

**dongguk**  
UNIVERSITY



**2020**  
**DAOM Catalog**  
**and**  
**Student Handbook**

Dongguk University Los Angeles  
440 Shatto Place  
Los Angeles, CA 90020

University: (213) 487-0110  
Clinic: (213) 487-0110  
Website: [www.dula.edu](http://www.dula.edu)

Updated on November 2019  
Effective until December 2020  
11/2019 v.2

# Contents

<b>Contents</b> .....	2
<b>Mission</b> .....	7
<b>Purpose</b> .....	7
<b>Doctorate’s Program Educational Objectives:</b> .....	7
<b>President’s Welcome</b> .....	9
<b>Academic Calendar</b> .....	10
<b>History</b> .....	14
<b>Accreditation and Approvals</b> .....	15
<b>University Community</b> .....	17
<b>Campus</b> .....	20
<b>Location</b> .....	20
<b>The Library</b> .....	20
<b>University Auditorium</b> .....	21
<b>Student Lounge</b> .....	21
<b>Copiers</b> .....	21
<b>Bulletin Boards</b> .....	21
<b>Meditation Room</b> .....	21
<b>On-Campus Parking Facilities</b> .....	21
<b>Clinic Facilities</b> .....	22
<b>Housing</b> .....	22
<b>Student Health Services</b> .....	22
<b>Doctoral Program</b> .....	23
<b>Core Curriculum</b> .....	24
<b>First Year Cycle</b> .....	25
DOM701 Advanced Analysis of OM Foundations (3 units/30 hours) .....	25
DOM 702A Evidence -Based Medicine in Acupuncture (3 units/30 hours) .....	25
DRM721 AOM Research: Principles (3 units/30 hours) .....	25
DPD723A and 723B Professional Capstone Development: Formative I and II (2 unit/20 hours) .....	26
<b>Second Year Cycle</b> .....	27
DOM801 Advanced AOM: Treatment and Techniques (3 units/30 hours).....	27
DOM802 Contemporary US Health Systems (3 units/30 hours).....	27
DRM722 AOM Research: Practices (3 units/30 hours).....	27
DOM803 Integrative Case Management: Best Practices (3 units/30 hours) .....	28
DPD 823A and 823B Professional Capstone Development: Summative I and II (2 units/(20 hours) .....	29

<b>Clinical Specialty Topics</b> .....	30
<b>First Year Cycle</b> .....	31
DSP712A Neuro-musculoskeletal Disorders: Head and Neck (4 unit/40 hours) .....	31
DSP 713 Neuro-musculoskeletal Disorders: Upper Extremities (4 unit/40 hours) .....	32
DSP714 Neuro-musculoskeletal Disorders: Lower Extremities (4 unit/40 hours).....	33
DSP715 Neuro-musculoskeletal Disorders: Trunk and Back (4 unit/40 hours) .....	33
<b>Second Year Cycle</b> .....	34
DSP811 Advanced Acupuncture Treatments and Techniques (4 unit/40 hours)*.....	34
DSP 812 AOM-Pharmaceutical Interactions (4 unit/40 hours)* .....	34
DSP 813 Advanced Herbal Formulas (4 unit/40 hours)* .....	35
DSP 814A Advanced Traditional Korean Medicine Techniques (4 unit/40 hours)* .....	35
<b>Clinical Training</b> .....	36
<b>Residency</b> .....	37
<b>Preceptorship</b> .....	39
<b>Mentorship</b> .....	42
<b>Doctoral Capstone Project</b> .....	43
<b>The Faculty</b> .....	45
<b>Admissions</b> .....	50
<b>Special Admissions</b> .....	50
<b>Required Documents</b> .....	51
<b>Application Procedures</b> .....	54
<b>Establishing Admissions Policies</b> .....	55
<b>International Student Visa Services</b> .....	55
<b>Re-admissions</b> .....	56
<b>Re-admissions after Academic Dismissal</b> .....	57
<b>Re-admissions after Withdrawal</b> .....	57
<b>Re-admissions after absence with or without notice</b> .....	57
<b>Re-admissions of Military Personnel and Veterans</b> .....	57
<b>Residency Requirements</b> .....	58
<b>New Student Orientation</b> .....	58
<b>Transfer Credit</b> .....	58
<b>Non-matriculated Students</b> .....	61
<b>Requirements for Graduation</b> .....	62
<b>Services</b> .....	63
<b>Student Advising</b> .....	63
<b>International Student Advising</b> .....	63
<b>Student Council</b> .....	63
<b>DULA Alumni Association</b> .....	63

<b>Academic Policies</b> .....	64
<b>Enrollment and Right to Cancel</b> .....	64
<b>Full-Time Enrollment</b> .....	65
<b>Part-Time Enrollment</b> .....	65
<b>Add / Drop</b> .....	65
<b>Attendance</b> .....	66
<b>Examinations</b> .....	66
<b>Grading Policies</b> .....	67
<b>Satisfactory Academic Progress</b> .....	68
<b>Tuition and Fees</b> .....	69
<b>Academic Tuition</b> .....	69
<b>Tuition Payment Policy</b> .....	69
Late Payment Fee.....	69
<b>Tuition Installment Payment Plan</b> .....	70
<b>Standard Fees</b> .....	70
<b>Student Tuition Recovery Fund</b> .....	73
<b>Estimated Total Expense</b> .....	75
<b>Financial Aid</b> .....	75
<b>DULA Scholarships</b> .....	76
<b>Tuition Refund Policy</b> .....	76
<b>Student’s Right to Cancel</b> .....	77
<b>Disbursement of Tuition Refund</b> .....	78
<b>Appeal Procedure</b> .....	78
<b>Other Policies</b> .....	79
<b>Leave of Absence Policy</b> .....	79
<b>Leave of Absence Policy for International Students</b> .....	79
<b>Conditional Acceptance Waiver</b> .....	80
<b>Student Code of Professional and Academic Conduct</b> .....	80
<b>Academic Dishonesty</b> .....	80
<b>Inappropriate Conduct</b> .....	80
<b>Sexual Harassment</b> .....	81
<b>Other Types of Harassment</b> .....	82
<b>Special Procedures for Reporting Harassment</b> .....	82
<b>Grounds for Student Discipline</b> .....	83
<b>Types of Student Disciplinary Action</b> .....	86
Warning.....	86
Disciplinary Probation.....	86
Loss of Privileges and Exclusion from Activities.....	86

Suspension .....	87
Dismissal.....	87
Exclusion from Areas of the Campus or from Official University Functions .....	87
Interim Suspension.....	87
Restitution .....	88
Revocation of Award or Degree .....	88
Other Disciplinary Actions .....	88
Posting Suspension or Dismissal on Academic Transcripts .....	88
Policy on Student Conduct and Discipline .....	89
<b>Student Discipline Procedures</b> .....	90
<b>Procedural Due Process</b> .....	90
<b>Administration of Student Discipline</b> .....	90
Student Request .....	91
Grievances .....	92
<b>Students with Disabilities</b> .....	94
Overview.....	94
Steps to Register with Disability Services .....	94
Required Documentation .....	94
<b>Student Records</b> .....	96
<b>Official and Unofficial Student Academic Transcripts</b> .....	98
<b>Reservation of Rights to Increase Units/Hours</b> .....	98
<b>Non-discriminatory Policy</b> .....	99
<b>Drug and Alcohol Abuse Policy</b> .....	99
<b>Emergency Contingency Plan</b> .....	100
I. Purpose.....	100
II. Scope.....	100
III. Responsibilities.....	100
IV. Procedures.....	100
V. Responsible personnel .....	101
VI. Position descriptions for responsible personnel.....	101
VII. Emergency action plan.....	105
<b>Annual Security Report</b> .....	110
<b>Required Disclosures</b> .....	111

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

*\*The DAOM catalog is provided in English only.*

## **Mission**

The mission of Dongguk University Los Angeles is to:

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

## **Purpose**

The purpose of the Doctorate in Acupuncture and Oriental Medicine (DAOM) at Dongguk University Los Angeles (DULA) is to create leading scholars and practitioners of Oriental Medicine through an advanced specialized academic, research, and application of traditional clinical modalities. The program of study focuses on research, advanced clinical specialties, as well as integration and collaboration between and other healthcare professionals. The graduates will meet the stated educational objectives of the program.

## **Doctorate's Program Educational Objectives:**

In support of the DAOM Purpose Statement, DULA has established the following DAOM Educational Objectives.

Upon completion of the DAOM program, students will be able to:

1. Competently apply the advanced diagnosis and treatment skills of the program's core Oriental Medicine curriculum.
2. Demonstrate competency in the critical application of evidence-based medicine towards research, scholarship, and patient care.
3. Demonstrate competency in the application of advanced Traditional Korean Medicine theories and modalities within the program's specialty.
4. Demonstrate the ability to educate others in acupuncture and oriental medicine.

5. Demonstrate competency in integrative medical practices to advance Oriental Medicine and effectively collaborate on patient care with other healthcare systems.
6. Demonstrate competency in engaging in "best practices" in patient-centered clinical management.

## **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 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 - including working adults and lifelong learners of all kinds. DULA offers a strong foundation of academics and the intimacy of a small college.

With an outstanding academic program and faculty members on the leading edge of their fields, students from around the globe turn to DULA for world-class education in Acupuncture and Oriental Medicine, thereby making the school a truly multicultural community.

Dongguk University Los Angeles combines internationally recognized academic and scientific excellence with unparalleled real-world clinical experiences.

A degree in Oriental Medicine from Dongguk University Los Angeles will provide you with the educational knowledge and clinical experience that you need to advance your personal and professional success. I invite you to visit our campus and health center to see for yourself how much our University community has to offer.

Sincerely,

**Seung-Deok Lee, KMD (Korea), Ph.D. (Korea), L.Ac.**

President of DULA

## Academic Calendar

\*An in-quarter holiday is defined as an official holiday if it falls between two class days.

\*Event dates of each quarter may be subject to change in each quarter.

<b>WINTER QUARTER</b>		
	<b>2020</b>	<b>2021</b>
General application for Winter quarter	Oct 14 – Nov 15, 2019	Oct 19 – Nov 20, 2020
Late application for Winter quarter	Nov 16, 2019 – Jan 3, 2020	Nov 21 – Dec 31, 2020
Registration for Winter quarter didactic classes	Nov 25, 2019 – Jan 5, 2020	Dec 7, 2020 – Jan 3, 2021
Payment for Winter quarter	Nov 25, 2019 – Jan 15, 2020	Dec 7, 2020 – Jan 13, 2021
Classes begin	Jan 6, 2020	Jan 4, 2021
Add / drop period	Jan 6 – 15, 2020	Jan 4 – 13, 2021
New student orientation and Town Hall Meeting	Jan 6, 2020	Jan 4, 2021
President's day (no class)**	Feb 17, 2020	Feb 15, 2021
Registration for Mid-curriculum Exam (MCE) and Comprehensive Graduation Exam (CGE)	Jan 20 – Feb 7, 2020	Jan 18 – Feb 5, 2021
Mid-curriculum Exam (MCE) – Practical	Feb 20, 2020 12 PM – 2 PM	Feb 18, 2021 12 PM – 2 PM
Mid-curriculum Exam (MCE) – Written Comprehensive Graduation Exam (CGE)	Feb 23, 2020 Part 1: 10 AM – 12 PM Part 2: 2 PM – 4 PM	Feb 21, 2021 Part 1: 10 AM – 12 PM Part 2: 2 PM – 4 PM
Registration for Winter quarter make-up clinic shift	Mar 2 – 6, 2020	Mar 1 – 5, 2021
Registration for Spring quarter clinic shift	Mar 9 – 20, 2020	Mar 8 – 19, 2021
DAOM capstone proposal and final presentation	Mar 12, 2020	Mar 11, 2021
Last day of class	Mar 14, 2020	Mar 13, 2021
Final exam week	Mar 16 – 21, 2020	Mar 15 – 20, 2021
Quarter break	Mar 23 – Apr 4, 2020	Mar 22 – Apr 3, 2021

<b>SPRING QUARTER</b>		
	<b>2020</b>	<b>2021</b>
General application for Spring quarter	Jan 20 – Feb 21, 2020	Jan 18 – Feb 19, 2021
Late application for Spring quarter	Feb 22 – Apr 3, 2020	Feb 20 – Apr 2, 2021

Registration for Spring quarter didactic classes	Mar 9 – Apr 5, 2020	Mar 8 – Apr 4, 2021
Payment for Spring quarter	Mar 9 – Apr 15, 2020	Mar 8 – Apr 14, 2021
Classes begin	Apr 6, 2020	Apr 5, 2021
Add / drop period	Apr 6 – 15, 2020	Apr 5 – 14, 2021
New student orientation	Apr 6, 2020	Apr 5, 2021
Memorial day (no class)**	May 25, 2020	May 31, 2021
Graduation ceremony**	May 16, 2020	May 29, 2021
Registration for Mid-curriculum Exam (MCE) and Comprehensive Graduation Exam (CGE)	Apr 20 – May 8, 2020	Apr 19 – May 7, 2021
Mid-curriculum Exam (MCE) – Practical	May 21, 2020 12 PM – 2 PM	May 20, 2021 12 PM – 2 PM
Mid-curriculum Exam (MCE) – Written Comprehensive Graduation Exam (CGE)	May 24, 2020 Part 1: 10 AM – 12 PM Part 2: 2 PM – 4 PM	May 23, 2021 Part 1: 10 AM – 12 PM Part 2: 2 PM – 4 PM
Registration for Spring quarter make-up clinic shift	Jun 1 – 5, 2020	Jun 1 – 4, 2021
Registration for Summer quarter clinic shift	Jun 8 – 19, 2020	Jun 7 – 18, 2021
DAOM capstone proposal and final presentation	Jun 11, 2020	Jun 10, 2021
Last day of class	Jun 13, 2020	Jun 12, 2021
Final exam week	Jun 15 – 20, 2020	Jun 14 – 19, 2021
Quarter break	Jun 22 – Jul 4, 2020	Jun 21 – Jul 3, 2021

<b>SUMMER QUARTER</b>		
	<b>2020</b>	<b>2021</b>
General application for Summer quarter	Apr 20 – May 8, 2020	Apr 19 – May 21, 2021
Late application for Summer quarter	May 9 – Jul 3, 2020	May 22 – Jul 2, 2021
Registration for Summer quarter didactic classes	Jun 8 – Jul 5, 2020	Jun 7 – Jul 4, 2021
Payment for Summer quarter	Jun 8 – Jul 15, 2020	Jun 7 – Jul 14, 2021
Classes begin	Jul 6, 2020	Jul 5, 2021
Add / drop period	Jul 6 – 15, 2020	Jul 5 – 14, 2021
New student orientation	Jul 6, 2020	Jul 5, 2021
Labor day (no class)**	Sep 7, 2020	Sep 6, 2021
Registration for Mid-curriculum Exam (MCE) and Comprehensive Graduation Exam (CGE)	Jul 20 – Aug 7, 2020	Jul 19 – Aug 6, 2021
Mid-curriculum Exam (MCE) – Practical	Aug 20, 2020 12 PM – 2 PM	Aug 19, 2021 12 PM – 2 PM
Mid-curriculum Exam (MCE) – Written Comprehensive Graduation Exam (CGE)	Aug 23, 2020 Part 1: 10 AM – 12 PM Part 2: 2 PM – 4 PM	Aug 22, 2021 Part 1: 10 AM – 12 PM Part 2: 2 PM – 4 PM

Registration for Summer quarter make-up clinic shift	Aug 31 – Sep 4, 2020	Aug 30 – Sep 3, 2021
Registration for Fall quarter clinic shift	Sep 7 – 18, 2020	Sep 7 – 17, 2021
DAOM capstone proposal and final presentation	Sep 10, 2020	Sep 9, 2021
Last day of class	Sep 12, 2020	Sep 11, 2021
Final exam week	Sep 14 – 19, 2020	Sep 13 – 18, 2021
Quarter break	Sep 21 – Oct 3, 2020	Sep 20 – Oct 2, 2021

<b>FALL QUARTER</b>		
	<b>2020</b>	<b>2021</b>
General application for Fall quarter	Jul 20 – Aug 21, 2020	Jul 19 – Aug 20, 2021
Late application for Fall quarter	Aug 22, 2020 – Oct 2, 2020	Aug 21 – Oct 1, 2021
Registration for Fall quarter didactic classes	Sep 7 – Oct 4, 2020	Sep 7 – Oct 3, 2021
Payment for Fall quarter	Sep 7 – Oct 14, 2020	Sep 7 – Oct 13, 2021
Classes begin	Oct 5, 2020	Oct 4, 2021
Add / drop period	Oct 5 – 14, 2020	Oct 4 – 13, 2021
New student orientation	Oct 5, 2020	Oct 4, 2021
Thanksgiving (no class)**	Nov 26 – 29, 2020	Nov 25 – 28, 2021
Christmas holiday (no class)**	Dec 25-26, 2020	Dec 25, 2021
New year's holiday (no class)**	Jan 1-2, 2021	Jan 1, 2022
Registration for Mid-curriculum Exam (MCE) and Comprehensive Graduation Exam (CGE)	Oct 19 – Nov 6, 2020	Oct 18 – Nov 5, 2021
Mid-curriculum Exam (MCE) – Practical	Nov 19, 2020 12 PM – 2 PM	Nov 18, 2021 12 PM – 2 PM
Mid-curriculum Exam (MCE) – Written Comprehensive Graduation Exam (CGE)	Nov 22, 2020 Part 1: 10 AM – 12 PM Part 2: 2 PM – 4 PM	Nov 21, 2021 Part 1: 10 AM – 12 PM Part 2: 2 PM – 4 PM
Registration for Fall quarter make-up clinic shift	Nov 30 – Dec 4, 2020	Nov 29 – Dec 3, 2021
Registration for Winter quarter clinic shift	Dec 7 – 18, 2020	Dec 6 – 17, 2021
DAOM capstone proposal and final presentation	Dec 10, 2020	Dec 9, 2021
Last day of class	Dec 12, 2020	Dec 11, 2021
Final exam week	Dec 14 – 19, 2020	Dec 13 – 18, 2021
Quarter break	Dec 21 – Jan 2, 2021	Dec 20, 2021 – Jan 1, 2022

\*\*\* The dates that are mentioned in this academic calendar is subject to change by Dongguk University of Los Angeles (DULA) academic administration now or in the future. Dongguk

**University of Los Angeles (DULA) staffs, faculties, and students will be notified of any changes regarding the dates in this academic calendar. \*\*\***

## History

The roots of Dongguk University Los Angeles reach back to 1976, when Dr. Harvart R. Hongo began teaching the fundamentals of acupuncture and Oriental Medicine at his Sei Shin Acupuncture Clinic. Encouraged by his patients who wished to learn more about this healing art, Dr. Hongo took the initial steps toward his goal of combining research and educational pursuits, with the provision of charitable health services to the surrounding community. Dr. Hongo's goal materialized in 1979 with the founding of Royal University of America, consisting of three faculty and 11 students.

