



## Master of Science in Oriental Medicine

# Catalog 2010

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## PRESIDENT'S WELCOME

It is my great pleasure to welcome you to Dongguk University Los Angeles (DULA). The rich history of this extraordinary institution is marked by academic excellence and innovation; a remarkable record of meeting the evolving needs of the Acupuncture and Oriental Medicine profession within the United States and globally; and a demonstrated dedication to sharing educational resources with a diversity of stakeholders on our Los Angeles campus and far beyond.

Ours is a dynamic, intellectual community with more than 1,800 alumni worldwide and with many proud traditions. Chief among these is a commitment to excellence in teaching and learning that fosters the success of all students - traditional-age students, working adults and lifelong learners of all kinds. In addition, Dongguk University Los Angeles is building on its strong foundation of academics and the intimacy of a small college with the educational resources commonly offered at larger institutions.

With an outstanding academic program and faculty on the leading edge of their fields, students from around the globe turn to DULA for a world-class education in Acupuncture and Oriental medicine. In doing so, they make Dongguk University Los Angeles a truly multicultural community and a microcosm of our global society. Most important, they enrich the lives of our students and our community.

Dongguk University Los Angeles combines internationally recognized academic and scientific excellence with real-world clinical experiences that no other Oriental medicine college can match. This is accomplished through a very unique Exchange Program developed with strong ties through mutual cooperation with the Dongguk University Oriental Medicine College in Seoul, Korea and Guangzhou University in Guangzhou, China. These exceptional exchange programs facilitate in providing a diverse and integrated Oriental medical degree program with student - customized curriculum, ensuring that graduates are prepared to their full potential for entry into this integrated, collaborative healthcare model that is the future of healthcare delivery.

In the end, it is the Master of Science in Oriental Medicine degree from Dongguk University Los Angeles that will provide you with the educational knowledge and clinical experience that you need to accelerate your personal and professional success.

I invite you to visit the Dongguk University Los Angeles campus and Health Center to see for yourself how much our university community has to offer.

Sincerely,



In Shik Kim  
President

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## THE MISSION OF DONGGUK UNIVERSITY LOS ANGELES

**The mission** of Dongguk University Los Angeles (DULA) is to promote and provide excellence in education and training in Oriental medicine with respect to disease prevention, lifelong health and wellness using the body's natural healing mechanisms in both Eastern and Western medical paradigms in an environment that is supportive, nurturing and conducive to attaining an advanced level of academic achievement.

DULA anticipates that the scholarship and collegiality it fosters in its students will lead them in their later lives to advanced knowledge in Oriental medicine and to provide a high level of excellence in health care to society.

**The educational objectives** of DULA are:

Graduates from the Dongguk University Los Angeles Master of Science in Oriental Medicine program will be able to:

1. Demonstrate a thorough knowledge and understanding of traditional Oriental medicine and competently apply the knowledge in a clinical practice.
2. Effectively conduct a comprehensive patient interview to obtain the relevant information necessary to formulate a diagnosis and effective treatment plan for patients presenting with a diverse range of medical conditions.
3. Apply Western biomedical knowledge of the human body in health and disease to better evaluate, understand, and treat patients.
4. Understand the significance of qi in Oriental medicine, the role it plays in patient treatment outcomes, and how the practitioners own qi affects their clinical practice and patient outcomes.
5. Competently apply appropriate modalities of treatment including acupuncture, moxibustion, traditional herbal formulae and their modifications as needed, as well as, but not limited to, tuina, nutritional counseling, heat and cold, and lifestyle changes to promote, maintain, and restore health.
6. Treat and interact with a wide range of patients and health concerns while being cognoscente of the myriad of issues that influence an individual's health, including, but not limited to, socio-economics, culture and ethnicity and the health issues of a global community.
7. Fulfill the pursuit of lifelong learning through the use of resources such as research data, texts, professional journals, other available and relevant Eastern and Western medical resources, attend continuing education seminars and being actively involved in the profession and the community at large.
8. Practice within established ethical, legal and professional guidelines.

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## DULA'S VISION 2013

Dongguk University Los Angeles is an educational research university committed to its vision and tradition of service to society. Our vision is threefold:

- To advance knowledge through creative and progressive scholarship and research across a variety of academic disciplines.
- To extend knowledge through innovative educational programs in which emerging scholars and researchers are mentored to realize their highest potential and assume roles of leadership, responsibility, and service to society.
- To provide and apply knowledge through local and global engagement that will improve quality of life and enhance the health and wellness of the global community.

## HISTORY

R. Hongo began teaching the fundamentals of acupuncture and Oriental medicine at his Sei Shin Acupuncture Clinic. Encouraged by his patients, who wished to learn more about this wonderful healing art, Dr. Hongo took the initial steps toward his goal of combining research and educational pursuits, along with providing charitable health services to the surrounding community. Dr. Hongos' goal materialized in 1979 with the founding of Royal University of America, consisting of three faculty and eleven students.

In January of 1997, Dongguk (translates as East Country) University, one of South Korea's oldest and most prestigious institutions of higher learning, especially known for its outstanding College of Oriental Medicine, affiliated with Royal University of

America, and it was renamed Dongguk Royal University (DRU).

On March 5, 2009, Dongguk Royal University was rededicated as Dongguk University Los Angeles during its 30th anniversary celebration. During the Rededication and 30th Anniversary ceremony, a mutual exchange agreement was signed with Dongguk University Korea detailing the collaborative benefits for each University.

It should be noted that Dongguk University Los Angeles is operated by a Board of Directors independent of Dongguk University, Korea, although the Boards of both schools do share some common members. Collectively, these two institutions, on either side of the Pacific, have been educating students for over a century.

## ACCREDITATIONS AND APPROVALS

### National:

The Master of Science in Oriental Medicine Degree Program at Dongguk University Los Angeles is accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM). ACAOM is recognized by the U. S. Secretary of Education as the accepted accrediting agency for schools offering Acupuncture and Oriental Medicine Programs. ACAOM is located at:

Maryland Trade Center Building #3  
7501 Greenway Center Drive, Suite 760  
Greenbelt, Maryland 20770-3514  
Phone (301) 313-0855  
Fax (301) 313-0912

Dongguk University Los Angeles is a current member in good standing of the Council of Colleges of Acupuncture and Oriental Medicine (CCAOM).

### California:

Dongguk University Los Angeles is approved to operate in the state of California by the Department of Consumer Affairs, Bureau for Private Postsecondary Education (BPPE).

DULA is approved by the California Department of Education under the U. S. Code for Veterans' education. The Master of Science in Oriental

Medicine program is approved by the California Acupuncture Board.

Graduates who have successfully completed all of the DULA graduation requirements are eligible to sit for the California Acupuncture Licensing Examination (CALE) which is offered twice per year and the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) examination which is offered year-round.

### Important Addresses:

Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM)  
Maryland Trade Center #3  
7501 Greenway Center Drive, Suite 760  
Greenbelt, MD 20770-3514  
Tel (301) 313-0855, Fax (301) 313-0912,  
[www.acaom.org](http://www.acaom.org)

National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM)  
76 South Laura Street, Suite 1290  
Jacksonville, Florida 32202  
Tel (904) 598-1005, Fax (904) 598-5001,  
[www.nccaom.org](http://www.nccaom.org)

Department of Consumer Affairs,  
Bureau for Private Post-secondary Education (BPPE)  
P. O. BOX 980818

West Sacramento, CA 95798-0818  
Tel (800) 952-5210  
[www.bppve.ca.gov](http://www.bppve.ca.gov)

California Acupuncture Board  
444 North 3rd Street, Suite 260, Sacramento, CA  
95814  
Tel (916) 445-3021, Fax (916) 445-3015,  
[www.acupuncture.dca.ca.gov](http://www.acupuncture.dca.ca.gov)

Council of Colleges of Acupuncture and Oriental  
Medicine  
3909 National Drive, Suite 125, Burtonsville, MD  
20866  
Tel (301) 476-7791, Fax (301) 476-7792,  
[www.ccaom.org](http://www.ccaom.org)

Many states, such as California, have a governmental agency that governs, supervises and controls the licensure and practice of acupuncture. In California, the Acupuncture Board is responsible for such duties. If you desire to practice in another state, it is recommended that you contact that states medical

board or other appropriate agency, for licensure requirements. The NCCAOM's website provides information regarding the various degree and other certification requirements for all fifty states.

#### Note from the Publisher

This catalog is published for the purpose of informing students, prospective students and others interested in the operations of Dongguk University Los Angeles, primarily with regard to the educational programs and policies of the school. All information is judged to be accurate at the time of publication. However, the contents hereof are subject to change without prior notice. Please note that all reasonable efforts are made on an ongoing basis to supplement in loose leaf hardcopy format any changes, additions, or other revisions to the text of this catalog which may come into existence prior to the publication of the following edition of the Dongguk University Los Angeles Catalog.

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## MASTER OF SCIENCE IN ORIENTAL MEDICINE PROGRAM

The Dongguk University Los Angeles (DULA) Master's Degree Program consists of 2,130 hours (213 quarter units) of academic course work and 960 hours (48 units) of clinical internship at the University's Medical Center. Course work includes studies in Oriental medicine theory, acupuncture, herbology & herbal formulas, Western medicine & science, Tui-na (traditional Chinese massage therapy), and practice management & ethical practices, in addition to the clinical internship.

More specifically, DULA's academic program consists of the following:

1. Basic & Applied science and Western medicine: 740 hours.
2. Oriental medicine, Acupuncture & Tui-na, Qi-Gong, Tai Chi Chuan: 760 hours.
3. Herbology & Formulas: 450 hours.
4. Electives: 60 hours.
5. Clinic Internship: 960 hours.
6. Case management: 90 hours.
7. Professional Development: 30 hours.

Master of Science in Oriental Medicine Program is taught in Three Languages. DULA offers its Master's degree in three languages: English, Chinese and Korean. Upon the successful completion of the program, students are eligible to sit for the licensing

examination given by the California Acupuncture Board, as well as the examination given by the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM).

#### Study Abroad

Dongguk University Los Angeles has entered into a sister-school relationship with Dongguk University, Seoul, South Korea. Dongguk University is one of the largest and most respected Oriental Medical schools in Korea. Dongguk University Los Angeles and Dongguk University Korea, have established a faculty and student intern visitor program, the first of its kind in the United States, for student interns to see firsthand how a state of the art Oriental Medical hospital functions, how diagnoses are developed, and treatments performed. Students, who are in their Level II internship and have satisfied the established academic and service criteria, may apply for this all expense paid trip for one week to South Korea.

In addition, Dongguk University Los Angeles has entered into a similar exchange relationship with Guangzhou University in Guangzhou, China.

## ADMISSIONS

### Entrance Criteria

To enter the Dongguk University Los Angeles Master of Science in Oriental Medicine Program applicants must have satisfactorily completed a minimum of two academic years (60 semester units or 90 quarter units) of education at the baccalaureate level that is appropriate preparation for graduate work, or the otherwise equivalent from an institution recognized by the U.S. Department of Education.

The minimum cumulative Grade Point Average (GPA) required is 2.25. Individual courses with a grade point average (gpa) below a 2.0 will not be counted in the total units completed nor will transfer credit be allowed for these classes. It is recommended, however, that prospective students hold a Bachelor's degree with courses in psychology, biology, chemistry, biochemistry, physics, and anatomy & physiology.

Some of the material covered under this Admissions portion of the DULA Catalog is also addressed under the Academic Policies portion of this Catalog. Students who fulfill our minimum admissions requirements are DULA-Eligible. Even though DULA has the capacity to accommodate far more students than we admit, DULA accepts those students who demonstrate a likelihood of success in the field of acupuncture and Oriental medicine based on previous academic experience, especially in the above-stated subject areas. As a general proposition, this means that not all students who apply to DULA may be admitted.

