

CATALOG and STUDENT HANDBOOK 2023-2024

MASTER OF ACUPUNCTURE WITH HERBAL MEDICINE (MAChM)

DOCTOR OF ACUPUNCTURE WITH HERBAL MEDICINE (DAChM)

DONGGUK UNIVERSITY LOS ANGELES

440 SHATTO PLACE, LOS ANGELES, CA 90020

UNIVERSITY : (213) – 487 – 0110

WWW.DULA.EDU

EFFECTIVE TO DECEMBER 31, 2024

UPDATED: November 2023



Table of Contents

PRESIDENT’S WELCOME.....	7
ABOUT DONGGUK UNIVERSITY LOS ANGELES (DULA)	8
Mission.....	8
Statement of Purpose and Goals	8
Master of Acupuncture with Herbal Medicine (MAcHM) Program Educational Objectives (PEOs)	8
Doctor of Acupuncture with Herbal Medicine (DAcHM) Program Educational Objectives (PEOs).....	9
History.....	10
Non – Profit Status.....	10
Campus	10
Oriental Medical Center (OMC)	11
ACCREDITATION AND APPROVALS	12
Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM)	12
Program Specific Accreditation Information	12
Bureau for Private Postsecondary Education	12
California Acupuncture Board.....	13
Licensure Outside of California	13
§ 4936. Use of “Doctor” or “Dr.”	14
Additional Approvals.....	14
PROGRAM COURSE LISTING.....	15
Master of Acupuncture with Herbal Medicine (MAcHM).....	15
Doctor of Acupuncture with Herbal Medicine (DAcHM)	37
UNIVERSITY COMMUNITY.....	65
ADMISSIONS.....	68
Visiting DULA.....	68
Admissions Requirements	69
Entrance Criteria: MAcHM Program	69
Entrance Criteria: DAcHM Program	69
English Language Requirements for international applicants	70
Non-matriculated students: MAcHM and DAcHM Program	71
Application Completion Procedures	71
International Applicants.....	72

Veterans	72
Transfer Students and Transfer Credits: MAChM Program	72
Three Routes for Completion of the DAChM (Professional Doctorate) degree	74
Enrolling as a New Student to DAChM Program.....	75
Transfer Students and Transfer Credits: DAChM Program	75
Enrolling as DAChM Completion Track Program	76
The Admissions Review Process: MAChM and DAChM Program	77
Full Acceptance	77
Conditional Acceptance	78
Denial	78
New Student Orientation and Registration	78
FACULTY	79
TUITION, FEES AND REFUNDS.....	84
Tuition Payment Policy	87
Late Payment Fee.....	87
Tuition Installment Payment Plan.....	88
Student’s Right to Cancel	88
Refund Policy	88
Return to Title IV Policy.....	90
Student Tuition Recovery Fund.....	90
FINANCIAL AID	92
Federal Student Financial Aid Program	92
Federal Financial Aid Eligibility.....	93
Federal Financial Aid Application Process	93
Federal Financial Aid Policies	94
Loan Repayment	94
Applying for Federal Financial Aid	94
Disbursements	95
Financial Aid Entrance/Exit Counseling.....	97
Direct Loan Quality Assurance	97
Satisfactory Academic Progress (SAP) For Federal Financial Aid Students.....	98
Federal Financial Aid Resources.....	100
Veteran Education Benefits	100

Certificate of Eligibility (COE)	100
Satisfactory Academic Progress (SAP) for Students Using Veteran Education Benefits.....	101
Appeals.....	103
GI Bill benefits at another school, college or university	103
The Amount to be paid from the VA.....	103
Taking Courses at another college/university	104
Drop or Withdraw from a course.....	104
Institutional Scholarships and Financial Assistance at DULA.....	104
STUDENT SERVICES	107
Student Healthcare Services	107
Academic Advising	107
International Student Services.....	107
Communications	108
Student Council.....	108
Externships.....	108
Student Employment	108
Career Development.....	108
Placement Assistance	109
Alumni Association.....	109
Campus Facilities and Amenities	109
Oriental Medical Center.....	109
Classrooms	110
Equipment and Materials.....	110
Library and Learning Resources	110
Student Lounge	110
Administrative Offices.....	110
Parking	111
Housing	111
Campus Safety and Security.....	111
ACADEMIC POLICIES AND PROCEDURES.....	112
Carnegie Unit	112
Attendance.....	112
Full-Time Enrollment.....	112

Part-Time Enrollment.....	112
Add/Drop	113
Pre-requisite Course Waiver Policy and Procedure	113
Auditing the Course	114
Course Retake Policy.....	115
Independent Study Policy and Procedure	115
Exams	116
Final Exams.....	116
Makeup Final Exam Policies and Procedures.....	116
Institutional Exams.....	117
Grading Policies.....	130
Academic Progress.....	131
Requirements for Graduation – MAChM Program.....	131
Requirements for Graduation – DAChM Program.....	132
Requirements for Graduation – DAChM Completion Track	132
Honors of Graduation	133
Academic Committee.....	133
Standards of Professionalism.....	133
Student Code of Professional and Academic Conduct	133
Disciplinary Procedures.....	134
Student Request.....	135
Student Grievances	136
Minimum Academic Performance	137
Academic Road Map	141
Academic Progress Counselling	141
Leave of Absence	141
Leave of Absence Policy for International Students	142
Withdrawal from the Program.....	142
Readmissions after Withdrawal.....	142
Academic Warning and Probation	142
Warning.....	143
Disciplinary Probation	143
Academic Dismissal.....	143

Dismissal	143
Academic Appeal	143
Readmission after Academic Dismissal.....	144
Loss of Privileges and Exclusion from Activities.....	144
Suspension	144
Interim Suspension	145
Exclusion from Areas of the Campus or from Official University Functions.....	145
Restitution.....	145
Revocation of Award or Degree.....	145
Posting Suspension or Dismissal on Academic Transcripts	146
Official and Unofficial Student Academic Transcripts	146
Reservation of Rights to Increase Units/Hours.....	146
REQUIRED DISCLOSURES.....	147
About the Catalog	147
Articulation Agreements.....	147
BPPE Required Disclosure	147
Non-discriminatory Policy.....	147
Americans with Disabilities Act.....	148
Transferability of Credits and Credentials Earned at DULA.....	148
Registered Sex Offenders.....	148
Drug and Alcohol Abuse Policy	148
Family Education Rights and Privacy Act (FERPA).....	149
Student Record Retention Policy (CEC §94900, 5, CCR §71810 (b)(15) and §71920)	150
State Authorization of Distance Education Outside of California.....	152
Contact Dongguk University Los Angeles.....	153
ACADEMIC CALENDAR 2023 - 2024	154
Revision History	156

PRESIDENT'S WELCOME



It is an immense honor to join DULA, one of the nation's most historic institutions of AHM education, and I am even more deeply moved by what lies ahead. I am grateful to the board of directors for their confidence and to all those who have welcomed me and shared their profound dedication to the institution. It is clear to me that DULA's tight-knit learning community, together with

excellence in education, is an enormously powerful vehicle for the creation of outstanding ideas with real impact.

First, I want to be clear: DULA's fundamental commitment is to build a diverse and welcoming community of faculty, students, and staff, as articulated in our institutional values. Diversity, including racial diversity, is vital to our mission of knowledge creation in service to society. This common foundation of a diversity of experiences and perspectives will continue to make DULA stronger.

Second, People with passion, purpose, and an infectious optimism would energize the entire campus opening unlimited possibilities for the future. "Research shows that when you get great people who feel like they belong with different lived experiences at the table, that's when creativity happens. That's when knowledge is sparked. That's when you have impact". DULA promotes the individuality of each faculty, student and staff, provides grounds for improvement & creativity, and recognizes talents and hard work.

Third, DULA is committed to academic excellence and to a culture that encourages collaboration, creativity, and innovation. Since its founding in 1979, DULA has provided an intimate and inspirational setting for distinguished faculty and talented students to come together in one of the finest AHM academic communities in the USA. With more than 1800 alumni worldwide, DULA continues to strive to become a global hub for acupuncture and herbal medicine education.

Lastly, I would like to invite you to join us on our journey, whether as a student, a faculty member, a staff, or as a part of extended community. Together, we will continue to elevate the practice of acupuncture and herbal medicine, making a positive impact on the health and well-being of individuals around the world.

ABOUT DONGGUK UNIVERSITY LOS ANGELES (DULA)

Mission

The mission of Dongguk University Los Angeles is to:

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

Statement of Purpose and Goals

The Statement of Purpose for the Master of Acupuncture with Herbal Medicine (MAChM) Program is:

To cultivate healthcare practitioners through comprehensive professional training in the principles and practices of East Asian medicine,

and Goals for the Master of Acupuncture with Herbal Medicine (MAChM) Program are:

1. To develop competent herbal medicine practitioners through academic and clinical programs.
2. To develop healthcare professionals with clinical competencies, including collaborative care.
3. To develop healthcare professionals with skills and competencies to contribute to the community and to the field.

The Statement of Purpose for the Doctor of Acupuncture with Herbal Medicine (DAChM) Program is:

To foster competent healthcare practitioners with a mastery level of East Asian medical theories and practices through advanced academic and clinical training in specialty fields, integrative care, and scientific and scholarly research,

and Goals for the Doctor of Acupuncture with Herbal Medicine (DAChM) Program are:

1. To develop competent herbal medicine practitioners through academic and clinical programs.
2. To develop healthcare professionals with clinical competencies, including collaborative care.
3. To develop healthcare professionals with skills and competencies to contribute to the community and to the field.
4. To train leading scholars through advanced research.
5. To develop specialized practitioners with training in the application of herbal medicine clinical modalities.

Master of Acupuncture with Herbal Medicine (MAChM) Program Educational Objectives (PEOs)

To train healers who are able to:

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

Doctor of Acupuncture with Herbal Medicine (DAcHM) Program Educational Objectives (PEOs)

To train healers who are able to:

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

History

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

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

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

Non – Profit Status

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

Campus

DULA operates from one of the largest East Asian medical facilities in the United States. The spacious campus - 24,000 square feet in all - houses classrooms, a library, study areas, conference rooms, meditation room, student lounges and onsite parking areas.

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

Oriental Medical Center (OMC)



DULA's Oriental Medical Center is deeply dedicated to the provision of accessible and high-quality patient care. Within its premises, the center proudly houses 14 meticulously equipped treatment rooms, each tailored to support comprehensive healing experiences. A treasure trove of healing, the center's herbal dispensary and decoction room brims with over 400 commonly employed therapeutic herbs, ensuring a rich resource for effective treatments.

In the heart of this esteemed institution, the Oriental Medical Center offers an invaluable platform to cultivate clinical expertise and nurture the profound art of delivering exceptional healthcare to patients. Amid its walls, a harmonious blend of intern lounge spaces and conference areas stand as collaborative havens, fostering a vibrant environment for learning and professional exchange.

The clinic's diverse range of specialties mirrors its commitment to holistic well-being. Spanning internal medicine, gynecology, neurology, weight control, pain management, and a multitude of other disciplines, the Oriental Medical Center stands as a beacon of comprehensive care, rooted in the wisdom of the East.

ACCREDITATION AND APPROVALS

Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM)

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

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

ACAHM is located at 500 Lake Street, Suite 204, Excelsior, MN 55331; phone (952) 212-2434; www.acahm.org.

Program Specific Accreditation Information

Dongguk University – Los Angeles and its following programs are accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM):

- 1) Master of Acupuncture with a Chinese herbal medicine specialization (offered in English and Korean languages) [currently named Master of Acupuncture with Herbal Medicine]
- 2) Doctor of Acupuncture with a herbal medicine specialization [currently named Doctor of Acupuncture with Herbal Medicine]
 - including a Doctor of Acupuncture with a herbal medicine specialization degree completion track

Accreditation status and notes may be viewed on the [ACAHM Directory](#).

ACAHM is recognized by the United States Department of Education as the specialized accreditation agency for institutions/programs preparing acupuncture practitioners. ACAHM does not accredit any programs at the undergraduate/bachelor level. ACAHM is located at 500 Lake Street, Suite 204, Excelsior, MN 55331; phone (952) 212-2434; <http://www.acahm.org>

Bureau for Private Postsecondary Education

Dongguk University Los Angeles has been granted approval from the Bureau for Private Postsecondary Education (BPPE) pursuant to California Education Code Section 94900. Approval to operate means the institution is compliant with state standards as set forth in the California Private Postsecondary Act of 2009 pursuant to CEC § 94897(I)

DULA's MAChM and DAChM program has obtained BPPE approval coterminous with the institution's term of accreditation granted by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM).

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

California Acupuncture Board

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

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

State of California Acupuncture Board

1747 N. Market Blvd, Suite 180

Sacramento, CA 95834

Phone: (916) 515-5200

Website: www.acupuncture.ca.gov

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

Licensure Outside of California

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

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

For additional information on state certification requirements and contact information for the regulatory agency for acupuncture and AOM medicine located in each state go to: www.acupuncture.com/statelaws/statelaw.htm.

National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM)

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

Phone: (888) 381-1140 (toll-free number), (202) 381-1140 (direct phone number)
Fax: (202) 381-1141, www.nccaom.org.

Prospective students may inquire to the director of admissions and current DULA students may inquire to the dean of academic affairs for more information or advice regarding licensure to practice acupuncture and oriental medicine outside of California. The list of states for which DULA MACHM program curriculum meets, does not meet or unable to determine to meet each state educational requirements can be inquired as well to the director of admissions and/or dean of academic affairs.

§ 4936. Use of “Doctor” or “Dr.”

(a) It is unprofessional conduct for an acupuncturist to use the title "Doctor" or the abbreviation "Dr." in connection with the practice of acupuncture unless he or she possesses a license that authorizes the use or possesses an earned doctorate degree from an accredited, approved, or authorized educational institution as set forth under Chapter 8 (commencing with Section 94800) of Part 59 of Division 10 of Title 3 of the Education Code, which is in acupuncture, herbal medicine, a biological science, or is otherwise related to the authorized practice of an acupuncturist as set forth in Sections 4927 and 4937.

(b) The use of the title "Doctor" or the abbreviation "Dr." by an acupuncturist as authorized in subdivision (a) without further indicating the type of license or degree which authorizes that use shall constitute unprofessional conduct. (Added by Stats. 2012, Ch. 326, Sec. 1. Effective January 1, 2013)

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

Additional Approvals

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

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

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

PROGRAM COURSE LISTING



Master of Acupuncture with Herbal Medicine (MAcHM)

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

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

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

MAcHM Curriculum Overview

Didactic Curriculum	Units	Hours
Basic Sciences and Western Medicine	39	390
East Asian Medicine	39	390
Acupuncture and Moxibustion	30	300
Herbology	45	450
Clinical Medicine and Public Health	30	300
Professional Development and Case Management	17	170
Adjunctive Therapies	7	70
Electives	6	60
Total Didactic	213	2130
Clinical Practice		
Clinic Internship Level I: Observation and Herbal Practicum	10	200
Clinic Internship Level II: Supervised Practice	28	560
Clinic Internship Level III: Independent Practice	10	200
Total Clinic	48	960
Total MAcHM Curriculum	261	3,090

List of MAcHM Courses

Course ID	Course Title	Units
<u>Basic Sciences and Western Medicine</u>		
BS111	Biology	3
BS122	Chemistry and Biochemistry	3
BS131	Physics	3
BS141	Psychology	3
BS171	Microbiology and Immunology	3
BS181	Fundamental & Clinical Nutrition	3
BS211	Anatomy and Physiology I	3
BS212	Anatomy and Physiology II	3
BS213	Anatomy and Physiology III	3
BS214	Anatomy and Physiology IV	3
BS311	Pathology I	3
BS312	Pathology II	3
BS313	Pathology III	3
		Total: 39 Units/390 hours
<u>Oriental Medicine</u>		
OM111	History of East/West Medicine	3
OM121	Basic Theory of OM I	3
OM211	Basic Theory of OM II	3
OM221	OM Diagnosis I	3
OM312	OM Diagnosis II	3
OM311	OM Diagnosis III	3
OM411	OM Internal Medicine I	3
OM412	OM Internal Medicine II	3
OM413	OM Internal Medicine III	3
OM414	OM Internal Medicine IV	3
OM432	Yellow Emperor's Classics and OM Philosophy	3
OM433	Shanghan / Golden Cabinet	3
OM434	Wenbing	3
		Total: 39 units/390 hours
<u>Acupuncture and Moxibustion</u>		
AC111	Acupuncture Anatomy I	3
AC112	Acupuncture Anatomy II	3
AC211	Meridian Theory	3
AC311	Acupuncture Physiology I	3
AC312	Acupuncture Physiology II	3
AC321	Acupuncture Techniques I	3
AC322	Acupuncture Techniques II	3
AC411	Acupuncture Therapeutics I	3
AC412	Acupuncture Therapeutics II	3
AC422	Acupuncture Orthopedics	3
		Total: 30 units/300 hours

Herbology

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

Clinical Medicine and Public Health

WM100	Public Health	3
WM110	Western Medical Terminology	3
WM210	CNT and Safe Codes	2
WM211	Survey of Clinical Medicine	3
WM181	Western Pharmacology	3
WM224	Physical Exam in Western Medicine	3
WM225	Lab Diagnosis in Western Medicine	3
WM311	Western Medicine I	3
WM312	Western Medicine II	3
WM313	Western Medicine III	3
WM321	CPR and First Aid	1
	Total:	30 units/300 hours

Professional Development & Case Management

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

Adjunctive Therapies

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

Electives (6 units)

EL100	Topics in Oriental Medicine	3
EL107	Topics in Acupuncture	3
EL108	Topics in Herbology	3
EL109	Topics in Western Medicine	3

EL401	Comprehensive Review, Level I	3
EL402	Comprehensive Review, Level II	3
EL403	Comprehensive Review, Level III	3
EL404	Comprehensive Review, Level IV	3
EL431	Herbal Formula Writing	3
	Total:	6 units/60 hours
	<u>Clinical Practice</u>	
CO	Clinic Internship:	
	Herbal Dispensary	2
	Clinical Observation	8
CI201	Clinic Internship Level II	28
CI301	Clinic Internship Level III	10
	Total:	48 units/960 hours
	<u>Institutional Exams</u>	
MCE	Mid-Curriculum Exam:	
	Written	0
	Practical	0
CPX	Level Exams	0
CGE	Comprehensive Graduation Exam	0
	<u>Total Units / Hours</u>	
	Didactic	213 units / 2130 hours
	Clinic	48 units / 960 hours
	Total	<u>261 units / 3090 hours</u>

BASIC SCIENCES AND WESTERN MEDICINE

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

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

Prerequisite: none

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

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

Prerequisite: none

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

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

Prerequisite: none

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

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

Prerequisite: none

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

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

Prerequisite: none

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

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

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

Prerequisite: none

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

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

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

Prerequisite: none

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

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

Prerequisite: none

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

Part III covers the anatomical structures and physiological functions of the endocrine and respiratory systems. The cardiac and circulatory system, blood, and lymph will also be discussed.

Prerequisite: none

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

Part IV introduces students to the anatomical structure and physiological functions of the digestive system, urinary system, fluid and electrolytes, acid-base, reproductive system, pregnancy and genetics. Neurophysiology/neurochemistry are also covered.

Prerequisite: none

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

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

Prerequisite: BS211-214

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

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

Prerequisite: BS211-214

- **BS313 Pathology III (3/30)**

Part 3 of 3 focuses on disorders of Hepatobiliary and Pancreatic systems, Kidney and Urinary tract, Male and Female Reproductive system, Endocrine, Neurological and Skeletal systems.

Prerequisite: BS211-214

ORIENTAL MEDICINE

- **OM111 History of Eastern/Western Medicine (3/30)**

This course introduces students to the history and development of Eastern and Western Medicine. Students will discuss early theories and philosophies from ancient East Asian medical texts and will compare the basic factors that contributed to advancements in both Eastern and Western Medicine. In addition, students will examine how cultural factors and changes in ruling bodies formed and altered “Traditional” Chinese Medicine. Finally, the class will examine how practicing East Asian Medicine in a modern Western context has altered the medicine.

Prerequisite: none

- **OM121 Basic Theory of Oriental Medicine I (3/30)**

This class covers the basic principles and theories of traditional East Asian Medicine, describing the relationship of yin and yang; five elements; physiological functions of the viscera and bowels; the formation and function of qi, blood, essence, and body fluids; and the nature of the human being. Students will learn the anatomy and physiology of the healthy person. This course serves as the theoretical foundation for the various departments of traditional East Asian Medicine.

Prerequisite: none

- **OM211 Basic Theory of Oriental Medicine II (3/30)**

This course describes traditional pathological concepts of Oriental Medicine. Students learn how the six external pathogens and the seven emotions lead to disharmony in the body and result in pathology. Students also come to understand the effects of over-tonifying or sedating a patient, Yin/Yang imbalance, and the dysfunctions of Qi, Blood, and Body Fluids. This course also introduces basic principles of disease diagnosis and treatment.

Prerequisite: none

- **OM221 Oriental Medicine Diagnosis I (3/30)**

This course begins the survey of OM Diagnosis through detailing the Four Examination methods: Observation, Auscultation (Listening), Inquiry and Palpation. As a hands-on class, Diagnosis students learn to observe the tongue body and coating and to palpate the radial pulse in order to form a more thorough diagnosis. Students also practice patient interviews, learning to collect pertinent diagnostic information from the patient.

