Catalog

2025

Volume 3 Jan 01, 2025 - Dec 31, 2025

WHITEWATER UNIVERSITY OF CALIFORNIA

Catalog (#1)

Volume 3
Jan 01, 2025 - Dec 31, 2025 (#3)

Degree Programs (#25)

Master of Science in Computer Science Engineering

Master of Science in Traditional Chinese Medicine (Chinese)

Master of Science in Traditional Chinese Medicine (English)

Whitewater University of California
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Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC)

TABLE OF CONTENTS

ACADEMIC CALENDAR (#22) 7
Spring 2025 7
Summer 2025 7
Fall 2025 7
CLINIC CALENDAR 7
Spring 2025 7
Summer 2025 7
Fall 2025 7
Welcome to Whitewater University 8
Letter From the President 8
ADMINISTRATION AND EXECUTIVES 9
ABOUT WUC 10
The Mission (#4) 10
The Vision 10
WUC Objectives 10
History (#5) 11
Compliance with Federal Laws 11
Discrimination Policy 12
Catalog 12
Ability-to-benefit Students 12
ADMISSIONS (#8) 13
CSE Admission Requirements 13
TCM Admission Requirements 14
Admission Procedure 14
Enrollment 15
Students from Other Countries 16
Pre-Qualification Services 16
Natural Science Requirements 16
APPLICATION 17
Application Requirements 17
Document Evaluation 17
Admission Procedures (#9) 17
Admission Interview 17
Application Review 18
Admissions Decision 18
New Student Orientation and Registration 18
Languages Taught in MSTCM 18
Languages Taught in MSCSE 18
LANGUAGE PROFICIENCY 19
I. Chinese Competency for MSTCM Program 19
II. English Competency for ENGLISH MSTCM Program 19
III. English Competency for CHINESE MSTCM Program 20
TRANSFER STUDENTS 21
MSTCM Transfer Process 21
A. Transferring Western Medicine Courses 21
B. Transferring Clinical Training Course 21
MSCSE Transfer Process 21
POLICIES AND PROCEDURES FOR THE AWARD OF CREDIT FOR PRIOR EXPERIENTIAL LEARNING 22
Challenge Examination 22
Application Procedure and Requirements for Transfer Student 22
Transfer Credits (#36) 22
Maximum Transfer Credits 23
Petitioning Process 24
Credit for Experiential Learning 24
Articulation or Transfer Agreements 24
Official Notification 24
Course Substitutions 24
REGISTRATION AND TUITION (#18) 25
Tuition for Degree Programs 25
Tuition for CEU Courses 26
ACADEMIC POLICIES AND PROCEDURES 27
Academic Load for Degree Programs 27
Taking a Break Between Terms 27
Leave of Absence (#39) 27
Semester Unit of Study 28
Course Cancellation by WUC 29
Cross Registration (Transferring Credit from Another Institution) 29
Adds, Drops, and Withdrawals 29
Student Tuition Recovery Fund (STRF)

(#41) 29
Tuition and Fees Schedule 31
California Cancellation and Refund Policies (#19)(#44) 31
Student's Right to Cancel 31
Withdrawal from the Program 32
Refund Policy 33
Cancellation and Retake 34
Withdraw From Courses (#12) 35
Graduation Requirements (#40) 35
$390 Fee 35
$100 Fee 35
Application for Graduation 35
INSTITUTIONAL POLICIES AND STUDENT CONDUCT 36
Facility (#6) 36
Maximum Number of Students (#7) 36
Legal Status 36
Unanswered Questions and/or Grievances (#24)(#44) 36
Student Policies 36
Catalog Notice 37
Attendance (#10) 37
Academic Honesty and Integrity 38
Student Code of Conduct (#13) 39
Jurisdiction 39
Prohibited Conduct 40
Appeals and Grievances 42
Copyright 43
Emergency Preparedness Information (#23) 43
RECORDS AND DOCUMENTS 44
Privacy Rights of Parents & Students 44
Location of Educational Records 44
Retention of Records 44
Disclosure of Information from Records 44
Directory Information 44
Non-directory Information 44
Inspection and Review of Records 45
Challenge of Records 46
Records of Requests and Disclosures 46
Portrait Right 46
Right of Complaint 46
WUC Student Complaint Procedures 46
Required Information: 47
Initial Review: 47
Resolution: 47
Appeal Process: 47
STUDENT SERVICES (#21) 47
Advising and Guidance 48
Referral Services 48
Tutoring 48
Housing 48
Counseling and Health Services 48
Disability Service 49
Library (#6) 49
Career Services (#20) 49
Campus Activities 50
WUC Student Association 50
Yi Jing Club 50
Qigong Club 50
Karate & Martial Arts Club 51
3D Printing Club 51
PROGRAM AND COURSE INFORMATION 52
Core Courses 52
MSTCM Core Courses 52
MSCSE Core Courses 52
Computer Science Core Courses 52
Computer Engineering Core Courses 53
Course Numbers and Levels 53
Grades and Credit Hours (#15) 53
Grade of Incomplete 54
Grades that do not Influence Grade Point Average 54
Make-Up Work (#11) 55
SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY (#16) 56
QUALITATIVE 56
Qualitative - Grade Point Average Requirement 56
QUANTITATIVE 56
Quantitative – Satisfactory Completion of

Semester Credit Hours Requirement 56
Maximum Timeframe 57
Academic and/or Attendance Warning 57
Probation (#14) 57
Dismissal 57
Appeal 57
Graduation Requirements (#17) 58
Application for Graduation 58
ACADEMIC PROGRAMS (#27) (#29) (#35) 59
Master of Science in Computer Science Engineering (MSCSE) (#31) 60
Program Outline for MSCSE (#28) 61
Class Delivery for MSCSE 62
CSE FACULTY 63
Objective (#30) 63
MSCSE COURSE DESCRIPTIONS (#32) 64
Prerequisite Courses for Program Entry 67
Prerequisite Courses 67
Challenge Exam Option 68
Master of Science in Traditional Chinese Medicine (MSTCM) 69
The Vision 69
Master of Traditional Chinese Medicine Degree Program (MSTCM) 70
Program Overview 70
Learning Outcomes (#30) 70
TCM Theory and Clinical Medicine 71
TCM Acupuncture 71
TCM Herbology 71
Western Medicine 72
TCM Clinical Training (#33) 72
MSTCM Licensure Requirements (#41) 73
Master of Science in Traditional Chinese Medicine (MSTCM) Program Outline (#28) 73
Class Delivery for MSTCM 76
Faculty of Traditional Chinese Medicine 78
MSTCM Courses Descriptions (#32) 79
Core Requirements & Concentrations 79
Western Medication 86
TCM Clinic Training 91
Continuing Education Units (CEU) (#44) 94
GOVERNANCE 95
Administration 95
Board of Directors 95
Program Advisory Committee 95
CSE Program Advisory Committee Members 95
TCM Program Advisory Committee Members 95
Academic Administration 95
Faculty 96
Engineering School Faculty 96
TCM Medical School Faculty 96
DISCLAIMER 100
Appendix A 101
Table of Content 101
Introduction 102
CAMPUS FLOOR PLAN 102
ACTIVATING THE EMERGENCY NOTIFICATION PLAN 103
EMERGENCY RESPONSE TEAM AND CRITICAL CAMPUS SUPPORT 104
WEATHER UNIVERSITY RELATED EMERGENCIES 105
MEDICAL EMERGENCIES 106
CAMPUS EMERGENCIES 107
EVACUATION (APPLY TO ALL EVACUATION SITUATIONS) 107
WEAPON THREAT / ARMED INTRUDER / ACTIVE SHOOTER 109
BOMB THREAT 111
HAZARDOUS MATERIALS/LEAKS/SPILLS: (flammable, toxic, corrosive, oxygenic, cryogenic) 112
PROCEDURES REVIEW, INSTRUCTION AND MAINTAINING THE PLAN 112
APPENDIX A: BOMB THREAT CHECKLIST 113
(Fill out completely, immediately after bomb threat) 113

ACADEMIC CALENDAR (#22)

Spring 2025

Start: January 5, 2025
Martin Luther King Jr. Day : January 20, 2025
Lunar New Year: January 29, 2025 (Wed)
Presidents Day: February 17. 2025 (Mon)
End: April 26, 2025

Summer 2025

Start: May 4, 2025
Memorial Day: May 26, 2025 (Mon)
Juneteenth Day: June 19, 2025 (Thur)
Independence Day: July 4, 2025 (Fri)
End: August 23, 2025

Fall 2025

Start: August 31, 2025
Labor Day: September 1, 2025 (Mon)
Thanksgiving Day: November 27, 2025 (Thur.)
End: December 20, 2024

CLINIC CALENDAR

The following calendar applies to the TCM Medical Center.

Spring 2025

Start: January 5, 2025
Martin Luther King Jr. Day: January 20, 2025
Lunar New Year: January 29, 2025 (Wed)
Presidents Day: February 17. 2025 (Mon)
End: April 30, 2025

Summer 2025

Start: May 1, 2025
Memorial Day: May 26, 2025 (Mon)
Juneteenth Day: June 19, 2025 (Thur)
Independence Day: July 4, 2025 (Fri)
End: August 30, 2025

Fall 2025

Start: August 31, 2025
Labor Day: September 1, 2025 (Mon)
Columbus Day: October 13, 2025 (Mon)
Veterans Day: November 22, 2025 (Mon)
Thanksgiving Day: November 27, 2025 (Thur.)
End: December 24, 2025
Christmas & new year: December 25, 2025(Thur.) - January 2, 2026 (Tue)

Welcome to Whitewater University

Letter From the President

We are delighted to have you as a student at Whitewater University of California (WUC). Our university is dedicated to providing you with high-quality, affordable education, tailored to meet the needs of busy, working adults who seek flexibility, affordability, and support. We are also proud to integrate the latest advancements in artificial intelligence (AI) into our educational offerings, ensuring that you receive a cutting-edge learning experience.

As you begin your journey with us, it is important to know that Whitewater University of California is institutionally accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), a nationally recognized accrediting agency by the U.S. Department of Education. This accreditation affirms the quality of our programs and our commitment to maintaining the highest standards of academic excellence.

This catalog serves as your roadmap to the future. It is the official record of WUC's academic offerings, and I encourage you to read it carefully. It will answer most of your questions about courses, academic majors, residential life, and student activities. In addition to the valuable information provided here, I'd like to share a few tips that have helped our most successful students maximize their experience:

- Develop and practice good study habits. The Academic Strategies course offers valuable insights and tools to help you succeed. I strongly encourage you to make the most of this course.
- Utilize student support services. Your instructors and advisors are key to your success. Schedule meetings with them at least three times in the first thirty days of the semester to ensure you're on the right track.
- Leverage AI application. We have incorporated AI-driven resources to enhance your learning experience. Make sure to explore and utilize these tools to optimize your studies and stay ahead in your coursework.
- Provide us with your feedback. At the end of every semester, you'll be asked to complete a student survey. Your feedback is crucial in helping us refine and improve the student experience. You'll receive more information a few weeks before the survey is administered.
- Build a strong support network. In addition to connecting with instructors, advisors, and fellow students, the support of your family, friends, and coworkers will be vital to your success. Let them know about your commitment to graduating and how they can best support you.

These will greatly enhance your chances of completing your degree program successfully and on time. Once again, welcome, and thank you for choosing WUC!

Sincerely,

Dr. Yann Huang, DBA, LAc.
President, Whitewater University of California

ADMINISTRATION AND EXECUTIVES

For further information on the topics listed below, visit http://www.WUCA.us (website) or contact an official listed below.

PRESIDENT OFFICE	Dr. Yann Huang, President and CEO yannhuang@wuca.us
ADMIN & ACADEMIC AFFAIRS	Dr. Camilla Lau, Director camillalau@wuca.us
SCHOOL OF ENGINEERING	Dr. Chi Kao, Dean chikao@wuca.us
SCHOOL OF TCM	Dr. Yu Guo, Dean yuguo@wuca.us
OFFICE OF COMPLIANCE	Jan Friedheim, Director janfriedheim@yahoo.com
GENERAL AFFAIRS	Dr. Chi Kao, Director chikao@wuca.us
INTERNATIONAL RELATIONS	Hunghua Hsueh, Director hunghuahsueh@wuca.us

ABOUT WUC

The Mission (#4)

The mission of Whitewater University of California (WUC) is to provide high-quality, accessible and affordable graduate education that integrates leadership and service to inspire students to engage in community and global transformation.

The Vision

Whitewater University of California education advances students' awareness of diverse cultures and traditions and develops their ability to think critically and independently. The institution remains fully committed to preparing students to pursue their academic and career goals, while helping them integrate social responsibility and leadership into all areas of their lives. WUC has expanded academic programs and degree offerings and extended its reach beyond on-campus courses by introducing flexible online programs. At the same time, the institution continues its commitment to enriching the world and providing students personal attention and support that has always characterized the WUC experience. The institution is committed to serving students from a broad range of ethnic, geographic, and socioeconomic backgrounds through a supportive academic community that encourages and equips students to develop their unique talents.

Whitewater University of California motivates students to live as ethically responsible individuals in whatever profession they pursue. The long-standing foundation of humanistic values and emphasis on social justice are embedded across WUC's academic and civic service programs.

The institution is also dedicated to recruiting and retaining faculty and staff who support WUC's values and vision: an overarching commitment to mentoring and coaching; demonstrating integrity through scholarship, institutional improvement, and service to the larger community; and employing innovative technologies and teaching methods that meet the needs of twenty-first century learners.

WUC Objectives

- To have qualified faculty with an awareness of ethics and moral characteristics to educate students in a stimulating learning environment that prepares graduates to hit the ground running when employed.
- To develop graduates who promote the community and contribute to a better society.
- To prepare individuals with the necessary skills to meet the challenges of the fast-moving local and global companies in a variety of industries.
- To cultivate a high level of integrity, physical and spiritual wellness, and professional ethics in our graduates.

History (#5)

Whitewater Institute of California was established in 2011. As of October 4, 2018, the MSTCM training program was recognized as having an acupuncture curriculum approved by the California Acupuncture Board (CAB). The Bureau for Private Postsecondary Education (BPPE) in California initially approved the institution as an exempt school.

Whitewater operated as an exempt institution until April 8, 2019, when the BPPE granted approval for the university's two master's degree programs and its certificate courses. Following this milestone, the institution officially changed its name to Whitewater University of California.

In January 2023, the university relocated to its expanded campus in San Jose, California, allowing it to accommodate more students and serve the community more effectively.

In 2025, Whitewater University of California was granted accreditation by the Accrediting Commission of Career Schools and Colleges (ACCSC), a national accrediting agency recognized by the U.S. Department of Education. This accreditation affirms the university's ongoing commitment to quality education and institutional integrity.

Compliance with Federal Laws

Whitewater University of California complies with all regulations set forth by the California Bureau for Private Postsecondary Education (BPPE). The university also adheres to the standards of the Accrediting Commission of Career Schools and Colleges (ACCSC), a national accrediting agency recognized by the U.S. Department of Education. These governing bodies oversee areas such as institutional operations, educational quality, student recruitment, and consumer protection.

The university adheres to the BPPE's Minimum Operating Standards, which prohibit unethical recruitment practices, such as advertising in "help wanted" columns or using blind advertisements that fail to identify the institution (CEC §94897 (f)).

Institutional Approvals:

- Approved to operate by the California BPPE, signifying compliance with state educational standards as defined by the California Education Code (CEC) and Title 5, California Code of Regulations (5 CCR).
- Institutionally accredited by ACCSC, signifying national recognition for quality assurance in education and compliance with U.S. Department of Education standards.

Advertising & Marketing Compliance:

- All promotional materials are reviewed by the BPPE and must be pre-approved for compliance.
- Employment or Help Wanted advertisements are limited strictly to job openings and do not reference educational offerings.
- A keyword monitoring system is used to avoid violations in job-related advertising.

Accessibility & ADA:

Whitewater complies with the Americans with Disabilities Act (ADA) as required by the City of San Jose. Wheelchairs and other accommodations are available on campus for those in need.

Discrimination Policy

Whitewater University of California does not discriminate on the basis of race, color, sex, national or ethnic origin in its admissions and educational policies. The university enforces a Non-Discrimination Policy in compliance with Title IX, ensuring that all recruitment and educational practices are fair and inclusive.

The institution also adheres to federal regulations including:

- The Clery Act
- Program Integrity Rules
- Gainful Employment Disclosure Requirements
- FERPA (Family Educational Rights and Privacy Act)
- The Higher Education Opportunity Act
- Misrepresentation Regulations
- And all other applicable U.S. Department of Education laws and rules.

Catalog

Whitewater University of California provides its catalog in both hard copy and digital format (PDF) to prospective students. All enrolling students are required to review the catalog and confirm their understanding before finalizing their enrollment. Catalog content is consistent across all formats and complies with disclosure standards required by BPPE, ACCSC, and other governing agencies.

Ability-to-benefit Students

Whitewater University of California does not admit ability-to-benefit (ATB) students. All applicants must present a valid high school diploma, GED, or an equivalent credential prior to admission. This policy ensures that all students meet a minimum academic standard and are prepared for success in their chosen program.

ADMISSIONS (#8)

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.

CSE Admission Requirements

Admission requirements for Master of Science in Computer Science Engineering Program (#26)

Applicants must meet the following admission requirements.

- U.S. bachelor's degree from a regionally accredited institution, or the completion of a bachelor's degree from a recognized, accredited, and approved institution from a country outside of the U.S.
- For individuals who earned a degree outside the United States, degree verification is required through an accreditation agency recognized by the U.S. Secretary of Education.
- Students without a bachelor's degree in Computer Science or Computer Engineering are required to either:
  - Enroll in designated prerequisite courses to cover foundational topics, or
  - Pass challenge exams to demonstrate proficiency in the required subject areas.

  This ensures that students meet the foundational knowledge necessary for the program's advanced coursework.
- A 2.5 institutional or college cumulative GPA (from the 0.0 - 4.0 U.S. grading scale) in the last degree completed, or a 2.5 GPA in the last two years of full time study.
- Good academic standing at the last institution attended.
- Legal U.S. residency status: such as U.S. citizen, green card holder, H1B work visa. Note: A tourist visa cannot be used to attend a U.S. university!
- An English Language Proficiency Exam [TOEFL (iBT), Academic IELTS, or IELTS Indicator] is required for applicants who come from a country where English is not the primary language. Below are the Minimum proficiency score:
  - TOEFL* iBT 80 or above
  - IELTS 6.5 or above
  - Note*: achieving a minimum score of 80 on the TOEFL test, with at least 20 points in each category (listening, reading, writing, speaking).
- In addition to basic admission requirements, admission requirements for students entering the CSE program are as follows:
  - A bachelor's degree in Computer Science or Computer Engineering is preferred.
  - Students without a relevant bachelor's degree must complete prerequisite courses or pass challenge exams to demonstrate proficiency in foundational topics.

- Prerequisite course requirements will be determined in consultation with an academic advisor during the admissions process.

TCM Admission Requirements

Admission requirements for Master of Science in Traditional Chinese Medicine Program (MSTCM) (#26)

Applicants must meet the following admission requirements.

- U.S. bachelor's degree from a regionally or nationally accredited institution, or the completion of a bachelor's degree from a recognized, accredited, and approved institution from a country outside of the U.S.
- For those who study at colleges/universities outside the United States, degree verification is required through an accreditation agency recognized by the U.S. Department of Education or the California Acupuncture Board.
- Legal U.S. residency status: such as U.S. citizen, green card holder, H1B work visa. Note: A tourist visa cannot be used to attend a U.S. university!
- An English Language Proficiency Exam is required for applicants who come from a country where English is not the primary language. Please refer to the English Competency for English MSTCM Program and English Competency for Chinese MSTCM Program at catalog.

Admission Procedure

All applicants to Whitewater University of California must complete the following steps prior to final admission and the Registrar's signature on the Enrollment Agreement (EA). These steps ensure that each student is properly assessed and prepared for success in their program of study.

1. Educational Background Check

Applicants are required to submit official transcripts and supporting documentation for verification of prior education. The admissions office will review all academic records to ensure the applicant meets the program's entry requirements.

2. Distance Education (DE) Orientation

All applicants must attend a mandatory DE Orientation to gain a clear understanding of the university's online learning platforms, policies, academic expectations, and student resources.

3. Distance Education (DE) Exam

Following the DE Orientation, students must complete the DE Exam, which evaluates their comprehension of the material presented during orientation and their readiness to engage in distance learning.

4. Assessment of Distance Education Readiness

An assessment will be conducted to evaluate the applicant's preparedness for online coursework, including access to technology,

time management skills, and basic digital literacy.

5. Chinese Interview Test (for Chinese TCM Students Only)

Applicants to Chinese-language Traditional Chinese Medicine (TCM) programs must complete a Chinese Interview Test to assess language fluency and communication ability necessary for coursework and clinical components.

6. English Placement Assessment

All applicants whose first language is not English—or who have not completed previous education in English—must take an English Placement Assessment. This evaluation determines appropriate placement or identifies if additional English language support is needed.

7. General Interview

Each applicant must participate in a general interview with a university representative. The interview assesses the applicant's goals, motivation, program fit, and overall readiness for academic success.

Only after all of the above steps have been completed and evaluated will the Registrar review and sign the Enrollment Agreement. Admission is not considered final until the EA is fully executed.

Enrollment

Students must be enrolled in a course during the term in which the coursework is initiated**.**

A degree-seeking student is considered actively enrolled or "Active" if they are registered for at least one course, has been assigned an instructor, and has not been administratively withdrawn for any reason. Students continue in Active status unless they have a term in which they fail to successfully complete at least one course. Students who do not complete any courses in a given term will be considered "Inactive" and will be withdrawn from the institute unless they contact their student advisor with a compelling explanation for the inactivity and are not subject to administrative withdrawal for any other reason.

Students from Other Countries

Whitewater University of California does not offer visa services for students from other countries.

Pre-Qualification Services

If students prefer to apply before they have met the educational requirements, the admissions department will provide pre-qualification counseling services to assist them with the necessary steps to become eligible for the master's degree program.

Natural Science Requirements

The MSTCM program at WUC requires five natural science courses: General Biology, Chemistry, Physics, Human Anatomy and Human Physiology. It is highly recommended that students complete the courses General Biology, Physics, and Chemistry prior to entry. These courses can be taken from a community college, institution, or online. If these courses have not been taken prior to enrollment, students may take them concurrently, within their first two years of study. Please contact the admissions director regarding credit transfer for natural science courses or for a list of approved schools where the courses are provided.

