dongguk UNIVERSITY Los Angeles

School of Acupuncture and Herbal Medicine

CATALOG and STUDENT HANDBOOK

2025 - 2026

Master of Acupuncture and Herbal Medicine (MAcHM)

Doctor of Acupuncture and Herbal Medicine (DAcHM)

DONGGUK UNIVERSITY LOS ANGELES

440 SHATTO PLACE, 2ND Floor, LOS ANGELES, CA 90020

UNIVERSITY : (213) 487 – 0110

WWW.DULA.EDU

EFFECTIVE TO DECEMBER 31,2026

Dongguk University Los Angeles

Mission

To explore and embody the principles and practices of traditional East Asian medicine.

To develop a community of skilled medical practitioners.

To provide accessible health care services to the local community.

Vision

To educate and train exceptional practitioners to embody compassionate and charitable spirit in the healing of those suffering from illness.

Core Values

Excellence	We set high standards for our students, faculty, and programs, fostering a culture of continuous improvement.
Sustainability	Sustainability is a fundamental value embedded in our culture. Responsible financial management enables us to offer accessible and affordable programs while investing in our future.
Engagement	We believe in the power of community. We engage with our local and global communities, offering acupuncture services, education, and research that have a positive impact on health and well-being
Integrity	Trust and transparency define our relationships with students, faculty, and the community we are in.
Student-Centered	We prioritize the success and well-being of our students.

Publication Dates

April 1, 2025 – December 31, 2026

This Catalog and Student handbook is updated annually. The information contained herein was ***last updated on July 3, 2026.***

All content is subject to change by the university without notice. The most recent version is available on the university's website at https://www.dula.edu/about/publications/

Current students are responsible for understanding and following all policies contained herein.

The Catalog and Student handbook is the primary source of information about academic policies. Prospective students are encouraged to visit DULA's campus and to discuss their educational, professional, and personal goals with college representatives prior to enrollment.

Los Angeles Campus

440 Shatto Place, 2nd Floor
Los Angeles, CA 90020
(213) 487-0110

Message From the President

Welcome to Dongguk University Los Angeles.

It is my great pleasure to welcome you to Dongguk University Los Angeles, an institution dedicated to preserving the traditions of East Asian Medicine while advancing innovation in education and clinical practice. We are committed to cultivating healthcare professionals who combine clinical excellence with compassion, integrity, and service. Through education, patient care, research, and community engagement, we strive to contribute to the health and well-being of society.

In today's evolving healthcare environment, universities must serve as centers of innovation, leadership, and meaningful change. Dongguk University Los Angeles continues to strengthen its foundation and advance systematic frameworks that support excellence in education, clinical training, and community service.

To support the University's continued growth and long-term success, we are focused on five strategic priorities:

1. **Organizational Excellence** – Strengthening institutional capacity through a structured and effective work system;
2. **Academic Excellence** – Advancing educational quality through a strong academic foundation and systematic framework;
3. **Clinical Excellence** – Enhancing clinical training and establishing a distinct clinical identity through effective operations;
4. **Financial Sustainability** – Supporting long-term stability through responsible stewardship and diversified resources; and
5. **Brand Development** – Strengthening university identity through integrated marketing, partnerships, and community engagement.

Through these priorities, we are building a stronger institution prepared to serve our students, patients, and community while embracing future opportunities.

While honoring the rich traditions of East Asian Medicine, we continue to pursue innovation and continuous improvement. We remain committed to advancing educational quality, strengthening clinical excellence, and expanding community engagement as we help shape the future of healthcare education.

Dongguk University Los Angeles is a place where future healthcare professionals develop the knowledge, skills, and compassion needed to make a meaningful difference in the lives of others. We invite you to become part of our community as we work together to advance the future of healthcare through education, clinical excellence, and compassionate service.

Sincerely,

Stephan Seo, Ph.D. (China), L.Ac.
Dongguk University Los Angeles

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ABOUT DONGGUK UNIVERSITY LOS ANGELES (DULA)

Statement of Purpose and Goals

The Statement of Purpose for the Master of Acupuncture and Herbal Medicine (MAcHM) Program is:

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

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

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

The Statement of Purpose for the Doctor of Acupuncture and Herbal Medicine (DAcHM) Program is:

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

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

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

Master of Acupuncture and Herbal Medicine (MAcHM) Program Educational Objectives (PEOs)

To train healers who are able to:

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

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

To train healers who are able to:

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

History

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

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

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

Non–Profit Status

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

Campus

DULA operates from one of the largest East Asian medical facilities in the United States. The spacious second floor of a four-story building, totaling around 16,000 square feet, houses classrooms, a library, study areas, a conference room, a student lounge, an equipped clinic area, and onsite parking areas.

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

Whole Health Clinic (WHC)

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

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

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

ACCREDITATION AND APPROVALS

Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM)

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

(1) Master of Acupuncture with a Chinese herbal medicine specialization (delivered in English and Korean)

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

The programs listed above may offer courses via distance education.

ACAHM does not accredit any programs at the undergraduate/bachelor level.

Accreditation status and notes may be viewed on the ACAHM Directory.

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

Public Disclosure Statement Effective as of 14 August 2024

Bureau for Private Postsecondary Education

Dongguk University Los Angeles has been granted approval from the Bureau for Private Postsecondary Education (BPPE) pursuant to California Education Code Section 94900. Both the MAcHM and the DAcHM programs have been approved by BPPE.

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

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

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

California Acupuncture Board

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

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

State of California Acupuncture Board
1747 N. Market Blvd, Suite 180
Sacramento, CA 95834
Phone: (916) 515-5200
Website: www.acupuncture.ca.gov

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

Licensure Outside of California

The Master's program curriculum at DULA meets the requirements for licensure or certification in the following states: **AK, AR, AZ, CA, CO, CT, DC, DE, GA, HI, ID, IL, IN, IA, KS, KY, LA, ME, MD, MA, MI, MN, MS, MO, MT, NE, NH, NJ, NM, NY, NC, ND, OH, OR, PA, RI, SC, TN, TX, UT, VT, VA, WV, WI, WY.**

The master's program curriculum at DULA does not meet the state's all educational requirements for licensure or certification and require an additional coursework in the following states: **FL, NV, WA**.

DULA has not decided that its master's program curriculum meets the state's educational requirements for licensure or certification in the following states, as the following states do not have an acupuncture practice Act: **AL, OK, SD.**

For additional information on each state certification requirements and contact information for the regulatory agency for acupuncture and herbal medicine located in each state go to: https://www.dula.edu/about/accreditation/

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

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

The **National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM)**
2001 K Street, NW, 3rd floor North, Washington DC, 20006
Phone: (888) 381-1140 (toll-free number), (202) 381-1140 (direct phone number)
Fax: (202) 381-1141, www.nccaom.org.

§ 4936. Use of "Doctor" or "Dr."

(a) It is unprofessional conduct for an acupuncturist to use the title "Doctor" or the abbreviation "Dr." in connection with the practice of acupuncture unless he or she possesses a license that authorizes the use or possesses an earned doctorate degree from an accredited, approved, or authorized educational institution as set forth under Chapter 8 (commencing with Section 94800) of Part 59 of Division 10 of Title 3 of the Education Code, which is in acupuncture, herbal medicine, a biological science, or is otherwise related to the authorized practice of an acupuncturist as set forth in Sections 4927 and 4937.
(b) The use of the title "Doctor" or the abbreviation "Dr." by an acupuncturist as authorized in subdivision (a) without further indicating the type of license or degree which authorizes that use shall constitute unprofessional conduct. (Added by Stats. 2012, Ch. 326, Sec. 1. Effective January 1, 2013)

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

Additional Approvals

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

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

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

PROGRAM COURSE LISTING

Master of Acupuncture and Herbal Medicine (MAcHM)

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

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

This institution offers distance education as a standard component of its academic programs. Didactic courses are delivered with less than 50% conducted online, while clinical internships require 100% in-person attendance. This blended learning model offers flexibility while maintaining quality education. Students can find details about which classes are delivered online and which are in-person below in the University Catalog. The university reserves the right to determine which classes will be offered online or in-person, changes may occur with prior notice. DULA operates the distance learning under the approval of the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM). The distance learning course works are not pre-recorded, students are required to attend the live courses and attendance will be followed in compliance to DULA attendance policy. Please refer to DULA University Policy Handbook for more information about attendance policy.

For distance education courses, the approximate number of days that will elapse between the University's receipt of student lessons, projects, or dissertations and the mailing or posting of its response or evaluation is approximately 14 days.

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

MAcHM Curriculum Overview

Didactic Curriculum	Units	Hours
Basic Sciences and Western Medicine	39	390
East Asian Medicine	39	390
Acupuncture and Moxibustion	30	300
Herbology	45	450
Clinical Medicine and Public Health	30	300
Professional Development and Case Management	17	170
Adjunctive Therapies	7	70
Electives	6	60
Total Didactic	**213**	**2,130**
Clinical Practice		
Clinic Internship Level I: Observation and Herbal Practicum	10	200
Clinic Internship Level II: Supervised Practice	28	560
Clinic Internship Level III: Independent Practice	10	200
Total Clinic	**48**	**960**
Total MAcHM Curriculum	**261**	**3,090**

ACUPUNCTURE COURSES AND COURSE DESCRIBTIONS

In numerical order by course code and subject to change.

CODE	COURSE	UNITS	CRED HRS	FORMAT	PREREQUISITE
AC111	Acupuncture Anatomy I	3	30	Online	None
AC112	Acupuncture Anatomy II	3	30	Online	None
AC211	Meridian Theory	3	30	Online	None
AC311	Acupuncture Physiology I	3	30	Online	AC111,AC112
AC312	Acupuncture Physiology II	3	30	Online	AC111,AC112
AC321	Acupuncture Techniques I	3	30	In Person	AC111,AC112
AC322	Acupuncture Techniques II	3	30	In Person	AC111,AC112
AC411	Acupuncture Therapeutics I	3	30	In Person	AC311,AC312 AC321,AC322
AC412	Acupuncture Therapeutics II	3	30	In Person	AC311,AC312 AC321,AC322
AC422	Acupuncture Orthopedics	3	30	In Person	AC311,AC312

AC111	**Acupuncture Anatomy I**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	None
Description	This course provides students with a detailed study of point locations and primary channel pathways in relation to anatomical regions, nerves, bones, muscles, tendons, ligaments, and vessels, with an emphasis on channel and collateral theory. Channels and associated acupoints covered in this class include those of: Hand and Foot Taiyin, Hand and Foot Yangming, Hand and Foot Taiyang, and Hand Shaoyin.

AC112	**Acupuncture Anatomy II**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	None

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

AC211	**Meridian Theory**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	None
Description	This course discusses basic channel theory, including the distribution of the 12 primary and 8 extraordinary vessels, as well as pathways of all divergent branches, network vessels, muscle meridians and cutaneous regions. Normal channel physiology and channel-specific pathologies are discussed. The interrelationships and differences between channels and their respective Zang-Fu will be stressed.

AC311	**Acupuncture Physiology I**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	AC111, AC112
Description	Acupuncture Physiology covers the usage of the regular and special acupuncture points and their traditional functions in treatment. Additionally, the course discusses the basic principles of prescription in acupuncture treatment. In Acupuncture Physiology I, students learn the special categories of points (Five Shu points, Xi Cleft, etc.) and go over the functions of the points in the Lung, Large Intestine, Stomach, Spleen, Heart, Small Intestine, and Urinary Bladder channels.

AC312	**Acupuncture Physiology II**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	AC111, AC112, AC311
Description	Acupuncture Physiology covers the usage of the regular and special acupuncture points and their traditional functions in treatment. Additionally, the course discusses the basic principles of prescription in acupuncture treatment. Acupuncture Physiology II covers the Kidney, Pericardium, Gallbladder, and Liver meridians, as well as the Eight Extra Meridians, Extra Points, and 15 Luo channels.

AC321	**Acupuncture Techniques I**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	AC111, AC112
Description	This course provides students with an introduction to the techniques of acupuncture, including the insertion and removal of needles, and needle manipulation for both the tonification and sedation of points and stimulation of Qi. Students will learn to incorporate CNT protocols for safe and responsible needling and how to manage emergency situations arising from improper

	needling or weak patient conditions. In Acupuncture Techniques 1, students will practice needling major points of the 14 main channels and will gain an understanding of the historical types of needles and their traditional functions.
AC322	**Acupuncture Techniques II**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	AC111, AC112
Description	This course provides students with an introduction to the techniques of acupuncture, including the insertion and removal of needles, and needle manipulation for both the tonification and sedation of points and stimulation of Qi. Students will learn to incorporate CNT protocols for safe and responsible needling and how to manage emergency situations arising from improper needling or weak patient conditions. In Acupuncture Techniques 2, students learn auricular and scalp acupuncture, cupping, gua sha, bleeding, dermal tacks, moxibustion and electro-acupuncture.
AC411	**Acupuncture Therapeutics I**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	AC311, AC312, AC321, AC322
Description	This course delves deeply into disease etiology and treatment using common acupoint prescriptions. Students analyze pathologies, apply precise point prescriptions, and adapt treatments based on patient presentations. The curriculum covers Acupuncture Micro-therapies, enhancing point prescriptions with Ear and Scalp Therapies. Topics include the Four Needle Technique, exogenous diseases, various Zang Fu syndromes, and conditions affecting the head, trunk, and lumbar regions. Through case studies, students develop advanced skills for tailored treatment planning.
AC412	**Acupuncture Therapeutics II**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	AC311, AC312, AC321, AC322
Description	This course emphasizes disease analysis and treatment using common acupoint prescriptions. Students learn to analyze and treat various conditions, applying precise point prescriptions and exploring Acupuncture Micro-therapies like Ear and Scalp Therapies. Topics include gynecologic, pregnancy, postpartum disorders, infantile diseases, skin conditions, abnormal growths, and disorders affecting the eyes, ears, nose, and throat. Through case studies, students refine their skills in tailored treatment planning.
AC422	**Acupuncture Orthopedics**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	AC311, AC312

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

HERBOLOGY COURSES AND COURSE DESCRIBTIONS

In numerical order by course code and subject to change.

CODE	COURSE	UNITS	CRED HRS	FORMAT	PREREQUISITE
HB110	Introduction to Botany and Herbology	3	30	Online	None
HB211	Herbs: Category 1	3	30	Online	OM121,OM211 HB110
HB212	Herbs: Category 2	3	30	Online	OM121,OM211 HB110
HB213	Herbs: Category 3	3	30	Online	OM121,OM211 HB110
HB214	Herbs: Category 4	3	30	Online	OM121,OM211 HB110
HB311	Herbal Formula 1	3	30	In Person	OM221,OM312,OM311 HB211,HB212, HB213,HB214
HB312	Herbal Formula 2	3	30	In Person	OM221,OM312,OM311 HB211,HB212, HB213,HB214
HB313	Herbal Formula 3	3	30	In Person	OM221,OM312,OM311 HB211,HB212, HB213,HB214
HB314	Herbal Formula 4	3	30	In Person	OM221,OM312,OM311 HB211,HB212, HB213,HB214
HB321	Nutrition in Oriental Medicine	3	30	In Person	OM121,OM211 HB110
HB412	Herbal Treatment in Pediatric Diseases	3	30	In Person	HB311,HB312, HB313,HB314
HB413	Herbal Treatment in Gynecological Diseases	3	30	In Person	HB311,HB312, HB313,HB314
HB414	Herbal Treatment in Dermatological Diseases	3	30	In Person	HB311,HB312, HB313,HB314
HB415	Herbal Treatment in Integration of Eastern/Western Medicine	3	30	In Person	HB311,HB312, HB313,HB314
HB423	Master's Experiences in Herbal Medicine	3	30	In Person	HB311,HB312, HB313,HB314

HB110	**Introduction to Botany and Herbology**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	None
Description	An introduction to the theory of herbal medicine, this course identifies major plants used in East Asian Medicine, as well as the Latin classification of those plants. This class focuses particularly on identifying the basic properties of herbs, including their tastes and temperature, within traditional herbal categories. It also includes the identification of toxic and non-toxic herbs, storage, and rules governing pharmacy.

HB211	**Herbs: Category 1**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	OM121, OM211, HB110
Description	This four-part classes teaches students about the most commonly used herbs in the Chinese Pharmacopoeia. Students will learn the properties, taste, functions, dosages, and contra-indications of each herb covered. Category 1 includes herbs that release the exterior, clear heat, and drain downward.

HB212	**Herbs: Category 2**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	OM121, OM211, HB110
Description	Category 2 covers herbs that drain dampness, dispel wind dampness, transform dampness, warm the interior and expel cold, regulate Qi, relieve food stagnation and expel parasites.

HB213	**Herbs: Category 3**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	OM121, OM211, HB110
Description	Category 3 discusses herbs that regulate blood, transform phlegm and relieve coughing, calm the spirit, extinguish wind and stop tremors, as well as aromatic herbs that open the orifices.

HB214	**Herbs: Category 4**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	OM121, OM211, HB110
Description	Category 4 herbs include herbs that tonify Qi, warm the Yang, nourish the Yin, and nourish Blood, astringent herbs, emetics and herbs for external application.

HB311	**Herbal Formula 1**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	OM221, OM312, OM311, HB211, HB212, HB213, HB214
Description	This course is a comprehensive introduction to Chinese Herbal Formulas for various clinical applications. Students will learn the herbal components of each formula and the role that each herb plays within the formula. In addition, students will learn modifications, clinical applications, and contraindications of the formulas. The entire course consists of four parts. Formula 1 covers the formulas used for diaphoretic, purgative, harmonizing, antipyretics and Summer 2024 heat clearing.

HB312	**Herbal Formula 2**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	OM221, OM312, OM311, HB211, HB212, HB213, HB214
Description	This course is a comprehensive introduction to Chinese Herbal Formulas for various clinical applications. Students will learn the herbal components of each formula and the role that each herb plays within the formula. In addition, students will learn modifications, clinical applications, and contraindications of the formulas. The entire course consists of four parts. Formula 2 covers formulas used for warming, exterior releasing, tonifying, sedation, resuscitation, and astringents.

HB313	**Herbal Formula 3**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	OM221, OM312, OM311, HB211, HB212, HB213, HB214
Description	This course is a comprehensive introduction to Chinese Herbal Formulas for various clinical applications. Students will learn the herbal components of each formula and the role that each herb plays within the formula. In addition, students will learn modifications, clinical applications, and contraindications of the formulas. The entire course consists of four parts. Formula 3 covers formulas with carminative, blood regulating, anticonvulsant, and moisturizing characteristics.

HB314	**Herbal Formula 4**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	OM221, OM312, OM311, HB211, HB212, HB213, HB214
Description	This course is a comprehensive introduction to Chinese Herbal Formulas for various clinical applications. Students will learn the herbal components of each formula and the role that each herb plays within the formula. In addition, students will learn modifications, clinical applications, and contraindications of the formulas. The entire course consists of four parts. Formula 4 covers formulas with diuretic, phlegm expelling, resolving/pertussis, anti-parasitic, and anti-abscess qualities.

HB321	Nutrition in Oriental Medicine
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	OM121, OM211, HB110
Description	This course is designed as an introduction to the concepts of East Asian Medical nutritional theory. Students will discuss the importance of a proper diet and eating habits in maintaining health and preventing disease and will differentiate OM nutritional principles and practices from concepts of Western nutrition. Students learn to create and demonstrate several recipes with medicinal effects and apply OM nutrition theory to foods from other ethnic and cultural dietary traditions, extrapolating some of their likely functions and properties from existing knowledge.

HB412	Herbal Treatment in Pediatric Diseases
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	HB311, HB312, HB313, HB314
Description	Chinese traditional pediatrics is a clinical science based on traditional Chinese medical theory combined with physiological pathology to study the laws for the prevention of childhood diseases. The unique characteristics of tissue, structure, physiology and pathology of children will be introduced in this class. The course uses the East Asian Medicine principles in diagnosing and treating of children.

HB413	Herbal Treatment in Gynecological Diseases
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	HB311, HB312, HB313, HB314
Description	This course examines the anatomy, physiology, and pathologies of gynecological diseases and their diagnoses and treatments. Students will learn to apply TCM diagnostic skills in differentiating and diagnosing symptoms of the female reproductive cycle and construct treatment plans appropriate to the presenting pattern of symptoms. Finally, students will learn classical applications and modern clinical modifications of herbal treatments for gynecological disorders.

HB414	Herbal Treatment in Dermatological Diseases
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	HB311, HB312, HB313, HB314
Description	This course discusses East Asian Medical perspectives on the etiology, pathology, and diagnosis of a variety of skin diseases with therapeutic treatments focusing on herbal medicine. Students will learn to apply TCM diagnostic skills in differentiating and diagnosing symptoms of the skin and construct treatment plans appropriate to the presenting pattern of symptoms. This class teaches classical applications and modern clinical modifications of internal and external herbal treatments for skin disorders.

HB415	Herbal Treatment in Integration of Eastern/Western Medicine
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	HB311, HB312, HB313, HB314
Description	This class requires students to present case studies of medical problems that have been researched, analyzed, and diagnosed by students from the perspective of East Asian and Western medicine. Students will compare certain illnesses, their etiologies, and their treatments from both Eastern and Western perspectives.

HB423	Master's Experiences in Herbal Medicine
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	HB311, HB312, HB313, HB314
Description	This course covers topics in herbology of particular importance to their practical applications in clinic, as well as their relevance to licensing examination requirements. The course consists of review, case-study presentation and formula writing for the case. Through this class, students will have a better grasp of commonly used herbs, their properties, functions, and use.

EAST ASIAN MEDICINE COURSES AND COURSE DESCRIBTIONS

In numerical order by course code and subject to change.

CODE	COURSE	UNITS	CRED HRS	FORMAT	PREREQUISITE
OM111	History of East/West Medicine	3	30	Online	None
OM121	Basic Theory of Oriental Medicine 1	3	30	Online	None
OM211	Basic Theory of Oriental Medicine 2	3	30	Online	None
OM221	OM Diagnosis 1	3	30	Online	OM121,OM211
OM312	OM Diagnosis 2	3	30	Online	OM121,OM211
OM311	OM Diagnosis 3	3	30	Online	OM121,OM211
OM411	OM Internal Medicine 1	3	30	In Person	OM221,OM312,OM311
OM412	OM Internal Medicine 2	3	30	In Person	OM221,OM312,OM311
OM413	OM Internal Medicine 3	3	30	In Person	OM221,OM312,OM311
OM414	OM Internal Medicine 4	3	30	In Person	OM221,OM312,OM311
OM432	Yellow Emperor's Classic and OM Philosophy	3	30	In Person	OM121,OM211
OM433	Shanghan & Golden Cabinet	3	30	In Person	OM221,OM312,OM311
OM434	Wen Bing	3	30	In Person	OM221,OM312,OM311

OM111	**History of East/West Medicine**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	None
Description	This course introduces students to the history and development of Eastern and Western Medicine. Students will discuss early theories and philosophies from ancient East Asian medical texts and will compare the basic factors that contributed to advancements in both Eastern and Western Medicine. In addition, students will examine how cultural factors and changes in ruling

bodies formed and altered “Traditional” Chinese Medicine. Finally, the class will examine how practicing East Asian Medicine in a modern Western context has altered the medicine.

OM121	**Basic Theory of Oriental Medicine 1**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	None
Description	This course covers the basic principles and theories of traditional East Asian Medicine, describing the relationship of yin and yang; five elements; physiological functions of the viscera and bowels; the formation and function of qi, blood, essence, and body fluids; and the nature of the human being. Students will learn the anatomy and physiology of the healthy person. This course serves as the theoretical foundation for the various departments of traditional East Asian Medicine.

OM211	**Basic Theory of Oriental Medicine 2**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	None
Description	This course further explores foundational theories in East Asian medicine. The course delves into advanced concepts and principles from ancient East Asian medical texts, emphasizing the evolution of Eastern and Western Medicine. It analyzes cultural factors, changes in medical philosophies, and the adaptation of East Asian Medicine in contemporary Western contexts.

OM221	**OM Diagnosis 1**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	OM121, OM211
Description	This course begins the survey of OM Diagnosis through detailing the Four Examination methods: Observation, Auscultation (Listening), Inquiry and Palpation. As a hands-on class, Diagnosis students learn to observe the tongue body and coating and to palpate the radial pulse in order to form a more thorough diagnosis. Students also practice patient interviews, learning to collect pertinent diagnostic information from the patient.

OM312	**OM Diagnosis 2**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	OM121, OM211
Description	This course continues the study of diagnostic methods in East Asian medicine. Focusing on advanced diagnostic techniques, the course explores different theories of disease differentiation and patterns related to Qi, Blood, and Body Fluids. It introduces diagnostic concepts from Wen Bing (4 levels), Shang Han (6 channels), San Jiao diagnostics, and Earth School theories.

OM311	**OM Diagnosis 3**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	OM121, OM211
Description	This course extends the understanding of diagnostic methods in East Asian medicine. Covering Zang-Fu pattern differentiation and patterns involving multiple organ systems, the course emphasizes rapid differentiation in diagnosis. Students analyze the similarities and differences between patterns affecting Zang and Fu organs, combining Eight Principle Differentiation with Zang-Fu Differentiation.

OM411	**OM Internal Medicine 1**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	OM221, OM311, OM312
Description	This series delves into the etiology, pathogenesis, and treatment of illnesses in TCM, reinforcing students' understanding of diagnostic and treatment theories. It covers differential diagnosis through analyzing pathological changes in Qi, Blood, body fluids, channels, and collaterals. The course includes specialty cases in family medicine, internal medicine, geriatrics, ophthalmology, pediatrics, traumatology, and emergency medicine, starting with external diseases, lung diseases, and bleeding disorders in Part 1.

OM412	**OM Internal Medicine 2**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	OM221, OM311, OM312
Description	Part 2 of the four part series in OM Internal Medicine. Part II of the series focuses on Palpitations, Insomnia, Chest Painful Obstruction, Emotional Disorder, Manic-Depressive Psychosis, Epigastric Pain, Vomiting, Diarrhea, and Epilepsy

OM413	**OM Internal Medicine 3**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	OM221, OM311, OM312
Description	Part 3 of a four part series in OM Internal Medicine. Part III of the series focuses upon diseases of the abdomen and digestive organs, also examining diseases caused by internal wind.

OM414	**OM Internal Medicine 4**
Units	3.0 didactic

Hours	30 academic
Format	In Person
Prerequisite	OM221, OM311, OM312
Description	Part 4 of a four part series in OM Internal Medicine. Part IV of the series focuses on diseases of fluid metabolism, the Kidney, and consumptive disease.

OM432	**Yellow Emperor’s Classic and OM Philosophy**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	OM121, OM211
Description	The Yellow Emperor's Classic of Internal Medicine delves into Eastern philosophy and its influence on East Asian Medical Theory. Covering Confucianism, Taoism, and Buddhism, the course explores the history and impact of the Yellow Emperor's Inner Classic on medical concepts, treatment principles, and clinical practice applications.

OM433	**Shanghan & Golden Cabinet**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	OM221, OM311, OM312
Description	Shanghan is a comprehensive study of the etiology, pathogenesis, and treatment of illness in Traditional Chinese Medicine. Students analyze pathological changes in Qi, Blood, body fluids, channels, and collaterals. The course covers differential diagnosis via signs, symptoms, treatment principles, and herbal prescriptions for various disorders, focusing on external diseases, lung-related diseases, and bleeding disorders.

OM434	**Wen Bing**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	OM221, OM311, OM312
Description	Wenbing explores the system of Four Levels diagnosis and corresponding formulas for warm febrile diseases. Students learn to differentiate between hot and cold attacking pathogens, applying and modifying formulas for each level of disease. The course covers San Jiao diagnosis, providing an understanding of warm disease progression and prognosis.

