

# SOUTHERN CALIFORNIA UNIVERSITY

*A SCHOOL OF ORIENTAL MEDICINE AND ACUPUNCTURE*



## CATALOG

**2017-2018**

3460 Wilshire Boulevard, 5th Floor, Los Angeles, California 90010

Telephone: (213) 413-9500

# **SOUTHERN CALIFORNIA UNIVERSITY**

**A SCHOOL OF ORIENTAL MEDICINE AND ACUPUNCTURE**

*Master of Science in  
Oriental Medicine and Acupuncture*



## **ACADEMIC CATALOG**

**2017-2018**

(1/1/2017-12/31/2018)

Revised 12/27/2016

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## **LETTER FROM THE FOUNDER**

Dear Prospective Students:

On behalf of the faculty, administration and staff, I would like to welcome you to the Southern California University School of Oriental Medicine and Acupuncture ("SCUSOMA"). Whether you select SCUSOMA or another school, you have made a wise career decision to become an Acupuncturist.

I have been in practice as a professional Acupuncturist for over 30 years. During my practice, I have seen this profession grow in demand and improve in quality dramatically. It is clear to me that Oriental Medicine will continue to play a vital role in the healing arts of the future. I am convinced that now, more than ever, our society needs highly skilled Acupuncturists to meet the increasing demands of society.

SCUSOMA offers the highest quality education by integrating educational experiences inside and outside of the classroom. By bringing the theoretical study and the practical application of the curriculum together, SCUSOMA aims to produce balanced and competent Acupuncturists who will provide vital services to our society.

SCUSOMA's faculty is composed of experienced Acupuncturists and medical doctors who are committed to helping students. We foster an academic environment which encourages, stimulates and challenges our students. You will find that SCUSOMA is a welcoming place of learning with skilled and caring staff and faculty members supporting your educational journey in Oriental Medicine.

YOUNG HWAN CHO, Ph.D., L.Ac.

Founder/President Emeritus

Southern California University

School of Oriental Medicine & Acupuncture

## **GREETING FROM THE PRESIDENT:**

Dear Prospective Students:

Thank you for your interest in Southern California University School of Oriental Medicine and Acupuncture ("SCUSOMA"). You have taken the first step in pursuing a fulfilling and satisfying career in the wonderful field of oriental medicine and acupuncture. Though this field is nascent in the United States, it has a long and storied history spanning thousands of years in Asia and hundreds of years in Europe.

No matter where you are, healthcare always takes front stage. You are joining thousands of entrepreneurial graduates in the oriental medicine and acupuncture field who choose to propagate the virtues of natural oriental medicine and health in the United States. The vast majority of these graduates go on to start successful private practices or choose to become leaders in the field by teaching or enhancing the credibility of acupuncturists.

It is an exciting time for the industry because of the increasing public awareness of the benefits received from oriental medicine and acupuncture. More and more people are sharing anecdotal testimonials of how acupuncture helped relieve serious health issues without the use of surgery or synthetic drugs. Some of these serious health problems include, but are not limited to, vertigo, sciatica, pinched nerve, osteoarthritis, back pain, migraines, nausea, hot flashes, anxiety, addiction, insomnia, eczema, psoriasis, and infertility, just to name a few symptoms. Maybe your decision to come to SCUSOMA was influenced by witnessing first-hand the success of acupuncture on yourself or a loved one.

Thanks to celebrities like Robert Downey, Jr., Gwyneth Paltrow, and Gwen Stefani, people who normally would not have been exposed to acupuncture are now learning about what it is and why it is used. And thanks to respected western medical doctors like Dr. Mehmet Oz who care about getting people healthy, the western medical community is slowly accepting that acupuncture is often a safer and less invasive option to resolving a serious or chronic health problem.

More and more hospitals and medical clinics are hiring acupuncturists on staff to help support cancer and orthopedic wards. In the last ten years, there has been an explosion of studies on the bio-mechanics of acupuncture because western medical doctors want to know exactly how acupuncture works. The results have shown complex, verifiable responses in the brain, nervous system, and connective tissue. Mounting scientific evidence supports the assertion that acupuncture is a form of medical practice. In many Asian countries, acupuncturists are tantamount to medical doctors.

At SCUSOMA, we are committed to the highest ideals in oriental medical education. We nurture graduates to be amongst the most professional and competent healthcare providers in the medical field while still exemplifying the virtues of a mature and compassionate human being. SCUSOMA graduates are prepared for leadership in oriental medical education and in public service.

As a graduate of SCUSOMA, you join a community that fosters excellence in teaching and learning. You become part of a family that promotes fellowship and collaboration with colleagues, the community, and other health professions. We welcome diversity in people, ideas, and experiences. We promote effective and compassionate communication. We demand respect for one another and ethical behavior. And most of all, we are committed to the health and well-being of society.

Welcome to the SCUSOMA community!

With sincere gratitude,

Judy Kim Oh, Esq.

President

MONTH	DATE	2017	rev. 20161227JK
	1/2/2017	New Year's Day (Observed)	
	1/3/2017	Beginning of Winter Quarter	
	1/14/2017	Intern Exam	
	1/16/2017	Martin Luther King, Jr. Day	
	1/22/2017	CNT (MIN 10 PEOPLE)	
	1/28/2017	2nd Intern Exam	Second Chance Exam
	2/19/2017	CPR (MIN 10 PEOPLE)	
	2/20/2017	President's Day	
	2/28/2017	1st Graduation Exam	
	3/14 - 20/2017	Final Exams	
	3/21/2017	California Licensing Exam	
	3/28/2017	2nd Graduation Exam	Second Chance Exam
	4/1/2017	Beginning of Spring Quarter	
	4/15/2017	Intern Exam	
	4/23/2017	CNT (MIN 10 PEOPLE)	
	4/23/2017	Sports day / Picnic	
	4/29/2017	2nd Intern Exam	Second Chance Exam
	5/21/2017	CPR (MIN 10 PEOPLE)	
	5/29/2017	Memorial Day (School, Clinic Close)	
	6/12 - 17/2017	Final Exams	
	7/1/2017	Beginning of Summer Quarter	
	7/4/2017	Independence Day (School, Clinic Close)	
	7/15/2017	Intern Exam	
	7/23/2017	CNT (MIN 10 PEOPLE)	
	7/29/2017	2nd Intern Exam	Second Chance Exam
	8/20/2017	CPR (MIN 10 PEOPLE)	
	8/15/2017	California Licensing Examination	
	8/29/2017	1st Graduation Exam	
	9/4/2017	Labor Day (School, Clinic Close)	
	9/13 - 19/2017	Final Exams	
	9/26/2017	2nd Graduation Exam	Second Chance Exam
	10/2/2017	Beginning of Fall Quarter	
	10/14/2017	Intern Exam	
	10/28/2016	2nd Intern Exam	Second Chance Exam
	10/29/2017	CNT (MIN 10 PEOPLE)	
	11/26/2017	CPR (MIN 10 PEOPLE)	
	11/11/2017	Veterans Day	
	11/23-11/26	Thanksgiving Day Observed (School, Clinic Close)	
	12/2/2017	Christmas Party for students and staff	
	12/11 - 16/2017	Final Exams	
	12/25/2017	Christmas Day (School, Clinic Close)	

Closure of campuses on following holidays:

- New Year's Day (Jan)
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day (May)
- Independence Day (July)
- Labor Day (Sept)
- Veterans Day (Nov)
- Thanksgiving Day and Day after Thanksgiving Day
- Christmas Day

SCUSOMA respects the need for students to observe their religious holidays. Faculty may be able to provide for make-up, remediation or rescheduling if requested well in advance of the holiday dates.

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

### **SCUSOMA MISSION STATEMENT**

Southern California University School of Oriental Medicine and Acupuncture ("SCUSOMA") is committed to the highest ideals in Oriental medical education. Not only will our graduates be amongst the most professional and competent healthcare providers in the medical field, but they will also exemplify the virtues of a mature and compassionate human being. SCUSOMA endows its graduates with the values, knowledge and skills to address the needs of dynamic world. SCUSOMA also prepares its graduates for leadership in Oriental medical education and in public service.

We Promote:

- Excellence in teaching and learning;
- Fellowship and collaboration with colleagues, the community, and other health professions;
- Diversity in people, ideas, and experiences;
- Effective and compassionate communication;
- Respectful and ethical behavior; and
- Commitment to the health and the well-being of society.

### **EDUCATIONAL OBJECTIVES**

Graduates will be able to pass the California State license exam required of all primary care providers in Oriental medicine.



Graduates will be able to prepare business plans to make successful transitions from students to healthcare providers.

Graduates will be able to demonstrate:

- Knowledge and clinical application of theories, principles and therapeutic approaches of Oriental medicine. They include, but are not limited to, acupuncture, herbology, tui-na, cupping, moxibustion, and qi gong.
- Knowledge of the various causes of diseases from both biomedical and Oriental medical perspectives, and the ways in which they operate on the body.
- Knowledge of the normal and pathological structures and functions of the body and its major organ systems from both biomedical and Oriental medical perspectives.

Graduates will be able to provide the highest quality patient care in Oriental medicine with the ability to:

- Obtain accurate medical history, formulate diagnosis, and design appropriate treatment plans.
- Perform appropriate physical and Oriental medical assessments.
- Develop patient management protocols and maintain accurate medical records.
- Communicate effectively with, and make referral to, other healthcare providers or emergency care services when necessary or emergency care services when necessary.

#### **ACCREDITATION AND APPROVALS**

Southern California University SOMA is licensed to operate by the Bureau for Private Postsecondary Education (BPPE) and offers program leading to Master of Science in Oriental Medicine and Acupuncture. SCUSOMA is a Private Institution.

BPPE Mailing Address:

Bureau for Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818

BPPE Physical Address:

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento California, 95833

Phone: (916) 431-6959

Toll Free: (888) 370-7589

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

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

On November of 2002, SCUSOMA received permanent authorization by the California Acupuncture Board.

California Acupuncture Board Physical Address:

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

Phone: (916) 515-5200

Fax: (916) 928-2204

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

SCUSOMA is a private institution.

In February of 2010, the Master of Science in Oriental Medicine and Acupuncture program of the SCUSOMA was accredited by the Accreditation Commission for Acupuncture and Oriental Medicine ("ACAOM"). ACAOM is recognized by the United States Department of Education ("USDE") as the accreditation agency for the approval of programs preparing oriental medicine and acupuncture practitioners.

Southern California University School of Oriental Medicine and Acupuncture has been placed on Show Cause by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) effective August 13, 2016 until the ACAOM's February 22-25, 2017 meeting. Show Cause is defined as a non-compliance action that requires the institution / program to demonstrate, to the Commission, remediation of all non-compliance findings and why its accreditation status should not be removed.

Southern California University School of Oriental Medicine and Acupuncture is institutionally accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), which is the recognized accrediting agency for programs preparing acupuncture and Oriental medicine practitioners and for freestanding institutions and colleges of acupuncture or Oriental medicine that offer such programs. ACAOM is located at 8941 Aztec Drive, Eden Prairie, Minnesota 55347; phone 952/212-2434; fax 952/657-7068.

The Master of Science in Oriental Medicine and Acupuncture of the Southern California University School of Oriental Medicine and Acupuncture is accredited under Master's Degree standards, by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), the recognized accrediting agency for programs preparing Oriental medicine and acupuncture practitioners. ACAOM is located at 8941 Aztec Drive, Eden Prairie, Minnesota 55347; phone 952/212-2434; fax 952/657-7068.

**ACAOM Physical and Mailing Address:**

8941 Aztec Drive

Eden Prairie, MN 55347

Phone: (952) 212-2434

Fax: (952) 657-7068

email: [coordinator@acaom.org](mailto:coordinator@acaom.org)

SCUSOMA does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

**CALIFORNIA LICENSURE**

In California, a Licensed Acupuncturist (L.Ac.) is a primary care practitioner, able to practice independently and to encompass acupuncture, herbal medicine, nutrition, Oriental massage, acupressure, and breathing techniques into their scope of practice. The California Acupuncture Board (CAB) regulates licensure, and can be contacted at 1747 N. Market Blvd, Suite 180, Sacramento, CA 95834, (916) 2453021 or via their website at [www.acupuncture.ca.gov](http://www.acupuncture.ca.gov). Every student preparing to sit for the licensing examination is advised to contact the CAB before applying in order to obtain specific information about licensure needs. Since licensure requirements may change without notice, every student is advised to request the most current information prior to application. The University may not always be updated on

the most recent changes available, and may not know how specific changes will affect certain students. The University will recommend courses to be taken and procedures to be followed based on the best information available.

#### 1399.436. Criteria for Approval of Acupuncture Training Programs.

A school approved by the board shall use a training program for all students enrolled in its Oriental medicine and acupuncture training program before January 1, 2005 that meets the following criteria:

1. (a) The curriculum shall include adequate theoretical training in the following:

Subject

Minimum Class Hours

- (1) General biology.
- (2) Chemistry--including organic and biochemistry.
- (3) General physics--including a general survey of biophysics.
- (4) General psychology--including counseling skills.
- (5) Anatomy--a survey of microscopic, gross anatomy and neuroanatomy.
- (6) Physiology--a survey of basic physiology, including neurophysiology, endocrinology, and neurochemistry.
- (7) Pathology--a survey of the nature of disease and illness, including microbiology, immunology, psychopathology, and epidemiology.
- (8) Nutrition and vitamins.  
400
- (9) History of medicine--a survey of medical history, including transcultural healing practices.
- (10) Medical terminology--fundamentals of English language medical terminology.  
30
- (11) Clinical sciences--a review of internal medicine, pharmacology, neurology, surgery, obstetrics/gynecology, urology, radiology, nutrition and public health.
- (12) Clinical medicine--a survey of the clinical practice of medicine, osteopathy, dentistry, psychology, nursing, chiropractic, podiatry, and homeopathy to familiarize practitioners with the practices of other health care practitioners.
- (13) Western pharmacology.
- (14) A minimum of eight (8) hours in a certified course offering first-aid and adult/child cardiopulmonary resuscitation (CPR). Such course shall be taken from the American Red Cross, American Heart Association or other organization with an equivalent course work approved by the board.  
128
- (15) Traditional Oriental medicine--a survey of the theory and practice of traditional diagnostic and therapeutic procedures.
- (16) Acupuncture anatomy and physiology--fundamentals of acupuncture, including the meridian system, special and extra loci, and auriculotherapy.
- (17) Acupuncture techniques--instruction in the use of needling techniques, moxibustion, and electro acupuncture, including contraindication and complications. Students shall either (1) successfully complete a course which requires a student to pass an examination in clean needle technique, taught at a board approved school that uses as its primary reference the most current edition of the "Clean Needle Technique Manual" published by the National Acupuncture Foundation, or (2) successfully complete a Clean Needle Technique course administered by the Council of Colleges of Acupuncture and Oriental Medicine.
- (18) Acupressure.
- (19) Breathing techniques--introductory course in Qigong.
- (20) Traditional Oriental exercise--introductory course in Tai Chi Chuan.  
660
- (21) Traditional Oriental herbology including botany--a portion of the hours shall be given in a clinical setting  
300
- (22) Practice management--instruction in the legal and ethical aspects of maintaining a professional practice, including record keeping, professional liability, patient accounts, and referral procedures.
- (23) Ethics relating to the practice of acupuncture.

1. (b) The curriculum shall include adequate clinical instruction, 75% of which shall be in a clinic which is owned and operated by the training program, which includes direct patient contact where appropriate in the following:

2. (1) Practice observation--supervised observation of the clinical practice of acupuncture with case presentations and discussions.
3. (2) Diagnosis and evaluation--the application of Eastern and Western diagnostic procedures in evaluating patients.
4. (3) Supervised practice--the clinical treatment of a patient with acupuncture 800  
During the initial 235 hours of diagnosis, evaluation and clinical practice the supervisor shall be physically present at all times during the diagnosis and treatment of the patient. Thereafter, for a second period of 235 hours the supervisor shall be physically present at the needling of the patient. The supervisor shall otherwise be in close proximity to the location at which the patient is being treated during the clinical instruction. The student shall also consult with the supervisor before and after each treatment.
5. (c) The total number of hours of all theoretical training shall consist of a minimum of 1,548 hours and the total number of hours of clinical instruction shall consist of a minimum of 800 hours, and the course work shall extend over a minimum period of four (4) academic years, eight (8) semesters, twelve (12) quarters, nine (9) trimesters, or thirty-six (36) months.
6. (d) Candidates for admission shall have successfully completed an approved high school course of study or have passed a standard equivalency test.
7. (e) The training program should be located in a state university or college, an institution approved under Article 4 (commencing with Section 94770) of Chapter 7 of Part 59 of the Education Code, or in the case of training programs located outside California, in an institution which is approved by the appropriate governmental accrediting authority or an accrediting agency recognized by the U.S. Department of Education.
8. (f) The training program shall develop an evaluation mechanism to determine the effectiveness of its theoretical and clinical program.
9. (g) Coursework shall carry academic credit.
10. (h) The director and/or supervisor(s) of the clinical portion of the training program shall be a licensed acupuncturist or other licensed practitioner authorized to practice acupuncture.
11. (i) All instructors shall be competent to teach their designated courses by virtue of their education, training and experience.
12. (j) Each approved program shall receive accreditation or approval under Article 4 (commencing with Section 94770) of Chapter 7 of Part 59 of the Education Code, or the approval of the program by the board shall automatically lapse.
13. (k) Each training program shall develop a mechanism to evaluate and award transfer credit to students for prior coursework and experience which is equivalent to that coursework and clinical instruction required in subsections (b) and (d). The training program's policies and procedures for evaluating and awarding transfer credit shall be set forth in writing and submitted to the board. Such policies and procedures shall include all of the following:
  14. (1) Credit shall only be awarded for actual coursework or directly relevant experience received by the student. As used in this regulation, "experience" means academically relevant learning which involved the student directly in the area of the curriculum required in this section and includes integrated field and clinical internships, apprenticeships, tutorial programs and cooperative educational programs.
  15. (2) Where the coursework and clinical instruction were completed at an acupuncture school not approved by the board, the evaluation shall include an examination administered by the school in the subject area(s) in which transfer credit may be awarded.
  16. (3) The outcome of the prior education and experience shall be equivalent to that of an average student who has completed the same subject(s) in the training program and shall meet the curriculum standards and graduation requirements of the training program.
  17. (4) Up to 100% transfer credit may be awarded for coursework and clinical instruction completed successfully at another acupuncture school or college which is approved by the board.
  18. (5) Up to 100% transfer credit may be awarded for courses completed successfully in biology, chemistry, physics, psychology, anatomy, physiology, pathology, nutrition and vitamins, history of medicine, medical terminology, clinical science, clinical medicine, Western pharmacology, cardiopulmonary resuscitation, practice management, and ethics at a school which is approved under Article 4 (commencing with Section 94770) of Chapter 7 of Part 59 of the Education Code or by an accrediting agency recognized by the U.S. Department of Education.
  19. (6) Credit for clinical coursework and instruction in traditional Oriental medicine, acupuncture anatomy and physiology, acupuncture techniques, acupressure, breathing techniques, traditional Oriental exercise, or traditional Oriental herbology completed successfully at a school which is not approved by the board may be

awarded by a school approved by the board, provided that at least 50% of the course hours in these subject areas are completed successfully at a school approved by the board.

20. (7) The entire record of the training program's evaluation and award of the student's transfer credit shall be included in the student's academic file and shall be made an official part of the student's transcript which shall be filed with the board upon request of the student.
21. (8) All students shall receive upon matriculation a copy of the training program's policies and procedures for evaluating and awarding transfer credit.

### **LOCATION AND FACILITIES**

SCUSOMA is conveniently located in Los Angeles, California. SCUSOMA is located at 3460 Wilshire Boulevard in Los Angeles, California 90010. SCUSOMA's campus occupies the 5<sup>th</sup> Fl of the building taking up over 14,500 square feet. There are total of 14 administrative offices to house school staff; The library where students will have access to internet and learning materials is approximated at 540 square foot. Clinic will take-up total of 2,650 square foot and equipment used in the clinic will be placed in appropriate rooms throughout the clinic. There are two parking structures easily accessible by the tenants of new location. Students and staff/faculty as well as visitors to SCUSOMA will gain access to parking structures at minimal cost. SCUSOMA is opened from 9:00am to 9:30pm.

### **LIBRARY RESOURCES**

SCUSOMA has a 540 square-foot library holding approximately 1,200 Korean acupuncture and oriental medicine texts, 300 English texts, and 150 Chinese texts. The library also contains various acupuncture and oriental medicine journals. SCUSOMA library also houses the school's computer lab which provides access to a diverse array of medical libraries and journals from around the world. The library is regularly updated with the latest relevant publications and the most current research.

