



EMPEROR'S COLLEGE

DAOM CATALOG & STUDENT HANDBOOK

2016

Emperor's College of Traditional Oriental Medicine
1807 Wilshire Blvd.
Santa Monica, CA 90403
310.453.8300

This catalog/student handbook is for calendar year 2016. The information contained herein was **LAST UPDATED SEPTEMBER 20, 2016**. All content is subject to change by the college without notice.

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

The catalog/student handbook is the primary source of information about academic policies and the college's website, <http://emperors.edu>, is the primary source of information about the college and its programs. Prospective students are encouraged to review both prior to signing an enrollment agreement.

Emperor's College is committed to reducing our consumption of paper and this document is a product of our paper reduction policy. Recognizing that students access most information about the school online, we have committed to 1) providing all materials digitally, and 2) reducing the number of pages of printed documents.

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MISSION STATEMENT

The mission of Emperor's College of Traditional Oriental Medicine is to cultivate brilliant healers, teachers, and leaders in Oriental medicine who create the future of health care by word, deed, and through partnerships.

VISION STATEMENT

Emperor's College of Traditional Oriental Medicine will be internationally recognized for innovative education in acupuncture and Oriental medicine and in personalized health care.

CORE VALUES

Emperor's College of Traditional Oriental Medicine values
(not in priority order)

- ❖ Honesty and Integrity
- ❖ Excellence
- ❖ Quality Education
- ❖ Professionalism
- ❖ Leadership in Oriental medicine

FOUNDER

Bong Dal Kim, OMD, LAc

BOARD OF DIRECTORS

Elizabeth H. Marks, CEBS (Chair)
Margaret E. Phillips, PhD (Vice Chair)
Jorn Teutloff, MBA (Treasurer)
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Mark Ackerman, MD

Mel Barracliffe, MSc
Ding-Jo Currie, PhD
Alice G. Langit-Cole, RPT, LAc
Albert Setton, MBA
John Young, MBA
Eugene Kim, PhD (Director Emeritus)

Administration

President

Yun Kim, EdD
310.453.8300 x118 • yun@emperors.edu

Chief Operating Officer

George Park
310.453.8300 x110 • george@emperors.edu

Academic Dean

Jacques MoraMarco, DAOM, OMD, LAc
310.453.8300 x108 • jacques@emperors.edu

Dean of Clinical Education

Robert Newman, LAc
310.453.8300 x105 • robert@emperors.edu

Associate Dean, DAOM Program

Chris Ruth, DAOM, LAc
310.453.8300 x112 • cruth@emperors.edu

Associate Dean, Master's Program

Gretchen Badami, DAOM, LAc
310.453.8300 x120 • gretchen@emperors.edu

Dean of Herbal Dispensary

Bong Dal Kim, OMD, LAc
310.453.8300 x104 • beans@emperors.edu

Herbal Dispensary Manager

Alexis Noel, DAOM, LAc
310.453.8383 x104 • dispensary@emperors.edu

Clinical Education Coordinator

Janel Gehrke, LAc
310.453.8300 x103 • jgehrke@emperors.edu

Clinic Manager

Nell Smircina, LAc, DAOM candidate
310.453.8383 x101 • nsmircina@emperors.edu

College Reception and Registrar

Marcia Hirsh
310.453.8300 x106 • marcia@emperors.edu

Financial Aid Officer

Farida Lugembe
310.453.8300 x123 • farida@emperors.edu

Admissions Director

Nicole Wetherington
310.453.8300 x107 • nicole@emperors.edu

Admissions Manager

Lisa Kwan
310.453.8300 x119 • lkwan@emperors.edu

Medical Librarian

Sue Hansen, MA
310.453.8300 x125 • sue@emperors.edu

Accounts Manager

Samantha Lee, DAOM, LAc
310.453.8300 x109 • samantha@emperors.edu

Accounts Manager Assistant

Jeong Won Song, MA
310.453.8300 x111 • jsong@emperors.edu

Director of Public Affairs

Chris Johnston
310.453.8300 x115 • cjohnston@emperors.edu

Public Affairs Assistant

Ariana Accardi, LAc
310.453.8300 x113 • ariana@emperors.edu

Alumni Relations Coordinator, and DAOM Program Assistant

Tara Diaz, LAc
310.453.8300 x117 • tara@emperors.edu

Accreditation and Licensure

Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM)

ACAOM is the national accrediting agency recognized by the US Department of Education to accredit Master's and Doctoral level programs in the acupuncture and Oriental medicine profession. As an independent body, ACAOM fosters excellence in acupuncture and Oriental medicine by establishing policies and standards that govern the accreditation process for acupuncture and Oriental medicine programs.

ACAOM
8941 Aztec Drive
Eden Prairie, MN 55347
www.acaom.org

Master of Traditional Oriental Medicine

The Master of Traditional Oriental Medicine (MTOM) program is accredited by ACAOM.

Doctor of Acupuncture and Oriental Medicine

The Doctor of Acupuncture and Oriental Medicine (DAOM) program is accredited by ACAOM.

Acupuncture and Oriental Medicine Licensure in the U.S.

More than 43 states and the District of Columbia recognize and regulate the practice of acupuncture and Oriental medicine. Licensure requirements vary from state to state, and students are advised to contact the appropriate agency in the state they intend to practice for information on specific licensure or certification requirements.

California Acupuncture Board

California Acupuncture Board (CAB) licensure is required for the practice of acupuncture and Oriental medicine in California. Emperor's College is approved by the CAB. The education at Emperor's College prepares students to sit for the Acupuncture Licensing Examination, but the student is responsible for meeting all the requirements for sitting for the Exam.

State of California Acupuncture Board
1747 North Market Blvd, Suite 180
Sacramento, CA 95834
www.acupuncture.ca.gov

National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM)

NCCAOM certification is required for the practice of acupuncture and/or Oriental medicine in all states that regulate acupuncture and Oriental medicine, except California, which requires licensure through the CAB. Students of the MTOM program are eligible to sit for all NCCAOM certification modules during their last year of study at Emperor's College.

NCCAOM
76 South Laura Street, Suite 1290
Jacksonville, FL 32202
www.nccaom.org

Bureau for Private Postsecondary Education (BPPE)

Emperor's College of Traditional Oriental Medicine is a private institution and licensed to operate by the BPPE.

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

2535 Capitol Oaks Drive, Suite 400,
Sacramento, CA 95833
Phone: (916) 431-6959
Fax: (916) 341-6959
Website: www.bppe.ca.gov

As a prospective student you are encouraged to review this catalogue 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.

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

DISCLOSURES

Emperor's College does not have a pending bankruptcy.

Emperor's College does not provide placement services.

Cancellation

Student Right To Cancel

The student has the right to cancel the Enrollment Agreement and obtain a refund of charges, with the exception of non-refundable fees, paid through attendance at the first class session, or the seventh day after signing the Enrollment Agreement, whichever is later. A written cancellation notice must be mailed to Emperor's College. The cancellation must be signed and dated; cancellation by telephone, email or absence in class is insufficient for official notification of intent to cancel. The refund of charges will be mailed to the student within thirty (30) days following the written cancellation notice.