BASIC SCIENCE COURSES AND COURSE DESCRIPTION

In numerical order by course code and subject to change.

CODE	COURSE	UNITS	CRED HRS	FORMAT	PREREQUISITE
BS111	Biology	3	30	Online	None
BS122	Chemistry	3	30	Online	None
BS131	Physics	3	30	Online	None
BS141	Psychology	3	30	Online	None
BS171	Microbiology and Immunology	3	30	Online	None
BS181	Fundamental and Clinical Nutrition	3	30	Online	None
BS211	Anatomy and Physiology 1	3	30	Online	None
BS212	Anatomy and Physiology 2	3	30	Online	None
BS213	Anatomy and Physiology 3	3	30	Online	None
BS214	Anatomy and Physiology 4	3	30	Online	None
BS311	Pathology 1	3	30	Online	BS211,BS212, BS213,BS214
BS312	Pathology 2	3	30	Online	BS211,BS212, BS213,BS214
BS313	Pathology 3	3	30	Online	BS211,BS212, BS213,BS214

BS111	**Biology**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	None
Description	Biology introduces students to the study of living organisms and their processes. Covering concepts of cellular structure and function, human organization, homeostasis, mitosis and meiosis, evolution, and organism classification, the course provides foundational knowledge in biology for healthcare sciences.

BS122	**Chemistry**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	None
Description	Chemistry explores basic principles of chemistry. Emphasizing chemical properties, reactions, and their applications, the course offers an understanding of fundamental chemical processes.

BS131	**Physics**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	None
Description	Physics serves as an introduction to general physics principles. Covering Newtonian mechanics, motion, energy, thermodynamics, vibrations, electricity, magnetism, and biophysics, the course provides a comprehensive overview of physics in healthcare contexts.

BS141	**Psychology**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	None
Description	Psychology explores foundational principles and clinical applications in psychology relevant to healthcare professionals. The course covers various psychological conditions, assessment techniques, and counseling skills essential for understanding patient behavior and treatment.

BS171	**Microbiology and Immunology**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	None
Description	Microbiology and Immunology provide a comprehensive study of clinical microbiology and immunology. Exploring microorganism structure, transmission modes, disease manifestations, diagnostic methods, and immunological defense mechanisms, students gain insights into microbial diseases and immunity.

BS181	**Fundamental and Clinical Nutrition**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	None
Description	This course introduces essential nutrients and their roles in metabolism, food sources, and health. Students will learn about nutrient functions, requirements, and ethical considerations in nutrition

	recommendations. It also covers tools like RDA, Food Pyramid, Exchange lists, and the use of vitamins.
BS211	**Anatomy and Physiology 1**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	None
Description	Anatomy and Physiology 1 introduces the normal structure and functions of the body. Covering body organization, cellular metabolism, skeletal system, and integumentary system, the course provides foundational knowledge in anatomical structures and physiological functions.
BS212	**Anatomy and Physiology 2**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	None
Description	Anatomy and Physiology 2 explores joints, muscular system, and nervous system anatomy and functions. Students learn muscle types, joint structures, and nervous system components and their functions.
BS213	**Anatomy and Physiology 3**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	None
Description	Anatomy and Physiology 3 covers the endocrine, respiratory, cardiac, and circulatory systems. Students explore the anatomical structures and physiological functions of these systems.
BS214	**Anatomy and Physiology 4**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	None
Description	Anatomy and Physiology 4 examines the neuroanatomy and physiology, lymphatic system and lymphoid organs and tissues, fluid and electrolytes balance, acid-base, and special senses. Students learn anatomical structures and physiological functions of these systems.
BS311	**Pathology 1**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	BS211, BS212, BS213, BS214

Description	This course explores the microscopic and macroscopic pathogenesis of diseases. Covering disorders related to fluid balance, genetics, nutrition, immunity, cell injury, inflammation, repair, and neoplasms, the course provides insights into disease mechanisms.

BS312	**Pathology 2**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	BS211, BS212, BS213, BS214
Description	This course focuses on systematic pathology of respiratory, cardiovascular, genitourinary, endocrine, and gastrointestinal systems. Students analyze disorders and pathological changes in these systems.

BS313	**Pathology 3**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	BS211, BS212, BS213, BS214
Description	This course examines disorders of the hepatobiliary, pancreatic, kidney, urinary, reproductive, endocrine, neurological, and skeletal systems. Students gain insights into diseases affecting various body systems.

CLINICAL MEDICINE AND PUBLIC HEALTH COURSES AND DESCRIPTION

In numerical order by course code and subject to change.

CODE	COURSE	UNITS	CRED HRS	FORMAT	PREREQUISITE
WM100	Public Health	3	30	Online	None
WM110	Western Medical Terminology	3	30	Online	None
WM181	Pharmacology	3	30	In Person	BS211,BS212 BS213,BS214
WM210	CNT and Safety Codes	2	20	In Person	None
WM211	Survey of Clinical Medicine	3	30	In Person	None
WM224	Physical Exam in Western Medicine	3	30	In Person	BS211,BS212 BS213,BS214
WM225	Lab Diagnosis in Western Medicine	3	30	In Person	BS311,BS312,BS313
WM311	Western Internal Medicine 1	3	30	In Person	BS211,BS212 BS213,BS214
WM312	Western Internal Medicine 2	3	30	In Person	BS211,BS212 BS213,BS214
WM313	Western Internal Medicine 3	3	30	In Person	BS211,BS212 BS213,BS214
WM321	CPR and First Aid	1	10	In Person	None

WM100	**Public Health**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	None
Description	Public Health provides an overview of fundamental principles in public health, covering topics such as disease prevention, community health, epidemiology, and public health education.

WM110	**Western Medical Terminology**
Units	3.0 didactic
Hours	30 academic
Format	Online

Prerequisite	None
Description	This course offers a comprehensive study of medical language. It covers the principles of word building using Latin and Greek roots, prefixes, and suffixes, emphasizing accurate terminology and its application in healthcare settings.

WM181	**Pharmacology**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	BS211, BS212, BS213, BS214
Description	Pharmacology provides an introduction to the mechanisms of action, absorption, distribution, and elimination of commonly used pharmacological categories. It focuses on drug interactions and their effects, including assessments and interventions for various Western diagnoses.

WM210	**CNT and Safety Codes**
Units	2.0 didactic
Hours	20 academic
Format	In Person
Prerequisite	None
Description	Clean Needle Technique equips students with the necessary skills and knowledge for safe and sterile acupuncture needle use and handling. The course focuses on techniques to maintain cleanliness, prevent contamination, and ensure patient safety during acupuncture treatments.

WM211	**Survey of Clinical Medicine**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	None
Description	This course provides an overview of the clinical practice of acupuncture and Herbal medicine, including efficient communication with patients and collaboration with other natural healing professionals. Acupuncturists, herbal medicine experts, and other healthcare professionals are invited to class as guest speakers. Students will engage in interactive learning by taking field trips to various practitioners' offices and discussing on site to learn about their perspectives of clinical practice of medicine, such as osteopathy, dentistry, psychology, nursing, chiropractic, podiatry, naturopathy, and/or homeopathy.

WM224	**Physical Exam in Western Medicine**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	BS211, BS212, BS213, BS214
Description	Physical Examination provides practical training in conducting comprehensive health assessments, covering vital signs, neurological and musculoskeletal examinations, fostering multicultural sensitivity, and proper patient communication.

WM225	**Lab Diagnosis in Western Medicine**

Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	BS311, BS312, BS313
Description	Lab Diagnosis teaches interpretation and integration of clinical laboratory data with historical physical examinations.

WM311	**Western Internal Medicine 1**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	BS211, BS212, BS213, BS214
Description	This course covers Western medical diseases, including anatomy, physiology, pathophysiology, diagnostics, treatment protocols, and surgical interventions. It focuses on ambulatory medicine, obstetrics, gynecology, endocrinology, neurology, nephrology, and urology.

WM312	**Western Internal Medicine 2**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	BS211, BS212, BS213, BS214
Description	This course delves into diseases of the cardiovascular system, respiratory system, hematology, oncology, rheumatology, immunology, allergic disorders, and nutritional disorders. It offers an in-depth study of these medical conditions, focusing on their mechanisms, diagnosis, and management.

WM313	**Western Internal Medicine 3**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	BS211, BS212, BS213, BS214
Description	This course covers infectious diseases, psychiatry, orthopedics, emergency and sports medicine. Additionally, it includes a review of laboratory and radiology studies, pharmacology, and public health, providing a comprehensive understanding of these areas in clinical practice.

WM321	**CPR and First Aid**
Units	1.0 didactic
Hours	10 academic
Format	In Person
Prerequisite	None
Description	CPR and First Aid training covers essential life-saving techniques, including cardiopulmonary resuscitation (CPR) and basic first aid measures. Students learn how to respond effectively to emergency situations, providing immediate care until professional medical help arrives.

PROFESSIONAL DEVELOPMENT AND CASE MANAGEMENT COURSES AND COURSE DESCRIPTION

In numerical order by course code and subject to change.

CODE	COURSE	UNITS	CRED HRS	FORMAT	PREREQUISITE
CM101	Case Management 1	3	30	In Person	CO101 CO102
CM102	Case Management 2	3	30	In Person	CO101 CO102
CM103	Case Management 3	3	30	In Person	CO101 CO102
ME311	Clinical Management and Billing	3	30	In Person	None
ME312	Medical Ethics	2	20	Online	None
PD100	Research Methodology	3	30	In Person	OM121,OM211 WM110

CM101	**Case Management 1**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	CO101, CO102
Description	Case Management 1 provides an overview of the responsibilities of primary healthcare providers. Students learn diagnostic principles in East Asian Medical theory, western vital signs assessment, accurate charting, and detailed case study presentations following the S.O.A.P. notes format.

CM102	**Case Management 2**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	CO101, CO102
Description	Case Management 2 focuses on treatment planning, continuity of care, referrals, collaboration, and functional outcome measurements in patient care. Students gain knowledge and skills for effective follow-up care and final review processes.

CM103	**Case Management 3**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	CO101, CO102

Description	Case Management 3 covers specialized case management areas, including workers' compensation, medical coding procedures, and emergency care. Students learn to write medical-legal reports and understand procedures for seriously ill patients.

ME311	**Clinical Management and Billing**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	None
Description	Billing and Operations in Healthcare Settings introduces students to the operational aspects of managing healthcare facilities. The course emphasizes the practical application of business skills, including billing procedures, practice management, and professional responsibilities necessary for effective healthcare operations.

ME312	**Medical Ethics**
Units	2.0 didactic
Hours	20 academic
Format	Online
Prerequisite	None
Description	The Medical Ethics course delves into the ethical considerations within healthcare settings. It covers lectures and discussions on ethical principles, jurisprudence, and contemporary issues impacting healthcare practitioners. Additionally, students explore laws, regulations, and ethical dilemmas faced by healthcare professionals.

PD100	**Research Methodology**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	OM121, OM211, WM110
Description	Research Methodology builds skills in statistics and research methods within the health field. It emphasizes evidence-based decision-making in healthcare management and covers the assumptions underlying different research strategies and peer review processes.

ELECTIVE COURSES AND COURSE DESCRIPTION

In numerical order by course code and subject to change.

CODE	COURSE	UNITS	CRED HRS	FORMAT	PREREQUISITE
EL100	Topics in East Asian Medicine	3	30	In Person	None
EL107	Topics in Acupuncture	3	30	In Person	None
EL108	Topics in Herbology	3	30	In Person	None
EL109	Topics in Western Medicine	3	30	In Person	None

EL100	**Topics in East Asian Medicine**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	None
Description	Topics in East Asian Medicine is an advanced seminar covering specialized areas within East Asian medicine. Instructors share their expertise on various topics, enabling students to explore and delve deeper into specific aspects of East Asian medical practices.

EL107	**Topics in Acupuncture**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	None
Description	Topics in Acupuncture is an advanced seminar led by specialized instructors focusing on diverse areas within acupuncture practice. The course covers a range of advanced topics to deepen students' understanding of acupuncture techniques and their applications in clinical settings.

EL108	**Topics in Herbology**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	None
Description	Topics in Herbology provides advanced insights into herbal practice through specialized seminars. Instructors with expertise in herbal medicine present diverse topics, fostering an in-depth understanding of herbology and its practical applications in healthcare.

EL109	**Topics in Western Medicine**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	None
Description	Topics in Western Medicine offers specialized seminars focusing on various aspects of clinical practice. Instructors with expertise in clinical medicine present diverse topics, enhancing students' understanding of clinical applications and strategies within healthcare.

ADJUNCTIVE THERAPY COURSES AND COURSE DESCRIPTION

In numerical order by course code and subject to change.

CODE	COURSE	UNITS	CRED HRS	FORMAT	PREREQUISITE
TB111	Tai Chi Chuan	2	20	In Person	None
TB121	Qi Gong	2	20	In Person	None
TB211	Tui Na	3	30	In Person	None

TB111	**Tai Chi Chuan**
Units	2.0 didactic
Hours	20 academic
Format	In Person
Prerequisite	None
Description	Tai Chi focuses on the principles and practice of Tai Chi as a therapeutic bodywork therapy. Students explore Tai Chi forms, movements, and their applications in promoting physical and mental well-being. The course emphasizes the integration of Tai Chi principles into healthcare, stress reduction, and rehabilitation practices.

TB121	**Qi Gong**
Units	2.0 didactic
Hours	20 academic
Format	In Person
Prerequisite	None
Description	Qi Gong is an art of self-training both body and mind. It has the functions of preventing and curing diseases, protecting and strengthening health, and prolonging life. It is a component part of traditional Chinese medicine. This course is designed to study the brief history and basic theory of Qi Gong, and practice it by static and dynamic breathing techniques.

TB211	**Tui Na**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	None
Description	Tui-na is a massotherapy (massage) to treat diseases and traumatic injuries. In this course, there will be a brief discussion of Chinese Massotherapy and the Basic Principles of Massotherapy, which deals with Yin, Yang, Qi, Blood, and Internal Organs. There will be a discussion introducing diseases involving the internal organs and their treatment with Tui-Na and acupressure.

CLINICAL INTERNSHIP COURSES AND COURSE DESCRIPTION

In numerical order by course code and subject to change.

CODE	COURSE	UNITS	CRED HRS	FORMAT	PREREQUISITE
CO101	Clinic Internship: Observation Theatre	4	80	In Person	AC111,112 AC211 OM121,211 Two of OM211,312,311 HB110 Two of HB211,212,213,214 Two of BS211,212,213,214 WM110 WM210 WM321
CO102	Clinic Internship: Observation Rounds	4	80	In Person	
CO103	Clinic Internship: Herbal Practicum	2	40	In Person	
CI201	Clinic Internship Level II	28	560	In Person	MCE CO101,102,103 One of BS311,312,313 TB211
CI301	Clinic Internship Level III	10	200	In Person	CPX, CGE CI201 One of OM411,412,413,414 HB311,312,313,314 AC411,412 BS311,312,313 One of WM311,312,313

CO101	**Clinic Internship: Observation Theatre**
Units	4.0 didactic
Hours	80 academic
Format	In Person
Prerequisite	AC111,112, AC211, OM121,211, Two of OM211,312,311, HB110, Two of HB211,212,213,214, Two of BS211,212,213,214, WM110, WM210, WM321
Description	Level I interns have opportunities to see how EAM theory and practice are combined. In each shift, scheduled patients are interviewed, diagnosed, and treated by clinic faculty while level I interns observe. Following each patient's treatment, discussion of the patient's case is conducted.

CO102	**Clinic Internship: Observation Rounds**
Units	4.0 didactic
Hours	80 academic

Format	In Person
Prerequisite	AC111,112, AC211, OM121,211, Two of OM211,312,311, HB110, Two of HB211,212,213,214, Two of BS211,212,213,214, WM110, WM210, WM321
Description	Level I interns have experience in observing clinic faculty in interviewing, diagnosing, and treating patients, as well as assisting clinic faculty in taking and recording a patient's history and physical exam. Level I interns take the patient's pulse and observe the patient's tongue with instruction by clinic faculty to understand the clinic faculty's diagnosis and treatment plan.

CO103	**Clinic Internship: Herbal Practicum**
Units	2.0 didactic
Hours	40 academic
Format	In Person
Prerequisite	AC111,112, AC211, OM121,211, Two of OM211,312,311, HB110, Two of HB211,212,213,214, Two of BS211,212,213,214, WM110, WM210, WM321
Description	Level I interns will have opportunities to identify herbs, learn how to assemble granule and bulk herb formulas, learn how to fill an herbal prescription, and become familiar with the dispensary operations. It is expected that all level I interns participate in keeping treatment rooms clean and stocked.

CI201	**Clinic Internship Level II**
Units	28.0 didactic
Hours	560 academic
Format	In Person
Prerequisite	MCE, CO101,102,103, One of BS311,312,313, TB211
Description	Level II internship consists of 560 hours of supervised acupuncture and East Asian medical practice. Under the supervision of their clinic supervisors, interns diagnose and treat patients in the DULA Clinic and at other off-campus health care sites. Working individually or in pairs, interns apply their knowledge and skills of East Asian and Western medical assessments to interview and assess the condition of each new patient, formulating potential diagnoses and treatment plans based on this assessment, including acupuncture and other East Asian medical modalities. Interns then discuss this diagnosis and treatment plan with the clinic supervisor and treat the patient under the direct supervision of the clinic supervisor. Interns are expected to demonstrate proficiency in treatment techniques covered in the courses of their didactic studies. Interns will render possible nutritional and/or lifestyle recommendations and offer them to the patient after consultation with the clinic supervisor. Interns will also incorporate herbal formula derivation and modification into treatment plans. Interns are expected to inform their patients of the ingredients and proposed effects of the formula, formula preparation/cooking instructions, appropriate dosage guidelines, and possible adverse effects. Interns are responsible for filling the herbal formulas for their patients.

CI301	**Clinic Internship Level III**
Units	10.0 didactic
Hours	200 academic
Format	In Person
Prerequisite	CPX, CGE, CI201, One of OM411,412,413,414, HB311,312,313,314, AC411,412, BS311,312,313, One of WM311,312,313

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

INSTITUTIONAL EXAMINATIONS AND DESCRIPTION

In numerical order by course code and subject to change.

CODE	COURSE	UNITS	CRED HRS	FORMAT	PREREQUISITE
MCE	Mid-Curriculum Examination	0	0	In Person	80 Clinical Hours AC111,112 AC211 AC311,312 AC321,322 HB110 HB211,212,213,214 OM121,211 OM221,312.311 WM110 WM210 BS211,212,213,214
CPX	Clinical Performance Examination	0	0	In Person	Last Quarter of CI201
CGE	Comprehensive Graduation Examination	0	0	In Person	520 Clinical Hours MCE AC411,412 HB311,312,313,314 Two of OM411,412,413,414 BS311,312,313 WM224 WM225 One of WM311,312,313 One of CM101,102,103

MCE	**Mid-Curriculum Examination**
Units	0.0 didactic
Hours	0 academic
Format	In Person
Prerequisite	80 Clinical Hours, AC111,112, AC211, AC311,312, AC321,322 , HB110, HB211,212,213,214, OM121,211, OM221,312.311, WM110, WM210, BS211,212,213,214

Description	Mid-Curriculum Examination is a comprehensive evaluation consisting of both written and practical components. It assesses students' knowledge, skills, and competencies across East Asian Medicine, Acupuncture, Herbs, Biomedicine, and public health and safety regulations. It comprises stringent guidelines regarding exam structure, materials, behavior, and communication, aiming to ensure a standardized and fair assessment of students' capabilities before progressing to the next level of clinical internship.

CPX	**Clinical Performance Examination**
Units	0.0 didactic
Hours	0 academic
Format	In Person
Prerequisite	Last Quarter of CI201
Description	Clinical Performance Examination is designed to assess the current state of learning objectives related to the clinical skill competency that each student should acquire prior to advance to the clinical internship level 3. This exam follows a format of Objective and Structured Clinical Examination (OSCE).

CGE	**Comprehensive Graduation Examination**
Units	0.0 didactic
Hours	0 academic
Format	In Person
Prerequisite	520 Clinical Hours, MCE, AC411,412, HB311,312,313,314, Two of OM411,412,413,414, BS311,312,313, WM224, WM225, One of WM311,312,313, One of CM101,102,103
Description	Comprehensive Graduation Exam is designed to assess the current state of learning objectives related to the academic competency that each student should acquire prior to advance to the clinical internship level 3. It assesses students' knowledge, skills, and competencies across East Asian Medicine, Acupuncture, Herbs, Biomedicine, and public health and safety regulations. It comprises stringent guidelines regarding exam structure, materials, behavior, and communication, aiming to ensure a standardized and fair assessment of students' capabilities before progressing to the next level of clinical internship.

Doctor of Acupuncture and Herbal medicine (DAcHM)

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

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

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

DULA operates year-round on a quarterly system. Students will be able to finish the DAcHM program in 4 years. This institution offers distance education as a standard component of its academic programs. Didactic courses are delivered with less than 50% conducted online, while clinical internships require 100% in-person attendance. This blended learning model offers flexibility while maintaining quality education. Students can find details about which classes are delivered online and which are in-person below in the University Catalog. The university reserves the right to determine which classes will be offered online or in-person, changes may occur with prior notice. DULA operates the distance learning under the approval of the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM). The distance learning course works are not pre-recorded, students are required to attend the live courses and attendance will be followed in compliance to DULA attendance policy. Please refer to DULA University Policy Handbook for more information about attendance policy.

All classes except for externship off-site locations are held on the DULA campus. For distance education courses, the approximate number of days that will elapse between the University's receipt of student lessons, projects, or dissertations and the mailing or posting of its response or evaluation is approximately 14 days. The following course listings and descriptions are based on the Winter 2020 curriculum. 700-800 level courses in black bold are advanced doctoral level courses.

DAcHM Curriculum Overview

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

ACUPUNCTURE COURSES AND COURSE DESCRIBTIONS

In numerical order by course code and subject to change.

CODE	COURSE	UNITS	CRED HRS	FORMAT	PREREQUISITE
AC111	Acupuncture Anatomy I	3	30	Online	None
AC112	Acupuncture Anatomy II	3	30	Online	None
AC211	Meridian Theory	3	30	Online	None
AC311	Acupuncture Physiology I	3	30	Online	AC111,AC112
AC312	Acupuncture Physiology II	3	30	Online	AC111,AC112
AC321	Acupuncture Techniques I	3	30	In Person	AC111,AC112
AC322	Acupuncture Techniques II	3	30	In Person	AC111,AC112
AC411	Acupuncture Therapeutics I	3	30	In Person	AC311,AC312 AC321,AC322
AC412	Acupuncture Therapeutics II	3	30	In Person	AC311,AC312 AC321,AC322
AC422	Acupuncture Orthopedics	3	30	In Person	AC311,AC312

AC111	**Acupuncture Anatomy I**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	None
Description	This course provides students with a detailed study of point locations and primary channel pathways in relation to anatomical regions, nerves, bones, muscles, tendons, ligaments, and vessels, with an emphasis on channel and collateral theory. Channels and associated acupoints covered in this class include those of: Hand and Foot Taiyin, Hand and Foot Yangming, Hand and Foot Taiyang, and Hand Shaoyin.

AC112	**Acupuncture Anatomy II**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	None
Description	This course provides students with a detailed study of point locations and primary channel pathways in relation to anatomical regions, nerves, bones, muscles, tendons, ligaments, and vessels, with an emphasis on channel and collateral theory. Channels and associated acupoints covered in this class include those of: Foot Shaoyin, Hand and Foot Jueyin, Hand and Foot Shaoyang, as well as extra points and points of the 8 extraordinary vessels.

AC211	**Meridian Theory**
Units	3.0 didactic
Hours	30 academic
Format	Online

Prerequisite	None
Description	This course discusses basic channel theory, including the distribution of the 12 primary and 8 extraordinary vessels, as well as pathways of all divergent branches, network vessels, muscle meridians and cutaneous regions. Normal channel physiology and channel-specific pathologies are discussed. The interrelationships and differences between channels and their respective Zang-Fu will be stressed.

AC311	**Acupuncture Physiology I**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	AC111, AC112
Description	Acupuncture Physiology covers the usage of the regular and special acupuncture points and their traditional functions in treatment. Additionally, the course discusses the basic principles of prescription in acupuncture treatment. In Acupuncture Physiology I, students learn the special categories of points (Five Shu points, Xi Cleft, etc.) and go over the functions of the points in the Lung, Large Intestine, Stomach, Spleen, Heart, Small Intestine, and Urinary Bladder channels.

AC312	**Acupuncture Physiology II**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	AC111, AC112, AC311
Description	Acupuncture Physiology covers the usage of the regular and special acupuncture points and their traditional functions in treatment. Additionally, the course discusses the basic principles of prescription in acupuncture treatment. Acupuncture Physiology II covers the Kidney, Pericardium, Gallbladder, and Liver meridians, as well as the Eight Extra Meridians, Extra Points, and 15 Luo channels.

AC321	**Acupuncture Techniques I**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	AC111, AC112
Description	This course provides students with an introduction to the techniques of acupuncture, including the insertion and removal of needles, and needle manipulation for both the tonification and sedation of points and stimulation of Qi. Students will learn to incorporate CNT protocols for safe and responsible needling and how to manage emergency situations arising from improper needling or weak patient conditions. In Acupuncture Techniques 1, students will practice needling major points of the 14 main channels and will gain an understanding of the historical types of needles and their traditional functions.

AC322	**Acupuncture Techniques II**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	AC111, AC112
Description	This course provides students with an introduction to the techniques of acupuncture, including the insertion and removal of needles, and needle manipulation for both the tonification and

	sedation of points and stimulation of Qi. Students will learn to incorporate CNT protocols for safe and responsible needling and how to manage emergency situations arising from improper needling or weak patient conditions. In Acupuncture Techniques 2, students learn auricular and scalp acupuncture, cupping, gua sha, bleeding, dermal tacks, moxibustion and electro-acupuncture.
AC411	**Acupuncture Therapeutics I**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	AC311, AC312, AC321, AC322
Description	This course delves deeply into disease etiology and treatment using common acupoint prescriptions. Students analyze pathologies, apply precise point prescriptions, and adapt treatments based on patient presentations. The curriculum covers Acupuncture Micro-therapies, enhancing point prescriptions with Ear and Scalp Therapies. Topics include the Four Needle Technique, exogenous diseases, various Zang Fu syndromes, and conditions affecting the head, trunk, and lumbar regions. Through case studies, students develop advanced skills for tailored treatment planning.
AC412	**Acupuncture Therapeutics II**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	AC311, AC312, AC321, AC322
Description	This course emphasizes disease analysis and treatment using common acupoint prescriptions. Students learn to analyze and treat various conditions, applying precise point prescriptions and exploring Acupuncture Micro-therapies like Ear and Scalp Therapies. Topics include gynecologic, pregnancy, postpartum disorders, infantile diseases, skin conditions, abnormal growths, and disorders affecting the eyes, ears, nose, and throat. Through case studies, students refine their skills in tailored treatment planning.
AC422	**Acupuncture Orthopedics**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	AC311, AC312
Description	The course will emphasize the examination, diagnosis and treatment of common orthopedic disorders affecting the neuromusculoskeletal components of the neck, thorax, lumbar spine, pelvis, upper and lower extremities. The use of adjunctive acupoint stimulation devices, including magnets and beads, will also be introduced.

HERBOLOGY COURSES AND COURSE DESCRIBTIONS

In numerical order by course code and subject to change.

