC 480 • 1 Unit • 15 Hours

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

QI CULTIVATION REVIEW & CLINICAL APPLICATION

QC 300 • 1 Unit • 15 Hours

This course provides a cumulative review of the various Qi cultivation forms and practices offered in the Qi Cultivation program. Students will review application of Qi cultivation practices for health and wellness, as well as identify and apply Qi Cultivation practices appropriate for a variety of commonly encountered clinical situations.

Prerequisites: Satisfactory completion of all 6 units of Qi Cultivation courses; Clinic Management

ADVANCED STUDIES IN ADDICTION AND SUBSTANCE ABUSE RECOVERY

A total of 6 units from this section are required to declare a focused study in Addiction and Substance Abuse Recovery.

INTRODUCTION TO ADDICTION MEDICINE AND TCM

FD 410 • 2 Units • 30 Hours

This class is an introduction to addictions to various substances and the most common issues related to the treatment of addiction from Western biomedical as well as TCM perspectives. *Prerequisites: TCM Diagnosis I, Western Physical Assessment, Clinic Management*

NUTRITIONAL APPROACHES TO ADDICTION RECOVERY

FD 420 • 2 Units • 30 Hours

This class is the second of a three-part series that examines addictions to various substances, and discusses the most common issues related to the treatment of addiction from Western biomedical as well as TCM perspectives, and how to integrate the two modalities successfully. This module focuses on the nutritional, herbal, and nutraceutical approaches to aid in addiction recovery. *Prerequisites: TCM Diagnosis I, Western Nutrition, Clinic Management*

ASSESSMENT AND INTEGRATIVE TREATMENT OF ADDICTION

FD 430 • 2 Units • 30 Hours

This course examines conditions in self and society associated with addiction and recovery by exploring a variety of traditional and non-traditional approaches and models, along with the neurobiological, psychological, and socio-cultural aspects of Addiction and Recovery. Topics include assessing and diagnosing substance use disorders, treatment planning, community-based support, stages of change theory, motivational interviewing, prevention, ethics, and theories of etiology including the biology of addiction, psychological aspects (including attachment, trauma, and stress), and socio-cultural perspectives. *Prerequisites: TCM Diagnosis I, Western Physical Assessment, Clinic Management*

INTERDISCIPLINARY ADVANCED STUDIES

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

Examples of interdisciplinary advanced level courses include:

Pharmacognosy & Herb Drug Interactions

TCM Dermatology

TCM Psychiatry / Shen Disharmonies

Acupuncture & Pain Management

Master Tung's Acupuncture

Emergency Care & Procedures

Yang-style Tai Chi Chuan

Chen-style Tai Chi Chuan

I Ching – Basic & Advanced

MATCM Faculty

Marilyn Allen, MS

MS, Pepperdine University

John Barber, MATCM, DAOM, L.Ac.

MATCM, Yo San University of Traditional Chinese Medicine

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Brady Chin, MSOM, L.Ac.

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MTOM Emperor's College of Traditional Oriental Medicine

DJamal Kord, MATCM, L.Ac.

MATCM, Yo San University of Traditional Chinese Medicine

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DC, Cleveland Chiropractic College, Los Angeles

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

Claudia Laufer, MATCM, DAOM, L.Ac.

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

Shannon Lawrence, MATCM, DACM, L.Ac.

MATCM Yo San University of Traditional Chinese Medicine
DACM Five Branches University

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M.Med, Luzhou Medical College, China

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MAOM South Baylo University of Oriental Medicine
DAOM Yo San University of Traditional Chinese Medicine

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OMD, Samra University of Oriental Medicine
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MA, Northwestern University

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ND, National College of Natural Medicine

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MATCM Academic Policies

All currently enrolled students in the MATCM program must abide by academic policies published in this handbook. These policies are reviewed and updated periodically, or when directed by regulatory agencies; published policies are subject to change.

ENROLLMENT & ATTENDANCE

Class Enrollment

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

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

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

Attendance

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

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

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

Auditing Courses

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

TRANSFER CREDITS

Transfer Credit Policies

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

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

- Up to 100% transfer credit may be awarded for coursework and clinical instruction completed successfully at another acupuncture school or college that is approved by the CAB.

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

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

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

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

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

Regardless of the provisions cited above, transfer students are required to complete at least one academic year of the MATCM program or 48 units in residence, and a minimum of 540 hours of their clinical internship (exclusive of Clinical Observation) at Yo San University to graduate with the MATCM degree from Yo San University.

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

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

Notice on Transferability of Credits and Credentials Earned at Yo San University

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

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

Challenge Examinations

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

There is a fee charged for each Challenge Examination and a passing score of 70% is required for credit. The Challenge Exam fee is based on 50% of the tuition for the course challenged.

Students who fail the Challenge Exam will be required to enroll in the challenged course. A \$100 administrative fee will be retained and the remainder of the Challenge Exam fee paid will be applied towards tuition for the course challenged. The MATCM Program Dean may recommend the waiver of Challenge Exam fees for newly matriculated students if the Challenge Exam is requested and completed prior to enrolling in the MATCM program.

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

GRADUATION REQUIREMENTS

Graduation Requirements

To be eligible for graduation from the MATCM program, a student must:

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

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

Minimum & Maximum Time for Degree Completion

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

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

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

Qi Cultivation Curriculum Requirements

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

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

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

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

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

Free Qi Cultivation Courses

As a commitment of the University to fulfilling its mission of developing students' spiritual and professional growth through Qi Cultivation and Taoist Studies, students who have completed twelve (12) units of Qi courses from the Yo San Qi Cultivation series (courses beginning with the course number QC) are eligible for free Qi Cultivation courses if they wish to enroll in additional Qi Cultivation courses beyond the twelve (12) units obtained.

These free Qi cultivation courses are limited to Qi courses in the Yo San Qi Cultivation series (QC courses) only. Elective and interdisciplinary Qi courses are not eligible. The free Qi Cultivation units do not count towards MATCM program and graduation requirements.

Professional Development Requirements

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

Graduation/Commencement Ceremony

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

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

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

GRADING & ASSESSMENT

Credit System

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

Grading System

Grades are assigned by the faculty for the purpose of assessing students' academic performance for coursework completed within a specific course.

Coursework does not include the First Comprehensive, Pre-Clinical and Graduation Exams or any such benchmark exams that have their own grading structure as determined by the Academic and Clinical Departments.

The grading system and standards in the MATCM program are:

Grade	Score	GPA	
A	95–100%	4.0	
A-	90–94%	3.7	
B+	87–89%	3.3	
B	83–86%	3.0	
B-	80–82%	2.7	
C+	77–79%	2.3	
C	70–76%	2.0	
F	below 70%	0	Fail
WF	n/a	0	Equivalent to Failing Grade
P	Pass	(with a grade of C or better)	
NP	No Pass		
I	Incomplete		
CPL	Credit Received / Completed		
AU	Audit		
W	Withdrawn		
WF	Withdrawal; Equivalent to Failing Grade		
WX	Withdrawal; Canceled Registration (during weeks 1 & 2)		

(see Adding & Dropping Classes)

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

All grades are final with the exception of errors in the calculation of grades by instructors or University Administration, and will remain as reported on a student's transcript.

Grade Point Average (GPA)

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

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

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

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

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

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

Incomplete Coursework

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

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

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

Make-Up Examinations

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

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

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

Grade Change Request & Appeal

All students requesting a review and/or change of course grade must do so within thirty (30) days of receiving the grade. The appeal must be made directly by the student in writing to the course instructor. If approved, the course instructor will inform the Program Dean and Registrar of the grade change. If the student is not satisfied with the outcome of this direct faculty interaction, an appeal can be made by the student to the Program Dean. The Dean will on receipt of the written appeal, review the case in consultation with the Department Chair, and/or other senior academic advisors in arriving at a decision. Grade change requests are considered only in bona fide compelling circumstances.

Course Evaluations

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

ACADEMIC PROGRESS

Academic Progress

Maintaining satisfactory academic progress is a crucial benchmark for academic success in the MATCM program; it also serves as an important predictor of success on licensing and board exams.

To maintain satisfactory academic progress and remain in good academic standing, a student must:

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

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

Academic Probation Policies

A student will be placed on Academic Probation if:

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

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

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

Academic Dismissal

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

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

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

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

Readmission after academic dismissal

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

The MATCM Academic Council will require the student to:

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

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

COMPREHENSIVE EXAMINATIONS

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

The Comprehensive Examinations are separate from examinations given during individual classes and are not available for purposes of general review after the exam and review period has closed. No student may access these exams without express permission from the Program Dean or other designated representative of the Academic Department.

The First Comprehensive Exam

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

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

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

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

The Pre-Clinical Examination

The Pre-Clinical Examination is offered every trimester and is usually taken towards the end of the third year of study in the MATCM program. It serves a dual role as a second check-point on a student's academic progress in the MATCM program, as well as a gate-keeping role to ensure that each student has acquired the necessary academic knowledge and skills for clinical internship. The exam consists of one written section and one point location exam. Passing both sections of the Pre-Clinical Examination is a prerequisite for clinical internship.

The written portion of the examination comprises the material covered in the first eight trimesters (2.5 years) of the program and includes subjects such as TCM theories and diagnosis, acupuncture point location and needling techniques, TCM herbal pharmacopoeia and formulas, the basic biomedical sciences, Western physical examination and Clean Needle Technique.

Each student will be allowed a total of four (4) attempts at the Pre-Clinical examination. Students failing the exam twice will receive mandatory academic advising, as well as tutoring and other remedial courses as deemed necessary by the MATCM Program Dean. These students will be allowed a third attempt only if they have satisfactorily completed all prescribed remedial activities. Students failing the exam the fourth time may be subject to academic dismissal from the University. To further prepare students for this examination, the University offers a Pre-Clinical Exam Review Course on a regular basis. All students are strongly encouraged to attend these preparatory courses. A Pre-Clinical Examination guide is also available from the Academic Administration.

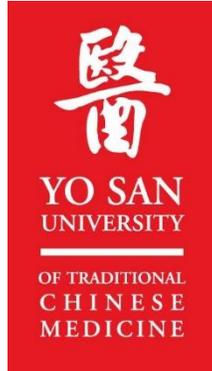
The Graduation Examination

The Graduation Exam is offered every semester. Passing the Graduation Exam is a requirement for graduation from the MATCM program. Students are eligible to sit for the Graduation Exam when they have completed 300 approved hours (Level I) of Clinical Internship.

The exam is composed of 200 multiple choice questions. Further content information can be found in the Graduation Exam Study Guide available from the Academic Administration.

Students are allowed four (4) attempts at passing the Graduation Exam. Students who do not pass the exam on their second attempt will not be allowed a third attempt until they have satisfactorily completed an approved tutorial/remedial program approved by the Dean, MATCM Program. No student may sit for more than two (2) consecutive Graduation Exams without completing an approved tutorial/remedial program approved by the MATCM Program Dean. Students failing the exam a fourth time may be subject to dismissal from the University.

Registration deadlines for the Graduation Exam are posted in the YSU Academic Calendar. The Graduation Exam application form and exam fee must be submitted to the Registrar's Office when registering for the exam. To reschedule or cancel an examination and receive a full refund, a student must give the Registrar's Office a written request three (3) business days prior to the date of the examination. The examination fee is also forfeited if a registered student fails to appear for the exam and has not previously requested a refund by the deadline.



Doctor of Acupuncture & Oriental Medicine DAOM

Program Overview

STATEMENT OF PURPOSE

The purpose of Yo San University's Doctor of Acupuncture & Oriental Medicine (DAOM) program is to broaden and deepen the knowledge and skills of our students in Traditional Chinese Medicine by way of instruction, scholarly activity, research, clinical specialization and practice, resulting in enhanced competencies in patient assessment, diagnosis, treatment intervention and integrative patient-centered care.

Doctoral candidates are encouraged to embrace their core knowledge, expand their understanding and active practice of all aspects of Traditional Chinese Medicine including acupuncture, herbal medicine, Qi cultivation and nutrition. The DAOM program at Yo San University also seeks to strengthen candidates' understanding of biomedical sciences while assisting candidates to develop relationships with other healthcare providers for professional collaboration and scholarly endeavors. By imparting and supporting critical thinking and habits of lifelong learning, the DAOM program at Yo San University aims to cultivate superior practitioners, scholars, teachers and leaders in the field of acupuncture and Traditional Chinese Medicine.

EDUCATIONAL OBJECTIVES OF THE DAOM PROGRAM

Graduates of Yo San University's Doctor of Acupuncture & Oriental Medicine program are able to:

- ❖ Demonstrate advanced knowledge in all aspects of Traditional Chinese Medicine including acupuncture, Chinese herbal medicine, Qi cultivation and nutrition
- ❖ Demonstrate advanced knowledge of biomedical sciences relevant to their chosen clinical specialty and practice
- ❖ Apply critical thinking and advanced clinical reasoning in patient assessment, diagnosis and treatment intervention within their chosen specialty
- ❖ Integrate evidence-based biomedicine to acupuncture and Traditional Chinese Medicine practice to provide holistic patient-centered care
- ❖ Demonstrate ability to work collaboratively with other healthcare providers in multi-disciplinary settings
- ❖ Apply principles of scientific inquiry to research and scholarly activities
- ❖ Demonstrate leadership skills in the acupuncture and Traditional Chinese Medicine profession
- ❖ Show evidence of life-long learning through professional growth and the continued pursuit of excellence

ACADEMIC YEAR

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

Summer Trimester – May through mid-August

Fall Trimester – September through mid-December

Spring Trimester – January through mid-April

Please refer to the Academic Calendar (available online at www.yosan.edu) for the start and end dates of each trimester, as well as important dates and deadlines for each trimester as well as for the academic year.

PROGRAM LENGTH

The YSU DAOM program is 1,220 hours in length, comprising 570 didactic hours and 650 clinical hours.

DAOM courses are offered once per month, through three-day weekend intensive residencies, with a flexible clinical training schedule. This allows practitioners to earn a doctoral degree in twenty-four months while maintaining their private practices.