### **ADMINISTRATIVE STRUCTURE**

The President of SCUSOMA is appointed by the Board of Directors to serve as the Chief Executive Officer ("CEO"). The CEO appoints the officers who serve under and report directly to the CEO. The members of the Board of Directors, the Administration, and the Clinic Staff of SCUSOMA are as follows:

#### **Board of Director**

Chairperson: Wonil Lee, M.D.  
Member: Kap Seung Kong, M.D.  
Member: Young Uk Woo, M.S.L.Ac  
Member: Georgann Carman, Esq.  
Member: Vacancy

#### **Administration**

President Emeritus/Founder: Young Hwan Cho, O.M.D. (Korea), Ph.D., L.Ac.  
President: Judy Kim Oh, Esq. ([president@scusoma.edu](mailto:president@scusoma.edu))  
Executive Director / Compliance Officer: Lisa Jee, Ph.D. ([lisa@scusoma.edu](mailto:lisa@scusoma.edu))  
Academic Dean: Katherine H.S. Cho, Ph.D., L.Ac. ([dean@scusoma.edu](mailto:dean@scusoma.edu))  
Director of Korean Program: Dave Park, M.S., L.Ac. ([admin@scusoma.edu](mailto:admin@scusoma.edu))  
Director of English Program: Joseph Zhao, M.S.O.M.A. ([joseph@scusoma.edu](mailto:joseph@scusoma.edu))  
Director of Development / Career Advisor: Joseph Zhao, M.S.O.M.A. ([joseph@scusoma.edu](mailto:joseph@scusoma.edu))  
Director of Financial Aid: Roberto Quinones ([robertoquinones@scusoma.edu](mailto:robertoquinones@scusoma.edu))  
Registrar: Seolah Jung, B.A. ([registrar@scusoma.edu](mailto:registrar@scusoma.edu))  
Finance Officer: Kevin Park, C.P.A. ([kevin@scusoma.edu](mailto:kevin@scusoma.edu))  
Accountant: Gina Yoo, M.S., L.Ac. ([gina@scusoma.edu](mailto:gina@scusoma.edu))

#### **Clinic Staff**

Clinic Manager: Joy Kim, B.A., ([manager@scusoma.edu](mailto:manager@scusoma.edu))

Clinic Supervisor: Katherine H.S. Cho, Ph.D., L.Ac. ([dean@scusoma.edu](mailto:dean@scusoma.edu))

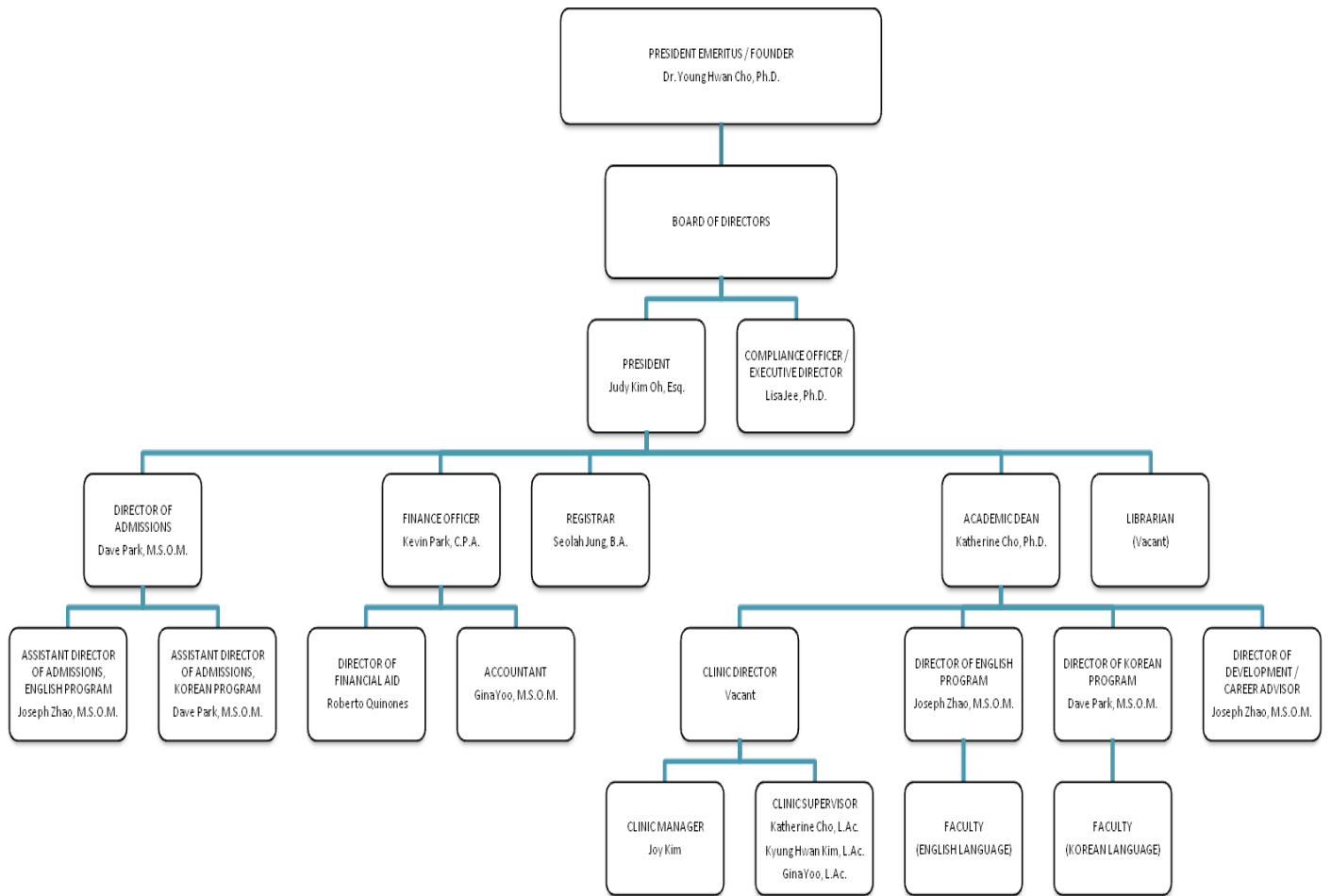
Clinic Supervisor: Stephan Seo, Ph.D., L.Ac

Clinic Supervisor: Kyung Hwan Kim, M.S., L.Ac. ([kimkyunghwan@scusoma.edu](mailto:kimkyunghwan@scusoma.edu)).

Clinic Supervisor: Doris Johnson ([acudancer1@gmail.com](mailto:acudancer1@gmail.com))

Clinic Supervisor: Gina Yoo, M.S., L.Ac. ([gina@scusoma.edu](mailto:gina@scusoma.edu))

## **ORGANIZATIONAL CHART**



**ADMISSIONS POLICY**

General Guidelines: SCUSOMA admits new students four times a year: October, January, April, and July. All applicants are strongly encouraged to apply at least one month in advance. Upon completion of the appropriate application

procedures for the Master's degree, applications are forwarded to the administrative office for consideration for acceptance. An applicant found to have illegally altered any document, or to have misrepresented information, will be permanently disqualified from admission to Southern California University School of Oriental Medicine and Acupuncture. It is important to read the application requirements for the degree program as detailed in the school catalog.

### **ADMISSION REQUIREMENTS**

1. Units earned at institutions approved by the Bureau, public or private institutions of higher learning accredited by an accrediting association recognized by the U. S. Department of Education, or any institution of higher learning, including foreign institutions, if the institution offering the undergraduate program documents that the institution of higher learning at which the units were earned offers degree programs equivalent to degree programs approved by the Bureau or accredited by an accrediting association recognized by the U.S. Department of Education;
2. Applicants must have satisfactorily completed a minimum of two academic years (60 semester credits or 90 quarter credits) of education at baccalaureate-level which provides appropriate preparation for graduate level work. Alternatively, applicants must have completed equivalent level of coursework from a university accredited or approved by an agency recognized by the U.S. Secretary of Education.
3. A cumulative GPA of 2.0 or higher is required to apply.
4. Applicants who earned the required education in foreign countries must demonstrate English proficiency with a minimum score of 61 for English Program, and 45 for Korean Program on the TOEFL iBT; or an equivalent test for English language skill.
5. Applicants must demonstrate the potential to complete SCUSOMA's academic program successfully.

### **ADMISSIONS PROCEDURE**

SCUSOMA accepts new students at the beginning of each quarter.

Applicants are required to submit the following to the Office of Admissions:

- Completed Application Form and Enrollment Agreement;
- \$100 nonrefundable Application Fee;
- An official transcript from all college-level prior educational institutions attended;
- Applicants who earned the required education in foreign countries must submit transcripts and documents in English or with English translation, and a comprehensive course-by-course evaluation by an academic credential evaluation service that is a member of NACES.
- Applicants who earned the required education in non-English speaking countries must submit evidences of English proficiency with a minimum score of 61 for English Program, and 45 for Korean Program on the TOEFL iBT; or an equivalent test for English language skill.
- Personal Statement consisting of minimum of 500 words; and
- Two letters of recommendation.

The Registrar at SCUSOMA receives and processes all applications. The Program Director interviews the applicants (A telephone interview may be substituted if the applicant lives outside of California or outside of the United States). The Academic Dean at SCUSOMA reviews the application for final approval and evaluation of any transferable credits. Applicants are notified of their admission status once the application file is complete, has been interviewed by the Program Director, and the file has been reviewed by the Dean. All admission documents filed to the University become the property of the University and will not be returned to the student.



\*To request an Application, please call (213) 413-9500. Applications can also be downloaded at [www.scusoma.edu](http://www.scusoma.edu).

### **INTERNATIONAL STUDENTS**

SCUSOMA issues I-20 form for qualified foreign applicants, and helps them receive student visa by providing necessary counsel. In addition to the standard admissions and application process, international students need to submit the following:

1. Official academic transcripts translated into English.
2. A comprehensive course-by-course evaluation by an academic credential evaluation service that is a member of NACES.
3. Applicants from non-English speaking countries must submit evidences of English proficiency with a minimum score of 61 for English Program, and 45 for Korean Program on the TOEFL iBT; or an equivalent test for English language skill.
4. A non-refundable fee of \$200 for I-20 Form.
5. A copy of passport.
6. Evidence of financial resources sufficient to complete academic program, in the least, of first year, which is approximately \$10,000.

International students are expected to comply with regulations of the U.S Immigration and Naturalization Service (INS) in addition to the regulations of SCUSOMA.

International students are required by INS to maintain a full-time program of study, which means to take no less than 12 units of course per quarter.

### **NON-DISCRIMINATION ADMISSIONS STANDARDS**

The University does not discriminate on the basis of race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status in its admission, treatment, and evaluation of students or in the operation of educational programs and activities. Such discrimination is prohibited by Title VI of the Civil Rights Act (pertaining to race, color, and national origin), Title IX of the Educational Amendments of 1972 (pertaining gender), Section 504 of the Rehabilitation Act of 1975 (pertaining to physical disability), and the Age Discrimination Act of 1975 (pertaining to age).

SCUSOMA has not entered into an articulation or transfer agreement with any other college or university.

### **ENGLISH LANGUAGE COMPETENCY**

English language competency must be required of all students seeking admission to the program taught in English. This may 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 exam score of 22, or a level 6 on the International English Language Testing System (IELTS) exam; (b) for those who shall complete the program in another language, a TOEFL iBT score of at least 45 must be obtained with a minimum speaking exam score of 18 and a minimum listening exam score of 15, or the student must have completed a two-year (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 this 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.

Applicants who do not meet this requirement are eligible for admission with English as a second language, but they are required to satisfy the proficiency requirement before beginning the clinical phase of education. SCUSOMA's preferred proficiency requirements are met with iBT TOEFL scores.

The Registrar at SCUSOMA receives and processes all applications. The Academic Dean at SCUSOMA reviews the application for final approval and evaluation of any transferable credits. Applicants are notified of their admission status once the application file is complete and has been reviewed by the Dean. All admission documents filed to the University become the property of the University and will not be returned to the student.

To request an Application, please call (213) 413-9500. Applications can also be downloaded at [www.scusoma.edu](http://www.scusoma.edu).

### **INTERNATIONAL STUDENTS**

SCUSOMA provides visa services for international students and issues I-20 forms to international students.

### **REQUIREMENTS FOR ADMISSION TO THE MASTERS OF SCIENCE IN ORIENTAL MEDICINE AND ACUPUNCTURE ("MSOMA") PROGRAM**

Consideration for admission into the Master of Science in Oriental Medicine and Acupuncture Program requires that all applicants have satisfactorily completed a minimum of two academic years (60 semester credits or 90 quarter credits) of education at baccalaureate-level which provides appropriate preparation for graduate level work.

Alternatively, applicants must have completed equivalent level of coursework from an accredited institution approved by an agency recognized by the U.S. Secretary of Education. Such equivalent coursework must have cumulative GPA of 2.0 or higher.

Applicants who have graduate-level education from foreign universities or colleges must submit an official transcript evaluation of their academic work and performance.

### **DURATION AND ACADEMIC REQUIREMENTS FOR THE MASTER OF SCIENCE IN ORIENTAL MEDICINE AND ACUPUNCTURE ("MSOMA") PROGRAM:**

The minimum time required to complete the acupuncture program is four academic years, or three calendar years. The maximum time allowed for completion of the program is twenty-four (24) quarters which equates to six academic calendar years. To complete the program within the maximum twenty-four (24) quarters, a student must successfully complete an average of six (6) credit hours each quarter.

To be considered a full-time student, a student must complete at least twelve (12) credit hours per quarter and forty-eight (48) credit hours per each academic year (four quarters).

Part-time students are expected to comply with the twenty-four (24) quarter maximum time limit as a requirement for graduation. If a student withdraws from a course, that course will be considered for new hours at the time of re-enrollment. If a student fails to complete the curriculum within twenty-four (24) quarters from the date of admission, the student must reapply for admission. The student will be subject to the standards of SCUSOMA at the time of reapplication, not at time of first application. If admitted into the program, the student must progress through the curriculum as a new student.

In addition to the hour requirements for satisfactory academic progress, a student must also maintain minimum quarter and cumulative grade point averages ("GPA") of 2.0. A student is placed on Academic Probation if the student's quarter or cumulative GPA falls below a 2.0. If a student on Academic Probation does not raise his or her GPA to 2.0 at the end of the quarter, the student will be subject to Academic Review. A student is not allowed to receive any federal financial aid while on Academic Probation. A student who fails to be removed from Academic Probation by raising the GPA to above 2.0 is subject to counseling and may be required to audit courses for review purposes at the student's expense. Transfer students will be evaluated individually by the Academic Dean according to the above standards of academic progress.

The Academic Dean reviews the academic standing of each student at the end of the quarter. Special schedules are generated for students who deviate from the regular schedule. A student must complete thirty-six units per academic year to progress to the next grade level and maintain INS eligibility if the student is under I-20 (foreign students).

#### **TRANSFER CREDIT POLICY**

To request credit for previous coursework, a student must submit official documentation during the Admissions process. A \$50 Pre-enrollment Transfer Evaluation fee must accompany the request for transfer credit. After admission into the MSOMA Program, a \$50 Transfer Credit Processing fee is assessed to finalize the transfer of coursework into student records.

Transfer credit may be granted for coursework from another accredited oriental medicine curriculum, provided it is documented by official transcripts. Transfer courses must be equivalent to courses offered at SCUSOMA. Students must have received a grade of "C" (2.0 GPA) or higher in the coursework for it to be considered for transfer credit.

Transferable courses must have the same content as SCUSOMA courses for which transfer credit is being sought. The Academic Dean shall determine if this is the case.

Units earned at institutions approved by the Bureau, public or private institutions of higher learning accredited by an accrediting association recognized by the U. S. Department of Education, or any institution of higher learning, including foreign institutions, if the institution offering the undergraduate program documents that the institution of higher learning at which the units were earned offers degree programs equivalent to degree programs approved by the Bureau or accredited by an accrediting association recognized by the U.S. Department of Education.

No more than 20% of graduate quarter units or equivalent in other units awarded by another institution may be transferred for credit toward Master's degree. An institution may accept transfer credit only from the institution of higher learning described in subsection.

Regardless of the conditions cited above, transfer students are required to complete one year of the program (45 didactic quarterly units) to graduate from SCUSOMA.

Coursework taken at another institution after admission to SCUSOMA is not transferable unless approved in advance in writing by the Academic Dean.

Students who have completed coursework at a non-accredited institution may request to take a challenge examination for the equivalent course at SCUSOMA for which credit is being sought. There is a \$100 charge for each challenge examination. A passing score of 70% is required per challenge exam. Only one challenge exam is permitted per subject.

Courses completed more than 10 years before the date of admission cannot be transferred unless the student currently works in a field relevant to the course.

Credits used to satisfy the minimum prerequisites for admission cannot be used for transfer credit.

All foreign transcripts utilized for initial admissions and/or transfer credits must be evaluated from an evaluation agency recognized by the United States Department of Education (DOE) prior to submission to SCUSOMA. SCUSOMA utilizes two recognized agencies:

International Education Research Foundation (IERF) Credentials Evaluation Service ([www.ierf.org](http://www.ierf.org)); and  
World Education Service (WES) International Intelligence Service ([www.wes.org/ca](http://www.wes.org/ca)).

**"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION"**

The transferability of credits you earn at SCUSOMA is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the DEGREE you earn in SCUSOMA is also at the complete discretion of the institution to which you may seek to transfer. If the DEGREE 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 SCUSOMA to determine if your DEGREE will transfer.

**FOREIGN TRANSFER STUDENTS**

All foreign transcripts utilized for initial admissions and/or transfer credits must be evaluated from an evaluation agency recognized by the United States Department of Education (DOE) prior to submission to SCUSOMA. SCUSOMA utilizes two recognized agencies:

Units earned at institutions approved by the Bureau, public or private institutions of higher learning accredited by an accrediting association recognized by the U. S. Department of Education, or any institution of higher learning, including foreign institutions, if the institution offering the undergraduate program documents that the institution of higher learning at which the units were earned offers degree programs equivalent to degree programs approved by the Bureau or accredited by an accrediting association recognized by the U.S. Department of Education.

SCUSOMA may accept units of study completed at foreign acupuncture colleges that do not have status with the Accreditation Commission for Acupuncture and Oriental Medicine ("ACAOM"). Such transfer students must meet the current requirements that are in effect.

The applicant:

Must meet the current prerequisites at SCUSOMA at the time the student originally enrolled at foreign institution from which the transfer is being sought.

Must have a completed an admissions file with all required documents from the transferring institution.

Non-clinically-related academic courses may only be awarded transfer credits if they were taken at the master's degree level or higher.

A student transferring from another acupuncture school must be in good academic standing at that institution. Requests for transfer credit must be submitted within 30 days after matriculation.

A student may be required to demonstrate proficiency via written and/or practical examination in any or all coursework for which transfer credit is sought. Challenge examinations must be completed prior to the quarter in which the course would normally be taken. A student may be required to audit any course for which transfer credit is awarded.

In all cases of transfer credit requests, the Academic Dean may make exceptions to this policy on a case-by-case basis. All decisions made by the Academic Dean regarding exceptions to this policy are final.

## **STATEMENT OF NON-DISCRIMINATION**

SCUSOMA believes in the principle and practice of equal employment opportunity and equal educational opportunity. The University does not discriminate on the basis of race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status in its admission, treatment, and evaluation of students or in its hiring, supervision, evaluation, placement, training, or promotion of employees. Other personnel actions such as compensation, benefits, transfers, social and recreation programs, demotion, discipline, and termination are also administered in a non-discriminatory manner.

SCUSOMA ensures that personnel and student-related actions are administered in compliance with federal, state, and local laws prohibiting discrimination as described above. Preventing discrimination is the responsibility of every employee and student.

Certain physical qualifications are required in the acupuncture profession and accordingly, in classroom, laboratory, and clinic activities. These qualifications include: (1) the coordination and ability to use both upper extremities in the performance of common acupuncture procedures and techniques; (2) the manual dexterity to perform in clinical settings without posing a threat to the safety and well-being of oneself, fellow students, or patients; (3) the necessary tactile sense required for accurate diagnosis and treatment of patients; and (4) visual and hearing senses necessary in recording patient histories and in safely providing routine patient services.

SCUSOMA provides reasonable accommodations to qualified individuals with known disabilities to enable them to: (1) apply for admission to SCUSOMA; (2) participate or benefit from the services of SCUSOMA; and (3) enjoy the other terms, conditions, and privileges of attending SCUSOMA.

## **ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

It is the policy of SCUSOMA to provide reasonable accommodations for students with disabilities, including students with learning disabilities, health impairments, or any other type of disability. Students with disabilities are encouraged to discuss potential accommodations with the Student Advisor as early as possible. Appropriate accommodations can range from course load modifications to exam/testing accommodations. Suitable adjustments and accommodations will be made on a case-by-case basis between SCUSOMA and the student.

SCUSOMA requires documentation regarding disabilities when the disability is an issue. When medical or physical disabilities are an issue, a doctor's statement from the student's physician describing the disability or disabilities and the limits it or they pose on the student will suffice.

Although SCUSOMA strives to accommodate every student's needs, we are not able to promise, guarantee or representation that accommodations made or offered to any individual will be made or offered to anyone else with a similar situation.

## **DRUG-FREE CAMPUS**

The Drug-Free Schools and Communities Act Amendments of 1989 require institutions receiving federal financial assistance to establish programs for students and employees to prevent drug and alcohol abuse. Students and employees are to be provided with campus standards of conduct regarding the abuse of alcohol and illicit drugs, the legal sanctions which apply, possible health risks, and available counseling and assistance programs.

In Accordance with this law, SCUSOMA is committed to maintaining a drug-free environment, one conducive to the promotion of wellness and positive self-development of all members of its community. In keeping with this

objective, the University will ensure that all of its workplaces are safe and free from problems and risks associated with the unauthorized use and abuse of alcohol and the illegal use and abuse of drugs

#### DRUG & ALCOHOL ABUSE POLICY STATEMENT

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 84, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded are required by federal regulation to report that conviction in writing to the:

Director of Grants and Services  
United States Department of Education  
400 Maryland Avenue SW.  
Room 3124, GSA Regional Office Bldg. #3  
Washington, DC 20202-4571

The report must be made within 10 days after the conviction.

In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through:

Entity Name	
Street Address	
City, State and Zip	
Phone number	

Entity Name	
Street Address	
City, State and Zip	
Phone number	

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact this organization.

This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol. This institution keeps track of incidents referred to the above agency or agencies and evaluates the performance of the institutional procedures every two years. A log of incidences and disciplinary actions is kept by the institution.

This institutional policy and procedures are evaluated by the institutional administrators to determine their efficiency and need for updates. As needed, data is updated biAnnually and provided to prospective and current students via the institutional catalog. Employees received a copy on a hard copy once a year.

### **STANDARDS OF CONDUCT**

In order to meet the fitness standard expected of health care professionals, unlawful possession, use, or distribution of illegal drugs or alcohol by students are prohibited. SCUSOMA also reserves the right to discipline students for off-campus conduct in not keeping with these standards should it affect their performance in the workplace or classroom.

### **HEALTH RISKS**

Both productivity at work and the learning process are significantly impaired by the use of illicit drugs and alcohol abuse. Substance abuse and dependency can cause many short-term and long-term health consequences. Alcohol-related illnesses now represent third leading cause of death in the United States. It is exceeded only by cancer and heart disease. Medical research has established compelling evidence that alcohol abuse contributes significantly to cancer and heart disease.

### **AVAILABLE ASSISTANCE**

Alcoholism and drug abuse are treatable addictions. Generally, a recovering alcoholic or drug abuser may never safely drink or use drugs again. However, recovering addicts can lead normal, productive lives as long as he or she maintains total abstinence. Confidential counseling and reference to treatment programs in are made available to the students and employees and can be found at SCUSOMA. SCUSOMA will keep a listing of substance abuse and emergency phone numbers in the school clinic or student lounge.

### **DISCIPLINARY & LEGAL SANCTIONS**

Violations by students of the above standards of conduct may result in probation, suspension or expulsion from SCUSOMA. In addition, violations of the law committed on campus property or at SCUSOMA events will be subject to prosecution by federal, state, and local government agencies. Penalties for violations may include imprisonment, fines, or both. Incidents on the SCUSOMA campus or incidents involving members of the SCUSOMA community may be reported to authorities for legal action.

### **NON-DISCRIMINATION / ANTI-HARASSMENT POLICY**

#### **POLICY OF NONDISCRIMINATION**

It is the policy of SCUSOMA not to discriminate against any student on the basis of race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status.

