YO SAN UNIVERSITY OF TRADITIONAL CHINESE MEDICINE

Master’s Degree in Acupuncture and Traditional Chinese Medicine

Academic Catalog & Student Handbook 2014-2015

Ancient Wisdom
Family Legacy
Modern Medicine
Academic Catalog & Student Handbook 2014-2015

Master’s Degree in Acupuncture and Traditional Chinese Medicine
Welcome

Yo San University is now well into its third decade as an institution of higher learning.

What our University believes and teaches is best characterized by our Motto, “Ancient Wisdom-Family Legacy-Modern Medicine.” These words sum up what we are about. We respect and build on theories, methods and successes of Traditional Chinese Medicine (TCM) that have developed and endured through several centuries. We place particular attention on the added value brought to the medicine by the 38 generations of the Ni Family. That factor specifically empowers you to engage your own personal Qi cultivation not just as a practitioner, but also as a “healer.” Moreover, we are committed to the integration of respected TCM traditions and methods into the mainstream of Western medical practices. Consistent with the succinct wording of the Yo San University Motto, our founders, Dr. Dao and Dr. Mao, in collaboration with the Board of Trustees and our deans and faculty members, have crafted educational objectives, curricula and clinical experiences designed to facilitate the emergence of a new generation of TCM healers. We want you to be a part of that new generation.

Yo San University is a leader in advocating for the inclusion of Traditional Chinese Medicine within the greater arena of healthcare professions. Our students learn to interact not only with patients and other TCM professionals, but with the greater healthcare community. This objective is accomplished not only through coursework, but also through mentorship with excellent faculty who practice integrative medicine, as well as through opportunities to complete supervised clinical work at sites that focus on an integrative model of healthcare. You can be a part of the fast emerging integrative medical model.

We welcome you to explore this catalog. Please note in particular the statements of our mission, values and educational objectives as well as the details of our Master’s Degree Program. Earning the Master of Acupuncture and Traditional Chinese Medicine Degree is the first step in the path to become a licensed acupuncturist in California and other states. This catalog will also provide summaries of the academic and administrative services that will support your learning processes at Yo San University. We know that you will discern our program as a process that leads not just to the development of skills in TCM, but to a lifelong pattern of learning with particular focus on your personal development as a healer.

Your success in meeting your career and personal development objectives is our primary and ultimate purpose. We wish you the best and remain firmly committed to providing the professional stimulation, a strong community identity and state of the art facilities to support your success at Yo San University.

Sincerely,

Lawrence J. Ryan, Ph.D.
President

Approval

Yo San University was granted approval to operate under the terms of the California Education Code by the California Bureau for Private Post Secondary Education. Yo San University (YSU) grants the degree of Master of Acupuncture and Traditional Chinese Medicine (MATCM). YSU has been approved by the California Acupuncture Board to allow graduates to sit for the California Acupuncture Licensing Examination (CALE). Graduates also qualify for the examination offered by the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM). Acupuncturists are licensed by the Acupuncture Board, State of California Department of Consumer Affairs, 1747 N. Market Blvd., Suite 180, CA 95834. Phone: (916) 515-5200, Fax: (916) 929-2204. Please contact this agency for further licensing information. The California Acupuncture Board also approves YSU as a provider of continuing education certification renewal for licensed acupuncturists.

Accreditation

The Master of Acupuncture and Traditional Chinese Medicine of Yo San University of Traditional Chinese Medicine is accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), which is the recognized accrediting agency for the approval of programs preparing acupuncture and Oriental medicine practitioners. ACAOM is located at 8941 Aztec Drive, Eden Prairie, MN 55347, Tel:(952) 212-2434, Fax: (952) 657-7068.

Non-discrimination Statement

Yo San University is committed to a policy of non-discrimination on the basis of race, sex, national origin, disability, religion, age, sexual orientation, marital status, military status, or medical condition, in admissions, educational programs or activities and employment (including employment of disabled veterans), all as required by applicable laws and regulations.