Prerequisite: OM121, 211

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

Prerequisite: OM221, 311, 312

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

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

Prerequisite: OM121, OM211

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

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

Prerequisite: OM221, 311, 312

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

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

Prerequisite: OM221, 311, 312

ACUPUNCTURE & MOXIBUSTION

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

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

Prerequisite: none

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

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

Prerequisite: none

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

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

Prerequisite: none

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

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

Prerequisite: AC111, 112

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

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

Prerequisite: AC111, 112, 311

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

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

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

Prerequisite: AC111, 112

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

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

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

Prerequisite: AC111, 112

- **AC411 Acupuncture Therapeutics I (3/30)**

This is a two-part course detailing the etiology and treatment of diseases utilizing common acupoint prescriptions. Students begin to analyze and differentiate between pathological conditions, applying principles of point prescription in deciding upon a treatment plan, and modifying them as necessary to the patient's symptom presentation. Acupuncture Microtherapies including Ear and Scalp Therapies application will be discussed in each disease to support as conjunctive acupuncture point prescriptions.

Acupuncture Therapeutics I cover Four Needle Technique, exogenous diseases, and a variety of Zang Fu syndromes, diseases of the head, trunk, and lumbar regions.

Prerequisite: AC311, 312, AC321, AC322

- **AC412 Acupuncture Therapeutics II (3/30)**

This is a two-part course detailing the etiology and treatment of diseases utilizing common acupoint prescriptions. Students begin to analyze and differentiate between pathological conditions, applying principles of point prescription in deciding upon a treatment plan, and modifying them as necessary to the patient's symptom presentation. Acupuncture Microtherapies including Ear and Scalp Therapies application will be discussed in each disease to support as conjunctive acupuncture point prescriptions.

Acupuncture Therapeutics II covers gynecologic, pregnancy, and postpartum disorders; infantile diseases; diseases of the skin; abnormal growths; and eye, ear, nose, and throat disorders.

Prerequisite: AC311, 312, AC321, AC322

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

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

Prerequisite: AC311, 312

HERBOLOGY

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

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

Prerequisite: none

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

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

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

Prerequisite: OM121, OM211, HB110

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

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

Prerequisite: OM121, OM211, HB110

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

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

Prerequisite: OM121, OM211, HB110

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

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

Prerequisite: OM121, OM211, HB110

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Prerequisite: OM121, OM211, HB110

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

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

Prerequisite: OM211, 312, HB311-314

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

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

Prerequisite: OM211, 312, HB311-314

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

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

Prerequisite: OM211, 312, HB311-314

- **HB 415 Herbal Treatments in Integration of East/West Medicine (3/30)**
 This class requires students to present case studies of medical problems that have been researched, analyzed, and diagnosed by students from the perspective of EAM and WM. Students will compare certain illnesses, their etiologies, and their treatments from both Eastern and Western perspectives.
Prerequisite: OM211, 312, HB311-314
- **HB423 Master's Experience in Herbal Treatment (3/30)**
 This course covers topics in herbology of particular importance to their practical applications in clinics, as well as their relevance to licensing examination requirements. The course consists of review, case-study presentation and formula writing for the case. Through this class, students will have a better grasp of commonly used herbs, their properties, functions, and use.
Prerequisite: OM211, 312, HB311-314

CLINICAL MEDICINE & PUBLIC HEALTH

- **WM100 Public Health (3/30)**
 In this course, students become familiar with basic principles of public health. Topics include: public and community health, disease prevention, public health education, treatment of chemical dependency, communicable disease, public alerts and epidemiology.
Prerequisite: none
- **WM110 Western Medical Terminology (3/30)**
 This course is a fundamental class on English language medical terminology. The course will introduce word building systems using a programmed learning format, including Latin and Greek prefixes, suffixes, and word roots from which our English medical terms originate. The class is designed to provide a comprehensive entry level study of medical language for health professionals with little or no previous experience.
Prerequisite: none
- **WM181 Western Pharmacology (3/30)**
 This course is an introduction to Western Pharmacology, focusing on mechanisms of action of common pharmacological categories. Students will be able to understand how various classes of drugs are absorbed, distributed and eliminated by the human body, and the interactions of the drugs with herbs. Students will also become familiar with generally applied pharmacological assessment, intervention and side-effects for common western diagnoses, such as diabetes, Parkinson's disease, hypertension, and thyroid disorders.
Prerequisite: BS211, BS212, BS213, BS214
- **WM210 CNT & Safety Codes (2/20)**
 Students will learn proper usage of medical center equipment, clean needle technique, OSHA requirements, health & safety issues for interns and patients, and procedures regarding hepatitis and HIV. At the end of the course, students will be able to describe steps to prevent the spread of bloodborne pathogens and demonstrate familiarity with Clean Needle protocols.

Prerequisite: none

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

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

Prerequisite: WM110

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

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

Prerequisite: BS211-214

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

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

Prerequisite: BS 311-313

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

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

Western Internal Medicine I covers ambulatory medicine, obstetrics, gynecology, endocrinology, neurology, nephrology and urology.

Prerequisites: BS211-214

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

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

Prerequisite: BS211-214

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

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

Prerequisite: BS211-214

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

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

Prerequisite: none

PROFESSIONAL DEVELOPMENT & CASE MANAGEMENT

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

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

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

Prerequisite: Clinic Internship Level 1: Observation

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

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

Prerequisite: Clinic Internship Level 1: Observation

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

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

Prerequisite: Clinic Internship Level 1: Observation

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

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

Prerequisite: none

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

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

Prerequisite: none

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

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

Prerequisite: OM121, OM211, WM110

ADJUNCTIVE THERAPIES

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

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

Prerequisite: none

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

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

Prerequisite: none

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

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

Prerequisite: none

ELECTIVES

(A total of 6 units from below are required)

- **EL100 Topics in Oriental Medicine (3/30)**

Instructors with special areas of expertise have the opportunity to share their knowledge in advanced seminars. Topics will vary.

- **EL107 Topics in Acupuncture (3/30)**

Instructors with special areas of expertise in acupuncture practice have the opportunity to share their knowledge in advanced seminars. Topics will vary.

- **EL108 Topics in Herbology (3/30)**

Instructors with special areas of expertise in herbal practice have the opportunity to share their knowledge in advanced seminars. Topics will vary.

- **EL109 Topics in Western Medicine (3/30)**

Instructors with special areas of expertise in Western medical practice have the opportunity to share their knowledge in advanced seminars. Topics will vary.

- **EL401 Comprehensive Review Level I (3/30)**

This course reviews the collective materials of East Asian medicine that are delivered during the first stage of student's program study and provides guidelines to students to consolidate

knowledge and clinical skills they have learned. The course materials also prepare students for Preclinical Entrance.

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

- **EL402 Comprehensive Review Level II (3/30)**

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

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

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

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

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

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

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

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

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

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

Prerequisite: OM312, HB311-314

CLINICAL INTERNSHIP

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

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

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

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

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

Prerequisites:

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

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

- **Internship Level II: Supervised Practice (560 Hours)**

Level II internship consists of 560 hours of supervised acupuncture and oriental medical practice. Under the supervision of their clinic supervisors, interns diagnose and treat patients in the OMC and at other off-campus health care sites. Working individually or in pairs, interns apply their knowledge and skills of oriental and western medical assessments to interview and assess the condition of each new patient, formulating potential diagnoses and treatment plans based on this assessment, including acupuncture and other oriental medical modalities. Interns then discuss this diagnosis and treatment plan with the clinic supervisor and treat the patient under the direct supervision of the clinic supervisor. Interns are expected to demonstrate proficiency in treatment techniques covered in the courses of their didactic studies. Interns will render possible nutritional and/or lifestyle recommendations and offer them to the patient after consultation with the clinic supervisor. Interns will also incorporate herbal formula derivation and modification into treatment plans. Interns are expected to inform their patients of the ingredients and proposed effects of the formula, formula preparation/cooking instructions, appropriate dosage guidelines, and possible adverse effects. Interns are responsible for filling the herbal formulas for their patients.

Prerequisites:

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

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

• **Internship Level III: Independent Practice (200 Hours)**

Level III internship consists of 200 hours of independent practice of acupuncture and East Asian medicine under the supervision of clinic supervisor. Interns complete a clinical impression and EAM diagnosis, as noted in Level II internship, for concurrence by the clinic supervisor. A treatment approach is recommended for concurrence by clinic supervisor, after which acupuncture, or other modalities are employed to treat the condition. The clinic supervisor is not required to observe the actual diagnosis or treatment but must be near the location where the patient is being treated. Interns are required to consult with the assigned clinic supervisor before and after each treatment.

Prerequisites:

Students must complete 560 hours of Level II Supervised practice internship and pass Level III exam (Clinical Performance Exam / CPX) with 70% passing grade. Students must have successfully completed 150 units of specific didactic courses and these pre-requisite courses should be included.

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

For more detailed information, please refer to the *OMC Handbook*.

INDEPENDENT STUDY

Only a total of 9 units of didactic courses is permitted. No hands-on or practical courses are permitted for independent study. The independent study is only offered to the students who are currently in their last academic year (or have 65 courses unit or less to be completed) prior to graduation. For other circumstances, the student should submit a written petition to the Dean of Academic Affairs for further review. The petition will be reviewed on a case-by-case basis.

Doctor of Acupuncture with Herbal Medicine (DAcHM)

The Doctor of Acupuncture with Herbal Medicine is a comprehensive curriculum for entry-level practitioners that leads to a doctoral degree, and focuses on knowledge, skills, and abilities necessary for professional practice, and often required for licensure. In addition, at the advanced level, the professional doctorate DAcHM program provides knowledge and skills beyond the master's requirements for certification and licensure to practice acupuncture and Oriental medicine. The DAcHM program is academically rigorous, requiring a comprehensive understanding of new diagnostic models, complex herbal formulas, scholarly research, integrative care practices and acupuncture treatment modalities.

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

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

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

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

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

DACHM Curriculum Overview

Didactic Curriculum	Units	Hours
Basic Sciences and Western Medicine	39	390
Oriental Medicine	39	390
Acupuncture and Moxibustion	30	300
Herbology	45	450
Clinical Medicine and Public Health	30	300
Professional Development and Case Management	17	170
Adjunctive Therapies	7	70
Electives	6	60
Integrative Practice Series	12	120
Integrated Professional Development	6	60
Advanced Techniques	12	120
Total Didactic	243	2430
Clinical Practice		
Clinic Internship Level I: Observation and Herbal Practicum	10	200
Clinic Internship Level II: Supervised Practice	28	560
Clinic Internship Level III: Independent Practice	10	200
Integrative Clinical Rounds	2	40
Total Clinic	50	1,000
Total DACHM Curriculum	293	3,430

List of DAChM Courses by Departments

Course ID	Course Title	Units
<u>Basic Sciences and Western Medicine</u>		
BS111	Biology	3
BS122	Chemistry and Biochemistry	3
BS131	Physics	3
BS141	Psychology	3
BS171	Microbiology and Immunology	3
BS181	Fundamental & Clinical Nutrition	3
BS211	Anatomy and Physiology I	3
BS212	Anatomy and Physiology II	3
BS213	Anatomy and Physiology III	3
BS214	Anatomy and Physiology IV	3
BS311	Pathology I	3
BS312	Pathology II	3
BS313	Pathology III	3
		Total: 39 Units/390 hours
<u>Oriental Medicine</u>		
OM111	History of East/West Medicine	3
OM121	Basic Theory of OM I	3
OM211	Basic Theory of OM II	3
OM221	OM Diagnosis I	3
OM312	OM Diagnosis II	3
OM311	OM Diagnosis III	3
OM411	OM Internal Medicine I	3
OM412	OM Internal Medicine II	3
OM413	OM Internal Medicine III	3
OM414	OM Internal Medicine IV	3
OM432	Yellow Emperor's Classics and OM Philosophy	3
OM433	Shanghan / Golden Cabinet	3
OM434	Wenbing	3
		Total: 39 units/390 hours
<u>Acupuncture and Moxibustion</u>		
AC111	Acupuncture Anatomy I	3
AC112	Acupuncture Anatomy II	3
AC211	Meridian Theory	3
AC311	Acupuncture Physiology I	3
AC312	Acupuncture Physiology II	3
AC321	Acupuncture Techniques I	3
AC322	Acupuncture Techniques II	3
AC411	Acupuncture Therapeutics I	3
AC412	Acupuncture Therapeutics II	3
AC422	Acupuncture Orthopedics	3
		Total: 30 units/300 hours

Herbology

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

Clinical Medicine and Public Health

WM100	Public Health	3
WM110	Western Medical Terminology	3
WM210	CNT and Safe Codes	2
WM211	Survey of Clinical Medicine	3
WM181	Western Pharmacology	3
WM224	Physical Exam in Western Medicine	3
WM225	Lab Diagnosis in Western Medicine	3
WM311	Western Medicine I	3
WM312	Western Medicine II	3
WM313	Western Medicine III	3
WM321	CPR and First Aid	1
Total:		30 units/300 hours

Professional Development & Case Management

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

Adjunctive Therapies

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

Electives (6 units)

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

Integrative Practice Series (12 units)

PD701	Integrative Diagnosis	2
PD702	Integrative Community Health	1
PD703	Integrative Practice I	4
PD704	Integrative Practice II	4
PD705	Collaborative Practice	1
Total:		12 units/120 hours

Integrated Professional Development (6 units)

PD700	Advanced Research	2
PD710	Advanced Case Analysis and Clinical Research	2
PD720	Advanced Professional Development	2
Total:		6 units/60 hours

Advanced Techniques (12 units)

PD800	Advanced Acupuncture Techniques	2
PD801	Neuromusculoskeletal Acupuncture I	2
PD802	Neuromusculoskeletal Acupuncture II	2
PD803	Neuromusculoskeletal Acupuncture III	2
PD804	Neuromusculoskeletal Acupuncture IV	2
PD805	Complementary Medicine in Anti-aging Applications	2
Total:		12 units/120 hours

Clinical Practice

CO	Clinic Internship:	
	Herbal Dispensary	2
	Clinical Observation	8
CI201	Clinic Internship Level II	28
CI301	Clinic Internship Level III	10
PC700	Integrative Clinical Rounds	2
Total:		50 units/1000 hours

Institutional Exams

MCE	Mid-Curriculum Exam:	
	Written	0

	Practical	0
CPX	Level Exams	0
CGE	Comprehensive Graduation Exam	0

Total Units / Hours

Didactic	243 units / 2430 hours
Clinic	50 units / 1000 hours
Total	<u>293 units / 3430 hours</u>

BASIC SCIENCES AND WESTERN MEDICINE

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

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

Prerequisite: none

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

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

Prerequisite: none

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

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

Prerequisite: none

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

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

Prerequisite: none

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

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

Prerequisite: none

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

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

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

Prerequisite: none

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

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

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

Prerequisite: none

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

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

Prerequisite: none

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

Part III covers the anatomical structures and physiological functions of the endocrine and respiratory systems. The cardiac and circulatory system, blood, and lymph will also be discussed.

Prerequisite: none

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

Part IV introduces students to the anatomical structure and physiological functions of the digestive system, urinary system, fluid and electrolytes, acid-base, reproductive system, pregnancy and genetics. Neurophysiology/neurochemistry are also covered.

Prerequisite: none

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

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

Prerequisite: BS211-214

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

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

Prerequisite: BS211-214

- **BS313 Pathology III (3/30)**

Part 3 of 3 focuses on disorders of Hepatobiliary and Pancreatic systems, Kidney and Urinary tract, Male and Female Reproductive system, Endocrine, Neurological and Skeletal systems.

Prerequisite: BS211-214

ORIENTAL MEDICINE

- **OM111 History of Eastern/Western Medicine (3/30)**

This course introduces students to the history and development of Eastern and Western Medicine. Students will discuss early theories and philosophies from ancient Oriental medical texts and will compare the basic factors that contributed to advancements in both Eastern and Western Medicine. In addition, students will examine how cultural factors and changes in ruling bodies formed and altered “Traditional” Chinese Medicine. Finally, the class will examine how practicing East Asian Medicine in a modern Western context has altered the medicine.

Prerequisite: none

- **OM121 Basic Theory of Oriental Medicine I (3/30)**

This class covers the basic principles and theories of traditional East Asian Medicine, describing the relationship of yin and yang; five elements; physiological functions of the viscera and bowels; the formation and function of qi, blood, essence, and body fluids; and the nature of the human being. Students will learn the anatomy and physiology of the healthy person. This course serves as the theoretical foundation for the various departments of traditional East Asian Medicine.

Prerequisite: none

- **OM211 Basic Theory of Oriental Medicine II (3/30)**

This course describes traditional pathological concepts of Oriental Medicine. Students learn how the six external pathogens and the seven emotions lead to disharmony in the body and result in pathology. Students also come to understand the effects of over-tonifying or sedating a patient, Yin/Yang imbalance, and the dysfunctions of Qi, Blood, and Body Fluids. This course also introduces basic principles of disease diagnosis and treatment.

Prerequisite: none

- **OM221 Oriental Medicine Diagnosis I (3/30)**

This course begins the survey of OM Diagnosis through detailing the Four Examination methods: Observation, Auscultation (Listening), Inquiry and Palpation. As a hands-on class, Diagnosis students learn to observe the tongue body and coating and to palpate the radial pulse in order to form a more thorough diagnosis. Students also practice patient interviews, learning to collect pertinent diagnostic information from the patient.

Prerequisite: OM121, 211

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

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

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

Prerequisite: OM121, OM211

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

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

Prerequisite: OM221, 311, 312

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

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

Prerequisite: OM221, 311, 312

ACUPUNCTURE & MOXIBUSTION

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

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

Prerequisite: none

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

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

Prerequisite: none

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

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

Prerequisite: none

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

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

Prerequisite: AC111, 112

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

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

Prerequisite: AC111, 112, 311

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

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

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

Prerequisite: AC111, 112

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

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

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

Prerequisite: AC111, 112

- **AC411 Acupuncture Therapeutics I (3/30)**

This is a two-part course detailing the etiology and treatment of diseases utilizing common acupoint prescriptions. Students begin to analyze and differentiate between pathological conditions, applying principles of point prescription in deciding upon a treatment plan, and modifying them as necessary to the patient's symptom presentation. Acupuncture Microtherapies including Ear and Scalp Therapies application will be discussed in each disease to support as conjunctive acupuncture point prescriptions.

Acupuncture Therapeutics I cover Four Needle Technique, exogenous diseases, and a variety of Zang Fu syndromes, diseases of the head, trunk, and lumbar regions.

Prerequisite: AC311, 312, AC321, AC322

- **AC412 Acupuncture Therapeutics II (3/30)**

This is a two-part course detailing the etiology and treatment of diseases utilizing common acupoint prescriptions. Students begin to analyze and differentiate between pathological conditions, applying principles of point prescription in deciding upon a treatment plan, and modifying them as necessary to the patient's symptom presentation. Acupuncture Microtherapies including Ear and Scalp Therapies application will be discussed in each disease to support as conjunctive acupuncture point prescriptions.

Acupuncture Therapeutics II covers gynecologic, pregnancy, and postpartum disorders; infantile diseases; diseases of the skin; abnormal growths; and eye, ear, nose, and throat disorders.

Prerequisite: AC311, 312, AC321, AC322

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

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

Prerequisite: AC311, 312

HERBOLOGY

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

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

Prerequisite: none

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

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

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

Prerequisite: OM121, OM211, HB110

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

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

Prerequisite: OM121, OM211, HB110

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

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

Prerequisite: OM121, OM211, HB110

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

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

Prerequisite: OM121, OM211, HB110

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Prerequisite: OM121, OM211, HB110

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

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

Prerequisite: OM211, 312, HB311-314

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

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

Prerequisite: OM211, 312, HB311-314

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

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

Prerequisite: OM211, 312, HB311-314

- **HB 415 Herbal Treatments in Integration of East/West Medicine (3/30)**
 This class requires students to present case studies of medical problems that have been researched, analyzed, and diagnosed by students from the perspective of Oriental and Western medicine. Students will compare certain illnesses, their etiologies, and their treatments from both Eastern and Western perspectives.
Prerequisite: OM211, 312, HB311-314
- **HB423 Master's Experience in Herbal Treatment (3/30)**
 This course covers topics in herbology of particular importance to their practical applications in clinics, as well as their relevance to licensing examination requirements. The course consists of review, case-study presentation and formula writing for the case. Through this class, students will have a better grasp of commonly used herbs, their properties, functions, and use.
Prerequisite: OM211, 312, HB311-314

CLINICAL MEDICINE & PUBLIC HEALTH

- **WM100 Public Health (3/30)**
 In this course, students become familiar with basic principles of public health. Topics include: public and community health, disease prevention, public health education, treatment of chemical dependency, communicable disease, public alerts and epidemiology.
Prerequisite: none
- **WM110 Western Medical Terminology (3/30)**
 This course is a fundamental class on English language medical terminology. The course will introduce word building systems using a programmed learning format, including Latin and Greek prefixes, suffixes, and word roots from which our English medical terms originate. The class is designed to provide a comprehensive entry level study of medical language for health professionals with little or no previous experience.
Prerequisite: none
- **WM181 Western Pharmacology (3/30)**
 This course is an introduction to Western Pharmacology, focusing on mechanisms of action of common pharmacological categories. Students will be able to understand how various classes of drugs are absorbed, distributed and eliminated by the human body, interactions of the drugs with herbs. Students will also become familiar with generally applied pharmacological assessment, intervention and side-effects for common western diagnoses, such as diabetes, Parkinson's disease, hypertension, and thyroid disorders.
Prerequisite: BS211, BS212, BS213, BS214
- **WM210 CNT & Safety Codes (2/20)**
 Students will learn proper usage of medical center equipment, clean needle technique, OSHA requirements, health & safety issues for interns and patients, and procedures regarding

hepatitis and HIV. At the end of the course, students will be able to describe steps to prevent the spread of bloodborne pathogens and demonstrate familiarity with Clean Needle protocols.
Prerequisite: none

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

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

Prerequisite: WM110

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

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

Prerequisite: BS211-214

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

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

Prerequisite: BS 311-313

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

In this series, a comprehensive understanding and exploration of western medical diseases will be presented, including basic science, anatomy, physiology, pathophysiology, epidemiology, etiology, signs and symptoms or clinical impressions, physical examinations, laboratory and radiology studies and so forth. Additional topics include development of working diagnosis, classification of diseases based on World Health Organization's International Classification of Diseases, critical thinking regarding clinical diagnosis, treatment protocols and patient management, surgical intervention along with indications and contraindications, and patient

education, and diagnosis and treatment between Acupuncture and Oriental Medicine and conventional medicine.