### Application Procedures

All applicants to the DULA Master of Science in Oriental Medicine Program must have satisfactorily completed at least two academic years (60 semester/90 quarter units) of baccalaureate level coursework from an institution that is accredited by an accrediting agency recognized by the U.S. Department of Education, or in the case of International students, recognized by the appropriate agency in that country. Although a baccalaureate degree is not required for admission, DULA does look more favorably on prospective students who have completed a bachelor's degree or higher.

The applicant must satisfy the above requirement before DULA will consider his/her application for admission. Prospective applicants who have not satisfied the minimum eligibility requirements are encouraged during their interview, to complete studies

in general education, including courses in English, Mathematics, Social Science, Biological and Physical Sciences, and to concentrate on completing a bachelor's degree.

A completed application for admission includes the following:

1. A completed Application for Admission along with a US\$100.00 non-refundable application fee.
2. Two (2) Letters of Recommendation
3. Official Academic Transcripts and Transcript Evaluations\* (if necessary) from each college or university attended. These Official Transcripts must be received directly from the sending institution by the DULA Office of Admission. If the transcripts are from a country where English is not the primary language, if necessary, they must be translated and course by course evaluated by an approved evaluation service such as World Education Service (WES). All domestic official transcripts must be received no later than the first day of class of the entering quarter. Official foreign transcripts and evaluations may be accepted prior to the end of the first quarter of enrollment; however, an unofficial transcript must be received prior to the first day of class.
4. One Passport-size color photograph
5. Interview with the Provost and/or Program Director. If a personal interview is not possible, a telephonic interview or an interview with an alumnus of DULA may be arranged.
6. A personal essay of interest and philosophical view of Oriental medicine.

In rare circumstances, "Conditional Admissions" may be appropriate. Such an acceptance will be granted only in exceptional circumstances, such as a foreign student needing more time to secure an official transcript from his/her home country. In such a case, admission may only be granted after review and approval by the Provost. If all outstanding conditions for admission are not met by the end of the second quarter of enrollment at DULA, the student may be deemed ineligible for admission.

### Transfer Students

DULA accepts students in good standing (a minimum cumulative GPA of 2.25), who wish to transfer from other schools of Oriental medicine. They must meet the current admission standards in place at the time of application and follow the equivalent application procedures, and are required to satisfactorily complete the graduation requirements in effect at the time of admission.

DULA requires the submission of all undergraduate and higher degree transcripts from all institutions attended by the transferring student. Additionally, transfer students may also be required to submit further items such as documentation of clinic training hours, course syllabi and/or course descriptions for the application of transfer credit. Transfer students normally meet with the Provost and/or Program Director prior to or at the time of submitting their application. DULA considers that transferring from another institution is an important decision and makes every effort to ensure the student is fully informed of all issues to make an informed decision to transfer.

Dongguk University Los Angeles accepts credit for prior learning experience under the following guidelines:

A maximum of 20 semester units of a candidates pre-professional academic requirements may be acquired through one or a combination of the following ways if they appear in the transcript of a regionally accredited institution or other acceptable document such as an official score record from CLEP.

1. College Level Entrance Examination Program (CLEP). Biology, Chemistry, and Physics may not be satisfied by this route.
2. American College Testing (PEP).
3. Defense Activity for Non-Traditional Educational Support (DANTES)

Dongguk University Los Angeles does not grant credit for military training, corporate training, or through portfolio assessment.

The Dongguk University Los Angeles Oriental Medicine program accepts transfer students and credits towards its first professional program that it judges to be equivalent in content and quality to its requirements for graduation. Students seeking admission from another Oriental Medicine program must meet the following DULA requirements:

1. A minimum of one (1) academic year must be spent in the program as a full time matriculated student.
2. Before transfer credit will be awarded, all Official Transcripts containing the course work that the prospective student seeks credit for, must be received by the Office of Admission for evaluation and the following guidelines will be followed:
  - A. Up to 100% transfer credit for actual coursework successfully completed in biology, chemistry, physics, psychology, anatomy, physiology, pathology, nutrition and vitamins, history of medicine, medical terminology, clinical science, clinical medicine, western pharmacology, practice management, ethics, and cardiopulmonary resuscitation at a college or university accredited by an agency recognized by the U. S. Secretary of Education or, in the case of foreign institutions, recognized by the appropriate governmental agency.
  - B. Up to 100% transfer credit for actual coursework and clinical instruction in traditional Oriental medicine, acupuncture anatomy and physiology, acupuncture techniques, acupressure, breathing techniques, traditional Oriental exercise, and traditional Oriental herbology, provided the coursework to be transferred has been completed successfully and is equivalent to the relevant coursework and hours required at DULA, and completed at a school approved by the California Acupuncture Board.
3. For candidates applying from institutions not approved by the California Acupuncture Board but are approved or accredited by an agency recognized by the U. S. Secretary of Education or the appropriate governmental agency, the following guidelines will be applied:
  - A. Up to 100% transfer credit for actual Western medical coursework hours that have been successfully completed at an institution accredited by an agency recognized by the U. S. Secretary of Education, or in the case of foreign

institutions, approved by the appropriate governmental agency, providing the coursework is equivalent to the relevant coursework and hours required at DULA.

- B. Actual acupuncture and Oriental medicine coursework that has been successfully completed at an institution accredited or approved by an agency recognized by the U. S. Secretary of Education, or in the case of foreign candidates, the appropriate governmental agency, up to 50% transfer credit may be awarded in relevant subject matter areas. In addition, DULA may require the student to take an examination in the subject areas to demonstrate a level of knowledge comparable to that achieved by a Dongguk University Los Angeles student in these same subject areas before credit is awarded.
- 4. A maximum of 50% of the actual clinical coursework and instruction required at Dongguk University Los Angeles may be awarded if the clinical coursework to be transferred has been completed at an institution accredited or approved by an agency recognized by the U. S. Secretary of Education or the appropriate governmental agency if from a country outside of the United States.
- 5. No credit will be awarded for Western medical internship or residency training toward the actual clinical coursework and instruction required at Dongguk University Los Angeles.

Transfer students are required to successfully complete a minimum one (1) academic year of the program as a full time student (45 units) in residence to graduate from DULA.

Course work taken at another institution after admission to DULA is not transferable unless approved in advance in writing by the Provost. Students may not be concurrently enrolled in another Oriental Medicine program.

Courses completed over ten (10) years ago may not be transferable unless the student currently works in a field relevant to those courses.

No credit will be given for life experience or experiential learning.

### Challenge Examinations

Students with prior coursework successfully completed but not directly transferable to DULA, may request a Challenge Exam with the approval of the Provost if the material is similar in content to the course to be challenged. Challenge Examinations are subject to the following guidelines:

1. The student must take a separate examination for each course challenged.
2. The student must achieve a minimum of 75% on each exam taken.
3. Challenge exams may not be repeated.
4. All challenge exams must be successfully completed by the end of the second quarter of enrollment.
5. All challenge examinations are subject to a charge of 50% of the current tuition for the course being challenged.

### Re-Admission

The re-admission of students who have been academically disqualified from the University may only be re-admitted by special action, and only considered when sufficient evidence is available showing a likelihood of future satisfactory academic progress. Students disqualified for other reasons such as conduct failing to meet the collegial standards established by DULA, must wait one year before being eligible to reapply.

Note: The Dongguk University Los Angeles Tuition Refund Policy and other important statements of the student's and University's rights and responsibilities are set forth in the Dongguk University Los Angeles Student Enrollment Agreement, available from the Office of Admission, front office or the appropriate Program Director.

### Residency Requirement

In order to graduate from the Dongguk University Los Angeles Master of Science in Oriental Medicine degree program, all students must comply with both components of the DULA Residency Requirement. First, the student must successfully complete all didactic and clinical course work in no less than three (3) calendar years and not more than eight (8) calendar years. Correspondingly, all transfer students must complete a

minimum one (1) calendar year of instruction (four quarters) as a full time student at DULA. For brevity's sake, either or both of these two components to the DULA Residency Requirement, are referred to elsewhere in this catalog as residency requirement. In terms of residency, a quarter is defined as a minimum of twelve units or more. For transfer students, the minimum residency requirement is four quarters as a full time student.

### **Graduates of Medical and Other Non-Oriental Medicine Health Care Programs**

Students wishing to enroll in DULA who have a degree in medicine, dentistry, podiatry, chiropractic, or any health care program other than from Oriental medicine programs, may only receive transfer credit for relevant basic science and Western medicine courses. No credit for any clinical instruction from such institutions may be transferred.

### **Graduates from international Oriental Medicine Universities**

Students who have successfully graduated from an Oriental Medicine program outside of the United States and desire to earn a Master of Science in Oriental Medicine degree from Dongguk University Los Angeles must meet and comply with the following criteria:

1. Show evidence of meeting the basic entrance requirements into DULA.
2. Spend at least one (1) calendar year, four (4) quarters as a full time matriculated student.
3. Satisfactorily complete a minimum of 45 units of didactic course work.
4. Credit shall be awarded only for actual course work successfully completed.
5. Evaluation of course work completed may need to include an examination before credit is awarded.
6. Must maintain a minimum grade point average (gpa) of 2.25 in all course work and a minimum cumulative grade point average (cgpa) of 2.25.
7. Successfully pass the DULA Comprehensive Graduation Examination (CGE).
8. Understand and agree that earning the Master of Science in Oriental Medicine

degree at Dongguk University Los Angeles does not mean eligibility to sit for the California Acupuncture License Examination (CALE) or the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) examination.

### **International Student Visa Services**

Dongguk University Los Angeles is approved by the U. S. Citizen and Immigration Service (USCIS) for attendance by non-immigrant foreign students. The University will evaluate the student's admissions application, and if the student meets all the criteria for admission, DULA will issue the USCIS/SEVIS Form I-20.

In April 2002, the USCIS began the process of changing many of its rules relating to the average international applicant for admission. The most significant change that has gone into effect concerns the need to obtain USCIS approval before starting school. This requirement does not affect the student applying for student visas from other countries. (Students in such situations have always had to obtain approval from a U.S. Consulate before coming to the United States, and such approval will continue to be sufficient in those situations). It does however affect people who enter the United States using tourist or other temporary visas, who then apply to the INS to switch to student status. Applicants must wait for a favorable INS decision before they may begin their studies. Also, such prospective students must make clear their intentions to change their visa status to a student visa, immediately upon entry into the United States.

Additional admissions procedures are required for international students in need of an I-20 form. Such students are required to have valid passports for travel to, from and within the United States. They must also abide by all immigration laws and other U.S. Federal laws and California state laws.

Foreign students must also submit:

1. Official Transcript Evaluations. Foreign transcripts may need to be professionally translated and evaluated by a recognized Evaluation service such as World Evaluation Service (WES) or Center of Applied Research and Education, Inc.
2. Certificate of Account Balance. A bank account showing the current balance in U.S. dollars, or a completed Affidavit of Support

(INS Form I-134) if sponsored by a third party.

3. I-20 Form. If transferring from a U.S. institution as an F-1 student, a transfer release form from the institution must be submitted to the DULA International Student Advising/SEVIS Compliance Officer in order for the student to be issued a new I-20 form from Dongguk University Los Angeles.

To better assist our international visitors, the DULA staff is always available for help with interpreting services and academic and non-academic counseling at no expense to the student.