Non-Profit Status

Yo San University is a 501(c)(3) non-profit institution registered with the California and Federal governments.

Accuracy Statement, Changes In Policies, Fees, Etc

Yo San University (YSU) makes every reasonable effort to insure accuracy and completeness of everything stated in this catalog. Yo San University reserves the right to make changes to courses and programs, fees, schedule or any other provision in its catalog, publications or website, without notice, subject to accreditation requirements and state and federal laws and regulations. The Administration further reserves the right to add, amend or repeal any of its rules, regulations, policies and procedures consistent with applicable laws.

Effective Date

This catalog is effective beginning January 1, 2014 and supersedes all previous catalogs.
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Our Campus

Location and Campus
Yo San University is situated in an airy, modern, three-story building conveniently located at the convergence of three unique West Los Angeles communities—Venice, Marina del Rey, and Culver City. This building houses the Yo San Community Clinic, University Bookstore, Classrooms, Student Lounge, Yo San Learning Resource Center (Library), Tai Chi Studio, and Administrative Offices.

YSU is a short distance to many of Los Angeles’ most interesting sights and activities, including the Pacific Ocean, Venice Beach, the Marina, the Santa Monica Pier and the Third Street Promenade. We are surrounded by health food stores, shops and affordable restaurants where students often congregate before and after class. Community newspapers and local maps are available in the building.

Our contemporary building, home to Yo San, welcomes light and affords a charming view of the Los Angeles basin. The Chinese décor pays tribute to the rich lineage that is a part of Traditional Chinese Medicine. Street parking is available in the various neighborhoods north and south of the University, and spaces can also be rented within our building structure. YSU is easily accessible by public transportation. The Culver City bus stops directly across the street and the Venice Boulevard Metro bus is a five-minute walk from the school. The YSU building is wheelchair accessible.

Administration Office Hours
Monday through Friday 9:00 am to 5:30 pm. The administration office is closed on all major holidays. A list of these holidays is posted on the YSU Academic Calendar.

Yo San University History
Yo San University (YSU) was founded by two brothers, Dr. Daoshing Ni and Dr. Mao Shing Ni, who named the University after their grandfather, Master Yo-San Ni, a healer and teacher in the Taoist tradition. The Ni family enjoys a rare and unbroken lineage of 38 generations of healers practicing Chinese Medicine. The University was established to carry on this lineage; to promote standards of educational excellence in the field of Traditional Chinese Medicine; and to establish a program in this country that fosters the Taoist roots of this field of medicine. Their father, Master Hua-Ching Ni, a well known practitioner and educator in Los Angeles, served as Chancellor in the early years of development of the University.

The University enrolled its first class of 8 students in January 1989. The University was originally situated in a 2-story commercial building at 12304 Santa Monica Boulevard, Los Angeles. In January 1992, YSU expanded its facilities and relocated to 1314 Second Street in Santa Monica. In August 2000, with a student population of more than 100, the University moved to the present facilities at 13315 West Washington Boulevard in the Culver City/Marina del Rey area. The current location houses the University as well as the Yo San University Community Clinic. In 2014 the University celebrates its 25th anniversary.

Yo San University’s degree of Master of Acupuncture and Traditional Chinese Medicine (MATCM) gained accreditation candidacy status with ACAOM (then NACSCAOM) in November, 1991 and was fully accredited in May of 1993.
Mission Statement

Yo San University, a non-profit organization, educates students to become exceptional practitioners of Traditional Chinese Medicine and the Taoist healing arts. The school facilitates the development of students' spiritual and professional growth and provides the community with an integrative medical care model and services.

Core Values

Yo San University, through its faculty and staff, is committed to serving our students, the healthcare professions, and the community by fostering an environment that promotes:

- The pursuit of excellence
- Compassion and care
- Professionalism
- Integrity
- Awareness of Taoist principles: self-reliance, self-responsibility, self-discipline
- Cultivating and transforming lives

Educational Objectives

Yo San University graduates demonstrate a thorough knowledge and understanding of the theories and principles of Traditional Chinese Medicine.