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

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

## **Accreditation and Approvals**

### **National**

The Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) granted Dongguk University of Los Angeles and its Master of Oriental Medicine programs (in English, Chinese, and Korean) continuing accreditation for a period of seven (7) years, effective 12 August 2017. Accreditation status and notes may be viewed at:

<http://acaom.org/directory-menu/directory/>.

ACAOM is the recognized accrediting agency for programs preparing acupuncture and Oriental medicine practitioners. ACAOM is located at 8941 Aztec Drive, Eden Prairie, Minnesota 55347; phone 952/212-2434; fax 952/657-7068; [www.acaom.org](http://www.acaom.org)

Dongguk University Los Angeles (DULA)'s Doctor of Acupuncture and Oriental Medicine (DAOM) program has been granted Pre-Accreditation status by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) and is in the process of seeking accreditation for this program.

### **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)

### **California**

The Master of Science in Oriental Medicine program is approved by the California Acupuncture Board. Graduates who have successfully completed all 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).

DULA is approved by the California Department of Education under the U. S. Code for Veterans' Education.

**California Acupuncture Board**

1747 N. Market Blvd, Suite 180, Sacramento, CA 95834

Tel (916) 515-5200, Fax (916) 928-2204

[www.acupuncture.ca.gov](http://www.acupuncture.ca.gov)

**Bureau for Private Postsecondary Education**

Dongguk University Los Angeles is a private institution and licensed to operate by the Bureau for Private Postsecondary Education (BPPE). As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the school performance fact sheet, which must be provided to you prior to signing an enrollment agreement. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

1747 N. Market Blvd. Ste 225, Sacramento, CA 95834

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

[www.bppe.ca.gov](http://www.bppe.ca.gov)

(888) 370-7589 (Telephone), (916) 574-8900 (Telephone), (916) 263-1897 (Fax)

Several states, including 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 state's 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.

# University Community

## BOARD OF DIRECTORS

<b>Board Chair</b>	: Bupsan Lee, PhD (Korea)
<b>Vice Chair</b>	: Sung Yee Yoon, PhD (Japan)
<b>Treasurer</b>	: Joo Yong Pak, BS
<b>Secretary</b>	: Ellis Chang, JD
<b>Member</b>	: Sang Sul Kim, BS
<b>Member</b>	: Sung Tae Park
<b>Member</b>	: Sang Up Kim
Non-voting member	: Seung-Deok Lee, President, K.M.D. (Korea), Ph.D. (Korea), L.Ac.

## ADMINISTRATION

### **PRESIDENT'S OFFICE**

#### **President & CEO**

Seung-Deok Lee, KMD (Korea), Ph.D. (Korea), L.Ac.

[president@dula.edu](mailto:president@dula.edu)

### **GENERAL ADMINISTRATION**

#### **Chief Operating Officer**

John Jeon, M.S.

[coo@dula.edu](mailto:coo@dula.edu)

#### **Human Resources/Admin**

John Jeon, M.S.

[hr@dula.edu](mailto:hr@dula.edu)

#### **Finance Manager**

John Jeon, M.S.

[coo@dula.edu](mailto:coo@dula.edu)

#### **Administrative Coordinator**

Eun Young Lee, B.A.

[officemanager@dula.edu](mailto:officemanager@dula.edu),

[frontdesk@dula.edu](mailto:frontdesk@dula.edu)

#### **Financial Aid Manager**

Minji Kim, B.S.

[registrar@dula.edu](mailto:registrar@dula.edu)

#### **Facilities Manager**

Emilio Lopez, Facilities Manager

[facilities@dula.edu](mailto:facilities@dula.edu)

## MARKETING AND RECRUITING

### Director of Admissions

Chan Ho Kim, MSOM, L.Ac.

[dir\\_admissions@dula.edu](mailto:dir_admissions@dula.edu)

## ACADEMIC & CLINIC ADMINISTRATION

### Dean of Academic Affairs, Acting

Yae Chang, DAOM, L.Ac., Dipl. OM

[dean@dula.edu](mailto:dean@dula.edu)

### Associate Dean of Academic Affairs (DATM, MSOM)

Adrianus Hilman Wong, M.D. (Indonesia),  
MSOM, L.Ac., Dipl.OM

[study@dula.edu](mailto:study@dula.edu)

### DAOM Director

Yae Chang, DAOM, L.Ac., Dipl. OM

[daomdirector@dula.edu](mailto:daomdirector@dula.edu)

### DATM Director

Qiwei Zheng, MD (China), DAOM, L.Ac

[dpdirector@dula.edu](mailto:dpdirector@dula.edu)

### Director of Program Development and Planning (DATM, DAOM)

Yeaji Suh, Ph.D., MSOM, L.Ac., OMD  
(Nevada)

[development@dula.edu](mailto:development@dula.edu)

### DAOM Program Coordinator

Maurice Jones, BA

[daomcoordinator@dula.edu](mailto:daomcoordinator@dula.edu)

### MSOM Program Director

Chan Ho Kim, MSOM, L.Ac.

[msom@dula.edu](mailto:msom@dula.edu)

### MSOM Chinese Program Coordinator

Lin Qian, DAOM, L.Ac.

[qianlin@dula.edu](mailto:qianlin@dula.edu)

### Academic Coordinator (DATM, MSOM)

Jacy Davis, MSOM, L.Ac.

[AC@dula.edu](mailto:AC@dula.edu)

Yoo Kyong Kim, MSOM, L.Ac.

[AC@dula.edu](mailto:AC@dula.edu)

### OMC Director

Yae Chang, DAOM, L.Ac., Dipl. OM

[omcdirector@dula.edu](mailto:omcdirector@dula.edu)

### OMC Manager

Hyunju Cha, MSAOM, L.Ac.

[Omcmanager@dula.edu](mailto:Omcmanager@dula.edu)

## **STUDENT SERVICES**

### **Director of Student Affairs**

Adrianus Hilman Wong, M.D. (Indonesia), MSOM, L.Ac., Dipl.OM  
[study@dula.edu](mailto:study@dula.edu)

### **Student Services Coordinator (DATM, MSOM)**

Jacy Davis, MSOM, L.Ac.

[AC@dula.edu](mailto:AC@dula.edu)

Yoo Kyong Kim, MSOM, L.Ac.

[AC@dula.edu](mailto:AC@dula.edu)

### **Registrar**

Minji Kim, B.S.

[registrar@dula.edu](mailto:registrar@dula.edu)

### **International Student Services Advisor**

Chan Ho Kim, MSOM, L.Ac.

[iso@dula.edu](mailto:iso@dula.edu)

### **Librarian**

Douho Im, MA (Korea)

[library@dula.edu](mailto:library@dula.edu)

## **Campus**

DULA operates from one of the largest modern oriental medical facilities in the United States. The spacious four-story building—51,000 square feet in all—houses 35 classrooms, a library, numerous study areas, conference rooms, a meditation room, and even plentiful on-site parking.

## **Location**

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

## **The Library**

The DULA Library houses more than 8,368 volumes of books and 3,944 journals and 260 videos relating primarily to Oriental medicine. Through our aggressive acquisitions program and donations from benefactors it strives to provide students with up-to-date Oriental medical information. The stacks also include Western medical texts, related audio-visual learning and other study aids. Five computer stations are hooked up to the internet for student reference access and equipped for multiple foreign language usage. Students are responsible for remaining current on hours of operations, check out policies, fines for overdue books, etc., all of which regularly change; please contact the Librarian for more information.

## **University Auditorium**

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

## **Student Lounge**

The student lounge is on the third floor. The third floor also has a cafeteria with a refrigerator and microwave for students' convenience. The patio also features picnic tables for students to take meals outside. Ping-pong tables for games also available in the designated room on the third floor.

## **Copiers**

Students may purchase a pre-paid copy card from the front office in order to use the student copy machine located on the 3rd floor.

## **Bulletin Boards**

In order to keep our campus beautiful, student organizations and DULA community members must use the designated bulletin boards on the second and third floors. Administrative approval must first be obtained from the main office. The elevator is reserved for school office use only. These policies are maintained to prevent overcrowding on the bulletin boards.

## **Meditation Room**

The meditation room is located on the fourth floor and available to all students who wish to meditate or take a quiet break from studying.

## **On-Campus Parking Facilities**

Available every day to all students on a daily or quarterly fee basis. Ample off-street and secure parking areas easily accommodate student, patient and staff parking needs. The facilities department conducts regular security/surveillance rounds of all parking areas throughout the day and additional security is provided through independent security services during evening and weekend hours. The

parking pass is required to be visibly displayed on the vehicle at all times. Failure to do so can cause the vehicle to be towed. The parking pass is available for purchase at DULA front desk of 2<sup>nd</sup> floor.

## **Clinic Facilities**

DULA Oriental Medical Center (OMC) at 2<sup>nd</sup> floor contains 11 spacious treatment rooms which both consultation and actual treatment can be done, 2 treatment rooms for faculty clinic, herbal dispensary / storage / decoction room that maintains over 400 herbs in different form, two spacious conference rooms for each supervisor and interns, and various offices for clinic staffs. Each treatment room contains 1 or 2 beds, a heat lamp, and a sink. The patient waiting room is also spacious and open to the hall and elevator for convenience. Herbal dispensary room serves as herb storage, dispensary of various medical devices including unused and cleaned equipment such as needle or cupping cups for treatment, electro-stimulator, and first-aid emergency kits, patient file storage, and control center of patient management. Also, one herbal decoction machine and packaging machines are available in herbal dispensary room for extracting liquid form or herbal medicine, and they are maintained by administrator/herbologists or OMC manager.

## **Housing**

DULA does not offer on-campus housing. Program Directors are available to assist students with housing needs. This service is provided to both foreign and local students, whether or not they live in the area or are traveling from other parts of the country or globe.

## **Student Health Services**

Students and their family members are eligible for discounted clinic fees. For more information please contact the herbal pharmacy. The Oriental Medical Center offers healthcare services to students and their family members at substantially discounted rates for treatments and some herbal prescriptions.

## Doctoral Program

The Doctoral Degree program consists of 640 hours (64 quarter units) of didactic coursework and 650 hours (32.5 units) of clinical experience. Of the 640 didactic hours of coursework, 320 hours are devoted to the core curriculum and 320 hours focus on the integrative Pain Management specialty. The 650 clinical hours may be completed through three clinical experiences: Residency, Preceptorship and Mentorship. More specifically, DULA’s academic program consists of the following:

<b>Doctoral Program of Study</b>	<b>Hours</b>
<b>Didactic</b>	
Core Curriculum	320
Clinical Specialties:	320
<b>Total Didactic Hours:</b>	<b>640</b>
<b>Clinical Experience</b>	
Residency	250
Preceptorship	200
Mentorship	200
<b>Total Clinical Hours:</b>	<b>650</b>
<b>Total Required Hours:</b>	<b>1290</b>

### Language

The Doctoral degree program is offered in only one language: English.

## Core Curriculum

The core curriculum within the didactic component of the program study consists of twelve courses. These twelve courses of the core curriculum are the foundation of the program and designed to ensure that our graduates meet our program objectives and the competencies required within the accreditation standards.

The DAOM is constructed in modular cycles, course work may be completed in a flexible manner, however all first-year class work must be completed before advancing to second year course work. Promotion to the second year of the doctoral program is based on a student's satisfactory completion of the first year

First Year Cycle	
DOM 701	Advanced Analysis of OM Foundations
DOM 702A	Evidence-Based Medicine of Acupuncture
DRM 721	AOM Research Principles
DOM 703A	Traditional Korean Medicine
DPD 723A and 723B	Professional Capstone Development: Formative I and II
Second Year Cycle	
DOM 801	Advanced AOM: Treatments and Techniques
DOM 802	Contemporary US Health Systems
DRM 722	AOM Research Practices (Prerequisite: DRM721)
DOM 803	Integrative Case Management: Best Practices
DPD 823A and 823B	Professional Capstone Development: Summative I and II (Prerequisite: DRM723)

## **First Year Cycle**

### **DOM701 Advanced Analysis of OM Foundations (3 units/30 hours)**

This course focus on the *Huang Di Nei Jing* (Yellow Emperor) as the main sources of the classical text of Oriental Medicine. Students will learn how to appropriately summarize, organize, analyze and distinguish the principal of the information in the classical text of *Huang Di Nei Jing*. Student will review the foundation theory of Oriental Medicine to their application in the current clinical practice; and the verification from classical references to its correlation in the current integrative medical practice.

*Prerequisite: none*

### **DOM 702A Evidence -Based Medicine in Acupuncture (3 units/30 hours)**

This course identifies and describes the scientific evidence based of the neuroanatomy, neurophysiology and biochemical process of acupuncture mechanism, meridian and points. The students will analyze, organize and discuss the current research findings on acupuncture to gives the insight of how the insertion and stimulation of the acupuncture needles affect the human body. This course supports our graduates' ability to collaborate and interact with other biomedical healthcare personnel, based on the knowledge of current neurophysiological and biochemical theories of the effects of Acupuncture.

*Prerequisite: none*

### **DRM721 AOM Research: Principles (3 units/30 hours)**

This course is designed to enable our graduates to demonstrate knowledge and skills in clinical research. The course provides an understanding of currently accepted research standards and methodology, as well as the current scientific literature in the field. The course examines the research methodology utilized in contemporary biomedical sciences for the assessment of clinical efficacy and physiological mechanisms related to Oriental medicine. The course covers the basics of bio-statistical analysis and common statistical tests that are used to conduct biomedical research, including probability theory, population sampling, descriptive statistics, inferential statistics, confidence intervals, statistical significance, hypothesis testing, and comparison of paired and unpaired groups. The course also develops further the ability to critically analyze the quantitative portion of research from a consumer's perspective.

*Prerequisite: none*

### **DOM703A Traditional Korean Medicine (3 units/30 hours)**

Through investigation of Traditional Korean Medical classical texts from the *DonquiboGam* (Treasured Mirror of Eastern Medicine) and *Dongyi Soose Bowon* (Preservation of Longevity and Life in Eastern Medicine), doctoral students can explore Traditional Korean Medicine (TKM) history, feature and detailed contents in comparison with other Oriental Medicine. This course is established for developing abilities of clinical diagnosis and treatment after learning the basis of Traditional Korean Medicine. This course gives an opportunity to learn about diagnosing methods that refers to characteristics of person's physical shape, mental nature, physiology, pathology, and treating with medicine, formula and acupuncture based on Traditional Korean Medicine.

*Prerequisite: none*

### **DPD723A and 723B Professional Capstone Development: Formative I and II (2 unit/20 hours)**

Completion of the capstone research project is the culminating project for the doctoral program. Students begin initial work on their capstone projects and continue throughout the program with the guidance of a mentor. Mentors are assigned to provide support and advice to students as they complete their projects. The course content aims to train doctoral students to synthesize the information gathered from current literature related to Oriental medicine for the design of their final research project. The capstone projects are significant original works, demonstrating critical thinking skills and creativity and contributing new ideas and perspectives on the topic.

This course is designed to guide students through the first phase of capstone: creating and submission of the proposal. The course is divided into two quarters. At the end of the second quarter, students are required to submit their capstone proposal.

A wide range of topics of relevance to the acupuncture and Oriental medical field may be considered for project proposal. Topics related to research and formulating a capstone proposal will be presented, including developing advanced research skills necessary to gather information, formulating a hypothesis, research databases, methodologies and analyses. Topics on capstone include literature review, case study review, case series, and academic papers. They will be able to determine the different resources available to them to help them complete their written projects. Candidates will also learn the different methods and forms of acceptable research. They will be able to design, work on, and conclude an acceptable project.

