



EMPEROR'S COLLEGE

# CATALOG & STUDENT HANDBOOK

2017

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 2017. The information contained herein was **LAST UPDATED November 30, 2017**. All content is subject to change by the college without notice. The most recent version can be found at [www.emperors.edu/publications/](http://www.emperors.edu/publications/)

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, [www.emperors.edu](http://www.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)  
Albert Setton, MBA (Secretary)  
Mel Barracliffe, MSc  
Rick P. Csintalan, MD

Ding-Jo Currie, PhD  
Alice G. Langit-Cole, RPT, LAc  
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Michele Pearson, BA (Director Emeritus)

## Administration

### President

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### Associate Dean, Master's Program

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### Clinical Education Coordinator

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### Clinic Manager

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### Herbal Dispensary Manager

Alexis Noel, DAOM, LAc  
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## 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](http://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](http://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](http://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](http://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](http://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 1<sup>st</sup> 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](http://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 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 [www.emperors.edu/about/annual-security-report/](http://www.emperors.edu/about/annual-security-report/)

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](http://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](http://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](http://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/](http://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](http://www.emperors.edu/masters-program/financial-aid) or [www.emperors.edu/daom/daom-program-financial-assistance](http://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](http://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 3<sup>rd</sup> week of the quarter. (E.g. If the quarter starts on a Friday, then end of the 3<sup>rd</sup> 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](http://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.

## COPYRIGHT AND PLAGIARISM POLICY

**Copyright:** It is the intent of Emperor's College that all members adhere to the provisions of the United States Copyright Law (Title 17, United States Code, Section 101, et seq.). To avoid copyright infringement, users must obtain permission from authors, artists, or other sources before using or distributing materials. Emperor's College will not duplicate or distribute any material that is known or suspected not to meet the requirements of copyright law. Members of the College who willfully disregard the copyright law do so at their own risk and assume all liability. Emperor's College is not required to defend an individual who knowingly fails to comply with the provisions. For more information about copyright, visit <https://www.copyright.gov/title17/>

**Plagiarism** is an ethical concept based on community standards. In academic contexts it is perceived as a serious violation of academic honesty. Plagiarism can be intentional and unintentional. It is intentional when a writer seeks to deceive the audience by claiming work as one's own production that was not created but stolen or "borrowed" from another, with little or no attribution of that fact, or "created" citations that are unrelated to the quotations. On the other hand, unintentional plagiarism can result from failing to cite or cite adequately a source or from a misuse of the summary or paraphrase of a cited source.

**Consequences of Plagiarism** are determined by the Academic Committee and are influenced by factors such as intentionality, repetition, and intent to harm or cheat.

## 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.

### **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.

### **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 (including

childbirth, breastfeeding 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.

### **Notice of Non-Discrimination**

Title IX of the Education Amendments of 1972 is a federal law that prohibits discrimination based on gender in educational institutions which receive federal financial assistance. Title IX also prohibits sexual harassment, which includes sexual assault and sexual violence.

ECTOM does not discriminate on the basis of sex in its education programs and activities.

The Title IX Coordinator responsibilities include identifying and addressing any patterns or systemic problems revealed by reports and/or complaints, and overseeing the school's response to Title IX reports and complaints. The Title IX Coordinator must have knowledge of the school's own policies and procedures on sex discrimination, and of the requirements of Title IX, as well as being knowledgeable about the types of complaints that might give rise to a Title IX issue. In order to be knowledgeable as required, the Title IX Coordinator must be informed of any and all complaints even if directed to other departments. The Title IX Coordinator has the authority to fulfill these requirements.

If you have questions about ECTOM's Title IX Nondiscrimination policy or procedure, you may contact our Title IX Coordinator. The Title IX Coordinator is designated to formally investigate reports or notice of discrimination and/or harassment by employees, to address inquiries and coordinate the ECTOM's compliance efforts regarding student-related reports. Any member of the community can provide notice of discrimination and/or harassment in person, by phone, via email, or in writing to: ECTOM's Title IX Coordinator, Marcia Hirsh, 310 453 8300 extension 106, [marcia@emperors.edu](mailto:marcia@emperors.edu), 1807 Wilshire Blvd, Suite 200, Santa Monica, CA 90404.

In addition to the Title IX Coordinator, any member of the community may direct complaints of discrimination and/or harassment to the following officials at Emperor's College:

- ◆ President
- ◆ Academic Dean
- ◆ Dean of Clinical Education
- ◆ Associate Dean, DAOM
- ◆ Associate Dean, MTOM

If you have questions about Title IX, you may contact ECTOM's Title IX Coordinator, or the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C 20202, [OCR@ed.gov](mailto:OCR@ed.gov).

## ***Title IX Grievance Procedures for Complaints of Sex Discrimination***

Step 1--File a complaint with the Title IX Coordinator. In the written complaint, include:

- ◆ Clear and concise description of the alleged incident and when and where it occurred
- ◆ Any supporting documentation and evidence
- ◆ Name and all contact information for the reporting party

Step 2--There will be an impartial investigation of complaints, including the opportunity for both the reporting party and the responding party to present witnesses and evidence. ECTOM may engage an external investigator to conduct the investigation.

Step 3--Within 60 calendar days of the receipt of the written complaint, there will be written notice to the reporting party and responding party of the outcome of the complaint.

Step 4--ECTOM will take steps to prevent recurrence of any sexual violence and remedy discriminatory effects on the reporting party and others

### Retaliation:

Title IX prohibits retaliation. You may file a complaint without fear of reprisal.

### Right to File Criminal Complaint

Students, staff, faculty, and employees have a right to file a criminal complaint and a Title IX complaint simultaneously.

### Interim Suspension During Investigation

ECTOM may suspend a student, employee or organization pending the completion of an investigation and resolution, particularly when in the judgment of the Title IX Coordinator, the safety or wellbeing of any member(s) of the campus community may be jeopardized by the on-campus presence of the responding party or the ongoing activity of a student organization whose behavior is in question.

### Sanction against perpetrator

Anyone engaging in sexual or other harassment will be subject to disciplinary action, up to and including dismissal from ECTOM/ termination of employment.

### Confidentiality

All ECTOM employees are mandatory reporters, which means they are legally required to notify the Title IX Coordinator when they become aware of a situation involving sexual harassment and/or assault of a student, faculty member or staff member. Reports are kept private to the greatest extent possible unless a risk of safety to the student and/or broader campus community is determined by the Title IX Coordinator.

ECTOM is sensitive to the interests of alleged victims who do not wish their names or their identifiable information to be disclosed to anyone else. In such a circumstance, ECTOM will attempt to respect these wishes, but may be limited in its ability to respond to a report or complaint while doing so.

ECTOM will attempt to protect the confidentiality of a responding party to the extent that it can while complying with obligations during and after investigation. Applicable law can limit the protection of the confidentiality of respondents.

### Santa Monica –UCLA Medical Center Rape Treatment Center

The Rape Treatment Center provides free, expert, comprehensive, and compassionate care for sexual assault victims – children and adults – 24 hours a day, including emergency medical treatment and forensic services; crisis counseling and longer-term psychotherapy; advocacy; accompaniment during police reporting, medical care, and court proceedings; information about rights and options to help victims make informed choices; and many other support services. The Center is located at 1250 16th St, Santa Monica, CA 90404. The phone number is: 310 319 4503.

## **SEXUAL AND OTHER HARASSMENT POLICY**

Emperor's College is committed to providing a work environment that is free of discrimination, harassment, and retaliation. This policy applies to employees, independent contractors, interns, volunteers, students, 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 in the workplace, after work, or on social networking sites. As an example, harassment of any type (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment 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; and/or
- ◆ Sexual bribery.

They are considered sexual harassment when:

- ◆ Submitting to advances is a term or condition of employment;
- ◆ Submitting to or rejecting advances affects employment decisions; and/or
- ◆ Such conduct creates an intimidating, hostile or offensive working environment that interferes with job performance.

Any incident of sexual or other harassment should promptly be reported to the Title IX Coordinator, your supervisor, the Dean or Dean of Clinical Education, or the Associate Deans. You can raise concerns and make reports without fear of retaliation. If you feel you have been retaliated against by anyone for making a complaint, please advise the President immediately. It is the intent of Emperor's College that there should be no retaliation and if after an investigation it is found that retaliation has occurred, the person(s) engaging in retaliation will be subject to disciplinary action, up to and including termination.

Any employee supervisor 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 appropriately confidential manner. Upon completion of the investigation, the complaining employee will be privately advised of management's findings and the manner in which we intend to resolve the problem. The complaining student, staff, faculty, or employee'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 a discriminatory employment effect requires a factual determination based on all of the circumstances. We also recognize that false accusations of sexual and other harassment can have serious effects on innocent women and men. Intentionally false allegations may, therefore, result in disciplinary action, up to and including termination.

Also, it is Emperor's College's intent to promote a culture of respect for all students, faculty, staff, and employees. To that end, Emperor's College does not tolerate shouting, the use of foul language, invading personal space or the use of threatening gestures when students, faculty, and/or staff are communicating with one another.

Anyone engaging in sexual or other harassment and/or retaliation will be subject to disciplinary action, up to and including termination of employment.

Students, faculty, staff, and employees who feel they have been discriminated against, harassed or retaliated against on the basis of a legally protected classification or activity may, within one year of the harassment, file a complaint with the California Department of Fair Employment and Housing (DFEH). The DFEH will investigate the complaint and attempt to help the parties voluntarily resolve the dispute. The DFEH can be contacted at any of its many offices throughout the State. Check the State Government listings in the telephone book or online for the nearest DFEH office.

### **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](http://www.acaom.org)

#### **Record of Complaints**

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



Master's in Traditional Oriental Medicine Program

# Admissions

## ADMISSIONS FOR DOMESTIC STUDENTS

### Introduction

All applicants must have completed a minimum of an associate's degree, or 60 semester units (90 quarter units) of general education, from a regionally accredited degree-granting college or university with a minimum GPA of 2.5. A bachelor's degree is preferred.

Applicants without an associate or baccalaureate degree are required to complete the following general education prerequisites:

- ◆ English composition: 3 units minimum.
- ◆ Arts/Humanities: 6 units minimum from different departments, including Art, Music, Theater Arts, Literature, Foreign Language, Philosophy or History.
- ◆ Math: 3 units minimum in college-level math that is transferable to a 4-year college or university.
- ◆ Social and Behavioral Sciences: 6 units minimum from different departments, including Political Science, Economics, Anthropology, Psychology, Sociology, Communications, Geography, Journalism, Women's Studies or Multi-Cultural Studies.
- ◆ Natural Sciences: 6 units minimum from departments such as Astronomy, Biology, Botany, Chemistry, Geology or Physics.
- ◆ Elective courses will comprise the remainder of the required units of minimum coursework.