Refunds

If the student wishes to withdraw from the program, a refund will be calculated as described in the refund policy in the student handbook. Classes that have already met will not be refunded. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Student Tuition Recovery Fund (STRF)

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. A \$0.50 STRF fee per \$1,000 is charged to the student in the 1st quarter of the program for this fund.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an education program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party such as an employee government program or other payer unless you have a separate agreement to repay the third party.
3. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:
 4. You are not a California resident, or are not enrolled in a residency program, or
 5. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was material failures to comply with the Act or the Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act

Notice Concerning Transferability of Credits and Credentials Earned at Emperor's College

The transferability of credits you earn at Emperor's College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of any coursework you earn in the DOAM program is also at the complete discretion of the institution to which you may seek to transfer. If the coursework that you earn at this institution is 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 Emperor's College to determine if your coursework will transfer.

Your Information

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Family Education Rights and Privacy Act (FERPA) of 1974, as amended (the "Act"), is a federal law. Emperor's College 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 been in attendance at Emperor's College.

The Act affords students certain rights with respect to their educational records.

- ◆ Right of Inspection: To inspect and review their record.
- ◆ The right to request and amend their record 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
- ◆ The right to obtain a copy of the college's educational records.
 - Students who wish to review their academic record must schedule an appointment with the Academic Dean. If they wish to obtain copies of their student records, there is a \$10.00 administrative fee and a 10 cents per page fee. Once the fee has been paid, the student will receive the copies within 45 business days.

POLICIES ON RETENTION OF STUDENT RECORDS

Student files will be retained for a period of five (5) years after the student's date of completion or separation from the college.

CHANGE OF CONTACT INFORMATION

It is the student's responsibility to maintain their current contact information with the college. Complete the Change of Contact Information form if your contact information has changed.

BULLETIN BOARDS

Bulletin boards located around the campus also contain important information for students. 3 boards are located around the college:

- ◆ College Announcements: Found in the glass bulletin boards outside Classroom A and B.
- ◆ Clinic: Found in the clinic.
- ◆ Student Lounge: Found in the student lounge.

EMPEROR'S COLLEGE WEBSITE

www.emperors.edu

The college website is the main source for the most up to date information. Information on the website supersedes any printed information that may be out of date. The "Current Students" navigation item provides access to college calendars, course syllabi, academic forms, an online bookstore, links to resources and other information.

SOCIAL MEDIA

Emperor's College maintains an active Facebook page, [Facebook.com/EmperorsCollege](https://www.facebook.com/EmperorsCollege) that shares a variety of information including information for students and alumni.

Campus Resources

LIBRARY AND RESOURCES

The library holds a comprehensive collection of Traditional Oriental Medicine books for students. It also contains books and periodicals pertaining to Western medicine. The library has computer terminals for internet and EBSCOhost journal selection. The library also has a bookstore which sells textbooks and medical supplies to students.

More information about the library, including hours, holdings, equipment and resources, and borrowing privileges can be found on the college website at: <http://bit.ly/2cWTTLB>

COPYRIGHT LAW

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies of other reproductions of copyright material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use" that user may be liable for copyright infringement.

CAMPUS SECURITY ACT

Since 1990, the college has been collecting data for reports required to be in conformity with the Crime Awareness and Campus Security Act. This annual report is available on the college website at <http://bit.ly/2cTTyL6>.

Any crime occurring on campus or the block immediately surrounding the campus must be reported to the Chief Operating Officer. A report and name will be taken and submitted to the local authorities for follow up.

EVACUATION AND EMERGENCY ACTION PLAN

All students should act calmly in an emergency. Evacuation routes are posted in the classrooms and clinic.

Classrooms

- ◆ Exit at the closest and safest exit.
- ◆ Classroom instructors must take the roster for the class as they exit the building.
- ◆ Proceed to the north parking lot.
- ◆ Do not leave the parking lot until the classroom instructor has checked the roster.
- ◆ Once all the students are accounted, each instructor hand carries the attendance roster to the Academic or Associate Dean.

Clinic

- ◆ All who are working with patients must enter the patients' room and calmly remove all needles.
- ◆ Unplug all electrical equipment and extinguish all moxa or candles.

- ◆ Help the patient remain calm while they redress and prepare to evacuate.
- ◆ Exit at the closest and safest exit.
- ◆ Proceed to the north parking lot.
- ◆ Do not leave the parking lot until the Dean of Clinical Education, Clinic Manager or other front office staff have accounted for everyone.

Library / Student Lounge

- ◆ Exit at the closest exit.
- ◆ Proceed to the north parking lot.

Administrative Office

- ◆ Exit at the closest exit.
- ◆ Proceed to the north parking lot.
- ◆ Do not leave the parking lot until checked off by the President, COO or their designee.

EMERGENCY COORDINATORS

Yun Kim, President 310.453.8300 x118
George Park, COO 310.453.8300 x110

International Students

INTERNATIONAL STUDENTS

The F-1 Visa is a non-immigrant student visa that allows foreign students to pursue education in the United States. Upon acceptance of a program at Emperor's College, the international student will receive a letter of acceptance with an I-20 form from the college. The steps below are an outline of the steps international students should take to obtain their visa.

- ◆ An I-20 can be issued 30 days before the start of the quarter.
- ◆ Make an appointment with the US Embassy or Consulate for a visa interview. (For a list of offices check www.embassy.org)
- ◆ Pay the I-901 SEVIS fee (subject to change) prior to the interview. Information on how to pay the fee can be found at the government website www.ice.gov/graphics/sevis/i901/faq.htm.
- ◆ Bring the I-20, certificate of finances and proof of payment of your SEVIS I-901 fee to the interview.

MAINTAIN F-1 VISA STATUS

- ◆ International students must be in good status.
- ◆ Must maintain full time status in their program (minimum of 14 units in the MTOM program)
- ◆ Keep the I-20 current at all times.
- ◆ Keep their passport and visa current at all times.

Any questions regarding the I-20 should be brought to the attention of the Designated School Official, DSO.

Federal Financial Aid

FINANCIAL AID SERVICES

Financial assistance is available through Federal Aid Student Programs (Federal Aid) for students needing assistance in paying their educational costs. Students can apply for the following Direct Loan programs at www.studentloans.gov:

- ◆ Stafford Unsubsidized Loan.
- ◆ Grad Plus Loan.

DIRECT LOAN PROGRAM

Under the Direct Loan program, the student borrows from the U. S. Government.

Important: If a student participates in Financial Aid programs, the loan disbursements are made quarterly, in substantially equal disbursements.

Stafford Unsubsidized Loan: Students can borrow up to the Stafford Loan aggregate maximum of \$138,500 including amounts outstanding from loans borrowed at other schools.

The academic year maximum is up to \$20,500. An academic year for Financial Aid is defined as three quarters. Loans for less than a full academic year are prorated accordingly. Interest on an unsubsidized loan is not paid by the Federal Government and therefore, the interest will be capitalized or added to the principle. Students are encouraged to make interest payments while in school and during grace period. Repayment for funds received through the Unsubsidized Loan Program begins six months after leaving school. (Check www.emperors.edu/masters-program/financial-aid/ for current interest rate)

Grad Plus Loan: Students may borrow up to the Cost of Attendance less the amount of other student loans, scholarships and other federal student aid for the academic year.

The borrower must have a good credit history to qualify. The repayment period for each Direct PLUS Loan a student receives begins on the date of the final disbursement of that loan. This means that the repayment period for each loan will begin on a different date. The first payment on each loan will be due within 60 days of the final disbursement of that loan. Students may defer making payments while attending school at least half time and for an additional 6 months after they graduate or drop below half time enrollment. NOTE: A separate MPN must be completed for this loan.