Western Internal Medicine I covers ambulatory medicine, obstetrics, gynecology, endocrinology, neurology, nephrology and urology.

Prerequisites: BS211-214

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

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

Prerequisite: BS211-214

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

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

Prerequisite: BS211-214

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

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

Prerequisite: none

PROFESSIONAL DEVELOPMENT & CASE MANAGEMENT

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

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

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

Prerequisite: Clinic Internship Level 1: Observation

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

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

Prerequisite: Clinic Internship Level 1: Observation

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

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

Prerequisite: Clinic Internship Level 1: Observation

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

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

Prerequisite: none

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

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

Prerequisite: none

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

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

Prerequisite: OM121, OM211, WM110

ADJUNCTIVE THERAPIES

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

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

Prerequisite: none

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

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

Prerequisite: none

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

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

Prerequisite: none

ELECTIVES

(A total of 6 units from below are required)

- **EL100 Topics in Oriental Medicine (3/30)**

Instructors with special areas of expertise have the opportunity to share their knowledge in advanced seminars. Topics will vary.

- **EL107 Topics in Acupuncture (3/30)**

Instructors with special areas of expertise in acupuncture practice have the opportunity to share their knowledge in advanced seminars. Topics will vary.

- **EL108 Topics in Herbology (3/30)**

Instructors with special areas of expertise in herbal practice have the opportunity to share their knowledge in advanced seminars. Topics will vary.

- **EL109 Topics in Western Medicine (3/30)**

Instructors with special areas of expertise in Western medical practice have the opportunity to share their knowledge in advanced seminars. Topics will vary.

- **EL401 Comprehensive Review Level I (3/30)**

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

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

- **EL402 Comprehensive Review Level II (3/30)**

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

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

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

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

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

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

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

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

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

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

Prerequisite: OM312, HB311-314

INTEGRATIVE PRACTICE SERIES

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

Prerequisite: OM221, OM311, OM312, WM224, WM225

This course prepares students to integrate western diagnostic studies into their EAST ASIAN clinical practice. The course will cover relevant laws and regulations that affect diagnostic procedures; indications, risks, and benefits of diagnostic procedures within the practitioner's

scope of practice. The course also prepares students to obtain competencies in appropriate applications of diagnostic studies and tools, ability to assess written diagnostic reports, and effective communications regarding the results of diagnostic studies with other healthcare providers. Students also will be exposed to select advanced diagnostic machines from Korea.

Topics in this course include:

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

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

Prerequisite: WM100, WM211

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

Topics include:

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

- **PD703 and 704 Integrative Practice I and II**

Prerequisite: OM411-414; WM181; WM311-313

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

PD703 Integrative Practice I (2/20)

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

PD704 Integrative Practice II (2/20)

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

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

Prerequisite: WM110, WM211

This course provides training in collaborative practice and communication training with other healthcare practitioners. Healthcare professionals from modalities other than oriental medicine will present topics related to their treatment modalities. Students will be able to discuss cases and other health modalities. Practitioners at the practicum sites include chiropractors, physician assistants, nurse practitioners, medical doctors, osteopathic doctors, naturopathic doctors, psychologists, and so forth.

INTEGRATED PROFESSIONAL DEVELOPMENT

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

Prerequisite: PD100

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

Topics:

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

- Competency to modify treatment plans and protocols according to new information from quantitative and qualitative research.

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

Prerequisite: PD100

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

Topics in this course include:

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

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

Prerequisite: ME311, ME312, WM211

In this course, students obtain ethical, legal, and business skills to competently collaborate with other practitioners in an integrative, multi-modality setting. Students also gain competency in the broad scope of career and practice options in integrative medicine; as well as regarding professional development skills to ensure lifelong scholarly habits to support their patients appropriately. Discussions and presentations on patient education, community outreach, career development and collaborative care, such as public speaking, case presentations, report writing, creating and maintaining a referral network and inter-professional communication will be conducted in class.

This course will cover:

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

ADVANCED TECHNIQUES

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

Prerequisite: AC321, AC322

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

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

Prerequisite: AC411, AC412, AC422, WM224

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

PD801 Neuromusculoskeletal Acupuncture I (2/20) covers Head and Neck

PD802 Neuromusculoskeletal Acupuncture II (2/20) covers Trunk and Back

PD803 Neuromusculoskeletal Acupuncture III (2/20) covers Upper Extremities

PD804 Neuromusculoskeletal Acupuncture IV (2/20) covers Lower Extremities

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

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

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

CLINICAL INTERNSHIP

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

The first level of internship training consists of 200 hours of observation including 80 hours of Observation Theater, 80 hours of observation rounds, and 40 hours of herbal dispensary practicum. Interns are introduced to all aspects of the clinical practice of acupuncture and

oriental medicine, observing the formulation of diagnoses and treatments performed by clinical faculty.

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

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

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

Prerequisites:

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

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

- **Internship Level II: Supervised Practice (560 Hours)**

Level II internship consists of 560 hours of supervised acupuncture and oriental medical practice. Under the supervision of their clinic supervisors, interns diagnose and treat patients in the OMC and at other off-campus health care sites. Working individually or in pairs, interns apply their knowledge and skills of oriental and western medical assessments to interview and assess the condition of each new patient, formulating potential diagnoses and treatment plans based on this assessment, including acupuncture and other oriental medical modalities. Interns then discuss this diagnosis and treatment plan with the clinic supervisor and treat the patient under the direct supervision of the clinic supervisor. Interns are expected to demonstrate proficiency in treatment techniques covered in the courses of their didactic studies. Interns will render possible nutritional and/or lifestyle recommendations and offer them to the patient after consultation with the clinic supervisor. Interns will also incorporate herbal formula derivation and modification into treatment plans. Interns are expected to inform their patients of the ingredients and proposed effects of the formula, formula preparation/cooking instructions,

appropriate dosage guidelines, and possible adverse effects. Interns are responsible for filling the herbal formulas for their patients.

Prerequisites:

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

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

- **Internship Level III: Independent Practice (200 Hours)**

Level III internship consists of 200 hours of independent practice of acupuncture and oriental medicine under the supervision of clinic supervisor. Interns complete a clinical impression and oriental medical diagnosis, as noted in Level II internship, for concurrence by the clinic supervisor. A treatment approach is recommended for concurrence by clinic supervisor, after which acupuncture, or other modalities are employed to treat the condition. The clinic supervisor is not required to observe the actual diagnosis or treatment but must be near the location where the patient is being treated. Interns are required to consult with the assigned clinic supervisor before and after each treatment.

Prerequisites:

Students must complete 560 hours of Level II Supervised practice internship and pass Level III exam (Clinical Performance Exam / CPX) with 70% passing grade. Students must have successfully completed 150 units of specific didactic courses and these pre-requisite courses should be included.

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

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

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

PC700 Integrated Clinical Rounds

The final clinical phase of the DAChM clinical practice consists of PC700 Integrated Clinical Rounds. This course provides integrated clinical experience for students as they observe under the guidance of clinical faculty. Students incorporate evidence-informed integrative practice into the clinical application. Students will obtain competency in collaborating and communicating with other healthcare practitioners. At the end of the 40 hours, students submit a patient case study. The case study with appropriate details will be discussed and presented during the grand rounds with faculty. Students will also be provided a case based learning session that includes various instructors from Oriental Medicine and Western Medicine field, therefore students may gain better understanding of case management from western and oriental medicine perspectives.

Prerequisites:

Completed Clinical Internship Level III (200 hours)

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

INDEPENDENT STUDY

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

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

UNIVERSITY COMMUNITY

BOARD OF DIRECTORS

Board Chair	: Hwan Jong Kang
Secretary	: Ellis Chang
Member	: Jae Woong Yoon
Member	: Hyungbo Bang
Member	: Jeong Hak Ji
Ex-Officio Non-voting member	: Jooyong Andrew Pak

PRESIDENT'S OFFICE

President & CEO

Jooyong Andrew Pak
president@dula.edu

GENERAL ADMINISTRATION

Chief Operating Officer

John Jeon, M.S.
coo@dula.edu

Financial Aid Manager

John Jeon, M.S.
financialaids@dula.edu

CFO / Accounting Director

Seung Wook Kim, MBA (Korea)
accountingdir@dula.edu

HR Manager

John Jeon, M.S.
hr@dula.edu

IT Manager

Hoon Kim
itservice@dula.edu

Facilities Manager

Jong Ho Kim
facilities@dula.edu

ADMISSION AND MARKETING/RECRUITING

Director of Admissions

Seung Wook Kim, MBA (Korea)

dir_admissions@dula.edu

Admissions Manager

Yookyong Kim, DAChM, L.Ac

admissions@dula.edu

Admissions Coordinator

Juyun Ban, MAChM

admissions@dula.edu

ACADEMIC & CLINIC ADMINISTRATION

Dean of Academic Affairs (acting)

Hong Tack Chung, DAChM, L.Ac

dean@dula.edu

MAChM Program Director

Heiwon Lee, PhD, DAOM, L.Ac

MAChM@dula.edu

Director of Doctoral Studies

Zheng Qi Wei, MD (China), DAOM, L.Ac

dds@dula.edu

Academic Coordinator (DAChM, MAChM)

You Suk Jung, MAChM, L.Ac

ac-kor@dula.edu,

pdcoordinator@dula.edu

CLINIC ADMINISTRATION

OMC Director / Herbal Dispensary Manager

Jun Woo Kim, DAChM, L.Ac.

omcdirector@dula.edu

OMC Manager / Intern Coordinator

Jun Woo Kim, DAChM, L.Ac.

omcic@dula.edu

STUDENT SERVICES

Director of Student Affairs

Seung Wook Kim, MBA (Korea)

SADirector@dula.edu

Registrar

Hoon Kim

registrar@dula.edu

Student Services Coordinator

You Suk Jung, L.Ac

SACoordinator@dula.edu

International Student Services Advisor

John Jeon, M.S.

iso@dula.edu

Alumni Coordinator

Aaron Choi

alumni@dula.edu

Librarian

Diana K. Kim, M.L.I.S.

library@dula.edu

ADMISSIONS

Visiting DULA



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

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

Admissions Requirements

Entrance Criteria: MAChM Program

1. The admissions criteria for the master's program must include the satisfactory completion of at least two (2) years of undergraduate-level education (defined as 60 semester credits or 90 quarter credits with a minimum 2.25 cumulative GPA on a 4.0 scale) from an institution accredited or pre-accredited by an agency recognized by the U.S. Secretary of Education. 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. A background in western medicine is not required, nor is a graduate school entrance exam.
2. A maximum of 30 semester credits (or 50%) of the prerequisite two-year education requirement may be earned through prior learning assessment using either, or a combination, of the following assessment techniques: (1) credit by examination using standardized tests and/or (2) assignment of credit for military and corporate training based on recommendations established by the American Council on Education.

Entrance Criteria: DAChM Program

1. The admissions criteria for the doctorate's program must include the satisfactory completion of at least three (3) years of undergraduate-level education (defined as 90 semester credits or 135 quarter credits with a minimum 2.25 cumulative GPA on a 4.0 scale) from an institution accredited or pre-accredited by an agency recognized by the U.S. Secretary of Education. 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. A background in western medicine is not required, nor is a graduate school entrance exam.
2. A maximum of 30 semester credits (or 50%) of the prerequisite two-year education requirement may be earned through prior learning assessment using either, or a combination, of the following assessment techniques: (1) credit by examination using standardized tests and/or (2) assignment of credit for military and corporate training based on recommendations established by the American Council on Education.

English Language Requirements for international applicants

International applicants whose native language is not English are required to provide proof of English proficiency for admission to degree, certificate, and non-degree graduate programs. This must be demonstrated by one of the following means:

1. The applicant must have completed one of the following:

- a) four years at a U.S. high school demonstrably delivered in English;
- b) at least two-years (60 semester credits or 90 quarter credits) of undergraduate- or graduate-level education in an institution accredited by an agency recognized by the U.S. Secretary of Education;
- c) at least two-years (60 semester credits or 90 quarter credits) of undergraduate- or graduate-level education demonstrably delivered in English;
- d) high school or two-years (60 semester credits or 90 quarter credits) of undergraduate- or graduate-level education in an institution in one of the following countries or territories: American Samoa; Anguilla; Antigua & Barbuda; Australia; Bahamas; Barbados; Belize; Bermuda; Botswana; British Virgin Islands; Cameroon; Canada (except Quebec); Cayman Islands; Christmas Island; Cook Islands; Dominica; Federated States of Micronesia; Fiji; The Gambia; Ghana; Gibraltar; Grenada; Guam; Guyana; Ireland; Isle of Man; Jamaica; Kenya; Lesotho; Liberia; Malawi; Montserrat; Namibia; New Zealand; Nigeria; Norfolk Island; Papua New Guinea; Philippines; Pitcairn Islands; Sierra Leone; Singapore; South Africa; South Sudan; St. Helena; St. Kitts & Nevis; St. Lucia; St. Vincent & the Grenadines; Swaziland; Tanzania; Trinidad and Tobago; Turks and Caicos Islands; United Kingdom; U.S. Virgin Islands; Uganda; Zambia; Zimbabwe.

* In all above cases, English must have been both the language of instruction and the language of the curriculum used.

OR

2. The applicant must have completed one of the following assessments at the required level:

ASSESSMENT TOOL	ACCEPTABLE SCORE
Test of English as a Foreign Language Internet-Based Test (TOEFL® iBT)	Total: 61
International English Language Testing System (IELTS), Academic format	Overall band: 6
Duolingo English Test	90
China Standard of English Language (CSE)	CSE 6
Cambridge First Certificate in English (FCE)	C
Cambridge English Advanced (CAE)	C
Common European Framework Reference (CEFR)	B2
Occupational English Test (OET)	250, C
Pearson Test of English (PTE), Academic	Overall: 45

Non-matriculated students: MAcHM and DAcHM Program

Non-matriculated students interested in enrolling in a MAcHM or DAcHM courses must meet all admission requirements and course prerequisites or demonstrate sufficient prior education and experience to successfully complete these courses. The non-matriculated student policy is to ensure that the quality of instruction is not adversely affected.

The enrollment of non-matriculated students in courses shall be entirely determined by Dongguk University Los Angeles (DULA) admissions committee. The application for admissions can be rejected at any time in consideration of the capability of prospective students to successfully complete the courses and/or other circumstances determined by the admissions committee.

Tuition Fee for Non-matriculated students:

- Non-matriculated Student in Master of Acupuncture with Herbal Medicine (MAcHM) courses or Doctor of Acupuncture with Herbal Medicine (DAcHM) foundational courses: \$315 per didactic unit and \$18 per clinical hours
- Non-matriculated Student in Doctor of Acupuncture with Herbal Medicine (DAcHM) advanced doctoral level courses: \$640 per didactic unit and \$29 per clinical hours

Application Completion Procedures

The following items are required to be considered for admission:

1. A complete online or paper application in English along with the non-refundable application fee (U.S. citizens/residents: \$100; international students: \$200).
2. Provide Official Transcript(s) from all colleges and/or universities attended. All official transcripts must be sealed and sent directly from the issuing institutions to the office of admissions at DULA. If the transcripts are from a country where English is not the primary language, they must be translated into English and must be sent to a reputable foreign credential evaluation agency to evaluate equivalent levels of educational achievement in the U.S.
3. Students who graduated from colleges or universities outside of the U.S. are required to submit a comprehensive course-by-course evaluation through the academic credential evaluation service, which is a member of NACES (National Association of Credential Evaluation Services). For more information about NACES, please refer to the website <http://www.naces.org/> to select one of the listed institutions and apply for the course-by-course service. Evaluation must include degree equivalency.
4. A copy or copies of diploma(s) from all higher-level institutions attended.
5. Two recommendation letters. The letters may be in English and Korean. The letters of recommendation should include information about the applicant's strengths and character traits.
6. One-page typed personal essay in English addressing the following three questions:
 - Why do you want to attend Dongguk University Los Angeles?
 - What are your interests and/or philosophical views of oriental medicine?
 - What are your strengths and skills that would make you a good healthcare practitioner?
7. One recent 2"x2" color headshot photo.

8. Proof of residency (copy of passport, birth certificate, permanent resident card, or any other documents that prove applicants' legal stay in the U.S.).
9. An interview with a member of the Admissions Committee.

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

International Applicants

DULA is authorized by the U.S. Department of Homeland Security to issue a I-20 and enroll non-immigrant international students into both Programs.

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

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

Veterans

In addition to the application requirements listed above, veterans who wish to use GI Bill educational benefits must submit transcripts of all prior college education and military or vocational training to be evaluated for transfer credit. To apply for GI Bill educational benefits, visit www.gibill.va.gov or call 888-442- 4551.

Transfer Students and Transfer Credits: MAcHM Program

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

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

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

1. Prior to processing transfer credits, the following documents must be submitted:
 - a. Official transcripts sealed and sent directly from all previous colleges and/or universities.
 - b. Foreign students are required to submit a credential evaluation report by an agency, which is a member of NACES (National Association of Credential Evaluation Services). The report must include equivalency of education.
 - c. Only transfer credit for actual coursework successfully completed at a college or university accredited by an agency recognized by the U.S. Department of Education or, in the case of foreign institutions, recognized by the appropriate government agency.
2. For institutions approved by the California Board of Acupuncture, 100% transfer credit may be awarded, provided that the actual coursework to be transferred has been successfully completed and is equivalent to the relevant required coursework.
3. For candidates applying from institutions not approved by the California Board of Acupuncture, but are accredited by ACAHM or from foreign institutions which are evaluated as the equivalent of a regionally accredited college in the U.S., the following guidelines will apply:
 - a. Up to 100% transfer credit may be awarded for courses completed successfully in basic sciences, clinical medicine, case management, practice management, public health, and professional development if the actual number of hours completed is equal to or greater than that required.
 - b. Up to fifty percent (50%) credit, by transfer or challenge exam, for clinical practice and instruction in acupuncture and Oriental medicine principles, theories and treatment procedures may be awarded. The actual number of hours completed must be equal to or greater than that required by DULA. At least 50% of the course hours in the above individual subjects must be taken at DULA.
 - c. DULA may also require the student to take specific subject examinations in order to demonstrate a level of knowledge comparable to that achieved by a DULA student before credits are awarded.
4. Transfer credits are granted only for course work completed within 5 years. Transfer credit may be granted if the transfer student's profession is related to coursework completed more than 5 years ago.
5. Transfer credits shall only be awarded for actual coursework. Students must have received a grade of "C-" or higher.

6. Credits are not awarded for a western medical internship or residency training toward the actual clinical coursework and instruction required at DULA.
7. For additional information regarding transfer credits and processes, please contact the office of registrar. Please also refer to the DULA University Policy Handbook for more information about transfer credit policy.

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

Guidelines for additional study:

1. In the case that the number of units from the previous institution's coursework is less than DULA's required units, the student is required to complete an additional study for the remaining units.
2. Before the credit is granted, the student must first follow the process of additional study shown below:
 - a. The student must contact the registrar first for consultation and fill out the "Transfer Credit Additional Study Registration" form (available at DULA front desk) and pay for the additional units. The tuition and fee information of each unit is in this handbook (see tuition and fees section).
 - b. After the form is completed and tuition is paid, Dean will provide the student with the "Additional Study Instructional Schedule" form and assign the appropriate faculty.
 - c. The student will then meet the assigned coursework faculty to arrange a study schedule. How the additional study is conducted is solely decided by the discretion of assigned faculty, based upon the rule that one unit of coursework is equal to a total of 10 in-person lecture hours and 20 out-of-classroom assignment hours.
 - d. The additional study offers a pass or fail grade unless the letter grade is arranged before the course started. Credits will only be granted if the student passes the course work.
 - e. The completed "Additional Study Instructional Schedule" form must be returned to the Dean no later than 10 days after the completion of the study.

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

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

Enrolling as a New Student to DAChM Program

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

1. All DAChM applicants must have satisfactorily completed at least three (3) years of undergraduate-level education (90-semester credits, or 135 quarter credits, including 3 units each for chemistry, biology, and psychology) with a minimum 2.25 cumulative GPA on a 4.0 scale from an institution accredited by an agency recognized by the U.S. Secretary of Education, or an equivalent international entity.
2. Prerequisite undergraduate-level courses include Chemistry, Biology, and Psychology. If the applicant did not take Chemistry, Biology, and Psychology in their undergraduate level of education, the student must complete these courses either at DULA or at other approved institutions within 12 months from the date of matriculation.
3. Credits earned at a foreign educational institution must be validated by a recognized educational credential evaluation service.
4. A separate enrollment agreement that outlines when a master's degree is awarded is simultaneously executed at the date of initial enrollment when the master's degree is awarded as part of the doctoral program.
5. The admission into the doctoral completion program requires graduation with a master's degree in Oriental medicine from an ACAHM accredited program or institution.