A science background is not required for admission into the masters program, nor is a graduate entrance exam.

Up to 50% of the educational requirements can be earned through prior learning assessments such as the College Level Examination Program (CLEP), College Advanced Placement (AP), American College Testing Proficiency Program (ACT/PEP) and the US Armed Forces Institute Program (USAFI).

### Admissions Interview

Once all materials have been received and reviewed, an admissions interview will be scheduled. In-person and telephone interviews are available. The admissions committee looks for the qualities desirable for a practitioner of acupuncture and Oriental medicine: a compassionate soul, a healing spirit, an enthusiasm for learning, a mature demeanor and strong communication skills.

## ADMISSIONS FOR INTERNATIONAL STUDENTS

### International Applicants

Emperor's College is very fortunate to have students from around the world enrolled in the master's program. We are committed to maintaining a diverse student body and providing support to make each student's journey rewarding.

### International Applicant Requirements

Emperor's College is authorized by federal law to enroll non-immigrant alien students who meet our general admissions requirements and comply with the laws, rules and regulations of the United States Immigration and Naturalization Service.

### Educational Requirements for International Applicants

In addition to the requirements listed for domestic students, international applicants for admission to the master's program must submit the following documents for consideration:

- ◆ Official academic transcripts issued directly from the foreign institution.
- ◆ A comprehensive course-by-course evaluation conducted by an academic credential evaluation service that is a member of [NACES.org](http://NACES.org)
- ◆ A non-refundable application fee of \$150
- ◆ An I-20 Request Form with a photocopy of your passport
- ◆ Evidence of financial resources sufficient to complete the first year of the academic program. Please contact the Admissions Director for more information.
- ◆ English Language Competency as noted below

### 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.

## ADMISSIONS MILITARY VETERANS

The Montgomery G.I. Bill (Chapter 30), the Post 9/11 G.I. Bill (Chapter 33), and The Vocational Rehabilitation and Employment (VR&E) program (Chapter 31) can be used to pay for your education at Emperor's College. To learn more about the opportunities military veterans have to attend Emperor's College and how to apply, contact the school's Veterans Liaison at 310.454.8300 ext. 107.

# Transfer Student Admissions

## ADMISSIONS APPLICATION DEADLINES

Students are admitted into the master's program each quarter, but applications are reviewed continually. Prospective students are encouraged to apply for admission well in advance of the anticipated start date.

It is recommended applicants outside of California or the US complete the application process six months to a year in advance of desired start date. Please review the website for quarterly application deadlines. Positions in the entering class are filled as qualified applicants are granted admission. A waiting list may be established as necessary. Emperor's College is not required to maintain completed applications beyond one year from the intended start date. For more information please contact:

**Admissions Manager 310-453-8300 ext. 119**

## ADMISSIONS FOR TRANSFER STUDENTS

We welcome students who are looking to transfer to Emperor's College from another acupuncture school, as well as Western health care providers seeking an accelerated program to integrate complementary modalities in their practice.

### Transfer policies and procedures:

- ◆ Official academic transcripts, submitted directly to the Admissions Department, from all colleges or universities where transfer credit is requested.
- ◆ All transferable coursework must have been completed within 5 years prior to admission (with the exception of current employment in a field relevant to the course).
- ◆ All transferable coursework must have received a grade of "B" or above.
- ◆ Any coursework which is counted towards the minimum 60-unit requirement for admission is ineligible for transfer credit.
- ◆ Transferable courses must have the same content as Emperor's College courses for which transfer credit is being applied. The evaluator will determine if this is the case.
- ◆ Requests for transfer credit for previous coursework must be made within the first year of matriculation.
- ◆ Up to 100% transfer credit may be granted for Emperor's College courses in basic sciences and Western clinical sciences from ACAOM or a regionally accredited programs.
- ◆ Up to 100% transfer credit may be granted for Emperor's College courses in Acupuncture, Herbal Medicine, and Oriental Medicine for coursework taken at California Acupuncture Board (CAB)-approved and ACAOM-accredited programs.
- ◆ Up to 100% transfer credit may be granted toward Emperor's College clinical training requirements from CAB-approved and ACAOM-accredited programs.
- ◆ Credit may be transferred or challenged for up to 50% of Emperor's College requirements in Acupuncture, Oriental Medicine, Herbal Medicine and Clinic categories from ACAOM-accredited but non-CAB approved programs.

- ◆ Regardless of the conditions cited above, all students must complete a minimum of 64 didactic units and 200 clinical hours in no less than one year (4 quarters) in residence to graduate from Emperor's College.
- ◆ Coursework taken at another institution after admission to Emperor's College must be approved in advance by the Academic Department.
- ◆ Courses not eligible for transfer credit might be eligible for a challenge exam. A request for challenge exam must be submitted to the Academic Dean. There is a \$100 charge for each challenge examination and a passing score of 80% is required. Only one challenge exam per subject is permitted. All challenge exams must be complete by the end of the first year of matriculation.
- ◆ Upon matriculation and completion of the transfer credit process, a \$100 Transfer Credit Processing fee will be applied to the student ledger.

## International Transfer Students

Emperor's College may accept units of study completed at foreign acupuncture colleges that do not have status with the Accreditation Commission for Acupuncture and Oriental Medicine. Such transfer students must meet the current admissions requirements. Transcripts from foreign countries must be translated into English and evaluated by an academic credential evaluation service.

For more information please contact:

**Admissions Manager 310-453-8300 ext. 119**

## ARTICULATION AGREEMENTS

Emperor's College has not entered into any articulation agreements or transfer agreements with any other college or university.

## ACCELERATED PROGRAM

3210 clinic and classroom hours are required to receive your Master's degree in Traditional Oriental Medicine at Emperor's College. For most people it is a four year program. If you are an MD, OD, ND, Nurse, Physical Therapist, Physician's Assistant, are a recent pre-med or pre-PT graduate, or have a year or two of med school under your belt, you will likely qualify for an accelerated track.

How accelerated depends on your educational and professional background, and as such is unique. Please call admissions at 310-453-8300 ext. 107 for special consideration.

# Master's Program Overview

## INTRODUCTION

The educational model that is the foundation of Emperor's College's master's curriculum emphasizes learning and integrating knowledge, techniques and philosophies of Eastern and Western medicines while moving through phased coursework.

The curriculum is executed by highly trained, exceptionally dedicated and extremely diverse faculty. The instructors at Emperor's College provide the knowledge and skills necessary for an academically rigorous program while serving as mentors, role models and sources of inspiration to students throughout their education.

At the heart of the master's program is a commitment to students' personal growth and development into practitioners of acupuncture and Oriental medicine who will continue to shape the future of medicine and integrate Oriental medicine into contemporary health care.

## EDUCATIONAL OBJECTIVES

Students will be:

- ◆ Knowledgeable in primary and secondary meridian pathways, point locations and their clinical applications, therapeutics, acupuncture, and moxibustion. Student will have knowledge of other adjunct techniques and be able to incorporate a variety of systems such as auricular, scalp, and extraordinary points.
- ◆ Knowledgeable in the historical traditions of herbal medicine and knowledgeable and familiar with the safe and appropriate usage of herbs and formulas, as well as how to educate patients on their appropriate preparation and usage.
- ◆ Knowledgeable in the diversity, theory, history and philosophy of Oriental Medicine, including tuina, tai chi and qi gong. Able to create effective and appropriate treatment plans based on OM diagnostic criteria.
- ◆ Knowledgeable in Western biomedical foundation and theories, skilled in basic physical assessment, and be able to recognize red flags and make appropriate referrals.
- ◆ Competent in the safe, ethical, and effective clinical practice of Oriental medicine, including the assessment, diagnosis and treatment of patients in a variety of practice settings according to state and federal regulations.

## GAINFUL EMPLOYMENT DISCLOSURE

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that "prepares students for gainful employment in a recognized occupation". Information about Emperor's College graduation rates, the median debt of students who completed the program, and other important information regarding gainful employment can be found on the college's website at: <http://bit.ly/2cl04JK>

## PROGRAM LENGTH

### Matriculated Students

All students are recommended to complete the master's program in 4 years. Students should expect to take a minimum of 14 units a quarter to complete the program within 4 years (clinical hours are separate and vary quarter to quarter). The Recommended Course Sequence is an outline that suggests the order in which courses should be taken.

### Full-Time Students

Full-Time students in the master's program must register for a minimum of 14 units per quarter. Students who consistently take 14 units per quarter will be on 5 year pace.

### Half-Time Students

Students in the master's program who register for 9 units per quarter are considered half-time students.

### Maximum Time for Program Completion

The maximum time allowed for completion of the masters degree program is 8 years from the first date of the start of the program. Students that exceed the 8 years will be automatically dismissed.

### Residency Requirements

All students must complete at least 64 didactic units and 200 clinical hours in no less than one year's time (4 quarters) to graduate from Emperor's College of Traditional Oriental Medicine.

### Clinical Training Timeframe

Clinical internship is the important stage of applying theoretical information learned in the classroom setting and integrating it into the student experience. Similar to cramming for a test, if this process is done too quickly, full comprehension of diagnostic and treatment principles is not gained. Interns are advised to follow the Recommended Course Sequence. The table below shows the maximum number clinical courses allowed by intern levels, subject

Intern Level	Max Number of Clinical Courses Allowed
1st Qtr Interns	1 Course / Qtr
Lv 1	3 Courses / Qtr
Lv 2	4 Courses / Qtr
Lv 3	4 Courses / Qtr
Lv 4	4 Courses / Qtr
Note: A 50 hour clinical course is 2.5 academic units	

A maximum of four (4) make-up shifts can be completed per quarter. There is no quarterly limit for banked hours which are completed in the 13th week of each quarter and/or at college-sponsored community outreach events. See the Dean of Clinical Education for details.

# Registration and Fees

## INTRODUCTION

All students are highly encouraged to meet with the Academics office at least two times a year for course selection guidance, to discuss academic progress and to plan future class schedules. Consult the Academic Calendar for important dates pertaining to registration:

- ◆ First/Last Day of the quarter
- ◆ Schedule of Classes Published
- ◆ Standard Registration Period
- ◆ Lottery Selection Period
- ◆ Drop Fee applied for courses dropped

## INDIVIDUAL REGISTRATION TIME

Students are assigned a registration time where they may register for courses by logging into the registration system in the library. The registration times are based on student seniority in the program. Students may find their assigned time to register by logging into the registration system in the library one week before the schedule of classes is published.