### Language Requirements for Foreign Students

All students seeking admission into the MSOM program taught in the English language must demonstrate English language proficiency. The language proficiency requirement may be satisfied by completing 60/90 semester/quarter units in a baccalaureate level education taught in English in an institution accredited by an agency recognized by the U. S. Secretary of Education or from an equivalent English language institution in another country. The language competency requirement may also be satisfied by scoring a minimum TOEFL score of 500

(paper-based) or 173 (computer-based) on the Test of English as a Foreign language (TOEFL), and achieving the reported mean score (45) on the Test of Spoken English (TSE), or achieving a score of 61 or higher on the TOEFL/iBT (internet-based).

Students in the Chinese language Program or Korean language Program must satisfy the English proficiency requirement before beginning their clinical internship. The English competency for the non-native English speakers may be satisfied by either 60/90 semester/quarter units in a baccalaureate level education taught in English at an institution accredited by the U. S. Secretary of Education, or achieving a TOEFL score of at least 450 (paper-based) or 133 (computer-based) and achieving the reported mean score on the TSE (40), or a score of 45 or higher on the TOEFL/iBT (internet-based).

For students entering DULA after January 02, 2007, TOEFL and TSE may no longer be a viable means of demonstrating English language competency. The requirement may be satisfied by achieving a score on the TOEFL/iBT examination of 45 for non-native English speakers prior to entering the clinical phase of their training. For non-native English speakers wishing to enter the English language track, a score of 61 on the TOEFL/iBT is required.

## GENERAL ACADEMIC POLICIES

### Enrollment and Right to Cancel

New students, as part of the initial enrollment process, sign an Enrollment Agreement outlining the entire course of study, tuition and fees charged, and a statement that Dongguk University Los Angeles reserves the right to increase tuition at any time. Students have the right to cancel the Enrollment Agreement up to and including the first day of instruction and receive a refund of all fees paid, less the applicable mandatory nonrefundable application fee. To cancel, a student must provide written notice to the Registrar by the end of business hours the day before the first day of instruction. Other forms of notice such as phone calls, verbal comments or failure to attend classes, do not constitute cancellation of the enrollment agreement. For further details, please see, Tuition Refund Policy, below. Also, please note that some of the material covered under this Academic Policies portion of the DULA Catalog is also addressed under the Admissions portion of the Catalog.

### Full-Time Enrollment

For academic and financial aid purposes, a student must enroll in a minimum of 12 units but not more than 21 units, to be considered a full-time student. In order to enroll in more than 21 units in any one quarter, a special written exception must be obtained from the Office of the Provost.

### Add / Drop

During the first 7 days of each quarter, the students may add or drop classes. After the add/drop period, all withdrawals will be recorded on the student's transcript as a W (withdrawal). Classes dropped beginning with the seventh week, and through the end of the quarter, will be recorded as WF (Withdraw/Fail) with no credit (see Grading Policy).

### Attendance

Most classes meet for three hours, once a week for ten weeks, with a final examination during the 11th week

of each quarter. Instructors are required to take attendance for each class, and students, who miss more than two class sessions, or 20% of the lectures, will receive an F (fail) for the course.

### Examinations

Final examinations, or the equivalent, are required for each course. Mid-term examinations, as well as quizzes and/or other classroom assignments, are administered at the discretion of the instructor. Students must take and pass each Clinic Level Entrance Examination, among other requirements including Equipment Safety, Clean Needle Technique (CNT), and Cardio-Pulmonary Resuscitation (CPR) and First Aid certifications, before being admitted to each clinical internship level. Students will be tested at various stages of their clinical internship experience to evaluate their progress, competencies, and skills, including Internship Level Examinations before moving on to each of the last two of the three Clinical Internship levels.

All students must pass a Comprehensive Graduation Examination (CGE) with a score of 70% or higher as part of the Graduation Requirements. Students may sit for the CGE after completion of their level II internship and have successfully completed 150 units of didactic graduation requirements (students entering DULA before January 2005) or successfully completed 160 units of graduation requirements (students entering DULA after January 2005) (see student handbook). Students who fail the Comprehensive Graduation Examination may repeat the CGE the following quarter unless the CGE occurs during the quarter preceding the California Acupuncture Licensing Examination (CALE) in which case the graduating student in their last quarter may take the CGE twice in that quarter. Students may retake the CGE a maximum of three times.

### Grading Policies

The following grade point system is employed at DULA:

|           |                    |
|-----------|--------------------|
| A = 4.0   | C = 2.0            |
| A- = 3.65 | D/F = 0            |
| B+ = 3.35 | WF = Withdraw Fail |
| B = 3.0   | P = Pass           |
| B- = 2.65 | W = Withdraw       |
| C+ = 2.35 | Inc = Incomplete   |

“W” is given to those students who withdraw from a course after the Add/Drop period, but before the 7th

week of class. No academic penalty is attached to a grade of “W”.

“WF” is given to those students who withdraw from a course from the seventh week forward. A “WF” grade is computed into the student’s CGPA.

“Inc” (Incomplete) is given to those who fail to complete all the requirements of the course due to a prolonged illness or because of some other serious circumstance beyond the students control. A written explanation and acceptable document validating the need for the absence must be provided, the appropriate fee must be paid by the student and an Incomplete Form must be completed by the student and the instructor, and presented to and approved by the Provost. All course requirements must be completed by the end of the second week of the following quarter, or the “I” grade will automatically change to a grade of “F”.

All required courses must be taken for a letter grade, except for the following, which may be taken Pass/Fail: Qi Gong, Tai Chi, Tui-na, CNT and Equipment & Safety, Survey of Clinical Medicine, Clinical Management, Ethics, and CPR/First Aid. The changing of Pass/Fail grades may change at any time and may be at the discretion of faculty with prior approval and notification of students.

### Auditing Courses

Students may audit courses for no credit upon payment of the Audit Fee. Courses to be audited, may only be taken for credit if the change is made during the Add/Drop period, with payment of the applicable fees.

**NOTE:** All courses attempted by the student, no matter the grade earned or whether the course was dropped or incomplete will appear on the student’s official transcript. Only failed courses may be repeated for credit. If the student passes a failed course on the second attempt, both grades will appear on the student’s transcript.

### Satisfactory Academic Progress

All students in attendance at Dongguk University Los Angeles must maintain a minimum quarter to quarter, as well as cumulative minimum GPA of 2.25. The course work shall extend over a minimum of four (4) academic years or twelve (12) quarters. The maximum time frame a student has to complete this four (4) academic year program is eight (8) calendar years.

If a student's quarter or cumulative GPA falls below a 2.25 in any specific quarter, they will be placed on Academic Probation for the following quarter and required to attend mandatory academic advising and tutoring. During this time, the Director of the program in which the student is enrolled, faculty and the Provost, will evaluate the student and analyze the reasons for the poor performance. Students receiving financial aid will be placed on Financial Aid Probation. Students on academic probation must earn a quarterly GPA of at least 2.25 for each quarter that they are on probation.

In addition, if the student fails to bring his/her cumulative GPA up to a 2.25 within the quarter that they are on academic probation, their academic probation will continue for a second (2nd) consecutive quarter. These students will only be allowed to enroll in a maximum of twelve (12) units which will include the mandatory repeating of any failed courses from the previous quarter(s). They will continue to be required to attend mandatory tutoring and academic advising. During this second probationary quarter the Office of the Provost and Admissions will analyze the reasons for the poor performance. In addition, if the student is a financial aid recipient, they will not be allowed to receive financial aid for this quarter.

If the student fails to bring their cumulative G.P.A. up to a 2.25 for a third (3rd) consecutive quarter, they will be academically dismissed from the University. Once a student is academically dismissed from the University, they will not be allowed to re-enroll for two quarters.

If the student returns to the University, they will only be allowed one quarter to achieve a quarterly G.P.A. of 2.25 or face academic dismissal again. Two (2) academic dismissals will be grounds for permanent non-reentry into the University. If the student was a former financial aid recipient, they will not be allowed to apply for financial aid during their first quarter of re-entry.

#### **DULA's Standard Leave of Absence Policy**

A leave of absence refers to a specific time period during a student's ongoing program of study when they are not in academic attendance. It does not include non-attendance for a scheduled break in a student's program. Dongguk University Los Angeles will usually decline to treat an approved Leave of Absence as a withdrawal from school by the student. A student on an approved Leave of Absence is permitted to complete the coursework he or she began prior to their Leave of Absence.

Only one Leave of Absence may be granted during any twelve (12) month period and cannot exceed one hundred and eighty (180) days, including Summer Quarter. The twelve-month period will begin on the first day of the student's most recent Leave of Absence. For the Leave of Absence to be approved, the student must do all of the following: Provide a written, signed, and dated request for the Leave of Absence, prior to the time period the leave is to occur unless unforeseen circumstances prevent the student from doing so. The student's Program Director, the Office of the Provost and Admissions, the Registrar, and where applicable, the Financial Aid Officer, must also approve the request.

If the Leave of Absence is not approved, and the student leaves anyway, then the student is considered to have withdrawn from the University. If the student is receiving Title IV funding, this funding will be returned and/or cancelled. Upon returning to DULA, any such student previously receiving financial aid, must reapply.

#### **Leave of Absence Policy for International Students**

Foreign students may apply for limited leaves of absence as long as all Governmental and University requirements and regulations are complied with. Students must file a Leave of Absence Request Form and obtain approval from the Office of the Provost and the DSO (please see section on general leave of absence policies, set forth above). In addition, foreign students must matriculate as a full time student for one academic year before they may apply and they may only take a leave of absence for one quarter (usually the summer quarter) during any calendar year.

#### **Student Code of Professional and Academic Conduct**

The University and its staff, faculty and administration rely on students to conduct themselves in a manner that upholds the University's Student Code of Professional and Academic Conduct, set forth in detail in the DULA Student Handbook. All students of the University should understand that they are training to become skilled, medical professionals responsible for meeting a standard of care commensurate with that of other health care professionals in the community. Students who act in a manner that violates the DULA Code will be subject to disciplinary action(s). Under no circumstances will any of the following be tolerated or excused:

### 1. Academic Dishonesty

Academic dishonesty includes providing or receiving answers from other students during or after an examination, Comprehensive Graduation Examination, plagiarizing the works of others, knowingly use illegally copied educational material in any format, using informational aids such as "crib sheets" or other types of notes during an examination (if not allowed), or anything else that might reasonably be construed as cheating. Students who are found to be academically dishonest will automatically receive an "F" in that particular course and are subject to dismissal, suspension for one quarter, and may be placed on administrative probation.

All students are to conduct themselves in a manner that is not injurious to the University's smooth operation, name, reputation, property or other individuals. Any act that disrupts or prevents the University staff, faculty or administration from performing their duties will be grounds for immediate disciplinary action.

Violations of rules and regulations include, but are not limited to, the following: Violation of any local, state, and federal law; furnishing false and misleading information; unauthorized use of facilities; forgery, or misuse of University documents; disruption of classes or administration; theft or damage to University property; disorderly or offensive acts; any use or threat of force; sexual harassment; any use or possession of alcohol or narcotics, and/or misuse of prescription drugs, or being under the influence of any of the foregoing while on campus.

### 2. Sexual Harassment

It is the policy of DULA to provide an educational environment free of unwelcome sexual advances or any other verbal or physical conduct or communication constituting sexual harassment as defined and prohibited by state and federal laws and regulations. It is a violation of this policy for anyone who is authorized to take administrative or academic action(s) affecting a student, to engage in sexual harassment. For further details on this matter, please refer to the applicable portion of the DULA Student Handbook.

### 3. Other Types of Harassment

Harassment based on race, color, national origin, ancestry, religion, physical conduct or mental disability, marital status, sexual orientation or age includes behavior that is expressly prohibited by this policy which is in accordance with applicable state and federal law and will not be tolerated.