The Cost of Attendance is established each year by the Financial Aid Office and includes allowances for tuition, fees, books, room, board, transportation and miscellaneous expenses. (Check www.emperors.edu/masters-program/financial-aid or www.emperors.edu/daom/daom-program-financial-assistance for current interest rate)

ELIGIBILITY REQUIREMENTS FOR FINANCIAL AID

1. Be a U.S. Citizen or eligible non-citizen.
2. Not be in default on a student loan or owe a refund on any state or federal educational grant or have made satisfactory arrangements to repay it.
3. Possess a valid Social Security Number.
4. Have completed the Selective Service registration requirements (if applicable).
5. Must be making satisfactory academic progress. (See Satisfactory Academic Progress)
6. Must be a student in good standing.
7. Matriculated into an eligible program.
 - ◆ MTOM program: registered at least half-time (minimum of 9 units) exclusive of audits and elective courses which exceeds maximum requirements.
 - ◆ DAOM program: registered at full-time status as required by the program.

MAINTAINING FINANCIAL AID ELIGIBILITY

Pursuant to Federal regulations, Financial Aid recipients are required to meet specific requirements for Satisfactory Academic Progress (SAP). SAP is defined as the student's progress in the completion of coursework at a satisfactory pace through the program curriculum. SAP is monitored for every student each quarter.

Additional requirements are outlined in the MTOM and DAOM program sections of the handbook.

HOW TO APPLY FOR FINANCIAL AID

The first step in applying for Federal Financial Aid is completing the online FAFSA application. Emperor's College school code is **026090**. Your FAFSA and all associated Financial Aid documentation should be completed and submitted to the Financial Aid office at least three weeks prior to the start of the academic quarter. Please refer to the Academic Calendar for specific dates.

If you are a current student and wish to begin receiving aid once the quarter has begun, the Financial Aid department will be happy to assist you. 310-453-8300 x123

1. At www.studentloans.gov:
 - ◆ Complete the Free Application for Federal Student Aid (FAFSA).
 - ◆ complete an Entrance Counseling session , and
 - ◆ complete the Master Promissory Note (MPN)
2. Turn in a Request for Financial Aid form available through the Financial Aid office or online at <http://bit.ly/2caM3wE>
3. If requested, submit additional documentation to the Financial Aid Office.
4. Provide two forms of identification documents. At least one must include a picture:
 - ◆ A copy of you Social Security Card
 - ◆ A copy of your current Driver's License
 - ◆ A copy of your birth certificate
 - ◆ A copy of your current U.S. passport
 - ◆ Eligible non-citizens must also provide a copy of their current U.S Permanent Resident Card.
5. Register for at least nine (9) units per quarter at Emperor's College.

DISBURSEMENT OF TITLE IV FUNDS

Title IV funds will be credited to the student account ledger to cover Tuition and Fee charges. Any remaining funds will be issued to the student.

- ◆ MTOM program
Any remaining funds will be available at the end of the 3rd week of the quarter. (E.g. If the quarter starts on a Friday, then end of the 3rd week of the quarter would be the Thursday 3 weeks later)
- ◆ DAOM program
Any remaining funds will be available on following month (next scheduled didactic course meeting).

There will be a delay if any student is on Probation or has an INC grade.

REDUCTION OR DENIAL OF DIRECT LOANS

The Financial Aid Administrator with the approval of the CEO may refuse to originate a Direct Loan or originate a Direct Loan for an amount less than the student's maximum eligibility. Emperor's process ensures that these decisions are made on a case-by-case basis, and do not constitute a pattern or practice that denies access to borrowers because of race, sex, color, income, religion, national origin, age, or handicapped status. When the decision is made not to originate a loan or to reduce the amount of the loan, the reason will be documented in the student's file and the explanations for the decision will be provided to the student in writing.

VETERANS BENEFITS

Emperor's College participates in the Veterans Administration's Educational Benefits Program under Title 38, U.S. Code and is approved by the California State Approving Agency to enroll veterans and other eligible persons. Students may contact the Financial Aid Administrator for additional information. Students may also contact the Veterans Administration for details.

RETURN OF TITLE IV FUNDS

The amount of Title IV funds that a school must return is determined via the Federal Formula for Return of Title IV funds as specified in Title IV, Part G, Section 485 of the Higher Education Act. This law also specifies the order of the return of the Title IV funds to programs from which they were awarded. If a student withdraws from Emperor's College, title IV funds must be returned in the following order: Federal Unsubsidized Stafford Loan, Federal Subsidized Stafford Loan, Other Federal Funded Programs. Upon Completion or withdrawal from the program, a student must complete the Exit Counseling at www.studentloans.gov.

A school is required to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance in the payment period. The amount of Title IV aid earned is determined by multiplying the total Title IV aid for which the student qualified by the percentage of time during the quarter the student was enrolled.

If less aid was disbursed than was earned, the student may receive the late disbursement for the difference. If more aid was disbursed

than was earned, the amount of Title IV aid that must be returned (ie that was unearned) is determined by subtracting the earned amount that was actually disbursed.

In some cases, a student may be eligible to receive a "post-withdrawal" disbursement after the student completely withdraws from the school when the amount of aid earned is less than the amount of aid disbursed. In such cases, the Financial Aid office will notify the student of the "post-withdrawal" disbursement via an award letter. The award letter must be returned to the Financial Aid office within fourteen (14) days or the "post-withdrawal" disbursement will be cancelled.

Academic and Professional Conduct

Students are expected to conduct themselves professionally at all times. Professionalism includes adhering to all policies and regulations. The college reserves the right to amend any portions to the handbook. Students are expected to read and adhere to the new policies with each revision.

GENERAL REGULATIONS

- ◆ Emperor's College uses the "Honor System". The college trusts each student to be honest, observe a high level of integrity and not resort to cheating, plagiarism or any such conduct. It is the obligation of any party with knowledge of such conduct to come forward with a verbal and/or written report to the Academic Dean's office.
- ◆ Punctuality is very important. Please arrive on time for all courses. Late arrivals disturb the instructor and fellow students.
- ◆ Cell phones and other electronic devices must be turned off or placed on silent mode during courses. Do not disrupt the course by entering or exiting to answer your phone. Please wait until there is a break to return calls.
- ◆ All PDA's, cell phones and wireless headsets must be placed in a purse or book bag during examinations.
- ◆ Texting during class is prohibited.
- ◆ Food is never permitted in the intern room or dispensary.
- ◆ Cooking is not permitted.
- ◆ Food and beverages are never permitted in clinic treatment rooms.
- ◆ Food is not permitted in classrooms. Exceptions may be made only with the instructor's permission.
- ◆ Pets are not permitted on campus or building premises with the exception of medically necessary dogs or assistance animals. Documents must be provided to the college before assistance animals can be brought on campus.
- ◆ Children are not permitted in the class or in clinic shifts.
- ◆ Smoking is not permitted within the building premises or within 20 feet of any entrance to the building.

CLINIC CODE OF CONDUCT

Failure to adhere to these requirements may result in disciplinary procedures.

