YO SAN UNIVERSITY
OF TRADITIONAL CHINESE MEDICINE

2025 ACADEMIC CATALOG & STUDENT HANDBOOK MAcCHM/DAcCHM

inspiring the next generation of healthcare

Yo San University of Traditional Chinese Medicine

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This publication is effective **January 1, 2025** and supersedes all previous editions. The information contained herein is accurate as of January 1, 2025. All content is subject to change by the University without notice. The most recent version can be found at www.yosan.edu/catalog

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

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

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

Prospective students are strongly encouraged to review this academic catalog / student handbook prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

We acknowledge that we are on the traditional territory and homelands of the Tongva people.
As we learn and grow within this community, let us recognize the importance of respecting the land,
its past, and the indigenous peoples who continue to be connected to it.
We consider this an important step forward in building a more equitable and sustainable future.

Revised August 11, 2026

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YO SAN UNIVERSITY OF TRADITIONAL CHINESE MEDICINE

(Founded 1989)

Mission Statement

Yo San University is a non-profit organization dedicated to the education and inspiration of Traditional Chinese Medicine practitioners with an emphasis in the Taoist healing arts and collaborative care. The university facilitates the development of students' spiritual and professional growth to unite the power of ancient wisdom and modern science, and provide the community with integrative medical care and services.

Core Values

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

The Pursuit of Excellence Compassion and Care Professionalism

Integrity

Cultivating and Transforming Lives

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

Vision Statement

Inspiring the next generation of healthcare

Welcome Message

On behalf of my family, I welcome you to Yo San University!

At Yo San University (YSU) our vision is to “inspire the next generation of healthcare” as we prepare our graduates to influence the future of healthcare and provide the community with compassionate and patient-centered integrative services.

My grandfather, Dr. Yo San Ni began his namesake school of Chinese medicine before the 1900s in the hopes of not only passing on our family’s long medical lineage but collaborating with the emergence of Western medicine.

My father, Dr. Hua Ching Ni was part of the pioneering wave of doctors of Chinese medicine who arrived in California in the 1970s. He was instrumental in getting acupuncture recognized and legalized in the state and this inspired a movement across the country spearheading legislation recognizing the practice of acupuncture and Chinese medicine.

At the core of Chinese medicine are the Taoist principles of harmony and balance with nature, within and without. As we witness climatic changes around the globe caused by destructive human activities and the devastating disasters and diseases that follow, the ancient wisdom rings true, now more than ever.

Our physical, mental, and emotional well-being are entirely dependent on these principles that, in practice, not only sustain but regenerate our planet.

At Yo San University, our students do not just learn to practice medicine. In these troubled times, we help our students to discover, transform, and empower themselves to “Become the Medicine.” To develop both the heart and mind to heal the pain, the suffering, and anguish in the world.

Of equal importance, the University is dedicated to the integration and collaboration of Chinese medicine with Western medical practices. It is our belief that an integrative approach most benefits our patients by offering the best of both medical traditions. Our graduates confidently interact not only with their peers but with allopathic healthcare providers and specialists. They are at the forefront of the rapidly emerging, evidence-based, integrative healthcare field. We are committed to your personal and professional success, to preparing you for a fulfilling career in integrative medicine, and facilitating the realization of your personal potential.

I invite you to explore all that Yo San University has to offer. By taking these first step towards your future, you will be joining our alumni—the 39th Generation of the Yo San legacy—and leading the next generation of healthcare. You will become the medicine the world so urgently needs.

Sincerely,

Mao Shing Ni
Co-Founder

Disclosures

Effective Dates
This catalog is effective January 1, 2025 and supersedes all previous catalog editions. It will remain in effect through December 31, 2026 or until a new edition of the catalog is published, whichever is earlier.

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

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

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

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

Notice on Transferability of Credits and Credentials Earned at Yo San University
The transferability of credits earned at Yo San University to another institution is at the complete discretion of the institution to which students may seek to transfer. Acceptance of the degree you earn at Yo San University is also at the complete discretion of the institution to which you seek to transfer. If the degree credits that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of the coursework at that institution. For this reason, you should make certain that attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Yo San University to determine if your degree credits and credentials earned at Yo San University will transfer.

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

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

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

LICENSING EXAMINATIONS AND REQUIREMENTS

Yo San University prepares its graduates from the Master's Program and Entry-Level Doctorate Program to become Licensed Acupuncturists in the US: United States Department of Labor's Standard Occupational Classification code 29-1199.01.

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

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

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

Acupuncture Licensure
Qualified graduates of the Master's Program and Entry-Level Doctorate Program may apply to take the California Acupuncture Licensing Examination (CALE).

The new DAcCHM program is approved but not yet accredited. Students enrolling during the approval period will be dual-enrolled in both the MAcCHM and DAcCHM, allowing them to sit for the CALE and NCCAOM national exams.

Only graduates from schools approved by the California Acupuncture Board are allowed to sit for this exam. As of January 2017, only graduates of colleges that have applied for ACAHM accreditation will be eligible to sit for the CALE.

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

To the best of our knowledge, the Master's and Entry-Level Doctoral Program curriculum at Yo San University meets or exceeds the classroom requirements of all states where acupuncturists are licensed. For current approval information, or for exact licensing and testing requirements in any state, please contact the Office of the Registrar or visit the Yo San website at: *https://yosan.edu/State-requirements-for-acupuncture-licensure/*

Accreditation & Approvals

ACCREDITATION COMMISSION FOR ACUPUNCTURE & HERBAL MEDICINE (ACAHM)

Yo San University of Traditional Chinese Medicine and its following programs are accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM):

(1) Master of Acupuncture with a Chinese herbal medicine specialization
(2) Doctor of Acupuncture with a Chinese herbal medicine specialization
- including a Doctor of Acupuncture with a Chinese herbal medicine specialization degree completion track

(3) Doctor of Acupuncture and Oriental Medicine

The programs listed above may offer courses via distance education.

ACAHM does not accredit any programs at the undergraduate/bachelor level. Accreditation status and notes may be viewed on the ACAHM Directory.

ACAHM is recognized by the United States Department of Education as the specialized accreditation agency for institutions/programs preparing acupuncture practitioners. ACAHM is located at 500 Lake Street, Suite 204, Excelsior, Minnesota 55331; phone 952/212-2434; https://acahm.org

Public Disclosure Statement Effective as of 13 August 2025

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)

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

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

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

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

The Office of Student Assistance and Relief is available to support prospective students, current students, or past 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 by calling *Toll-free telephone #: (888) 370-7589* or by visiting www.bppe.ca.gov

CALIFORNIA ACUPUNCTURE BOARD

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

California Acupuncture Board
1625 N. Market Blvd., Suite N-219
Sacramento, CA 95834
www.acupuncture.ca.gov

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

NATIONAL CERTIFICATION COMMISSION FOR ACUPUNCTURE & ORIENTAL MEDICINE (NCCAOM)

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

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

About Yo San University

HISTORY OF YO SAN UNIVERSITY

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

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

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

Yo San University's Master's Degree Program gained accreditation candidacy status with ACAHM (then NACSAOM) in November 1991. The Master's Program was fully accredited in May of 1993 and has remained in full accreditation.

The University's Advanced Practice Doctorate (DAOM) degree gained accreditation candidacy status with ACAHM in August 2011. The DAOM program was fully accredited in August 2013 and has remained in full accreditation.

Yo San University's Doctor of Acupuncture & Chinese Medicine (DAcCHM) degree gained approval from ACAHM in March 2023.

TAOISM: THE NATURAL HEALING ART

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

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

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

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

THE YO SAN UNIVERSITY CAMPUS

Yo San University is housed in a contemporary three-story office building on West Washington Boulevard in the Culver City/Marina Del Rey area. Physical facilities on campus include 4 classrooms, a Library, Student Lounge, Faculty/Staff Lounge, an Administration Suite, secured storage rooms, and the YSU Blount Community Clinic and YSU Herbal Dispensary. The classrooms are of different sizes, with sitting capacity ranging from 16 to 45. Three classrooms are equipped with large displays that may be connected to the instructor's laptop. Select classrooms are also equipped with foldable treatment tables, anatomy skeleton models, life-size acupuncture model, ear and scalp acupuncture models etc. The YSU Blount Community Clinic has 22 treatment rooms, each fully equipped for acupuncture treatment. The herbal dispensary has over 200 raw herbs, along with prepared herbal extracts and patent formularies.

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

THE YO SAN UNIVERSITY BLOUNT COMMUNITY CLINIC

The Yo San University Blount Community Clinic is the onsite teaching facility at Yo San University and provides the professional setting in which students complete the clinical portion of our professional Master of Acupuncture & Chinese Medicine (MAcCHM), the entry-level doctorate (DAcCHM), and our postgraduate Doctor of Acupuncture and Oriental Medicine (DAOM) degree programs.

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

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

Master's Program
(MAcCHM)

&

Entry-Level Doctorate Program
(DAcCHM)

Program Overview

Our professional entry-level **Master's Degree (MAcCHM) and Doctor of Acupuncture and Chinese Herbal Medicine (DAcCHM) Programs** offer a unique and comprehensive curriculum that combines more than 3,000 hours of rigorous classroom teaching and clinical experience with a rich 38-generation family heritage of Qi cultivation and development.

Programmatic Statement of Purpose: Masters Program

The purpose of Yo San University's Masters of Acupuncture and Chinese herbal medicine (MAcCHM) is to educate and graduate Chinese medicine practitioners who are eligible for licensure and ready to practice competently in a variety of healthcare environments.

PROGRAM GOALS: MASTER'S PROGRAM

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

Program Learning Outcomes

Graduates of the Master's Program shall:

- Apply foundational knowledge of Traditional Chinese Medicine to patient care, including acupuncture, Chinese medicine, and Chinese herbal medicine.
- Utilize comprehensive patient information to accurately diagnose illnesses, integrating intake, health history, and physical examination findings.
- Design and execute treatment plans based on Traditional Chinese Medicine principles, employing acupuncture, guasha, cupping, tuina, herbal formulas, dietary recommendations, and lifestyle guidance.
- Incorporate biomedical assessments and laboratory analysis to identify pathologies, communicate results to patients, and integrate biomedical knowledge within the context of Chinese medical practice.
- Demonstrate professional communication, accurate charting, self-assessment, and ethical practice, ensuring patient safety and legal compliance.
- Handle medical emergencies proficiently, make informed referrals, and collaborate effectively with allied healthcare partners to enhance patient outcomes and embrace team-based care.

Programmatic Statement of Purpose: Entry-level Doctorate Program
The purpose of Yo San University's Doctor of Acupuncture and Chinese herbal medicine (DAcCHM) is to educate and graduate Chinese medicine practitioners who are eligible for licensure and ready to practice competently in a variety of integrative healthcare environments.

PROGRAM GOALS: ENTRY-LEVEL DOCTORAL PROGRAM

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

Program Learning Outcomes

Graduates of the DAcCHM Program shall:

- Apply foundational knowledge of Traditional Chinese Medicine to patient care, including acupuncture, Chinese medicine, and Chinese herbal medicine, while incorporating evidence-informed practices.
- Utilize comprehensive patient information to accurately diagnose illnesses, integrating intake, health history, physical examination findings, and relevant research to support clinical decisions.
- Design and execute treatment plans based on TCM principles, employing acupuncture, guasha, cupping, tuina, herbal formulas, dietary recommendations, and lifestyle guidance, all grounded in evidence-based practice.
- Incorporate biomedical assessments and laboratory analysis to identify pathologies, communicate results to patients, and integrate biomedical knowledge within the context of Chinese medical practice, supported by current research and evidence-based medicine.
- Demonstrate professional communication, accurate charting, ethical practice, and self-assessment while ensuring patient safety and legal compliance through continuous learning and the integration of scholarship.
- Handle medical emergencies proficiently, make informed referrals, and collaborate effectively with allied healthcare partners to enhance patient outcomes and embrace team-based care.

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

Spring Trimester – January through mid-April
Summer Trimester – May through mid-August
Fall Trimester – September through mid-December

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

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

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

MINIMUM RESIDENCY REQUIREMENT
Regardless of the number of credits transferred in to the MAcCHM/DAcCHM Program, all students are required to complete at least 95 didactic units for the MAcCHM program or 102 didactic units for the DAcCHM program. and *743 Clinical Training hours*, in no less than one academic year (3 trimesters) at Yo San University to graduate with either degree from Yo San University.

GRADUATION REQUIREMENTS
Students must satisfactorily complete all 181 units / 3,375 hours of required Master's Program coursework and examinations to graduate from the Master's Program. Students must satisfactorily complete all 205 units / 3,585 hours of required DAcCHM program coursework and examinations to graduate from the DAcCHM program.
The University may require changes in the student curriculum when:

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

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

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

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

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

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

THE FIRST ACADEMIC YEAR

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

THE SECOND ACADEMIC YEAR

The second year's classroom experience continues with an in-depth study of the practice of acupuncture and traditional Chinese medicine, including subjects such as TCM diagnosis, acupuncture point location, tuina/acupressure, and TCM herbal formulas. Biomedical sciences during the second year include courses such as clinical nutrition and pathophysiology. Students will also continue their studies in Taoism and Qi cultivation.

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

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

THE THIRD ACADEMIC YEAR

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

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

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

THE FOURTH ACADEMIC YEAR

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

On completion of all required coursework and clinical hours, and passing *the Graduation Exam*, a student will graduate from either the Master's or Entry-Level Doctoral Program.

CLINICAL EDUCATION

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

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

QI CULTIVATION CURRICULUM

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

A total of two (2) foundational units of Qi Cultivation credits are required in the MAcCHM/DAcCHM Program curriculum, with an option to use two required elective credits towards advanced Qi Cultivation courses.

Admissions

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

MAcCHM PROGRAM

ADMISSIONS REQUIREMENTS
All applicants must meet the following admissions requirements for the Master's Program:

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

DAcCHM PROGRAM

ADMISSIONS REQUIREMENTS
All applicants must meet the following admissions requirements for the DAcCHM program:

- Satisfactory completion of at least three years (90 semester credits or 135 quarter credits) of general education at the baccalaureate level from an institution accredited by an agency recognized by the U.S. Secretary of Education, or an international equivalent
- A cumulative grade point average (GPA) of 2.5 or higher

Up to 30 semester units of the general education requirements can be earned through prior learning assessments such as the College Level Examination Program (CLEP), and the Advanced Placement (AP) exams. The minimum scoring standards set by Yo San University are consistent with the recommendations for credit-granting scores by the American Council on Education (ACE). A minimum score of fifty (50) on the CLEP exam in respective subjects is acceptable and will grant three (3) semester credits for each subject. A minimum score of three (3) on the AP exam in respective subjects is acceptable and will grant a minimum of three (3) semester credits.

COMPLETION MODULE PROGRAM

Prospective students must meet all of the programmatic standard DAcCHM program admissions requirements outlined above.

The admissions criteria for the Completion Module must also include the satisfactory completion of a master's-level program in acupuncture with a Chinese herbal medicine specialization from an ACAHM accredited/pre-accredited program or institution. In considering the acceptance of education and training obtained in foreign countries, credits earned at a foreign educational institution must be validated to be equivalent to a master's degree by a recognized educational credentials evaluation service.

Acceptance to Yo San University's Completion Module Program will be dependent on a comprehensive admissions assessment, including transcript analysis, that demonstrates that all applicable master's-level coursework completed is equivalent to published DAcCHM program degree requirements in terms of content, rigor, and the attainment of master's-level professional competencies. This includes satisfactory completion of ACAHM's masters' core curriculum requirements for herbal training.

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

ALL APPLICANTS
To apply for admission to the Master's Program, all applicants must submit:

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

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

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

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

- Official foreign educational transcripts issued directly from the foreign institution

If the academic transcript is in any other language except English, it must be translated into English by a recognized official translation agency

- A comprehensive course-by-course evaluation, with total number of credits earned and cumulative GPA, conducted by an accredited academic evaluation agency that is a member of the National Association of Credential Evaluation Services, Inc. (NACES), and sent to YSU directly from the evaluation agency

- Evidence of financial resources sufficient to cover at least one academic year of tuition/education costs and living expenses. (Please contact the Admissions Office for the most current information)

- A non-refundable International Student Application Fee of $150

- An I-20 application along with a photocopy of the photo page of your passport

- Demonstration of English language competency as noted below

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

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

(A) Successful completion a two-year (60 semester credits or 90 quarter credits) undergraduate- or graduate-level, English-based education in an institution:
(i) accredited by an agency recognized by the U.S. Secretary of Education, or
(ii) in the United Kingdom, Australia, Canada (except Quebec), New Zealand, or Ireland.
In all cases, English must have been both the language of instruction and the language of the curriculum used;

OR

(B) The applicant must have completed one of the following assessments at the required level:

o

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

INTERNATIONAL STUDENT (F-1) VISA

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

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

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

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

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

TRANSFER STUDENTS

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

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

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

APPLICATION DEADLINES

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

NOTIFICATION OF ADMISSIONS

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

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

No achievement test is required in the admissions process.

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

2025 / 2026 MAcCHM / DAcCHM Program Curriculum

Traditional Chinese Medicine

Course No.	Course Name	Units	Hours
CM111	Principles and Theories I	3	45
CM112	Principles and Theories II	3	45
CM113	Principles & Theories III	2	30
CM201	Diagnosis I	3	45
CM202	Diagnosis II	3	45
CM301	TCM Internal Medicine I	3	45
CM302	TCM Internal Medicine II	3	45
CM400	Survey of TCM Specialties I	3	45
CM411	Survey of TCM Specialties II	3	45
CM420	TCM Classics I	2	30
CM421	TCM Classics II	3	45
		31	**465**

Acupuncture

Course No.	Course Name	Units	Hours
AC100	Intro to Meridian Theory	2	30
AC201	Acupuncture I	3	45
AC202	Acupuncture II	3	45
AC203	Acupuncture III	3	45
AC220	Tuina & Acupressure	3	45
AC301	Acupuncture Techniques I	3	45
AC302	Acupuncture Techniques II	3	45
AC310	Scalp & Auricular Acupuncture	2	30
AC320	Acupuncture Therapeutics	3	45
PD350	Taoist Acupuncture*	1	15
		26	**390**

**required for DAcCHM*

Chinese Herbal Medicine

Course No.	Course Name	Units	Hours
HM100	Intro to Chinese Herbal Medicine	1	15
HM101	Essential Single Herbs	1	15
HM110	TCM Herbal Materia Medica I	3	45
HM111	Herbal Lab I	1	15
HM120	TCM Herbal Materia Medica II	3	45
HM121	Herbal Lab II	1	15
HM130	TCM Herbal Materia Medica III	3	45
HM210	TCM Herbal Formulas I	3	45
HM220	TCM Herbal Formulas II	3	45
HM230	TCM Herbal Formulas III	3	45
HM240	TCM Nutrition	2	30
HM310	Herbal Formula Construction	2	30
HM320	TCM Herbal Patent & External Medicines	2	30
PD360	Herbal Pharmacognosy*	1	15
PD370	Herbal Safety & Drug Interactions*	1	15
		30	**450**

**required for DAcCHM*

Qi Cultivation & Taoist Studies

Course No.	Course Name	Units	Hours
TO100	Taoism I: Principles & Foundation	1	15
TO200	Taoism II: Natural Healing	1	15
TO300	Taoism III: The Healthcare Practitioner	1	15
QC110	Self-Healing Qigong	1	15
QC120	Eight Treasures Qigong	1	15
QC130	Harmony Taijiquan	1	15
QC140	Infinichi Qigong	1	15
QC150	Dao-In Qigong Level 1	1	15
PD430	Taoist Medicine*	1	15
		9	**135**

**required for DAcCHM*

A total of 8 units are required (2 foundational QC units + 4 units advanced or elective)

Pre-Clinical Biological Sciences

Admissions co-requisite courses; must be completed within the first six trimesters of the program.