### Grievances

Students may file a complaint to an instructor or an administrator in writing. The recipient of the complaint will transmit the complaint to the Provost. Students may also directly speak with the Provost.

The Provost will investigate the complaint thoroughly, including interviewing all pertinent individuals and reviewing all documents that relate or may potentially relate to the complaint. The Provost will then report to the President the nature of the complaint and findings, and if necessary, a Grievance Committee will be formed to review the issues. For more details, please refer to the DULA Student Handbook, Grievance Procedures.

If the complaint is found to be valid by the Grievance Committee and it involves a violation of law but is not resolved within 30 days after it was first made by the student, the student may report the matter to:

Department of Consumer Affairs  
Bureau for Private Postsecondary Education (BPPE)  
P. O. BOX 980818  
Sacramento, CA 95798-0818  
Tel: 800-952-5210

Students may also file a complaint with the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) at the following address:

Maryland Trade Center Building #3  
7501 Greenway Center Drive, Suite 760  
Greenbelt, MD 20770  
Tel: 301-313-0855  
Fax: 301-313-0912

### Tardiness and Absences

It is the policy of the University to automatically give any student who has missed more than two class meetings a grade of "F" for that particular class. Three marks of tardiness will count as one absence and result in a grade of "F".

Attendance is mandatory in the clinical internship. Students with excused absences may be allowed to perform make-up hours at the discretion of the OMC Director. All student interns must verify attendance through daily time cards. Any intentional misrepresentation of clinic hours performed by an intern may subject the intern to disciplinary sanctions including but not limited to disqualification of intern hours allegedly clocked during the related quarter.

### Student Records

Dongguk University Los Angeles recognizes and acts in full compliance with regulations set by the Family Educational Rights and Privacy Act of 1974 (FERPA) (the Buckley Amendment). Students may have access to all records about them maintained by the University except for those considered confidential under the Act. Students wishing to review records or to appeal for a change in those records should contact the Office of the Provost and Admissions. The University, at its discretion, may release certain information classified as directory information unless a student indicates that such information should not be released. Requests to withhold this information from the general public must be made in writing and submitted to the Registrar.

Current student records and transcripts are stored in written fashion for ten years on campus in locking metal fireproof file cabinets, and will be stored for up to fifty years off campus. Academic records of each student are maintained in a computer database and a back-up copy is stored in Compact-Disk form off campus.

### Official and Unofficial Student Academic Transcripts

Upon written request, official copies of student academic records will be forwarded to either the student or to a designated addressee. Unofficial copies of student academic transcripts will only be provided to the student, unless exceptional circumstances warrant otherwise. Requests for academic transcripts may be obtained at the DULA Business Office. Processing of academic transcript requests will be withheld if the student has failed to submit required documents or other items, or has an unpaid balance of tuition, ancillary fees or other charges owed to the University or DULA Library.

### Reservation of Rights to Increase Units/Hours

Dongguk University Los Angeles herewith expressly reserves the right to increase didactic unit/hour requirements and/or clinical hour requirements in compliance with the mandates of the State of California, the United States of America, any applicable private regulatory body, any applicable quasi-public regulatory body, or as deemed appropriate by Dongguk University Los Angeles.

The affairs of Dongguk University Los Angeles are managed by a Board of Directors. The Board receives recommendations from the University President and Executive Council, on which the

President sits, and also includes the Office of the Provost and Admissions, Program Directors and the Director of the Oriental Medical Center. The Executive Council regularly reviews the University's administrative procedures and provides recommendations to the Board on various relevant matters, including the implementation of state and federal educational requirements in such areas as curriculum, tuition and fees, refund policies, personnel qualifications, institutional facilities, and immigration regulations, to name a few.

Individual students and informal student groups participate in the decision-making process by completing course evaluations during the fourth week of class and at the end of each quarter as well as periodic program surveys. Students may also speak to members of the faculty and/or administration about individual concerns or suggestions for the program. Delegated members of the DULA Student Body Associations are invited to attend Faculty Committee and Administrative Committee and other appropriate and relevant DULA Committee meetings.

### Nondiscriminatory Policy

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, the University does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, disability, or age in any of its policies, procedures, or practices. This nondiscrimination policy covers admissions, financial aid, and employment policies of the University, as well as access to and treatment in University programs, activities and facilities. Students may complain of any action which they believe discriminates against them on any of the foregoing grounds. For more information and procedures, please contact the Complaint Designee, or consult the DULA Student Handbook, Grievance Procedures.

### Drug and Alcohol Abuse Policy

It is the policy of the Board of Directors of Dongguk University Los Angeles that the learning environment be free of addictive substances. Specifically all members of the University community, which includes the administration, faculty, and staffs, students and guests, will abstain from the consumption/use of alcohol, narcotics, and/or misuse of prescription drugs while on the University property. Violation of this policy could lead to suspension, expulsion, termination, and within the context of criminal activity, referral to

law enforcement agencies. Employees and students having difficulties with addictive substances can seek confidential counseling from the University or request referrals to agencies/individuals providing assistance with alcohol or drug-related problems.

### Annual Security Report

Dongguk University Los Angeles publishes an Annual Security Report in compliance with the Federal Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics. This report provides information on campus security regulations and campus crime statistics to current and prospective students, and other interested parties.

### Tuition Refund Policy

Students will be held financially liable for all classes and clinic hours that appear on their registration printout. It is the student's responsibility to officially cancel their registration, drop, or withdraw from classes or clinic hours by notifying the Registrar and/or Clinic Administrative Intern Coordinator, in writing, as set forth in the DULA Student Enrollment Agreement. This includes but is not limited to classes and clinic hours the student registered for but never attended and/or completed. Informing the class Instructor, Program Director or Clinic Supervisor does not constitute a cancellation of registration, drop or withdrawal from class or clinic hours.

## GENERAL POLICIES

### DIDACTIC (CLASSROOM) INSTRUCTION TUITION REFUNDS

#### CANCELLATION OF REGISTRATION

A cancellation of Registration cancels all classes a student has registered for. If a Cancellation of Registration is submitted prior to the end of business hours of the day before the first day of instruction for the first of one or more classes in which the student is enrolled (hereafter, first day of instruction), a full refund of tuition, fees (other than non-refundable fees) shall be granted to the student. Student's who submit a cancellation of registration after the first day of instruction, are eligible for partial refunds based on a pro rata amount, for up to sixty percent (60%) of the course of instruction completed as follows:

#### STUDENT CHARGES

- First Week: 10% charged, 90% refund
- Second Week: 20% charged, 80% refund
- Third Week: 30% charged, 70% refund
- Fourth Week: 40% charged, 60% refund
- Fifth Week: 50% charged, 50% refund
- Sixth Week: 60% charged, 40% refund

This procedure applies to classes attended up through and including the end of the sixth week of instruction within any quarter. Students who have been enrolled past the end of the sixth week of instruction within any quarter will not receive a refund and will be charged

one hundred percent (100%) of the tuition and fees for that quarter.

#### DROPPING CLASSES

Students who drop an individual class or classes during the established Add/Drop period (but remain enrolled in at least one class) will be granted a one hundred percent (100%) refund for dropped classes. Students who drop individual classes after the Add/Drop period are eligible to receive partial refunds based on a pro rata formula, for up to sixty percent (60%) of the course of instruction completed as follows:

#### STUDENT CHARGES

- Second Week: 20% charged, 80% refund
- Third Week: 30% charged, 70% refund
- Fourth Week: 40% charged, 60% refund
- Fifth Week: 50% charged, 50% refund
- Sixth Week: 60% charged, 40% refund

This procedure applies to classes attended up through and including the end of the sixth week of instruction within any quarter. Students who have been enrolled past the end of the sixth week of instruction within any quarter will not receive a refund and will be charged one hundred percent (100%) of the tuition and fees for that quarter.

## CLINIC INSTRUCTION TUITION REFUNDS

### CANCELLATION OF REGISTRATION

Students that drop clinic hours prior to the end of Add/Drop period will receive a full refund of monies paid for their clinic hours. However, to cancel or drop registered clinic hours, the student must also notify the Intern Administrative Coordinator in writing of their intention to do so.

### DROPPING CLINIC HOURS

Students who drop clinic hours prior to the start of the first day of clinical training will receive a full refund for the clinic hours registered for. Students who drop clinic hours after the Add/Drop period, but before the end of the sixth week will be charged for the clinic hours they have registered for and completed up until the time they dropped. Students who drop clinic hours after the end of the sixth week will be charged for the total amount of clinic hours they initially registered for.

### STUDENT CHARGES

Second Week: Number of clinic hours registered for until dropped

Third Week: Number of clinic hours registered for until dropped

Fourth Week: Number of clinic hours registered for until dropped

Fifth Week: Number of clinic hours registered for until dropped

Sixth Week: Number of clinic hours registered for until dropped

Seventh Week: Total Number of registered clinic hours

This clinic (clinical instruction) refund schedule is subject to revision, including retroactive revision during the academic year, without notice by the Federal Government and does not list information regarding didactic (classroom) instruction time frames.

### DISBURSEMENT OF TUITION REFUNDS

All tuition refunds will be disbursed through the DULA Main Business Office, unless the refund recipient requests in writing that it be mailed. In such cases, the recipient must provide a written, signed and dated request including a current mailing address, or other address to which the refund should be sent.

### Cancellation of Registration, Drop and Withdrawal Implications for Recipients of Financial Aid

Financial aid disbursements for students are usually received during the third week of each quarter. Students who cancel their registration within the first week of class will receive a 100% refund of all sums paid less the non-refundable application fee, and the entire amount of financial aid applied for, will be cancelled and/or returned.

If a student's financial aid eligibility is affected by the dropping of classes as notified by the Registrar to the Financial Aid Officer, then the Financial Aid Officer will review the student's new enrollment status. If appropriate, the Financial Aid Officer will then send the student a revised Award Letter outlining the changes in their financial aid funding. If the student drops below half time or withdraws from all classes during this time period, all financial aid funds will be cancelled and/or returned.

If the student withdraws from one or more classes, they will be charged tuition on a pro rata basis up to the end of the sixth week. Financial aid received for the student will be applied against this charge. Funds remaining will be returned to the appropriate financial aid program/lender. In addition, any funds the student received that were not initially applied toward the student's tuition and fee costs, must be remitted to the University.

It is the responsibility of the student to contact DRU about resolving any outstanding student accounts receivable. The student will not be allowed to register for subsequent quarters until all pending accounts' receivable have been resolved.

**Note:** It is important that you keep copies of the enrollment agreement, financial aid papers, receipts, and any other records or other sources of information that document the amount of fees and other monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary and Vocational Education, 1625 Market Blvd., Suite 2002 Sacramento, CA 95834. Tel: 916-574-7720. Fax: 916-574-8648.

## PHYSICAL ENVIRONMENT

### Location

Dongguk University Los Angeles, including the Oriental Medicine Center, is centrally located in Los Angeles where the bustling populations of Downtown, Mid-Wilshire, Korea Town, Little Tokyo, and Chinatown all come together. The diversity of the University's immediate geographic community fosters an enriching learning and living experience for all students. There are also beaches close by to enjoy during the summer, mountains for weekend skiing and snowboarding getaways during the winter, as well as musical, film, theatre and other venues available for enjoying the arts and entertainment in and around the neighbor. Easy access to freeways, a 3 to 5 minute walk from the new metro-subway, and reliable surface public transportation make our locale attractive to both our students and Clinic patients.

### Facilities

Dongguk University Los Angeles has one of the finest, most modern Oriental medicine facilities in the United States. The spacious four-story facility - 51,000 square feet in all - houses 35 classrooms, one of the largest collections of Oriental Medical books and journals, and nine administrative offices. The DULA Oriental Medical Center, which itself includes the Oriental Medicine Clinic and the Herbal Dispensary, houses twelve treatment rooms, a Clinic Library, a reception area, a spacious intern meeting and study room, and an Intern Supervisors office area.