- ◆ **ID Badges:** All interns and observers must wear their student ID while in the clinic. These IDs must be clearly visible and without markings or defacement. Failure to bring the ID two times may result in a warning for professional conduct.
- ◆ **Personal Hygiene:** Clean hair, nails and clothing are basic and very important in the health care setting. All students should employ appropriate use of cosmetics and deodorant such that all involved are comfortable. Fingernails must be clean, neatly trimmed and not longer than ¼ inch.
- ◆ **Lab Coat:** Students must provide their own white lab / clinic coat. It must be worn at all times while attending and working in the various clinical settings. Lab coats are an expression of professionalism and hygiene and not a fashion statement. Students are responsible for cleaning and maintaining their lab coat in a professional manner. Interns, observers, dispensary staff, lab students or clinic supervisors cannot work in the clinic without a lab coat. Lab coats should not be worn in bathrooms,

kitchen, or anywhere outside the clinic, according to OSHA. No exceptions.

- ◆ **Footwear:** Shoes must be closed-toed according to OSHA regulations and have a professional and conservative appearance.
- ◆ **Dress code:** Please insure that your appearance and dress are professional and are not a distraction or offensive to clinic patients or professionals with whom you interact. All dress must suggest a professional demeanor. Clean, well fitting, wrinkle-free clothing is required. See the Pre-Internship course handout or the Dean of Clinical Education for a complete list of specifics. The Dean of Clinical Education has the final word regarding any discrepancies regarding appropriate attire. Students who arrive at the clinic inappropriately attired will be asked to leave by their supervisor, clinic manager, or the Dean of Clinical Education until appropriate adjustments are made.
- ◆ **Minimum standards:** Professional appearing dresses, skirts, blouses, dress slacks for women; dress slacks, dress shirts for men. Clean dress shoes only, no thongs, athletic shoes, or sandals. Boots are permitted if the entire portion of the boot above the ankle is completely and permanently covered. No scarves, jeans, miniskirts, shorts, tank tops, tai chi/workout/yoga attire, or sweat suits. No excessive makeup, long fingernails, cologne, aftershave or perfume. No political or advertising buttons.
- ◆ **Bedside Manner:** Interns are involved in the treatment of patients. Patients deserve courteous, respectful consideration of their needs. Treatment procedures are to be clearly explained. The supervisor should be informed immediately should problems or questions arise that the intern cannot resolve.
- ◆ **Time Management:** Interns must arrive before their patients. Interns must finish the treatments on time. If an intern is running late, it is the intern's responsibility to notify the intern's next patient of any delay.
- ◆ **Candles and Incense:** Candles and incense are not allowed in the clinic at any time.

STUDENTS WITH DISABILITIES

Emperor's College will provide reasonable accommodations for students with disabilities, including learning disabilities and those with health impairments. Students are encouraged to meet with the Academic Dean to discuss these issues as early as possible. Suitable adjustments and accommodations will be worked out on a case-by-case basis. The student is required to submit up-to-date documentation of disabilities when the disability is an issue.

When medical/physical disabilities are an issue, a professional evaluation by a recognized medical evaluator in the field is required. The evaluation must describe both the disability and the limits that the disability poses for that student. However, students

are advised that there is no promise, representation or assurance by the college that the accommodations made or offered to any individual will be offered to anyone else even with a similar situation.

NON-DISCRIMINATION POLICY

Students, faculty, employees, applicants, paid and unpaid interns, and volunteers will not be discriminated against in the areas of age (over 40), AIDS, marital status, medical condition, physical disabilities, mental disabilities, genetic characteristics, genetic information, veteran status, being a member of the military, national origin including holding a driver's license granted for undocumented workers and speaking another language, pregnancy and perceived pregnancy, race, color, religion and religious expression, sex (gender), sexual orientation and gender identity and expression.

If you have questions or concerns about any type of discrimination at the College you are encouraged to bring these issues to the attention of the Academic Dean. You can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including separation from the College.

DRUG AND ALCOHOL USE POLICY

Emperor's College is strongly committed to maintaining a college free from the effects of alcohol and drugs. The college expects all students to attend courses free from these effects.

While on college premises and while conducting college related activities off college premises, students may not be in any condition that impairs their performance due to drug or alcohol use or abuse. Students may not engage in the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs. Violations of this policy may lead to disciplinary action, up to and including immediate dismissal. Such violations may also have legal consequences.

The legal use of prescribed drugs is permitted only if it does not impair your ability to perform the essential functions as a student effectively and in a safe manner that does not endanger other individuals in the college.

If a student is taking prescribed drugs which may affect your attentiveness, cause drowsiness, or otherwise impair their abilities please notify the Academic Dean.

SEXUAL AND OTHER HARASSMENT POLICY

Emperor's College is committed to providing an environment that is free of discrimination and harassment. This policy applies to employees, students, faculty, volunteers, vendors and visitors. Such behavior is illegal as well as inappropriate. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated on or off campus or on social networking sites. As an example, harassment of any type (both overt and subtle) is a form of misconduct that is demeaning to another person, undermines the integrity of the relevant relationship, and is strictly prohibited.

Sexual harassment may involve a variety of unwanted, unwelcome and repeated behaviors such as:

- ◆ Sexually suggestive statements or questions
- ◆ Offensive jokes
- ◆ Sexual innuendoes
- ◆ Offensive touching or patting
- ◆ Sexual bribery

It is considered sexual harassment when:

- ◆ Submitting to or rejecting advances affects academic decisions
- ◆ Such conduct creates an intimidating, hostile or offensive academic environment

Any incident of sexual or other harassment should promptly be reported to the Academic Dean. If the Academic Dean is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the CEO. You can raise concerns and make reports without fear of reprisal.

Any individual who becomes aware of possible sexual or other harassment should promptly advise the President, who will make sure an investigation is conducted and will handle the matter in a timely and confidential manner.

Upon completion of the investigation, the complaining individual will be privately advised of the college's findings and the manner in which the college intends to solve the problem. The complaining individual's input regarding remedial action will be given due consideration.

Emperor's College recognizes that the question of whether a particular action or incident is a purely personal, social matter without discrimination based on all of the circumstances. We also recognize that false accusations of sexual harassment can have serious effects on innocent women and men. Intentional false allegations may, therefore, result in disciplinary action, up to and including dismissal.

Also, it is the college's intent to promote a culture of respect for all members of the college community. To that end the college does not tolerate shouting, the use of foul language, invasion of a student's personal space, use of threatening gestures, or other types of intimidation or bullying when students are communicating with one another or with faculty or staff. Anyone engaging in sexual or other harassment will be subject to disciplinary action, up to and including dismissal.

DISMISSAL, SUSPENSION AND PROBATION

A student may be dismissed, suspended, or placed on probation for any of the following actions:

- ◆ Cheating, plagiarism, or forgery of college documents, course or program requirements.
- ◆ Sharing or possession of college and/or course exam questions.
- ◆ Furnishing false information.
- ◆ Obstruction, disruption, insubordination, physical abuse, misuse, unauthorized entry, or threat of same to campus property, processes, or members of the college community.
- ◆ Theft of college property.

- ◆ Sale, possession, or use of alcohol, illegal drugs or narcotics on college premises.
- ◆ Being under the influence of alcohol, illegal drugs or narcotics on college premises.
- ◆ Possession or use of explosives, dangerous chemicals or deadly weapons.
- ◆ Engaging in lewd, indecent or obscene behavior.
- ◆ Abusive behavior or hazing of a member of the college community.
- ◆ Violation of any order of the President.
- ◆ Practicing acupuncture without a California license, unless under the formal supervision at the college.
- ◆ Excessive absences.
- ◆ Failure to meet the standards for professional requirements in the clinic.
- ◆ Soliciting or assisting another for actions mentioned above.
- ◆ Violations of any policies described within any handbooks from the college.
- ◆ Abuse of Financial Aid program.
- ◆ Additional policies may apply.