#### **DEFINITION OF UNWELCOME HARASSMENT**

As part of its policy of nondiscrimination, SCUSOMA prohibits unwelcome harassment and discrimination in all of its employment and academic programs, all SCUSOMA extracurricular activities, and all SCUSOMA-sponsored events, including events held off campus.

"Unwelcome harassment" is verbal or physical conduct by any individual (including employees, students, or third parties) that denigrates or shows hostility or aversion toward a person because of that person's race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status, and that:

- has the purpose or effect of creating an intimidating, hostile, abusive, or offensive environment;
- with regard to students, has the purpose or effect of unreasonably interfering with an individual's ability to participate in or benefit from an educational program or activity;
- with regard to employees, has the purpose or effect of unreasonably interfering with an individual's work; or
- otherwise adversely affects an individual's work or learning opportunities.

This includes acts that are intended to be "jokes" or "pranks" but that are hostile or demeaning with regard to race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status.

#### **POLICY PROHIBITING SEXUAL HARASSMENT**

As part of the above-stated nondiscrimination/anti-harassment policy, no student, employee, or any other individual may sexually harass any other individual on SCUSOMA property, or in connection with any activity associated with or sponsored by SCUSOMA. Students and employees of SCUSOMA have the responsibility of ensuring that no student, employee, or third party is subjected to harassment or discrimination. When harassment occurs and is reported, SCUSOMA will initiate appropriate corrective action that may result in the removal of the offending party from SCUSOMA.

Sexual harassment includes unwelcome sexual advances, sexual jokes or comments, requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature.

With Regard to Students, this policy is violated when:

Such conduct is made either explicitly or implicitly as a condition of obtaining an education, a grade, or for the completion of an academic or clinical requirement;

Rejection of such conduct is used as a basis for academic-related decisions such as grading and other performance evaluations, discipline, assignments, or any other condition of study or academic or career development; or

Such conduct interferes with student performance or creates an intimidating, abusive, and offensive environment, even if it leads to no adverse consequences.

#### **Reporting Discrimination or Harassment and Prohibition against Retaliation**

Any student who has a question, concern, or complaint of discrimination, including harassment based on race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status, is encouraged to bring the matter to the immediate attention of the Administrative Office located at the following address:



### Administrative Office

Southern California University School of Oriental Medicine and Acupuncture

3460 Wilshire Blvd.

5th Floor

Los Angeles, California 90010

Phone: (213) 413-9500

Any student or employee of SCUSOMA who witnesses or receives a report of prohibited discrimination or harassment from another student, employee, or third party is encouraged to report the matter to the Dean, who can also be reached at the address and phone number indicated above.

### **POLICY PROHIBITING RETALIATION**

SCUSOMA prohibits retaliation against anyone for reporting discrimination or harassment, assisting in making a discrimination or harassment complaint, or cooperating in a discrimination or harassment investigation. Retaliation can include any disparaging comments, uncivil behavior, or any other negative treatment of a student by other students, employees, or members of SCUSOMA that result from the individual making a discrimination or harassment complaint or cooperating in an investigation. Any student who believes he or she has experienced or witnessed retaliation should immediately notify an Administrator at the address and phone number provided above.

### **INVESTIGATION OF ALL REPORTS OF DISCRIMINATION OR HARASSMENT AND POTENTIAL CONSEQUENCES**

All reports of discrimination, harassment, or inappropriate conduct will be promptly and thoroughly investigated. SCUSOMA will act to ensure that any improper conduct ceases immediately and corrective action is taken to prevent a recurrence. Any student, employee (whether supervisory, non-supervisory or a member of management), or third party who violates this policy will be subject to the full range of corrective action, up to and including, suspension, dismissal, or termination of employment. SCUSOMA will inform the complaining student of the resolution of the complaint as appropriate.

All complaints will be treated confidentially to the extent practicable for an effective resolution. No individual will suffer adverse employment or educational consequences as a result of making a good-faith complaint or taking part in the investigation of a complaint. An individual who knowingly alleges a false claim against another will be subject to the full range of corrective action, up to and including suspension, dismissal, or termination of employment from SCUSOMA.

### **GRIEVANCE PROCEDURES FOR ALLEGATIONS OF DISCRIMINATION OR HARASSMENT**

#### **REPORTS OF ALLEGED DISCRIMINATION**

All students are encouraged to report alleged discrimination based on race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status. Students may make a report of alleged discrimination or harassment to the Administrative Office at the location provided above.

Students may submit reports of harassment or discrimination verbally or in writing. However, in order to initiate a formal grievance procedure a student or employee must provide or complete a written report. Grievance Form may be used as a Discrimination or Harassment Report Form.

#### **INFORMAL RESOLUTION**

It may be possible to resolve a complaint against a student through a voluntary conversation between the complaining student and the alleged harasser, facilitated by one of the designated harassment complaint officials indicated above. However, any complaint against an employee will be handled through the formal procedure.

In order to initiate an informal resolution, the complaining party must notify the appropriate employee and submit a report of the incident either orally or by filling out a Discrimination/Harassment Report Form, available at the Administrative Office.

If the complaining party and the alleged harasser feel that a resolution has been achieved through the informal process, then the conversation may remain confidential and no further action needs to be taken. The results of an informal resolution will be reported in writing by the facilitator to the Administration.

If the complaining party, the alleged harasser, employee, or harassment complaint official chooses not to utilize the informal procedure, or feels that the informal procedure is inadequate or has been unsuccessful, he/she may proceed to the formal procedure.

## **FORMAL RESOLUTION**

### Inquiries, Concerns, and Reports of Discrimination and Harassment

Any student who has a question, concern, or complaint of discrimination, including harassment based on race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status is encouraged to bring the matter to the immediate attention of the Administration at the address and phone number previously indicated.

### Initiating Formal Grievance Procedure

SCUSOMA investigates all reports of discrimination, harassment, and inappropriate conduct. In order to initiate a formal grievance procedure, the complaining employee or student must submit a detailed, written account of the incident. The complaining party may fill out a Discrimination/Harassment Report Form or other similar report. Discrimination/Harassment Report Forms are available at the Administrative Office. Complaints by students should be submitted to the Administration at the address and phone number previously indicated.

### Confidentiality and Non-Retaliation Policies

All complaints will be treated confidentially to the extent practicable for an effective resolution. No individual will suffer adverse employment or educational consequences as a result of making a good-faith complaint or taking part in the investigation of a complaint. An individual who knowingly alleges a false claim against another will be subject to the full range of corrective action, up to and including termination, dismissal, and/or suspension from SCUSOMA.

SCUSOMA prohibits retaliation against anyone for reporting discrimination or harassment, assisting in making a discrimination/harassment complaint, or cooperating in a discrimination or harassment investigation. Retaliation can include any disparaging comments, uncivil behavior, or any other negative treatment of an employee or student by other employees, students, or members of SCUSOMA that result from the individual's making a harassment complaint or cooperating in a harassment investigation. Any student or employee who believes he/she has experienced or witnessed retaliation should immediately notify the Administration at the address or phone number previously indicated.

### Investigations of Alleged Discrimination/Harassment and Procedures

All reports of discrimination, harassment, and inappropriate conduct will be promptly and thoroughly investigated. The Administration will be responsible for initiating investigations of student complaints. If an incident involves allegations about two or more persons, SCUSOMA has the discretion to investigate and decide those matters jointly or separately.

During the investigation, the complaining party and the accused party will have the right to be personally interviewed by the investigator and to refer the investigator to witnesses and evidence.

Following the investigation, a report regarding the alleged discrimination or harassment will be submitted to the Executive Committee ("EC") who will make a decision regarding the disposition of the matter.

The complaining party and the alleged party will be notified in writing regarding the outcome of the investigation and the decision of the EC.

### **CONSEQUENCES FOR VIOLATION OF NONDISCRIMINATION/HARASSMENT POLICIES**

SCUSOMA will act to ensure that any improper conduct ceases immediately and corrective action is taken to prevent a recurrence. Any student who violates this policy will be subject to the full range of corrective action, up to and including termination of employment or dismissal/suspension from SCUSOMA.

### **RIGHT TO APPEAL**

If the investigation determines that no discrimination or harassment has occurred, the complaining party has a right to appeal. If the decision of the EC includes disciplinary action against the accused party, that person has a right to appeal. The appealing party has five (5) business days from the time he/she receives notice of the decision to lodge an appeal with the EC. If an appeal involves allegations against two or more persons, SCUSOMA has the discretion to hear the appeal regarding the accused parties separately or jointly.

The EC has the discretion to stay any disciplinary action pending appeal. An Appeals Committee will hear appeals regarding alleged incidents of discrimination or harassment. Membership of the Appeals Committee will be at the discretion of the President.

#### Appeal Process:

The party initiating the appeal has five business days from the time he/she receives notice of the decision in which to lodge a written appeal of the decision with the EC. No appeals are considered after the deadline has passed.

If an appeal is made, the Appeals Committee will be assigned to hear the appeal. This Committee will be comprised of faculty members/employees and students, who will be neutral parties not involved in the alleged incident.

This Committee will first meet without the party initiating the appeal present to establish a date and time for a hearing of the appeal. The hearing will normally begin no later than ten business days from the date that the appeal was submitted. The party will be notified by the Committee, in writing, of the date and time of the hearing no later than three business days prior to its occurrence. The party will also be provided a copy of all written evidence and documentation the Committee has in its possession at approximately the same time. These time frames are for guidance only, and may not be adhered to in all circumstances.

Pending the hearing, the party initiating the appeal may remain enrolled or employed at the discretion of the President.

Hearing proceedings will be closed to SCUSOMA community.

In cases where more than one party is involved, the appeals will be heard separately by the Committee, whose findings for each appeal will be dependent of the other(s). There is no requirement that the Committee arrives at identical decisions or imposes identical sanctions for each person involved. Proceedings will not be construed as judicial trials, and as such, legal rules of evidence and civil or criminal rules of procedure need not be followed. The Committee chairperson will determine procedural questions that arise during the hearing and are not covered by the general guidelines described here. The chairperson's ruling will be final and all participants will abide by his/her decision in these situations.

SCUSOMA retains the discretion to shorten or lengthen all time frames relating to this hearing process.

In situations where the party initiating the appeal fails to appear for the hearing, the Committee will meet and determine the matter in his/her absence.

At the hearing, the party is allowed to appear and give information in support of his/her perception of the incident, see and/or hear all information presented against his/her (unless a witness has been promised anonymity, in which case the Committee will provide a summary), present witnesses or written statements on his/her behalf, question any statements given by witnesses, and be informed in writing of the findings of the Committee.

At the hearing, the Committee is allowed to determine the order in which witnesses may make statements, determine which person(s) may be present at each stage of the hearing process, question witnesses and/or receive written statements from those who cannot attend the hearing, and dismiss any person, including the accused person, who is obstructing the proceedings. Subsequent to the hearing, the Committee will make its decision in closed session with Committee members only. In all cases, the decision of the Committee will be final and binding.

The Committee is charged with the responsibility of finding two decisions:

Whether the alleged offense did occur, and if so, whether it violated SCUSOMA policies, rules, or regulations as stated in official publications (i.e. Catalog, Faculty Handbook, Student Handbook, Clinic Manual); and appropriate actions to be taken.

The Committee's decision will be communicated in writing to the party initiating the appeal as soon as practical, normally within five business days of completion of the hearing.

Records of the hearing will be kept in the office of the President, or his/her designee, for a period of five years from the date of the hearing, and copies will be available to the party initiating the appeal at his/her request and expense. The preliminary and deliberative meetings of the Committee are not part of the hearing records.

#### **EXTERNAL GRIEVANCE PROCEDURE**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833. Phone: (916) 431-6959, Toll Free: (888) 370-7589, Main Fax: (916) 263-1897.

A student or any member of the public may file a complaint about this 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 Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

A student or any member of the public may file a complaint about this institution with the ACAOM by calling (952) 212-2434 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.acaom.org](http://www.acaom.org).

#### **ACAOM**

8941 Aztec Drive  
Eden Prairie, MN 55347  
Phone: (952) 212-2434  
Fax: (952) 657-7068  
email: [coordinator@acaom.org](mailto:coordinator@acaom.org)  
<http://www.acaom.org>.

Please refer to the school's website for additional information: [www.scusoma.edu](http://www.scusoma.edu).

Persons may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, in Washington D.C. This policy applies in all matters, including admission and education of students, availability of student loans, grants, scholarships, and job opportunities, employment and promotion of teaching and non-teaching personnel, and students and faculty housing situated on premises that is owned or occupied by SCUSOMA.

#### Timeline for Institutional Responses and Actions

The Executive Committee ("EC") will initiate an institutional response within five business days from the date the grievance was submitted. EC will take action within thirty days of the institutional response. The appealing party has five business days to appeal the institutional response.

#### GRADING SCALE

This policy applies to students enrolled in Masters of Science in Oriental Medicine and Acupuncture ("MSOMA")

<u>Grade</u>	<u>G.P.A.</u>	<u>Interpretation</u>
A	4.00	Excellent
B	3.00	Above Average
C	2.00	Acceptable
F	0.00	Failure
I	0.00	Incomplete Work
NC	0.00	No Credit
TC	0.00	Transfer Credit
W	0.00	Withdrawal
AU	0.00	Audit
CE	0.00	Challenge Exam

Faculty at SCUSOMA will adhere to the following standardized scale for awarding grades for Graduation Honors:

Candidates graduating with the following grade point averages are awarded honors at graduation:

- Valedictorian - Graduate with the highest cumulative GPA in that commencement class)
- Summa Cum Laude - Graduates with highest honor, 3.90 GPA
- Magna Cum Laude - Graduates with great honor, 3.7 to 3.89 GPA
- Cum Laude - Graduates with honor, 3.5 to 3.69 GPA

The honor will be noted on the graduate's diploma.

The grade point average computation is based on all academic coursework at SCUSOMA. A minimum residence requirement to graduate from SCUSOMA is 45-quarter units (one academic year) for didactic courses.

The academic program for the Master of Science Program in Oriental Medicine and Acupuncture ("MSOMA") is a minimum 120-week and four academic years. This can be completed, with full-time study, in 36 months. The academic year is based on a quarterly system having 10 weeks per quarter. Students receive 10 hours per credit/unit for didactic training and 20 hours per credit/unit for clinical training. Students will complete a total of 3,380 hours (240-quarter units/2,400 clock hours for classroom instruction courses and 49 quarter units/980 clock hours for internships). Elective courses are optional and are not required for graduation.

### **GRADE APPEALS**

A student is responsible for meeting the standards of academic performance established by SCUSOMA and the instructor for each course in which the student is enrolled. A student may appeal a grade only if it was allegedly awarded in an erroneous, arbitrary, capricious, or discriminatory manner. The burden of proof resides with the student.

Erroneous, arbitrary, capricious, or discriminatory grading is defined as:

- Incorrectly evaluating, calculating, or recording an examination, assignment, or course grade;
- Assigning a grade on some basis other than performance of course assignments, examinations, or class attendance;
- Assigning a grade based on standards that are a significant departure from previously announced standards; or
- Assigning a grade based on standards that differ from those used for other students in the course.

Disputes related to grades other than the final grade must be directed to the instructor of the course, whose decision is final.

The following procedure is applicable to the final course grade only. Should a student wish to appeal a final course grade, the following procedures must be followed:

- The student must meet with the course instructor and attempt to resolve the issue. If the course instructor is part-time, the student may go directly to the instructor's immediate supervisor to resolve the matter, and the supervisor (Academic Dean) will communicate with the course instructor.
- If the matter cannot be resolved with the course instructor to the satisfaction of the student, then a final written appeal may be directed to the instructor's immediate supervisor. This final written appeal must be submitted within five (5) business days of the beginning of the following quarter. The Academic Dean will hear the appeal, and his/her decision is final. This decision must be reached within one week following submission of the appeal to the supervisor.

- It is the responsibility of the Academic Dean to notify the student and the course instructor in writing of his/her decision, and to submit all documents used in making the decision to the Office of the Registrar the day after the decision is reached. If a grade change is involved, the supervisor must also submit a grade change form to the Office of the Registrar the day after the decision is reached.

## **CURRICULUM**

DIDACTIC TRAINING (240 CREDITS / 2,400 HOURS)

### **WESTERN MEDICINE & CLINICAL SCIENCE**

Total: 60 CREDIT HOURS / 600 CLOCK HOURS

\*(3 units/30 hour for classroom lectures for each subject)

Course #	Description	Credits
WS 200	HUMAN BIOLOGY	3
WS 202	CHEMISTRY	3
WS 204	PHYSICS	3
WS 206	PSYCHOLOGY & COUNSELING	3
WS 300	ANATOMY AND PHYSIOLOGY I	3
WS 302	ANATOMY AND PHYSIOLOGY II	3
WS 304	ANATOMY AND PHYSIOLOGY III	3
WS 306	ANATOMY AND PHYSIOLOGY IV	3
WS 308	WESTERN MEDICAL TERMINOLOGY	3
WS 400	SURVEY OF WESTERN MEDICINE I	3
WS 402	SURVEY OF WESTERN MEDICINE II	3
WS 404	PATHOLOGY I	3
WS 406	PATHOLOGY II	3
WS 408	PATHOLOGY III	3
WS 410	WESTERN PHARMACOLOGY	3
WS 412	WESTERN CLINICAL PRACTICE I	3
WS 414	WESTERN CLINICAL PRACTICE II	3
WS 416	WESTERN PHYSICAL ASSESSMENT	3
WS 426	BIONUTRITION	3
WS 430	MEDICAL RESEARCH METHODOLOGY	3
TOTAL		60

### **ORIENTAL MEDICINE THEORY, HISTORY AND PRACTICE**

Total: 75 units / 750 HOURS (3 units/30 hours for classroom lectures for each subject)

Course #	Description	Credits
OM 300	INTRODUCTION TO ORIENTAL MEDICINE I	3
OM 302	INTRODUCTION TO ORIENTAL MEDICINE II	3
OM 304	ORIENTAL MEDICAL TERMINOLOGY	3
OM 306	BASIC THEORY OF ORIENTAL MEDICINE I	3
OM 308	BASIC THEORY OF ORIENTAL MEDICINE II	3
OM 310	BASIC THEORY OF ORIENTAL MEDICINE III	3
OM 312	BASIC THEORY OF ORIENTAL MEDICINE IV	3
OM 314	DIAGNOSIS OF ORIENTAL MEDICINE I	3
OM 316	DIAGNOSIS OF ORIENTAL MEDICINE II	3
OM 318	DIAGNOSIS OF ORIENTAL MEDICINE III	3
OM 322	SURVEY OF SYNDROMES	3



OM 400	O.M. INTERNAL MEDICINE I	3
OM 402	O.M. INTERNAL MEDICINE II	3
OM 404	O.M. INTERNAL MEDICINE III	3
OM 406	O.M. INTERNAL MEDICINE IV	3
OM 408	O.M. GYNECOLOGY	3
OM 410	MEN'S HEALTH AND UROLOGY	3
OM 412	HUANG DI NEI JING	3
OM 444	CASE STUDIES I	3
OM 446	CASE STUDIES II	3
OM 448	CASE STUDIES III	3
OM 504	THE LANGUAGE OF MEDICINE	3

## ACUPUNCTURE THEORY AND PRACTICE

Total: 60 units / 600 HOURS (All courses are 3 units/30 hour classroom lectures)

Course #	Description	Credits
AC 300	FUNDAMENTALS OF MERIDIAN THEORY	3
AC 302	MERIDIAN THEORY I	3
AC 304	MERIDIAN THEORY II	3
AC 306	ACUPUNCTURE ANATOMY	3
AC 308	ACUPUNCTURE ENERGETICS	3
AC 310	SURVEY OF MERIDIAN THEORY	3
AC 312	QI GONG	3
AC 314	TAI JI QUAN	3
AC 400	ACUPUNCTURE TECHNIQUES I	3
AC 402	ACUPUNCTURE TECHNIQUES II	3
AC 404	ACUPUNCTURE THERAPEUTICS I	3
AC 406	ACUPUNCTURE THERAPEUTICS II	3
AC 408	CLINICAL POINT SELECTION	3
AC 410	TUINA I	3
AC 412	TUINA II	3
AC 414	REFLEXOLOGY	3
AC 422	CLINICAL ACUPUNCTURE I	3
AC 424	CLINICAL ACUPUNCTURE II	3
AC 436	MICROSYSTEMS	3
AC 506	MODERN ACUPUNCTURE	3

## HERBOLOGY

Total: 36 units / 360 hours (3 units /30 hours for classroom lectures for each subject)

Course #	Description	Credits
HB 300	INTRODUCTION TO HERBOLOGY	3
HB 302	HERBOLOGY I	3
HB 304	HERBOLOGY II	3
HB 306	HERBOLOGY III	3
HB 308	HERBOLOGY IV	3
HB 310	SURVEY OF HERBOLOGY	3
HB 400	HERB FORMULA I	3

HB 402	HERB FORMULA II	3
HB 404	HERB FORMULA III	3
HB 406	HERB FORMULA IV	3
HB 408	SURVEY OF FORMULAS	3
HB 410	ADVANCED HERBAL FORMULAS	3
HB 500	SHANG HAN LUN/ WEN BING XUE I	3
HB 502	SHANG HAN LUN/ WEN BING XUE II	3
HB 504	FORMULA WRITING	3

## **PRACTICE MANAGEMENT**

*Total: 9 units/90 hours (3 units/30 hour for classroom lectures for each subject)*

Course #	Description	Credits
PM 500	CLINIC MANAGEMENT AND PUBLIC HEALTH I	3
PM 502	CLINIC MANAGEMENT AND PUBLIC HEALTH II	3
PM 504	CLINIC MANAGEMENT AND PUBLIC HEALTH III	3

## CURRICULUM OF CLINICAL TRAINING

Prerequisites for Clinical Training:

*Students must pass the Level 1 Clinical examination covering basic AC and HB courses.*

Course #	Description	Credits	Clock Hours
CL HP	HERBAL PHARMACY	3	60 (Internship)
OB 1	CLINIC OBSERVATION (LEVEL 1)	2	40 (Internship)
OB 2	CLINIC OBSERVATION	2	40 (Internship)
OB 3	CLINIC OBSERVATION	2	40 (Internship)
OB 4	CLINIC OBSERVATION	2	40 (Internship)
OB 5	CLINIC OBSERVATION	2	40 (Internship)
Clinic Observation Internship	Total	= 10 unit	= 200 hours

### Supervised Practice and Diagnosis and Evaluation

Course #	Description	Credits	Clock Hours
CL 1	CLINICAL INTERNSHIP (LEVEL 2)	2	40 (Internship)
CL 2	CLINICAL INTERNSHIP	2	40 (Internship)
CL 3	CLINICAL INTERNSHIP	2	40 (Internship)
CL 4	CLINICAL INTERNSHIP	2	40 (Internship)
CL 5	CLINICAL INTERNSHIP	2	40 (Internship)
CL 6	CLINICAL INTERNSHIP	2	40 (Internship)
CL 7	CLINICAL INTERNSHIP	2	40 (Internship)
Clinic Observation Internship	Total	=14 units	280 hours

### Supervised Practice and Diagnosis and Evaluation

Course #	Description	Credits	Clock Hours
CL 8	CLINICAL INTERNSHIP (LEVEL 3)	2	40 (Internship)
CL 9	CLINICAL INTERNSHIP	2	40 (Internship)
CL 10	CLINICAL INTERNSHIP	2	40 (Internship)
CL 11	CLINICAL INTERNSHIP	2	40 (Internship)
CL 12	CLINICAL INTERNSHIP	2	40 (Internship)
CL 13	CLINICAL INTERNSHIP	2	40 (Internship)
CL 14	CLINICAL INTERNSHIP	2	40 (Internship)
CL 15	CLINICAL INTERNSHIP	2	40 (Internship)
CL 16	CLINICAL INTERNSHIP	2	40 (Internship)
CL 17	CLINICAL INTERNSHIP	2	40 (Internship)
CL 18	CLINICAL INTERNSHIP	2	40 (Internship)

Total Clinic Hours	= 980 hours	= 36units	= 720 hours
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## ELECTIVE COURSES

(3 units for classroom lectures for each subject)

Elective courses are offered intermittently according to level of interest and availability of qualified instructors. Please refer to the class schedule for description and availability prior to registration.