APPLICATION

Application Requirements

To be considered for admission to the Master of Science in Traditional Chinese Medicine Program and Master of Science in Computer Science and Engineering Program, the following items are required:

1. ***Application for Admission.*** Use your full legal name on all admissions documents.
2. ***Recent Photograph.*** One recent passport-style photograph.
3. ***Statement of Purpose.*** A one-page typed essay describing your background, how you became interested in TCM and your plans beyond graduation. Not applicable to Certificate Studies students.
4. ***Resume.*** An up-to-date resume listing all previous education, job experience, accomplishments and volunteer work. Not applicable to Certificate Studies students.
5. ***Letter of Recommendation.*** Provide Letter of Recommendation from two references of your choice (teachers, employers and colleagues. Letters can be from healthcare professionals if you are applying for the MSTCM program). References are encouraged to provide additional information regarding your strengths and character traits and why they believe you would be a good candidate for our graduate program. The Letter of Recommendation must be completed in full, placed in a sealed envelope, signed across the flap, and mailed directly from the evaluator. Not applicable to Certificate Studies students.
6. ***Official Transcripts of All College and/or institute coursework.*** Not applicable to Certificate Studies students. Academic transcripts must be sent directly from the institution to the school.

Please note: Education obtained abroad at an institution not accredited by the U.S. Department of Education must go through a credential evaluation agency. For more information, please contact the Admissions Department.

Document Evaluation

In cases where documents are not written in English or are obtained from an institution accredited by an agency not recognized by the U.S. Secretary of Education, it is necessary to undergo a document evaluation conducted by an organization affiliated with the National Association of Credential Evaluation Services (NACES). For a list of NACES organizations, please reach out to the Admissions Department.

Admission Procedures (#9)

Admission Interview

Once the application package and all supporting documents have been received, students will be invited to WUC for a personal interview with one of the members of the admissions committee. The admissions interview is a mutually beneficial process, allowing students the ability to acquire

additional information not discussed in previous interactions with WUC, while the admissions committee has the opportunity to get to know students on a more personal level.

Application Review

After the interview, student files will be reviewed by the admissions committee. In evaluating applicants, the committee takes the following factors but not limited to into consideration: academic achievement, professional experience, letter of recommendations, accomplishments, personal character, and future potential.

For the MSTCM program, WUC will be choosing students who have a sincere interest in traditional Chinese medicine and integrative medicine as well as in serving others as healthcare professionals. We also select students who have demonstrated the aptitude to successfully complete the program. Our most successful students are prepared for their TCM education with well-developed study skills and a solid financial plan.

Admissions Decision

Students will be notified in writing once a decision has been made by the admissions committee within two weeks after the interview.

New Student Orientation and Registration

One week prior to the beginning of the trimester, students will attend the New Student Orientation and Registration. The orientation reviews registration options, the academic calendar, college policies, and the details of the master's program. This is an excellent time to meet fellow students, faculty, and members of the administration.

New student registration is scheduled on the day following orientation. During registration, students will meet with the admissions director or an academic advisor to review their class schedule. If students need special assistance with the registration process or with specific scheduling needs, please contact the admissions office for assistance prior to registration day.

Languages Taught in MSTCM

Master of Science in Traditional Chinese Medicine has two programs: one taught in Chinese and one taught in English. Both programs provide insight into one of the world's oldest civilizations and inspire the students to view the modern world from alternative perspectives. Training in the fundamentals of linguistics complements program goals by revealing the underlying structure of language. The exam required by the California Acupuncture Board enables students to become licensed in both English and Chinese.

The specific language requirements for the Chinese MSTCM program and the English MSTCM program are outlined under the *Language Proficiency* section.

Languages Taught in MSCSE

Master of Science in Computer Science Engineering is conducted and lectured in English only.

LANGUAGE PROFICIENCY

To ensure students are adequately prepared for the MSTCM program at Whitewater University of California, both Chinese and English language proficiency are essential, depending on the program of enrollment.

- **Chinese Competency for Chinese MSTCM Program**: Applicants must pass an interview in Chinese assessing reading, writing, listening, and speaking skills. A minimum score of 70% is required to formally enroll in the Chinese MSTCM program. Those who do not meet this requirement may consider enrolling in the English MSTCM program.
- **English Competency for English MSTCM Program**: Non-native English speakers or those who have not completed two years of college in the U.S. must meet one of the English proficiency standards, either through an official test or a placement test at WUC. Successful completion of these requirements allows formal enrollment in the MSTCM program.
- **English Competency for Chinese MSTCM Program**: Similarly, non-native English speakers must meet English proficiency requirements through an official test or a placement test at WUC. Conditional admission may be granted, allowing students to study English and meet the language requirements before entering the clinical internship phase.

I. Chinese Competency for MSTCM Program

As Chinese MSTCM is mainly taught in Chinese, all Chinese MSTCM applicants are required to have an interview in Chinese with the admission officer. The interview will assess a student's reading, writing, listening, and speaking ability. Students who get 70% or above will pass the Chinese proficiency requirement and formally enroll in the Chinese MSTCM program. If the students fail to score 70% or above, they could consider enrolling in English MSTCM.

II. English Competency for ENGLISH MSTCM Program

If students are applying for the English MSTCM degree program but their native language is not English or they did not complete two years of college in the U.S., the applicants are required to meet one of the following English proficiency requirements:

1. **Official Test**: Provide the passing score of any ONE of the tests listed below:
   - Test of English as a Foreign Language Internet-Based Test (TOEFL® iBT); Scored 61 or above
   - English Language Testing System (IELTS), Academic Format Overall; Scored Level 6 or above
   - China Standard of English Language (CSE) CSE; Scored Level 6 or above
   - Cambridge First Certificate in English (FCE); Scored Level C or above
   - Cambridge English Advanced (CAE); Scored Level C or above

- Common European Framework Reference (CEFR); Scored Level B2 or above
- Occupational English Test (OET) 250; Scored Level C or above
- Pearson Test of English (PTE), Academic; Scored 45 or above

OR

2. **Placement Test**: Take English Placement tests at WUC. The placement test is divided into two parts (50% each part, total of 100%).
   - Part I: 50 multiple-choice questions
   - Part II: Interview Assessment

Students should pass the English proficiency requirement and formally enroll in the MSTCM program.

III. English Competency for CHINESE MSTCM Program

If your native language is not English, or you did not complete two years of college in the U.S., you are required to meet one of the following English proficiency requirements:

1. **Official Test**: Provide the passing score of any ONE of the tests listed below
   - Test of English as a Foreign Language Internet-Based Test (TOEFL iBT); Scored 45 or above
   - English Language Testing System (IELTS), Academic Format Overall; Scored Level 5 or above
   - China Standard of English Language (CSE) CSE; Scored Level 6 or above
   - Cambridge First Certificate in English (FCE); Scored Level C or above
   - Cambridge English Advanced (CAE); Scored Level C or above
   - Common European Framework Reference (CEFR); Scored Level B2 or above
   - Occupational English Test (OET) 250; Scored Level C or above
   - Pearson Test of English (PTE), Academic; Scored 45 or above

OR

2. **Placement Test**: Take English Placement tests at WUC. The placement test is divided into two parts. (50% each part, total of 100%)
   - Part I: 50 multiple-choice questions
   - Part II: Interview Assessment

Students should pass the English proficiency requirement and enroll in the MSTCM courses.

If you do not meet the minimum English language proficiency requirements prior to enrollment, you may be conditionally admitted with the understanding that you will study English and meet requirements before you enter clinical internship.

TRANSFER STUDENTS

For students who are attending another FTCM/acupuncture school and are considering transferring to WUC, they can apply for our Master programs as a transfer student. Our transfer policies ensure that a transfer student's training from another school will meet the high standards of our MSTCM programs.

MSTCM Transfer Process

Students transferring into the MSTCM Program need to have a bachelor degree or higher and need to complete at least 40% of the academic courses and 50% of their clinical training at the WUC.

Transferring TCM Courses

Transfer credit will be accepted for TCM courses taken from a nationally accredited TCM college, approved by the California Acupuncture Board, if the courses are equivalent in content to WUC.

TCM-related courses from a TCM college not approved by the California Acupuncture Board will only be accepted within the 50% limitations of the Board. TCM courses from tutorial or apprenticeship programs are non-transferrable.

A. Transferring Western Medicine Courses

Western medicine courses taken prior to enrollment at WUC may be transferred to fulfill part or the entire MSTCM Western medicine track, including natural science requirements. If the natural science courses: Biology, Physics, Chemistry, Human Anatomy, and Human Physiology have not been taken prior to enrollment, students may take them concurrently, within their first two years of study. These courses can be taken from a community college, an institute, or online. Western medicine courses are transferable only from institutions accredited by an agency recognized by the U.S. Department of Education, and an approved institution from a country outside of the U.S.. Natural science credits from nonaccredited or vocational schools are non-transferable.

B. Transferring Clinical Training Course

WUC accepts up to 50% of clinical training requirements for the MSTCM program.

MSCSE Transfer Process

Transfer credit will be accepted for CSE courses taken from an institution accredited by an agency recognized by the U.S. Department of Education if the courses are equivalent in content to WUC.

POLICIES AND PROCEDURES FOR THE AWARD OF CREDIT FOR PRIOR EXPERIENTIAL LEARNING

Challenge Examination

Transferring Credit Earned through Challenge Examination or Achievement Tests

Students may petition to receive credit for one course per department through a challenge examination, with the exclusion of the Clinical Training department. They may qualify to take a challenge examination only under the following circumstances: (1) the course was previously taken and passed at another institution with a grade lower than B, and did not qualify for transfer credit or (2) the course was previously taken and passed at another institution, but the course material was not sufficient to qualify for full transfer credit.

Upon qualification, students will be provided with the course syllabus to aid in preparation for taking the examination. The examination must be taken prior to the start of the program term in which the course is required. The passing score for a challenge examination is 70%. A course can be challenged by examination only once. If students fail to pass the examination, they will be required to enroll in the course in the appropriate term at the full tuition cost.

Credit earned through assessment or achievement examinations at other Traditional Chinese Medicine schools are non-transferable. Transfer credit is not available for work or life experience. Charges for challenging examinations are $100 per course.

Application Procedure and Requirements for Transfer Student

Students must submit their admission application by the priority application dates of May 1st (Fall trimester), September 1st (Spring trimester), and March 1st (Summer trimester). If they are interested in admission during the summer term, the application must be completed by or before March 1st.

Transfer students follow the same application and admissions procedures required of new students, in addition to meeting the transfer student requirements listed below. If they are a transfer student transferring to WUC from another TCM college, they must submit the following documents along with the completed application:

Transfer Credits (#36)

Course transfer may be accepted from any two- or four-year institution accredited by an agency recognized by the U.S. Department of Education. Students from non-United States colleges or universities should consult the transfer evaluators in the Office of the institute Registrar for transfer eligibility.

Prior to enrolling at another institution, students should carefully review their specific program requirements and policies with their academic advisor. For instance, many WUC programs require a grade of B or higher in certain courses. The student bears the ultimate responsibility for educational planning, selecting courses, meeting program requirements, and adhering to policies and procedures. There are no fees for transferring credits.

WUC typically accepts semester credits from other institutions. For instance, if a student completed a 4-semester credit course at an accredited college, 4 semester credits would be transferred. However, if a student completed a 4-quarter credit course at a two- or four-year accredited college, these credits couldn't be transferred directly, as 4 quarter credits equate to only 3 semester credits based on the course hours. In such cases, the student would need to retake the course at WUC, and the tuition fee for three credits would be waived. Essentially, a student who completed a 4 quarter-credit course at another college would only need to pay the tuition fee for 1-semester credit to take a 4 semester-credit course at WUC.

To ensure students have retained the content knowledge and competencies of the respective course(s), students have to pass a challenging test if their credits are earned more than five years prior to admission. Students can take the respective courses without charge if they fail the challenging tests.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits that students earn at Whitewater University of California is at the complete discretion of an institution to which students may seek to transfer. Acceptance of the degree, diploma, or certificate that students earn in the educational program is also at the complete discretion of the institution to which students may seek to transfer. If the credits or degree, diploma, or certificate that students earn at this institution are not accepted by the institution to which students seek to transfer, students may be required to repeat some or all of their coursework at that institution. For this reason, students should make certain that their attendance at our institution will meet their educational goals. This may include contacting an institution to which students may seek to transfer after attending the Whitewater University of California to determine if their credits or degree, diploma, or certificate will transfer.

Maximum Transfer Credits

No more than 20% of graduate semester units or the equivalent in other units awarded by another institution may be transferred for credit toward our Master's degree. An institution may accept transfer credits only from the institutions of higher learning described in subsection.

All transfer credits must reflect a 3.0 GPA (B grade) or better. Program-specific constraints on the type of credit accepted in transfer

policy and noted in the sections on degree requirements.

Petitioning Process

Whitewater University of California offers a petitioning procedure through which students can occasionally gain exceptions to the general rules included in this catalog. It is the direct responsibility of the student who seeks to deviate from the rules to complete the petitioning process. In cases where this might affect the student's eligibility to enroll in a particular course, the student should begin the petitioning process during the previous term and must gain final approval for the petition no later than the add deadline of the term involved.

Credit for Experiential Learning

Whitewater University of California does not evaluate nor grant credit for prior experiential learning.

Articulation or Transfer Agreements

Whitewater University of California has not entered into any agreement for articulation or transfer of credit agreement with any colleges or universities.

Official Notification

Students are responsible for keeping the Registrar's Office informed of any changes in name, address, email address, and/or telephone number. The mailing of notices, grades, and other institute correspondence to the last address on record constitutes official notification.

Course Substitutions

In addition to transferring equivalent courses, students may be interested in substituting an elective course for a required course. Such substitutions are acceptable only if the substitution meets the specific educational goal of the student while maintaining the integrity of the degree program. The major advisor or designee determines the appropriateness of a substitution request and approves any substitutions.

REGISTRATION AND TUITION (#18)

At Whitewater University of California (WUC), we offer transparent and competitive tuition rates to ensure high-quality education at an affordable cost. Below is a breakdown of tuition and fees for our degree and non-degree programs.

- **Degree Programs**: Tuition costs vary by program, including the MSCSE and MSTCM (English and Chinese) programs. Fees include application fees, book costs, and tuition calculated per unit. Additional fees include a $390 graduation fee (reduced to $100 if no graduation ceremony is held), a $30 student service fee per semester, and a $50 service fee is added to each installment after the first payment if an Installment Plan is selected.

- **CEU Courses**
  - CEU Courses: Approved by the California Acupuncture Board, CEU courses vary annually. Tuition is typically $80 per course, with no additional application or book fees.

Please note that all fees are subject to change, and students should consult the administrative office for the most up-to-date information.

Tuition for Degree Programs

The following is the current schedule of tuition charges for the WUC degree program.

Degree Programs	Application Fee	Books	Cost per unit times total required Units	Total Tuition Cost	Total
MSCSE*	$150	$ 400	$330 x 36	$11,880	$12,445
MSTCM (English)*.	$150	$1,500	$195 x 163 credits plus $390 x 33 credits clinical	$44,655	$46,320
MSTCM (Chinese)*	$150	$1,500	$195 x 163 credits plus $390 x 33 credits clinical	$44,655	$46,320
Graduation Fee: $390 *If the school does not hold a graduation ceremony, the graduation application fee for documents and services will be reduced to $100.*					
*$30 Student Service Fee each Semester for each student, and $30 is an irrevocable fee. *A $50 service fee is added to each installment after the first payment if an Installment Plan is selected. **For the application fee, please see the cancellation and refund policy.					

Tuition for CEU Courses

CEU Courses	Application Fee	Books	Cost per unit times total required Units	Total Tuition Cost	Total
Ying, Yang, & Nei Jing /	N/A	N/A	N/A	$ 80	$ 80

- Continuing Education Units (CEU) are approved by the California Acupuncture Board
- Courses titles of Continuing Education classes vary each year.

ACADEMIC POLICIES AND PROCEDURES

Academic Load for Degree Programs

Students who wish to enroll in more than 15 semester units of CSE work or 22 units of TCM work must have a 3.7 GPA and obtain written permission from the respective division dean. Should a student's GPA fall below 2.0, the Institute will work with the student to determine the cause and then limit the number of units taken during the following semester to assist the student in being more successful. A full-time graduate academic load is 9 or more semester units for CSE students and 12 or more semester units for TCM students.

CSE	TCM	
9 units/ semester	12 units/ semester	Full-time
7 – 8 units	9 – 11 units	¾ time
4.5 – 6 units	6 - 10 units	½ time
1 – 4.4 units	1 - 5 units	Less than ½ time

Taking a Break Between Terms

A student may take a break between terms as long as they notify their student advisor at least two weeks prior to the end of the current term and the next term's start date is within thirty days of completion of the previous term. Students who wish to take more than thirty days off must formally withdraw and then re-enroll when ready to continue their degree program. Upon re-enrolling, students are subject to the terms and conditions of the new enrollment agreement, including the new tuition rate and all applicable fees.

Leave of Absence (#39)

Whitewater University of California permits students to request a Leave of Absence (LOA) for up to **180 days** within any 12-month period. An approved LOA allows students to temporarily suspend their studies while maintaining their student status. The period of the leave of absence may not begin until the student has submitted and the school has approved a written request for an approved leave of absence except in those cases where unforeseen circumstances would prevent a student from submitting a request in advance.

Eligibility and Acceptable Reasons

Students may request a Leave of Absence for the following reasons:

- Medical or mental health concerns (documentation may be required)
- Family emergencies or caregiving responsibilities
- Financial hardship
- Military service
- Academic, professional, or personal development opportunities (subject to approval)

Each request will be reviewed on a case-by-case basis to determine eligibility.

Application Process

To request a Leave of Absence, students must:

1. Submit the **Leave of Absence Request Form** to the Office of the Registrar.
2. Provide any required supporting documentation.
3. Meet with an academic advisor or designated university official to discuss the impact of the leave.
4. Obtain final approval from the Dean of the program.

Approval is not guaranteed and must be obtained **in advance** of the leave, except in cases of documented emergency.

Leave Duration and Re-Enrollment

- A leave of absence period may not exceed **180 days within any 12-month period**.
- The university may grant more than one leave of absence provided that:
    - The combined total does not exceed 180 days within a 12-month period, and
    - Each leave is properly requested and approved in accordance with university policy.
- Students who do not return by the agreed-upon date must **formally withdraw** from the university.
- To return after a formal withdrawal, a student must **reapply** as a new applicant and will be subject to the policies, program requirements, and tuition rates in effect at the time of re-enrollment.

Failure to Return from Leave

If the student does not return to school following the end of the approved leave of absence, the school will consider the student to have withdrawn. The student will be administratively terminated, and the school will apply its refund policy in accordance with applicable and published requirements.

Semester Unit of Study

To receive one semester unit of credit, a student needs to spend fifteen hours in class or in classroom-related activities during a semester. For each hour of time in class or classroom-related activities, students will expect to complete two hours of out-of-class work related to classroom learning (e.g., homework). The form of the in-class and out-of-class work and contact time with instructors will take different forms in classes that are independent and directed studies and research (e.g., senior or internships, etc.) classes. When registering for classes, students should keep in mind that courses at Whitewater University have an expectation of two hours of work outside of class for each hour of lecture, and one hour of work outside of class for each hour of lab/clinical work. For supervised clinical/practicum classes, one semester credit is equal to a minimum of 45 and a maximum of 60 clock hours. One hour of work outside of class for each hour of clinical/lab work is expected.

Course Cancellation by WUC

Whitewater University of California reserves the right to cancel a course, to change class times or class instructors, create new classes, and to alter any other policies or dates related to registration and student records at any time. Notification of such changes will be published in an appropriate manner.

Cross Registration (Transferring Credit from Another Institution)

Students who expect to enroll in a course at another institution while still planning to complete their degree at WUC and who would like to ensure the transferability of the course are encouraged to receive preapproval of the desired course(s) through the Registrar's Office. All courses for which prior approval is obtained are subject to the standards and conditions of the WUC Transfer Credit policy.

Adds, Drops, and Withdrawals

Students may add courses through the tenth calendar day counted from the beginning of classes fall and spring terms. Because of the nature of some courses, permission of the department head may be required to add a course after classes begin. Students may also, as departmental policies permit, change a section of a course through the add deadline. Students may drop courses until the 10th calendar day from the start of classes with no notation on the academic record for full term courses in fall and spring.

From the 11th day until the 84th calendar day, students may drop courses and will receive the notation of W (Withdrawn) for full term courses in fall and spring. Followings are additional regulations related to dropping classes after the 10th day:

- Students are allowed four drops during their academic career.
- Students pursuing more than one major or degree simultaneously are not allowed additional drops beyond the four available drops.
- After the 84th day, no drops are permitted. From the 85th day to the last day of classes, students still have the option of withdrawing from the institute (dropping all courses).
- Withdrawing from the institute (dropping all courses) does not impact a student's four allotted drops.
- The W grade is not computed in the grade point average.

Student Tuition Recovery Fund (STRF) (#41)

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, students must pay the state-imposed assessment for the STRF, or it must be paid on students' behalf, if they 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.

Students are not eligible for protection from the STRF and are not required to pay the STRF assessment, if they are not a California resident, or are not enrolled in a residency program. It is important that students keep copies of their 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 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900, (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. Students 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. Students 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. Students 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. Students sought legal counsel that resulted in the cancellation of one or more of their student loans and had 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.

Tuition and Fees Schedule

Students who enroll at WUC assume responsibility for the payment of all tuition and fees in accordance with the financial policies set forth below. WUC reserves the right to change the tuition and fee schedule for any given term without prior notice. After the beginning of a term, no changes in tuition or fees will be affected that term.

Students may not enroll in a subsequent semester or course until previous balance is paid in full. Grades and transcripts will not be released if a student owes the institute for charges or unpaid fees on their account.

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, if the student withdraws from school.

California Cancellation and Refund Policies (#19)(#44)

Following are the key terms and conditions of the institution's cancellation and refund policies.

Student's Right to Cancel

Students have the right to cancel their agreement for a program of instruction, without any penalty or obligations, through attendance at the first-class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, students also have the right to stop school at any time, and they have the right to receive a pro rata refund if they completed 60 percent or less of the period of attendance.

A student may cancel their enrollment by providing notice of cancellation to the following address: 3150 Almaden Expressway, Unit #111, San Jose, CA 95118. Notice of cancellation may be submitted through any of the following methods:

- Mail: Notice is effective when properly addressed and deposited in the mail with the correct postage.
- Email: Notice is effective when sent to the school's designated email address.
- In-Person Delivery: Notice is effective upon receipt by the school's authorized representative.
- Other Methods: Notice may also be provided through any other method

accepted by the school, including verbal communication, online forms, or other electronic means.

The written notice of cancellation need not take any particular form and however expressed, is effective as it shows that the student no longer wishes to be bound by the Enrollment Agreement.

If the Enrollment Agreement is canceled within seven days, the school will refund the student all monies paid, less an application fee, not to exceed $150, within 45 after the notice of cancellation is received. If a student requests cancellation within three (3) business days of signing the Enrollment Agreement (weekends and holidays are excluded in the calculation of the three (3) business days) and making the initial payment—but prior to starting classes—the student is entitled to a refund of all monies paid, including the application fee.