## STANDARD REGISTRATION PERIOD

Students may add or drop courses during the standard registration period without penalty. Courses dropped after the Drop Fee date indicated on the Academic Calendar will incur a drop fee. No fees are incurred for courses added.

If students are unable to register during the standard registration period, they may submit a registration form to the administration office. The office will register the student after the assigned time for that student has passed.

## LOTTERY SELECTION PERIOD

Interns must select the clinical course using the computers in the library in order to participate in the lottery process. Clinical courses will be assigned based on internship seniority.

- ◆ Six (6) selections should be entered by the interns for best results.
- ◆ Up to two (2) shifts may be assigned during the lottery process.
- ◆ 1st quarter interns may only have one (1) clinical course.

Additional clinical courses may be added during Standard Registration period. Clinical courses assignments are based on seniority and availability, including externships.

## INTERN MEETING

Interns must attend one of the two scheduled intern meetings each quarter. These meetings are mandatory and attendance is required. Interns who fail to attend one of the two meetings will lose seniority during the Lottery process. The dates of the Intern Meetings are posted with the schedule of classes each quarter.

## INTERN PRE-REGISTRATION REQUIREMENTS

Interns must complete the two (2) requirements below to register for Internship.

- ◆ CPR Card: Interns must have a valid CPR/First Aid card from an approved American Heart Association certification provider (BLR CPR for Healthcare Providers/Heartsaver First Aid). Interns will not receive credit for any hours if a CPR/First Aid card is not current. Check with the Dean of Clinical Education with any additional questions.
- ◆ Clean Needle Technique (CNT): Interns must have completed the CNT course provided by CCAOM.org.

## WAIT LIST

If a course is full, students are encouraged to add themselves to the Wait List. Students will be contacted by email if they have been added to a course from the Wait List.

## PREREQUISITE COURSES

If a course requires a prerequisite, that prerequisite must be met in order to register for that course. A waiver may be requested and approved by the dean on a case-by-case basis.

If a student fails any course which is a prerequisite for a subsequent course the student will be automatically dropped from the subsequent course. The student will be notified if this occurs.

## REGISTRATION CLOSED

Courses may not be added to the student's schedule after the 1st week of the quarter.

## CANCELLATION OF COURSES

The college maintains the right to cancel any course that does not meet the minimum enrollment number.

## FACULTY EVALUATION

Faculty evaluations are anonymous and will be used to further enhance the program. Students must complete an evaluation for each instructor in order to continue with their registration.

## TUITION AND FEES

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

All fees and 50% of tuition are due at the time of registration. The full balance of tuition and any outstanding balance is due by the 1st week of the subsequent quarter. 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.

# Separation from the College

## DROP FEE

A drop fee is assessed for each course that is dropped after the date published in the Academic Calendar:

- ◆ \$10 drop fee for each didactic course before the start of the next quarter.
- ◆ \$25 drop fee for each clinical course after registration period up until the end of the 11th week of the current quarter.
- ◆ \$151 drop fee for each clinical course after the start of the quarter, but prior to the first meeting of each clinical course.
- ◆ \$50 drop fee for each clinical course after the start of 12th week of the current quarter and continuing through the following quarter. In addition, a prorated tuition is refunded according to the Tuition Refund Schedule.
- ◆ \$25 drop fee for each didactic course at the start of the next quarter. In addition, a pro-rated tuition is refunded according to the Tuition Refund Schedule.

## REFUND POLICY

Students are entitled to a full tuition refund if the courses are dropped prior to the start of instruction. The student will receive a pro-rated tuition refund based on the date the course is dropped. The refund policy is in accordance with BPPE.

## REFUND CHECKS

If a student is entitled to a refund due to dropping a course a check will be mailed to the student within 14 days.

**Tuition Refund Schedule  
(Didactic / Clinic Course)**

Time Course Dropped	% Completed	Grade Assigned	% Tuition Refund
Before 1st course meeting	0%	—	100%
Before 2nd course meeting	10%	W	90%
Before 3rd course meeting	20%	W	80%
Before 4th course meeting	30%	W	70%
Before 5th course meeting	40%	W	60%
Before 6th course meeting	50%	W	50%
Before 7th course meeting	60%	W	40%
After 7th course meeting	—	F	—

## SEPARATION FROM THE COLLEGE

### Introduction

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

### Withdrawal

If a student fails to enroll by the end of the 1st week of the subsequent quarter, the student will be designated as having withdrawn from the program. If a student wishes to formally withdraw from the program, the student must meet with the Academic Dean and complete the Withdrawal form.

### Dismissal

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

### Leave of Absence (LOA)

The purpose of a LOA is to provide the students with the opportunity to leave the college for an extended period of time without withdrawing or affecting their SAP calculations. A student in good standing who has successfully completed at least one (1) quarter may apply for a LOA not to exceed 180 calendar days.

The student must complete the Petition for Leave of Absence form and submit it to the Associate Dean for approval. The effective date for the LOA must be at the beginning of the quarter the student is requesting the leave and comply with appropriate requirements. All loans and other sources of funding for the quarter of an approved LOA will be returned to the appropriate parties.

If a student was scheduled to be on Academic Probation for the quarter the LOA is effective, the conditions of the Academic Probation will be effective the quarter the student returns from the LOA. If a student does not return from an approved LOA, the grace period for applicable Stafford and Perkins loans will begin with the last date of attendance the student was enrolled in the program for at least a half-time student.

Students, who do not return from a LOA to resume courses on or before the approved return date, will be automatically withdrawn from the program.

### International Students and Leave of Absence

International students must speak with the International Student Designated School Officer if they wish to go on leave.

### Re-Entry to the Program

A withdrawn student may submit a petition with the Academic Dean to re-enter the program within two (2) consecutive quarters. These requests will be approved on a case-by-case basis by the Academic committee. After two (2) consecutive quarters of absence from the program, the student must reapply for admissions.

# Satisfactory Academic Progress

## **SATISFACTORY ACADEMIC PROGRESS (SAP)**

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

- ◆ Minimum quarterly grade point average (GPA) of 2.5.
- ◆ Minimum cumulative GPA of 2.5.
- ◆ Must register for and complete a minimum of 9 units of coursework each quarter.
- ◆ Maintain a "Pace" to complete the program within 150% of the recommended schedule. The student must successfully complete at least 67% of the courses attempted cumulatively.

Therefore, students must maintain a cumulative "Pace" of 0.67 or greater. Credit by Challenge and Credit by Transfer will be included in the calculation of "Pace" in both the attempted units and the completed units. Courses withdrawn will also be used in the calculation of "Pace."

In order to complete the program at "Pace," students must pass the Pre-Clinical within 3 years from the start of the program.

$$\text{PACE} = \frac{\text{Cumulative number of units completed}}{\text{Cumulative number of units attempted}}$$

## **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 or Associate Dean to discuss his/her academic status. Tutoring or course remediation may be recommended at this time.

While on academic probation, the student must conduct all course registration with the Academic or Associate Dean and may not register for fewer than 9 units. Financial Aid will continue to be awarded as usual during the first quarter of academic probation. Financial Aid will be delayed in the following quarter until course grades are received and the Academic committee has confirmed that SAP has been reestablished.

If SAP is not reestablished after one quarter, the student will not be eligible for Financial Aid until SAP has been reestablished, except as noted in the SAP Appeals.

Students must satisfy all the requirements listed to reestablish SAP. Additional requirements may be necessary as determined by the Academic committee. If a student does not return to SAP, the student will be considered withdrawn.

## **Academic Probation Appeal**

A student may submit a written appeal, with suitable supporting documentation. If the appeal is accepted, the student must agree to an academic plan that the college develops with the student that, if followed, will ensure that the student is able to meet the college academic progress standards by a specific point in time. The academic plan will include quarterly goals that must be met to continue to receive Financial Aid, regularly scheduled meetings with Academic or Associate Deans and possible remediation.

## **Special Circumstances**

If a student earns all "F" and/or "W" grades in a given quarter, the student will immediately be placed on Academic Probation and will not be eligible for Financial Aid except as noted under the SAP Appeal.

If a student earns all "P" grades in a given quarter, the student will have been deemed to have met the GPA requirements of SAP.



# Grading and Attendance

## AUDIT COURSES

Students may audit any didactic course that they have completed successfully or transferred to the college. Audit courses are not counted in Financial Aid calculations. Audit courses cost 50% of the regular tuition per unit. Students will be added to an audit course as space is available.

## ATTENDANCE POLICY

Successful completion of the education programs at Emperor's College requires a significant commitment of time for coursework and outside study. Attendance is required at all times, as only complete attendance in all coursework will enable a student to benefit fully from instruction of subject matter and discussion extending beyond the scope of course texts and practical clinical experiences.

Any student who fails to attend at least 80% of the course (separate from any other course requirements) will receive an "F" for the course. In addition, all clinical course products and clinical training hours must be completed to pass the course.

Leave for military duty is permitted as long as the student will miss no more than 25% of the total number of course meetings. Documentation must be supplied to the Academics office.

## Tardiness Policy

Tardiness policies may vary by class. Please refer to the respective class syllabi for more information.

A student enrolled in a course is responsible for all course assignments or requirements that are due regardless of whether the student is present or absent from the scheduled course. Students are responsible for being aware of their own attendance for each course in which they are enrolled in order not to exceed the maximum absences allowed.

## COURSE EXAMINATIONS

Exams are administered at the discretion of the individual instructors. Exams may be written, oral, practical or a combination of these elements. With the exception of a few courses, a final written exam, mid-term, or practical exam may be required of every student enrolled in a course. Written and practical final exams may only be administered at their scheduled times during finals week of each quarter. An unexcused absence from a final exam will result in an "F" grade for that exam, and the instructor will award the course grade accordingly.

## 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.

## INCOMPLETE GRADES AND MAKE-UP EXAMS

If a student is unable to attend the final exam or cannot complete the course due to a documented emergency, the student may request an Incomplete (Inc) with the Academic Dean prior to the exam date. A make-up exam will be scheduled at that time with the Academic Dean.

A Petition for Make-Up Exam form must be submitted in writing to the Academic Dean at least 48 hours prior to the exam date with documentation of the emergency and the associated Make-Up Exam fee (\$100). Check the syllabus as Make-Up Exams are not applicable for all courses.