MAXIMUM TIME FOR DEGREE COMPLETION

The maximum time allowed for the completion of the DAOM program is four (4) years. The program – including all didactic course, capstone research, and clinical training – must be completed within four (4) calendar years (48 months) from the first date of enrollment.

MINIMUM RESIDENCY REQUIREMENT

Regardless of the number of credits transferred in to the DAOM program, all students are required to complete at least 24 months (2 years) in residence at Yo San University to graduate with the DAOM degree from Yo San University.

PROGRAM OF STUDY

The two-year DAOM program in Integrative Medicine at Yo San University is designed for acupuncturists who are interested in advancing their Traditional Chinese Medicine (TCM) knowledge and skills, learning the intricacies of a clinical specialization, and developing the skills needed to conduct research and participate in research studies. Doctoral candidates have a unique opportunity to study with expert faculty in their chosen clinical specialty. The University's innovative DAOM program emphasizes collaboration in clinical settings by providing rigorous training in advanced concepts of TCM and biomedicine and promoting a dynamic, interactive, relationship between the two. By this integration, the program aims to produce extraordinary practitioners, scholars, teachers and leaders in the field.

THE FIRST ACADEMIC YEAR

In the first academic year, DAOM candidates begin their studies in core curriculum content such as research, professional development, advanced diagnosis and treatment, and in courses focused on their chosen specialty. Candidates develop their Capstone Research Project proposals and pursue IRB approval, as well as beginning their clinical training in the Yo San University Blount Community Clinic, and other approved mentorship sites.

THE SECOND ACADEMIC YEAR

DAOM candidates continue their studies with a focus on advanced specialty area concentrations and advanced clinical training. They complete Capstone Research Reports, and submit and defend these projects at the Dissertation Conference.

PROGRAM SPECIALIZATION

The program features two specialty areas of study:

- **Integrative Healthy Aging & Longevity Medicine:** An in-depth focus on longevity, healthy aging through preventative care, and health cultivation, integrating TCM and biomedical sciences in longevity medicine
- **Integrative Women's Health & Reproductive Medicine:** The nation's first two-year specialty program integrating TCM and biomedical sciences in managing health, wellness and reproductive function in women

CORE CURRICULUM COURSES

Core curriculum courses are designed to equip doctoral candidates with information, processes, research tools, and perspectives to enrich their specialization studies, to aid in professional development, and to enhance confidence and competence in professional relationships.

SPECIALTY CURRICULUM

Specialty courses provide doctoral candidates the opportunity to acquire advanced knowledge in their chosen clinical specialty over the full two years of the DAOM program. By participating in advanced coursework in TCM and biomedicine, doctoral candidates apply increasingly complex approaches to their specialty study through the

integration of specialized curriculum, research findings and clinical experience. Classes typically meet during a three-day weekend every month, for three full days of coursework comprising classroom lectures and onsite clinical training each residency weekend.

Potential DAOM candidates are required to select their desired clinical specialty at the time of application for admission to the DAOM program.

SPECIALTY CLINICAL TRAINING

DAOM clinical residents receive advanced clinical training in their area of specialty by attending the program's specialty-focused clinics, and by developing individual plans for their further clinical training experiences.

Opportunities for externships, mentorships and preceptorships to fulfill clinical training requirements include (but are not limited to) the following:

- Specialty grand rounds
- Clinical internships at Yo San University Blount Community Clinic
- Clinical externships at specialized clinics and hospitals in the local area
- Mentorship programs with experienced senior practitioners and faculty in the field
- Pre-approved specialty preceptorship programs
- Clinical externships at universities and hospitals in China (when offered)

CAPSTONE RESEARCH PROJECT

The Capstone Research Project is an integral component of the YSU DAOM program. Each doctoral candidate is required to complete a Capstone Research Project, which is presented at the annual Dissertation Conference. Students are introduced to evidence-based medicine and current TCM research, and participate in critical review of select current TCM and biomedical research.

The Capstone Research Projects develop out of each student's chosen field of specialization. The project demonstrates the doctoral candidate's mastery and synthesis of knowledge and skills in critical thinking, scientific inquiry, clinical practice, and research. By the end of the second trimester of the program, candidates submit a written proposal outlining their research plan to Yo San University's Institutional Review Board (IRB) for review and approval. DAOM candidates may only continue with their research project after their proposal is approved by the IRB.

At the end of the program, doctoral candidates present and defend their Capstone Research Projects before a panel of faculty, visiting specialists and peers in their DAOM cohort, at the Dissertation Conference at Yo San University. During the Dissertation Conference, DAOM candidates not only present and discuss their original research, but also address questions raised by the dissertation panel. This allows each candidate to demonstrate their understanding and mastery of their selected research topic, research methodology, supporting scientific evidence and literature, and the implications of their findings in these Capstone Research Projects.

GRADUATION REQUIREMENTS

To be eligible for graduation, and receive the Doctor of Acupuncture and Oriental Medicine (DAOM) degree, all DAOM candidates must:

- Satisfactorily complete all didactic coursework
- Complete all clinical hours
- Receive a passing grade on the Capstone Research Project, as well as on the oral presentation and defense of their research report at the Dissertation Conference
- Clear all outstanding accounts with the University, including administration, clinic, and library accounts, and return all borrowed library books

DAOM Admissions

ADMISSIONS REQUIREMENTS

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

- Successful completion of an ACAOM-accredited or pre-accredited entry-level program (i.e., master's or professional doctorate) in acupuncture or in Oriental medicine.

In considering the acceptance of education and training obtained in foreign countries, credits earned at a foreign educational institution must be validated by a recognized educational credentials evaluation service. Foreign equivalency will be assessed by the Admissions Committee upon receipt of academic transcripts, credential evaluation, and any other supporting documentation requested. In general, the training program must be of similar academic level, length of time, breadth and rigor as ACAOM-accredited entry-level programs in Oriental medicine.

Applicants with an acupuncture-only entry level degree are additionally required to have successfully completed a professional Chinese herbal medicine certificate with a minimum of 41 semester credits of instruction, including at least:

1. 450 clock hours of instruction in didactic AOM-related herbal studies.
 2. 210 clock hours of instruction in clinical training, comprised of at least 200 clock hours of instruction in herbal clinical internship training.
 3. 60 clock hours of instruction in related biomedical clinical sciences.
- Demonstrate English language proficiency (see section below):
Applicants whose entry-level education was not in English may be considered for admission with English as a second language, but they must satisfy the proficiency requirement in English before matriculation.

ALL APPLICANTS

To apply for admission to the DAOM program, all applicants must submit:

- A completed DAOM application
- The required application fees
- Official transcripts from all previously attended colleges/universities
- Two letters of professional or academic recommendation on official letterhead
- A 500-word statement of purpose
- A current résumé or academic curriculum vitae
- Two passport-size photographs
- Verification of state licensure (where applicable)

An admissions interviews may also be required.

INTERNATIONAL APPLICANTS

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

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

1. Official foreign educational transcripts translated into English (where applicable) by an official translation agency
2. Official evaluations of the foreign educational transcripts by an independent accredited academic evaluation agency that is a member of the National Association of Credential Evaluation Services, Inc. (NACES). The evaluation, containing the total number of earned credits and cumulative GPA, should be sent directly to Yo San University by the evaluating agency
3. Demonstration of English language proficiency (see below)
4. Evidence of financial resources sufficient to cover at least one academic year of tuition/education costs and living expenses
5. An I-20 application together with a photocopy of the photo page of the applicant's passport

ENGLISH LANGUAGE PROFICIENCY

All courses are taught in English. English language proficiency is required of all applicants seeking admission to Yo San University.

Demonstration of English language competency may be achieved by one of the following means:

(A) Successful completion 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;

OR

(B) Test of English as a Foreign Language Internet-Based Test (TOEFL® iBT): Acceptable scores: TOEFL iBT total score of 80

OR

(C) International English Language Testing System (IELTS) Academic Format: Acceptable scores: IELTS overall band score 6.5

All students matriculating must demonstrate English language competency as a condition for admission.

INTERNATIONAL STUDENT (F-1) VISA

International students are expected to comply with all laws and regulations set out by the U.S. Immigration and Customs Enforcement, in addition to Yo San University policies and regulations.

On being accepted into the DAOM program, an international applicant must commit to full-time enrollment in the program by submitting a non-refundable deposit of \$2,000 (in U.S. dollars), which will be applied to the first trimester tuition. The deposit must be received within thirty (30) days of notification of acceptance into the DAOM program.

In accordance with the U.S. Department of Homeland Security's Student and Exchange Visitor Program (SEVP) regulations, newly-admitted students who are not citizens or residents of the U.S. seeking F-1 (Student) Visa status

must request a Yo San University Form I-20 (Certificate of Eligibility for Non-Immigrant F-1 Student Status), and apply for an F-1 Visa at a U.S. Embassy or Consulate, before traveling to the U.S. to begin the DAOM program.

The I-20 Certification of Eligibility for an F-1 Student Visa will be issued to the international applicant on receipt of the commitment deposit, from students accepted into the DAOM program. U.S. Immigration and Customs Enforcement requires that all students on F-1 Student Visa maintain a full-time program of study.

The prospective international student is responsible for all fees associated with the student visa application and SEVP registration process. The University DSO follows SEVP procedures with due diligence in verifying student status before issuing I-20 and vouch for the student status for the duration of active enrollment.

TRANSFER STUDENTS

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

NON-MATRICULATED STUDENTS

The DAOM program at Yo San University does not admit non-matriculating students.

APPLICATION DEADLINES

Students are admitted to the DAOM program twice a year: in May and September. Applications are accepted and reviewed continually throughout the year. Prospective students are encouraged to apply for admission well in advance of the anticipated start date of the program.

NOTIFICATION OF ADMISSION

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

DAOM CURRICULUM 2021 – 2022

CORE CURRICULUM

Course No.	Course Name	Credits	Hours
DCR 111	Research Methodology I	1	15
DCR 112	Research Methodology II	1	15
DCR 113	Research Methodology III	1	15
DCR 114	Research Methodology IV	1	15
DCR 120	Scientific Foundations of Acupuncture	1	15
DCR 131	Professional Development I: Advanced Practice Management	1	15
DCR 132	Professional Development II: Leadership in TCM Academia & Research	1	15
DCR 133	Professional Development III: Leadership in Integrative Patient Care & Collaboration	1	15
DCR 134	Professional Development IV: Capstone Research Project	1	15
DCR 141	Advanced Assessment & Diagnosis	1	15
DCR 151	Advanced Clinical Intervention I: Acupuncture	2	30
DCR 152	Advanced Clinical Intervention II: TCM Herbal Medicine	2	30
DCR 153	Advanced Clinical Intervention III: Clinical Nutrition & Functional Medicine	1	15
DCR 154	Advanced Clinical Intervention IV: TCM Classics	1	15
DCR 155	Advanced Clinical Intervention V: Herb-Drug Interaction & Management	1	15
DCR 160	Integrative Clinical Case Review & Presentation	1	15
DXP 500	Capstone Research Project Presentation & Dissertation Conference	N/A	N/A
TOTAL		18	270

INTEGRATIVE SPECIALTY: WOMEN'S HEALTH & REPRODUCTIVE MEDICINE

Course No.	Course Name	Credits	Hours
DRM 211	Western Reproductive Medicine I	1	15
DRM 212	Western Reproductive Medicine II	1	15
DRM 213	Western Reproductive Medicine III	1	15
DRM 214	Western Reproductive Medicine IV	1	15
DRM 215	Western Reproductive Medicine V	1	15
DRM 221	TCM Gynecology	1	15
DRM 222	TCM Reproductive Medicine	1	15
DRM 231	Integrative Gynecology & Women's Health I	1	15
DRM 232	Integrative Gynecology & Women's Health II	1	15
DRM 233	Integrative Reproductive Medicine I	1	15
DRM 234	Integrative Reproductive Medicine II	1	15
DRM 235	Integrative Obstetrics & Postnatal Care	1	15
DRM 236	Integrative Andrology	1	15
DRM 237	Integrative Women's Wellness & Preventive Care	1	15
DRM 238	Metabolic Syndrome & Reproductive Health	1	15
DRM 239	Public Health & Reproductive Medicine	1	15
DRM 240	Nutrition & Functional Medicine	2	30
DRM 251	Psychoneuroimmunology: Mind-Body Wellness	1	15
DRM 252	Clinical Psychology & Patient Care	1	15
TOTAL		20	300

INTEGRATIVE SPECIALTY: HEALTHY AGING & LONGEVITY MEDICINE

<i>Course No.</i>	<i>Course Name</i>	<i>Credits</i>	<i>Hours</i>
DIM 210	TCM Health Cultivation	1	15
DIM 221	Longevity Studies I: Biomedical Aspects of Aging	1	15
DIM 222	Longevity Studies II: Public Health & Aging	1	15
DIM 223	Nutrition & Longevity: The Aging Process	1	15
DIM 224	Pharmacology & Aging	1	15
DIM 231	Neurology I	1	15
DIM 232	Neurology II	1	15
DIM 233	Musculoskeletal Disorders	1	15
DIM 234	Dermatology	1	15
DIM 235	Gynecology & Women's Health	1	15
DIM 236	Urology	1	15
DIM 237	Gastrointestinal Disorders	1	15
DIM 238	Cardiovascular Disorders	1	15
DIM 239	Respiratory & Hematological Disorders	1	15
DIM 240	Endocrine & Metabolic Disorders	1	15
DIM 241	Oncology	1	15
DIM 242	Geriatric Medicine I	1	15
DIM 243	Geriatric Medicine II	1	15
DIM 251	Psychoneuroimmunology: Mind-Body Wellness	1	15
DIM 252	Clinical Psychology & Patient Care	1	15
TOTAL		20	300

SPECIALTY CLINICAL TRAINING

<i>Course No.</i>	<i>Course Name</i>	<i>Hours</i>
DCL 110	Specialty Grand Rounds (Residency weekends)	50
DCL 120	YSU Specialty Clinic (at YSU Blount Community Clinic)	200
DCL 140	Clinical Specialty Mentorship	200
DCL 150	Clinical Preceptorship	200
TOTAL		650