Withdrawal from the Program

Students may withdraw from the institute at any time after the cancellation period (described above) and receive a pro rata refund for the current term if they have completed less than 60 percent of the scheduled days through the last day of attendance in that term. The refund will be less an application fee, not to exceed $150, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If a student requests cancellation within three (3) business days of signing the Enrollment Agreement (weekends and holidays are excluded in the calculation of the three (3) business days) and making the initial payment—but prior to starting classes—the student is entitled to a refund of all monies paid, including the application fee.

If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

An applicant who has not visited the school prior to enrollment may cancel without penalty by requesting cancellation within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

1. The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
2. The institution terminates the student's enrollment for failure to maintain satisfactory progress, failure to abide by the rules and regulations of the institution, absences in excess of maximum set forth by the institution, and/or failure to meet financial obligations to the school.
3. The student has failed to attend classes for 21 consecutive calendar days. The institute will assess the student's

enrollment status at the 14th day of absence and although the student will be automatically withdrawn after 21 days of absence, the institute will use the student's 14th day as the Date of Determination for refund purposes.

4. The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, that date of the student's withdrawal shall be deemed the last date recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus irrevocable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 14 days.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

The student's date of determination (DOD) is the date the student notifies the school of their intent to withdraw, the date the school determines the student must be withdrawn based on existing policy, or the date that the student was scheduled to return from a leave of absence and failed to return. Refunds will be issued by the institute within 45 days of the DOD.

Refund Policy

If a student cancels their enrollment prior to attending class, they are entitled to a full refund of all course fees they paid.

Refunds are processed within 45 days from the date the school determines the student has withdrawn or when the student provides notice. The refund date will be calculated based on the student's last date of attendance. Refunds will be processed in compliance with the school's refund policy and applicable state or federal regulations, regardless of the method by which the student provides notice of cancellation. Written notification of withdrawal from the student is not required for refund payment.

If a student requests cancellation within three (3) business days of signing the Enrollment Agreement (weekends and holidays are excluded in the calculation of the three (3) business days) and making the initial payment—but prior to starting classes—the student is entitled to a refund of all monies paid, including the application fee.

If the Enrollment Agreement is canceled, the school will refund the student any monies he/she paid, less an application fee not to exceed $150 within 45 days after the notice of cancellation is received.

The student may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund based on the following refund schedule. The student will receive a pro rata refund if the student has completed 60% or less of the period of attendance. No refund is due if the student has completed more than 60% of the period of attendance. The refund is to be paid within 45 days of withdrawal.

- **Day 1 - 3**:
  - Amount Owed to WUC: 0% (if $50.00)
  - Full Refund: 100% ($50.00)
- **Day 4 - 7**:
  - Amount Owed to WUC: 0% (if $50.00)
  - Maximum Refund: 100% ($50.00)
- **Day 8 and after**:
  - Refund Amount = Tuition of Current Semester × [1 - (Days Enrolled / 105 Days)]
  - Note: Each semester consists of 105 days (15 weeks × 7 days).
- **Example**:
  - If a student withdraws on Day 20 and the tuition is $1,950
  - Refund Amount = $1,950 × [1 - (Day 20 / 105 Days)] = $1950 × [1-(0.19047619)] = $1,950 × 0.80952381 = $1,578.57

For the purposes of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

■ The student notifies the institution in writing of the student's withdrawal in accordance with the terms of Section H of this Agreement.
■ The institution notifies the student in writing of the termination of the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absence in excess of the maximum set forth by the institution; and/or failure to meet financial obligations to the school.
■ The student has failed to attend class 14 consecutive days. For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn when two (2) class weekends have been missed.

Cancellation and Retake

Students may drop courses and will receive the notation of W (Withdrawn) for full-term courses in the semester.

Should the students complete the certificate sessions of the training programs but did not pass the certification examination, he/she may retake the same course one time at no additional cost.

Students attending Whitewater University of California are not eligible for federal student financial aid funds. WUC is not accredited.

Withdraw From Courses (#12)

When a student withdraws from a course, fails to complete a course, or receives a failing grade, it can significantly impact their academic progress and expected graduation date. These outcomes may delay the student's progression through their degree program, requiring them to retake courses or enroll in additional terms to meet the necessary requirements for graduation. If any of these situations occur, the student will be notified by the academic advisor or registrar's office regarding the changes to their expected graduation date. The notification will include guidance on how to get back on track and the steps required to complete their degree within a revised timeframe. While the institution has a policy regarding withdrawal from the institute, students are strongly encouraged to consult with academic advisors before withdrawing from any course to fully understand the potential impact on their academic journey.

Graduation Requirements (#40)

A minimum CGPA of 3.00 with no grade lower than a 2.00 for any course that applies to the graduate degree. Upon successful completion of all required courses in the program, graduates will be conferred a Master of Science degree in Computer Science Engineering or Traditional Chinese Medicine The graduation fee is $390 or $100.

$390 Fee

- Includes **all administrative costs and services** related to graduation.
- Covers the **graduation ceremony**, including venue, decorations, and event coordination.
- Includes **graduation regalia**: caps, gowns, and hoods.

$100 Fee

- Covers all **documents and services**, such as diploma preparation, alumni services, and transcript processing.
- **Excludes participation in the graduation ceremony.**
- Does not include **graduation regalia** or other ceremony-related expenses.

Degrees are conferred during the month following the completion of all degree requirements. Certificate and continuing education courses require a minimum CGPA of 2.00 with no grade lower than a 1.00 to graduate and receive a Certificate of Completion.

Application for Graduation

Students must file an Application for Graduation form no later than sixty days prior to graduation for degree programs.

INSTITUTIONAL POLICIES AND STUDENT CONDUCT

Facility (#6)

Classes are held on the campus at 3150 Almaden Expressway, Suite 111, San Jose, CA 95118 and online. Whitewater University has no other facilities. The facility is composed of classrooms and administrative offices. There is no special equipment needed to deliver the programs offered.

The MSTCM program has a waiting area with registration front desk, diagnosis/treatment rooms, and patient medical record room with locked cabinet. Each treatment room has a massage table/bed, sink, hazardous waste needles box, and heat lamps.

Maximum Number of Students (#7)

The maximum number of students in a class is 20. (Note: There is no limit for online courses.)

Legal Status

Whitewater University of California is a private, non-profit 501(c)(3) corporation that is approved to operate by the Bureau of Private Postsecondary Education in California, and that approval to operate means compliance with state standards as set forth in the CEC and 5.CCR.

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

Whitewater University of California is also accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), a nationally recognized accrediting agency by the U.S. Department of Education. This accreditation affirms that the university meets rigorous educational and ethical standards in its academic programs and institutional operations.

Unanswered Questions and/or Grievances (#24)(#44)

Any question a student may have regarding this catalog that has not been satisfactorily answered by the institution may be directed to the:

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

Student Policies

Whitewater University of California reserves the right to modify existing academic policies or to develop additional policies regarding the relationship between the institution and those who enroll in its programs. This includes tuition and fee schedules, enrollment procedures and requirements, program and course offerings, graduation requirements, and registration policies and procedures. Those admitted to study at WUC agree, by virtue of their enrollment, to be governed by such policies as are established by the institute's board and administration. As a result, the institute maintains disciplinary authority over students as it pertains to continuation of enrollment by students, their award of academic credit, and their conferring of degrees and certificates.

Catalog Notice

Prospective students are encouraged to review this catalog prior to signing an enrollment agreement. A catalog will be provided to students prior to enrollment in either hard or digital copy. They are also encouraged to review the School Performance Fact Sheet, which must be provided to students prior to signing an enrollment agreement.

Attendance (#10)

Each student is required to regularly attend each class in the program in which the student is enrolled. Attendance is directly tied to academic performance. Attendance is recorded and required for each class session. WUC does not differentiate between an excused and an unexcused absence. Except in unusual instances with documented mitigating circumstances, students will be automatically withdrawn after missing 21 consecutive calendar days. Each student is directly responsible to the individual faculty member and/or Program Director for absences and for making up work missed. Hours of makeup work will not be accepted as hours of class time.

WUC ensures that the correct student is accessing Distance Education courses by providing each student with secure login credentials. Every student receives a unique login ID and password to access the online learning platform. Additionally, 2-Step Verification is implemented to protect against password-stealing scams, adding an extra layer of security.

Academic Honesty and Integrity

The institute insists on academic integrity and honesty and requires that all student submissions reflect the honest, ethical, and accurate representation of a student's academic work and record. Students are required to attest to the originality of all submissions.

Plagiarism is defined as "when a writer deliberately uses someone else's language, ideas, or other original material (not common knowledge) without acknowledging its source" (Council of Writing Program Administrators). This includes copying someone else's work without proper citation or attribution, as well as copying material from Wikipedia or any other Internet source.

Whitewater University of California (WUC) recognizes that instances of plagiarism can sometimes occur due to student misunderstanding or a lack of knowledge about citation and attribution standards. However, it is the student's responsibility to learn and adhere to the rules of appropriate citation as part of their academic development.

When evidence suggests that plagiarism has occurred due to a lack of understanding of citation guidelines, faculty are encouraged to work with the student, offering an opportunity to correct the issues and resubmit the work. Faculty may adjust the grading standards for the course, potentially lowering the grade for the resubmission.

The decision to allow a student to resubmit an assignment, fail the student on the assignment, or fail the student in the course lies solely with the faculty member. In certain cases, faculty may also recommend that the student be administratively withdrawn from the institution.

Examples of academic dishonesty include but are not limited to:

- unauthorized collaboration between two or more students on a course project, assessment, or assignment
- sharing quiz or final examination questions or answers in public forums (e.g., Internet sites, blogs, etc.) without the institute's express written consent
- submitting academic records (e.g., transcripts) that have been altered in any way or that are fraudulent
- submitting work that was not written or created by the student. Examples are papers purchased from others prepared by ghostwriters.

Violations of the Academic Integrity and Honesty policy will become part of the student's record. Depending on the severity and/or frequency of the violation(s), the faculty may take disciplinary action. This could include submitting a formal recommendation to the institute administration that the student be withdrawn from the institute. A student who has become subject to disciplinary action may submit an appeal to the academic dean per the institute's Appeals and Grievances policy.

Student Code of Conduct (#13)

The code of student conduct is established to foster and protect the core missions of the institute; to foster the scholarly and civic development of the institute's students in a safe and secure learning environment and to protect the people, properties and processes that support the institute and its missions. The core missions of the institute are research, teaching and learning, and service. Preservation of academic freedom and free and open exchange of ideas and opinions for all members of the institute are central to these missions.

Jurisdiction

The code applies to the on-campus conduct of all students and registered student organizations, including conduct using institute computing or network resources. The code also applies to the off campus conduct of students and registered student organizations in direct connection with:

a. Academic course requirements or any credit-bearing experiences, such as internships, field trips, study abroad, or student teaching.
b. Any activity supporting pursuit of a degree, such as research at another institution or a professional practice assignment.
c. Any activity sponsored, conducted, or authorized by the institute or by registered student organizations.
d. Any activity that causes substantial destruction of property belonging to the institute or members of the institute community, or causes or threatens serious harm to the safety or security of members of the institute community; or
e. Any activity in which a police report has been filed, a summons or indictment has been issued, or an arrest has occurred for a crime of violence.

The code governs all campuses of the institute. However, students attending at regional campuses, centers, or institutes are advised to consult their local resources for additional information or rules pertaining to those locations, which may create hearing boards or processes for the locations, consistent with these rules.

The institute reserves the right to administer the code and proceed with the hearing process even if the student withdraws from the institute, is no longer enrolled in classes, or subsequently fails to meet the definition of a student while a disciplinary matter is pending.

Students continue to be subject to city, state, and federal laws while at the institute, and violations of those laws may also constitute violations of the code. In such instances, the institute may proceed with institute disciplinary action under the code independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the code even if such criminal proceeding is not yet resolved or is resolved in the student's favor.

Prohibited Conduct

Any student found to have engaged, or attempted to engage, in any of the following conduct while within the institute's jurisdiction, will be subject to disciplinary action by the institute. For the purposes of this section, attempt shall be defined as conduct that, if successful, would constitute or result in the prohibited conduct. Any student who abandons an attempt or prevents the prohibited conduct from occurring under circumstances that demonstrate a complete and voluntary renunciation of the prohibited conduct will not be subject to disciplinary action by the institute.

A. Academic misconduct: any activity that tends to compromise the academic integrity of the institute or subvert the educational process. Examples of academic misconduct include, but are not limited to:

- Violation of course rules as contained in the course syllabus or other information provided to the student;
- Knowingly providing or receiving information during examinations such as course examinations and candidacy examinations; or the possession and/or use of unauthorized materials during those examinations;
- Knowingly providing or using unauthorized assistance in the laboratory, on field work, in scholarship or on a course assignment;
- Submitting plagiarized work for an academic requirement. Plagiarism is the representation of another's work or ideas as one's own; it includes the unacknowledged word-for-word use and/or paraphrasing of another person's work, and/or the inappropriate unacknowledged use of another person's ideas;
- Submitting substantially the same work to satisfy requirements for one course or academic requirement that has been submitted in satisfaction of requirements for another course or academic requirement without permission of the instructor of the course for which the work is being submitted or supervising authority for the academic requirement;
- Falsification, fabrication, or dishonesty in creating or reporting laboratory results, research results, and/or any other assignments;
- Serving as, or enlisting the assistance of, a substitute for a student in any graded assignments;
- Alteration of grades or marks by the student in an effort to change the earned grade or credit;
- Alteration of academically related institute forms or records, or unauthorized use of those forms or records;
- Engaging in activities that unfairly place other students at a disadvantage, such as taking, hiding or altering resource material, or manipulating a grading system; and
- Violation of program regulations as established by departmental committees and made available to students.

B. Endangering health or safety

- Endangering behavior: taking or threatening action that endangers the safety, physical or mental health, or life of any person, or creates a reasonable fear of such action. Relationship violence or intimate partner abuse may constitute endangering behavior.
- Stalking: engaging in a pattern of unwanted conduct directed at another person that threatens or endangers the safety, physical or mental health, or life or property of that person, or creates a reasonable fear of such a threat or action.

C. Sexual misconduct Physical contact or other non-physical conduct of a sexual nature in the absence of clear, knowing and voluntary consent.

D. Destruction of property Actual or threatened damage to or destruction of institute property or property of others, whether done intentionally or with reckless disregard.

E. Dangerous weapons or devices Storage or possession of dangerous weapons, devices, or substances including, but not limited to, firearms, ammunition, or fireworks, unless authorized by an appropriate institute official or permitted by a institute policy, even if otherwise permitted by law such as the use or misuse of weapons, devices, or substances in a manner that causes or threatens serious harm to the safety or security of others.

F. Dishonest conduct Dishonest conduct, including, but not limited to: knowingly reporting a false emergency; knowingly making false accusation of misconduct; misuse or falsification of institute or related documents by actions such as forgery, alteration, or improper transfer; submission of information known by the submitter to be false to an institute official.

G. Theft or unauthorized use of property Theft, or the unauthorized use or possession of institute property, services, resources, or the property of others.

H. Failure to comply with institute or civil authority Failure to comply with legitimate directives of authorized institute officials, law enforcement or emergency personnel, identified as such, in the performance of their duties, including failure to identify oneself when so requested; or violation of the terms of a disciplinary sanction.

I. Drugs Use, production, distribution, sale, or possession of drugs in a manner prohibited under law. This includes, but is not limited to, the misuse of prescription drugs.

J. Alcohol Use, production, distribution, sale, or possession of alcohol in a manner prohibited under law or applicable institute policy or facility policy.

K. Unauthorized presence Unauthorized entrance to or presence in or on institute premises.

L. Disorderly or disruptive conduct Disorderly or disruptive conduct that unreasonably interferes with institute

activities or with the legitimate activities of any member of the institute community.

M. Hazing: Doing, requiring, or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation or continued membership or participation in any group, which causes or creates a substantial risk of causing mental or physical harm or humiliation. Such acts may include, but are not limited to, use of alcohol, creation of excessive fatigue, and paddling, punching or kicking in any form.

N. Violation of institute rules or federal, state, and local laws Violation of other published institute regulations, guidelines, policies, or rules, or violations of federal, state, or local law. These institute regulations, guidelines, policies, or rules include, but are not limited to, those which prohibit the misuse of computing resources, sexual harassment, rules for student groups or organizations, and residence hall rules and regulations.

O. Unauthorized Recording and Violation of Privacy: Making or attempting to make any video, audio, or photographic recording of a person in a location where there is a reasonable expectation of privacy—such as restrooms, locker rooms, residence hall rooms, or private offices—without that person's prior explicit knowledge and consent is strictly prohibited. This includes both the act of recording and the unauthorized storing, sharing, or distribution of such content, regardless of intent. Such conduct is a serious violation of personal privacy and may subject the student to disciplinary action and potential legal consequences.

Appeals and Grievances

Grades and Personal Issues:

Students have the right to appeal under due process. Appeals must begin with an appeal to the faculty no later than 10 class days after the grade decision is made. If a student wishes to appeal the decision further, appeals are made in writing beginning with the associate dean, chair, or program director's level and following department, college, or school procedures for additional levels. Appeals at each level must be made in writing no later than 10 class days after the date of the decision of the previous level.

The ten days for appeals at each level do not include weekends, holidays, or days between academic sessions. The decision of the associate dean, chair, or program director is final. The decision will be rendered within ten days after the appeal is filed.

External Complaints:

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

In addition, students who have completed the institution's internal grievance procedures may also file a complaint with the Accrediting Commission of Career Schools and Colleges (ACCSC):

ACCSC Contact Information:

Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
Phone: (703) 247-4212
Website: www.accsc.org

Copyright

The institute complies with the copyright law of the United States, which prohibits the making or reproduction of copyrighted material except under certain specified conditions. Copyright protects the creators of original literary, dramatic, musical, artistic, and certain other intellectual works (Title 17, *U.S. Code*). The protection extends to both published and unpublished material. "Section 106 of the 1976 Copyright Act generally gives the owner of copyright the exclusive right to do and to authorize others to do the following" (*Copyright Basics*, US Copyright Office).

Emergency Preparedness Information (#23)

Please refer to Appendix A for the WUC 2025 Emergency Preparedness Plan.

RECORDS AND DOCUMENTS

Privacy Rights of Parents & Students

In accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA) [Section 438 of the General Education Provisions Act, 20 USC 1232], commonly referred to as the "Buckley Amendment", Whitewater University of California has adopted the regulations given below to protect the privacy rights of its students. Revisions and clarifications will be published as experience

with the law and the Institution's policy warrants. Each year, students are informed of their rights under this act through the institute catalog and the Student Handbook. In compliance with this federal law, the institute has established a policy to protect students from misuse of information in their personal folders and to allow students access to their own folders. The policy is summarized as follows:

Location of Educational Records

Educational records are kept in the Office of Records and Registration. Other offices may maintain informal or unofficial records. Inquiries concerning those records should be made in writing to the registrar's office.

Retention of Records

Academic transcripts for credits earned and/or transferred at WUC are maintained permanently. Student admissions and general files are kept for five years.

Disclosure of Information from Records

Directory Information

Whitewater University, unless requested not to do so by the student, will release directory information about individual students to the institute's personnel inquiries. "Directory Information" is limited to name, address, dates of enrollment, date of graduation, degree received, curriculum in which the student is enrolled, date of birth, participation in officially recognized activities and sports, weight and height of athletic team members and official institute honors, such as inclusion in the Dean's List. Students who do not wish to have directory information released must complete a "Request to Prevent Disclosure of Directory Information" form in the registrar's office. In no case will the institute release a list of all students or groups of students to non- institute personnel.

Non-directory Information

No information other than that contained in the directory (as outlined above) will be released without a student's written consent except when prior written consent is not required by the Act (FERPA). The institute must disclose educational records without written consent of students to those federal

and state government agencies and officials provided by the law. The institute must also provide access to educational records to:

- Personnel within the institute determined by the institute to have legitimate educational interest. "Legitimate educational interest" is defined as the demonstrated need to know by those institute officials who act in the students' educational interest, professional employees and other persons who manage student record information;
- Officials of other institutions in which a student seeks to enroll on condition that the issuing institution attempts to inform students of the disclosure, or makes such a transfer of information a stated institutional policy (this notification is to be considered as such);
- Organizations contributing to a student's financial aid, or determining financial aid decisions concerning eligibility, amount, conditions and enforcement of terms of said aid;
- Organizations conducting studies to develop, validate and administer predictive student aid programs or to improve instruction;
- Accrediting organizations carrying out their functions;
- Parents who have established a student's status as a dependent according to the Internal Revenue Code (parent(s) must provide a certified copy of the appropriate federal income tax form);
- Persons in compliance with a judicial order or lawfully issued subpoena, provided the institute makes an attempt to notify the student (the student will be notified in writing by the Office of Records and Registration that a subpoena has been issued); and
- Persons in an emergency, if the knowledge of information is, in fact, necessary to protect the health and safety of students or other persons
- During the registration or enrollment process, students are notified of any projected additional charges associated with the verification of their identity. This transparency ensures that students are fully informed about any costs they may incur, allowing them to make well-informed decisions. Our procedures comply with all relevant privacy laws and regulations, ensuring that student data is handled with the utmost care and confidentiality.

NOTE: Information concerning applicants to the institute who have not yet enrolled will not be released to anyone.

Inspection and Review of Records

Students may inspect and review their educational records upon request to the Office of Records and Registration. Students may examine their own files after January 1, 1975. There are, however, limitations that exist on students' rights to inspect and review these records. The institute reserves the right to deny access to confidential letters and recommendations associated with admissions, employment or job placement, or honors to which students have waived rights of inspection and records containing information

about more than one student. (In such cases, the institute must permit access to that part of the record which pertains only to the inquiring student.)

Challenge of Records

Students have the right to challenge records they believe to be inaccurate, incomplete or incorrectly disseminated. If the outcome of the challenge is unsatisfactory, the student has the right to a hearing. And if the outcome of the hearing is unsatisfactory, the student may submit an explanatory statement for inclusion in the educational record. Such a statement shall become part of the information contained in the educational record and will be disclosed with it.

Records of Requests and Disclosures

Whitewater University will maintain records of requests and disclosures on non-directory information. The records of requests shall include the names and addresses of the person(s) who requested the information. Records of requests and disclosures need not be maintained for:

- Those requests made by students for their own use;
- Those disclosures made in response to written requests from students;
- Those made by school officials; and
- Those specified as Directory Information. The records of disclosures and requests for disclosures are considered a part of the students' educational records; they must therefore be retained as long as the educational records to which they refer are retained by the institute.

Portrait Right

Whitewater University of California does not use students' portraits for internal or advertising usage without students' consent. The university collects endorsements and written consent from students who voluntarily express their willingness to provide testimonials. This ensures that the endorsements are based on genuine experiences and opinions.