EL 400	ORIENTAL MEDICAL LANGUAGE II
EL 402	ORIENTAL MEDICAL LANGUAGE III
EL 404	WESTERN MEDICAL LANGUAGE II
EL 406	WESTERN MEDICAL LANGUAGE III
EL 408	TUINA III
EL 410	SASANG CONSTITUTIONAL MEDICINE
EL 412	COMPREHENSIVE REVIEW I
EL 414	COMPREHENSIVE REVIEW II
EL 416	DUI YAO COMBINATIONS
EL 418	FORMULA WRITING
ELAGS 510	ADV. MICROBIOLOGY
ELAGS 512	ADV. MEDICAL BIOLOGY
ELAGS 514	ADV. BIOCHEMISTRY
ELAGS 516	ADV. NEURO-ANATOMY
ELAWM 520	WESTERN PREVENTATIVE MEDICINE
ELAWM 522	ADV. RADIOLOGY
ELAGO 530	ADV. MEDICAL CHINESE CHARACTERS
ELAGO 532	ADV. CHINESE LANGUAGE
ELATP 550	ADV. INTRO. TO ORIENTAL MEDICINE
ELATP 552	ADV. HISTORY OF ORIENTAL MEDICINE
ELATP 554	ADV. HUANG DI NEI JING
ELATP 556	ADV. SHANG HAN LUN/WEN BING XUE
ELATP 558	ADV. ORIENTAL PHYSIOLOGY
ELATP 560	ADV. ORIENTAL PREVENTATIVE MEDICINE
ELATP 562	ADV. ORIENTAL INTERNAL MEDICINE
ELATP 564	ADV. O.M. GYNECOLOGY
ELATP 566	ADV. O.M. PEDIATRICS
ELATP 568	ADV. O.M. ORTHOPEDICS
ELATP 570	ADV. O.M. OTORHINOLARYNGOLOGY
ELATP 572	ADV. O.M. PSYCHOLOGY
ELATP 574	ADV. SA SANG CONSTITUTIONAL MEDICINE

Recommended Course Sequence

The completion of the MSOMA program follows a straightforward sequence of required courses. The Academic Dean has different sequence outlines of based on the various needs of the students. The Academic Dean is always available to help students construct their ideal course sequence.

## **COURSE DESCRIPTION**

### **ACUPUNCTURE THEORY AND PRACTICE**

#### **AC 300 – 3 units**

##### **FUNDAMENTALS OF MERIDIAN THEORY**

*Pre-requisite/ None*

This course will introduce to students the meridian system with an overview of acupuncture point location, channel pathways, nomenclature and point classification. Class discussion will also include a brief introduction to the history of acupuncture as well as the development of Microsystems and scalp acupuncture.

#### **AC 302– 3 units**

##### **MERIDIAN THEORY I**

*Pre-requisite/ None*

Students will learn how to describe and locate each of the points along the Lung, Large Intestine, Stomach, Spleen, Heart, Small Intestine and Conception channels, their branches, and collaterals in the human body. The class will also discuss channel theory including information on the pathways, collaterals, divergent, and luo-connections. This course describes the concepts and usage of the meridians, collaterals and pathways of the Lung, Large Intestine, Spleen and Heart meridians. This course also explains indications, functions and needling methods cautions and contraindications.

#### **AC 304– 3 units**

##### **MERIDIAN THEORY II**

*Pre-requisite/ None*

Students will learn how to describe and locate each of the points along the Urinary Bladder, Kidney Pericardium, Triple Burner, Gallbladder and Liver and Governing channels. The class will also discuss channel theory including information on the pathways, collaterals, divergents, and luo-connections. This course describes the concepts and usage of the meridians, collaterals and pathways of the Lung, Large Intestine, Spleen and Heart meridians. This course also explains indications, functions and needling methods cautions and contraindications.

#### **AC 306– 3 units**

##### **ACUPUNCTURE ANATOMY**

*Pre-requisite / AC 300*

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. A study of the location and anatomical structures at each of the points along the twelve regular meridians and the Governing and Conception channels.

This course covers the usage of the regular and special acupuncture points and their traditional functions in treatment. The basic principles of prescription of acupuncture treatments will also be introduced.

### **AC 308- 3 units**

#### **ACUPUNCTURE ENERGETIC**

*Pre-requisite / AC 300*

This course will explore in-depth the characteristics and clinical application of all the special categories of acupuncture points. Students will learn which category of acupuncture point is the most appropriate for a variety of clinical situations.

### **AC 310- 3 units**

#### **SURVEY OF MERIDIAN THEORY**

*Pre-requisite/ AC 306*

This is an In depth study of Meridian theory: the distribution of channels, branches, and collaterals in the human body, including their physiological function, pathological changes and interrelationships with all of their related internal organs. This course provides students with a comprehensive study of Diagnosis using the Extra Meridians, the Twelve Divergent Meridians, the Fifteen Collaterals, the Twelve Muscular Regions , the Twelve Cutaneous Regions, their concept, pathways, characteristics, functions, pathological manifestations, with an emphasis on treatment applications for various levels of disorders. This course provides students with the theory of the Origin and End, Root and Branch, the Qi passageways and the Four Seas.

### **AC 312- 3 units**

#### **QI GONG**

*Pre-requisite/ None*

Qi Gong is a form of art that 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.

### **AC 314- 3 units**

#### **TAI JI QUAN**

*Pre-requisite/ None*

This course covers the Chinese system of movement and meditation known as Tai Chi Chuan, which was designed to maintain good health and longevity. Students will understand how this system can strengthen the body and calm the mind by promoting the free flow of Qi.

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.

### **AC 400- 3 units**

### **ACUPUNCTURE TECHNIQUES I**

*Pre-requisite/ AC 306*

This course will provide an introduction to acupuncture techniques including Moxibustion and cupping etc. It includes the types and kind of needles, moxa, and cupping cups. This course also covers the preparation of instruments and positioning of patient, all the consideration of needle insertion and withdrawing (angle, depth, duration etc.), needling method, managing accidents during acupuncture treatment, and electro-acupuncture. 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 points with an emphasis on the proper needling depths, angles, manipulation techniques, safe needling practices and clean needle techniques through in-class demonstrations and practical assignments. This course covers the points along the Lu, LI, SP, ST, HT, SI, and UB channels.

### **AC 402- 3 units**

#### **ACUPUNCTURE TECHNIQUES II**

*Pre-requisite/ AC 306*

This course is a continuation of Acupuncture Techniques I. In addition to the basic needling techniques and precautions in acupuncture treatment, students will learn Auricular Acupuncture, Head and Hand Acupuncture. It also includes analysis of ancient acupuncture techniques and a summary of research concerning the effects of acupuncture. 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).

### **AC 404- 3 units**

#### **ACUPUNCTURE THERAPEUTICS I**

*Pre-requisite/ AC 308*

Students will learn acupuncture therapeutic methods of reinforcing, reducing, warming, clearing, ascending, and descending. It will include the basic principles for preparation and selection of points and application of specific points.

### **AC 406- 3 units**

#### **ACUPUNCTURE THERAPEUTICS II**

*Pre-requisite/ AC 308*

This course, together with Acupuncture Therapeutics I, is a detailed study of the therapeutic application of acupuncture points in detailed cases. The student will learn which acupuncture points are applied to the different types of pathology such as: Internal diseases and Gynecological diseases.

### **AC 408- 3 units**

#### **CLINICAL POINT SELECTION**

*Pre-requisite/ AC 310*

This course will familiarize the student with the different combinations of acupuncture points that are commonly used in the modern clinical setting. The class will be focused on the selection of points that would reflect the type of problems seen in the typical clinic.

This course also 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.

### **AC 410- 3 units**

#### **TUINA I**

*Pre-requisite/ AC 300, OM 302*

This course is an introduction to the system of manual manipulation used in Traditional Chinese Medicine. Students will become familiar with the used of manipulation and massage for the treatment of musculoskeletal problems and internal diseases.

### **AC 412- 3 units**

#### **TUINA II**

*Pre-requisite/ AC 300, OM 302*

Continuation of AC 410. This course is the continuation to the system of manual manipulation used in Traditional Chinese Medicine. This course is particularly focused of diseases of lower back, hip joint, knee and ankle. Students will become familiar with the used of manipulation and massage for the treatment of musculoskeletal problems and internal diseases.

### **AC 414- 3 units**

#### **REFLEXOLOGY**

*Pre-requisite/ AC 306*

This course explores the holistic ideology behind the massage techniques associated with modern reflexology. Students will be introduced to the idea of Microsystems and how, using massage technique, this can be applied to treat all forms of disease.

### **AC 422- 3 units**

#### **CLINICAL ACUPUNCTURE 1**

*Pre-requisite/ AC 408*

Students will learn how to select and combine acupuncture points for a specific disease based on the principles of treatment and diagnosis. It includes all the diseases those are treatable with acupuncture. For the practice session, in addition to the location of selected points, all the manipulation of needling such as angle, depth, duration, sedation, and tonification method will be demonstrated and practiced.

### **AC 424- 3 units**

#### **CLINICAL ACUPUNCTURE 2**

*Pre-requisite/ AC 408*



This course will build on the information gained in AC 408 and will further explore the use of acupuncture points and their application to disease conditions. Students will continue understand their use by applying their knowledge to case studies that involve problems such as chronic pain, autoimmune disorders, mental emotional issues etc.

### **AC 436- 3 units**

#### **MICROSYSTEMS**

*Pre-requisite/ AC 308*

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.

Ear & Scalp Acupuncture introduces certain points of the auricle area and specific stimulation areas of the scalp.

These special points and areas have very close relationships with certain corresponding internal organs. We treat and prevent some diseases by needling these points and area for good results, less side effects and easy manipulation.

### **AC 506- 3 units**

#### **MODERN ACUPUNCTURE**

*Pre-requisite/ AC 310*

This course will introduce the student to some of the more modern trends in acupuncture that have occurred in Asia, Europe, and America within the last century. Students will learn about the rise of acupuncture analgesia as a result of the integration of Chinese and Western Medicine, as well as the use of Sa-Am Acupuncture, Balance Acupuncture, Eight Constitutional Acupuncture, and Sa Sang constitutional therapy, I Ching acupuncture, and the Master Tong system used in Taiwan. To provide the student with in-depth didactic and experiential knowledge conducive to a practice that incorporates the latest modern technology and methods with the ancient wisdom of Oriental Medicine and that serves the patient and the practitioner while meeting the standards required by state and federal law and the requirements of insurance payers.

### **HERBOLOGY**

### **HB 300- 3 units**

#### **INTRODUCTION TO HERBOLOGY**

*Pre-requisite: None*

This course provides students with an brief history of medicine and herbs in China. Plant-part terminology with its significance in usage and herbal property of each categorized herbs contained within the Chinese Herbal Pharmacopoeia will be introduced too. Methods of treatment using herbal medicine and laws of combining herbs in a formula will be presented. Student will also learn methods of preparation including visual identification and different cutting and delivery of herbal medicines.

### **HB 302- 3 units**

#### **HERBOLOGY 1**

*Pre-requisite: None*

This course provides students with a detailed study of approximately 119 Chinese herbs, their classification, name, taste, properties, entering channels, actions, indications, contraindications, preparation, dosage, precaution, toxicity,

and nomenclature. In addition, it includes a brief introduction to a few commonly used formulas for each category of herbs. The herb categories covered in this course include: Herbs that release the exterior, herbs that clear heat, and downward-draining herbs.

### **HB 304– 3 units**

#### **HERBOLOGY 2**

*Pre-requisite: None*

This course provides students with a detailed study of approximately 80-90 Chinese herbs, their classification, name, taste, properties, entering channels, actions, indications, contraindications, preparation, dosage, precaution, toxicity, and nomenclature. In addition, it includes a brief introduction to a few commonly used formulas for each category of herbs. The herb categories covered in this course include: Herbs that drain dampness, dispel wind-dampness, herbs that transform phlegm and stop coughing, aromatic herbs that transform dampness, and herbs that relieve food stagnation.

### **HB 306– 3 units**

#### **HERBOLOGY 3**

*Pre-requisite: None*

This course provides students with a detailed study of approximately 80-90 Chinese herbs, their classification, name, taste, properties, entering channels, actions, indications, contraindications, preparation, dosage, precaution, toxicity, and nomenclature. In addition, it includes a brief introduction to a few commonly used formulas for each category of herbs. The herb categories covered in this course include: Herbs that regulate the Qi, Herbs that regulate the blood, herbs that warm the interior and expel cold, and tonifying herbs.

### **HB 308– 3 units**

#### **HERBOLOGY 4**

*Pre-requisite: None*

This course provides students with a detailed study of approximately 80-90 Chinese herbs, their classification, name, taste, properties, entering channels, actions, indications, contraindications, preparation, dosage, precaution, toxicity, and nomenclature. In addition, it includes a brief introduction to a few commonly used formulas for each category of herbs. The herb categories covered in this course include: Herbs that stabilize and bind, substances that calm the spirit, aromatic substances that open the orifices, substances that extinguish wind and stop tremors, herbs that expel parasites, substances for topical application, and obsolete substances.

### **HB 310– 3 units**

#### **SURVEY OF HERBOLOGY**

*Pre-requisite: HB 306*

This course will teach students the art of combining Chinese herbs. The purpose is to bridge the gap between learning the herbs and constructing formulas. Students will more easily understand and remember how formulas are created, and why medicinal combinations are very important when it comes to modifying standard formulas with additions and subtractions.

### **HB 400– 3 units**

### **HERB FORMULA 1**

*Pre-requisite: HB 308*

This course continues to cover concepts of herbal formulation and presents a detailed analysis of formula categories and their relationships to differentiation of patterns and disease etiologies. The course will cover approximately 70 classical herbal formulas, with a detailed analysis of the functions and properties of the formulae, individual herbs in each formula, the way herbs work in the formula, the clinical applications of each formula, and variations on the basic formula. The categories of formulas to be addressed in this course include formulae that Release the Exterior, Formulas that Clear Heat, Formulas that Drain downward and formulas that Harmonize. .

### **HB 402- 3 units**

#### **HERB FORMULA 2**

*Pre-requisite: HB 308*

This course continues to cover concepts of herbal formulation and presents a detailed analysis of formula categories and their relationships to differentiation of patterns and disease etiologies. The course will cover approximately 70 classical herbal formulas, with a detailed analysis of the functions and properties of the formulae, individual herbs in each formula, the way herbs work in the formula, the clinical applications of each formula, and variations on the basic formula. The categories of formulas to be addressed in this course include formulae that Treat Dryness, formulas that Expel Dampness formulas that Warm Interior cold and formulas that Tonify the Qi.

### **HB 404- 3 units**

#### **HERB FORMULA 3**

*Pre-requisite: HB 308*

This course continues to cover concepts of herbal formulation and presents a detailed analysis of formula categories and their relationships to differentiation of patterns and disease etiologies. The course will cover approximately 70 classical herbal formulas, with a detailed analysis of the functions and properties of the formulae, individual herbs in each formula, the way herbs work in the formula, the clinical applications of each formula, and variations on the basic formula. The categories of formulas to be addressed in this course include formulae that Nourish the Blood, Nourish and Tonify the Yin, Regulate Qi Invigorate Blood, Stop Bleeding, and Stabilize and bind.

### **HB 406- 3 units**

#### **HERB FORMULA 4**

*Pre-requisite: HB 308*

This course continues to cover concepts of herbal formulation and presents a detailed analysis of formula categories and their relationships to differentiation of patterns and disease etiologies. The course will cover approximately 70 classical herbal formulas, with a detailed analysis of the functions and properties of the formulae, individual herbs in each formula, the way herbs work in the formula, the clinical applications of each formula, and variations on the basic formula. The categories of formulas to be addressed in this course include formulae that Anchor and Settle the mind, Nourish the Heart to Calm the Mind, Open the Orifices, Extinguish Wind and Stop Tremors, Treat Phlegm, Reduce food Stagnation, Expel Parasites and herbs that are suitable for External Application.

### **HB 408- 3 units**

#### **SURVEY OF HERB FORMULAS**

*Pre-requisite: HB 402*

This course is a review of clinically significant herbs with special emphasis on herbs in the state board formulas. Completion of this class will help reinforce the properties and important clinical functions of the most important and commonly used herbs in the Chinese Herbal Pharmacopoeia. Due to the volume of herbs to be covered, this class will not focus on the more obscure functions. This will increase the student's confidence as an herbalist and serve as a good review for the Comprehensive and State Board Exams.

### **HB 410- 3 units**

#### **ADVANCED HERBAL FORMULAS**

*Pre-requisite: HB 402*

This course presents a detailed analysis of the most clinically significant formula and their relationships to differentiation of patterns and disease etiologies. The categories of formulas addressed in this course form the basis for the student's future development as an Herbalist. Understanding these formulas will provide a platform from which to begin formula writing. The course will cover approximately 63 classical herbal formulas, with a detailed analysis of the functions and properties of the formulae, individual herbs in each formula, the way herbs work together in the formula, the clinical applications of each formula, and various ways to modify in response to changes in the patient's disease pattern.

### **HB 500- 3 units**

#### **SHANG HAN LUN/ WEN BING XUE I (SHANG HAN LUN THEORY)**

*Pre-requisite: OM 318, HB 402*

This course provides students with an in-depth study of the signs, symptoms and syndromes relating to the differentiation of disease according to the Shang Han Lun ( Six- Channel Differentiation ). Discussion of this theory, which was developed to help understand epidemics, will also cover appropriate herbal and acupuncture treatment for each syndrome.

### **HB 502- 3 units**

#### **SHANG HAN LUN/ WEN BING XUE II (WEN BING/SAN JIAO THEORY)**

*Pre-requisite: OM 318, HB 402*

This course provides students with an in-depth study of the signs, symptoms and syndromes relating to the differentiation of disease according to the Wen Bing (4 Stage Differentiation), and San Jiao Theory. Discussion of Both of these theories, which were developed to answer the shortfalls of Shun Hun Lun theory, will include appropriate herbal and acupuncture treatment.

### **HB 504- 3 units**

#### **FORMULA WRITING**

*Pre-requisite: HB 406*

This course provides students the ability to write formula prescriptions on their own. While embracing the classic formulas students will learn how to formulate and modify previously learned formulas by the use of modules compared to the whole formulas usually used.

## **ORIENTAL MEDICINE THEORY, HISTORY AND PRACTICE**

### **OM 300– 3 units**

#### **INTRODUCTION TO ORIENTAL MEDICINE 1**

*Pre-requisite/ None*

This course provides students with the origin and different traditions of Oriental Medicine modalities including but not limited to Acupuncture, Herbal medicine, Moxibustion and Cupping in the history of Oriental Medicine. It also covers the history of the development and the academic accomplishments setting in all the modalities in the U.S. and China. The history of the professional trends in Oriental Medicine in other nations than U.S. and China will be discussed too.

### **OM 302– 3 units**

#### **INTRODUCTION TO ORIENTAL MEDICINE 2**

*Pre-requisite/ None*

This course will be the beginning of understanding the philosophical basis of Oriental Medicine. Concept and meaning of Qi, Dao, Yin-Yang, Five Elements (Wu Xing) and their rules and cycles will be explained. There also is the Qi balance method by tonification and sedation of each. Four Vital Substances of Qi, Blood, Jing and Body Fluids will be introduced. The theory of Zang Fu and Twelve Officials with the relationship of each other would be introduced too.

### **OM 304– 3 units**

#### **ORIENTAL MEDICAL TERMINOLOGY**

*Pre-requisite/ None*

This course will be prepared for students to be familiar with the definition of the unique terms of the Oriental Medicine. Students will learn vocabulary for the organ systems, the major disease patterns, the major diagnostic terms, the five elements, and the basic color and numerical characters.

### **OM 306– 3 units**

#### **BASIC THEORY OF ORIENTAL MEDICINE I**

*Pre-requisite/ OM 302*

This course provides student with a comprehensive introduction to Zang–Fu Physiology and interrelationship between organs. It also covers the functions of Yin organs and interrelationship between Yin organs.

### **OM 308– 3 units**

#### **BASIC THEORY OF ORIENTAL MEDICINE 1I**

*Pre-requisite/ OM 302*

This course provides students with a comprehensive introduction to Zang–Fu Physiology and interrelationship between organs, Physiology and functions of six extraordinary Yang organs and the relationship of Zang-Fu.

### **OM 310- 3 units**

#### **BASIC THEORY OF ORIENTAL MEDICINE III**

*Pre-requisite/ OM 302*

This course provides student with various causes of diseases- external (Six External Evils/Liu Xie), internal (Seven Emotions/Qi Qing), and miscellaneous (Non-internal or External Reasons/bu nei wai yin). It will also introduce the application of the principles and strategies of treatment to Biomedicine.

### **OM 312- 3 units**

#### **BASIC THEORY OF ORIENTAL MEDICINE IV**

*Pre-requisite/ OM302*

This course will discuss the pathology of Full and Empty conditions, combined conditions and Yin-Yang imbalance of the Qi mechanism. Students also learn principles and strategies of treatment.