CODE	COURSE	UNITS	CRED HRS	FORMAT	PREREQUISITE
HB110	Introduction to Botany and Herbology	3	30	Online	None
HB211	Herbs: Category 1	3	30	Online	OM121,OM211 HB110
HB212	Herbs: Category 2	3	30	Online	OM121,OM211 HB110
HB213	Herbs: Category 3	3	30	Online	OM121,OM211 HB110
HB214	Herbs: Category 4	3	30	Online	OM121,OM211 HB110
HB311	Herbal Formula 1	3	30	In Person	OM221,OM312,OM311 HB211,HB212, HB213,HB214
HB312	Herbal Formula 2	3	30	In Person	OM221,OM312,OM311 HB211,HB212, HB213,HB214
HB313	Herbal Formula 3	3	30	In Person	OM221,OM312,OM311 HB211,HB212, HB213,HB214
HB314	Herbal Formula 4	3	30	In Person	OM221,OM312,OM311 HB211,HB212, HB213,HB214
HB321	Nutrition in Oriental Medicine	3	30	In Person	OM121,OM211 HB110
HB412	Herbal Treatment in Pediatric Diseases	3	30	In Person	HB311,HB312, HB313,HB314
HB413	Herbal Treatment in Gynecological Diseases	3	30	In Person	HB311,HB312, HB313,HB314
HB414	Herbal Treatment in Dermatological Diseases	3	30	In Person	HB311,HB312, HB313,HB314
HB415	Herbal Treatment in Integration of Eastern/Western Medicine	3	30	In Person	HB311,HB312, HB313,HB314
HB423	Master's Experiences in Herbal Medicine	3	30	In Person	HB311,HB312, HB313,HB314

HB110	**Introduction to Botany and Herbology**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	None
Description	An introduction to the theory of herbal medicine, this course identifies major plants used in East Asian Medicine, as well as the Latin classification of those plants. This class focuses particularly on identifying the basic properties of herbs, including their tastes and temperature, within traditional herbal categories. It also includes the identification of toxic and non-toxic herbs, storage, and rules governing pharmacy.

HB211	**Herbs: Category 1**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	OM121, OM211, HB110
Description	This four-part classes teaches students about the most commonly used herbs in the Chinese Pharmacopoeia. Students will learn the properties, taste, functions, dosages, and contra-indications of each herb covered. Category 1 includes herbs that release the exterior, clear heat, and drain downward.

HB212	**Herbs: Category 2**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	OM121, OM211, HB110
Description	Category 2 covers herbs that drain dampness, dispel wind dampness, transform dampness, warm the interior and expel cold, regulate Qi, relieve food stagnation and expel parasites.

HB213	**Herbs: Category 3**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	OM121, OM211, HB110
Description	Category 3 discusses herbs that regulate blood, transform phlegm and relieve coughing, calm the spirit, extinguish wind and stop tremors, as well as aromatic herbs that open the orifices.

HB214	**Herbs: Category 4**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	OM121, OM211, HB110
Description	Category 4 herbs include herbs that tonify Qi, warm the Yang, nourish the Yin, and nourish Blood, astringent herbs, emetics and herbs for external application.

HB311	**Herbal Formula 1**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	OM221, OM312, OM311, HB211, HB212, HB213, HB214
Description	This course is a comprehensive introduction to Chinese Herbal Formulas for various clinical applications. Students will learn the herbal components of each formula and the role that each herb plays within the formula. In addition, students will learn modifications, clinical applications, and contraindications of the formulas. The entire course consists of four parts. Formula 1 covers the formulas used for diaphoretic, purgative, harmonizing, antipyretics and Summer 2024 heat clearing.

HB312	**Herbal Formula 2**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	OM221, OM312, OM311, HB211, HB212, HB213, HB214
Description	This course is a comprehensive introduction to Chinese Herbal Formulas for various clinical applications. Students will learn the herbal components of each formula and the role that each herb plays within the formula. In addition, students will learn modifications, clinical applications, and contraindications of the formulas. The entire course consists of four parts. Formula 2 covers formulas used for warming, exterior releasing, tonifying, sedation, resuscitation, and astringents.

HB313	**Herbal Formula 3**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	OM221, OM312, OM311, HB211, HB212, HB213, HB214
Description	This course is a comprehensive introduction to Chinese Herbal Formulas for various clinical applications. Students will learn the herbal components of each formula and the role that each herb plays within the formula. In addition, students will learn modifications, clinical applications, and contraindications of the formulas. The entire course consists of four parts. Formula 3 covers formulas with carminative, blood regulating, anticonvulsant, and moisturizing characteristics.

HB314	**Herbal Formula 4**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	OM221, OM312, OM311, HB211, HB212, HB213, HB214
Description	This course is a comprehensive introduction to Chinese Herbal Formulas for various clinical applications. Students will learn the herbal components of each formula and the role that each herb plays within the formula. In addition, students will learn modifications, clinical applications, and contraindications of the formulas. The entire course consists of four parts. Formula 4 covers formulas with diuretic, phlegm expelling, resolving/pertussis, anti-parasitic, and anti-abscess qualities.

HB321	Nutrition in Oriental Medicine
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	OM121, OM211, HB110
Description	This course is designed as an introduction to the concepts of East Asian Medical nutritional theory. Students will discuss the importance of a proper diet and eating habits in maintaining health and preventing disease and will differentiate OM nutritional principles and practices from concepts of Western nutrition. Students learn to create and demonstrate several recipes with medicinal effects and apply OM nutrition theory to foods from other ethnic and cultural dietary traditions, extrapolating some of their likely functions and properties from existing knowledge.

HB412	Herbal Treatment in Pediatric Diseases
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	HB311, HB312, HB313, HB314
Description	Chinese traditional pediatrics is a clinical science based on traditional Chinese medical theory combined with physiological pathology to study the laws for the prevention of childhood diseases. The unique characteristics of tissue, structure, physiology and pathology of children will be introduced in this class. The course uses the East Asian Medicine principles in diagnosing and treating of children.

HB413	Herbal Treatment in Gynecological Diseases
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	HB311, HB312, HB313, HB314
Description	This course examines the anatomy, physiology, and pathologies of gynecological diseases and their diagnoses and treatments. Students will learn to apply TCM diagnostic skills in differentiating and diagnosing symptoms of the female reproductive cycle and construct treatment plans appropriate to the presenting pattern of symptoms. Finally, students will learn classical applications and modern clinical modifications of herbal treatments for gynecological disorders.

HB414	Herbal Treatment in Dermatological Diseases
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	HB311, HB312, HB313, HB314
Description	This course discusses East Asian medical perspectives on the etiology, pathology, and diagnosis of a variety of skin diseases with therapeutic treatments focusing on herbal medicine. Students will learn to apply TCM diagnostic skills in differentiating and diagnosing symptoms of the skin and construct treatment plans appropriate to the presenting pattern of symptoms. This class teaches classical applications and modern clinical modifications of internal and external herbal treatments for skin disorders.

HB415	Herbal Treatment in Integration of Eastern/Western Medicine
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	HB311, HB312, HB313, HB314
Description	This class requires students to present case studies of medical problems that have been researched, analyzed, and diagnosed by students from the perspective of East Asian and Western medicine. Students will compare certain illnesses, their etiologies, and their treatments from both Eastern and Western perspectives.

HB423	Master's Experiences in Herbal Medicine
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	HB311, HB312, HB313, HB314
Description	This course covers topics in herbology of particular importance to their practical applications in clinic, as well as their relevance to licensing examination requirements. The course consists of review, case-study presentation and formula writing for the case. Through this class, students will have a better grasp of commonly used herbs, their properties, functions, and use.

EAST ASIAN MEDICINE COURSES AND COURSE DESCRIBTIONS

In numerical order by course code and subject to change.

CODE	COURSE	UNITS	CRED HRS	FORMAT	PREREQUISITE
OM111	History of East/West Medicine	3	30	Online	None
OM121	Basic Theory of Oriental Medicine 1	3	30	Online	None
OM211	Basic Theory of Oriental Medicine 2	3	30	Online	None
OM221	OM Diagnosis 1	3	30	Online	OM121,OM211
OM311	OM Diagnosis 3	3	30	Online	OM121,OM211
OM312	OM Diagnosis 2	3	30	Online	OM121,OM211
OM411	OM Internal Medicine 1	3	30	In Person	OM221,OM312,OM311
OM412	OM Internal Medicine 2	3	30	In Person	OM221,OM312,OM311
OM413	OM Internal Medicine 3	3	30	In Person	OM221,OM312,OM311
OM414	OM Internal Medicine 4	3	30	In Person	OM221,OM312,OM311
OM432	Yellow Emperor's Classic and OM Philosophy	3	30	In Person	OM121,OM211
OM433	Shanghan & Golden Cabinet	3	30	In Person	OM221,OM312,OM311
OM434	Wen Bing	3	30	In Person	OM221,OM312,OM311

OM111	**History of East/West Medicine**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	None
Description	This course introduces students to the history and development of Eastern and Western Medicine. Students will discuss early theories and philosophies from ancient East Asian medical texts and will compare the basic factors that contributed to advancements in both Eastern and Western Medicine. In addition, students will examine how cultural factors and changes in ruling

bodies formed and altered “Traditional” Chinese Medicine. Finally, the class will examine how practicing East Asian Medicine in a modern Western context has altered the medicine.

OM121	**Basic Theory of Oriental Medicine 1**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	None
Description	This course covers the basic principles and theories of traditional East Asian Medicine, describing the relationship of yin and yang; five elements; physiological functions of the viscera and bowels; the formation and function of qi, blood, essence, and body fluids; and the nature of the human being. Students will learn the anatomy and physiology of the healthy person. This course serves as the theoretical foundation for the various departments of traditional East Asian Medicine.

OM211	**Basic Theory of Oriental Medicine 2**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	None
Description	This course further explores foundational theories in East Asian medicine. The course delves into advanced concepts and principles from ancient East Asian medical texts, emphasizing the evolution of Eastern and Western Medicine. It analyzes cultural factors, changes in medical philosophies, and the adaptation of East Asian Medicine in contemporary Western contexts.

OM221	**OM Diagnosis 1**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	OM121, OM211
Description	This course begins the survey of OM Diagnosis through detailing the Four Examination methods: Observation, Auscultation (Listening), Inquiry and Palpation. As a hands-on class, Diagnosis students learn to observe the tongue body and coating and to palpate the radial pulse in order to form a more thorough diagnosis. Students also practice patient interviews, learning to collect pertinent diagnostic information from the patient.

OM311	**OM Diagnosis 3**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	OM121, OM211
Description	This course extends the understanding of diagnostic methods in East Asian medicine. Covering Zang-Fu pattern differentiation and patterns involving multiple organ systems, the course emphasizes rapid differentiation in diagnosis. Students analyze the similarities and differences

between patterns affecting Zang and Fu organs, combining Eight Principle Differentiation with Zang-Fu Differentiation.

OM312	**OM Diagnosis 2**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	OM121, OM211
Description	This course continues the study of diagnostic methods in East Asian medicine. Focusing on advanced diagnostic techniques, the course explores different theories of disease differentiation and patterns related to Qi, Blood, and Body Fluids. It introduces diagnostic concepts from Wen Bing (4 levels), Shang Han (6 channels), San Jiao diagnostics, and Earth School theories.

OM411	**OM Internal Medicine 1**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	OM221, OM311, OM312
Description	This series delves into the etiology, pathogenesis, and treatment of illnesses in TCM, reinforcing students' understanding of diagnostic and treatment theories. It covers differential diagnosis through analyzing pathological changes in Qi, Blood, body fluids, channels, and collaterals. The course includes specialty cases in family medicine, internal medicine, geriatrics, ophthalmology, pediatrics, traumatology, and emergency medicine, starting with external diseases, lung diseases, and bleeding disorders in Part 1.

OM412	**OM Internal Medicine 2**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	OM221, OM311, OM312
Description	Part 2 of the four part series in OM Internal Medicine. Part II of the series focuses on Palpitations, Insomnia, Chest Painful Obstruction, Emotional Disorder, Manic-Depressive Psychosis, Epigastric Pain, Vomiting, Diarrhea, and Epilepsy

OM413	**OM Internal Medicine 3**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	OM221, OM311, OM312
Description	Part 3 of a four part series in OM Internal Medicine. Part III of the series focuses upon diseases of the abdomen and digestive organs, also examining diseases caused by internal wind.

OM414	**OM Internal Medicine 4**
Units	3.0 didactic
Hours	30 academic

Format	In Person
Prerequisite	OM221, OM311, OM312
Description	Part 4 of a four part series in OM Internal Medicine. Part IV of the series focuses on diseases of fluid metabolism, the Kidney, and consumptive disease.

OM432	**Yellow Emperor’s Classic and OM Philosophy**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	OM121, OM211
Description	The Yellow Emperor's Classic of Internal Medicine delves into Eastern philosophy and its influence on East Asian Medical Theory. Covering Confucianism, Taoism, and Buddhism, the course explores the history and impact of the Yellow Emperor's Inner Classic on medical concepts, treatment principles, and clinical practice applications.

OM433	**Shanghan & Golden Cabinet**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	OM221, OM311, OM312
Description	Shanghan is a comprehensive study of the etiology, pathogenesis, and treatment of illness in Traditional Chinese Medicine. Students analyze pathological changes in Qi, Blood, body fluids, channels, and collaterals. The course covers differential diagnosis via signs, symptoms, treatment principles, and herbal prescriptions for various disorders, focusing on external diseases, lung-related diseases, and bleeding disorders.

OM434	**Wen Bing**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	OM221, OM311, OM312
Description	Wenbing explores the system of Four Levels diagnosis and corresponding formulas for warm febrile diseases. Students learn to differentiate between hot and cold attacking pathogens, applying and modifying formulas for each level of disease. The course covers San Jiao diagnosis, providing an understanding of warm disease progression and prognosis.

BASIC SCIENCE COURSES AND COURSE DESCRIPTION

In numerical order by course code and subject to change.

CODE	COURSE	UNITS	CRED HRS	FORMAT	PREREQUISITE
BS111	Biology	3	30	Online	None
BS122	Chemistry	3	30	Online	None
BS131	Physics	3	30	Online	None
BS141	Psychology	3	30	Online	None
BS171	Microbiology and Immunology	3	30	Online	None
BS181	Fundamental and Clinical Nutrition	3	30	Online	None
BS211	Anatomy and Physiology 1	3	30	Online	None
BS212	Anatomy and Physiology 2	3	30	Online	None
BS213	Anatomy and Physiology 3	3	30	Online	None
BS214	Anatomy and Physiology 4	3	30	Online	None
BS311	Pathology 1	3	30	Online	BS211,BS212, BS213,BS214
BS312	Pathology 2	3	30	Online	BS211,BS212, BS213,BS214
BS313	Pathology 3	3	30	Online	BS211,BS212, BS213,BS214

BS111	**Biology**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	None
Description	Biology introduces students to the study of living organisms and their processes. Covering concepts of cellular structure and function, human organization, homeostasis, mitosis and meiosis, evolution, and organism classification, the course provides foundational knowledge in biology for healthcare sciences.

BS122	**Chemistry**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	None
Description	Chemistry explores basic principles of chemistry. Emphasizing chemical properties, reactions, and their applications, the course offers an understanding of fundamental chemical processes.

BS131	**Physics**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	None
Description	Physics serves as an introduction to general physics principles. Covering Newtonian mechanics, motion, energy, thermodynamics, vibrations, electricity, magnetism, and biophysics, the course provides a comprehensive overview of physics in healthcare contexts.

BS141	**Psychology**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	None
Description	Psychology explores foundational principles and clinical applications in psychology relevant to healthcare professionals. The course covers various psychological conditions, assessment techniques, and counseling skills essential for understanding patient behavior and treatment.

BS171	**Microbiology and Immunology**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	None
Description	Microbiology and Immunology provide a comprehensive study of clinical microbiology and immunology. Exploring microorganism structure, transmission modes, disease manifestations, diagnostic methods, and immunological defense mechanisms, students gain insights into microbial diseases and immunity.

BS181	**Fundamental and Clinical Nutrition**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	None
Description	This course introduces essential nutrients and their roles in metabolism, food sources, and health. Students will learn about nutrient functions, requirements, and ethical considerations in nutrition

	recommendations. It also covers tools like RDA, Food Pyramid, Exchange lists, and the use of vitamins.
BS211	**Anatomy and Physiology 1**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	None
Description	Anatomy and Physiology 1 introduces the normal structure and functions of the body. Covering body organization, cellular metabolism, skeletal system, and integumentary system, the course provides foundational knowledge in anatomical structures and physiological functions.
BS212	**Anatomy and Physiology 2**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	None
Description	Anatomy and Physiology 2 explores joints, muscular system, and nervous system anatomy and functions. Students learn muscle types, joint structures, and nervous system components and their functions.
BS213	**Anatomy and Physiology 3**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	None
Description	Anatomy and Physiology 3 covers the endocrine, respiratory, cardiac, and circulatory systems. Students explore the anatomical structures and physiological functions of these systems.
BS214	**Anatomy and Physiology 4**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	None
Description	Anatomy and Physiology 4 examines the neuroanatomy and physiology, lymphatic system and lymphoid organs and tissues, fluid and electrolytes balance, acid-base, and special senses. Students learn anatomical structures and physiological functions of these systems.
BS311	**Pathology 1**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	BS211, BS212, BS213, BS214

Description	This course explores the microscopic and macroscopic pathogenesis of diseases. Covering disorders related to fluid balance, genetics, nutrition, immunity, cell injury, inflammation, repair, and neoplasms, the course provides insights into disease mechanisms.

BS312	**Pathology 2**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	BS211, BS212, BS213, BS214
Description	This course focuses on systematic pathology of respiratory, cardiovascular, genitourinary, endocrine, and gastrointestinal systems. Students analyze disorders and pathological changes in these systems.

BS313	**Pathology 3**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	BS211, BS212, BS213, BS214
Description	This course examines disorders of the hepatobiliary, pancreatic, kidney, urinary, reproductive, endocrine, neurological, and skeletal systems. Students gain insights into diseases affecting various body systems.

CLINICAL MEDICINE AND PUBLIC HEALTH COURSES AND DESCRIPTION

In numerical order by course code and subject to change.

CODE	COURSE	UNITS	CRED HRS	FORMAT	PREREQUISITE
WM100	Public Health	3	30	Online	None
WM110	Western Medical Terminology	3	30	Online	None
WM181	Pharmacology	3	30	In Person	BS211,BS212 BS213,BS214
WM210	CNT and Safety Codes	2	20	In Person	None
WM211	Survey of Clinical Medicine	3	30	In Person	None
WM224	Physical Exam in Western Medicine	3	30	In Person	BS211,BS212 BS213,BS214
WM225	Lab Diagnosis in Western Medicine	3	30	In Person	BS311,BS312,BS313
WM311	Western Internal Medicine 1	3	30	In Person	BS211,BS212 BS213,BS214
WM312	Western Internal Medicine 2	3	30	In Person	BS211,BS212 BS213,BS214
WM313	Western Internal Medicine 3	3	30	In Person	BS211,BS212 BS213,BS214
WM321	CPR and First Aid	1	10	In Person	None

WM100	**Public Health**
Units	3.0 didactic
Hours	30 academic
Format	Online
Prerequisite	None
Description	Public Health provides an overview of fundamental principles in public health, covering topics such as disease prevention, community health, epidemiology, and public health education.

WM110	**Western Medical Terminology**
Units	3.0 didactic

Hours	30 academic
Format	Online
Prerequisite	None
Description	This course offers a comprehensive study of medical language. It covers the principles of word building using Latin and Greek roots, prefixes, and suffixes, emphasizing accurate terminology and its application in healthcare settings.

WM181	**Pharmacology**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	BS211, BS212, BS213, BS214
Description	Pharmacology provides an introduction to the mechanisms of action, absorption, distribution, and elimination of commonly used pharmacological categories. It focuses on drug interactions and their effects, including assessments and interventions for various Western diagnoses.

WM210	**CNT and Safety Codes**
Units	2.0 didactic
Hours	20 academic
Format	In Person
Prerequisite	None
Description	Clean Needle Technique equips students with the necessary skills and knowledge for safe and sterile acupuncture needle use and handling. The course focuses on techniques to maintain cleanliness, prevent contamination, and ensure patient safety during acupuncture treatments.

WM211	**Survey of Clinical Medicine**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	None
Description	This course provides an overview of the clinical practice of acupuncture and Herbal medicine, including efficient communication with patients and collaboration with other natural healing professionals. Acupuncturists, herbal medicine experts, and other healthcare professionals are invited to class as guest speakers. Students will engage in interactive learning by taking field trips to various practitioners' offices and discussing on site to learn about their perspectives of clinical practice of medicine, such as osteopathy, dentistry, psychology, nursing, chiropractic, podiatry, naturopathy, and/or homeopathy.

WM224	**Physical Exam in Western Medicine**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	BS211 - BS214

Description	Physical Examination provides practical training in conducting comprehensive health assessments, covering vital signs, neurological and musculoskeletal examinations, fostering multicultural sensitivity, and proper patient communication.

WM225	**Lab Diagnosis in Western Medicine**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	BS311, BS312, BS313
Description	Lab Diagnosis teaches interpretation and integration of clinical laboratory data with historical physical examinations.

WM311	**Western Internal Medicine 1**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	BS211, BS212, BS213, BS214
Description	This course covers Western medical diseases, including anatomy, physiology, pathophysiology, diagnostics, treatment protocols, and surgical interventions. It focuses on ambulatory medicine, obstetrics, gynecology, endocrinology, neurology, nephrology, and urology.

WM312	**Western Internal Medicine 2**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	BS211, BS212, BS213, BS214
Description	This course delves into diseases of the cardiovascular system, respiratory system, hematology, oncology, rheumatology, immunology, allergic disorders, and nutritional disorders. It offers an in-depth study of these medical conditions, focusing on their mechanisms, diagnosis, and management.

WM313	**Western Internal Medicine 3**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	BS211, BS212, BS213, BS214
Description	This course covers infectious diseases, psychiatry, orthopedics, emergency and sports medicine. Additionally, it includes a review of laboratory and radiology studies, pharmacology, and public health, providing a comprehensive understanding of these areas in clinical practice.

WM321	**CPR and First Aid**
Units	1.0 didactic
Hours	10 academic
Format	In Person
Prerequisite	None

Description	CPR and First Aid training covers essential life-saving techniques, including cardiopulmonary resuscitation (CPR) and basic first aid measures. Students learn how to respond effectively to emergency situations, providing immediate care until professional medical help arrives.

PROFESSIONAL DEVELOPMENT AND CASE MANAGEMENT COURSES AND COURSE DESCRIPTION

In numerical order by course code and subject to change.

CODE	COURSE	UNITS	CRED HRS	FORMAT	PREREQUISITE
CM101	Case Management 1	3	30	In Person	CO101 CO102
CM102	Case Management 2	3	30	In Person	CO101 CO102
CM103	Case Management 3	3	30	In Person	CO101 CO102
ME311	Clinical Management and Billing	3	30	In Person	None
ME312	Medical Ethics	2	20	Online	None
PD100	Research Methodology	3	30	In Person	OM121,OM211 WM110

CM101	**Case Management 1**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	CO101, CO102
Description	Case Management 1 provides an overview of the responsibilities of primary healthcare providers. Students learn diagnostic principles in East Asian Medical theory, western vital signs assessment, accurate charting, and detailed case study presentations following the S.O.A.P. notes format.

CM102	**Case Management 2**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	CO101, CO102
Description	Case Management 2 focuses on treatment planning, continuity of care, referrals, collaboration, and functional outcome measurements in patient care. Students gain knowledge and skills for effective follow-up care and final review processes.

CM103	**Case Management 3**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	CO101, CO102

Description	Case Management 3 covers specialized case management areas, including workers' compensation, medical coding procedures, and emergency care. Students learn to write medical-legal reports and understand procedures for seriously ill patients.

ME311	**Clinical Management and Billing**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	None
Description	Billing and Operations in Healthcare Settings introduces students to the operational aspects of managing healthcare facilities. The course emphasizes the practical application of business skills, including billing procedures, practice management, and professional responsibilities necessary for effective healthcare operations.

ME312	**Medical Ethics**
Units	2.0 didactic
Hours	20 academic
Format	Online
Prerequisite	None
Description	The Medical Ethics course delves into the ethical considerations within healthcare settings. It covers lectures and discussions on ethical principles, jurisprudence, and contemporary issues impacting healthcare practitioners. Additionally, students explore laws, regulations, and ethical dilemmas faced by healthcare professionals.

PD100	**Research Methodology**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	OM121, OM211, WM110
Description	Research Methodology builds skills in statistics and research methods within the health field. It emphasizes evidence-based decision-making in healthcare management and covers the assumptions underlying different research strategies and peer review processes.

ELECTIVE COURSES AND COURSE DESCRIPTION

In numerical order by course code and subject to change.

CODE	COURSE	UNITS	CRED HRS	FORMAT	PREREQUISITE
EL100	Topics in East Asian Medicine	3	30	In Person	None
EL107	Topics in Acupuncture	3	30	In Person	None
EL108	Topics in Herbology	3	30	In Person	None
EL109	Topics in Western Medicine	3	30	In Person	None

EL100	**Topics in East Asian Medicine**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	None
Description	Topics in East Asian Medicine is an advanced seminar covering specialized areas within East Asian medicine. Instructors share their expertise on various topics, enabling students to explore and delve deeper into specific aspects of East Asian medical practices.

EL107	**Topics in Acupuncture**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	None
Description	Topics in Acupuncture is an advanced seminar led by specialized instructors focusing on diverse areas within acupuncture practice. The course covers a range of advanced topics to deepen students' understanding of acupuncture techniques and their applications in clinical settings.

EL108	**Topics in Herbology**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	None
Description	Topics in Herbology provides advanced insights into herbal practice through specialized seminars. Instructors with expertise in herbal medicine present diverse topics, fostering an in-depth understanding of herbology and its practical applications in healthcare.

EL109	Topics in Western Medicine
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	None
Description	Topics in Western Medicine offers specialized seminars focusing on various aspects of clinical practice. Instructors with expertise in clinical medicine present diverse topics, enhancing students' understanding of clinical applications and strategies within healthcare.

ADJUNCTIVE THERAPY COURSES AND COURSE DESCRIPTION

In numerical order by course code and subject to change.

CODE	COURSE	UNITS	CRED HRS	FORMAT	PREREQUISITE
TB111	Tai Chi Chuan	2	20	In Person	None
TB121	Qi Gong	2	20	In Person	None
TB211	Tui Na	3	30	In Person	None

TB111	**Tai Chi Chuan**
Units	2.0 didactic
Hours	20 academic
Format	In Person
Prerequisite	None
Description	Tai Chi focuses on the principles and practice of Tai Chi as a therapeutic bodywork therapy. Students explore Tai Chi forms, movements, and their applications in promoting physical and mental well-being. The course emphasizes the integration of Tai Chi principles into healthcare, stress reduction, and rehabilitation practices.

TB121	**Qi Gong**
Units	2.0 didactic
Hours	20 academic
Format	In Person
Prerequisite	None
Description	Qi Gong is an art of self-training both body and mind. It has the functions of preventing and curing diseases, protecting and strengthening health, and prolonging life. It is a component part of traditional Chinese medicine. This course is designed to study the brief history and basic theory of Qi Gong, and practice it by static and dynamic breathing techniques.