DISCIPLINARY PROCEDURES

Failure to adhere to the college's rules, regulations and policies will result in a written notification to the student by the college regarding disciplinary procedures and the length and/or conditions of any disciplinary action. A copy of which will become part of the student file.

Disciplinary actions include the following actions:

- ◆ Dismissal: The student is removed from the program. The student may not reapply for admission. No fees or tuition paid by a student for the quarter in which they have been dismissed shall be refunded.

A student on probation or suspension shall be notified in writing by the Academic Dean's office when the disciplinary period has been fulfilled.

- ◆ Suspension: The student shall not, without prior written permission from the President, enter the college or premises except to attend a disciplinary hearing. Violation of any condition of suspension shall be grounds for dismissal. No fees or tuition paid by a student for the quarter in which they have been suspended shall be refunded.
- ◆ Probation: The student may continue to attend courses at the college.
- ◆ Warning: The student may continue to attend courses at the college.

GRIEVANCE POLICY

Due Process

The purpose of the due process procedure is to provide a fair and efficient process for students to submit a complaint.

How to File a Grievance

A student who wishes to file a grievance should write a letter to the Academic Dean. The letter must be submitted within 30 days from the date of the incident.

The Academic Dean may conduct interviews and/or collect other documentation regarding the incident. The Academic Dean will have a written response to the student within 10 business days of receipt of the grievance. If an extension is necessary, a written explanation will be provided to the student and the President.

The grievance letter and the written response from the Academic Dean will be placed in the student file.

How to File an Appeal

If a student is not satisfied with the written response of the grievance, an appeal may be submitted. The written appeal should be submitted to the President within 10 business days from the dated response from the Academic Dean.

The President will convene an appeal committee to review the appeal. The committee will be comprised of at least 3 executive staff members. The committee may conduct interviews and review additional documentations. The decision of the committee will be provided to the student and a copy placed in the student file within 10 business days of receipt of the appeal.

Any student who remains unsatisfied with the decision of the Appeals Committee may contact ACAOM.

ACAOM
8941 Aztec Drive
Eden Prairie, MN 55347
www.acaom.org

Record of Complaints

The Academic Dean maintains a record of all student complaints for three years.



Doctorate of Acupuncture and Oriental Medicine Program

DAOM

DAOM Program

OVERVIEW

The establishment of a clinical doctoral degree program at Emperor's College is aligned with the College's mission...

"to cultivate brilliant healers, teachers, and leaders in Oriental medicine who create the future of health care by word, deed, and through partnerships."

The Doctoral Program provides advanced training that deepens the practitioner's existing knowledge and broadens their competencies. Focused areas include patient care, clinical intervention, collaboration with other healthcare professionals, professional growth, and clinical research. The didactic courses were designed to advance knowledge and clinical skills through Chinese medical classics, biological bases of AOM, system-based AOM modalities, and the dual specialties of Internal and Physical Medicine. In addition, the program curriculum facilitates an understanding of both Eastern and Western medical perspectives on diseases.

The program is built upon the power of a cohort of adult students with professional and life experiences and uses their combined experience to promote professional growth. The clinical training provides unique opportunities to develop clinical and research competencies for career success. Overall, the curriculum is designed to promote critical thinking and effective problem solving through presentation of clinical cases and a research project, in which DAOM students present their own clinical experience, challenge assumptions from their past training, and undergo review by peers.

EDUCATIONAL OBJECTIVES

Educational Objectives reflect the program emphasis for students to acquire and demonstrate the following competencies:

- ◆ Apply the knowledge and skills of the fundamentals and mechanisms of acupuncture and Oriental medicine.
- ◆ Apply the knowledge and skills related to biomedical assessment.
- ◆ Develop multiple modalities.
- ◆ Educate others in acupuncture and Oriental medicine.
- ◆ Combine and synthesize concepts and ideas for professional growth.
- ◆ Analyze and employ research findings for clinical use.

PROGRAM LENGTH

The DAOM program at Emperor's College consists of 1,250 total hours – 600 hours of didactic instruction and 650 hours of advanced clinical training – completed over the course of eight consecutive academic quarters.

Classes meet one extended weekend per month. Clinical training is complete in a combination of on campus and off campus activities.

RESIDENCY REQUIREMENTS

All students must complete all of the didactic courses and minimum of 330 hours of clinical training on campus.

MAXIMUM TIME FOR PROGRAM COMPLETION

The maximum time allowed for completion of the doctorate degree program is 3 years or 12 quarters from the date of matriculation. Students that exceed the 3 years will be automatically dismissed.

TUITION

A complete schedule of fees and the estimated schedule of total costs for the DAOM program can be found on the college's website at <http://www.emperors.edu/daom/daom-program-tuition-and-fees/>

ADMISSIONS

The admissions requirements are the following:

- ◆ Graduation from a master's degree or master's level program in Acupuncture or Oriental medicine from an ACAOM-accredited or candidate institution, or its equivalent.

Foreign equivalence of ACAOM accreditation is assessed by the Admissions Committee upon receipt of academic transcripts, credential evaluation, and any other supporting documentation requested. In general, the training program must be of similar academic level, length of time, breadth and rigor as ACAOM accredited programs.

- ◆ Current clinical license or credentials in state, province, or country of residence, or ability to demonstrate that such is actively being sought.
An applicant who is admitted into the doctoral program while in the process of seeking licensure or credentialing will be required to obtain the legal ability to practice by the end of the first year of program commencement.
- ◆ Applicants must document satisfactory completion of a minimum of three (3) semester credits (45 hours) of introductory curriculum in the fundamentals of Chinese herbal medicine.

Special Admissions

Special admissions policies may be applied in the following circumstances. The normal application process still applies.

Educational deficiencies: applicants whose prior training lacks particular educational requirements needed for doctoral level studies, yet who possesses an ACAOM accredited or candidate degree or its foreign equivalent may be granted acceptance into the program upon proof of completion of all identified course work deficiencies.

Experienced clinicians: applicants whose prior training does not meet the criteria for standard admissions may be granted acceptance into the program provided that the applicant demonstrates all three requirements below:

- ◆ Documentation of at least five years of full-time clinical practice.
- ◆ Demonstrate a foundation of knowledge and skills required

for doctoral-level studies through an entrance evaluation with the Dean.

- ◆ Proof of completion of all identified course work deficiencies or a challenge exam through NCCAOM.

ENGLISH LANGUAGE COMPETENCY

All courses are taught in English. Applicants from a non-English speaking country are required to demonstrate competency in the English skills needed for success in the program. Proof of English proficiency can be satisfied by

- ◆ Scoring at least 61 on the Test of English as a Foreign Language (TOEFL) internet based test (iBT) which also requires a minimum speaking exam score of 26 and a minimum listening score of 22, or a level 6 on the International English Language Testing System (IELTS) exam.

Or

- ◆ The satisfactory completion of two-years (60 semester credits or 90 quarter credits) baccalaureate level education in an institution accredited by an agency recognized by the U.S. Secretary of Education or from an equivalent English language institution in another country.