Yo San University graduates have acquired the clinical skills and proficiency to competently evaluate patients using Traditional Chinese Medicine examination techniques, formulate a medical diagnosis and treatment strategy, and carry out the treatment in a skillful and professional manner.

Yo San University graduates understand the importance of Qi-cultivation in Traditional Chinese Medicine, and demonstrate practical skills in the various techniques of Qi-cultivation.

Yo San University graduates have acquired the necessary skills to begin their professional practice and be able to effectively communicate, educate and work with the public in integrative medical care models.

Yo San University graduates recognize the importance of conducting their practice in an ethical and professional manner, and engage in the practice of acupuncture and Traditional Chinese Medicine within the appropriate federal and state legal requirements.

Taoism: The Natural Healing Art

“The essential art of Chinese medicine is the foretelling and prevention of disease rather than the treatment of illness after it has manifested as painful or distressing physical and mental symptoms.”

Tao — The Subtle Universal Law, Lao Tzu

One may wonder how it is possible to foresee and treat an illness before it happens. Because Traditional Chinese Medicine has its roots deep within ancient Taoist philosophy, an answer can be found in Taoist classics such as the Huang Di Nei Jing (Yellow Emperor's Classic). The ancient Taoists, keen observers of nature and human beings within nature, recognized universal laws underlying the existence of all things.

One of these laws is the “universal law of energy response: energies respond to and attract energies of corresponding frequencies”. The physical, emotional, and mental energies of a person in harmony with universal laws will be harmonious. Those who violate the laws of nature manifest disorder, disharmony and disease.

As heirs to the rich tradition of Taoist Arts, we benefit from its practical, simple teachings. When we understand the impartial operation of natural laws, we see the importance of refining heavy, negative behavior and attitudes. When we are positive, constructive and creative, and learn to maintain poise within the ebb and flow of the changes we continually face, we attract correspondingly higher frequency energy and negative influences are transformed.

By applying the guiding principles of this living art to ourselves first, we become examples of whole and healthy living for others. From a place of centered wholeness we are able to more clearly perceive patterns of imbalance in others and to help guide them toward a healthy, radiant life—life in harmony and balance with nature.
The Master’s Degree Program

The Master of Acupuncture and Traditional Chinese Medicine (MATCM) Program at Yo San University

Our four-year Master of Acupuncture & Traditional Chinese Medicine (MATCM) program offers a unique and comprehensive curriculum that combines more than 3000 hours of rigorous classroom teaching and clinical experience with a rich 38-generation family heritage of Qi cultivation and development.

The First Academic Year
Fundamental principles and theories of all aspects of Traditional Chinese Medicine (TCM), acupuncture and Chinese herbal pharmacopoeia are introduced. Students will learn basic biomedical sciences such as Biology, Biochemistry, Human Anatomy & Physiology, and Western Medical Terminology. In the first year after the first herbology courses, students begin observation and service in the Community Clinic Herbal Dispensary. The First Comprehensive Examination, taken at the end of the first year, serves as a benchmark tool to assess academic progress in the curriculum.

The Second Academic Year
The second year’s classroom experience continues with an in-depth understanding of the practice of acupuncture, Traditional Chinese Medicine and biomedical sciences such as clinical nutrition, pathophysiology and psychology of patient care. TCM diagnosis, basic needling techniques, and herbal formulations are taught and practiced. Students will also learn Tuina, the Chinese equivalent of physical therapy, along with concepts and practices in both TCM and Western nutrition.

Through the various Clinical Theater courses, students observe licensed faculty/practitioners manage real-life clinical patients with the various modalities of Traditional Chinese Medicine.

The Third Academic Year
Students will deepen their knowledge and understanding of both TCM and Western clinical sciences through a series of didactic courses that focus on the clinical aspects of the medicine. Courses will include TCM Internal Medicine, Western Clinical Medicine and other clinically-oriented courses to prepare students for their clinical internship.