Transfer Students and Transfer Credits: DAChM Program

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

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

Advanced standing represents student achievement of coursework, completed at DULA (or at another ACAHM accredited program) with duplicative coursework that applies to other DULA program(s). Under

the following conditions, advanced standing will be recognized by the DULA system and no transfer of credit or exemption review will be conducted.

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

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

1. Non DULA Master's degree graduate prospective students interested in Professional Doctor completion program enrollment, who completed their degree more than five years ago, and who can substantiate active practice since graduation with a copy of their professional acupuncture license.
2. Non DULA Master's degree graduate prospective students interested in Professional Doctor completion program enrollment, who completed their degree less than five years ago.
3. Former DULA students who previously completed courses and withdrew from a program before completing a degree, more than five years ago.

Enrolling as DAChM Completion Track Program

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

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

1. The applicant must meet all of the admissions requirements at the time of his or her official matriculation.
2. The applicant must have satisfactorily completed a master's degree or master's level program in Oriental Medicine from an ACAHM accredited/pre-accredited program or institution.
3. In considering the acceptance of education and training obtained in foreign countries, credits earned at a foreign educational institution must be validated to be equivalent to a master's degree by a recognized educational credential evaluation service.

4. A comprehensive transcript analysis will be conducted to evaluate whether all applicable master's-level coursework completed is equivalent to doctoral requirements in terms of content, rigor, and credit hour requirements.
5. The applicant who graduated more than 5 years prior to entering the DAChM completion program may be accepted into the program, provided that the applicant has retained the content knowledge and competencies of the respective course(s) for which transfer credits are being assessed. The following documentation is required:
 - Documentation of at least five years of full-time clinical practice, or equivalent
 - Pass a foundational knowledge written examination as well as practical assessment to demonstrate retention of knowledge and competencies.
 - Proof of completion of all identified course work deficiencies through documentation or appropriate challenge exams.
6. Acceptance to a doctoral degree completion track that includes advanced study or specialty concentrations in herbal medicine is further conditioned upon satisfactory completion of ACAHM's Masters core curriculum requirements for herbal training typically evidenced by official transcripts issued by an ACAHM accredited/pre-accredited program or institution.
7. Subject to relevant state regulations and licensing agency rules, applicants may receive transfer credit for up to 50% of the total program credit requirements. Of that 50%, no more than 25% of the program clinical training requirements may be accepted as transfer credit.
8. English language competency as established for the DAChM program is also required.

The Admissions Review Process: MAChM and DAChM Program

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

Full Acceptance

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

Conditional Acceptance

Conditional Acceptance is given to applicants with some deficiency that must be remedied or a condition to their admission that must be satisfied within a specified timeframe. These deficiencies may include absence of an official transcript for evaluation. An official transcript may be required by a specific date (end of the drop period, end of the first term of enrollment). Provisionally admitted students who do not meet the stated requirements within the specified deadline will not be permitted to continue in the program.

Denial

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

New Student Orientation and Registration

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

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

FACULTY

DULA faculty consists of all individuals employed by DULA who are engaged in instruction, scholarly and professional, or academic service activities for DULA. These activities include but are not limited to lab and class instruction, language program (department, clinic), course and curriculum development, research, participation in student academic advising, and service to the profession. In DULA, the faculty members have been carefully selected based on their exceptional achievement, knowledge and clinical practice in their area of expertise and for their skills as instructors. DULA faculty members have excellent multi-disciplinary experiences, knowledge, skills and competency.

DULA maintains three groups of faculties:

- **Core Faculty**
Core faculty participate and provide leadership in the overall assessment process to ensure the institution is achieving its mission and objectives, as well as overseeing the process of achievement of competencies for students.
- **Faculty**
All other faculty who are responsible for student learning and assessment activities.
- **Guest Faculty**
Often subject area experts are invited to teach a course usually taught by designated faculty or core-faculty.

The List of DULA Core Faculty Members:

Kim, Chan Ho, MAcHM, L.Ac

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

Lee, Heiwon, DAOM, L.Ac

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

Zheng, Qi Wei, MD (China), DAOM, L.Ac

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

The List of DULA Faculty Members

Allen, Marilyn, MS

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

Bark, Seonghui, Mdiv, MA (Korea)

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

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

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

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

- BS, Oriental Medicine, School of Oriental Medicine at Kyung Hee University, Seoul, Korea
- MS, Oriental Medicine, Specialty: Neuropsychiatry, Graduate School of Oriental Medicine at Kyung Hee University, Seoul, Korea
- Licensed Acupuncturist, State of California
- MAcHM English Program, DAcHM Program
- Clinic Supervisor: Master's Program

- Area of Expertise: Acupuncture, OM, Herbs, Anti-aging in CAM

Choi, Yun Jeong, MSAOM, L.Ac

- BS, Japanese Literature, Kyong Gi University, Korea
- MS, Management, Sung Kyun Kwan University, Korea
- MSAOM, South Baylo University, Los Angeles, CA
- License of Acupuncturist, State of California
- MAChM Korean Program
- Area of Expertise: Clinical Management and Billing

Chung, Hong Tack, DAChM, L.Ac

- DAChM, Dongguk University Los Angeles
- MAChM, Dongguk University Los Angeles
- BS, Psychology, University of Toronto
- MBCCPM, University of Toronto
- Dipl. of Oriental Medicine, NCCAOM
- Sports Team Doctor, Society of Sports Korean Medicine
- Licensed Acupuncturist, State of California
- English and Korean Programs
- Area of Expertise: Psyche in OM, Diagnosis in OM, Sports Injuries, Mindfulness

Hwang, Wung Gyu (Bon), MAChM, L.Ac

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

Jin, Yu Ji (Kim, Ok Hee), MAChM, L.Ac

- MAChM, Royal University, CA
- Licensed Acupuncturist, State of California
- MAChM Korean Program
- Area of Expertise: Herbal Treatment in Pediatric, Herbal Treatment in Dermatology, Herbal Treatment in Gynecology, Acupuncture Anatomy series, Meridian Theory

Kong, Kap Seung, MD (Korea)

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

Lee, You Soo, MAChM, L.Ac

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

Maloney, Pamela, MTOM, L.Ac

- MTOM, Emperor's College of Traditional Oriental Medicine, CA
- MA, Kinesiology, Dance Dept., UCLA
- BA, Fine Art, UC Irvine
- MAChM English Program
- Area of Expertise: Acupuncture, Cosmetic Acupuncture

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

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

Sarita See, Ph.D

- Ph.D., English and Comparative Literature at Columbia University, 2001
- B.A., English at University of California Berkeley, 1991
- Teaching area: Tai Chi Chuan

Seo, Stephan, MAChM, L.Ac

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

Twicken, David, MTOM, MBA, L.Ac

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

Wong, Adrianus, MD (Indonesia), DAOM, L.Ac

- DAOM, Dongguk University Los Angeles
- MAChM, Dongguk University Los Angeles
- MD, Trisakti Univeristy
- L.Ac, Licensed Acupuncturist, California Acupuncture Board
- Teaching Area: MSTAM courses, DAIM completion courses, Clinical supervising

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

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

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

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

Yoon, Dong Won, MAChM, L.Ac

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

Zhao, Yong Ji, MD (China), DC

- MD, Yian Bian Medical University, China
- DC, Cleveland Chiropractic College, Los Angeles, CA
- MAChM English and Korean Program; DAChM Program
- Area of Expertise: Basic Science, Clinical Medicine, Research, Public Health

TUITION, FEES AND REFUNDS

Tuition for the MAChM program is \$167 per didactic unit, \$12 per clinic hour. The total tuition for the 3090-hour MAChM program is \$51,201, not including additional fees. The charges for a period of attendance and the total charges for the entire program are the same.

Tuition for the DAChM foundational (as same in MAChM program) 100 – 400 level didactic courses is \$167 per didactic unit, \$12 per clinic hour. Tuition for the DAChM advanced 700 – 800 level didactic courses is \$ 315 per didactic unit, \$18 per clinic hour. The total tuition for the 3,430 DAChM program is \$61,371, not including additional fees. The total tuition for the 340 hours DAChM Completion Track Program is \$10,170, not including additional fees.

Tuition Fee for Non-matriculated students:

- Non-matriculated Student in Master of Acupuncture with Herbal Medicine (MAChM) courses or Doctor of Acupuncture with Herbal Medicine (DAChM) foundational courses: \$315 per didactic unit and \$18 per clinical hours
- Non-matriculated Student in Doctor of Acupuncture with Herbal Medicine (DAChM) advanced doctoral level courses: \$640 per didactic unit and \$29 per clinical hours

MAChM Program Tuition

Didactic (course) instruction	\$167 per unit
Clinic Instruction	\$12 per clinic hour
Total Tuition	\$51,201
**Estimated Total Cost for the Program	\$54,685

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

DAChM Program Tuition

100-400 Level Courses	\$167 per unit
100-400 Level Clinic Courses	\$12 per clinic hour
700-800 Level Courses	\$315 per unit
700 Level Clinic Course	\$18 per clinic hour
Total Tuition	\$61,371
**Estimated Total Cost for the Program	\$67,270

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

DACHM Completion Track Program Tuition

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

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

Books/Supplies

<ul style="list-style-type: none"> • Supplies / Kits • Textbooks • DULA Scrubs 	MAcHM: \$1,500 DAcHM: \$2,500 DACHM Completion Track: \$1,000
---	---

FEES: Nonrefundable

Application Fee (New Student)	\$100
Late Application Fee (New Student)	\$0
International Student Processing Fee	\$100
I-20 re-issue and/or extension processing, OPT, CPT	\$50
Transfer Credit Evaluation Fee (Prior to Matriculation)	\$100
Transfer Credit Evaluation Fee (During Matriculation)	\$50 per class
Quarterly Registration Fee	\$50
Quarterly Registration fee (after official registration period)	\$150
Add Class after official registration period	\$0
Drop Class (from the first day of new academic quarter)	\$20 per Class
Changing Clinic Shifts (adding, changing, dropping) After the End of the Official Clinic Registration Period	\$20 per Shift
Mid-Curriculum Exam (MCE) – Initial / Retake	\$50
Comprehensive Graduation Exam (CGE) – Initial / Retake	\$100
Special Condition of Scheduled CGE Fee	\$350

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

Mailing Service (Domestic and Certified)	\$5
Mailing Service (International)	Cost + \$5 Handling Fee
Student Tuition Recovery Fund (STRF) Fee	\$2.50 / \$1,000

The Application fee is non-refundable. All other fees are non-refundable after the cancellation date.

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

Notes:

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

** Tuition and fees are subject to change at the discretion of the University.

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

**** The STRF is a fund administered by the Bureau for Private Postsecondary Education {Bureau} that relieves or mitigates economic loss suffered by a student while enrolled in a qualifying institution- generally, one that is approved or registered by the Bureau. At the time of his or her enrollment, the student must have been a California resident or enrolled in a California residency program, prepaid tuition, and suffered economic loss. Effective February 8, 2021, the Student Tuition Recovery Fund {STRF} assessment rate changed from zero {\$0} per one thousand dollars {\$1,000} of institutional charges to fifty cents {\$.50} per one thousand dollars {\$1,000} of institutional charges. {5, CCR Section 76120}.

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

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

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

Tuition Payment Policy

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

Late Payment Fee

All students, including financial aid students, must pay all other fees and charges (i.e. parking, insurance) at the time by the Friday of 3rd week of each quarter. For financial aid students, they must pay the full charges within 7 calendar days after their financial aid funds are distributed.

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

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

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

Tuition Installment Payment Plan

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

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

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

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

Student's Right to Cancel

You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. [CEC 94911(1)]. If you wish to cancel this agreement, provide a written notice that states that you no longer wish to be bound by this agreement. Your notice must be timely delivered to the institution. If your notice is mailed, it must be postmarked on or before the date notice is required.

Refund Policy

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

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

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

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

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

The California State Pro Rata Refund Policy applies to students who have not completed more than 60% of the course of instruction and is calculated. The followings are example of refund calculation for MAcHM and DAcHM Program.

MAcHM Program Refund Calculation Sample

Student Attended: 3 Credit Hours
Total Quarter Charges : \$2004
Total No. of Credit Hours Per Quarters: 12 units

Amount Owed = (Total Quarter Charges/Total No. of Credit Hours Per Quarters) x No. of Credit Hours Student Attended <<\$2004/12 Credit Hours)x 3 Credit Hours = \$501 >>

Refund Amount = Total Quarter Charges – Amount Owed <<\$2004 - \$501 = \$1503>>

Refund Amount = Total Quarter Charges – Amount Owed <<\$3780 - \$945 = \$2835>>

DAcHM Program Refund Calculation Sample

Student Attended: 3 Credit Hours
Total Quarter Charges : \$3780
Total No. of Credit Hours Per Quarters: 12 units

Amount Owed = (Total Quarter Charges/Total No. of Credit Hours Per Quarters) x No. of Credit Hours Student Attended <<\$3780/12 Credit Hours)x 3 Credit Hours = \$945 >>

Refund Amount = Total Quarter Charges – Amount Owed <<\$3780 - \$945 = \$2835>>

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

Return to Title IV Policy

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

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

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

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

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

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

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

Student Tuition Recovery Fund

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

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

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

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225; Sacramento, CA. 95834, (888) 370-7589 or (916) 574-8900.

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

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

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

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

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

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

Bureau for Private Postsecondary Education

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

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

Phone: (916) 574-8900

Toll Free: (888) 370-7589

Fax: (916) 263-1897

Web Site: www.bppe.ca.gov

E-mail: bppe@dca.ca.gov

FINANCIAL AID

Federal Student Financial Aid Program

Federal financial aid programs provide financial support to students who, without such support, would be unable to meet educational costs at the University. Financial Aid for the MAChM and DAChM programs includes educational costs: tuition, fees, books and supplies, and a reasonable allowance for living during the academic year.

Financial aid awards are made for one academic year per academic year and must be reapplied for each academic year.

Federal direct unsubsidized Stafford loan:

Non-need-based, fixed, low interest rate loan available only to independent undergraduate and graduate students. Repayment begins six months after graduation or six months from the time the student drops below half-time enrollment or withdraws from school. The government does not pay the interest while the student is attending school or during the grace period; therefore, the student is responsible. Please refer to the Student Loan Repayment at <https://studentaid.gov/manage-loans/repayment> for more information. Interest begins accruing when the loan funds are disbursed. The student may elect to pay the interest while attending school or have the interest capitalized (added to the principal loan amount when the loan goes into repayment).

Loan amounts: The maximum annual loan amount is US \$20,500 (unsubsidized only) depending on remaining aggregate eligibility.

Federal PLUS (Parent Loan for Undergraduate Students) loan:

Non-need-based, and fixed rate loan available to graduate students and parents of dependent undergraduate students. These loans are issued based on the parent's or graduate student's credit worthiness, and interest begins accruing once the loan funds have been disbursed. The loan enters repayment once it has been fully disbursed. For graduate students, the loan is automatically placed in a

deferment status if the student is enrolled for at least six months, and for an additional six months after they are no longer enrolled or attend on a less than half-time basis. The PLUS loan amount is determined by the student's cost of attendance, minus any other financial aid the student is receiving.

Federal Financial Aid Eligibility

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

Federal Financial Aid Application Process

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

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

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

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

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

Federal Financial Aid Policies

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

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

Loan Repayment

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

Applying for Federal Financial Aid

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

1. Apply for an FSA ID. To create an FSA ID, go to <https://studentaid.gov/fsa-id/create-account/launch?continueTo=fafsa>. Click on the "Get Started" link. After filling in the required information, please make sure to confirm your email address.
2. Complete and submit the latest FAFSA application at <https://studentaid.gov/fsa-id/sign-in/landing?continueTo=fafsa>. DULA's school code is 031095
3. Complete Online Entrance Counseling. This is required of first time borrowers. Go to <https://studentaid.gov/entrance-counseling/>, sign in, and complete the counseling.
4. Complete and sign your Electronic Master Promissory Note (MPN). To do this, go to <https://studentaid.gov/mpn/>, login, and complete New MPN for Student Loans. You must complete this MPN all at once. If you exit prior to completing it, your changes will not be saved. Make sure you have your FSA ID available, as well as two references (names, addresses, and phone numbers). These should be people who have known you for at least one year (preferably relatives) and who live at different addresses.
5. Complete your DULA Financial Aid Application packet.
6. Bring the following required documents to the Financial Aid Office:

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

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

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

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

Disbursements

Disbursement is the process used to make funds available to students who applied for federal financial aid. Federal Financial aid check is disbursed in each equal payment per academic year. Student will be notified by email or phone for either pickup or mail to the mailing address provided on file.

Disbursements would be started after the third week of each quarter after the add and drop period. The distribution could be held until all Financial aid verifications are completed.

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

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

Students have the following responsibilities:

- Complete FAFSA with accurate information
- Respond promptly and submit all requested additional documentation for verification, corrections, and any revised information
- Meet and maintain Satisfactory Academic Progress (SAP) standards
- Must complete Direct Loan Entrance / Exit Counseling when applying for Federal Stafford Direct Loans
- Repay any Federal aid funds if it is determined that the student is ineligible to receive the funds

- Repay any overpayment made to you through financial aid funds
- Repay student loan(s) promptly, and notify the lender of changing name, address or contact information

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

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

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

hospitalization, incarceration, or institutionalization) to register at the required time, aid should be granted.

- i. If it is determined the student was seemingly unwilling to register, aid should not be granted.
- j. The refusal to grant aid based on the student's seemingly unwillingness to register must be documented with evidence and the reason given by the FAO and or the institution.

Financial Aid Entrance/Exit Counseling

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

If a student withdraws or terminates and the institution is unable to have the student complete exit counseling prior to the students' departure, the institution will send a letter to the student, requesting exit counseling to be completed at <https://studentaid.gov/exit-counseling/>

Direct Loan Quality Assurance

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

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

Disbursing and returning loan funds in accordance with regulatory requirements:

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

Disbursing the correct loan amount to the correct student:

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

Completing monthly reconciliation and Program Year Closeout:

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

Yearly Review of Process:

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

Satisfactory Academic Progress (SAP) For Federal Financial Aid Students

Federal regulations require that, in order to be eligible for financial assistance from Title IV student aid, all students (full-time, part-time, undergraduate, and graduate) must maintain satisfactory academic progress toward completion of their degrees. Please make sure to understand that SAP policies may be different from university's academic warning or probation policy, or Satisfactory Academic Progress (SAP) for Students Using Veteran Education Benefits.

Financial Aid Warning

Students are placed on SAP Warning for one Quarter if one or more SAP requirements are not met during the most recently completed Quarter. Students on SAP Warning are eligible for financial aid for one Quarter on SAP Warning and must meet SAP requirements at the end of the Warning Quarter to continue to be eligible for financial aid. Additional information about SAP requirements is available on the "Financial Aid Suspension" section below. Students will be notified about the SAP Warning reason via a targeted message in Populi or email. Students may appeal for the removal of the warning. Approval of the appeal is not guaranteed. Scholarships may have more or less strict renewal requirements than what is set in the SAP policy. Students on SAP Warning are encouraged to check with their individual scholarship providers to confirm academic requirements for scholarship reinstatement.

Financial Aid Suspension

Students can be put on SAP Suspension for the reasons listed below and are not eligible for financial aid while on SAP Suspension. Students on SAP Suspension may appeal for the reinstatement of their financial aid. Approval of the appeal is not guaranteed. Students will be notified about the SAP Suspension reason and appeal deadline via a targeted message in Populi or email. Scholarships may have more or less strict renewal requirements than what is set in the SAP policy. Students not meeting SAP Suspension are encouraged to check with their individual scholarship providers to confirm academic requirements for scholarship reinstatement.

Reasons for SAP Suspension

1. Do not meet the SAP requirements after one Quarter on Financial Aid Warning.
2. Do not meet the requirements of their Academic Plan.

3. Meet or exceed the Maximum Time Frame requirement to obtain a degree.
4. Withdrawal from ALL Quarter credit hours while on financial aid warning.
5. Withdrawal from ALL Quarter credit hours in back-to-back Quarters.
6. Receive a non-passing grade or incomplete in ALL Quarter credit hours.

Components of the SAP policy

All students who receive institutional, federal, and state financial aids must meet the following components of the SAP policies to be eligible for financial aids:

1. Minimum GPA

Students must maintain a cumulative GPA of a 2.25 or higher to remain eligible for financial aid as well as earn a minimum GPA of a 2.25 each quarter. Academic records are reviewed at the completion of every term of enrollment (Winter, Fall, Spring, Summer) to determine SAP. Students in this situation may also be required to provide additional documentation to our office, proving their attendance for the quarter.

2. Minimum Pace-of-Progression

Students must complete coursework at a cumulative rate of 67%. Completed coursework is defined as any course for which the student receives a passing grade. Academic records are reviewed at the completion of every term of enrollment (Winter, Fall, Spring, Summer) to determine SAP. Use the formula below to determine the pace of progression. The minimum pace requirement is 67%.

- **Completed Quarter Hours (all passing grades)** - All credit hours with a passing grade on a student's academic record according to the Office of the Registrar (A, A-, B+, B, B-, C+, C, C-, P), and all transfer, remedial.
- **** Attempted Quarter Hours - All completed credit hours listed above, and all credit hours.**

3. Maximum Time Frame

Students are allowed to attempt up to 150% of the hours required for their degree level. Attempted credits from all enrollment periods at DULA plus all accepted transfer credits are counted. All terms of enrollment at DULA are included whether or not the student received financial aid and regardless of the age of the coursework.

The following are counted when determining minimum Pace of Progress and Maximum Time Frame Requirements:

- **Transfer:** These courses are counted as both attempted and completed towards the pace of progression and maximum time frame.