### Dongguk University Los Angeles also features the following:

#### Library:

With more than 10,080 volumes of books and over 5,100 journals, and 259 videos relating primarily to Oriental medicine, our aggressive acquisitions program and donations from benefactors, keep our library the pride of Los Angeles area Oriental medicine education. Our stacks also include Western medicine texts, and related audio-visual materials and other study aids. The library also has ten (10) computers, each with internet access and multiple foreign language usage. DULA is also wireless internet capable with numerous hot spots.

The DULA Library now houses the DULA Book Store which is now open concurrently with the regular library hours to serve the campus community.

#### Student Association Offices:

The Dongguk University Los Angeles Associated Student Body is composed of the English Language Program Student Association, the Korean Language Program Student Association, and the Chinese Language Program Student Association. These three Student Associations enjoy shared office space directly across from the spacious fourth floor Student Lounge.

#### Student Lounge:

DULA provides a dedicated dining area for students on a large back patio and a student lounge with refrigerator, microwave oven, toaster and teapots for our students comfort and convenience.

#### Faculty Lounge:

DULA also provides its instructors with an area in which faculty may prepare for class or rest, before or between classes. The Faculty Lounge is equipped with a PC and printer for faculty convenience.

#### University Auditorium:

This large 6,300 square foot multi-purpose space offers a venue for examinations, commencement exercises, and academic conferences and continuing education seminars.

#### Meditation Center:

Our mediation center is a shrine to the philosophies of the world that have evolved over thousands of years to contribute to what we today call Oriental medicine.

#### On-Campus Parking Facilities:

Available everyday to all Dongguk University Los Angeles students on a daily or quarterly fee basis, DULA's ample off-street and secure parking areas easily accommodate our students parking needs. DULA's Facilities Department also conducts regular rounds of all parking areas throughout the day and evening to ensure student safety, in addition, DULA has contracted-out-for independent uniformed roving security services during evening and weekend hours for additional campus security.

**ORIENTAL MEDICAL CENTER (DULA OMC)**

**The Dongguk University Los Angeles Oriental Medical Center (DULA OMC)**

DULA OMC contains the Oriental Medicine Clinic and the Herbal Dispensary, and pursues the mission of the University by providing student interns with the opportunity to develop practical integrated Oriental medicine skills and competencies, while providing the general public with access to affordable quality health care. Interns are also afforded the opportunity to develop their skills at the University of Southern California (USC) student health center.

The clinical training at DULA OMC is aimed at preparing the students for a career in Oriental medicine by enabling them to implement and refine the knowledge gained in the academic program in a clinical setting with real life patients, with various types of health disorders. This will enable the students to develop the personal and professional skills, abilities and competencies necessary to succeed in the integrated practice of Western and Oriental medicine, thereby evolving into knowledgeable and proficient primary care practitioners prepared for independent practice.

After completing 60 quarter units of specific didactic course requirements as defined in the Application for Intern Level Test form, students may register for clinical internship wherein, as noted above, they develop their practical Oriental medical skills, methods and techniques. Students must also have a Cardio-Pulmonary Resuscitation (CPR) and first aid certificate among other requirements before registering for the clinic. The clinical training at the DULA OMC consists of 960 hours which are divided into three levels of clinical internship:

**Clinical Internship**

Clinic Level One Observation (10/200)

In Level One, students may observe/perform patient in-takes, take vital signs, become familiar with dispensary operations and assist in filling herbal

formulas, learn clinic procedures and observe actual treatments.

Clinic Level Two Assisted Practice (16/320)

Level II interns may assist in diagnosing and treating patients with senior interns under the direction of supervisory clinic staff.

Clinic Level Three Advanced Supervised Practice (22/440)

The final stage of internship. Senior interns assume primary responsibility for treating patients after consultation with supervisory clinic staff. Interns are required to demonstrate a thorough understanding of clinical differential diagnosis and treatment, herbal prescription writing and the core competencies of medicine.

Note: Interns are required to demonstrate diagnostic and treatment skills on a minimum of 350 patients during the course of Level II & III internships. All interns must pass a level entrance examination and Clinic Supervisors written evaluations in order to progress.

\* For more detailed information about the educational and public treatment aspects of the DULA Oriental Medicine Clinic please see Oriental Medical Center below and the Internship Level Examination information in the DULA Student Handbook. Copies of the Student Handbook are available from the Program Director.

**Clinic Facilities**

The DULA Oriental Medical Center includes 12 spacious treatment rooms with two treatment areas in each room, a state of the art herbal dispensary, a clinic library, an intern/seminar room, and a supervisors' room. The herbal dispensary maintains a stock of over 400 different herbs in raw, powdered, and processed form including herbal extracts, pills and capsules. In addition, the supervisory dispensary staff formulates and packages herbal decoctions as prescribed by clinic supervisors to meet patients' needs.

**STUDENT LIFE & ORGANIZATIONS**

**Housing**

Dongguk University Los Angeles does not provide on-campus housing. There is an abundance of varied

housing in a wide range of pricing immediately adjacent to and surrounding the campus. DULA's Office of Admission is available to assist students with finding housing, often just as the students arrive. This

service is provided to both foreign and domestic students, whether or not they live in the state or are traveling from other parts of the country or globe.

### Student Healthcare Services

The Dongguk University Los Angeles Oriental Medical Center offers healthcare services to students and their family members free or at substantially discounted rates for treatments and some herbal prescriptions.

### Student Advising

The Provost, Program Directors for the three language programs (English, Chinese, and Korean), and faculties are available to assist students with all aspects of life at Dongguk University Los Angeles, concerning both academic and nonacademic matters.

### International Student Advising

Dongguk University Los Angeles also provides special advising, above and beyond that already provided by the Program Directors, to our international students. The International Student Advisor, using the Student and Exchange Visitor Information System (SEVIS) Compliance system, electronically processes all student-related Immigration and Naturalization Service (INS) documents and other related transactions.

The International Student Advisor is available during normal business hours to assist international students with any administrative or non-administrative issues they may have.

### DULA Alumni Association

The Dongguk University Los Angeles Alumni Association was established to foster the professional interests of our graduates who elect to join this purely voluntary association. The DULA Alumni Associations encourage currently enrolled students to networking and develop professional relationships with licensed practitioners. Our Alumni Association members also serve as mentors for recently graduated students.

### Language Program Student Associations

Dongguk University Los Angeles has English, Chinese, Korean Program Student Associations. These Student Associations operate autonomously of each other, but also cooperatively share common office space, and other facilities and amenities. Their membership is open to all DULA students who comply with their respective by-laws, which must be approved by DULA. The Student Associations are free to engender various sub and University-wide organizations on behalf of their constituencies.

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## COURSE DESCRIPTIONS

### Department of Oriental Medicine

OM111 History of Eastern/Western Medicine (3/30)  
Students will be introduced to the history and development of Eastern and Western medicine, including medical terminology.

OM121 Theory of Oriental Medicine I (3/30)  
Basic theory of Oriental medicine describing the relationship of Yin and Yang, the Five Elements, the formation and function of Qi, blood, body fluids and the nature of the human being.

OM211 Theory of Oriental Medicine II (3/30)  
The fundamental principles of the external factors that cause disease (wind, cold, dampness, heat & dryness), the general law of pathological changes, and the prevention/treatment of disease.  
Prerequisite: OM121

OM221 Oriental Medicine Diagnosis I (3/30)

The diagnosis of disease using the Four Methods of examination. Three of the Four Methods will be introduced in this course: Observation, Auscultation & Olfaction, and Inquiry.

Prerequisite: OM211

OM312 Oriental Medicine Diagnosis II (3/30)  
The pattern identifications of etiology, Qi, Blood & Body fluids, organs (Zangfu), six channels, triple burners, as well as four stages. The clinical causes will be discussed.

Prerequisite: OM221

OM311 Oriental Medicine Diagnosis III (3/30)  
The diagnosis of disease using the Four Methods of examination: Paptation, The Eight Principles of diagnosis: Yin & Yang, exterior & interior, cold & heat, deficiency & excess.

Prerequisite: OM221

OM411 OM Internal Medicine I (3/30)  
Traditional Chinese internal medicine covers the etiology, pathogenesis and treatment of disease.

Differential diagnosis is made by analyzing the pathological changes of Qi, blood, bodily fluids, channels and collaterals.

Prerequisite: OM311

OM412 OM Internal Medicine II (3/30)

Continuation of OM411

Prerequisite: OM311

OM413 OM Internal Medicine III (3/30)

Continuation of OM412.

Prerequisite: OM311

OM414 OM Internal Medicine IV (3/30)

Continuation of OM413.

Prerequisite: OM311

OM432 Yellow Emperor's Classic and Oriental Philosophy (3/30)

General introduction of Yellow Emperor's Classic including its medical concepts, principles, and applications to clinical practice. The ancient Chinese philosophy concepts and how they influenced Chinese medicine also will be introduced.

Prerequisite: NONE

OM433 Shanghan + Golden Cabinet (3/30)

Introduction of two main Chinese medical classics: Shanghan Lun and Golden Cabinet. The class covers the six channels diagnosis for cold damage diseases and their treatments; the diagnosis and therapy for miscellaneous diseases.

Prerequisite: OM311

OM434 Wen Bing (3/30)

Differential diagnosis and treatment of febrile diseases based on the systems of the four level theory and three Jiao theory.

Prerequisite: OM313

### Department of Acupuncture & Moxibustion

AC211 Meridian Theory (3/30)

Basic concepts of Meridian Theory, including distribution of channels, branches and collaterals in the human body and relationship with internal organs.

AC111 Acupuncture Anatomy I (3/30)

Study of the points located on the 14 meridians, including names and anatomical locations, 15 collateral points, 8 extra channels, and non-channel points.

AC112 Acupuncture Anatomy II (3/30)

Continuation of AC111.

AC311 Acupuncture Physiology I (3/30)

The usage of regular and special acupuncture points and their traditional functions in treatment.

AC312 Acupuncture Physiology II (3/30)

Continuation of AC311.

AC321 Acupuncture Techniques I (3/30)

Introduces students to various acupuncture methods, including needling, moxibustion, cupping, accident prevention, contra-indications and clean needle techniques.

Prerequisites: AC111, 112

AC322 Acupuncture Techniques II (3/30)

Continuation of AC321.

Prerequisite: AC111, 112

AC411 Acupuncture Therapeutics I (3/30)

Student will discuss cases with topics including obstetrics, gynecology and diseases of the eyes, ears, nose and throat.

Prerequisites: AC311, 312

AC412 Acupuncture Therapeutics II (3/30)

Continuation of AC411.

Prerequisite: AC311, 312

AC422 Acupuncture Orthopedics (3/30)

The course will emphasize the examination, diagnosis and treatment of common orthopedic disorders affecting the neuromusculo-skeletal components of the neck, thorax, lumbar spine, pelvis, upper and lower extremities.

Prerequisite: AC311, 312

### Department of Herbology

HB110 Introduction to Botany & Herbology (3/30)

Course identifies Latin classification of plants used in Western medicine as well as major plants used in Oriental medicine. Includes identification of toxic and non-toxic herbs, storage and rules governing pharmacy.

HB211 Herbs: Category 1 (3/30)

Most commonly used medical substances in traditional Chinese pharmacology.

This first course covers exterior releasing herbs, herbs that clear heat and relieve toxicity, and downward draining herbs.

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

Discusses herbs that drain, transform and dispel wind & dampness; warm body's interior; expelling cold; regulate Qi; relieve constipation and expel parasites.