Applicants who do not satisfy the English proficiency requirement may be considered for admission with English as a second language, but they must satisfy the proficiency requirement in English before beginning the clinical experience.

INTERNATIONAL APPLICANTS

International applicants follow the same admissions and application process as domestic applicants. In addition, the following documents must be submitted:

- ◆ Official academic transcripts translated into English
- ◆ A comprehensive course-by-course evaluation of all foreign academic transcripts performed by an academic credential evaluation service that is a member of National Association of Credential Evaluation Services (NACES)
- ◆ Documentation of TOEFL score, if applicable
- ◆ An I-20 request form with a photocopy of your passport
- ◆ Evidence of financial resources sufficient to complete the academic program. Please contact the Admissions Director for more information.

TRANSFER CREDIT POLICIES AND PROCEDURES

Emperor's College will accept a maximum of 330 hours of clinical training from an ACAOM accredited or candidate institution.

Upon matriculation into the DAOM program, a \$100 Transfer Credit Processing fee will be applied to the student ledger to finalize the transfer of coursework into student records.

MATRICULATED STUDENTS

All students must be matriculated and registered to attend class or clinic.

FULL-TIME STUDENTS

The DAOM program is a full-time program, less than full-time enrollment is not allowed.

ACADEMIC COUNSELING

The Academic Dean provides academic counseling services for all students. All incoming students (new and transfer students) are encouraged to meet with the Academic Dean before they begin classes to review their academic program, requirements, and to map out their clinical training.

THE GRADING SYSTEM

The didactic courses will be graded with a letter grade system.

	Grade	Percentage	Grade Point
Excellent	A	90-100	4.0
Good	B	80-89	3.0
Satisfactory	C	70-79	2.0
Fail	F	Below 70	0.0
Pass	P		NA
Incomplete	Inc		0.0
Credit by Transfer	CBT		NA
In Progress	IP		NA
Withdrawn	W		NA

SATISFACTORY ACADEMIC PROGRESS (SAP)

There are five requirements to maintain Satisfactory Academic Progress (SAP).

- ◆ Minimum quarterly grade point average (GPA) of 3.0.
- ◆ Successful completion of all scheduled clinical training courses each quarter.
- ◆ Minimum cumulative GPA of 3.0.
- ◆ In addition to medical presentations and Doctoral Clinical hours, the completion of an additional 100 clinical hours by the end of 4th quarter.
- ◆ Successful completion of the Capstone Project proposal by the end of 1st year.

CORRECTION OF GRADES

In the unlikely event that a clerical error results in an incorrect grade being recorded, the student must immediately report the erroneous grade to the Academic Dean. The college will review the grade in question and make any necessary corrections. It is the responsibility of the student to report any incorrect grades within 2 weeks of the grades being posted.

Policies and Requirements

ACADEMIC PROBATION

If a student fails to meet the requirements for Satisfactory Academic Progress (SAP), the student will be placed on Academic Probation. Upon notification of probation, the student must meet with the Academic Dean to discuss his / her academic status. While on academic probation, the student must conduct all course registration with the Academic Dean.

Students must satisfy all the requirements listed to reestablish SAP. Additional requirements may be necessary as determined by the Doctoral Council. If a student does not return to SAP, the student will be considered withdrawn. There is no appeal to academic probation.

SEPARATION FROM THE COLLEGE

A student may voluntarily leave the program at any time. The student must meet with the Academic Dean to complete the necessary forms.

Withdrawal

The student must meet with the Academic Dean and complete the withdrawal form to leave the program. A student may reapply for admission.

Leave of Absence (LOA)

Leave of Absence is not available in the DAOM program.

Dismissal

A student who has been dismissed may not reapply for admission. (See Academic and Professional Conduct)

POLICIES AND REQUIREMENTS

Prerequisite Courses

If a student fails any course it must be repeated the next time it is offered. If the failed course is a prerequisite for a subsequent course, the student will be considered withdrawn from the program.

Registration

Students in a cohort model will be automatically registered for the didactic and clinical courses assigned to the cohort. Students must meet with the Academic Dean each quarter to register for their additional clinical training coursework.

Course and Faculty Evaluation

These evaluations are anonymous and will be used to further enhance the program.

Attendance Policy

Students may be absent up to 16 days (no more than 5 consecutive days) in the program. Students are expected to inform the Academic Dean prior to being absent. Students are required to attend the proposal and final capstone presentations. If students

miss the proposal or the final capstone presentation, they will receive a "Fail" for the course and they must complete the presentation with the next cohort. Multiple absences may adversely affect SAP. If a student misses more than 5 consecutive days because of an illness or an emergency, he or she must provide documentation for review to the Doctoral Dean. If a student exceeds 16 days of the program for any reason, the student will be automatically withdrawn.

Course Products

All course products from the didactic courses are due on the date assigned by the Academic Dean. Absent students are expected to submit course products by the due date. Late submission of course products may result in a lower grade.

Payment of Tuition and Fees

All fees and tuition are due by the published date on the Academic Calendar. The student understands that the balance on the student ledger must be paid in full before a degree is awarded and before transcripts will be issued.

A late fee of \$100 will be assessed for each month that the balance remains outstanding.

Refund Policy

Students are entitled to a full tuition refund if a written letter of withdrawal is submitted to the Academic Dean before the start of the program.

After the program starts, a student may withdraw from the program by submitting a written letter of withdrawal to the Academic Dean. A prorated tuition refund will be issued according to the tables

Tuition Refund Schedule

Time dropping out of program	% Completed	Grade Assigned	% Tuition Refund
Drop before the 1st class meeting of the quarter	0%	—	100%
Drop before the 2nd month's class meeting of the quarter	33%	W	70%
Drop before the 3rd month's class meeting of the quarter	66%	F	—

Course Descriptions

All courses are taught on the campus of Emperor's College at 1807 Wilshire Blvd; Santa Monica, CA 90403, unless otherwise noted.

CURRICULUM OVERVIEW

DC110 Chinese Medical Classics I
DC120 Chinese Medical Classics II

DC210 Professional Development I
DC220 Professional Development II
DC230 Professional Development III
DC240 Professional Development IV
DC250 Professional Development V
DC260 Professional Development VI

DC310 Master Tung's Acupuncture
DC321 Scalp Acupuncture
DC351 Constitutional Medicine
DC361 SaAm Acupuncture
DC370 I-Ching and Eight Trigrams
DC380 Biological Bases of Acupuncture
DC381 Comprehensive Medical Assessment
DC390 Herb-Drug Interactions

DC510 Capstone Project I
DC520 Capstone Project II
DC530 Capstone Project III
DC540 Capstone Project IV
DC900 Capstone Project Proposal
DC950 Capstone Project

DS110 Orthopedics
DS120 Sports Medicine
DS130 Rehabilitation
DS140 Cardiology
DS151 Immunology
DS161 Acute Care
DS170 Reproductive Medicine
DS180 Oncology

Clinical Training
Medical Presentation
Doctoral Clinical Rounds
Didactic Preceptorship
Clinical Preceptorship
Service Learning
Mentorship

COURSE DESCRIPTIONS

Emperor's College reserves the right to modify the program, including the curriculum, course content and/or faculty roster as necessary to meet the educational objectives and standards as established by the college's board of directors, accrediting and governmental agencies.