WM110	*General Biology*	*2*	*30*
WM120	*General Chemistry*	*2*	*30*
WM130	*Biochemistry for Health Sciences*	*2*	*30*
WM140	*Physics for Health Sciences*	*2*	*30*
WM160	*General Psychology*	*2*	*30*

Course No.	Course Name	Units	Hours
WM151	Anatomy & Physiology I	3	45
WM152	Anatomy & Physiology II	3	45
WM153	Anatomy & Physiology III	3	45
WM211	Pathology / Pathophysiology I	3	45
WM212	Pathology / Pathophysiology II	3	45
	(Excluding co-requisites)	**15**	**225**
	(Including co-requisites)	*25*	*375*

Clinical Biomedicine

Course No.	Course Name	Units	Hours
WM220	Western Clinical Nutrition	3	45
WM310	Western Physical Assessment	3	45
WM321	Western Clinical Medicine I	3	45
WM322	Western Clinical Medicine II	3	45
WM330	Medical Imaging & Laboratory Diagnosis	2	30
WM340	Mental Wellness & Patient Care Psychology	2	30
WM361	Integrative Pharmacology	3	45
WM370	Biomedical Acupuncture	1	15
		20	**300**

Professional Development & System-Based Medicine

Course No.	Course Name	Units	Hours
WM230	History of Medicine	2	30
WM420	Principles of Public Health	2	30
WM431	Healthcare Laws & Ethics	1	15
WM432	Healthcare Business Management	2	30
PD210	Medical Writing & Communication Skills*	2	30
PD340	Research*	1	15
PD410	Integrative Medicine I – Overview of Patient Care Systems*	1	15
PD420	Integrative Medicine II – Chinese Herbs & Modern Disorders*	3	45
PD440	Integrative Medicine III – Collaborative Care Paradigms*	2	30
PD450	Patient Education & Counseling*	1	15
PD500	First Aid & CPR	0	0
		17	**255**

**required for DAcCHM*

Clinical Education

Course No.	Course Name		Units	Hours
CL100	Intro to Clinical Patient Care		2	30
CL310	Clinical Theater (1 unit each / 2 units required)		2*	60
CL400	Clinical Observation (1 unit each / 3 units required)		3*	90
CL600	Clinical Internship – Level I		10*	300
CL611	Integrative Case Studies I		1	15
CL700	Clinical Internship – Level II		8*	240
CL711	Integrative Case Studies II		1	15
CL800	Clinical Internship – Level III		8*	240
CL811	Integrative Case Studies III		1	15
CL880	Clinical Externship		1*	60
		Didactic	**5**	**75**
		Clinical	**32**	**990**
		Total		**1065**

**Clinical units*

MAcCHM PROGRAM TOTAL

Total units required for graduation		**181 units**
	Didactic Units	149 units
	Clinical Units	32 units
Total hours of Program (including co-requisite courses)		**3,225 hours**

DAcCHM PROGRAM TOTAL

Total units required for graduation		**195 units**
	Didactic Units	163 units
	Clinical Units	32 units
Total hours of Program (including co-requisite courses)		**3,435 hours**

MAcCHM / DAcCHM Program Course Descriptions

TRADITIONAL CHINESE MEDICINE

PRINCIPLES AND THEORIES I
CM 111• 3 Units • 45 Hours
This is the first of a three-part series that presents the fundamental and foundational theories and concepts of Traditional Chinese Medicine. This course begins with the theories of Yin and Yang, Five elements, Vital Substances, Zang-Fu and Channels and Collaterals. This course will also explore the etiology of disease in Traditional Chinese Medicine, along with the basic concepts of diagnostic investigation & treatment theory. *Prerequisites: None*

PRINCIPLES AND THEORIES II
CM 112 • 3 Units • 45 Hours
This is the second of a three-part series that presents the fundamental theories and concepts of Traditional Chinese Medicine. This module focuses on pattern identification based on Zang-Fu syndrome differentiation. Students will learn to recognize and identify basic signs and symptoms of disease patterns based on various Zang-fu syndromes. *Prerequisites: Principles and Theories I*

PRINCIPLES & THEORIES III
CM 113 • 2 Units • 30 Hours
This class represents the final segment of a three-part sequence in TCM principles and theory. We will present the next level of TCM theory and differentiation of syndromes. This course will survey a variety of differentiation systems, such as theories of Qi and blood, differentiation of TanYin syndromes, differentiation of ZangFu organ syndromes, differentiation of syndromes according to five element theory, differentiation of syndromes according to Shang Han Lun theory, and differentiation of syndromes according to Wen Bing theory. *Prerequisites: Principles and Theories I, Principles and Theories II*

DIAGNOSIS I
CM 201• 3 Units • 45 Hours
This first section of the two-part series on TCM Diagnosis focuses on the “Four Diagnostic Methods” of Observation, Smelling/ Hearing, Inquiry and Palpation. Each diagnostic method will be explored in detail, with time allocated for in-class practice of the appropriate diagnostic modality. Beginning with an introduction to the basic skills and theories of traditional diagnosis using the four examinations, this two-part series covers a broad range of topics related to the traditional Chinese medical diagnosis and prepares students for the clinical aspects of the curriculum. *Prerequisites: Principles and Theories I and II;*

DIAGNOSIS II
CM 202 • 3 Units • 45 Hours
The second of a two-part series on diagnostic methods in TCM, the emphasis of this course is on TCM diagnosis integrating various clinical signs and symptoms, and the formulation of differential diagnoses based of clinical signs and symptoms. Students will also be introduced to TCM pediatric diagnosis, as well as pattern identification based on the Four Levels, Six Stages, Triple Burner, Eight Extraordinary Vessels, and Five Elements. *Prerequisites: Diagnosis I*

TCM INTERNAL MEDICINE I
CM 301 • 3 Units • 45 Hours
This is the first of a two-part series that examines in detail common disorders from a TCM perspective. Students will study in detail the signs and symptoms, diagnosis, treatment principles as well as the acupuncture and herbal treatments for various respiratory, digestive and urogenital disorders. *Prerequisites: Diagnosis II; TCM Herbal Formulas I, II & III; Acupuncture Point Therapeutics (or taken concurrently*

TCM INTERNAL MEDICINE II
CM 302 • 3 Units • 45 Hours
This is the second of a two-part series that examines in detail common disorders from a TCM perspective. Students will study in detail the signs and symptoms, diagnosis, treatment principles as well as the acupuncture and herbal treatments for various disorders of the musculoskeletal, neurological, metabolic and cardiovascular systems. *Prerequisites: Diagnosis II; TCM Herbal Formulas I, II & III; Acupuncture Point Therapeutics (or taken concurrently)*

SURVEY OF TCM SPECIALTIES I
CM 400 • 3 Units • 45 Hours
This course provides a survey of common diseases encountered in the following TCM specializations: Gynecology, Pediatrics, Dermatology, Neurology & Geriatrics. *Prerequisites: Diagnosis II; TCM Herbal Formulas I, II & III; Acupuncture Point Therapeutics (or taken concurrently)*

SURVEY OF TCM SPECIALTIES II
CM 411 • 3 Units • 45 Hours
This is the second of 2 courses that provide a survey of common diseases encountered in the various TCM specializations. Part 2 covers common clinical conditions in: Orthopedics & Traumatology, Ophthalmology, Ear Nose & Throat, Family medicine & general care, as well as introduction to TCM emergency care. *Prerequisites: Diagnosis II; TCM Herbal Formulas I, II & III; Acupuncture Point Therapeutics (or taken concurrently)*

SURVEY OF TCM CLASSICS I
CM 420 • 2 Units • 30 Hours
This course presents an introduction to the major TCM doctrines and schools of thoughts, focusing on significant TCM classic works/texts including the Huang Di Nei Jin (Yellow Emperor's Inner Classics), Jin Gui Yao Lue (Essential Prescriptions from the Golden Cabinet) and other major TCM works/texts. By understanding these concepts and doctrines, the students will gain a deeper understanding of the formation and development of TCM theories and practices. *Prerequisites: Diagnosis II; TCM Herbal Formulas I, II & III; Acupuncture Point Therapeutics (or taken concurrently)*

SURVEY OF TCM CLASSICS II
CM 421 • 3 Units • 45 Hours
This course presents an introduction to the major TCM herbal doctrines and schools of thoughts, focusing on Shang Han Lun, Jin Gui Yao Lue and Wen Bing. By understanding these concepts and doctrines, the students will gain a deeper understanding of the formation and development of TCM herbal theories and practices. *Prerequisites: Diagnosis II; TCM Herbal Formulas I, II & III; Acupuncture Point Therapeutics (or taken concurrently)*

ACUPUNCTURE

INTRODUCTION TO MERIDIAN THEORY
AC 100 • 2 Units • 30 Hours
This course familiarizes students with the concepts of channels and meridians and presents a survey of the 12 primary and 8 extraordinary meridians and the various pathways and collaterals associated with each meridian. It also presents the traditional system of proportional measurement combined with anatomical landmarks as a guide for locating points along a pathway. *Prerequisites: None*

ACUPUNCTURE I
AC 201 • 3 Units • 45 Hours
This is the first of a three-part series that examines in detail the location of acupuncture points. This module focuses on the Lung, Large Intestine, Stomach, Spleen, Heart and Small Intestine meridians. The specific functions and energetics of major points along these channels will also be examined in detail. *Prerequisites: Intro to Meridian Theory, Anatomy & Physiology I (or taken concurrently)*

ACUPUNCTURE II
AC 202 • 3 Units • 45 Hours
This course continues to examine in detail the location and energetics of acupuncture points. This module presents acupuncture points along the Urinary Bladder, Kidney, Pericardium and Triple Burner (San Jiao) meridians. *Prerequisites: Intro to Meridian Theory, Anatomy & Physiology I (or taken concurrently)*

ACUPUNCTURE III
AC 203 • 3 Units • 45 Hours
The third of a three-part series on acupuncture point location and energetics. This course covers the location of acupuncture points on the Gallbladder, Liver, Governing (Du) and Conception (Ren) meridians; it also describes in detail various 'extra points' commonly used in acupuncture and TCM. Students will also learn the energetics of group points including the Front-mu, Back-shu, Confluent, Influential and group Luo points. *Prerequisites: Intro to Meridian Theory , Anatomy & Physiology I (or taken concurrently)*

TUINA / ACUPRESSURE
AC 220 • 3 Units • 45 Hours
This course covers therapeutic massage and soft tissue manipulation within the scope of Traditional Chinese Medicine. The course includes theory and application of Tuina, indications for massage therapy; development of the student's ability to apply manipulation methods and the study of clinical applications of Tuina for common diseases. *Prerequisites: Intro to Meridians*

ACUPUNCTURE TECHNIQUES I
AC 301 • 3 Units • 45 Hours
This course presents lectures, demonstrations, and practice in safe needling techniques, advanced acupuncture techniques and details of acupuncture modalities. The course begins by introducing the basic components of clean needling technique and needle safety. Discussions of acupuncture treatment by evaluating the spectrum of treatment options available to the acupuncturist, will take place. Instructions in acupuncture needling techniques will include point location and palpation as an integral aspect of needling, coupled with an analytical and practical inquiry into the concept of Qi and how it relates to needling technique. Acupuncture modalities such as moxibustion, gua sha and cupping will be covered. *Prerequisites: Acupuncture I, II & III; Principles and Theories I; Principles and Theories II*

ACUPUNCTURE TECHNIQUES II
AC 302 • 3 Units • 45 Hours
This course presents lectures, demonstrations, and practice in safe needling techniques, advanced acupuncture techniques and details of acupuncture modalities. The course begins by introducing the basic components of clean needling technique and needle safety. Discussions of acupuncture treatment by evaluating the spectrum of treatment options available to the acupuncturist, will take place. Instructions in acupuncture needling techniques will include point location and palpation as an integral aspect of needling, coupled with an analytical and practical inquiry into the concept of Qi and how it relates to needling technique. Details on various acupuncture modalities, including advanced needle techniques, plum blossom, dermal needles, bleeding cupping, electro-acupuncture, ultrasound, cold and heat treatments, and the use of adjunctive acupoint stimulation devices including magnets and beads will be discussed. The course will also include discussions on equipment maintenance and safety. *Prerequisites: Acupuncture I, II & III; Principles and Theories I; Principles and Theories II; Acupuncture Techniques I*

AURICULAR & SCALP ACUPUNCTURE
AC 310 • 2 Units • 30 Hours
This course reviews the methods and clinical application of microsystem acupuncture, focusing on the systems of scalp and auricular acupuncture, integrating lectures, demonstrations, and practice sessions within the course. *Prerequisites: Acupuncture Techniques I*

ACUPUNCTURE POINT THERAPEUTICS (CLINICAL POINT SELECTION)
AC 320 • 3 Units • 45 Hours
This course presents the use of acupuncture therapy to treat commonly encountered diseases and conditions. It focuses on disease etiology, pathogenesis, and differentiation from the perspective of both TCM and conventional Western medicine, and the subsequent formulation and selection of appropriate acupuncture point combinations. Students will also gain familiarity with treatment principles and meridian and point selection for each condition. Advanced treatment skills and adjunctive therapies to acupuncture are presented and discussed. *Prerequisites: Acupuncture I, II & III; Principles and Theories I; Principles and Theories II*

TAOIST ACUPUNCTURE
PD 350 • 1 Units • 15 Hours
This course integrates the natural healing and spiritual aspects of Taoism and Taoist Healing Arts with the principles of acupuncture channel and meridian theories. Topics covered include Taoist *Yangsheng* (Health Cultivation) acupuncture and moxibustion, Meridian Flow (*Zhiwu Liuzhu)* and circadian acupuncture and Taoist Spiritual acupuncture. *Prerequisites: Acupuncture I,II, &III; *DAcCHM requirement, *Completion Module requirement*

CHINESE HERBAL MEDICINE

INTRODUCTION TO CHINESE HERBAL MEDICINE
HM 100 • 1 Unit • 15 Hours
This course presents a basic and introductory understanding of the concepts and practice of Chinese herbal medicine. The course provides an overview of the fundamental concepts of botany as applied to Chinese Herbal Medicine, concepts of herbal preparation, combination, interactions, properties, contraindication, as well as fundamentals of herb-drug interaction. Students will also be introduced to the Herb Lab policies, procedures, and educational objectives. *Prerequisites: None*

ESSENTIAL SINGLE HERBS
HM 101 • 1 Unit • 15 Hours
This course introduces over 30 essential herbs commonly used in clinical practice. These foundational herbs have long-standing importance in herbal medicine and appear repeatedly across traditions and clinical settings. Representing all major therapeutic categories, they are known for their broad applications and frequent use. Students will focus on the main therapeutic actions and core themes of each herb, building a strong foundation for continued herbal study and practice. *Prerequisites: Introduction to Chinese Herbal Medicine*

TCM HERBAL MATERIA MEDICA I
HM 110 • 3 Units • 45 Hours
This is the first of a three-part series that examines in detail the herbal characteristics, entering channels, therapeutic actions, clinical indications, contraindications, dosages, preparations and special properties of the major medicinal substances in Chinese herbal medicine. In this module, medicinal substances from the following categories will be studied in detail: herbs that release the exterior, herbs that clear heat, downward draining herbs, herbs that drain damp and aromatic herbs that transform damp. *Prerequisites: Introduction to Chinese Herbal Medicine*

TCM HERBAL MATERIA MEDICA II
HM 120 • 3 Units • 45 Hours
This is the second of a three-part series that examines in detail the herbal characteristics, entering channels, therapeutic actions, clinical indications, contraindications, dosages, preparations and special properties of the major medicinal substances in Chinese herbal medicine. In this module, medicinal substances from the following categories will be studied in detail: herbs that dispel wind-damp, herbs that transform phlegm and stop cough, herbs that relieve food stagnation, digestive, herbs that regulate Qi, herbs that regulate blood and herbs that warm the interior and expel cold. *Prerequisites: Introduction to Chinese Herbal Medicine*

TCM HERBAL MATERIA MEDICA III
HM 130 • 3 Units • 45 Hours
This is the third of a three-part series that examines in detail the herbal characteristics, entering channels, therapeutic actions, clinical indications, contraindications, dosages, preparations and special properties of the major medicinal substances in Chinese herbal medicine. In this module, medicinal substances from the following categories will be studied in detail: tonifying herbs, substances that calm the spirit, herbs that extinguish wind and stop tremors, herbs that stabilize and bind, aromatic substances that open the orifices, herbs that expel parasites and substances for topical application. Prerequisites: Introduction to Chinese Herbal Medicine

HERBAL LAB (2 REQUIRED)
HM 111 • 1 Unit • 15 Hours • 2 REQUIRED (2 Units/30 Hours TOTAL)
This course provides an accessible and interactive environment for students to learn about Chinese herbal medicine in a practical setting to accompany the more didactic Herbal Pharmacopoeia series. Fifteen hours of herb lab are required for each of the **two** Herbal Pharmacopoeia courses, i.e., a total of two fifteen-hour blocks are required in the entire curriculum (30 hours total). *Prerequisites: Concurrent with TCM Herbal Materia Medica I, II & III*

TCM HERBAL FORMULAS I
HM 210 • 3 Units • 45 Hours
The first of a three-part series that analyzes in detail herbal composition, formulation strategies, therapeutic actions, clinical indications / contraindications, dosages, and preparation methods of the major Chinese herbal prescriptions. This module focuses on formulas that release exterior, clear heat, harmonize and drain downward. *Prerequisites: TCM Herbal Materia Medica I, II & III; Essential Single Herbs, Diagnosis I.*

TCM HERBAL FORMULAS II
HM 220 • 3 Units • 45 Hours
The second of a three-part series that analyzes in detail herbal composition, formulation strategies, therapeutic actions, clinical indications / contraindications, dosages, and preparation methods of the major Chinese herbal prescriptions. This module focuses on formulas that treat dryness, expel dampness, release interior and exterior excess, tonify, regulate Qi, and warm interior cold. *Prerequisites: Prerequisites: TCM Herbal Materia Medica I, II & III; Essential Single Herbs, Diagnosis I.*

TCM HERBAL FORMULAS III
HM 230 • 3 Units • 45 Hours
The third of a three-part series that analyzes in detail herbal composition, formulation strategies, therapeutic actions, clinical indications / contraindications, dosages, and preparation methods of the major Chinese herbal prescriptions. This module focuses on formulas that regulate blood, stabilize and bind, calm the spirit, open sensory orifices, expel wind, dispel phlegm, reduce food stagnation and expel parasites. *Prerequisites: TCM Herbal Materia Medica I, II & III; Essential Single Herbs, Diagnosis I.*

TCM NUTRITION
HM 240 • 2 Units • 30 Hours
This course presents the TCM properties of foods and the qualitative effects of various food substances on health. The course also discusses the application of Chinese dietetics in daily life, as well as dietary modifications for various clinical disorders and disharmonies. *Prerequisites: TCM Herbal Materia Medica I, II & III; Principles and Theories I; Principles and Theories II*

HERBAL FORMULA CONSTRUCTION
HM 310 • 2 Units • 30 Hours
This course focuses on the development of herbal formula writing skills. Students will learn the principles and strategies of herbal combinations and apply these skills and strategies in constructing an herbal formula and modifying formulas to suit the individual needs of their patients. *Prerequisites: TCM Herbal Formulas I, II & III; Diagnosis I; Diagnosis II.*

HERBAL PATENT AND EXTERNAL MEDICINES
HM 320 • 2 Units • 30 Hours
This course presents a survey of various prepackaged patent and external medicines available in the market and looks into clinical efficacy and the prescription and use of these medicinal herbal products. *Prerequisites: TCM Herbal Formulas I, II & III; Diagnosis I; Diagnosis II.*

HERBAL PHARMACOGNOSY
PD 360 • 3 Units • 15 Hours
This course identifies and describes principles of pharmacognosy (the knowledge of medicinal plant preparations and extracts) and phytochemistry (literally, 'plant' chemistry) as they apply to Chinese Herbal Medicine. The course holistically integrates knowledge base from traditional Western herbal medicine and Chinese herbal medicine, with scientific information from contemporary chemistry, botany, and human physiology. *Prerequisites: T C M Herbal Formulas I, II & III; Diagnosis I; Diagnosis II; Acupuncture Point Therapeutics I & II. *DAcCHM requirement, *Completion Module requirement*

HERBAL SAFETY AND HERB-DRUG INTERACTIONS
PD 370 • 1 Units • 15 Hours
This course provides the introductory information to recognize the herb-drug interactions among commonly used herbs and drugs. The current understanding of how herbs and drugs interacting are discussed in the context of clinical practice and the available information. Select herbs and drugs are reviewed with an eye to enhancing clinical safety. Contraindicated herb-drug combinations are discussed as well as the evidence for this conclusion. *Prerequisites: TCM Herbal Formulas I, II & III; Pathophysiology I & II. *DAcCHM requirement, *Completion Module requirement*

PRE-CLINICAL BIOMEDICAL SCIENCES

BIOLOGY
WM 110 • 2 Units • 30 Hours
This is an introductory study of life sciences designed as an introduction to the health care sciences.
Prerequisites: None

CHEMISTRY
WM 120 • 2 Units • 30 Hours
This course presents the fundamentals of inorganic chemistry with emphasis on basic chemical principles and their applications to the health care sciences. *Prerequisites: None*

BIOCHEMISTRY
WM 130 • 2 Units • 30 Hours
This is an introduction to physiological chemistry, including study of the function and structure of the major groups of biochemical compounds, a survey of the main metabolic pathways and an introduction to the biochemical basis of genetics. *Prerequisites: Biology, Chemistry*

PHYSICS
WM 140 • 2 Units • 30 Hours
This is an introductory study of the basic principles and concepts in mechanics, electromagnetism, heat and light, and how these physical laws apply to health care sciences. *Prerequisites: None*

ANATOMY & PHYSIOLOGY I
WM 151 • 3 Units • 45 Hours
The course provides a detailed study of human anatomy and physiology, including topographical anatomy as well as the organization of the human body and the musculoskeletal, integumentary systems. *Prerequisites: Biology (or taken concurrently)*

ANATOMY & PHYSIOLOGY II
WM 152 • 3 Units • 45 Hours
This course continues the detailed study of human anatomy and physiology, focusing on the nervous, endocrine, digestive, and respiratory systems. *Prerequisites: Anatomy & Physiology I, Biology (or taken concurrently)*

ANATOMY & PHYSIOLOGY III
WM 153 • 3 Units • 45 Hours
This course continues the detailed study of human anatomy and physiology, focusing on the cardiovascular, lymphatic, immune, urinary, hematological and reproductive systems as well as an introductory study of human genetics, growth and development. *Prerequisites: Anatomy & Physiology I, Biology (or taken concurrently)*

PATHOLOGY/PATHOPHYSIOLOGY I
WM 211 • 3 Units • 45 Hours
This course presents the fundamental mechanisms of disease processes, including cellular and system dysfunctions, inflammation and repair, immune responses and pathological processes in the cardiovascular and respiratory systems. *Prerequisites: Anatomy & Physiology I, II & III; Biochemistry.*

PATHOLOGY/PATHOPHYSIOLOGY II
WM 212 • 3 Units • 45 Hours
The pathophysiology series continues with the study of the fundamental mechanisms of disease processes, focusing on disorders of the gastrointestinal, renal, endocrine and neurological systems. *Prerequisites: Anatomy & Physiology I, II & III; Biochemistry.*

WESTERN CLINICAL SCIENCES

WESTERN NUTRITION
WM 220 • 3 Units • 45 Hours
This course presents the principles of western nutrition and nutritional assessment. It examines the functions and metabolic pathways of major nutrients, vitamins and minerals, and the diseases associated with an excess and deficiency of these nutrients. Students will also learn to analyze and evaluate a patient's nutritional intake to identify and treat a variety of commonly encountered conditions. *Prerequisites: Biochemistry, Anatomy & Physiology I, II & III*

WESTERN PHYSICAL ASSESSMENT
WM 310 • 3 Units • 45 Hours
This course will provide students training in the proper techniques of Western diagnostic assessment, including history taking, physical examination and clinical charting. Students will learn the basic techniques in examining the head, neck, thorax and abdomen, as well as basic skills in orthopedic and neurological assessments. *Prerequisites: Pathophysiology I, Pathophysiology II (or taken concurrently)*

WESTERN CLINICAL MEDICINE I
WM 321 • 3 Units • 45 Hours
This course provides a systematic study of common clinical disorders in neurology, rheumatology, dermatology, musculoskeletal disorders, endocrinology, hematology, immunology and infectious diseases. Students will learn the clinical manifestations, etiology, differential diagnosis and diagnostic criteria, as well as basic treatment principles of common diseases in a clinical setting. *Prerequisites: Pathophysiology I & II, Western Physical Assessment*

WESTERN CLINICAL MEDICINE II
WM 322 • 3 Units • 45 Hours
This course continues the systematic study of common disorders, focusing on diseases in the cardiovascular, respiratory, gastrointestinal, hepatobiliary, renal, urogenital, and gynecological systems. Students will learn the clinical manifestations, etiology, differential diagnosis and diagnostic criteria, as well as basic treatment principles of common diseases in a clinical setting. *Prerequisites: Pathophysiology I & II, Western Physical Assessment*

MEDICAL IMAGING AND LABORATORY DIAGNOSIS
WM 330 • 2 Units • 30 Hours
This course provides students with the basic information in interpreting medical imaging data and diagnostic laboratory tests. Students will learn to analyze and correlate radiological and laboratory data with their patients' clinical diagnoses. *Prerequisites: Pathophysiology I & II*

GENERAL PSYCHOLOGY
WM 160 • 2 Units • 30 Hours
This course provides an introduction to the basic concepts, theories and applications of psychology as it applies to everyday life. Students will learn to think critically about the historical theories in psychology and tie them to current methodology and research outcomes.