TB211	**Tui Na**
Units	3.0 didactic
Hours	30 academic
Format	In Person
Prerequisite	None
Description	Tui-na is a massotherapy (massage) to treat diseases and traumatic injuries. In this course, there will be a brief discussion of Chinese Massotherapy and the Basic Principles of Massotherapy, which deals with Yin, Yang, Qi, Blood, and Internal Organs. There will be a discussion introducing diseases involving the internal organs and their treatment with Tui-Na and acupressure.

CLINICAL INTERNSHIP COURSES AND COURSE DESCRIPTION

In numerical order by course code and subject to change.

CODE	COURSE	UNITS	CRED HRS	FORMAT	PREREQUISITE
CO101	Clinic Internship: Observation Theatre	4	80	In Person	AC111,112 AC211 OM121,211 Two of OM211,312,311 HB110 Two of HB211,212,213,214 Two of BS211,212,213,214 WM110 WM210 WM321
CO102	Clinic Internship: Observation Rounds	4	80	In Person	
CO103	Clinic Internship: Herbal Practicum	2	40	In Person	
CI201	Clinic Internship Level II	28	560	In Person	MCE CO101,102,103 One of BS311,312,313 TB211
CI301	Clinic Internship Level III	10	200	In Person	CPX, CGE CI201 One of OM411,412,413,414 HB311,312,313,314 AC411,412 BS311,312,313 One of WM311,312,313

CO101	**Clinic Internship: Observation Theatre**
Units	4.0 didactic
Hours	80 academic
Format	In Person
Prerequisite	OM121 - 211, Two of OM211 - 312, HB110, Two of HB211 - 214, AC111 - 211, Two of BS211 - 214, WM110, WM210, WM321
Description	Level I interns have opportunities to see how EAM theory and practice are combined. In each shift, scheduled patients are interviewed, diagnosed, and treated by clinic faculty while level I interns observe. Following each patient's treatment, discussion of the patient's case is conducted.

CO102	**Clinic Internship: Observation Rounds**
Units	4.0 didactic
Hours	80 academic
Format	In Person
Prerequisite	OM121 - 211, Two of OM211 - 312, HB110, Two of HB211 - 214, AC111 - 211, Two of BS211 - 214, WM110, WM210, WM321

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

CO103	**Clinic Internship: Herbal Practicum**
Units	2.0 didactic
Hours	40 academic
Format	In Person
Prerequisite	OM121 - 211, Two of OM211 - 312, HB110, Two of HB211 - 214, AC111 - 211, Two of BS211 - 214, WM110, WM210, WM321
Description	Level I interns will have opportunities to identify herbs, learn how to assemble granule and bulk herb formulas, learn how to fill an herbal prescription, and become familiar with the dispensary operations. It is expected that all level I interns participate in keeping treatment rooms clean and stocked.

CI201	**Clinic Internship Level II**
Units	28.0 didactic
Hours	560 academic
Format	In Person
Prerequisite	MCE, CO101 - 103, One of AC311 - 322, One of BS311 - 313, TB211
Description	Level II internship consists of 560 hours of supervised acupuncture and East Asian medical practice. Under the supervision of their clinic supervisors, interns diagnose and treat patients in the DULA Clinic and at other off-campus health care sites. Working individually or in pairs, interns apply their knowledge and skills of East Asian and Western medical assessments to interview and assess the condition of each new patient, formulating potential diagnoses and treatment plans based on this assessment, including acupuncture and other East Asian medical modalities. Interns then discuss this diagnosis and treatment plan with the clinic supervisor and treat the patient under the direct supervision of the clinic supervisor. Interns are expected to demonstrate proficiency in treatment techniques covered in the courses of their didactic studies. Interns will render possible nutritional and/or lifestyle recommendations and offer them to the patient after consultation with the clinic supervisor. Interns will also incorporate herbal formula derivation and modification into treatment plans. Interns are expected to inform their patients of the ingredients and proposed effects of the formula, formula preparation/cooking instructions, appropriate dosage guidelines, and possible adverse effects. Interns are responsible for filling the herbal formulas for their patients.

CI301	**Clinic Internship Level III**
Units	10.0 didactic
Hours	200 academic
Format	In Person
Prerequisite	CPX, CGE, CI201, One of OM411 - 414, Two of HB311 - 314, AC411 - 412, BS311 - 313, One of WM311 - 313

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

INSTITUTIONAL EXAMINATIONS AND DESCRIPTION

In numerical order by course code and subject to change.

CODE	COURSE	UNITS	CRED HRS	FORMAT	PREREQUISITE
MCE	Mid-Curriculum Examination	0	0	In Person	80 Clinical Hours AC111,112 AC211 AC311,312 AC321,322 HB110 HB211,212,213,214 OM121,211 OM221,312.311 WM110 WM210 BS211,212,213,214
CPX	Clinical Performance Examination	0	0	In Person	Last Quarter of CI201
CGE	Comprehensive Graduation Examination	0	0	In Person	520 Clinical Hours MCE AC411,412 HB311,312,313,314 Two of OM411,412,413,414 BS311,312,313 WM224 WM225 One of WM311,312,313 One of CM101,102,103

MCE	**Mid-Curriculum Examination**
Units	0.0 didactic
Hours	0 academic
Format	In Person
Prerequisite	80 Clinical Hours, AC111 – 112, 211, 311 – 312, HB110, 211 – 214, OM121 – 211, 211 – 312, WM110, 210, 321, BS211 – 214
Description	Mid-Curriculum Examination is a comprehensive evaluation consisting of both written and practical components. It assesses students' knowledge, skills, and competencies across East Asian Medicine, Acupuncture, Herbs, Biomedicine, and public health and safety regulations. It comprises stringent guidelines regarding exam structure, materials, behavior, and communication, aiming to ensure a standardized and fair assessment of students' capabilities before progressing to the next level of clinical internship.

CPX	**Clinical Performance Examination**
Units	0.0 didactic
Hours	0 academic

Format	In Person
Prerequisite	Last Quarter of CI201
Description	Clinical Performance Examination is designed to assess the current state of learning objectives related to the clinical skill competency that each student should acquire prior to advance to the clinical internship level 3. This exam follows a format of Objective and Structured Clinical Examination (OSCE).

CGE	**Comprehensive Graduation Examination**
Units	0.0 didactic
Hours	0 academic
Format	In Person
Prerequisite	520 Clinical Hours, MCE, AC411 – 412, HB311 – 314, BS311 – 313, Two of OM411 – 414, WM224, 225, One of WM311 – 313, One of CM101 – 103
Description	Comprehensive Graduation Exam is designed to assess the current state of learning objectives related to the academic competency that each student should acquire prior to advance to the clinical internship level 3. It assesses students' knowledge, skills, and competencies across East Asian Medicine, Acupuncture, Herbs, Biomedicine, and public health and safety regulations. It comprises stringent guidelines regarding exam structure, materials, behavior, and communication, aiming to ensure a standardized and fair assessment of students' capabilities before progressing to the next level of clinical internship.

ADVANCED INTEGRATIVE SERIES COURSES AND COURSE DESCRIPTION

In numerical order by course code and subject to change.

CODE	COURSE	UNITS	CRED HRS	FORMAT	PREREQUISITE
PD701	Integrative Diagnosis	2	20	In Person	CPX, CGE
PD702	Integrative Community Health	1	10	Online	CPX, CGE
PD703	Integrative Practice 1	4	40	Online	CPX, CGE
PD704	Integrative Practice 2	4	40	Online	CPX, CGE

PD701	**Integrative Diagnosis**
Units	2.0 didactic
Hours	20 academic
Format	In Person
Prerequisite	CPX, CGE
Description	This course readies students to integrate western diagnostic studies into Acupuncture and Herbal Medicine practice, covering laws, indications, risks, and benefits. It fosters competencies in applying studies, assessing reports, and communicating results. Students also encounter advanced diagnostic machines from Korea, with topics including relevant laws, clinical indications, diagnostic imaging principles, and effective communication with healthcare providers.

PD702	**Integrative Community Health**
Units	1.0 didactic
Hours	10 academic
Format	Online
Prerequisite	CPX, CGE
Description	This course emphasizes patient care in diverse healthcare systems, covering structures, processes, and the role of Acupuncture and Herbal Medicine professions. Topics include US healthcare models, collaborative interactions, organizational culture, healthcare disparities, and various care and treatment modalities. Students will learn to assess care models, understand healthcare team structures, and communicate effectively within the team. Additionally, the course highlights the importance of participating in professional activities and organizations.

PD703	**Integrative Practice 1**
Units	4.0 didactic
Hours	40 academic
Format	Online
Prerequisite	CPX, CGE

Description	The Integrative Practice series focuses on system-based medicine, covering commonly treated disorders. Courses emphasize interdisciplinary, integrative approaches, discussing anatomy, physiology, pathophysiology, and red flags from Western and Eastern perspectives. The comprehensive diagnostic approach is followed by treatment strategies, including acupuncture, herbal/nutritional treatments, and Western medicine options. This course specifically covers neurology, cardiology, vascular, pulmonology, obstetrics, gynecology, urology, and ENT.

PD704	**Integrative Practice 2**
Units	4.0 didactic
Hours	40 academic
Format	Online
Prerequisite	CPX, CGE
Description	The Integrative Practice series covers common disorders with interdisciplinary approaches. Each system (endocrine/metabolic, gastroenterology, hemato-oncology, immunology, dermatology, psychological disorders) discusses anatomy, physiology, and pathophysiology from Western and Eastern perspectives. The course emphasizes a comprehensive diagnostic approach, treatment strategies (acupuncture, herbal/nutritional, Western medicine), and this course specifically covers endocrine/metabolic disorders, gastroenterology, hemato-oncology, immunology, dermatology, and psychological disorders.

ADVANCED ACUPUNCTURE TECHNIQUE COURSES AND COURSE DESCRIPTION

In numerical order by course code and subject to change.

CODE	COURSE	UNITS	CRED HRS	FORMAT	PREREQUISITE
PD800	Advanced Acupuncture Technique	2	20	In Person	CPX, CGE
PD801	Neuromusculoskeletal Acupuncture 1	2	20	Hybrid	CPX, CGE
PD802	Neuromusculoskeletal Acupuncture 2	2	20	Hybrid	CPX, CGE
PD803	Neuromusculoskeletal Acupuncture 3	2	20	Hybrid	CPX, CGE
PD804	Neuromusculoskeletal Acupuncture 4	2	20	Hybrid	CPX, CGE
PD805	Complementary Medicine in Anti-Aging Application	2	20	Hybrid	CPX, CGE

PD800	**Advanced Acupuncture Technique**
Units	2.0 didactic
Hours	20 academic
Format	In Person
Prerequisite	CPX, CGE
Description	This course offers training in advanced acupuncture modalities, including Master Tung, scalp acupuncture, and selected Traditional Korean Medicine acupuncture techniques. Upon completion of this course, students will gain a deeper understanding of advanced acupuncture modalities as they relate to treatment options and patient care. Case studies in a variety of medical conditions and medical settings will also be introduced.

PD801	**Neuromusculoskeletal Acupuncture 1**
Units	2.0 didactic
Hours	20 academic
Format	Hybrid
Prerequisite	CPX, CGE
Description	This course focus on pain management through acupuncture, addressing common disorders in regions like Head and Neck, Trunk and Back, Upper and Lower Extremities. Covering neuromusculoskeletal conditions, each region's study includes discussions on anatomy, disorder differentiation, diagnostics, prognosis, and treatment plans. The curriculum integrates modern and classical theories. The first course, Neuro Musculo-Skeletal Acupuncture I, specifically covers the Head and Neck.

PD802	**Neuromusculoskeletal Acupuncture 2**

Units	2.0 didactic
Hours	20 academic
Format	Hybrid
Prerequisite	CPX, CGE
Description	This course focuses on the pain management specialty, covering the mechanism of pain and the application of acupuncture treatments. It addresses common disorders in different body regions, progressing through the treatment of neuromusculoskeletal conditions. Topics include structural anatomy, disorder differentiation, diagnostics, prognosis, and treatment plans. The course integrates modern and classical theories, with Neuro Musculo-Skeletal Acupuncture II specifically covering the Trunk and Back.

PD803	**Neuromusculoskeletal Acupuncture 3**
Units	2.0 didactic
Hours	20 academic
Format	Hybrid
Prerequisite	CPX, CGE
Description	This course emphasizes pain management, covering the mechanism of pain and acupuncture treatments for common disorders in various body regions. It progresses through the treatment of neuromusculoskeletal conditions, discussing structural anatomy, disorder differentiation, diagnostics, prognosis, and treatment plans. The integration of modern and classical theories is highlighted, with Neuro Musculo-Skeletal Acupuncture III focusing on the Upper Extremities.

PD804	**Neuromusculoskeletal Acupuncture 4**
Units	2.0 didactic
Hours	20 academic
Format	Hybrid
Prerequisite	CPX, CGE
Description	This course focus on the pain management specialty, exploring the mechanism of pain and the application of acupuncture treatments for common disorders in specific body regions—Head and Neck, Trunk and Back, Upper and Lower Extremities. The curriculum progresses through the treatment of neuromusculoskeletal conditions, discussing structural anatomy, disorder differentiation, diagnostics, prognosis, and treatment plans. The integration of modern and classical theories is emphasized. Neuro Musculo-Skeletal Acupuncture IV specifically covers the Lower Extremities.

PD805	**Complementary Medicine in Anti-Aging Application**
Units	2.0 didactic
Hours	20 academic
Format	Hybrid
Prerequisite	CPX, CGE
Description	The course concentrates on acupuncture and East Asian medicine treatments related to anti-aging applications. This course will focus on applications of anti-aging acupuncture techniques, selection and usage of herbs and formulas, as well as nutrition and lifestyle modifications. The foundation behind the pathogenesis of aging and cellular decay and physiological dysfunction will also be addressed from East Asian medicine and western conventional medicine perspectives.

ADVANCED CLINICAL PRACTICE AND PROFESSIONAL DEVELOPMENT COURSES AND COURSE DESCRIPTION

In numerical order by course code and subject to change.

CODE	COURSE	UNITS	CRED HRS	FORMAT	PREREQUISITE
PD700	Advanced Research	2	20	Online	CPX, CGE
PD705	Collaborative Practice	1	10	Online	CPX, CGE
PD710	Advanced Case Analysis and Clinical Research	2	20	Online	CPX, CGE
PD720	Advanced Professional Development	2	20	Online	CPX, CGE
PC700	Integrated Clinical Rounds	2	40	In Person	960 Clinical Hours

PD700	**Advanced Research**
Units	2.0 didactic
Hours	20 academic
Format	Online
Prerequisite	CPX, CGE
Description	Doctoral students gain competencies in evidence-based medicine, evidence-informed practice, and Acupuncture and Herbal Medicine clinical research. They develop skills in data collection, assess both qualitative and quantitative research, and understand outcomes research. Their competencies include modifying treatment plans based on new insights from research. Topics covered include evidence-based medicine, data collection methods, research assessment, and outcomes research.

PD705	**Collaborative Practice**
Units	1.0 didactic
Hours	10 academic
Format	Online
Prerequisite	CPX, CGE
Description	This course offers training in collaborative practice and communication with healthcare practitioners from various modalities. Professionals outside East Asian medicine will present topics related to their treatment modalities, enabling students to engage in discussions about cases and diverse health modalities.

PD710	**Advanced Case Analysis and Clinical Research**
Units	2.0 didactic
Hours	20 academic
Format	Online

Prerequisite	CPX, CGE
Description	The course aims to cultivate advanced case analysis skills, incorporating essential research methods for comprehending, developing, and analyzing clinical cases. Students will achieve competency in both traditional and modern biomedical research materials. They will actively participate in developing, writing, and formally presenting their case studies. The topics covered in this course encompass case study analysis, research methodology, the art of writing case studies, and the presentation and discussion of case studies.

PD720	**Advanced Professional Development**
Units	2.0 didactic
Hours	20 academic
Format	Online
Prerequisite	CPX, CGE
Description	This course equips students with ethical, legal, and business skills for collaborative practice in integrative settings. They develop competence in diverse career options in integrative medicine, emphasizing lifelong scholarly habits. Classroom activities cover discussions, presentations on patient education, and collaborative care. Topics include public speaking, case presentations, and inter-professional communication. The course addresses assessing professional development needs, responding to healthcare changes, and building competencies in clinic management.

PC700	**Integrated Clinical Rounds**
Units	2.0 didactic
Hours	40 academic
Format	In Person
Prerequisite	960 Clinical Hours
Description	The final clinical phase of the DAcHM clinical practice consists of PC700 Integrated Clinical Rounds. This course provides integrated clinical experience for students as they observe under the guidance of clinical faculty. Students incorporate evidence-informed integrative practice into the clinical application. Students will obtain competency in collaborating and communicating with other healthcare practitioners. At the end of the 40 hours, students submit a patient case study. The case study with appropriate details will be discussed and presented during the grand rounds with faculty. Students will also be provided a case based learning session that included various instructors from East Asian Medicine and Western Medicine field, therefore students may gain better understanding of case management from western and East Asian medicine perspectives.

UNIVERSITY COMMUNITY

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PRESIDENT'S OFFICE

President / CEO (Acting)
Stephan Seo, Ph.D. (China), L.Ac.
president@dula.edu

ACADEMIC ADMINISTRATION

Dean of Academic Affairs (acting)
Suhyun Kim, Ph.D. (Korea), L.Ac.
dean@dula.edu

Director of MAcHM Program
Heiwon Lee, DAOM, L.Ac., Dipl.OM.
MAcHM.director@dula.edu

Admissions Coordinator
Guangzhi Piao, DAcHM, L.Ac.
admissions@dula.edu

Director of DAcHM Program
Suhyun Kim, Ph.D. (Korea)
DAcHM.director@dula.edu

Academic Coordinator (MAcHM & DAcHM)
Guangzhi Piao, DAcHM, L.Ac.
MAcHM@dula.edu/ DAcHM@dula.edu

Librarian
Diana K. Kim, M.L.I.S.
headlibrarian@dula.edu

STUDENT SERVICES

Student Service Manager
Suhyun Kim, Ph.D. (Korea), L.Ac.
sadirector@dula.edu

Student Services Affairs Coordinator
Guangzhi Piao, DAcHM, L.Ac.
sacoordinator@dula.edu

Alumni Coordinator
Aaron Choi, MSOM
alumni@dula.edu

CLINIC ADMINISTRATION

CHIEF CLINIC OFFICER
Stephan Seo, Ph.D. (China), L.Ac.
CCO@dula.edu

CLINIC Intern Education Manager
Jaewon Kwag, DATM, L.Ac.
clinic.education.manager@dula.edu

CLINIC Intern Coordinator
Jessie Yamasaki, DATM, L.Ac.
clinic.education@dula.edu

CLINIC Manager
Yookyong Kim, DATM, L.Ac.
clinic.manager@dula.edu

CLINIC Insurance
Gooseul Ock, DATM, L.Ac.
clinic.insurance@dula.edu

Herbal Dispensary Coordinator
Jaewon Kwag, DATM, L.Ac.
clinic.pharmacy@dula.edu

FINANCE & PLANNING

Controller (Acting CFO)
Youngjin Chun, BS
cfo@dula.edu

Accounting Coordinator
Gimin Kim
accounting@dula.edu

ADMINISTRATIVE AFFAIRS

Chief Operating Officer
John Jeon, M.S./MBA
coo@dula.edu

Financial Aid Officer
John Jeon, M.S./MBA
financialaids@dula.edu

IT Manager / Office Manager
Hoon Kim
itservice@dula.edu

HR Manager
John Jeon, M.S./MBA
hr@dula.edu

Registrar
Hoon Kim
registrar@dula.edu

International Student Officer
John Jeon, M.S./MBA
iso@dula.edu

Facility Manager
Jong Ho Kim
facilities@dula.edu

ADMISSIONS

Visiting DULA

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

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

Admissions Requirements

Entrance Criteria: MAcHM Program

1. The admissions criteria for the master's program must include the satisfactory completion of at least two (2) years of undergraduate-level education (defined as 60 semester credits or 90 quarter credits with a minimum 2.25 cumulative GPA on a 4.0 scale) from an institution accredited or pre-accredited by an agency recognized by the U.S. Secretary of Education. In considering the acceptance of education and training obtained in foreign countries, credits earned at a foreign educational institution must be validated by a recognized educational credentials evaluation service. A background in western medicine is not required, nor is a graduate school entrance exam.

2. A maximum of 30 semester credits (or 50%) of the prerequisite two-year education requirement may be earned through prior learning assessment using either, or a combination, of the following assessment techniques: (1) credit by examination using standardized tests and/or (2) assignment of credit for military and corporate training based on recommendations established by the American Council on Education.

Entrance Criteria: DAcHM Program

1. The admissions criteria for the doctorate's program must include the satisfactory completion of at least three (3) years of undergraduate-level education (defined as 90 semester credits or 135

quarter credits with a minimum 2.25 cumulative GPA on a 4.0 scale) from an institution accredited or pre-accredited by an agency recognized by the U.S. Secretary of Education. In considering the acceptance of education and training obtained in foreign countries, credits earned at a foreign educational institution must be validated by a recognized educational credentials evaluation service. A background in western medicine is not required, nor is a graduate school entrance exam.

2. A maximum of 30 semester credits (or 50%) of the prerequisite two-year education requirement may be earned through prior learning assessment using either, or a combination, of the following assessment techniques: (1) credit by examination using standardized tests and/or (2) assignment of credit for military and corporate training based on recommendations established by the American Council on Education.

Three Routes for Completion of the DAcHM Program

According to ACAHM's Position Paper, updated on April 11, 2019, there are three routes to complete a Professional Doctorate program:

1. **New Students**: Enroll directly into the program as a new student.
2. **Transfer Students**: Transfer from DULA or another ACAHM-accredited East Asian Medicine (EAM) institution.
3. **Master's Graduates**: Continue your education as a master's graduate from an ACAHM-accredited EAM institution.

Enrolling as a New Student to DAcHM Program

At Dongguk University Los Angeles (DULA), students can enroll in a dual degree program that combines a Master's and a Doctorate in Acupuncture and Herbal Medicine (DAcHM). Here are the key points and requirements for this program:

1. **Enrollment Agreements**:
   - Students must sign separate enrollment agreements for both the Master's and Doctorate programs at the beginning of their studies.
   - For students planning to earn their Master's degree prior to or concurrently with the Doctorate, both enrollment agreements will be executed simultaneously at the date of initial enrollment.

2. **Educational Requirements for DAcHM Applicants**:
   - Applicants must have completed at least three (3) years of undergraduate-level education (90 semester credits or 135 quarter credits), including 3 units each of chemistry, biology, and psychology.

- A minimum cumulative GPA of 2.25 on a 4.0 scale from an institution accredited by an agency recognized by the U.S. Secretary of Education, or an equivalent international entity, is required.

3. **Prerequisite Courses**:
   - Undergraduate-level courses in Chemistry, Biology, and Psychology are required.
   - If these courses were not completed during undergraduate education, they must be completed at DULA or another approved institution within 12 months from the date of matriculation.

4. **Foreign Education Credits**:
   - Credits earned at a foreign educational institution must be validated by a recognized educational credential evaluation service.

5. **Enrollment Agreement for Master's Degree**:
   - A separate enrollment agreement that outlines when a Master's degree is awarded will be executed at the date of initial enrollment.

6. **Admission to Doctoral Completion Program**:
   - Admission to the doctoral completion program requires graduation with a Master's degree in East Asian Medicine from an ACAHM-accredited program or institution.

For further details, please refer to the relevant sections below for each category.

Enrolling as DAcHM Completion Track Program

Applicants who have completed a Master of Acupuncture and Herbal Medicine (MAcHM) program can enroll in the Doctorate of Acupuncture and Herbal Medicine (DAcHM) Professional Doctorate completion track. This track requires 340 total hours, consisting of 300 hours (30 quarter units) of didactic instruction and 40 hours (2 quarter units) of clinic instruction.

The DAcHM Completion program is designed for individuals who have graduated from an ACAHM-accredited or pre-accredited master's level program. This track allows master's graduates to achieve doctorate competencies and earn the DAcHM degree. The DAcHM completion track for graduates of an ACAHM-accredited master's program is part of the overall professional doctorate, not a separate program. Students in this track complete the remaining doctoral program requirements not included in their master's level training.

Admissions Requirements

1. **General Requirements**:
   - Applicants must meet all admissions requirements at the time of official matriculation.

- Applicants must have satisfactorily completed a master's degree or master's level program in East Asian Medicine from an ACAHM-accredited or pre-accredited program or institution.

2. **Foreign Education Credits**:
   - Credits earned at a foreign educational institution must be validated to be equivalent to a master's degree by a recognized educational credential evaluation service.

3. **Transcript Analysis**:
   - A comprehensive transcript analysis will evaluate whether all applicable master's-level coursework is equivalent to doctoral requirements in terms of content, rigor, and credit hour requirements.

4. **Graduates Beyond 5 Years**:
   - Applicants who graduated more than 5 years prior to entering the DAcHM completion program may be accepted if they have retained the content knowledge and competencies of the respective courses for which transfer credits are assessed. Required documentation includes:
   - Proof of at least five years of full-time clinical practice, or equivalent.
   - Passing a foundational knowledge written examination and practical assessment to demonstrate retention of knowledge and competencies.
   - Proof of completion of all identified coursework deficiencies through documentation or appropriate challenge exams.

5. **Herbal Medicine Specialization**:
   - Acceptance to a doctoral degree completion track that includes advanced study or specialty concentrations in herbal medicine is conditioned upon satisfactory completion of ACAHM's Masters core curriculum requirements for herbal training, typically evidenced by official transcripts from an ACAHM-accredited or pre-accredited program or institution.

6. **Transfer Credits**:
   - Subject to relevant state regulations and licensing agency rules, applicants may receive transfer credit for up to 50% of the total program credit requirements. No more than 25% of the program's clinical training requirements may be accepted as transfer credit.

7. **English Language Competency**:
   - English language competency as established for the DAcHM program is required.
   - For further details, please refer to the relevant sections below for each category.

English Language Requirements for international applicants

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

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

    a) four years at a U.S. high school demonstrably delivered in English;

    b) at least two-years (60 semester credits or 90 quarter credits) of undergraduate- or graduate-level education in an institution accredited by an agency recognized by the U.S. Secretary of Education;

    c) at least two-years (60 semester credits or 90 quarter credits) of undergraduate- or graduate-level education demonstrably delivered in English;

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

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

OR

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

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

Non-matriculated Student

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

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

Tuition Fee for Non-matriculated students:

- Non-matriculated Student in Master of Acupuncture and Herbal Medicine (MAcHM) courses or Doctor of Acupuncture and Herbal medicine (DAcHM) foundational courses: $344 per didactic unit and $30 per clinical hours
- Non-matriculated Student in Doctor of Acupuncture and Herbal medicine (DAcHM) advanced doctoral level courses: $690 per didactic unit and $40 per clinical hours

Application Completion Procedures

The following items are required to be considered for admission:

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

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

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

International Applicants

DULA is authorized by the U.S. Department of Homeland Security to issue a I-20 and enroll non-immigrant international students into the master's program (MAcHM) only.

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

1. A financial statement, certified by a financial institution, verifying the availability of at least $40,760 for singles, and an additional $16,920 for each adult dependent ($4,680 for each dependent child) in U.S. dollars to verify the availability to pay educational and living expenses for one year. For applicants with sponsors, the Financial Statement must be signed by your sponsor, stating they assume financial responsibility for the designated amount.
2. A copy of a passport that is valid for at least 6 months after the date of entry into the US for the purposes of education at DULA.
3. Applicants currently studying in the United States on an F-1 visa must submit a photocopy of their I-94 form, I-20 form, visa, and the first page of the passport. A completed transfer release form must be sent to DULA by the school from which the applicant is transferring.
4. Additional fees may apply for postage and handling overseas/expedited mailing.