Formats of the Make-Up Exams are not required to be identical to the regularly scheduled exam—such issues are decided by the Academics department.

All courses with an "Inc" must be completed within 1—2 weeks of the following quarter according to the schedule below:

- ◆ One (1) week for didactic courses
- ◆ Two (2) weeks for clinical courses

If an "Inc" is not completed within this timeframe, the grade will be permanently recorded as an "F" grade.

THE GRADING SCALE

	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
Audit	Au		NA

# Standardized Program Exams and Challenge Exams

## CHALLENGE EXAM POLICIES AND PROCEDURES

Courses not eligible for transfer credit may be eligible for a challenge exam. Students should submit a request for a challenge exam with the Academic Dean.

The following requirements must be met to qualify for a challenge exam for course credit:

- ◆ An official transcript from an accredited institution showing proof of the course completed with a grade "B" or higher.
- ◆ The cost for the challenge exam is \$100 per exam.

A minimum score of 80% is required to pass a challenge exam. Only one challenge exam per subject is permitted. A challenge exam cannot be repeated. All challenge exams must be completed by the end of the 1<sup>st</sup> year of matriculation.

No challenge examination will be given for elective courses at Emperor's College.

NOTE: Students who have acceptable documentation in Chinese Medical Language, Tai Chi, or Medical Qi Gong may be eligible for relevant challenge exams. Eligibility is determined by the Academic Dean on a case-by-case basis.

## COURSES TAKEN AT OTHER INSTITUTIONS

Students are required to meet with the Associate Dean for written approval prior to taking courses at another institution. Approval will be determined case-by-case. Students must provide a written course description and syllabus from the other institution for the course to be eligible for transfer credit.

## STANDARDIZED PROGRAM EXAMINATIONS

The college has two (2) standardized program exams; the Pre-Clinical and the Comprehensive exams. The Pre-Clinical exam must be passed by the student in order to become a clinical intern. The Comprehensive exam must be passed by the student in order to complete the Master's of Acupuncture and Oriental Medicine program.

The exam schedule is published in the Academic Calendar and the schedule of classes each quarter. All students must register for the Pre-Clinical and Comprehensive exams during the quarterly registration period.

Registration ends at the end of the 1st week of each quarter (Check the Academic Calendar).

Students must satisfy one of the requirements below to pass the Written exam:

- ◆ An overall score of 80% or higher.
- ◆ A score of 70% or higher on each subsection of the exam.

Students must meet the requirement below to pass the Pre-Clinical Practical exam:

- ◆ A score of 70% or higher.

Results will be mailed to the students within one (1) week of the exam.

The college expects all students who have dedicated themselves to the study of acupuncture and Oriental medicine to successfully pass the standardized program exams.

Any student who does not pass the standardized program exams is encouraged to meet with the Academic or Associate Dean for advisement.

In the event of a student failing multiple times, the following steps will be taken:

### Pre-Clinical Examination

If a student fails the Pre-Clinical exam three (3) times, the student will have a compulsory meeting with the Academic Dean or Associate Dean and be placed on Academic Probation. The student will be restricted from taking the Pre-Clinical exam until the student has completed the remediation program designed by the Academic Dean. If a student fails the Pre-Clinical exam the fourth (4th) time, that student will be automatically withdrawn from the program.

### Comprehensive Examination

If a student fails the Comprehensive exam three (3) times, the student will have a compulsory meeting with the Academic Dean or Associate Dean and be placed on Academic Probation. The student will be restricted from taking the Comprehensive exam until the student has completed the remediation program designed by the Academic Dean.

The maximum time allowed for the completion of the masters degree program is 8 years from the first date of the start of the program. Students that exceed the 8 years will be automatically dismissed.

## ACADEMIC CALENDAR & COURSE SCHEDULES

An academic calendar and course schedules by quarter can be found at [emperors.edu/masters-program/current-students/calendars-and-schedules/](http://emperors.edu/masters-program/current-students/calendars-and-schedules/)

# Course Descriptions

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

## DEPARTMENT OF ORIENTAL MEDICINE

### **Philosophy of Oriental Medicine OM300**

2 units 20 hours

This introductory course explores the theories and thought processes that form the origin and developmental roots of Oriental medical concepts. It describes the philosophy in terms of the three treasures (shen, qi, jing) and examines how the concepts of Confucianism, Taoism and Buddhism contributed to the development and practice of the medicine. *Prerequisite: None. Normally offered in spring and fall quarters.*

### **Fundamentals of Oriental Medicine OM315**

4 units 40 hours

This introductory course provides the foundation for the study and understanding of Oriental medicine. Students are given a detailed overview of the various Oriental medicine theories and practices, highlighting the concepts of yin and yang, the five phases, the five vital substances, the zang fu, jing luo, the causation of disease, as well as the fundamental diagnostic concepts. *Prerequisite: None. Normally offered every quarter.*

### **Chinese Medical Language OM317**

3 units 30 hours

This course introduces students to the basic Chinese terminology and characters useful in understanding traditional Asian medicine, both spoken and written, with an emphasis on pronunciation, grammar, and proper stroke techniques. Students are taught to recognize spoken and written vocabulary for the organ systems, the major disease patterns, the major diagnostic terms, the five elements, and the basic color and numerical characters. Upon completion of this course, the student will be able to recognize, pronounce, and write Pinyin translations for the basic Chinese medical concepts and terminologies. *Prerequisite: Fundamentals of Oriental Medicine. Normally offered in summer and winter quarters.*

### **Zang Fu Syndromes I OM320**

3 units 30 hours

The first of this two-course series familiarizes students with simple pathology identification and differentiation according to the model of TCM internal medicine. Students learn the basic signs and symptoms for identifying zang fu patterns, utilizing the concepts of eight principles, vital substances, and the organ (zang fu) theory. Upon completion of this course, students will be able to differentiate and diagnose simple patterns of pathology and pathogenesis in accordance to the zang fu theory. *Prerequisites: Oriental Diagnosis, Introduction to Herbal Medicine. Normally offered every quarter.*

### **Zang Fu Syndromes II OM325**

3 units 30 hours

The second in this two course series continues to explore the diagnostic skills and knowledge for identifying complex pathological patterns of TCM internal medicine. Students gain an understanding of the complex patterns in zang fu diagnosis, including differentia-

tion of etiology, root, branch, symptoms and environmental and congenital patterns that involves more than one organ system. Students will also learn how to write and present case studies in a clear, precise, and professional manner. Upon completion of this class, students will be able to identify, differentiate, and diagnose complex patterns of pathology and pathogenesis, in accordance to the zang fu theory. *Prerequisites: Zang Fu I, Chinese Medical Language. Normally offered every quarter.*

### **Oriental Diagnosis OM330**

4 units 40 hours

This course is an introduction to the basic skills and theories of TCM diagnosis, using the four pillars of diagnosis: observation, auscultation, olfaction, inquiry and palpation. Students will be exposed to the diagnostic techniques and indexes for pulse and tongue examinations, qi/blood/fluid patterns, the eight principles and four levels of pattern identification, and the visual examinations of the face and body. Upon successful completion of this course, the TCM student will have gained the basic skills and knowledge to perform patient intake and gather relevant information to formulate a TCM diagnosis. *Prerequisite: Fundamentals of Oriental Medicine. Normally offered every quarter.*

### **Intro to Oriental Medicine Research OM340**

2 units 20 hours

Students are introduced to the basic components and approaches of research in medicine and science. The course focuses on the skills and knowledge required to be an informed consumer of published medical research as it can inform TCM clinical practice. Students will learn the skills and ideas of conducting an online literature review, developing a well-crafted study question, identifying a population of research interest, selecting a representative sample, ethical issues involved in research, designing an appropriate methodology (study design), and data collection/analysis. This course explores qualitative, quantitative and mixed-method approaches to Oriental medicine research and evaluates the future needs for research within TCM. *Prerequisite: Fundamentals of Oriental Medicine. Normally offered in summer and winter quarters.*

### **Tai Chi**

OM 350 Tai Chi I – Yang Style 2 units 20 hours

OM 352 Tai Chi I – Chen Style 2 units 20 hours

OM 352 Tai Chi I – Sun Style 2 units 20 hours

OM350, OM352 or OM353 will satisfy the requirement of Tai Chi I for graduation.

#### *Yang Style*

This practical course provides a basic introduction to the theory and benefits of Yang style tai chi chuan. Students will learn and practice the first one third of the classic Yang style form set, with an emphasis on the proper breathing techniques and body movements.

#### *Chen Style*

Chen style tai chi is regarded as the oldest of the five major tai chi styles (Chen, Yang, Wu, Hao and Sun). Chen style tai chi is known for its low stance (chan si jin) and bursts of short, fast, explosive power (fa jin). It is more physically demanding than other forms of tai chi and combines athleticism with internal qi cultivation. In this

class students gain understanding of the history and theory of Chen style tai chi through the practice of basic principles, breathing techniques, movements, and centering techniques.