MENTAL WELLNESS AND PATIENT CARE PSYCHOLOGY

WM 340 • 2 Units • 30 Hours

The course provides an integrative approach looking at the biomedical and Chinese Medicine perspectives on the psychology of patient care and an introduction to the basic concepts, clinical presentation, and patient assessment and treatment options of common mental health conditions. This course will also include an overview of the boundaries and limits of patient-practitioner relationships, fundamentals of effective communication, and multicultural sensitivity in establishing a positive professional relationship with patients. *Prerequisites: At least one Clinical Theater module or observation; General Psychology.*

INTEGRATIVE PHARMACOLOGY

WM 361• 3 Units • 45 Hours

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

PRACTICE MANAGEMENT, PUBLIC HEALTH & PROFESSIONAL DEVELOPMENT

HISTORY OF MEDICINE

WM 230 • 2 Units • 30 Hours

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

PRINCIPLES OF PUBLIC HEALTH

WM 420 • 2 Units • 30 Hours

This course provides training in the principles of public health, including public and community health and disease prevention, public health education, public health alert and a survey of communicable diseases, disease epidemiology and treatment of chemical dependency. The course examines an integrative perspective on public health as well as the role of the acupuncturist and chinese medicine practitioner in the broader healthcare system. Prerequisites: Pathophysiology I-II; at least one Clinical Theater module or observation.

HEALTHCARE LAWS, ETHICS

WM 431 • 1 Units • 15 Hours

This course presents the legal and ethical issues of the health practitioner, with special emphasis on the laws and regulations governing the practice of acupuncture in California, including the relevant OSHA and HIPAA requirements. *Prerequisites: Level 2-3 intern.*

HEALTHCARE BUSINESS MANAGEMENT

WM 432 • 2 Units • 30 Hours

This course is designed to present students with the basic concepts and practical knowledge necessary for managing and operating an acupuncture / Traditional Asian Medicine practice in the state of California. The course presents a study of the business aspects of a healthcare practice, including marketing and advertising, strategic and financial planning, and maintenance of records, billing procedures, legal responsibilities, and related topics. *Prerequisites: Level 2-3 intern.*

BIOMEDICAL ACUPUNCTURE

WM 370 • 1 Unit • 15 Hours

This course introduces students to research and evidence-based medicine, knowledge and critique of research methods, knowledge of the academic peer review process and basic skills in biostatistics. *Prerequisites: None*

MEDICAL WRITING & COMMUNICATION SKILLS
PD 210 • 2 Units • 30 Hours
This course comprehensively examines skills essential for writing for publication in medical and healthcare-related journals, papers and blogs. Additional emphasis is placed on communication skills for practitioners as relates to speaking opportunities, medical reporting, website content, social media, patient newsletters, and communication with integrative healthcare professionals. This course will include review of creative non-fiction in medicine. *Prerequisites: Level 1 Intern; Mental Wellness and Patient Care, *DAcCHM requirement. *Completion Module Requirement*

RESEARCH
PD 340 • 1 Unit • 15 Hours
This course introduces the fundamental principles of research and evidence-based medicine, with emphasis on acupuncture / Asian Medicine research. This course also provides an overview to research methodology to enable students to read and critique the medical literature, and a foundation for asking research questions and designing studies to answer these questions. The course also presents the basic processes and current developments in the biomedical perspective of acupuncture / TCM, and discussions around the academic peer review process. *Prerequisites: Introduction to Clinical Patient Care, *DAcCHM requirement. *Completion Module Requirement*

INTEGRATIVE MEDICINE I – OVERVIEW OF PATIENT CARE SYSTEMS
PD 410 • 1 Unit • 15 Hours
This course presents students with an overview of the health care system in the United States of America, and patient care models in the context of the relevant health care systems. The course also explores the role of Acupuncture / Chinese Herbal Medicine (ACHM) professionals within the current health care systems, and the impact of that role in patient care. *Prerequisites: Principles of Public Health, *DAcCHM requirement. *Completion Module Requirement*

INTEGRATIVE MEDICINE II – CHINESE HERBS AND MODERN DISORDERS
PD 420 • 3 Units • 45 Hours
As practitioners of Chinese Medicine, we have a unique opportunity to tap into an overlooked resource. Since the 1960s, researchers in China and Japan have actively been investigating the pharmacological properties of Chinese Herbs. These herb properties directly address tissue pathologies such as inflammation, allergy and infection, they are highly relevant to effective treatment of the many metabolic, neurological and endocrine disorders currently seen in modern society. In China, doctors of both Western and Chinese Medicine routinely make use of modern herb findings when formulation formulas for their patients. We too have the opportunity to integrate these into our practice. This course will present research based functions of important Chinese herbs and their expanded clinical applications in full detail, along with examples of formula building and traditional formula modification. *Prerequisites: TCM Herbal Formulas I, II & III, Diagnosis I, Diagnosis II, *DAcCHM requirement. *Completion Module Requirement*

INTEGRATIVE MEDICINE III – COLLABORATIVE CARE PARADIGMS
PD 440 • 2 Units • 30 Hours
This course introduces students to the concept and practice of collaborative care. The course compares and contrasts common medical and allied health practices, and explores the prevailing and emerging organization, structure and responsibilities of a collaborative health care team. Collaborative health care may include information related to engaging in lifestyle modifications, dietary advice and working in conjunction with other health professionals to create a cohesive health strategy. Topics may include advanced TCM Nutrition, pediatrics, orthopedics, etc. and is subject to instructor availability. **DAcCHM requirement. *Completion Module Requirement*

PATIENT EDUCATION AND COUNSELING
PD 450 • 1 Units • 15 Hours
This class will provide an introduction to establishing effective communication and understanding between healthcare providers/staff and the patients they serve by focusing on health literacy. Students will learn what health literacy is, how to identify patients who may have low levels of health literacy, and how to best communicate with a patient depending on their level of health literacy. Students will also learn specific tools and strategies to improve their communications with different patients depending on their level of health literacy. The ultimate goal of this improved communication and patient education is better treatment compliance and health outcomes. *Prerequisites:, Intro to Clinical Patient Care, Mental Wellness and Patient Care Psychology. *DAcCHM requirement. *Completion Module Requirement*

TAOIST STUDIES

TAOISM I – FUNDAMENTALS OF TAOISM
TO 100 • 1 Unit • 15 Hours
This course introduces the Taoist philosophical principles that are the essence of Traditional Chinese Medicine, emphasizing the Taoist approaches to the cultivation of the mind, body and spirit. *Prerequisites: None*

TAOISM II – FUNDAMENTALS OF NATURAL HEALING
TO 200 • 1 Unit • 15 Hours
This course explores the Taoist principles governing natural health and healing. Students will learn and be knowledgeable in the Taoist practices that enhance cultivation of mind, body and spirit. *Prerequisites: Fundamentals of Taoism I*

TAOISM III – FUNDAMENTALS OF THE HEALTH PRACTITIONER
TO 300 • 1 Unit • 15 Hours
This course continues the interactive training in the cultivation of attitudes, strategies and skills essential to becoming an exceptional practitioner of Traditional Chinese Medicine. This course examines the Taoist perspectives of self-discipline, practitioner-patient communication, problem solving and patient management. *Prerequisites: Taoism I & II*

TAOIST MEDICINE
PD 430 • 1 Unit • 15 Hours
Taoist medicine, when properly engaged, embraces a broad set of healing and self-cultivation practices that are intimately tied to lineage, ritual and the very Dao itself. Though Taoist practice and Chinese medicine emerge from the earliest traditions of Chinese culture and travel many of the same developmental pathways in their 2000+ year history, they are often disparate, despite their shared vocabulary. Taoist medicine is a relatively modern term often used to describe practices which are apart from modern TCM and qigong practice. In this 15-hour course, we will explore the history of Taoist medicine, it's lineages and practices, and seek to understand how these might be engaged in modern clinical practice. *Prerequisites: Taoism I, II, & III, History of Medicine, Classics I, *DAcCHM requirement. *Completion Module Requirement*

QI CULTIVATION

A total of four (4) units of Qi Cultivation courses are required for successful completion of the MAcCHM or DAcCHM program.

FOUNDATIONAL COURSES IN QI CULTIVATION
The Foundational courses in Qi cultivation consists of the following core courses: Self-Healing Qigong (QC 110), Eight Treasures (QC 120) Harmony Tai Chi Chuan Level I (QC 130) Infinichi Qigong Level I (QC 140), and Dao-In Qigong Level 1 (QC 150). Four (4) foundational units are required to graduate from the MAcCHM/DAcCHM program. Students who wish to pursue advanced level Qi Cultivation courses can do so to fulfill the two unit elective requirement.

SELF-HEALING QIGONG
QC 110 • 1 Unit • 15 Hours
This course establishes the groundwork for TCM movement practices and Taoist Self cultivation, bringing to life the Five Element theory component of the academic curriculum in self-healing exercises. Students begin learning related Yo San family tradition basic practices and Five Element work immediately applicable to healing self while also key to later clinical therapeutics. *Prerequisites: None*

EIGHT TREASURES I
QC 120 • 1 Unit • 15 Hours
Unique to the Yo San heritage, the Eight Treasures is a Qigong form that builds a strong movement 'vocabulary' for Qi Cultivation, as well as providing an experiential connection to the study and understanding of acupuncture channels and the circulation of the eight extraordinary vessels. This course, also known as the 'Little Eight Treasures', includes coordinated movement and breathing sequences from each of the eight long-form segments of Parts II & III. *Prerequisites: None*

HARMONY TAI CHI CHUAN LEVEL I (SHORT FORM)
QC 130 • 1 Units • 15 Hours
Tai Chi Chuan is an ancient moving meditation practice with many mind, body, and spiritual benefits. This course covers the 18-Step Harmony Tai Chi Chuan Short Form, comprised of movements taken from the Harmony Tai Chi Chuan Long Form in the Yo San Heritage. *Prerequisites: None*

INFINICHI QIGONG LEVEL I
QC 140 • 1 Unit • 15 Hours
This is the introductory course in a complete system of medical Qigong, designed to train students developing the energetic abilities of a Qi healing therapist. Using the Yo San family materials, along with standard texts in Traditional Chinese Medicine, Qigong and Chinese body work, it features a progressive, systematic program that nurtures understanding, facilitates skill development, and promotes self-growth. *Prerequisites: None*

DAO-IN QIGONG LEVEL I
QC 150 • 1 Unit • 15 Hours
Dao-In Qigong is a thorough system of body tuning and adjustment accomplished through movement and meditation postures performed while in seated and lying positions. Dao-In Qigong emphasizes moving through rather than holding individual postures. This practice stretches and strengthens the body, balances internal systems and adjusts energy. This is the foundational set of movements and practices drawn from the advanced Dao-In Qigong taught in Levels II and III. *Prerequisites: None*

CLINICAL EDUCATION

INTRODUCTION TO CLINICAL PATIENT CARE
CL 100 • 2 Units • 30 Hours
Students will learn legal, ethical, and practical procedures that will prepare them for their clinical internship as well as their future practice as a licensed acupuncturist. At the end of the class, students will understand their duties and responsibilities as acupuncture interns and be able to successfully discharge these duties and responsibility during their clinical internship training. *Prerequisites: Diagnosis I (or taken concurrently).*

CLINICAL THEATER
CL 310 • 1 Unit • 30 Hours • 2 Units Required
This series of clinical observation offers students exposure to acupuncture and Asian Medicine in a clinical setting. Students will have the opportunity to see how TCM theories and diagnostic principles are integrated into clinical practice by observing the entire diagnostic and treatment procedure conducted by experienced, licensed practitioners/faculty. There will also be ample opportunity for review and discussions of cases to further enhance the learning experience. *Prerequisites: Introduction to Clinical Patient Care*

CLINICAL OBSERVATION
CL 400 • 1 Unit • 30 Hours • 3 Units Required
In this section of the clinical observation curriculum, students will be assigned to work with clinic supervisors, and will be directly observing senior practice interns as well as licensed practitioners in the clinic. Students will acquire the necessary skills and knowledge to begin working directly with patients in the next level of clinical training. *Prerequisites: Introduction to Clinical Patient Care*

INTEGRATIVE CLINICAL CASE STUDY LEVEL 1
CL 611 • 1 Unit • 15 Hours • 3 Units
Required In this case study series, the focus will be on an integrative approach to clinical diagnosis and management of patients. This will be an opportunity for interns to engage in discussions on integrating TCM with Western medical modalities. *Prerequisites: Concurrent with Clinical Internship Level 1*

INTEGRATIVE CLINICAL CASE STUDY LEVEL 2
CL 711 • 1 Unit • 15 Hours • 3 Units
Required In this case study series, the focus will be on an integrative approach to clinical diagnosis and management of patients. This will be an opportunity for interns to engage in discussions on integrating TCM with Western medical modalities*. Prerequisites: Integrative Clinical Case Study Level 1 and concurrent with Clinical Internship*

INTEGRATIVE CLINICAL CASE STUDY LEVEL 3
CL 811 • 1 Unit • 15 Hours • 3 Units
Required In this case study series, the focus will be on an integrative approach to clinical diagnosis and management of patients. This will be an opportunity for interns to engage in discussions on integrating TCM with Western medical modalities. *Prerequisites: Integrative Clinical Case Study Level 1, 2 and concurrent with Clinical Internship*

CLINICAL INTERNSHIP – LEVEL I
CL 600 • 10 Units • 300 Hours (5 Blocks of 60 Hours Each Required)
At Level I clinical internship, student interns will be working under the close supervision of a clinical faculty member to develop the students' confidence and competence in diagnosing and implementing treatments. Interns will be directly involved in history taking, physical examination, and diagnosis, as well as carrying out supervisor-approved treatment. *Prerequisites: Pass the Pre-Clinical Examination; complete all Clinical Theater and Clinical Observation hours (150 hours); complete all two (2) units of Foundational Qi Cultivation courses; Intro to Patient Care; Diagnosis I & II; Herbal Formulas I, II & III; Acupuncture Techniques I & II; Auricular & Scalp Acupuncture; Pathophysiology I & II; Western Physical Assessment; CPR & First Aid; CNT certification*

CLINICAL INTERNSHIP – LEVEL II
CL 700 • 8 Units • 240 Hours (4 Blocks of 60 Hours Each Required)
Students will continue to work with patients under direct supervision of the clinical faculty. Students will further develop their clinical assessment, diagnose patients and consult with clinic supervisors in developing an approved treatment and follow-up plan. Students will be supervised by the clinical faculty in the treatment of all patients. *Prerequisites: Satisfactory completion of Clinical Internship Levels I and the Level 1 Clinical Phase Assessment*

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

CLINICAL EXTERNSHIP
CL 880 • 1 Unit • 60 Hours (1 Block of 60 Hours Required)
Students will have the opportunity to participate at an off-site clinical training program with approved partnership organizations including the Venice Family Clinic's Simms/Mann Health & Wellness Center, Being Alive Los Angeles, WISE & Healthy Aging, and The Wellness Center at the Historic General Hospital (LAC+USC). *Prerequisites: Satisfactory completion of Clinical Internship Levels I and the Level 1 Clinical Phase Assessment*

CLINICAL EXPERIENCE
CL 900 • 3 Units • 90 hours
Clinical Training Component Options: DAcCHM Completion Module students have a variety of ways to fulfill the Clinical Experience requirements for their degree. You are required to complete a total of 90 hours and can combine any of the following categories fulfill this requirement: YSU Specialty Clinic, Clinical Mentorship/Preceptorship, Research/Writing, or additional case study classes. A clear plan must be submitted to the Dean for approval prior to the start of the Clinical Experience. **Completion Module Requirement*

INTEGRATIVE CASE STUDIES
CL 911 • 1 Unit • 15 Hours
This course is designed to help students become proficient in presenting and analyzing cases in both the TCM and Western format, and to enable the Completion program student to proficiently assess both TCM and Western diagnosis and treatment. The student will become familiar with integrating Western and TCM treatments, and be better prepared for inter- disciplinary collaborations with other healthcare providers. **Completion Module Requirement*

ADVANCED STUDIES IN TAOISM & QI CULTIVATION (ELECTIVES)

EIGHT TREASURES LEVEL II and LEVEL III
QC 421 and QC 422 • 2 Units Each • 30 Hours Each
The Eight Treasures series provides study of the Eight Treasures Long Form, incorporating portions of the 'Little Eight Treasures' into the study and practice of the eight 'Treasures' of the long form. Students will continue to incorporate knowledge of meridians and extraordinary vessels as well as the energetics of various acupuncture points into Qigong practice. Eight Treasures II focuses on the first four of the long form 'Treasures', while Eight Treasures III focuses on the latter four of the long form 'Treasures'. *Prerequisites: Satisfactory completion of at least three Foundational Qi Cultivation courses, including Eight Treasures I*

HARMONY TAI CHI CHUAN LEVEL II
QC 431 • 1 Unit • 15 Hours
Harmony Tai Chi Chuan balances the energy of the three energy centers of the body. This course covers the 28-Step Harmony Tai Chi Chuan intermediate form, comprised of the first 18 movements of the short form (Level I) plus 10 additional movements (including some basic kicks) taken mostly from the first part (Yin Section) of the Harmony Tai Chi Chuan long form (Level III). *Prerequisites: Satisfactory completion of at least three Foundational Qi Cultivation courses, including Harmony Tai Chi Chuan Level I*

HARMONY TAI CHI CHUAN LEVEL III and LEVEL IV
QC 432 and QC 433 • 2 Units Each • 30 Hours Each
The series of Harmony Tai Chi Chuan Level III and Level IV together presents the philosophy and practice of the Harmony Tai Chi Chuan long form that is part of the Yo San heritage. Level III covers the 58-step Yin Section or first part of the long form which includes movements that are more contracted. Level IV covers the 50-step Yang Section or second part of the long form which includes movements that are more expansive. Harmony Tai Chi Chuan is a style that embodies principles of the Tao Te Ching. Mastery of this form helps one to gain balance, harmony, and an enhanced sensing of Qi that is essential to the acupuncture practitioner. *Prerequisites: Satisfactory completion of at least three Foundational Qi Cultivation courses, including Harmony Tai Chi Chuan Level I*

INFINICHI QIGONG LEVEL IIA and LEVEL IIB
QC 441 and QC 442 • 1 Unit Each • 15 Hours Each
Infinichi Qigong trains students in developing the energetic healing abilities of a medical Qigong therapist. Using Yo San family books and standard texts for Traditional Chinese Medicine, Qigong and Chinese body work, this sequential program features progressive, systematic approaches that nurture understanding, facilitate skill development, and promote self-growth. *Prerequisites: For Infinichi IIA: Satisfactory completion of at least three Foundational Qi Cultivation courses, including Infinichi I. For Infinichi IIB: Satisfactory completion of Infinichi IIA*

DAO-IN QIGONG LEVEL II and LEVEL III
QC 451 and QC 452 • 1 Unit Each • 15 Hours Each
These courses integrate the 44 movements and 14 meditation postures (in addition to and building upon those in Level I) from the Dao-In system. Each movement, such as "Bamboo Bending in the Wind," "Bird Washing Its Wing," and "Dragon Dance", coordinates breathing with gentle motion in order to adjust the energy of the body. Dao-In Qigong is an ancient practice which helps reduce stress, enhance youthfulness and increase longevity. *Prerequisites: Satisfactory completion of at least three Foundational Qi Cultivation courses, including Dao-In Qigong Level I*