DAOM PROGRAM TOTAL

TOTAL DIDACTIC HOURS / UNITS	570 hours / 38 units
TOTAL CLINICAL HOURS	650 hours
TOTAL PROGRAM HOURS	1220 hours

DAOM PROGRAM COURSE DESCRIPTIONS

CORE CURRICULUM

RESEARCH METHODOLOGY I

DCR 111 • 1 Unit • 15 Hours

The first of a two-part series that provides a comprehensive introduction to research proposal writing, research methodology and the foundational research theories and protocols. This course focuses on understanding basic research concepts and designs, and acquiring the skills to assess and critically evaluate quantitative and qualitative research data in biomedicine, as well as in Traditional Chinese Medicine (TCM) research. Research ethics and protocols involving human and animal subjects, and the Institutional Review Board (IRB) process are examined and discussed. *Prerequisite: None*

RESEARCH METHODOLOGY II

DCR 112 • 1 Unit • 15 Hours

The second of a two-part series, this course continues with accessing research literature and data, library resources and electronic literature searches. Database retrieval programs with contemporary clinical findings are examined for use in systematic reviews of texts and journal publications in both biomedicine and TCM. Emphasis is on identifying and framing a research topic, organizing a literature review, and selecting appropriate research designs and methodologies. *Prerequisite: DCR 111*

RESEARCH METHODOLOGY III

DCR 113 • 1 Unit • 15 Hours

This course focuses on providing the research design and methodology background to prepare students for capstone research. Content and activities teach students how to work collaboratively with a faculty advisor on the Capstone Research Project. IRB research proposals are submitted and evaluated for approval. *Prerequisite: DCR 111 and DCR 112*

RESEARCH METHODOLOGY IV

DCR 114 • 1 Unit • 15 Hours

This course further equips students with the relevant knowledge and skills in research methodology for the final Capstone Research Project. The focus here is on accurately collecting, analyzing and reporting data in preparation for the formatting and writing of the individual student's Capstone Research Project. *Prerequisite: DCR 113*

SCIENTIFIC FOUNDATIONS OF ACUPUNCTURE

DCR 120 • 1 Unit • 15 Hours

This course introduces current biomedical research findings on acupuncture, and the concept of evidence-based medicine. It provides scientific bases for students to examine and discuss the various hypotheses and theories on acupuncture meridians and points, and how the insertion and manipulation of the acupuncture needle affects the human body. *Prerequisite: DCR 111 and DCR 112*

PROFESSIONAL DEVELOPMENT I: ADVANCED PRACTICE MANAGEMENT

DCR 131 • 1 Unit • 15 Hours

This course enhances student understanding of the concepts and role of professionalism and business in a successful practice. Topics include issues related to professional ethics and behavior, as well as business aspects of healthcare in general and acupuncture/TCM practices in particular. *Prerequisite: None*

PROFESSIONAL DEVELOPMENT II: LEADERSHIP IN TCM ACADEMIA & RESEARCH

DCR 132 • 1 Unit • 15 Hours

This course introduces students to professional opportunities in the field of TCM academia, research and clinical/professional writing. Topics include the historical development of training in the health professions; the issues, challenges, and opportunities for faculty in research and academic medicine; and the competencies needed for success in academia, research and administration. Content includes discussion of fundamentals of curriculum development, Bloom's taxonomy, and methods of developing and evaluating academic and clinical competencies. Further exploration includes clinical and professional writing skills and protocols, and approaches to publication.

Prerequisite: None

PROFESSIONAL DEVELOPMENT III: LEADERSHIP IN INTEGRATIVE PATIENT CARE & COLLABORATION

DCR 133 • 1 Unit • 15 Hours

This course focuses on concepts and practice of integrative patient care. The course introduces students to principles of collaborative care; describes, compares and contrasts various medical and allied health practices; and explores the prevailing and emerging organization, structure and responsibilities of a collaborative healthcare team. Content addresses the role of medical and interpersonal communications in collaborative care in a multi-disciplinary clinical setting, as well as an integrative approach to acute and critical care. *Prerequisite: None*

PROFESSIONAL DEVELOPMENT IV: CAPSTONE RESEARCH PROJECT

DCR 134 • 1 Unit • 15 Hours

Required for program completion and graduation.

A major component of the DAOM program is the writing and presentation of a Capstone Research Project on a topic directly related to the student's selected specialty in the program. The Capstone Research Project culminates in a Dissertation Conference in which students apply their scholarship and leadership skills by presenting and defending their Capstone Research Project thesis before a panel of faculty reviewers and DAOM program peers. The focus of this course is on the actual writing and formatting of the Capstone Research Project, as well as preparing for the presentation of the individual student's capstone at the Dissertation Conference. *Prerequisite: Submission and Approval of Capstone Research Project*

ADVANCED ASSESSMENT & DIAGNOSIS

DCR 141 • 1 Unit • 15 Hours

This course presents advanced and integrative assessment and diagnostic methods in acupuncture/Traditional Chinese Medicine, and is intended to strengthen students' ability to assess and differentiate various clinical syndromes, and establish clinical diagnoses based on findings. Assessment and diagnostic methods may include: advanced pulse diagnosis, Extraordinary Channel diagnosis, Japanese Hara (abdominal) diagnosis and Five-Element diagnosis, or other integrative clinical assessment and diagnostic techniques. *Prerequisite: None*

ADVANCED CLINICAL INTERVENTION I: ACUPUNCTURE

DCR 151 • 2 Units • 30 Hours

This course provides students with advanced acupuncture techniques and therapeutics that may be applied in their clinical practice. Topics may include Master Tung's acupuncture, scalp acupuncture, and other advanced acupuncture modalities and techniques. *Prerequisite: None*

ADVANCED CLINICAL INTERVENTION II: TCM HERBAL MEDICINE

DCR 152 • 2 Units • 30 Hours

Attainment of advanced herbal formula-writing competencies is achieved through in-depth discussion of herbal formula construction, examining the merits of specific herb choices and combinations, along with modifications, indications, precautions and clinical applications of selected herbal formulas. Development of TCM herbal competencies is reinforced by analyzing classical and contemporary TCM herbal formulas, and their relevance to the present-day practice of TCM. *Prerequisite: None*

ADVANCED CLINICAL INTERVENTION III: CLINICAL NUTRITION & FUNCTIONAL MEDICINE

DCR 153 • 1 Unit • 15 Hours

This course presents core principles of functional medicine, and examines the relationship between an individual's health and the dynamic balance of their internal physiology and various external factors. Topics include functional biochemistry, evidence-based nutrition, nutritional epidemiology, whole food nutrition and supplementation, and an overview of the impact of gastrointestinal, hormonal, metabolic, immune, neurochemical and other regulatory imbalances on health, including contemporary developments in understanding the microbiome. *Prerequisite: None*

ADVANCED CLINICAL INTERVENTION IV: TCM CLASSICS

DCR 154 • 1 Unit • 15 Hours

The course examines and discusses the application of select doctrines and concepts from various TCM Classics and schools of thoughts to a clinical practice setting. Key TCM concepts from the Classics including the *I-Ching*, *Huang Di Nei Jing* (Yellow Emperor's Classics), *Shang Han Lun* (Treatise on Cold Injury), *Jin Gui Yao Lue* (Essentials from the Golden Cabinet). Various classics from the Tang, Song, Jin, Yuan and Ming dynasties, as well as doctrines from various schools of thoughts including Jing Fang (Canonical) Doctrine, Yi Shui Doctrine, Dan Xi Doctrine, He Jian Doctrine, and Wen Bu (Warm Tonification) Doctrines will be discussed, and their respective application to modern clinical TCM practice examined. *Prerequisite: None*

ADVANCED CLINICAL INTERVENTION V: HERB-DRUG INTERACTION & MANAGEMENT

DCR 155 • 1 Unit • 15 Hours

This course examines and discusses potential interactions between Chinese herbs/formulas and pharmaceuticals. Topics include herbal toxicity from a TCM perspective, the pharmacological properties of herbs/herbal formulas, and potential pharmacological interactions between medicinal herbs and pharmaceutical drugs. Dynamic management of potential interactions is also discussed. *Prerequisite: None*

INTEGRATIVE CLINICAL CASE REVIEW & PRESENTATION

DCR 160 • 1 Unit • 15 Hours

Course emphasis is development of expertise in clinical case report writing and presentation skills. Activities focus on preparation, presentation and review of clinical case reports from students' clinical practice. Case presentations incorporate in-depth discussion of both TCM and biomedical aspects of the cases selected. DAOM faculty and cohort peers discuss and evaluate the presentations; feedback for revision and enhancement is given to each student presenter. Exceptional case presentations may be selected for publication and/or presentation outside of the DAOM course. *Prerequisite: None*

INTEGRATIVE SPECIALTY: WOMEN'S HEALTH & REPRODUCTIVE MEDICINE

WESTERN REPRODUCTIVE MEDICINE I

DRM 211 • 1 Unit • 15 Hours

This course examines and discusses reproductive anatomy and physiology, focusing specifically on reproductive neuroendocrinology, regulation of the menstrual cycle, mechanisms of fertilization and the endocrinology of pregnancy. *Prerequisite: None*

WESTERN REPRODUCTIVE MEDICINE II

DRM 212 • 1 Unit • 15 Hours

Topics address normal and abnormal growth and development, pubertal and sexual development. In addition, the course provides an overview of human genetics and embryology, focusing on transmission genetics, embryonic development, fetal growth and the teratogenic effects of environmental factors on fetal growth and development. *Prerequisite: None*

WESTERN REPRODUCTIVE MEDICINE III

DRM 213 • 1 Unit • 15 Hours

This course presents a comprehensive analysis and discussion of male and female infertility. Topics include epidemiology and etiologies of infertility, proper diagnosis and interpretation of findings, and a survey of treatment modalities and options. Principles and practice of contraception are also discussed. *Prerequisite: DRM 211*

WESTERN REPRODUCTIVE MEDICINE IV

DRM 214 • 1 Unit • 15 Hours

This course examines and discusses Assisted Reproductive Technologies (ART) and fertility preservation. ART procedures and related complications, including ovarian hyper-stimulation syndrome, higher-order multiple gestations, and birth anomalies, are explored. Concerns of fertility preservation are studied, as well as onco-fertility issues for men and women. *Prerequisite: DRM 211*

WESTERN REPRODUCTIVE MEDICINE V

DRM 215 • 1 Unit • 15 Hours

This course focuses on antepartum and intrapartum issues including prenatal maternal health, pregnancy and postnatal care. Topics include prenatal health and genetic screening, ectopic pregnancy, and common maternal complications in pregnancy such as hyperemesis gravidarum, gestational diabetes, preeclampsia, anemia, thyroid dysfunction, gestational weight gain, infection, bleeding and threatened pregnancy loss. Maternal nutrition during pregnancy, adverse environmental exposure, and vaccines and immunizations are also presented. *Prerequisite: DRM 211*

TCM GYNECOLOGY

DRM 221 • 1 Unit • 15 Hours

This course details TCM perspectives on common gynecological conditions. Study covers the clinical presentations, assessment, diagnosis, and treatment plans for common gynecological conditions. Students will be able to apply appropriate acupuncture and herbal treatments for these conditions. Topics include the application of TCM Gynecology (*Fu Ke*) concepts and principles to the assessment, syndrome differentiation, and diagnosis of common gynecological conditions. *Prerequisite: None*

TCM REPRODUCTIVE MEDICINE

DRM 222 • 1 Unit • 15 Hours

This course examines and discusses infertility and reproductive medicine from a TCM perspective. Students apply TCM diagnostic and pattern differentiation principles to the analysis of infertility, and the application of TCM therapeutic modalities to management of various causes of infertility. Other topics include menopause and related conditions, and disorders related to pregnancy and childbirth. *Prerequisite: None*

INTEGRATIVE GYNECOLOGY & WOMEN'S HEALTH I

DRM 231 • 1 Unit • 15 Hours

This is the first of a two-part series that examines and discusses common gynecological conditions from both biomedical and TCM perspectives. This module focuses on breast diseases, menstrual disorders and gynecological malignancies. *Prerequisite: DRM 211 and DRM 221*

INTEGRATIVE GYNECOLOGY & WOMEN'S HEALTH II

DRM 232 • 1 Unit • 15 Hours

This second in a two-part series examines and discusses common gynecological conditions from both biomedical and TCM perspectives, and focuses on menopause and related disorders. Post-menopausal hormonal replacement therapy is discussed. *Prerequisite: DRM 211 and DRM 221*

INTEGRATIVE REPRODUCTIVE MEDICINE I

DRM 233 • 1 Unit • 15 Hours

This course presents an integrative approach to recurrent pregnancy loss, miscarriage and ectopic pregnancy. Topics include the role of TCM therapeutic intervention in in-vitro fertilization (IVF) cycles, the influence of dietary and lifestyle factors on ovarian function, and common first trimester pregnancy conditions and complications.