Third-year students continue to observe and assist clinical interns in the care and management of patients. Students will also have the opportunity to observe clinicians at work in various off-site clinical externship programs affiliated with Yo San University.

The Fourth Academic Year
Upon passing the Pre-Clinical examination, usually toward the end of the third year, and fulfilling all the required coursework, students will embark on the final stage of the program: Clinical Internship. The clinical program at Yo San University comprises three levels of internship training, with increasing levels of direct participation and responsibilities for patient care and management, under the supervision of experienced clinical faculty. Intern activities include assessment and examination of patients, formulation of diagnosis and treatment plan, and the implementation of treatment with TCM modalities. Students are guided to develop and maintain the highest standards of professionalism and responsibility until such standards become a fundamental characteristic.

All students are required to complete 840 hours of supervised clinical internship with a minimum of at least 350 patient treatments. Clinical Internship may begin once a student has completed the prerequisites specified, and must be completed prior to graduation. Yo San University also offers several off-site clinical training opportunities at various multidisciplinary medical facilities including training sites at Venice Family Clinic, Integrative Chronic Pain Clinic at the Simms/Mann Health and Wellness Center, Being Alive in Los Angeles, Premiere Oncology, a private oncology group practice in Santa Monica and Childrens Hospital in Los Angeles. All students are required to participate in at least one of these clinical externship programs.

Classroom experience at this stage will be focused on clinical case studies and integrative approaches to TCM, as well as the ethical, legal, business and management aspects of setting up and maintaining a successful acupuncture practice.

Additional information and details on clinical training can be found in the Clinical Handbook.

Qi Cultivation Curriculum
Yo San University’s Qi Cultivation curriculum arose from the 38-generation Ni family heritage including the belief that practitioners who have balance and mastery of their Qi will be better healers. The study of Qi cultivation is not just academic, it is also experiential: students have the opportunity to cultivate their awareness, capacity, and skills through not only classes but through taking home and practicing movement practices designed to mirror and bring alive the TCM content of their coursework. The Qi Cultivation program offers motivated students the opportunity to heal and cultivate themselves in order to directly experience the balance and harmony that underlie Taoism and Traditional Chinese Medicine. Qi Cultivation courses are structured into two tiers: a foundational level and an advanced practice level. A total of 12 units of Qi Cultivation credits are required in the MATCM curriculum.

The Doctoral Degree Program
Yo San University’s Doctor of Acupuncture and Oriental Medicine (DAOM) program is a clinically focused postgraduate degree program. It is designed to accommodate working practitioners who complete their degree while maintaining their professional practice. The DAOM degree brings a wide range of specific benefits. It provides students with the opportunity for in-depth study of advanced topics in acupuncture and Oriental medicine, post graduate level biomedical training, significant supervised clinical work in areas of specialization, exposure to research and evidence based medicine, and the opportunity to develop teaching and leadership skills. This program is fully described in a separate catalog.
### Traditional Chinese Medicine

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Units</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CM 100</td>
<td>Chinese Medical Terminology</td>
<td>2</td>
<td>30</td>
</tr>
<tr>
<td>CM 111</td>
<td>Principles &amp; Theories of TCM I</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>CM 112</td>
<td>Principles &amp; Theories of TCM II</td>
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<td>45</td>
</tr>
<tr>
<td>CM 113</td>
<td>Principles &amp; Theories of TCM III</td>
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<tr>
<td>CM 200</td>
<td>Survey of TCM Classics</td>
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<tr>
<td>CM 201</td>
<td>TCM Diagnosis I</td>
<td>3</td>
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<tr>
<td>CM 202</td>
<td>TCM Diagnosis II</td>
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<tr>
<td>CM 301</td>
<td>TCM Internal Medicine I</td>
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<tr>
<td>CM 302</td>
<td>TCM Internal Medicine II</td>
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<tr>
<td>CM 400</td>
<td>Survey of TCM Specialties</td>
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### Acupuncture