#### *Sun Style*

Sun style tai chi is considered a “combination style” tai chi, incorporating movements from Hao style tai chi and other forms of internal martial arts, namely ba gua and hsing-si. Sun style is best known for its smooth, flowing movements which omit the more physically vigorous crouching, leaping and striking movements of some other styles. Its gentle postures and high stances make it very suitable for those looking for health benefits and for the senior community. In this class students gain understanding of the history and theory of Sun style tai chi through the practice of basic principles, breathing techniques, movements, and centering techniques. *Prerequisite: None. Normally offered every quarter on a rotating basis.*

#### **Medical Qi Gong OM351**

*2 units 20 hours*

Qi gong is a healing art form which utilizes one’s intentions, breathing techniques, and subtle body movements to control the flow of qi in one’s body, or that of a surrounding object. This practical course teaches the fundamentals of qi gong, with an emphasis on its myriad medical uses. Students will learn the various healing qi gong forms, techniques, and vocal sounds that they can use to prescribe to their patients. *Prerequisite: None. Normally offered every quarter.*

#### **Chinese Internal Medicine I OM410**

*3 units 30 hours*

The first of four courses in Chinese internal medicine. These classes present an overview of the pathology, diagnosis, etiology, and treatment of specific syndromes of the internal organ systems. Students will learn to identify specific patterns and symptoms associated with the pathologies, along with the treatment protocols and recommendations for treatment utilizing acupuncture, herbal medicine, and other TCM modalities. Chinese Internal Medicine I covers the main lower jiao (lower abdomen) pathologies, including but not limited to gynecological and urological issues, UTI, and lower back pain. *Prerequisites: Acupuncture Anatomy, Acupuncture Therapeutics, Zang Fu II, Herb Formulae I-III, Anatomy & Physiology I-IV, Herb Pharmacy Lab I-IV, Mid-Curriculum Exam. Normally offered in summer and winter quarters.*

#### **Chinese Internal Medicine II OM420**

*3 units 30 hours*

The second of four courses in Chinese internal medicine. Chinese Internal Medicine II covers specific syndromes of the upper jiao, or the upper body, including but not limited to respiratory issues, headaches, wind stroke, dizziness, palpitations, and multiple sclerosis. *Prerequisites: Acupuncture Anatomy, Acupuncture Therapeutics, Zang Fu II, Herb Formulae I-III, Anatomy & Physiology I-IV, Herb Pharmacy Lab I-IV, Mid-Curriculum Exam. Normally offered in spring and fall quarters.*

#### **Chinese Internal Medicine III AC430**

*3 units 30 hours*

The third of four courses covering Chinese internal medicine. Chinese Internal Medicine III covers specific syndromes of the digestive system, including, but not limited, to constipation, diarrhea,

IBS, diabetes, and vomiting/nausea. *Prerequisites: Acupuncture Anatomy, Acupuncture Therapeutics, Zang Fu II, Herb Formulae I-III, Anatomy & Physiology I-IV, Herb Pharmacy Lab I-IV, Mid-Curriculum Exam. Normally offered in summer and winter quarters.*

#### **Chinese Internal Medicine IV OM440**

*3 units 30 hours*

The fourth of the series in Chinese internal medicine. Chinese Internal Medicine IV covers specific syndromes of the Lung organ, including but not limited to asthma, influenza, allergic rhinitis, coughing, and breathlessness. *Prerequisites: Acupuncture Anatomy, Acupuncture Therapeutics, Zang Fu II, Herb Formulae I-III, Anatomy & Physiology I-IV, Herb Pharmacy Lab I-IV, Mid-Curriculum Exam. Normally offered in spring and fall quarters.*

#### **TCM Pediatrics OM441**

*2 units 20 hours*

This course presents an overview of TCM pathophysiology, diagnosis, and treatment of selected common pediatric diseases. Upon completion of this course, students should have acquired the knowledge of TCM syndrome differentiation and differential treatment of selected common pediatric disorders. *Prerequisites: Mid-Curriculum Exam, Herb Formulae I-III. Normally offered in summer and winter quarters.*

#### **TCM Gynecology OM442**

*2 units 20 hours*

This course reviews the anatomy, physiology and pathology of the female reproductive system from a Western perspective as well as the TCM paradigm. Students will learn to diagnose, differentiate and develop treatment plans for general gynecological disorders and to use correct treatment strategies to treat a range of gynecological disorders. *Prerequisites: Mid-Curriculum Exam, Herb Formulae I-III. Normally offered in spring and fall quarters.*

#### **TCM Dermatology OM443**

*2 units 20 hours*

This course presents an overview of the pathology, symptoms, diagnosis and treatment of skin disorders with an emphasis on psoriasis, acne, alopecia, eczema, warts, fungus infection, urticaria, zoster virus and dry skin. Students will learn the relevant terminology of TCM dermatology and how to treat skin disorders with Chinese herbal formulae and acupuncture. *Prerequisites: Mid-Curriculum Exam, Herb Formulae I-III. Normally offered in spring and fall quarters.*

#### **Oriental Medicine & Chemical Dependency OM520**

*2 units 20 hours*

*In this course students will explore basic concepts, history and theories of addiction and substance abuse, and its clinical application for chronic pain patients and recreational drug users. Students will receive an overview of addiction treatment approaches in the modern medical care setting, and protocols utilizing acupuncture and herbal medicine for the management of substance abuse, including underlying emotional and psychological issues as conceptualized within TCM. Prerequisite: Mid-Curriculum Exam. Normally offered in summer and winter quarters.*

### **Principles of Treatment OM550**

2 units 20 hours

This course explores the development and relationship among treatment principles and how they drive the process of acupuncture and herbal prescriptions. The course also examines different diagnostic models of traditional Asian medicine examining the virtues of one model over another and how, when, and why to use them. *Prerequisites: Acupuncture Therapeutics, Herb Formulae I-III, Mid-Curriculum Exam. Normally offered in spring and fall quarters.*

### **CMR-Case Management and Review**

2 units 20 hours

*Total CMR-Case Management and Review: 8 units 80 hours*

This advanced series provides upper level students the opportunity to meet and discuss patient cases with fellow clinical interns and faculty with an emphasis on diagnosis and integrated analysis of clinical experiences and outcomes. Review of cases includes discussion of primary care responsibilities, relevant issues in secondary and specialty care, psychosocial assessment, and diagnostic and treatment decisions. Additional topics in these case based reviews include relevant contraindications, complications (including drug and herb interactions), continuity of care, referral, collaboration, follow-up care, final review, functional outcome assessments, prognosis, and future medical care recommendations. *Prerequisites: Concurrent enrollment in Clinical Internship, Adv Acupuncture Tech, Microsystems, Formula Writing, Mid-Curriculum Exam, Pathophysiology I-IV. Normally offered every quarter.*

## **DEPARTMENT OF ACUPUNCTURE**

### **Meridians I AC310**

3 units 30 hours

The first of two meridian courses, Meridians I introduces the student to the classification, nomenclature and distribution of the channels and collaterals, acupuncture point locations, and general acupuncture point groupings. Students will learn the proper methods of identifying and locating acupuncture points based on their anatomical locations and proportionate body measurements. Meridians I covers all the points on the Lung, Large Intestine, Stomach, Spleen, Heart, Small Intestine, Ren, and Du channels.

*Prerequisites: Anatomy & Physiology I, Fundamentals of Oriental Medicine. Normally offered every quarter.*

### **Meridians II AC311**

3 units 30 hours

The second of two meridian courses, Meridians II is a continuation of the classification, nomenclature and distribution of the channels and collaterals, acupuncture point locations, and general acupuncture point groupings. Students will learn the proper methods of identifying and locating acupuncture points, based on their anatomical locations and proportionate body measurements. Meridians II cover all the points on the Urinary Bladder, Kidney, Pericardium, San Jiao, Gall Bladder, and Liver channels. *Prerequisites: Anatomy & Physiology I, Fundamentals of Oriental Medicine, Meridians I. Normally offered every quarter.*

### **Acupuncture Energetics AC335**

3 units 30 hours

This course presents a study of the meridian energetics and point qualities based on the categories of Front Mu, Back Shu, Antique, Confluent, Influential, Window of the Sky, and Group Luo points. The points will be analyzed with their clinical applications in relation to the primary meridians and secondary vessels. *Prerequisite: Acupuncture Therapeutics. Normally offered in summer and winter quarters.*

### **Acupuncture Anatomy AC350**

4 units 40 hours

This course covers the topographical study of the acupoints with an emphasis on their anatomical locations, musculature, innervations, and vasculatures. It also covers the cautions and contraindications of the acupoints based on their underlying anatomical structures. Upon successful completion of this course, students will be able to identify the muscles, nerves, blood vessels and dermatomes related to the acupoints in order to improve clinical safety and outcomes. *Prerequisites: Anatomy & Physiology I, Fundamentals of Oriental Medicine, Meridians I-II. Normally offered every quarter.*

### **Acupuncture Therapeutics AC360**

4 units 40 hours

This course presents an in-depth discussion of the traditional functions, major laws and principles, and the cautions and contraindications of the major acupuncture points. Students will learn the properties of the major points, including their traditional and empirical usages, the significance of their nomenclature, and their therapeutic effects. Students will also be exposed to the major groupings of the acupuncture points on the twelve main meridians, the Ren and Du channels, and the special point categories.

*Prerequisites: Anatomy & Physiology I, Fundamentals of Oriental Medicine, Meridians I-II, Chinese Medical Language. Normally offered every quarter.*

### **Tui Na AC380**

4 units 40 hours

Tui na literally means pushing and grasping. Tui na is a pillar of traditional Asian medicine and refers to a wide range of massage and hand manipulation techniques such as pushing, rolling, kneading, rubbing, scrubbing, grasping and pressing. Tui na manipulations are designed to correct a variety of physical problems, internal conditions, gynecological conditions, pediatric conditions and traumatic injuries. *Prerequisites: Anatomy & Physiology I, Fundamentals of Oriental Medicine, Meridians I-II. Normally offered every quarter.*

### **Acupuncture Techniques I AC401**

3 units 30 hours

The first of a three-course series, the acupuncture techniques classes teach the students the various methods and theories of acupuncture needling, gua sha, moxabustion and cupping techniques. The skills and techniques taught emphasize those prescribed by the laws and regulations of the California State Acupuncture Board (CAB).

In Acupuncture Techniques I, students will learn how to needle acupoints with an emphasis on the proper needling depths and

angles, manipulation techniques, safe needling practices and clean needle techniques through in-class demonstrations and practical assignments. This course covers the points along the Lung, Large Intestine, Spleen, Stomach, Heart and Small Intestine channels. *Prerequisites: Anatomy & Physiology I, Fundamentals of Oriental Medicine, Meridians I-II, Acupuncture Anatomy. Normally offered every quarter.*

#### **Acupuncture Techniques II AC402**

*3 units 30 hours*

The second of a three-course series, Acupuncture Techniques II continues the study of various methods and theories of acupuncture needling techniques with an emphasis on the proper needling depths and angles, manipulation techniques, safe needling practices and clean needle techniques through in-class demonstrations and practical assignments. This course covers the points along the Urinary Bladder, Kidney, Pericardium, Triple Burner, Gall Bladder, Liver, Ren and Du channels and continues the emphasis on safe needling practices and clean needle techniques, as prescribed by the laws and regulations published by the California Acupuncture Board (CAB). *Prerequisites: Anatomy & Physiology I, Fundamentals of Oriental Medicine, Meridians I-II, Acupuncture Anatomy, Acupuncture Techniques I. Normally offered every quarter.*