Prerequisite: DRM 213 and DRM 222

INTEGRATIVE REPRODUCTIVE MEDICINE II

DRM 234 • 1 Unit • 15 Hours

This course applies TCM channel theories of the 8 Extra Meridians and Luo-connecting Channels to the diagnosis and treatment of gynecological and female reproductive disorders. *Prerequisite: DRM 221 and DRM 222*

INTEGRATIVE OBSTETRICS & POSTNATAL CARE

DRM 235 • 1 Unit • 15 Hours

Both TCM and biomedical perspectives are focused on childbirth and postpartum care. Topics include prenatal maternal and fetal care, labor preparation, abnormal fetal presentation, complications of delivery and birth, lactation and postnatal care for mother and infant. *Prerequisite: DRM 215 and DRM 222*

INTEGRATIVE ANDROLOGY

DRM 236 • 1 Unit • 15 Hours

Male reproductive anatomy, physiology, health and wellness, and male infertility are examined from an integrative perspective. Topics include spermatogenesis, pathogenesis of male reproductive disorders, and an integrative approach to the assessment and treatment of male fertility, erectile dysfunction and the psychosocial factors associated with these disorders. *Prerequisite: DRM 213*

INTEGRATIVE WOMEN'S WELLNESS & PREVENTIVE CARE

DRM 237 • 1 Unit • 15 Hours

This course integrates and applies current TCM, biomedical and other therapeutic approaches to the cultivation of health and wellness, and preventive care for women. Topics include lifestyle choices, medical screenings, age-appropriate nutritional requirements, exercise, and patient education. *Prerequisite: None*

METABOLIC SYNDROME & REPRODUCTIVE HEALTH

DRM 238 • 1 Unit • 15 Hours

This course examines and discusses the complex Metabolic Syndrome and various clinical conditions associated with this multifaceted disorder. Links between Metabolic Syndrome, reproductive health, and conditions such as Polycystic Ovarian Syndrome are also explored. *Prerequisite: DRM 211*

PUBLIC HEALTH & REPRODUCTIVE MEDICINE

DRM 239 • 1 Unit • 15 Hours

Relevant topics in women's and men's reproductive medicine are examined and discussed in this course. Women experience unique healthcare challenges and are more likely to be diagnosed with certain diseases more than men. Women in general have higher rates of disability and chronic health problems; and lower incomes than men on average, which puts them at greater need for public health assistance. Proliferation of models of integrative healthcare research and clinical programs provides fertile ground for this contemporary research update on models and rates of success for Integrative approaches to Women's Healthcare. *Prerequisite: None*

NUTRITION & FUNCTIONAL MEDICINE

DRM 240 • 2 Units • 30 Hours

This course explores fundamentals of nutrition in reproductive health, pathophysiology of nutritional disorders, and identification of common nutritional deficiencies related to reproductive disorders. Advanced concepts of functional medicine and TCM nutrition are presented and discussed. *Prerequisite: DCR 253*

PSYCHONEUROIMMUNOLOGY: MIND-BODY WELLNESS

DRM 251 • 1 Unit • 15 Hours

This course discusses the interactions between brain and body, specifically the relationship between psychological processes and the nervous and immune systems in the body. It examines the role of psychological well-being in health cultivation and in recovery from illness, and the translation of such knowledge into effective behavioral strategies that prevent disease, promote healing and enhance well-being across the life span. *Prerequisite: None*

CLINICAL PSYCHOLOGY & PATIENT CARE

DRM 252 • 1 Unit • 15 Hours

Infertility presents emotional and spiritual challenges for individuals and couples, as does pregnancy loss. With an overview of human behavior and psychotherapy techniques, the course identifies societal patterns and cultural influences that may affect how one deals with infertility. Differing perspectives of men and women, and the challenges for couples dealing with infertility, are also addressed. *Prerequisite: None*

INTEGRATIVE SPECIALTY: HEALTHY AGING & LONGEVITY MEDICINE SPECIALTY

TCM HEALTH CULTIVATION

DIM 210 • 1 Unit • 15 Hours

This course presents and examines TCM principles of health cultivation, tracing the development of health preservation and preventive medicine in the history of TCM. Relevant applications of acupuncture, Chinese herbal medicine, medicinal diet, Qigong practice and lifestyle and environmental factors in health cultivation are also presented. *Prerequisite: None*

LONGEVITY STUDIES I: BIOMEDICAL ASPECTS OF AGING

DIM 221 • 1 Unit • 15 Hours

This course presents an overview of the cradle-to-grave aging process from a biomedical perspective, focusing on the effects of growth and aging on the anatomy and physiology of body systems. Instruction and discussion may also focus on hot topics of contemporary anti-aging medicine, including developments in understandings of the microbiome. *Prerequisite: None*

LONGEVITY STUDIES II: PUBLIC HEALTH & AGING

DIM 222 • 1 Unit • 15 Hours

Life stages and aging populations have impact on medico-social, epidemiological and public health policies, population health and disparities in healthcare delivery. This course examines systems needed to care for an aging population, including lifestyle and levels of support up to and including hospice and palliative care. Relevant topics in anti-aging medicine are examined and discussed. *Prerequisite: None*

NUTRITION & LONGEVITY: THE AGING PROCESS

DIM 223 • 1 Unit • 15 Hours

Nutritional requirements change throughout stages of life. This course discusses common nutritional problems and deficiencies associated with growth and aging, and examines strategies in optimizing nutritional status, including for the elderly. *Prerequisite: None*

PHARMACOLOGY & AGING

DIM 224 • 1 Unit • 15 Hours

Issues of pharmacokinetics and drug interactions throughout life comprise course material, focusing finally on age-related physiologic changes affecting drug absorption, metabolism and elimination. Also included: epidemiology of pharmacotherapy and polypharmacy in the elderly, a review of adverse drug reactions in the elderly, and precautions to note in prescribing herbal formulas for elderly patients. *Prerequisite: DCR 155*

NEUROLOGY I

DIM 231 • 1 Unit • 15 Hours

The first of a two-part series that examines neurological disorders associated with aging from both TCM and biomedical aspects, this course focuses on normal cognitive aging and the assessment, diagnosis, neuropsychology and management of dementia and other clinical conditions with impairment of cognitive function. Prerequisite: *DIM 221 and DIM 222*

NEUROLOGY II

DIM 232 • 1 Unit • 15 Hours

The second of a two-part series that examines neurological disorders associated with aging from both TCM and biomedical aspects, this course focuses on an integrative approach to the assessment, diagnosis and management of stroke, Parkinson's disease and other movement disorders, neuromuscular disorders, intracranial tumors, headaches, management of pain, opioid dependence, and other conditions commonly associated with aging. Prerequisite: *DIM 221 and DIM 222*

MUSCULOSKELETAL DISORDERS

DIM 233 • 1 Unit • 15 Hours

This course examines musculoskeletal disorders associated with living long lives, from both TCM and biomedical aspects, focusing on arthritis and connective tissue disorders associated with aging, as well as muscular atrophy, fractures and musculoskeletal pain in the elderly. Prerequisite: *DIM 221 and DIM 222*

DERMATOLOGY

DIM 234 • 1 Unit • 15 Hours

This course presents both TCM and biomedical perspectives on common dermatological conditions, as well as those specifically associated with aging and the elderly. Prerequisite: *DIM 221 and DIM 222*

GYNECOLOGY & WOMEN'S HEALTH

DIM 235 • 1 Unit • 15 Hours

This course examines common gynecological disorders associated with growth and aging from both TCM and biomedical aspects. Topics will also include sexuality in aging, gynecological malignancies, and breast cancer. Prerequisite: *DIM 221 and DIM 222*

UROLOGY

DIM 236 • 1 Unit • 15 Hours

This course presents an integrative review of common urological conditions associated with growth and aging. Topics include diseases of the kidney and lower urinary tract, water and electrolyte homeostasis, and prostate health in men. Prerequisite: *DIM 221 and DIM 222*

GASTROINTESTINAL DISORDERS

DIM 237 • 1 Unit • 15 Hours

This course presents an integrative review of gastrointestinal health, including the microbiome, and GI conditions associated with aging. Topics include digestive disorders, diseases of the upper gastrointestinal tract, hepatobiliary and pancreatic disorders, diseases of the small intestine, colorectal disorders, and malignancies in the gastrointestinal tract. Prerequisite: *DIM 221 and DIM 222*

CARDIOVASCULAR DISORDERS

DIM 238 • 1 Unit • 15 Hours

This course presents both the TCM and biomedical perspective on common cardiovascular conditions associated with aging. Topics include coronary vascular diseases, hypertension, cardiac failure, cardiac arrhythmias, as well as preventive measures in maintaining coronary health. Prerequisite: *DIM 221 and DIM 222*

RESPIRATORY & HEMATOLOGICAL DISORDERS

DIM 239 • 1 Unit • 15 Hours

This course presents an integrative review of respiratory health and conditions associated with aging, including chronic and obstructive lung diseases, pneumonia and respiratory insufficiency. The course also examines and discusses integrative perspectives on common age-related hematological conditions, including anemia, hematological malignancies and other blood disorders. *Prerequisite: DIM 221 and DIM 222*

ENDOCRINE & METABOLIC DISORDERS

DIM 240 • 1 Unit • 15 Hours

This course presents both the TCM and biomedical perspective on common endocrine and metabolic conditions associated with aging. Topics include diabetes mellitus, adrenal and pituitary disorders, thyroid and parathyroid diseases, and age-related obesity. *Prerequisite: DIM 221 and DIM 222*

ONCOLOGY

DIM 241 • 1 Unit • 15 Hours

The course examines cancer and aging from both a TCM and biomedical perspective, and presents a systematic review of common malignancies and their clinical presentation, diagnosis, staging and treatment. Topics include review and contemporary developments in cancer screening, early detection and prevention, and provides an overview to the integrative management and care of cancer patients. *Prerequisite: DIM 221 and DIM 222*

GERIATRIC MEDICINE I

DIM 242 • 1 Unit • 15 Hours

An integrative approach to problem-based Geriatric Medicine. Topics of multidimensional geriatric assessment and intervention, health promotion for older adults, preventive and anticipatory care including exercise and fall prevention, with focus on orthopedic realities in assessing mobility, injuries, and rehabilitation in older adults. Other topics may include supportive care around hygiene, sleep, elimination and skin concerns. Focus targets pain in older adults, issues of cognitive and mental wellness, and palliative care, as well as ethical issues in Geriatric Medicine. *Prerequisite: DIM 221 and DIM 222*

GERIATRIC MEDICINE II

DIM 243 • 1 Unit • 15 Hours

Integrative approaches to problem-based Geriatric Medicine includes special senses such as vision and hearing, and topics of immunology, rheumatology, and related disorders in aging. *Prerequisite: DIM 221 and DIM 222*

PSYCHONEUROIMMUNOLOGY: MIND-BODY WELLNESS

DIM 251 • 1 Unit • 15 Hours

This course discusses interactions between the brain and the body, specifically the relationship between psychological processes and the nervous and immune systems in the body. It examines the role of psychological well-being in health cultivation and recovery from illness, and the translation of such knowledge into effective behavioral strategies that prevent disease, promote healing and enhance well-being across the life span. *Prerequisite: DIM 221 and DIM 222*

CLINICAL PSYCHOLOGY & PATIENT CARE

DIM 252 • 1 Unit • 15 Hours

This course discusses psychological aspects of health and wellness with aging, examining the normal aging process and life tasks from a psychological perspective. Topics explore psychological interventions that address problems that arise from moving through life stages. Mental health needs of older adults are examined, with the objective of helping older persons and their families overcome problems, enhance well-being, and achieve maximum potential during later life. *Prerequisite: DIM 221 and DIM 222*

SPECIALTY CLINICAL TRAINING

The DAOM program at Yo San University includes a total of 650 hours of advanced specialty clinical training, comprised of a combination of the following components:

Course No.	Course Name	Hours
DCL 110	Specialty Grand Rounds (Residency weekends)	50
DCL 120	YSU Specialty Clinic (At YSU Blount Community Clinic)	200
DCL 140	Clinical Specialty Mentorship	200
DCL 150	Clinical Preceptorship	200
TOTAL		650

The DAOM program's specialty clinical training component is designed to accommodate the schedules of doctoral students in a monthly residency program model. Students consult with the DAOM Program Dean to develop a plan to complete the required 650 hours of clinical training, including individually selected and pre-approved combinations of the following components:

- Direct patient treatment and care at the Yo San University Blount Community Clinic on residency and non-residency weekends (DCL 120). A *minimum* of 200 hours is required.
- Direct patient treatment and care at approved clinics and specialty centers; clinical specialty mentorships with approved experienced TCM or Western medical practitioners. (DCL 140). A *maximum* of 200 hours of the required clinical hours may be completed under this category.
- Preceptorship programs involving working with master's level students in acupuncture / Traditional Chinese Medicine programs at an approved higher education institution. These experiences may include teaching, clinical supervision or other approved educational instructional activities intended to facilitate development of the candidate's teaching skills. (DCL 150). A *maximum* of 200 hours of the required clinical hours may be completed under this category
- Other Clinical Preceptorship programs. (see Clinical Preceptorship section, below)

SPECIALTY GRAND ROUNDS (Residency Weekends)

DCL 110 • 50 hours required

Under the guidance of Senior Clinical Faculty, DAOM residents present and discuss integrative case reports, including assessment, diagnosis, treatment, outcomes and integrative collaboration.

YSU SPECIALTY CLINIC (at Yo San University Blount Community Clinic)

DCL 120 • *minimum* of 200 hours required

DAOM residents provide direct patient care in the YSU Blount Community Clinic. Senior clinical faculty provide guidance to enhance and elevate clinical thinking and decision making and strategies for delivery of expert care.

CLINICAL SPECIALTY MENTORSHIPS

DCL 140 • *Maximum* of 200 hours may be completed under this category

In Clinical Specialty Mentorships, DAOM residents receive specialty clinical training in an approved clinic, hospital or private practice with senior practitioners (aka, specialty mentors). All specialty mentors and mentorship plans must be approved by the DAOM Program Dean via an application and verification process, prior to commencing the specialty mentorship. In addition to specified requirements, the doctoral resident's specialty mentor submits a written evaluation of the resident's performance at the end of the mentorship training.

CLINICAL PRECEPTORSHIP

DCL 150 • *Maximum* of 200 hours may be completed under this category

The Clinical Preceptorships are comprised of the following clinical and education activities:

- Teaching preceptorship at approved institutions, involving academic instruction, clinical supervision and/or other approved educational activities
- Research and writing projects intended for publication (separate from DAOM Capstone Research Project)
- Approved clinical externship programs in China

Clinical Preceptorships are intended to offer doctoral residents a broad spectrum of clinical training opportunities, both within their selected specialty, and in other areas pertinent to the individual resident's education and professional interests. In consultation with the DAOM Program Dean, residents develop a plan to complete the appropriate activities and training hours under this category. Approval from the DAOM Program Dean must be requested in writing, and received, prior to the start of any Clinical Preceptorship. A maximum of 200 hours may be obtained under Clinical Preceptorship.