HARMONY TAI CHI CHUAN STRAIGHT SWORD LEVEL I (SHORT FORM)
QC 461 • 1 Unit • 15 Hours
The Tai Chi Chuan Straight Sword short form is the first 16 movements of the Tai Chi Chuan Straight Sword long form, an integral part of the Harmony Tai Chi Chuan heritage of the Yo San Family. The sword is an instrument of spiritual cultivation that equips practitioners to learn to refine and master their energy and project their Qi. *Prerequisites: Satisfactory completion of at least three Foundational Qi Cultivation courses, including Harmony Tai Chi Chuan Level I*

HARMONY TAI CHI CHUAN STRAIGHT SWORD LEVEL II (LONG FORM)
QC 462 • 1 Unit • 15 Hours
This course covers the 33-step Tai Chi Chuan Straight Sword long form. This form adds an additional 17 movements to the 16-step short form (see above) to complete the long form. Spiritual swordsmanship, using the sword as an instrument of cultivation and refinement, including sword meditation, is covered in this course. *Prerequisites: Satisfactory completion of at least three Foundational Qi Cultivation courses, including Harmony Tai Chi Chuan Level I*

TAI CHI FAN LEVEL I
QC 463 • 1 Unit • 15 Hours Each
For advanced students of Harmony Tai Chi Chuan, the Tai Chi fan course further develops principles and experiential understanding of yin and yang in motion, using the Tai Chi fan as an aid to further sharpen the focus and coordination of the practitioner. *Prerequisites: Satisfactory completion of at least three Foundational Qi Cultivation courses, including Harmony Tai Chi Chuan Level I*

TAOIST MEDITATION
QC 470 • 1 Unit • 15 Hours
Students learn meditative techniques and practices drawn from ancient Taoist principles of gathering and focusing psycho spiritual resources. This course is relevant not only to strengthen self-cultivation, but also to equip participants with clinical tools and insights. *Prerequisites: Satisfactory completion of at least three Foundational Qi Cultivation courses; Fundamentals of Taoism I*

CRANE STYLE QIGONG
QC 480 • 1 Unit • 15 Hours
This course presents standing movement exercises patterned on the graceful, harmonious movements of the crane. While practicing the form, the concentration on moving Qi to various acupuncture points helps to activate Qi and strengthen vitality. Crane Style provides a contemporary application of Qigong for enhancing immune health. *Prerequisites: Satisfactory completion of at least three Foundational Qi Cultivation courses*

ADVANCED CURRICULUM REVIEW: EXAMS
FR 350 • 3 Units • 45 Hours
This elective course provides an overview of the four main subjects covered on the Pre-Clinical Exam: Foundational Theories and Diagnosis, Acupuncture, Herbal Medicine, Western Medicine. *Prerequisites: Ready to take Pre-Clinical Exam at the beginning of following term.*

I CHING ACUPUNCTURE
FX 443 • 1 Unit • 15 Hours
This elective course presents the basic principles and theories of I Ching eight trigrams associating with the 12 acupuncture primary meridians. I Ching is based on the Yin and Yang theory and can be used to correspond with the 12 primary meridians and Five Elements. Once understanding their relationship and correspondence, one can apply the outcome into the treatment principle and treatment plan of point combination selections for a variety of disease conditions, especially for both acute and chronic pain management. Students will also learn how to analyze and evaluate a patient's chief complaint and treat a variety of commonly encountered clinical disorders. *Prerequisite: AC301 Acupuncture Techniques I*

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* Indicates core faculty

MAcCHM / DAcCHM Program Academic Policies

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

ENROLLMENT & ATTENDANCE

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

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

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

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

- For 15-week courses, absence from more than three (3) class meetings will result in failing the course.
- For 10-week courses, more than two (2) absences will result in failing the course.
- For 8-week courses, more than one (1) absence will result in failing the course.

Instructors may count excessive tardiness as a class absence. As a guideline, students arriving more than thirty (30) minutes late for a class, or leaving the class thirty (30) minutes early will be marked absent for the entire class. Instructors may set additional attendance requirements beyond the minimum 75% requirement with approval from the Program Dean. Attendance requirements for individual courses will be clearly stated in the course syllabi.

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

TRANSFER CREDITS

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

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

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

Courses completed more than five (5) years prior to the date of admission may not be transferable unless the student demonstrates proficiency in the subject matter, or shows documented evidence that they have been and remain in a profession directly relevant to these courses. Furthermore, only whole units of credit are eligible for transfer; fractional units will not be accepted.

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

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

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

YSU maintains records of students' previous education for the purpose of admissions as well as credit transfers where applicable. Transfer credits, if and when granted, are clearly documented in the respective student's academic files. The student will be notified in writing of any transfer credits awarded.

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

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

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

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

Challenge Examinations

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

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

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

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

GRADUATION REQUIREMENTS

Graduation Requirements
To be eligible for graduation from the MAcCHM Program, a student must:

- Successfully complete all 181 units/3,375 hours of required Master's Program coursework with a minimum grade of a "C" or "Pass" in each course
- Complete all clinical training hours and requirements
- Fulfill Qi-cultivation & Professional Development curricula requirements
- Pass the Graduation Examination
- Clear all outstanding accounts with the University, including administration, Clinic, library accounts and return all borrowed library books

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

- Successfully complete all 205 units/3,585 hours of required DAcCHM program coursework with a minimum grade of a "C" or "Pass" in each course
- Complete all clinical training hours and requirements
- Fulfill Qi-cultivation & Professional Development curricula requirements
- Pass the Graduation Examination
- Clear all outstanding accounts with the University, including administration, Clinic, library accounts and return all borrowed library books

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

Minimum & Maximum Time for Degree Completion
No student may complete the MAcCHM/DAcCHM Program in less than 36 months unless appropriate transfer credits have been awarded.

Regardless of the number of units transferred in to the MAcCHM/DAcCHM program, transfer students are required to complete at least one academic year in residence, including at least 95 didactic units for the MAcCHM program or 102 units for the DAcCHM program, and a minimum of 743 clinical training hours at Yo San University to graduate with the MAcCHM/DAcCHM degree from Yo San University.

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

Qi Cultivation Curriculum Requirements
The Qi Cultivation curriculum is a unique component of the MAcCHM/DAcCHM program and a keystone in the University's mission of educating students to become exceptional practitioners of Traditional Chinese Medicine and the Taoist healing arts.

Qi cultivation courses are structured into two tiers: a mandatory foundational level and an advanced focused concentration level. A total of six (6) units of Qi cultivation credits are required in the MAcCHM/DAcCHM program curriculum. Four (4) foundational units are required. The additional 2 required units can be covered by foundational or advanced qi courses, so that if students feel particularly connected with a specific form, they can choose to continue forward in that series and have the ability of getting certified. Generally, students will enroll in not more than one Qi cultivation course per trimester, in order to maximize learning and practical application of the content of each course prior to proceeding to further Qi cultivation studies.

Students who wish to pursue advanced focused courses in Qi Cultivation must complete at least four (4) foundational courses before progressing to the advanced Qi cultivation courses.

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

Professional Development Requirements

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

Graduation/Commencement Ceremony

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

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

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

GRADING & ASSESSMENT

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

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

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

The grading system and standards in the MAcCHM/DAcCHM program are:

Grade	Score	GPA
A	95–100%	4.0
A-	90–94%	3.7
B+	87–89%	3.3
B	83–86%	3.0
B-	80–82%	2.7
C+	77–79%	2.3
C	70–76%	2.0
F	below 70%	0 Fail
P	Pass	(with a grade of C or better)
I	Incomplete	
CPL	Credit Received / Completed	
AU	Audit	
W	Withdrawn	
WF	Failure to Withdraw; Equivalent to Failing Grade	
WX	Withdrawal; Canceled Registration (during weeks 1 & 2)	

(see Adding & Dropping Classes)

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

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

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

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

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

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

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

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

Incomplete Coursework

An Incomplete ("I") grade indicates that additional work must be completed before a final course grade can be assigned. To request an Incomplete grade, students must submit a written petition and obtain prior approval from both the faculty member and the Registrar 48 hours before the due date of the final course assignment or exam.

The student must complete all required work before the last day of the first week of the following term in order to obtain a passing grade. If the required work is not completed by this deadline, the Incomplete grade will automatically convert to a Fail (F). When students fail a degree-applicable course, they will be required to re-take the failed course at a subsequent trimester at full tuition.

In cases of medical reasons or other unforeseen circumstances that necessitate additional time to complete coursework, students may request an extension beyond the initial deadline. To qualify for an extension, students must provide proper documentation, and if approved, they can extend their deadline in one-month increments. The extension request must be submitted prior to the original deadline. Approval of extensions is subject to review. Students are responsible for managing deadlines and ensuring all required work is completed on time.

Frequent or excessive use of the Incomplete Grade process may be referred to the Program Dean for academic guidance.

Make-Up Examinations

In the event of an emergency that conflicts with a scheduled exam, students must notify both their faculty member and the administration at least 48 hours prior to the missed exam. The make-up exam must be completed within two weeks of the original exam date. Students are responsible for scheduling the make-up exam time directly with their faculty member and the administration. Students may be required to provide documentation or a brief explanation of the emergency to assist in scheduling the make-up exam. If an emergency or conflict arises within 48 hours of the exam, makeup exams will be allowed on a case by case basis in dialogue with the instructor and the academic department and will require proper documentation or explanation.

A $100 exam fee will be applied. Additionally, students may be required to provide documentation or a brief explanation of the circumstance to assist in scheduling the make-up exam. Failure to complete the exam within 2 weeks of the original exam date will result in a grade of "0" for the missed exam.

To accommodate students observing religious holidays or practices that conflict with scheduled exams, students must notify in writing both their faculty member and the administration within the first two weeks of the term. The make-up exam must be scheduled no later than two weeks after the original exam date. Students are responsible for scheduling the make-up exam time directly with their faculty member or the administration. If the student fails to notify faculty and administration within the designated time frame (first 2 weeks of term), a $100 make-up exam fee will apply. Additionally, students may be required to provide a brief explanation of their religious observance. Failure to complete the exam within 2 weeks of the original exam date will result in a grade of "0" for the missed exam.

The makeup exam fee covers the faculty time and effort. Frequent or excessive use of the Makeup Exam process may be referred to the Program Dean for academic guidance.

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

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

ACADEMIC PROGRESS

Academic Progress
Maintaining satisfactory academic process is a crucial benchmark for academic success in the MAcCHM/DAcCHM program; it also serves as an important predictor of success on licensing and board exams.

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

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

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

Academic Probation Policies
A student will be placed on Academic Probation if:

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

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

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

Academic Dismissal
Students may be subject to academic dismissal from the MAcCHM/DAcCHM program under any of the following conditions:

- Remaining on Academic Probation for more than two (2) consecutive trimesters
- Failing to complete all required coursework and examinations within eight (8) years from the date of initial enrollment in the MAcCHM/DAcCHM program
- Any other circumstance in which the MAcCHM/DAcCHM Academic Council determines that the student cannot satisfactorily complete the requirements for graduation.

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

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

The MAcCHM/DAcCHM Academic Council will require the student to:

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

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

COMPREHENSIVE EXAMINATIONS

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

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

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

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

- TCM Foundation Theories
- Principles and Theories II
- TCM Herbal Materia Medica I, II & III
- Anatomy and Physiology I, II & III
- Acupuncture I, II & III

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

The Pre-Clinical Examination

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

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

Students failing the exam twice will receive mandatory academic advising, as well as tutoring and other remedial courses as deemed necessary by the Program Dean. These students will be allowed a third attempt only if they have satisfactorily completed all prescribed remedial activities. A Pre-Clinical Examination guide is available from the Academic Administration.

The Graduation Examination

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

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

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

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

Entry-Level Doctorate Completion Program

The Entry-Level Doctorate Completion Program allows those with a Master's Degree in Chinese Medicine to earn the Doctor of Acupuncture and Chinese Herbal Medicine (DAcCHM). Graduates are prepared to excel as independent acupuncturists and to collaborate effectively with Western medical doctors, physical therapists, and other health-care professionals.

Duration: 1 year (18 units / 315 Hours)
Program Highlights: integrative care, high-quality and convenient path to Dr. title
Other Degree Names: DAcCHM Bridge program, Transitional Doctorate
Admission Requirements: Master's level degree from an accredited school of Chinese Medicine.

This program allows students to develop proficiency in integrative medicine terminology, improving communication within the biomedical context, as well as acquiring expertise in Western medicine diagnosis so graduates may better collaborate with other medical professionals as a Primary Healthcare Provider.

EDUCATIONAL OBJECTIVES

Graduates of our DAcCHM Completion Program Doctor are able to:

- Collaborate effectively with Western medical doctors, physical therapists, and other allied health-care professionals.
- Utilize system-based medicine within hospital and other integrative healthcare settings.
- Emphasize integrative medicine, combining traditional and modern healthcare approaches.

CLINICAL TRAINING

CL900 Clinical Experience 3 Units 90 hours: Students are required to complete a total of 90 hours and can combine any of the categories below to fulfill this requirement:

- **YSU Specialty Clinic**
- **Clinical Mentorship/Preceptorship**
- **Case Studies**
- **Additional Integrative Case Studies Classes**

CURRICULUM

Didactic Component

Course Code	Course Title	Units	Hours
PD350	Taoist Acupuncture	1	15
PD430	Taoist Medicine	1	15
PD360	Herbal Pharmacognosy	1	15
PD370	Herb-Drug Interactions	1	15
PD210	Medical Writing & Communication Skills	2	30
PD340	Research	1	15
PD410	Integrative Medicine I – Overview of Patient Care Systems	1	15
PD420	Integrative Medicine II – Chinese Herbs and Modern Disorders	3	45
PD440	Integrative Medicine III – Collaborative Care Paradigms	2	30
PD450	Patient Education & Counseling	1	15
	Total Didactic Courses	**14**	**210**

Clinical Training Component

Course Code	Course Title	Units	Hours
CL900	Clinical Experience	3	90
CL911	Integrative Case Studies	1	15
	Total Clinical Training	**4**	**105**
	Total Doctoral Completion Module Requirements	**18**	**315**

Statement on Academic Integrity

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

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

- Cheating
- Dishonesty
- Plagiarism
- Fabrication of false information/data
- Omission of appropriate scholarly citations
- Unauthorized collaboration
- Conducting human subjects research without IRB approval
- Misrepresentation of scholarship, licensure, academic achievement or performance
- Facilitating violation of academic integrity by another/ other individual(s)
- Use of artificial intelligence, AI-powered tools or chatbots to generate or submit work without approval or proper attribution.

Yo San University Blount Community Clinic

The Yo San University Blount Community Clinic is the on-site clinical teaching facility at Yo San University. It provides the professional setting in which students from both the Master's, Entry-Level Doctorate and Doctoral Programs of the University complete various aspects of their clinical education.

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

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

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

The Herbal Dispensary

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

California State Law & University Policy on Needling

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

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

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

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

Financial Aid

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

There are two types of Federal Aid:

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

To be eligible to receive Federal Title IV Funds, students must:

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

To qualify for the Federal Work-Study program, students must meet general Title IV eligibility criteria as well as demonstrate financial need.

Need is calculated by subtracting the Expected Family Contribution (EFC) from the Cost of Attendance (COA). The EFC is calculated by the U.S. Department of Education based on information submitted on the Free Application for Federal Student Aid (FAFSA). The COA is established each year by the Financial Aid Office and includes both direct and indirect costs incurred by the student. The COA contains allowances for tuition, fees, books, room, board, transportation and miscellaneous expenses. It is intended to be an estimate, and does not represent actual charges.

FEDERAL FINANCIAL AID STATEMENT

Loans are financial obligations that must be repaid. Interest and repayment terms vary among the different programs, and Yo San University follows a policy of offering the student the most favorable loan for which they qualify if funds are available in the program. All financial aid programs administered by Yo San University are subject to the conditions, limitations, and requirements prescribed by the agency sponsoring the program.

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 receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds

Unsubsidized Federal Direct Loans are available to most students who file a FAFSA. The amount of the Direct Loan is determined by federal eligibility rules regarding a student's program and level. Unsubsidized loans accrue interest from the time of disbursement. Principal and interest payments may be postponed until completion of a program of study or until the student ceases to be enrolled on at least a half-time basis.

Graduate PLUS Loans are available to graduate help pay for education expenses not covered by other financial aid. Eligibility is not based on financial need, but a credit check is required. Borrowers who have an adverse credit history must meet additional requirements to qualify.

Information regarding Unsubsidized and Graduate PLUS loans can be found here:
https://studentaid.gov/understand-aid/types/loans

DISBURSEMENT OF FEDERAL STUDENT LOAN PROCEEDS

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

- Students have completed the year appropriate FAFSA.
- Students have completed a Master Promissory Note. (An MPN needs to be completed one-time and is valid for ten years).
- Students have completed Entrance Counseling. Entrance Counseling maybe done separately or at the same time for Stafford Loans and Grad PLUS loans.

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

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

CANCELING LOAN DISBURSEMENTS

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

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

TRETREATMENT OF FEDERAL STUDENT LOANS WITH WITHDRAWALS: RETURN TO TITLE IV FUNDS (34 CFR 668.22)

Students who begin attendance, and subsequently withdraw from all courses are subject to a Return of Title IV Funds calculations. The Return To Title IV Funds (R2T4) calculation determines the percentage of aid the student has earned at the time of the withdrawal.

Students are considered to have earned all the aid once 60% of the term is completed. Although all aid will be earned by the 60% point in the term, the Office of Financial Aid must still perform the calculation. The 'withdrawal date' is used to calculate the amount of the refund and is defined as the last date the student attended a class, lab, exam or clinic shift pursuant to the attendance policies at the University. The calculation is completed within 14 days of the student's last attendance in a class. These funds are returned to the Federal Direct Loan Program as soon as possible, but no later than forty-five (45) days of last date of attendance. Yo San University participates in the Direct Loan FSA program, specifically the Direct Unsubsidized and Direct Graduate PLUS programs. As a result, where applicable, the funds will be returned in the following order:

Direct Unsubsidized Loan funds
Direct Graduate PLUS Loan funds

Students may also notify YSU Administration of their intentions to withdraw from the term during normal business hours via phone, email, letter or in-person. Students must complete a Drop Form in case of a course load reduction, or a Withdrawal Form when canceling enrollment before classes have started or fully withdrawing from the program after classes have started. Drop and Withdrawal Forms are available in the YSU Administration Suite and can be requested by email at registrar@yosan.edu.

SATISFACTORY ACADEMIC PROGRESS (34 CFR 668.34)
MASTER'S & ENTRY-LEVEL DOCTORATE PROGRAMS
To remain eligible for Federal Financial Aid, students in the MAcCHM/DAcCHM Program must make Satisfactory Academic Progress toward the completion of the MAcCHM/DAcCHM Program. For the MAcCHM/DAcCHM Program, the University measures Satisfactory Academic Progress in three ways:

Cumulative GPA,
Pace of program completion, and
Completes the program within 8 years from the of initial enrollment in the MAcCHM/DAcCHM program

"Satisfactory Progress" means that the student's cumulative GPA is at least a 2.5, that the pace (earned units compared to attempted units) is at least 66.67% and that the student is making sufficient progress to complete the program within 8 years from the initial date of enrollment in the MAcCHM/DAcCHM program.

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

Students may appeal the result. Appeals must explain why satisfactory progress standards were not met and what has changed that will allow standards to be met by the next evaluation. The appeal must also include an Academic Progress Course Plan approved by the Academic Dean. The plan must ensure that student meet standards within a specific time frame. When the appeal is approved and sent to the Financial Aid Office, eligibility is re-instated and the student is placed on Financial Aid Probation for one (1) trimester. When the Academic Progress Course Plan is not followed, students are ineligible for Federal Student Aid. In addition, students who have two or more Incompletes "I" in a given term wile on probation are subject to Satisfactory Academic Suspension.

Satisfactory Academic Progress Definitions –MAcCHM / DAcCHM Program
REPEATS: Courses repeated more than once may not count toward full-time or half-time status.

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

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

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

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

INSTALLMENT PAYMENT PLAN

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

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

GAINFUL EMPLOYMENT

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

Awards & Scholarships

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

Dean's List

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

MAcCHM / DAcCHM Program Dean's Prize

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

Board of Trustees' Meritorious Award (Class Valedictorian)

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

Yo San University Scholarships

Several YSU scholarships available to matriculated students in the MAcCHM/DAcCHM Program in recognition of students' academic achievements. These include:

- The Founders' Scholarship
- The President's Scholarship
- The Yo San Legacy Scholarship
- Way of Tao Scholarship

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

EXTERNAL SCHOLARSHIP OPPORTUNITIES

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

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

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

Student Services & Facilities

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

NEW STUDENT ORIENTATION

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

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

ACADEMIC ADVISING & TUTORING SERVICES

MAcCHM / DAcCHM PROGRAM

Academic Advising

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

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

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

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

Tutoring Services

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

CALE Review Workshops

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

THE RYAN LEARNING RESOURCE CENTER (THE LIBRARY)

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

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

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

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

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

STUDENT LOUNGE

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

BULLETIN BOARDS

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

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

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

YSU STUDENT ASSOCIATION

The Yo San University Student Association (YSUSA) provides a platform for students to formulate and initiate projects internal and external to the University. YSUSA Officers, elected annually, communicate with the Administration as the voice of the student body. The Student Association also elects one student representative to the Board of Trustees as a non-voting Board member with limited privileges. Days and times for Student Association meetings are posted on the Student Association Bulletin Board in the Student Lounge. Questions and comments for the YSUSA representatives can be submitted to ysusa@yosan.edu. The Student Association has set a fee of $20 per student per trimester, applied to all matriculated students and is paid at the time of registration of classes.