### **OM 314- 3 units**

#### **DIAGNOSIS OF ORIENTAL MEDICINE 1**

*Pre-requisite/ OM 306*

This course provides students with an in-depth study of the four traditional methods of Oriental Medicine diagnosis, including observation, auscultation & olfaction, inquiry and palpation. Students will learn signs and symptoms of various disorders, tongue diagnosis, and pulse, meridian and other palpation techniques. Each class includes a one-hour practical session

### **OM 316- 3 units**

#### **DIAGNOSIS OF ORIENTAL MEDICINE 2**

*Pre-requisite/ OM 306*

This course builds on the identification of patterns according to the eight principles and Qi-Blood-Body Fluids. It includes Exterior-Interior, Hot-Cold, combined Hot and Cold, Full-Empty and Yin-Yang identification.

### **OM 318- 3 units**

#### **DIAGNOSIS OF ORIENTAL MEDICINE 3**

*Pre-requisite/ OM 306*

This course provides students with a comprehensive study of the identification of patterns which indicates the process of identifying the basic disharmony that underlies in all clinical manifestations. This course will handle all the theories of the identification of patterns within the internal organs.

### **OM 322- 3 units**

#### **SURVEY OF SYNDROMES**

*Pre-requisite/ OM 314*

This course provides students with a comprehensive study of the identification of patterns which indicates the process of identifying the basic disharmony that underlies in all clinical manifestations. It also covers the techniques of

physical examination and data collecting. This course reviews all of the basic theory covered so far with the aim of preparing the student for entry into the clinic. The course will focus on preparing the student to pass the clinic intern entrance exam.

### **OM 400- 3 units**

#### **O.M. INTERNAL MEDICINE I**

*Pre-requisite/ OM 318*

This course provides students with an in-depth study of common disorders in OAM internal medicine, including etiology, pathogenesis, and diagnosis. Students will also learn herbal and acupuncture treatments of syndromes as well as the integration of western medical diagnoses and treatment principles.

O.M. Internal Medicine I covers, including but not limited to, common cold and influenza, cough, breathlessness (Chuan Zheng), wheezing (Xiao Zheng), asthma, edema, painful urinary syndrome (Lin Zheng), enuresis and incontinence, impotency, premature ejaculation, diabetes (Xiao Ke), tiredness, painful obstruction syndrome (Bi-syndrome), and low back pain.

### **OM 402- 3 units**

#### **O.M. INTERNAL MEDICINE II**

*Pre-requisite/ OM 318*

This course provides students with an in-depth study of common disorders in OAM internal medicine, including etiology, pathogenesis, and diagnosis. Students will also learn herbal and acupuncture treatments of syndromes as well as the integration of western medical diagnoses and treatment principles.

O.M. Internal Medicine II covers, including but not limited to, wind-stroke, epigastric pain, abdominal pain, vomiting, hiccup, jaundice, diarrhea, constipation, hypochondriac pain, sweating disorders, epilepsy, and atrophy (Wei) syndrome.

### **OM 404- 3 units**

#### **O.M. INTERNAL MEDICINE III**

*Pre-requisite/ OM 318*

This course provides students with an in-depth study of common disorders in OAM internal medicine, including etiology, pathogenesis, and diagnosis. Students will also learn herbal and acupuncture treatments of syndromes as well as the integration of western medical diagnoses and treatment principles.

O.M. Internal Medicine III covers, including but not limited to, headaches, palpitation, chest pain, dizziness, tinnitus and deafness, depression, other mental-emotional problems, fever, bleeding syndromes, and insomnia (somnia)

### **OM 406- 3 units**

#### **O.M. INTERNAL MEDICINE IV**

*Pre-requisite/ OM 318*

This course provides students with an in-depth study of common disorders in OAM internal medicine, including etiology, pathogenesis, and diagnosis. Students will also learn herbal and acupuncture treatments of syndromes as well as the integration of western medical diagnoses and treatment principles.

O.M. Internal Medicine IV covers, including but not limited to, allergic rhinitis, sinusitis, anxiety, goiter (hyper- and hypo-thyroidism), hypertension, chest painful obstruction, gastro-esophageal reflux disease, parkinson's disease, multiple sclerosis, fibromyalgia, and chronic fatigue syndrome.

### **OM 408- 3 units**

#### **O.M. GYNECOLOGY**

*Pre-requisite/ WS 314*

This course will prepare students to apply OAM medical diagnosis based on the Western Medical Pathology, differentiation and treatment to Gynecological disorders and Obstetrics in clinical practice. It includes diet counseling for the maintaining of health for future preparation of conception and gestation.

O.M. Gynecology covers the gynecological, including but not limited to, history in Chinese Medicine, physiology, pathology, aetiology, diagnosis, method of treatment, menstrual irregularities, problems at period time, diseases of pregnancy, diseases after childbirth, and miscellaneous diseases.

### **OM 410- 3 units**

#### **MEN'S HEALTH AND UROLOGY**

*Pre-requisite/ WS 314*

This course will prepare students to apply Traditional Chinese medical diagnosis, differentiation and treatment plan to disorders of Male Urology in clinical practice. It includes dietary advice for various conditions and symptoms.

Men's Health and Urology covers, including but not limited to, urinary syndrome, enuresis and incontinence, urinary retention, interstitial cystitis, benign prostatic hyperplasia, prostatitis and prostatodynia, erectile dysfunction, and strangury disease I (Heat, Stone, Qi) & II (Blood Unctuous, Fatigue)

### **OM 412- 3 units**

#### **HUANG DI NEI JING**

*Pre-requisite/ OM 302*

This course is an in depth study and interpretation of the "Yellow Emperor's Inner Classic" which is comprised two part of 'Su Wen', 'Ling Shu'. It is the oldest medical textbook of the Chinese medical history and contains principles of diagnosis, prescription, medication and prognosis of diseases.

### **OM 444- 3 units**

#### **CASE SEMINAR I**

*Pre-requisite/ OM 318*

Ethical considerations will be the first priority in this class. Students will be given an anonymous patient file to diagnose, set up acupuncture treatment plan and herbal prescription by using principles of diagnosis and treatment based on Western and Oriental Medicine. It includes interpretation of the symptoms in both of Western and Oriental Medicine way. By doing that students can determine whether any case should be appropriately referred to other health professionals. Practice session includes checking any relevance of laboratory and diagnostic test and procedures with biomedical physical examination findings. Methods and application of acupuncture relating to the treatment of acute and chronic conditions, first aid, analgesia, anesthesia, and electrical stimulation will be practiced. Total course will be demonstrated in the practice session of the class



Case Seminar I covers, including but not limited to, wind-stroke, epigastric pain, abdominal pain, vomiting, hiccup, jaundice, diarrhea, constipation, hypochondriac pain, sweating disorders, epilepsy, and atrophy (wei) syndrome

### **OM 446- 3 units**

#### **CASE SEMINAR II**

*Pre-requisite/ OM 318*

Continuation of OM 444. By presentation and discussion of clinical cases students will be asked to make a diagnosis, an acupuncture treatment plan and herbal prescription using patient files with the names erased. The class will review all important acupuncture points and moxibustion for internal disease. Students will learn to view presented case in both Western and Oriental viewpoint of Pathology. It includes interpretation of the symptoms in both of Western and Oriental Medicine way. By doing that students can determine whether any case should be appropriately referred to other health professionals. Practice session includes to check any relevance of laboratory and diagnostic test and procedures with biomedical physical examination findings. Methods and application of acupuncture relating to the treatment of acute and chronic conditions, first aid, analgesia, anesthesia, and electrical stimulation will be practiced. Total course will be demonstrated in the practice session of the class.

Case Seminar II covers, including but not limited to, diabetes mellitus, Bell's Palsy, tetanus, hysteria, appendicitis, acute perforation of gastric and duodenal ulcer, cholecystitis, hemorrhoid, and urinary tract infection.

### **OM 448- 3 units**

#### **CASE STUDIES III**

*Pre-requisite/ OM 318*

Ethical considerations will be the first priority in this class. Students will be given an anonymous patient file to diagnose, set up acupuncture treatment plan and herbal prescription by using principles of diagnosis and treatment based on Western and Oriental Medicine. It includes interpretation of the symptoms in both of Western and Oriental Medicine way. By doing that students can determine whether any case should be appropriately referred to other health professionals. Practice session includes checking any relevance of laboratory and diagnostic test and procedures with biomedical physical examination findings. Methods and application of acupuncture relating to the treatment of acute and chronic conditions, first aid, analgesia, anesthesia, and electrical stimulation will be practiced. Total course will be demonstrated in the practice session of the class.

Case Seminar III covers, including but not limited to, prostatitis and prostatic hypertrophy, chronic and acute lower back pain, golf elbow and tennis elbow, carpal tunnel syndrome(CTS), heel pain and plantaritis, dysmenorrhea and amenorrhea, glaucoma, tinnitus and deafness, and chronic sinusitis.

### **OM 504- 3 units**

#### **LANGUAGE OF MEDICINE**

*Pre-requisite/ None*

This course provides students with an introduction to basic Oriental Medical terminology and Chinese characters useful in understanding acupuncture, herbology and Chinese medical theory.

### **PRACTICE MANAGEMENT**

### **PM 500- 3 units**

#### **CLINIC MANAGEMENT AND PUBLIC HEALTH 1**

*Pre-requisite: None*

This course will be prepared for students to acquire the knowledge to create a risk management plan for their clinic and have them practice safely in social, legal and medical contexts in America. Upon completion, the student will be able to assess the many dimensions of risk and implement practical strategies for the prevention of harm. Students will be taught (CPR) Cardio-Pulmonary Resuscitation, First Aid, (CNT) Clean Needle Technique, OSHA/ HIPAA standards in a clinical setting and a detailed description of SCUSOMA's clinical policies and procedures. This course also provide students with the knowledge in practicing in interdisciplinary medical settings, risk and insurance issues, Ethics and peer review, public and community health and disease prevention, and public health education.

### **PM 502- 3 units**

#### **CLINIC MANAGEMENT AND PUBLIC HEALTH 2**

*Pre-requisite: None*

1. This course will educate students about the legal aspects of treatment including scope of practice, professional duties and liabilities, the role of the primary care physician, the liability for negligence in the performance of duties. Students will also learn about the legal environment related to learning FDA medical device standards and FDA dietary supplement regulations, and how this is applied to acupuncture devices.
2. This course also will be prepared for students to acquire skills about record keeping, insurance billing and collections, verbal and written communication in business, planning and establishing the procedures about clinical office management.

### **PM 504- 3 units**

#### **CLINIC MANAGEMENT AND PUBLIC HEALTH 3**

*Pre-requisite: None*

1. This course will provide students with the experience of observing many of the private clinics that are thriving. They will learn first- hand from practitioners on what practices they utilize to build up their own clinics. On a week by week basis students will visit different clinics and have an opportunity to ask practitioners the basic fundamentals of sustaining a private clinic and will be presented with information regarding insurance billing and workers compensation.
2. This course will provide opportunity to acquire the knowledge of treatment of chemical dependency, communicable diseases, public health alerts, and epidemiology. Also, equipment maintenance and safety of operation will be covered too.

### **WESTERN MEDICINE AND CLINICAL SCIENCE**

### **WS 200- 3 units**

#### **HUMAN BIOLOGY**

*Pre-requisite: None*

An introduction to a general study of life systems, including biological concepts and processes, metabolism, response and reproduction system, designed as an introduction to the health care science. Students will be introduced to the cell and all of its intricate parts and their functions. Covers 5 major groups of organisms: Bacteria, Viruses, Fungi, Protozoa, Helminths: Diseases: Important properties: Pathogenesis and Epidemiology: Clinical Findings: Laboratory Diagnosis: Treatment and Prevention.

**WS 202– 3 units****CHEMISTRY**

*Pre-requisite: None*

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.

Comprehensive study of chemical principles designed for students pursuing a career in chemistry or other scientific areas. Emphasis will be on atomic structure, bonding, formulas, equations, nomenclature, and stoichiometry. Also included are states of matter, hybridization, molecular geometry, and gas laws.

**WS 204– 3 units****PHYSICS**

*Pre-requisite: None*

This course explores the basic principles of physics as they apply to the normal functioning of the human body. It will examine each of the major body systems and demonstrate how specific laws of physics can be used to explain aspects of anatomy, physiology, biochemistry, pathology and pharmacology. It will also examine the areas where theories of physics overlap with the philosophies of Oriental Medicine. Basic principles of general physics and biophysics, including general mechanics, electromagnetism, basic optics, introductory modern physics, and its application to the area of acupuncture.

**WS 206– 3 units****PSYCHOLOGY AND COUNSELING**

*Pre-requisite: None*

An introduction to basic principles of psychology with an emphasis on relationships between patients and therapists. This course also deals with personal understanding, self-actualization, communication, and some basic counseling skills for a therapist.

**WS 300– 3 units****ANATOMY & PHYSIOLOGY I**

*Pre-requisite: WS 200*

The student will learn the structure and function of human body from the western viewpoint. A study of human surface anatomy, including those landmarks important to the location of acupuncture meridians and points as well as basic study of human anatomy and physiology including the organization of the body and the skeletal and muscular systems.

**WS 302– 3 units****ANATOMY & PHYSIOLOGY II**

*Pre-requisite: WS 200*

The student will learn the structure and function of human body from the western viewpoint. This course details the muscular system, anatomy and physiology of both digestive and respiratory systems, physiology of exercise and energy metabolism.

### **WS 304– 3 units**

#### **ANATOMY & PHYSIOLOGY III**

*Pre-requisite: WS 200*

The student will learn the structure and function of human body from the western viewpoint. And Study of cardiovascular, lymphatic, nervous, endocrine systems, sensory organs, and hormonal organs.

### **WS 306– 3 units**

#### **ANATOMY & PHYSIOLOGY IV**

*Pre-requisite: WS 200*

The student will learn the structure and function of human body from the western viewpoint. A study of the respiratory, digestive, reproductive and endocrine systems, genetics, heredity, physical growth and development.

### **WS 308– 3 units**

#### **WESTERN MEDICAL TERMINOLOGY**

*Pre-requisite: None*

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. A study of western medical terminology and nomenclature, including major prefixes, roots and suffixes. This course will familiarize students with the everyday language of Western Medicine in order to facilitate good communication with other Western medical providers.

### **WS 400– 3 units**

#### **SURVEY OF WESTERN MEDICINE I**

*Pre-requisite: WS 308*

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. A survey of internal medicine, pharmacology, neurology, surgery, obstetrics/gynecology, urology, radiology, nutrition and public health.

### **WS 402– 3 units**

#### **SURVEY OF WESTERN MEDICINE II**

*Pre-requisite: WS 308*

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. A survey of internal medicine, pharmacology, neurology, surgery, obstetrics/gynecology, urology, radiology, nutrition and public health.

## **WS 404- 3 units**

### **PATHOLOGY 1**

*Pre-requisite: WS 308*

Pathology is a three-course series that presents the fundamentals of bio physiological processes as they relate to the development of diseases and their manifestations. This course deals with the basic general concepts of pathology associated with cellular damage, bodily responses to injury, acute and chronic inflammation, hemodynamics and neoplasia, genetic disorders, diseases of immunity, infectious diseases, environmental and nutritional pathology, diseases of infancy and childhood. A system review of pathological processes affecting neurological and endocrine systems will also be presented.

## **WS 406- 3 units**

### **PATHOLOGY 2**

*Pre-requisite: WS 308*

Pathology is a three-course series that presents the fundamentals of bio physiological processes as they relate to the development of diseases and their manifestations. This course provides students with a study of the pathology of the Blood vessel, Cardiac, Respiratory system, Gastrointestinal track, Liver and Pancreas, Renal, Urinary tract , male and Female reproductive, Breast.

## **WS 408- 3 units**

### **PATHOLOGY 3**

*Pre-requisite: WS 308*

Pathology is a three-course series that presents the fundamentals of bio physiological processes as they relate to the development of diseases and their manifestations. This course provides students with a study of the pathology of the endocrine, Diabetes, Blood and lymphoid, Integumentary, Head and neck, Bones and joints, musculoskeletal, nervous and eye system.

## **WS 410- 3 units**

### **WESTERN PHARMACOLOGY**

*Pre-requisite: WS 202*

This course introduces the basic concepts and pharmacological principles of western pharmaceuticals and their major categories. Topics include pharmacological distribution, metabolism, and 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. A survey of Western pharmacology, with emphasis on classification, major actions, and side effects of commonly prescribed medications; including the effects of such drugs on Oriental diagnosis. It includes relevant aspects of potential medication, herb and nutritional interactions, contraindications and side effects and how to access this information.

## **WS 412- 3 units**

### **WESTERN CLINICAL PRACTICE 1**

*Pre-requisite: WS 408*

This course will cover the western physical diagnostic process using the three clinical skills such as history taking, physical examination and logical thinking. This course will examine conventional treatments for major diseases.

### **WS 414– 3 units**

#### **WESTERN CLINICAL PRACTICE 2**

*Pre-requisite: WS 308*

Continuation of WS 412. The course will cover history taking, physical examination and diagnostic procedures of the head, nervous system, thorax, and abdomen. The course will examine conventional treatments for major diseases. This course is a general overview of common medical disorders and how they are diagnosed according to western and oriental medicine. This course also examines the decision making process according to western and oriental medicine.

### **WS 416– 3 units**

#### **WESTERN PHYSICAL ASSESSMENT**

*Pre-requisite: WS 308, 416*

This course provides training in the techniques of history-taking and physical assessment according to the western clinical paradigm. The emphasis will be on the hands-on training to prepare students to be able to perform the procedures of the 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.

Clinical relevance of laboratory and diagnostic test and procedures, also physician examination findings, charting, S.O.A.P. notes, obtaining past medical history, consultation and follow-up.

### **WS 426– 3 units**

#### **BIO-NUTRITION**

*Pre-requisite: WS 202*

A study of the basic principles of nutritional science, including the classic nutritional deficiencies, 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. The study of the clinical aspects of nutrition, including essential nutrients such as carbohydrates, proteins and fats, vitamins, micro and macro nutritional elements. This class also studies diseases resulting from nutritional deficiencies and how they are evaluated. To provide the student with in-depth didactic and experiential knowledge conducive to operating a practice that serves the patient and the practitioner while meeting the standards required by state and federal law and the requirements of insurance payers.

### **WS 430– 3 units**

#### **MEDICAL RESEARCH METHODOLOGY**

*Pre-requisite: WS 202, 204, 404*

This course introduces statistical analysis of medical research, the means by which information is gathered, the formation of a hypothesis and the basic construction of a clinical research trial. Emphasis is placed on how to research and interpret the results of clinical trials for clinical application.

## **CLINICAL TRAINING COURSES**

(PREREQUISITE) Prior Recommended Courses for the clinic are numerically in order as followed.

### **CL HP HERBAL PHARMACY**

(3 units/ 60 hours)

This course provides supervised clinical practice experience in the herbal pharmacy. Students will select, weigh, and compound herbal prescriptions. Students will gain a deeper understanding of how herbs are used in formulas and will be more familiar with the herbs on the state board list. Students will gain the knowledge of identifying the most commonly used raw and prepared substances in the Medical; know their taste, temperature, entering meridians, actions, contraindications, clinical applications and common biomechanical constituents for drug interactions and common dosage guidelines. Students will understand the ethical considerations with respect to prescribing herbs. They will also learn to appropriately manage, care and store herbs and herbal products in consideration to spoilage and the infestation of bugs.

### **OB 1-5 CLINIC OBSERVATION (LEVEL 1)**

(2 units/ 40 hours each)

This is the first stage of clinical training and consists of five consecutive 40-hour clinic blocks. Students will gain a practical understanding of previously learned theories and techniques and how they relate to patient management and care by observing and assisting a senior intern who is supervised by a faculty acupuncturist. Observers may not apply acupuncture during this phase of internship. The observer's main objective is to view the acupuncturist and senior intern to increase their own knowledge visually. In this way, the student will gain more knowledge and confidence to work independently with the patients and the clinic front desk.

### **CL 1-7 CLINICAL INTERNSHIP (LEVEL 2)**

(2 units/40 hours each)

In this next stage of training, the student will begin the transition from observer to intern, and under the guidance of the Supervisor, will now become more involved in the diagnosis, evaluation, and treatment of patients. Level 2 interns may physically apply acupuncture and in its many other modalities which are within the scope of practice (moxibustion, cupping, tuina, gua sha and etc.). For scope of practice review the California Acupuncture Board and other local agencies for current updates. Student involvement with the patient's treatment is dependent on the Student's knowledge and the Supervisor's evaluation during supervised practice internship. During the level 2 internship (CL1-7) portion of the clinical training interns will be under the constant supervision of a program approved supervisor. Supervisors will assist the intern with every aspect of the diagnosis, evaluation and treatment of the patient. There are seven 40 hours-blocks in the level 2 internship.

### **CL 8-18 CLINICAL INTERNSHIP (LEVEL 3)**

(2 units/40 hours each)

The final stage of an intern's training (Level 3) is still conducted under the supervision of clinical supervisor. However, the intern is required to demonstrate a complete and thorough understanding of all elements of clinical diagnosis, evaluation and treatment. During this level of internship the intern may apply acupuncture and other modalities with the supervision of a qualified faculty acupuncturist (clinical supervisor). The interns are required to demonstrate their skill and knowledge from patient intake and diagnosis to acupuncture treatment and herbal prescription. Case presentation will also include any ethical considerations whenever this is relevant. At this stage, students are encouraged to present their own treatment modalities for instructor evaluation. This course is intertwined with supervised clinical practice internship and is the next step before graduation, state and national examinations for licensure, licensure and private practice. There are eleven 40 hours-blocks in the level 3 internship.

## **AUDITING CLASSES**

This policy applies to students enrolled in the MSOMA degree program.

Only currently enrolled students are eligible to audit courses. A student wishing to voluntarily audit a course must obtain the approval of the Academic Dean and then register in the same manner as required for for-credit courses. Auditing is a privilege and is only allowed if space is available.

A student may only audit courses that have been previously passed satisfactorily. Previously earned credits and grades will remain on the student's official transcript.

The audited course is documented on the student's transcript with a grade of "AU."

A student auditing a course may be required, at the instructor's discretion, to attend and participate in class, complete assignments, and/or take examinations.

A student who is required by SCUSOMA to audit a course must completely satisfy all course requirements as determined by the course instructor. Failure to do so may result in having to repeat the audit in the next quarter of enrollment, which may compromise anticipated graduation date, scholarship status, and the ability to complete the degree program on time.

## **ATTENDANCE**

Successful completion of the educational objectives at SCUSOMA requires a significant commitment of time for class work and outside study each day. Attendance is required at all times and is for the students' benefit. Each scheduled class may provide instruction on subject matter as well as discussions covering material beyond the scope of course texts. Particularly for the MSOMA program, each class provides essential practical clinical experiences.

Each faculty member will establish his/her own policies and procedures dealing with tardiness and absenteeism. These policies and procedures will be published in the course syllabus.