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

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

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

This last course in the series covers herbs that tonify Qi, Yin and Yang, and blood, including discussions on astringent, emetic, and external application herbs.

**HB311 Herbs: Formula 1 (3/30)**

This is a comprehensive introduction to Chinese herbal formulas for various clinical applications (diaphoresis, purgation, harmonization, antipyretic, and summer heat clearing).

Prerequisites: OM312, HB110, 211

**HB312 Herbs: Formula 2 (3/30)**

Covers formulas used for warming, exterior releasing, tonifying, sedation, resuscitation and astringents.

Prerequisites: OM312, HB110, 212

**HB313 Herbs: Formula 3 (3/30)**

Cover formulas with carminative, blood-regulating, anticonvulsant and moisturizing characteristics.

Prerequisites: OM312, HB110, 213

**HB314 Herbs: Formula 4 (3/30)**

An in-depth analysis of the formulas with diuretic, phlegm-expelling, resolving, anti-parasitic and anti-abscess characteristics.

Prerequisites: OM312, HB110, 214

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

Practical aspect of using foods to correct medical conditions according to theories of Oriental medicine.

**HB412 Herbal Treatment in Pediatric Diseases (3/30)**

The use of OM principles in diagnosing and treating the unique characteristics of the tissues, physiology and pathology of children, and in the prevention of childhood diseases.

Prerequisite: OM312, HB311-314

**HB413 Herbal Treatment in Gynecological Diseases (3/30)**

Study of the anatomy, physiology and pathologies of the diseases of women as well as their diagnoses and treatments.

Prerequisite: OM312, HB311-314

**HB414 Herbal Treatment in Dermatological Diseases (3/30)**

Oriental medical perspectives on the etiology, pathology and diagnosis of a variety of skin diseases with therapeutic treatments focusing on herbal medicine.

Prerequisite: OM312, HB311-314

**HB 415 Integration of East/West Medicine (3/30)**

Medical problems presented in a case study format researched, analyzed, diagnosed and presented by students from the perspective of Oriental and Western medicine.

Prerequisite: OM312, HB311-314

**HB423 Master's Experiences in Herbal Treatment (3/30)**

The course introduces well known ancient and contemporary doctors from different schools in their experiences of herbal treatments.

Prerequisite: OM312, HB311-314

**Therapeutic Massage, Qi Gong, OM Exercise**

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

Introduction to the Chinese system of movement and meditation, which maintains good health and longevity by promoting the flow of Qi.

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

Exercises combining motion, mediation and breathing to train and nourish energy.

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

Chinese massotherapy massage to treat disease and traumatic injuries based on theories of Yin, Yang, Qi, blood and internal organs.

**Department Western Medicine and Basic Sciences**

**BS111 Biology (3/30)**

Introduction to the fundamentals of general biology, concepts, biological processes, classifications, metabolism and reproduction systems.

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

Introduction to the principles of chemistry and biochemistry, their applications to various facets of life including chemical properties and elements, biochemical concepts such as carbohydrates, proteins and acids.

Prerequisite: None

**BS131 Physics (3/30)**

Principles of general physics. Topics include general mechanics, electromagnetism, optics and various technical concepts.

**BS141 Psychology (3/30)**

Course covers various psychopathological conditions, basic techniques of assessment and treatment methods.

**BS171 Microbiology & Immunology (3/30)**

Overview of the biology of microorganisms and human immune system; general information on microbial anatomy and biology, evolution and systematics, host-parasite relationship, infection and immunity and microbial control and knowledge of several major human microbial diseases.

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

Introduction to the basic concepts of nutrition and clinical aspects of essential nutrients to preserve health.

Prerequisites: None

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

Overview of the structure and functions of the human body, including histology, embryology, anatomy and physiology of bones, organs and muscles.

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

Course covers the muscular system, anatomy and physiology of digestive and respiratory systems, exercise and energy metabolism.

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

Study of anatomical structures and physiological functions of male & female reproductive organs, circulatory systems, blood and lymph.

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

Introduction to the anatomical structure and physiological functions of the nervous system, sensory organs and endocrine system.

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

Introduction to the study of general pathology including cellular dynamics, inflammation and repair, immunity, hematology and circulation.

Prerequisites: BS211-214

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

Continuation of WM221 with emphasis on systematic pathology including cardiovascular, respiratory, genitourinary, endocrine and gastrointestinal systems.

Prerequisite: BS211-214

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

Continuation of WM222 with emphasis on systematic pathology, including musculo-skeletal, integumentary, nervous and reproductive systems.

Prerequisite: BS211-214

**Department of Clinical Medicine & Public Health**

**WM100 Public Health (3/30)**

In this course, students will be trained with the principles of public health, including public and community health and disease prevention, public health education, treatment of chemical dependency, as well as communicable disease, public alerts and epidemiology.

**WM110 Western Medical Terminology (3/30)**

Covers how medical terms are formed using root words, prefixes, suffixes & abbreviations.

**WM181 Western Pharmacology (3/30)**

Introduction to Western Pharmacology; discussion about drugs affecting the autonomic nervous system, the central nervous system, cardiovascular system, other organ systems, chemotherapeutic drugs, anti-inflammatory drugs and Autacoids.

**WM210 CNT & Safety Codes (2/20)**

Students will learn proper usage of medical center equipment, clean needle technique, OSHA requirements, health & safety issues for interns and patients, and procedures regarding hepatitis and HIV.

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

Reviews the clinical practices of various branches of medicine, including osteopathy, chiropractic, homeopathy, naturopathy, and other natural healing modalities.

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

Introduction of physical examinations of Western medicine including cardiovascular, abdomen, male

and female genitalia, spine and extremities, neurological as well as children.

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

Students will learn how to order and interpret a variety of laboratory tests and when to refer patients to other health-care providers.

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

This course introduces the clinical aspects of Western medicine. The first of a three-part series presents the human body within the Western approach to disease and disorders, nutrition, hormonal disorder, errors of metabolism and biological agents.

Prerequisites: BS211-214

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

The topics of discussion in this course emphasize diseases of the heart, vascular system, respiratory system, kidney, urinary systems, and alimentary tract.

Prerequisite: BS211-214

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

This course concludes the survey series with examination of the diseases of the hepatobiliary and nervous systems, pancreas, hematopoietic, and neoplasia. Psychiatric disorders, striated muscle, bones and bone minerals will also be discussed.

Prerequisite: BS211-214

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

This one day course is required for everyone in the Master of Science in Oriental Medicine program. The causes of heart disease, symptoms of stroke, and the principles of cardiopulmonary resuscitation. Students will receive a certified CPR card upon completion.

**Practice Management**

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

Topics include creating a business plan, insurance billing, advertising, and cost/benefit of business ownership. Also the laws/regulations of the California Acupuncture Board and other government agencies will be discussed.

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

Course covers issues of ethics in medicine and the ethical management of patients and their care.

**Professional Development**

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

This course will prepare the students with the skills to continue to expand their knowledge, including research and evidence based medicine, knowledge of academic peer review process, and medical statistics.

**Case Management**

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

The three Case Management courses are designed to prepare the students to manage patient care as a primary health care professional. The first course will include the introduction of primary care responsibilities; secondary and specialty care responsibilities; psychosocial assessment; treatment contraindications and complications, including drug and herb interactions.

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

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

Prerequisite: Clinical Internship Level I

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

This course will prepare the students with the knowledge and skills of case management for workers compensation/labor codes and procedures and qualified evaluations, coding procedures for current procedure codes, including CPT and ICD-9 diagnosis. The course also will train students to write medical-legal reports, expert medical testimony and independent medical review. Emergency procedures and seriously ill patient special care also will be prepared.

Prerequisite: Clinical Internship Level II

**Electives**

(A total of 6 units from below are required)

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

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

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

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

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

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

**EL109 Topics in Western Medicine (3/30)**  
Instructors with special areas of expertise in Western medical practice have the opportunity to share their knowledge in advanced seminars. Topics will vary.

**EL112 Homeopathy (3/30)**  
Students are introduced to the basic principles and history of homeopathy and the methods of diagnosing and prescription.

**EL113 Chinese Medical Language (3/30)** Introduction to basic Chinese medical terminology including basic theory, herbology, and diagnosis and treatment as well the correct use of Chinese characters and pronunciation.

**EL115 Practical Clinical English (3/30)**  
The training of spoken English mainly focus on clinic practice, such as how to talk with patients, how to ask questions, how to explain to patients. This is a basic course.

**EL200 Yoga (2/20)**  
This is an introductory course in the style of hatha yoga. Various forms and postures will be introduced and practiced by students. Sitting, standing, relaxing postures including those that are easy and beneficial for beginning students will be focused in this class.

**EL421 Clinic Point Selection (3/30)** This is an upper level acupuncture course where students will have the opportunity to master the development and formulation of the appropriate needle prescription based on the diagnosis.

**EL431 Herbal Formula Writing (3/30)** Intensive study on the most common used formulas including discussion on the comparison and contrast of similar formulas. This class will also focus on the modifications of formulas and their application to Western as well as Eastern diagnostic outcomes.

**EL503 Auricular & Electro Acupuncture (3/30)**  
Advanced techniques in ear acupuncture focusing on treatment of addiction and detoxification and the application of electro-acupuncture.

**EL505 Sa Am Acupuncture -1 (3/30)**

An introduction to the history and application of the traditional Korean Four Needle Technique of acupuncture in treatment scenarios.

**EL506 Sa Am Acupuncture -2 (3/30)**  
An advanced continuation of the application of the traditional Four Needle Technique and its uses in the clinical setting.  
Prerequisite: EL621

**EL620 Compendium of Korean Formulas (Bang Yak Hap Pyeon) (3/30)**  
Intense study on a compilation of commonly used Korean Formulas according to symptoms and differential diagnosis.  
Prerequisite: HB311-314

**EL630 Dui-Yao /Pair of Herbs (3/30)**  
Class emphasize on the pairing of certain herbs in various formula writing to enhance synergistic effects and how to prepare small dosage of herbal formulas in clinical practice.  
Prerequisite: HB110, HB211-214

**EL653 Sixty-three Formula Review (3/30)** Intensive study of the sixty-three formulas used in the California Acupuncture Board License Examination including the individual herbs and modifications of the formulas.

**EL710 Advanced Tongue and Pulse Diagnosis (3/30)**  
Students will learn comprehensive methods for diagnosing diseases, focusing specifically on pulse taking, tongue checking, history inquiring, as well as pattern identification.

**EL930 Spleen & Stomach Diseases in OM (3/30)**  
Students will learn the clinical symptoms and diagnostic patterns focusing on diseases of the spleen and stomach. The corresponding acupuncture treatment and herbal formula therapy will be discussed.

**EL940 Neurological Diseases and their Integrative Treatment (3/30)** Students will learn the internal neurological disease symptoms in clinical practice and how to diagnose and treat them through an integration of Eastern and Western medicine.

**EL970 Constitutional Medicine I (3/30)**  
Introduction to Korean Sa-sang theory including Tai Yang, Tai Yin, Shao Yang and Shao Yin.

**EL980 Constitutional Medicine II (3/30)**  
An in-depth continuation of EL970

### Clinical Internship\*

The Dongguk University Los Angeles graduation requirement for clinical internship is 960 hours of training which includes a minimum of 350 patient treatments during Level II & III.

#### Clinic Level One - Observation (10/200)

In Level One, students may perform patient in-takes, record vital signs, learn dispensary operations and clinic procedures and observe patient treatments. Students are required to train in the Herbal Dispensary for 40 hours.

#### Clinic Level Two - Assisted Practice (16/320)

Level II interns may assist Level III interns perform patient intakes, recording vital signs, assisting in the diagnosing and treating of patients under direction of supervisory clinic staff. Level II consists of 320 hours of clinical training.