Professional & Administrative Services

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

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

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

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

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

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

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

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

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

ADMINISTRATIVE SERVICES

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

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

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

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

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

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

Administrative Policies

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

REGISTRATION

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

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

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

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

TUITION PAYMENT & BALANCE

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

Continuing students may not enroll in classes unless their fees and other outstanding balances from the previous trimester, including library and clinic fees, are paid in full.

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

STUDENT ENROLLMENT STATUS CLASSIFICATIONS – MAcCHM / DAcCHM PROGRAM

Students in the MAcCHM/DAcCHM Program are classified based on their enrollment status:

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

MAXIMUM COURSE LOAD PER TRIMESTER – MAcCHM / DAcCHM PROGRAM

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

NON-MATRICULATED STUDENTS – MAcCHM / DAcCHM PROGRAM

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

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

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

The following courses are available to non-matriculated students who fulfill MAcCHM/DAcCHM Program admissions requirements:

- AC100 Intro to Meridian Theory
- CM111 Principles & Theories of TCM I
- HM101 Intro to Chinese Herbal Medicine
- TC100 Fundamentals of Taoism I
- QC110 Self-Healing Qigong

ADDING & DROPPING CLASSES – MAcCHM / DAcCHM PROGRAM

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

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

Adding a Class

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

Attendance Requirement for Added Classes

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

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

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

Dropping a Class with a "W" (Withdraw)

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

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

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

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

LEAVE OF ABSENCE & WITHDRAWAL POLICIES

Leave of Absence Policies

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

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

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

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

The period of Leave of Absence will count towards the overall time taken for program completion. Any unauthorized Leave of Absence that exceeds 180 calendar days constitutes an automatic withdrawal from the University. Students who have withdrawn and wish to return must submit a new and full application. Re-enrollment is not guaranteed.

Withdrawal from the University

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

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

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

Readmission After Withdrawal

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

Readmission of Military Personnel & Veterans

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

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

Tuition & Fees

Current tuition and fees for both the DAOM and Master's Programs are reviewed annually and published in the annual Tuition & Fee Schedule (Appendix).

Tuition & Fee Adjustments

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

TUITION REFUND POLICY

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

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

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

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

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

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

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

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

Tuition refund calculations are made on a prorated basis according to the number of days remaining in the trimester until 75% of the course has been completed. The withdrawal date is the last date the student attended a class, lab, exam or clinic shift. These refunds are returned to the Federal Direct Loan Program within 45 days of the withdrawal date.

STUDENT TUITION RECOVERY FUND (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program. It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to:

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

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

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

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

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

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Student Academic Records

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

CONFIDENTIALITY OF RECORDS

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

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

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

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

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

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

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

RETENTION OF STUDENT RECORDS

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

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

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

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

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

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

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

Professional Conduct

CODE OF CONDUCT GENERAL POLICY

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

PROHIBITED CONDUCT

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

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

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

CLASSROOM ETIQUETTE

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

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

CAMERA POLICY FOR REMOTE/HYBRID COURSES

In alignment with the requirements set forth by the Department of Education and our accrediting bodies, the following camera policy is established for courses conducted via Zoom:

1. General Requirement: Students are expected to attend remote/hybrid courses at the day and time that the classes are scheduled. Students are expected to keep their cameras ON throughout the entire class period. This policy is in place to ensure active participation and to meet attendance verification standards. If a student has an issue accessing their remote/hybrid course, they must contact their instructor and/or the Administration in a timely manner.
2. Exceptions: We acknowledge that there may be legitimate reasons for needing to turn off your camera. If you find it necessary to have your camera off, please notify your faculty member in advance.
3. Participation: Participation is required at all times. Even when the camera is off, students are required to remain actively engaged by participating through the Chat feature at all times during the class.
4. Professionalism: Students participating in online classes are expected to maintain a professional demeanor at all times. This includes dressing appropriately and behaving respectfully during class sessions. Additionally, students should not be driving while attending class, as it is unsafe and detracts from the learning experience. Inappropriate attire, behavior, or activities may impact the student's participation grade and/or result in disciplinary action.
5. Compliance with this policy is crucial as it allows faculty to accurately verify and certify attendance for each student as required by educational regulations. Cameras should remain on during the entirety of the class, except during designated breaks. Faculty members have the discretion to modify this policy based on the context of individual class meetings. Faculty prefer to see students' faces as it enhances the quality of instruction and ensures a more interactive and effective learning experience.

USE OF MOBILE PHONES & OTHER ELECTRONIC DEVICES

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

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

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

PHOTOGRAPHY & VIDEO RECORDING IN CLASSROOMS AND CLINIC

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

SERVICE ANIMAL POLICY

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

YSU adopts both California and Americans with Disabilities Act (ADA) definition of service animal, which is defined as a dog (or, in some cases, a miniature horse) individually trained to perform specific tasks for the benefit of an individual with a disability. Service animals do not include pets, emotional support animals, or comfort animals.
Emotional Support Animals: Emotional support animals (ESAs), which provide comfort rather than perform specific tasks related to a disability, do not qualify as service animals under ADA guidelines. Therefore, ESAs are not permitted in university academic spaces, offices, or other indoor facilities.

Service animals are welcome in all public areas of the university, including classrooms, offices, and common areas, except where explicitly restricted due to health or safety concerns (e.g., labs or areas with sensitive equipment).

When it is not obvious what service an animal provides, staff may ask the handler:

- Is the dog a service animal required because of a disability?
- What work or task has the dog been trained to perform?

No further documentation or proof of training is required under California or ADA guidelines.
However, be advised that pursuant to California Penal Code § 365. 7, any person who knowingly and fraudulently represents themselves, through verbal or written notice, to be the owner or trainer of any canine licensed as, qualified as, or identified as a guide, signal, or service animal, shall be guilty of a misdemeanor.

Handlers are responsible for the control and supervision of their service animals. Service animals must:

- Remain under control at all times, using a leash, harness, or other restraint unless such restraint interferes with the animal's tasks.
- Not exhibit disruptive behavior, such as repeated barking or aggressive actions.
- Be housebroken and free from offensive odors.

The YSU reserves the right to ask a handler to remove a service animal if the animal is out of control, not housebroken, or poses a health or safety risk that cannot be mitigated.
Handlers are responsible for the following:

- Cleaning up after their service animal and ensuring proper disposal of waste.
- Covering any costs related to damage caused by the animal.
- Complying with all applicable local ordinances related to animal health and vaccination.

In limited cases, service animals may be restricted from specific areas where the presence of animals poses a clear health or safety risk. These restrictions will be assessed on a case-by-case basis and communicated to the handler by appropriate university personnel.

Any concerns or disputes regarding the presence of a service animal on campus can be directed to the Administration Office, where an administrator will provide guidance or facilitate resolutions as needed.

APPROPRIATE ATTIRE

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

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

HARASSMENT PREVENTION POLICY

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

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

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

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

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

Students are protected against retaliation for filing a complaint and/or assisting in a complaint or investigation. Further, the University will not tolerate or permit retaliation by any member of the University community against any complainant or anyone assisting in a harassment or discrimination investigation. The University encourages all members of the community to report any incidents of harassment or discrimination forbidden by this policy

immediately so the complaints can be quickly and fairly resolved. Students should be aware that the federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment, discrimination, and retaliation. If students think that they have been harassed or has been retaliated against for resisting or complaining, students may file a complaint with the appropriate agency.

DRUG FREE POLICY

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

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

Disciplinary Procedures

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

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

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

FINDINGS, HEARINGS & APPEALS

If the Student Affairs Officer or Program Dean believes there has been a violation of the Code of Conduct, an investigation will be conducted.

Upon completion of the investigation, if the incident is determined to be a minor violation, a one-on-one meeting will be arranged with the student. Following this meeting, the University may also decide to impose any of the following sanctions: counseling, guidance, oral reprimand and/or written reprimand.

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

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

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

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

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

- If the investigator believes that a more serious sanction may be warranted, the case will be referred to the Administrative team for a formal hearing, and will submit all relevant documents and records. The investigator will not be involved in the determination of any Administrative team sanction.

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

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

Equity & Diversity

TITLE IX COMPLIANCE

Yo San University adheres to all federal, state, and local civil rights laws prohibiting discrimination and harassment in employment and education. Yo San University does not discriminate in its admissions practices, employment practices, or educational programs or activities on the basis of sex, except as may be permitted by law. As a Yo San University of federal financial assistance for education activities, Yo San University is required by Title IX of the Education Amendments of 1972 (Title IX) to ensure that all of its education programs and activities do not discriminate on the basis of sex. Sex includes sex assigned at birth, sex stereotypes, sex characteristics, gender identity, sexual orientation, and pregnancy or related conditions. Sex discrimination is prohibited under Title IX and by Yo San University Policy, and it includes sex-based harassment, sexual assault, dating and domestic violence, stalking, quid pro quo harassment, hostile environment harassment, disparate treatment, and disparate impact.

Yo San University also prohibits retaliation against any person opposing discrimination or harassment or participating in any internal or external investigation or complaint process related to allegations of sex discrimination.

Any Yo San University faculty member, employee, or student who acts to deny, deprive, or limit the educational, employment, residential, or social access, opportunities, and/or benefits of any member of Yo San University community on the basis of sex is in violation of the Yo San University Title IX Policy.

Any person may report sex discrimination (whether or not the person reporting is alleged to have experienced the conduct) in person, by mail, by telephone, by video, or by email, using the contact information listed for the Title IX Coordinator (below). A report may be made at any time (including during non-business hours) by contacting the Office of Equity and Diversity.

Questions regarding Title IX, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator. For a complete copy of the Policy or more information, please visit yosan.edu/titleix or contact the Title IX Coordinator.

For sex-based allegations:
Sean Gates, MLIS
Title IX Coordinator
Director of Student Affairs
Office of Equity and Diversity
13315 W Washington Blvd, Suite 300, Los Angeles, CA, 90066
(310) 577-3000 x122
studentaffairs@yosan.edu
yosan.edu

A person may also file a complaint with the appropriate federal, state, or local agency within the time frame required by law. Depending upon the nature of the complaint, the appropriate agency may be the U.S. Department of Education Office for Civil Rights (OCR), the Department of Justice, the Equal Opportunity Commission, and/or another appropriate federal or state agency.

- **Office for Civil Rights, San Francisco Office**
  U.S. Department of Education
  50 United Nations Plaza
  San Francisco, CA 94102
  Telephone: (415) 486-5555
  Facsimile: (415) 486-5570
  Email: OCR.SanFrancisco@ed.gov

- **Assistant Secretary for Civil Rights**
  Office for Civil Rights, National Headquarters
  U.S. Department of Education
  Lyndon Baines Johnson Dept. of Education Building
  400 Maryland Avenue, SW
  Washington, DC 20202-1100
  Telephone: 800-421-3481
  Fax: 202-453-6012; TDD: 800-877-8339
  Email: OCR@ed.gov

Within any Resolution Process related to this Policy, Yo San University provides reasonable accommodations to persons with disabilities and religious accommodations, when that accommodation is consistent with federal and state law.

Yo San University's Title IX Policy is available in its entirety at yosan.edu/titleix.

Diversity Statement
At Yo San University, we believe that a diverse and inclusive community is integral to our mission of educating future healthcare practitioners. We value the diverse range of experiences, identities, and perspectives that our students, faculty, and staff bring to our community. We embrace the unique qualities that each student contributes to our institution and are committed to creating an inclusive environment where all students feel welcomed, supported, and respected.

We recognize that diversity encompasses a broad range of identities, including race, ethnicity, gender identity, sexual orientation, socioeconomic status, religious affiliation, age, and ability. We strive to create an atmosphere that is welcoming to all and to foster an environment that values each student's unique experiences, perspectives, and backgrounds. We recognize that this is an ongoing process, and we are committed to continuing to learn, grow, and evolve as an institution. We believe that by working together, we can create a more just and equitable world for all.

Note: Yo San University is phasing out use of the term "oriental" as it is outdated and has been used historically to stereotype and marginalize people of Asian and Pacific Islander descent.

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

Disability Accommodation

Yo San University is committed to providing reasonable accommodations for students, staff, and faculty with disabilities, to ensure that all are given an equal opportunity for learning and performing the essential functions of their work positions, in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008.

The University seeks to accommodate students with disabilities on an individual basis. The University will offer accommodations to otherwise qualified students and applicants unless doing so would fundamentally alter the nature of its academic programs, impose an undue financial or administrative burden, or would result in lowering academic and other essential performance standards.

Any student unable to normally attend or participate in any class, clinic, education, or examination activity for reasons of health or disability, should promptly notify the Students Affairs Coordinator in writing, so that accommodations can be arranged in a timely manner. Depending on the nature of the accommodation, the University may require a minimum of two weeks notice following the approval of the accommodation to make appropriate arrangements. Accommodations are not granted on a retroactive basis.

The Student Affairs Coordinator may require the student to produce clearly documented medical reports or opinions from appropriate qualified health professionals specifically recognized by the State of California for this purpose, as a precondition for the accommodation. Medical information provided to the University by the student as part of a request for accommodation(s) is regarded as confidential medical records under applicable laws and school policies. Such information is shared only with individuals who are privileged to receive such information on a need- to-know basis. The Student Affairs Coordinator will work with the Academic Administration and any faculty member(s) in charge of the activity to provide appropriate accommodations. If dissatisfied with the accommodation, the student may request a review by the Student Affairs Coordinator.

Grievance Procedures

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

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

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

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

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

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

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

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

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

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

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

Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM)
500 Lake Street, Suite 204
Excelsior, MN 55331
Tel: (952) 212-2434
www.acahm.org

YO SAN UNIVERSITY ADMINISTRATIVE TEAM

ADMINISTRATIVE STAFF

Robert Hoffman, DAOM, L.Ac.
Chief Executive Officer,
Dean DAOM Program

Sumyee Wang, BA
Interim Chief Financial Officer

Tora Flint, MA
Director of Operations/Registrar

Olivia Oreskovich
Admissions Representative

Nathan Llera
Admissions Representative

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

Jyotika Pratap
Bursar/Accounting Officer

Laura Grigsby
Administrative Assistant

ACADEMIC LEADERSHIP

Anisa Kassim, MSOM, L.Ac
Dean, MAcCHM/DAcCHM Program

Farshid Namin, DAOM, L.Ac
Clinic Director, Dean of Research

CLINICAL STAFF

Herbalists
Yi-Qun Wang
Hui-Ling Wen

Senior Acupuncture Practitioners
Yu-Hong Chen, L.Ac.
Cynthia Wang, DAOM, L.Ac.
Lawrence Lau, L.Ac.

BOARD OF TRUSTEES

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Toshino Yuhaku, MBA

2025 TUITION & ADMINISTRATIVE FEE SCHEDULE
MAcCHM/DAcCHM PROGRAM

Effective Jan 1, 2025

Tuition		
Didactic (Classroom) Units: 1 unit = 15 hours	$ 21.33 per hour	*$320 per unit*
Didactic DAcCHM Units: 1 unit = 15 hours	$ 23.33 per hour	*$350 per unit*
Clinic Units: 1 clinic unit = 30 hours	$ 16.50 per hour	*$495 per unit*
Observation Units: 1 observation unit = 30 hours	$ 16.50 per hour	*$495 per unit*
Clinic Externship Unit: 1 externship unit = 60 hours	$ 16.50 per hour	*$990 per unit*
Herb Lab: 1 herb lab unit = 15 hours	$ 5.00 per hour	*$ 75 per unit*
Audit Course Fee	$ 120 per course	
Registration Fees (Non-refundable)		
Continuing Students	$ 60 per trimester	
New Students	$ 100	
Late Registration Fee	$ 100	
Application Fees (Non-refundable)		
International Students	$ 150	
Exam Fees		
Make-up Exam	$ 100 per exam	
First Comprehensive Exam	$ 100	
Pre-Clinical Exam (Written)	$ 75 per attempt	
Pre-Clinical Exam (Practical)	$ 50 per attempt	
Graduation Exam	$ 150 per attempt	
Challenge Exam	50% of course tuition	
Administrative Fees		
Add-Drop Charge Fee	$ 20 per submission	
Clinic Professional Liability Fee	$ 100 per trimester	
Clinic Facility/Equipment Fee	$ 35 per trimester	
Student Association Fee	$ 20 per trimester	
Graduation Fee	$ 250	
Official Transcript Requests	$ 10 per request	
Transfer Credit Processing Fee	$ 100 (unlimited number of courses)	
Document Request Fee (photocopy of records)	$ 1 per page	
Late Tuition Payment	$ 50 for missing 1st payment due-date $ 100 for missing 2nd payment due-date.	
Returned Checks, Check Re-Issue, or Stop Payment	$ 35	
Student Tuition Recovery Fund (Non-refundable)	$ 0 per $1,000 of institutional charges	
Educational Supplies (herbs, Needles etc.)	$250	

The cost of attending acupuncture school in California can vary depending on several factors, such as the type of program, the length of the program, the location of the school, and the institution's tuition and fees. At Yo San University the 2024 estimated total tuition for the four-year master's program is $71,894 including normal fees such as registration, exams and graduation. This cost may be reduced by our scholarships, grants, work study programs and previously earned credits that are transferrable to our program.

All tuition and fees are subject to change annually.

Estimate Total Charges

Master's & Entry Level Doctorate Program

Tuition and fee charges for First Trimester full-time students are expected to be approximately: $5,715.00; For students who are not transferring credits from other institutions, the estimated total charges for the entire educational program are expected to be $71,894 for Master's and $76,894 for Entry Level Doctorate including normal fees such as registration, exams and graduation, but excluding variable fees such as Add/Drop, Audit, and Elective Tuition. This estimate is based on program completion in four (4) years and includes an annual cost increase. This estimate does not take into account an extended timeline for degree completion. If you require longer than four years to complete degree requirements, a new enrollment must be executed and additional tuition costs and fees must be assessed. Students transferring credits from another institution will execute an enrollment agreement with adjusted total costs based on those units. Upon enrollment a full time student is expected to pay either through cash payment (Installment payment arrangements may be made with the Office of the Bursar), or via an approved financial aid application (note that the total estimated program costs for transfer students and the total First Trimester estimated costs will depend respectively on the number of credits approved for transfer, and the number of credits taken each trimester.)

YO SAN UNIVERSITY
OF TRADITIONAL CHINESE MEDICINE

13315 W. Washington Blvd. Los Angeles CA 90066 yosan.edu

YO SAN UNIVERSITY
OF TRADITIONAL CHINESE MEDICINE

2025 ACADEMIC CATALOG & STUDENT HANDBOOK

DAOM

inspiring the next generation of healthcare

Yo San University of Traditional Chinese Medicine

13315 W Washington Blvd
Los Angeles, CA 90066
310.577.3000

www.yosan.edu

This publication is effective **January 1, 2025** and supersedes all previous editions. The information contained herein is accurate as of January 1, 2025. All content is subject to change by the University without notice. The most recent version can be found at www.yosan.edu/catalog

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

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

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

Prospective students are strongly encouraged to review this academic catalog / student handbook prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

We acknowledge that we are on the traditional territory and homelands of the Tongva people.
As we learn and grow within this community, let us recognize the importance of respecting the land,
its past, and the indigenous peoples who continue to be connected to it.
We consider this an important step forward in building a more equitable and sustainable future.

Revised September 17, 2025

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YO SAN UNIVERSITY OF TRADITIONAL CHINESE MEDICINE

(Founded 1989)

Mission Statement

Yo San University is a non-profit organization dedicated to the education and inspiration of Traditional Chinese Medicine practitioners with an emphasis in the Taoist healing arts and collaborative care. The university facilitates the development of students' spiritual and professional growth to unite the power of ancient wisdom and modern science, and provide the community with integrative medical care and services.

Core Values

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

The Pursuit of Excellence

Compassion and Care Professionalism

Integrity

Cultivating and Transforming Lives

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

Vision Statement

Inspiring the next generation of healthcare

Welcome Message

On behalf of my family, I welcome you to Yo San University!

At Yo San University (YSU) our vision is to “inspire the next generation of healthcare” as we prepare our graduates to influence the future of healthcare and provide the community with compassionate and patient-centered integrative services.

My grandfather, Dr. Yo San Ni began his namesake school of Chinese medicine before the 1900s in the hopes of not only passing on our family’s long medical lineage but collaborating with the emergence of Western medicine.

My father, Dr. Hua Ching Ni was part of the pioneering wave of doctors of Chinese medicine who arrived in California in the 1970s. He was instrumental in getting acupuncture recognized and legalized in the state and this inspired a movement across the country spearheading legislation recognizing the practice of acupuncture and Chinese medicine.

At the core of Chinese medicine are the Taoist principles of harmony and balance with nature, within and without. As we witness climatic changes around the globe caused by destructive human activities and the devastating disasters and diseases that follow, the ancient wisdom rings true, now more than ever.

Our physical, mental, and emotional well-being are entirely dependent on these principles that, in practice, not only sustain but regenerate our planet.

At Yo San University, our students do not just learn to practice medicine. In these troubled times, we help our students to discover, transform, and empower themselves to “Become the Medicine.” To develop both the heart and mind to heal the pain, the suffering, and anguish in the world.

Of equal importance, the University is dedicated to the integration and collaboration of Chinese medicine with Western medical practices. It is our belief that an integrative approach most benefits our patients by offering the best of both medical traditions. Our graduates confidently interact not only with their peers but with allopathic healthcare providers and specialists. They are at the forefront of the rapidly emerging, evidence-based, integrative healthcare field. We are committed to your personal and professional success, to preparing you for a fulfilling career in integrative medicine, and facilitating the realization of your personal potential.