*Prerequisite: DPD 723A is the prerequisite for DPD 723B*

## **Second Year Cycle**

### **DOM801 Advanced AOM: Treatment and Techniques (3 units/30 hours)**

To build up a solid foundation of advanced training in patient assessment and diagnosis, and clinical intervention and treatment, this course focuses on broadening and deepening knowledge in the Acupuncture and Oriental Medicine treatment principle and techniques to various medical field specialty including musculoskeletal system, neurology and neuropsychiatry, ophthalmology, ENT, dermatology, endocrinology, hematology, immunology, oncology, cardiovascular system, pulmonology, gastrointestinal and hepatobiliary system, urology and gynecology. Both herbal medicine, acupuncture theory and techniques are addressed throughout these courses. The course will also present the variety of medical conditions, as well as different medical perspectives and practice styles.

*Prerequisite: none*

### **DOM802 Contemporary US Health Systems (3 units/30 hours)**

This course introduces students to the modern health care delivery system. The scope of systems-based practice includes familiarity with financing structures, the organization and capacities of provider entities and delivery systems; tools and techniques for controlling costs and allocating resources; systems for improving the quality of care; and the roles and contributions of other professionals in caring for individual patients and populations. Among the outcomes of this course are that students are able to engage in critical dialogue regarding the impact of professional practices, other health care professionals, the health care organization and society upon one's practice; to acknowledge and reflect upon how types of medical practice differ from one another; to investigate methods of controlling costs and allocating resources; and to advocate for patient care and assist patients in dealing with the complexities of our health care system. This course also provides essential support to the fulfillment of the competency of consultative and collaborative knowledge and skills when interacting with biomedical health care personnel in case management.

*Prerequisite: none*

### **DRM722 AOM Research: Practices (3 units/30 hours)**

This course equips students with the necessary steps to create and complete a Capstone research project. The final course product can be further developed and expanded for future publications. This course leads to the final phase of the program. This course begins with designing and understanding appropriate

scientific and research writing processes and meeting the requirements as presented in DULA's *Capstone Research Manual*. Doctoral students should be able to demonstrate their ability to analyze and draw independent conclusions regarding scholarly research and publications. Students integrate their knowledge and skills required in the doctoral curriculum with the Capstone. Topics, as they relate to Capstone, are presented, including formulating hypothesis, database access and analysis, as well as the types of Capstone project topics. Capstone project topics at DULA include literature review, translation study, literature review, surveys, academic study, case series, retrospective clinical review. Topics on clinical trial research, laboratory study, and meta-analysis will also be presented.

This course equips students with the necessary steps to create and complete a capstone research project. The final course product can be further developed and expanded for future publications. This course leads to the final phase of the program. This course begins with designing and understanding appropriate scientific and research writing processes and meeting the requirements as presented in DULA's *Capstone Research Manual*. Doctoral students should be able to demonstrate their ability to analyze and draw independent conclusions regarding scholarly research and publications. Students integrate their knowledge and skills required in the doctoral curriculum with the Capstone. Topics, as they relate to Capstone, are presented, including formulating hypothesis, database access and analysis, as well as the types of Capstone project topics. Capstone project topics at DULA include literature review, translation study, literature review, surveys, academic study, case series, retrospective clinical review. Topics on clinical trial research, laboratory study, and meta-analysis will also be presented.

*Prerequisite: DRM721*

### **DOM803 Integrative Case Management: Best Practices (3 units/30 hours)**

Collaboration between providers of conventional care and complementary therapies has gained popularity but there is a lack of documented best practices and models for delivering such care. The aim of this course is to discover and develop best practices for the implementation of integrative case management. The outcome is to develop a model that aims for a patient-centered, interdisciplinary, non-hierarchical mix of conventional and complementary medical solutions to individual case management of patients. This model of case management should include standard clinical practice and active partnership between a gate-keeping general practitioner and collaborating with a team of providers in a consensus case conference model of care. The idea is to develop an integrated case model which includes informal dialogue among course leaders, students and lecturers. This dialogue is fueled by some of the participants' international clinical

experience of providing conventional care and oriental medical care, as well as evidence of increased utilization, and the documented desire for increased collaboration and research on the part of the patients.

*Prerequisite: none*

**DPD 823A and 823B Professional Capstone Development: Summative I and II (2 units/(20 hours))**

Completion of the Capstone research project is the culminating project for the doctoral program. Students submit the first draft of the capstone project to mentor and the DAOM Committee for review. The capstone projects are significant original works, demonstrating critical thinking skills and creativity and contributing new ideas and perspectives on the topic. Students will present their final capstone research to DAOM Capstone Committee during capstone project presentations at the end of the program.

This course is designed to guide students through the final phase of capstone: refining, revising, and finalizing the capstone project for submission. The course is divided into two quarters, with extension of one additional quarter to complete the capstone project. Throughout the course, doctoral students and faculty will critiques of student presentations and drafts of capstones.

*Prerequisites: DPD 723A and DPD 723B are required for both DPD 823A and DPD 823B. DPD823A is the prerequisite class for DPD823B.*

## Clinical Specialty Topics

First Year Cycle	
DSP 711A	Neuro-musculoskeletal: Trunk & Back
DSP 712A	Neuro-musculoskeletal: Head & Neck
DSP 713	Neuro-musculoskeletal: Upper Extremities
DSP 714	Neuro-musculoskeletal: Lower Extremities
Second Year Cycle	
DSP 811	Advanced Acupuncture Treatments and Techniques
DSP 812	AOM-Pharmaceutical Interactions
DSP 813	Advanced Herbal Formulas
DSP 814A	Advanced Traditional Korean Medicine Techniques (Prerequisite: DOM 703A)

The clinical specialty curriculum includes 320 hours of didactic training. This portion of the program is designed to provide practitioners with the highest possible level of training for the multitude and diversity of patients with various syndromes ranging from acute to complex chronic disorders. Advanced patient assessment, diagnosis, intervention, and treatment are specifically addressed in this specialty portion of the program. The specialty curriculum emphasizes treatment methods in different styles, collaboration with and appropriate referral to other pain specialists for specific disorders that are commonly seen in an acupuncturist's practice.

Courses will include evidence-based medicine along with new approaches in the field of integrative medicine. The specialty focuses on integration and emphasizes a collaborative approach to patient care, valuing both biomedicine and Oriental medicine perspectives and methodologies. Oriental medical faculty and DAOM Students will offer their perspective in areas of diagnosis, assessment and treatment planning.

The clinical curriculum will promote cross disciplinary interaction and improved care through collaboration. DAOM Students will focus on gaining understanding of the physiological changes of pain and the different natural approaches to pain management of chronic medical conditions.

Faculty will cover many perspectives of integration and collaboration between Oriental medicine and others in healthcare fields such as chiropractic, medical doctors, and mental health.

These courses are designed to provide specialty competencies in patient assessment, comprehensive diagnosis, clinical intervention and treatment at a level qualitatively more advanced than the Master's level.

### **First Year Cycle**

**DSP 711A Neuro-Musculoskeletal: Trunk & Back (4 unit/ 40 hours)**

**DSP 712A Neuro-Musculoskeletal: Head & Neck (4 unit/40 hours)**

**DSP 713 Neuro-Musculoskeletal: Upper Extremities (4 unit/40 hours)**

**DSP 714 Neuro-Musculoskeletal: Lower Extremities (4 unit/40 hours)**

**DSP 711A Neuro-Musculoskeletal: Trunk & Back (4 unit/ 40 hours)**

This is the modules cycles of our pain management specialty. These four courses progress through treatment of pain syndromes from different regions of the body. These courses move from head and oro-facial; to cervical, thoracic spine and upper extremities; and finally to lumbar spine, pelvis and lower extremities. In each course, the structure and functions of each area is covered. Tissue-based acupuncture method will be discussed in these four courses to enhance the student's ability in the field of neuro-musculoskeletal pain management specialty. Diagnostic procedures include orthopedic exams, neurological tests, radiological and other laboratory tests, as appropriate. Extensive discussion ensures that our graduates are able to make a correct Oriental Medical diagnosis, differentiation of the disorders and treatment plans. The major student outcome to be achieved in this series is to apply advanced integrative diagnostics as well as advanced applications of Oriental medical therapeutics.

*Prerequisite: none*

**DSP712A Neuro-musculoskeletal Disorders: Head and Neck (4 unit/40 hours)**

This course is a structural of the 4 series of neuro-musculoskeletal disorders especially on the management of the neuro-musculoskeletal pain related. The course will integrate from structural

anatomy and physiology to the differential diagnosis, diagnosis, and prognosis as well as the treatment plan. The treatment plan will cover from Oriental Medicine approach such as herbs, tuina and nutrition, but overall will mainly focus on tissue-based systematic acupuncture. Tissue-based systematic acupuncture is a systematic acupuncture method that integrates acupuncture systems and techniques in Oriental Medical classics *Huang Di Nei Jing* with Western Medical Anatomy and Physiology. The concept of tissue-based system specific to body areas and zones are explained in terms of how the method may related to clinical application, local and distal points, physical assessment, and treatment application protocols. This acupuncture approach addresses specific tissue to the effective local and distal acupuncture treatment mechanism and therefore may increase practitioner's knowledge of Western Biomedicine, clinical results, quality of patient care. This course will address specifically for head and neck region.

*Prerequisite: none*

#### **DSP 713 Neuro-musculoskeletal Disorders: Upper Extremities (4 unit/40 hours)**

This course is a structural of the 4 series of neuro-musculoskeletal disorders especially on the management of the neuro-musculoskeletal pain related. The course will integrate from structural anatomy and physiology to the differential diagnosis, diagnosis, and prognosis as well as the treatment plan. The treatment plan will cover from Oriental Medicine approach such as herbs, tuina and nutrition, but overall will mainly focus on tissue-based systematic acupuncture. Tissue-based systematic acupuncture is a systematic acupuncture method that integrates acupuncture systems and techniques in Oriental Medical classics *Huang Di Nei Jing* with Western Medical Anatomy and Physiology. The concept of tissue-based system specific to body areas and zones are explained in terms of how the method may related to clinical application, local and distal points, physical assessment, and treatment application protocols. This acupuncture approach addresses specific tissue to the effective local and distal acupuncture treatment mechanism and therefore may increase practitioner's knowledge of Western Biomedicine, clinical results, quality of patient care.

This course will address specifically for upper extremities region.

*Prerequisite: none*

### **DSP714 Neuro-musculoskeletal Disorders: Lower Extremities (4 unit/40 hours)**

This course is a structural of the 4 series of neuro-musculoskeletal disorders especially on the management of the neuro-musculoskeletal pain related. The course will integrate from structural anatomy and physiology to the differential diagnosis, diagnosis, and prognosis as well as the treatment plan. The treatment plan will cover from Oriental Medicine approach such as herbs, tuina and nutrition, but overall will mainly focus on tissue-based systematic acupuncture. Tissue-based systematic acupuncture is a systematic acupuncture method that integrates acupuncture systems and techniques in Oriental Medical classics *Huang Di Nei Jing* with Western Medical Anatomy and Physiology. The concept of tissue-based system specific to body areas and zones are explained in terms of how the method may related to clinical application, local and distal points, physical assessment, and treatment application protocols. This acupuncture approach addresses specific tissue to the effective local and distal acupuncture treatment mechanism and therefore may increase practitioner's knowledge of Western Biomedicine, clinical results, quality of patient care. This course will address specifically for lower extremities region.

*Prerequisite: none*

### **DSP715 Neuro-musculoskeletal Disorders: Trunk and Back (4 unit/40 hours)**

This course is a structural of the 4 series of neuro-musculoskeletal disorders especially on the management of the neuro-musculoskeletal pain related. The course will integrate from structural anatomy and physiology to the differential diagnosis, diagnosis, and prognosis as well as the treatment plan. The treatment plan will cover from Oriental Medicine approach such as herbs, tuina and nutrition, but overall will mainly focus on tissue-based systematic acupuncture. Tissue-based systematic acupuncture is a systematic acupuncture method that integrates acupuncture systems and techniques in Oriental Medical classics *Huang Di Nei Jing* with Western Medical Anatomy and Physiology. The concept of tissue-based system specific to body areas and zones are explained in terms of how the method may related to clinical application, local and distal points, physical assessment, and treatment application protocols. This acupuncture approach addresses specific tissue to the effective local and distal acupuncture treatment mechanism and therefore may increase practitioner's knowledge of Western Biomedicine, clinical results, quality of patient care. This course will address specifically for trunk and back region.

*Prerequisite: none*

## **Second Year Cycle**

**DSP 811 Advanced Acupuncture Treatments and Techniques (4 unit/40 hours)**

**DSP 812 AOM- Pharmaceutical Interactions (4 unit/ 40 hours)**

**DSP 813 Advanced Herbal Formulas (4 unit/ 40 hours)**

**DSP 814A Advanced Traditional Korean Medicine (4 unit/40 hours)**

### **DSP811 Advanced Acupuncture Treatments and Techniques (4 unit/40 hours)\***

This course covers advanced acupuncture treatment techniques for the management of pain especially in neuro-musculoskeletal. Course objectives include utilizing selected points and techniques drawn from Chinese Zhu Scalp Acupuncture, Chinese Jiao Shun Fa Scalp Acupuncture and Master Tung Acupuncture for treating pain conditions. Student will learn how to apply these various treatment techniques to better equip their treatment skill in treating the pain conditions. The treatment principle, selection and location of points and techniques will all be discussed in this course.

*Prerequisite: none*

### **DSP 812 AOM-Pharmaceutical Interactions (4 unit/40 hours)\***

This course considers the emerging body of evidence around drug-herb interactions, which is a concern that affects the larger cultural domain in which this medicine is practiced and may have historic implications in the progress of this profession. The potential interactions between Oriental Medicine herbs/formulas and pharmaceutical drugs have increasingly been a topic of concern to many people today as a result of collaboration between Oriental and Western medical modalities. This course addresses the different aspects of herb/formula/drug interactions, ranging from complementary to toxic. Upon completion of this module, students will understand the pharmacological nature of medicinal herbs/formulas, demonstrate knowledge of potential interactions between medicinal herbs and pharmaceutical drugs, and demonstrate enhanced case management skills regarding management of drug-herb interactions.

*Prerequisite: none*

### **DSP 813 Advanced Herbal Formulas (4 unit/40 hours)\***

This course provides advanced knowledge about herbal formulas and the theoretical framework for using Oriental herbal medicine for acute and chronic pain management. This class examines the properties, sources, therapeutic actions, potential adverse effects, modern basic scientific data, and traditional usages as well as modern clinical studies of herbal formulas. Herbal ingredients, relative dosages, therapeutic rationale and the traditional and contemporary explanations of the healing mechanisms of many well-known herbal formulae for pain management will also be explored. The classification of herbs according to the meridian system and how such a concept may be extrapolated to understand pharmacological actions and side-effects of modern drugs will be discussed. Algorithms in designing therapeutic formulas, such as how to select individual herbs according to their pharmacological properties and combine them effectively to achieve a specific therapeutic goal, and how to balance the formula with additional agents to reduce its potential side-effects and enhance its overall efficacy, will be covered in the course.

*Prerequisite: none*

### **DSP 814A Advanced Traditional Korean Medicine Techniques (4 unit/40 hours)\***

This course provides the theory and clinical applications of Saam acupuncture, one of the famous Traditional Korean Medicine Techniques. This course will guide students through a holistic and systematic acupuncture method. Saam was a Korean buddhist monk who sought to explore the mysteries of our bodies' innate Yin-Yang and Five Elements. To treat disease, Saam Acupuncture uses a combination of Five Transporting points of the involved meridians. Through this course, students will not only acquire the theory and the manipulation of Saam acupuncture, but also apply it to various diseases that can be treated in the clinic.

*Prerequisite: DOM703A*

## Clinical Training

The structure and diversity of our clinical experiences allows for a balance between common consistent clinical instruction and individualized focus based on interest and professional relationships. The DAOM clinical experiences allows for a range of clinical training through residency, mentorship and preceptorship as students develop their interests and establish professional relationships.

Clinical instruction in the pain management specialty is integrated more explicitly in some settings and as a significant issue for the general patient population in other settings. Pain, in a variety of manifestations, is a primary condition for most patients seeking medical care. The on- campus residency has a devoted pain management focus but includes other specialty topics of interest to students and that is reasonably within the patient population.

*Clinical Training - DAOM Students will complete 650 hours of clinical training including.*

- 250 hours of residency at the DULA clinic with doctoral faculty,
- 200 hours of mentorship with a highly qualified mentor who meets the DAOM program qualifications, and
- 200 hours as preceptors overseeing Master's degree students.

The student will organize and schedule their personal clinical learning plan for clinical residency, mentorship and preceptorship hours. These core clinical experiences are under the direct supervision of DAOM faculty. Each doctoral student must complete a minimum of 650 hours of clinical training. Students build advanced skills and understanding in Oriental medicine and the DAOM program clinical specialty. They utilize assessment, diagnosis, intervention and treatment modalities of Oriental medicine with advanced and deepened competence; to integrate Western medical diagnostic techniques during care; to effectively collaborate with colleagues in multiple health care fields; and to be able to make evidence-based decisions.