#### Clinic Level Three - Advanced Practice (22/440)

The final stage of internship. Senior interns assume primary responsibility for treating patients after consultation with supervisory clinic staff. Interns are required to demonstrate a thorough understanding of clinical diagnosis and treatment. Level III consists of 440 hours of clinical training.

## FACULTY & STAFF

Allen, Marilyn

B.A., Cal State University, Long Beach, CA 1965  
M.S., Pepperdine University, CA 1975

Chen, Cheng Sheng

B.S., WuHu Medical School, Western Medicine, P.R.O.C., 1970  
B.S., Wuhu College of Chinese Traditional Medicine, P.R.O.C., 1979  
M.S., Beijing University, Traditional Chinese Medicine, P.R.O.C., 1982  
Ph.D., SAMRA University, Traditional Chinese Medicine, Los Angeles, CA, 1987

Han, Joon Soo

M.S., Oriental Medicine, Royal University, CA 1993  
L.Ac., Licensed Acupuncturist, CA 1993

Jin, Yu Ji (Kim, Ok Hee)

M.D., Yian Bian Medical University, China, 1992  
Ph.D., Beijing University, China, 1995  
M.S., Oriental Medicine, Royal University (DULA), CA 1990  
L.Ac., Licensed Acupuncturist, CA 1990

Jin, Guishu

M.D., JinZhou Medical University, China, 1988  
M.S., Oriental Medicine, Dongguk Royal University (DULA), Los Angeles, CA, 2004  
L.Ac., Licensed Acupuncturist, CA 2004

Kang, Heung Soo

B.S., Medical College of Gillin Province, China, 1977  
L.Ac., Licensed Acupuncturist, CA 1993  
NCCAOM Board Certified, Dipl. Ac., 1994

Kang, Chul Sung

B.A., English Language and Linguistics, Korea University, 1983  
M.S., Oriental Medicine, Dongguk Royal University, Los Angeles, CA 2002  
L.Ac., Licensed Acupuncturist, CA 2002  
NCCAOM Certified, Dipl. Ac., 2001

Le, Roy

M.D., Universidad Central del Este, Dominican Republic, Doctor of Medicine

Lee, Heiwon

B.A., Chung-Ang University, Korea, 1980  
M.A., Bridgeport University, CT 1983  
M.S., Oriental Medicine, SAMRA University, CA 1993  
L.Ac., Licensed Acupuncturist, CA 1993  
NCCAOM Board Certified, Dipl. Ac., 1992

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O.M.D., Chinese medicine, Tianjin College of TCM, China, 1966  
L.Ac., Licensed Acupuncturist, CA 1990

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B.S., Chon Nam National University, Korea, 1974  
M.S., Oriental Medicine, Royal University, CA 1991  
R.N. Registered Nurse  
L.Ac., Licensed Acupuncturist, CA 1991

Qian, Lin

O.M.D., Chinese Medicine, Shanghai University, China, 1983  
L.Ac., Licensed Acupuncturist, CA 1994

Qiu, Junpeng  
M.D., The 7th Military Medical University, China 1969

Qiu, Zhuo Yi  
O.M.D., Guanzhou College of TCM, China 1969  
Advanced Training in Cardiology, Baylor College of  
Medicine, TX 1986  
L.Ac., Licensed Acupuncturist, CA 1992

Rafael, Andre  
B.S., University of California, Irvine, CA 1983  
M.S., Oriental Medicine, Samra University, CA 1997  
L.Ac., Licensed Acupuncturist, CA 1998

Redmond, Michael  
B.A. Psychology, Southern Illinois University  
A.A. Nursing, Kaskaskia College, Illinois

Shi, Anshen  
O.M.D., Beijing University of Traditional Chinese  
Medicine, Beijing, China 1982  
M.S., China Academy of Traditional Chinese Medicine,  
Beijing, China 1987

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M.S., Oriental Medicine,  
Samra University, CA 1991  
L.Ac., Licensed Acupuncturist, CA 1991  
NCCAOM Board Certified, 1991

Sun, Fei  
B.S., Beijing College of TCM and Herbology, China,  
1990  
M.S., Oriental Medicine, Royal University of America,  
CA 1995  
Ph.D., Beijing University of Chinese Medicine, China  
2007  
L.Ac., Licensed Acupuncturist, CA 1995

Tao, Gong Ming  
M.D., Western Medicine, Shanghai Medical university,  
China, 1982  
M.S., Oriental medicine, South Baylo University, CA  
1998  
L.Ac., Licensed Acupuncturist, CA 1998  
Wilcox, Lorraine  
M.S. Oriental Medicine, Samra University, CA 1988  
Ph.D. Candidate, American University of  
Complementary Medicine  
L.Ac., Licensed Acupuncturist, CA 1989

Wu, Pei-Lin  
O.M.D., Guangzhou University of TCM, China 1969  
L.Ac., Licensed Acupuncturist, CA 1994

Zeng, Da Fang  
O.M.D., Chinese Medicine, Beijing University of TCM,  
China, 1982  
L.Ac., Licensed Acupuncturist, CA 1992

Zhang, Ji  
B.S., Nanjing University of TCM, China, 1983  
M.S., Nanjing University of TCM, China, 1990  
L.Ac., Licensed Acupuncturist, CA 1992

Zhang, Jian  
M.D., Da Lian Medical University, China, 1984  
M.S., Oriental Medicine, SAMRA University, Los  
Angeles, 2003  
L.Ac., Licensed Acupuncturist, CA 2003

Zhao, Ming  
O.M.D., Chinese Medicine, Shanghai University of  
TCM, China, 1987  
M.S., Oriental Medicine, Dongguk Royal University,  
Ca 1998  
L.Ac., Licensed Acupuncturist, CA 1998

Zhao, Yong Ji  
M.D., Yian Bian Medical University, China, 1983

#### BOARD OF DIRECTORS

Yong-Taek Im, M.A., Chairman

Young-Kyo Oh, Ph.D. (Hon.)

Jae-Keun Park, Ph.D. (Hon.)

In Shik Kim, M.B.A

Steven Kim, J.D.

Jay K. Kim, Ph.D. (Hon.)

Fei Sun, Ph.D., L.Ac., M.S.,

#### ADMINISTRATIVE OFFICES

##### OFFICE OF THE CHIEF EXECUTIVE OFFICER

In Shik Kim, President

Yeaji Suh, Ph.D., L.Ac., Provost

Elizabeth Jin, MD (China), MSOM, L.Ac., Program  
Director, International Student Advisor

Seo, Young Hoon, MSOM, LAc, Program Director,  
Registrar

Hyun Sook Hur, Library Manager

### OFFICE OF ADMINISTRATION

Albert Kim, Director of Administrative Affairs

Arturo Aguirre, Facilities Manager

Emilio Lopez, Facilities Crew Member

### ORIENTAL MEDICAL CENTER

Sonhae Cho, Ph.D., L.Ac., Director of OMC, Intern Supervisor

Michelle Lamarch, M.B.A., L.Ac., Intern Supervisor

Heiwon Lee, L.Ac., M.A., M.S.O.M., Intern Supervisor

Lin Qian, L.Ac., Intern Supervisor

Andre Rafael, L.Ac., M.S., QME, Externship Supervisor

Fei Sun, L.Ac., M.S., Ph.D. (China), Intern Supervisor

Sun P. Sin, L.Ac., M.S.O.M., Intern Administrative Coordinator

Young Uk Woo, L.Ac., M.S.O.M., Dispensary Manager

Sky Ma, M.S.O.M., L.Ac., Dispensary Manager

Desiree Diaz, OMC Receptionist

### TUITION & FEES

#### Academic Tuition

Didactic (classroom) Instruction \$120.00 per unit

Clinical Instruction \$8.00 per clinical hour

(DULA reserves the right to increase tuition at any time)

#### Tuition Payment Policy

All students, including financial aid students are required to have their balances paid in full prior to the end of each quarter. Students who do not pay their tuition as agreed or who have an outstanding balance at the end of the quarter will not be allowed to register for classes for the upcoming quarter. Balances must be paid by the end of the quarter for which they are incurred. In addition, balances not paid within fifteen (15) days of the end of the quarter may be forwarded to a collection agency for resolution.

#### Tuition Installment Payment Plan

The tuition installment payment plan is for tuition only (tuition for didactic classes and intern hours). All students including financial aid students must pay all other fees and charges, i.e. parking, insurance, etc. at the time they incur such fees or charges.

The plan allows students to pay their tuition in three (3) installments. The first payment must be forty percent (40%) of their total chargeable tuition, the second payment must be thirty percent (30%) of their chargeable tuition and the third and final payment must be thirty percent (30%) of their chargeable tuition.

As indicated below, there will be a ten dollar (\$10) administrative processing fee assessed on the second and third installment payment. Students may avoid

paying these fees by paying their tuition balance in full at any time.

The first payment is due at the time the student registers; the second payment is due on the Monday of the 4th week after the beginning of the quarter and the third payment is due the Monday of 8th week after the beginning of the quarter.

There will be a grace period of four (4) days for the second and third payments. As indicated below, late payments will be assessed a fee of fifteen dollars (\$15) each time they are late.

#### Standard Fees

|                              |                            |
|------------------------------|----------------------------|
| Application fee              | \$100.00 (non-refundable)  |
| Graduation Examination       | \$100.00 (non-refundable)  |
| Graduation Fee               | \$100.00 (non-refundable)  |
| Supplies/Kits                | \$90.00 (estimated)        |
| Uniforms                     | \$30.00 (estimated)        |
| Challenge Examination        | 50% of Normal Full Tuition |
| Incomplete Grade Exam        | \$50.00                    |
| Clinic Malpractice Insurance | \$45.00 per quarter        |

#### Additional Fees (non-refundable)

|                       | Standard Charge | Express Charge |
|-----------------------|-----------------|----------------|
| International Student |                 |                |
| Processing            | \$100.00        |                |
| I-20 Reissue          | \$ 20.00        |                |
| Late Registration     | \$ 15.00        |                |
| Certificate of        |                 |                |
| Attendance            | \$ 5.00         | \$10.00        |
| Certificate of        |                 |                |
| Graduation            | \$ 5.00         | \$10.00        |

|                       |  |         |
|-----------------------|--|---------|
| Official Transcript   | \$ 10.00                               | \$20.00 |
| Unofficial Transcript | \$ 5.00                                | \$10.00 |
| Tuition Verification  | \$ 5.00                                | \$10.00 |
| Student/Clinic        |  |         |
| I.D. Card             | \$ 10.00                               |         |
| Parking Quarterly     | \$ 40.00 (or \$4.00 per four hours)    |         |
| Returned Check Fee    | \$ 15.00                               |         |
| Installment Payment   | \$10.00 (for each installment payment) |         |
| Late Payment Fee      | \$15.00 (for each expired deadline)    |         |
| Audit Fee             | \$65.00 per unit                       |         |

IN ADDITION, there will be other costs, such as textbooks, study aids and study supplies, transportation, and room & board for which the student will be responsible.

## FINANCIAL ASSISTANCE

Dongguk University Los Angeles offers assistance to those students who require financial help in funding their education. Students must meet the below listed qualification requirements to be eligible to receive financial aid funding.

### Qualification Requirements

The student must be a citizen or an eligible non-citizen of the United States of America. The student must be enrolled on at least a half time basis for each quarter they would like to receive financial aid. A male student between the ages of 18-25 must be registered with the Selective Service. Older students must have been registered during this age period. Females and students born before 1960 are exempt from this requirement. The student must maintain SAP (Satisfactory Academic Progress) as defined by school policy while in attendance. The student must complete "Verification" if required, prior to funds being disbursed.