Veterans

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

Transfer Students and Transfer Credits

Students transferring from another Master's in Acupuncture program or Western healthcare providers seeking an accelerated program to integrate complementary modalities into their practice must adhere to the following transfer credit policies and procedures.

Transfer Credit Policies and Procedures

1. **Official Transcripts**

    - Official academic transcripts must be submitted directly to the Admissions Department from all colleges or universities where transfer credit is requested. These transcripts must be sent directly from the issuing institution either in a sealed envelope or as an attachment via email directly from the registrar of the issuing institution to the Admissions Department at DULA.

    - Transcripts from institutions outside of the United States must be translated into English and evaluated by an academic credential evaluation service that is a member of NACES. The report must include equivalency of education (course-by-course evaluation).

2. **GPA and Academic Standards**

    - Transfer students must have a minimum cumulative GPA of 2.25 and meet current admissions standards at the time of transfer.

3. **Eligibility for Transfer Credit**

    - For transferring from an East Asian medicine school, the institution must be accredited or pre-accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM) and/or the California Acupuncture Board (CAB).

    - For non-East Asian medicine schools, the institution must be accredited by the Western Association of Schools and Colleges (WASC) or an agency recognized by the U.S. Secretary of Education.

    - All transferable coursework must have been completed within five years prior to admission, with exceptions for current relevant employment.

    - All transferable coursework must have received a grade of "C-" or above.

    - Credit will not be granted for military or corporate training, prior experiential learning, life experience, portfolio assessment, western medical internship or residency training toward the actual clinical coursework and instruction required at DULA.

4. **Course Content and Equivalency**

    - Transferable courses must have the same content, equivalent instructional hours, and rigor as DULA courses.
    - The evaluation of course equivalency will be conducted by the evaluator, subject to final approval by the Dean of Academic Affairs
    - Transfer credits deemed less than 70% equivalent to DULA courses will not be accepted. If the transfer credit exceeds 100% of the required course content but is insufficient to cover two courses, all such credits will be aggregated, and if they cumulatively cover the content for one full course, they may be accepted as credit for an elective course.

5. **Unit and Coursework Requirements**

    - Applicants may receive transfer credit for up to 50% of the total program credit requirements, subject to relevant state regulations and licensing agency rules. Of that 50%, no more than 25% of the program's clinical training requirements may be accepted as transfer credit.
    - Students may receive up to 100% of transfer credits for their prior coursework completed at an eligible institution. If the school is not ACAHM-accredited and/or CAB-approved, up to 50% of the credits are transferable. The total number of transfer credits must not exceed 50% of DULA's total program hours, with a maximum allowable transfer of 130 credit units. Consequently, transfer students are required to complete at least 50% of DULA's program requirements to graduate.
    - For clinical credits, up to 100% of the program’s total clinic hours of transfer credit is applicable when a student is transferring from an ACAHM-accredited and/or CAB-approved school, but not to exceed 240 hours. If the school is not ACAHM-accredited and/or CAB-approved, up to 50% of the completed clinic hours are transferable, with a maximum allowable credit for clinical training being 120 hours.
    - Students transferring clinic hours are required to take the Mid-Curriculum Examinations prior to advancing to Level 2, regardless of whether they have completed the hours necessary to fulfill Level 1 requirements.

6. **Transfer Request Process**

    - Students must submit the Transfer Request form, official transcripts, and course descriptions from all schools under consideration.
    - Official transfer credit evaluations are conducted by the Transfer Credit Officer once a student applies and submits all official transcripts.
    - The transfer evaluation fee is $100 and is charged upon class registration.

- Transcripts documenting previous coursework must be received during the admissions application process and no later than week ten (10) of the first term. Transcripts submitted after this deadline will not be considered.

7. **Western Medicine Course Transfer Policy**

    - Students may receive up to 100% of Western medicine course transfer credits for their prior coursework completed even if the school is not California Board approved. However, the school must be a post-secondary institution accredited or pre-accredited by an agency recognized by the U.S. Secretary of Education.

8. **International Transfer Students**

    - DULA may accept units of study completed at foreign acupuncture colleges that do not have status with the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM). Such transfer students must meet the current admissions requirements.

Notice Concerning Transferability of Credits & Credentials Earned at Our Institution

The transferability of credits you earn at Dongguk University Los Angeles (DULA) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in any DULA program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending DULA to determine if your credits or degree or certificate will transfer.

For more information, please contact the Admissions Department at admissions@dula.edu.

The Admissions Review Process

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

Full Acceptance

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

Conditional Acceptance

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

Denial

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

New Student Orientation and Registration

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

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

FACULTY

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

DULA maintains three groups of faculties:

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

The List of DULA Core Faculty Members:

Marilyn Allen, MS

- B.A. in Education from California State University
- M.S. in Management and Administration from Pepperdine University
- Expertise in clinical management and medical ethics
- Played a pivotal role in shaping the curriculum and ethical standards at DULA
- Extensive background in clinical management and billing

Bosco Baek

- B.S. in Biology from Loyola University
- Certified Instructor of Chen Tai Chi from the Chenjiagou Taijiquan School
- Certified Fitness Trainer from the Korea Physical Health Fitness Association
- Recognized by the California State Assembly and the FBI for excellence
- Specializes in Tai Chi and Qi Gong
- Integrates biological sciences with traditional martial arts and fitness training

Clara Chang, DAOM, L.Ac.

- MSOM and DAOM from Dongguk University Los Angeles

- Specializes in East Asian Medicine, Diagnosis, and Acupuncture
- Dedicated to mentoring students and guiding their clinical training

Yae Chang, DAOM, L.Ac.

- DAOM and MSOM from South Baylo University
- M.S. and B.S. from Seoul National University
- Focuses on the holistic treatment of cancer patients
- Specializes in East Asian Medicine, Diagnosis, and Oncology

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

- Ph.D. and M.A. in Medicine from Cha University
- B.A. in Korean Medicine from Kyung Hee University
- Focuses on advanced acupuncture techniques and herbal treatments
- Expert in acupuncture, herbology, and East Asian Medicine

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

- B.S. and M.S. in Korean Medicine from Kyung Hee University
- Extensive clinical practice and research in Korean medicine
- Committed to advancing East Asian medicine through education and practice

Hong Tack Chung, DATM, L.Ac., Dipl.OM

- DATM and MSOM from Dongguk University Los Angeles
- B.S. in Psychology and MBCPM from the University of Toronto
- Specializes in psychology, East Asian diagnosis, sports injuries, and mindfulness
- Integrates psychological principles with traditional East Asian medicine

Wung Gyu (Bon) Hwang, L.Ac.

- B.S. in Korean Medicine from Kyung Nam University
- MSOM from Royal University
- Combines rigorous academic standards with practical, hands-on experience
- Specializes in herbology and East Asian Medicine

Sihun Jung, DATM, L.Ac.

- Master's Degrees in Sports Science and Sports Marketing from Yong-In University
- MSOM and DATM from Dongguk University Los Angeles
- Extensive experience as a sports team doctor
- Specializes in sports science, sports marketing, and Oriental Medicine

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

- MSOM from Royal University
- Specializes in pediatric care, dermatology, gynecology, and acupuncture
- Integrates traditional East Asian medical practices with modern healthcare techniques

Jun Woo Kim, DAcHM, L.Ac., CPhT

- B.S. in Biological Science-Biochemistry from UC Irvine
- DAcHM and MSAOM from South Baylo University
- Certified Pharmacy Technician
- Expertise in herbology, gastrointestinal disorders, emotional disorders, and pain management

Kap Seung Kong, MD (Korea)

- MD from Chung Ang University
- Integrates traditional East Asian medical practices with modern healthcare techniques
- Expert in clinical medicine and public health

Heiwon Lee, DAOM, L.Ac., Dipl.OM

- B.S. in Acupuncture and Tuina from Shanghai University of Traditional Chinese Medicine
- DAOM from Dongguk University Los Angeles
- Ph.D. in Oriental Medicine from Yuin University
- Certificate of Advanced O.M. Diagnosis and Anatomy from UC Irvine
- Expertise in Tui-Na, acupuncture, and emotional disorders

You Soo Lee, L.Ac.

- MSOM from Dongguk University Los Angeles
- Specializes in acupuncture
- Combines rigorous academic standards with practical, hands-on experience

Winston Woo Kyoung Lee, KMD (Korea), Ph.D., L.Ac.

- B.S. in Oriental Medicine from Semyung University
- M.S. and Ph.D. in Eastern & Western Medicine from Kyunghee University
- Research integrates Eastern and Western medical practices
- Specializes in Oriental Medicine

Pamela Maloney, DHM, L.Ac.

- DHM from Hahnemann College
- MTOM from Emperors College of Traditional Oriental Medicine
- M.A. in Kinesiology from UCLA
- B.A. in Fine Art from UC Irvine
- Specializes in cosmetic acupuncture

Mily Kim, DATM, L.Ac.

- DATM from Dongguk University Los Angeles
- MSTOM in Oriental Medicine from Pacific College of Oriental Medicine
- Sports Team Doctor for the Society of Sports Korean Medicine
- Specializes in cosmetic acupuncture, autoimmune diseases, women's health, and sports injuries

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

- MD in Medicine from AnHui College of Medicine
- M.S. in Medicine from China Academy of Chinese Medicine
- Specializes in East Asian Medicine and Herbology

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

- Ph.D. from Liaoning University of Traditional Chinese Medicine
- MSOM from Dongguk University Los Angeles
- Specializes in acupuncture

Wade Thoren, L.Ac., LMT

- AA from Los Angeles City College
- Massage Therapy Certification from Connecticut Center for Massage Therapy
- MSOM from Dongguk University Los Angeles
- Specializes in Tui-Na and pain management

Adrianus H. Wong, MD (Indonesia), DAOM, Dipl.OM., L.Ac.

- MD from Trisakti University
- DAOM and MSOM from Dongguk University Los Angeles
- Specializes in acupuncture orthopedics, East Asian medicine, and clinical medicine

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

- MD from Luzhou Medical University
- DAOM from Dongguk University Los Angeles
- Specializes in science, clinical medicine, research methodology, public health, and East Asian medicine

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

- MD from Kerman University of Medical Sciences
- DAOM from South Baylo University
- Specializes in biology, chemistry, biochemistry, physics, basic science, lab and radiology diagnosis, and clinical medicine

Yong Ji Zhao, MD (China), DC

- MD from Yian Bian Medical University
- DC from Cleveland Chiropractic College
- Specializes in basic science, clinical medicine, research methodology, and public health

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

- MD in Neurology from Jiangxi University of Traditional Chinese Medicine
- M.S. in Medicine from the Institute of Acupuncture and Moxibustion Academy of Traditional Chinese Medicine
- DAOM from South Baylo University
- Specializes in East Asian medicine, acupuncture, herbology, and neurology

TUITION, FEES AND REFUNDS

Tuition for the MAcHM program is $190 per didactic unit, $16 per clinic hour. The total tuition for the 3090-hour MAcHM program is $55,830, not including additional fees. The charges for a period of attendance and the total charges for the entire program are the same.

Tuition for the DAcHM foundational (as same in MAcHM program) 100 – 400 level didactic courses is $190 per didactic unit, $16 per clinic hour. Tuition for the DAcHM advanced 700 – 800 level didactic courses is $ 345 per didactic unit, $20 per clinic hour. The total tuition for the 3,430-hour DAcHM program is $66,980, not including additional fees. The total tuition for the 340 hours DAcHM Completion Track Program is $11,150, not including additional fees.

Tuition Fee for Non-matriculated students:

- Non-matriculated Student in Master of Acupuncture and Herbal Medicine (MAcHM) courses or Doctor of Acupuncture and Herbal medicine (DAcHM) foundational courses: $344 per didactic unit and $30 per clinical hours
- Non-matriculated Student in Doctor of Acupuncture and Herbal medicine (DAcHM) advanced doctoral level courses: $690 per didactic unit and $40 per clinical hours

MAcHM Program Tuition

Didactic (course) instruction	$190 per unit
Clinic Instruction	$16 per clinic hour
Total Tuition	$55,830

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

DAcHM Program Tuition

100-400 Level Courses	$190 per unit
100-400 Level Clinic Courses	$16 per clinic hour
700-800 Level Courses	$345 per unit
700 Level Clinic Course	$20 per clinic hour
Total Tuition	$66,980

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

DAcHM Completion Track Program Tuition

Didactic (course) instruction	$345 per unit
Clinic Instruction	$20 per clinic hour
Total Tuition	$11,150

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

Books/Supplies

• Supplies / Kits • Textbooks • DULA Scrubs	MAcHM: $1,500 DAcHM: $2,500 DAcHM Completion Track: $1,000

FEES

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

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

Student Tuition Recovery Fund (STRF) Fee	$0.00 / $1,000

*The Application fee is non-refundable. All other institutional charges (tuition, registration fees, ID card fees, facility and technology fees, STRF assessment, and any other listed charges) are refundable if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later, in accordance with California Education Code § 94920(b). After the cancellation period, refunds are subject to the pro-rata refund policy outlined in the Tuition Refund Policy section. For more complete information about the list of fees, please refer to University Policy Handbook or contact the administration office.

Notes:

Document processing time: 1. Regular: 3-business days, 2. Express: 1-business day, 3. Diploma Re-issue: 1 month; Tuition and fees are subject to change at the discretion of the University; This estimate includes total estimated tuition, required fees, required equipment and supplies, and textbooks for completing the program in the minimum time allowed (3 years) for all didactic and clinical hours at Dongguk University Los Angeles; The STRF is a fund administered by the Bureau for Private Postsecondary Education {Bureau} that relieves or mitigates economic loss suffered by a student while enrolled in a qualifying institution- generally, one that is approved or registered by the Bureau. Effective April 1, 2024, the STRF assessment rate changed from two dollars and fifty cents ($2.50) per one thousand dollars ($1,000) of institutional charges to zero dollars ($0.00) per one thousand dollars ($1,000) of institutional charges (5 CCR Section 76120). You are not required to pay the STRF assessment and are not eligible for protection from the STRF if you are not a California resident or are not enrolled in a California residency program. For more information, please visit the Bureau's website at https://www.bppe.ca.gov/lawsregs/strf.shtml ; For express process, there is an extra fee. Please refer to the school document request form that can be obtained at DULA front office; For new students, upon initial enrollment, must sign an enrollment agreement outlining the entire course of study, tuition, and fees charged, as well as a statement that DULA reserves the right to raise all fees and charges, including tuition, in any amount, at any time; For continuing students and returning students: DULA reserves the right to raise all fees and charges for continuing students and returning students, including tuition, in any amount, at any time.

Tuition Payment Policy

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

Late Payment Fee

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

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

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

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

Tuition Installment Payment Plan

All students, including financial aid students, must pay all other fees and charges (i.e. parking, insurance) at the time they incur such fees or charges. However, the university allows students, who apply for the DULA Tuition Installment to pay their tuition in 3 installments. The tuition installment payment plan is for tuition only (tuition for didactic classes and intern hours).
The first payment must be 40% of their total chargeable tuition, and the second and third payments must each be 30% of their chargeable tuition. As indicated above, there will be an administrative processing fee assessed on the second and third installment payments. Students may avoid paying these fees by paying their tuition balance in full at any time.
The first payment is due at the Friday of the 2nd week of each quarter, the second payment is due on the Friday of the 4th week of each quarter, and the third payment is due the Friday of 8th week of each quarter. If the students fail to make the installment payment on time, $50 of late payment fee will be applied for each payment due.

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

Student's Right to Cancel

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

Refund Policy

DULA's tuition refund policy is in full compliance with the rules and regulations from all the agencies approving and licensing the University. Particularly, CEC 94918 Compliance with Federal Statutes, CEC 94919 Institutions Participating in Federal Student Financial Aid Programs, CEC 94920 Mandatory Cancellation, Withdrawal, and Refund Policies, CEC 94921 Alternative Refund Calculations, and all the Title IV regulations related to student refunds and the Return to Title IV (R2T4) policy. Refund calculations are related to the amount of tuition and fees to be returned by the University in the event the student withdraws from the program. Withdrawals could be initiated by the student or by the school. For students enrolled in school under Federal financial aid, the R2T4 procedure is performed first, and the institutional refund policy is performed second. The University shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars ($250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

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

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

Student Charges During Add/Drop Period 100% refund and the California State Pro Rata Refund Policy applies to students who have not completed more than 60% of the course of instruction and is calculated. The following are examples of refund calculations for the MAcHM(MSOM) and DAcHM (DATM) Program.

MAcHM/MSOM Program Refund Calculation Sample*
Student Attended: 3 Credit Hours
Total Quarter Charges: $2004
Total No. of Credit Hours Per Quarters: 12 units

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

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

** The total quarterly charge listed above is for sample calculation purposes only. The actual total charge may vary depending on the current tuition rate per credit hour.*

DAcHM/DATM Program Refund Calculation Sample **
Student Attended: 3 Credit Hours
Total Quarter Charges: $3780
Total No. of Credit Hours Per Quarters: 12 units

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

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

** * The total quarterly charge listed above is for sample calculation purposes only. The actual total charge may vary depending on the current tuition rate per credit hour.*

Return to Title IV Policy

This Title IV Return Policy outlines the procedures for returning federal financial aid (Title IV funds) when a student withdraws, drops out, is dismissed, or takes a leave of absence before completing more than 60% of a payment period or period of enrollment. This policy complies with federal regulations (34 CFR 668.22) and applies to all Title IV programs, including Federal Pell Grant, Federal Supplemental

Educational Opportunity Grant (SEOG), Federal Direct Loans (Subsidized and Unsubsidized), Federal Direct PLUS Loans (Parent and Graduate), and other applicable Title IV assistance.

I. Withdrawal Date:

The withdrawal date is the date the student officially begins the withdrawal process or the student's last date of attendance as documented by the institution, whichever is later.

- **Official Withdrawal:** The date the student begins the official withdrawal process by notifying the appropriate office (e.g., Registrar, Student Affairs). This should be a documented process.
- **Unofficial Withdrawal:** The last date of attendance as documented by the institution. The institution *must* have a system in place to track student attendance. If documentation is unavailable, the institution must use professional judgment to determine the last date of attendance and thoroughly document the basis for that judgment.
- **Special Circumstances:** If a student cannot notify the institution due to circumstances beyond their control (e.g., illness, accident, grievous personal loss), the institution may use professional judgment to determine an appropriate withdrawal date and must carefully document the situation and the rationale for the chosen date.

II. Calculation of Earned and Unearned Aid:

- **Percent Earned:** (Number of days completed in the payment period or period of enrollment) / (Total number of days in the payment period or period of enrollment)
- **Percent Unearned:** 100% - Percent Earned

A student who completes more than 60% of the payment period or period of enrollment is considered to have earned 100% of their Title IV aid.

III. Return of Unearned Funds:

- **Institutional Responsibility:**
    - The institution must return the lesser of:
        - The unearned aid percentage multiplied by institutional charges, or
        - The total unearned Title IV aid.
- **Student Responsibility:**
    - The student is responsible for returning any remaining unearned funds. Loan funds are repaid according to the terms of the promissory note. Grant overpayments are limited to 50% of the original grant amount, and overpayments of $50 or less do not need to be repaid.
- **Return Deadline:** The institution must return its share of unearned funds within 45 days of the *earlier* of the date the institution determines the student withdrew *or* the date the student would have begun the next payment period or period of enrollment.

IV. Order of Return:

Unearned funds are returned in the following order:

1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Federal Direct PLUS Loan (Parent or Graduate)
4. Federal Pell Grant
5. Federal SEOG
6. Other Title IV assistance (if applicable)

V. Post-Withdrawal Disbursements:

If a student has earned more aid than was disbursed before withdrawal, they may be eligible for a post-withdrawal disbursement.

- **Grant Funds:** May be automatically applied to outstanding institutional charges or disbursed directly to the student.
- **Loan Funds:** The institution must notify the student (or parent for PLUS loans) of their eligibility for a post-withdrawal loan disbursement and give them the option to *cancel all or a portion* of the post-withdrawal disbursement before disbursing any loan funds. The notification should clearly explain the impact of accepting the loan funds on the student's overall debt. The student has 14 days to respond to the notification.

VI. Excess Funds and Overpayments:

If a student receives excess Title IV funds, the institution will notify the student of the overpayment and work with them to establish a repayment plan. The institution's policy should detail the available repayment options and the consequences of failing to repay the overpayment, including referral to collections and reporting to the National Student Loan Data System (NSLDS). The student has 45 days to resolve the overpayment.

VII. Additional Notes:

- This Title IV Return Policy is separate from the institution's refund policy. Students may still owe funds to the institution for unpaid charges.
- This policy applies to all students who withdraw, regardless of their verification status. While aid may not be disbursed until verification is complete, the Return of Title IV Funds calculation must still be performed if a student withdraws.
- Students with questions regarding Title IV funds should contact the Financial Aid Office or the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243

Student Tuition Recovery Fund

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.
You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

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

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

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

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

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

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

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

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

Bureau for Private Postsecondary Education

Mailing Address: P.O. Box 980818. West Sacramento, CA 95798-0818
Physical Address: 1747 N. Market Blvd. Ste 225; Sacramento, CA. 95834
Phone: (916) 574-8900
Toll Free: (888) 370-7589
Fax: (916) 263-1897
Web Site: www.bppe.ca.gov
E-mail: bppe@dca.ca.gov

FINANCIAL AID

Federal Student Financial Aid Program

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

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

Important Federal Update — One Big Beautiful Bill Act (OBBBA), Effective July 1, 2026

Federal law changed the student loan programs available to graduate students beginning July 1, 2026. Two changes affect DULA students directly: (1) new annual, aggregate, and lifetime borrowing limits apply to the Federal Direct Unsubsidized Loan; and (2) the Federal Direct Graduate PLUS Loan program is eliminated for new borrowers. DULA's MAcHM and DAcHM programs are graduate-level programs, and the graduate borrowing limits below apply to students in both programs.

Classification of the two programs. The Master of Acupuncture and Herbal Medicine (MAcHM) is a master's degree and is classified as a graduate program; this classification is settled. The Doctor of Acupuncture and Herbal Medicine (DAcHM) is administered at the graduate loan limit under current federal guidance; this classification reflects current federal guidance and is subject to change based on ongoing federal rulemaking and litigation. DULA will update this catalog if federal determinations change.

Please note: the federal borrowing limits described below are expected to take effect July 1, 2026, but are the subject of pending litigation and may be modified by court order.

Federal direct unsubsidized Stafford loan:

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

Loan amounts: The maximum annual loan amount is US $20,500 (unsubsidized only) depending on remaining aggregate eligibility. Effective July 1, 2026, graduate students are also subject to a federal aggregate (total) Direct Unsubsidized Loan limit of $100,000 and a combined lifetime federal borrowing limit of $257,500 across all levels of study. The lifetime limit counts all federal student loan borrowing,

whether or not it has been repaid, with limited exclusions defined in federal law. Students who borrowed at the undergraduate or graduate level elsewhere should count that prior borrowing toward these limits.

Federal Direct Graduate PLUS Loans — Discontinued for New Borrowers (Effective July 1, 2026)

Under the One Big Beautiful Bill Act, no new Federal Direct Graduate PLUS Loans may be originated for periods of enrollment beginning on or after July 1, 2026. Graduate PLUS is no longer available to new borrowers, including students newly enrolling and students transferring into a DULA program.

Limited legacy exception. A student may continue to access Graduate PLUS on a limited basis only if ALL of the following are true: (1) the student was enrolled in their program of study at DULA as of June 30, 2026; (2) the student received a Direct Loan disbursement for that same program of study before July 1, 2026; (3) the student remains continuously enrolled at DULA in the same program of study; and (4) the student has had no break in enrollment in the same program at the same school as of July 1, 2026. An approved leave of absence is not considered a break in enrollment.

Duration of the legacy exception. For a qualifying student, Graduate PLUS access continues for the shorter of (a) three academic years or (b) the remaining length of the student's program. Transfer students do not qualify for the legacy exception.

Funding Options After Graduate PLUS

Because Graduate PLUS is no longer available to new borrowers, students who need funding beyond the Direct Unsubsidized Loan limits should speak with the Financial Aid Office about scholarships, payment plans, and private (non-federal) education loan options. Private loans are not federal loans, are subject to lender credit approval, and may carry different interest rates, terms, and borrower protections. Students are encouraged to exhaust federal aid eligibility first.

Repayment Plan Changes (2028)

Federal law is phasing out certain income-driven repayment plans. Borrowers currently repaying under ICR, PAYE, or SAVE will need to transition to another available plan (such as the Standard plan, Income-Based Repayment, or the new Repayment Assistance Plan) by July 1, 2028. Current borrowers should monitor communications from their federal loan servicer and may contact the Financial Aid Office with questions.

Program Earnings Outcomes (Beginning 2027)

Beginning in 2027, federal financial aid eligibility for graduate programs will be linked to graduate earnings outcomes under the federal Student Tuition and Transparency System (STATS), which replaces the prior Financial Value Transparency and Gainful Employment framework. DULA monitors these measures for its programs. Prospective and current students may request current program outcome information from the Financial Aid Office.

Federal Financial Aid Eligibility

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

Federal Financial Aid Application Process

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

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

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

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

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

Federal Financial Aid Policies

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

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

Loan Repayment

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

Applying for Federal Financial Aid

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

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

- INS Documentation (if applicable). For citizens: Passport, Naturalization Certificate, or birth certificate. For eligible non-citizens: Green Card

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

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

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

Disbursements

Disbursement is the process used to make funds available to students who applied for federal financial aid. Federal Financial aid check is disbursed in each equal payment per academic year. Student will be notified by email or phone for either pickup or mail to the mailing address provided on file. Disbursements would be started after the third week of each quarter after the add and drop period. The distribution could be held until all Financial aid verifications are completed.

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

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

Students have the following responsibilities:

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

- Repay student loan(s) promptly, and notify the lender of changing name, address or contact information

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

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

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

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

Financial Aid Entrance/Exit Counseling

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

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

Direct Loan Quality Assurance

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

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

Disbursing and returning loan funds in accordance with regulatory requirements:

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

Disbursing the correct loan amount to the correct student:

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

Completing monthly reconciliation and Program Year Closeout:

RGM completes monthly reconciliation using SAS Reports, G5 Summary and in-house Actual Disbursement Reports. RGM completes Program Year Closeouts after confirming the schools Net

Disbursement total corresponds to the net total reflected on COD and FAS' in-house records. RGM will reconcile the Actual Disbursement Report contained within the closeout packet to student ledgers to ensure that disbursement amounts and dates are correctly recorded.

Yearly Review of Process:

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

Satisfactory Academic Progress (SAP) For Federal Financial Aid Students

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

Financial Aid Warning

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

Financial Aid Suspension

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

Reasons for SAP Suspension

1. Do not meet the SAP requirements after one Quarter on Financial Aid Warning.
2. Do not meet the requirements of their Academic Plan.
3. Meet or exceed the Maximum Time Frame requirement to obtain a degree.
4. Withdrawal from ALL Quarter credit hours while on financial aid warning.

5. Withdrawal from ALL Quarter credit hours in back-to-back Quarters.
6. Receive a non-passing grade or incomplete in ALL Quarter credit hours.

Components of the SAP policy

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

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

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

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

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

   The following are counted when determining minimum Pace of Progress and Maximum Time Frame Requirements:
   - **Transfer:** These courses are counted as both attempted and completed towards the pace of progression and maximum time frame.
   - **Repeating a course:** The credit hours from a repeated course are counted as attempted if the student receives a grade of I or F on their academic record. Once the course is passed, the credit hours are counted as both attempted and completed credit hours.