## **Residency**

### **250 Hours**

The residency clinical training is conducted at DULA Oriental Medical Center (OMC). Clinical Residency is an opportunity for DAOM Students to develop skills and apply knowledge learned through practice with patients. DAOM students will see patients as teams in small groups (two to four) to allow for discussion, collaboration, and application of individual skill in the assessment and treatment of the patient. DAOM students engage in ongoing treatment and chart review with the entire team between meeting components. The program seeks to maximize discussion of cases rather than the fast-paced high-volume patient turnover in the Master's clinical environment. DAOM students will share knowledge and skills based on experience with peers and supervisors, offering peer's constructive feedback.

DAOM students treat patients and receive input from DAOM supervisors to develop advanced skills of diagnosis and treatment and refine consultation skills and collaboration. Through this process, candidates will apply advanced clinical interventions in conjunction with biomedical assessment, physical assessment, interpretation of laboratory tests, and the practice of writing in-depth case studies. The Doctoral Clinic Director assures the connection of classroom content to clinic rotations.

DAOM students will take turns providing treatments, including placement of needles, recommending herbal formulas, and providing patient education with respect to herbal formulas and nutrition. Clinical supervisors will be available for discussion, including assistance with advanced diagnostic and acupuncture techniques and herbal formulas. Senior practitioners of Oriental medicine will encourage the development of deeper knowledge and sharpened skills applied to acupuncture and the use and dispensing of herbal medicine, with a particular concentration on the integrative pain management specialty.

DAOM Students will treat patients in areas of their core curriculum and in the integrative pain management specialty. Each group will see patients during their four-hour block. Appointments will be staggered to allow the smooth flow of the clinic. DAOM students will participate in case discussion and designing of case management strategies. DAOM students will participate in the assessment of patient progress, modification of treatment plans, and incorporation of integrated

care as appropriate. DAOM Students will assess patient progress and modify the treatment plan as needed. Careful selection of return patients will allow the fullest learning environment for DAOM Students while providing continuity of care for patients.

For each 40 hours/2 units of residency clinical shift course, students are required to design one (1) case management implemented with their critical thinking and analysis to the AOM diagnosis and treatment plan, integrated to the DAOM core curriculum and specialty areas.

The Learning Objectives for DAOM Residency are:

- **Core Clinical Competencies:**

- Demonstrate an ability to take an in-depth medical history and maintain patient charts in a standard SOAP format to enable collaborative care with another medical professional.
- Ability to use appropriate advanced techniques in the application of acupuncture and Oriental medical modalities for patient intervention.
- Herbs:
  - Ability to construct appropriate formulas and herbs to create individualized formulas for patients and be able explain the rationale for herbs used to the supervisor.
- Case Management:
  - Ability to prepare case studies demonstrating synthesis of logical, systematic and analytical thinking

- **Advanced Clinical Competencies:**

- Advanced OM:
  - Ability to apply information and strategies from advanced OM texts to patient diagnosis and treatment plan.
- Biomedicine:
  - Ability to apply biomedical information to patient diagnosis in development of a treatment plan and to refer patients appropriately.
  - Competence in the use of medical terminology when collaborating with biomedical practitioners.
  - Ability to interpret medical reports.

- Research:
  - Ability to research information and use critical thinking skills to diagnoses and apply appropriate treatment.
- Case Management:
  - Demonstrate ability to combine resources including classical and biomedical texts and researches to diagnosis appropriately in managing a case
  - Able to demonstrate case management skills which include collaboration, referral, and written correspondence.
- Integration:
  - Apply physical assessment that integrates appropriate knowledge and skills in Oriental medical techniques and in biomedicine.
  - Ability to integrate Oriental medical diagnostic methods and biomedicine diagnostic techniques and information.
- **Clinical Specialty Competencies:**
  - Knowledge and skills in the treatment in the area of specialization.
  - Ability to perform a comprehensive assessment in Integrative Pain Management.

These core clinical experiences are under the direct supervision of DAOM Clinical faculty and the DAOM Clinical Director. They utilize assessment, diagnosis, intervention and treatment modalities of Oriental medicine with advanced and deepened competence; to integrate Western medical diagnostic techniques during care; to effectively collaborate with colleagues in multiple health care fields; and to be able to make evidence-based decisions.

## **Preceptorship**

### **200 Hours**

Didactic and clinical teaching experience is created in the form of a Preceptorship in the DULA Didactic Classrooms and Oriental Medical Center (OMC). The primary educational objective of this preceptorship is for the doctoral student to demonstrate skills in the three roles: clinical teaching - professional role modeling, supervision of patient care (including quality assurance), and teaching (preparation, delivery and assessment/feedback). Doctoral students may choose to

complete their preceptorship training either all in didactic setting, clinical setting or both didactic and clinical setting.

In didactic and/or clinical setting, students will be assigned and work closely with the faculty who serves as their preceptor to develop their didactic teaching and leadership skills. The OMC Director serves as the primary supervisor for all clinical preceptors and will ensure that each student meets all requirements for teaching, as well as provides periodic feedback on performance, including on the doctoral students' evaluation of Master's interns and any ratings of their teaching provided by interns. DAOM students are also provided guidance in planning their preceptorship by the Associate Dean of DAOM Program who guides them in incorporating the advanced teaching and leadership skills and knowledge.

Students, particularly those who are more junior, may design a formal learning plan for themselves as assistant faculty, which includes their own learning plans, objectives and the academic activities they will engage in to develop effective teaching skills. Students may also design the learning plans for their students, or may engage their learners in self-reflection or self-study evaluation, peer teaching, peer evaluation or small group learning activities.

For each 40 hours/2 units of preceptorship course, students are required to write one (1) report encapsulating their own learning experience and demonstrating their progression as a teacher.

The learning objectives from the DAOM preceptorship are:

1. Demonstrate academic professional role model reflecting in their capability in designing and performing academic teaching related to their field either in clinical or didactic setting.
2. Able to create the effective learning plan, objectives and academic activities to engage in the teaching skills.
3. Able to create the effective student's evaluation and peer evaluation method.
4. Able to integrate the academic teaching and leadership skill to the implementation of clinical practice.
5. Able to apply the learning experiences from the preceptor to the evidence-based medicine references, integrative medical practices and to specialty area in pain management.

Qualifications:

DULA approves didactic preceptors according to the following guidelines:

1. Didactic preceptors shall hold a current valid license to practice acupuncture or be otherwise authorized to act as a guest acupuncturist in accordance with section 4949 of California Acupuncture Board Code (a “current valid license” is one that has not been revoked, suspended, placed on probation, voluntarily surrendered, or otherwise disciplined by the board).
2. Didactic preceptors shall hold a Doctoral Degree and/or Postdoctoral Fellowship in the Oriental Medicine field.
3. Didactic preceptors shall have at least five years’ experience of teaching in the field of Oriental Medicine, with two years of this teaching in a Doctoral program.
4. Didactic preceptors shall have written, published, and/or presented scientific articles, papers, reports and/or research studies related to the Oriental Medicine field.

DULA approves clinical preceptors according to the following guidelines:

1. Clinical preceptors shall hold a current valid license to practice acupuncture or be otherwise authorized to act as a guest acupuncturist in accordance with section 4949 of California Acupuncture Board Code (a “current valid license” is one that has not been revoked, suspended, placed on probation, voluntarily surrendered, or otherwise disciplined by the board).
2. Clinical preceptors shall have a minimum of five years of documented professional experience as licensed AOM practitioners, with expertise in the program's area(s) of concentration and/or specialization.
3. Clinical preceptors shall hold a Doctoral Degree and/or Postdoctoral Fellowship in the Oriental Medicine field.
4. Clinical preceptors shall have written, published, and/or presented scientific articles, papers, reports and/or research studies related to the Oriental Medicine field.

## **Mentorship**

### **200 Hours**

DAOM Students may conduct their clinical mentorship training either in DULA Oriental Medical Center (OMC) or in other clinical training facilities outside of DULA OMC.

The purpose of the clinical mentorship is to directly engage with a senior health care practitioner in a systematic and interactive approach to patient diagnosis and treatment in the clinical setting of the mentor. Students will achieve the competency in advanced patient assessment and treatment as defined in their objectives for the experience.

For each 40 hours/2 units of mentorship course, students are required to write one (1) report reflecting of what students have learned and achieve during their mentorship hours, and how do these experiences may benefit them in their clinical practice.

The learning objectives from the DAOM mentorship are:

1. Identify and discuss the exceptional skills and knowledge of the mentor practitioner.
2. Evaluate various methods of patient care of the mentor practitioner.
3. Understand and apply new methods of patient assessment techniques, diagnosis and herbal formulas.
4. Able to apply the learning experiences from the mentor to the evidence-based medicine references, integrative medical practices and to specialty area in pain management.

Qualifications:

DULA approves clinical mentors according to the following guidelines:

1. Mentors shall have possessed a Doctoral Degree and/or Postdoctoral Fellowship in his/her area of expertise.
2. Mentors shall hold a current valid license to practice in their profession as regulated by the state where they practice.
3. Mentors shall have a minimum of five years of documented professional experience as licensed practitioners, with expertise in the program's area(s) of concentration and/or specialization.

## **Doctoral Capstone Project**

All DAOM Students must satisfactorily complete and defend a research project as a requirement for graduation. The project must incorporate the use of current literature and research in acupuncture and Oriental medicine. The DAOM Student must demonstrate the application of knowledge in the design and critique of approaches to systematic inquiry, and the ability to implement the use of qualitative and quantitative methods. The project must make a unique and meaningful contribution to acupuncture, herbal medicine or Oriental medicine and not merely a replication of an existing study. The project must utilize APA 6th Edition formatting to be suitable for academic peer review and professional publications.

The proposal must include a description of the problem area, a specific research question, a review of relevant literature and explications of research methods used to examine clinical research thesis a scholarly manner. Formal proposals must be submitted to faculty and IRB for approval prior to the start of the project.

All relevant sections of the IRB application must be submitted to the Institutional Review Board (IRB), which will approve the project to include human subjects. The final project must be approved by the instructor of the Doctoral Research Project course before the DAOM student presents the project to the Doctoral Committee and the doctoral candidate cohort.

Research project formats may include: Theoretical Analysis, Surveys & analysis of archival data, Outcomes Research, Systematic Qualitative Investigations, Public Policy Issues, Case Studies (outcomes must be unique and have significant impact), Evaluative research, Interpretive Translation Research and Educational Research. The following courses support the DAOM research process: DRM 721 AOM Research Principles and DRM 722 AOM Research Practices.

Approved research projects must be submitted on paper designated for formal documents. The Program Director will be responsible for oversight of all evaluation activities, working in close collaboration with the Doctoral Committee. The final project suitable for bookbinding must be submitted to the Doctoral Director's office before the degree will be granted. Four copies will be

made for Dongguk University Los Angeles. Three copies will be placed in the Library and one copy given to the Doctoral Program Director.

For more information regarding Doctoral Capstone Project, please refer to the Capstone Research Manual.

## **The Faculty**

DAOM Faculty members have been carefully selected based on exceptional achievement, knowledge and clinical practice in their area of expertise and for their skills as instructors. The DAOM program faculty members have excellent multi-disciplinary experiences within the core curriculum and the clinical specialty areas. Many have provided input to development of the program.

### **DAOM Program Core Faculty:**

**1. Lee, Seung Deok, KMD (Korea), Ph.D. (Korea), L.Ac.**

BS, College of Oriental Medicine, Dongguk University, Seoul, Korea

MS, Acupuncture and Moxibustion, Dongguk University, Seoul, Korea

PhD, Acupuncture and Moxibustion, Dongguk University, Seoul, Korea

KMD, Doctor of Oriental Medicine Licensure, Ministry of Health and Welfare, Korea

Licensed Acupuncturist, State of California

**2. Chang, Yae, DAOM, L.Ac., Dip.OM**

BS, Exercise Physiology, Seoul National University, Korea

MS, Sports Medicine, Seoul National University, Korea

MSAOM, South Baylo University, Anaheim, CA

DAOM, South Baylo University, Anaheim, CA

N.C.C.A.O.M. certified

Licensed Acupuncturist, State of California

### **DAOM Program Didactic Faculty Members:**

**1. Choi, Hyungsuk, Ph.D. (Korea), L.Ac.**

BS, School of Oriental Medicine in Kyung Hee University, Korea

MA, Complementary and Alternative Medicine, School of Medicine in Cha University, Korea

Ph.D., Complementary and Alternative Medicine, School of Medicine in Cha University, Korea

Licensed Acupuncturist, State of California

Area of Expertise: Acupuncture and Oriental Medicine, Neuro-musculoskeletal, Pain Treatment, Traditional Korean Medicine

**2. Choi, Seung, BS (Korea), MS (Korea)**

BS, Oriental Medicine, School of Oriental Medicine at Kyung Hee University, Seoul, Korea

MS, Neuropsychiatry, Graduate School of Oriental Medicine at Kyung Hee University, Seoul, Korea

Licensed Acupuncturist, State of California

Area of Expertise: Acupuncture and Oriental Medicine, Traditional Korean Medicine, Herbology, AOM-Pharmaceuticals Interactions

**3. Jin, Yu Ji, M.D. (Korea), Ph.D. (Korea), L.Ac.**

M.D., Yian Bian Medical University, China

Ph.D., Acupuncture, Beijing University, China

MSOM, Royal University, CA

Licensed Acupuncturist, State of California

Area of Expertise: Acupuncture and Oriental Medicine, Traditional Korean Medicine, Evidence-Based Medicine in Acupuncture

**3. Lee, Seung Deok, KMD (Korea), Ph.D. (Korea), L.Ac.**

BS, College of Oriental Medicine, Dongguk University, Seoul, Korea

MS, Acupuncture and Moxibustion, Dongguk University, Seoul, Korea

PhD, Acupuncture and Moxibustion, Dongguk University, Seoul, Korea

KMD, Doctor of Oriental Medicine Licensure, Ministry of Health and Welfare, Korea

Licensed Acupuncturist, State of California

Area of Expertise: Acupuncture and Oriental Medicine, Herbology, Traditional Korean Medicine, Neuro-musculoskeletal, Pain Treatment, Evidence-Based Medicine in Acupuncture, Research

**4. Ni, You Ping, Ph.D. (Belgium), L.Ac.**

BM, Medicine, Tianjing Medical University, China

MS, Medicine and Pharmaceutical Research, Free University of Brussels, Belgium

PhD, Biochemistry, Katholic University of Leuven, Belgium

Area of Expertise: Research, Healthcare System

**5. Qian, Chun Yi, M.D. (China), L.Ac.**

MD, Medicine, AnHui College of Medicine, China

MS, Medicine, China Academy of Chinese Medicine, China

Licensed Acupuncturist, State of California

Area of Expertise: Acupuncture and Oriental Medicine, Pain Treatment, Herbology,

AOM-Pharmaceutical Interactions

**6. Zhao, Yong Ji, M.D. (China), D.C.**

M.D., Yian Bian Medical University, China

DC, Cleveland Chiropractic College, Los Angeles, CA

Area of Expertise: Research, Healthcare System, Neuro-musculoskeletal, Pain Treatment

**7. Zheng, Qi Wei, M.D. (China), DAOM, L.Ac.**

MD, Specialist Study in Neurology, Jiangxi College of TCM, China

M.S., Medicine, Institute of Acupuncture and Moxibustion Academy of TCM, Beijing, China

DAOM., South Baylo University, CA

Licensed Acupuncturist, State of California

Area of Expertise: Acupuncture and Oriental Medicine, Pain Treatment, Evidence-Based Medicine of Acupuncture, Research

**DAOM Program Clinical Faculty:**

**1. Chang, Yae, DAOM, L.Ac., Dip.OM**

BS, Exercise Physiology, Seoul National University, Korea

MS, Sports Medicine, Seoul National University, Korea  
MSAOM, South Baylo University, Anaheim, CA  
DAOM, South Baylo University, Anaheim, CA  
N.C.C.A.O.M. certified  
Licensed Acupuncturist, State of California

**2. Lee, Heiwon, DAOM, L.Ac.**

BA, English, Chung-Ang University, Korea  
MA, Sociology, University of Bridgeport, Bridgeport, CT  
MSOM, Samra University, CA  
DAOM, Dongguk University Los Angeles, CA  
Licensed Acupuncturist, State of California

**3. Lee, Seung Deok, KMD (Korea), Ph.D. (Korea), L.Ac.**

BS, College of Oriental Medicine, Dongguk University, Seoul, Korea  
MS, Acupuncture and Moxibustion, Dongguk University, Seoul, Korea  
PhD, Acupuncture and Moxibustion, Dongguk University, Seoul, Korea  
KMD, Doctor of Oriental Medicine Licensure, Ministry of Health and Welfare, Korea  
Licensed Acupuncturist, State of California

**4. Qian, Chun Yi, M.D. (China), L.Ac.**

MD, Medicine, AnHui College of Medicine, China  
MS, Medicine, China Academy of Chinese Medicine, China  
Licensed Acupuncturist, State of California

**5. Qian, Lin, DAOM, L.Ac.**

BS, Acupuncture and Tuina, Shanghai University of Traditional Chinese Medicine, China  
DAOM, Dongguk University Los Angeles, CA  
Licensed Acupuncturist, State of California

**6. Seo, Stephan, Ph.D. (China), L.Ac.**

MSOM, Dongguk University Los Angeles, CA

Ph.D., Oriental Internal Medicine, Liaoning University of Traditional Chinese Medicine,  
China

Licensed Acupuncturist, State of California

**8. Zheng, Qi Wei, M.D. (China), DAOM, L.Ac.**

MD, Specialist Study in Neurology, Jiangxi College of TCM, China

M.S., Medicine, Institute of Acupuncture and Moxibustion Academy of TCM, Beijing,  
China

DAOM., South Baylo University, CA

Licensed Acupuncturist, State of California

## **Admissions**

### Entrance Criteria:

1. Applicants who have a master's degree or master's level program in Acupuncture or Oriental medicine from ACAOM-accredited or candidate institution or its equivalent, will be considered for admissions to the DAOM program.
2. Foreign equivalence of ACAOM accreditation is assessed by the Doctoral Program (DAOM) admissions Committee upon receipt of academic transcripts, credential evaluation, and any other supporting documentation requested. In general, the training program must be of similar academic level, length, of time, breadth and rigor as ACAOM accredited programs.
3. Applicants to a doctoral program that does not include advanced study or specialty concentrations in herbal medicine must document satisfactory completion of a minimum of three (3) semester credits (45 hours) of an introductory curriculum in the fundamentals of Chinese herbal medicine either as a prerequisite or as a co-requisite.