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<td>AC 100</td>
<td>Intro to Meridians</td>
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<tr>
<td>AC 201</td>
<td>Acupuncture Anatomy &amp; Energetics I</td>
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<td>AC 202</td>
<td>Acupuncture Anatomy &amp; Energetics II</td>
<td>3</td>
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<td>AC 203</td>
<td>Acupuncture Anatomy &amp; Energetics III</td>
<td>3</td>
<td>45</td>
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<tr>
<td>AC 220</td>
<td>Tuina/Acupressure</td>
<td>3</td>
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<tr>
<td>AC 301</td>
<td>Acupuncture Techniques I</td>
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<tr>
<td>AC 302</td>
<td>Acupuncture Techniques II</td>
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<td>45</td>
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<tr>
<td>AC 310</td>
<td>Auricular &amp; Scalp Acupuncture</td>
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<tr>
<td>AC 320</td>
<td>Acupuncture Point Therapeutics</td>
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### Chinese Herbal Medicine

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<th>Course No.</th>
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<td>Fundamentals of Chinese Herbolgy</td>
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<td>HM 110</td>
<td>Herbal Pharmacopoeia I</td>
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<tr>
<td>HM 120</td>
<td>Herbal Pharmacopoeia II</td>
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<tr>
<td>HM 130</td>
<td>Herbal Pharmacopoeia III</td>
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<tr>
<td>HM 111</td>
<td>Herb Lab I (1 unit of each; 3 required)</td>
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<td>HM 210</td>
<td>Herbal Formulas I</td>
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<td>HM 220</td>
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<td>HM 240</td>
<td>TCM Nutrition</td>
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<tr>
<td>HM 310</td>
<td>Herbal Formulation Skills</td>
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<td>HM 320</td>
<td>Herbal Patent and External Medicines</td>
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<tr>
<td>HM 410</td>
<td>Shanghai Lun / Wenbing</td>
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### Taoist Studies

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<td>Fundamentals of Taoism</td>
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<tr>
<td>TO 102</td>
<td>Fundamentals of Natural Healing</td>
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<td>15</td>
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<tr>
<td>TO 103</td>
<td>Fundamentals of Health Practitioner</td>
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### Qi Cultivation (Total of 12 units required for graduation)

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<td>Self-healing Qigong</td>
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<td>QC 120</td>
<td>Eight Treasures I</td>
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<td>QC 130</td>
<td>Harmony Tai Chi Chuan Level I</td>
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<td>QC 140</td>
<td>InfiniChi Qigong Level I</td>
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<tr>
<td>QC 150</td>
<td>Dao-In Qigong Level I</td>
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**Advanced Qi Courses**

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<td>Eight Treasures III</td>
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<td>QC 231</td>
<td>Harmony Tai Chi Chuan Level II</td>
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<td>QC 232</td>
<td>Harmony Tai Chi Chuan Level III</td>
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<td>QC 233</td>
<td>Harmony Tai Chi Chuan Level IV</td>
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### Preclinical Biomedical Sciences

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<td>Western Medical Terminology</td>
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<tr>
<td>WM 110</td>
<td>Biology</td>
<td>2</td>
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<tr>
<td>WM 120</td>
<td>Chemistry</td>
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<td>WM 140</td>
<td>General Physics</td>
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<td>WM 151</td>
<td>Anatomy &amp; Physiology I</td>
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<td>WM 212</td>
<td>Pathophysiology II</td>
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### Western Clinical Sciences

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<td>WM 220</td>
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<td>WM 310</td>
<td>Western Physical Assessment</td>
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<td>WM 322</td>
<td>Western Clinical Medicine II</td>
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<td>WM 330</td>
<td>Radiological and Laboratory Diagnosis</td>
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<td>WM 340</td>
<td>Psychology of Patient Care</td>
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<td>WM 350</td>
<td>Survey of Health Professions</td>
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<td>WM 360</td>
<td>Western Pharmacology</td>
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### Practice Management & Professional Development