Right of Complaint

A student who believes that the institute is not complying with the requirements of the Family Educational Rights and Privacy Act or the regulations issued by the Department of Education implementing that Act, may file complaints in writing to:

THE FERPA OFFICE
U.S. DEPARTMENT OF EDUCATION
4000 MARYLAND AVENUE, SE
WASHINGTON, DC 20202.

A copy of the Family Educational Rights and Privacy Act, as amended, is available in the office of the registrar.

WUC Student Complaint Procedures

Complaints can be submitted through multiple channels, including:

- Online complaint form available on the institution's website.
- In-person submission to the Office of Student Services or Human Resources.
- Written complaints delivered to the relevant department.

Required Information:

Complainants should provide their name, contact information, a description of the issue, and any supporting documentation.

Initial Review:

- **Acknowledgment**: Upon receipt of a complaint, the institution will acknowledge the complaint within 24 hours, confirming that it has been received and is under review.
- **Assessment**: The complaint will be reviewed by the designated Complaint Coordinator to assess its validity and determine the appropriate course of action. The coordinator will categorize the complaint (e.g., academic, administrative, service-related) and assign it to the relevant department or individual for resolution.
- **Investigation** & **Assignment**: The assigned department or individual will investigate the complaint, gathering all necessary information and documentation. This may involve interviewing relevant parties, reviewing records, and consulting with other departments.
- **Timeline**: The investigation should be completed within 10 business days from the date of complaint receipt. If additional time is required, the complainant will be informed of the delay and the expected resolution time frame.

Resolution:

- **Decision**: After the investigation, a decision will be made regarding the complaint. The outcome may include corrective actions, policy changes, or other appropriate measures.
- **Communication**: The complainant will be informed of the investigation outcome and any actions taken within 5 business days of the decision. The communication will include details of the resolution and any next steps.

Appeal Process:

- **Right to Appeal**: If the complainant is not satisfied with the resolution, they have the right to appeal the decision within 10 business days of receiving the resolution notice.
- **Appeal Submission**: Appeals must be submitted in writing to the Appeal Review Board, outlining the reasons for the appeal and any new evidence or information that may support the appeal.
- **Final Decision**: The Appeal Review Board will review the appeal and issue a final decision within 15 business days. This decision will be communicated to the complainant, and no further appeals will be considered.
- **Accreditor Complaint Option**: If the complainant has completed the institution's internal complaint procedures

and remains dissatisfied, they may file a complaint with the Accrediting Commission of Career Schools and Colleges (ACCSC).

Contact Information:
Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
Phone: (703) 247-4212
Website: www.accsc.org

STUDENT SERVICES (#21)

Whitewater University of California is committed to providing high-quality education. Our mission is to provide the support required for you to achieve your goals.

The Office of Student Assistance and Relief (OSAR) is available to support prospective, current, and former students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached at (888) 370-7589 or by visiting www.osar.bppe.ca.gov.

As an accredited institution, Whitewater University of California is also subject to oversight by the Accrediting Commission of Career Schools and Colleges (ACCSC). Students who have concerns that cannot be resolved through the institution's internal complaint process may contact ACCSC at:

Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
Phone: (703) 247-4212
Website: www.accsc.org

Advising and Guidance

Students are encouraged to meet with their instructors and advisors at least three times during the first thirty days of entering the program**.** After the initial meetings, additional sessions should be scheduled as needed. All students must meet with their academic advisors to discuss course selection, progress, and address any concerns throughout the semester.

Referral Services

Although Whitewater University does not provide direct assistance, various resources and referrals are available from the Student Affairs Department. Students may request resource assistance by visiting the Student Affairs Department or by contacting their instructors who will guide them to the referral services. The resources available for referral are transportation; childcare; crisis counseling; temporary housing/shelter; and low-cost medical assistance. The University does not have in-house counseling services available.

Tutoring

Students in need of extra assistance because of academic difficulties may arrange for tutoring through their instructor or department chair. Tutoring is available by appointment only and may be coordinated directly with Student Affairs. An advanced student, instructor, or staff member provides tutoring at no cost to students.

Housing

Whitewater University of California does not offer housing nor dormitory facilities for its

students. The institute assumes no responsibility for housing.

While the institution has no responsibility to find or assist a student in finding housing, apartments are located reasonably near the institution's facilities and an estimate of the approximate cost or range of cost is $1,000 to $2,000.

Counseling and Health Services

WUC Clinic & Medical Center provide direct services to students who need physical counseling service at no charge and handled by licensed TCM practitioners. For mental health inquiries, referral services are available for medical assistance.

Disability Service

Campus has wheelchair space and provides physical access for students who have a disability. Entrances and exits are compliant with handrails and ramps for mobility aid users.

Library (#6)

Whitewater University of California provides students with a list of no charge databases to assist them in research and development of projects and work papers.

Students in the degree programs can access LIRN, a large database that provides adequate resources online. The subscriptions of LIRN digital library includes but are not limited to the following categories: Health & Medical, Psychology, Dental, Building & Construction, Business, Cosmetology, Culinary, Arts/Hospitality, Dictionaries & Encyclopedias, Education, General & Interdisciplinary, History & Social Science, Language & Literature, Law & Criminal Justice, Religion & Philosophy, Success Skills, Veterinary Science, and Visual Performing Arts. Besides, MSTCM students are able to access the Visible Body System which is an LMS platform that provides a comprehensive 3D atlas of the human body. It enables MSTCM students to see the inside of the body to better understand how the systems function.

WUC ensures that its learning resources remain relevant and up-to-date through a systematic assessment process. This includes regular reviews of digital subscriptions, updates to textbook selections based on course syllabuses, and feedback from faculty and students. By continually monitoring these resources, WUC maintains a high standard of educational support for its students.

Once the student has registered for the degree programs, a code will be assigned to the student and the student will have access to LIRN or Visible Body System.

Printed materials are available on campus or for rental. Students have the option to borrow a maximum of three books simultaneously. The checkout period is three weeks with two auto-renewals of three weeks.

Additionally, students can contact the personalized librarian Ms. Pam Bennett at the following email address:

librarianofrecord@gmail.com for guidance or have specific queries.

Career Services (#20)

Graduates of WUC are entitled to use the services of the Career Services Office at no additional charge throughout their careers. The Career Service Office makes model resumes available from which a student may write their own resume, and the office may set up leads and/or interviews.

The institute is committed to assisting graduates in finding employment in the field for which they have been trained. However, the institute cannot guarantee employment. During the program, the Placement Coordinator meets with students to review the following: resume preparation, cover letters, professional networking, interviewing, mock interview, job search skills, and follow-up after the interview.

In addition, graduates experiencing difficulty in securing employment may wish to retake one or more courses at the institute to update professional skills, employment techniques, grooming, and social interaction. Graduates can retake the course for the first time for no charge. $195 per credit will be charged if graduates retake the course for the second time.

Campus Activities

Whitewater University of California provides various clubs and activities for students to join for no charge. Club activities are program-related and aim to enhance students' interest in their spare time.

WUC Student Association

The Whitewater University Student Government Association (SGA) is dedicated to making positive changes on Whitewater's campus. SGA's job is to advocate for student needs and concerns to improve every aspect of the college experience. As an organization, we are always looking for student input and opinions. We encourage all WUC students and alumni to participate in our association.

Yi Jing Club

Hosted by WUC Student Association, the Yi Jing is an influential text read throughout the world, providing inspiration to the worlds of religion, psychoanalysis, literature, and art. Originally a divination manual in the Western Zhou period (1000–750 BC), it was transformed into a cosmological text with a series of philosophical commentaries known as the "Ten Wings". After becoming part of the Five Classics in the 2nd century BC, the Yi Jing was the subject of scholarly commentary and the basis for divination practice for centuries across the Far East, and eventually took on an influential role in Western understanding of Eastern thought.

WUC Yi Jing club provides a teaching and discussion forum for students who would like to understand the philosophy of Chinese culture and the theory of Qi.

WUC Yi Jing class is open to the public and the community.

Qigong Club

The dynamic practice cultivates wholesome power and physical equilibrium. The Mind and Breath methods cultivate Zheng Qi (true chi). Soft Qigong will transform not only your body but your entire way of life! The King of all Exercise, the Father of all Internal Kung Fu! We believe that by examining the different styles and types of Qigong presented by these Masters, the student will be able to determine which exercises are best suited for their particular needs.

The student has to be aware of their physical limitations while practicing any of the exercises suggested by these Masters. The exercises are usually very simple and straightforward to most people. The intensity of the exercise varies with each student.

Karate & Martial Arts Club

WUC Karate & Martial Arts Club takes its roots from the history of many ancient arts including Karate, Tai Qi, Wing Chun, and others. Anyone who has studied multiple martial arts has learned that the arts have basics drawn from the same origins. WUC Karate & Martial Arts Club is a comprehensive art that teaches hard style, soft style, kicking, punching, throwing, hand-to-hand combat fighting, ground fighting, use of weapons, disarming opponents who carry weapons and much more.

3D Printing Club

WUC 3DPC (WUC 3D Printing Club) was founded in 2017 with the goal of bringing the technology of 3D printing to students on campus. 3DPC accomplishes this by offering CAD design classes, 3D printing expertise, and a 3D printing lab with 3D printers for students.

Interested in becoming a member? Join 3DPC. Membership is open to all WUC students. No prior experience or expertise is required.

PROGRAM AND COURSE INFORMATION

Core Courses

To ensure the quality of WUC students, some courses will be regarded as core courses. Students MUST take the core courses at WUC. Credits of the listed core courses taken in other colleges can no longer be transferred.

MSTCM Core Courses

- TCM Differential Diagnosis I (CM540)
- TCM Differential Diagnosis II (CM545)
- TCM Herbal Formulas (CM600)
- TCM Herbal Formulas (CM605)
- Acupuncture V (AP605)
- Acupuncture VI (AP610)
- Clinical Internship Rounds IV (CL605)
- Clinical Integrative Intern Theatre V (CL615)
- Clinical Grand Rounds VI (CL625)
- Clinical Internship VII (CL630)

MSCSE Core Courses

The Master of Science in Computer Science Engineering (MSCSE) program at Whitewater University of California includes a set of core courses that provide a strong foundation in key areas of computer science and engineering. Students are required to complete ALL of the following core courses.

Computer Science Core Courses

- CS500: Advanced Structured Programming and Algorithms
- CS520: Data Modeling and Implementation
- CS560: Advanced Internet Programming and Design
- CS570: Introduction to Machine Learning and Data Mining

Computer Engineering Core Courses

- CE520: Real-time Systems and Programming
- CE530: Embedded Design in Network Environment
- CE535: Embedded Software Design in Linux
- CE550: Parallel Computer Architecture & Programming

Course Numbers and Levels

Each course offered by the institute is identified by the name of the academic discipline and a three-digit course number. These numbers indicate course level.

Course Numbers	Level
000-099	Noncredit; preparatory.
100-299	Lower division; primarily for freshmen and sophomores.
300-499	Upper division; primarily for juniors and seniors;
500-599	Graduate; sometimes available for undergraduate credit;

600-699	Advanced graduate; open to graduate students; available for undergraduate credit (with approval of instructor) for students holding a degree who are taking additional work as undergraduate Certificate students.

Grades and Credit Hours (#15)

Each course at the institute carries a number of credit hours specified in the course description. At the completion of each course, a student will be assigned a grade reflecting the student's performance in the course. Passing grades carry a certain number of quality points per credit hour in the course. A student's grade point average is obtained by dividing the number of quality points the student has accumulated by the number of hours the student has attempted at WUC, not including hours for which grades of I and W have been received.

Grade	Performance Level	Quality Points Per Semester Hours of Credit
A	Superior	4.0
A–	Excellent	3.7
B+	Very Good	3.3
B	Good	3.0
B–	Intermediate Grade	2.7
C+	Fair	2.3
C	Satisfactory	2.0
C–	Unsatisfactory	1.7
D+	Unsatisfactory	1.3
D	Unsatisfactory	1.0
D–	Unsatisfactory	0.7
F	Failure	0.0
I	Incomplete	0.0
W	Withdrawal	0.0
TR	Transfer	0.0
CR	Clinical Credit	0.0
CE	Credit by Exam	0.0

Grade of Incomplete

Under extraordinary circumstances and at the discretion of the instructor, the grade of I (Incomplete) may be awarded to students who have satisfactorily completed a substantial portion of the course but cannot complete the course for reasons beyond their control.

- The I grade is not issued in lieu of the grade F.
- The terms for the removal of the I, including the time limit for removal of the I, is decided by the instructor.

- It is the responsibility of the student receiving an I to arrange with the instructor whatever action is needed to remove the grade at the earliest possible date, and in any event, within one calendar year of the assignment of incomplete.
- Students may not remove an I grade by re-enrolling in the course.
- The I grade does not carry quality points and is not computed as a grade of F in the grade point average.
- If the I grade is not removed within one calendar year or upon graduation, it shall be changed to an F and count as a failure in the computation of the grade point average.
- A student need not be enrolled at the institute to remove a grade of incomplete.

Grades that do not Influence Grade Point Average

The following grades carry no quality points and hours for which these grades are earned are not counted in computing a student's grade point average.

- **W (Withdrawal)** is assigned in courses when a student has officially withdrawn from the institute. W is also assigned in courses when a student withdraws from a course between the 11th and 84th calendar day of classes.
- **TR (transfer of credit)** grades transferred from an accredited higher education institution.
- **CR (clinical credit)** clinical courses in the TCM program receive a CR when the appropriate hours and curriculum have been satisfactorily completed.
- **CE (credit by examination)** courses that the student has successfully tested his/her knowledge and is not required to take at WUC.

Make-Up Work (#11)

Make-up work is at the discretion of the professor, based on the circumstances. Students must request in writing with the circumstances to make-up work. The decision of the professor is final, pending an appeal. All make-up work must be completed within two weeks of the original time of the project or exam.

If denied make-up, the student may appeal to the Chief Academic Officer who will review the facts and issue a final decision.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY (#16)

Students attending Whitewater University are not eligible for federal student financial assistance. Students must make Satisfactory Academic Progress (SAP) toward a certificate, diploma, or degree. Students must meet ALL THREE requirements to maintain their academic eligibility:

1. **QUALITATIVE:** Students must meet a required minimum cumulative grade point average.
2. **QUANTITATIVE:** Students are required to complete (pass) a minimum 67% of hours they attempt.
3. **MAXIMUM TIME FRAME:** Students must complete their degree within a timely manner or one and a half times the normal length of the program.

These three requirements are summarized below. Failure to meet all of these minimum academic standards will result in the loss of federal financial aid eligibility. The SAP policy applies to *all* students enrolled in undergraduate and graduate level programs including those not receiving federal financial aid. Additionally, SAP applies to all periods of a student's enrollment. Students are expected to know, based on this Satisfactory Academic Progress Policy, when they may be placed on Warning or Probation.

QUALITATIVE

Qualitative - Grade Point Average Requirement

Students must meet a required minimum cumulative grade point average to remain eligible for academic standing:

Required GPA Rate			
Number of Weeks Attended	**Certificate Programs**	**Graduate Programs**	**Completion of Courses Attempted Graduate Programs**
15	1.00	3.00	66.67%
30	1.50	3.00	66.67%
45	2.00	3.00	66.67%
60	2.00	3.00	66.67%
75	2.00	3.00	66.67%
90 &+	2.00	Same	Same

QUANTITATIVE

Quantitative – Satisfactory Completion of Semester Credit Hours Requirement

Students must also successfully complete and pass 67% of all courses they attempt (see chart above). Semester units attempted include all courses for which the student earned or received a grade from the institute. The following grades are considered attempted hours: A, B, C, D, F, I, W. All transfer credits are included as units attempted and completed.

Assigned grades of W are not included in the CGPA calculation.

Emails will be sent out to students whose midterm/final grade is under 70% and those whose GPA is under 3.0 for two consecutive semesters with assistance.

Maximum Timeframe

Students must complete their program within 150% of the published length of the program measured in credit hours attempted. Progress is evaluated cumulatively at the completion of each payment period to ensure completion of the program within the 150% maximum timeframe. The following grades are considered attempted hours: A, B, C, D, F, I, W. All transfer credits are included in this calculation. Once students reach their maximum timeframe (150% of the published length of the program) for their specified degree, they are no longer eligible for receiving academic credentials. If there are extenuating circumstances that prevent acceptable progress, students may request an extension of eligibility by submitting a petition to the President. All petitions for reinstatement should be received no later than the first day of class in the term suspension takes effect.

Academic and/or Attendance Warning

Students who have violated the attendance policy or whose grades do not reflect satisfactory academic progress are placed on warning status for one semester. Students are removed from Warning status if they achieve academic progress and/or attendance standards. Failure to achieve academic progress or meet attendance requirements are placed on Probation for the next semester.

Probation (#14)

Students are placed on Probation status if they have not met appropriate SAP or attendance standards. The student will receive a letter with a list of conditions that must be met to complete with the completion and grade point average requirements and/or attendance by the end of the term. If the student meets the SAP requirements and has satisfactory attendance, the status is removed. If not, the student is dismissed.

Dismissal

Students who have failed the standards for removing Probation are dismissed. Students who have violated the Student Code of Honor may be dismissed.

Appeal

The student's appeal of Warning, Probation, or Dismissal status must be submitted in writing with supporting documentation to the Program Director the second week of the new term**.** The appeal should be on the basis of special circumstances, including (but not limited to) student injury or illness, the death of a relative, or other situations resulting in undue hardship on the student. The appeal will be reviewed by a committee of three,

including the President of WUC and two faculty members.

Graduation Requirements (#17)

A minimum CGPA of 3.00 with no grade lower than a 2.00 for any course that applies to the graduate degree. Upon successful completion of all required courses in a program, the graduate will be awarded a Master of Science in Computer Science Engineering degree or a Master of Science in Traditional Chinese Medicine degree. The graduation fee is $390 or $100. (Since there is no graduation ceremony in 2023, the graduation application fee for the documents and services is $100; WUC will notify students if the graduation ceremony resumes).

Degrees are conferred during the month following the completion of all degree requirements. Certificate and continuing education courses require a minimum CGPA of 2.00 with no grade lower than a 1.00 to graduate and receive a Certificate of Completion.

Application for Graduation

Students must file an Application for Graduation form no later than sixty days prior to graduation for degree programs. The decision of the committee is final. The student will be notified of the results of the appeal within one week.

ACADEMIC PROGRAMS (#27) (#29) (#35)

Whitewater University of California (WUC) offers a range of programs designed to meet diverse educational and professional goals. Our programs are categorized by their respective Standard Occupational Classification (SOC) and Classification of Instructional Programs (CIP) codes, ensuring alignment with industry standards and Bureau for Private Postsecondary Education (BPPE) requirements.

Whitewater University of California is institutionally accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), a nationally recognized accrediting agency by the U.S. Department of Education. This ensures that our academic programs meet rigorous standards of educational quality and institutional integrity.

These programs are designed to equip students with the necessary skills and credentials to advance their careers in their chosen fields.

Standard Occupational Classification (CIP) Code	Program/Course	Credential	Semester Credit Hours/Clock Hours	Months Or Weeks
11.0199 11.0101	Master of Science in Computer Science Engineering	Master of Science Degree	36 credits	14 months
51.3301	Master of Science in Traditional Chinese Medicine (Chinese)	Master of Science Degree	196 credits	42 months
51.3301	Master of Science in Traditional Chinese Medicine (English)	Master of Science Degree	196 credits	42 months
12.201	Class Titles Vary Each Year Approved by the California Acupuncture Board	Continuing Education Unit 1 CEU	8-12 clock hours	1-2 days

Master of Science in Computer Science Engineering (MSCSE) (#31)

The Master of Science in Computer Science Engineering program is designed to provide breadth of understanding in the core topics of computer science, in-depth advanced material, and a range of topics in the research areas of the faculty. A balance of theory and practice is presented, preparing students to perform cutting edge research as well as training students to become practicing computer scientists or software engineers in business, industry, or government. A thesis option is available within the final capstone course (CSE 590) to prepare students for doctorate studies or other research-oriented career paths.

The maximum units per semester that students can take for the MSCSE program is 15 units. The minimum is 9 units for full time students. Students have to get the approval of the department dean if they want to take courses exceeding the maximum units per semester.

Program Outline for MSCSE (#28)

Course Number & Title		Units	Total Hours
Foundation: 9 units			
CSE500	Computer Architecture	3	45
CSE510	Operation System	3	45
CE500	Fundamentals of Embedded Engineering	3	45
Computer Science: 12 units			
CS500	Advanced Structured Programming and Algorithms	3	45
CS520	Data Modeling and Implementation	3	45
CS560	Advanced Internet Programming and Design	3	45
CS570	Introduction to Machine Learning and Data Mining	3	45
Computer Engineering: 12 units			
CE520	Real-time Systems and Programming	3	45
CE530	Embedded Design in Network Environment	3	45
CE535	Embedded Software Design in Linux	3	45
CE550	Parallel Computer Architecture and Programming	3	45
Capstone: 3 units			
CSE590	Capstone & Thesis	3	45

Class Delivery for MSCSE

Total MSCSE program units: 36 units. A diploma will be awarded upon graduation.

Class Delivery Instruction:

- In person/face-to-face course: classes are taught in physical location, face-to-face. (P)
- Online course: classes are taught through the Internet 100%. (O)
- Hybrid course: professors have the flexibility to adjust the schedule as long as the material is covered and half of the course is delivered in the traditional method (H)

Course Number & Title		Units	Units online	Delivery
Foundation: 9 units				
CSE500	Computer Architecture	3	3	O
CSE510	Operation System	3		P
CE500	Fundamentals of Embedded Engineering	3		P
Computer Science: 12 units				
CS500	Advanced Structured Programming and Algorithms	3		P
CS520	Data Modeling and Implementation	3		P
CS560	Advanced Internet Programming and Design	3	1.5	H
CS570	Introduction to Machine Learning and Data Mining	3		P
Computer Engineering: 12 units				
CE520	Real-time Systems and Programming	3	1.5	H
CE530	Embedded Design in Network Environment	3	3	O
CE535	Embedded Software Design in Linux	3		P
CE550	Parallel Computer Architecture and Programming	3		P
Capstone: 3 units				
CSE590	Capstone & Thesis	3	1.5	H
TOTAL Units		36	10.5	

CSE FACULTY

(2025 Semester)

- Dr. Chang, Shih Yu
- Dr. Kao, Chi
- Dr. Kim, John
- Dr. Camilla Lau
- Prof. Yuxian Lim

Objective (#30)

The CSE curriculum is designed to develop general problem analysis, solution design, and implementation skills for students. Subjects include theories, and implementations, in system, hardware, and software areas, in classes students would understand the concepts and principles for each topic related to computer science and engineering. Each student, before graduating, the school of engineering requires them to complete either a thesis or a project. Such a task allows the students to practice a mid-sized project design methodology, not only training their research and development skills but also preparing for their future career.