GUIDELINES FOR CLINICAL EDUCATION HOURS

Clinical hours may be completed with a variety of combinations that suit the needs, interests and resources of doctoral residents. Clinical education hours must meet the following guidelines:

- A minimum of 500 hours must be engaged with direct clinical patient treatment and care;
- A minimum of 325 hours must be completed in the doctoral resident's selected area of specialization.

The remaining hours may be outside of the resident's selected area of specialization, but must be confined to clinical experience within TCM or Western Medicine.

DAOM Faculty

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MSTOM, Pacific College of Oriental Medicine

Julie Chambers, MATCM, DAOM, L.Ac.

MATCM, Yo San University of Traditional Chinese Medicine

DAOM, Yo San University of Traditional Chinese Medicine

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MTCM, Five Branches University

DAOM, Five Branches University

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PhD, University of California, Irvine

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MSOM, Samra University of Oriental Medicine

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DAOM, Yo San University of Traditional Chinese Medicine

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MMed, Heilongjiang University of Chinese Medicine, China
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BMed, China Academy of Chinese Medical Sciences, China
MMed, China Academy of Chinese Medical Sciences, China

† *Indicates core faculty*

DAOM Academic Policies

All currently enrolled students in the DAOM program must abide by academic policies published in this handbook. These policies are reviewed and updated periodically, or when directed by regulatory agencies; published policies are subject to change.

STATEMENT ON ACADEMIC INTEGRITY

Yo San University is committed to supporting and promoting academic integrity, embracing the fundamental values of honesty, fairness and responsibility. Respect for these values necessitates appropriate behavior essential to maintaining the University's commitment to academic integrity, educational excellence, and the accomplishment of the University's mission.

It is the University's goal that the highest academic standards are maintained throughout all its programs and activities. Conduct that violates academic integrity includes, but is not limited to:

- Cheating
- Dishonesty
- Plagiarism
- Fabrication of false information/data
- Omission of appropriate scholarly citations
- Unauthorized collaboration
- Conducting human subjects research without IRB approval
- Misrepresentation of scholarship, licensure, academic achievement or performance
- Facilitating violation of academic integrity by another/ other individual(s)

ATTENDANCE REQUIREMENTS

Attendance is a critical component in medical education. DAOM students are required to attend all scheduled classes and clinical training in the program. Students who miss more than 30% of any given course will fail the course. In addition, all students must attend at least 80% of overall program didactic hours to graduate from the program. Clinical hours require 100% attendance.

Doctoral students who miss didactic classes for any reason will be responsible for all material and content of the missed classes and may be required meet with the DAOM Program Dean or Associate Dean to arrange for make-up assignments. For planned absences, which are strongly discouraged, students are expected to notify the DAOM Program Dean or Associate Dean in advance.

Excessive tardiness may be counted as a class absence. As a guideline, students arriving more than thirty (30) minutes late for a class, or leaving the class thirty (30) minutes early will be marked absent for the entire class. Instructors may also require higher attendance standards than those published in this catalog. Higher attendance requirements will be clearly stated in the course syllabus distributed at the first class-session.

Attendance at all clinical sessions is mandatory. Any missed non-residency clinical hours must be made up in full within one (1) trimester of the missed session. Students who miss more than three (3) clinical sessions in a trimester, whether residency or non-residency, are required to meet with the Dean of Clinical Education or the DAOM Dean to develop a plan for completing the program on time.

Continued Enrollment

Continued Enrollment is required when the student has not completed the Capstone Research Project, clinic hours or didactic work within the initial two-year program period. All coursework, clinical hours and the Capstone Research Project are meant to be completed within two (2) years of initial enrollment. Students who face extenuating circumstances that interfere with program completion may petition the Doctoral Academic Committee for continued enrollment, on a per-trimester basis, for a total of no more than four (4) years from the date of initial program enrollment.

A Continued Enrollment Fee is applicable for each trimester of continued enrollment extension. Payment of the Continued Enrollment fee, along with a completed Registration Form are required by the end of Week One (1) of every extended trimester. Late fees are applicable if payment is not made on time. The Continued Enrollment fee cannot be paid in installments.

Students who fail to register and pay all charges by the end of Week Three are administratively withdrawn from the program. Students who fail to register for Continued Enrollment or are administratively withdrawn must file a formal petition for readmission to the program.

TRANSFER CREDIT POLICIES

Transfer credit may be granted for coursework and clinical training completed successfully at another approved/accredited institution, provided these courses are equivalent in content and credit hours to the corresponding courses in the DAOM program at Yo San University. Courses must have been taken within ten (10) years prior to admission to Yo San University and must be equivalent in hours and content to the course offered at the University. A student must have earned a passing grade of "C" or better for any course to be considered for transfer credit.

Transfer credit may also be granted from a foreign institution that has approval or accreditation comparable to regionally accreditation in the U.S. and provided the courses are documented by official transcripts. These courses must be comparable to courses offered in the DAOM program at Yo San University.

In addition, the acceptance and applicability of transfer credits is subject to the following restrictions:

- Transfer credits cannot be from part of any entry-level master's or entry-level doctoral degree programs
- Continuing education (CE) hours/credits will not qualify as transfer credits
- Transfer credits cannot exceed twelve (12) credits

A formal transfer credit request must be submitted, complete with all official supporting documents and a transfer credit fees, at the time of application for admission into the DAOM program, and at least 30 days from the start of the first semester of attendance.

Transcripts from educational institutions outside of the United States must be translated into English where applicable, and evaluated by a recognized credentials evaluation service. For a list of agencies that provide this service, please contact the Director of Enrollment of the University Registrar.

All decisions by the DAOM Program Dean regarding credit transfer into the DAOM program are final.

Notice On Transferability of Credits and Credentials Earned at Yo San University

The transferability of credits you earn at Yo San University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the DAOM degree you earn in Yo San University's Doctoral Program is also at the complete discretion of the institution to which you may seek to transfer. If the credits in the DAOM Program that you earn at Yo San University 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 these reasons, you should make certain that your attendance at Yo San University will meet your education goals. This may include contacting an

institution to which you may seek to transfer after attending Yo San University to determine if your credits earned in your DAOM degree will transfer.

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

Minimum & Maximum Time for Degree Completion

No student may complete the DAOM program in less than twelve (12) months.

Regardless of the number of units transferred in to the MATCM program, transfer students are required to complete at least one academic year of the DAOM program or 20 units in residence, and at least 200 hours of their advanced specialty clinical training at Yo San University to graduate with the DAOM degree from Yo San University.

The Yo San University DAOM program – including completion of all didactic, clinical and capstone hours and requirements – must be completed within four (4) calendar years (48 months) from the date of initial enrollment into the DAOM program.

GRADING & ASSESSMENT

Program Credit System

Yo San University operates on a 15-week trimester system, with three (3) trimesters in a calendar year. One (1) trimester credit is granted for each fifteen (15) hours of classroom contact plus appropriate outside preparation or the equivalent.

Grading System

Grades are assigned by the faculty for the purpose of assessing students' academic performance in a course. The grading system and standards in the DAOM program are:

GRADE

P+	Pass with Distinction
P	Pass
F	Fail
I	Incomplete
IP	In Progress
CPL	Complete
AUD	Audit
W	Withdrawal
WF	Withdrawal, Equivalent to Failing Grade
WX	Withdrawal, Cancelled Registration

Grades of 'F', 'W' or 'WF' must be remedied by repeating the course.

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

Failed courses must be repeated at full tuition.

Assessment Methods

An assessment of the student's progress in achieving the educational goals of each course according to the syllabus and the policies of the University is achieved by assigning grades of P+, P, F, I, IP, CPL, AUD, W or WF, as indicated above.

The methods of assessing doctoral students' academic achievement include:

- Written and oral case study presentations
- Writing assignments
- Written examinations
- Completion of the Capstone Research Project
- Assessment of clinical competencies
- Exit questionnaire and follow-up evaluation
- Other projects, activities, demonstrations, practicum or documentation as determined by the course instructor to be appropriate to the content and process of each course.

In addition to the assessment methods listed above, grade assignments are also determined and assigned by the course instructor based on the student's performance and participation in class, and course attendance.

Incomplete Coursework

Students are responsible for completing all coursework and assignments for every class. Students who fail to complete the required assignments and coursework for a class will receive a "Fail" grade for the class. Successful completion of all classes is required for graduation from the DAOM program.

A student may petition for an Incomplete "I" grade for a course if the student, due to extenuating and unforeseen circumstances (such as severe illness, or a death in the immediate family) cannot fully complete the required course(s), course assignment(s) or exam(s) on time. An Incomplete "I" grade for a course must be made in writing on the designated DAOM Assignment Extension and/or Makeup Exam Request Forms. The Incomplete "I" grade indicates that further work in a course must be completed before a passing grade is given. The petition for an Incomplete "I" grade must be filed with DAOM Dean on or before the due date of the assignment or exam date. A course extension fee is applicable.

Students must pay the required assignment extension fee before the assignment can be accepted or the makeup exam scheduled.

If permission is granted for an extension or late completion, the course instructor or DAOM Program Administration will state on the DAOM Assignment Extension and/or Makeup Exam Request Forms the specific requirements and revised deadline for completing the course. If the requirements are not met by the revised deadline, the incomplete course will automatically be assigned a "Fail" grade.

Students who do not pass a class must repeat the class the next time the class is offered, and pay any additional continued enrollment or other applicable tuition/fees. Classes are typically scheduled on two-year cycles. Students repeating a class will may have to wait more than one trimester beyond their initial 24 months, for the required class to be offered again. This may delay completion of requirements and graduation from the DAOM program. See also sections on Maximum Time for Degree Completion, and Continued Enrollment.

Academic Progress

Maintaining satisfactory academic progress is a crucial benchmark for academic success in the DAOM program. To maintain satisfactory academic progress and remain in good academic standing, a student must, at the end of each evaluation period:

- Have received a “Pass” grade on all required assignments and coursework;
- Have completed 80% of clinic Residency hours required or expected for the period; and
- Submitted the pertinent Capstone Research Project progress or completion documentation expected of each evaluation period.

Satisfactory academic progress is measured at the end of the second, fourth, and sixth trimesters. Faculty may alert the DAOM Dean of concerns for a student’s academic progress, which may trigger assessment in-between the formal assessment periods.

Students receiving student financial aid must also fulfill additional ‘pace’ requirements. Please refer to the specific sections on Financial Aid, or speak with the Financial Aid Coordinator for more information.

Academic Advising

Academic advising is an important part of the educational process in the DAOM program. Prior to beginning the program, students participate in an initial academic advising session. At least once a year thereafter, to ensure everyone is making satisfactory progress, students are required to schedule one academic advising session with the DAOM Dean or a designated DAOM Academic Advisor. Scheduling these appointments is the responsibility of each student. Additional advisement is available to all students and can be scheduled through the DAOM Dean at any time. At the end of every trimester, the progress of all students is reviewed by the DAOM Dean. Students who are placed on academic probation may be required to participate in tutorials and remedial sessions with a designated DAOM Academic Advisor to support their efforts to return to satisfactory academic status.

Academic Probation

Students whose academic progress has been deemed to be unsatisfactory will be placed on academic probation. Each period of academic probation is four (4) months, corresponding to one trimester in the University’s academic system. Students on academic probation may be required to participate in monthly academic counseling sessions with the DAOM Dean or a designated DAOM Academic Advisor during the period of academic probation. At the end of the probation period, if a student is able to demonstrate satisfactory academic progress and maintenance of progress, the academic probation status will be lifted. Otherwise, the academic probation will be extended for another period of four (4) months. Students who are on academic probation for two consecutive trimesters may be academically dismissed from the DAOM program.

Academic Dismissal

Students are subject to academic dismissal from the DAOM program under any of the following conditions:

- Failure to maintain Satisfactory Academic Progress (including making appropriate progress in clinical training)
- Remaining on academic probation for more than two (2) consecutive trimesters
- Failure to complete all required coursework (including clinical training) within four (4) years from the date of initial enrollment in the DAOM program
- Any circumstance whereby the DAOM Academic Committee determines that the student cannot satisfactorily complete the requirements for graduation

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

Appeal of academic dismissal must be made formally, and in writing to the Registrar within 30 days of notice of dismissal. The student making the appeal must provide appropriate documentation in support of their appeal against academic dismissal.

Readmission After Academic Dismissal

To be considered for readmission following academic dismissal, a student must meet with the DAOM Dean to present their case for readmission. There is a waiting period of no less than 12 months from the date of dismissal, before a student is allowed to apply for readmission into the program.

To be readmitted to the DAOM program, a student is required to:

- Explain in writing, steps and processes that the student has taken to resolve all circumstances contributing to the student's previous dismissal
- Provide transcripts of any coursework taken elsewhere to demonstrate academic standing, where applicable
- Show that all remedial procedures outlined at the mandatory pre-admission academic counseling session have been completed.

All applications for readmission will be reviewed by the DAOM Academic Committee. The DAOM Academic Committee may stipulate additional conditions for readmission beyond those listed above. The applicant will be notified in writing of the committee's decision. If the committee approves the request for readmission, the applicant must submit the appropriate Application and Initial Registration Fees, and complete all required paperwork for re-enrollment into the DAOM program.

Course Evaluations

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

GRADUATION REQUIREMENTS

Graduation Requirements

To be eligible for graduation, a DAOM student must:

- Satisfactorily complete all didactic coursework
- Complete all required clinical training hours
- Receive passing marks on the Capstone Research, as well as successfully present and defend their Capstone Research and dissertation at the Capstone Conference
- Clear all outstanding accounts with the University, including administrative, clinic, and library accounts, and return all borrowed library books

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

Upon graduation, students will be awarded the Doctor of Acupuncture and Oriental Medicine degree.

Graduation/Commencement Ceremony

A Graduation Ceremony is held once a year in April/May. To be eligible to participate in the ceremony, a student must:

- Be on-track to complete all didactic coursework and Capstone Research by the end of the Spring (January-April) trimester of the graduation year, including the submittal of their Capstone Research on the assigned due date in at the start of the Spring trimester in January;
- Be on schedule to complete all clinical training requirements no later than the end of the Summer (May-August) trimester of the year of graduation.