Students are responsible for timely completion of all course assignments and/or requirements. If the student is absent at the time the course assignments and/or requirements are given, it is the student's responsibility to find out the assignments and/or requirements and to submit them. Students are responsible for monitoring their own course attendance to ensure they do not exceed the maximum absences allowed.

Leave will be granted for required military duty for up to two weeks annually. Military duty will be considered excused absence.

80% attendance of scheduled classes and a passing grade is required to receive course credit. Should absences exceed twenty percent (20%) of scheduled class time, the student will be dismissed from the course with a grade of "F." When excessive absences have occurred due to certain extenuating circumstances beyond the student's control, the student may submit a written request to the Academic Dean for reinstatement in the course. Such an appeal must include documentation for the excessive absence. The Academic Dean has the discretion to reinstate the student for the course upon review of the documentation and request. The decision of the Academic Dean is final.

## **ADDING CLASSES**



Courses may only be added through the end of the second full calendar week of each quarter.

The following steps are required to add a course:

- Obtain the appropriate form from the Registrar's Office.
- Complete [the add and drop form](#) and obtain the necessary signatures.
- Return the completed, signed form to the Registrar's Office.
- A student adding a course is responsible for all missed course requirements from the beginning of the course.

When a student alters his/her schedule, i.e., adding or dropping a course, his/her future scholarship eligibility, anticipated graduation date, and/or eligibility to complete the degree program within the maximum time period allowed may be compromised.

### **DROPPING CLASSES**

This policy applies to students enrolled in the MSOMA degree program.

A student may withdraw from a course through the end of the fifth week of the quarter. A course from which a student withdraws will appear on the student's transcript with a "W."

After the withdrawal deadline has passed, withdrawal is not allowed. The student will remain enrolled in the course through the end of the quarter, unless the student withdraws from SCUSOMA completely.

The following steps are required to withdraw from course:

- Obtain the appropriate form from the Office of the Registrar.
- Complete the form and obtain the necessary signatures.
- Return the completed, signed form to the Office of the Registrar.

A student pursuing the MSOMA degree may withdraw from the same course two times. When a student enrolls in the same course for the third time, the student must remain enrolled in the course and receive a grade. If a student is withdrawn from a course by SCUSOMA or as a result of an error in registration or course schedule conflicts, then the grade will not be a "W." Complete withdrawal from SCUSOMA and a special permission from the Academic Dean modify this policy.

When a student withdraws from a course, his/her future scholarship eligibility, anticipated graduation date, or ability to complete a degree program within the maximum time period allowed may be compromised.

## **WITHDRAWAL FROM THE MSOMA PROGRAM**

A student wishing to withdraw from SCUSOMA must consult the Registrar prior to withdrawal, and must complete and return a Withdrawal form to the Office of the Registrar prior to departure. Signatures are required on SCUSOMA Withdrawal Form from the Office of the Registrar, the Academic Dean.

These signatures will indicate that:

- Counseling has been offered or has been provided;
- Withdrawal from SCUSOMA is in the best interest of the student; and
- The student has been made aware of any existing financial and/or other obligations to SCUSOMA.

These signatures do not mean that the student is cleared of any outstanding obligations in these areas.

Completion of this process will insure that the student receives a 'W' (withdrawal) for all courses not yet completed. Failure to complete this process will result in the student receiving a grade of "F" in those courses.

When a student withdraws from SCUSOMA, his/her future scholarship eligibility, anticipated graduation date, or ability to complete a degree program within the required time frame will be affected.

A student who withdraws from SCUSOMA and subsequently wishes to return must apply in writing for re-admission and must receive approval prior to enrollment.

SCUSOMA may withdraw a student from SCUSOMA for the following reasons:

- Failure to meet scheduled financial obligations;
- Health related matters that prevent the student from meeting all course obligations; or
- Other reasons deemed appropriate by SCUSOMA.

A student may appeal forceful withdrawal by SCUSOMA in writing, with appropriate documentation.

A student may withdraw from or be withdrawn from SCUSOMA a maximum of two times. The third withdrawal will result in dismissal from the institution.

If a student believes extenuating circumstances were involved, the student may appeal the dismissal. The appeal must be submitted in writing, with appropriate documentation, to the Academic Dean. The appeal will be heard once, and the decision of the Committee is final.

## **INCOMPLETE COURSEWORK**

An instructor may issue an "I," abbreviation for "Incomplete," to a student at the end of a quarter if that student was performing at an acceptable level in the course, but due to extenuating circumstances was unable to complete all course requirements.

"Performing at an acceptable level" means performance at a passing level of "C" or better. Without a history of acceptable performance in a course, a student is not eligible to receive an "I."

"Extenuating circumstances" means exceptional situations that fall into medical, family, or emergency/accident categories. The student must provide prior communication and documentation to the course instructor in a timely manner for consideration. Documentation is not required in emergency situations. In the absence of extenuating circumstances, a student is not eligible to receive an "I." Poor academic performance is not an extenuating circumstance.

A student receiving an "I" for a course must complete all course requirements by the end of the second week of the following quarter or it will automatically become an "F" or the "I" will be changed automatically to a grade of "NC." If the resulting grade is "F" or "NC," the entire course must be repeated in the next quarter the course is offered. Should this happen, and if the now failed course is a prerequisite to a course or courses in which the student is currently enrolled, the student will be dropped from the currently enrolled course(s).

A course instructor must submit a grade change form to the Office of the Registrar within forty-eight (48) hours of the time a student completes all course requirements to resolve an "I."

### **UNSATISFACTORY ACADEMIC PERFORMANCE**

All required coursework must be completed with a grade of "C" or better. A student who fails to meet this grade requirement must repeat the course during the next quarter of enrollment. A student who fails a course is not allowed to enroll in any courses for which the failed course is a prerequisite.

A student who fails to pass the repeated course may re-enroll in SCUSOMA, but will only be allowed to enroll in the twice-failed course; no new hours will be allowed. Depending upon the individual circumstances, the Academic Dean may also allow the student to audit a course or retake other failed courses. A student who fails a course for the third time will be dismissed from SCUSOMA.

When a student fails a course, his/her future scholarship eligibility, anticipated graduation date, and/or eligibility to complete the degree program within the maximum time period allowed may be compromised.

A course failure may be appealed if the student believes the grade was awarded in an erroneous, arbitrary, capricious, or discriminatory manner (see policy on Grade Appeals).

Dismissal may be appealed to the Academic Dean if the student believes there were exceptional circumstances unrelated to academic ability. The appeal must be submitted in writing, accompanied by appropriate documentation, by the end of the quarter in which the status was imposed. The appeal will be heard once, and the decision of the Committee is final.

Academic Dean reserves the right to establish the specific schedule of any student enrolled in SCUSOMA.

### **REPEATING A PASSED COURSE**

A student requesting to re-enroll in a successfully passed course must petition the Registrar and the Academic Dean. The student must pay the regular tuition. The grade earned for the repeated course will be recorded accordingly in the quarter that the course is repeated, and the transcript will reflect that this is a repeated course. The original grade for the course and grade for the repeated course will both appear on the transcript. The cumulative grade point average will be calculated as in any other case.

### **ACADEMIC WARNINGS AND ACADEMIC PROBATION**

A continuing student is placed on Academic Probation whenever his/her cumulative or quarter grade point average ("GPA") falls below 2.00. To remove Academic Probation status, a student must raise both his/her cumulative and quarter GPA's to 2.00 or higher.

A student on Academic Probation who fails to raise both his/her cumulative and quarter GPA's to 2.00 or higher at the end of the quarter on Academic Probation is given Academic Counseling.

A student given Academic Counseling who raises both his/her cumulative and quarter GPA's to 2.00 or higher at the end of the quarter on Academic Probation is placed on Academic Probation for the next quarter of enrollment. A student on Academic Probation who fails to raise both his/her cumulative and quarter GPA's to 2.00 or higher may be asked to repeat courses the following quarter for review purposes. The second suspension of a student from the institution for academic reasons results in the student being dismissed from SCUSOMA. A student suspended from the institution for academic reasons and subsequently re-admitted will enter on Academic Probation.

If a student believes there were extenuating circumstances that led to Academic Probation, Suspension, or Dismissal, the student may appeal his/her status to the Academic Dean. The appeal must be submitted in writing, with appropriate documentation, no later than the end of the first week of the quarter for which the status is imposed. The appeal will be heard once, and the decision of the Academic Dean is final.

If an appeal from Suspension is granted, the student may re-enroll for one quarter under Academic Probation. If the student fails again, he/she will be permanently dismissed.

SCUSOMA reserves the right to establish the specific schedule of any student enrolled in SCUSOMA.

### **SUSPENSION / DISMISSAL FROM SCUSOMA**

A student failing to remove himself/herself from Academic Probation after counseling will be suspended from SCUSOMA for one quarter. Academic Suspension is a one-quarter event.

A student who does any of the following will be dismissed from SCUSOMA and may not re-enroll in the program as either a continuing or new student:

- Fails to remove himself/herself from Academic Probation a second time;
- Fails the same course for the third time; or
- Withdraws or is withdrawn from SCUSOMA for the third time.

A student may appeal his/her dismissal to the Scholastic Regulations Committee if the student believes there were exceptional circumstances (not related to academic ability). The appeal must be submitted, in writing, with appropriate documentation, by the deadline indicated in the Academic Calendar in the quarter for which the status is imposed. The appeal will be heard once, and the decision of the Committee is final. If the appeal is approved, the Scholastic Regulations Committee may describe specific conditions that may be required for the student to complete prior to returning.

### **LEAVE OF ABSENCE FROM SCUSOMA**

Leave of absence from SCUSOMA is defined as voluntary non-enrollment for one or more quarters, with the intention of subsequent re-enrollment. It is distinct from withdrawal from SCUSOMA, which may occur during a quarter.

A student on a leave of absence must apply in writing to the Academic Dean for re-admission and must receive approval prior to enrollment. If the student was in attendance at another SCUSOMA during the Leave of Absence, the Academic Dean will require an official transcript and letter of good standing from that institution before considering the student's request for re-admittance. The maximum period of time for each leave of absence for the MSOMA degree program is four consecutive quarters but no more than six quarters in total. A leave of absence beyond these limits will result in the loss of all academic credits accrued in the program, and an individual wishing to return to SCUSOMA must reapply for admission as a new student and must meet all admission requirements in effect at the time of application.

When a student takes a leave of absence from SCUSOMA, his/her future scholarship eligibility, anticipated graduation date, and/or eligibility to complete the degree program within the maximum time period allowed may be compromised.

### **RE-ADMISSION**

Candidates for re-admission are those students not currently in continuous attendance but who were previously enrolled at SCUSOMA. These students must apply for re-admission.

If a student withdraws for only one quarter, past course credits will be included in the overall transcript without evaluation. If more than one quarter has passed since leaving school, the courses and the student's knowledge will have to be evaluated by the Academic Dean. A special schedule may be necessary.

### **EXAMINATIONS**

Examinations are administered at the discretion of the individual instructor. Examinations may be written, oral, or practical. With the exception of a few courses, a final written examination, mid term, or practical examination maybe required of every student enrolled in a course.

Written and practical final examinations may only be administered at their scheduled times during finals week. An unexcused absence from a final examination will result in an "F" grade for that examination, and the instructor will award a course grade accordingly.

### **MAKE-UP EXAMINATIONS**

A make-up examination is defined as an examination administered subsequent to the scheduled time because the student failed to take the examination at the scheduled time. Make-up examinations are reserved only for those students with documented emergencies that prevent the student from taking a scheduled examination. The documented emergency must be verifiable. Formats of make-up examinations are not required to be identical to the regularly scheduled examination. The content and format of the make-up examinations are left up to the faculty member's discretion. A make-up exam fee of \$50.00 will be assessed in addition to the student's final examination grade being dropped by one full grade or 10% of the equivalent.

### **RETAKE EXAMINATIONS**

Retake examinations are defined as examinations offered to eligible students who have failed a course as a result of a failing final examination grade. A student may not take a retake examination and a make-up final examination in the same course in the same quarter. A retake exam fee may be assessed.

The retake examination may only be taken if the student's grade in the course immediately prior to taking the final examination is a "C-" or better. The student must earn a minimum score of 70% on the retake examination in order to pass the examination. Failure to achieve this score will result in the student being required to repeat the failed course. The maximum grade the student may earn in the course if the retake examination is passed is a "C." A student may take a maximum of three retake examinations per quarter. The retake examination will be partially or substantially different than the original final examination.

Retake examinations will be given only once, on a date, time, and place to be determined by SCUSOMA. Retake examinations may occur during academic breaks, weekends, holidays, or other dates.

### **CHALLENGE EXAMINATIONS**

Students with prior coursework not directly transferable to SCUSOMA may request a Challenge Exam with the approval of the Academic Dean. Challenge Examinations are subject to the following guidelines:

- The student must take a separate examination for each course challenged;
- The student must achieve a minimum of 70% on each exam taken;
- Challenge exams may not be repeated;
- All challenge exams must be successfully completed by the end of the second quarter of enrollment; and
- All challenge examinations are subject to a charge of \$100 per challenge exam, plus the current tuition for each of the courses being challenged.

SCUSOMA's transfer credit and challenge exam price and policies are also stated in the SCUSOMA General Catalog.

### **ACADEMIC POLICIES AND STANDARDS**

Academic policies of SCUSOMA relate to numerous issues of vital importance to the students. Occasionally, contents of the Catalog and the Student Handbook require revision to satisfy the requirements of regulatory agencies, directives of the Trustees, or decisions of the faculty. Thus, the rules, regulations, and curriculum information may

change throughout the students' education at SCUSOMA. Students will be notified of such changes by various means which include, direct mail, oral announcements at assemblies, or written notices on bulletin boards. It is the students' responsibility to periodically check for such changes and direct any questions to the Registrar or other SCUSOMA persons with knowledge of these policies. Such changes will also be brought to the attention of students at each registration.

### **SCHOLASTIC REGULATIONS AND GRADUATION REQUIREMENT ATTENDANCE POLICY**

Classroom attendance is not left to the discretion of the students. Attendance is recorded from the first date of each quarter through the end of the quarter. A student cannot earn credit in a class if his and her absence exceeds 20%.

Students who wish to withdraw from SCUSOMA must file a formal intent to withdraw at the Office of Registrar. Those who fail to follow proper withdrawal procedures will receive a grade of "F" in the courses the student dropped.

Students who arrive to class late (two minutes or more) will receive TARDY in their attendance record. Three tardies are regarded as one absence.

### **CLASS REGISTRATION**

Continuing students are required to register for courses for the following quarter by the scheduled deadline. A late registration fee is charged for students who register after the registration period.

The registration process is as follows:

- Completion of the registration form;
- Approval of course selection by the Academic Dean; and
- Confirmation of registration.

Registration is approved when all tuition and fees have been paid and there are no outstanding debts to the University. A student is not counted as present in class until registration has been approved.

Students who have not enrolled for at least four quarters or one calendar year should refer to the procedures under Readmission to the University. Students who are readmitted are subject to all of the requirements of the catalog for the academic year in which they reenrolled.

A student is considered "full-time" when registered for a minimum of 12 academic units. All students are required to enroll for a minimum of 6 academic units per quarter. Students who wish to enroll in fewer than 6 academic units per quarter must receive written permission from the Academic Dean for each quarter in which the student registers for fewer than 6 academic units.

### **Ethical Principles and Practices**

Students shall conduct themselves in a responsible and mature manner, and to abide by the policies of SCUSOMA. It is the responsibility of each student to display academic honesty and integrity, and thus reflect the highest ideals of the University through their conduct and behavior.

Any form of academic dishonesty or inappropriate conduct by students, faculty or staff will be addressed and due process granted. Due process provides that students be informed in writing of the charges against them, that they be given a fair opportunity to refute them, and there be terms of appeal for a decision.

### **Causes for Disciplinary Actions**

Following the procedures consistent with due process, a student may be placed on probation, suspended or dismissed, or given a lesser sanction for any of the following:

- Cheating or plagiarism on the academic program;
- Forgery, change of SCUSOMA documents, or knowingly providing false information;
- Disruption of the educational or administrative process of SCUSOMA;
- Physical abuses or destruction of SCUSOMA property, physical abuse or threat of abuse to student, SCUSOMA employees or their families; or
- All other actions in violation of the law or in violation of the purpose of SCUSOMA or the rights of SCUSOMA community members.

### **Disciplinary Actions**

Faculty members are responsible for determining the type of disciplinary action in incidents of cheating or plagiarism.

A decision to place a student on probation, suspension, or dismissal is determined by a Hearing Committee in matters of repeated cheating or plagiarism or matters of serious violations in student conduct. If a student believes that he or she has been wrongfully charged or penalized, the student may appeal the decision to the Student Conduct Appeals Committee.

### **Academic Dishonesty**

Any form of academic dishonesty is a gross violation of University policy.

Faculty should make every reasonable effort to foster honest academic conduct. If the faculty member believes there is evidence of academic dishonesty by a student, it is the faculty member's responsibility to take action against the student. Faculty members should notify their classes of the ethical standards expected in their courses and the permissive procedures in class work and examination, preferably in the course outline shared with students.

Academic dishonesty includes any form of cheating, plagiarism, or attempt to gain credit for academic work through fraudulent, deceptive or dishonest means. The following definitions are not intended to be all-inclusive:



### Cheating:

The intentional use or attempt to use unauthorized materials, information or study aids in any academic exercise. Examples include but are not limited to: copying from another student's test answers; submitting work previously presented in another course; using sources or materials not allowed by the instructor in an examination; altering grading materials; allowing a surrogate to sit for an examination or acting as a surrogate for another; or any act which defrauds the results of the academic process.

### Plagiarism:

Taking ideas, words, or specific concepts of another and offering them as one's own, without giving credit to the source. Examples include but are not limited to: verbatim use of another's written material without the proper citation of the source; or paraphrasing information from another's work without proper reference to the source.

### **Hearing Committee**

When repeated instances of academic dishonesty are reported or the student is accused of a serious violation of student conduct, the student may be subject to dismissal from the University, or some lesser sanction. Any student so accused is guaranteed an unbiased hearing before disciplinary action is taken and has the right appeal an unfavorable decision.

During Committee Hearing, specific penalties that might be considered are:

- No action;
- Warning;
- Requirement that the work be repeated;
- Reduction of grade on specific work in question; or
- A failing grade for the work in question, or for the entire course.

### **CLINICAL EDUCATION POLICIES**

#### Attendance and Schedule

Attendance and punctuality is essential to keeping a good relationship with the patients. Any inconveniences should immediately be reported to the Clinic Supervisor and the office.

Following are important rules all students must comply with while attending clinical education:

- The clinic hours are from 9:00 AM to 6:00 PM.
- It is suggested that interns come early to check that day's activities.
- Meetings are held at 9:15 AM and 2:15 PM.

If an intern arrives 15 to 30 minutes after the meeting starts, a "30 minutes late note" will be placed in the student's file. Arriving late (one hour or more) will result in the student's clinic shift being forfeited for that day. In case of an emergency an intern may leave the clinic before the end of the day upon notice to and clearance by either the Clinic Supervisor or the Clinic Director.

If clinical hours are not completed during the course, make-up hours in one-hour increments can be arranged during vacation time following the end of quarter. Previous written authorization is required before making up hours.

Any infraction in recording clinic internship hours is a serious matter and will not be tolerated at SCUSOMA Clinic. Any intern caught punching another intern's time card or not punching out their card upon leaving the clinic will be brought before a Council Meeting for proper disciplinary action.

No handwriting in the time cards will be recognized unless approved by the Clinic Supervisor.

Before leaving the clinic, all time cards must be signed by the Clinic Supervisor. Past time cards will not be recognized without the Clinic Supervisor's signature.

Lunch times should be recorded on the card but will not be counted as clinical time.

The clinic office will count only properly recorded hours and compare those with the patient's chart.

Clinical credits are only awarded as clinic hours and not as academic hours.

Clinic Orientation is a mandatory meeting and is considered as part of clinical training (10 hours).

All clinical hours are granted after registration. Any hours before or after clinic assistance will not be counted.

#### Code of Conduct

The following are considered serious violations of accepted standards for intern behavior. As such, following unbecoming, improper or unprofessional behavior are prohibited while on duty:

- using or displaying residual effects of alcohol or illegal drugs;
- making false or misleading statements to a patient;
- attempting to treat, treating, or making statements of cure for venereal diseases, cancer or sexual malfunction;

- injuring a patient during any procedure;
- removing patient file from the clinic;
- any illegal act, theft, or willful destruction of SCUSOMA property;
- falsifying clinical records, whether patient or intern records or requirements, including signing in for another intern;
- falsifying a Supervisor's signature;
- refusing to treat or otherwise provide assistance to any patient;
- using unauthorized procedures, technique or therapy;
- presenting an intern as a licensed acupuncturist; or
- persistent violation of SCUSOMA clinic dress code.

Following rules must be observed by all clinic interns:

#### Dress Code

Interns shall conform to a standard outfit to assure that individual and clinics portray a professional appearance at all times. All interns shall obtain and wear a long sleeve and knee length white clinic coat, which is to be worn properly buttoned or zippered closed at all times while in the clinic, whether on or off clinic duty. The white clinic lab coat should be cleaned as needed to reflect a professional healthcare professional. Male interns shall wear slacks or suit trousers with a dress shirt and tie tied in place. Female interns shall wear slacks and blouses with conservative necklines. All interns shall be expected to wear dress shoes with proper socks. Sandals and loafers are prohibited. Jeans, shorts, skirts with hemlines above the knees and other non-professional apparel are prohibited during any of internship hours.

#### Grooming

Students/interns will display good grooming habits and personal hygiene at all times, consistent with what is expected from healthcare professionals. Especially, but not limited to the clinic, clothing shall be kept clean and pressed; jewelry shall be minimal; use of cologne or perfume are discouraged because of potential allergic reactions it may trigger in the patient(s) and other students.

#### Presentation

No student/ intern will represent himself or herself inside and outside the Campus as a Doctor of Acupuncture or a Licensed Acupuncturist, either verbally or on professional cards. Further, the Article 5, Section 1399.456 of the Standards of Practice in the Laws and Regulations Relating to the Practice of Acupuncture mandate the following:

Under existing law, CCR Section 1399.456, licensed acupuncturists who have obtained a doctorate degree issued from a school not approved by the California Bureau of Private Postsecondary and Vocational Education and the Acupuncture Board, cannot advertise or use the title "Doctor of Oriental Medicine" or "O.M.D." An opinion from Legislative Counsel dated August 24, 1999, #21895, stated that the first paragraph of Section 1399.456 would be declared invalid by a court as violating the equal protection clauses of the U.S. and California Constitutions (for treating those whose doctorate degrees are from out-of-state differently than those who are similarly situated/qualified but whose doctorate degrees are from California Institutions). The proposed regulatory change would amend this section to allow licensed acupuncturists who have obtained their doctorate degree from an accredited, approved or authorized educational institution outside of California to use the title Doctor of Oriental Medicine.