I invite you to explore all that Yo San University has to offer. By taking these first step towards your future, you will be joining our alumni—the 39th Generation of the Yo San legacy—and leading the next generation of healthcare. You will become the medicine the world so urgently needs.

Sincerely,

Mao Shing Ni
Founder, Board of Trustees

Disclosures

Effective Dates
This catalog is effective January 1, 2025 and supersedes all previous catalog editions. It will remain in effect through December 31, 2026 or until a new edition of the catalog is published, whichever is earlier.

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

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

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

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

Notice on Transferability of Credits and Credentials Earned at Yo San University
The transferability of credits earned at Yo San University to another institution is at the complete discretion of the institution to which students may seek to transfer. Acceptance of the degree you earn at Yo San University is also at the complete discretion of the institution to which you seek to transfer. If the degree credits that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of the coursework at that institution. For this reason, you should make certain that attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Yo San University to determine if your degree credits and credentials earned at Yo San University will transfer.

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

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

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

LICENSING CERTIFICATION DISCLOSURE

Doctorate of Acupuncture and Oriental Medicine (DAOM) Program

The DAOM program is a postgraduate clinical specialty program designed for licensed practitioners seeking advanced education. This program does *not* prepare students for initial licensure or board examinations. Applicants should review state-specific licensure requirements to determine eligibility for practice.

Yo San University prepares its graduates from the Master's Program and Entry-Level Doctorate Program to become Licensed Acupuncturists in the US: United States Department of Labor's Standard Occupational Classification code 29-1199.01.

Accreditation & Approvals

ACCREDITATION COMMISSION FOR ACUPUNCTURE & HERBAL MEDICINE (ACAHM)

Yo San University of Traditional Chinese Medicine and its following programs are accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM):

(1) Master of Acupuncture with a Chinese herbal medicine specialization
(2) Doctor of Acupuncture with a Chinese herbal medicine specialization
- including a Doctor of Acupuncture with a Chinese herbal medicine specialization degree completion track

(3) Doctor of Acupuncture and Oriental Medicine

The programs listed above may offer courses via distance education.

ACAHM does not accredit any programs at the undergraduate/bachelor level. Accreditation status and notes may be viewed on the ACAHM Directory.

ACAHM is recognized by the United States Department of Education as the specialized accreditation agency for institutions/programs preparing acupuncture practitioners. ACAHM is located at 500 Lake Street, Suite 204, Excelsior, Minnesota 55331; phone 952/212-2434; https://acahm.org

Public Disclosure Statement Effective as of 13 August 2025

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)

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

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

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

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

The Office of Student Assistance and Relief is available to support prospective students, current students, or past 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 by calling (888) 370-7589 or by visiting www.bppe.ca.gov

CALIFORNIA ACUPUNCTURE BOARD

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

California Acupuncture Board
1625 N. Market Blvd., Suite N-219
Sacramento, CA 95834
www.acupuncture.ca.gov

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

NATIONAL CERTIFICATION COMMISSION FOR ACUPUNCTURE & ORIENTAL MEDICINE (NCCAOM)

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

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

About Yo San University

HISTORY OF YO SAN UNIVERSITY

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

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

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

Yo San University's Master's Degree Program gained accreditation candidacy status with ACAHM (then NACSAOM) in November 1991. The Master's Program was fully accredited in May of 1993 and has remained in full accreditation.

The University's Advanced Practice Doctorate (DAOM) degree gained accreditation candidacy status with ACAHM in August 2011. The DAOM program was fully accredited in August 2013 and has remained in full accreditation.

Yo San University's Doctor of Acupuncture & Chinese Medicine (DAcCHM) degree gained accreditation from ACAHM in February 2025.

TAOISM: THE NATURAL HEALING ART

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

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

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

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

THE YO SAN UNIVERSITY CAMPUS

Yo San University is housed in a contemporary three-story office building on West Washington Boulevard in the Culver City/Marina Del Rey area. Physical facilities on campus include 4 classrooms, a Library, Student Lounge, Faculty/Staff Lounge, an Administration Suite, secured storage rooms, and the YSU Blount Community Clinic and YSU Herbal Dispensary. The classrooms are of different sizes, with sitting capacity ranging from 16 to 45. Three classrooms are equipped with large displays that may be connected to the instructor's laptop. Select classrooms are also equipped with foldable treatment tables, anatomy skeleton models, life-size acupuncture model, ear and scalp acupuncture models etc. The YSU Blount Community Clinic has 22 treatment rooms, each fully equipped for acupuncture treatment. The herbal dispensary has over 200 raw herbs, along with prepared herbal extracts and patent formularies.

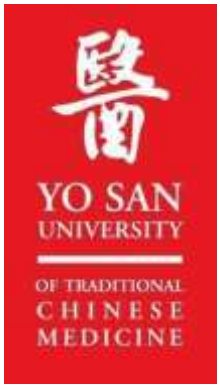
The University is located mere blocks away from the historic Venice Boardwalk and nestled amidst the vibrant Los Angeles Westside communities of Marina Del Rey, Playa Vista, Venice, Santa Monica, and Culver City. YSU students, faculty and staff enjoy all the advantages of outstanding weather, cultural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

THE YO SAN UNIVERSITY BLOUNT COMMUNITY CLINIC

The Yo San University Blount Community Clinic is the onsite teaching facility at Yo San University and provides the professional setting in which students complete the clinical portion of our professional *Master of Acupuncture & Chinese Medicine* (MAcCHM), the entry-level *Doctor of Acupuncture & Chinese Medicine* (DAcCHM), and our Advance Practice *Doctor of Acupuncture and Oriental Medicine* (DAOM) degree programs.

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

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



Advanced Practice Doctoral Program (DAOM)

Program Overview

STATEMENT OF PURPOSE

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

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

EDUCATIONAL OBJECTIVES OF THE DAOM PROGRAM

Graduates of Yo San University's Advanced Practice Doctoral program are able to:

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

Program Learning Outcomes

Graduates of the DAOM Program shall:

- **Integrate Advanced Knowledge of Traditional Chinese Medicine**: Demonstrate the ability to apply advanced concepts of Traditional Chinese Medicine (TCM) in patient care, effectively utilizing acupuncture, Chinese herbal medicine, and holistic therapeutic techniques to optimize patient outcomes.
- **Comprehensive Diagnostic Proficiency**: Synthesize and analyze comprehensive patient information—including intake forms, health history, and physical examination findings—to formulate accurate diagnoses and create individualized treatment plans that reflect a deep understanding of TCM principles.
- **Independent Treatment Plan Development**: Independently design and implement holistic treatment plans rooted in TCM philosophy, skillfully incorporating modalities such as acupuncture, guasha, cupping, tuina, personalized herbal formulations, dietary adjustments, and lifestyle modifications to promote overall well-being.
- **Integrate Systems-Based Practice**: Effectively incorporate systems-based practices in biomedical assessments and laboratory analyses to identify pathologies, communicate findings to patients, and synergize biomedical knowledge with TCM frameworks for a comprehensive approach to health care.
- **Exemplify Professional Communication and Leadership**: Exhibit exemplary professional

communication and conduct to fulfill leadership, mentorship, and educational roles within the realms of Chinese and Integrative Medicine, fostering collaboration and knowledge sharing.

- **Proficient Emergency Management and Interprofessional Collaboration**: Skillfully manage medical emergencies, make informed referrals, and collaborate seamlessly with allied healthcare professionals to enhance patient care, ensuring a cohesive, team-based approach to health management.
- **Research**: Conduct Research, through the capstone project, that contributes to the fields of Asian and Integrative medicine.

ACADEMIC YEAR

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

Spring Trimester – January through mid-April
Summer Trimester – May through mid-August
Fall Trimester – September through mid-December

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

PROGRAM LENGTH

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

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

MAXIMUM TIME FOR DEGREE COMPLETION

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

MINIMUM RESIDENCY REQUIREMENT

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

PROGRAM OF STUDY

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

THE FIRST ACADEMIC YEAR

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

THE SECOND ACADEMIC YEAR

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

PROGRAM SPECIALIZATION

The program features two specialty areas of study:

- **Integrative Whole Health & Longevity Medicine**: An in-depth focus on longevity, healthy aging through preventative care, and health cultivation, integrating TCM and biomedical sciences in longevity medicine

- **Integrative Women's Health & Reproductive Medicine**: The nation's first two-year specialty program integrating TCM and biomedical sciences in managing health, wellness and reproductive function in women

CORE CURRICULUM COURSES

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

SPECIALTY CURRICULUM

Specialty courses provide doctoral candidates the opportunity to acquire advanced knowledge in their chosen clinical specialty over the full two years of the DAOM program. By participating in advanced coursework in TCM and biomedicine, doctoral candidates apply increasingly complex approaches to their specialty study through the integration of specialized curriculum, research findings and clinical experience. Classes typically meet during a three-day weekend every month, for three full days of coursework comprising classroom lectures and onsite clinical training each residency weekend.

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

SPECIALTY CLINICAL TRAINING

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

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

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

CAPSTONE RESEARCH PROJECT

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

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

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

GRADUATION REQUIREMENTS

To be eligible for graduation, and receive the Advanced Practice Doctoral degree, all DAOM candidates must:

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

DAOM Admissions

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

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

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

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

  1. 450 clock hours of instruction in didactic AOM-related herbal studies.
  2. 210 clock hours of instruction in clinical training, comprised of at least 200 clock hours of instruction in herbal clinical internship training.
  3. 60 clock hours of instruction in related biomedical clinical sciences.

- Demonstrate English language proficiency (see section below):
  Applicants whose entry-level education was not in English may be considered for admission with English as a second language, but they must satisfy the proficiency requirement in English before matriculation.

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

- A completed DAOM application
- The required application fees
- Official transcripts from all previously attended ACAHM-accredited or pre-accredited entry-level programs (i.e., master's or professional doctorate).
  - Minimum 3.0 GPA required
- Two letters of professional or academic recommendation on official letterhead
- A 500-word statement of purpose

An admissions interviews may also be required.

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

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

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

ENGLISH LANGUAGE PROFICIENCY

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

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

(A) Successful completion a two-year (60 semester credits or 90 quarter credits) undergraduate- or graduate-level, English-based education in an institution:

(i) accredited by an agency recognized by the U.S. Secretary of Education, or

(ii) in the United Kingdom, Australia, Canada (except Quebec), New Zealand, or Ireland.

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

OR

(B) The applicant must have completed one of the following assessments at the required level:

o

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

INTERNATIONAL STUDENT (F-1) VISA

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

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

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

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

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

TRANSFER STUDENTS

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

NON-MATRICULATED STUDENTS

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

APPLICATION DEADLINES

Applications are accepted and reviewed continually throughout the year. Prospective students are encouraged to apply for admission well in advance of the anticipated start date of the program.

NOTIFICATION OF ADMISSION

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

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

No achievement test is required in the admissions process.

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

DAOM CURRICULUM 2025 – 2026

CORE CURRICULUM

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

INTEGRATIVE SPECIALTY: WOMEN'S HEALTH & REPRODUCTIVE MEDICINE

Course No.	*Course Name*	*Credits*	*Hours*
DRM 211	Western Reproductive Medicine I	1	15
DRM 212	Western Reproductive Medicine II	1	15
DRM 213	Western Reproductive Medicine III	1	15
DRM 214	Western Reproductive Medicine IV	1	15
DRM 221	TCM Gynecology	1	15
DRM 222	TCM Reproductive Medicine	1	15
DRM 231	Integrative Gynecology & Women's Health I	1	15
DRM 232	Integrative Gynecology & Women's Health II	1	15
DRM 233	Integrative Reproductive Medicine I	1	15
DRM 234	Integrative Reproductive Medicine II	1	15
DRM 235	Integrative Obstetrics & Postnatal Care	1	15
DRM 236	Integrative Andrology	1	15
DRM 237	Integrative Women's Wellness & Preventive Care	1	15
DRM 238	Metabolic Syndrome & Reproductive Health	1	15
DRM 239	Public Health & Reproductive Medicine	1	15
DRM 240	Nutrition & Functional Medicine	2	30
DRM 244	Autoimmune Disorders	1	15
DRM 251	Psychoneuroimmunology: Mind-Body Wellness	1	15
DRM 252	Clinical Psychology & Patient Care	1	15
TOTAL		**20**	**300**

INTEGRATIVE SPECIALTY: WHOLE HEALTH & LONGEVITY MEDICINE

Course No.	*Course Name*	*Credits*	*Hours*
DIM 210	TCM Health Cultivation	1	15
DIM 221	Longevity Studies I: Biomedical Aspects of Aging	1	15
DIM 222	Longevity Studies II: Public Health & Aging	1	15
DIM 223	Nutrition & Longevity: The Aging Process	1	15
DIM 224	Pharmacology & Aging	1	15
DIM 231	Neurology I	1	15
DIM 232	Neurology II	1	15
DIM 233	Musculoskeletal Disorders	1	15
DIM 234	Dermatology	1	15
DIM 235	Gynecology & Women's Health	1	15
DIM 236	Urology	1	15
DIM 237	Gastrointestinal Disorders	1	15
DIM 238	Cardiovascular & Respiratory Disorders	1	15
DIM 240	Endocrine & Metabolic Disorders	1	15
DIM 241	Oncology	1	15
DIM 242	Geriatric Medicine I	1	15
DIM 243	Family Medicine	1	15
DIM 244	Autoimmune Disorders	1	15
DIM 251	Psychoneuroimmunology: Mind-Body Wellness	1	15
DIM 252	Clinical Psychology & Patient Care	1	15
TOTAL		**20**	**300**

SPECIALTY CLINICAL TRAINING

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

DAOM PROGRAM TOTAL

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

DAOM PROGRAM COURSE DESCRIPTIONS

CORE CURRICULUM

RESEARCH METHODOLOGY I
DCR 111 • 1 Unit • 15 Hours
The first of a two-part series that provides a comprehensive introduction to research proposal writing, research methodology and the foundational research theories and protocols. This course focuses on understanding basic research concepts and designs, and acquiring the skills to assess and critically evaluate quantitative and qualitative research data in biomedicine, as well as in Traditional Chinese Medicine (TCM) research. Research ethics and protocols involving human and animal subjects, and the Institutional Review Board (IRB) process are examined and discussed. *Prerequisite: None*

RESEARCH METHODOLOGY II
DCR 112 • 1 Unit • 15 Hours
The second of a two-part series, this course continues with accessing research literature and data, library resources and electronic literature searches. Database retrieval programs with contemporary clinical findings are examined for use in systematic reviews of texts and journal publications in both biomedicine and TCM. Emphasis is on identifying and framing a research topic, organizing a literature review, and selecting appropriate research designs and methodologies. *Prerequisite: DCR 111*

RESEARCH METHODOLOGY III
DCR 113 • 1 Unit • 15 Hours
This course focuses on providing the research design and methodology background to prepare students for capstone research. Content and activities teach students how to work collaboratively with a faculty advisor on the Capstone Research Project. IRB research proposals are submitted and evaluated for approval. *Prerequisite: DCR 111 and DCR 112*

RESEARCH METHODOLOGY IV
DCR 114 • 1 Unit • 15 Hours
This course further equips students with the relevant knowledge and skills in research methodology for the final Capstone Research Project. The focus here is on accurately collecting, analyzing and reporting data in preparation for the formatting and writing of the individual student's Capstone Research Project. *Prerequisite: DCR 113*

SCIENTIFIC FOUNDATIONS OF ACUPUNCTURE
DCR 120 • 1 Unit • 15 Hours
This course introduces current biomedical research findings on acupuncture, and the concept of evidence-based medicine. It provides scientific bases for students to examine and discuss the various hypotheses and theories on acupuncture meridians and points, and how the insertion and manipulation of the acupuncture needle affects the human body. *Prerequisite: DCR 111 and DCR 112*

PROFESSIONAL DEVELOPMENT I: ADVANCED PRACTICE MANAGEMENT
DCR 131 • 1 Unit • 15 Hours
This course enhances student understanding of the concepts and role of professionalism and business in a successful practice. Topics include issues related to professional ethics and behavior, as well as business aspects of healthcare in general and acupuncture/TCM practices in particular. *Prerequisite: None*

PROFESSIONAL DEVELOPMENT II: LEADERSHIP IN TCM ACADEMIA & RESEARCH
DCR 132 • 1 Unit • 15 Hours
This course introduces students to professional opportunities in the field of TCM academia, research and clinical/professional writing. Topics include the historical development of training in the health professions; the issues, challenges, and opportunities for faculty in research and academic medicine; and the competencies needed for success in academia, research and administration. Content includes discussion of fundamentals of curriculum development, Bloom's taxonomy, and methods of developing and evaluating academic and clinical competencies. Further exploration includes clinical and professional writing skills and protocols, and approaches to publication. *Prerequisite: None*

PROFESSIONAL DEVELOPMENT III: LEADERSHIP IN INTEGRATIVE PATIENT CARE & COLLABORATION
DCR 133 • 1 Unit • 15 Hours
This course focuses on concepts and practice of integrative patient care. The course introduces students to principles of collaborative care; describes, compares and contrasts various medical and allied health practices; and explores the prevailing and emerging organization, structure and responsibilities of a collaborative healthcare team. Content addresses the role of medical and interpersonal communications in collaborative care in a multi- disciplinary clinical setting, as well as an integrative approach to acute and critical care. *Prerequisite: None*

PROFESSIONAL DEVELOPMENT IV: CAPSTONE RESEARCH PROJECT
DCR 134 • 1 Unit • 15 Hours
Required for program completion and graduation.
A major component of the DAOM program is the writing and presentation of a Capstone Research Project on a topic directly related to the student's selected specialty in the program. The Capstone Research Project culminates in a Dissertation Conference in which students apply their scholarship and leadership skills by presenting and defending their Capstone Research Project thesis before a panel of faculty reviewers and DAOM program peers. The focus of this course is on the actual writing and formatting of the Capstone Research Project, as well as preparing for the presentation of the individual student's capstone at the Dissertation Conference. *Prerequisite: Submission and Approval of Capstone Research Project*

ADVANCED ASSESSMENT & DIAGNOSIS
DCR 141 • 1 Unit • 15 Hours
This course presents advanced and integrative assessment and diagnostic methods in acupuncture/Traditional Chinese Medicine, and is intended to strengthen students' ability to assess and differentiate various clinical syndromes, and establish clinical diagnoses based on findings. Assessment and diagnostic methods may include: advanced pulse diagnosis, Extraordinary Channel diagnosis, Japanese Hara (abdominal) diagnosis and Five-Element diagnosis, or other integrative clinical assessment and diagnostic techniques. *Prerequisite: None*

ADVANCED CLINICAL INTERVENTION I: ACUPUNCTURE
DCR 151 • 2 Units • 30 Hours
This course provides students with advanced acupuncture techniques and therapeutics that may be applied in their clinical practice. Topics may include Master Tung's acupuncture, scalp acupuncture, and other advanced acupuncture modalities and techniques. *Prerequisite: None*

ADVANCED CLINICAL INTERVENTION II: TCM HERBAL MEDICINE
DCR 152 • 2 Units • 30 Hours
Attainment of advanced herbal formula-writing competencies is achieved through in-depth discussion of herbal formula construction, examining the merits of specific herb choices and combinations, along with modifications, indications, precautions and clinical applications of selected herbal formulas. Development of TCM herbal competencies is reinforced by analyzing classical and contemporary TCM herbal formulas, and their relevance to the present-day practice of TCM. *Prerequisite: None*

ADVANCED CLINICAL INTERVENTION III: CLINICAL NUTRITION & FUNCTIONAL MEDICINE
DCR 153 • 1 Unit • 15 Hours
This course presents core principles of functional medicine, and examines the relationship between an individual's health and the dynamic balance of their internal physiology and various external factors. Topics include functional biochemistry, evidence-based nutrition, nutritional epidemiology, whole food nutrition and supplementation, and an overview of the impact of gastrointestinal, hormonal, metabolic, immune, neurochemical and other regulatory imbalances on health, including contemporary developments in understanding the microbiome. *Prerequisite: None*

ADVANCED CLINICAL INTERVENTION IV: TCM CLASSICS
DCR 154 • 1 Unit • 15 Hours
The course examines and discusses the application of select doctrines and concepts from various TCM Classics and schools of thoughts to a clinical practice setting. Key TCM concepts from the Classics including the *I-Ching*, *Huang Di Nei Jing* (Yellow Emperor's Classics), *Shang Han Lun* (Treatise on Cold Injury), *Jin Gui Yao Lue* (Essentials from the Golden Cabinet). Various classics from the Tang, Song, Jin, Yuan and Ming dynasties, as well as doctrines from various schools of thoughts including Jing Fang (Canonical) Doctrine, Yi Shui Doctrine, Dan Xi Doctrine, He Jian Doctrine, and Wen Bu (Warm Tonification) Doctrines will be discussed, and their respective application to modern clinical TCM practice examined. *Prerequisite: None*

ADVANCED CLINICAL INTERVENTION V: HERB-DRUG INTERACTION & MANAGEMENT
DCR 155 • 1 Unit • 15 Hours
This course examines and discusses potential interactions between Chinese herbs/formulas and pharmaceuticals. Topics include herbal toxicity from a TCM perspective, the pharmacological properties of herbs/herbal formulas, and potential pharmacological interactions between medicinal herbs and pharmaceutical drugs. Dynamic management of potential interactions is also discussed. *Prerequisite: None*