There is a one-time graduation fee that covers the administrative costs of preparing the student for graduation, and organizing the ceremony. All graduating students must pay the graduation fee whether or not they choose to participate in the ceremony.

Yo San University Blount Community Clinic

The Yo San University Blount Community Clinic is the on-site clinical teaching facility at Yo San University. It provides the professional setting in which students from both the Masters of Acupuncture & Traditional Chinese Medicine (MATCM) and Doctor of Acupuncture and Oriental Medicine (DAOM) degree programs of the University complete various aspects of their clinical education.

The Clinic provides Traditional Chinese Medicine (TCM) and acupuncture services to the local community. These services are provided by licensed practitioners who are members of the faculty, by YSU post-graduate Fellows, and supervised treatment sessions by interns/residents in the University's MATCM and DAOM programs.

In addition to general acupuncture, the Clinic offers several specialty clinics where students receive integrative clinical training in their selected area of specialization. These specialty clinics include clinical sessions in Women's Health & Reproductive Medicine, Healthy Aging & Longevity Medicine, Acupuncture Orthopedics & Pain Management, and Substance Abuse Disorder.

Enrolled students enjoy discounted acupuncture services at the Yo San University Blount Community Clinic.

The Herbal Dispensary

The Herbal Dispensary in the Yo San University Blount Community Clinic is a unique and valuable resource for both clinical education and relevant TCM Herbal Medicine components of the MATCM and DAOM programs. It provides the environment and tools for students and clinical interns to receive hands-on experience formulating and compounding custom herbal preparations to meet individual patient needs. The Herbal Dispensary carries over 450 herbal products, including raw and processed herbs, concentrated herbal granules, herbal ointments and creams, herbal patches and patent and proprietary herbal pills/formulas.

California State Law & University Policy on Needling

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

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

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

In compliance with the above-mentioned regulations and policies, all acupuncture and needling must be performed in the Clinic or in designated classrooms with appropriate levels of supervision.

Financial Aid

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

There are two types of Federal Aid:

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

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

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

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

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

FEDERAL FINANCIAL AID STATEMENT

Under the Direct Stafford Loan program, students that obtain loans are required to repay the full amount of the loan plus interest, less the amount of any refund. If students receive federal financial aid funds, they are entitled to a refund of the money not paid from federal financial aid funds. Students must apply for federal financial aid by completing a FAFSA (Free Application for Federal Student Aid) annually and sign a Master Promissory Note (MPN) and complete Entrance Counseling prior to the first fund disbursement. Funds received through the Direct Loan Program must be repaid starting six (6) months after leaving school.

Students may borrow a maximum of \$20,500 per academic year (defined as two trimesters). However, University policy limits the maximum Direct Loan per academic year to \$18,500. Loans for less than a full academic year are pro-rated accordingly. A Direct Loan will be either unsubsidized, Grad PLUS, or a combination of both.

If a student obtains a loan to pay for this educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Unsubsidized Loans – Interest on an unsubsidized loan is not paid by the Federal Government and therefore, interest will accumulate on the loan while students are in school. Unless students make payment on the interest while in school, the interest will be capitalized or added to the principle when the loan goes into repayment. The interest rate is set every July 1st. Once originated, the interest is fixed for the life of the loan. University policy limits the maximum unsubsidized loan per academic year to \$18,500. The Unsubsidized Loan is not “Need-Based”.

Students in their final academic year, with remaining aggregate borrowing eligibility, may borrow up to a maximum of \$20,500.

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

DISBURSEMENT OF FEDERAL STUDENT LOAN PROCEEDS

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

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

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

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

CANCELING LOAN DISBURSEMENTS

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

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

TREATMENT OF FEDERAL STUDENT LOANS WITH STUDENT WITHDRAWALS

If students drop below half-time status and is a Federal Loan recipient, tuition refund processing follows Federal regulations. Refund calculations are made on a prorated basis according to the number of days remaining in the trimester until 60.1% of the course has been completed. The 'withdrawal date' is used to calculate the amount of the refund and is defined as the last date the student attended a class, lab, exam or clinic shift. These refunds are returned to the Federal Direct Loan Program within forty-five (45) days of the withdrawal date. Students may notify YSU Administration of their intentions during normal business hours via phone, email, letter or in-person. Before the refund will be processed, the student must complete a Drop Form in case of a course load reduction, or a Withdrawal Form when canceling enrollment before classes have started or fully withdrawing from the program after classes have started. Drop and Withdrawal Forms are available in the YSU Administration Suite and can be requested by email at registrar@yosan.edu.

SATISFACTORY ACADEMIC PROGRESS – MATCM PROGRAM

To remain eligible for Federal Financial Aid, students in the MATCM must make Satisfactory Academic Progress toward the completion of the MATCM program. For the MATCM program, the University measures Satisfactory Academic Progress in three ways:

1. Cumulative GPA,
2. Pace of program completion, and
3. Average units earned

“Satisfactory Progress” means that the student’s cumulative GPA is at least a 2.5, that the pace (earned units compared to attempted units) is at least 66.67% and that the average earned units per term is thirteen (13) for full-time financial aid students and eight (8) for part-time financial aid students.

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

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

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

Satisfactory Academic Progress Definitions – MATCM Program

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

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

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

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

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

SATISFACTORY ACADEMIC PROGRESS – DAOM PROGRAM

To remain eligible for Federal Financial Aid, students must make Satisfactory Academic Progress toward the completion of the doctoral program. Yo San University measures Satisfactory Academic Progress in the DAOM program in three ways at the end of the second, fourth and sixth trimesters:

1. Assessment that students have received a grade of “Pass” on all required assignments and coursework,
2. Completion of 80% of the clinic training hours required or expected for the period, and
3. Submission of documentation to demonstrate timely progress on research, writing and review deadlines for the Capstone Research Project, as measured by the DAOM Capstone Deadlines published to each cohort.

Students who fail to make Satisfactory Academic Progress are placed on Financial Aid Warning for one trimester from the date of notice, and may be referred to the DAOM Academic Dean for required coaching. If at the end of the trimester, Satisfactory Academic Progress standards are still not met, students are ineligible for Federal Student Aid. A detailed statement on DAOM Satisfactory Academic Progress assessment is available upon request.

Students may appeal the results of the above assessments to the Financial Aid Coordinator. Appeals must explain why satisfactory progress standards were not met and what has changed that will allow standards to be met by the next evaluation period. The appeal must also include an Academic Progress Course Plan approved by the DAOM Dean. The plan must ensure that the student meet standards within a specific time frame. When the appeal is granted by the Financial Aid Office, eligibility is re-instated and the student is placed on Financial Aid Probation for one (1) trimester. If the Academic Progress Course Plan is not followed, the student is ineligible for Federal Student Aid. The student may make a second appeal. If the appeal is not successful, eligibility is not reinstated until after the student has met all Satisfactory Academic Progress standards.

Students who fail to meet academic and clinical requirements and meet required assignments and coursework in a timely manner may have their progress brought to the DAOM Doctoral Academic Committee for review at any time before or between formal review milestones. The DAC may recommend probation or dismissal on grounds of failure to progress or other relevant criteria, apart from any Financial Aid concerns

WORK-STUDY OPPORTUNITIES

“Work-Study” is part-time work for the University that allows students to contribute to the operation of the University and earn a modest income to help defray the expenses of study. Work-Study opportunities may be available in the library, the Clinic, and select position in the YSU Administration. Please inquire with the Student Affairs Coordinator about Work-Study positions or look for posted notices on campus bulletin boards.

VETERANS' BENEFITS

The University participates in the Veterans Administration's Chapters 33 and 31 Educational Benefits Program. Please contact the Financial Aid Coordinator for more information or call the Veterans Administration for details.

INSTALLMENT PAYMENT PLAN

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

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

GAINFUL EMPLOYMENT

Yo San University prepares its graduates to become Licensed Acupuncturists: United States Department of Labor's Standard Occupational Classification code 29-1199.01.

Awards & Scholarships

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

AWARDS & SCHOLARSHIPS: MATCM PROGRAM

Dean's List

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

MATCM Dean's Prize

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

Board of Trustees' Meritorious Award (Class Valedictorian)

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

Yo San University Scholarships

Several YSU scholarships available to matriculated students in the MATCM program in recognition of students' academic achievements. These include:

- The Founders' Scholarship
- The President's Scholarship
- The Yo San Legacy Scholarship

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

AWARDS & SCHOLARSHIPS: DAOM PROGRAM

DAOM Distinction Award

The DAOM Distinction award is a \$300 cash prize presented annually, with a Certificate of Merit, to a graduating DAOM student who has attained 'significant academic and profession achievement' in the course of the DAOM program. Potential award recipients are nominated by the DAOM faculty, and the recipient selected by the DAOM Academic Committee. This award is presented at the annual graduation/commencement ceremony.

Yo San University Scholarships

Several YSU scholarships available to matriculated students in the DAOM program in recognition of students' academic achievements. These include:

- The Chancellor's Scholarship
- The Yo San Legacy Scholarship

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

EXTERNAL SCHOLARSHIP OPPORTUNITIES

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

- Nuherbs Co. Scholarship
- Trudy McAlister Scholarship
- HealthyLine Scholarship
- Tillman Military Scholarship

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

Student Services & Facilities

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

NEW STUDENT ORIENTATION

MATCM Program

For new students matriculated in the MATCM program, a mandatory half-day Orientation session is scheduled immediately prior to the start of the trimester. During Orientation, students have an opportunity to meet others in their cohort and become acquainted with the University administration, staff and faculty members. They learn about Yo San University's legacy and future direction, and gain essential knowledge regarding how to navigate University systems and processes. All matriculated students receive a University email address and student ID. At Orientation, there will be presentations from key administrative staff, along with training on accessing the Student Portal. The Registrar is also available during Orientation to answer any questions regarding the student Enrollment Agreement, prior to students' signing of this document.

DAOM Program

For new students matriculated in the DAOM program, enculturation begins with a full day Orientation and class session scheduled on the Thursday preceding the first residency weekend. During Orientation, students have an opportunity to meet others in their cohort and become acquainted with the University administration, staff and faculty members. They learn about the University's legacy and future direction, and gain essential knowledge regarding how to navigate University systems and processes. All students receive a University email address and ID.

At Orientation, there will be presentations from key administrative staff, along with training on accessing the Google classroom documents, and an opportunity to meet over lunch with staff, faculty and current DAOM students. The Registrar is also available during Orientation to answer any questions regarding the student Enrollment Agreement, prior to students' signing of this document.

New Student Survey

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

ACADEMIC ADVISING & TUTORING SERVICES

MATCM PROGRAM

Academic Advising

Academic advising is an important part of the educational process in the MATCM program. Prior to beginning the program, students receive an initial academic counseling session. Students are then required to schedule at least one academic counseling session per calendar year with the Associate Dean. Scheduling these appointments is the responsibility of each student.

Faculty may request additional advising sessions due to academic performance or other concerns. Additional advising may occur throughout the trimester as needed and is available to all students; these additional sessions can be scheduled with the Associate Dean at any time.

At the end of every trimester, the academic progress of all students will be reviewed by the Student Academic Performance Committee to identify and support students who may be at risk academically.

Students with a GPA below 2.5 are placed on academic probation and may be required to participate in tutorials and remedial sessions to support their efforts to return to satisfactory academic status.

Tutoring Services

Group tutoring in several subjects is available at no cost to students in the MATCM program who desire to strengthen their academic performance. The University employs upper-level students in high academic standing to tutor those who may require additional instructional and learning support. A list of available tutors is posted each trimester on the official Administration Bulletin Board, and is also available from the Associate Dean.

CALE Review Workshops

The University offers regular review workshops and sessions for students who have completed their studies at YSU and are planning to sit for the California Acupuncture Licensing Exam (CALE). The CALE workshops are also open to MATCM students finishing the program, including those preparing for their final examinations at the University. The goal of these workshop is to provide a comprehensive review of the material expected in the CALE, and to offer students and alumni useful test-taking skills and techniques.

DAOM PROGRAM

Academic Advising (DAOM)

Timely student progress towards graduation goals is fundamental to the program's educational objectives. Academic advising begins upon acceptance to the program. Prior to matriculation, students meet with the DAOM Dean to review program requirements. Additional advising may occur throughout the two-year program, assessing progress towards completion of didactic assignments, clinic hours and the capstone research project. At any time during the program, the Dean may direct individuals to consult with the Associate Dean, or an assigned Faculty Mentor for coaching or remediation of specific academic challenges. Faculty may also request that students have access to additional advisement sessions due to academic performance or other concerns.

THE RYAN LEARNING RESOURCE CENTER (THE LIBRARY)

The Lawrence J. Ryan Ph.D. Learning Resource Center, also commonly referred to as The Library, carries a variety of resources related directly to both our DAOM and MATCM curriculum, and in the general areas of Chinese and Western Medicines. It collects all texts used by the California Acupuncture Board, as well as all texts used in all courses for all degree programs at the University.

Many frequently used books have multiple copies. The library also houses a growing collection of audiovisual materials (DVDs), mostly related to meditation and spiritual areas, including Qi and basic sciences, such as biology, anatomy, and physiology. The reference collection includes handbooks, manuals, directories, encyclopedias, medical dictionaries, study guides for licensing examinations, as well as a selection of important publications. This collection provides students with information on diagnoses, treatment, etiology, supplement and therapeutic intervention for degree program research as well as their clinical experiences. The majority of holdings are in English, with a small collection of books in Chinese. The library also has new and used course texts, as well as basic school supplies, available for purchase.

To support student research, subscriptions to online journal databases and a comprehensive list of internet resources relating to Traditional Chinese Medicine, Chinese Herbal Medicine, and Western Biomedicine can be accessed on-site or remotely. A collection of journals no longer in publication is also available. YSU students, faculty and staff have full borrowing privileges of library materials and may request interlibrary Loan from the Library Manager.