CHINESE MEDICAL CLASSICS

Chinese Medical Classics focuses on advanced knowledge and skills of the fundamentals and mechanisms of traditional Oriental medicine.

DC110 Chinese Medical Classics I

12 hours

Through investigation of classical texts from a variety of authors and time periods, doctoral students advance their knowledge of classical Oriental medical thoughts and are inspired to interpret the knowledge from the ancient context into modern clinical practice. *Yellow Emperor's Inner Canon* and *Treatise on Cold Damage Disorders* are the focus of this class, among other Oriental Medicine literature. The class contents put an emphasis on the modern applications of ancient literature in physical and internal medicine.

DC120 Chinese Medical Classics II

12 hours

Through investigation of classical texts from a variety of authors and time periods, doctoral students broaden their knowledge of classical Oriental medical thoughts and are inspired to apply this knowledge in the context of modern clinical practice. *Synopsis of Golden Chamber* and *Discussion of Warm Diseases* are the focus of this class, among other Oriental Medicine literature. The class contents put an accent on the modern applications of ancient literature in physical and internal medicine.

PROFESSIONAL DEVELOPMENT

In accordance with the college's mission, these courses are designed to cultivate the doctoral students as the future healers, teachers and leaders in Oriental medicine. The theme of professional development is integrated throughout the curriculum.

DC210 Professional Development I

6 hours

This class will cover strategic planning and career development in the AOM industry and lay the foundation on which doctoral students will develop their ability in marketing and management for a successful practice.

DC220 Professional Development II

12 hours

In this class, community and cultural dynamics will be addressed to build the competencies of doctoral students in consultation and collaboration with other healthcare professionals and patients.

DC230 Professional Development III

6 hours

In this class, doctoral students will conduct professional medical presentation and peer-review commentary. This class is scheduled at the end of the first academic year, and doctoral students will create and present a poster to introduce their research project proposal.

DC240 Professional Development IV

6 hours

In this class, doctoral students will acquire formative and summative evaluation skills used in medical education and apply to the analysis on their strengths and weakness in their medical presentations. Doctoral students will also shape how to improve themselves in role-modeling and exercise the principles of assessment on learner's progress.

DC250 Professional Development V

12 hours

This class will familiarize doctoral students with business operations of a private practice. Insurance billing procedures, including commercial, workers' compensation and personal injury cases, will be covered. Medical and legal issues will be addressed in this class as well.

DC260 Professional Development VI

6 hours

As the summation of the series of Professional Development, this class will require doctoral students to create and present their final work of capstone projects.

SYSTEM-BASED ACUPUNCTURE AND ORIENTAL MEDICINE

System-based AOM is a series of coursework covers different AOM treatment modalities derived from the macro- and micro-system theories. Advanced AOM knowledge and skills that have been clinically proved effective, simple, and fast-working will be discussed.

DC310 Master Tung's Acupuncture

12 hours

Characterized by its unique channel system, needling techniques, bleeding therapy and distal points, Master Tung's acupuncture is a family lineage of Chinese medicine that has survived into the present day and expanded the traditional acupuncture knowledge in many aspects. This class will present an overview of Master Tung's acupuncture and demonstrate advanced hands-on skills. Class contents emphasize the clinical applications in physical and internal medicine.

DC321 Scalp Acupuncture

12 hours

Scalp acupuncture is a specialized micro-system acupuncture technique, which places very short and fine needles on the scalp to achieve desired therapeutic effects on different parts of the body. This technique has been recognized as an effective tool to manage a variety of medical conditions, including physical and internal medicine.

DC350 Constitutional Medicine

12 hours

Balancing the constitutional energy traits is one major core concept in traditional Korean medicine, which highlights individualized therapeutic modalities based on *Sasang*, a typology of personal temperament and nature. This course will address the differentiation of constitutional energy traits for disease prevention and treatment. Clinical techniques and dietary regimens for different body types will be covered as well.

DC361 SaAm Acupuncture

12 hours

This class will explore the theory and clinical applications of SaAm acupuncture, a Korean acupuncture method that treats illnesses by tracing the fundamental causes of physical and psychological diseases and uses acupoints at the ends of limbs which are selected after examining the whole body and its current status.

DC370 I-Ching and Eight Trigrams

12 hours

The *I-Ching* and *Eight Trigrams* illustrate the energy fields in which Yin and Yang interact. Generations of AOM practitioners have applied the insights of this ancient wisdom to diagnosis and treatment. Core concepts of the *I-Ching* and *Eight Trigrams* including correlation of Five Elements, timing of treatment, and harmony of Heaven and Human cosmoses will be explored. The class will touch base with acupuncture techniques rooted from *I-Ching* philosophy and the *Eight Trigrams* theory.

BIOLOGICAL BASES OF ACUPUNCTURE AND ORIENTAL MEDICINE

Biological bases of AOM are coursework to study the biological perspectives of acupuncture and Oriental medicine in the light of modern biomedical knowledge. Different biomedical theories explaining the work of acupuncture and Oriental medicine that are accepted by the majority of medical professionals, along with indications and contraindications, will be discussed.

DC380 Biological Bases of Acupuncture and Oriental medicine

12 hours

This class will investigate the latest findings in biological mechanisms, human chemical reactions, and modern clinical applications of acupuncture and Oriental medicine. Doctoral students will be familiarized with various theories in biomedicine that explain the effectiveness of acupuncture and Oriental Medicine.

DC390 Herb-drug Interactions

12 hours

This class provides advanced knowledge in the interactions between Chinese herbs and Western pharmaceuticals to ensure the safe and effective practice of Chinese herbal medicine in contemporary clinical settings. Compatibility and possible adverse interactions between herbs and prescription drugs and the proper conjunction with Western herbal medicine, nutritional supplements, vitamins, and minerals are covered.

CAPSTONE PROJECT

This course is designed to take doctoral students through the necessary steps to create and complete a clinical research project in one year. The final course product can be further developed and expanded for future publications.

DC510 Capstone Project I

12 hours

The first part of a series of research classes, this class focuses on literature review. The class content aims to train doctoral students to critically evaluate and synthesize the research information they gather from current literature related to Oriental medicine. Distinction of substantive findings and theoretical and methodological contributions will follow.

DC520 Capstone Project II

12 hours

The second part of a series of research classes, this class focuses on research design. As a "blueprint" for the Capstone Project, this class guides doctoral students in the research orientation, data collection, and research methods. Distinction of interventions, outcomes, variables and measurement tools in a research project will also be addressed.

DC530 Capstone Project III

12 hours

The third part of a series of research classes, this class focuses on evidence-based medicine (EBM). Doctoral students will be trained to apply the best available evidence to clinical decision making through scientific and systematic data collected. Associated with research design, the source type and other factors such as statistical validity, clinical relevance, and peer-review acceptance are also covered in this class. Doctoral students will be able to complete their proposals for the Capstone Project.

DC540 Capstone Project IV

12 hours

The fourth part of a series of research classes, this class focuses on data analysis and discussion. Doctoral students will be trained to apply qualitative and quantitative methods to a research project, examine the findings, and integrate practical information into clinical practice. This class aids doctoral students to complete their capstone projects.

SPECIALTIES

The program offers dual specialties in Internal and Physical Medicine. The specialty courses aim to advance the clinical competencies and collaborative capacities of doctoral students. With integrative and comprehensive knowledge and skills of AOM and biomedicine, doctoral students will establish multiple clinical modalities through an array of case-based and disease-focused class sessions. Faculty members include renowned scholars, experienced clinicians, and experts in their fields of instruction.