MSCSE COURSE DESCRIPTIONS (#32)

CSE500 Computer Architecture

This course attempts to provide a deep understanding of the issues and challenges involved in designing and implementing modern computer systems. Our primary goal is to help students become more skilled in their use of computer systems, including the development of applications and system software. Students will gain valuable insights into how computer systems operate, including their strengths and limitations, which is especially beneficial when developing performance-critical applications. This is particularly true in developing applications where performance is an issue.

- 3 semester credits
- Prerequisites: Program Design and Analysis in C Language

CSE510 Operating System

Operating system (OS) is a set of system soft ware programs in a computer that regulate the ways application software programs use the computer hardware and the ways that users control the computer.
This class introduces the facilities provided in modern operating systems. Topics include: principles of operating system design and implementation; concurrent processes; inter-process communication; job and process scheduling; deadlock handling; issues in memory management (virtual memory, segmentation, paging); and auxiliary storage management (file systems, directory structuring, protection mechanisms); performance issues; and case studies.

- 3 Semester Credits
- Prerequisites: Program Design and Analysis in C Language

CE500 Fundamentals of Embedded Engineering

Embedded Systems are everywhere. Every time you look at your watch, answer the phone, take a picture, or turn on the TV you are interacting with an embedded system. Embedded systems are also found in cars, airplanes, and robots. Learning to design and program embedded systems is a critical skill that is necessary for many industry and scientific jobs.

In this course you will learn the designing, interfacing, configuring, and programming embedded systems. We will make use of the Arduino platform, which is an inexpensive, popular embedded system used by hobbyists, researchers, and in industry, to implement the techniques learned in class. By the end of the course, you will learn how to apply embedded system design and programming. This course will help to prepare you for cutting edge careers in industry and research.

- 3 semester credits
- Prerequisites: Introduction to Circuit Analysis

CS500 Advanced Structured Programming and Algorithms

The objective of the course is to teach students how to design, write, and analyze the

performance of C/C++ programs that handle structured data and perform more complex tasks, typical of larger software projects. Students should acquire skills in using generic principles for data representation & manipulation with a view for efficiency, maintainability, and code-reuse. Successful students will, at the end of the course, be able to demonstrate analytical comprehension of concepts such as abstract data types (vectors, lists, deques, trees, etc.), generic programming techniques (containers, adaptors, accessing data through interface, iterators, etc.), algorithms (sorting, using stacks and queues, tree exploration algorithms, etc.), and efficiency analysis (which data structures allow efficient interfaces to particular forms of data access, such as random vs. sequential data access or insertion). The students should be able to demonstrate similar skills in related implementation tasks in the C/C++ language, including extensive use of templates to allow for modularity and reusability of code.

- 3 Semester Credits
- Prerequisites: Object-Oriented Programming in C++

CS520 Data Modeling and Implementation

This course is designed to teach relational database concepts, design, and applications. Topics include database architecture, relational model, structured query language (SQL), data manipulation (DML), data definition language (DDL), database design, ER modeling, database normalization, denormalization, and physical database design. Popular database systems, such as Oracle and Microsoft SQL server, are used for hands-on exercises and projects.

- 3 Semester Credits
- Prerequisites: Introduction to Networking

CS560 Advanced Internet Programming and Design

This course is designed to give the students an in-depth understanding of Java programming techniques. The course focuses on advanced Java language features and packages which are essential for building a variety of application architectures. Topics include Java techniques of WAP, XML, JNI, thread, network programming, Servlet, JSP, JDBC, and internalization.

- 3 Semester Credits
- Prerequisites: Java and Internet Applications

CS570 Introduction to Machine Learning and Data Mining

This course will provide an introduction to this dynamic and fast advancing field. Topics include the three branches in this field: (1) Supervised learning for prediction problems (learn to predict); (2) Unsupervised learning for clustering data and discovering interesting patterns from data (learn to understand); and (3) Reinforcement learning for learning to select actions based on positive and negative feedback (learn to act). It will have a special focus on the practical side --- students will not only learn various machine learning and data mining techniques, but also learn how to apply them to real problems in practice.

- 3 Semester Credits

- Prerequisites: CS500

CE520 Real-time Systems and Programming

This course introduces students to the core challenges, key concepts, and methodologies involved in designing and analyzing real-time systems. To study issues related to the design and analysis of systems with real-time constraints. The problem of ensuring such constraints is ultimately a scheduling problem, so much attention is devoted to such problems.

- 3 Semester Credits
- Prerequisites: CSE510

CE530 Embedded Design in Network Environment

The course is oriented toward software and systems engineers who wish to architect, develop and deploy mobile and cloud systems in which embedded computing plays a key part. The course compels thinking at the system level, with trade offs being made between data manipulation that should be done on coin-cell-powered devices and data manipulation that should be done in large data centers.

- 3 Semester Credits
- Prerequisites: CE500

CE535 Embedded Software Design in Linux

This course provides an in-depth introduction to Linux as an embedded operating system, focusing on its architecture and design considerations. Students will explore the development environment, tools, and key distinctions between kernel and user space. Topics include Linux system calls, library functions, and their underlying mechanisms. Additionally, the course covers essential components of the Linux OS, such as kernel structure, I/O, signals, processes, threads, and inter-process communication (IPC).

- 3 Semester Credits
- Prerequisites: Introduction to Unix/Linux and CE500

CE550 Parallel Computer Architecture and Programming

From smart phones to multi-core CPUs and GPUs, to the world's largest supercomputers and web sites, parallel processing is ubiquitous in modern computing. The goal of this course is to provide a deep understanding of the fundamental principles and engineering trade-offs involved in designing modern parallel computing systems as well as to teach parallel programming techniques necessary to effectively utilize these machines. Because writing good parallel programs requires an understanding of key machine performance characteristics, this course will cover both parallel hardware and software design.

Course themes include: (i) designing and writing parallel programs that scale effectively to large numbers of processors, (ii) understanding how parallel computers work (since this is very important in order to write fast and efficient parallel software), and (iii) thinking about efficiency (which is not equivalent to speed).

- 3 Semester Credits

- Prerequisites: Introduction to Unix/Linux and CE500

CSE590 Capstone & Thesis

This capstone course is intended to integrate the knowledge and hands-on experience that the student has acquired from the foundation, core, and elective coursework required for the program in the course under the guidance of the course instructor. The instructor determines the course objectives and scope based on the computer science and engineering curriculum and technology trend. The student shall take the capstone course near the end of his/her program of study.

- 3 Semester Credits
- Prerequisites: completed all foundation courses + at least six 500 courses

Prerequisite Courses for Program Entry

Students entering the program without a bachelor's degree in Computer Science or Computer Engineering must complete designated prerequisite courses or pass challenge exams to demonstrate proficiency in foundational topics. This pathway ensures students are well-prepared for the program's advanced coursework.

Enrollment Process

Students enrolling in prerequisite courses will first consult with an academic advisor upon admission. The advisor will assess the student's academic background and identify which prerequisite courses are required. The advisor will assist in scheduling these courses as early as possible within the student's academic timeline. Enrollment is managed through the school's online learning management system (LMS), which also provides access to course materials, assignments, and additional resources.

Transfer Course Prerequisite Verification Policy

Students seeking to fulfill prerequisite course requirements with coursework completed at another accredited institution must provide documentation to verify equivalency. This documentation must include:

1. **Official Transcript**: Issued by the institution where the course was completed, demonstrating successful completion with a passing grade.
2. **Course Syllabus**: A detailed syllabus from the term in which the course was taken, including topics covered, learning outcomes, and course materials.
3. **Catalog Description**: A course description from the institution's catalog or academic guide that outlines the course objectives and content.

The submitted documentation will be reviewed to determine if the course meets the prerequisite requirements.

As an alternative to submitting documentation, or if the coursework is deemed not equivalent, students may choose to demonstrate competency by successfully passing the challenge examinations for the respective prerequisite courses.

Prerequisite Courses

1. **Introduction to Circuit Analysis**
    - **Objective**: To provide students with foundational knowledge in circuit analysis, including basic

principles, circuit laws, and methods of analysis.
    - **Topics Covered**: Ohm's law, Kirchhoff's laws, AC/DC circuits, and circuit simulation tools.
2. **Program Design and Analysis in C Language**
    - **Objective**: To introduce programming concepts and problem-solving techniques using the C language.
    - **Topics Covered**: Data types, control structures, functions, arrays, and pointers.
3. **Object-Oriented Programming in C++**
    - **Objective**: To build proficiency in object-oriented programming, focusing on design principles and implementation in C++.
    - **Topics Covered**: Classes, objects, inheritance, polymorphism, and file I/O.
4. **Introduction to Unix/Linux**
    - **Objective**: To familiarize students with Unix/Linux operating systems and essential command-line tools.
    - **Topics Covered**: File systems, shell scripting, process management, and system utilities.
5. **Introduction to Networking**
    - **Objective**: To provide an understanding of computer networking fundamentals, protocols, and architectures.
    - **Topics Covered**: OSI model, TCP/IP, routing, and network security basics.
6. **Java and Internet Applications**
    - **Objective**: To teach Java programming and its application in developing internet-based solutions.
    - **Topics Covered**: Core Java, applets, servlets, and web application development.

Challenge Exam Option

Students who wish to transfer a prerequisite course can opt out to take a challenge exam for that course.

- **Exam Details**: Each challenge exam covers the key content areas of the corresponding course.
- **Passing Criteria**: Students must achieve a passing score to waive the course requirement.
- **Process**: Exams are scheduled upon request and must be completed before enrolling in the main program.

This structured approach ensures clarity and alignment with the program's objectives, providing a clear path for prospective students to meet entry requirements.

Master of Science in Traditional Chinese Medicine (MSTCM)

The Traditional Chinese Medicine program provides students with a thorough knowledge of traditional and modern meridian theory, including point location, functions, indications and treatment planning. The TCM curriculum courses includes comprehensive training in moxibustion, cupping, Guasha, and electrical stimulation. Clinical labs concentrate on accuracy, needling methods, technique and precaution. The program is designed for students who want to know more about traditional Chinese medicine and how it helps our health. Students upon completion will be prepared to sit for the licensing exam administered by the California Board of Acupuncture.

Whitewater University of California is dedicated to educating students to become exceptional practitioners, educators and researchers. Our Purpose is dedicated to:

- Provide the highest level of professional education in Traditional Chinese Medicine and integrative medicine in the U.S. and internationally.
- Develop highly skilled TCM clinical practitioners, educators and researchers.
- Advance the practice of TCM as an independent medical modality through clinical practice, education and research.
- Encourage professional collaboration among TCM practitioners, faculty, patients, and other medical providers to transform the worldview of healthcare; to recognize TCM as a significant component of world medicine.
- Foster a professional environment for faculty, staff and students to promote academic excellence as well as personal growth and development.
- Provide exceptional TCM and integrative medicine patient care to the community through the Whitewater University of California health centers.
- Educate the general public about the significant benefits of TCM healthcare through continuing education courses and community lectures.

Our goal is to transmit the art, science and spirit of Chinese medicine to clinical practitioners developed from the ancient tradition of the medical scholar.

The Vision

Over the next 30 years, WUC will evolve into an international institute and healthcare center, teaching and researching high-level TCM education in English and Chinese, and offering TCM healthcare in an integrative medicine environment throughout the U.S. and worldwide. TCM philosophy views medicine as a compassionate response to human suffering. We will embrace this philosophy by encouraging supportive and humanistic academic and healthcare environments. Our faculty members are chosen based not only on academic excellence but also on the passion they emanate while teaching and mentoring students. Our students are chosen for academic competence as well as their compassion and commitment to serve others. Four trends will influence our vision over the next 30 years:

1. An increasing number of patients will continue to seek highly qualified TCM practitioners as primary healthcare providers. TCM schools will continue to improve their programs to provide highly skilled TCM clinical practitioners to meet this growing demand.
2. TCM universities in China and medical experts in the U.S. will continue to collaborate and share their expertise in TCM and Western medicine, a vital component for the advanced development of TCM doctoral programs and research.
3. Scientists, researchers and medical institutions will continue to research the depth and efficacy of TCM, resulting in greater acceptance of Chinese medicine among medical professionals and medical schools in the U.S.
4. A greater demand for collaborative healthcare will evolve as healthcare professionals join together to address the population's full health needs by educating one another about their work and collaborating to provide effective treatment, prevent disease and promote optimal wellbeing for patients.

Master of Traditional Chinese Medicine Degree Program (MSTCM)

Students who have two rather than three years of undergraduate studies may enroll in the Master of Traditional Chinese Medicine (MSTCM) degree program, a four-year graduate professional degree program comprising 3450 hours in length and a total of 196 semester units. Enrollment on a part-time basis is available based on consideration and approval by the Academic Dean and Admissions Director.

Program Overview

Taught by highly accomplished faculty in TCM education, the curriculum is offered through eight academic and clinical departments, providing comprehensive instruction and practical clinical experience of traditional Chinese medicine (Acupuncture, Herbology, Tuina Massage, Energetics and Chinese Dietary Medicine). The program emphasizes extensive clinical training, integrative Western medicine, and the latest TCM research.

The maximum units per semester that students can take for the MSTCM program is 22 units and the minimum is 12 units for full time. Students have to get the approval of the department dean if they want to take courses exceeding the maximum units per semester.

Learning Outcomes (#30)

The MSTCM program establishes a set of seven main educational outcomes to be measured at the end of the academic year. The learning outcomes are:

1. Describe and apply basic information and concepts in the field of TCM
2. Identify correct point locations based on the patient's anatomy, anatomical positions, contraindications, and precautions related to treatments such as intradermal needles, moxibustion,

electrical stimulation, Gua Sha, bleeding, and cupping
3. Assess the patient's general physical appearance and communicate with patients to make evaluations
4. Insert needles properly to provide acupuncture treatment
5. Treat patients using specialized tools including, but not limited to, needles, cupping, and Gua Sha tools
6. Treat conditions using techniques to include, but not limited to acupuncture, Tui Na, Qi Gong, Tai Chi, and Gua Sha
7. Prescribe and/or dispense herbal formulas and remedies; provide patient education including informing patients of the purpose for the herbal formula or preparation, dosage, volume, frequency of use, anticipated consumption, duration, as well as possible side effects and drug interactions treatment outcomes and recommend new or modified treatments as necessary to further promote, restore, or maintain health

TCM Theory and Clinical Medicine

The TCM Theory curriculum provides you with a thorough knowledge of the language and theories of TCM's unique, yet universal, approach to understanding health and the treatment of disease. Drawing from both classical and modern texts, the curriculum creates a solid framework for the application of clinical methods, including acupuncture and herbology.

The TCM Clinical Medicine curriculum expands on the knowledge learned from the courses in TCM Theory, Acupuncture, and Herbology. However, this knowledge alone is not enough to fully diagnose and treat disease. TCM Clinical Medicine provides you with advanced skills in diagnosing and treating disease in the specialized fields of TCM internal medicine, external medicine, gynecology, pediatrics, traumatology, and orthopedics. Training includes detailed instruction of herbal and acupuncture treatment plans for both common and complex diseases. These courses lay the foundation for your clinical practice.

TCM Acupuncture

The TCM Acupuncture curriculum is divided into didactic and lab sections, emphasizing both the theoretical and practical aspects of acupuncture. TCM Acupuncture courses provide you with a thorough knowledge of traditional and modern meridian theory, including point location, functions, indications and treatment planning. The curriculum includes comprehensive training in moxibustion, cupping, Guasha, and electrical stimulation. Clinical labs concentrate on accuracy, needling methods, technique and precautions.

TCM Herbology

Chinese herbology is the world's most sophisticated medical herbal system. The TCM Herbology curriculum includes extensive training in the identification, categorization and clinical use of the traditional Chinese herbal pharmacopeia. Six trimesters of in-depth herbology study provide you with a solid working knowledge of more than 500 individual herbs and 350

classical and modern formulas. Advanced courses instruct you how to modify and enhance classical formulas in response to specific variants in a patient's diagnosed condition. All herb courses are taught using the Pinyin names of herbs.

Western Medicine

Modern practitioners of TCM must have a fundamental understanding of Western medicine to inform their TCM practice, and to effectively communicate with medical doctors and other healthcare professionals. Western Medicine studies are an integral part of the curriculum providing knowledge of Western diagnosis and pharmaceuticals, necessary to make appropriate referrals and to provide the best care possible for your patients. Introduced to the basic methods of Western diagnosis, you will learn the fundamental vocabulary used in diagnostic analysis and the clinical methods used in Western medical approaches to disease. With this knowledge, you can become an active part of today's dynamic healthcare network.

TCM Clinical Training (#33)

In-depth clinical training comprises approximately one-third of the master's curriculum, preparing you to practice the theoretical knowledge you gained in the classroom. Throughout the program, starting in your first trimester, you will observe a faculty-practitioner diagnosing and treating patients. In your last year, you will diagnose and treat patients with acupuncture, Chinese herbs and other methods under the direct supervision of a faculty member.

Upon entering clinical training beginning from clinic 3 and higher, students are required to submit (1) health evaluation, (2) Hepatitis B vaccination and (3) Tuberculosis Test.

Health Evaluation

The course of study at WUC includes clinical training. In order to ensure the maintenance of safety precautions and a healthy environment in the WUC clinics, we require the completion of a Health Evaluation. This health evaluation must be signed by a qualified primary health care practitioner.

Hepatitis B Vaccination or Waiver Form

Due to possible occupational exposure to blood or other potentially infectious materials, we recommend receiving a Hepatitis B vaccination. A copy of this immunization record must be provided. If vaccination is declined, a waiver form must be signed.

Tuberculosis Test.

Tuberculosis is a common, and often deadly infectious disease caused by mycobacterium. It usually attacks the lungs but can also affect other body systems. Tuberculosis is spread through the air, when people who have the disease cough, sneeze or spit. To ensure the maintenance of safety precautions in the WUC clinic, we require all applicants to have a tuberculosis clearance prior to enrollment in the master's program. This may be done through a PPD Skin Test or a QuantiFERON TB Gold Blood Test. Supporting document—sent separately:

MSTCM Licensure Requirements (#41)

Students wishing to practice acupuncture in California must first obtain a state license, which requires qualifying for and passing California's written examination. In order to qualify for California's examination, students must successfully complete one of the following:

- An educational and training program approved by the Board
- A tutorial program in the practice of acupuncture approved by the Board
- A foreign education training program that is equivalent to the curriculum required at a CAB approved school

Upon the successful completion of the MSTCM program, students will have met the California Acupuncture Board minimum licensing requirements and will be eligible to sit for the California Acupuncture Licensing examination given by the California.

California Acupuncture Board
California Acupuncturists are licensed under the State Department of Consumer Affairs, Medical Board of California, and Acupuncture Board at:
1747 N. Market Blvd, Suite 180
Sacramento, CA 95834
Phone: 916-515-5200
Fax: 916-928-2204.

Master of Science in Traditional Chinese Medicine (MSTCM) Program Outline (#28)

Course Number	Course Name	Semester Lecture/Lab Hours	Total Clinical Hours	Total Hours	Total Credits
CM500	Fundamentals of TCM I	45		45	3
CM505	Fundamentals of TCM II	45		45	3
CM510	Chinese Medical Language	45		45	3
CM515	Zang Fu I	30		30	2
CM520	Zang Fu II	30		30	2
CM525	Herbology I	60		60	4
CM530	Herbology II	60		60	4
CM535	Herbal Pharmacology	30		30	2
CM540	TCM Differential Diagnosis I	60		60	4
CM545	TCM Differential Diagnosis II	60		60	4
CM550	Research Methodology	15		15	1

CM555	TCM Eyes, Ears, Nose, Throat, Mouth	15		15	1
CM600	TCM Herbal Formulas I	60		60	4
CM605	TCM Herbal Formulas II	60		60	4
CM610	Chinese Internal Medicine I	45		45	3
CM615	Chinese Internal Medicine II	45		45	3
CM620	TCM External Medicine	30		30	2
CM625	TCM Pediatrics	15		15	1
CM630	TCM Dermatology	45		45	3
CM635	TCM Gynecology/Obstetrics	45		45	3
CM640	TCM Traumatology & Orthopedics	30		30	2
CM645	Classics: Nei Jing, Wen Bing, Jin Kui, Shang Han Lun	60		60	4
CM650	Clinical Applications of TCM	45		45	3
CM655	Final Review	60		60	4
AP500	Acupuncture I	60		60	4
AP505	Acupuncture II	60		60	4
AP510	Acupuncture III	45		45	3
AP600	Acupuncture IV	45		45	3
AP605	Acupuncture V	60		60	4
AP610	Acupuncture VI	60		60	4
AP615	Special Acupuncture Techniques	60		60	4
AP620	TCM Tuina Massage	60		60	4
WM500	Biology	30		30	2
WM505	Human Anatomy	60		60	4
WM510	Human Physiology	60		60	4
WM515	Chemistry	45		45	3
WM520	Physics	30		30	2

WM525	Patient Care I	45		45	3
WM530	Patient Care II	45		45	3
WM535	Pathology & Pathophysiology	60		60	4
WM540	Western Medical Terminology	30		30	2
WM545	History of Medicine and TCM	15		15	1
WM550	Psychology	30		30	2
WM555	Public Health	30		30	2
WM600	Nutrition	45		45	3
WM605	Qi Gong	30		30	2
WM610	Tai Ji Quan	30		30	2
WM615	Western Medical Science I	60		60	4
WM620	Western Medical Science II	45		45	3
WM625	Physical Examination & Lab Diagnosis	60		60	4
WM630	Practice Management	30		30	2
WM635	Western Pharmacology	45		45	3
WM640	Intro to Medical Imaging Procedure	45		45	3
WM645	Professional Ethics	15		15	1
WM650	Career Development	60		60	4
WM655	Community Services	15		15	1
CL500	Beginning Clinical Theater		45	45	1.5
CL505	Clinical Theater		48	48	1.5
CL515	Clinical Rounds		93	93	3
CL605	Clinical Internship Rounds		273	273	9
CL615	Clinical Integrative Intern Theater		48	48	1.5
CL625	Clinical Grand Rounds		48	48	1.5
CL630	Clinical Internship		453	453	15
MSTCM TOTAL		**2445**	**1005**	**3450**	**196**

Class Delivery for MSTCM

Total MSTCM program units: 196 units

Class Delivery Instruction:

- In person/face-to-face course: classes are taught in physical location, face-to-face. (P)
- Online course: classes are taught through the Internet 100%. (O)
- Hybrid course: professors have the flexibility to adjust the schedule as long as the material is covered, and half of the course is delivered in the traditional method (H)