## Conversation

Interns will keep their voices lowered at all times while in the clinic, in consideration of other interns and their patients. Loitering in clinic halls or on stairways is discouraged. The intern room shall be available to interns as a place for study and not for recreation. Interns are expected to assist in keeping the room clean and orderly. All clinic personnel shall share responsibility for the appearance and cleanliness of the clinics. Each intern shall be responsible for straightening up all areas after use, including examination rooms, treatment booths, and any devices or equipment.

## Compliance with OSHA and HIPAA Regulations

All interns and Clinic personnel shall comply with all the Rules, Regulations and Procedures established by OSHA and HIPAA for the safety and privacy of patients, interns, employees and visitors. The OSHA and HIPAA rules, regulations and procedures include, but are not limited to, the following:

- Full compliance with the SCUSOMA dress code and in particular to the wearing of clean lab coat and closed shoes (no open-toed or clog type shoes).
- Full compliance with OSHA Procedures for Safety Issues with Special Techniques, the use of disinfectants, and proper hand washing.
- Full compliance with OSHA Procedures for the disposal of infectious waste and the disposal of Acupuncture needles after treatments in the "Sharps Containers" (the Bio-Hazardous bags or containers). Used Acupuncture needles may not be disposed of in trashcans or left on the table(s) or treatment room floors.
- Full compliance with OSHA Procedures for cleaning up a needle spill.
- Full compliance with OSHA Procedures for the disposal of used cotton balls in the trashcan or Biohazard bag.
- Full compliance with OSHA Procedure for the disposal of used gloves in the trashcan or Bio-Hazard bag.
- Demonstrated knowledge and competence in the management of accidents including inadvertent injury to important organs, the handling of emergency and administering first aid. In dealing with any emergency, the intern must see the Clinic Supervisor at once and fill out an incident report, if needed. Further, all interns must be proficient in handling all emergency matters.
- Full compliance with HIPAA regulations regarding the privacy act for patients.

SCUSOMA interns are not allowed to treat students, other interns, friends or relatives without following the proper clinical procedures outlined above and also in the SCUSOMA Clinic Intern Training Manual.

## Disciplinary Action

Violations of the clinic Code of Conduct, as outlined in the previous section, will result in appropriate disciplinary measures, including a note on the intern's permanent record, suspension from clinic, or dismissal from SCUSOMA. The Clinic Director will have the authority to suspend or dismiss any intern who has engaged in any activity that is deemed damaging to SCUSOMA Clinic Program. The Academic Dean will mail a notice of official action to the intern. Lesser infractions of policy will be handled by the Clinic Supervisor. The above sanctions will be carried out according to procedures in SCUSOMA Catalog, under the section titled "Academic Policies and Standards," subsection "Disciplinary Actions." In part, it reads:

"A decision to place a student on probation, suspension, or dismissal is determined by a Hearing Committee in matters of repeated cheating or plagiarism or matters of serious violations in student conduct. If a student believes that he or she has been wrongfully charged or penalized, the student may appeal the decision to the Student Conduct Appeals Committee."

## Other Rules

Clinical training is an opportunity to build practical experience. We recommend that all interns learn how to manage different types of patients. During patient examinations, interns should pay close attention to all actions and refrain from asking questions in front of the patient. When the patient is present, the interns should not engage in conversation among them or record the chart without directly caring for the patient.

If there are no patients during clinic hours, we strongly recommend interns to use the time to review previous charts or ask questions on patient management to their Clinical Supervisor. Any discussions with the Clinic Supervisor should take place in the intern room or in an empty clinic station. The front desk area and hallway must be kept clear for patient traffic.

- All interns' times "in and out" of clinic should be recorded on individual time cards.
- At the end of each day, the Clinical Supervisor must sign all cards.
- The Clinical Director or supervisor should validate any written time cards.
- Mealtimes (lunch or dinner) should be recorded and will not be counted toward clinical hours.
- The Clinic Office will compare patient charts with time cards to corroborate all hours.
- Time cards are personal and any third-party involvement will cause disciplinary actions.
- Credit is granted for real clinic time and students should monitor their schedule to avoid overlap with academics.
- Orientation is mandatory and is included in clinic hours.

## **HERBAL PHARMACY**

SCUSOMA's pharmacy utilizes raw, decocted, pill form and powdered herbs and is centrally located within the schools' clinic.

More details are written in the Clinic Training Handbook.

## **GRADUATION REQUIREMENTS**

SCUSOMA confers the degree Master of Science in Oriental Medicine and Acupuncture upon individuals who meet the following requirements:

- A minimum of two calendar years (eight quarters) of attendance at SCUSOMA;
- Completion of the two calendar years (twenty-four months) of enrollment at SCUSOMA;
- Satisfactory completion of all courses and hours required by SCUSOMA;
- Satisfactory completion of all clinical requirements, including quantitative and clinical hours, as stated in the Clinic Training Manual;
- A minimum cumulative grade point average of 2.00;
- Recommendation for graduation by the MSOMA program faculty;
- Completion of SCUSOMA exit interviews and participation in commencement exercises;

- Completion of the curriculum within a six calendar-year period. A student must graduate no later than six calendar-years after matriculation into the program. Transfer students must meet this requirement within an equivalent time frame, deducting the previous academic transfer credit accepted; and
- Complete payment of all balances to SCUSOMA. (Official transcripts and the diploma will not be released until this occurs.)

Eligibility to participate in all commencement activities related to degree programs requires that a student be officially registered for all final coursework needed for completion of that degree by the last day of registration for the respective term.

## **TUITION, FEES AND EXPENSES**

In addition to maintaining an appropriate academic record, each student is expected to be financially responsible to SCUSOMA in order to remain in good standing.

33.3% of total tuition and fees must be paid in order for the student to obtain "registered" classification. On the tenth day from first day of class, a penalty will be assessed for all outstanding tuition and fees, unless an authorized deferment has been granted by the Registrar.

Hours and Credits: A credit hour is defined as fifty minutes of attendance in a course. A credit hour is equivalent to a contact hour. The credit unit is monitored because it is the standard unit of measurement for educational experience within the educational community. In detail, students received 10 hours per credit/unit for didactic training and 20 hours for clinical practice. Students will complete a total of 240 units (2400 hours) for classroom instruction courses and 49 units (980 hours) for internships, which are required for graduation from the program.

The following tuition and fees are effective as of the print date of this catalog. SCUSOMA reserves the right to modify tuition or fees and the regulations governing them as necessary and without notice.

### **General Fees**

Application for admission	\$100.00
Registration Fee	\$ 55.00
Late Registration	\$ 35.00
Student Association Quarterly Fees (Optional)	\$ 20.00
Late Tuition Payment	\$ 35.00
Student Identification Card (per card)	\$ 10.00
Returned Check Fee	\$ 35.00
Herb Sample Fee (x4)	\$ 45.00

### Documents

Official Transcripts	\$10.00
Certificate of Attendance	\$10.00
Student Records	10 cents per page

### Tuition and Academic Fees

Didactic Courses (Classroom instructions)	\$ 115.00 per Quarter Unit
Clinical Training Courses (Internship)	\$ 8.00 per Hour
Audit Course	\$ 60.00 per course
Foreign Student Application (F-1 Visa Student)	\$ 200.00
Malpractice Insurance for Observers and Interns (Subject to change as insurance carrier rates change)	\$ 60.00 per Quarter
Installment Plan Surcharge	\$ 10.00 per payment (\$30.00 total/quarter)
Pre-enrollment Transfer Evaluation fee	\$ 50.00

Transfer Credit Processing fee \$ 50.00

**Examination Fees**

Challenge Examination per course \$100.00 (plus regular tuition rate)  
Intern Level Examination per level (x3) \$ 25.00  
Final Comprehensive / Graduation Examination \$150.00  
FC/GE make-up examination \$ 150.00  
Retake examination \$ 50.00

**Graduation Fee**

Cap and Gown (Includes transcripts to CAB, NCCAOM and Diploma) \$250.00

**Approximate Total Cost of Program**

Tuition \$35,440.00  
Text books, herb samples and clinic supplies \$ 1,500.00

All SCUSOMA Fees are subject to change without notice.

**Tuition Payment Plans**

A student may make payment arrangements with the Registrar. Tuition may be paid in installments. All fees must be paid at the time of the first tuition installment. A processing fee of \$10 per payment will be charged. Installment payments must be made according to the following schedule:

- 1st Payment: Due at registration of classes
- 2nd Payment: Due at the beginning of the 1<sup>st</sup> week of the quarter
- 3rd Payment: Due at the beginning of the 5<sup>th</sup> week of the quarter



**CANCELLATION POLICY**

Pursuant to California Education Code Section 94919, a student has the right to cancel an enrollment agreement and receive a refund of charges paid less any nonrefundable fees paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The notice of cancellation shall be in writing and submitted directly to the Admissions Office. To cancel the enrollment agreement, mail or deliver a signed and dated copy of the cancellation notice, or any other written notice, or send a telegram to: SCUSOMA, 3460 Wilshire Blvd., 5<sup>th</sup> Floor, Los Angeles, CA 90010. Cancellation is effective on the date written notice of cancellation is received by the institution. A withdrawal may be initiated by the student’s written notice or by the institution due to student’s academics or conduct, including, but not necessarily limited to, a student’s lack of attendance. The institution shall make the refund within 45 days of the written cancellation.

**REFUND POLICY**

After the cancellation period, a student has the right to withdraw from a course of instruction at any time. Students who have completed 60% or less of the ten (10) week quarter will receive refunds on a pro rata basis. The pro rata basis refund shall be the amount a student paid for the course(s) multiplied by a fraction, the numerator of which is the total number of hours of instruction remaining which the student has not received but for which the student has paid, and the denominator of which is the total number of hours of instruction for which the student was charged. A student is entitled to a refund of 100% of the amount paid for institutional charges, less any nonrefundable fees, if notice of cancellation is received by the first class session, or within seven (7) days after enrollment, whichever is later. A refund will not be issued to the student when more than 60% of the total hours for the course of study have been completed. Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student will not be returnable and all items become the responsibility of the student. Students must notify the Office of the Registrar in a timely manner if a student intends to withdraw from selected courses or from SCUSOMA.

If at the time of withdrawal the student's payments for the quarter exceed the amount of liability, the funds will be returned to the source of funds according to regulations. Processing time of refunds can take up to 45 calendar days. If the student's payments are less than the liability, the balance will be due and payable as of that date.

Percentage of Course Completed	Tuition Refund
By first class session or the 7 <sup>th</sup> day after enrollment, whichever is later	100%
10%	90%
20%	80%
30%	70%
40%	60%
50%	50%
60%	40%
61% or greater	no refund

*All students shall have the right to cancel their enrollment agreement and obtain a refund of charges through the first class session, or the 7th day after enrollment, whichever is later. After the cancellation period, all students who have completed 60% or less of the period of attendance are entitled to a pro-rata refund.*

**STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND (“STRF”)**

Effective January 1, 2016, the Student Tuition Recovery Fund (STRF) assessment rate will be zero (\$0) per \$1,000. Therefore, all institutions required to collect STRF assessments must stop collecting STRF assessments from students

BPPE

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento California, 95833

Financial Support

SCUSOMA participates in Title IV funds. Please refer to financial aid to see more details.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ("FERPA")**

The Family Educational Rights and Privacy Act ("FERPA") of 1974, as amended (the "Act"), is a federal law which requires that (a) a written institutional policy must be established; and (b) a statement of adopted procedures covering the privacy rights of students must be made available via annual notice in the Catalog to currently enrolled students. SCUSOMA will maintain the confidentiality of educational records in accordance with the Act and will accord all the rights under the Act to eligible students who are or have been in attendance at SCUSOMA.

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

- The right to inspect and review their educational records;
- The right to request the amendment of their records to ensure that they are not inaccurate, misleading, or otherwise in violation of their privacy or other rights;
- The right to consent to disclosures 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 U.S. Department of Education a complaint concerning alleged failures by the school to comply with the requirements of the Act; and
- The right to obtain a copy of SCUSOMA educational records policy, which is available to students from the Office of the Registrar.

Students wishing to review their records may do so by scheduling an appointment with the Registrar to ensure that the Registrar is present as this is the sole responsibility of the Office of the Registrar. Students wishing to receive copies of their student records may do so by submitting a completed student records request form located at the Registrars' Office. The Registrar will notify the student of the total copy fee (10 cents per page). Once the fee has been paid the student will receive copies within 45 days from the submission date.

### **RESERVATION OF RIGHTS**

SCUSOMA reserves the right to change any of its policies, including adjusting tuition and fee schedules, without notice. SCUSOMA further reserves the right to refuse admission to any applicant at the discretion of the President or the Deans, and to disqualify, suspend, or exclude any student at the discretion of the President or the Deans.

This policy updates and changes to the catalog are posted on bulletin boards throughout the campus. Where conflict exists between any of these sources, the most recent rule, regulation or policy will be upheld.

## **MAINTENANCE OF RECORDS**

SCUSOMA maintains all student academic and financial records including transcripts for a minimum period of five years.

## **ACADEMIC FREEDOM GUARANTEE**

All faculty members are allowed free expression in their writing, speaking, teaching, and their personal opinions so long as they do not violate any academic, institutional or legal regulations. Faculty members are entitled to full freedom in research and in publishing within their fields of academic competence. Faculty members are free as individuals and as citizens to speak and write about all academic matters, whether they are directly related to the subjects they teach or not. Students are also free to learn and to take their own academic positions.

Faculty members are responsible for safeguarding the academic freedom of their students. Faculty should encourage free inquiry of controversial issues and present alternative viewpoints while refraining from undue influence of the process of learning. Faculty should foster open and constructive forum for discussion by taking dissenting student opinions seriously.

## **DIRECTORY INFORMATION**

At its discretion, SCUSOMA may disclose, publish, or provide directory information concerning a student without consent or a record of disclosure. Directory information may include: a student's name, address, telephone number, e-mail address, date and place of birth, dates of attendance, class schedule, degrees and awards received, previous institutions attended by the student, and participation in officially recognized activities. Students may request that SCUSOMA withhold directory information by notifying the Office of the Registrar in writing during the normal registration period of each quarter. All written requests for non-disclosure will be honored by SCUSOMA for only one (1) quarter, therefore, request to withhold directory information must be filed during each quarter of attendance. Alumni may also request non-disclosure of directory information concerning them at any time. Unlike the current student requests, alumni requested will be honored indefinitely.

## **STUDENT ACTIVITIES AND SERVICES**

The Dean of Administration is responsible for student affairs and services. The Dean of Administration's office is open to address of student needs and concerns. The Academic Dean, the Registrar, and the Dean of Administration will provide orientation to new students.

## **ACADEMIC COUNSELING**

All new students must go through an academic advisement meeting with the Program Director during their first quarter of study. In most cases, new students receive advising prior to commencing their studies. Students are also required to have academic advising appointments before starting internships and prior to graduation. These sessions are intended to ensure that students enroll in proper sequence of courses. Other issues covered are as follows: transfer credit, challenge exams, explanation of course content, matching student interests to particular electives, questions regarding the curriculum, comprehensive and board exams, and any other difficulties the student may be experiencing. Before registering for the next quarter, the admissions and the program director assigns all students for an 30 minute minimum of advising and counseling. It is important that

the student is aware of student's academic standing and to know what courses to choose for next quarter. Students rely on admissions counselors to choose and recommend the best courses for their goals. All students are mandatory to show up physically for the counseling or else registration is not allowed.

### **INTERNATIONAL STUDENT ADVISING**

International Student Advising is provided by the International Student Advisor so that an I-20 can be issued to a student to obtain an F-1 student visa. The advisor routinely processes required annual ICE reports to certify satisfactory completion of foreign students in the program.

### **CAREER SERVICES**

In order to assist students, the University provides job placement assistance within the University and through its network affiliations with clinics, business, and healthcare related companies. Also, assistance in the preparation of the resume is provided upon student request. In addition, a bulletin board is maintained with job announcements and career opportunities.

These services are provided at no cost to the student. The University, however, does not guarantee employment or a specific level of income from its placement assistance. All these services are available from the Office of Student Services.

### **HOUSING SERVICES**

SCUSOMA does not own any apartment properties or holds any special housing programs. Because we are located near downtown Los Angeles and also close to Korea town, we can recommend private apartments and special programs nearby the University.

### **TRANSPORTATION**

Public bus transportation as well as Metro Redline is available with stops located close to the campus. SCUSOMA does not provide any transportation services.

### **JOB PLACEMENT ASSISTANCE**

We do keep a bulletin board of job opportunities as they become available. Every year, students are required to take job opportunity workshops to begin preparing for their employments.

### **STUDY GROUPS**

SCUSOMA encourages students to form study groups for learning purposes. SCUSOMA makes the campus available for this purpose. Classrooms are open to students for study group use on weekdays and all day on Saturdays.

### **STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT**

Since September of 1991, SCUSOMA has been collecting data for reports as required by the Student Right-To-Know and Campus Security Act.

The reports are published annually. Upon request, SCUSOMA will provide a copy of the annual report to current students or employees, as well as prospective students or employees.

## **SAFETY AND SECURITY ON CAMPUS**

SCUSOMA maintains a safe environment, monitored by the Building Safety Committee. This group develops appropriate safety and security policies, addresses the annual reporting requirements of the Student Right-To-Know and Campus Security Act of 1991, and identifies and promotes programs encouraging crime prevention and personal safety.

Policies and procedures regarding campus safety, the reporting of crimes and emergencies, are provided in the following section. Anyone wishing to make suggestions, recommendations, or comments regarding safety or security issues may contact any member of the Building Safety Committee.

## **CRIME AND EMERGENCY REPORTING PROCEDURES<sup>2</sup>**

All persons on campus must familiarize themselves with the following procedures by referencing the School Catalog, Faculty Handbook, Employee Handbook, Student Handbook, Clinic Handbook, bulletin board notices, and/or other available methods.

All crimes occurring on campus, or at SCUSOMA events or activities, must be reported according to the procedures listed below:

1. All crimes and emergencies should be immediately reported to the main front desk, which will function as the primary liaison for all types of incidents. Campus Incident Report Forms will be distributed, as needed, by the front desk. Upon completion by reporting parties and/or witnesses, the forms will be forwarded to the appropriate administrator for action.
2. Emergency situations that require immediate response will be referred to the liaison. This person will make a determination of whether outside assistance, i.e., local law enforcement, fire department, and/or EMT services, will be required. Incidents which require outside assistance must also be reported through the campus report procedure outlined here. An Incident Report Form must be completed and submitted to the liaison. Emergencies of a medical nature should be referred to the Health Center immediately.
3. Incidents not requiring an emergency response will be recorded on an Incident Report Form and filed with the Registrar, who will do the following two things: 1) determine what, if any, further action is required, and 2) record the incident as part of the required annual data collection procedures. Action taken on such incidents will normally include: investigation of incident; report of findings of that investigation, which is filed with the President; and internal disciplinary action and/or referral to an outside agency for action.

## **PARKING**

Parking is available to students in public lots on the Mariposa Street. Student parking on campus lots is available on a first-come, first-serve basis. SCUSOMA does not assume care, custody, or control of vehicles or their contents, and is not responsible for fires, thefts, damages, or losses.

All SCUSOMA parking lots are monitored Monday through Sunday with 24 hours secured camera. Do not leave your vehicles in the lots after 10 p.m. Overnight parking is not allowed. For SCUSOMA students, you may choose to

purchase your monthly permit or purchase the daily validation. Daytime and nighttime validations are two different validations. The day-time validation validates all day but one entry only. The evening validation ticket validates only after 6:00pm. For students who have evening classes are recommended to purchase the validation tickets in advanced to come to class on time.

Anyone who is affiliated with SCUSOMA is not allowed to receive the validation tickets, these validations are complimentary priced tickets for SCUSOMA only.

Students or Staffs who need access to the building after 7pm are required to contact the building management to receive a keycard to enter the building. For security purposes, the building remains closed after 7pm. The keycard can be purchased on the 12<sup>th</sup> floor at the 3450 building.

### **CONDUCT AND DISCIPLINE**

All enrolled students of SCUSOMA are expected to possess maturity, intelligence, and concern for the rights of others, and to adhere to the highest professional, ethical, and personal standards of conduct.

SCUSOMA has the right and responsibility to determine the appropriateness of student behavior. Students are expected to abide by the Standards of Student Conduct provided in the Catalog. Departure from the Standards of Student Conduct may result in disciplinary action. SCUSOMA reserves the right to determine what constitutes a violation of the standards. Students are also expected to abide by all federal, state, and local laws and regulations. Suspected violations of law will be referred to appropriate outside agencies for action.

We appreciate the time you have taken to review these important policies and procedures. They have been written to provide a safe and comfortable learning environment for the entire SCUSOMA community. If you have any questions, please see the nearest administrator.

## **FACULTY**

CHO, KATHERINE HYUNSOOK, Ph.D., L.Ac.

L.Ac. California Licensed Acupuncturist

Ph.D. in Traditional Chinese Medicine, Liaoning University of TCM, Liaoning, China

M.S. in Oriental Medicine, Dongguk Royal University of America, Los Angeles

Classes Taught: SURVEY OF SYNDROMES, O.M. GYNECOLOGY, CLINICAL INTERNSHIP

CHO, YOUNG HWAN, O.M.D.(Korea), Ph.D., L.Ac.

L.Ac. California Licensed Acupuncturist

Licensed Acupuncturist of State of New York

Ph.D. in Traditional Chinese Medicine, Liaoning University of TCM, Liaoning, China

M.S. in Oriental Medicine, Kyung Hee University, Seoul, Korea

O.M.D. in Oriental Medicine, Kyung Hee University, Seoul, Korea

Classes Taught: MEN'S HEALTH AND UROLOGY, TAI JI QUAN

FERGUSON, CORMAC, M.T.O.M., L.Ac.

L.Ac. California Licensed Acupuncturist

Master of Traditional Oriental Medicine, Emperor's College, Santa Monica

Classes Taught: FUNDAMENTALS OF MERIDIAN THEORY, HERBOLOGY, HERB FORMULA  
FORMULA WRITING

JIN, SEUNG HEE, Ph.D. L.Ac.

L.Ac. California Licensed Acupuncturist

M.S. in Oriental Medicine, Kyung Hee University, Seoul, Korea

O.M.D. in Oriental Medicine, Kyung Hee University, Seoul, Korea

Classes Taught: Introduction to Oriental Medicine 1 & 2, OM Gynecology

KANG, CHUL SUNG. M.S.O.M., L.Ac.