Physical Medicine specialty provides four areas of the Physical Medicine Specialty that provides focus with interdisciplinary and integrative approaches to enhance the clinical competencies of doctoral students and to increase interdisciplinary communication and cooperation with other healthcare providers.

The faculty consists of experienced clinicians in the fields of acupuncture, Chinese herbs, chiropractics, orthopedic surgery, Tuina, and other experts whose knowledge and skills can enhance the clinical results of patient care.

DS110 Orthopedics

48 hours

This course covers the diagnosis, physical examination and treatment modalities for pain management in musculoskeletal disorders.

DS120 Sports Medicine

48 hours

This course covers the diagnosis, physical examination and treatment modalities for pain management in soft tissue and sports injuries.

DS130 Rehabilitation

48 hours

In this course the practice of rehabilitation will be discussed with the purpose to restore some or all of the patient's physical, sensory, and mental capabilities that were lost due to injury, illness, or disease. Rehabilitation includes assisting the patient to compensate for deficits that cannot be reversed. Topics to be discussed will include types of injury, illness, or disease, including amputations, arthritis, cancer, cardiac disease, neurological problems, orthopedic injuries, spinal cord injuries, stroke, and traumatic brain injuries.

DS161 Acute Care

48 hours

The Acute Care is a branch of medicine where a patient receives active but short-term treatment for a severe injury or episode of illness, an urgent medical condition, or during recovery from surgery.

Internal Medicine specialty provides four areas of the Internal Medicine Specialty that provides focus with interdisciplinary and integrative approaches to enhance the clinical competencies of doctoral students and to increase interdisciplinary communication and cooperation with other healthcare providers.

The faculty consists of experienced clinicians in the fields of diagnostics, acupuncture, herbology, chiropractic, naturopathy, and other experts whose knowledge and skills can enhance the clinical results of patient care.

DS140 Cardiology

48 hours

In this course, pathology, OM and biomedical diagnosis, and treatment of cardiovascular diseases will be addressed. Commonly treated conditions, such as congenital heart defects, cardiovascular diseases, and heart failure, will be discussed.

DS151 Immunology

48 hours

This course investigates the role of AOM in immunology and studies all aspects of the immune system such as the physiological functioning of the immune system in health and diseases states and malfunctions of the immune system in immunological disorders. The involvement of AOM interventions as a part of integrative medicine will be addressed.

DS170 Reproductive Medicine

48 hours

This course will address the prevention, diagnosis and management of reproductive diseases. Class contents will focus on improving and/or maintaining the health of reproductive system and fertility. Human reproduction, endocrinology and perinatal issues will also be covered.

DS180 Oncology

48 hours

This class will discuss health issues that are concerned with any type and any stage of cancer, including OM and western medical diagnosis, OM and biomedical therapies, and AOM modalities surrounding cancer care. Current research literature involved AOM and successful cases of integrative medicine will be addressed.

CLINICAL TRAINING

The program entails 650 hours of advanced clinical training which provides an opportunity for doctoral students to broaden their proficiency in managing a wide spectrum of conditions and cultivating new collaborative relationships across medical disciplines.

Clinical training takes place in several integrated care settings with rotations beginning at Emperor's College Acupuncture Clinic and extending to mentorships under a variety of health care providers.

Medical Presentation

Total 100 hours

A case-based, disease-centered medical presentation derived from an authentic patient is required at the end of each quarter. These presentations help develop the skills needed for communicating with other medical professionals.

Doctoral Clinical Rounds

Minimum 100 hours

Doctoral students will practice independently and be advised by an on-site Doctoral Clinical Advisor. This clinical training is a research-based practice. A patient case write-up with details of diagnosis, treatment and a literature review will be submitted to the Clinical Advisor each quarter.

Didactic Preceptorship

50 hours recommended

Doctoral students will experience teaching, supervision, and assessment of student learning at Master's level and serve a role model for Master's students under the supervision of the Master's program Academic Dean.

Clinical Preceptorship

50 hours recommended

Doctoral students will experience teaching, supervision, and assessment of intern learning at Master's level and serve as a role model for Master's interns under the supervision of the Dean of Clinic.

Service Learning

50 hours recommended

Doctoral students will function as a leader in educating the public on the health benefits of Acupuncture and Oriental Medicine, including but not limited to, gratuitous healthcare services provided to people. Doctoral students will also earn credits by contributing articles to Qi Blog on the Emperor's College website for the general public.

On/Off Campus Clinical Training

Mentorship

Maximum 300 hours

Doctoral students may select their mentors to expand their clinical training in their individual areas of interest up to 300 hours. Areas of mentorship can be in AOM or biomedicine, providing the mentor's background meets all academic and clinical requirements

DAOM Faculty

Emperor's College doctoral faculty is dedicated to the promotion of the integration of the east-west approaches of medicine. The faculty is comprised of scholars and researchers in Oriental medicine and biological sciences, as well as experienced physicians licensed in the United States. The doctoral faculty is a multi-specialty team of didactic and clinical experts who teach from both eastern and western medical paradigms.

David Chen, PhD
University of Florida

Tae-Cheong Choo, PhD (Korea), LAc
Kyung Hee University

Robert Chu, PhD, LAc
Ayurveda Healing Arts Institute

Emily Dashiell, ND
Bastyr University

Patrick Downie, DC
National College of Chiropractic

Hua Gu, PhD (China), LAc
China Academy of TCM

John Hsieh, DC, PT, LAc
Los Angeles College of Chiropractic

Gary Jacob, OMD, DC, MPH, LAc
Los Angeles College of Chiropractic

Takeshi Komatsu, DAOM, LAc
Emperor's College of Traditional Oriental Medicine

Ju-Tzu Rose Li, MD (Taiwan), LAc
Taipei Medical University

Benny Lin, MD (China), LAc
Guangxi TCM University

Dong Liu, MD (China), LAc
Beijing University of TCM

Atsuki Maeda, DAOM, LAc
Emperor's College of Traditional Oriental Medicine

Neil Maki, DAOM, MS, LAc
Emperor's College of Traditional Oriental Medicine

Jacques MoraMarco, DAOM, OMD, LAc
California Acupuncture College

Robert Newman, LAc
American College of TCM

Youping Ni, PhD (Belgium), MD (China)
University of Leuven

Terry Olson, PhD
University of California, Los Angeles

Derek Plonka, DPT, PT, LAc
Temple University

Zhouyi Qiu, MD (China), LAc
Guangzhou University of TCM

Elisabeth Rochat de la Vallee, DEA (France)
University of Paris VI -Jussieu

William Thornton, DC, ND
Southern California University of Health Sciences

Hua-Bing Wen, MD (China), LAc
Beijing University of TCM

James E. Williams, OMD, LAc
Sino-American University of Oriental Medicine

Joseph Chang Qing Yang, PhD (Japan), MD (China), LAc
Kobe University

Tiande Yang, MD (China), LAc
Beijing University of TCM

Ji Zhang, MD (China), DAOM, LAc
South Baylo University

Qiwei Zheng, MD (China), DAOM, LAc
South Baylo University

Wei Zhou, PhD (Japan)
Okayama University School of Medicine

* Denotes faculty members that will not be teaching in 2016