- **Repeating a course:** The credit hours from a repeated course are counted as attempted if the student receives a grade of I or F on their academic record. Once the course is passed, the credit hours are counted as both attempted and completed credit hours.
- **Incompletes:** All incomplete grades count towards attempted hours for the pace of progression and maximum time frame.
- **Receive a non-passing grade in ALL quarter credit hours:** Grades defined as non-passing are I or F, and credits for non-passing grades are counted as attempted towards pace of progression and maximum time frame.
- **Withdrawal from all quarter courses:** All courses a student withdraws from at DULA are counted towards attempted credit hours for the pace of progression and maximum time frame.

Appeals

Students who do not maintain satisfactory academic progress after the probation period will be denied additional benefits. If, because of mitigating circumstances, a student falls below the required standards, he/she may appeal by explaining the circumstance to the Appeals Committee within 30 days of notification concerning their below standard performance. All appeals should be in writing and forwarded to:

Financial Aid Office
 Dongguk University Los Angeles
 440 Shatto Place, Suite 201A
 Los Angeles, CA 90020

Federal Financial Aid Resources

- FSAID: <https://studentaid.gov/fsa-id/create-account/launch>
- NSLDS: <https://nsldsfa.ed.gov/login> [You will need your FSAID]
- Entrance Counseling: <https://studentaid.gov/entrance-counseling/>
- Exit Counseling: <https://studentaid.gov/exit-counseling/>
- Federal student aid guide: <https://studentaid.gov/resources>
- Selective Services: <https://www.sss.gov/>
- IRS: <https://www.irs.gov/>

Veteran Education Benefits

Certificate of Eligibility (COE)

The MAChM and DAChM program are approved by both the applicable federal and state regulatory agencies.

Standards of Progress [CFR21.4253 (d) (1) (ii)]

Students certified to receive VA benefits are subject to the same enrollment, attendance, tardiness, student conduct, minimum term and cumulative GPA requirements (2.25 GPA) and the after-mentioned satisfactory academic progress requirements for Veteran Education Benefits.

Policy for the Previous Education and Training [CFR21.4253 (d) (3)]

This institution maintains a written record of previous education and training of the veteran or eligible person, which clearly indicates the appropriate credit has been given by the institution for previous education and training, with the training period (or length of the program) shortened proportionately, and the veteran notified accordingly.

Satisfactory Academic Progress (SAP) for Students Using Veteran Education Benefits

To be eligible for the Veteran Education benefits, all students (full-time, part-time, undergraduate, and graduate) must maintain satisfactory academic progress for the veteran Education Benefit toward the completion of their degrees. Please make sure to understand that SAP policies may be different from the university's academic warning or probation policy or SAP for Federal Student Aid.

VA Benefits Warning

Students are placed on SAP Warning for one Quarter if one or more SAP requirements are not met during the most recently completed Quarter. Students on SAP Warning are eligible for VA Benefits for one Quarter on SAP Warning and must meet SAP requirements at the end of the Warning Quarter to continue to be eligible for financial aid. Additional information about SAP requirements is available on the "VA Benefits Suspension" section below. Students will be notified about the SAP Warning reason via a targeted message in Populi or email. Students may appeal for the removal of the warning. Approval of the appeal is not guaranteed. Scholarships may have more or less strict renewal requirements than what is set in the SAP policy. Students on SAP Warning are encouraged to check with their individual scholarship providers to confirm academic requirements for scholarship reinstatement.

VA Benefits Suspension

Students can be put on SAP Suspension for the reasons listed below and are not eligible for VA Benefits while on SAP Suspension. Students on SAP Suspension may appeal for the reinstatement of their VA Benefits . Approval of the appeal is not guaranteed. Students will be notified about the SAP Suspension reason and appeal deadline via a targeted message in Populi or email. Scholarships may have more or less strict renewal requirements than what is set in the SAP policy. Students not meeting SAP Suspension are encouraged to check with their individual scholarship providers to confirm academic requirements for scholarship reinstatement.

Reasons for SAP Suspension

1. Do not meet the SAP requirements after one Quarter on VA Benefits Warning.

2. Do not meet the requirements of their Academic Plan.
3. Meet or exceed the Maximum Time Frame requirement to obtain a degree.
4. Withdrawal from ALL Quarter credit hours while on VA Benefits warning.
5. Withdrawal from ALL Quarter credit hours in back-to-back Quarters.
6. Receive a non-passing grade or incomplete in ALL Quarter credit hours.

Components of the SAP policy

All students who receive VA Benefits must meet the following components of the SAP policies to be eligible for VA Benefits:

1. Minimum GPA

Students must maintain a cumulative GPA of a 2.25 or higher to remain eligible for VA Benefits as well as earn a minimum GPA of a 2.25 each quarter. Academic records are reviewed at the completion of every term of enrollment (Winter, Fall, Spring, Summer) to determine SAP. Students in this situation may also be required to provide additional documentation to the financial aids office, proving their attendance for the quarter.

2. Minimum Pace-of-Progression

Students must complete coursework at a cumulative rate of 67%. Completed coursework is defined as any course for which the student receives a passing grade. Academic records are reviewed at the completion of every term of enrollment (Winter, Fall, Spring, Summer) to determine SAP. Use the formula below to determine the pace of progression. The minimum pace requirement is 67%.

- **Completed Quarter Hours (all passing grades)** - All credit hours with a passing grade on a student's academic record according to the Office of the Registrar (A, A-, B+, B, B-, C+, C, C-, P), and all transfer, remedial.
- **** Attempted Quarter Hours - All completed credit hours listed above, and all credit hours.**

3. Maximum Time Frame

Students are allowed to attempt up to 150% of the hours required for their degree level. Attempted credits from all enrollment periods at DULA plus all accepted transfer credits are counted. All terms of enrollment at DULA are included whether or not the student received VA Benefits and regardless of the age of the coursework.

The following are counted when determining minimum Pace of Progress and Maximum Time Frame Requirements:

- **Transfer:** These courses are counted as both attempted and completed towards the pace of progression and maximum time frame.

- **Repeating a course:** The credit hours from a repeated course are counted as attempted if the student receives a grade of I or F on their academic record. Once the course is passed, the credit hours are counted as both attempted and completed credit hours.
- **Incompletes:** All incomplete grades count towards attempted hours for the pace of progression and maximum time frame.
- **Receive a non-passing grade in ALL quarter credit hours:** Grades defined as non-passing are I or F, and credits for non-passing grades are counted as attempted towards pace of progression and maximum time frame.
- **Withdrawal from all quarter courses:** All courses a student withdraws from at DULA are counted towards attempted credit hours for the pace of progression and maximum time frame.

Appeals

Students who do not maintain satisfactory academic progress after the SAP Warning period will be denied additional benefits. If, because of mitigating circumstances, a student falls below the required standards, he/she may appeal by explaining the circumstance to the Appeals Committee within 30 days of notification concerning their below standard performance. All appeals should be in writing and forwarded to:

Financial Aid Office
 Dongguk University Los Angeles
 440 Shatto Place, Suite 201A
 Los Angeles, CA 90020

GI Bill benefits at another school, college or university

You must fill out a “Request for Change of Place of Training” (VA Form 22-1995) which can be found through the [GI Bill website](#) and selecting the “eBenefits” link to access the VONAPP interface.

The Amount to be paid from the VA

Thomas Edison does not calculate the monthly benefits for our VA students. We recommend contacting the VA directly or visiting this link on the [GI Bill website](#) for more information.

Non-graduation required enrollment

In order to use Chapter 33 Post 9/11 you must take at least 1 course at a minimum of 1 credit at TESU to have a certification processed. If any course work is not needed for graduation, students cannot use Chapter 33 Post 9/11 benefits to pay for enrollment.

Taking Courses at another college/university

If the courses fit into your degree plan and are approved by an Academic Advisor at DULA. We can then provide a Parent Letter to the school where you would like to take the courses. Please find the Parent Letter form in the Required Forms section of Operation Vet Success and complete all sections of the form and email to financialaids@dula.edu.

Drop or Withdraw from a course

If you drop or withdraw from courses, you must notify the Veterans Administration (VA) and the Office of Financial Aids at DULA and/or the veterans' coordinator at the college/university where courses were taken. The law prohibits payment of veterans' benefits for a course from which a student withdraws.

PLEASE NOTE: For students using Chapter 33 Post 9/11 GI Bill benefits, withdrawing from a course could cause a recoupment of your housing allowance (BAH)

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at www.benefits.va.gov/gibill.

Institutional Scholarships and Financial Assistance at DULA

In addition to the above financial assistance, DULA has the following scholarships available for new and current students, such as Didactic and Clinic Merit Scholarship for current DULA students, Scholarship for New students, etc. Qualifications for scholarships are primarily based on financial necessity, academic merits and strength of essay. Contact the office of the Dean of Academic Affairs (dean@dula.edu) for additional information.

Scholarship for Current DULA Students

Purpose: The purpose of offering scholarship is to encourage students of DULA to achieve a high academic standard.

This scholarship is currently offered only for students who enrolled in MACHM program. The scholarship will be offered on two categories. One is for didactic course for all students and the other is the clinical course for interns.

Didactic Merit scholarship:

- Criteria: Selecting candidates for scholarships will be held on the beginning of fall quarter of the current academic year. Candidates who are top 10 students with the highest GPA will be chosen

among all students who have been enrolled minimum 36 units within the last 4 consecutive quarters. The List of candidates will be delivered to the Academic Committee meeting and Scholarship Awards will be determined in the meeting.

- President Merit scholarship (The best student): \$1000 per year.
- Dean Merit scholarship (The second-best student): \$500 per year.

Clinical Merit scholarship:

- Criteria: The supervisors in the Clinic will recommend an outstanding intern as the scholarship recipient candidate to the Director of Clinic. The Director of Clinic will choose one outstanding student, from the recommended interns, who will be rewarded the scholarship through EC approval.
 - Clinic Director Merit scholarship: \$500 per year.

New Incoming Student Scholarship

DULA believes that in achieving its institutional mission as well as to accomplish the program educational objectives, a high standard of the academic performance should be encouraged and maintained. As such, the purpose of the new incoming student scholarship is to attract and encourage prospective students with outstanding academic achievements to enroll in MAChM program and become a part of DULA community. The New Incoming Student Scholarship is only applied for MAChM program.

Prospective students who are interested in applying to this scholarship should complete the application of the new incoming student scholarship. This application should then be submitted to the Dean of Academic Affairs. Students who need more information about this scholarship may proceed their inquiries to the Dean of Academic Affairs.

An amount of \$1000 will be awarded to nominees of this scholarship. By the end of each year of the academic calendar, DULA will nominate two (2) candidates to be awarded. The nominees are selected from the list of new students (including the transfer students) that began their program in DULA within the nominated academic year.

The requirement to be eligible for the candidacy of this scholarship are as follows:

- Submit a complete application of the new incoming student scholarship
- A minimum of GPA 3.5 (out of 4.0 scale) from the most recent colleges that student attended
- A personal essay, which should be written in English, describing:
 - A personal reason of why the student should be nominated for the scholarship
 - The student's vision and goal after achieving the EAM education in DULA
 - What have been accomplished by the student in achieving his/her vision and goal

- What are the challenge that students found in relates to accomplish his/her vision and goal along with his/her plans

Factors which influenced the applicants to be nominated as scholarship candidates includes as but not limited to the high academic achievements, student's vision and goal as well as his/her contribution to DULA and EAM field, degree background, number of enrolled units from the previous colleges, etc.

The academic committee led by the Dean of Academic Affairs will select and establish a list of candidates for the scholarship awardees. The candidates will then be scheduled for interview with the Dean of Academic Affairs. The Dean of Academic Affairs shall make his final recommendation of the two (2) nominees that will be awarded with this scholarship to the Executive Committee (EC) for final approval.

The scholarship will be awarded to the winner during the DULA town hall gathering, which is held annually on January of each academic year.

Family Tuition Discount Policy

Dongguk University Los Angeles ("DULA") offers a tuition discount to direct family with two or more students enrolled concurrently at DULA. This policy provides general guidance on the terms and conditions under which a discount is applied. DULA reserves the right to periodically review and revise the policy to comply with relevant federal and state requirements and changes to DULA's operations and practices, to ensure the policy continues to further DULA's core mission. To learn more about this policy, please contact Finance Manager at coo@dula.edu.

STUDENT SERVICES

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

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



Student Healthcare Services

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

Academic Advising

The student services coordinator is the principal student advisor for the MAcHM and the DAcHM programs. The dean of academic affairs and program director are also available to assist students. Advising includes academic and nonacademic matters. The international student advisor is available to assist students who need help with visas, work permits, housing, or transportation. However, DULA does not offer VISA services.

International Student Services

DULA provides special advising to international students. The Office of International Student Advising / Student and Exchange Visitor Information System (SEVIS) compliance electronically processes all student-related U.S. Citizen and Immigration Service (USCIS) documents and other related transactions. The Office of International Student Advising /



SEVIS compliance is staffed by DULA's international student advisor/SEVIS compliance officer, whose purpose is to address the administrative and other needs of DULA's international students.

Communications

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

Student Council

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



Externships

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

Student Employment

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

Career Development



The university offers on-going courses in practice management and marketing to assist students in their development as successful EAM practitioners. Students may refine their presentation skills by participating in annual health fairs and speaking at public events. In addition, DULA supports the alumni association and promotes the exchange of ideas to foster professional development. Graduates are invited to share their expertise with students during on-campus lectures. See

<https://dula.edu/students/#MAchM-Event> for additional information regarding career development lectures at DULA. Lecture from within and outside the DULA community are held regularly.

Placement Assistance

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

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

Career Opportunities

The MAchM and DAchM programs prepare graduates for careers in the field of TCM as practitioners, educators and researchers. These are detailed by the US Department of Labor as SOC codes 29-1199 (Acupuncture), 29-9099 (Traditional Chinese Herbalist), and 25-1071, 25- 1191, 25-3011 (Instructor).

Alumni Association

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

Campus Facilities and Amenities

Oriental Medical Center

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

Classrooms



Large classrooms and small class sizes offer an ideal setting for fostering dynamic discussions and facilitating meaningful teacher-student interaction. The campus features well-equipped classrooms, ensuring a conducive environment for instruction and accommodating both students and faculty. These versatile classrooms serve as venues for continuing education seminars and specialized presentations in fields relevant to EAM.

Equipment and Materials

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

Library and Learning Resources



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

Student Lounge

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

Administrative Offices

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

Parking

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

Housing

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

Campus Safety and Security

The Clery/Campus Security Act of 1990 (Title II of Public Law 101-542) requires that all colleges and universities provide annual statistics on several specific categories of crime. DULA publishes an annual security report in compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics. See <https://dula.edu/clery-report/> for the most current statistics. This report provides information on campus security regulations and crime statistics to current and prospective students, as well as any other interested parties. This report may be found at <http://ope.ed.gov/security/GetOneInstitutionData.aspx>.

ACADEMIC POLICIES AND PROCEDURES

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.

Carnegie Unit

The university operates under the Carnegie unit. For every hour of lecture, minimum 2 hours additional homework and reading, and for every 2 hours of lab, minimum 1-hour additional course activities.

Reading: 2 hours weekly | Review and exam preparation: 4 hours weekly.

Attendance

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

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

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

Full-Time Enrollment

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

Part-Time Enrollment

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

Add/Drop

Students may add or drop classes during the first 10 days of each quarter (end on the Wednesday of the 2nd week of the quarter at 11:59PM). All withdrawals after the add/drop period will be recorded on the student's transcript as a "W" (withdrawal). Beginning the 7th week and through the end of the quarter any classes dropped will be recorded as "WF" (withdrawal/fail) with no credit (see grading policy).

It is critical that students register for classes during the official registration period (see academic calendar, late registration period begins on the first day of add/drop period). After the closing of the official registration period, classes that do not have enough students may be canceled. To prevent cancellation of one class, each class has to reach a minimum of 4 enrolled students; however, the final decision for which classes are being kept/cancelled and the minimum number of enrolled students for each class in each quarter is fully determined by the academic committee meeting on the Thursday of the 2nd week of the quarter. Students whose registered classes got cancelled are opened to register for other classes until the Friday of the 2nd week of the quarter with an exemption of the late registration fee. All class registration for the current quarter will be closed after the Friday of the 2nd week of the quarter.

Pre-requisite Course Waiver Policy and Procedure

DULA understands that in some special circumstances, students may need to register on one of the courses without completing the required pre-requisite coursework. DULA will consider this request on a case-by-case basis in accordance to support the student's academic progress and performance in the program. All students are required to follow the required procedure to receive the approval for the pre-requisite course waiver.

Procedure to apply for Pre-requisite Course Waiver:

1. Students fill in the "Request for Course Pre-requisite Waiver" form (available at DULA Front Desk).
2. Students submit this request form to the coursework faculty who instructs the related course that students wish to register.
3. Coursework faculty will review the request from the student in accordance with the reason for justification and student's capability in meeting the course learning outcome.
4. Coursework faculty will sign on the request form as a notice of approval should they determine to approve the waiver.
5. Students will submit the request form that has been signed by the coursework faculty to the Dean for final review. Final approval will be considered on a case-by-case basis.
6. If the waiver is approved, the student's name will be registered to the class through populi by the academic administration staff, and the related students will be informed.

Auditing the Course

Here is the following policy for auditing classes in DULA:

- Students are not allowed to sit in any class without registration.
- Auditing in advance is not allowed.
- Please obtain the audit registration form at DULA front desk or available to be downloaded at <https://dula.edu/forms/>, complete the form and bring this to Academic department to receive the approval before registering the audit classes.
- The regular audit-class tuition for the auditing MAChM didactic coursework is half the charge of regular tuition.
- The regular audit-class tuition for the auditing DAChM didactic advance doctorate classes is half the charge of regular tuition.
- Students do not pay the audit fee in only two cases:
 - Case 1:
The student is auditing a previously paid class at DULA for the first time. Any subsequent audit after that first time will be charged the regular audit-class tuition in each occurrence.
 - Case 2:
The student is auditing a previously paid class at DULA in a different language program and may not be charged the audit-class tuition. Just as in case 1, the audit tuition is being waived for the first time only. Any subsequent audit after that will be charged the audit-class tuition in each occurrence.

Please be noted:

Currently in DULA, only MAChM program that has English and Korean program language. DAChM program is only offered in English language in DULA.

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

Course Retake Policy

Repetition of a course requires the submission of the request for course retake form and is tentative on the approval of the instructor and the Academic Dean. Approval is granted only under extraordinary circumstances.

Students may repeat a course once in which a grade of B- or lower was received to meet graduation requirements. Repeating a course does not expunge the earlier attempt from the student's record but may improve the grade point average if the second grade was an improvement over the first. Both grades remain on the transcript but only the better grade is calculated into the grade point average.

Degree credit for a course is given only once, but the grade assigned each time the course is taken is permanently recorded on the transcript.

Independent Study Policy and Procedure

Only a total of 9 units didactic courses is permitted. No hands-on or practical courses are permitted for independent study. The independent study is only offered to the students who are currently in their last academic year (or have 65 courses unit or less to be completed) prior to graduation. For other circumstances, the student should submit a written petition to the Dean of Academic Affairs for further review. The petition will be reviewed on a case-by-case basis.

Procedure to apply for Independent Study:

1. Student should first contact the Academic department to consult about the eligibility for applying the independent study
2. If determined to be eligible, student will fill-in the "Independent Study Registration" form (available at DULA Front Desk) and bring the form to the Dean for signature
3. Student will then bring the registration form to DULA Front Desk office to complete the tuition payment
4. Student will bring the registration form that now has been signed by Front Desk staff to Dean
5. Dean will assign the coursework faculty for student to complete his/her independent study. An "Independent Study Instructional Schedule" shall also be provided to the student.
6. The student will then meet the assigned coursework faculty to arrange a study schedule. How the independent study is conducted is solely decided by the discretion of assigned faculty, based upon the rule that one unit of coursework is equal to a total of 10 in-person lecture hours and 20 out-of-classroom assignment hours.
7. The independent study offers the course grade in accordance to published DULA grading policy. Credits will only be granted if the student passes the course work.
8. The completed "Independent Study Instructional Schedule" form must be returned to the Dean no later than 10 days after the completion of the study.

Exams

Final Exams

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

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

Makeup Final Exam Policies and Procedures

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

1. Makeup final exams must be requested by the end of the 12th week of the current quarter.
2. Makeup final exam must be taken during the current inter-quarter break prior to the first day of the next quarter.
3. Requests for the make-up final exam must first be approved by the faculty, then by the academic dean.
4. Once the request is approved, the student must pay a fee of \$100 (per exam) to the front office.
5. Once the \$100 fee is paid, faculty will provide academic affairs with a different version of the final exam. Academic affairs will coordinate the exam day/time with the student and oversee the exam administration process. The result will be scanned and emailed to the faculty.
6. The make-up final exam will be one letter (full) grade lower than the actual scored test result. However, the student has a chance to receive a better final course grade, as the score of the final exam is calculated with other scores in class (i.e. quizzes, mid-term, attendance).
7. A make-up exam cannot be taken earlier than the scheduled final exam (which occurs during the 10th week). Any instructor should not permit it earlier.
8. An exception can be made only by the decision of the academic committee meeting and signed by the academic dean.

Institutional Exams

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

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

The MCE (written) is held on the 7th week of the quarter. Test materials are provided by academic staff, including pencils and answer sheets. Scratch paper will also be provided upon request. Please refer to the academic calendar for the exam date and registration period of each quarter. After the exam registration has ended, students are not allowed to register for the exam, and they must register again following the same exam registration requirement as in other quarters.