In addition, YSU's library contains four internet-enabled computer workstations with word processing and printing capabilities, and two printers. Wireless internet access is also provided throughout the University.

Students may search the online library catalog or ask a staff person to locate library items. Master's students may check out a maximum of 5 items at one time for a period of 14 days. Doctoral students may check out a maximum of 6 items for a period of 30 days. Borrowed items may be renewed in person, by email, or by phone. Library items must be renewed by the student responsible. The fine for overdue items is \$0.25 per day. The fine for lost items is equivalent to the item's replacement value.

STUDENT LOUNGE

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

BULLETIN BOARDS

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

Administration Bulletin Boards are located throughout campus and contain official notices about changes in policies and procedures, schedules, legislative updates, tutoring information, examination schedules, responses to

suggestions, and special news; please check them weekly. The Administration Bulletin Boards may not be used for items of general interest or other non-University related material.

YSU STUDENT ASSOCIATION

The Yo San University Student Association (YSUSA) provides a platform for students to formulate and initiate projects internal and external to the University. YSUSA Officers, elected annually, communicate with the Administration as the voice of the student body. The Student Association also elects one student representative to the Board of Trustees as a non-voting Board member with limited privileges. Days and times for Student Association meetings are posted on the Student Association Bulletin Board in the Student Lounge. Questions and comments for the YSUSA representatives can be submitted to ysusa@yosan.edu. The Student Association has set a fee of \$15 per student per trimester, applied to all matriculated students and is paid at the time of registration of classes.

Professional & Administrative Services

Professional Development Workshops

The professional development workshop series is the cornerstone of efforts to illuminate pathways for students and alumni to realize their life and career goals. Further underscoring its community-building objective, this is a cooperative effort among the YSU Alumni Association (YSUSA), and the YSU Administration. At least once every trimester, an invited guest speaker shares personal stories of success, challenges, and experience along with best practices with the intention of raising awareness and offering information to better prepare attendees to grow and succeed. The one-hour presentation incorporates, elaborates, and underscores the principles of professional development: Self-Knowledge, Professionalism, Pathways, Opportunity Assessment, Navigating Life & Career Transitions, and Networking & Connections. The expectation is that these workshops inform and permeate academic advising, mentorships, and other student services.

Speakers may include alumni, healthcare professionals, and business development advisors (e.g., malpractice insurance, insurance billing, marketing). The workshops are designed to lead students to proactively engage their futures, starting now.

Student Resources

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

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

Campus Access

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

Campus Security

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

Campus Emergency Response and Evacuation Procedures

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

Student Housing Information

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

The University is not responsible for providing or assisting students with finding housing. YSU does, however, maintain a bulletin board for students in communicating opportunities for shared housing, community listings, and professional listing sites. Estimates of rental prices in the local area range between \$800 and \$3,000.

ADMINISTRATIVE SERVICES

Student Affairs Office

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

Office of the Registrar

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

Financial Aid

Financial aid is monetary assistance from federal and private resources to help students cover the cost of a college education. Aid takes the form of scholarships, grants and loans. Nearly 70% of Yo San students meet the costs of their education with aid from the Federal Student Loan Program. Graduate students may borrow through the Unsubsidized Stafford and Grad PLUS programs up to the Cost of Attendance. To ensure student understand loan obligations, federal rules require two counseling sessions regarding loans: Entrance Counseling and Exit Counseling. Work-Study student employment is part-time work for the University that allows students to contribute to the operation of the University and earn a modest income to help defray the expenses of study. Employment opportunities may be available in the Clinic, library and within the YSU Administration. YSU also offers students short-term loans in the form of an installment payment plan. Under this plan, students pay tuition expenses in three (3) equal monthly installments, with the first payment being made at the time of registration.

There is no interest or service charge to participate in the installment payment plan except for a late fee in the event payments are not made on time. Please refer to the section on Financial Aid in this handbook.

Student Emergency Fund

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

Veterans

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

Administrative Policies

The Academic Catalog & Student Handbook, Clinic Handbooks, and various other regulations and policies publications are all subject to change at the University's discretion. Policies and regulations in the most recent edition of these publications will supersede those in previous editions. Changes will be publicized and students informed accordingly. Students are responsible for reviewing and abiding by these changes.

REGISTRATION

A student is considered fully registered for courses only when all required registration forms have been completed and tuition has been paid. Credit will not be given for attendance in classes that the student is not fully registered for.

New students may register from the beginning of the regular registration period until the first week of the trimester. A new student registration fee is applicable at the time of registration.

Continuing students may register online, in person, by email, or by regular mail anytime during the prescribed registration period. Phone calls, text messages and faxes will not be accepted. Please refer to the current Academic Calendar for the exact registration dates and deadlines. A late registration fee will apply for returning students registering after the deadline for registration.

Students are required to update their contact information with the Registrar at the beginning of each trimester to ensure important information and notifications may be communicated to the student in a timely manner.

TUITION PAYMENT & BALANCE

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

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

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

STUDENT ENROLLMENT STATUS CLASSIFICATIONS – MATCM PROGRAM

Students in the MATCM program are classified based on their enrollment status:

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

STUDENT ENROLLMENT STATUS CLASSIFICATIONS – DAOM PROGRAM

FULL-TIME STUDENT

The unique curricula design of the DAOM program requires all DAOM students to matriculate at full-time status by default. Students are enrolled in all DAOM classes that are scheduled each residency weekend throughout the entire program.

PART-TIME STUDENT

Under special circumstances, with prior approval from the DAOM Dean, a student may elect to drop to part-time enrollment status for no more than one (1) trimester. In this situation, the student needs to be aware that the missed course(s) may not be offered again for the remainder of the 2-years cohort cycle in which the student matriculated with. Students considering requesting part-time enrollment status are required to meet with the DAOM Dean for academic advisement to establish an appropriate academic plan that ensures all degree requirements are completed within the maximum four (4) calendar years (48 months) from the date of initial enrollment in the program.

MAXIMUM COURSE LOAD PER TRIMESTER – MATCM PROGRAM

Students in the MATCM program may not enroll in more than twenty (20) units of coursework per trimester without prior written authorization by the Dean of the MATCM program. Under extenuating circumstances, reviewed and approved on a case-by case basis, a student may enroll in more than twenty (20) units in a trimester. Students requesting to enroll in more than 20 units are required to meet with the Associate Dean for academic advising prior to submitting their request for the additional coursework.

NON-MATRICULATED STUDENTS – MATCM PROGRAM

The MATCM Program offers pre-approved students the opportunity to enroll and participate in select introductory courses if the prospective student can provide documentation that the student fully meets the requirements for admission to the MATCM program, and is able to demonstrate sufficient prior education to successfully complete the enrolled courses. Lab and Clinical courses are not eligible for non-matriculated enrollment.

Requests for admission to specific courses on a non-matriculated basis are evaluated and approved by the Dean of the MATCM program, on a case-by-case basis, subject to enrollment availability.

Non-matriculated students may take a maximum of eight (8) units, and are ineligible for financial aid or student services (e.g., use of YSU library, YSU email, academic advising, etc.).

The following courses are available to non-matriculated students who fulfill MATCM admissions requirements:

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

ADDING & DROPPING CLASSES – MATCM PROGRAM

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

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

Adding a Class

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

Attendance Requirement for Added Classes

Students who enroll late or add classes after the first meeting of the class are still subject to the published attendance requirements for each class. Classes missed prior to adding the class will count as class absences.

Dropping a class with a "WX" (Withdraw-Cancelled Registration)

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

Dropping a Class with a "W" (Withdraw)

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

Dropping a Class with a "WF" (Withdraw-Fail)

Dropping a class after the sixth class in a 15-week course, or after the third class of an 8-week or 10-week course, will result in a "WF" annotation in the student's academic record. "WF" grades will be included in the term GPA computation with the same point value as an "F" (Fail) grade. Students withdrawing at this time may be entitled to a prorated tuition refund, depending upon the week of the trimester in which the withdrawal takes place.

These procedures are also explained in detail on every Registration Form. Please check with the Registrar about withdrawing from courses scheduled for fewer than eight (8) weeks.

LEAVE OF ABENCE & WITHDRAWAL POLICIES

Leave of Absence Policies

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

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

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

Students are strongly encouraged to meet with their respective program Deans or Academic Advisors before going on a Leave of Absence, as well as prior to returning from their leave.

The period of Leave of Absence will count towards the overall time taken for program completion. The DAOM program must be completed within four (4) years (48 calendar months) from the date of initial enrollment. The MATCM program must be completed within eight (8) years (96 calendar months) from the date of initial enrollment.

The University cannot guarantee successful completion of degree requirements if a Leave of Absence conflicts with the student's completion of academic, clinical or research responsibilities in the allotted normal or extended window of matriculation in the student's respective degree program.

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

Leave of Absence in the DAOM Program

Due to DAOM course curricula design, it may not be possible for a student on Leave of Absence to complete all DAOM course requirements within the designated 2-year time window. Based on individual circumstances, it may be necessary for the student going on a Leave of Absence to withdraw from the student's matriculation cohort, and re-enter the program with a subsequent cohort after the student returns from Leave of Absence. In such situations, academic and clinical coursework completed and credits received prior to the Leave of Absence will count toward program completion.

Students on Leave of Absence may not fulfill any coursework and/or training (such as clinical training or Capstone Research writing) that counts towards degree completion during the time on leave. Capstone advising and other related academic services will not be accessible to students on Leave of Absence.

Withdrawal from the University

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

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

Non-attendance does not constitute a withdrawal with eligibility for partial refunds. All withdrawals and leaves of absence must be submitted in writing at the time of the withdrawal or leave.

Readmission After Withdrawal

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

Readmission of Military Personnel & Veterans

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

- Advance notice of Leave of Absence is provided to the University
- The cumulative absence is not more than four (4) years
- The University is notified of the intent to re-enroll
- The student was not dishonorably discharged from Military Service

Tuition & Fees

Current tuition and fees for both the DAOM and MATCM programs are reviewed annually and published in the annual Tuition & Fee Schedule (Appendix A).

Tuition & Fee Adjustments

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

TUITION REFUND POLICY

Refunds are made in compliance with accreditation, State and Federal regulatory requirements. The refund policy is also clearly stated on all course Registration Form.

All students are entitled to a full tuition refund if the registration agreement is canceled within the first two (2) weeks of the trimester. Registration fees are non-refundable.

Students may receive a prorated refund for the unused portion of the tuition, excluding fees, after the second week of the trimester. Students may notify the Registrar of their request for a tuition refund during normal business hours via phone, email, letter or in person.

Before the refund will be processed, the student must complete an Add/Drop Form in cases of a course load reduction, or a Withdrawal Form, when canceling an enrollment or fully withdrawing from the program. Add/Drop and Withdrawal forms are available in the Administration Office and can also be requested by email from the Registrar.

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

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

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

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

Tuition refund calculations are made on a prorated basis according to the number of days remaining in the trimester until 75% of the course has been completed. The withdrawal date is the last date the student attended a class, lab,

exam or clinic shift. These refunds are returned to the Federal Direct Loan Program within 45 days of the withdrawal date.

STUDENT TUITION RECOVERY FUND (STRF)

The State of California 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:

Bureau for Private Postsecondary Education
1747 N. Market Blvd. Ste 225
Sacramento, CA 95834

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

Website Address: www.bppe.ca.gov
Telephone: (888) 370-7589 or (916) 574-8900
Fax: (916) 263-1897 or (916) 263-1897

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
7. 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.
8. 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.
6. 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.

Student Academic Records

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

CONFIDENTIALITY OF RECORDS

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

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

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

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

- The opportunity to inspect and review their educational records, and request copies of these records
- The procedure for amending incorrect and inaccurate information in their educational records
- Protecting the privacy of the students' records
- Excluding certain types of student records/information from inspection, such as parental financial information, or a student's psychiatric or medical records.
- Under FERPA regulations, Yo San University will not release a student's academic record without that student's signed permission, except:
 - To Yo San University officials authorized to receive the information for legitimate educational purposes
 - To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the U.S. Secretary of Education, and State and local educational authorities for audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs
 - To organizations conducting studies for or on behalf of the school making the disclosure for the purposes of administering predictive tests, administering student aid programs, or improving instruction
- To comply with a judicial order or a lawfully issued subpoena
- To the victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense concerning the final results of a disciplinary hearing with respect to the alleged crime; and
- To any third party the final results of a disciplinary proceeding related to a crime of violence or non-forcible sex offense if the student who is the alleged perpetrator is found to have violated the school's rules or policies. The disclosure of the final results only includes: the name of the alleged perpetrator, the violation

committed, and any sanction imposed against the alleged perpetrator. The disclosure must not include the name of any other student, including a victim or witness, without the written consent of that other student.

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

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

RETENTION OF STUDENT RECORDS

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

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

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

In the event Yo San University ceases to operate, the University will work with the Department of Education and ACAOM with regard to policies and procedures for closing an institution. In such an event, arrangements have been made for records from Yo San University to be stored at the Tao of Wellness (TOW), located at 1240 6th Street, Santa Monica, CA 90401. TOW is the private acupuncture practice owned by the founders of Yo San University, Dr. Daoshing Ni and Dr. Mao Shing Ni.

Students have the right to inspect their own academic records provided the inspection is conducted at the Administrative Suite in the presence of the Registrar, the Associate Dean, or the Program Deans.