Course No.	Course Name	Units Total	Units Online	Delivery
CM500	Fundamentals of TCM I	3		P
CM505	Fundamentals of TCM II	3		P
CM510	Chinese Medical Language	3	3	O
CM515	Zang Fu I	2	1	H
CM520	Zang Fu II	2	1	H
CM525	Herbology I	4		P
CM530	Herbology II	4		P
CM535	Herbal Pharmacology	2	1	H
CM540	TCM Differential Diagnosis I	4		P
CM545	TCM Differential Diagnosis II	4		P
CM550	Research Methodology	1	1	O
CM555	TCM Eyes, Ears, Nose, Throat, Mouth	1	1	O
CM600	TCM Herbal Formulas I	4		P
CM605	TCM Herbal Formulas II	4		P
CM610	Chinese Internal Medicine I	3	3	O
CM615	Chinese Internal Medicine II	3	3	O
CM620	TCM External Medicine	2	1	H
CM625	TCM Pediatrics	1	1	O
CM630	TCM Dermatology	3	3	O
CM635	TCM Gynecology/Obstetrics	3	3	O
CM640	TCM Traumatology & Orthopedics	2		P

CM645	Classics: Nei Jing, Wen Bing, Jin Kui, Shang Han Lun	4	2	H
CM650	Clinical Applications of TCM	3	1.5	H
CM655	Final Review	4	2	H
AP500	Acupuncture I	4		P
AP505	Acupuncture II	4		P
AP510	Acupuncture III	3		P
AP600	Acupuncture IV	3		P
AP605	Acupuncture V	4		P
AP610	Acupuncture VI	4		P
AP615	Special Acupuncture Techniques	4		P
AP620	TCM Tuina Massage	4		P
WM500	Biology	2	2	O
WM505	Human Anatomy	4	2	H
WM510	Human Physiology	4	2	H
WM515	Chemistry	3	3	O
WM520	Physics	2	2	O
WM525	Patient Care I	3	1.5	H
WM530	Patient Care II	3	1.5	H
WM535	Pathology & Pathophysiology	4	2	H
WM540	Western Medical Terminology	2	2	O
WM545	History of Medicine and TCM	1	1	O
WM550	Psychology	2	2	O
WM555	Public Health	2	2	O
WM600	Nutrition	3	1.5	H
WM605	Qi Gong	2		P
WM610	Tai Ji Quan	2		P
WM615	Western Medical Science I	4	2	H
WM620	Western Medical Science II	3	3	O

WM625	Physical Examination & Lab Diagnosis	4	2	H
WM630	Practice Management	2	1	H
WM635	Western Pharmacology	3	3	O
WM640	Intro to Medical Imaging Procedure	3	1.5	H
WM645	Professional Ethics	1	1	O
WM650	Career Development	4	4	O
WM655	Community Services	1		P
CL500	Beginning Clinical Theater	1.5		P
CL505	Clinical Theater	1.5		P
CL515	Clinical Rounds	3		P
CL605	Clinical Internship Rounds	9		P
CL615	Clinical Integrative Intern Theater	1.5		P
CL625	Clinical Grand Rounds	1.5		P
CL630	Clinical Internship	15		P
MSTCM TOTAL		**196**	69.5	

Faculty of Traditional Chinese Medicine

(2025 Semester)

- Dr Dai, Xingquan
- Dr Huang, Yann haur
- Dr Li, Rui
- Dr Wan, Guozhi
- Dr Fung, Rebecca
- Dr Tien, Wei-I
- Dr Guo, Yu
- Dr Zhang, Li
- Dr Lau, Camilla
- Pro Li, Fengxia
- Pro Guo, Yujia
- Pro Rang, Minglan
- Pro Li, Rui
- Pro Qi, Rongxia
- Pro Zhou, Yifan
- Pro Wang, Amy
- Pro Liu, Hongli
- Pro Chung, Winston

MSTCM Courses Descriptions (#32)

Core Requirements & Concentrations

CM500 Fundamentals of TCM I

This course offers a comprehensive exploration of foundational principles and theories in Traditional Chinese Medicine (TCM). Topics include an in-depth study of Yin-Yang theory, the five elements, and the theory of organ systems. Students will engage with core concepts of vital substances, the transformation and dynamics of Qi, as well as the specific functions of the Yin and Yang organs. The curriculum also covers TCM diagnostic methods, including the pathology of excess and deficiency states, Yin-Yang imbalances, and the Qi mechanism in disease causation and progression.

- 3 Semester Credits (45 Hours)
- Prerequisites: None

CM505 Fundamental of TCM II

This course covers a further introduction of Oriental medicine principles and theory and focuses on the knowledge of identification of patterns according to the eight principles, Qi-Blood-Body fluids, internal organs, pathogenic factors. It also covers the knowledge of identification of patterns according to the six stages, four levels, three burners, the 12 channels, eight extraordinary vessels, and the five elements.

- 3 Semester Credits (45 Hours)
- Prerequisites: None

CM510 Chinese Medical Language

This course develops students' proficiency in Chinese medical terminology and characters integral to Traditional Chinese Medicine (TCM), covering both written and spoken forms. Emphasis is placed on pronunciation, grammar, and precise stroke techniques. Students will master vocabulary associated with organ systems, primary disease patterns, diagnostic terms, five elements, and essential color and numerical characters. Upon completion, students will confidently recognize, pronounce, and transcribe core Chinese medical concepts in Pinyin, deepening their understanding of essential TCM terminology.

- 3 Semester Credits (45 Hours)
- Prerequisites: None

CM515 Zang Fu I

The first of a two-course series, Zang Fu I familiarizes students with pathology identification and differentiation according to the model of TCM internal medicine. Students learn the signs and symptoms for identifying Zang Fu patterns, utilizing the concepts of eight principles, vital substances, and the organ (Zang Fu) theory. Upon completion of this course, students will be able to differentiate and diagnose patterns of pathology and pathogenesis, in accordance with the Zang Fu Theory.

- 2 Semester Credits (30 Hours)
- Prerequisites: None

CM520 Zang Fu II

The second in this two-course series to explore the diagnostic skills and knowledge for identifying complex pathological patterns of TCM internal medicine. Students gain an understanding of the complex patterns in Zang Fu diagnosis, including differentiation of etiology, root, branch, symptoms and environmental and congenital patterns that involves more than one organ system. Students will also learn how to write and present case studies in a clear, precise, and professional manner.

- 2 Semester Credits (30 Hours)
- Prerequisites: None

CM525 Herbology I

Chinese Herbology, also called Ben Cao (Materia Medica), is divided into two courses. Herbology I introduces the theories of Chinese herbal medicine and studies single herbs based on their categories, origin, taste, temperature, entering meridians, preparation, delivery methods, therapeutic functions, and contraindications.

- 4 Semester Credits (60 Hours)
- Prerequisites: None

CM530 Herbology II

This course consists of Chinese herbal medicine principles and theory, especially the characters and functions of the most commonly used herbs and formulas, and their actions and indications, commentary, mechanisms of selected combinations, traditional contraindications, toxicity, nomenclature and preparation. This course shall also include some kinds of substances that calm the spirit, extinguish wind and stop tremors, for topic application, aromatic substances that open the orifices, and obsolete substances.

- 3 Semester Credits (45 Hours)
- Prerequisites: None

CM535 Herbal Pharmacology

This course includes the Pharmacokinetics information about commonly used herbal medicine including the absorption, tissue distribution, elimination, and body fluid concentrations. It also includes therapeutic approaches of herbal products, their nutrition, dietary and supplement prescription and counseling.

- 2 Semester Credits (30 Hours)
- Prerequisites: completion of one of the following: CM525, CM530

CM540 TCM Differential Diagnosis I

This is the first of two courses in TCM diagnosis. This course introduces acupuncture and Oriental medicine diagnosis. It covers mainly the four methods of diagnosis in Oriental medicine with emphasis on tongue observation and pulse diagnosis. It also covers analyses of symptoms and signs of diseases.

- 4 Semester Credits (60 Hours)
- Prerequisites: completion of CM500 or concurrent enrollment in CM505

CM545 TCM Differential Diagnosis II

This course introduces the knowledge of eight principles: differentiation, Qi, blood, and body fluid differentiation, combination syndrome of Qi, and blood, differential of body fluid, etiology and identification of patterns according to etiology, and seven emotional factors. It also covers the principles of prevention and treatment of disease, identification of patterns according to pathogenic factors, differentiation of six channels, four stages, Sanjiao syndrome.

- 4 Semester Credits (60 Hours)
- Prerequisites: Completion of CM500 or concurrent enrollment in CM505

CM550 Research Methodology

This course equips students with critical knowledge of research methodologies, encompassing key concepts and techniques for data collection, organization, and analysis, as well as report writing and evaluation. Emphasis is placed on understanding research within the context of evidence-based medicine and gaining insights into the academic peer review process. Students will develop the skills needed to design and execute their own research projects, assess the efficacy of treatments, and recognize when specific treatments may not be appropriate.

- 1 Semester Credit (15 Hours)
- Prerequisites: None

CM555 TCM Eyes, Ears, Nose, Throat, Mouth

This course, an applied TCM clinical course, introduces the etiology, pathogenesis, differential diagnoses, clinical treatment and prevention of common disorders of the eye, ear, nose, throat and mouth. After completing this course, students will have learned how to treat common eye, ear, nose, throat, and mouth problems.

- 1 Semester Credit (15 Hours)
- Prerequisites: Completion of CM540 or concurrent enrollment in CM545

CM600 TCM Herbal Formulas I

Herbal Formulas, one of the most important fundamental courses in traditional Chinese medicine, introduces the concept of herbal formulas and their clinical action on specific diseases, the selection of the proper herbs to make up a formula and the dosage of herbs in the formulas. Herbal Formulas is divided into two courses. Herbal Formulas I teaches the principles of herbal formulas and offers detailed studies on various classical formulas including their concept, composition, method of use, functions, indications, contraindications, and a detailed explanation of the role for each constituent herb in the formula.

- 4 Semester Credits (60 Hours)
- Prerequisites: completion of one of the following: CM525, CM530

CM605 TCM Herbal Formulas II

Herbal Formulas II teaches the remaining classical formulas including their concept, composition, method of use, functions, indications, contraindications, and a detailed explanation of the role for each constituent herb in the formula. After completing this course and Herbal Formulas I, students are able to identify all the herbal formulas taught

in the two classes and to prescribe and modify formulas to suit an individual patients' needs.

- 4 Semester Credits (60 Hours)
- Prerequisites: completion of one of the following: CM525, CM530

CM610 Chinese Internal Medicine I

This is the first of two courses in Chinese Internal Medicine. These classes present an overview of the etiology, pathology, differentiation and treatment of specific syndromes of the internal organ systems. Students will learn to identify specific patterns and symptoms associated with the pathologies, along with the treatment protocols and recommendations for treatment utilizing acupuncture, herbal medicine, and other TCM modalities. Chinese Internal Medicine I covers such topics concerned headache, dizziness, breathless, wheezing, asthma, Allergic rhinitis, cough, mental-emotional problems, insomnia, tinnitus, tiredness, chest painful obstructions syndrome epigastric pain, and hypochondrial pain.

- 3 Semester Credits (45 Hours)
- Prerequisites: CM500/505

CM615 Chinese Internal Medicine II

This is the second of two courses in Chinese Internal Medicine. These classes present an overview of the etiology, pathology, differentiation and treatment of specific syndromes of the internal organ systems and eye organs. Students will learn to identify specific patterns and symptoms associated with the pathologies, along with the treatment protocols and recommendations for treatment utilizing acupuncture, herbal medicine, and other TCM modalities.

- 3 Semester Credits (45 Hours)
- Prerequisites: CM500/505

CM620TCM External Medicine

This course introduces the basic theories, knowledge and the treatment for TCM external medicine. It includes the etiology and pathology, differentiation, treatment, and rehabilitation and nursing principles of TCM surgical diseases. It also includes many different kinds of surgical diseases such as sore and ulcer, breast diseases, goiter, tumor and rock, dermatologic diseases, sexually transmitted diseases, anorectal diseases, urinary male reproductive system diseases, peripheral vascular diseases, and other surgical diseases.

- 2 Semester Credits (30 Hours)
- Prerequisites: CM500/505

CM625 TCM Pediatrics

This is a clinic course in the study of Traditional Chinese Medical diagnosis methods and treatment strategies for children's diseases. This course presents concepts in the compatibility of physiology and pathology in children and its clinical application. It also provides students with the understanding of the special considerations needed for the diagnosis and treatment of children's diseases.

- 1 Semester Credit (15 Hours)
- Prerequisites: CM500/505

CM620 TCM Dermatology

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

- 3 Semester Credits (45 Hours)
- Prerequisites: CM500/505

CM635 TCM Gynecology/Obstetrics

This course covers the diagnosis and treatment of abnormal menstruation, pregnancy complications, sterility, fibroid tumors and vaginal discharge, and presents case studies for discussion. Chinese medical gynecology is introduced. The menstrual cycle is described in order to optimize treatment based on differentiation of the phases of ovulation and menstruation. Disorders of the female reproductive system are described as well as Chinese medical treatment. Assessment and therapeutics are described in terms of qi, blood and body fluids, extraordinary channels, as well as Zang Fu organ differentiation. Pathologies are differentiated in terms of etiology, pattern of disharmony, treatment principle and acupuncture and herbal treatment.

- 3 Semester Credits (45 Hours)
- Prerequisites: CM500/505

CM640 TCM Traumatology & Orthopedics

This course introduces the etiology, diagnosis, and treatment of common diseases of the musculo-skeletal system in accordance with both TCM and Western medicine. Emphasis will be on the differentiation of bone and soft tissue injuries which are common in industry and sports (injuries, wounds, abrasions, sprains and contusions to the tendons, ligaments, muscles and joints). Students will learn to recognize red flags in orthopedics and make referrals. Students will be able to treat patients with acupuncture and herbs and perform essential orthopedic tests to evaluate the outcomes of the treatments.

- 2 Semester Credits (30 Hours)
- Prerequisites: CM500/505

CM645 Classics: Nei Jine, Wen Bing, Jin Kui, Shang Han Lun

Huang Di Nei Jing ("Yellow Emperor's Internal medicine") is a major early medical work in the history of Chinese medicine. This course introduces the basic Chinese medical theories as described in the Huang Di Nei Jing. Students will better understand the theories and concepts of traditional Chinese medicine, be able to set up a basic core system of differential diagnosis, provide individual treatments and strengthen their clinical practice skills.

Wen Bing ("Febrile Disease") is an ancient medical text that studies the theoretical and clinical rules governing the onset, development and treatment of febrile conditions. Students will come to understand the features of febrile disease, the pathological changes of Wei, Qi, Ying, Xue (blood), the methods of differential diagnosis

and treatment, the mechanisms of the significance of inspecting the tongue in febrile illnesses.

Jin Kui Yao Lue (Prescriptions from the Golden Cabinet") is one of the most important TCM classics. It contains many important herbal formulas from the early stages of the development of TCM and exemplifies the treatment of "diseases of miscellaneous origins." After completing this course, students will have a better understanding of some of the traditional methods of diagnosis and treatment of miscellaneous disease and may apply this knowledge to their future clinical practice.

Shang Han Lun ("Treatise on Exogenous Cold Disease") is the first Chinese medical text that delineated systematically and completely the definition, etiology, pathogenesis, clinical manifestation, treatment principles, formula analysis and prognosis of disorders caused by exogenous Cold. With completion of this course, students understand clinical signs and symptoms, differential diagnosis and disease progress, with a viewpoint to integrating herbs and formulas according to principle and guidelines contained in this important text.

- 4 Semester Credits (60 Hours)
- Prerequisites: completion of CM500 or CM 505 or concurrent enrollment in CM540

CM650 Clinical Applications of TCM

Clinical Application of TCM approaches the study of TCM through case studies. In this course, students will be presented with clinical cases for discussion and analysis. Using acquired knowledge through analysis of patients' history, symptoms and signs, students are expected to make correct differential diagnosis as well as treatment plans and prescriptions by using acupuncture, herbs, and other TCM modalities. Students will also acquire knowledge from the case studies to provide guidance to patients regarding herbal preparation, nutrition (Oriental and Western nutrition, dietary and supplements), instruction in the utilization of mechanical devices and counseling.

- 3 Semester Credits (45 Hours)
- Prerequisites: CM500/505

CM655 Final Review

This course offers an overview for students preparing for graduation exams. It provides comprehensive preparation including in-depth review and exam-taking strategies for the California Acupuncture Licensing Exam. It provides a review of the core materials of the whole MSTCM curriculum: acupuncture, herbology, TCM foundation and diagnosis, various TCM specialties including internal and external medicine, dermatology, traumatology and orthopedics, geriatrics, gynecology and obstetrics, pediatrics, ophthalmology and otolaryngology, family medicine, and emergency care.

- 4 Semester Credits (60 Hours)
- Prerequisite: third year student

AP500 Acupuncture I

This course introduces the acupuncture principles and theory. It covers a brief history

of acupuncture and Moxibustion, the knowledge of Yin-Yang, the Five Elements, the Zhang-Fu organs, Qi, blood and body fluid, the basic concepts of channels, collaterals, and acupuncture points.

- 4 Semester Credits (60 Hours)
- Prerequisites: None

AP505 Acupuncture II

The course with the instruction of the acupuncture principles and theory. It covers the knowledge of the first eight of the twelve primary acupuncture meridians. The channels covered will include the lung, large intestine, stomach, spleen, heart, small intestine, urinary bladder, and kidney.

- 4 Semester Credits (60 Hours)
- Prerequisites: None

AP510 Acupuncture III

This course is a detailed introduction to the theory of channel systems covering the Pericardium, Triple Energizer, Gallbladder, and Liver. This course will also include the Governor Vessel and the Conception Vessel.

- 3 Semester Credits (45 Hours)
- Prerequisites: completion of one of the following: AP 500. AP505

AP600 Acupuncture IV

This course is a detailed introduction to acupuncture techniques, etiology and pathogenesis, diagnostic methods, differentiation of syndromes, acupuncture treatment, and CNT related requirements and regulations.

- 3 Semester Credits (45 Hours)
- Prerequisites: completion of one of the following: AP 500. AP505

AP605 Acupuncture V

This course covers the categories of acupuncture points and their applications, surgical techniques, magnet and beats therapy, microsystems acupuncture, electro-stimulation, cold and heat therapy, including moxibustion, cupping, Gua Sha-Scraping technique, and ultrasound therapy. It also introduces adjunctive acupuncture procedures, including bleeding, cupping, dermal tacks, acupuncture micro therapies, including auricular and scalp therapy.

- 4 Semester Credits (60 Hours)
- Prerequisites: completion of one of the following: AP 510. AP600

AP610 Acupuncture VI

This advanced Acupuncture course is an in-depth study of the principles of Acupuncture prescription development and treatment from Nei Jing to modern acupuncture and oriental medicine literature. The course includes a detailed study of clinical acupuncture treatment procedures for different specialties including, but not limited to, emergency care, family medicine, internal medicine such as Respiratory, Digestive, Urogenital, and Psychological diseases.

- 4 Semester Credits (60 Hours)
- Prerequisites: completion of one of the following: AP 510. AP600

AP615 Special Acupuncture Techniques

This course includes two parts. The first part will focus on teaching proper clean technique in treating patients and proper usage of equipment in the clinic. Clean needle technique (CNT), OSHA requirements, and information regarding blood-borne illnesses will be taught. The second part will focus on various acupuncture techniques, including needling techniques, moxibustion, cupping, accident prevention etc.

- 4 Semester Credits (60 Hours)
- Prerequisites: AP510

AP620 TCM Tuina Massage

Tuina is a pillar of Traditional Asian Medicine and refers to a wide range of massage and hand manipulation techniques such as pushing, rolling, kneading, rubbing, scrubbing, grasping and pressing. Tuina manipulations are designed to correct a variety of physical problems, internal conditions, gynecological conditions, pediatric conditions and traumatic injuries.

- 4 Semester Credits (60 Hours)
- Prerequisites: CM500/505

Western Medication

WM500 Biology

This course covers the chemistry of life, molecular and cellular biology, structure and function of organisms, reproduction and development, genetics, evolution and ecology (the relations of organisms to each other and to their environment). This course, with emphasis on human biology, provides a solid basis for further biomedical studies with knowledge of vocabulary, concepts, and skills.

- 2 Semester Credits (30 Hours)
- Prerequisites: None

WM505 Human Anatomy

This course is on Western Medicine and Chinese Medicine, introducing to students the normal morphology and structure of tissues, organs and systems in the human body in order to better understand other Western and Chinese courses.

- 4 Semester Credits (60 Hours)
- Prerequisites: None

WM510 Human Physiology

This course is on Western Medicine and Chinese Medicine, introducing to students how the body and its parts work or function in order to better understand other Western and Chinese courses.

- 4 Semester Credits (60 Hours)
- Prerequisites: None

WM515 Chemistry

This course explores various topics of inorganic chemistry including the periodic table of elements, atomic structure of matter, nuclear chemistry, molecular bonding, atomic quantum numbers and orbitals, equilibrium states, acid/base chemistry and thermodynamics. The basic organic chemistry

of alkanes and unsaturated hydrocarbons will also be examined throughout the course.

- 4 Semester Credits (60 Hours)
- Prerequisites: None

WM520 Physics

Designed for health science students, this is a course on physics with minimum calculations. It will conceptually explore various topics of physics, including: motions and forces of a body, properties of matter, heat, sound, light, and electricity and magnetism. Basic atomic and nuclear physics, as well as the theory of relativity will be introduced.

- 2 Semester Credits (30 Hours)
- Prerequisites: None

WM525 Patient Care I

Patients care I introduces the primary care responsibilities as well secondary and specialty care responsibilities for primary health care practitioners. General patient care includes treatment planning, continuity of care, referral and collaboration with other medical professionals, follow-up care, final review, functional outcome measurements, prognosis and future medical care. This course also covers the psychological assessment and proper counseling for patients with mental disorders

- 3 Semester Credits (45 Hours)
- Prerequisites: None

WM 530 Patient Care II

This course teaches students how to write a professional medical legal report and manage expert medical testimony and independent medical review, and also how to care for seriously ill patients and handle patient emergency issues. This course presents detailed case management for workers compensation, car accidents, socialized medicine patients and other special cases. This course also introduces to students the coding procedures for current procedural codes (CPT and 1CD-10 diagnosis), the treatment of contra-indications and complications, focusing on drug and herb interactions.

- 3 Semester Credits (45 Hours)
- Prerequisites: None

WM535 Pathology & Pathophysiology

This course presents a survey of the nature of disease and illness, including microbiology, immunology, psychopathology, and epidemiology. It provides an in-depth understanding of cell and tissue function It introduces the knowledge of cell and tissue function, cell injury and cellular adaptations, structure of immune system, epidemiology and prevention, biological bases of psychopathology, psychological assessment and clinical judgment.

- 4 Semester Credits (60 Hours)
- Prerequisites: None

WM540 Western Medical Terminology

This course provides a working familiarity of common medical terminology used in western medicine, including the definitions, roots,

prefixes, suffixes and proper pronunciation of terms, emphasizing their clinical context. This course offers a practical understanding of common medical terminology used in Western medicine, covering definitions, roots, prefixes, suffixes, and accurate pronunciation, with a strong emphasis on their application in clinical contexts.This course is foundational for the western sciences and allows for communication with other health care providers.