From 200 questions that will be tested in MCE written test, 20 questions will be considered as mock questions. These 20 questions will not be counted for credit to the final result of the exam. Therefore, only 180 questions in total that will be counted for credit and students have to score at minimum of 70% to pass the exam (Passing score is 126 for written exam).

In efforts to standardize the difficulty level of the MCE practical test of acupuncture point location exam, 2 mock points are also being added to the 10 points. The mock points will not be counted for credit

Test materials will be provided by academic staff, including pencils and scantrons. Scratch paper will also be provided upon request. Please refer to the academic calendar for the exam date and registration period of each quarter. After the exam registration has ended, students are not allowed to register for the exam anymore and they have to re-register again following the same exam registration requirement as in other quarters. Please refer to the exam registration form and consult first with the Intern Coordinator for the exam requirement list. An exam registration form can be obtained at DULA front desk.

The total number of questions in the MCE that will be provided for the written portion is 200 multiple-choice questions.

The content of the MCE (written) is consisted of following:

1. OM (17%) – (developing a diagnosis impression):
 - OM diagnosis 1 – 3 (11 questions)
 - OM theory 1 – 2 (11 questions)
 - Treatment Principle (12 Questions)

2. Acupuncture (32%):
 - Acupuncture anatomy 1 – 2 (21 questions)
 - Acupuncture physiology 1 – 2 (22 questions)
 - Meridian (21 questions)

3. Herbs (11%):
 - Intro herbs (10 questions)
 - Herbs 1 - 4 (12 questions)

4. Biomedicine (33%) – Patient assessment:
 - Anatomy and physiology 1 – 4 (46 questions)
 - CPR (10 questions)
 - WM terminology (10 questions)

5. Regulations for public health and safety (7%):
 - CNT (14 questions)

MID-CURRICULUM (MCE) REQUIREMENTS*	
Completed units (class): over 100	HB110 (Intro to Botany and Herbs)
Completed level I observation hours: 100	HB211, 212, 213, 214 (Herbs: Category 1, 2, 3, 4)
OM121, 211 (Basic Theory of OM 1, 2)	AC111,112 (Acupuncture Anatomy 1, 2)
OM221, 311, 312 (OM Diagnosis 1, 2, 3)	AC211 (Meridian Theory)
WM110 (WM Terminology)	AC311, 312 (Acupuncture Physiology 1, 2)
BS211, 212, 213, 214 (Anatomy and Physiology 1, 2, 3, 4)	AC321, AC322 (At least one of Acupuncture Techniques 1 or 2)
BS311, 312, 313 (At least one of WM Pathology 1, 2, or 3)	TB211 Tui-Na

Here is the list of instructions for the written portion of the MCE:

1. Test instructions will begin 5 minutes after the start time, and doors will be closed 10 minutes after start time.
2. All belongings, including cell phones, must be placed in the back of the room. **Turn off cell phones.** Students will be permitted to bring an unmarked bottle of water/beverage to the desk with them.
3. Take your assigned seat at the desks, which will be marked with your student ID number. A seating chart will also be posted on the testing door prior to entrance.

4. Once seated, all students must sign the examination agreement form before taking the exam.
No talking is permitted at all time during the test.
5. Sign the front page of the exam question paper. Students may use the back as scratch paper, but it must be turned in when students turn in their exam. If students require extra scratch paper, academic staff will provide it, but it must be collected when students turn in their exam.
6. Students will then be instructed to begin the exam. Students will have **2 hours** total to finish the test.
7. Upon completing the exam, students need to raise their hand for one of the test proctors to pick it up from them. Pick up your belongings from the back of the room and quietly exit the testing room.
8. Students are only permitted to go to the outside of the lotus room in the event of an emergency, accompanied by one of the proctors the whole time until they are back inside the lotus room. While students are leaving, the test and clock will still be counted, and students are not to be given any extra time. Students need to raise their hand during the test and they may leave the testing room with their proctor quietly.
9. Students are permitted to go to the restroom, accompanied by one of the proctors the whole time, until they are back to the inside the lotus room. While students are leaving, the test and clock will still be counted, and students are not to be given any extra time. Students need to raise their hand during the test and they may leave the testing room with their proctor quietly.
10. Students may leave upon completing the exam before 4PM.
11. The test results will be emailed to each student by the Academic Department.

Please see below for the guidelines of the practical portion of the MCE:

1. The exam will be held in the lotus room of the 4th floor on the Friday of the 7th week of the quarter (12PM -2PM).
2. Please refer to the academic calendar for the exam date and registration period of each quarter.
3. Point locations
 - a.i. Point locations are based on *Chinese Acupuncture and Moxibustion* (CAM 3rd Edition 2010: Cheng, Xinnong).
 - a.ii. Points on the exam have been chosen by a randomized selection.
 - a.iii. Point markers on the trunk will be equal to the size of a quarter.
 - a.iv. Point markers on extremities and face will be about a penny in size.
 - a.v. Acupuncture points will consist of all regular channel points and extra points. Off-limits points: no scalp, ear, or within the hairline. No groin or breast/nipple area.
 - a.vi. No points list will be provided.
4. Grading
 - a.i. More than two clinic supervisors will grade the students' answers.
 - a.ii. Students will receive credit as long as their sticker touches any part of the marker.

- α.iii. Students will receive credit if any one of the grading clinic supervisors passes a specific point.
- α.iv. If most exam takers fail a point within a reasonable range, the academic committee may review the grades based on the input of the grading clinic supervisors.
- α.v. Model positions.
- α.vi. Each exam takers will be assigned with one (1) model.
 - a.vi.1. Points on all models will be marked by one clinic supervisor based on the CAM textbook.
 - a.vi.2. Marking, locating, and grading position of models are as follows:
 - a.vi.2.a. For points on trunk (front), extremities, and face – lying down on the back (face up).
 - a.vi.2.b. For points on trunk (back) – lying prone (face down).

MCE practical portion procedure:

1. Test materials will be provided (0.25” round colored stickers, list of 12 exam points) and students have the option to bring their own cun measurer. In efforts to standardize the difficulty level of the practical exam, 2 mock points are being added to the 10 points. The mock points will not count for credit, but rather will help evaluators determine those points which may be at a higher difficulty level for students.
2. Doors will be closed, and test instructions will begin at 5 minutes after the start time.
3. All belongings, including cell phones, must be placed on the indicated tables alongside of the room. Cell phones must be turned off. Students may take an unmarked bottle of water/beverage with them to their seat.
4. Students will take a seat in the area to the right side of the room, behind the dividers. No talking is permitted.
5. 3 students will be called at a time. When a student’s name is called, they will proceed to the testing area where 3 treatment tables are set up, with 1 model on each table.
6. Students will be given their list of points at that time. Begin placing points on the indicated side of your model when the start time begins. Students will have 15 minutes total time to place all points.
7. Students may ask their model to move a body part, such as bend their arms or legs, turn over to face down, or turn or tilt their head. Other than these requests, all other communications with the model are not allowed.
8. When finished placing all 12 points, students need to raise their hand. They must then turn in the list of points to the proctor. Students will then pick up their belongings from the table and exit the lotus room and the 4th floor. No talking is permitted. Students do not stay for the checking of the points.
9. Students are only permitted to go to the outside of the lotus room in the event of emergency, accompanied by one of the proctors the whole time until they are back to the seating area

inside the lotus room. This permission is only given while students are still waiting for their turn at the seating area and not during the 15 minutes of the practical test with the model. Students need to raise their hand during the test and they may leave the testing room with their proctor quietly.

10. Students are only permitted to go to the restroom, accompanied by one of the proctors the whole time until they are back to the seating area inside the lotus room. This permission is only given while students are still in waiting for their turn at the seating area and not during the 15 minutes of practical test with the model. Students need to raise their hand during the test, and they may leave the testing room with their proctor quietly.

2. Clinical Performance Exam

Clinical Performance Exam (CPX) is to evaluate the learning outcomes of students related to their competency in clinical skills at the end of internship level 2.

CPX Exam is designed to follow a format of Objective and Structured Clinical Examination (OSCE). During the CPX exam, each student will be simultaneously evaluated of their practical clinical skills competency through series of skill station phase as follows:

- Phase 1 – Competency of Neck Physical Exam
- Phase 2 – Competency of Back Physical Exam
- Phase 3 – Competency of Upper Extremities Physical Exam
- Phase 4 – Competency of Lower Extremities Physical Exam
- Phase 5 – Competency of Cupping
- Phase 6 – Competency of Moxibustion
- Phase 7 – Competency of Ear Acupuncture
- Phase 8 – Competency of Scalp Acupuncture
- Phase 9 – Competency of Body Acupuncture and Electroacupuncture
- Phase 10 – Competency of Herbology

Each phase of CPX Skill Station is designed to assess the current state of learning objectives related to the clinical skill competency that each student should acquire prior to advance to the clinical internship level 3.

Prerequisites to take CPX

Only interns' level 2 can register and participate in CPX. Furthermore, interns should also have completed 50% of clinical internship training of level 2. Special circumstances may be considered, however petition in writing should be directed in prior to OMC Director for review prior to the decision.

CPX Exam Passing Score Requirements

Interns should meet the minimum of 70% score in 10 phases that will be tested during CPX. Registration to the next phase of clinical internship will be locked if all requirements have not been met, including passing CPX.

CPX Exam Registration Period

CPX Exam registration period is opened on a quarterly basis, starting from the 3rd – 7th week of academic quarter.

CPX Exam Date

CPX Exam is offered in every quarter. The exam will be conducted once every 10th week of academic quarter.

CPX Exam Procedure

Please follow this procedure regarding the exam registration:

1. Each student should register themselves to OMC Intern Coordinator to schedule their CPX exam date. Exam registration period is opened from 3rd – 7th week of academic quarter.
2. CPX will be delivered once every 10th week of academic quarter in DULA.
3. Each intern should bring their own human model for CPX. Special circumstances will be reviewed on a case-by-case basis under the guidance and approval of OMC Director.
4. Intern will be informed if they are approved to sit on CPX exam once the registration form has been received. If approved, the date of CPX and other related information will be informed to the registered intern.
5. Cancellation to take CPX should be submitted in written to OMC Intern Coordinator at least seven (7) days prior to CPX date.

Please follow this information regarding the technical procedure during the exam:

1. During the CPX date, each intern should bring their own human model.
2. Through the model, interns will be simultaneously evaluated on their clinical competency through 10 phases of structural skill station.

The model represents series of CPX phases as follows:

- a. Human Model
For CPX Phase 1 – 4: Physical Exam (Neck, Back, Upper and Lower Extremities)
- b. Mannequin Model

- For CPX Phase 5 – 6: Cupping, Moxibustion
- c. Ear and Scalp Mannequin Model
For CPX Phase 7 – 8: Ear and Scalp Acupuncture
- d. Self-Treatment
For CPX Phase 9: Body Acupuncture and Electroacupuncture
- e. Herbs Model (Herbs will be prepared by OMC)
For CPX Phase 10: Herbology

3. Clinical Faculty that has been assigned by OMC Director will evaluate the interns while they are completing 10 phases of CPX.

4. In each CPX Phase, there are list of checkpoints. Each point will be scored by clinical faculty while intern perform their clinical skill on the model.

Each checkpoint will be scored using the following score reference:

- Score 0: Incompetent, incomplete, unsatisfied or miss (skip) the required steps
- Score 1: Able to perform the required steps, however the performance is not fully satisfied and need further improvement
- Score 2: Able to perform the required steps with adequate knowledge and satisfied the standard of competency as described according to the related checkpoints

List of CPX Ear Acupuncture Points

During the CPX, clinical faculty will select 3 ear acupuncture points to evaluate the intern’s competency in CPX Phase 7: Ear Acupuncture. All ear acupuncture points that will be tested in CPX use the reference from “Chinese Acupuncture and Moxibustion by Cheng Xinnong – 13th printing edition, 2012”

Interns are required to be competent to locate, perform acupuncture needling and understand the function and indication of the following ear acupuncture points:

Anatomical Portion	Point Name
Helix Crus and Helix	Ear Apex
Scapha	Wrist
	Elbow
	Shoulder
Superior Antihelix Crus	Knee
	Ankle
Inferior Antihelix Crus	Ischium
Antihelix	Neck
	Chest
	Ear-Shenmen

Anatomical Portion	Point Name
Triangular Fossa	Triangular Depression
Periphery Helix Crus	Large Intestine
	Liver
Cymba Conchae	Kidney
	Heart
Cavum Conchae	Lung
	Intertragus (Endocrine)
	Spleen
Ear Lobule	Tongue
	Tonsil

List of CPX Scalp Acupuncture Points

During the CPX, clinical faculty will select 3 scalp acupuncture points to evaluate the intern's competency in CPX Phase 8: Scalp Acupuncture.

Interns are required to be competent to locate, perform acupuncture needling and understand the indication of the following scalp acupuncture points:

Point Name	Anatomical Location	Indications
Motor Area Line	To begin with, draw a guidance line from midpoint of antero-posterior midline of head to intersection point where the anterior hairline meets the eyebrow line (if hair is not present, the focus location will be located directly above zygomatic arch). Motor Area Line: 0.5 cm posterior to midline. The line can be divided into 3 sections: <ul style="list-style-type: none"> • Upper 1/5 • Middle 2/5 • Lower 2/5 	Upper 1/5: Lower limb and trunk paralysis. Middle 2/5: Upper limb paralysis. Lower 2/5: Facial Area and Speech 1 Area (Upper Motor Neuron paralysis of face, motor aphasia, dribbling saliva, impaired speech).
Sensory Area Line	To begin with, draw a guidance line from midpoint of antero-posterior midline of head to intersection point where the anterior hairline meets the eyebrow line (if hair is not present, the focus location will be located directly above zygomatic arch). Sensory Area Line: 1.5 cm posterior to Motor Line. The line can be divided into 3 sections: <ul style="list-style-type: none"> • Upper 1/5 • Middle 2/5 • Lower 2/5 	Upper 1/5: Lower limb, head and trunk sensory related disorder (ie: pain, numbness or paresthesia). Middle 2/5: Upper limb area sensory related disorder (ie: pain, numbness or paresthesia). Lower 2/5: Facial area sensory related disorder (ie: pain, numbness or paresthesia).
Chorea Tremor Control Area Line	To begin with, draw a guidance line from midpoint of antero-posterior midline of head to intersection point where the anterior hairline meets the eyebrow line (if hair is not present, the focus location will be located directly above zygomatic arch). Chorea Tremor Control Area Line: 1.5 cm anterior to Motor Line.	Sydenham's Chorea, tremors, palsy and related syndromes.
Speech 2 Area Line	Vertical line 2 cm located beside the Tuber Parietal on the posterior of the head. The Speech 2-line 3 cm in length.	Nominal Aphasia.
Speech 3 Area Line	3 cm horizontal line that overlaps Vertigo and Hearing line at the midpoint continues posterior, 1.5 cm superior to auricular apex. For reference, the Vertigo and Hearing line is 4 cm horizontal line centering on the auricular apex 1.5 cm superior to auricular apex.	Receptive Aphasia.

Stomach Area Line	Beginning of hairline 2 cm, extending posterior, directly on the inline with pupil of the eye.	Abdominal discomfort.
Vision Area Line	1 cm lateral to occipital protuberance, parallel to midline, 4 cm in length extend superior.	Cortical blindness.
Balance Area Line	3 cm lateral to external protuberance parallel to midline, 4 cm in length and extending inferior.	Losing balance due to cerebellar disorders.

List of CPX Physical Exam Orthopedic Tests

During the CPX, clinical faculty will select 3 orthopedic tests for each CPX Phase 1, 2, 3 and 4, which relates to the intern's competency in Physical Exam (Neck, Back, Upper and Lower Extremities).

Interns are required to comprehensively review and competent to perform the following physical test:

Anatomical Region	Physical Test	Reference
Neck	Spurling A Test	https://www.youtube.com/watch?v=3AlqxRrsCB4&list=PL5940A9F7D61573C3&index=7
	Spurling B Test	https://www.youtube.com/watch?v=10MlrbqaYKo&list=PL5940A9F7D61573C3&index=6
	Hoffmann's Sign Test	https://www.youtube.com/watch?v=q_4gpNizwPg&index=15&list=PL5940A9F7D61573C3
	Babinski Sign Test	https://www.youtube.com/watch?v=q4z7Vhd0oWc&index=20&list=PL5940A9F7D61573C3
	Adson's Test	https://www.youtube.com/watch?v=EhUz2Yggz38&list=PL5940A9F7D61573C3&index=22
	L'Hermitte Sign Test	https://www.youtube.com/watch?v=c7YE-4sKOOQ&index=9&list=PLKxkgBlw8L3YfULMQf9DkYoit29kJ_Xjb
Back	Straight Leg Raise (SLR) Test	https://www.youtube.com/watch?v=KziCDXXfC-4&list=PL005A7AAC229BFF9C&index=3
	Slump Test	https://www.youtube.com/watch?v=6ohO2CHy8NE&list=PL005A7AAC229BFF9C&index=5
	Sacroiliac Compression Test	https://www.youtube.com/watch?v=f4e7NSqROvc&index=10&list=PL005A7AAC229BFF9C
	Sacroiliac Distraction Test	https://www.youtube.com/watch?v=szqvDYfIAGw&index=9&list=PL005A7AAC229BFF9C
	Kernig Test	https://www.youtube.com/watch?v=KzCvCBW-Ok0&index=26&list=PL005A7AAC229BFF9C
	Brudzinki Test	https://www.youtube.com/watch?v=MmMfBFIYlJA&index=34&list=PL005A7AAC229BFF9C
	Brudzinki-Kernig Test	https://www.youtube.com/watch?v=3TZb59N9n2A&list=PL005A7AAC229BFF9C&index=33
	Bowstring Test	https://www.youtube.com/watch?v=orb-VI51QF0&list=PL005A7AAC229BFF9C&index=3

		<u>6</u>
Upper Extremities	Empty Can Test	https://www.youtube.com/watch?v=nSlrWoCfs4w
	Yergason Test	https://www.youtube.com/watch?v=DtRi96Cz6eU&list=PLDF3ABFE215B085A9&index=3
	Speed Test	https://www.youtube.com/watch?v=DtRi96Cz6eU&list=PLDF3ABFE215B085A9&index=3
	Neer Test	https://www.youtube.com/watch?v=O6k8ZV9I1ds&list=PLDF3ABFE215B085A9&index=14
	Hawkins Test	https://www.youtube.com/watch?v=DIUMizDhec4&list=PLDF3ABFE215B085A9&index=23
	Cozen Test	https://www.youtube.com/watch?v=iDQUeF77DOA
	Mill's Test	https://www.youtube.com/watch?v=sL-W5aeDsHI
	Tinel's Sign Elbow	https://www.youtube.com/watch?v=CPJpT_C0I4k
	Varus Stress Test Elbow	https://www.youtube.com/watch?v=rclGQ7daGek&list=PL1783CA8B0D93BC89
	Valgus Stress Test Elbow	https://www.youtube.com/watch?v=Cd25qGC0-kQ&list=PL1783CA8B0D93BC89&index=2
	Phalen's Test	https://www.youtube.com/watch?v=yA05fPPWmLE&list=PL1A5C58F6FB66B8AF&index=16
	Tinel's Sign Wrist	https://www.youtube.com/watch?v=3Mega3c8IZE
Finkelstein Test	https://www.youtube.com/watch?v=1LShKFM3rY0&list=PL1A5C58F6FB66B8AF&index=26	
Lower Extremities	Thomas Test	https://www.youtube.com/watch?v=SYz1TwlITl0
	FABER Test	https://www.youtube.com/watch?v=CDHkXsNFDo&list=PL7ED9D127BF2EEC2A&index=21
	McMurray's Test	https://www.youtube.com/watch?v=uKvQ_6C3U_o&list=PLAFF821CC4E003B9B&index=21
	Lachman's Test	https://www.youtube.com/watch?v=htJiomxxJ7Q&list=PLAFF821CC4E003B9B&index=24
	Varus Test Knee	https://www.youtube.com/watch?v=d7cHlirtz6b8&list=PLAFF821CC4E003B9B
	Valgus Test Knee	https://www.youtube.com/watch?v=m6m0r9anhdy&index=2&list=PLAFF821CC4E003B9B
	Anterior Drawer Test Knee	https://www.youtube.com/watch?v=hf0v0Py7snc&index=37&list=PLAFF821CC4E003B9B
	Posterior Drawer Test Knee	https://www.youtube.com/watch?v=u8hiqyxDcwo&list=PLAFF821CC4E003B9B&index=12
	Ober's Test	https://www.youtube.com/watch?v=WeqGY5Yw_wg&list=PLAFF821CC4E003B9B&index=16
	Appley's Compression and Distraction Test Knee	https://www.youtube.com/watch?v=o60f9kEmGxE&list=PLAFF821CC4E003B9B&index=36

	Thompson’s Test	https://www.youtube.com/watch?v=GtJF5cUmsll&list=PLD7027853E82AE901&index=3
	Kleiger Test	https://www.youtube.com/watch?v=DlyOoBnPf0w&list=PLD7027853E82AE901&index=13
	Achilles Tendon Palpation Test	https://www.youtube.com/watch?v=a9FI_0HpQ5Y&index=24&list=PLD7027853E82AE901

3. Comprehensive Graduation Exam (CGE)

Students are required to pass the Comprehensive Graduation Exam (CGE) in order to graduate. They are eligible to take the CGE once they have completed 150 didactic units and 520 clinic hours. Students are strongly encouraged to take the CGE as soon as they are eligible in order to have enough time to practice and pass the exam.