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

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

Professional Conduct

CODE OF CONDUCT GENERAL POLICY

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

PROHIBITED CONDUCT

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

- Intentional or reckless obstruction or disruption of teaching, research, administration, clinical care, disciplinary procedures or other University activities, including the University's public service functions, or other authorized activities at the University
- Theft or malicious damage to University property or the property of any other person when such property is located on University premises
- The use, possession or distribution of alcohol or drugs on University premises
- The possession of weapons/firearms on University premises
- Academic cheating, including plagiarism in any form
- Knowingly providing false or misleading material information to the University
- Forgery, alteration, or unauthorized use of University documents, records, or identification
- Unauthorized entry into or use of the University's facilities, including buildings, desks, files, equipment, etc.
- Unauthorized possession of keys to University facilities including buildings, desks, files, equipment, etc.
- Tampering with the building alarm system or any other safety equipment
- Failure to comply with dress, appearance and professional standards of behavior set by the University
- Deliberate or careless endangerment of others
- Physical or verbal abuse, intimidation, or personal harassment
- Deliberate incitement of other students to commit serious rule violations or to commit grievous acts
- Unlawful conduct involving moral turpitude
- Failure to comply with the University rules, regulations, or policies, including academic and clinical regulations

- Failure to comply with the lawful directions of University officials
- Failure to comply with privacy laws established by FERPA
- The illegal practice of any of the healing arts. Please note that it is a felony offense in California to practice acupuncture without an active CA license, and that this prohibition is extended to any acupuncture needling outside of the formal, supervised educational format
- Loitering in the University building, including the parking structures, when the building is closed to students; using classrooms, offices, bathrooms, or hallways when the building is closed to students
- Failure to comply with cell phone, computer and other electronic device restrictions in the classroom, library, clinic or work station

CLASSROOM ETIQUETTE

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

Guests may not sit in on classes without prior written authorization from the Program Deans or designee. Children may not accompany students to classes, to the library, to the Clinic or to clinical externships.

USE OF MOBILE PHONES & OTHER ELECTRONIC DEVICES

Mobile phone use in the classrooms is considered disruptive and unprofessional and is not permitted.

Mobile phone use on campus is restricted to the lobby areas, away from the Clinic, classrooms and library. Mobile phone usage is permitted in the Student Lounge.

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

PHOTOGRAPHY & VIDEO RECORDING IN CLASSROOMS AND CLINIC

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

ANIMALS IN THE CLASSROOMS AND CLINIC

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

APPROPRIATE ATTIRE

All students entering the building to attend class, study, work, or visit are asked to be mindful of the professional environment of this medical and higher education institution. Students are expected to dress and act respectfully toward patients, visitors, employees, and other students in the building. Foot wear must be worn at all times, unless specifically instructed otherwise by instructors for educational purposes. Inappropriate, excessively revealing, intentionally provocative, or excessively casual (e.g., bathing attire, pajamas, etc.) clothing is not considered acceptable.

Students receiving their clinical internship training at the Yo San University Community Clinic must fully comply with the clinic foot wear guidelines established in the Clinic Handbook.

HARASSMENT PREVENTION POLICY

Yo San University is committed to providing a learning environment free of any form of harassment. University policy prohibits sexual harassment and harassment or discrimination because of race, religious creed, color, gender, national origin, ancestry, physical or mental disability, medical condition (including pregnancy and childbirth), marital status, sexual orientation, age, gender or any other basis protected by federal, state or local laws, ordinances or regulations. All such behavior is unlawful. The University's harassment prevention policy applies to all students, faculty, staff, as well as all persons involved in University operations and prohibits unlawful harassment by any member of the University community, as well as by or of any person doing business with or for the University, including contractors, suppliers, clinic patients, and volunteers.

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

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

If students believe that they have been unlawfully harassed or discriminated against, they may provide a written complaint to the Student Affairs Officer or a program Deans as soon as possible after the incident (within 60 days). The student's written complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses. The University will strive to protect the student's privacy. However, confidentiality cannot be guaranteed and the University reserves the right to use information disclosed in the complaint to investigate the situation.

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

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

DRUG FREE POLICY

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

There is a list of local resource centers for the diagnosis and treatment of substance abuse available from both the Blount Community Clinic and the Administration Office. The Student Affairs Coordinator is also available to assist any students in need of these services.

Disciplinary Procedures

Any student, faculty or staff member of Yo San University may present a written allegation to the Student Affairs Officer that a student has been engaged in prohibited conduct, within 60 days of the incident. The student will be notified of the allegation(s) within a reasonable time thereafter.

The University will investigate the facts underlying the allegation. The investigation shall allow the student to present written and/or oral explanation of the facts and circumstances underlying the alleged conduct. All physical evidence, written statements, and notes of oral statements taken in an investigation shall be kept in a case file relevant to the matter.

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

Notices to a student required under disciplinary proceedings shall be hand-delivered or mailed by certified mail.

FINDINGS, HEARINGS & APPEALS

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

Upon completing the investigation, if the Student Affairs Officer decides the incident is a minor violation, he/she will arrange a one-on-one meeting with the student to discuss these findings. Following this meeting, the Student Affairs Officer may also decide to impose any of the following sanctions: counseling, guidance, oral reprimand and/or written reprimand.

The Student Affairs Officer will deliver the findings, in writing, to the student. If a violation is found and a sanction proposed by the Student Affairs Office, the student will have ten (10) calendar days from receipt of the written finding to appeal the finding and sanction. This appeal must be in writing.

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

A meeting of the YSU Administrative team (Chair by the University President) will be arranged within ten (10) calendar days of receipt of the written appeal. The student may attend this meeting but is not obligated to attend. The student may elect to be accompanied by an advisor of their choice, provided that the advisor is a member of the University community and does not act as legal counsel.

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

More serious violations of the Code of Conduct may require a formal hearing, as determined by Student Affairs Officer. For the purposes of a formal hearing, the Administrative team consists of the University President, a program Dean and a senior university administrator or senior faculty. The following procedure applies:

- If the Student Affairs Officer believes that a more serious sanction may be warranted, she/he will refer the case to the Administrative team for a formal hearing, and will submit all relevant documents and records. The Student Affairs Officer will not be involved in the determination of any Administrative team sanction.

- The student will be notified in writing of the hearing time and the charges against him/her. The student has the right to examine the evidence against him/her prior to the hearing and to respond, in writing, to the allegations no less than ten calendar days prior to the hearing. The hearing shall be arranged by the Student Affairs Officer. At the hearing, the Administrative team will review and consider all materials appropriately submitted by the Student Affairs Officer and the student who has been charged. The Administrative team will deliberate and deliver their decision to the student within ten (10) calendar days of completion of the hearing, or as soon thereafter as is reasonably practicable given the nature and circumstances of the case.

Following receipt of this decision, the student will have an additional ten (10) calendar days in which to appeal sanctioned decisions arrived at by the Administrative team. This appeal must be directed to the President. Such appeals must be in writing and presented to the President via certified mail postmarked within ten calendar days of receipt of the committee's decision. Appeals are limited to the following circumstances: a) the showing of new evidence that was unknown at the time of the decision, b) sanction that is not supported by the evidence, or c) bias or other unfair prejudice in the decision or procedure. The decision of the University President is final.

Equity & Diversity

TITLE IX COMPLIANCE

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

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

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

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

Title IX Coordinator at Yo San University:

Sean Gates
The Office of Students and Alumni Affairs
Yo San University
13315 W. Washington Blvd,
Los Angeles, CA 90066
T: (310) 577-3000 ext. 112
E: studentaffairs@yosan.edu

Conduct Prohibited Under This Policy

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

- i. Submission to or rejection of such conduct is used as a basis for decisions affecting an individual's employment or advancement in employment, evaluation of academic work or advancement in an academic program, or basis for participation in any aspect of a University activity.

- ii. Such conduct has the effect of unreasonably interfering with an individual's learning, working, or living environment, or creates an intimidating, hostile, or offensive environment.

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

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

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

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

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

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

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

Complaint Procedure

Any student, faculty, staff member, or other individual may consult with the Student Affairs Officer, or a member of the administrative staff, to discuss issues related to sexual or other misconduct, whether or not misconduct has occurred, or the degree of involvement of the person seeking information. If there is an expressed desire that the consultation be confidential, this can usually be achieved when individuals discuss concerns about misconduct without providing the identities of those involved. The level of confidentiality depends on what legal protections are necessary to preserve the safety of the campus community.

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

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

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

Notice of Non-Discrimination

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

Disability Accommodation

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

Any student unable to normally attend or participate in any class, clinic, education, or examination activity for reasons of health or disability, should promptly notify the Students Affairs Coordinator in writing. The Student Affairs Coordinator will work with the Academic Administration and the faculty member(s) in charge of the activity to provide appropriate accommodations. The Student Affairs Coordinator may require the student to produce clearly documented medical reports or opinions from appropriate qualified health professionals specifically recognized by the State of California for this purpose, as a precondition for the accommodation. If a student is dissatisfied with the faculty member's accommodation, the student may request a review by the Student Affairs Coordinator.

Grievance Procedures

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

The formal grievance must be filed within sixty (60) days of the time at which the student knew or should be reasonably expected to have known of the alleged violation. When the violation occurs at the end of an academic quarter, a formal grievance may be filed within sixty (60) days of the beginning of the next academic quarter.

The Student Affairs Officer or another appropriate administrator from the University will arrange to have an interview with the student within fourteen (14) days to assess the grievance report and attempt to resolve the grievance.

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

At the hearing, both parties of the grievance shall have the opportunity to present their case with supporting documents and/or witnesses, where appropriate. The Grievance Committee shall deliberate and deliver its written decision within seven (7) business days of the conclusion of the hearing, or as soon thereafter as is reasonably practicable given the nature and circumstances of the grievance.

If the student is not satisfied the outcome, he/she may appeal to the University President in writing within five (5) business days of receipt of the decision. Appeals are limited to:

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

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

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

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

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

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

YO SAN UNIVERSITY ADMINISTRATIVE TEAM

ADMINISTRATIVE STAFF

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President / Chief Executive Officer

Sum-Yee Wang, MA
Chief Financial Officer

Tora Flint, MA
Director of Operations/Registrar

Daouia Amrir, MBA
Director, Enrollment Management

Sean Gates, MLIS
*Manager, Library Services /
Student & Alumni Affairs Officer*

Jyotika Pratap
Bursar/Accounting Officer

Edgar Trovada, BS, CPA
Financial Aid Coordinator

Marguerite A. Dunne
Office Manager

ACADEMIC LEADERSHIP

Robert Hoffman, DAOM, L.Ac
Dean, DAOM Program

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

Farshid Namin, DAOM, L.Ac
Associate Academic Dean

CLINICAL STAFF

Shirley Kodama, BS
Clinic Manager

Yi-Qun Wang
Hui-Ling Wen
Herbalists

Yu-Hong Chen, L.Ac
Brady Chin, L.Ac
Lawrence Lau, L.Ac
Senior Acupuncture Practitioners

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APPENDIX A: 2021 TUITION & FEE SCHEDULE

MATCM PROGRAM Effective Feb 8, 2021, 2021

Tuition

Didactic (Classroom) Units: 1 unit = 15 hours	\$19.33 per hour	\$290 per unit
Clinic Units: 1 clinic unit = 30 hours	\$14.93 per hour	\$448 per unit
Observation Units: 1 observation unit = 30 hours	\$14.93 per hour	\$448 per unit
Clinic Externship Unit: 1 externship unit = 60 hours	\$14.93 per hour	\$448 per unit
Herb Lab: 1 herb lab unit = 15 hours	\$4.66 per hour	\$ 70 per unit
Auditing a Course	\$100 per course	

Registration Fees

Continuing Students	\$60 per trimester
New Students	\$100 Non-refundable
Late Fee – Registration	\$100

Application Fees

New Students	\$75 Non-refundable
International Students	\$150 Non-refundable

Exam Fees

Make-up Exam	\$100 per exam
First Comprehensive Exam	\$75
Pre-Clinical Exam	\$75 (Written \$50 + Practical \$25)
Graduation Exam	\$75
Challenge Exam	50% of course tuition

Administrative Fees

Add-Drop Charge Fee	\$20 per submission
Clinic Professional Liability Fee	\$100 per trimester
Student Association Fee	\$15 per trimester
Graduation Fee*	\$250
Official Transcript Requests	\$10 per request
Transfer Credit	\$50 per course for up to five courses; \$250 for five or more courses
Document Request Fee (photocopy of records)	\$1 per page
Late Tuition Payment	\$50 for missing 1st payment due date \$100 for missing 2nd payment due date.
Returned Checks, Check Re-Issue, or Stop Payment	\$35
Student Tuition Recovery Fund (Non-refundable)	\$0.50 Per \$1000 institutional charges (Effective 2/8/2021. Rate is subject to change.)

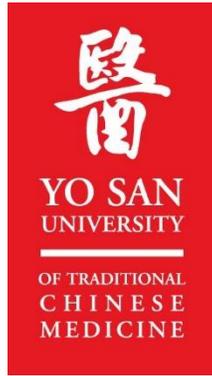
*includes processing transcripts for the California Acupuncture Licensing Exam (CALE), the National Certification Commission of Acupuncture and Oriental Medicine (NCCAOM) exams, and issuing of diploma

**All tuition and fees are subject to change annually.
Changes, if any, are announced each July before implementation on January 1 of the following year.**

DAOM PROGRAM TUITION AND FEES
Cohort 12 – May 2021

Application Fee	\$100
Application Fee for International Students	\$150
Deposit upon acceptance (to be applied to 1st tuition payment)	\$1500
Tuition	\$5,400 per trimester*
Registration Fee	\$60 per trimester
Student Association Fee	\$15 per trimester
Clinic Professional Liability Insurance Fee (waived with proof of current malpractice insurance)	\$100 per trimester
Program Extension Fee (beyond the initial 2-year program)	\$1,000 per trimester
• Applicable for:	
1. Incomplete Capstone Project	
2. Incomplete clinical training hours (all categories)	
3. Incomplete academic (didactic) coursework	
• Flat fee per trimester; cannot be prorated	
Graduation Fee	\$250
Late Payment Fees (as specified on the registration form)	\$50 / \$100
Returned Check Fee, Check Re-Issue Fee	\$35
Un-cashed Check Fee, Stop Payment Fee	\$35
Official Transcript Requests	\$10 per transcript
Transfer Credit Processing Fee (Flat Fee)	\$500
SRTF	\$0.50 per \$1,000 of institutional charges

* For Scholarships disbursements, please refer to the terms and conditions of the respective scholarship awards



Yo San University of Traditional Chinese Medicine

13315 W Washington Blvd
Los Angeles, CA 90066
310.577.3000

www.yosan.edu