- **Incompletes:** All incomplete grades count towards attempted hours for the pace of progression and maximum time frame.
- **Receive a non-passing grade in ALL quarter credit hours:** Grades defined as non-passing are I or F, and credits for non-passing grades are counted as attempted towards pace of progression and maximum time frame.
- **Withdrawal from all quarter courses:** All courses a student withdraws from at DULA are counted towards attempted credit hours for the pace of progression and maximum time frame.

Appeals

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

Financial Aid Office
Dongguk University Los Angeles
440 Shatto Place, Suite 206
Los Angeles, CA 90020

Federal Financial Aid Resources

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

Veteran Education Benefits

Certificate of Eligibility (COE)

The MAcHM and DAcHM program are approved by both the applicable federal and state regulatory agencies.

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

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

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

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

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

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

VA Benefits Warning

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

VA Benefits Suspension

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

Reasons for SAP Suspension

1. Do not meet the SAP requirements after one Quarter on VA Benefits Warning.
2. Do not meet the requirements of their Academic Plan.
3. Meet or exceed the Maximum Time Frame requirement to obtain a degree.

4. Withdrawal from ALL Quarter credit hours while on VA Benefits warning.
5. Withdrawal from ALL Quarter credit hours in back-to-back Quarters.
6. Receive a non-passing grade or incomplete in ALL Quarter credit hours.

Components of the SAP policy

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

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

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

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

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

   The following are counted when determining minimum Pace of Progress and Maximum Time Frame Requirements:
   - **Transfer:** These courses are counted as both attempted and completed towards the pace of progression and maximum time frame.

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

Appeals

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

Financial Aid Office
Dongguk University Los Angeles
440 Shatto Place, Suite 206
Los Angeles, CA 90020

GI Bill benefits at another school, college or university

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

The Amount to be paid from the VA

DULA does not calculate the monthly benefits for our VA students. We recommend contacting the VA directly or visiting this link on the GI Bill website for more information.

Non-graduation required enrollment

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

Taking Courses at another college/university

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

Drop or Withdraw from a course

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

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

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

Institutional Scholarships and Financial Assistance at DULA

DULA recognizes the paramount significance of education and financial support. In pursuit of our mission to cultivate proficient medical practitioners, we are steadfast in ensuring your success on this journey. The inception of these scholarships is aimed at bolstering our existing students, nurturing dedication to the medical field, and fostering a diverse community of incoming students from various disciplines.

To be eligible for a scholarship, applicants are required to meet the following criteria:

Full-Time Status: Applicants must be enrolled full-time, defined as completing 12 quarterly units or 120 hours of clinic internship.
Academic Excellence: A minimum cumulative GPA of 3.25 is expected from all applicants.
Registrar's Office Standing: Applicants should not have any outstanding status in the registrar's office, including but not limited to issues such as unsatisfactory academic progress, outstanding balances from previous quarters, and similar matters.

STUDENT SERVICES

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

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

Student Healthcare Services

The DULA Whole Health Clinic offers healthcare provides services to students and their family members at substantially discounted rates for treatments and some herbal prescriptions.

Academic Advising

The Academic Coordinator is the principal student advisor for the MAcHM and the DAcHM programs. The dean of academic affairs and program director are also available to assist students. Advising includes academic and nonacademic matters. The international student advisor is available to assist students who need help with visas, work permits, housing, or transportation.

International Student Services

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

Communications

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

Student Council

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

Externships

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

Student Employment

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

Career Development

The university offers on-going courses in practice management and marketing to assist students in their development as successful EAM practitioners. Students may refine their presentation skills by participating in annual health fairs and speaking at public events. In addition, DULA supports the alumni association and promotes the exchange of ideas to foster professional development. Graduates are invited to share their expertise with students during on-campus lectures. See https://dula.edu for additional information regarding career development lectures at DULA. Lecture from within and outside the DULA community are held regularly.

The United States Department of Labor Standard Occupational Classification (SOC) code for Acupuncturist, the occupation for which DULA prepares its students, is 29-1291.00.

Placement Assistance

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

Alumni Association

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

Campus Facilities and Amenities

Whole Health Clinic

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

Classrooms

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

Equipment and Materials

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

Library and Learning Resources

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

Student Lounge

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

Administrative Offices

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

Parking

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

Housing

DULA does not operate student dormitories or other housing facilities, and the University does not assist students in locating housing. However, housing is available reasonably near the campus located at 440 Shatto Place, Los Angeles, California 90020. Apartments, shared housing, and other rental options are available within a 1- to 3-mile radius of the University.

Based on current market data reported by Zillow (https://www.zillow.com/los-angeles-ca/rentals/), the approximate monthly rent ranges for nearby housing are as follows:

- Studio apartments: approximately $1,600 – $2,200 per month
- One-bedroom apartments: approximately $2,000 – $2,800 per month
- Shared housing arrangements: approximately $1,200 – $1,800 per month per person

DULA programs are non-residential, and students are responsible for securing their own housing arrangements.

Campus Safety and Security

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

ACADEMIC POLICIES AND PROCEDURES

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

Carnegie Unit

The university operates under the Carnegie unit. For every hour of lecture, minimum 2 hours additional homework and reading, and for every 2 hours of lab, minimum 1-hour additional course activities. Reading: 2 hours weekly | Review and exam preparation: 4 hours weekly.

Attendance

General Attendance Policy
Students must attend at least 80% of class time to receive credit. Attendance is recorded weekly and constitutes at least 10% of the final grade. Missing more than 20% of class time results in an automatic fail (F) for the course, requiring the student to repeat it. More than 2 absences will lead to automatic failure. Three tardies are equivalent to one absence and may also result in an F grade.
Instructors must take attendance for each class. Students missing more than two sessions (20% of the lectures) will fail the course.

Clinical Internship Attendance Policy
Attendance is mandatory for clinical internships. Students with up to 2 absences for a specific clinic shift may perform make-up hours at the discretion of the DULA WHC director. For any missed shifts, the make-up hours will be 1.5 times the missed time. Exceeding 2 absences for a specific clinic shift will result in failure and necessitate repeating the entire clinic shift the next quarter. Interns must verify attendance using fingerprint scans. Misrepresentation of clinic hours may lead to disciplinary actions, including disqualification of the allegedly clocked hours.

Full-Time Enrollment

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

Part-Time Enrollment

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

Add/Drop (Late Registration) Policy

Students may add or drop classes during the first 12 days of each quarter (end on the Friday of the 2nd week of the quarter at 11:59PM). All withdrawals after the add/drop period will be recorded on the student's transcript as a "W" (withdrawal). Beginning the 7th week and through the end of the quarter any classes dropped will be recorded as "WF" (withdrawal/fail) with no credit (see grading policy).

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

Prerequisite Waiver Policy

Dongguk University Los Angeles (DULA) recognizes that under certain special circumstances, students may need to enroll in a course without having completed the required prerequisite coursework. This policy outlines the conditions and procedures under which a prerequisite waiver may be granted to support the student's academic progress and performance in the program.

Eligibility

This policy applies to all students enrolled in the MAcHM and DAcHM programs at DULA.

Request Process

1. Form Submission
    a. Students must complete the "Request for Prerequisite Waiver" form, available on https://www.dula.edu/academics/forms/.
    b. Submit the completed form to ac-eng@dula.edu or ac-kor@dula.edu.

2. Final Approval

    a. The Dean will consider the request on a case-by-case basis, taking into account the student's academic record and the faculty member's recommendation.

    b. If the waiver is approved, the student will be registered for the course through Populi by the academic coordinator.

Course Audit Policy

Dongguk University Los Angeles (DULA) acknowledges the significance of permitting certain individuals to audit courses for both academic enrichment and professional development. The course audit policy outlined below establishes guidelines and procedures for auditing courses at DULA.

Eligibility

Auditing privileges are extended to active MAcHM, DAcHM, or non-matriculated students, DULA faculty, and staff, subject to the consent of the instructor and academic department. Students under academic probation are not eligible to audit courses.

Request Process

Students seeking to audit a course must secure permission from both the instructor and the academic department. Requests must be submitted by the deadline specified on the term registration schedule, and late submissions will not be considered.

Enrollment and Attendance

Auditors contribute to the total enrollment count of a class, and adjustments to enrollment capacity should be made to comply with room capacity limits. Only fully registered students enrolled in the course or approved auditors are permitted to attend classes.

Role of Auditors

Auditors are expected to observe and refrain from active participation in the course. This includes refraining from initiating discussions, asking questions, or engaging in activities reserved for enrolled students unless expressly permitted by the instructor.

Academic Credit and Class Participation

Auditing a course at DULA does not result in the awarding of grades or credit hours, nor does it contribute to students' permanent academic records. Additionally, auditors are not required to complete examinations or assignments. It's important to note that class recordings will not be made available to auditors.

Internships

Auditing is not permitted in internship courses.

Information Sharing

Auditors are strictly prohibited from recording, downloading, copying, or sharing any information presented during class, as all materials are the exclusive property of the professor and DULA.

Non-Compliance

Auditors found to be in violation of this policy will be asked to leave the lecture and will be terminated from the course.

Course Retake Policy

At Dongguk University Los Angeles (DULA), the retake of a course is governed by specific guidelines to maintain academic integrity and provide fair opportunities for academic improvement. This policy outlines the requirements and procedures for retaking courses.

Procedure for Course Retake

To retake a course, students must complete and submit a Request for Course Retake form which can be found on https://www.dula.edu/academics/forms/ to ac-eng@dula.edu or ac-kor@dula.edu. The approval of both the course instructor and the Dean of Academic Affairs is required. Approval is granted only under extraordinary circumstances.

Eligibility and Conditions

Students may retake a course in which they received a grade of B- or lower to meet graduation requirements. The original grade will remain on the student's academic record, but if the retake results in a higher grade, only the new grade will be calculated into the GPA. Both grades will appear on the transcript, but degree credit for a course is awarded only once.

For courses in which a student received an F grade, the student may retake the course without any restrictions or the need for signatures from the instructor or the Dean of Academic Affairs. However, for grades ranging from C- to B-, students are permitted to retake the course only once, following the standard approval procedure.

Important Considerations

All attempts at a course and the respective grades are permanently recorded on the student's transcript. While multiple attempts are recorded, only the highest grade earned in the retake will be used to calculate the GPA.

By adhering to this policy, DULA aims to maintain high academic standards while providing students the opportunity to improve their academic outcomes.

Compliance

Students and faculty are expected to comply with this policy. Any deviation from the outlined procedures must be approved by the Dean of Academic Affairs. For any questions or further clarification, please contact the Academic Affairs office.

Independent Study Policy and Procedure

Independent Study at Dongguk University Los Angeles (DULA) is designed to provide students in their final academic year with the opportunity to complete didactic coursework in a flexible manner. The following guidelines and procedures must be followed:

Maximum Units: Only a total of 9.0 units of didactic courses are permitted for independent study. Hands-on or practical courses are not eligible.

Eligibility: Independent study is offered to students currently in their last academic year (above 2,000 cumulative hours) or those with 65 didactic units or less remaining prior to graduation.

Exceptions: Students who do not meet these criteria may submit a written petition to the Dean of Academic Affairs for further review. Petitions will be evaluated on a case-by-case basis.

Procedure to Apply for Independent Study

The first step for students interested in independent study is to contact the Academic Department to determine their eligibility. If deemed eligible, students must complete the "Independent Study Registration" form, available on the DULA website, and submit it to ac-eng@dula.edu or ac-kor@dula.edu. The Academic Department will assess the student's eligibility for the independent study. Upon determination of eligibility, the student must obtain approvals from the assigned faculty, the Dean of Academic Affairs, and the Accounting Director. Once approved, the student must discuss their study plan with their instructor and submit the completed "Independent Study Schedule" form.

Provision Obligation: The course instructor is required to provide an independent study unless there are exceptional circumstances. If the instructor is unable to provide the independent study, the Dean may designate an alternate instructor. The “Independent Study Academic Plan” and Independent Study syllabus must be based on the Dongguk University Master Syllabus.

Program Structure: The program comprises 10 hours of in-person lecture and 20 hours of out-of-classroom assignment. The instructor and the student must submit the Initial “Independent Study Academic Plan,” detailing the 10 hours of in-person lecture and 20 hours of out-of-classroom assignment, to the Academic Department no later than the late registration (add/drop) period.

Lecture Time Allocation: Lecture time can be composed of various combinations, such as 10 sessions of 1-hour lecture, 5 sessions of 2-hour lecture, 3 sessions of 3 hours plus 1 session of 1 hour, or other combinations mutually agreed upon by the instructor and the student. The Academic Department will create Zoom links for the 10 hours of lectures and announce them on Populi.

Out-of-Classroom Assignment Time Assessment: Out-of-classroom assignments include summary assignments, reports, quizzes, and midterm and final exams. Out-of-classroom assignments are calculated at a rate of 1 hour per page. All out-of-classroom assignments must be uploaded to Populi by the instructor.

Changes to Lecture Schedule: Any changes to the pre-determined 10-hour lecture schedule must be submitted to the Academic Department through a make-up lecture request form. A new Zoom link must be obtained to conduct the make-up lecture.

Grading and Credits: Independent study grades are awarded in accordance with the published DULA grading policy. Credits are granted only if the student successfully passes the coursework. Upon completion of the study, the signed "Independent Study Instructional Schedule" form must be submitted to ac-eng@dula.edu or ac-kor@dula.edu no later than 10 days after the completion of the study.

Exams

Final Exam

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

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

Make-up Final Exam Policies and Procedures

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

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

Institutional Exam - Mid-Curriculum Exam (MCE)

Purpose

The purpose of this policy is to outline the requirements and procedures for the Mid-Curriculum Exam (MCE) that students must pass before beginning Level II clinical internship. The MCE evaluates students' progress, skills, and competencies.

Exam Components

The MCE consists of both written and practical components. Students must achieve a passing score of 70% in both parts to advance.

Requirements

Completed Clinical Hours	≥ 80
AC111, 112	Acupuncture Anatomy 1, 2
AC211	Meridian Theory
AC311, 312	Acupuncture Physiology 1, 2
AC321, 322	Acupuncture Technique 1, 2
HB110	Introduction to Botany and Herbology
HB211, 212, 213, 214	Herbs: Category 1, 2, 3, 4
OM121, 211	Basic Theory of OM 1, 2
OM211, 312, 311	OM Diagnosis 1, 2, 3
BS211, 212, 213, 214	Anatomy and Physiology 1, 2, 3, 4
WM110	Western Medical Terminology
WM210	CNT & Safety Codes

Written Exam

The MCE written exam consists of 200 multiple-choice questions, of which 20 are mock questions that do not count towards the final score. Therefore, only 180 questions will be graded. To pass the written exam, students must score at least 70% (i.e., 126 out of 180 questions).

Mock Questions

Mock questions are defined as new questions that have yet to be determined for their difficulty and appropriateness to the students' capability in MCE. From the 200 questions that will be tested in the MCE, 20 questions will be considered as mock questions. These 20 questions will not be counted for credit towards the final result of the exam. Therefore, only 180 questions in total will be graded, and students must score a minimum of 70% to pass the exam (i.e., 126 out of 180 questions).

Written Exam Content Breakdown

1. East Asian Medicine Foundation (30%)
2. Acupuncture (25%)
3. Herbs (20%)
4. Biomedicine / Regulations for Public Health and Safety (25%)

Practical Exam

The assessment will take place onsite and will involve the use of a human model (such as a classmate). Students must arrange for their own model to practice on and bring them to the exam. If students have difficulty finding a model, they should contact us for support.

Each student will receive 10 points for the practical exam. They will individually indicate these points to the supervisor by placing sticker dots. The practical exam duration for each student is set at 10 minutes. To pass the MCE practical exam, students must achieve a score of 70% (7 out of 10 points).

Practical Exam Content and Grading

1. Point locations
    a. Point locations are based on *Chinese Acupuncture and Moxibustion* (CAM 3rd Edition 2010: Cheng, Xinnong).
    b. Points on the exam have been chosen by a randomized selection.
    c. Point markers on the trunk will be equal to the size of a quarter.
    d. Point markers on extremities and face will be about a penny in size.
    e. In areas with multiple points in close proximity, precise point location will be assessed using stricter criteria, including accurate cun measurement and correct meridian identification.
    f. Acupuncture points will consist of all regular channel points and extra points.
    g. No points list will be provided.

2. Grading
    a. More than two clinic supervisors will grade the students' answers.
    b. Students will receive credit as long as their sticker touches any part of the marker.
    c. Students will receive credit if any one of the grading clinic supervisors passes a specific point.
    d. If most exam takers fail a point within a reasonable range, the academic committee may review the grades based on the input of the grading clinic supervisors.
    e. Model positions.
    f. Each exam takers will be assigned with one (1) model.
        f.i. Points on all models will be marked by one clinic supervisor based on the CAM textbook.
        f.ii. Marking, locating, and grading position of models are as follows:
            f.ii.1. For points on trunk (front), extremities, and face – lying down on the back (face up).
            f.ii.2. For points on trunk (back) – lying prone (face down).

Registration Process

1. Complete the "Institutional Exam Registration" form (www.dula.edu/academics/forms/)
2. Submit the form to Academic Coordinator (ac-eng@dula.edu or ac-kor@dula.edu)
3. Registered students will be notified via email regarding exam eligibility
4. Make the payment at the front desk or on Populi

Exam Regulations

- **What's Allowed:**
  - Label-free water bottle
- **What's <u>NOT</u> Allowed:**
  - Cellphones or any other electronic devices including smart wearables (watch, ring, glasses, etc.)
  - Pencil, pen, eraser, or any other writing supplies
- Students found with any of the prohibited items will be automatically marked as “F” grade and will be required to leave the examination room immediately. Please ensure you comply with these rules to avoid any disruptions or disqualification during the exam.
- Do not begin writing the actual exam until the announcements have ended and the Exam Facilitator has started the exam.
- As a student, you help create a fair and inclusive writing environment. If you possess an unauthorized aid during an exam, you may be charged with an academic offense.
- Turn off and place all cell phones, smart watches, electronic devices, and unauthorized study materials in your bag. If it is left in your pocket, it may be an academic offense.
- When you are done with your exam, raise your hand for someone to come and collect your exam. Do not collect your bag and jacket before your exam is handed in.
- If you are feeling ill and unable to finish your exam, please bring it to the attention of an Exam Facilitator so it can be recorded before leaving the exam hall.
- Students are only permitted to go to the outside of the exam room in the event of an emergency, accompanied by one of the proctors the whole time until they are back inside the lotus room. While students are leaving, the test and clock will still be counted, and students are not to be given any extra time. Students need to raise their hand during the test, and they may leave the testing room with their proctor quietly.
- In the event of a fire alarm, do not check your cell phone when escorted outside.
- Students are permitted to go to the restroom, accompanied by one of the proctors the whole time, until they are back to the inside the lotus room. While students are leaving, the test and clock will still be counted, and students are not to be given any extra time. Students need to raise their hand during the test, and they may leave the testing room with their proctor quietly.

Institutional Exam - Comprehensive Graduation Exam (CGE)

Purpose

The purpose of this policy is to outline the requirements and procedures for the Comprehensive Graduation Exam (CGE) that students must pass in order to advance to Internship Level 3. The CGE assesses students' academic competencies and readiness for the CALE.

Exam Components

The CGE is a 200-multiple choice questions test based on the CALE. The passing score for CGE is 70%. The Academic Affairs Department establishes the minimum acceptable level of competencies in each CGE, which students must possess in order to take the CALE. Students who do not pass the CGE may retake it in the following quarter.

Requirements

Mid-Curriculum Exam	Passed
Completed Clinical Hours	≥ 520
AC411, 412	Acupuncture Therapeutics 1, 2
HB311, 312, 313, 314	Herbal Formula 1, 2, 3, 4
OM411, 412, 413, 414	OM Internal Medicine 1, 2, 3, 4 (2 of 4 completed)
BS311, 312, 313	Pathology 1, 2, 3
WM224	Physical Exam in Western Medicine
WM225	Lab Diagnosis in Western Medicine
WM311, 312, 313	Western Internal Medicine (1 of 3 completed)
CM101, 102, 103	Case Management 1, 2, 3 (1 of 3 completed)

Mock Questions

Mock questions are defined as new questions that have yet to be determined for their difficulty and appropriateness to the students' capability in CGE. From the 200 questions that will be tested in the CGE, 20 questions will be considered as mock questions. These 20 questions will not be counted for credit towards the final result of the exam. Therefore, only 180 questions in total will be graded, and students must score a minimum of 70% to pass the exam (i.e., 126 out of 180 questions).

Exam Content Breakdown

1. East Asian Medicine Foundation (30%)

2. Acupuncture (25%)

3. Herbs (20%)

4. Biomedicine / Regulations for Public Health and Safety (25%)

Registration Process

1. Complete the "Institutional Exam Registration" form (www.dula.edu/academics/forms/)

2. Submit the form to Academic Coordinator (ac-eng@dula.edu or ac-kor@dula.edu)
3. Registered students will be notified via email regarding exam eligibility
4. Make the payment at the front desk or on Populi

Exam Regulations

- **What's Allowed:**
  - Label-free water bottle
- **What's NOT Allowed:**
  - Cellphones or any other electronic devices including smart wearables (watch, ring, glasses, etc.)
  - Pencil, pen, eraser, or any other writing supplies
- Students found with any of the prohibited items will be automatically marked as "F" grade and will be required to leave the examination room immediately. Please ensure you comply with these rules to avoid any disruptions or disqualification during the exam.
- Do not begin writing the actual exam until the announcements have ended and the Exam Facilitator has started the exam.
- As a student, you help create a fair and inclusive writing environment. If you possess an unauthorized aid during an exam, you may be charged with an academic offense.
- Turn off and place all cell phones, smart watches, electronic devices, and unauthorized study materials in your bag. If it is left in your pocket, it may be an academic offense.
- When you are done with your exam, raise your hand for someone to come and collect your exam. Do not collect your bag and jacket before your exam is handed in.
- If you are feeling ill and unable to finish your exam, please bring it to the attention of an Exam Facilitator so it can be recorded before leaving the exam hall.
- Students are only permitted to go to the outside of the exam room in the event of an emergency, accompanied by one of the proctors the whole time until they are back inside the lotus room. While students are leaving, the test and clock will still be counted, and students are not to be given any extra time. Students need to raise their hand during the test, and they may leave the testing room with their proctor quietly.
- In the event of a fire alarm, do not check your cell phone when escorted outside.
- Students are permitted to go to the restroom, accompanied by one of the proctors the whole time, until they are back to the inside the lotus room. While students are leaving, the test and clock will still be counted, and students are not to be given any extra time. Students need to raise their hand during the test, and they may leave the testing room with their proctor quietly.

Institutional Exam - Clinical Performance Exam (CPX)

Clinical Performance Exam (CPX) is to evaluate the learning outcomes of students related to their competency in clinical skills at the end of internship level 2.

CPX Exam is designed to follow a format of Objective and Structured Clinical Examination (OSCE). During the CPX exam, each student will be simultaneously evaluated of their practical clinical skills competency through series of skill station phase as follows:

- Phase 1 – Competency of Neck Physical Exam
- Phase 2 – Competency of Back Physical Exam
- Phase 3 – Competency of Upper Extremities Physical Exam
- Phase 4 – Competency of Lower Extremities Physical Exam
- Phase 5 – Competency of Cupping
- Phase 6 – Competency of Moxibustion
- Phase 7 – Competency of Ear Acupuncture
- Phase 8 – Competency of Scalp Acupuncture
- Phase 9 – Competency of Body Acupuncture and Electroacupuncture
- Phase 10 – Competency of Herbology
- Each phase of CPX Skill Station is designed to assess the current state of learning objectives related to the clinical skill competency that each student should acquire prior to advance to the clinical internship level 3.

Prerequisites to take CPX

Only interns' level 2 can register and participate in CPX. Furthermore, interns should also have completed 50% of clinical internship training of level 2. Special circumstances may be considered, however petition in writing should be directed in prior to DULA WHC Director for review prior to the decision.

CPX Exam Passing Score Requirements

Interns should meet the minimum of 70% score in 10 phases that will be tested during CPX. Registration to the next phase of clinical internship will be locked if all requirements have not been met, including passing CPX.

CPX Exam Registration Period

CPX Exam registration period is opened on a quarterly basis, starting from the 3rd – 7th week of academic quarter.

CPX Exam Date

CPX Exam is offered in every quarter. The exam will be conducted once every 10th week of academic quarter.

CPX Exam Procedure

Please follow this procedure regarding the exam registration:

1. Each student should register themselves to DULA WHC Intern Coordinator to schedule their CPX exam date. Exam registration period is opened from 3rd – 7th week of academic quarter.
2. CPX will be delivered once every 10th week of academic quarter in DULA.
3. Each intern should bring their own human model for CPX. Special circumstances will be reviewed on a case-by-case basis under the guidance and approval of DULA WHC Director.
4. Intern will be informed if they are approved to sit on CPX exam once the registration form has been received. If approved, the date of CPX and other related information will be informed to the registered intern.
5. Cancelation to take CPX should be submitted in written to DULA WHC Intern Coordinator at least seven (7) days prior to CPX date.

Please follow this information regarding the technical procedure during the exam:

1. During the CPX date, each intern should bring their own human model.
2. Through the model, interns will be simultaneously evaluated on their clinical competency through 10 phases of structural skill station.
   The model represents series of CPX phases as follows:
   a. Human Model
      For CPX Phase 1 – 4: Physical Exam (Neck, Back, Upper and Lower Extremities)
   b. Mannequin Model
      For CPX Phase 5 – 6: Cupping, Moxibustion
   c. Ear and Scalp Mannequin Model
      For CPX Phase 7 – 8: Ear and Scalp Acupuncture
   d. Self-Treatment
      For CPX Phase 9: Body Acupuncture and Electroacupuncture
   e. Herbs Model (Herbs will be prepared by DULA WHC)
      For CPX Phase 10: Herbology
3. Clinical Faculty that has been assigned by DULA WHC Director will evaluate the interns while they are completing 10 phases of CPX.
4. In each CPX Phase, there are list of checkpoints. Each point will be scored by clinical faculty while intern perform their clinical skill on the model.

Each checkpoint will be scored using the following score reference:

- Score 0: Incompetent, incomplete, unsatisfied or miss (skip) the required steps
- Score 1: Able to perform the required steps, however the performance is not fully satisfied and need further improvement
- Score 2: Able to perform the required steps with adequate knowledge and satisfied the standard of competency as described according to the related checkpoints

List of CPX Ear Acupuncture Points

During the CPX, clinical faculty will select 3 ear acupuncture points to evaluate the intern's competency in CPX Phase 7: Ear Acupuncture. All ear acupuncture points that will be tested in CPX use the reference from "Chinese Acupuncture and Moxibustion by Cheng Xinnong – 13th printing edition, 2012"

Interns are required to be competent to locate, perform acupuncture needling and understand the function and indication of the following ear acupuncture points:

Anatomical Portion	Point Name	Anatomical Portion	Point Name
Helix Crus and Helix	Ear Apex	Triangular Fossa	Triangular Depression
Scapha	Wrist	Periphery Helix Crus	Large Intestine
	Elbow		Liver
	Shoulder	Cymba Conchae	Kidney
Superior Antihelix Crus	Knee		Heart
	Ankle	Cavum Conchae	Lung
Inferior Antihelix Crus	Ischium		Intertragus (Endocrine)
Antihelix	Neck		Spleen
	Chest	Ear Lobule	Tongue
	Ear-Shenmen		Tonsil

List of CPX Scalp Acupuncture Points

During the CPX, clinical faculty will select 3 scalp acupuncture points to evaluate the intern's competency in CPX Phase 8: Scalp Acupuncture.