The CGE is a 200-multiple choice questions test based on the CALE. **The passing score for CGE is 70%.** The academic affairs department establishes the minimum acceptable level of competencies in each CGE, which students must possess in order to take the CALE. Students who do not pass the CGE may take it again in the following quarter.

Mock questions are defined as but not limited to the new questions that have yet to be determined for their difficulty and appropriateness to the students’ capability in either MCE or CGE. From 200 questions that will be tested in CGE, 20 questions will be considered as mock questions. These 20 questions will not be counted for credit to the result of the exam. Therefore, only 180 questions in total that will be counted for credit and students must score at minimum of 70% to pass the exam (Passing score is 126 for written exam).

The CGE is held on 7th week every quarter. Please check Academic Calendar to see when the exam will be held.

Students requiring special accommodations must submit a doctor’s note and/or other appropriate documentations to support their accommodation’s requests to the Academic Department prior to registering for the CGE. Decision for granting the request including the type of accommodations will be determined by the Academic Department on a case basis. Students taking the CGE with special accommodations may take the exam in a separate room and may have an extra hour for each half of the exam.

The content of the 200-questions in CGE is consisted of following:

- OM (17%) – (developing a diagnosis impression): The practitioner evaluates patterns of disharmony according to theories of oriental medicine to arrive at a final diagnosis.
 - Form diagnosis impression (7%)
 - Differentiation of syndrome (4%)
 - Education and referral (4%)
 - Treatment plan (2%)

- Acupuncture (32%): The practitioner implements knowledge of the therapeutic effects of points and combinations of points in modifying pain, normalizing functioning, and treating disharmonies. The practitioner uses anatomical landmarks and proportional measurements in locating points on or near body surfaces. The practitioner identifies clinical indications for using alternate treatment modalities.
 - Point selection (8%)
 - Point categories (8%)
 - Point location and needling technique (5%)
 - Provide auxiliary treatment (8%)
 - Microsystems (1%)
 - Observation and modification (2%)

- Herbs (11%): The practitioner prescribes herbs and formulas based on diagnostic criteria. The practitioner modifies formulas and dosage of herbs according to the patient's condition. The practitioner identifies situations and conditions where herbs and formulas would produce undesired effects.
 - Identification of herbs (5%)
 - Prescribing and administering herbs (6%)

- Biomedicine (33%) – Patient assessment: The practitioner obtains the patient's history and performs a physical examination to determine presenting a complaint and interrelationship among symptoms. The practitioner determines the effects of western medications the patient is taking. The practitioner uses modern diagnostic testing procedures to augment traditional assessment methods.
 - Patient history (15%)
 - Physical exam (14%)
 - Pharmacology (3%)
 - Diagnosis testing (1%)

- Regulations for public health and safety (7%): The practitioner understands and complies with laws and regulations governing hygiene and the control of pathogenic contaminants. The practitioner applies legal guidelines for office practice and maintenance of patient records. The practitioner adheres to legal requirements for reporting known or suspected abuse.

In order to be eligible to take CGE, students must meet the following requirements:

- Successfully completed at least 150 units of the didactic courses
- Successfully completed at least 520 hours of clinical internship
- Successfully completed and passed the following didactic courses:
 - OM 121 and 211 – Basic Theory of OM 1 and 2
 - OM 221, 311 and 312 – OM Diagnosis 1, 2 and 3
 - At least one (1) of OM 411, 412, 413 or 414 – OM Internal Medicine 1, 2, 3 or 4
 - AC 111 and 112 – Acupuncture Anatomy 1 and 2

- AC 211 – Meridian Theory
- AC 311 and 312 – Acupuncture Physiology 1 and 2
- AC 321 and 322 – Acupuncture Techniques 1 and 2
- At least one (1) of AC 411 or 412 – Acupuncture Therapeutics 1 or 2
- HB 110 – Introduction to Botany and Herbs
- HB 211, 212, 213 and 214 – Herbs Category 1, 2, 3 and 4
- WM 110 – Western Medical Terminology
- BS 211, 212, 213 and 214 – Anatomy and Physiology 1, 2, 3 and 4
- BS 311, 312 and 313 – Pathology 1, 2 and 3
- WM 224 – Physical Exam in Western Medicine
- At least one (1) of WM 311, 312 or 313 – Western Internal Medicine 1, 2 or 3
- TB 211 – Tuina
- CM 101, 102 and 103 – Case Management 1, 2 and 3

The following are the list of instructions related during the exam day of CGE:

- Cancellation: If students change their mind and decide to postpone their test, students must do so at least 48 hours prior to the test date and time. Please let the front desk know of your decision to postpone your exam.
- Exam schedule: The exam consists of two halves, each with 100 questions. Combining parts 1 and 2, the exam has 200 questions. The first half of the exam is from 10:00 am to 12:00 pm. The second half of the exam is from 1:00 pm to 3:00 pm. The exam is held in the lotus room on the 4th floor.
- Students must arrive on time: Test instructions will begin 5 minutes after the start time, and doors will be closed 10 minutes after start time.
- Students cannot have anything with them at their desk other than a beverage: Students will be required to turn off their cell phone and leave it, with all their other belongings, in the back of the room. Any beverage students do have cannot have any sort of label.
- Agreement: Once seated, all students must sign the examination taking agreement document before taking the exam. No talking is permitted at this time.
- Students are allowed to write on your tests: This refers to the test itself, not the answer sheet. Do not write on the answer sheet (other than student's answers and name, etc.).
- Emergency: Students are only permitted to go to the outside of the lotus room in the event of an emergency, accompanied by one of the proctors the whole time until they are back to the inside the lotus room. While students are leaving, the test and the clock will still be counted, and students are not to be given any extra time. Students need to raise their hand during the test, and they may leave the testing room with their proctor quietly.
- Restroom: Students are permitted to go to the restroom, accompanied by one of the proctors the whole time until they are back to the inside the lotus room. While students are leaving, the test and the clock will still be counted, and students are not to be given any extra time. Students need to raise their hand during the test, and they may leave the testing room with their proctor quietly.
- The test results will be emailed to each student by the Academic Department.

4. Number of Attempt of DULA Institutional Exams

DULA students will be given a maximum of 8 attempts to take and pass the above-mentioned institutional exams. If after 8 attempts of each institutional exams (MCE Practical, MCE Written, CPX and CGE), students still unsuccessfully passed their exams, then the students will be terminated from the program. If the students want to re-enter the program, the readmissions policy should be followed.

Grading Policies

DULA uses the following grade point system:

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

A “W” is given to those students who withdraw from a course after the add/drop period but before the 7th week of class. No academic penalty is attached to a grade of “W.” “WF” is given to those students who withdraw from a course during or after the 7th week. A “WF” grade is computed into the student’s CGPA.

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

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

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

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

Academic Progress

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

Requirements for Graduation – MAChM Program

In order to graduate and receive the MAChM degree from DULA MAChM Program, each student should comply with the residency requirement, successfully completed and passed all the MAChM program 213-didactic units and 48-units of clinical internship, including passed the Comprehensive Graduation Exam (CGE) in no more than 8 calendar years. Each student should meet the following requirements:

- Successfully completed and passed all the MAChM program 213-units (2130 hours) of didactic courses:
 - Basic Sciences and Western Medicine courses – Total 39 units / 390 hours
 - Oriental Medicine courses – Total 39 units / 390 hours
 - Acupuncture and Moxibustion courses – Total 30 units / 300 hours
 - Herbology courses – Total 45 units / 450 hours
 - Clinical Medicine and Public Health courses – Total 30 units / 300 hours
 - Professional Development and Case Management courses – Total 17 units / 170 hours
 - Adjunctive Therapies courses – Total 7 units / 70 hours
 - Elective courses – Total 6 units / 60 hours

- Successfully completed and passed all the MAcHM program 48-units (960 hours) of clinical internship:
 - Clinical Internship Level 1 – Herbal Dispensary – Total 2 units / 40 hours
 - Clinical Internship Level 1 – Clinical Observation – Total 8 units / 160 hours
 - Clinical Internship Level 2 – Total 28 units / 560 hours
 - Clinical Internship Level 3 – Total 10 units / 200 hours
- Successfully passed the Comprehensive Graduation Exam (CGE)

Requirements for Graduation – DAchM Program

In order to graduate and receive the DAchM degree from DULA DAchM Program, each student should comply with the residency requirement, successfully completed and passed all the DAchM program 243-didactic units and 50-units of clinical internship, including passed the Comprehensive Graduation Exam (CGE) in no more than 8 calendar years. Each student should meet the following requirements:

- Successfully completed and passed all the MAcHM program 213-units (2130 hours) of didactic courses:
 - Basic Sciences and Western Medicine courses – Total 39 units / 390 hours
 - Oriental Medicine courses – Total 39 units / 390 hours
 - Acupuncture and Moxibustion courses – Total 30 units / 300 hours
 - Herbology courses – Total 45 units / 450 hours
 - Clinical Medicine and Public Health courses – Total 30 units / 300 hours
 - Professional Development and Case Management courses – Total 17 units / 170 hours
 - Adjunctive Therapies courses – Total 7 units / 70 hours
 - Elective courses – Total 6 units / 60 hours
- Successfully completed and passed all the MAcHM program 48-units (960 hours) of clinical internship:
 - Clinical Internship Level 1 – Herbal Dispensary – Total 2 units / 40 hours
 - Clinical Internship Level 1 – Clinical Observation – Total 8 units / 160 hours
 - Clinical Internship Level 2 – Total 28 units / 560 hours
 - Clinical Internship Level 3 – Total 10 units / 200 hours
- Successfully passed the Comprehensive Graduation Exam (CGE)
- Successfully completed and passed all the DAchM program advanced courses 30-units (300 hours) of didactic courses
- Successfully completed and passed all the DAchM program integrated clinical rounds 2-units (40 hours)

Requirements for Graduation – DAchM Completion Track

In order to graduate and receive the DAchM degree from DULA DAchM completion track, each student should comply with the residency requirement, successfully completed and passed all the DAchM program advanced courses 30-units (300 hours) of didactic courses and DAchM program integrated clinical rounds 2-units (40 hours) in no more than 1.5 years (18 months).

Honors of Graduation

Honor of graduation are awarded to the students based on their final GPA with the following criteria:

- Summa cum laude : cumulative GPA 3.9 – 4.0
- Magna cum laude : cumulative GPA 3.8 – 3.89
- Cum laude : cumulative GPA 3.65 – 3.79

Academic Committee

Academic committee members review academic progress of students to ensure their success in the program. Students who need assistance to maintain good academic standing are required to meet with Academic Department to devise a plan to improve their academic performance.

Students may ask the academic department for help in finding tutors and/or other resources to assist with successful completion of the program.

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

Standards of Professionalism

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

Academic dishonesty includes providing or receiving answers from other students during or after an examination, plagiarism, knowing use of illegally copied educational material in any format, using informational aids such as "crib sheets" or other types of notes during an examination (if not allowed), or anything else that might reasonably be construed as cheating. Students who are found to be academically dishonest will automatically receive an "F" in that course and are subject to dismissal or suspension for one (1) quarter and may be placed on administrative probation.

Student Code of Professional and Academic Conduct

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

responsibility. Students who act in a manner that violates this code will be subject to disciplinary actions.

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

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

Disciplinary Procedures

- If any individual has reason to believe a student has engaged in prohibited behavior, that individual may present a written notice to the Academic Coordinator.
- The student will be notified of the charges as soon as possible by mail or hand-delivered message. The University will begin an investigation of the facts, and the student will have the opportunity to present, in writing or verbally, all pertinent evidence pertaining to the alleged misconduct.
- If the Academic Dean feels a breach of the Student Code of Conduct has not occurred, the charge will be dismissed, and the student will be notified of the dismissal in writing. A written notice of the dismissal shall be placed in a file pertaining to the incident, and the matter will be considered closed.
- If the Academic Dean believes there has been a violation of the Student Code of Conduct, an investigation will be conducted. If the violation is deemed to be minor, the Academic Dean will arrange an in-person meeting with the student to discuss the charges and propose a suitable sanction or solution, which may include counseling, guidance, or a written reprimand.
- The Academic Dean will deliver the findings in writing to the student. The student will then have ten days in which to appeal the decision in writing to an Academic Committee.
- The appeal will be limited to the following: a) the presentation of new pertinent evidence previously unavailable, b) sanction that is not supported by the evidence, or c) unfair prejudice or bias in the decision.

- The Academic Committee will hold a meeting within ten days of the student's written notice of appeal. At this meeting, the student may be, but is not obligated to be present, and may be accompanied by an advisor who is part of the university community and not legal counsel. The Academic Committee will come to a decision and this decision will be final.
- If the alleged misconduct is deemed to be of a more serious nature, a formal hearing may be held by an Academic Committee consisting of the Academic Dean, one administrator and a faculty member not involved in the original incident.
- The following procedures will be followed:
 - All pertinent documents and evidence will be submitted to the Academic Committee, and the student will be notified in writing of the charges, the hearing date, time, and location. The student will have the right and the opportunity to view the evidence prior to the hearing and will have ten days in which to respond in writing. At the hearing, the Academic Committee will review all materials submitted by the student and the evidence so far gathered.
- The Academic Committee will deliberate and come to a decision as to the sanction or action to be taken against the student and will notify the student of such decision in writing within ten days.
- The student will have an additional ten days following receipt of the Academic Committee's decision in which to present a written appeal via certified mail to the University President. The appeal will be limited to the following: a) the presentation of new pertinent evidence previously unavailable to the Academic Committee, b) sanction that is not supported by the evidence, or c) unfair prejudice or bias in the decision.

Student Request

In DULA, a student request is defined as a request from student to DULA to develop, process, or modify something that may have an impact on DULA and its students in the future. For example: a student request to open a specific elective class in one quarter, request to open a free lunch lecture by a specific invited speaker, and request for a student activity.

Student Request is different than the Student Grievance. A grievance is a complaint or allegation on student(s) against other student(s), faculty, staff or DULA administration. For example: being treated unfairly, wrong, or discriminatorily in academic performance by faculty, student, or others; violations of DULA procedures or policies; infringement of established or inferred rights; or violation against ethical conduct. Grievance may not be filed solely to repeal DULA regulations or policies but may address how a regulation or policy was reached, interpreted, or implemented.

The following are the procedure related to the student request:

- Students may provide student requests to the DULA student services coordinator. A student request form is available for students and can be obtained at DULA front office, student services coordinator office, or in a downloadable format at DULA website (<http://www.dula.edu/Forms>).

- Students then request an appointment with student services coordinator and bring the filled-in student request form attached with all the necessary supportive documents.
- Student services coordinator will discuss the request with the student, then investigate the necessary further action required. If necessary, student services coordinator may bring the request to student council and the Academic Department.
- Once the student request has been evaluated and a conclusion is presented, the student services coordinator will provide a response to the student via email.
- If the decision is provided from the academic committee meeting, written notice of the decision will be transmitted within a reasonable time, not exceeding 30 days from the time the request was provided by the student.

Student Grievances

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

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

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

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

Bureau for Private Postsecondary Education

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

www.bppe.ca.gov

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

Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM)

8941 Aztec Drive, Eden Prairie, MN 55347

Phone: (952) 212-2434, Email: info@acahm.org

Minimum Academic Performance

All DULA students are required to comply and meet the minimum academic performance set forth by DULA.

The policy of Minimum Academic Performance consists of 3 areas as follows:

1. Maximum Time to Complete the Program

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

2. Minimum GPA Requirements

If a student's quarterly or cumulative GPA falls below a 2.25 in any specific quarter, the following quarter they will be placed on academic probation and required to attend mandatory academic advising. During this time the student's Program Director and Academic Dean will evaluate the student and analyze the reasons for poor performance.

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

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

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

3. Minimum Accumulated Completion Pace (MACP)

This Minimum Accumulated Completion Pace (MACP) policy is applied to the new student who starts their degree program in DULA from Winter quarter of 2021.

MACP sets the minimum number of course units that students have to complete in each quarter as they progress throughout their program until graduation.

If the students' accumulated completion of their completed units is less than the MACP standard (as stated below) by the end of each quarter, in the following quarter they will be placed on academic warning. During this time, the student is required to take the total required course units to meet the MACP standard based on their current quarter and remedy their MACP requirements. If the student fails to recover his/her MACP after receiving the academic warning, the student will be placed on next academic warning. More than 3 accumulated academic warnings will be resulted in the academic dismissal.

The MACP policy is set so student can complete their program not to exceed the allowed maximum time frame and for DULA compliance to the program accreditation standard, without exception.

ACAHM Standards Criterion 7.03 (August 2022): The program must implement a written policy establishing a maximum time frame in which a student must complete the program, which must be a period that is no longer than 200 percent of the published length of the educational program.

For appeal procedure, refer to the "academic appeal policy" in DULA university policy handbook.

See next page for detail of MACP standards for each program.

MACP Standards for MAChM Program:

MAChM PROGRAM				
Year	Quarter	Minimum Accumulated Completion Pace	Guideline for Completing the Program (3 and 4-Years Graduation Plan)	
			8-years graduation (total course units)	4-years graduation plan (total course units)
1	1	8 unit	16 unit	21 unit
	2	16 unit	32 unit	42 unit
	3	24 unit	48 unit	63 unit
	4	32 unit	64 unit	84 unit
2	5	40 unit	80 unit	105 unit
	6	48 unit	96 unit	126 unit
	7	56 unit	112 unit	147 unit
	8	64 unit	128 unit	168 unit
3	9	72 unit	144 unit	189 unit
	10	80 unit	160 unit	210 unit
	11	88 unit	176 unit	231 unit
	12	96 unit	192 unit	261 unit (100%) - Graduated
4	13	104 unit	208 unit	

	14	112 unit	224 unit
	15	120 unit	240 unit
	16	128 unit	261 unit (100%) - Graduated
5	17	136 unit	
	18	144 unit	
	19	150 unit	
	20	158 unit	
6	21	166 unit	
	22	174 unit	
	23	182 unit	
	24	190 unit	
7	25	198 unit	
	26	206 unit	
	27	214 unit	
	28	222 unit	
8	29	230 unit	
	30	238 unit	
	31	246 unit	
	32	261 unit (100%) - Graduated	

MACP Standards for Dual Degree Program (MAcHM & DAcHM):

DUAL DEGREE PROGRAM (MAcHM AND DAcHM)				
Year	Quarter	Minimum Accumulated Completion Pace	Guideline for Completing the Program (3 and 4-Years Graduation Plan)	
		8-years graduation (total course units)	4-years graduation plan (total course units)	3-years graduation plan (total course units)
1	1	9 unit	18 unit	24 unit
	2	18 unit	36 unit	48 unit
	3	27 unit	54 unit	72 unit
	4	36 unit	72 unit	96 unit
2	5	45 unit	90 unit	120 unit
	6	54 unit	108 unit	144 unit
	7	63 unit	126 unit	168 unit
	8	72 unit	144 unit	192 unit
3	9	81 unit	162 unit	216 unit
	10	90 unit	180 unit	240 unit

	11	99 unit	198 unit	264 unit
	12	108 unit	216 unit	293 unit (100%) - Graduated
4	13	117 unit	234 unit	
	14	126 unit	252 unit	
	15	135 unit	270 unit	
	16	144 unit	293 unit (100%) - Graduated	
5	17	153 unit		
	18	162 unit		
	19	171 unit		
	20	180 unit		
6	21	189 unit		
	22	198 unit		
	23	207 unit		
	24	216 unit		
7	25	225 unit		
	26	234 unit		
	27	243 unit		
	28	252 unit		
8	29	261 unit		
	30	270 unit		
	31	279 unit		
	32	293 unit (100%) - Graduated		

MACP Standards for DAChM Completion Track:

DAChM COMPLETION TRACK			
Year	Quarter	Minimum Accumulated	Guideline for Completing the Program
		Completion Pace	
		18-months graduation (total course units)	9-months graduation plan (total course units)
1	1	5 unit	10 unit
	2	10 unit	21 unit
	3	15 unit	32 unit (100%) - Graduated
	4	20 unit	
2	5	25 unit	
	6	32 unit (100%) - Graduated	

Academic Road Map

Academic Road Map is to guide DULA students who are having difficulties in meeting the minimum academic performance. Under the guidance of the Dean of Academic Affairs, the academic department will meet the students to discuss their academic road map.

Students who their Cumulative GPA fall below 3.0 in one quarter will be notified to have a meeting with one of academic department staffs. In certain special cases, the Academic Committee may also request a meeting with the students if it is determined as necessary.

Academic Progress Counselling

Academic Progress Counselling is to guide DULA students to graduate MAChM program within the recommended timeline of four (4) academic year.

Under the guidance of the Dean of Academic Affairs, one of the staff from academic department will meet the students who are currently in the 9th quarter of their academic year. In this meeting, the academic department staff will discuss, guide and plan the courses that each student needs to take in order to graduate within the recommended timeline.

Leave of Absence

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

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

MAcHM Program Director, International Student Service (ISS) Officer, and Financial Aid Officer must approve the request.

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

Leave of Absence Policy for International Students

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

Withdrawal from the Program

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

Readmissions after Withdrawal

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

Academic Warning and Probation

Students unable to maintain good academic or professional standing are placed on academic warning or probation. Students will be notified by letter of the reasons that led to this action and an explanation of the corresponding academic performance requirements for the ensuing term. Student enrollment is subject to review until the student returns to good academic or professional standing.

Warning

Written notice or reprimand to the student that a violation of specified university policies or regulations has occurred and that continued or repeated violations of university policies or regulations may be cause for further disciplinary action, normally in the form of disciplinary probation and/or loss of privileges and exclusion from activities, suspension, or dismissal.