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<td>History of Medicine</td>
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<td>WM 370</td>
<td>Biomedical Acupuncture</td>
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<td>WM 381</td>
<td>CPR &amp; First Aid</td>
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<td>WM 420</td>
<td>Public Health in TCM</td>
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<td>WM 430</td>
<td>Law, Ethics &amp; Practice Management</td>
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### Clinical Education

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<td>Clinical Management</td>
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<td>CL 310</td>
<td>Clinical Theater (4 unit each/2 units required)</td>
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<tr>
<td>CL 400</td>
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<td>CL 510</td>
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<td>CL 520</td>
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<td>CL 602</td>
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<td>CL 800</td>
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* didactic classes / units

TOTAL UNITS REQUIRED FOR GRADUATION: 192 units

TOTAL HOURS REQUIRED FOR GRADUATION: 3375 hours
# Model 4-Year Sequence (2014-2015 MATCM)

## YEAR ONE

<table>
<thead>
<tr>
<th>Trimester 1</th>
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<tbody>
<tr>
<td>Chinese Medical Terminology</td>
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<tr>
<td>Principles &amp; Theories of TCM I</td>
<td>3</td>
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<tr>
<td>Fundamentals of Chinese Herbolgy</td>
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<tr>
<td>Introduction to Meridians</td>
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<tr>
<td>Biology</td>
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<td>Anatomy &amp; Physiology I</td>
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<tr>
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<tr>
<td>Fundamentals of Taoism I - Introduction</td>
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<tr>
<td>Principles &amp; Theories of TCM II</td>
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<td>Herbal Pharmacopoeia I</td>
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<td>Herbal Lab</td>
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<tr>
<td>Acupuncture Anatomy &amp; Energetics I</td>
<td>3</td>
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<tr>
<td>Anatomy &amp; Physiology II</td>
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**TOTAL UNITS** (Year One) 49

## YEAR TWO

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<td>TCM Diagnosis I</td>
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<tr>
<td>Herbal Pharmacopoeia III</td>
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<td>Herbal Lab</td>
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<tr>
<td>Acupuncture Anatomy &amp; Energetics III</td>
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<tr>
<td>History of Medicine</td>
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<td>Physics</td>
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<td>Western Nutrition</td>
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<td>Tuina / Acupressure</td>
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<td>Pathophysiology I</td>
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<td>Qi Course</td>
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<tr>
<td>Herbal Formulas II</td>
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<td>Pathophysiology II</td>
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<td>Biomedical Acupuncture</td>
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<td>TCM Nutrition</td>
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**TOTAL UNITS** (Year Two) 47

## YEAR THREE

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<td>Acupuncture Point Therapeutics</td>
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<td>Herbal Formulas III</td>
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<td>Western Physical Assessment</td>
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<td>Psychology of Patient Care</td>
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<td>Acupuncture Techniques II</td>
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<td>Western Clinical Medicine I</td>
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<tr>
<td>Western Pharmacology</td>
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<td>Herbal Patent &amp; External Medicines</td>
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<td>Radiology &amp; Lab Diagnosis</td>
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<td>Herbal Formulation Skills</td>
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**TOTAL UNITS** (Year Three) 49

## YEAR FOUR

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<td>Clinical Internship II (20 hrs/wk)</td>
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<td>Clinical Case Study</td>
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<td>Integrative Clinical Case Study</td>
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**TOTAL UNITS** (Year Four) 47

**TOTAL UNITS TO GRADUATION** 192
Course Descriptions

Traditional Chinese Medicine

CHINESE MEDICAL TERMINOLOGY
CM 100 • 2 Units • 30 Hours
This course familiarizes students with basic Chinese medical language and terminology.
Prerequisites: None