### **Special Admissions**

Applicants who do not otherwise meet the criteria for standard admissions with the proper demonstration of experience equivalency may be applied in the following circumstances. The normal application process still applies.

- Applicants who have declared in writing and demonstrated sufficient evidence that they possess the necessary qualifications for “Full admissions” status but have not yet provided all of the necessary documentation, may be conditionally admitted. Such students will have only one quarter to provide the necessary documentation and enroll at their own risk. If that documentation, when received, does not qualify them for Full admissions, they must leave the program and reapply for admissions once the necessary requirements have been met. Students not supplying that information within one quarter will not be allowed to continue in the program until the above information has been received by the DAOM admissions Office.
- Educational Deficiencies: The program may admit students with particular educational deficiencies of a limited nature who possess an ACAOM-accredited or candidate degree or its equivalent provided that such persons complete any course work deficiencies prior to taking

relevant doctoral program courses for which such course work is a prerequisite. Students are admitted as “Probationary Students” and are required to take all prerequisites during the first year and pass these courses.

- Experienced clinicians: The program may admit students who are experienced practitioners that do not otherwise meet the criteria for standard admissions who meet all the following criteria:
  1. A thorough entrance evaluation of each candidate to establish a foundation of knowledge and skills in Oriental Medicine that are appropriate for admissions to a clinical doctoral program.
  2. Documentation of five years of full-time AOM clinical practice with documentation of a minimum of 2,000 patient treatments.
  3. Successful completion of an identified curriculum from the institution's master's level program to rectify any deficiencies identified through the program's entrance evaluation and admissions standards. Completion of the identified curriculum can be accomplished through the successful completion of specified courses, or by demonstrating achievement of the specific course objectives through successful completion of challenge examinations.

The DAOM Admissions Committee identifies the specific courses of the master's level curriculum that the applicant must complete, articulate and document the rationale for its decision in relation to the doctoral program, and maintain a record of this process with respect to each candidate.

## **Required Documents**

The required documents include the following:

1. Completed application form

Complete the paper application in English. The application deadline for each quarter is six weeks prior to the beginning of the quarter. The applicant can still apply for admissions after the application deadline with a late application fee. The acceptance of the late application depends solely on the discretion of the DAOM admissions committee, but any application received later than the first Friday of each quarter will not be considered.

2. Non-refundable \$100 application fee (Late fee \$20 will be applied on late applications. Please check our application deadlines).
3. Two passport-sized color photos taken within 3 months.
4. Personal statement essay approximately 500 words written in English.
5. Two letters of professional or academic recommendation.
6. Current, Professional resume.
7. Sealed official transcript of master's degree or master's level program in Acupuncture or Oriental medicine from ACAOM-accredited or candidate institution or its equivalent.
8. Students who graduated from colleges or universities outside of the U.S. are required to submit a comprehensive course-by-course evaluation through the academic credential evaluation service, which is a member of NACES (National Association of Credential Evaluation Services). For more information about NACES, please refer to the website <http://www.naces.org/> to select one of listed institutions and apply for the course-by-course service. Evaluation must include degree equivalency.
9. Non-domestic students are required to submit proof of financial independencies or an affidavit of support form. Bank statement must have a minimum balance of \$25,200 for singles, and an additional \$3,500 for each adult dependent (\$2,500 for each dependent child).
10. A copy of California Acupuncture License.
11. Proof of English language

**English Language Competency Requirements for ALL Programs on or after January 1, 2020:**

English language competency is required of all students seeking admission to the program. This must be demonstrated by one of the following means:

- The student must have completed a two-year (60 semester credits or 90 quarter credits) baccalaureate- or graduate-level, English-based education in an institution:
  - accredited by an agency recognized by the U.S. Secretary of Education, or

- in the United Kingdom, Australia, Canada (except Quebec), New Zealand, or Ireland.
  - In all cases, English must have been both the language of instruction and the language of the curriculum used;
  - Test of English as a Foreign Language Internet-Based Test (TOEFL® iBT)  
Acceptable scores: TOEFL iBT total score – 80
  - International English Language Testing System (IELTS)  
Acceptable scores: IELTS overall band score of 6.5 (Academic Format)
12. Proof of residency (copy of passport, birth certificate, permanent resident card, or any other documents that prove applicants' legal stay in U.S).
  13. Interview with the members of DAOM admissions committee will take place on weekdays when all application requirements are met. School will inform all the applicants in advance to schedule an interview. If a physical face-to-face interview is not possible, an online video conference or written interview can be conducted.
  14. Members of the DAOM admissions committee will decide if the students will be fully accepted, conditionally accepted, or denied acceptance. Acceptance, conditional acceptance, or denial letters will be released when the admissions decision is made.

Additional required documents for international students:

1. Non-refundable \$100 international student fee
2. Completed “Transfer Release” form (Available in the DAOM office)
3. Copy of valid passport
4. Copy of F-1 Visa
5. Copy of all I-20
6. Copy of I-94
7. Certificate of bank account balance
8. Affidavit of support form with supporting bank statement issued within 6 month

## **Application Procedures**

The DAOM admissions committee has the responsibility to determine if a prospective student will be capable of achieving the program's educational objectives. The official transcript of the applicant is reviewed to determine if the prospective student has the academic ability to be successful in the program. Under special circumstances, requirements may be modified or waived by approval of the DAOM admissions committee. "Special admissions learners" may comprise 10% of each cohort. Special admissions learners are prospective doctoral candidates who have successfully completed a master's program in Oriental medicine from an ACAOM- accredited or candidate institution and will have passed the California Acupuncture Licensing Exam within one year of conditional acceptance to the DAOM program.

Upon receipt and review of all required materials, selected applicants meeting DULA criteria for admissions to the DAOM program will participate in an on-campus interview with the DAOM admissions committee. The DAOM admissions committee will have members representing different aspects of the doctoral program including the Doctoral Director. Other members of the DULA community may be invited to serve as needed. The DAOM admissions committee will meet after the interview to review the documents and evaluate the application. The applicant will be assessed on the ability to meet requirements such as:

- Degree qualification
- Impressions of personal capacity to meet the rigors of the program
- Character and suitability of the applicant

Within one week of the panel interview the applicant will receive written notice of the committee's admissions decision. The committee's decisions include acceptance, rejection or conditional acceptance.

A waitlist will be developed if there are more than the maximum of twenty (20) desired qualified applicants. Applicants recommended for conditional acceptance will be provided with an assessment and required plan of preparation. Admissions will be accepted quarterly and applications are advisable to be completed and submitted to the University one month before the start of classes. The DAOM admissions committee will review each application. Once the

applicant is accepted, a letter of acceptance will be issued inviting the accepted applicant to enroll. An enrollment appointment will be set for the prospective student to meet with the DAOM staff to receive information such as assignments for the first class meeting and financial arrangements for tuition.

*Entrance in the Doctoral Program will be based on the following standards:*

- Timely submission of required documents (see above)
- Graduation from an accredited or candidate program in Oriental Medicine or equivalent (Example: OM Bachelor's degree from China)
- Proof of professional license and malpractice insurance
- Result of Interview with DAOM admissions committee

### **Establishing Admissions Policies**

The Doctoral admissions committee is in charge to format the criteria for admissions and review its current admissions policy. The Academic Committee may also be involved if necessary for the formatting and updating of the DAOM admissions policy. Any change in policy will have a period of adoption and implementation and will be reflected in the current DAOM Catalog.

### **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 admissions, 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 admissions. 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.

### **Re-admissions**

The university requires petition from applicants who are trying to be re-admitted. All the re-admissions process is considered same as general admissions. The student must submit the completed application and fees.

### **Re-admissions after Academic Dismissal**

Students may re-apply for re-admissions to the university no sooner than one (1) year after being academically dismissed and be only considered for reinstatement by special action when sufficient evidence is available to show the future satisfactory academic progress. The university may require transcripts of any coursework taken elsewhere to improve academic standing.

### **Re-admissions after Withdrawal**

In order to reenter the university after withdrawal, completed application and fees as well as updated documents are required. Students approved for re-admissions are responsible for fulfilling the curriculum requirements current at the time of their re-admissions.

### **Re-admissions after absence with or without notice**

Students who fail to register for more than two (2) consecutive quarters (180 days) or if the students are fail to register for more than “two (2) consecutive quarters (180 days) with the additional of one subsequent Leave of Absence within that same 12-month period” due to excused leave from unforeseen circumstances, such as jury duty, military duty, and criteria covered under the Family and Medical Leave Act of 1993, are considered to be terminated from the program. These students must re-apply for admissions as a new student if they wish to continue the program.

### **Re-admissions of Military Personnel and Veterans**

A student who has duty services for more than 180 days is eligible for re-admissions without a new admissions application. The student must meet following criteria:

1. Advance notice (leave of absence form) is provided to the university.
2. Appropriate application and updated documents are submitted.
3. An application fee will be waived.

The Tuition Refund Policy and other important statements of the student's and university's rights and responsibilities are set forth in the student enrollment agreement, which is available through the office of admissions, front office, or appropriate program director.

## **Residency Requirements**

The student must successfully complete and pass all didactic, clinical coursework and DAOM Capstone project in no more than 4 calendar years.

## **New Student Orientation**

DAOM Students are required to attend an orientation session which takes place during the first week of every quarter. Orientation is conducted by the Doctoral Director and staff. The information about the DAOM program, policy as well as HIPAA and OSHA training will be presented in the orientation. The clinical training orientation that includes the information about DAOM residency, mentorship and preceptorship will also be presented during the new student orientation. All administrative staff will introduce themselves and describe their part in the DAOM program. DAOM Students will have the opportunity to ask questions.

## **Transfer Credit**

Course work taken at another accredited institution before admissions to DULA may be presented for evaluation for transfer credit. All potential transfer credit is evaluated by the Dean of Academic Affairs and the Associate Dean of DAOM Program to ensure that the credits meet the standards and objectives for graduation from the doctoral program, and that the credits cover the same material of the equivalent course in the doctoral program.

Students who want to request any transfer credits from any course subjects, have to list the requested courses in the “Transfer Credit Request Form” and submit to the DAOM coordinator for review. The “Transfer Credit Request Form” can be obtained at DULA front desk.

Credit for courses within the DULA DAOM curriculum may be granted for equivalent courses taken at an ACAOM- accredited institution. Courses must have been taken within 5 years prior to admissions to DULA and must be equivalent in hours and content to the course offered at DULA. Concurrent enrollment may only be undertaken for transfer credit only after counseling and prior written approval of the Doctoral Program Director. Transfer credits are granted only for course

work that completed within 5 years. Credits earned more than 5 years prior to admissions may only be accepted for transfer after validating and documenting that the student has retained the content knowledge and competencies of the respective course(s) for which transfer credits are being assessed. Any DULA student who wishes to transfer a course completed more than 5 years prior to admissions may petition to take a proficiency examination (which is equivalent to the final exam for the course) and if successfully passed with a score of 75% or higher, allowance will be made for transfer credit.

Additional criteria for acceptance of transfer credit follows:

- Transfer credits cannot be a part of any Master degree program
- Transfer credits come from coursework at an ACAOM-accredited institution
- Transfer credits must meet the equivalency in the content and standards for graduation from the doctoral program
- No credit is granted for military or corporate training, prior experiential learning, life experience, nor through portfolio assessment
- The requested transfer credits covers all material in the DAOM class of which it is the equivalent with a grade of “B” or better
- Transfer credits cannot exceed 200 hours
- Transfer credits can only be awarded for the hours of didactic classes
- Transfer credits cannot be awarded in the case that the number of units from the previous institution's coursework is less than DULA's DAOM coursework required units.

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

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

The transferability of credits you earn at DULA is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the credits you earned in the MSOM program is also at the complete discretion of the institution to which you may seek to transfer. If the credits that you earned at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting the institution to determine if your credits will be transferable.

If a student is transferred from an institution that uses different academic terms from DULA, a conversion into the quarter system will be applied.

Rely on the charts below to make these conversions.

Semester to Quarter Conversions		Trimester to Quarter Conversions	
Number of Semester Units	Number of Quarter Units	Number of Trimester Units	Number of Quarter Units
1	1.5	1	1.25
2	3	2	2.5
3	4.5	3	3.75
4	6	4	5
5	7.5	5	6.25
6	9	6	7.5

7	10.5	7	8.75
8	12	8	10
9	13.5	9	11.25
10	15	10	12.5
		11	13.75
		12	15

**Non-matriculated Students**

The DULA DAOM program does not accept non-matriculated students.

## Requirements for Graduation

In order to graduate and be granted the DAOM degree from DULA, all students must comply with the residency requirement (see residency requirement section). The student must successfully complete and pass all the mentioned in the below didactic, clinical coursework and DAOM Capstone project in no more than 4 calendar years.

<b>Doctoral Program (DAOM) of Study</b>	<b>Hours</b>
<b>Didactic</b>	
Core Curriculum	320
Clinical Specialties:	320
<b>Total Didactic Hours:</b>	<b>640</b>
<b>Clinical Experience</b>	
Residency	250
Preceptorship	200
Mentorship	200
<b>Total Clinical Hours:</b>	<b>650</b>
<b>Total Required Hours:</b>	<b>1290</b>

## **Services**

### **Student Advising**

The DAOM Coordinator is the principal student advisor for the DAOM program. The Dean of Academic Affairs, Program Director, and Student Services Coordinator are also available to assist students. Advising includes academic and nonacademic matters. The International Student Advisor is available to assist students who need help with visas, work permits, housing, or transportation.

### **International Student Advising**

DULA provides special advising to international students. The Office of International Student Advising/Student and Exchange Visitor Information System (SEVIS) Compliance electronically processes all student-related U.S. Citizen and Immigration Service (USCIS) documents and other related transactions. The Office of International Student Advising/SEVIS Compliance is staffed by DULA's International Student Advisor/SEVIS Compliance Officer, whose purpose is to address the administrative and other needs of DULA's international students.

### **Student Council**

The primary purpose of the student council is to provide comprehensive representation for maximum student participation at DULA. The student council actively participates in all of the DULA events.

### **DULA Alumni Association**

The DULA Alumni Association was established to foster the professional interests of our graduates who elect to join this purely voluntary association. The DULA Alumni Association encourages its members to assist currently-enrolled students in obtaining employment upon graduation. Alumni Association members also offer free tutorial assistance.

## **Academic Policies**

### **Enrollment and Right to Cancel**

The registration takes place either online through user-friendly software or at the DAOM administrative offices, after selected courses have been approved by the Program Director. The DAOM Coordinator and/or Registrar are available full-time to assist students in registering for classes online. To register for clinical course works, students may consult with the DAOM Coordinator before planning their schedules with the OMC Manager. Registration for residency hours is handled through OMC Manager, while the registration for Preceptorship and Mentorship will be handled through DAOM Coordinator. Please also refer to OMC Handbook for more information. Payment of tuition for didactic and clinical course works are paid at the front desk of the administration office. Registration for courses may be handled online through user-friendly software. For new students, registration may take place at any time prior to the end of the first quarter of study in which the new student is enrolled. For continuing students, Official Registration begins every 9th week of the quarter for the subsequent quarter of study. Registration for a subsequent quarter ends on the last day of the current quarter before the first day of the new quarter. After that the registration will enter the add/drop period (Monday of 1<sup>st</sup> week of the new quarter to Wednesday of 2<sup>nd</sup> week of the new quarter). Late registration fee (\$15.00) is applied starting from Monday of the 12<sup>th</sup> week current quarter until the end of the add/drop period (Wednesday of the 2<sup>nd</sup> week of the new quarter). For more information about the date and registration period, please refer to the academic calendar). To begin the registration process, students are required to pay the current registration fee that is published online and in the DULA general catalog.

It is critical that students register for classes during the official registration period. After the close of the official registration period, classes that do not have a sufficient number of students may be canceled. To ensure classes you need are not canceled, please register during the official registration period. The DAOM Core Committee and/or Academic Standards Committee has the fully rights to decide the minimum number of enrolled students for each quarter to be kept opened or canceled. The minimum number of the enrolled students for the classes to be kept in each quarter maybe different. All DAOM students will be informed if there are any classes that will be canceled at least during the second week of the quarter after the add/drop period has ended.