L.Ac. California Licensed Acupuncturist

M.S. in Oriental Medicine, Dongguk Royal University of America, CA

Classes Taught: DIAGNOSIS OF ORIENTAL MEDICINE, SURVEY OF SYNDROMES, SHANG HAN LUN/WEN BING XUE

KANG, SEAN, M.S.O.M., L.Ac.

L.Ac. California Licensed Acupuncturist

M.S. in Oriental Medicine, Southern California University SOMA, CA.

Classes Taught: ACUPUNCTURE ANATOMY, MERIDIAN THEORY, HERBOLOGY

KIM, CHAN HO,

L.Ac. California Licensed Acupuncturist



M.S. in Oriental Medicine, Dongguk Royal University of America, CA

Classes Taught: CASE STUDIES, SURVEY OF SYNDROMES

KIM, DAVID C., M.S.O.M., L.Ac.

L.Ac. California Licensed Acupuncturist

M.S. in Oriental Medicine, South Baylo University, CA.

Classes Taught: MERIDIAN THEORY, CLINICAL ACUPUNCTURE

KIM, JAE SEUNG, M.S.O.M., L.Ac.

L.Ac. California Licensed Acupuncturist

M.S. in Oriental Medicine, DonggukRoyal University of America, CA.

Classes Taught: ACUPUNCTURE ANATOMY, ACUPUNCTURE TECHNIQUES, TUINA

KIM, KYUNG HWAN. M.S.O.M., L.Ac. DVM

L.Ac. California Licensed Acupuncturist

M.S. in Oriental Medicine, South Baylo University, CA.

DVM, Veterinary Medical School of Seoul National University

Classes Taught: CLINICAL INTERNSHIP, SURVERY OF HERBOLOGY, HERB FORMULAS, SURVEY OF SYNDROMES

KIM, YONG SUNG, M.S.O.M.

LA.c. California Licensed Acupuncturist

M.S. in Oriental Medicine, Southern California University SOMA, CA

Classes Taught: Meridian Theory, Formula Writing

KONG, KAP SEUNG, M.D.

Member of American Medical Association

M.D. in Chung-Ang University Medical School, Seoul, Korea

Classes Taught: ANATOMY AND PHYSIOLOGY, WESTERN MEDICAL TERMINOLOGY,  
SURVEY OF WESTERN MEDICINE, WESTERN CLINICAL PRACTICE, PHYSICS, PATHOLOGY, ANATOMY & PHYSIOLOGY

LEE, JAE HO., M.S.O.M., L.Ac.

L.Ac. California Licensed Acupuncturist

M.S. in Oriental Medicine, Dongguk Royal University of America, CA.

Classes Taught: HERBOLOGY, MEN'S UROLOGY

LEE, JUNG GUN, M.S.O.M., L.Ac.

L.Ac. California Licensed Acupuncturist

M.S. in Oriental Medicine, Southern California University SOMA, CA.

Classes Taught: QI GONG, TAI JI QUAN, BASIC THEORY OF ORIENTAL MEDICINE

LEE, SUJIN, D.C.  
California Licensed Chiropractor  
Doctor of Chiropractic, Los Angeles Chiropractic College, Los Angeles, CA  
Classes Taught: REFLEXOLOGY

LEE, WONIL, M.D.  
Board Certified in Internal Medicine  
Board Eligible in Rheumatology  
M.D., University of Chile, Santiago, Chile  
Classes Taught: WESTERN CLINICAL PRACTICE, REFLEXOLOGY

LEE, YONG JAE. M.S.O.M., L.Ac.  
L.Ac. California Licensed Acupuncturist  
Licensed Acupuncturist of State of New York  
M.S. in Oriental Medicine, DonggukRoyal University of America, CA.  
Classes Taught: CLINICAL POINT SELECTION

LEE, YOO SOO, M.S.O.M.  
L.Ac. California Licensed Acupuncturist  
M.S. in Oriental Medicine, Dongguk Royal University of America, CA  
Classes Taught: HERB FORMULA

LEE, WON YOUNG, M.S.O.M., Ph.D., L.Ac.  
L.Ac. California Licensed Acupuncturist  
M.S. in Oriental Medicine, Samra University of Oriental Medicine, CA.  
Classes Taught: INTRODUCTION OF OM 1 & 2

NAN, HAI JIN, Ph. D., O.M.D., L.Ac.  
L.Ac. California Licensed Acupuncturist  
M.S. in Oriental Medicine, DonggukRoyal University of America, CA.  
Classes Taught: ADVANCED FORMULA

OH, KI CHUL, M.S.O.M., L.Ac.  
L.Ac. California Licensed Acupuncturist  
M.S. in Oriental Medicine, Southern California University SOMA, CA.  
Classes Taught: CLINICAL ACUPUNCTURE, CLINICAL MANAGEMENT AND PUBLIC HEALTH

SEO, STEPHAN, Ph.D., L.Ac.  
L.Ac. California Licensed Acupuncturist  
Ph.D. in Traditional Chinese Medicine, Liaoning University of TCM, Liaoning, China

M.S. in Oriental Medicine, Dongguk Royal University of America, Los Angeles  
Classes Taught: ACUPUNCTURE TECHNIQUES, CASE STUDIES, MERIDIAN THEORY

SUI, WILLIAM, M.S.O.M., L.Ac.  
L.Ac. California Licensed Acupuncturist  
M.S. in Oriental Medicine, Dongguk Royal University of America, Los Angeles  
Classes Taught: THE LANGUAGE OF MEDICINE

WOO, YOUNG UK, M.S.O.M., L.Ac.  
L.Ac. California Licensed Acupuncturist  
M.S. in Oriental Medicine, Dongguk Royal University of America, Los Angeles  
Classes Taught: HERBOLOGY 1 & 4

YANG, JAE WOON, M.S.O.M., L.Ac.  
L.Ac. California Licensed Acupuncturist  
M.S. in Oriental Medicine, South Baylo University, CA.  
Classes Taught: PATHOLOGY, WESTERN PHYSICAL ASSESSMENT

YANG, SHAWN, M.S.O.M., L.Ac.  
L.Ac. California Licensed Acupuncturist  
M.S. in Oriental Medicine, Dongguk Royal University of America, Los Angeles  
Classes Taught: FORMULA WRITING, ADVANCED HERBAL FORMULA, SURVEY OF FORMULA

YOON, JAE HONG, M.S.O.M., L.A.c.  
L.Ac. California Licensed Acupuncturist  
M.S. in Oriental Medicine, Southern California University SOMA, CA.  
Classes Taught: HERBOLOGY

YOU, JAE WOO  
L.Ac. California Licensed Acupuncturist  
M.S. in Oriental Medicine, Southern California University SOMA, CA.  
Classes Taught: CLINICAL POINT SELECTION, MODERN ACUPUNCTURE, ACUPUNCTURE THERAPEUTICS

## **ADDENDUM**

### **Borrower Based Award Year**

SCUSOMA has four term each calendar year. However, for financial aid purposes an award year is 30 weeks or 3 quarters. We award loans using a borrower-based award year which consists of 3 quarters. The following is an example of a borrower-based award year for a student who starts classes in the fall quarter:

The Financial Aid Office notifies students when it is time to re-apply for financial aid but it is the student's responsibility to be aware of when they need to re-apply and to check with the FA Office if they are unsure.

### **Types of Financial Aid**

There are several different types of financial aid programs available to SCUSOMA students depending upon eligibility and available funding. The Financial Aid Office will always offer the best possible types of aid at the maximum levels for which the student is eligible. The types of aid and criteria are as follows:

#### **Federal Grants**

Grants are funds made available by the federal government and do not need to be repaid. Grants are based on financial need and some require a combination of criteria. When you file the FAFSA, you are automatically considered for grants. SCUSOMA offers the following grant programs:

#### **Federal Pell Grant**

A Federal Pell Grant does not have to be repaid. The Pell Grant is awarded to undergraduate students who have not earned a Bachelor's or professional degree. You are not eligible to receive a Federal Pell Grant if you are incarcerated in a federal or state penal institution or are subject to an involuntary civil commitment upon completion of a period of incarceration for a forcible or no forcible sexual offense.

The amount of Federal Pell Grant funds you may receive over your lifetime is limited by a new federal law to be the equivalent of six years of Pell Grant funding. Since the maximum amount of Pell Grant funding you can receive each year is equal to 100%, the six-year equivalent is 600%. This is referred to as the Pell Grant Lifetime Eligibility Used or LEU.

To determine how much of the maximum six years (600%) of Pell Grant you have used each year, the U.S. Department of Education (ED) compares the actual amount you received for the award year with your scheduled award amount for that award year. If you receive the full amount of your scheduled award, you will have used 100%. However if you are not enrolled for the full year or you were not enrolled full-time, you may not have received your entire scheduled award for an award year.

If you did not receive the full amount of your scheduled award, the U.S. Department of Education calculates the percentage of the scheduled award that you did receive. For example, if your scheduled award for an award year is \$5,000, but because you were enrolled for only one quarter you received only \$2,500, you would have received 50% of the scheduled award for that award year.

For example, if your maximum Pell Grant scheduled award for the 2015-2016 award year was \$5,550, but you only receive \$4,163 because you were only enrolled three-quarter time, you would have used 75% of your maximum scheduled award for that year. If in the following school year, your scheduled award was \$5,550 and you were enrolled full-time for the full award year, you would have used 100% of your maximum scheduled award for that award year. Together, you would have received 175% of the total 600% lifetime eligibility limit.

Federal Pell Grant amounts can change yearly. The maximum Pell Grant award for the 2015-2016 award years (July 1, 2015 to June 30, 2016) is \$5730. The minimum Pell Grant award in 2015-2016 is \$573. Award amounts are based on the student's need and enrollment status. If enrolled less than full-time, the student's award will be prorated. NOTE: the amount awarded will be adjusted based on registration changes (add/drops) completed after the add/drop period which is usually after the second week of classes (Census).

The maximum award amount is given for any Pell Grant eligible student whose parent or guardian died as a result of military service in Iraq or Afghanistan after Sept. 11, 2001. You must be under 24 years old or have been enrolled at least half-time in University at the time of your parent's or guardian's death to qualify.

Pell grants are eligible for students undergraduate only. Students who enter the Master's program without a Bachelor's degree and who will transfer less than 90 units in undergraduate coursework are considered undergraduates until the point that 90 units (transfer units plus units taken at SCUSOMA) are earned, and during that time may be eligible to

receive the Federal Pell Grant. If eligible, when the student completes their financial aid file, the grant will be added to their award notification letter. The amount awarded depends on the determination of the student's eligibility, enrollment status, cost of attendance, and the Federal Pell Grant Payment Schedule issued by the U.S. Department of Education, Office of Student Financial Assistance. Once a Master's student reaches 90 units, they are considered a graduate student and no longer eligible for further Pell Grant funds.

You may not receive Federal Pell Grant funds from more than one school at a time.

### **Federal Education Loan**

SCUSOMA participates in the major federal student loan programs to give our students the full range of options available for paying for University. The federal loan programs offer a secure, government-regulated and reasonably affordable way to invest in yourself and your educational goals. Student loans are the primary source of aid for students at SCUSOMA.

Student Loans are financial obligations that must be repaid. While some loans are based on financial need, there are loan programs available to all federally-eligible students – regardless of income. You should not borrow more than you need or can comfortably repay after leaving school. We recommend using the Loan Repayment Calculator on the Federal Student Aid website as a guide to calculate what your monthly payments will be when you enter repayment

To be eligible for federal loans you must meet the General Eligibility Requirements for Federal Student Aid previously stated, and:

- You must be enrolled in a minimum of 6 units that are required for your program of study degree or certificate
- You must maintain Satisfactory Academic Progress (SAP) as defined by the University and Financial Aid Office.

If you do not enroll in those planned number of units, your Cost of Attendance will need to be recalculated and your financial aid may be reduced to prevent an over award.

SCUSOMA participates in the Federal Direct Loan program, which offers Stafford Loans for students as well as PLUS loans for graduate students or parents of dependent undergraduate students. Direct loans offer a variety of deferment and repayment options, and are financed directly by the U.S. Government; there is no need to choose a lender. A Federal Direct Stafford loan is a low-interest loan available to University students who are enrolled at least half-time, enrolled in a certificate or degree granting program, and meet other basic requirements. These loans do not require credit approval; eligibility is determined by filing the FAFSA application. Payment of principal is deferred while students are enrolled in school at least half-time. After you graduate, withdraw, or drop to less than half-time enrollment, you will have a six-month grace period – during which time no payment on principal will be due however interest will accrue and be capitalized (added to the loan principal at repayment). Repayment on the principal amount begins at the conclusion of the grace period.

### **Direct Subsidized Loans (Undergraduate Students)**

A subsidized loan is awarded based on financial need. The U.S. Government pays (or subsidizes) the interest on this loan while you are enrolled at least half-time. After you graduate, withdraw, or drop to less than half-time enrollment, you will have a six-month grace period – during which time no payment on principal will be due however interest will accrue and be capitalized (added to the loan principal at repayment). Repayment on the principal amount begins at the conclusion of the grace period.

Federal calculation to determine eligibility for a subsidized Direct Stafford Loan:

Cost of Attendance

Minus Estimated Family Contribution (EFC from FAFSA)

Minus Pell, FSEOG, FWS awards and any other resources (scholarships, state grants, etc.)

= Remaining Need for subsidized Direct Loan up to the maximum annual limit as defined by the student's program of study and enrollment status or grade level.

### **Direct Unsubsidized Stafford Loans**

An unsubsidized loan is awarded regardless of financial need. You are charged interest on the amount disbursed from the date of disbursement and you may either make – or defer – interest payments while you are in school and during the six-month grace period. If you defer your interest payments, the accumulated interest will be capitalized, or added, to the principal of your loan when you enter repayment. All future interest charges are then based on the new, higher principal amount.

### **Loan Origination Fee**

The U.S. government charges a 1.072% Loan Origination Fee on all Direct Stafford Loans. The loan fee is a percentage of the amount of each loan you receive. The loan origination fee will be proportionately deducted from each loan disbursement. The loan origination fee will be reflected in a disclosure statement that you receive from the Department of Education. If eligible, you can receive a subsidized loan and an unsubsidized loan for the same enrollment period as long as you do not exceed your Cost of Attendance or the annual loan limits.

### **Direct PLUS Loan for Graduate Students**

This program is only for students in the graduate Master's programs (must have Bachelor's degree or have 90 or more credits and be enrolled in the Master's program), and is meant to supplement funding from the Direct Unsubsidized Loan program. You must be enrolled at least half-time in a degree-granting program and taking courses that lead to your degree. Students may request an in-school deferment of the principal amount of the loan while enrolled at least halftime.

You are charged interest from the time the loan is disbursed and may either make or defer interest payments while you are in school and during periods of deferment. If you defer your interest payments, the accumulated interest will be capitalized, or added, to the principal of your loan when you enter repayment. All future interest charges are then based on the new, higher principal amount.

Direct PLUS loan funds are disbursed on the same schedule as your current award period

Unlike the Subsidized and Unsubsidized Loans, there is no grace period for the Direct PLUS Loan; you will enter repayment immediately after you graduate, withdraw, or drop to less than half-time enrollment.

### **Satisfactory Academic Progress (SAP)**

Southern California University SOMA is required by federal law to establish specific standards for measuring Satisfactory Academic Progress (SAP) for students receiving financial aid. Although the academic progress standards are similar to those set by the University for all students, the financial aid standards for SAP are not exactly the same due to the specific requirements of the legislation. In addition to meeting the academic standards for registration, a student must also meet the requirements of the financial aid SAP policy below to be eligible to receive federal and state financial assistance. Specific academic requirements beyond the federal financial aid standards can be found in the school catalog at [www.scusoma.edu](http://www.scusoma.edu). Students must meet all the satisfactory academic progress listed below to maintain their financial aid eligibility.

#### Overview of Satisfactory Academic Progress (SAP) Standards

Financial aid recipients are expected to make reasonable and timely academic progress toward their declared program degree each quarter. Reasonable progress is measured by the following standards:

#### Standard 1 - The GPA Standard

Meet the minimum cumulative grade point average required.

#### Standard 2 – The Pace Standard

Satisfactorily complete at least 67% of cumulative credit hours attempted

### Standard 3 – The Maximum Time Frame Standard

Complete a degree program within the maximum time frame based on the published length of the program and the units required in the program. Details of how each standard is measured are found below. However, it is important to understand that a student's entire academic history must be considered in these standards regardless of whether or not the student received financial aid for that course work. Eligibility to enroll for classes does not mean that Satisfactory Academic Progress standards for the receipt of financial aid have been met.

Program	Maximum Time Frame
Master of Science of Acupuncture and Oriental Medicine	Six (6) calendar years or 24 quarters 192 credit hours X 1.5 = 289 credit hours

### **REFUND POLICY (Buyer's Right to Cancel Policy)**

A student may cancel an enrollment agreement and receive a refund of charges paid less any nonrefundable fees paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Students who have completed 60% or less of the ten (10) week quarter will receive refunds on a pro rata basis. Students must notify the Office of the Registrar in a timely manner if the student intends to withdraw from selected courses or from SCUSOMA.

The refund will be the amount of tuition paid multiplied by a fraction, with the numerator as the number of class hours the student has not attended but paid for, and the denominator as the total number of class hours (credit units x 10) for which the student has paid. The student will not receive a tuition refund after more than 60% of the instruction of a course has been conducted. Except for tuition, all other charges and fees paid at the time of enrollment are non-refundable. Books, textbooks, and other materials purchased by the student at the University's bookstore are the property of that student.

SCUSOMA will neither accept return of purchased materials, nor make refunds for services. To receive a tuition refund, a student must submit in writing a dated and signed request for withdrawal. The refund formula above shall be based on the day the SCUSOMA receives the withdrawal notice from the student. Verbal, e-mail, or telephone withdrawal notices will not be accepted. No refunds may be disbursed to a student until the Financial Aid Program has been repaid.

SCUSOMA is obligated to repay the following funds: Title IV Sources: Unsubsidized Federal Direct Stafford Loans, Subsidized Federal Direct Stafford Loans, and Scholarships. Refunds will be determined by the percentage of tuition contributed by that source.

### **RETURN OF TITLE IV FUNDS**

This policy applies to students who complete 60% or less of the payment period (i.e., Fall, Winter, Spring or Summer session) for which they received Federal Title IV aid. A Student who drops a class but still completes one or more classes is not subject to the Return of Title IV Funds. The term "Title IV aid" refers to the following Federal financial aid programs: Federal Pell Grants, Unsubsidized Federal Direct Stafford Loans, Subsidized Federal Direct Stafford Loans, Federal Direct PLUS (Graduate Student) and Federal Direct PLUS (Parent) Loans. To conform to the policy, Southern California University School of Oriental Medicine and Acupuncture ("SCUSOMA") must determine the student's withdrawal date.

"Withdrawal date" is defined as: The date the student began the withdrawal process or officially notified SCUSOMA of their intent to withdraw; or the last date of attendance at an academically-related activity by a student who doesn't notify SCUSOMA.

The calculation required determines a student's earned and unearned Title IV aid based on the percentage of the payment period completed by the student. The percentage of the period that the student remained enrolled is derived by dividing the number of days the student attended by the number of days in the period. Calendar days

(including weekends) are used, but breaks of at least 5 days are excluded from both the numerator and denominator.

Until a student has passed the 60% point of an enrollment period, only a portion of the student's aid has been earned. A student who remains enrolled beyond the 60% point is considered to have earned all awarded aid for the payment period.

Earned aid is not related in any way to institutional charges. In addition, the University's refund policy and Return of Title IV Funds procedures are independent of one another. A student who withdraws from a course may be required to return unearned aid and still owe the University for the cost of the course. For more information on the SCUSOMA withdrawal and institutional charges policy, please consult the SCUSOMA catalog.

The responsibility to repay unearned Title IV aid is shared by SCUSOMA and the student. For example, the calculation may require SCUSOMA to return a portion of Federal funds to the Federal Title IV programs. In addition, the student may also be required to return funds based on the calculation. A student returns funds to the Federal Stafford loan programs based on the terms and conditions of the promissory note of the loan. A student who receives a Federal Pell Grant may be required to repay 50% of the funds received. The return of Federal aid is in the following order: Unsubsidized Federal Stafford loans, Subsidized Federal Stafford loans, Federal Perkins loans, Federal PLUS (Parent) loans, Federal Pell Grants, and Federal SEOG (Supplemental Educational Opportunity Grant).

### **HOW TO HANDLE AN OVERPAYMENT**

Students who owe funds to a grant program are required to make payment of those funds within 45 days of being notified that they owe this overpayment. During the 45 day period students will remain eligible for Title IV funds. If no affirmative action is taken by the student within 45 days of being notified, SCUSOMA will notify the U.S. Department of Education of the student's overpayment situation. The student will no longer be eligible for Title IV funds until they enter into a satisfactory repayment agreement with the U.S. Department of Education.

During the 45 day period, the student may make a full payment to SCUSOMA of the overpayment. SCUSOMA will forward the payment to the U.S. Department of Education and the student will remain eligible for Title IV funds. Please make checks payable to "Southern California University School of Oriental Medicine and Acupuncture, Attn: Registrar." Please attach the remittance coupon provided to assure proper credit.

If a student is unable to pay their overpayment in full, they can set up a repayment plan with the U.S. Department of Education. Before doing this please contact the SCUSOMA Financial Aid Office. You will need to make sure we have referred your situation to the U.S. Department of Education before any repayment plan can be set up.

If you would like to contact the U.S. Department of Education, their contact information is listed below.

U.S. Department of Education  
Student Financial Assistance Programs  
P.O. Box 4222  
Iowa City, IA 52245  
Phone: 1-800-621-3115  
E-Mail: DCS\_HELP@ed.gov

For examples of the Return of Title IV Funds calculations or questions regarding the overpayment policy, please contact the SCUSOMA Financial Aid Office.



**COA Budget**

	INSTITUTIONAL COSTS	WITH PARENTS	OFF CAMPUS
TUITION	\$35,587.50		
ENROLLMENT FEE	\$0.00		
OTHER FEES	\$0.00		
BOOKS & SUPPLIES	\$1,500		
FOOD		\$488.00	\$390.00
HOUSING		Included in above	\$830.00
TRANSPORTATION		\$107.00	\$120.00
PERSONAL & MISC.		\$342.00	\$313.00
<b>TOTALS</b>	<b>\$0.00</b>	<b>\$937.00</b>	<b>\$1,653.00</b>

WITH PARENT and OFF CAMPUS figures are monthly. To determine the student's COA (Cost of Attendance), choose whether they live with parents or off campus, multiply that number by the number of months in the budget or program, and then add the institutional costs, i.e. tuition, fees, books and supplies.