- 2 Semester Credits (30 Hours)
- Prerequisites: None

WM545 History of Medicine and TCM

This course introduces the history of Medicine, and the history of Traditional Chinese Medicine (TCM) including the origin of TCM, the development of TCM in the Han dynasty, the North South division epoch, the Tang Dynasty, The Song Dynasty, the Jin-Yuan dynasty, the Ming dynasty, the Qing dynasty, and the recent status of TCM in both China and the world. This course shall also includes modern acupuncture and Oriental medicine literature and the current research areas in TCM.

- 1 Semester Credit (15 Hours)
- Prerequisites: None

WM550 Psychology

This course is designed to assist students in acquiring the knowledge and skills necessary to evaluate and treat clients with mental disorders. The class introduces the psychotherapeutic diagnostic system (DSM IV-TR) and the vocabulary to empower practitioners to more effectively interact with western clinicians. The course covers suicide, psychosis, chemical dependency, depression, anxiety and the psychopharmacology used in western medicine. Emphasis is placed on developing solid boundaries, interviewing and communication skills, and setting up a safe and trusting environment. The course presents an introduction to western counseling skills and also addresses eastern influences on counseling. Various modalities of psychotherapy are presented.

- 2 Semester Credits (30 Hours)
- Prerequisites: None

WM555 Public Health

This course presents an overview of public health and epidemiology, including the distribution and correlates of illness in the population and current efforts to prevent and control risk factors that contribute to morbidity and mortality. Additional topics include public health issues that face the primary care provider including TCM practitioners.

- 2 Semester Credits (30 Hours)
- Prerequisites: None

WM600 Nutrition

This course provides foundational knowledge in human nutrition, focusing on how nutrient excesses or deficiencies impact health across the lifespan. Students will learn digestion and assimilation, including useful assessment tools and lab tests, and how to counsel patients on developing a healthy diet. There will also be a discussion of vitamins and

minerals, recommended intake, the role of diet in the various stages of the life cycle, the way chronic disease is influenced by excessive or deficient states, and the bio variability of needs among different patients. The course will cover special issues like food allergies, detoxification, and weight loss as well as possible nutritional approaches to illness commonly encountered in clinical practice.

- 3 Semester Credits (45 Hours)
- Prerequisites: None

WM605 Qi Gong

Qigong, or Vital Energy Skills, are the ancient Chinese methods of cultivating and using the vital energy in the body, representing the Chinese philosophy of the exercise-health connection. Qigong is now successfully used in China for treating chronic diseases. In this practical introductory course, students learn to experience various Qigong exercises in an atmosphere of personal experimentation, with emphasis on the fundamentals of "reading" and "feeling" the Qi.
This course will enable students to become familiar with the theory, form and potential health benefits of Chinese therapeutic energetics.

- 3 Semester Credits (45 Hours)
- Prerequisites: None

WM610 Tai Ji Quan

Taijiquan is recognized as one of the fundamentals of good health. This course is a natural extension of the Qigong courses and introduces students to more advanced exercises and sets for health enhancement. This course is aimed at teaching exercises the student can master, and that are safe for a wide spectrum of conditions.

- 2 Semester Credits (30 Hours)
- Prerequisites: None

WM615 Western Medicine Science I

This course presents an overview of the medical knowledge of the medical knowledge of the principles and practice of medicine and surgery, cardiovascular system, respiratory system, gastrointestinal system, hepatic, biliary and pancreatic systems, genitourinary system, and nervous system.

- 4 Semester Credits (60 Hours)
- Prerequisites: completion of one of the following: WM 505. WM 510

WM620 Western Medicine Science II

This course presents an overview of the medical knowledge of the musculoskeletal system, dermatology and soft tissues, breast disorders, endocrine system, hematology and clinical immunology, nutritional and metabolic disorders, genetic syndromes, overdose, poisoning and addiction. It also includes a survey of dentistry, podiatry, nursing, naturopathy and homeopathy.

- 3 Semester Credits (45 Hours)
- Prerequisites: completion of one of the following: WM 505. WM 510

WM625 Physical Examination & Lab Diagnosis

This course introduces the techniques of history-taking and physical assessment according to the western clinical paradigm. This course covers the complete physical examinations of the skin, head, sense organs, chest, abdomen, as well as basic orthopedic and neurological tests. It also includes the knowledge of diagnostic imaging, radiological, and laboratory tests and incorporating the resulting data and reports.

- 4 Semester Credits (60 Hours)
- Prerequisites: None

WM630 Practice Management

This course covers the business and management aspects of practicing acupuncture and Oriental Medicine in private clinic establishments. It includes record keeping, insurance billing and collection, California and Federal laws including HIPAA, OSHA, and Labor codes, safety management, running a successful acupuncture clinic, risk management, ethics, and hygienic standards including clean needle techniques.

- 2 Semester Credits (30 Hours)
- Prerequisites: None

WM635 Western Pharmacology

This course introduces the basic concepts and pharmacological principles of western pharmaceuticals and their major categories. Topics include pharmacological distribution, metabolism, and excretion, and the mechanisms by which drugs produce their therapeutic effects. Course emphasis is on general principles that can be applied broadly to groups or categories of medications. Students learn the major classes of drugs and specific examples within each class, potential drug-drug and drug-herb interactions.

- 3 Semester Credits (45 Hours)
- Prerequisites: None

WM640 Introduction to Medical Imaging Procedure

An introductory imaging course for the TCM student. This course provides an overview of radiation physics and protection, normal radiographic anatomy, common pathologies, radiologist reports and ordering imaging for diagnostic purposes. Areas of discussion include: X-Ray, CT, MRI, PET, Ultrasound and Nuclear Medicine.

- 3 Semester Credits (45 Hours)
- Prerequisites: completion of one of the following: WM 505. WM 510

WM645 Professional Ethics

This course covers ethical and legal aspects in acupuncture and oriental medicine. It introduces code of ethics for acupuncturists, steps in making ethical decisions, ethics and peer review, and laws and regulations relating to the practice of acupuncture.

- 1 Semester Credit (15 Hours)
- Prerequisites: None

WM650 Career Development

The primary focus of our program is ensuring you are honing the knowledge of the theory and practice of Chinese medicine and become a confident and competent practitioner. In the western world, the environment is also required from practitioners to be familiar with

post graduation options and learn to develop entrepreneurial skills.

- 4 Semester Credits (60 Hours)
- Prerequisites: WM645

WM655 Community Services

This course is designed for students to enhance the school's commitment to provide community services to the public. The purpose is to increase public awareness and understanding of Traditional Chinese Medicine. Students attend and participate in a variety of community outreach projects organized by the school, such as community health fairs and health seminars. Students perform voluntary work for different community groups, such as senior adults, low-income and disadvantaged families.

- 1 Semester Credit (15 Hours)
- Prerequisites: Internship level

TCM Clinic Training

CL500 Beginning Clinical Theater

In Beginning Clinical Theater, newly enrolled students receive a comprehensive introduction and orientation to the clinic's protocols on patient care, safety, herb formula preparation and patient records. This is students' first opportunity to see how TCM theory and practice are combined. In each class, scheduled patients are interviewed, diagnosed and treated by faculty, as students observe. Following each patient's intake, diagnosis and treatment, a general forum discussion of the patient's case is conducted. Students begin learning professional conduct within this clinical setting: how to take a patient's medical history, and how to create and maintain patient records. Students observe all aspects of treating patients as a TCM professional, including diagnostic data gathering, syndrome identification, treatment planning, herb prescription formulation, and acupuncture needling techniques. Students also participate in the preparation of herbal formulas.

- 1.5 Semester Credits (45 Hours)
- Prerequisites: None

CL505 Clinical Theater

This class is a continuation of Beginning Clinical Theater. Conducted in a supervised lab setting, students will have the opportunity to see how TCM theory and practice are combined. In each class, scheduled patients are interviewed, diagnosed, and treated by faculty as students observe. Following each patient's intake, diagnosis, and treatment, a general forum-discussion of the patient's case is conducted. Students begin learning professional conduct within this clinical setting: how to take a patient's medical history and how to create and maintain patient records. Students observe all aspects of treating patients as a TCM professional, including diagnostic data gathering, syndrome identification, treatment planning, herb prescription formulation, and acupuncture needling techniques. Students also participate in the preparation of herbal formulas. Integrated Competency Assessment: within CL505, students are assessed on their clinic competencies in charting, clinic protocols, and professionalism. Successful completion of this competency assessment is required to advance to the next clinical internship level.

- 1.5 Semester Credits / 48 Hours (45 hours of Clinical Theater Instruction and 3 Hours of Competency Assessment.)
- Prerequisites: CL500

CL515 Clinical Rounds

Clinical Rounds provides students with experience in observing and assisting licensed faculty practitioners in interviewing, diagnosing, and treating patients. In Rounds, four to five students follow a practitioner, treating patients in the school's teaching clinic. Students participate in taking and recording a patient's history and exam. Students take the patient's pulses and observe the patient's tongue to understand the instructor's diagnosis, choice of acupuncture treatment, and herbal prescription. This close assistantship is invaluable in the study of TCM. Students will learn how to fill an herbal prescription from the clinic's pharmacy and give patients instructions regarding its preparation and use. Students are evaluated on their knowledge and developing patient skills.

Integrated Competency: within CL515, students will also complete a competency examination that confirms their knowledge and skills in clinic protocols, patient relations, TCM diagnosis, acupuncture, and Chinese herbs.Successful completion of this integrated exam is required for students to complete this course and advance from Clinical Rounds to Intern Rounds Orientation (Assistant Intern stage).

- 3 Semester Credits /93 Hours (90 hours of Rounds and 3 Hours of Competency Assessment)
- Prerequisites: CL505

CL605 Clinical Internship Rounds

In Clinical Internship Rounds, students advance to hands-on treatments in a clinical setting under the direct supervision of a licensed practitioner. A small, intimate group of students attends to the patient's intake and treatment, with constant monitoring by a licensed faculty supervisor who develops a diagnosis and treatment strategy. Students will learn to treat patients with a variety of TCM modalities, and prepare formulas or prescribe patent herbs under the direct supervision of a licensed faculty supervisor. Clinical Internship Rounds is designed to provide a setting for the students to develop comprehensive clinical skills in preparation for Internship.

Integrated Internship Rounds Orientation: as part of CL605, an orientation component prepares students transitioning from observational roles to active participation in patient care. Students learn protocols, treatment procedures, and Chinese herbal formula preparation. Successful completion of this orientation is required for students to complete this course and as they move into the Intern Rounds stage.

- 9 Semester Credits / 273 Hours (270 hours of Clinical Internship Rounds and 3 hours of Orientation)
- Prerequisites: CL515

CL615 Clinical Integrative Intern Theater

In this integrative clinical setting, interns are supervised by both Western and TCM faculty. Working in rotating groups of three, interns will perform patient history intake and relevant examinations from both Western and Eastern perspectives. They will then develop an assessment and treatment plan from each perspective. The diagnosis and plan will be evaluated and discussed. A second group of interns will carry out the Eastern treatment and offer recommendations for the Western treatment (excluding the administration of medications). This collaborative environment enhances the intern's ability to integrate TCM and Western concepts effectively.

Integrated Competency Assessment: within CL615, interns will also complete a final competency examination that confirms their ability to independently greet, diagnose, and treat patients with acupuncture and Chinese herbal formulas while adhering to all clinic protocols and professional standards. Successful completion of this integrated exam is required for interns to advance to the Senior Internship stage of clinical training.

- 1.5 Semester Credits / 48 Hours (45 hours of Clinical Integrative Intern Theater and 3 hours of Competency Assessment)
- Prerequisites: CL605

CL625 Clinical Grand Rounds

In a group setting, Grand Rounds offers interns an opportunity to present their difficult cases to one or more senior TCM faculty for feedback and assistance. Interns present their patient's history, signs and symptoms, diagnoses and treatments, and discuss and explore the case with the faculty member and other interns in order to develop new approaches for the diagnosis and treatment of the patient.

- 1.5 Semester Credits/48 hours (45 hours of Clinical Grand Rounds and 3 hours of Orientation)
- Prerequisites: CL615

CL630 Clinical Internship

Clinical Internship is designed to simulate an actual clinical environment, in which students diagnose, treat, and develop long-range treatment goals and plans for their patients. Interns work independently under a licensed clinical faculty supervisor who provides guidance, answers questions, and offers recommendations as needed. Clinical Internship imparts the ultimate clinical educational experience, allowing students to cultivate autonomy with patients while supported by the wisdom of experienced licensed faculty members. Upon licensure, students will be able to treat patients unsupervised with confidence and expertise.

Integrated Internship Orientation: as part of CL630, an orientation component introduces and reinforces the clinical and professional protocols that students will follow in their final stage of senior internship training. This integrated orientation ensures that interns

understand all necessary procedures, expectations, and professional standards before fully engaging in their independent clinical duties. Successful completion of this orientation is required for students to complete this course and as they move into the Intern Rounds stage.

- 15 Semester Credits / 450 Hours
- Prerequisites: CL625

Continuing Education Units (CEU) (#44)

Program Length:

- Each course offers 8-12 clock hours, with 1 CEU awarded.
- CEU titles and course schedule vary each year

Course Overview:

This continuing education course is designed for California Licensed Acupuncturists and Traditional Chinese Medicine practitioners. The course is not vocational in nature and does not lead to initial employment. Proof of a California Acupuncture License is required to earn CEU hours. The course is not a prerequisite and does not provide credit toward any vocational program offered within the school.

The course covers topics related to "Ying, Yang, & Nei Jing." Upon completion, students will qualify for continuing education credits as mandated by the California Acupuncture Board. Each course offers 8-12 clock hours, with 1 CEU certificate awarded. The program is approved by the California Acupuncture Board.

GOVERNANCE

Administration

The administration of Whitewater University of California is committed to excellence in all aspects of the institution. In addition to extensive experience working with adult learners and developing higher education programs, Whitewater University is institutionally accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), a national accrediting agency recognized by the U.S. Department of Education. The university's governance and administrative practices reflect the standards of educational quality, integrity, and accountability required by ACCSC.

Board of Directors

- Hung Hua Hsueh, ME, Chair
- Chung Hsin Hsueh, ME
- Whitney Hui Lin, ME
- Hsiao Lung Yang, ME

Program Advisory Committee

CSE Program Advisory Committee Members

- Mo Zhang
- Minfang Tao
- Xiaolu Hao
- Hui Liang
- Hancy Wong
- Weng Hoe Hor

TCM Program Advisory Committee Members

- Patty Chang
- Chaokoa Victor Chang
- Fei Xu
- Min-His Lee
- Aaron Arnold Rn
- Jingyue Zhou
- Serena Jin
- Jingyue Zhou
- Pei Hu

Academic Administration

- **Dr. Yann Huang, DBA, Lac**
  - President/CEO
  - Treasurer Finance
- **Dr. Camilla Lau, DBA**
  - Associate Dean, School of TCM
  - Director, Administration and Academic Affairs
  - Director, Distance Education
- **Dr. Yu Guo, Lac**
  - Dean, School of TCM
  - Clinic Manager
  - Campus Director
  - Director, Student and Career Service Department
- **Dr. Chi Kao, DCE**
  - Dean, School of CSE
  - Director, General Affairs
  - Director, IT and Online Development
- **Pam Bennett**
  - Librarian

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  - **B.S., Electrical Engineering**, National Taiwan University

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    i. Chuang Guan Ji Wo De Huang Di Nei Jing Jue Wu Zhi Lu "Journey Through the Yellow Emperor's Inner Classic". 黃帝內經覺悟之旅 (2012)
    ii. Ling Shu Zhen Yi Ji Cheng, "The True Meaning of the Ling Shu Collection" 靈樞真意集成 (2013)
    iii. Ben Shu Zhen Jiu, "Ben Shu Acupuncture" 本俞針灸靈樞經學用解難 (2014)
    iv. Shen Nong Ben Cao Jing Jue Wu Zhi Lu, "Journey Through the Marvecal Farm Herb Classic" 神農本草經覺悟之旅 (2015)
    v. Zhong Yi Jue Wu Yi Yan, "Understand TCM in one

Sanchense" 中醫覺悟一言 (2016)

vi. Xue Zhi Dao, "Daoist of acupuncture points" 穴之道 (2018)

vii. Zui Quan Zui Shi Yong de Xiao Pian Fang, "Mostly complete and practical Small Formula" 最全最實用小偏方 (2016)

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    ii. Classification charts for herb study

    iii. Chinese herbal Medicine Formulas"

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  - **Bachelor of Traditional Chinese Medicine**, Shaanxi Academy of Traditional Chinese Medicine

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  - **Completed Acupuncture Program in Academy of Chinese Culture and Health Sciences**, Oakland
  - **Bachelor of Art in Industrial Art**, San Deigo State University
  - **Associate Professor**, University of Eastern Western Medicine, San Jose

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DISCLAIMER

The contents of the 2025 Whitewater University of California Catalog have been compiled and organized to provide enrolled and prospective students, state agencies, accreditation boards and others, with an overview of the programs and policies of Whitewater University of California. It is as current and complete as publication deadlines permit. Typically, within a catalog's effective dates of use, courses and curricula may vary, tuition and fees may change, policies might be modified, and personnel changes may occur. Normally, the institute makes announcements of this nature in the WUC Catalog Online, an online publication that features announcements, program changes, faculty and state appointments, student achievements and the tentative term-by-term schedule of courses.

In addition, letters dealing with specific changes in program, policies or procedures may be mailed to students. Students are responsible for keeping themselves informed by these means and should also consult the appropriate institute office or an academic advisor. The writing and editing of this catalog have been guided by an effort to attain factual accuracy. If regulations, program requirements and services described herein contradict with current practice, the latter will prevail. All information contained in this catalog is subject to change without prior notice by the officials of Whitewater University of California. The catalog does not constitute an agreement between the institute and its students.

Appendix A

Emergency Preparedness Plan

Whitewater University of California (2025)

Table of Content

Introduction ---------- 3

Campus Floor Plan ---------- 4

Activating the Emergency Notification Plan ----- 5

Emergency Response Team and Critical Campus Support ---------- 5

Weather University Related Emergencies -------- 7

Medical Emergencies ----------7

Campus Emergencies ---------- 9

Evacuation (Apply to All Evacuation Situations) ----------10

Weapon Threat / Armed Intruder / Active Shooter ----------12

Bomb Threat ----------13

Hazardous Materials / Leaks / Spills ----------15

Procedures Review, Instruction and Maintaining the Plan ----------16

Appendix A: Bomb Threat Checklist ----------17

Introduction

Whitewater university has an Emergency Preparedness Plan to use for general guidelines in emergency situations and to prepare individuals for immediate crisis response. The plan provides actions the university administration, faculty, staff, students and campus visitors should take in the event of many different types of emergencies.

The first step in any emergency is to report the incident to campus police and call 911 (if needed) for emergency assistance:

San Jose Police Department

(408) 277-8900

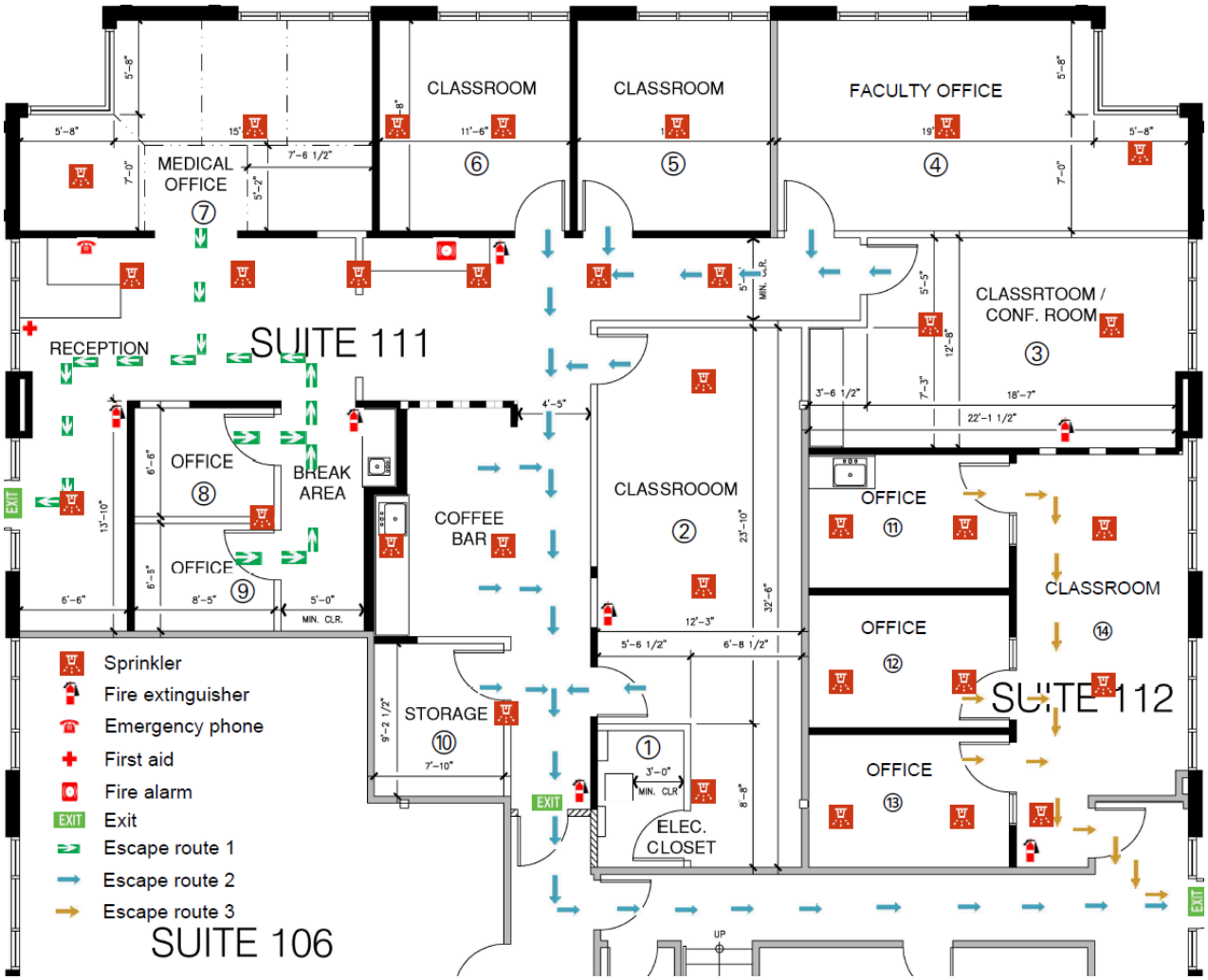
This emergency plan is intended to ensure an appropriate response to the two general types of emergencies that are likely to affect the University community: large-scale natural or man-made disasters, and threats to campus safety.