As part of the initial enrollment process, new students sign an Enrollment Agreement outlining the entire course of study, tuition and fees charged, and a statement that DULA reserves the right to increase tuition at any time. Students have the right to cancel the Enrollment Agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later (less the applicable non-refundable application fee, Student Tuition Recovery Fund fee, and the I-20 mailing fee for International students). To cancel, a student must provide written notice to the DAOM Coordinator and/or Registrar by the end of business hours the first day of instruction or seven days after enrollment. Any and all other forms of notice do not constitute cancellation of the enrollment agreement. For further details please see the Tuition Refund Policy outlined below. Please also note that some of the material covered under the Academic Policies portion of the DULA Catalog is also addressed under the admissions portion of the Catalog.

### **Full-Time Enrollment**

To be enrolled as a full-time status, students must enroll for and satisfactorily complete a minimum of 7 units in any one quarter of study.

### **Part-Time Enrollment**

To be enrolled as a part-time status, students must enroll for and satisfactorily complete a minimum of 4 units in any one quarter of study.

### **Add / Drop**

Students may add or drop classes during the first 10 days of each quarter (ended on Wednesday of 2<sup>nd</sup> week of the quarter at 12:00PM). All withdrawals after the add/drop period will be recorded on the student's transcript as a W (withdrawal). Beginning the 7th week and through the end of the quarter any classes dropped will be recorded as WF (Withdraw/Fail) with no credit (see Grading Policy).

It is critical that students register for classes during the official registration period. After the close of the official registration period, classes that do not have a sufficient number of students may be

canceled. To ensure classes you need are not canceled, please register during the official registration period. The DAOM Core Committee and/or Academic Standards Committee has the fully rights to decide the minimum number of enrolled students for each quarter to be kept opened or canceled. The minimum number of the enrolled students for the classes to be kept in each quarter maybe different. All DAOM students will be informed if there are any classes that will be canceled at least during the second week of the quarter after the add/drop period has ended.

## **Attendance**

The University has established attendance policies essential to the DAOM education. A candidate's absence from more than 20% of didactic and clinical coursework will constitute an automatic failure. Three marks in tardiness with count as one absence. DAOM Students are also required to submit all assignments to the appropriate faculty member regardless of attendance.

Students are responsible for making up the missed clinic shift work. All the make-up for the current quarter missed clinic shift should be completed during the current academic quarter break. Please refer to OMC Handbook for more information about the procedure of clinic shift / hours.

Any future change in attendance standards will be specified on course syllabi distributed at the first-class meeting.

## **Examinations**

In DAOM program, most of the mid-term and final examinations are through the paper project and oral presentation. However, all other equivalent evaluations may also be applied by the instructor in some courses. DAOM students are required to review their class syllabi for each class assignments and course evaluation projects.

## Grading Policies

DULA will employ a pass/fail grading system for DAOM courses. A point system will be utilized to evaluate the assigned course work. Points will then be translated into percentages and the following graders will be assigned:

- P (pass) - Satisfactory completion of all required coursework. A percentage of 75% will be required to receive a Pass.
- F (fail) - Unsatisfactory completion of coursework. If a student fails a course, the student will be offered that opportunity to repeat the course with the next cohort. If retaking a failed course, students must pay the full tuition in order to receive full credit for the course. If the course is determined by the Doctoral Committee to be essential to the succeeding coursework then the student may be dismissed from the program. That student may apply for re-admissions one year later.
- W (withdraw) - A student may withdraw from a class before final requirements for the course are due. The student must request and receive permission from the Program Director and course instructor. A (W) will become a permanent part of the student's academic record. If the course is essential to the succeeding coursework the student will be required to take a leave of absence and repeat the course with the following cohort.
- I (incomplete) - A grade of incomplete indicates that further work in a course must be completed before a grade is given. A DAOM Student will have three months to complete any course work outstanding work and converted the grade to a Pass. After the three-month period, incomplete grade will remain on the record and the DAOM Student will be required to retake the class. If the course is essential to subsequent coursework the DAOM Student may be required to take a leave of absence until the course is offered.
- IP (In Progress) - Due to the structure of some courses, grades may not be assigned for more than six months. In those cases, a grade of (IP) indicating that the course is continuing and that a grade will be assigned when the course is completed.

## **Satisfactory Academic Progress**

Because the DAOM is constructed in modular cycles, coursework may be completed in a flexible manner, however all first-year coursework is suggested to be completed before advancing to second year coursework.

DAOM program is designed as a twenty-four (24) months length of study. A maximum of four (4) years is allowed for program completion, otherwise such related student will be terminated from the program. If a student requests and is granted a leave of absence from the program, the student will be fall into the leave of absence policy.

If a student fail in all of his/her enrolled course in one quarter and consecutively fail in all of his/her enrolled course in the following quarter, the student will be placed on academic probation in the following quarter, and required to attend mandatory academic advising. During this time the student's Program Director and Dean of Academic Affairs will evaluate the student and analyze the reasons for poor performance. Students on academic probation must pass in all the registered course for each quarter that they are on probation.

In addition, if a student fails to pass all of his/her registered course within the quarter that he/she is on academic probation, his/her academic probation will continue for the 2nd consecutive quarter. This student will only be allowed to enroll in a maximum of 7 units of courses. The student will continue to be required to attend mandatory academic advising. During this second probationary quarter the Program Director and Dean of Academic Affairs will analyze the reasons for the poor performance.

If the student fails to pass all of his/her registered course for the 3rd consecutive quarter, the student will be dismissed from the program. Once a student is dismissed from the program, he/she will not be allowed to re-enroll for two quarters.

If the student returns to the program, he/she will only be allowed one quarter with maximum of 7 units enrolled course and pass all of his/her registered course or will again face academic dismissal. A second academic dismissal will be grounds for permanent non-reentry into the program.

## **Tuition and Fees**

### **Academic Tuition**

Didactic (classroom) Instruction	: US\$200 per unit
Clinical Instruction	: US\$10 per clinical hour

### **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.

### **Late Payment Fee**

All students, including financial aid students, must pay all other fees and charges (i.e. parking, insurance) at the time they incur such fees or charges by the Friday of 2<sup>nd</sup> week of each quarter. For financial aid students, they must pay the full charges within 7 calendar days after their financial aid funds are distributed.

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

1. \$100 of late payment fee – after the 2<sup>nd</sup> week of each quarter
2. \$150 of late payment fee – after the 4<sup>th</sup> week of each quarter
3. \$200 of late payment fee – after the 8<sup>th</sup> week of each quarter

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

## Tuition Installment Payment Plan

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

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

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

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

## Standard Fees

### Books/Supplies\*\*

<b>DAOM</b> <ul style="list-style-type: none"><li>• Supplies / Kits</li><li>• Textbooks</li><li>• DULA Lab Coat / Scrubs</li></ul>	\$1,500
--	---------

### FEES: Nonrefundable

Application Fee (New Student)	\$100
Late Application Fee (New Student)	\$0
International Student Processing Fee	\$100

I-20 re-issue and/or extension processing, OT, etc.	\$50
Transfer Credit Evaluation Fee (Prior to Matriculation)	\$100
Transfer Credit Evaluation Fee (During Matriculation)	\$50 / course
Quarterly Registration Fee	\$50
Late Didactic Class Registration Fee (After the end of official didactic class registration period)	\$100 (Quarterly Registration Fee \$50 + Late Fee \$100 = Total \$150)
Add Class After Official Registration Period	\$0
Drop Class (from the first day of new academic quarter)	\$20 / Each Class
Changing Clinic Shifts (adding, changing, dropping) After the End of the Official Clinic Registration Period	\$20 / Each Shift
Mid-Curriculum Exam (MCE) – Initial / Retake	\$50
Comprehensive Graduation Exam (CGE) – Initial / Retake	\$100
Special Condition of Scheduled CGE Fee	\$350
Makeup Final Exam	\$100 / Exam
Challenge Exam	50% of tuition
Class Audit Fee	Free for 1 <sup>st</sup> time, then 50% of tuition
Course Incompletion / Grade Change	\$50
Graduation Fee (Including Commencement, Photo and Gowns) – MSOM and DAOM	\$200
DAOM Capstone Review Fee	\$100
Quarterly Clinic Malpractice Insurance Fee	\$55
Student / Clinic ID Card	\$10
Quarterly Facility and Technology Fee	\$50
Certificate of Attendance	\$10 (Express \$15)
Certificate of Graduation	\$10 (Express \$15)
Certificate of Clinical Training	\$5 (Express \$10)
Certificate of Letter	\$5
Certificate of Patient Log (Including Notarization Fee)	\$60
Clean Needle Technique Certificate Re-issue	\$5
Diploma Re-issue	\$100
Official Transcript	\$15

Unofficial Transcript	\$10
Tuition Verification	\$10 (Express \$15)
Parking	\$50 / Academic Quarter (\$5 / Day)
Returned Check Charge	\$25
Late Payment Fee Without Prior Installment Agreement	\$100 / Each Deadline
Installment Payment	\$20 / Each Payment
Late Installment Payment Fee With Prior Installment Agreement	\$50 / Each Deadline
Quarterly Student Association Fee	\$0
Deposit Upon Notification of Acceptance	\$0
Fax Service – Domestic (Charged Per Page)	\$1
Fax Service – International (Charged Per Page)	\$3
Scanning Service	\$3
Mailing Service (Domestic and Certified)	\$5
Mailing Service (International)	Cost + \$5 Handling Fee
In-resident Housing	Not offered
Student Tuition Recovery Fund (STRF) Fee	\$0.00 / \$1000

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

**Notes:**

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

\*\* Tuition and fees are subject to change at the discretion of the University. Please refer to the *University Policy Handbook* or *A List of Complete Fees*, available at the front desk, for a complete list of fees.

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

\*\*\*\* STRF: Currently the institution is charging \$0 for every \$1,000 tuition. The STRF rate is subject to change by BPPE based upon the balance in the STRF account. Statute requires the Bureau begin collecting if the balance falls below \$20 million and caps the account at \$25 million.

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

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

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

Notes:

1. For express process, there is an extra fee. Please refer to the school document request form that can be obtained at DULA front office.
2. New students:  
New students, upon initial enrollment, must sign an enrollment agreement outlining the entire course of study, tuition, and fees charged, as well as a statement that DULA reserves the right to raise all fees and charges, including tuition, in any amount, at any time.
3. Continuing students and returning students:  
DULA reserves the right to raise all fees and charges for continuing students and returning students, including tuition, in any amount, at any time.

### **Student Tuition Recovery Fund**

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

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

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

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

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

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

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

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

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

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

**Bureau for Private Postsecondary Education**

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

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

Phone: (916) 574-8900

Toll Free: (888) 370-7589

Fax: (916) 263-1897

Web Site: [www.bppe.ca.gov](http://www.bppe.ca.gov)

E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

**Estimated Total Expense**

The estimated total for completion of the program is \$22,340. This estimate includes classroom instruction, clinical instruction, application fee, capstone review fee, graduation fee, supplies, uniforms, textbooks, clinical malpractice insurance, Student Tuition Recovery Fund fee, and the student ID card. 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. The charges for a period of attendance and the total charges for the entire program are the same.

**Financial Aid**

DULA DAOM program currently does not offer the financial aid.

## **DULA Scholarships**

DULA does not offer scholarships in DAOM Program; however, DULA will announce scholarships from external sources when the opportunities arise. For further information regarding scholarships, please contact the Financial Aid Officer or the Dean of Academic Affairs.

## **Tuition Refund Policy**

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

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

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

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

If a student obtains a loan for the program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from the federal

financial aid funds. Dongguk University Los Angeles shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

The California State Pro Rata Refund Policy applies to students who have not completed more than 60% of the course of instruction and is calculated as follows:

Student Charges During Add/Drop Period 100% refund.

After Add/Drop Period: 10% charged for each week attended

- After the 2nd Week Session 80%
- After the 3rd Week Session 70%
- After the 4th Week Session 60%
- After the 5th Week Session 50%
- After the 6th Week Session 40%
- After the 7th Week 0%

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

### **Student’s Right to Cancel**

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

## **Disbursement of Tuition Refund**

All tuition refunds will be disbursed through the front office, unless the refund recipient requests, in writing, that it be mailed. In such cases, the recipient must provide, in writing, a current mailing address, or other address to which the refund should be sent with a signature and the date when requesting.

It is the responsibility of the student to contact DULA 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.

## **Appeal Procedure**

The student who wishes to appeal the non-satisfactory progress status must initiate the process by submitting a written request to the academic dean. The request is to be presented within 10 days of the non-satisfactory progress status determination and must describe any circumstances that the student believes affected his/her performance and deserve special consideration, as well as the measures that the student has taken to resolve those circumstance in a manner that would not interfere his/her progress again.

The academic dean shall evaluate the appeal within 5 business days and notify the student in writing of his/her decision. Should the student's appeal be denied, he or she may appear before the president of the institution, who will provide a written notice to the student of its decision within 3 business days. The decision of the president shall be final.

## **Other Policies**

### **Leave of Absence Policy**

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

A student may be granted one Leave of Absence within any 12- month period, not to exceed 180 calendar days. One subsequent Leave of Absence within that same 12-month period can be granted for unforeseen circumstances, such as jury duty, military duty, and criteria covered under the Family and Medical Leave Act of 1993. Such exceptions must be approved by University Administration. If after the extension of one subsequent leave, student fails to enroll in DULA coursework for at least one academic quarter, then the student is considered to be terminated from the program. The 12-month period is calculated from the first day of the student's most recent leave of absence. For the leave of absence to be approved, the student must provide the request in writing using the DULA leave of absence form that includes a reason for the request and date of return from leave of absence. This form should be signed and dated prior to the time period the leave is to occur, unless unforeseen circumstances prevent the student from doing so. The leave of absence request form can be obtained at the DULA front office. The Associate Dean of DAOM Program must approve the request. Foreign students should also get the approval in prior from the International Student Service (ISS) Officer. If the leave of absence is not approved and the student leaves anyway, then the student is considered to be terminated from the program.

### **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 and obtain approval from the Associate Dean of DAOM Program and International Student Service (ISS) Officer (please see section on general leave of absence policies, set forth above). In

addition, foreign students must matriculate as a full-time student for one academic year before they may apply, and the leave of absence may be no longer than 1 quarter during any calendar year.

### **Conditional Acceptance Waiver**

Only in exceptional circumstances prospective students may be admitted on a conditional basis, such as when an international student requires extra time to obtain official transcripts from a foreign institution. In such cases, full admissions will only be granted after review and approval by the dean of academic affairs. If all outstanding conditions for admissions are not met by the end of the second quarter of enrollment, the student may be deemed ineligible for admissions. Please also refer to the Admissions policy section for more information.

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

DULA's staff and faculty rely on students to conduct themselves in a manner that upholds the university's student code of professional and academic conduct. All students should understand that they are training to be skilled medical professionals, and as such will be held to a high standard of responsibility. Students who act in a manner that violates this code will be subject to disciplinary actions. Under no circumstances will any of the following be tolerated or excused:

#### **Academic Dishonesty**

Academic dishonesty includes providing or receiving answers from other students during or after an examination, plagiarism, knowing use of illegally copied educational material in any format, using informational aids such as "crib sheets" or other types of notes during an examination (if not allowed), or anything else that might reasonably be construed as cheating. Students who are found to be academically dishonest will automatically receive an "F" in that particular course and are subject to dismissal or suspension for 1 quarter, and may be placed on administrative probation.

#### **Inappropriate Conduct**

All students are to conduct themselves in a manner that is not injurious to the university's smooth operation, name, reputation, or property. 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 above mentioned substances while on campus.

## **Sexual Harassment**

The educational environment must be free of unwelcome sexual advances, including verbal communication or physical conduct constituting sexual harassment as defined and prohibited by state and federal laws and regulations. It is a violation for anyone who is authorized to take administrative or academic action affecting a student to engage in sexual harassment. Federal law defines sexual harassment as unwanted sexual advances; requests for sexual favors; or visual, verbal or physical conduct of a sexual nature when: Submission to such conduct is made a term or condition of employment. Submission to or rejection of such conduct is used as basis for employment decisions affecting the individual. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

There are various definitions of sexual harassment. The following is a partial list Unwanted sexual advances. Offering employment benefits in exchange for sexual favors. Making or threatening reprisals after a negative response to sexual advances. Visual conduct such as leering; making gestures; and displaying of sexually suggestive objects, pictures, cartoons, or posters. Verbal conduct, such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, and comments about an employee's body or dress. Verbal sexual advances or propositions. Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading descriptions, and suggestive or obscene communications. Physical conduct such as touching, assault, and impeding or blocking movements. Retaliation for reporting harassment or threatening to report harassment.

It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment on the job is unlawful whether it involves coworker harassment by a supervisor or manager, or by persons doing business with or for DULA.

## **Other Types of Harassment**

Prohibited harassment on the basis of race, color, national origin, ancestry, religion, physical conduct, mental disability, marital status, sexual orientation, or age includes but is not limited to the following behaviors: Verbal conduct such as threats, epithets, derogatory comments, or slurs. Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures. Physical conduct such as assault, unwanted touching, or blocking normal movements. Retaliation for reporting harassment or threatening to report harassment.

## **Special Procedures for Reporting Harassment**

DULA's complaint procedures provide for an immediate, thorough, and objective investigation of any claim of unlawful or prohibited harassment, as well as appropriate disciplinary action against one found to have engaged in prohibited harassment and appropriate remedies to any victim of harassment. Appropriate action will be taken to deter any future prohibited harassment. A person may have a claim of harassment even if he or she has not lost his/her job or some economic benefit.