INTEGRATIVE CLINICAL CASE REVIEW & PRESENTATION
DCR 160 • 1 Unit • 15 Hours
Course emphasis is development of expertise in clinical case report writing and presentation skills. Activities focus on preparation, presentation and review of clinical case reports from students' clinical practice. Case presentations incorporate in-depth discussion of both TCM and biomedical aspects of the cases selected. DAOM faculty and cohort peers discuss and evaluate the presentations; feedback for revision and enhancement is given to each student presenter. Exceptional case presentations may be selected for publication and/or presentation outside of the DAOM course. *Prerequisite: None*

INTEGRATIVE SPECIALTY: WOMEN'S HEALTH & REPRODUCTIVE MEDICINE

WESTERN REPRODUCTIVE MEDICINE I
DRM 211 • 1 Unit • 15 Hours
This course examines and discusses reproductive anatomy and physiology, focusing specifically on reproductive neuroendocrinology, regulation of the menstrual cycle, mechanisms of fertilization and the endocrinology of pregnancy. *Prerequisite: None*

WESTERN REPRODUCTIVE MEDICINE II
DRM 212 • 1 Unit • 15 Hours
Topics address normal and abnormal growth and development, pubertal and sexual development. In addition, the course provides an overview of human genetics and embryology, focusing on transmission genetics, embryonic development, fetal growth and the teratogenic effects of environmental factors on fetal growth and development. *Prerequisite: None*

WESTERN REPRODUCTIVE MEDICINE III
DRM 213 • 1 Unit • 15 Hours
This course presents a comprehensive analysis and discussion of male and female infertility. Topics include epidemiology and etiologies of infertility, proper diagnosis and interpretation of findings, and a survey of treatment modalities and options. Principles and practice of contraception are also discussed. *Prerequisite: DRM 211*

WESTERN REPRODUCTIVE MEDICINE IV
DRM 214 • 1 Unit • 15 Hours
This course examines and discusses Assisted Reproductive Technologies (ART) and fertility preservation. ART procedures and related complications, including ovarian hyper-stimulation syndrome, higher-order multiple gestations, and birth anomalies, are explored. Concerns of fertility preservation are studied, as well as onco-fertility issues for men and women. *Prerequisite: None*

TCM GYNECOLOGY
DRM 221 • 1 Unit • 15 Hours
This course details TCM perspectives on common gynecological conditions. Study covers the clinical presentations, assessment, diagnosis, and treatment plans for common gynecological conditions. Students will be able to apply appropriate acupuncture and herbal treatments for these conditions. Topics include the application of TCM Gynecology (*Fu Ke*) concepts and principles to the assessment, syndrome differentiation, and diagnosis of common gynecological conditions. *Prerequisite: None*

TCM REPRODUCTIVE MEDICINE
DRM 222 • 1 Unit • 15 Hours
This course examines and discusses infertility and reproductive medicine from a TCM perspective. Students apply TCM diagnostic and pattern differentiation principles to the analysis of infertility, and the application of TCM therapeutic modalities to management of various causes of infertility. Other topics include menopause and related conditions, and disorders related to pregnancy and childbirth. *Prerequisite: None*

INTEGRATIVE GYNECOLOGY & WOMEN'S HEALTH I
DRM 231 • 1 Unit • 15 Hours
This is the first of a two-part series that examines and discusses common gynecological conditions from both biomedical and TCM perspectives. This module focuses on breast diseases, menstrual disorders and gynecological malignancies. *Prerequisite: None*

INTEGRATIVE GYNECOLOGY & WOMEN'S HEALTH II
DRM 232 • 1 Unit • 15 Hours
This second in a two-part series examines and discusses common gynecological conditions from both biomedical and TCM perspectives, and focuses on menopause and related disorders. Post-menopausal hormonal replacement therapy is discussed. *Prerequisite: None*

INTEGRATIVE REPRODUCTIVE MEDICINE I
DRM 233 • 1 Unit • 15 Hours
This course presents an integrative approach to recurrent pregnancy loss, miscarriage and ectopic pregnancy. Topics include the role of TCM therapeutic intervention in in-vitro fertilization (IVF) cycles, the influence of dietary and lifestyle factors on ovarian function, and common first trimester pregnancy conditions and complications. *Prerequisite: None*

INTEGRATIVE REPRODUCTIVE MEDICINE II
DRM 234 • 1 Unit • 15 Hours
This course applies TCM channel theories of the 8 Extra Meridians and Luo-connecting Channels to the diagnosis and treatment of gynecological and female reproductive disorders. *Prerequisite: None*

INTEGRATIVE OBSTETRICS & POSTNATAL CARE
DRM 235 • 1 Unit • 15 Hours
Both TCM and biomedical perspectives are focused on childbirth and postpartum care. Topics include prenatal maternal and fetal care, labor preparation, abnormal fetal presentation, complications of delivery and birth, lactation and postnatal care for mother and infant. *Prerequisite: None*

INTEGRATIVE ANDROLOGY
DRM 236 • 1 Unit • 15 Hours
Male reproductive anatomy, physiology, health and wellness, and male infertility are examined from an integrative perspective. Topics include spermatogenesis, pathogenesis of male reproductive disorders, and an integrative approach to the assessment and treatment of male fertility, erectile dysfunction and the psychosocial factors associated with these disorders. *Prerequisite: None*

INTEGRATIVE WOMEN'S WELLNESS & PREVENTIVE CARE
DRM 237 • 1 Unit • 15 Hours
This course integrates and applies current TCM, biomedical and other therapeutic approaches to the cultivation of health and wellness, and preventive care for women. Topics include lifestyle choices, medical screenings, age-appropriate nutritional requirements, exercise, and patient education. *Prerequisite: None*

METABOLIC SYNDROME & REPRODUCTIVE HEALTH
DRM 238 • 1 Unit • 15 Hours
This course examines and discusses the complex Metabolic Syndrome and various clinical conditions associated with this multifaceted disorder. Links between Metabolic Syndrome, reproductive health, and conditions such as Polycystic Ovarian Syndrome are also explored. *Prerequisite: None*

PUBLIC HEALTH & REPRODUCTIVE MEDICINE
DRM 239 • 1 Unit • 15 Hours
Relevant topics in women's and men's reproductive medicine are examined and discussed in this course. Women experience unique healthcare challenges and are more likely to be diagnosed with certain diseases more than men. Women in general have higher rates of disability and chronic health problems; and lower incomes than men on average, which puts them at greater need for public health assistance. Proliferation of models of integrative healthcare research and clinical programs provides fertile ground for this contemporary research update on models and rates of success for Integrative approaches to Women's Healthcare. *Prerequisite: None*

NUTRITION & FUNCTIONAL MEDICINE
DRM 240 • 2 Units • 30 Hours
This course explores fundamentals of nutrition in reproductive health, pathophysiology of nutritional disorders, and identification of common nutritional deficiencies related to reproductive disorders. Advanced concepts of functional medicine and TCM nutrition are presented and discussed. *Prerequisite: None*

AUTOIMMUNE DISORDERS
DRM 244 • 1 Unit • 15 Hours
This course explores autoimmune diseases, focusing on how the immune system targets the body's own tissues. Students will examine both Western scientific principles and Chinese medicine concepts, such as Qi, Yin and Yang, and internal harmony. The course covers the biological, psychological, and holistic aspects of autoimmune conditions, including the role of Chinese herbs, acupuncture, and lifestyle practices in managing these diseases alongside conventional treatments. *Prerequisite: None*

PSYCHONEUROIMMUNOLOGY: MIND-BODY WELLNESS
DRM 251 • 1 Unit • 15 Hours
This course discusses the interactions between brain and body, specifically the relationship between psychological processes and the nervous and immune systems in the body. It examines the role of psychological well -being in health cultivation and in recovery from illness, and the translation of such knowledge into effective behavioral strategies that prevent disease, promote healing and enhance well-being across the life span. *Prerequisite: None*

CLINICAL PSYCHOLOGY & PATIENT CARE
DRM 252 • 1 Unit • 15 Hours
Infertility presents emotional and spiritual challenges for individuals and couples, as does pregnancy loss. With an overview of human behavior and psychotherapy techniques, the course identifies societal patterns and cultural influences that may affect how one deals with infertility. Differing perspectives of men and women, and the challenges for couples dealing with infertility, are also addressed. *Prerequisite: None*

INTEGRATIVE SPECIALTY: WHOLE HEALTH & LONGEVITY MEDICINE

TCM HEALTH CULTIVATION
DIM 210 • 1 Unit • 15 Hours
This course presents and examines TCM principles of health cultivation, tracing the development of health preservation and preventive medicine in the history of TCM. Relevant applications of acupuncture, Chinese herbal medicine, medicinal diet, Qigong practice and lifestyle and environmental factors in health cultivation are also presented. *Prerequisite: None*

LONGEVITY STUDIES I: BIOMEDICAL ASPECTS OF AGING
DIM 221 • 1 Unit • 15 Hours
This course presents an overview of the cradle-to-grave aging process from a biomedical perspective, focusing on the effects of growth and aging on the anatomy and physiology of body systems. Instruction and discussion may also focus on hot topics of contemporary anti-aging medicine, including developments in understandings of the microbiome. *Prerequisite: None*

LONGEVITY STUDIES II: PUBLIC HEALTH & AGING
DIM 222 • 1 Unit • 15 Hours
Life stages and aging populations have impact on medico-social, epidemiological and public health policies, population health and disparities in healthcare delivery. This course examines systems needed to care for an aging population, including lifestyle and levels of support up to and including hospice and palliative care. Relevant topics in anti-aging medicine are examined and discussed. *Prerequisite: None*

NUTRITION & LONGEVITY: THE AGING PROCESS
DIM 223 • 1 Unit • 15 Hours
Nutritional requirements change throughout stages of life. This course discusses common nutritional problems and deficiencies associated with growth and aging, and examines strategies in optimizing nutritional status, including for the elderly. *Prerequisite: None*

PHARMACOLOGY & AGING
DIM 224 • 1 Unit • 15 Hours
Issues of pharmacokinetics and drug interactions throughout life comprise course material, focusing finally on age-related physiologic changes affecting drug absorption, metabolism and elimination. Also included: epidemiology of pharmacotherapy and polypharmacy in the elderly, a review of adverse drug reactions in the elderly, and precautions to note in prescribing herbal formulas for elderly patients. *Prerequisite: None*

NEUROLOGY I
DIM 231 • 1 Unit • 15 Hours
The first of a two-part series that examines neurological disorders associated with aging from both TCM and biomedical aspects, this course focuses on normal cognitive aging and the assessment, diagnosis, neuropsychology and management of dementia and other clinical conditions with impairment of cognitive function. *Prerequisite: None*

NEUROLOGY II
DIM 232 • 1 Unit • 15 Hours
The second of a two-part series that examines neurological disorders associated with aging from both TCM and biomedical aspects, this course focuses on an integrative approach to the assessment, diagnosis and management of stroke, Parkinson's disease and other movement disorders, neuromuscular disorders, intracranial tumors, headaches, management of pain, opioid dependence, and other conditions commonly associated with aging.

Prerequisite: None

MUSCULOSKELETAL DISORDERS
DIM 233 • 1 Unit • 15 Hours
This course examines musculoskeletal disorders associated with living long lives, from both TCM and biomedical aspects, focusing on arthritis and connective tissue disorders associated with aging, as well as muscular atrophy, fractures and musculoskeletal pain in the elderly. *Prerequisite: None*

DERMATOLOGY
DIM 234 • 1 Unit • 15 Hours
This course presents both TCM and biomedical perspectives on common dermatological conditions, as well as those specifically associated with aging and the elderly. *Prerequisite: None*

GYNECOLOGY & WOMEN'S HEALTH
DIM 235 • 1 Unit • 15 Hours
This course examines common gynecological disorders associated with growth and aging from both TCM and biomedical aspects. Topics will also include sexuality in aging, gynecological malignancies, and breast cancer. *Prerequisite: None*

UROLOGY
DIM 236 • 1 Unit • 15 Hours
This course presents an integrative review of common urological conditions associated with growth and aging. Topics include diseases of the kidney and lower urinary tract, water and electrolyte homeostasis, and prostate health in men *Prerequisite: None*

GASTROINTESTINAL DISORDERS
DIM 237 • 1 Unit • 15 Hours
This course presents an integrative review of gastrointestinal health, including the microbiome, and GI conditions associated with aging. Topics include digestive disorders, diseases of the upper gastrointestinal tract, hepatobiliary and pancreatic disorders, diseases of the small intestine, colorectal disorders, and malignancies in the gastrointestinal tract. *Prerequisite: None*

CARDIOVASCULAR & RESPIRATORY DISORDERS
DIM 238 • 1 Unit • 15 Hours
This course presents both the TCM and biomedical perspective on common cardiovascular and respiratory condition. Topics include coronary vascular diseases, hypertension, cardiac failure, cardiac arrhythmias, as well as preventive measures in maintaining coronary health along with chronic and obstructive lung diseases, pneumonia and respiratory insufficiency. *Prerequisite: None*

ENDOCRINE & METABOLIC DISORDERS
DIM 240 • 1 Unit • 15 Hours
This course presents both the TCM and biomedical perspective on common endocrine and metabolic conditions associated with aging. Topics include diabetes mellitus, adrenal and pituitary disorders, thyroid and parathyroid diseases, and age-related obesity. *Prerequisite: None*

ONCOLOGY
DIM 241 • 1 Unit • 15 Hours
The course examines cancer and aging from both a TCM and biomedical perspective, and presents a systematic review of common malignancies and their clinical presentation, diagnosis, staging and treatment. Topics include review and contemporary developments in cancer screening, early detection and prevention, and provides an overview to the integrative management and care of cancer patients. *Prerequisite: DIM 221 and DIM 222*

GERIATRIC MEDICINE I
DIM 242 • 1 Unit • 15 Hours
An integrative approach to problem-based Geriatric Medicine. Topics of multidimensional geriatric assessment and intervention, health promotion for older adults, preventive and anticipatory care including exercise and fall prevention, with focus on orthopedic realities in assessing mobility, injuries, and rehabilitation in older adults. Other topics may include supportive care around hygiene, sleep, elimination and skin concerns. Focus targets pain in older adults, issues of cognitive and mental wellness, and palliative care, as well as ethical issues in Geriatric Medicine. *Prerequisite: None*

FAMILY MEDICINE
DIM 243 • 1 Unit • 15 Hours
Integrative approaches to problem-based Family Medicine includes special topics such as pediatrics, immunology, autoimmune, and related disorders. *Prerequisite: None*

AUTOIMMUNE DISORDERS
DIM 244 • 1 Unit • 15 Hours
This course explores autoimmune diseases, focusing on how the immune system targets the body's own tissues. Students will examine both Western scientific principles and Chinese medicine concepts, such as Qi, Yin and Yang, and internal harmony. The course covers the biological, psychological, and holistic aspects of autoimmune conditions, including the role of Chinese herbs, acupuncture, and lifestyle practices in managing these diseases alongside conventional treatments. *Prerequisite: None*

PSYCHONEUROIMMUNOLOGY: MIND-BODY WELLNESS
DIM 251 • 1 Unit • 15 Hours
This course discusses interactions between the brain and the body, specifically the relationship between psychological processes and the nervous and immune systems in the body. It examines the role of psychological well-being in health cultivation and recovery from illness, and the translation of such knowledge into effective behavioral strategies that prevent disease, promote healing and enhance well-being across the life span. *Prerequisite: None*

CLINICAL PSYCHOLOGY & PATIENT CARE
DIM 252 • 1 Unit • 15 Hours
This course discusses psychological aspects of health and wellness with aging, examining the normal aging process and life tasks from a psychological perspective. Topics explore psychological interventions that address problems that arise from moving through life stages. Mental health needs of older adults are examined, with the objective of helping older persons and their families overcome problems, enhance well-being, and achieve maximum potential during later life. *Prerequisite: None*

SPECIALTY CLINICAL TRAINING

The DAOM program at Yo San University includes a total of 650 hours of advanced specialty clinical training. 200 hours are required at the Yo San University Blount Community Clinic, and 50-hours are required in Grand Rounds. The remaining 400-hours may be comprised of a combination of the following components:

Course No.	Course Name	Hours
DCL 110	Grand Rounds (Residency weekends)	50 minimum
DCL 120	YSU Specialty Clinic (At YSU Blount Community Clinic)	200 minimum
DCL 140	Clinical Specialty Mentorship/Externship	0-400
DCL 150	Clinical Preceptorship	0-400
TOTAL		**650**

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

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

GRAND ROUNDS (Residency Weekends)
DCL 110 • 50 hours required
During residency weekend, DAOM residents present and discuss integrative case reports, including assessment, diagnosis, treatment, outcomes and integrative collaboration under the guidance of Senior Clinical Faculty.

YSU SPECIALTY CLINIC (at Yo San University Blount Community Clinic)
DCL 120 • *Minimum* of 200 hours required
DAOM residents provide direct patient care in the YSU Blount Community Clinic. Senior clinical faculty provide guidance to enhance and elevate clinical thinking and decision making and strategies for delivery of expert care.

CLINICAL SPECIALTY MENTORSHIP
DCL 140 • *Up to 400 hours*
Clinical Specialty Mentorship is a student driven process where DAOM residents receive advanced clinical training directly related to their respective DAOM specialty in an approved clinic, hospital or private practice with senior practitioners (also known as specialty mentors). All specialty mentors and mentorship plans must be approved by the DAOM Program Dean via an application and verification process, prior to commencing the specialty mentorship. In addition to meeting specified requirements, the DAOM resident's specialty mentor submits a written evaluation of the resident's performance at the end of the mentorship training. DAOM residents may also fulfill this requirement with additional hours in the YSU specialty clinics.

CLINICAL PRECEPTORSHIP

DCL 150 • *Up to 400 hours*

Clinical Preceptorship is another student driven process intended to allow for DAOM residents to experience a broad spectrum of clinical training opportunities, both within their selected specialty, and in other areas pertinent to the individual resident's education and professional interests. The Clinical Preceptorships are comprised of the following clinical and education activities:

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

In consultation with the DAOM Program Dean, residents develop a plan to complete the appropriate activities and training hours under this category. Approval from the DAOM Program Dean must be requested in writing, and received, prior to the start of any Clinical Preceptorship. A maximum of 200 hours may be obtained under Clinical Preceptorship.

GUIDELINES FOR CLINICAL EDUCATION HOURS

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

- A minimum of 200 hours must be engaged with direct clinical patient treatment and care;
- A minimum of 200 hours must be completed in the doctoral resident's selected area of specialization.

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

DAOM Faculty

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† *Indicates core faculty*

DAOM Academic Policies

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

ATTENDANCE REQUIREMENTS

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

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

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

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

Continued Enrollment

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

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

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

TRANSFER CREDIT POLICIES

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

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

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

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

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

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

YSU maintains records of students' previous education for the purpose of admissions as well as credit transfers where applicable. Transfer credits, if and when granted, are clearly documented in the respective student's academic files. The student will be notified in writing of any transfer credits awarded.

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

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

The transferability of credits you earn at Yo San University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the DAOM degree you earn in Yo San University's Doctoral Program is also at the complete discretion of the institution to which you may seek to transfer. If the credits in the DAOM Program that you earn at Yo San University are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For these reasons, you should make certain that your attendance at Yo San University will meet your education goals. This may include contacting an institution to which you may seek to transfer after attending Yo San University to determine if your credits earned in your DAOM degree will transfer.

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

Minimum & Maximum Time for Degree Completion

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

In accordance with ACAHM regulations, applicants may receive transfer credit for up to 33% of the total program credit requirements. Regardless of the number of units transferred in to the DAOM Program, transfer students are required to complete at least one academic year of the DAOM program or 26.6 units in residence, and at least 200 hours of their advanced specialty clinical training at Yo San University to graduate with the DAOM degree from Yo San University.

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

GRADING & ASSESSMENT

Program Credit System

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

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

GRADE	
P	Pass
F	Fail
V	Incomplete
IP	In Progress
CPL	Complete
AUD	Audit
W	Withdrawal
WF	Withdrawal, Equivalent to Failing Grade
WX	Withdrawal, Cancelled Registration

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

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

Failed courses must be repeated at full tuition.

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

The methods of assessing doctoral students' academic achievement include:

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

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

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

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

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

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

Academic Progress

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

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

Satisfactory academic progress is measured at regular intervals. Faculty may alert the DAOM Dean of concerns for a student’s academic progress, which may trigger assessment in-between the formal assessment periods.

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

Academic Advising

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

Academic Probation

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

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

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

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

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

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

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

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

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

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

GRADUATION REQUIREMENTS

Graduation Requirements
To be eligible for graduation, a DAOM student must:

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

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

Upon graduation, students will be awarded the Advanced Practice Doctoral degree (DAOM).

Graduation/Commencement Ceremony

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

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

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

Statement on Academic Integrity

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

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

- Cheating
- Dishonesty
- Plagiarism
- Fabrication of false information/data
- Omission of appropriate scholarly citations
- Unauthorized collaboration
- Conducting human subjects research without IRB approval
- Misrepresentation of scholarship, licensure, academic achievement or performance
- Facilitating violation of academic integrity by another/ other individual(s)
- Use of artificial intelligence, AI-powered tools or chatbots to generate or submit work without approval or proper attribution.

Yo San University Blount Community Clinic

The Yo San University Blount Community Clinic is the on-site clinical teaching facility at Yo San University. It provides the professional setting in which students from both the Master's, Entry-Level Doctorate and Doctoral Programs of the University complete various aspects of their clinical education.

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

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

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

The Herbal Dispensary

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

California State Law & University Policy on Needling

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

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

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

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

Financial Aid

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

There are two types of Federal Aid:

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

To be eligible to receive Federal Title IV Funds, students must:

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

To qualify for the Federal Work-Study program, students must meet general Title IV eligibility criteria as well as demonstrate financial need.