### Types of Federal Financial Aid and Grants

**Federal Pell Grant:** Aid awarded to undergraduate students who demonstrate financial need. For financial aid purposes, an undergraduate student is a student who has less than a cumulative 120 semester or 180 quarter credit units and has not received a Bachelor's or any other type of professional degree, regardless of the country of origin.

**Federal SEOG (Supplemental Educational Opportunity Grant):** Additional aid awarded to undergraduate students who demonstrate exceptional financial need.

**\* New students:** New Students, upon initial enrollment, sign an Enrollment Agreement outlining the entire course of study, tuition and fees charged, and a statement that Dongguk University Los Angeles reserves the right to raise all fees and charges, including tuition, in any amount at any time.

**\*\* Continuing Students and Returning Students:** Dongguk University Los Angeles reserves the right to raise all fees and charges to continuing students and returning students, including tuition, in any amount at any time.

**Federal CWS (College Work Study):** Aid awarded to undergraduate and graduate students who demonstrate financial need. Most employment takes place on campus, but students are encouraged to seek community service work and/or work relating to their field of study, i.e., Oriental medicine.

**Federal Subsidized Stafford Loan:** Need based variable low interest rate loans available to dependent and independent undergraduate, as well as graduate students who demonstrate financial need. Repayment begins six months after graduation or six months from the time the student drops below half-time enrollment or withdraws from school. The government pays the interest while the student is attending school and during the six month "grace" period.

**Federal Unsubsidized Stafford Loan:** Non-need based variable low interest rate loan available only to independent undergraduate and graduate students. Repayment begins six months after graduation or six months from the time the student drops below half-time enrollment or withdraws from school. The government does not pay the interest while the student is attending school or during the "grace" period therefore the student is responsible. Interest begins accruing when the loan funds are disbursed. The student may elect to pay the interest while attending school or have the interest "capitalized" (added to the principal loan amount when the loan goes into repayment.)

**Stafford Loan Amounts:** The maximum annual loan amount for independent undergraduate students is \$12,500. Of this amount \$5,500 is Subsidized Stafford, \$7,000 is Unsubsidized. The maximum

annual loan amount for graduate students is \$20,500. Of this amount \$8,500 is Subsidized Stafford, \$12,000 is Unsubsidized.

**Federal PLUS (Parent Loan for Undergraduate Students) Loan:** Non-need based variable low interest rate loan available to parents of dependent undergraduate students. These loans are issued based on the parent's credit worthiness and interest begins accruing once the loan funds have been disbursed. Repayment of the loan begins sixty to ninety days after the loan funds have been disbursed.

**PLUS Loan Amount:** The PLUS loan amount is determined by the student's Cost of Attendance minus any other financial aid the dependent undergraduate student is receiving.

### **DULA Scholarships**

Dongguk University Los Angeles offers the following scholarships:

**Academic Scholarship:** twice a year based on academic merit and/or financial need

**Community Service Scholarship:** each quarter based on outstanding service to the profession, community and the University

**Relocation Scholarship:** for students relocating from a distance greater than 300 miles.

DULA also offers a Direct Family Member Co-Enrollment Scholarship.

For further information regarding scholarships, please contact the Financial Aid Officer or the Provost.

### **Veterans Benefits**

Dongguk University Los Angeles's Master of Science in Oriental Medicine Degree Program is approved by both the applicable federal and state regulatory agencies to provide financial aid to qualified veterans.

### **Application Process**

To apply for financial aid, admitted students who have already entered into an Enrollment Agreement with the University, must complete their financial aid packet, then schedule an appointment to meet with the University's Financial Aid Officer.

The financial aid packet includes, but is not limited to the FAFSA (Free Application for Federal Student Aid), which the student must complete every year. The student must also submit a copy of their federal tax return (and their spouse's if they are married; their parents if they are considered dependent), along with

their driver's license, social security card, and naturalization certificate, alien registration card, or United States passport.

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

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

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

**MODEL THREE YEAR PROGRAM**

**Year 1**

| 1 <sup>st</sup> Quarter      | Units     | 2 <sup>nd</sup> Quarter     | Units     | 3 <sup>rd</sup> Quarter      | Units     | 4th Quarter                   | Units     |
|------------------------------|-----------|-----------------------------|-----------|------------------------------|-----------|-------------------------------|-----------|
| Basic Theory of OMI          | 3         | Basic Theory of OM II       | 3         | Oriental Medical Diagnosis I | 3         | Oriental Medical Diagnosis II | 3         |
| Acupuncture Anatomy I        | 3         | Acupuncture Anatomy II      | 3         | Meridian Theory              | 3         | Acupuncture Physiology I      | 3         |
| Introduction to Botany/Herbs | 3         | Herbs: Category I           | 3         | Herbs: Category II           | 3         | Herbs: Category III           | 3         |
| Anatomy & Physiology I       | 3         | Anatomy & Physiology II     | 3         | Anatomy & Physiology III     | 3         | Anatomy & Physiology IV       | 3         |
| Biology                      | 3         | Physics                     | 3         | History of E/W Medicine      | 3         | Equipment & Safety Code       | 2         |
|                              |           | Western Medical Terminology | 3         | Chemistry & Biochemistry     | 3         | Case Management I             | 3         |
|                              |           |                             |           |                              |           | CPR/First Aid                 | 1         |
| <b>Total Units</b>           | <b>15</b> |                             | <b>18</b> |                              | <b>18</b> |                               | <b>18</b> |

**Year 2**

| 5th Quarter                            | Units | 6th Quarter                            | Units | 7th Quarter                            | Units | 8th Quarter                            | Units |
|--|-------|--|-------|--|-------|--|-------|
| Oriental Medical Diagnosis III         | 3     | OM Internal Medicine I                 | 3     | OM Internal Medicine II                | 3     | OM Internal Medicine III               | 3     |
| Acupuncture Physiology II              | 3     | Acupuncture Techniques I               | 3     | Acupuncture Techniques II              | 3     | Acupuncture Therapeutics I             | 3     |
| Herbs: Category IV                     | 3     | Herbs: Formula I                       | 3     | Herbs: Formula II                      | 3     | Herbs: Formula III                     | 3     |
| WM Pathology I                         | 3     | WM Pathology II                        | 3     | WM Pathology III                       | 3     | Physical Exam in West. Med             | 3     |
| Psychology                             | 3     | Tai Ji Quan/Qi Gong                    | 4     | Microbiology & Immunology              | 3     | WM Lab Diagnosis                       | 3     |
| Tui Na I                               | 3     | Case Management II                     | 3     | Fund. & Clinic Nutrition               | 3     | Clinic Management III                  | 3     |
| Western Pharmacology                   | 3     | Clinic Level I (hours)                 | 100   | Clinic Level II (hours)                | 100   | Clinic Level II (hours)                | 100   |
| Clinic Level I (hours)                 | 100   |  |       |  |       |  |       |
| <b>Total 21 units/100 hours clinic</b> |       | <b>Total 19 units/100 hours clinic</b> |       | <b>Total 18 units/100 hours clinic</b> |       | <b>Total 18 units/100 hours clinic</b> |       |

**Year 3**

| 9th Quarter                            | Units | 10th Quarter                           | Units | 11th Quarter                           | Units | 12th Quarter                           | Units |
|--|-------|--|-------|--|-------|--|-------|
| OM Internal Medicine IV                | 3     | Yellow Emperor's Classics              | 3     | Shanghan & Golden Cabinet              | 3     | Advanced Formula- Wenbing              | 3     |
| Acupuncture Therapeutics II            | 3     | Acupuncture Orthopedics                | 3     | Hb Tr in Integration of E/W            | 3     | Hb Tr. in Pediatrics Dz                | 3     |
| Herbs: Formula IV                      | 3     | Hb Tr. In Gynecological Dz             | 3     | Master's Experience in Hb              | 3     | Public Health                          | 3     |
| Western Medicine I                     | 3     | Hb. Tr in Dermatological Dz            | 3     | Survey of Clinic Medicine              | 3     | Clinic Mgt & Billing                   | 3     |
| Elective I                             | 3     | Western Medicine II                    | 3     | Western Medicine III                   | 3     | Medical Ethics                         | 2     |
| Clinic Level II (hours)                | 120   | Research Methodology                   | 3     | Elective II                            | 3     | Clinic Level III (hours)               | 120   |
|  |       | Clinic Level III (hours)               | 160   | Clinic Level III (hours)               | 160   |  |       |
| <b>Total 18 units/120 hours clinic</b> |       | <b>Total 18 units/160 hours clinic</b> |       | <b>Total 18 units/160 hours clinic</b> |       | <b>Total 14 units/120 hours clinic</b> |       |

213 Academic Units (2130 Hours) + 960 Clinic Internship Hours = 3090 Hours

**ACADEMIC CALENDAR**

| <b>Quarter Schedule</b>                 | <b>2010</b>           | <b>2011</b>             |
|---|-----------------------|-------------------------|
| <b>Winter Quarter</b>                   |                       |                         |
| Classes Begin                           | Jan. 04               | Jan. 03                 |
| New Student Orientation                 | Jan. 14               | Jan. 03                 |
| Martin Luther King Jr. Day (no class)** | Jan. 18               | Jan. 17                 |
| Graduation Examination                  | Feb. 18*              | Feb. 24*                |
| Final Exam Week                         | Mar. 15-21            | Mar. 14-20              |
| Last Day of Class                       | Mar. 21               | Mar. 20                 |
| Winter Break                            | Mar. 22-Apr. 04       | Mar.21-Apr. 03          |
| <b>Spring Quarter</b>                   |                       |                         |
| Classes Begin                           | Apr. 05               | April 04                |
| New Student Orientation                 | Apr. 05*              | Apr. 04*                |
| Graduation Ceremony                     | May. 22*              | May 21*                 |
| Graduation Examination                  | May. 27*              | May 26*                 |
| Memorial Day (no class)**               | May. 31               | May 30                  |
| Final Exam Week                         | Jun. 14-20            | Jun. 13-19              |
| Last Day of Class                       | Jun. 20               | Jun. 19                 |
| Spring Break                            | Jun. 21-July 05       | Jun. 20-July 04         |
| Independence Day (no class)**           | July 04               | July 04*                |
| <b>Summer Quarter</b>                   |                       |                         |
| Classes Begin                           | July 06*              | July 05                 |
| New Student Orientation                 | July 06*              | July 05*                |
| Graduation Examination                  | Aug. 26*              | Aug. 25*                |
| Labor Day (no class)**                  | Sep. 06               | Sep. 05                 |
| Final Exam Week                         | Sep. 13 -19           | Sep. 12-18              |
| Last Day of Class                       | Sep. 19               | Sep. 18                 |
| Summer Break                            | Sep. 20 – Oct. 03     | Sep. 19- Oct. 02        |
| <b>Fall Quarter</b>                     |                       |                         |
| Classes Begin                           | Oct. 04               | Oct. 03                 |
| New Student Orientation                 | Oct. 04*              | Oct. 03*                |
| Veterans Day (no class)**               | Nov. 11               | Nov. 10                 |
| Graduation Examination                  | Nov. 23*              | Nov. 22*                |
| Thanksgiving (no class)**               | Nov. 25-28*           | Nov. 24-27*             |
| Final Exam Week                         | Dec. 13-19            | Dec. 12-18              |
| Last Day of Class                       | Dec. 19               | Dec. 18                 |
| Fall Break                              | Dec. 20-Jan. 02, 2011 | Dec. 19 – Jan. 01, 2012 |

**\* Dates are tentative. Exact dates will be determined and announced during the quarter in which they occur. \*\* Federal Holidays**