Students who have been sexually harassed should file a report with the complaint designee (student services coordinator) or any member of the DULA administration who will then notify the complaint designee of the student's complaint. The complaint should include details of the incident(s), names of individuals involved, and the names of any witnesses.

All incidents of prohibited harassment that are reported will be investigated. DULA will immediately undertake or direct an effective, thorough, and objective investigation of the harassment allegations. The investigation will be completed and a determination regarding the alleged harassment will be made and communicated to the student(s) who complained of the accused harasser(s).

If a complaint or prohibited harassment is substantiated, appropriate disciplinary action, up to and including discharge, will be taken. A person who engages in unlawful harassment may be held criminally and civilly liable. Whatever action is taken against the harasser will be communicated to the complaining student.

## **Grounds for Student Discipline**

Faculty may recommend that the executive committee impose discipline for the commission or attempted commission (including aiding or abetting in the commission or attempted commission) of the following types of violations by students, as well as such other violations as may be specified in university regulations:

1. All forms of academic misconduct including but not limited to cheating, fabrication, plagiarism, or facilitating academic dishonesty.
2. Other forms of dishonesty including but not limited to fabricating information, furnishing false information, or reporting a false emergency to the university.
3. Forgery, alteration, or misuse of any university document, record, key, electronic device, or identification.
4. Theft, conversion of, destruction of, or damage to any property of the university, or any property of others while on university premises, or possession of any property when the student had knowledge or reasonably should have had knowledge that it was stolen.
5. Theft or abuse of university computers and other university electronic resources such as computer and electronic communications facilities, systems, and services. Abuses include (but are not limited to) unauthorized entry, use, transfer, or tampering with the communications of others, and interference with the work of others and with the operation of computer and electronic communications facilities, systems, and services.
6. Use of university computer and electronic communications facilities, systems, or services in any manner that violates other university policies or regulations.
7. Unauthorized entry to, possession of, receipt of, or use of any university services, equipment, resources, or properties, including the university's name, insignia, or seal.
8. Physical abuse including but not limited to rape, sexual assault, sex offenses, other physical assault, threats of violence, or other conduct that threatens the health or safety of any person.

9. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature constitute sexual harassment when:
  - a. A student who is also an employee of DULA makes submission to such conduct, either explicitly or implicitly, a term or condition of instruction, employment, or participation in other university activities over which the student has control by virtue of his or her university employment.
  - b. A student who is also an employee of the university makes submission to or rejection of such conduct a basis for evaluation in making academic or personnel decisions affecting an individual, when the student has control over such decisions by virtue of his or her university employment.
  - c. Such conduct by any student has the purpose or effect of creating a hostile and intimidating environment sufficiently severe or pervasive to substantially impair a reasonable person's participation in university programs or activities, or use of university facilities.
10. In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to the record of the incident as a whole and to the totality of the circumstances, including the location of the incident and the context in which the alleged incidents occurred. In general, a charge of harassing conduct can be addressed under these policies only when the university can reasonably be expected to have some degree of control over the alleged harasser and the environment in which the conduct occurred.
11. Stalking behavior in which a student repeatedly engages in a course of conduct directed at another person and makes a credible threat with the intent to place that person in reasonable fear for his/her safety, or the safety of his/her family, where the threat is reasonably determined by the university to seriously alarm, torment, or terrorize the person; and the university determines that the threat also serves no legitimate purpose.
12. Harassment by a student or any person. For the purposes of these policies, harassment is:
  - a) the use, display, or other demonstration of words, gestures, imagery, or physical materials, or the engagement in any form of bodily conduct on the basis of race, color,

national or ethnic origin, sex, religion, age, sexual orientation, or physical or mental disability, that has the effect of creating a hostile and intimidating environment sufficiently severe or pervasive to substantially impair a reasonable person's participation in university programs or activities, or their use of university facilities; b) targeted toward a specific person or persons; and c) addressed directly to that person or persons.

13. Participation in hazing or any method of initiation or pre-initiation into a campus organization or other activity engaged in by the organization or members of the organization at any time that causes, or is likely to cause, physical injury or personal degradation or disgrace resulting in psychological harm to any student or other person.
14. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other university activities.
15. Disorderly or lewd conduct.
16. Participation in a disturbance of the peace or unlawful assembly.
17. Failure to identify oneself to, or comply with the directions of, a university official or other public official acting in the performance of his or her duties while on university property or at official university functions; or resisting or obstructing such university or other public officials in the performance of or the attempt to perform their duties.
18. Unlawful or attempted manufacture, distribution, dispensing, possession, use, or sale of controlled substances, as identified in federal and state laws or regulations.
19. Violation of the conditions contained in the terms of a disciplinary action imposed under these policies or regulations.
20. Selling, preparing, or distributing for any commercial purpose course lecture notes or video/audio recordings of any course, unless authorized by the university in advance and explicitly permitted by the course instructor in writing. The unauthorized sale or commercial distribution of course notes or recordings by a student is a violation of these policies whether or not it was the student or someone else who prepared the notes or recordings.

21. Copying for any commercial purpose handouts, readers, or other course materials provided by an instructor as part of a university of California course, unless authorized by the university in advance and explicitly permitted by the course instructor or the copyright holder in writing (if the instructor is not the copyright holder).

## **Types of Student Disciplinary Action**

When a student is determined to have violated university policies or regulations, any of the following types of student disciplinary action may be imposed. Any sanction imposed should be appropriate to the violation, taking into consideration the context and seriousness of the violation.

### **Warning**

Written notice or reprimand to the student that a violation of specified university policies or regulations has occurred and that continued or repeated violations of university policies or regulations may be cause for further disciplinary action, normally in the form of disciplinary probation and/or loss of privileges and exclusion from activities, suspension, or dismissal.

### **Disciplinary Probation**

A status imposed for a specified period of time during which a student must demonstrate conduct that conforms to the university's standards of conduct. Conditions restricting the student's privileges or eligibility for activities may be imposed. Misconduct during the probationary period or violation of any conditions of the probation may result in further disciplinary action, normally in the form of suspension or dismissal.

### **Loss of Privileges and Exclusion from Activities**

Students may be excluded from participation in designated privileges and activities for a specified period of time. Violation of any conditions in the written notice of loss of privileges and exclusion from activities, or violation of university policies or regulations during the period of the sanction, may be cause for further disciplinary action, normally in the form of probation, suspension, or dismissal.

## **Suspension**

Termination of student status for a specified period of time with reinstatement thereafter being certain, provided that the student has complied with all conditions imposed as part of the suspension and is otherwise qualified for reinstatement. Violation of the conditions of suspension or of university policies or regulations during the period of suspension may be cause for further disciplinary action, normally in the form of dismissal.

## **Dismissal**

Termination of student status for an indefinite period. Re-admissions to the university shall require the specific approval of the executive committee and may be granted only under exceptional circumstances.

## **Exclusion from Areas of the Campus or from Official University Functions**

Exclusion of a student as part of a disciplinary sanction from specified areas of the campus or other university-owned, -operated, or -leased facilities, or other facilities located on university property, or from official university functions, when there is reasonable cause for the university to believe that the student's presence there will lead to physical abuse, threats of violence, or conduct that threatens the health or safety of any person on university property or at official university functions, or other disruptive activity incompatible with the orderly operation of the campus.

## **Interim Suspension**

Exclusion from class, or from other specified activities or areas of the campus, as set forth in the notice of interim suspension, before final determination of an alleged violation. A student shall be restricted only to the minimum extent necessary when there is reasonable cause to believe that the student's participation in university activities or presence at specified areas of the campus will lead to physical abuse, threats of violence, or conduct that threatens the health or safety of any person on university property or at official university functions, or other disruptive activity incompatible with the orderly operation of the campus. A student placed on interim suspension shall be given prompt notice of the charges and the duration of the interim suspension, as well as the opportunity for a prompt hearing on the interim suspension. Interim suspension shall be

reviewed by the chancellor within twenty-four hours. If a student is found to have been unjustifiably placed on interim suspension, the university is committed to a policy whereby reasonable efforts are taken to assist an individual who has been disadvantaged with respect to employment or academic status.

### **Restitution**

A requirement for restitution in the form of reimbursement may be imposed for expenses incurred by the university or other parties resulting from a violation of these policies. Such reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages. Restitution may be imposed on any student who, alone or through group or concerted activities, participates in causing the damages or costs.

### **Revocation of Award or Degree**

Subject to the concurrence of the academic committee, the executive committee, and the board of directors, the conferral of the degree of Doctor of Acupuncture and Oriental Medicine, or any award granted while pursuing such degree, may be revoked or withdrawn, if it is proven by clear and convincing evidence that the awarded of the degree was obtained by fraud. Furthermore, such revocation is subject to review by special petition to the president.

### **Other Disciplinary Actions**

Other disciplinary actions, such as monetary fines, community service, or holds on requests for transcripts, diplomas, or other student records to be sent to third parties.

### **Posting Suspension or Dismissal on Academic Transcripts**

When, as a result of violations of the student code of professional conduct, a student is suspended or dismissed, a notation that the discipline was imposed must be posted on the academic transcript for the duration of the suspension or dismissal. Thereafter, notations of suspension or dismissal reflected on a student's transcript may be removed by special petition to the president.

## **Policy on Student Conduct and Discipline**

Students are members the DULA community, as well as members of the local community at large. Like faculty, they too have certain rights and responsibilities. Students are expected to comply with all laws and with university policies and regulations, and they receive and are subject to this handbook.

# **Student Discipline Procedures**

## **Procedural Due Process**

Procedural due process is basic to the proper enforcement of DULA policies and procedures. All students shall be given formal written notice, to include: a brief statement of the factual basis of the charges, the university policies or regulations allegedly violated, and the time and place of the hearing, within a reasonable time before the hearing.

The opportunity for a prompt and fair hearing in which the university shall bear the burden of proof, and at which time the student shall have the opportunity to present documents and witnesses and to confront and cross-examine witnesses presented by the university; no inference shall be drawn from the silence of the accused.

A record of the hearing will be kept and made available to the student. An expeditious written decision will be made based upon the preponderance of evidence that shall be accompanied by a written summary of the findings of fact, and will include an appeals process.

## **Administration of Student Discipline**

The executive committee may impose discipline for violations of university policies or regulations whether or not such violations are also violations of law, and whether or not proceedings are or have been pending in the courts involving the same acts. If an alleged violation of university policies occurs in connection with an official university function not on- campus, the student accused of the violation shall be subject to the same disciplinary procedures.

The loss of university employment shall not be a form of discipline under these policies. However, when student status is a condition of employment, the loss of student status will result in termination of the student's employment. In imposing discipline other than suspension or dismissal, access to housing and health services shall not be restricted unless the act that occasioned the discipline is appropriately related to the restriction. If, as a result of an official appeal, it is determined that the student was improperly disciplined, the president shall, if requested by the student, have the record of the hearing sealed, and any reference to the disciplinary process

removed from the student's record. In such a case, the record of the hearing may be used only in connection with legal proceedings. The president also may take other reasonable actions to ensure that the status of the student's relationship to the university shall not be adversely affected.

The results of any disciplinary action by the university that alleged a forcible or non-forcible sex offense, as defined in 34 CFR 668.46(c)(7), must be disclosed to both the alleged offender and the alleged victim. The scope of information to be provided under this section shall be: (1) the university's final determination with respect to the alleged sex offense and (2) any sanction that is imposed against the alleged offender. It is the alleged victim's obligation to keep the results of the disciplinary action or appeal confidential, consistent with the doctrine of reasonableness. Whether or not a hearing is conducted, DULA may provide written notice to a student that his or her alleged behavior may have violated university policy or regulations and that, if repeated, such behavior will be subject to the disciplinary process. Evidence of the prior alleged behavior as detailed in the written notice may be introduced in a subsequent disciplinary action in order to enhance the penalty.

### **Student Request**

In DULA, a student request is defined as a request from student to DULA to develop, process, or modify something that may have an impact on DULA and its students in the future. For example: a student request to open a specific elective class in one quarter, request to open a free lunch lecture by a specific invited speaker, and request for a student activity.

Student Request is different than the Student Grievance. A grievance is a complaint or allegation on student(s) against other student(s), faculty, staff or DULA administration. For example: being treated unfairly, wrong, or discriminatorily in academic performance by faculty, student, or others; violations of DULA procedures or policies; infringement of established or inferred rights; or violation against ethical conduct. Grievance may not be filed solely to repeal DULA regulations or policies but may address how a regulation or policy was reached, interpreted, or implemented.

The following are the procedure related to the student request:

- Students may provide student requests to the DULA student services coordinator. A student request form is available for students and can be obtained at DULA front office, student services coordinator office, or in a downloadable format at DULA website (<http://www.dula.edu/Forms>).
- Students then request an appointment with student services coordinator and bring the filled-in student request form attached with all the necessary supportive documents.
- Student services coordinator will discuss the request with the student, then investigate the necessary further action required. If necessary, student services coordinator may bring the request to student council and the Academic Department.
- Once the student request has been evaluated and a conclusion is presented, the student services coordinator will provide a response to the student via email.
- If the decision is provided from the academic committee meeting, written notice of the decision will be transmitted within a reasonable time, not exceeding 30 days from the time the request was provided by the student.

## **Grievances**

Students with complaints concerning administrative or academic policy may submit the grievance in writing to the Student Services Coordinator. The grievance will then be sent to the Academic Committee for a review and to gather all relevant information prior to deciding.

If the complainant is dissatisfied with the decision of the Academic Committee, she/he may submit a written appeal with all relevant documentation to the Academic Dean and the President. Following this, the matter may be given to the Board of Directors for further review. The Board will then make one of two determinations: (1) The issue is not appropriate for the Board to consider, in which case, the decision of the Academic Committee is final, or (2) the Board may decide to consider the grievance, confirming or overturning the decision reached previously. In either case, the decision of the Board of Directors will be final. A student or any member of the public may file a complaint about this institution at any time with the following regulatory agencies:

**Bureau for Private Postsecondary Education**

1747 N. Market Blvd. Ste 225

Sacramento, CA 95834

[www.bppe.ca.gov](http://www.bppe.ca.gov)

Toll-free: (888) 370-7589 or (916) 574-8900. Fax: (916) 263- 1897

**Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM)**

8941 Aztec Drive, Eden Prairie, MN 55347

Phone: (952) 212-2434, Fax: (301) 313-0912, Email: [coordinator@acaom.org](mailto:coordinator@acaom.org)

# **Students with Disabilities**

## **Overview**

Dongguk University Los Angeles is committed to providing support services to achieve equal access to the education experience. The academic committee approves and coordinates accommodations and services for students with disabilities at Dongguk University Los Angeles to help these students acquire skills essential to achieve academic and personal success.

The student services coordinator is available to provide assistance for students who exhibit significant difficulties due to a disability. DULA will support students to understand his/her limited abilities and compensate for them with ADA accommodations and alternative resources as well. Here at Dongguk University Los Angeles, we want to prepare students for the future by practicing self-advocacy. We will help guide the student on that journey by utilizing all available resources.

Registration for assistance from the student services coordinator is on a voluntary, self-identifying basis. However, services are only available after a student has registered and presents current documentation of the disability from an appropriate specialist or physician. All information and documentation are confidential.

## **Steps to Register with Disability Services**

In order to receive disability services from the student services office, students must provide documentation of their disability from an appropriate professional. If a student already has the appropriate documentation, they may make an appointment with the student services coordinator. Students must bring their documentation to the meeting.

## **Required Documentation**

Students desiring academic support services for disabilities are required to submit documentation to verify eligibility under Section 504 of the Rehabilitation Act of 1974 and the Americans with Disabilities Act. All assessment reports will be kept confidential at disability services in compliance with the Family Educational Rights and Privacy Act (FERPA), and the professional and ethical standards of the Association on Higher Education and Disability (AHEAD). The

following guidelines are provided to ensure that reports are sufficient and appropriate to verify eligibility.

#### General Guidelines for Required Documentation:

1. Be current: being within the last 5 years for learning disabilities is recommended, the last 6 months for psychiatric disabilities, or the last 3 years for all other disabilities (does not apply to physical or sensory disabilities of a permanent or unchanging nature).
2. State clearly the diagnosed disability (including a DSM-IV code where appropriate).
3. Describe the functional limitations resulting from the disability.
4. Include complete educational, developmental, and medical history relevant to the disability for which testing accommodations are being requested.
5. Include a list of all test instruments used in the evaluation report and relevant subtest scores used to document the stated disability (does not apply to physical or sensory disabilities of a permanent or unchanging nature).
6. Describe the specific accommodations requested and a detailed explanation of why each accommodation is recommended.
7. List relevant medications. Does medication substantially limit college-level academic pursuits? If so, how substantial is the limitation? Does the individual experience any side effects from the medication that may negatively affect his or her ability to study and or learn?
8. BE TYPED OR PRINTED ON OFFICIAL LETTERHEAD and be signed by an evaluator qualified to make the diagnosis (include information about license or certification, background, and area of specialization).

\*Prescription pad notes will not be accepted.

#### Student Responsibility for Disability Accommodations

Student must contact the student services coordinator if he/she has a disability and desires accommodations. Student must provide required documentation to establish the need for accommodations. Student must contact all of his/her individual instructors regarding the accommodations each individual quarter.