Although no emergency plan can be exhaustive, this plan prescribes actions to take in most crisis scenarios. Because emergencies are often unpredictable, the procedures defined here are designed with flexibility to accommodate various scales of emergency disasters and law enforcement contingencies. It guides the general response to emergencies and prepares individuals for immediate crisis response.

Regardless of the action necessary during an emergency, all parties involved are expected to apply good common sense and sound judgment to create a safe environment.

CAMPUS FLOOR PLAN

The campus is located on the ground floor and consists of two suites (Suite 111 and 112). When an emergency occurs, people at campus should follow the direction of



person-in-charge and escape route according to the location. Escape routes and emergency equipment are clearly marked on the floor map and printed emergency floor maps are placed in every room to ensure all faculty, students, and guests are able to read.

ACTIVATING THE EMERGENCY NOTIFICATION PLAN

Whether an emergency occurs during or after normal business hours, the first contact should be to the property manager, who will

determine how and whom to notify beyond them according to the level of activity on campus.

In the event of any emergency, report the location and existing conditions to:

San Jose Police Department
- **(408) 277-8900**

Property Management
- **Contact: Lee Jatta**
- **2051 Junction Avenue, Suite 100 | San Jose, CA 95131**
- **P: 408.453.4700 Ext. 140 | F: 408.453.5636**
- **E: lee@borelli.com | www.borelli.com**
- **Cal BRE # 01828564**
- **After Hours Emergency Number: (408) 496-1358**

Property Manager and its management team will contact senior management to decide if and when to activate the Emergency Response Team and/or Campus Emergency Notification Procedures. Property Manager incharges in any emergency and delivers instructions to the Campus Police/Security.

The president is in charge during an emergency and, in his absence, the highest-ranking administrative officer on campus is to assume command until the next highest-ranking officer reports to campus. During emergencies, the first person on the campus should not hesitate to follow the university's emergency protocol.

EMERGENCY RESPONSE TEAM AND CRITICAL CAMPUS SUPPORT

When emergency conditions are such that normal University operational efforts can no longer deal effectively with the emergency, Campus Police/Security will notify the Emergency Response Team(s) for the affected campus who will assemble and begin operations under the direction of the President with each team member contacting other key personnel.

Emergency Communication Center
An Emergency Communication Center will be set up under direction of the President with the location determined by power availability.

Emergency Alert Plan
The Whitewater University communication approach is based on redundancy, using various methods to reach members of the university, including students, parents, alumni, visitors and the news media.
The goal is to send timely notice after being notified of an emergency situation. While other means may be used, the primary methods of alerting people include the following:

1. E-Alert (Email & Text Message): Depending on the nature and location of an emergency situation, Whitewater may send an "E-Alert" message to all students, faculty and staff in the form of text message and email.
2. Siren & Public Address System: An alert tone may be broadcast on campus using outdoor sirens. Constituents may be alerted to potential severe weather and/or threatening situations by a siren alert followed by recorded or live voice instructions.
3. Push Notification from Whitewater University Mobile Application: Depending on the nature and location of an emergency situation, Whitewater may utilize the Whitewater University Mobile Device Application (app) to deliver an emergency notification to all app users. Users only need to have the app installed

on their mobile device for the push notification to deliver an emergency notification. The app administrator is the only person authorized to utilize the Push Notification feature in the app.

4. Web/Alert Web Bar: In order to highlight emergency news and other alerts, Whitewater will include on its website (www.WUCA.us).
5. Social Media: Whitewater will post messages on its main Facebook page (@WhitewaterUniversity) and on its official Twitter feed to reflect the proper emergency information. The Twitter feed has a maximum character limit of 140. (Web Coordinator)
6. Switchboard Message: Whitewater will change the external message on those calling the main switchboard line to indicate the proper emergency information, and direct callers to other information sources as appropriate.
7. Other: Regular updates will also be provided to the news media. (PR Director)
   Immediate Response: The team will carry out these initial tasks immediately:
   - Send E-Alert e-mail/text message
   - Send push notification through Whitewater App
   - Activate and post notification on Whitewater website (alert web bar)
   - Send media alert as appropriate
   - Send messages and update content through the Whitewater
   - University accounts on Twitter (@WhitewaterGA) and/or Facebook (@WhitewaterUniversity) as appropriate

WEATHER UNIVERSITY RELATED EMERGENCIES

Warning: Severe weather warnings are issued by the National Weather Service and may be heard through mobile alerts and over area radio/ television stations.
Preparation: The President of the University, with assistance from the Director of Facilities Management and Safety, the Senior Vice-President for Academic Affairs/Provost, and (if Athens Campus) the Senior Vice President for Administration and Finance will decide whether to dismiss, delay or cancel classes due to severe weather conditions. The decision will depend much on the time of day the severe weather arrives.

Cancellation of Day Classes: If necessary, a decision should be made by 6:30 a.m. whether to delay or cancel day classes based on existing and projected road conditions, weather forecasts and current conditions.

Cancellation of Evening Classes: If necessary, a decision should be made by 3:00 p.m. whether to delay or cancel evening classes based on existing and projected road conditions, weather forecasts and current conditions.

Inclement Weather: If the school will be closed due to inclement weather, the Emergency Notification process listed in this plan will be activated.

Earthquake/Tornado/Hurricane/Flooding/ Thunderstorms

- Campus Police/Security will notify the various departments and offices of the University that a watch or warning signal has been issued. The Emergency Notification Plan will be activated as needed.
- Watch: When a WATCH signal has been received, normal campus activities will be continued.
- Warning: When a WARNING signal has been received, those receiving the message will direct those under their

charge to the shelter area designated for that area.
- Sheltering: Upon leaving the area, close but do not lock the door. Proceed quickly to a sheltered area. If a person is injured, report the injury to the nearest faculty or staff member.
- Designated Safe Areas: Interior ground floor locations without windows are the safest places in most buildings. In the event of a tornado warning, please move immediately to the safest location nearest you.

MEDICAL EMERGENCIES

When medical emergencies arise on campus, request first response assistance from:

San Jose Police Department
- (408) 277-8900

Property Management
- Contact: Lee Jatta
- 2051 Junction Avenue, Suite 100 | San Jose, CA 95131
- P: 408.453.4700 Ext. 140 | F: 408.453.5636
- E: lee@borelli.com | www.borelli.com
- Cal BRE # 01828564
- After Hours Emergency Number: (408) 496-1358

Either you or city Police/Security should call 911 if needed (dial 9, then 911 if calling from a campus phone) for assistance and report the incident to your supervisor or, if a student, to Student Life.

Accidental Injury to Faculty, Staff, Students, or Visitors:

Dial 911 (dial 9, then 911 if calling from a campus phone), then call Campus Police/Safety for assistance.
Contact the VP of Student Life and Leadership (if student) or supervisor (faculty or staff) as soon as possible via phone or email. If the injured individual is a visitor, please notify the Office of the Senior Vice President for Administration and Finance as soon as possible via phone or email.
Contact relative/friend at the request of the injured party, if feasible. Promptly inform the immediate supervisor of the injury.
Complete necessary forms:
- Staff and Supervisor Reports must be completed in a detailed manner on an Accident Report Form (located on the WUC clinic front desk) and forward it to Human Resources. The Property Manager will complete an incident report as part of the campus record.
- Students and visitors must complete a detailed report on the Accident Report Form for Students/Visitors and forward it to the administration office.
- Large Scale Emergencies: Large scale medical emergencies such as localized influenza or disease outbreaks, etc., will be managed by the Emergency Response Team with the assistance of and in cooperation with local, state, and (when appropriate) federal health officials.

CAMPUS EMERGENCIES

This section contains the recommended procedures to be followed during specific types of emergencies. It is suggested that the procedures always be followed in sequence unless conditions dictate otherwise.

Fire
Whether response by the fire department is required or not, immediately report all fire incidents to:

San Jose Police Department
- (408) 277-8900

Property Management
- Contact: Lee Jatta
- 2051 Junction Avenue, Suite 100 | San Jose, CA 95131
- P: 408.453.4700 Ext. 140 | F: 408.453.5636
- E: lee@borelli.com | www.borelli.com
- Cal BRE # 01828564
- After Hours Emergency Number: (408) 496-1358

In the event of a fire:
1. Activate the fire alarm
2. Call 911 (dial 9, then 911 if calling from a campus phone) and give location of fire
3. Call Demorest Campus Police or Athens Campus Security and
4. If possible, leave the area immediately. Close, but do not lock doors behind you as you exit the building.
5. Isolate the fire by closing all doors on your way out. DO NOT LOCK THE DOORS. 6. Assist injured and disabled persons.
6. DO NOT use elevators – use the stairways.
7. DO NOT stop for personal belongings or records.
8. DO NOT stand in smoke. Drop to your knees or stomach and crawl to the nearest exit covering your nose and mouth with a cloth to avoid inhaling smoke.
9. If ignited, drop and roll to extinguish fire.
10. Stay out of the way of emergency personnel.
11. Notify either emergency personnel or fire fighters on the scene if you suspect someone may be trapped inside.
12. DO NOT RETURN TO THE BUILDING unless instructed to do so.

If you are trapped:
1. Call 911 (dial 9, then 911 if calling from a campus phone), if possible.
2. Open a window, if one is available, and place an article of clothing (shirt, coat, etc.) outside the window as a marker for emergency personnel.
3. Stay near the floor where there is the least smoke.
4. Cover your mouth with clothing to avoid inhaling smoke.
5. Do not open a door if smoke is pouring in or around the bottom, or it feels hot.
6. Shout to alert emergency personnel of your location.
7. Rescue: Do not attempt to rescue anyone. Notify emergency personnel immediately.

EVACUATION (APPLY TO ALL EVACUATION SITUATIONS)

Evacuate the building following emergency evacuation routes posted on doors and in hallways. Evacuate buildings to a distance of at least 500 feet from the building.

Room Evacuation – Students and employees

may be asked to move to a shelter area in each building designated for gathering during emergencies. Room evacuation routes are posted inside classrooms, offices, dorm rooms and study areas.

Building Evacuation - Evacuation of a building will occur when an alarm sounds and/or upon notification by a Campus Police/Security or an Emergency Response Team member. Evacuation routes that identify the nearest exit doorways are posted in all public buildings. Once outside, evacuees should proceed to an all-clear area that is at least 500 feet from the affected building. Keep streets, hydrant areas, and walkways clear for emergency vehicles and authorized personnel.

Campus Evacuation - Evacuation of all or part of the campus
grounds will be announced by Campus Police/Safety and shall
take place without delay.

Earthquake

Due to the sudden and unpredictable nature of earthquakes, as well as the low probability of this type of emergency in our area, there will most likely be no advance warning, making this a reactive situation. The Property Manager will notify the various departments and offices of the University if an earthquake occurs. The Emergency Notification Plan will be activated as needed.
1. Stay where you are until the shaking stops. Do not run outside.
2. Drop down onto your hands and knees so the earthquake doesn't knock you down.
3. Cover your head and neck with your arms to protect yourself from falling debris.
- If you can move safely, crawl for additional cover under a sturdy desk or table.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as light fixtures or furniture.

4. Hold on to any sturdy covering so you can move with it until the shaking stops.

If getting safely to the floor to take cover won't be possible:
1. Identify an inside corner of the room away from windows and objects that could fall on you and get as low as possible to the floor.
2. For individuals with mobility issues, or those who use wheelchairs and other mobility devices:
- Wheelchairs or other wheeled mobility devices: lock the wheels of the wheelchair and remain seated until the shaking stops. Protect your head and neck with your arms, a pillow, a book, or whatever is available.
- Crutches or other mobility-assistance devices: lean against an available wall, away from windows, glass, outside doors and walls, and anything that could fall. Drop the mobility devices to the ground and use your arms to protect your head and neck.
- Try to get on the floor away from glass, windows, outside doors and walls, and anything that could fall, such as light fixtures or furniture, if possible.

If you are outside when you feel the shaking: Move away from buildings, streetlights, and utility wires then, "Drop, Cover, and Hold On" until the shaking stops.
If you are in a moving vehicle when you feel the shaking: Stop as quickly and safely as possible and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that the earthquake may have damaged.

After an Earthquake:
When the shaking stops, look for a clear path to safety, leave the building and go to an open space away from damaged areas.
1. If you are trapped, do not move about or kick up dust.
2. If you have a cell phone with you, use it to call or text for help. 3. Tap on a pipe/wall or make noise, so that rescuers can locate you. 4. Once safe, be prepared to "Drop, Cover, and Hold on" in the likely event of aftershocks.

Lock-Down and Shelter-In-Place
A lock-down is used to protect building occupants in the case of an emergency. This requires the residents of a building to "Shelter in Place" where they are located once an emergency is identified and declared by the President, or appropriate delegate, unless there is a specific threat within the building that requires them to exit.

During a lock-down, police and other emergency personnel respond to the emergency. Under the supervision of the Director of Facilities Management and Safety, and the Chief of Police for Whitewater University, the Campus has posted certified peace officers and the Campus has security guard personnel on duty from 4 pm to 8 am. The University is also connected to a network of law enforcement and emergency support that allows for a coordinated response across agencies.
Campus Buildings: All campus buildings will be locked to prevent entrance from the outside. The resident director, staff, or faculty member who has building keys will lock all exterior entrances. Students and personnel should not exit the building unless the situation in the building requires escape. Campus Police/Safety may not be available to assist in the locking of the buildings if an emergency exists on campus.

- Faculty and Students: Faculty will move students to any lockable room in the building or remain in the classroom with the door barricaded if possible.
- Residential Students (if applicable): Students in residence halls must remain in their rooms with the door locked.
- Staff: Staff will remain in their offices, or secure area, preferably without windows, with the door locked.
- All-Clear Notification: All Students, faculty and staff must remain in the building they are currently in until such time as the lock-down status is removed. Notification of an "All-Clear" will be transmitted through all previously available communications methods. You should monitor updates via Whitewater's website, e-mails and our Campus E-Alerts.

WEAPON THREAT / ARMED INTRUDER / ACTIVE SHOOTER

Every situation is different, and the threatened individual will have to rely on his/her best judgment as to the best course of action. Don't let curiosity mislead you. Don't assume, for instance, that the popping sound you hear must be a firecracker or sound from a movie being played in another classroom and go outside to investigate. Wait, listen, and if you believe at all that a dangerous situation is evolving, put this plan into action. Your own safety and the safety of others are the top priority. The following are general procedures.

NOTE: AT NO TIME SHOULD ANY FACULTY, STAFF, OR STUDENT CONFRONT AN ARMED INTRUDER.

1. Immediate or Imminent Violence: Upon hearing shots or being notified an active shooter or armed intruder is on campus take the following steps:

- Immediately clear all students and staff from hallways, if safety permits. − Close and lock all office and classroom doors.
- Shut off all lights.
- If blinds on windows, pull blinds down if it can be done safely.
- Get yourself and others down on the floor and up against a solid interior wall. − Stay out of sight and out of the line of fire of any windows.
- If possible, place yourself and others behind a solid object between you and any doors or windows (desks, file cabinets, chairs, and tables).
- If a door cannot be locked, begin piling and interlocking tables, chairs, and desks—anything available—against the door to block it and create a barrier.
- After securing the room, maintain absolute silence. Turn off radios, computer monitors, and silence all cell phones.
- Allow no one to leave the secured area.
- If you find yourself in an open area and unable to find a secure office or room to lockdown in, run away from the sounds of gunfire as fast and far as possible.
- If running away may somehow put you in danger, try to get behind a solid barrier. If possible, try to hide in a location that is out of sight.

2. Notify 911: If you have been alerted that a shooter or armed intruder is on campus, 911 has most likely been notified. If you are the one responding to hearing shots being fired, immediately call 911 (dial 9, then 911 if calling from a campus phone) when you are in a secure area. Realize that 911 lines may be jammed with other calls.

- If you get through, say: "*This is Whitewater University. We have an active shooter on campus. Gunshots fired. I am calling from* _____".

If you have the information, inform the dispatcher

- Number of shooter(s)
- Direction of travel through or from building
- Race and gender of shooter(s)
- Color of clothing and garment type
- Physical features: height, weight, hair color, facial hair, glasses,tattoos. o Type of weapon
- Name or shooter(s) if known
- Number of injured
- Type of injuries

3. Follow law enforcement instructions: Remain in your secure location and do not come out until the all-clear has been given by law enforcement or an administrator known to you. An unfamiliar voice or voices may be the shooter or shooters attempting to lure you from your place of safety. Do not respond to any voice commands until you can verify with certainty that the commands are being issued by a police officer or administrator whose voice you recognize.

4. Ignore Fire Alarms: Once you are aware an active shooter is on campus, ignore any fire alarms. The alarm may be a trick to draw you out into the open. Again, stay in your secure area, be quiet, and wait for the all clear to be given.

5. If Confronted By A Threatening Person:

- Remain as calm as possible. Be cooperative and patient.
- Offer to listen. Do not judge or argue with perceptions.

- Allow the hostile person his or her personal space (at least 3 feet).
- If you are standing, stand at an angle to the individual rather than face-to-face. − Keep your hands in plain view, preferably at your sides.
- Do not make gestures of physical contact that might seem threatening. − Keep gestures and body language open and non-threatening. Use a low, soft, slow voice when speaking. Ask/tell the person before you make any moves.
- Be truthful - to lose credibility can be catastrophic.
- Be observant. Note as much as possible about the aggressor, including type and number of weapons, state of mind, what was said. Pay attention to details about the space you are in. If you are released or decide to escape, this information will be needed by police to ensure the safety of others.

BOMB THREAT

All bomb threats must be taken seriously. Bomb threats can be delivered in a variety of ways including in-person, via telephone or in writing. The most dangerous means is in-person; the most common means is via telephone.
Telephone Bomb Threat:

- Remain calm.
- If the caller allows you to talk, ask questions from the Bomb Threat Checklist; keep the caller talking as long as possible.
- Signal a co-worker to call Campus Police @ 706-939-1349 while you continue talking. Call 911 in Athens
- Campus Police should notify 911 and the President.
- The President or designee will facilitate an evacuation of the building, if deemed necessary, with the assistance of property management and possibly the local police and/or fire department.
- Return to the evacuated building will be allowed ONLY after the Emergency Response Team gives the “all clear” notification.

In-Person Bomb Threat:

- Remain calm.
- Do not approach the individual. Never get close enough that you could panic the person or be used as a hostage.
- If possible, try to segregate the individual from others.
- Try to draw the attention of one or two others so they can call (in order) 911 (dial 9, then 911 if calling from a campus phone) and then Campus Police @ 706-949-1349.
- Talk to the individual in a calm and rational manner; put the person and yourself at ease as much as possible.
- Try to get the individual to speak; let the person do most of the talking; ask questions about the bomb, its location, and description.
- Let law enforcement replace you as the negotiator when they arrive at the scene.
- Once you leave the scene, relay all information to any other officer present.
- Immediately write down everything you remember. Using Appendix C – Bomb Threat Checklist may be helpful.
- Remain accessible to law enforcement until you are told to do otherwise.
- Bombs/Suspected Packages:
- If you should spot a suspicious object, package, etc., or if you suspect an item delivered to campus may be a bomb:
- DO NOT MOVE, TOUCH OR

TAMPER WITH THE ITEM!

- Calmly notify others in the immediate area and evacuate.
- If there is a fire alarm in your area, DO NOT ACTIVATE IT. You do not want to frighten everyone.
- Stay calm when calling
- Clearly state the type of emergency
- Clearly state the location of the suspicious package or letter, your name, location and phone number from which you are calling.
- Do not hang up until told to do so.
- Call Demorest Campus Police or Athens Campus Security to notify them that 911 has been called and emergency personnel are enroute.
- Campus Police/Security will assist with evacuation.
- Return to the area will be allowed ONLY after Campus Police/ Security or the Emergency Response Team gives the "all clear" notification.

HAZARDOUS MATERIALS/LEAKS/SPILLS: (flammable, toxic, corrosive, oxygenic, cryogenic)

If a gas cylinder or other chemical container should begin leaking and if, in the judgment of the persons responsible for such materials, it presents any danger to them or the other building occupants the following steps should be taken:

1. Confine the substance: by shutting the supply valve(s) and shutting the room door(s).
2. Sound the building fire alarm: so evacuation can begin.
3. Evacuate to a safe area: at least 500 feet away from the building. Do not return to the building until instructed that it is safe to do so.
4. Call 911 (dial 9, then 911 if using a campus phone):
    - Stay calm when calling
    - Clearly tell the dispatcher you are reporting a chemical spill/release and the following information:
        - Name of material (if known)
        - Exact location of the spill or release.
        - Extent of contamination (i.e. water system, air handling system) o Quantity (if known)
        - Appearance & characteristics (i.e. solid, liquid, gas, odor, color) o Injuries
        - Your name, department, and phone number you are calling from 5. Do not hang up until told to do so

PROCEDURES REVIEW, INSTRUCTION AND MAINTAINING THE PLAN

Emergency Procedures Review: Annually, Whitewater University will conduct a review of the total Emergency Procedures and update it as necessary.

Emergency Procedures Instruction: During the fall of each academic year Whitewater University will disseminate to each faculty and staff member information reflecting changes to the University Emergency Procedures Plan.

Emergency Procedures Practice: Practice drills or training will be conducted once a year. All University emergency personnel and occupants of the affected building(s) are to participate fully in the drills. Any procedural changes found necessary through conducting

the drills are to be submitted to the Senior Vice President for Administration and Finance.

Maintaining the Plan: The AVP for Facilities Management and Campus Safety, with the help of the Senior Vice President for Administration and Finance's Office and Campus Police will maintain, update, and distribute changes to this plan and, with the President, initiate actions necessary to effectively handle disasters and disruptions affecting the University. They are responsible for the procurement and management of resources necessary for emergency operations, and for operating the Emergency Communications Center. Members of the Emergency Response Team and Campus Safety Team may also assist in periodically evaluating and updating the Emergency Preparedness and Safety Plan. The plan is effective upon its receipt and supersedes all other campus emergency disaster and disruption plans.

APPENDIX A: BOMB THREAT CHECKLIST

(Fill out completely, immediately after bomb threat)

Questions to ask:

- When is the bomb going to explode?
  _____
- Where is it right now?
  _____
- What does it look like?
  _____
- What kind of bomb is it?
  _____
- What will cause it to explode?
  _____
- Did you place the bomb? Why?
  _____
- What is your address?
  _____
- What is your name?
  _____
- Sex of caller Age _____
- Race Length of call _____
- Caller's Voice (Description)
  _____
- If familiar, whom did it sound like?
  _____
  _____
- Background Sounds (circle all that apply):
  - Street noises/ house noises/ factory noises/ music/ clear/ crockery motor/ animal noises/ booth/ office/ machines/ PA system/ local static
  - Other_____
    _____
- Threat Language (circle all that apply):
  - Well-spoken /foul incoherent message read by threat maker/ irrational taped
- Remarks:_____
  _____

Name: _____
Position: _____
Phone: _____
Date: _____
Dial 911 immediately