#### **Advanced Acupuncture Techniques AC403**

*3 units 30 hours*

The third and final course in the acupuncture techniques series, this practical class teaches the students advanced needling techniques, as well as other protocols used during acupuncture treatments. This course covers advanced techniques such as plum-blossom needling, blood-letting, cupping, electro-stimulation, moxibustion, use of magnets and ear seeds, and the difficult points not covered in the previous techniques classes with a continued emphasis on safe needling practices and clean needle techniques, as prescribed by the laws and regulations published by the California Acupuncture Board (CAB). *Prerequisites: Anatomy & Physiology I, Fundamentals of Oriental Medicine, Meridians I-II, Acupuncture Anatomy, Acupuncture Techniques I-II. Normally offered every quarter.*

#### **Clinical Point Selection AC500**

*3 units 30 hours*

This advanced course reviews the various acupuncture point prescriptions used for specific pathologies, with an emphasis on empirical points (non-traditional points with empirical relevancy) commonly used in an acupuncture clinic. Learners will gain the ability to independently develop a point prescription based on a diagnosis, utilizing various acupuncture systems in order to obtain the best therapeutic benefit. *Prerequisite: Acupuncture Therapeutics. Normally offered in summer and winter quarters.*

#### **Microsystems AC510**

*2 units 20 hours*

This practical course presents an overview of the microsystems within the human body. Students will learn the Chinese and European microsystem models, as well as the clinical applications for which they are commonly used with an emphasis on the more commonly used auricular acupuncture points. Students will have the opportunity to practice locating and needling the microsystem points in class, under the direct supervision of the instructor. *Prerequisite: Acupuncture Techniques I. Normally offered in summer and winter quarters.*

#### **Secondary Vessels AC550**

*3 units 30 hours*

This course is an in-depth study of the eight extraordinary vessels, the divergent meridians, the luo-collaterals, the sinew channels, and the tendino-muscular meridians. It also covers the connections between the meridian systems, including the twelve primary meridians, and the disease patterns indicated for their use. Upon completion of this course, the student will be able to make a diagnosis and a treatment principle utilizing the various meridian systems. *Prerequisite: Acupuncture Energetics. Normally offered in spring and fall quarters.*

#### **Acupuncture Orthopedics AC560**

*3 units 30 hours*

Orthopedics, traumatology and pain management are some of the most common conditions acupuncturists will see as clinical practitioners. In this course, students will learn to diagnose musculoskeletal complaints and treat them using acupuncture, manual therapies, exercise and herbal interventions. *Prerequisites: Acupuncture Techniques I-II, Western Physical Assessment, Mid-Curriculum Exam. Normally offered in spring and fall quarters.*

### **DEPARTMENT OF WESTERN MEDICINE**

#### **Chemistry WS200**

*3 units 30 hours*

This course is designed to teach elementary principles of chemistry and chemical elements and compounds. It includes an investigation of the constituents of matter, electron arrangement, the periodic table, chemical bonds and reactions, phase states, solutions, acids, bases and electrolytes. *Prerequisite: None. Normally offered in summer and winter quarters.*

#### **Anatomy & Physiology I WS205**

*3 units 30 hours*

This is one of four anatomy and physiology courses and is the prerequisite for the remaining courses in this series. Anatomy and Physiology I examines the normal structure and function of the human integumentary and musculoskeletal systems at the gross and intrastructural levels. It includes a detailed analysis of muscle actions, innervations, and clinically relevant origins and insertions. *Prerequisite: None. Normally offered every quarter.*

#### **Anatomy & Physiology II WS206**

*3 units 30 hours*

This course examines the normal physical structures and functions of the pulmonary, cardiovascular, lymphatic and immune systems, genetics and their clinical correlations. *Prerequisite: Anatomy & Physiology I. Normally offered every quarter.*

#### **Anatomy & Physiology III WS207**

*3 units 30 hours*

This course details the normal structure, function and clinical correlations of the renal, reproductive, and digestive systems, including associated areas of metabolism, electrolytes and growth and development. *Prerequisite: Anatomy & Physiology I. Normally offered in summer and winter qtrs.*

**Anatomy & Physiology IV WS208**

3 units 30 hours

This course analyzes the endocrine system, the central and peripheral nervous systems, the autonomic nervous system and the general and special senses and their clinical correlations. *Prerequisite: Anatomy & Physiology I. Normally offered in spring and fall quarters.*

**Biochemistry WS210**

3 units 30 hours

This course examines biochemical reactions in living systems, investigating functional groups, essential compounds, and metabolic pathways in eukaryotic cells. Biochemistry is foundational to understanding the chemical dynamics of physiology, nutrition, pharmacology and herbal medicine. *Prerequisite: Chemistry. Normally offered in spring and fall quarters.*

**Physics WS220**

2 units 20 hours

This course provides the basic information in the fields of mechanics, heat and sound, as well as light, electricity, magnetism, atoms and modern physics. The fundamental laws of physics are explained and discussed. *Prerequisite: None. Normally offered in summer and winter quarters.*

**Biology WS230**

3 units 30 hours

Biology is a foundational subject for the medical sciences. This course is a study of living systems. It includes an examination of evolution, cellular structure and function, body systems, metabolism, homeostasis, genetics and reproduction. *Prerequisite: None. Normally offered in spring and fall quarters.*

**General Psychology WS240**

2 units 20 hours

This course introduces the major ideas and theories of the various schools of psychology as they conceptualize and influence the understanding and treatment of patients at various stages of development, including their meaning for health promotion and education, as well as clinical patient-practitioner interactions. *Prerequisite: None. Normally offered in summer and winter qtrs.*

**Psychology of Patient Care WS255**

2 units 20 hours

This course analyzes clinical signs and symptoms of major psychological disorders listed in the current Diagnostic and Statistical Manual (DSM) for treatment or for professional referral. Additional topics include patient-practitioner rapport, communication skills, and multicultural sensitivity. *Prerequisite: General Psychology. Normally offered in spring and fall quarters.*

**Basic Nutrition WS260**

2 units 20 hours

A study of the basic principles of nutritional science, including the classic nutritional deficiencies and the roles of nutritional components in various stages of the life cycle. Additional course topics include applications to community nutrition and health care. The functions of specific nutrients including their sources from dietary elements are presented. *Prerequisites: Western Medical Terminology, Biology, Chemistry, Biochemistry. Normally offered in summer and winter quarters.*

**Pathophysiology I WS271**

3 units 30 hours

Pathophysiology is a four-course series that presents the fundamentals of biophysiological processes as they relate to the development of diseases and their manifestations. Pathophysiology I introduces the fundamentals of disease processes as they relate to cellular dynamics, inflammation and repair, fluid and electrolyte balance, acid/base and blood gas regulation, hemodynamics, and immunity. This material is then summarized into clinical relevancy through the consideration of the related symptoms. *Prerequisites: Anatomy & Physiology I-IV, Biology, Chemistry, Biochemistry and Western Medical Terminology. Normally offered spring and fall qtrs*

**Pathophysiology II WS272**

3 units 30 hours

This course presents the etiologies, pathogenesis and major disease mechanisms of the circulatory, respiratory and renal systems, as well as the pathologic changes that occur in these disorders. *Prerequisites: Anatomy & Physiology I-IV, Biology, Chemistry, Biochemistry, Western Medical Terminology. Normally offered in summer and winter quarters.*

**Pathophysiology III WS273**

3 units 30 hours

This course analyzes the major pathological mechanisms and changes related to disorders of the gastrointestinal, endocrine and nervous systems. *Prerequisites: Anatomy & Physiology I-IV, Biology, Chemistry, Biochemistry, Western Medical Terminology. Normally offered in spring and fall quarters.*

**Pathophysiology IV WS274**

3 units 30 hours

This course analyzes the major pathological mechanisms and changes related to disorders of the musculoskeletal and reproductive systems. It also covers functional disease processes. *Prerequisites: Anatomy & Physiology I-IV, Biology, Chemistry, Biochemistry, Western Medical Terminology. Normally offered in summer and winter quarters.*

**East/West Medical History WS290**

2 units 20 hours

This course provides an overview of the history of events and ideas that led to the development of both Eastern and Western medical paradigms. It surveys the major impact of specific historical events as well as the individuals who contributed to the medical advances and practices seen today. From Huang Di to Johns Hopkins, many of the major Eastern and Western medical pioneers will be discussed and analyzed. *Prerequisite: Fundamentals of Oriental Medicine. Normally offered in spring and fall quarters.*

**Western Physical Assessment WS301**

4 units 40 hours

This course provides training in the techniques of history-taking and physical assessment according to the Western clinical paradigm. The emphasis is hands-on training to prepare students to be able to perform the procedures of a physical examination with a high degree of comfort and skill. This course covers the complete physical examinations of the skin, head, sense organs, chest, abdomen, as well as basic orthopedic and neurological tests. *Prerequisites: Western Medical Terminology, Biology, Chemistry, Biochemistry, Anatomy & Physiology I-IV, Pathophysiology I. Normally offered every quarter.*

**Western Medical Terminology WS319**

2 units 20 hours

This course provides a working familiarity of common medical terminology used in Western medicine, including the definitions, roots, prefixes, suffixes and proper pronunciation of terms, emphasizing their clinical context. This course is foundational for the Western sciences and allows for communication with other health care providers. *Prerequisite: None. Normally offered every quarter.*

**Clinical Nutrition WS335**

2 units 20 hours

This course presents the concepts and applications of Western clinical nutrition for the practicing acupuncturist, including diet modification and nutritional supplementation programs for prevention and treatment of the major diseases. *Prerequisites: Western Medical Terminology, Biology, Chemistry, Biochemistry, Basic Nutrition. Normally offered in spring and fall quarters.*

**Medical Ethics & Jurisprudence WS400**

2 units 20 hours

This course examines the ethical issues surrounding licensed practice in the field of TCM. Course topics include standards of medical ethics, ethical issues, legal issues, and the rules and regulations relating to the practice of acupuncture and Oriental medicine with an emphasis on California acupuncture laws. *Prerequisite: Mid-Curriculum Exam. Normally offered in summer and winter quarters.*

**Public Health WS430**

2 units 20 hours

This course presents an introduction to public health and epidemiology, including the distribution and correlates of illness in the population and current efforts to prevent and control risk factors that contribute to morbidity and mortality. Additional topics include public health issues that face the primary care provider including TCM practitioners. *Prerequisite: None. Normally offered in spring and fall quarters.*

**Western Clinical Medicine I WS471**

3 units 30 hours

This survey course presents an overview of selected common diseases observed and treated in biomedicine, including neurology, psychiatry and gastroenterology. The etiology, pathogenesis, differential diagnosis and first line of allopathic treatment will be presented and discussed with the emphasis on the clinical manifestations of the diseases. *Prerequisites: Pathophysiology I-IV, Mid-Curriculum Exam. Normally offered in summer and winter quarters.*