PRINCIPLES & THEORIES OF TRADITIONAL CHINESE MEDICINE I
CM 111 • 3 Units • 45 Hours
This course provides a foundation for the study of Traditional Chinese Medicine (TCM). The course presents an overview of the theories and principles of TCM and examines the concepts of Yin and Yang, Five Elements, the vital substances, the Zangfu organ systems, channels and meridians, theories of disease etiology, pathology, diagnostic and treatment principles from a TCM perspective.
Prerequisites: None

PRINCIPLES & THEORIES OF TRADITIONAL CHINESE MEDICINE II
CM 112 • 3 Units • 45 Hours
This course focuses on pattern differentiation and syndrome identification. Students will learn to recognize and identify basic signs and symptoms of disease patterns based on the Zangfu syndromes.
Prerequisites: Satisfactory completion of Principles & Theories of TCM I

PRINCIPLES & THEORIES OF TRADITIONAL CHINESE MEDICINE III
CM 113 • 3 Units • 45 Hours
This course further explores the theories and principles of TCM Zangfu differentiation and treatment principles, focusing on complex Zangfu patterns, multi-syndrome disorders, as well as basic differentiation based on Eight Principles, Six Channels, Four Levels and the Vital Substances.
Prerequisites: Satisfactory completion of Principles & Theories of TCM II

SURVEY OF TCM CLASSICS
CM 200 • 2 Units • 30 Hours
This course familiarizes students with the major classic TCM texts and schools of thoughts, focusing on the Huang Di Nei Jing (The Yellow Emperor's Classic) and other significant TCM classics.
Prerequisites: Satisfactory completion of Principles & Theories of TCM I, II, III

TCM DIAGNOSIS I
CM 201 • 3 Units • 45 Hours
Part one of a two-part series on diagnostic methods in TCM. The focus of this module is on the traditional “Four Methods” of TCM diagnosis: observation, auscultation, inquiry and palpation. Students will learn and practice TCM inquiry, tongue assessment and classical pulse diagnosis with appropriate clinical applications.
Prerequisites: Satisfactory completion of Principles & Theories of TCM, I, II, III; Chinese Medical Terminology

TCM DIAGNOSIS II
CM 202 • 3 Units • 45 Hours
Part two of a two-part series on diagnostic methods in TCM. The emphasis of this module is TCM diagnosis integrating various clinical signs and symptoms, and the formulation of differential diagnoses based on clinical signs and symptoms. Students will also be introduced to TCM pediatric diagnosis, as well as pattern identification based on the Four Levels, Six Stages and Triple Burner.
Prerequisites: Satisfactory completion of TCM Diagnosis I

TCM INTERNAL MEDICINE I
CM 301 • 3 Units • 45 Hours
This is the first of a two-part series that examines in detail common disorders from a TCM perspective. Students will study in detail the signs and symptoms, diagnosis, treatment principles as well as the acupuncture and herbal treatments for various respiratory, digestive and urogenital disorders.
Prerequisites: Satisfactory completion of TCM Diagnosis I & II; Herbal Formulas I, II & III; Acupuncture Point Therapeutics

TCM INTERNAL MEDICINE II
CM 302 • 3 Units • 45 Hours
This is the second of a two-part series that examines in detail common disorders from a TCM perspective. Students will study in detail the signs and symptoms, diagnosis, treatment principles as well as the acupuncture and herbal treatments for various disorders of the musculoskeletal, neurological, metabolic and cardiovascular systems.
Prerequisites: Satisfactory completion of TCM Diagnosis I & II; Herbal Formulas I, II & III; Acupuncture Point Therapeutics

SURVEY OF TCM SPECIALTIES
CM 400 • 3 Units • 45 Hours
This course provides a survey of common diseases encountered in the following TCM specializations: TCM Gynecology, TCM Pediatrics, TCM Orthopedics and External Medicine and TCM Dermatology.
Prerequisites: Satisfactory completion of TCM Diagnosis I & II; Herbal Formulas I, II & III; Acupuncture Point Therapeutics