Interns are required to be competent to locate, perform acupuncture needling and understand the indication of the following scalp acupuncture points:

Point Name	Anatomical Location	Indications
Motor Area Line	To begin with, draw a guidance line from midpoint of antero-posterior midline of head to intersection point where the anterior hairline meets the eyebrow line (if hair is not present, the focus location will be located directly above zygomatic arch). Motor Area Line: 0.5 cm posterior to midline. The line can be divided into 3 sections: • Upper 1/5 • Middle 2/5 • Lower 2/5	Upper 1/5: Lower limb and trunk paralysis. Middle 2/5: Upper limb paralysis. Lower 2/5: Facial Area and Speech 1 Area (Upper Motor Neuron paralysis of face, motor aphasia, dribbling saliva, impaired speech).
Sensory Area Line	To begin with, draw a guidance line from midpoint of antero-posterior midline of head to intersection point where the anterior hairline meets the eyebrow line (if hair is not present, the focus location will be located directly above zygomatic arch).	Upper 1/5: Lower limb, head and trunk sensory related disorder (ie: pain, numbness or paresthesia). Middle 2/5: Upper limb area sensory related disorder (ie:

	Sensory Area Line: 1.5 cm posterior to Motor Line. The line can be divided into 3 sections: • Upper 1/5 • Middle 2/5 • Lower 2/5	pain, numbness or paresthesia). Lower 2/5: Facial area sensory related disorder (ie: pain, numbness or paresthesia).
Chorea Tremor Control Area Line	To begin with, draw a guidance line from midpoint of antero-posterior midline of head to intersection point where the anterior hairline meets the eyebrow line (if hair is not present, the focus location will be located directly above zygomatic arch). Chorea Tremor Control Area Line: 1.5 cm anterior to Motor Line.	Sydenham's Chorea, tremors, palsy and related syndromes.
Speech 2 Area Line	Vertical line 2 cm located beside the Tuber Parietal on the posterior of the head. The Speech 2-line 3 cm in length.	Nominal Aphasia.
Speech 3 Area Line	3 cm horizontal line that overlaps Vertigo and Hearing line at the midpoint continues posterior, 1.5 cm superior to auricular apex. For reference, the Vertigo and Hearing line is 4 cm horizontal line centering on the auricular apex 1.5 cm superior to auricular apex.	Receptive Aphasia.
Stomach Area Line	Beginning of hairline 2 cm, extending posterior, directly on the inline with pupil of the eye.	Abdominal discomfort.
Vision Area Line	1 cm lateral to occipital protuberance, parallel to midline, 4 cm in length extend superior.	Cortical blindness.
Balance Area Line	3 cm lateral to external protuberance parallel to midline, 4 cm in length and extending inferior.	Losing balance due to cerebellar disorders.

List of CPX Physical Exam Orthopedic Tests

During the CPX, clinical faculty will select 3 orthopedic tests for each CPX Phase 1, 2, 3 and 4, which relates to the intern's competency in Physical Exam (Neck, Back, Upper and Lower Extremities).
Interns are required to comprehensively review and competent to perform the following physical test:

Anatomical Region	Physical Test	Reference
Neck	Spurling A Test	https://www.youtube.com/watch?v=3AIqxRrsCB4&list=PL5940A9F7D61573C3&index=7
	Spurling B Test	https://www.youtube.com/watch?v=10MIrbqaYKo&list=PL5940A9F7D61573C3&index=6
	Hoffmann's Sign Test	https://www.youtube.com/watch?v=q_4gpNizwPg&index=15&list=PL5940A9F7D61573C3
	Babinski Sign Test	https://www.youtube.com/watch?v=q4z7Vhd0oWc&index=20&list=PL5940A9F7D61573C3
	Adson's Test	https://www.youtube.com/watch?v=EhUz2Yggz38&list=PL5940A9F7D61573C3&index=22

	Lhermitte Sign Test	https://www.youtube.com/watch?v=_c7YE-4sKOQ&index=9&list=PLKxkgBlw8L3YfULMQf9DkYoit29kJ_Xjb
Back	Straight Leg Raise (SLR) Test	https://www.youtube.com/watch?v=KziCDXXfC-4&list=PL005A7AAC229BFF9C&index=3
	Slump Test	https://www.youtube.com/watch?v=6ohO2CHy8NE&list=PL005A7AAC229BFF9C&index=5
	Sacroiliac Compression Test	https://www.youtube.com/watch?v=f4e7NSqR0vc&index=10&list=PL005A7AAC229BFF9C
	Sacroiliac Distraction Test	https://www.youtube.com/watch?v=szqvDYflAGw&index=9&list=PL005A7AAC229BFF9C
	Kernig Test	https://www.youtube.com/watch?v=KzCvCBW-Ok0&index=26&list=PL005A7AAC229BFF9C
	Brudzinski Test	https://www.youtube.com/watch?v=MmMfBFlYLjA&index=34&list=PL005A7AAC229BFF9C
	Brudzinski-Kernig Test	https://www.youtube.com/watch?v=3TZb59N9n2A&list=PL005A7AAC229BFF9C&index=33
	Bowstring Test	https://www.youtube.com/watch?v=orb-VI51QF0&list=PL005A7AAC229BFF9C&index=36
Upper Extremities	Empty Can Test	https://www.youtube.com/watch?v=nSlrWoCfs4w
	Yergason's Test	https://www.youtube.com/watch?v=DtRi96Cz6eU&list=PLDF3ABFE215B085A9&index=3
	Speed Test	https://www.youtube.com/watch?v=DtRi96Cz6eU&list=PLDF3ABFE215B085A9&index=3
	Neer Test	https://www.youtube.com/watch?v=O6k8ZV9I1ds&list=PLDF3ABFE215B085A9&index=14
	Hawkins Test	https://www.youtube.com/watch?v=DIUMizDhec4&list=PLDF3ABFE215B085A9&index=23
	Cozen Test	https://www.youtube.com/watch?v=iDQUeF77DOA
	Mill's Test	https://www.youtube.com/watch?v=sL-W5aeDsHI
	Tinel's Sign Elbow	https://www.youtube.com/watch?v=CPJpT_C0I4k
	Varus Stress Test Elbow	https://www.youtube.com/watch?v=rcIGQ7daGek&list=PL1783CA8B0D93BC89
	Valgus Stress Test Elbow	https://www.youtube.com/watch?v=Cd25qGCo-kQ&list=PL1783CA8B0D93BC89&index=2
	Phalen's Test	https://www.youtube.com/watch?v=yA05fPPWmLE&list=PL1A5C58F6FB66B8AF&index=16
	Tinel's Sign Wrist	https://www.youtube.com/watch?v=3Megs3c8lZE
	Finkelstein Test	https://www.youtube.com/watch?v=1LShKFM3rY0&list=PL1A5C58F6FB66B8AF&index=26
Lower Extremities	Thomas Test	https://www.youtube.com/watch?v=SYz1TwllTI

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	FABER Test	https://www.youtube.com/watch?v=CDHkXsN_FDo&list=PL7ED9D127BF2EEC2A&index=21
	McMurray's Test	https://www.youtube.com/watch?v=uKvQ_6C3U_o&list=PLAFF821CC4E003B9B&index=21
	Lachman's Test	https://www.youtube.com/watch?v=htJiomxxJ7Q&list=PLAFF821CC4E003B9B&index=24
	Varus Test Knee	https://www.youtube.com/watch?v=d7cHIrtz6b8&list=PLAFF821CC4E003B9B
	Valgus Test Knee	https://www.youtube.com/watch?v=m6m0r9anhdY&index=2&list=PLAFF821CC4E003B9B
	Anterior Drawer Test Knee	https://www.youtube.com/watch?v=hf0v0Py7snc&index=37&list=PLAFF821CC4E003B9B
	Posterior Drawer Test Knee	https://www.youtube.com/watch?v=u8hiqyxDcwo&list=PLAFF821CC4E003B9B&index=12
	Ober's Test	https://www.youtube.com/watch?v=WeqGY5Yw_wg&list=PLAFF821CC4E003B9B&index=16
	Appley's Compression and Distraction Test Knee	https://www.youtube.com/watch?v=o60f9kEmGxE&list=PLAFF821CC4E003B9B&index=36
	Thompson's Test	https://www.youtube.com/watch?v=GtJF5cUmslI&list=PLD7027853E82AE901&index=3
	Kleiger's Test	https://www.youtube.com/watch?v=DIyOoBnPf0w&list=PLD7027853E82AE901&index=13
	Achilles Tendon Palpation Test	https://www.youtube.com/watch?v=a9FI_0HpQ5Y&index=24&list=PLD7027853E82AE901

Institutional Exam Special Retake Policy

Purpose
This policy establishes the guidelines and procedures for students who require a special retake of an institutional exam due to medical emergencies or failure of the standard institutional exam. It aims to ensure fairness and clarity in handling requests for exam retakes while upholding academic integrity and supporting students in challenging circumstances.

Eligibility
Students may qualify for a special retake of an institutional exam under the following conditions:

1. **Medical Emergencies:** A serious illness or injury that prevents the student from attending the standard institutional exam. Documentation from a healthcare provider or an equivalent document is required.

2. **Failure of the Standard Institutional Exam:**

    - Students who failed the standard institutional exam, defined as those who did not receive a sufficient score.

    - Students who did not cancel the standard institutional exam at least three (3) days prior to the scheduled date and failed to take the exam.

    - Students must have attempted the standard institutional exam in the current term to qualify for a special retake. Students cannot skip the standard exam and directly apply for the special retake.

Conditions and Limitations

1. **Exam Fee:**

    - MCE Written, CGE: $350.00

    - MCE Practicum: $150.00

    This fee is calculated based on several factors, including the cost of developing and preparing the exam questionnaires, printing expenses, hiring and compensating exam proctors, facility usage fees, administrative costs for processing the retake, and any additional logistical expenses incurred to ensure the smooth conduct of the special retake exam. These costs ensure that the retake exam is conducted in a professional and secure environment, maintaining the integrity and quality of the examination process.

2. **Attempt Limit:**

    - Each student is permitted only one (1) special retake per term. Failure to attend a scheduled special retake exam after registration will be considered an attempt.

- The special retake counts towards the eight (8) allowed exam attempts. After eight (8) attempts, students will be terminated from the school as per policy. Each attempt includes both the MCE Written and Practicum components as one whole exam. MCE attempts are separate from CGE attempts, both totaling eight (8) attempts.

3. **Question Variance:** The questions in the special retake exam will be distinct from those used in the standard institutional exam and will not be repeated.

Registration Process

1. **Request Submission:** The student must submit an "Institutional Exam (MCE/CGE) Registration" form for a special retake to the Academic Department (ac-eng@dula.edu, ac-kor@dula.edu) before the announced due date.
2. **Review and Approval:** The Academic Department will review the request. The student will be notified of the decision via email. If approved, the student will receive the exam schedule and guidelines.
3. **Scheduling the Retake:** Special retake exams are scheduled for the 11th week of the current term. Specific dates will be announced based on facility availability and proctor schedules.

Exam Review Sessions

Eligibility: Exclusive to students who did not pass the respective written exams.

Duration: Each session lasts up to two (2) hours and is available only once for each test participant.

Scheduling the Review Session: Review session is available in the following week after the grade announcement. Students must make an appointment with the academic coordinators by sending an email to the Academic Department (ac-eng@dula.edu, ac-kor@dula.edu).

Conditions and Limitations

1. **Regular Institutional Exams:** Review sessions for regular institutional exams are available from the week following grade announcement until the end of 10th week of the term.
2. **Special Retake Exams:** Review sessions for special retake institutional exams are available from the week following grade announcement until the term vacation ends.
3. **Current Term Exams:** Students can only review exams they took and did not pass in the current term. Exams from previous terms are not eligible to review.
4. **Personal Belongings:** Personal items are prohibited during the review session, except for a water bottle. Any personal belongings must be left with the academic coordinator. Blank paper and a pencil will be provided upon request, and these must be returned to the academic coordinator at the end of the review session.

Grading Policies

DULA uses the following grade point system:

Grade	Grade Points	Grade Score
A	4.0	94-100
A-	3.75	90-93
B+	3.35	87-89
B	3.0	83-86
B-	2.75	80-82
C+	2.55	77-79
C	2.25	73-76
C-	2.0	70-72
F	0.0 / Fail	<70
P	Pass	
AUD	Audit	
FN	Failure for Non-Attendance	
I	Incomplete	
IP	In Progress	
R	Retake	
W	Withdraw	
WF	Withdraw-Fail	

A “W” is given to those students who withdraw from a course after the add/drop period but before the 7th week of class. No academic penalty is attached to a grade of “W.” “WF” is given to those students who withdraw from a course during or after the 7th week. A “WF” grade is computed into the student’s CGPA.

An “I” is given to those students who fail to complete all the requirements of the course due to either a prolonged illness or other serious circumstances beyond the student’s control. A written explanation and acceptable documentation validating the need for the absence must be provided. Additionally, the student is still responsible for paying all appropriate fees and completing an incomplete form with their instructor, which must be approved by the dean. All course requirements must be completed by the end of the second week of the following quarter, or the “I” grade will automatically change to a grade of “F.”

All required courses including elective courses must be taken for a letter grade, except for the following: Qi Gong, Tai Chi, Tui-na, CNT and Safety Codes, and CPR/First Aid. These courses may be taken as pass/fail. The changing of pass/fail grades may change at any time and may be at the discretion of faculty with prior approval and notification of students.

All courses attempted by the student will appear on the student's official transcript. Only failed courses may be repeated for credit. Students are required to pay the full tuition in order to repeat the course. If the student passes a failed course on the second attempt, both grades will appear on the student's transcript.

DULA keeps students' grades assigned each time when the course is taken, and they are recorded permanently on students' transcript even if degree credit for a course is given only once. Students are not able to remove any previous record unless there is a crucial reason (For example: Grades are mistakenly recorded).

Academic Progress

The University operates on the quarter system for the MAcHM and DAcHM program, with each quarter consisting of 10 weeks of class work. Each quarter unit is equivalent to 10 hours of class. DAcHM advance doctorate courses may be offered in a monthly-module system. A grade is assigned for each registered course. The final grade is determined by the total points accumulated by the student as listed in the individual course syllabus. Clinical practice coursework and some other coursework receive a "Pass" or "No Pass" grade based on the completion of performance objectives. The academic courses are graded with a standard letter grading methodology.

Requirements for Graduation – MAcHM Program

In order to graduate and receive the MAcHM degree from DULA MAcHM Program, each student should comply with the residency requirement, successfully completed and passed all the MAcHM program 213-didactic units and 48-units of clinical internship, including passed the Comprehensive Graduation Exam (CGE) in no more than 8 calendar years. Each student should meet the following requirements:

- Successfully completed and passed all the MAcHM program 213-units (2130 hours) of didactic courses:
    - Basic Sciences and Western Medicine courses – Total 39 units / 390 hours
    - Oriental Medicine courses – Total 39 units / 390 hours
    - Acupuncture and Moxibustion courses – Total 30 units / 300 hours
    - Herbology courses – Total 45 units / 450 hours
    - Clinical Medicine and Public Health courses – Total 30 units / 300 hours
    - Professional Development and Case Management courses – Total 17 units / 170 hours
    - Adjunctive Therapies courses – Total 7 units / 70 hours
    - Elective courses – Total 6 units / 60 hours
- Successfully completed and passed all the MAcHM program 48-units (960 hours) of clinical internship:
    - Clinical Internship Level 1 – Herbal Dispensary – Total 2 units / 40 hours
    - Clinical Internship Level 1 – Clinical Observation – Total 8 units / 160 hours
    - Clinical Internship Level 2 – Total 28 units / 560 hours
    - Clinical Internship Level 3 – Total 10 units / 200 hours

Requirements for Graduation – DAcHM Program

In order to graduate and receive the DAcHM degree from DULA DAcHM Program, each student should comply with the residency requirement, successfully completed and passed all the DAcHM program 243-didactic units and 50-units of clinical internship, including passed the Comprehensive Graduation Exam (CGE) in no more than 8 calendar years. Each student should meet the following requirements:

- Successfully completed and passed all the MAcHM program 213-units (2130 hours) of didactic courses:
    - Basic Sciences and Western Medicine courses – Total 39 units / 390 hours
    - Oriental Medicine courses – Total 39 units / 390 hours
    - Acupuncture and Moxibustion courses – Total 30 units / 300 hours
    - Herbology courses – Total 45 units / 450 hours
    - Clinical Medicine and Public Health courses – Total 30 units / 300 hours
    - Professional Development and Case Management courses – Total 17 units / 170 hours
    - Adjunctive Therapies courses – Total 7 units / 70 hours
    - Elective courses – Total 6 units / 60 hours
- Successfully completed and passed all the MAcHM program 48-units (960 hours) of clinical internship:
    - Clinical Internship Level 1 – Herbal Dispensary – Total 2 units / 40 hours
    - Clinical Internship Level 1 – Clinical Observation – Total 8 units / 160 hours
    - Clinical Internship Level 2 – Total 28 units / 560 hours
    - Clinical Internship Level 3 – Total 10 units / 200 hours
- Successfully completed and passed all the DAcHM program advanced courses 30-units (300 hours) of didactic courses
- Successfully completed and passed all the DAcHM program integrated clinical rounds 2-units (40 hours)

Requirements for Graduation – DAcHM Completion Track

In order to graduate and receive the DAcHM degree from DULA DAcHM completion track, each student should comply with the residency requirement, successfully completed and passed all the DAcHM program advanced courses 30-units (300 hours) of didactic courses and DAcHM program integrated clinical rounds 2-units (40 hours) in no more than 1.5 years (18 months).

Honors of Graduation

Honor of graduation are awarded to the students based on their final GPA with the following criteria:

- Summa cum laude : cumulative GPA 3.9 – 4.0
- Magna cum laude : cumulative GPA 3.8 – 3.89
- Cum laude : cumulative GPA 3.65 – 3.79

Academic Committee

Academic committee members review academic progress of students to ensure their success in the program. Students who need assistance to maintain good academic standing are required to meet with Academic Department to devise a plan to improve their academic performance.
Students may ask the academic department for help in finding tutors and/or other resources to assist with successful completion of the program.

The Academic Committee is responsible for ensuring a fair and impartial disciplinary process for students who breach standards of professionalism. Most cases are resolved in ways that serve to foster the ethical development and personal integrity of students, and to provide a safe and comfortable campus environment.

Standards of Professionalism

The Standards of Professionalism policies are intended to protect the rights of all students, faculty, staff and patients at Dongguk University Los Angeles while on campus and at all sponsored events. DULA may impose discipline for violation of these standards of professionalism including, but not limited to dishonesty, disrespect, disrupting a professional atmosphere, substance abuse, and sexual harassment.

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

Student Code of Professional and Academic Conduct

DULA's staff and faculty rely on students to conduct themselves in a manner that upholds the university's student code of professional and academic conduct. All students should understand that they are training to be skilled medical professionals, and as such will be held to a high standard of responsibility. Students who act in a manner that violates this code will be subject to disciplinary actions.
The following misconduct would constitute violations of our community values and standards and subject to imposed sanctions:

- Violation of published University policies, rules or regulations.
- Violations of federal, state or local law, including but not limited to, conduct on University premises or at University sponsored or supervised activities.

- Use, possession, sale or distribution of alcoholic beverages, drugs, drug paraphernalia, narcotics or other controlled substances on campus.
- Smoking in any interior area of the University, including classrooms, labs, restrooms, hallways, or lounge areas.
- Endangering, threatening or causing physical harm to any person.
- Attempted or actual theft of University property.
- Disruption or obstruction of teaching, research, administration, or other University activities.
- Harassment, whether it be physical, verbal, graphic, or written, based on race, sex, color, ethnic or national origin, religion, age, sexual orientation, or disability. Also, unwelcome sexual advances, requests for sexual favors, and other forms of such verbal or physical conduct may constitute harassment.
- Cheating, plagiarism, or other forms of academic dishonesty, including aiding another student in an act of academic dishonesty.

Disciplinary Procedures

- If any individual has reason to believe a student has engaged in prohibited behavior, that individual may present a written notice to the Academic Coordinator.
- The student will be notified of the charges as soon as possible by mail or hand-delivered message. The University will begin an investigation of the facts, and the student will have the opportunity to present, in writing or verbally, all pertinent evidence pertaining to the alleged misconduct.
- If the Academic Dean feels a breach of the Student Code of Conduct has not occurred, the charge will be dismissed, and the student will be notified of the dismissal in writing. A written notice of the dismissal shall be placed in a file pertaining to the incident, and the matter will be considered closed.
- If the Academic Dean believes there has been a violation of the Student Code of Conduct, an investigation will be conducted. If the violation is deemed to be minor, the Academic Dean will arrange an in-person meeting with the student to discuss the charges and propose a suitable sanction or solution, which may include counseling, guidance, or a written reprimand.
- The Academic Dean will deliver the findings in writing to the student. The student will then have ten days in which to appeal the decision in writing to an Academic Committee.
- The appeal will be limited to the following: a) the presentation of new pertinent evidence previously unavailable, b) sanction that is not supported by the evidence, or c) unfair prejudice or bias in the decision.
- The Academic Committee will hold a meeting within ten days of the student's written notice of appeal. At this meeting, the student may be, but is not obligated to be present, and may be accompanied by an advisor who is part of the university community and not legal counsel. The Academic Committee will come to a decision and this decision will be final.
- If the alleged misconduct is deemed to be of a more serious nature, a formal hearing may be held by an Academic Committee consisting of the Academic Dean, one administrator and a faculty member not involved in the original incident.

- The following procedures will be followed:
    - All pertinent documents and evidence will be submitted to the Academic Committee, and the student will be notified in writing of the charges, the hearing date, time, and location. The student will have the right and the opportunity to view the evidence prior to the hearing and will have ten days in which to respond in writing. At the hearing, the Academic Committee will review all materials submitted by the student and the evidence so far gathered.
- The Academic Committee will deliberate and come to a decision as to the sanction or action to be taken against the student and will notify the student of such decision in writing within ten days.
- The student will have an additional ten days following receipt of the Academic Committee's decision in which to present a written appeal via certified mail to the University President. The appeal will be limited to the following: a) the presentation of new pertinent evidence previously unavailable to the Academic Committee, b) sanction that is not supported by the evidence, or c) unfair prejudice or bias in the decision.

Student Request

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

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

The following are the procedure related to the student request:

- Students may provide student requests to the DULA Student Affairs coordinator. A student request form is available for students and can be obtained at DULA front office, Student Affairs coordinator office, or in a downloadable format at DULA website (https://www.dula.edu/academics/forms/).
- Students then request an appointment with Student Affairs coordinator and bring the filled-in student request form attached with all the necessary supportive documents.
- Student Affairs coordinator will discuss the request with the student, then investigate the necessary further action required. If necessary, Student Affairs 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 Affairs coordinator will provide a response to the student via email.

- If the decision is provided from the academic committee meeting, written notice of the decision will be transmitted within a reasonable time, not exceeding 30 days from the time the request was provided by the student.

Student Grievances

Students with complaints concerning administrative or academic policy may submit the grievance in writing to the Student Affairs coordinator. The grievance will then be sent to the Dean of Academic Affairs for a review and to gather all relevant information and for possible resolution.

If a resolution cannot be reached, the complaint is submitted to the Executive Committee, consisting of the President, the Dean of Academic Affairs, and Chief Operation Officer. If the grievance is against one of the Executive Committee members, the committee meeting will exclude the involved member. The Executive Committee responds to the grievance within thirty (30) days.

If the complainant is dissatisfied with the decision of the Executive Committee, she/he may submit a written appeal with all relevant documentation to the Board of Directors for further review. The Board will then make one of two determinations: (1) The issue is not appropriate for the Board to consider, in which case, the decision of the Executive Committee is final, or (2) the Board may decide to consider the grievance, confirming or overturning the decision reached previously. In either case, the decision of the Board of Directors will be final.

A student or any member of the public may file a complaint about this institution at any time with the following regulatory agencies:

Bureau for Private Postsecondary Education
1747 N. Market Blvd. Ste 225; Sacramento, CA. 95834
www.bppe.ca.gov
Toll-free: (888) 370-7589 or (916) 574-8900. Fax: (916) 263- 1897

Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM)
500 Lake Street, Suite 204, Excelsior, Minnesota 55331;
phone 952/212-2434; https://acahm.org

Minimum Academic Performance

All DULA students are required to comply and meet the minimum academic performance set forth by DULA.

The policy of Minimum Academic Performance consists of 3 areas as follows:

1. **Maximum Time to Complete the Program**

All students in attendance must maintain a minimum quarterly and cumulative GPA of 2.25. Students must complete the requirements of their program, not to exceed 2 times the standard length of time required to complete the program without exception, otherwise such related student will be terminated from the program. The maximum time allowed to complete the MAcHM and DAcHM programs is 8 years. The maximum time allowed to complete all the requirements of the DAcHM completion track is 1.5 years (18 months).

2. Minimum GPA Requirements

If a student's quarterly or cumulative GPA falls below a 2.25 in any specific quarter, the following quarter they will be placed on academic probation and required to attend mandatory academic advising. During this time the student's Program Director and Academic Dean will evaluate the student and analyze the reasons for poor performance.

In addition, if the student fails to bring his/her cumulative GPA up to a 2.25 within the quarter that they are on academic probation, their academic probation will continue for a 2nd consecutive quarter. These students will only be allowed to enroll in a maximum of 12 units which will include the mandatory repeating of any failed courses from quarter(s) prior. They will continue to be required to attend mandatory academic advising. During this second probationary quarter the Academic Dean and Program Director will analyze the reasons for the poor performance.

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

If the student returns to the program, they will only be allowed one quarter to achieve a quarterly G.P.A. of 2.25 or will again face academic dismissal. A second academic dismissal will be grounds for permanent non-reentry into the program. If the student formerly received financial aid or VA Benefits, they will not be allowed to apply for them during their first quarter of re-entry.

3. Minimum Accumulated Completion Pace (MACP)

This Minimum Accumulated Completion Pace (MACP) policy is applied to the new student who starts their degree program in DULA from Winter quarter of 2021.

MACP sets the minimum number of course units that students have to complete in each quarter as they progress throughout their program until graduation.

If the students' accumulated completion of their completed units is less than the MACP standard (as stated below) by the end of each quarter, in the following quarter they will be placed on academic warning. During this time, the student is required to take the total required course units to meet the MACP standard based on their current quarter and remedy their MACP requirements. If the student fails to recover his/her MACP after receiving the academic warning,

the student will be placed on next academic warning. More than 3 accumulated academic warnings will be resulted in the academic dismissal.

The MACP policy is set so student can complete their program not to exceed the allowed maximum time frame and for DULA compliance to the program accreditation standard, without exception.

ACAHM Standards Criterion 7.03 (August 2022): The program must implement a written policy establishing a maximum time frame in which a student must complete the program, which must be a period that is no longer than 200 percent of the published length of the educational program.

For appeal procedure, refer to the "academic appeal policy" in DULA university policy handbook.

See next page for detail of MACP standards for each program.