**Western Clinical Medicine II WS472**

3 units 30 hours

This survey course presents an overview of common diseases observed and treated in biomedicine, including rheumatology, hematology, endocrinology and dermatology. The etiology, pathogenesis, differential diagnosis and first line of allopathic treatment will be presented and discussed with the emphasis on the clinical manifestations of the diseases. *Prerequisites: Pathophysiology I-IV, Mid-Curriculum Exam. Normally offered in spring and fall quarters.*

**Western Clinical Medicine III WS473**

3 units 30 hours

This survey course presents an overview of selected common diseases observed and treated in biomedicine including cardiovascu-

lar, respiratory and urinary systems. This course also presents disorders encountered in obstetrics and gynecology. The etiology, pathogenesis, differential diagnosis and first line of allopathic treatment will be presented and discussed with the emphasis on the clinical manifestations of the diseases. *Prerequisites: Pathophysiology I-IV, Mid-Curriculum Exam. Normally offered in summer and winter quarters.*

**Western Pharmacology WS495**

3 units 30 hours

This course introduces the basic concepts and pharmacological principles of Western pharmaceuticals and their major categories. Topics include pharmacological distribution, metabolism, excretion, and the mechanisms by which drugs produce their therapeutic effects. Course emphasis is on general principles that can be applied broadly to groups or categories of medications. Students learn the major classes of drugs and specific examples within each class, potential drug-drug and drug-herb interactions. *Prerequisite: Pathophysiology I. Normally offered in summer and winter quarters.*

**Clinical Diagnosis by Lab Data WS499**

2 units 20 hours

This course provides the TCM student with a basic understanding of clinical laboratory and diagnostic tests, including blood, urine and stool tests, chemistry and microbiological studies, and an overview of specialized tests. Interpretation of test results and their clinical significance will be discussed, as well as indications for ordering tests and working with a lab to place orders. *Prerequisites: Pathophysiology I-IV. Normally offered in summer and winter quarters.*

**Practice Management WS501**

3 units 30 hours

Upper level students will survey the clinical practices of medicine, including osteopathy, dentistry, psychology, nursing, chiropractic, podiatry, naturopathy, and homeopathy to familiarize practitioners with the practices of these health care providers. Additionally, students will learn to develop appropriate referral networks and discover the essentials of business in support of their post-graduate employment, including establishing a private and/or group practice as well as working in an integrated setting, including managed care. *Prerequisite: Mid-Curriculum Exam. Normally offered in summer and winter quarters.*

**Practice Management II WS502**

3 units 30 hours

Upper level students will continue learning the competencies and information required for successful post-graduate clinical practice. Topics include follow-up care, final review, functional outcome measures, prognosis and future medical care, case management for injured workers, insurance including Medicare and Medicaid, knowledge and use of CPT and ICD-9 billing codes, role of Qualified Medical Examiners, medical report writing, medical testimony and independent medical review, special care of seriously ill patients, and emergency procedures. *Prerequisites: Mid-Curriculum Exam, Practice Management I. Normally offered in spring and fall quarters.*

**Introduction to Medical Imaging Procedures WS590**

2 units 20 hours

An introductory imaging course for the TCM student. This course



provides an overview of radiation physics and protection, normal radiographic anatomy, common pathologies, radiologist reports and ordering imaging for diagnostic purposes. Areas of discussion include: x-ray, CT, MRI, PET, ultrasound and nuclear medicine. *Prerequisites: Pathophysiology I-IV. Normally offered in spring and fall quarters.*

## DEPARTMENT OF HERBAL MEDICINE

### **Introduction to Herbal Medicine HB300**

*2 units 20 hours*

This course provides students with an overview of the ideas and concepts they will encounter in their study of Chinese herbal medicine throughout the master's program, as well as the basic concepts in botany and the history of Chinese herbal medicine. *Prerequisite: None. Normally offered every quarter.*

### **Herb Pharmacopoeia I HB315**

*3 units 30 hours*

The first of four courses in the herb pharmacopoeia series. These courses analyze the taste, temperature, meridians, dosage, contraindications, identification and clinical usage of approximately 450 principal medicinals used in Oriental medicine. These four courses can be taken in any order. Herb Pharmacopoeia I covers herbs in the Release Exterior Conditions, Heat Clearing Herbs, Herbs that Transform Phlegm and Herbs that Stop Cough categories.

*Prerequisites: Introduction to Herbal Medicine, concurrent enrollment in Herb Pharmacopoeia Lab. Normally offered in spring and fall quarters.*

### **Herb Pharmacopoeia II HB320**

*3 units 30 hours*

The second of four courses in the herb pharmacopoeia series. Herb Pharmacopoeia II covers herbs in the Damp Eliminating Aromatic Herbs, Digestive Herbs, Purgatives, Laxatives, Cathartic Herbs, Antiparasitic Herbs, Aromatic Herbs that Open the Orifices, Interior Warming Herbs, Liver Calming Herbs, and Tranquilizing Herbs categories. *Prerequisites: Introduction to Herbal Medicine, concurrent enrollment in Herb Pharmacopoeia Lab. Normally offered in summer and winter quarters.*

### **Herb Pharmacopoeia III HB330**

*3 units 30 hours*

The third of four courses in the herb pharmacopoeia series. Herb Pharmacopoeia III covers herbs in the Diuretics, Antirheumatics, Qi Regulating Herbs, Blood Activating, and Stop Bleeding Herbs categories. *Prerequisites: Introduction to Herbal Medicine, concurrent enrollment in Herb Pharmacopoeia Lab. Normally offered in spring and fall quarters.*

### **Herb Pharmacopoeia IV HB340**

*3 units, 30 hours*

The fourth course in the herb pharmacopoeia series. Herb Pharmacopoeia IV covers herbs in the Qi Tonics, Blood Tonics, Yang Tonics, Yin Tonics, Stop Diarrhea, Astringe Essence, and External Application categories. *Prerequisites: Introduction to Herbal Medicine, concurrent enrollment in Herb Pharmacopoeia Lab. Normally offered in summer and winter quarters.*

### **Herb Pharmacy Lab A, B**

*HB360, HB361*

*2 units each 20 hours • 4 units total*

This practical course gives students the opportunity to work in a busy herbal dispensary. Students learn and practice the skills required to measure, package and dispense raw and powdered herbal formulae by making formulae for patients being treated by clinical interns. Students work in the college's dispensary under the supervision of the dispensary manager, who also reinforces the pharmacopoeia lectures by exposing students to practical uses of herbs they are learning in their pharmacopoeia series. *Prerequisites: Chinese Medical Language, Concurrent enrollment in Herb Pharmacopoeia and Herb Formula series. Normally offered every quarter.*

### **Herb Formulae I HB410**

*3 units 30 hours*

The first of three courses in the herb formulae series. These courses can be taken in any order. The herb formulae series analyzes the functions, ingredients, and properties of approximately 250 herb formulas. An emphasis is placed on the roles played by the individual herbs in the formulae and the pathology patterns for which each formula is used clinically. Categories covered in Formulae I include the Release the Exterior, Drain Downwards, Clear Heat, Harmonizing, and Warm the Interior formulas. *Prerequisites: Herb Pharmacopoeia I-IV, Chinese Medical Language. Normally offered in spring and fall quarters.*

### **Herb Formulae II HB420**

*3 units 30 hours*

The second of three courses in the herb formulae series. Categories covered in Formulae II include the Tonify Qi and Blood, Regulate Qi, Invigorate the Blood, Stop Bleeding, Stabilize and Bind, Calm the Spirit, and Open the Orifices formulas. *Prerequisites: Herb Pharmacopoeia I-IV, Chinese Medical Language. Normally offered in Summer and Winter quarters.*

### **Herb Formulae III HB430**

*3 units 30 hours*

The third of three courses in the Herb Formulae series. Categories covered in Formulae III include the Expel Wind, Moistens Dryness, Expel Dampness, Treat Phlegm, Relieve Food Stagnation, Expel Parasites, and Treat Surgical Diseases formulas. *Prerequisites: Herb Pharmacopoeia I-IV, Chinese Medical Language. Normally offered in spring and fall quarters.*

### **Advanced Formulae HB440**

*3 units 30 hours*

This review course is an in-depth study of the ingredients, functions, and indications of herbal formulae that are of particular importance in terms of their clinical applications as established by the California Acupuncture Board. It covers the 63 "A" formulae that are emphasized in the California Acupuncture Licensing Exam. *Prerequisites: Chinese Medical Language, Herb Formulae I-III, Herb Pharmacy Lab I-IV. Normally offered in spring and fall quarters.*

### **Formulae Writing HB445**

*3 units 30 hours*

This course focuses on the development of formula writing skills.

Students learn how to combine herbal medicines into formulae, how to choose appropriate basic formulae for patients, and how to modify the formulae according to the patient's chief complaint and diagnostic patterns. *Prerequisites: Chinese Medical Language, Herb Formulae I-III, Herb Pharmacy Lab I-IV. Normally offered in spring and fall quarters.*

#### **Patent Medicines HB460**

*2 units 20 hours*

This course examines the clinical efficacy and availability of the most commonly used herbal patents and pre-packaged herbal remedies. Students will be exposed to the different ways of extracting the formulae (i.e. powder form, tincture, capsules, etc.), as well as introducing students to the various herbal companies that make them. Throughout the course, guest speakers from the various herbal companies will present their product lines. *Prerequisites: Herb Formulae I-III. Normally offered in summer and winter quarters.*

#### **Pharmacognosy HB 500**

*2 units 20 hours*

Students will be provided with information on cultivation, collection and processing of medicinal plants. Representative drugs from different morphological sources will be discussed including macro and microscopic characteristics, geographic distribution, cultivation, chemical constituents and their uses. *Prerequisites: Biology, Biochemistry, Introduction to Herbal Medicine, concurrent enrollment in the Herb Pharmacopoeia series. Normally offered in spring and fall quarters.*

#### **Chinese Nutrition HB520**

*2 units 20 hours*

This course is a study of the roles of different properties of foods and their practical applications in dietary adjustment for various TCM diseases and disorders. Students will learn the principles of nutrition, the basics of nutritional assessment, and the functions of specific foods according to traditional Chinese medicine. Students will also be taught to evaluate a patient's food journal and give appropriate suggestions for improvements. *Prerequisites: Herb Pharmacopoeia I-IV. Normally offered in summer and winter quarters.*

#### **Shang Han Lun/Wen Bing HB570**

*4 units 40 hours*

This course presents two of the most significant classics of Chinese medicine – Shang Han Lun (Damage by Cold Classic) and Wen Bing (Warm Diseases). Students will learn the theories, diagnostic patterns, and treatment principles utilizing the Shang Han Lun and Wen Bing models. An emphasis is placed on the different levels of pathogen invasion, along with the traditionally prescribed formulae and herbal modifications used to treat them. Modern clinical applications are discussed in detail. *Prerequisites: Herb Formulae I-III. Normally offered in spring and fall quarters.*

### **CLINICAL TRAINING**

Clinical training in the master's program consists of a total of 970 hours as described briefly here and in more detail in the clinic handbook.