Disciplinary Probation

A status imposed for a specified period during which a student must demonstrate conduct that conforms to the university's standards of conduct. Conditions restricting the student's privileges or eligibility for activities may be imposed. Misconduct during the probationary period or violation of any conditions of the probation may result in further disciplinary action, normally in the form of suspension or dismissal.

Academic Dismissal

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

Dismissal

Termination of student status for an indefinite period. Readmission to the university shall require the specific approval of the executive committee and may be granted only under exceptional circumstances.

Academic Appeal

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

Please follow this procedure for the academic appeal process:

- The student who wishes to appeal the non-satisfactory progress status must initiate the process by submitting a written request to the academic dean who will proceed with the Academic Committee.

- The request is to be presented within 10 days of the non-satisfactory progress status determination and must describe any circumstances that the student believes affected his/her performance and deserve special consideration, as well as the measures that the student has taken to resolve those circumstance in a manner that would not interfere his/her progress again.
- The academic committee shall evaluate the appeal within 5 business days and notify the student in writing of his/her decision. Should the student's appeal be denied, he or she may appear before the president of the institution, who will provide a written notice to the student of its decision within 3 business days. The decision of the president shall be final.

Readmission after Academic Dismissal

Students who were dismissed due to inability to meet DULA academic or professional standards may petition for readmission. The petition must be submitted to the DULA Admission Director at least four weeks before the first day of classes for the term they would like to attend. If a student is dismissed for the first time, the student must remain out of school for a minimum of two terms, including summer. For example, if the dismissal was at the end of the fall term, the student cannot attend the winter and spring term but may petition for readmission to the summer term. If a student is dismissed a second time, he/she must remain out of school for one academic year (four terms). A student dismissed for the third time will not be readmitted to DULA unless there are documented, extenuating circumstances.

Federal Financial Aids Recipient & Veterans Note:

To re-establish Federal Financial Aids and VA educational benefits, a student must submit a copy of the readmission petition to the Financial Aid Office in person or via email to financialaids@dula.edu after readmission to DULA.

Loss of Privileges and Exclusion from Activities

Students may be excluded from participation in designated privileges and activities for a specified period. Violation of any conditions in the written notice of loss of privileges and exclusion from activities, or violation of university policies or regulations during the period of the sanction, may be cause for further disciplinary action, normally in the form of probation, suspension, or dismissal.

Suspension

Termination of student status for a specified period of time with reinstatement thereafter being certain, provided that the student has complied with all conditions imposed as part of the suspension and is otherwise qualified for reinstatement. Violation of the conditions of suspension or of university policies or regulations during the period of suspension may be cause for further disciplinary action, normally in the form of dismissal.

Interim Suspension

Exclusion from class, or from other specified activities or areas of the campus, as set forth in the notice of interim suspension, before final determination of an alleged violation. A student shall be restricted only to the minimum extent necessary when there is reasonable cause to believe that the student's participation in university activities or presence at specified areas of the campus will lead to physical abuse, threats of violence, or conduct that threatens the health or safety of any person on university property or at official university functions, or other disruptive activity incompatible with the orderly operation of the campus. A student placed on interim suspension shall be given prompt notice of the charges and the duration of the interim suspension, as well as the opportunity for a prompt hearing on the interim suspension. Interim suspension shall be reviewed by the chancellor within twenty-four hours. If a student is found to have been unjustifiably placed on interim suspension, the university is committed to a policy whereby reasonable efforts are taken to assist an individual who has been disadvantaged with respect to employment or academic status.

Exclusion from Areas of the Campus or from Official University Functions

Exclusion of a student as part of a disciplinary sanction from specified areas of the campus or other university-owned, -operated, or -leased facilities, or other facilities located on university property, or from official university functions, when there is reasonable cause for the university to believe that the student's presence there will lead to physical abuse, threats of violence, or conduct that threatens the health or safety of any person on university property or at official university functions, or other disruptive activity incompatible with the orderly operation of the campus.

Restitution

A requirement for restitution in the form of reimbursement may be imposed for expenses incurred by the university or other parties resulting from a violation of these policies. Such reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages. Restitution may be imposed on any student who, alone or through group or concerted activities, participates in causing the damages or costs.

Revocation of Award or Degree

Subject to the concurrence of the academic committee, the executive committee, and the board of directors, the conferral of the degree of Master of Acupuncture with Herbal Medicine, or any award granted while pursuing such degree, may be revoked or withdrawn, if it is proven by clear and convincing evidence that the awarded of the degree was obtained by fraud. Furthermore, such revocation is subject to review by special petition to the president.

Posting Suspension or Dismissal on Academic Transcripts

When, as a result of violations of the student code of professional conduct, a student is suspended or dismissed, a notation that the discipline was imposed must be posted on the academic transcript for the duration of the suspension or dismissal. Thereafter, notations of suspension or dismissal reflected on a student's transcript may be removed by special petition to the president.

Official and Unofficial Student Academic Transcripts

Official copies of student academic records will be forwarded to either the student or to a designated addressee upon written request. Unofficial copies of student academic transcripts will only be provided to the student, unless exceptional circumstances warrant otherwise. Requests for academic transcripts may be obtained at the DULA business office. Processing of transcript requests will be withheld if the student has failed to submit the required documents or other items, or has an unpaid tuition balance, ancillary fees, or other charges owed to the university.

Reservation of Rights to Increase Units/Hours

DULA expressly reserves the right to increase didactic unit/hour requirements and/or clinical hour requirements in compliance with the mandates of the state of California, the United States of America, any applicable private regulatory body, any applicable quasi-public regulatory body, or as deemed appropriate by the university.

The affairs of the university are managed by a board of coordinators. The board receives recommendations from the university president and executive committee (on which the president sits), and also includes the office of the dean of academic affairs, program coordinators, and director of the oriental medical center. The executive committee regularly reviews the university's administrative procedures and provides recommendations to the board on various relevant matters, including the implementation of state and federal educational requirements in such areas as curriculum, tuition and fees, refund policies, personnel qualifications, institutional facilities, and immigration regulations.

Individual students and informal student groups participate in the decision-making process by completing course evaluations at the end of each quarter, as well as periodic program surveys. Students may also speak to members of the faculty and/or administration about individual concerns or suggestions for the program. Delegated members of the student body associations are invited to attend the faculty committee, administrative committee, and other appropriate and relevant committee meetings.

REQUIRED DISCLOSURES

About the Catalog

This catalog is effective from January 1, 2023 through December 31, 2024 and is published for the purpose of informing students, prospective students, and others interested in the operations of Dongguk University Los Angeles, primarily regarding the educational programs and policies of the school. All information is judged to be accurate at the time of publication. However, the contents hereof are subject to change without prior notice. Please note that all reasonable efforts are made on an ongoing basis to supplement in loose leaf hard copy format any changes, additions, or other revisions to the text of this catalog which may come into existence prior to the publication of the following edition of the catalog.

Articulation Agreements

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

BPPE Required Disclosure

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

Non-discriminatory Policy

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

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

Americans with Disabilities Act

DULA is an equal opportunity institution and does not discriminate based on age, race, color, religion, national origin, ethnicity, gender, or sexual orientation, in the administration of admission, educational policies or employment. The University abides by Title II of the Americans with Disabilities Act, which prohibits discrimination against any “qualified individual with a disability.”

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

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

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

Transferability of Credits and Credentials Earned at DULA

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

Registered Sex Offenders

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

Drug and Alcohol Abuse Policy

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

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

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

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

Family Education Rights and Privacy Act (FERPA)

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

The University does not release school records or any other information about a student to any third party without the consent of the student, except as allowed by law. Students may view an unofficial copy of their transcript and/or request an official copy through the University's student web portal. The University permanently maintains records of academic progress. The Family Education Rights and Privacy Act (FERPA) of 1974, as amended (the "Act"), is a federal law. DULA will maintain the confidentiality of educational records in accordance with the provisions of the Act and will accord all the rights under the Act to eligible students who are or have attended DULA.

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

All DULA staff and faculty who access or use student data are required to take FERPA training. All DULA staff and faculty are required to renew their FERPA training every two years. FERPA training information

is available directly from the institutional website. Staff and faculty are required to complete the FERPA survey training prior to beginning their work at DULA. The result of the FERPA training from staff and faculty are available from the staff assigned to conduct FERPA training.

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

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

Family Policy Compliance Office

US Department of Education

400 Maryland Avenue SW

Washington, DC 20202

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

Student Record Retention Policy (CEC §94900, 5, CCR §71810 (b)(15) and §71920)

- The University maintains a file for each student who enrolls in the University whether or not the student completes the educational service.
- The University maintains records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in that institution.
- The University maintains, for each student granted a degree or certificate by that institution, permanent records of all of the following:
 - The degree or certificate granted and the date on which that degree or certificate was granted.
 - The courses and units on which the certificate or degree was based.
 - The grades earned by the student in each of those courses.
 - Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student’s qualifications for admission to the University or the University’s award of credit or acceptance of transfer credits including the following:
 - Verification of high school completion or equivalency or other documentation establishing the student’s ability to do college level work such as successful completion of an ability-to-benefit test if required by the University. For the purposes of this section an “ability-to-benefit test” means an independently administered examination from the list of examinations prescribed by the United States Department of Education pursuant to Section 484(d) of the federal Higher Education Act of 1965 (20 U.S.C. Sec. 1070a et seq.) as it is, from time to time, amended, that is designed to help identify students who possess the

- basic skills necessary to succeed in a post-secondary education program, but who lack a high school diploma;
- Records documenting units of credit earned at other universities that have been accepted and applied by the University as transfer credits toward the student's completion of an educational program;
 - Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes;
 - All of the documents evidencing a student's prior experiential learning upon which the University and the faculty base the award of any credit;
- Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student;
 - Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;
 - Records of the dates of enrollment and, if applicable, withdrawal from the University, leaves of absence, and graduation; and
 - In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following:
 - The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;
 - Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit;
 - Credit for courses earned at other universities;
 - Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes;
 - The name, address, website address, and telephone number of the University.
 - For independent study courses, course outlines or learning contracts signed by the faculty and administrators who approved the course;
 - The dissertations, theses, and other student projects submitted by graduate students;
 - A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency;
 - A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;
 - A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent;
 - Copies of any official advisory notices or warnings regarding the student's progress; and
 - Complaints received from the student.

State Authorization of Distance Education Outside of California

Please be aware of the following information if you will not reside in California while enrolled in distance education courses at Dongguk University Los Angeles (DULA).

As distance education has become increasingly popular in the past few years, many states have prescribed an authorization process for out-of-state institutions delivering online programs to its state residents. Most states in the US are members of an organization called the State Authorization Reciprocity Agreement (SARA) that allows students to reside outside of the state where the institution they are taking online classes from is based. California, however, is not a SARA member state and thus non-California resident Distance Education students at all California schools, including DULA, must check with the individual state higher education agency in order to determine whether the state they reside will allow them to enroll in the program.

Authorization (sometimes referred to as "registration," "licensure," "approval," etc.) indicates that certain minimum standards have been met by the institution under the laws and regulations of that state. Authorization does not constitute an endorsement of any institution, course or degree program. Credits earned at an institution do not necessarily transfer to all other institutions.

Because DULA cannot ensure or control whether its programs comply with state requirements for enrolling distance education all prospective DULA Distance Education students will be directed to contact their state higher education agency with a list of contacts provided also in the Distance Education Orientation materials.

Dongguk University Los Angeles (DULA) is institutionally accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM) and physically located at 440 Shatto Pl, Los Angeles, CA 90020. Dongguk University Los Angeles has been granted approval from the Bureau for Private Postsecondary Education (BPPE) pursuant to California Education Code Section 94900. Both the MAcHM and the DAcHM programs have been approved by BPPE and is legally authorized to operate in the state of California. Dongguk University cannot confirm that its courses or degree programs meet the requirements for authorization or professional licensure outside the state of California. DULA strongly encourages prospective and current students to contact the appropriate or applicable state higher education agencies and/or licensing board(s) in states in which they reside prior to beginning any program of study.

Dongguk University Los Angeles (DULA) offers a hybrid program, combining onsite practical training with remote didactic classes. Student services typically respond to student lessons, projects, or dissertations within up to 10 business days, providing an approximate response timeframe for these types of student inquiries.

Students' residency for State Authorization purposes is determined by their local address. For more information, please contact the Registrar's Office.

Contact Dongguk University Los Angeles

Website: www.dula.edu

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

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

Email: AC@dula.edu

ACADEMIC CALENDAR 2023 - 2024

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

WINTER QUARTER		
	2023	2024
General application for Winter quarter	Oct 17 – Nov 18, 2022	Oct 15 – Nov 15, 2023
Late application for Winter quarter	Nov 19 – Dec 31, 2022	Nov 16 – Dec 28, 2023
Official Registration for Winter quarter didactic classes	Dec 5, 2022 – Jan 1, 2023	Dec 4, 2023 – Dec 31, 2023
Official Payment for Winter quarter	Dec 5, 2022 – Jan 20, 2023	Dec 4, 2023 – Jan 19, 2024
Classes begin	Jan 2, 2023	Jan 2, 2024
Add / drop period (Late Didactic / Clinic Registration Period)	Jan 2 – 11, 2023	Jan 1 – 10, 2024
New student orientation and Town Hall Meeting	Jan 2, 2023	Jan 1, 2024
Application for Graduation	Jan 2 – 13, 2023	Jan 1 – 12, 2024
President's day (no class)**	Feb 20, 2023	Feb 19, 2024
Registration for Mid-curriculum Exam (MCE) and Comprehensive Graduation Exam (CGE)	Jan 16 – Feb 3, 2023	Jan 14 – Feb 2, 2024
Mid-curriculum Exam (MCE) – Practical	Feb 16, 2023 12 PM – 2 PM	Feb 15, 2024 12 PM – 2 PM
Mid-curriculum Exam (MCE) – Written Comprehensive Graduation Exam (CGE)	Feb 18, 2023 Part 1: 10 AM – 12 PM Part 2: 1 PM – 3 PM	Feb 17, 2024 Part 1: 10 AM – 12 PM Part 2: 1 PM – 3 PM
Official Registration for Winter quarter make-up clinic shift	Feb 27 – Mar 3, 2023	Feb 26 – Mar 2, 2024
Official Registration for Spring quarter clinic shift	Mar 6 – 17, 2023	Mar 4 – 15, 2024
Official Registration for Spring quarter didactic classes	Mar 6 – Apr 2, 2023	Mar 4 – Mar 31, 2024
Official Payment for Spring quarter	Mar 6 – Apr 12, 2023	Mar 4 – Apr 10, 2024
Last day of class	Mar 11, 2023	Mar 11, 2024
Quarter break	Mar 12 – Apr 2, 2023	Mar 10 – Mar 31, 2024

SPRING QUARTER		
	2023	2024
General application for Spring quarter	Jan 16 – Feb 17, 2023	Jan 15 – Feb 16, 2024
Late application for Spring quarter	Feb 18 – Mar 30, 2023	Feb 17 – Mar 28, 2024
Official Registration for Spring quarter didactic classes	Mar 6 – Apr 2, 2023	Mar 4 – Mar 31, 2024
Official Payment for Spring quarter	Mar 6 – Apr 21, 2023	Mar 4 – Apr 19, 2024
Classes begin	Apr 3, 2023	Apr 1, 2024
Add / drop period (Late Didactic / Clinic Registration Period)	Apr 3 – 12, 2023	Apr 1 – 10, 2024
New student orientation	Apr 3, 2023	Apr 1, 2024
Application for Graduation	Apr 3 – 14, 2023	Apr 1 – 12, 2024
Memorial day (no class)**	May 29, 2023	May 27, 2024
Graduation ceremony**	June 10, 2023	June 8, 2024
Registration for Mid-curriculum Exam (MCE) and Comprehensive Graduation Exam (CGE)	Apr 17 – May 5, 2023	Apr 15 – May 3, 2024
Mid-curriculum Exam (MCE) – Practical	May 18, 2023 12 PM – 2 PM	May 16, 2024 12 PM – 2 PM
Mid-curriculum Exam (MCE) – Written Comprehensive Graduation Exam (CGE)	May 20, 2023 Part 1: 10 AM – 12 PM Part 2: 1 PM – 3 PM	May 18, 2024 Part 1: 10 AM – 12 PM Part 2: 1 PM – 3 PM
Official Registration for Spring quarter make-up clinic shift	May 29 – Jun 2, 2023	May 27 – May 31, 2024
Official Registration for Summer quarter clinic shift	Jun 5 – 16, 2023	Jun 3 – 14, 2024
Official Registration for Summer quarter didactic classes	Jun 5 – Jul 2, 2023	Jun 3 – Jun 30, 2024
Official Payment for Summer quarter	Jun 5 – Jul 12, 2023	Jun 3 – Jul 10, 2024
Last day of class	Jun 10, 2023	Jun 8, 2024
Quarter break	Jun 11 – Jul 2, 2023	Jun 9 – Jul 1, 2024

SUMMER QUARTER		
	2023	2024
General application for Summer quarter	Apr 17 – May 19, 2023	Apr 15 – May 17, 2024
Late application for Summer quarter	May 20 – Jun 29, 2023	May 18 – Jun 26, 2024
Official Registration for Summer quarter didactic classes	Jun 5 – Jul 2, 2023	Jun 3 – Jun 30, 2024
Official Payment for Summer quarter	Jun 5 – Jul 21, 2023	Jun 3 – Jul 19, 2024
Classes begin	Jul 3, 2023	Jul 1, 2024
Add / drop period (Late Didactic / Clinic Registration Period)	Jul 3 – 12, 2023	Jul 1 – 10, 2024
New student orientation	Jul 3, 2023	Jul 1, 2024
Application for Graduation	Jul 3 – 14, 2023	Jul 1 – 12, 2024
Labor day (no class)**	Sep 4, 2023	Sep 2, 2024
Registration for Mid-curriculum Exam (MCE) and Comprehensive Graduation Exam (CGE)	Jul 17 – Aug 4, 2023	Jul 15 – Aug 2, 2024
Mid-curriculum Exam (MCE) – Practical	Aug 17, 2023 12 PM – 2 PM	Aug 15, 2024 12 PM – 2 PM
Mid-curriculum Exam (MCE) – Written Comprehensive Graduation Exam (CGE)	Aug 19, 2023 Part 1: 10 AM – 12 PM Part 2: 1 PM – 3 PM	Aug 17, 2024 Part 1: 10 AM – 12 PM, Part 2: 1 PM – 3 PM
Official Registration for Summer quarter make-up clinic shift	Aug 28 – Sep 1, 2023	Aug 26 – Aug 30, 2024
Official Registration for Fall quarter clinic shift	Sep 4 – 15, 2023	Sep 2 – 13, 2024
Official Registration for Fall quarter didactic classes	Sep 4 – Oct 1, 2023	Sep 2 – Sep 29, 2024
Official Payment for Fall quarter	Sep 4 – Oct 11, 2023	Sep 2 – Oct 9, 2024
Last day of class	Sep 9, 2023	Sep 7, 2024
Quarter break	Sep 10 – Oct 1, 2023	Sep 8 – Sep 29, 2024

FALL QUARTER		
	2023	2024
General application for Fall quarter	Jul 17 – Aug 18, 2023	Jul 15 – Aug 16, 2024
Late application for Fall quarter	Aug 19 – Sep 29, 2023	Aug 17 – Sep 27, 2024
Official Registration for Fall quarter didactic classes	Sep 4 – Oct 1, 2023	Sep 2 – Sep 29, 2024
Official Payment for Fall quarter	Sep 4 – Oct 20, 2023	Sep 2 – Oct 18, 2024
Classes begin	Oct 2, 2023	Oct 1, 2024
Add / drop period (Late Didactic / Clinic Registration Period)	Oct 2 – 11, 2023	Oct 1 – 10, 2024
New student orientation	Oct 2, 2023	Oct 1, 2024
Application for Graduation	Oct 2 – 13, 2023	Oct 1 – 12, 2024
Thanksgiving (no class)**	Nov 23 – 26, 2023	Nov 28 – 30, 2024
Christmas holiday (no class)**	Dec 25, 2023	Dec 25, 2024
New year's holiday (no class)**	Jan 1, 2024	Jan 1, 2025
Registration for Mid-curriculum Exam (MCE) and Comprehensive Graduation Exam (CGE)	Oct 16 – Nov 3, 2023	Oct 14 – Nov 1, 2024
Mid-curriculum Exam (MCE) – Practical	Nov 16, 2023 12 PM – 2 PM	Nov 14, 2024 12 PM – 2 PM
Mid-curriculum Exam (MCE) – Written Comprehensive Graduation Exam (CGE)	Nov 18, 2023 Part 1: 10 AM – 12 PM Part 2: 1 PM – 3 PM	Nov 16, 2024 Part 1: 10 AM – 12 PM Part 2: 1 PM – 3 PM
Official Registration for Fall quarter make-up clinic shift	Nov 27 – Dec 1, 2023	Nov 25 – Nov 29, 2024
Official Registration for Winter quarter clinic shift	Dec 4 – 15, 2023	Dec 2 – 13, 2024
Official Registration for Winter quarter didactic classes	Dec 4 – Jan 1, 2024	Dec 2, 2024 – Jan 1, 2025
Official Payment for Winter quarter	Dec 4 – Jan 10, 2024	Dec 2, 2024 – Jan 8, 2025
Last day of class	Dec 8, 2023	Dec 9, 2024
Quarter break	Dec 9 – Jan 1, 2024	Dec 7, 2024 – Jan 1, 2025

Revision History

Date Revised	Summary of Revisions
May 19 th 2023	Added Financial Aid information, Staff update
Sep 15 th 2023	Update for change of administration
Oct 20 th 2023	Catalog policy updates for prospective students and registered students
Oct 20 th 2023	Student Record Retention Policy