MACP Standards for MAcHM Program:

MAcHM PROGRAM				
Year	Quarter	Minimum Accumulated Completion Pace	Guideline for Completing the Program (3 and 4-Years Graduation Plan)	
		8-years graduation (total course units)	4-years graduation plan (total course units)	3-years graduation plan (total course units)
1	1	8 unit	16 unit	21 unit
	2	16 unit	32 unit	42 unit
	3	24 unit	48 unit	63 unit
	4	32 unit	64 unit	84 unit
2	5	40 unit	80 unit	105 unit
	6	48 unit	96 unit	126 unit
	7	56 unit	112 unit	147 unit
	8	64 unit	128 unit	168 unit
3	9	72 unit	144 unit	189 unit
	10	80 unit	160 unit	210 unit
	11	88 unit	176 unit	231 unit
	12	96 unit	192 unit	**261 unit (100%) - Graduated**
4	13	104 unit	208 unit	
	14	112 unit	224 unit	
	15	120 unit	240 unit	
	16	128 unit	**261 unit (100%) - Graduated**	
5	17	136 unit		
	18	144 unit		

	19	150 unit
	20	158 unit
6	21	166 unit
	22	174 unit
	23	182 unit
	24	190 unit
7	25	198 unit
	26	206 unit
	27	214 unit
	28	222 unit
8	29	230 unit
	30	238 unit
	31	246 unit
	32	**261 unit (100%) - Graduated**

MACP Standards for Dual Degree Program (MAcHM & DAcHM):

DUAL DEGREE PROGRAM (MAcHM AND DAcHM)				
Year	**Quarter**	**Minimum Accumulated Completion Pace**	**Guideline for Completing the Program (3 and 4-Years Graduation Plan)**	
		8-years graduation (total course units)	**4-years graduation plan (total course units)**	**3-years graduation plan (total course units)**
1	1	9 unit	18 unit	24 unit
	2	18 unit	36 unit	48 unit
	3	27 unit	54 unit	72 unit
	4	36 unit	72 unit	96 unit
2	5	45 unit	90 unit	120 unit
	6	54 unit	108 unit	144 unit
	7	63 unit	126 unit	168 unit
	8	72 unit	144 unit	192 unit
3	9	81 unit	162 unit	216 unit
	10	90 unit	180 unit	240 unit
	11	99 unit	198 unit	264 unit
	12	108 unit	216 unit	**293 unit (100%) - Graduated**
4	13	117 unit	234 unit	
	14	126 unit	252 unit	
	15	135 unit	270 unit	

	16	144 unit	**293 unit (100%) - Graduated**
5	17	153 unit	
	18	162 unit	
	19	171 unit	
	20	180 unit	
6	21	189 unit	
	22	198 unit	
	23	207 unit	
	24	216 unit	
7	25	225 unit	
	26	234 unit	
	27	243 unit	
	28	252 unit	
8	29	261 unit	
	30	270 unit	
	31	279 unit	
	32	**293 unit (100%) - Graduated**	

MACP Standards for DAcHM Completion Track:

DAcHM COMPLETION TRACK			
Year	**Quarter**	**Minimum Accumulated Completion Pace**	**Guideline for Completing the Program**
		18-months graduation (total course units)	**9-months graduation plan (total course units)**
1	1	5 unit	10 unit
	2	10 unit	21 unit
	3	15 unit	**32 unit (100%) - Graduated**
	4	20 unit	
2	5	25 unit	
	6	**32 unit (100%) - Graduated**	

Academic Road Map

Academic Road Map is to guide DULA students who are having difficulties in meeting the minimum academic performance. Under the guidance of the Dean of Academic Affairs, the academic department will meet the students to discuss their academic road map.

Students who their Cumulative GPA fall below 3.0 in one quarter will be notified to have a meeting with one of academic department staffs. In certain special cases, the Academic Committee may also request a meeting with the students if it is determined as necessary.

Academic Progress Counselling

Academic Progress Counselling is to guide DULA students to graduate MAcHM program within the recommended timeline of four (4) academic year.

Under the guidance of the Dean of Academic Affairs, one of the staff from academic department will meet the students who are currently in the 9^{th} quarter of their academic year. In this meeting, the academic department staff will discuss, guide and plan the courses that each student needs to take in order to graduate within the recommended timeline.

Leave of Absence

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

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

If the leave of absence is not approved and the student leaves anyway, then the student is considered to be terminated from the program. In this case, if the student is receiving Title IV funding, these funds will be returned and/or cancelled. Upon returning to DULA, any such student previously receiving financial aid must reapply.

Leave of Absence Policy for International Students

Students on I-20 may apply for limited leaves of absence if all governmental and university requirements and regulations are complied with. Students must file a leave of absence request and obtain approval from the Academic director, international student services (ISS) officer, and financial aid officer (please see section on general leave of absence policies, set forth above). In addition, foreign students must matriculate as a full-time student for one academic year before they may apply, and the leave of absence may be no longer than 1 quarter during any calendar year.

Withdrawal from the Program

Withdrawal from the program requires the submission of a Withdrawal form and an exit interview with the admissions director. If you have received financial aid, you will be required to complete an exit interview with the financial aid director. Following withdrawal from the program, if you wish to reapply you are required to complete a new application for admission. Upon readmission, after an absence of one year or more, you will be required to complete the program of study that is in place in the term in which you return. All readmission is subject to approval.

Readmissions after Withdrawal

Readmissions process after withdrawal from the university process is the same as for a new student. Students approved for readmission are responsible for fulfilling the current curriculum requirements at the time of their readmission. In addition, the academic department must evaluate the student's standing. If more than five years have elapsed since the last prior enrollment, the Academic Committee will reevaluate the student's placement and the student may be required to take a placement exam; if this fails, he or she needs to retake the class.

Academic Warning and Probation

Students unable to maintain good academic or professional standing are placed on academic warning or probation. Students will be notified by letter of the reasons that led to this action and an explanation of the corresponding academic performance requirements for the ensuing term. Student enrollment is subject to review until the student returns to good academic or professional standing.

Warning

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

Disciplinary Probation

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

Academic Dismissal

Academic dismissal is termination of enrollment at the University for the in-ability to meet academic or professional standards. Failure to comply with the requirements set forth by the Academic Committee for remediation of a probationary status will result in academic dismissal. Students may appeal this action through the academic appeal process.

Dismissal

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

Academic Appeal

The Academic Committee is responsible for reviewing and approving appeals. Appeals must be submitted to the Academic Committee in writing, describing any extenuating or mitigating circumstances that prevented compliance with DULA policies. An appeal must explain what has changed in the student's situation, and the precise steps the student will take or is taking to regain good academic standing.

Please follow this procedure for the academic appeal process:

- The student who wishes to appeal the non-satisfactory progress status must initiate the process by submitting a written request to the academic dean who will proceed with the Academic Committee.

- The request is to be presented within 10 days of the non-satisfactory progress status determination and must describe any circumstances that the student believes affected his/her performance and deserve special consideration, as well as the measures that the student has taken to resolve those circumstance in a manner that would not interfere his/her progress again.
- The academic committee shall evaluate the appeal within 5 business days and notify the student in writing of his/her decision. Should the student's appeal be denied, he or she may appear before the president of the institution, who will provide a written notice to the student of its decision within 3 business days. The decision of the president shall be final.

Readmission after Academic Dismissal

Students who were dismissed due to inability to meet DULA academic or professional standards may petition for readmission. The petition must be submitted to the DULA Admission Director at least four weeks before the first day of classes for the term they would like to attend. If a student is dismissed for the first time, the student must remain out of school for a minimum of two terms, including summer. For example, if the dismissal was at the end of the fall term, the student cannot attend the winter and spring term but may petition for readmission to the summer term. If a student is dismissed a second time, he/she must remain out of school for one academic year (four terms). A student dismissed for the third time will not be readmitted to DULA unless there are documented, extenuating circumstances.

Federal Financial Aids Recipient & Veterans Note:
To re-establish Federal Financial Aids and VA educational benefits, a student must submit a copy of the readmission petition to the Financial Aid Office in person or via email to financialaids@dula.edu after readmission to DULA.

Loss of Privileges and Exclusion from Activities

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

Suspension

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

Interim Suspension

Exclusion from class, or from other specified activities or areas of the campus, as set forth in the notice of interim suspension, before final determination of an alleged violation. A student shall be restricted only to the minimum extent necessary when there is reasonable cause to believe that the student's participation in university activities or presence at specified areas of the campus will lead to physical abuse, threats of violence, or conduct that threatens the health or safety of any person on university property or at official university functions, or other disruptive activity incompatible with the orderly operation of the campus. A student placed on interim suspension shall be given prompt notice of the charges and the duration of the interim suspension, as well as the opportunity for a prompt hearing on the interim suspension. Interim suspension shall be reviewed by the chancellor within twenty-four hours. If a student is found to have been unjustifiably placed on interim suspension, the university is committed to a policy whereby reasonable efforts are taken to assist an individual who has been disadvantaged with respect to employment or academic status.

Exclusion from Areas of the Campus or from Official University Functions

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

Restitution

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

Revocation of Award or Degree

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

Posting Suspension or Dismissal on Academic Transcripts

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

Official and Unofficial Student Academic Transcripts

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

Reservation of Rights to Increase Units/Hours

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

The affairs of the university are managed by a board of coordinators. The board receives recommendations from the university president and executive committee (on which the president sits), and also includes the office of the dean of academic affairs, program coordinators, and director of the DULA Whole Health Clinic. 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.

Copyright Policy

Section 1 – Overview and Purpose

Dongguk University Los Angeles' copyright policy is based upon United States Copyright Law, Title 17, U.S. Code, 1976. The copyright law of the United States governs the making of photocopies or other reproductions of copyrighted material. Our policies are based on a review of the law itself, the Fair Use of Guidelines of 1997, the Digital Millennium Copyright Act, and the DMCA exemptions of 2006. The goal of this policy is to provide the Dongguk University Los Angeles community with a standard approach for complying with copyright law. Although this policy is a guide on copyright-related matters, it is not a substitute for legal advice. Proper legal advice should be obtained when necessary and it is the responsibility of the user to maintain compliance with the law. University will always remain open to receiving any new information on or interpretation of copyright law.

Section 2 – Scope

This policy applies to all members of the Dongguk University Los Angeles community, including faculty, staff, students, alumni, and any other person who has access to information technology resources at Dongguk University Los Angeles.

Section 3 – Responsibilities

Compliance with the federal copyright law and with this policy is the responsibility of every member of the Dongguk University Los Angeles community, including faculty, staff, and students. All members of the Dongguk University Los Angeles community are expected to take a personal interest in becoming informed about how copyright law affects their activities at Dongguk University Los Angeles. Questions or concerns about this policy should be directed to the Chief Operating Officer at coo@dula.edu.

Section 4 – General Information About Copyright

Copyright grants to the author or originator the sole and exclusive privilege of controlling how the work is used (copies, production, sales, adaptation, etc.). Copyright protection exists for original works fixed in any tangible medium of expression, including literary works, musical works, dramatic works, pantomimes, choreographic work, pictorial, graphic, and sculpture work, motion pictures, other audiovisual works, and sound recordings.

Section 5 – Copyright Protections and Fair Use Principles

To help members of the Dongguk University Los Angeles community understand and comply with copyright laws, this document summarizes basic principles of copyright law including the application of fair use provisions. The reproduction of copyright-protected work is likely to be considered fair if it is

used for one of the following purposes: criticism, comment, news reporting, teaching, scholarship, and research. However, a fair use of a copyrighted work depends upon a specific determination based upon the circumstances of the use.

1. The purpose and character of the use, including whether the copied material will be for non-profit, educational, or commercial use.
2. The nature of the copyrighted protected work.
3. The amount, substantiality, or portion used in relation to the copyrighted work.
4. The effect of the use on the potential market for or value of the copyright protected work.

To minimize the risk of copyright infringement, Dongguk University Los Angeles interprets certain situations as fair use, as detailed in the policy.

Section 6 – Copying Materials for Instructional Use

Under certain conditions specified in copyright law, a photocopy or other reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a photocopy or reproduction for purposes in excess of "fair use", that user may be liable for copyright infringement. Primary and secondary school educators have, with publishers, developed guidelines which allow an instructor to distribute photocopied materials to students in a class, without the publisher's prior permission, upon compliance with these conditions:

- The distribution of the same photocopied materials does not occur every semester.
- Only one copy is distributed for each student, which must become the student's property.
- The materials include a copyright notice on the first page of the portion of material photocopied.
- The students are not assessed any fee beyond the actual cost of the photocopying.
- The amount of material should be reasonable in relation to the total amount of material assigned for one term of a course.
- The effect of copying the material should not be detrimental to the market for the work. In general, the library should own at least one copy of the work.

General Guidelines for Print and Electronic Reserve:

- One chapter from a book.
- One article from a journal issue or newspaper.
- Multiple excerpts from a single book or journal issue will be accepted only if the total length of the submission is 10% or less of the total length of the book or journal issue.
- A short story, short essay, or short poem.
- A chart, diagram, drawing, graph, cartoon, or picture.

Materials in excess of Fair Use may still be used with appropriate permission and/or fees to the copyright holder.

Section 7 – Displaying Media on Campus

Users must secure public performance rights prior to showing a copyrighted work on campus, unless the work was purchased with public performance rights attached. The only exemption to this requirement is for classroom showings.

Classroom use or showing of a copyrighted video (VHS, DVD, Blu-ray) is permissible under the following conditions:

- The use must be by instructors or by students.
- The use is part of the curriculum for a specific course and is confined to members in a discrete course or other teaching activity.
- The entire audience is involved with the teaching activity.
- The showing takes place in a classroom or other instructional venue.
- The video is lawfully made; the person responsible has no reason to believe that the video was not lawfully made.

Public Performance:

- Unless a film has public performance rights attached, it should be assumed that permission is required for a public screening of the film. Public performance rights must be obtained prior to scheduling, advertising, or showing a copyrighted film.
- If the film is being shown for entertainment purposes, includes viewers not enrolled in the course showing the film, or if the film is advertised, it is considered a public (open) showing. The screening of the film is not excused from the "public" designation just because it is an "educational" film, it is being advertised only on campus, or admission is not being charged. The licensing status of the film or work should be determined prior to any advertisement. If it is determined that a public performance license is required, the University will assist in identifying who to contact for permission. The person showing the film is responsible for securing permission and paying any performance fees.

Section 8 – Digital Millennium Copyright Act

The Digital Millennium Copyright Act (DMCA) provides an opportunity for internet service providers (ISP's) to shield themselves from liability for the actions of their users that infringe on the copyrights of others. All institutions of higher education that provide Internet access fall within the scope of the definition of an ISP, with relevant users being their students, faculty, and staff. As an ISP, the University is potentially liable for monetary damages (plus attorneys' fees) if any of its users provide Internet access to material that infringes on the copyrights of others. The same is true if, for example, a user transmits infringing materials in an e-mail message. Copyright owners are entitled to recover either their "actual" damages, or statutory damages that range as high as $30,000 per work infringed. (In the case of willful infringement, the statutory damages can be as high as $150,000 per work.) In all cases, the "fair-use" exemption that allows use of copyrighted materials in narrowly defined circumstances applies to materials in digital form just as it applies to traditional media.

Dongguk University Los Angeles DMCA Procedures

The DMCA does not require that the University "police" the Internet activities of its faculty, staff, or students. Rather, it requires that the University respond in specified ways to avoid institutional liability when evidence of infringing activity is brought to its attention or when it receives information that makes it apparent that infringing activity is occurring.

When the University receives a takedown notice, pre-settlement letter, or settlement letter from an agent or the copyright holder, the University follows the procedures outlined below:

- When the University receives a notice of claimed infringement, the University will investigate who is attached to the network address given in the notice. Following receipt of a proper notification, the University must "expeditiously" remove ("take down") the infringing material or block access to it. Dongguk University Los Angeles shuts down the identified user's access to the University network.
- The University must "promptly" notify the user of the University's action. Such notification coupled with the removal of the material shields the University from liability for damages sought for the actions of the user.
- The person receiving the notice must also meet with the Student Progress Review Committee and sign a statement acknowledging receipt of the notice and understanding that the second incident will result in disciplinary action and may lead to academic dismissal.
- In the case of pre-settlement or settlement letters, it is the user's responsibility to determine whether or not to respond to the settlement offer.

The above procedures only apply to Dongguk University Los Angeles faculty, staff, and students. When the University receives a DMCA notification about a computer on our network that is not connected with a member of the Dongguk University Los Angeles community, the COO will determine the appropriate course of action.

DMCA Agent and Copyright Officer for Dongguk University Los Angeles

COO

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

(213) 487-0110 ext. 110 (COO@dula.edu)

Section 9 – Privacy, Copyright, and Audio Visual Recording Disclaimer

This course incorporates audio and visual recording as part of the learning experience. These recordings, including your participation, will be accessible to students in the course for remote viewing and review after each session. For inquiries regarding the recording and use of videos in which you appear, please contact your instructor. The ownership of course videos and materials is attributed to your instructor, the University, and/or other designated sources, contingent on the specific circumstances of each situation, and is protected by copyright laws.

Within the context of this course, you are permitted to download session videos and materials exclusively for your academic use. However, copying, sharing, or utilizing them for any other purpose is strictly prohibited without explicit permission from the instructor. Lectures and course materials created by the instructor are recognized by the University as intellectual property covered by the Copyright Act, RSC 1985, c C-42. Materials such as PowerPoint slides and lecture recordings are provided to facilitate your personal study and cannot be shared outside the class or used in any form of publication. Posting recordings or slides on external websites without the express permission of the instructor constitutes copyright infringement.

REQUIRED DISCLOSURES

About the Catalog

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

Articulation Agreements

DULA has not entered into any transfer or articulation agreements with any other college or university.

BPPE Required Disclosure

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

Non-discriminatory Policy

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

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

Americans with Disabilities Act

DULA is an equal opportunity institution and does not discriminate based on age, race, color, religion, national origin, ethnicity, gender, or sexual orientation, in the administration of admission, educational policies or employment. The University abides by Title II of the Americans with Disabilities Act, which prohibits discrimination against any "qualified individual with a disability."

DULA is committed to accommodating students with physical and learning disabilities. Accommodations and other support services are tailored to meet the needs of the individual student and are intended to comply with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

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

COO
440 Shatto Place, 2nd Floor, Los Angeles, CA 90020
(213) 487-0110 ext. 110 (COO@dula.edu)

Transferability of Credits and Credentials Earned at DULA

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

Registered Sex Offenders

The University discloses, without student consent or notification, information about a student who is required to register as a sex offender under the Wetterling Act.

Drug and Alcohol Abuse Policy

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 84, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited.

It is the policy of DULA that the learning environment be free of addictive substances. Specifically, all members of the university community—which includes the administration, faculty, staff, students, and guests—will abstain from the consumption/use of alcohol/narcotics, and/or misuse of prescription drugs while on university property. Violation of this policy could lead to suspension, expulsion, termination, and, within the context of criminal activity, referral to law enforcement agencies.

Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

Family Education Rights and Privacy Act (FERPA)

In accordance with the Family Educational Rights and Privacy Act (FERPA), the University protects the privacy of student records, including address, phone number, grades and attendance dates. Student records are permanently kept in locked fireproof file cabinets and a backup copy of student records is kept on an off-site server. Students have the right to review their academic file by submitting a request to the Registrar.

The University does not release school records or any other information about a student to any third party without the consent of the student, except as allowed by law. Students may view an unofficial copy of their transcript and/or request an official copy through the University's student web portal. The University permanently maintains records of academic progress. The Family Education Rights and Privacy Act (FERPA) of 1974, as amended (the "Act"), is a federal law. DULA will maintain the confidentiality of educational records in accordance with the provisions of the Act and will accord all the rights under the Act to eligible students who are or have attended DULA.

Student records are maintained at the school site for five years from the last date of attendance. Transcripts are maintained permanently.

All DULA staff and faculty who access or use student data are required to take FERPA training. All DULA staff and faculty are required to renew their FERPA training every two years. FERPA training information is available directly from the institutional website. Staff and faculty are required to complete the FERPA survey training prior to beginning their work at DULA. The result of the FERPA training from staff and faculty are available from the staff assigned to conduct FERPA training.
The Act affords students certain rights with respect to their educational records.

- Right of Inspection: To inspect and review their records.
- The right to request and amend their records to ensure that they are not inaccurate, misleading, or otherwise in violation of their privacy or other rights.
- The right to disclose only with student consent of personally identifiable information contained in their records, except to the extent that the Act authorizes disclosure without consent.
- The right to file with the US Department of Education a complaint regarding the school to comply with the requirements of the Act. The address to file a complaint is:

  Family Policy Compliance Office
  US Department of Education
  400 Maryland Avenue SW
  Washington, DC 20202

For more information about FERPA policy, please refer to DULA University Policy Handbook.

Student Record Retention Policy (CEC §94900, 5, CCR §71810 (b)(15) and §71920)

- The University maintains a file for each student who enrolls in the University whether or not the student completes the educational service.
- The University maintains records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in that institution.
- The University maintains, for each student granted a degree or certificate by that institution, permanent records of all of the following:

  - The degree or certificate granted and the date on which that degree or certificate was granted.
  - The courses and units on which the certificate or degree was based.
  - The grades earned by the student in each of those courses.
  - Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the University or the University's award of credit or acceptance of transfer credits including the following:

    - Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work such as successful completion of an ability-to-benefit test if required by the University. For the purposes of this section an "ability-to-

benefit test" means an independently administered examination from the list of examinations prescribed by the United States Department of Education pursuant to Section 484(d) of the federal Higher Education Act of 1965 (20 U.S.C. Sec. 1070a et seq.) as it is, from time to time, amended, that is designed to help identify students who possess the basic skills necessary to succeed in a post-secondary education program, but who lack a high school diploma;

- Records documenting units of credit earned at other universities that have been accepted and applied by the University as transfer credits toward the student's completion of an educational program;
- Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes;
- All of the documents evidencing a student's prior experiential learning upon which the University and the faculty base the award of any credit;

- Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student;
- Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;
- Records of the dates of enrollment and, if applicable, withdrawal from the University, leaves of absence, and graduation; and
- In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following:

    - The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;
    - Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit;
    - Credit for courses earned at other universities;
    - Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes;
    - The name, address, website address, and telephone number of the University.

- For independent study courses, course outlines or learning contracts signed by the faculty and administrators who approved the course;
- The dissertations, theses, and other student projects submitted by graduate students;
- A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency;
- A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;
- A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the

refund was made, and the name and address of the person or entity to which the refund was sent;
- Copies of any official advisory notices or warnings regarding the student's progress; and
- Complaints received from the student.

State Authorization of Distance Education Outside of California

Please be aware of the following information if you will not reside in California while enrolled in distance education courses at Dongguk University Los Angeles (DULA).

Due in part to the increased popularity of distance education, many states have prescribed an "authorization" process for out-of-state institutions delivering online programs to its state residents. States are attempting through these processes to ensure quality post-secondary education, to preserve the integrity of an academic degree and to instill greater consumer protection for their student citizens.

Because of the compliance burden and cost involved in authorization processing online programs in all 50 states, a Commission on Regulation of Postsecondary Distance Education established the State Authorization Reciprocity Agreement (SARA). Under SARA, states agree on uniform standards for state authorization of distance education. When a higher education institution meets the standards in its home state and that state is a member of SARA, it is authorized to offer distance education to residents of other states that are members of SARA without having to undertake burdensome and costly state-by-state registration.

California is not yet a member of SARA in part because a number of California policymakers do not believe that SARA standards offer sufficient protections for students enrolled in distance education. Thus, California higher education institutions are not yet eligible to take advantage of the SARA reciprocity agreement if they offer distance education or clinical placements in other states.

DULA has taken steps to protect its students and operations nationwide. The institution is working on obtaining granted authorizations, exemptions and waivers from many states. Currently, we do not yet have a list of approved states.

If you are currently not residing in California, we suggest that you do not to enroll in distance education classes at DULA.

For more information, please contact the Registrar's Office.

Contact Dongguk University Los Angeles

Website: www.dula.edu
Phone: University: (213) 487-0110
Clinic: (213) 487-0150
Email: admissions@dula.edu

Mail:
Dongguk University Los Angeles
440 Shatto Place, 2nd Floor, Los Angeles, CA 90020

ACADEMIC CALENDAR 2025

*Event dates of each quarter are subject to change in each quarter.

Key Dates

Event	**Winter - 1Q**	**Spring - 2Q**	**Summer - 3Q**	**Fall - 4Q**
New Student Application Deadline	11/30/24	2/28/25	3/31/25	8/31/25
Course Registration Start Date	12/02/24	3/10/25	6/09/25	9/08/25
Course Registration Deadline	12/22/2024	3/28/25	6/27/25	9/26/25
Tuition Payment Period	1/20~1/24/25	4/21~4/25/25	7/21~7/25/25	10/20~10/24/25
Semester Start Date	1/6/25	4/7/25	7/7/25	10/6/25
Course Adjustment Deadline	1/17/25	4/18/25	7/18/25	10/17/25
Course Cancellation Deadline	1/17/25	4/18/25	7/18/25	10/17/25
Final Day of Classes	3/14/25	6/13/25	9/12/25	12/12/25
Vacation Period	3/17~4/6/25	6/16~7/6/25	9/15~10/5/25	12/15/25~ 1/4/26

National Holidays (2025)	Annual Events (2025)
• Jan 1: New Year's Day • Feb 17: President's Birthday • May 26: Memorial Day • Jun 19: Juneteenth • Jul 4: Independence Day • Sep 5: Labor Day • Oct 31: Halloween • Nov 27~29: Thanksgiving Week • Dec 25: Christmas Day	• June 14 (Sat): Graduation Ceremony • Jan 7 (Tue): Town Hall Meeting

ACADEMIC CALENDAR 2026

*Event dates of each quarter are subject to change in each quarter.

Key Dates

Event	**Winter - 1Q**	**Spring - 2Q**	**Summer - 3Q**	**Fall - 4Q**
New Student Application Deadline	11/30/25	2/28/26	5/31/26	8/31/26
Course Registration Start Date	12/8/25	3/9/26	6/8/26	9/7/26
Course Registration Deadline	12/26/25	3/27/26	6/26/26	9/25/26
Tuition Payment Period	1/19~1/23/26	4/20~4/24/26	7/20~7/24/26	10/19~10/23/26
Semester Start Date	1/5/26	4/6/26	7/6/26	10/5/26
Course Adjustment Deadline	1/16/26	4/17/26	7/17/26	10/16/26
Course Cancellation Deadline	1/16/26	4/17/26	7/17/26	10/16/26
Final Day of Classes	3/13/26	6/12/26	9/11/26	12/11/26
Vacation Period	3/16~4/5/26	6/15~7/5/26	9/14~10/4/26	12/15/26~ 1/3/27

National Holidays (2026)	Annual Events (2026)
• January 1: New Year's Day • February 16: President's Birthday • May 25: Memorial Day • June 19: Juneteenth • July 4: Independence Day • September 6: Labor Day • October 31: Halloween • November 26–28: Thanksgiving Week • December 25: Christmas Day	• July 18 (Sat): Graduation Ceremony • January 6 (Tue): Town Hall Meeting

ADDENDUM

Date Revised	*Summary of Revisions*
March 12, 2025	• Updated the reduction of online didactic classes to less than 50%. • Updated in-person and online class formats. • Updated the prerequisites, including MCE/GCE and PD-level courses. • Updated the administrative staff information. • Updated the MAcHM tuition increase (effective from April 1, 2025). • Updated the international student financial requirements.
October 15, 2025	• Added verbatim statement. • Updated the Refund policy. • Updated the housing availability information. • Added the job classification information. • Added the approximate number of days that will elapse between the institution's receipt of student lessons, projects, or dissertations and the institution's mailing of its response or evaluation. • Updated the information on non-refundable items and associated information. • Updated STRF information. • Updated new administration staff information.
October 23, 2025	• Updated the amount on the Financial Statement for International Students.
July 3, 2026	• Update President's Message • Added an Important Federal Update (OBBBA) • Update the Graduation Ceremony Date