Need is calculated by subtracting the Expected Family Contribution (EFC) from the Cost of Attendance (COA). The EFC is calculated by the U.S. Department of Education based on information submitted on the Free Application for Federal Student Aid (FAFSA). The COA is established each year by the Financial Aid Office and includes both direct and indirect costs incurred by the student. The COA contains allowances for tuition, fees, books, room, board, transportation and miscellaneous expenses. It is intended to be an estimate, and does not represent actual charges.

FEDERAL FINANCIAL AID STATEMENT

Loans are financial obligations that must be repaid. Interest and repayment terms vary among the different programs, and Yo San University follows a policy of offering the student the most favorable loan for which they qualify if funds are available in the program. All financial aid programs administered by Yo San University are subject to the conditions, limitations, and requirements prescribed by the agency sponsoring the program.

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 receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds

Unsubsidized Federal Direct Loans are available to most students who file a FAFSA. The amount of the Direct Loan is determined by federal eligibility rules regarding a student's program and level. Unsubsidized loans accrue interest from the time of disbursement. Principal and interest payments may be postponed until completion of a program of study or until the student ceases to be enrolled on at least a half-time basis.

Graduate PLUS Loans are available to graduate help pay for education expenses not covered by other financial aid. Eligibility is not based on financial need, but a credit check is required. Borrowers who have an adverse credit history must meet additional requirements to qualify.

Information regarding Unsubsidized and Graduate PLUS loans can be found here:
https://studentaid.gov/understand-aid/types/loans

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

- Students have completed the year appropriate FAFSA.
- Students have completed a Master Promissory Note. (An MPN needs to be completed one-time and is valid for ten years).
- Students have completed Entrance Counseling. Entrance Counseling maybe done separately or at the same time for Stafford Loans and Grad PLUS loans.

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

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

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

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

TRETREATMENT OF FEDERAL STUDENT LOANS WITH WITHDRAWALS:
RETURN TO TITLE IV FUNDS (34 CFR 668.22)
Students who begin attendance, and subsequently withdraw from all courses are subject to a Return of Title IV Funds calculations. The Return To Title IV Funds (R2T4) calculation determines the percentage of aid the student has earned at the time of the withdrawal.

Students are considered to have earned all the aid once 60% of the term is completed. Although all aid will be earned by the 60% point in the term, the Office of Financial Aid must still perform the calculation. The 'withdrawal date' is used to calculate the amount of the refund and is defined as the last date the student attended a class, lab, exam or clinic shift pursuant to the attendance policies at the University. The calculation is completed within 14 days of the student's last attendance in a class. These funds are returned to the Federal Direct Loan Program as soon as possible, but no later than forty-five (45) days of last date of attendance. Yo San University participates in the Direct Loan FSA program, specifically the Direct Unsubsidized and Direct Graduate PLUS programs. As a result, where applicable, the funds will be returned in the following order:

1. Direct Unsubsidized Loan funds
2. Direct Graduate PLUS Loan funds

Students may also notify YSU Administration of their intentions to withdraw from the term during normal business hours via phone, email, letter or in-person. Students must complete a Drop Form in case of a course load reduction, or a Withdrawal Form when canceling enrollment before classes have started or fully withdrawing from the program after classes have started. Drop and Withdrawal Forms are available in the YSU Administration Suite and can be requested by email at registrar@yosan.edu.

SATISFACTORY ACADEMIC PROGRESS – DAOM PROGRAM

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

1. Assessment that students have received a grade of "Pass" on all required assignments and coursework,
2. Completion of 80% of the clinic training hours required or expected for the period, and
3. Submission of documentation to demonstrate timely progress on research, writing and review deadlines for the Capstone Research Project, as measured by the DAOM Capstone Deadlines published to each cohort.
4. Student is maintaining sufficient progress toward completion of within four years from the date of initial enrollment in the DAOM program as determined by the DAOM Academic Committee.

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

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

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

WORK-STUDY OPPORTUNITIES

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

VETERANS' BENEFITS

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

INSTALLMENT PAYMENT PLAN

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

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

GAINFUL EMPLOYMENT

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

Awards & Scholarships

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

AWARDS & SCHOLARSHIPS: DAOM PROGRAM

DAOM Distinction Award

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

Yo San University Scholarships

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

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

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

EXTERNAL SCHOLARSHIP OPPORTUNITIES

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

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

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

Student Services & Facilities

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

NEW STUDENT ORIENTATION

DAOM Program

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

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

ACADEMIC ADVISING

DAOM PROGRAM

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

THE RYAN LEARNING RESOURCE CENTER (THE LIBRARY)

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

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

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

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

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

STUDENT LOUNGE

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

BULLETIN BOARDS

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

Administration Bulletin Boards are located throughout campus and contain official notices about changes in policies and procedures, schedules, legislative updates, tutoring information, examination schedules, responses to suggestions, and special news; please check them weekly. The Administration Bulletin Boards may not be used for items of general interest or other non-University related material.

YSU STUDENT ASSOCIATION

The Yo San University Student Association (YSUSA) provides a platform for students to formulate and initiate projects internal and external to the University. YSUSA Officers, elected annually, communicate with the Administration as the voice of the student body. The Student Association also elects one student representative to the Board of Trustees as a non-voting Board member with limited privileges. Days and times for Student Association meetings are posted on the Student Association Bulletin Board in the Student Lounge. Questions and comments for the YSUSA representatives can be submitted to ysusa@yosan.edu. The Student Association has set a fee of $20 per student per trimester, applied to all matriculated students and is paid at the time of registration of classes.

Professional & Administrative Services

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

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

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

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

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

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

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

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

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

ADMINISTRATIVE SERVICES

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

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

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

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

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

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

Administrative Policies

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

REGISTRATION

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

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

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

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

TUITION PAYMENT & BALANCE

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

Continuing students may not enroll in classes unless their fees and other outstanding balances from the previous trimester, including library and clinic fees, are paid in full.

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

STUDENT ENROLLMENT STATUS CLASSIFICATIONS – DAOM PROGRAM

FULL-TIME STUDENT

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

PART-TIME STUDENT

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

LEAVE OF ABSENCE & WITHDRAWAL POLICIES

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

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

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

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

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

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

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

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

Tuition & Fees

Current tuition and fees for both the DAOM and Master's Programs are reviewed annually and published in the annual Tuition & Fee Schedule (Appendix).

Tuition & Fee Adjustments

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

TUITION REFUND POLICY

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

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

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

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

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

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

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

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

Tuition refund calculations are made on a prorated basis according to the number of days remaining in the trimester until 75% of the course has been completed. The withdrawal date is the last date the student attended a class, lab, exam or clinic shift. These refunds are returned to the Federal Direct Loan Program within 45 days of the withdrawal date.

STUDENT TUITION RECOVERY FUND (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program. It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to:

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

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

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

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

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

A student whose loan is revived by a loan holder or debt collector after a period of 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.

Student Academic Records

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

CONFIDENTIALITY OF RECORDS

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

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

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

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

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

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

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

RETENTION OF STUDENT RECORDS

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

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

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

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

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

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

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

Professional Conduct

CODE OF CONDUCT GENERAL POLICY

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

PROHIBITED CONDUCT

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

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

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

CLASSROOM ETIQUETTE

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

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

CAMERA POLICY FOR REMOTE/HYBRID COURSES

In alignment with the requirements set forth by the Department of Education and our accrediting bodies, the following camera policy is established for courses conducted via Zoom:

1. General Requirement: Students are expected to attend remote/hybrid courses at the day and time that the classes are scheduled. Students are expected to keep their cameras ON throughout the entire class period. This policy is in place to ensure active participation and to meet attendance verification standards. If a student has an issue accessing their remote/hybrid course, they must contact their instructor and/or the Administration in a timely manner.
2. Exceptions: We acknowledge that there may be legitimate reasons for needing to turn off your camera. If you find it necessary to have your camera off, please notify your faculty member in advance.
3. Participation: Participation is required at all times. Even when the camera is off, students are required to remain actively engaged by participating through the Chat feature at all times during the class.
4. Professionalism: Students participating in online classes are expected to maintain a professional demeanor at all times. This includes dressing appropriately and behaving respectfully during class sessions. Additionally, students should not be driving while attending class, as it is unsafe and detracts from the learning experience. Inappropriate attire, behavior, or activities may impact the student's participation grade and/or result in disciplinary action.
5. Compliance with this policy is crucial as it allows faculty to accurately verify and certify attendance for each student as required by educational regulations. Cameras should remain on during the entirety of the class, except during designated breaks. Faculty members have the discretion to modify this policy based on the context of individual class meetings. Faculty prefer to see students' faces as it enhances the quality of instruction and ensures a more interactive and effective learning experience.

USE OF MOBILE PHONES & OTHER ELECTRONIC DEVICES

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

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

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

PHOTOGRAPHY & VIDEO RECORDING IN CLASSROOMS AND CLINIC

Yo San University reserves the right to all educational activities, didactic and clinical, on campus that are part of the University's educational and public programs. Photography and video recording of activities in the classroom and the Blount Community Clinic are generally not allowed. In special circumstances where photography or video recording is educationally justified and necessary, students/faculty may photograph or video record the required/ appropriate segments of a class. All such photography and video recordings must be approved in writing and in advance by the respective Program Dean or a senior YSU administrator. Consent must also be obtained from all persons photographed or video recorded. All material photographed or video recorded by students are for personal educational use only, unless done on official University business under the guidance by the University Marketing department, and only then may these materials be shared via social media such as personal blogs, YouTube, Facebook, Instagram or the likes of these. Anytime photo/video content from YSU events is published, appropriate credit to the school, clinic, and personnel must be observed. The University Marketing Department may occasionally visit classrooms, clinical areas, and externships to capture photo/video content for promotional purposes. Consent must be obtained from all individuals who may be photographed or video recorded, regardless of the purpose.

SERVICE ANIMAL POLICY

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

YSU adopts both California and Americans with Disabilities Act (ADA) definition of service animal, which is defined as a dog (or, in some cases, a miniature horse) individually trained to perform specific tasks for the benefit of an individual with a disability. Service animals do not include pets, emotional support animals, or comfort animals.
Emotional Support Animals: Emotional support animals (ESAs), which provide comfort rather than perform specific tasks related to a disability, do not qualify as service animals under ADA guidelines. Therefore, ESAs are not permitted in university academic spaces, offices, or other indoor facilities.

Service animals are welcome in all public areas of the university, including classrooms, offices, and common areas, except where explicitly restricted due to health or safety concerns (e.g., labs or areas with sensitive equipment).

When it is not obvious what service an animal provides, staff may ask the handler:

- Is the dog a service animal required because of a disability?
- What work or task has the dog been trained to perform?

No further documentation or proof of training is required under California or ADA guidelines.
However, be advised that pursuant to California Penal Code § 365. 7, any person who knowingly and fraudulently represents themselves, through verbal or written notice, to be the owner or trainer of any canine licensed as, qualified as, or identified as a guide, signal, or service animal, shall be guilty of a misdemeanor.

Handlers are responsible for the control and supervision of their service animals. Service animals must:

- Remain under control at all times, using a leash, harness, or other restraint unless such restraint interferes with the animal's tasks.
- Not exhibit disruptive behavior, such as repeated barking or aggressive actions.
- Be housebroken and free from offensive odors.

The YSU reserves the right to ask a handler to remove a service animal if the animal is out of control, not housebroken, or poses a health or safety risk that cannot be mitigated.
Handlers are responsible for the following:

- Cleaning up after their service animal and ensuring proper disposal of waste.
- Covering any costs related to damage caused by the animal.
- Complying with all applicable local ordinances related to animal health and vaccination.

In limited cases, service animals may be restricted from specific areas where the presence of animals poses a clear health or safety risk. These restrictions will be assessed on a case-by-case basis and communicated to the handler by appropriate university personnel.

Any concerns or disputes regarding the presence of a service animal on campus can be directed to the Administration Office, where an administrator will provide guidance or facilitate resolutions as needed.

APPROPRIATE ATTIRE

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

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

HARASSMENT PREVENTION POLICY

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

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

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

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

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

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

DRUG FREE POLICY

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

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

Disciplinary Procedures

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

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

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

FINDINGS, HEARINGS & APPEALS

If the Student Affairs Officer or Program Dean believes there has been a violation of the Code of Conduct, an investigation will be conducted.

Upon completion of the investigation, if the incident is determined to be a minor violation, a one-on-one meeting will be arranged with the student. Following this meeting, the University may also decide to impose any of the following sanctions: counseling, guidance, oral reprimand and/or written reprimand.

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

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

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

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

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

- If the investigator believes that a more serious sanction may be warranted, the case will be referred to the Administrative team for a formal hearing, and will submit all relevant documents and records. The investigator will not be involved in the determination of any Administrative team sanction.

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

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

Equity & Diversity

TITLE IX COMPLIANCE

Yo San University adheres to all federal, state, and local civil rights laws prohibiting discrimination and harassment in employment and education. Yo San University does not discriminate in its admissions practices, employment practices, or educational programs or activities on the basis of sex, except as may be permitted by law. As a Yo San University of federal financial assistance for education activities, Yo San University is required by Title IX of the Education Amendments of 1972 (Title IX) to ensure that all of its education programs and activities do not discriminate on the basis of sex. Sex includes sex assigned at birth, sex stereotypes, sex characteristics, gender identity, sexual orientation, and pregnancy or related conditions. Sex discrimination is prohibited under Title IX and by Yo San University Policy, and it includes sex-based harassment, sexual assault, dating and domestic violence, stalking, quid pro quo harassment, hostile environment harassment, disparate treatment, and disparate impact.

Yo San University also prohibits retaliation against any person opposing discrimination or harassment or participating in any internal or external investigation or complaint process related to allegations of sex discrimination.

Any Yo San University faculty member, employee, or student who acts to deny, deprive, or limit the educational, employment, residential, or social access, opportunities, and/or benefits of any member of Yo San University community on the basis of sex is in violation of the Yo San University Title IX Policy.

Any person may report sex discrimination (whether or not the person reporting is alleged to have experienced the conduct) in person, by mail, by telephone, by video, or by email, using the contact information listed for the Title IX Coordinator (below). A report may be made at any time (including during non-business hours) by contacting the Office of Equity and Diversity.

Questions regarding Title IX, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator. For a complete copy of the Policy or more information, please visit yosan.edu/titleix or contact the Title IX Coordinator.

For sex-based allegations:

Sean Gates, MLIS
Title IX Coordinator
Director of Student Affairs
Office of Equity and Diversity
13315 W Washington Blvd, Suite 300, Los Angeles, CA, 90066
(310) 577-3000 x122
studentaffairs@yosan.edu
yosan.edu

A person may also file a complaint with the appropriate federal, state, or local agency within the time frame required by law. Depending upon the nature of the complaint, the appropriate agency may be the U.S. Department of Education Office for Civil Rights (OCR), the Department of Justice, the Equal Opportunity Commission, and/or another appropriate federal or state agency.

- **Office for Civil Rights, San Francisco Office**
  U.S. Department of Education
  50 United Nations Plaza
  San Francisco, CA 94102
  Telephone: (415) 486-5555
  Facsimile: (415) 486-5570
  Email: OCR.SanFrancisco@ed.gov

- **Assistant Secretary for Civil Rights**
  Office for Civil Rights, National Headquarters
  U.S. Department of Education
  Lyndon Baines Johnson Dept. of Education Building
  400 Maryland Avenue, SW
  Washington, DC 20202-1100
  Telephone: 800-421-3481
  Fax: 202-453-6012; TDD: 800-877-8339
  Email: OCR@ed.gov

Within any Resolution Process related to this Policy, Yo San University provides reasonable accommodations to persons with disabilities and religious accommodations, when that accommodation is consistent with federal and state law.

Yo San University's Title IX Policy is available in its entirety at yosan.edu/titleix.

Diversity Statement
At Yo San University, we believe that a diverse and inclusive community is integral to our mission of educating future healthcare practitioners. We value the diverse range of experiences, identities, and perspectives that our students, faculty, and staff bring to our community. We embrace the unique qualities that each student contributes to our institution and are committed to creating an inclusive environment where all students feel welcomed, supported, and respected.

We recognize that diversity encompasses a broad range of identities, including race, ethnicity, gender identity, sexual orientation, socioeconomic status, religious affiliation, age, and ability. We strive to create an atmosphere that is welcoming to all and to foster an environment that values each student's unique experiences, perspectives, and backgrounds. We recognize that this is an ongoing process, and we are committed to continuing to learn, grow, and evolve as an institution. We believe that by working together, we can create a more just and equitable world for all.

Note: Yo San University is phasing out use of the term "oriental" as it is outdated and has been used historically to stereotype and marginalize people of Asian and Pacific Islander descent.

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

Disability Accommodation

Yo San University is committed to providing reasonable accommodations for students, staff, and faculty with disabilities, to ensure that all are given an equal opportunity for learning and performing the essential functions of their work positions, in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008.

The University seeks to accommodate students with disabilities on an individual basis. The University will offer accommodations to otherwise qualified students and applicants unless doing so would fundamentally alter the nature of its academic programs, impose an undue financial or administrative burden, or would result in lowering academic and other essential performance standards.

Any student unable to normally attend or participate in any class, clinic, education, or examination activity for reasons of health or disability, should promptly notify the Students Affairs Coordinator in writing, so that accommodations can be arranged in a timely manner. Depending on the nature of the accommodation, the University may require a minimum of two weeks' notice following the approval of the accommodation to make appropriate arrangements. Accommodations are not granted on a retroactive basis.

The Student Affairs Coordinator may require the student to produce clearly documented medical reports or opinions from appropriate qualified health professionals specifically recognized by the State of California for this purpose, as a precondition for the accommodation. Medical information provided to the University by the student as part of a request for accommodation(s) is regarded as confidential medical records under applicable laws and school policies. Such information is shared only with individuals who are privileged to receive such information on a need- to-know basis. The Student Affairs Coordinator will work with the Academic Administration and any faculty member(s) in charge of the activity to provide appropriate accommodations. If dissatisfied with the accommodation, the student may request a review by the Student Affairs Coordinator.

Grievance Procedures

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

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

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

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

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

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

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

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

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

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

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

Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM)
500 Lake Street, Suite 204
Excelsior, MN 55331
Tel: (952) 212-2434
www.acahm.org

YO SAN UNIVERSITY ADMINISTRATIVE TEAM

ADMINISTRATIVE STAFF

Robert Hoffman, DAOM, L.Ac.
President/Chief Executive Officer,
Dean DAOM Program

Karen Mond, MS
Interim Chief Financial Officer

Tora Flint, MA
Director of Operations
Registrar/Financial Aid Coordinator

Nathan Llera
Director of Admissions

Olivia Oreskovich
Admissions Representative

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

Jyotika Pratap
Bursar/Accounting Officer

Laura Grigsby
Administrative Assistant

ACADEMIC LEADERSHIP

Anisa Kassim, MSOM, L.Ac.
Dean, MAcCHM/DAcCHM Program

Valerie Mack, MATCM, L.Ac.
Asst. Dean, MAcCHM/DAcCHM
Program

Sam Audette, MSOM, L.Ac.
Asst. Dean, MAcCHM/DAcCHM
Program

Jessica Luca, MATCM, L.Ac.
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CLINICAL STAFF

Paul Magarelli, MD, PhD.
Director of Clinical Medicine

Jessica De Leon, MATCM, L.Ac.
Associate Clinical Dean

Abbey Rens
Director of Clinic Operations

Herbalists
Yi-Qun Wang
Hui-Ling Wen

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2025 TUITION & ADMINISTRATIVE FEE SCHEDULE

ADVANCED PRACTICE DOCTORATE PROGRAM

Effective January 1, 2025

Application Fee	$0
Application Fee for International Students	$150
Tuition	$5,400 per trimester*
Registration Fee	$60 per trimester
Student Association Fee	$20 per trimester
Clinic Professional Liability Insurance Fee (waived with proof of current malpractice insurance)	$100 per trimester
Clinic Equipment Fee	$35 per trimester
Program Extension Fee (beyond the initial 2-year program)	$2,500 per trimester per item
Applicable for: Incomplete Capstone Project Incomplete clinical training hours (all categories) Incomplete academic (didactic) coursework Flat fee per trimester; cannot be prorated	
Graduation Fee	$250
Late Payment Fees (as specified on the registration form)	$50 / $100 Returned Check
Fee, Check Re-Issue Fee	$35
Un-cashed Check Fee, Stop Payment Fee	$35
Official Transcript Requests	$10 per transcript
Transfer Credit Processing Fee (Flat Fee)	$500
STRF	$0

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

Total Charges

Tuition and fee charges for the first trimester full-time students are expected to be approximately **$5,475**, for students who are **not transferring credits** from other institutions. The **estimated total charges for the entire educational program** are expected to be **$33,735**, including normal fees such as registration and graduation, but excluding variable fees such as late payment fees and clinic insurance fees. This estimate is based on program completion in **two (2) years** and does not take into account an extended timeline for degree completion or any **tuition scholarship or discount** eligibility. If you require more than two years to complete degree requirements, a new enrollment agreement must be executed and **additional tuition and fees** may be assessed. Students are expected to pay the **application fee** along with their application. Students are also expected to pay the **registration fee, student association fee**, and the **first installment of tuition by the end of the first week of the trimester**.

Total charges for the current period of attendance: $5,475

Estimated total charges for the entire educational program: $33,735

Total charge the student is obligated to pay upon enrollment: $75

YO SAN UNIVERSITY
OF TRADITIONAL CHINESE MEDICINE

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