Person to Contact:

Student Services Coordinator

440 Shatto Place, 2nd Floor, Los Angeles, CA 90020

213-487-0110 ext. 406 ([AC@dula.edu](mailto:AC@dula.edu))

## **Student Records**

Dongguk University Los Angeles (DULA) recognizes and acts in full compliance with regulations set by the Family Educational Rights and Privacy Act of 1974 (FERPA). Students may have access to all records about them maintained by the university, except for those considered confidential under FERPA. DULA has set an online DULA populi for students to maintain their privacy settings and see their personal student record.

Under FERPA, students have the right to inspect and review their education records within 45 days of the day the institution receives a request for access. Students may seek an amendment to their education records if they believe them to be inaccurate or misleading. Students also have the right to some control over the disclosure of information from those educational records.

FERPA defines directory information as information contained in the education records of a student that—if disclosed—would not generally be considered harmful or an invasion of privacy. Typically, directory information includes information such as name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, and dates of attendance. A school may disclose directory information to third parties without consent if it has given public notice of: (a) the types of information which it has designated as directory information, (b) the parent's or eligible student's right to restrict the disclosure of such information, and (c) the period of time within which a parent or eligible student must notify the school in writing that he or she does not want any or all of said directory information. The means of notification include publication in various sources (such as a newsletter, a local newspaper, or the student handbook), or as part of the general notification of rights under FERPA. The school does not have to notify a parent or eligible student individually. (34 CFR § 99.37.)

Following the federal and state laws and university policies, DULA has designated the list of personally identifiable information as directory information similar to its term in FERPA. DULA may release and publish the list of personally identifiable information as directory information without the student's prior consent. DULA has defined directory information as the following:\* Name, including former name\* Local and permanent address\* Telephone number\* Email addresses\* Major and minor fields of study\* Dates of attendance\* Enrollment status (e.g. graduate, fulltime, or part time)\* Degrees, certificates, and awards received\* Most recent previous school attended.

Students wishing to review records or appeal for a change in those records should contact the office of the dean of academic affairs 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.

The office of the dean of academic affairs and admissions, as well as the office of registrar and DULA administration (front office) is located in DULA second floor, 440 Shatto Place, Los Angeles CA, 90020. A list of the office contact number and email can be requested at DULA administration (front office).

Dean of academic affairs	(213) 487-0110	Ext. 403 (Email: <a href="mailto:dean@dula.edu">dean@dula.edu</a> )
Registrar	(213) 487-0110	Ext. 401 (Email: <a href="mailto:registrar@dula.edu">registrar@dula.edu</a> )
Administration	(213) 487-0110	Ext. 100 (Email: <a href="mailto:frontdesk@dula.edu">frontdesk@dula.edu</a> )

Current student records and transcripts are stored in hard copy for ten years on campus in locking, fireproof, metal filing cabinets, and up to fifty years off campus. Academic records for each student are maintained in a computer database and a back-up copy is stored off campus.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact FERPA at the following address:

**Family Policy Compliance Office**

**U.S. Department of Education**

400 Maryland Avenue, SW

Washington, D.C. 20202-8520

**Official and Unofficial Student Academic Transcripts**

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

**Reservation of Rights to Increase Units/Hours**

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

The affairs of the university are managed by a board of coordinators. The board receives recommendations from the university president and executive committee (on which the president sits), and also includes the office of the dean of academic affairs, program coordinators, and director of the oriental medical center. The executive committee regularly reviews the university's administrative procedures and provides recommendations to the board on various relevant matters, including the implementation of state and federal educational requirements in such areas as curriculum, tuition and fees, refund policies, personnel qualifications, institutional facilities, and immigration regulations.

Individual students and informal student groups participate in the decision-making process by completing course evaluations at the end of each quarter, as well as periodic program surveys. Students may also speak to members of the faculty and/or administration about individual concerns or suggestions for the program. Delegated members of the student body associations are invited to attend the faculty committee, administrative committee, and other appropriate and relevant committee meetings.

### **Non-discriminatory Policy**

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

To file for accommodations for the Americans with Disabilities Act, contact the student services coordinator and submit your request for the specific accommodations in any written form.

### **Drug and Alcohol Abuse Policy**

It is the policy of DULA that the learning environment be free of addictive substances. Specifically, all members of the university community—which includes the administration, faculty, staff, students, and guests—will abstain from the consumption/use of alcohol/narcotics, and/or misuse of prescription drugs while on university property. Violation of this policy could lead to suspension, expulsion, termination, and, within the context of criminal activity, referral to law enforcement agencies. Employees and students having difficulties with addictive substances can seek confidential counseling from the university or referrals to agencies providing assistance to individuals with alcohol- or drug-related problems.

# Emergency Contingency Plan

## **I. Purpose.**

The purpose of this plan is to ensure that each employee is provided a safe working environment. The emergency contingency plan has been developed to provide an organized plan of action to prepare and respond to major natural and human-caused emergencies.

## **II. Scope.**

The program applies to all DULA employees, students, and faculties. This chapter includes the following emergency action plans.

## **III. Responsibilities.**

A. The responsible safety officer will ensure:

1. Development and implementation of office-specific emergency programs.
2. Employees are trained on emergency procedures.
3. Exercises are conducted to evaluate the effectiveness of the emergency action plans.
4. Maintenance of training records and documentation related to incidents and exercises.

B. Employees, students, and faculties are responsible for:

1. Attending emergency training.
2. Reporting potential emergency situations to their responsible safety officer.
3. Following emergency action plans as directed.

## **IV. Procedures.**

A. Emergencies will be assessed by the responsible safety officer and/or emergency personnel for the size of and potential to cause injury or illness to DULA employees. The appropriate emergency plan will be implemented based upon the nature and seriousness of the emergency.

B. Exercises will be conducted annually to evaluate the effectiveness of the plans.

C. Any time an emergency plan is implemented, whether it is for an actual emergency or an exercise, the response will be documented. The documentation will include the date, description of the scenario, actions taken or parts of the plan implemented, participants, and critique. The critique will identify what went well and what areas need improvement. Plans will be modified as necessary to correct deficiencies.

**V. Responsible personnel**

The personnel responsible for the operation of the emergency plan are listed below. Their agreement to participate is appreciated by the university.

In cases of emergency, or in practice drills, it is expected that all instructions be followed properly and completely.

Emergency director-----	John Jeon
Communication coordinator-----	Emilio Lopez
Communicator, second Floor-----	Yae Chang
Communicator, third Floor-----	Adrianus Wong
Communicator, fourth Floor-----	Chan Ho Kim
Alternate communicator-----	Maintenance on duty
DULA office monitor-----	Jacy Davis
OMC monitor-----	Hyunju Cha

\* Responsible personnel are subject to change according to emergency director's decision

**VI. Position descriptions for responsible personnel**

A. Emergency director

Basic responsibilities during drills / emergencies:

1. When a fire is reported to you, you must find out the location of the fire, the type of fire, size of the fire, likelihood of the fire spreading, and the name of the person reporting the fire.

2. Call the fire dept. (911) first. Tell the fire dept. where the fire is in the building and the type of fire.
3. Announce the emergency evacuation with PA system or our emergency mic located in the basement area's fire control room. Be available to help with any aspect of the evacuation—have keys with you to all areas of building.
4. When you have ascertained where the problem is (from operators or other team members funneling info to you) direct appropriate team members to their area (i.e. communicators, monitors).
5. Act as liaison/spokesperson to fire dept., police, etc.
6. If communications are down, assign someone to run or drive to the nearest phone to summon help.
7. Assign someone to stand near the driveway entrance to flag down fire trucks, ambulances, etc. when they arrive.
8. Announce reentry is O.K. only after all areas are reported clear.
9. Be knowledgeable of all other emergency team members' basic responsibilities.
10. During an earthquake drill, station yourself at the switchboard to await a report from communicators that drill is complete, then advise them to announce end of drill.
11. During actual earthquakes, obviously no announcements can be made immediately, so follow the same procedure as everyone else in the building (i.e. get under your desk). When the quake and immediate aftershocks have subsided, you may see fit to order an evacuation due potential gas leaks, etc., if the quake was substantial.
12. We do not have significant water storage for our people for post- earthquake survival. Ascertain the nearest evacuation / disaster relief center and direct them to it

B. Communicators

Basic responsibilities during drills/emergencies

1. If anyone other than the emergency director informs you that there is fire, immediately contact the emergency director, report the location, and wait for further instructions.
2. Assist the emergency director in whatever way directed.
3. If an evacuation alarm is sounded, repeat the following several times:  
“Please evacuate the building immediately.”
4. For fire or other evacuation type drills:
  - a. When instructed to initiate or other evacuation type drill, announce throughout your entire floor (including the lunchroom and conference areas).
  - b. Repeat the following several times: “This is a drill. Please evacuate the building immediately.”
  - c. Report to the emergency director and assist in whatever way directed.
5. For earthquake drills
  - a. When instructed to initiate an earthquake drill, announce throughout your entire floor.
  - b. Repeat the following several times: “This is an earthquake drill. Please get under your desks or tables immediately.” Make a mental note of non-cooperative persons.
  - c. Report to the emergency director at the switchboard when complete. He will advise you when you should announce the end of the drill.
  - d. After evacuation, report your assigned group to obtain roll call results.
  - e. Write down and be prepared to give names of people not accounted for to the emergency director when asked for it.

C. Monitors

Basic responsibilities during drills/emergencies

1. Monitors are the key individuals in any emergency. By their actions they can maintain calm in their groups and ensure effective communications

between the disaster team leaders and students, faculty, and staff of the university.

2. Monitors are responsible for maintaining a roster of the individuals in their groups and for knowing who is at the facility so that, in event of an evacuation, they can report individuals who may still be in the building. This is a very important responsibility as it may be necessary to search for individuals at risk of human lift.
3. Monitors are also the communication link between the communicators and the students, faculty, and staff.
4. Monitors are responsible for getting access to class schedules/intern schedules/patient rosters.
5. Upon hearing an announcement to evacuate the building, instruct everyone in your area (including visitors and VIPs) to leave the building immediately via the nearest exit.
6. Recheck the area to make certain everyone is gone.
7. Report to the emergency director that your area is clear.
8. Exit the building if no further instructions are given to you by the emergency director.
9. Prevent people in your group from reentering the building until reentry is ordered by the emergency director.
10. Take the roll of your group and report individuals unaccounted for (and their last known location) to the communicator who requests it.
11. Pass along to individuals in your group the information given to you by communicators. This will include information regarding finding individuals unaccounted for, termination of any drill, authorization to return to the building, authorization to start automobile engines, and instructions to go home.

## **VII. Emergency action plan**

### **A. FIRE PLAN**

1. **PLAN AHEAD:** Be familiar with the locations of stairwells, fire alarm pulls, and fire extinguishers. See the floor plan posted in your office.
2. If a fire is observed or suspected, do the following.
  - a. Alert others around you and activate the fire alarm.
  - b. Notify the emergency director and provide as much information as you can about the location, nature, and size of the fire.
  - c. Evacuate the building if the evacuation alarm is sounded or directed to do so.
  - d. If you are leaving the building, close but do not lock all doors as you leave. Ensure that all windows are closed.
  - e. Use the stairwells. **DO NOT USE ELEVATORS.**
  - f. Do not re-enter the building until given approval by the emergency director.
3. **DON'T:**
  - a. Panic.
  - b. Use elevators.
  - c. Reenter the building for valuables.
  - d. Break windows.
  - e. Open hot doors.
  - f. Become a spectator.
  - g. Congregate at building entrances/exits after evacuation.

### **B. EARTHQUAKE**

1. **DO:**
  - a. Take cover under a desk, in a doorway, or in the center of the building's interior, or sit down against an interior wall.
  - b. Stay clear of windows, bookcases, file cabinets, storage racks, and similar items.

- c. Follow the instructions of the emergency director and emergency personnel.
- d. Remain calm.
- e. Turn off all electrical equipment.
- f. If an evacuation is signaled, follow your escape route to the closest available stairwell and exit the building.

2. DON'T:

- a. Use telephones.
- b. Use elevators.
- c. React in a manner that may cause undue panic or alarm.
- d. Stand near windows.
- e. Use matches if the power fails.
- f. Panic if you are in an elevator. Emergency personnel will take action to remove passengers from inoperative elevators.

C. DEMONSTRATIONS AND CIVIL DISORDERS

1. All occupants will:

- a. Avoid contact with demonstrators and all media representatives.
- b. Continue working normally.
- c. Keep lobby and corridors clear.
- d. Stay away from windows and entrances.
- e. Report the presence of unauthorized persons in your office to the federal protective service.

D. BOMB THREAT PLAN

1. If a bomb threat is received, do the following:

- a. Identify the time the threat was received.
- b. Ask questions about the location, time set to go off, type of bomb, who placed it, and why it was placed.
- c. Listen for voice characteristics, speech pattern, background noise, age, and sex of caller.

- d. If a threat is received via mail, hand-carry it immediately to your supervisor and attempt to preserve it for fingerprints.
- e. Notify the federal protective service.
- 2. If a bomb is observed or suspected, do the following:
  - a. Notify the emergency director and provide as much information as you can about the location, time set to go off, and type of bomb.
  - b. Evacuate the building if the evacuation alarm is sounded or if directed to do so.
- 3. DON'T:
  - a. Antagonize the caller.
  - b. Touch or move the suspected bomb.
  - c. Reenter the building until you are notified by emergency director.
  - d. Retrieve your automobiles until notified that it is safe to do so.

#### E. EXPLOSION PLAN

- 1. If an explosion occurs:
  - a. Vacate the office to a safe area.
  - b. Notify the federal protective service or pull the nearest fire alarm box.
  - c. Prohibit persons from entering the area.
  - d. Follow instructions given by emergency personnel.
- 2. If you are unable to evacuate the affected area:
  - a. Get down in the prone position.
  - b. Get under the best available cover (i.e. desk, table etc).
  - c. Get away from glass, open areas, or perimeter rooms.
  - d. Protect head, eyes, and torso.

#### F. POWER FAILURE

- 1. In the event of a power failure, do the following:
  - a. Turn off electrical office machine appliances, including computer equipment.
  - b. Remain calm. Emergency lighting will be available.

- c. Personnel should remain in their areas and await further instructions from their first line supervisors.
- d. Further direction or instruction to floor occupants will be issued by the floor communicator.
- e. Only by the sounding of the fire alarm will all personnel vacate the building.

#### G. SEVERE STORM

- 1. If a severe storm occurs, do the following:
  - a. Stay away from windows and outside walls. Close all drapes and blinds on outside windows.
  - b. Close all doors to outside offices.
  - c. The emergency director will keep you posted on any further information and instructions.
- 2. DON'T:
  - a. Attempt to leave the building; you are safer in one of the safe areas of the building than you would be in the street or a car.
  - b. Use elevators.
  - c. Get excited.

#### H. ELEVATOR ENTRAPMENT

- 1. In the event of an elevator entrapment, do the following:
  - a. Press the emergency call button, located in the elevator control pad.
  - b. Remain calm and wait for instructions.
  - c. Follow the instructions from the emergency director or authorized personnel.

#### I. EMERGENCY MEDICAL SITUATION IN BUILDING

- 1. In the event of emergency medical situation in the building, do the following:
  - a. Report the situation to the switchboard.

- b. If possible, have another individual remain with the person requiring medical aid.
- c. The individual remaining with the person requiring medical aid should not attempt to move the individual.
- d. He/she should make the person as comfortable as possible by using common sense.
- e. You should remain at the switchboard until the appropriate assistance has been secured. You may need to describe the exact situation over the telephone.
- f. The switchboard operator will notify the emergency director, who will immediately go to the switchboard to determine the assistance required.

#### J. ACTIVE THREAT

- 1. If an active threat is outside your building:
  - a. Proceed to a room that can be locked, barricaded, or secured in some way; close and lock it; turn off the lights; and hide under a desk, in a closet, or in the corner.
  - b. Call 911.
  - c. Remain in place until the police, or the emergency director known to you, gives the all clear.
- 2. If an active threat is in the same building:
  - a. Determine if the room you are in can be locked and, if so, follow the same procedure as described in the previous paragraph.
  - b. If your room can't be locked, determine if there is a nearby location that can be reached safely and secured, or if you can safely exit the building.
  - c. If you decide to move from your current location, be sure to follow the instructions of safe escaping from the scene below.
- 3. If an active threat enters your office or classroom:
  - a. Try to remain calm.

- b. Call 911 if possible, and alert police to the location of the threat; if you can't speak, leave the line open so the dispatcher can listen to what is taking place.
  - c. You can make attempts to: run, hide, or fight (consider it a very last resort).
4. Safe escaping from the scene:
- a. Make sure you have an escape route and plan in mind.
  - b. Do not carry anything while fleeing.
  - c. Move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter.
  - d. Do not attempt to remove injured people; instead, leave wounded victims where they are and notify authorities of their location as soon as possible after you are safe.

## **Annual Security Report**

DULA publishes an annual security report in compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics. This report provides information on campus security regulations and crime statistics to current and prospective students, as well as any other interested parties. This report may be found at:

<http://ope.ed.gov/security/GetOneInstitutionData.aspx>

## **Required Disclosures**

DULA does NOT have a pending petition in bankruptcy, is NOT operating as a debtor in possession, and has NOT filed a petition within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.

This catalog is updated annually.

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 hard copy format any changes, additions, or other revisions to the text of this catalog which may come into existence prior to the publication of the following edition of the catalog.