**Pre-Observation and Pre-Internship (20 hours total)** are detailed orientations to their associated clinical experiences. Multiple instructors participate in each of these orientation clinical preparations and students are introduced to the policies, procedures and expectations of clinic observers or clinic interns. The clinic handbook is distributed in Pre-Observation and students are required to read the full handbook in preparation for observation and subsequent internship.

**Observation (150 hours total)** includes two 50-hour observation theatre experiences and one 50-hour observation rounds assignment. Observation theatre takes place in one of the clinic's treatment rooms and is structured as a small group learning experience. A clinic faculty supervisor treats a patient while six-to-eight students observe. Students and supervisor discuss the treatment plan and herbal prescriptions used for the patient. In observation rounds, students shadow clinic interns to learn more about the procedures and structure of expected behavior in the clinic as further preparation for their own clinical internships.

**Internship/Externship (800 hours total)** consists of on-campus and off-campus clinical training that must include at least 350 intern-performed treatments.

The clinical curriculum is designed to teach and evaluate student interns in their acquisition of phased clinical competencies. Students complete their training in 50-hour daytime and/or 50-hour evening blocks. Each student is assigned to a faculty supervisor along with no more than three other clinic interns.

The clinical curriculum is structured as four phased levels of training and evaluation, each of which must be completed successfully for the intern to move on to the next level of internship. Each level of internship provides the student with an increasing level of autonomy and less direct input from supervisors. As students move through the levels of clinical instruction they are expected to demonstrate the acquisition of specific clinical skills, including the ability to draw on their didactic coursework to assess patients, develop an accurate diagnosis and, based on that diagnosis, develop a treatment plan that includes acupuncture, herbs, and other methods of treatment.

In addition to faculty clinical supervisors, the clinic includes faculty technical supervisors for Level I and early Level II instruction. These technical supervisors ensure that new interns have the basic competencies for treatment and patient safety, including point prescription, needling techniques, data collection, and appropriate interaction with both patients and colleagues. Level I interns are expected to demonstrate competencies in a range of specific areas of assessment with consistent guidance and input from their technical supervisors and clinic supervisors.

Level IV interns are required to complete a minimum of 50 hours in residency at an externship facility. Externships provide clinical interns the opportunity to treat patients within the Western medical setting and collaborate with a variety of medical professionals.

Throughout clinical training all students must consult with their supervisors and obtain permission to implement their recommended treatment plan. Clinic interns must fully chart all patient visits and those completed charts must be counter-signed by supervisors.

As part of the clinical curriculum student interns are given assignments to strengthen their learning outside of clinic. Additionally, supervisors complete detailed evaluations during and at the end of each block of internship. These evaluations are used to guide intern instruction and identify areas where interns need to expand their skills in order to receive a satisfactory assessment at the end of each level of training and move ahead in their clinical internships. The goal of the clinical curriculum is to ensure that all interns begin their training with basic competencies and, then, are able to move ahead in their clinical internships with the ability to integrate coursework and hands-on patient care with increasing autonomy, knowledge and clinical skills.

**Clinical Training Objectives:** At the completion of the clinical training program, Emperor's College students will be able to demonstrate:

1. The professionalism and ethical behavior appropriate for patient care and effective collegial relationships.
2. Effective patient management and communication skills, including appropriate health education.
3. Effective techniques of history taking, physical examination and patient assessment.
4. Appropriate skills in record-keeping including full and accurate charting.
5. The integration of the breadth of traditional Oriental medicine into effective diagnostic skills and treatment protocols.
6. Proficiency in the practice of acupuncture, including accurate point prescriptions and point location, as well as needle insertion, manipulation, and removal techniques.
7. Proficiency in prescribing appropriate raw and processed herbal medicines based on diagnosis.
8. The ability to practice clinically within the safety requirements of OSHA, CNT, HIPAA, and accepted standards for clinical practice covering acupuncture, herbal prescriptions, and adjunct treatment techniques (including Moxa, cupping, electrostimulation, gua sha, tui na, and bleeding).

## ELECTIVE COURSES

Throughout the curriculum, students are encouraged to explore the wide array of schools of thought within Eastern medicine via elective courses in classical Chinese medicine, five element theory, Japanese acupuncture and Korean acupuncture. These courses provide students the opportunity to master advanced and specialized clinical skills and nurture the development of the versatile clinician. It is the versatility of clinical techniques and comprehensive understanding of Eastern medicine that contributes to the success of our alumni.

Elective courses in meditation, movement and manual therapies, advanced herbal medicine, advanced Western medicine, and study skills are also offered. Students are required to complete a specific number of elective units as set forth in the curriculum at their date of entrance.

A partial listing of elective courses includes:

**Art of Meditation**  
**Meridians Palpation**  
**Japanese Acupuncture**  
**Shiatsu**  
**Jade Woman Qi Gong**  
**Flying Phoenix Qi Gong**  
**Neigong\***  
**Korean Acupuncture**  
**Korean hand Acupuncture**  
**Advanced Moxibustion**  
**Korean Five Elements**  
**Esoteric Acupuncture**  
**Advanced Clinical Nutrition**  
**East/West Nutrition**  
**Plant Medicines of the West**  
**East/West Spices and Plants**  
**Advanced Pharmacopeia**  
**Chinese Medical Classics**  
**Five Elements\***  
**Eight Extra Ordinary Vessels**  
**Advanced Diagnosis**  
**Yang Style Tai Chi Sword\***  
**Advanced Anatomy & Physiology\***  
**OM Studies\***  
**Patient Interview Skills\***  
**Mind Body Acupuncture**

\* Denotes classes that will not be taught in 2017

# Master's Faculty

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Pepperdine University

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California Acupuncture College

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Emperor's College of Trad. Oriental Med.

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University of Aix-Marseille

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South Baylo University

\* Denotes faculty members that will not be teaching in 2017



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.
- ◆ 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 first year of 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

### Incomplete Grades

If a student is unable to complete the course due to a documented emergency, the student may request an Incomplete (Inc) with the Academic Dean prior to the exam date.

- ◆ All courses with an "Inc" must be completed by the end of the following quarter according to the schedule below:
  - One (1) week for didactic courses
  - Two (2) two for clinical courses

If an "Inc" is not completed within this timeframe, the grade will be permanently recorded as an "F" grade.

### 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.

### **SATISFACTORY ACADEMIC PROGRESS (SAP)**

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

- ◆ Completion of scheduled program requirements.
  - ◇ Successful completion of the Capstone Project proposal by the end of 1st year (12-month period from start date).
  - ◇ Quarterly successful completion of all scheduled Medical Presentations and Clinical Rounds,
  - ◇ Quarterly successful completion of a minimum of 50 clinical hours of either Mentorship, Preceptorship, Service Learning).
- ◆ Maintain the minimum required GPA:
  - ◇ Minimum quarterly grade point average (GPA) of 3.0.
  - ◇ Minimum cumulative GPA of 3.0.
- ◆ Adherence to the attendance policy.

### **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 8 days (no more than 4 consecutive days) per year (12-month period from start date). Students are required to inform the Academic Dean of forthcoming absences prior to the occurrence. If a student exceeds 16 days of absence in the program, the student will be automatically withdrawn. The decision is final and cannot be appealed.

In addition, all clinical course products and clinical training hours must be completed to pass the clinical courses.

If a student accumulates more than four (4) consecutive absences due to an extenuating circumstance such as an illness or emergency, he or she must submit an appeal with supporting documentation of the circumstance to the Doctoral Committee for review. Upon approval, the student will be considered to be meeting SAP.

Students are required to attend the proposal and final capstone presentations. If a student misses the proposal or the final capstone presentation, he or she will receive a "Fail" for the course and will be required to complete the presentation at the next scheduled date.

### **Tardiness Policy**

A student is tardy if they arrive more than 30 minutes late to class. Three (3) tardy per quarter equals 1 absence. If a student misses more than half of a class, or leaves early, will count as an absence.

A student enrolled in a course is responsible for all course assignments or requirements that are due regardless of whether the student is present or absent from the scheduled course. Students are responsible for being aware of their own attendance for each course in which they are enrolled in order not to exceed the maximum absences allowed.

### **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.



## TUITION AND FEES POLICY

### 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

\* Denotes classes that will not be taught in 2017

## 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

This class focuses on Evidence-Based Medicine (EBM) and the medical information evaluation. Students will learn the process of reviewing, appraising and applying the best available evidence to clinical decision and acquire competency of evaluating medical research papers and apply the skills to capstone project writing, including recruitment, assessment, and analysis of the information released in medical literature.

**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.

**Marilyn Allen, MS**  
Pepperdine University

**Christine Chang, DAOM, LAc**  
Emperor's College of Traditional Oriental Medicine

**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

**Kenneth Garrett, Ph.D.**  
University of Southern California

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

**Jiling Hu, LAc, MD (China)**  
Beijing University of TCM

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

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

**Jian Feng Li, LAc**  
Beijing University of TCM

**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

**Pamela Maloney, PhD, DHM, LAc**  
Pacific Western University

**Jacques MoraMarco, DAOM, OMD, LAc**  
California Acupuncture College

**Terry Olson, PhD**  
University of California, Los Angeles

**Derek Plonka, DPT, PT, LAc**  
Temple University

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

**Mayra Rascon, MPH**  
California State University, Long Beach

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

**Sergei Shaginyan, PhD (Russia),**  
State Medical University of Russia

**Pamela Tarlow, Pharm D**  
University of Southern California

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

**Phi Tran, EMR**  
American Red Cross

**\*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

**Ji Zhang, MD (China), DAOM, LAc**  
Nanjing University of Traditional Chinese Medicine

**Qiwei Zheng, MD (China), DAOM, LAc**  
China Academy of Chinese Medicine Science

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

*\* Denotes faculty members that will not be teaching in 2017*