Acupuncture

INTRODUCTION TO MERIDIANS
AC 100 • 2 Units • 30 Hours
This course familiarizes students with the concepts of channels and meridians and presents a survey of the 12 primary and 8 extraordinary meridians and the various pathways and collaterals associated with each meridian. It also presents the traditional system of proportional measurement combined with anatomical landmarks as a guide for locating points along a pathway.
Prerequisites: None

ACUPUNCTURE ANATOMY & ENERGETICS I
AC 201 • 3 Units • 45 Hours
This is the first of a three-part series that examines in detail the location of acupuncture points. This module focuses on the Lung, Large Intestine, Stomach, Spleen, Heart and Small Intestine meridians. The specific functions and energetics of major points along these channels will also be examined in detail.
Prerequisites: Satisfactory completion of Anatomy & Physiology I, Intro to Meridians

ACUPUNCTURE ANATOMY & ENERGETICS II
AC 202 • 3 Units • 45 Hours
This course continues to examine in detail the location and energetics of acupuncture points. This module presents acupuncture points along the Urinary Bladder, Kidney, Pericardium, Triple Burner, and Gall Bladder meridians.
Prerequisites: Satisfactory completion of Anatomy & Physiology I, Intro to Meridians, Acupuncture Anatomy Energetics I
ACUPUNCTURE ANATOMY & ENERGETICS III
AC 203 • 3 Units • 45 Hours
The third of a three-part series on acupuncture point location and energetics. This course covers the location of acupuncture points on the Liver, Governing (Du) and Conception (Ren) meridians; it also describes in detail various 'extra points' commonly used in acupuncture and TCM. Students will also learn the energetics of group points including the Frontmu, Backshu, Confluent, Influential and group Luo points.
Prerequisites: Satisfactory completion of Anatomy & Physiology I, Intro to Meridians, Acupuncture Anatomy Energetics I & II

TUINA / ACUPRESSURE
AC 220 • 3 Units • 45 Hours
This course presents lectures, demonstrations and practice in the Chinese method of therapeutic massage (Tuina) and acupressure. Students will learn the basic techniques of Tuina and their application to clinical conditions and traumatic injuries.
Prerequisites: Satisfactory completion of Intro to Meridians

ACUPUNCTURE TECHNIQUES I
AC 301 • 3 Units • 45 Hours
This course presents lectures, demonstrations and practices in safe needling techniques. Students will be introduced to different types of needles and needle selection, the management of needlestick incidents, sterilization and clean needle procedures. Students will be taught the basic techniques of needle insertion, manipulation and withdrawal; students will also be taught the basic methods for tonification and sedation.
Prerequisites: Satisfactory completion of Acupuncture Anatomy & Energetics I, II & III; Principles & Theories of TCM I, II & III

ACUPUNCTURE TECHNIQUES II
AC 302 • 3 Units • 45 Hours
This course presents lectures, demonstrations and practices in advanced acupuncture techniques and their clinical application. Students will learn cupping, moxibustion, electroacupuncture, application of acupressure beads and magnets, equipment safety and the use of special needling techniques such as cutaneous acupuncture and other advanced needling techniques.
Prerequisites: Satisfactory completion of Acupuncture Techniques I

AURICULAR & SCALP ACUPUNCTURE
AC 310 • 2 Units • 30 Hours
This course reviews the methods and clinical application of microsystem acupuncture, focusing on the systems of scalp and auricular acupuncture, integrating lectures, demonstrations and practice sessions within the course.
Prerequisites: Satisfactory completion of Acupuncture Techniques I

ACUPUNCTURE POINT THERAPEUTICS
AC 320 • 3 Units • 45 Hours
This course presents an in depth discussion of therapeutic strategies and clinical point combinations for major channel and Zangfu disorders. Students will learn how to analyze and combine acupuncture points to treat a variety of syndromes and diseases.
Prerequisites: Satisfactory completion of Acupuncture Anatomy & Energetics I, II & III; Principles & Theories of TCM I, II & III

Chinese Herbal Medicine

FUNDAMENTALS OF CHINESE HERBALITY
HM 100 • 1 Unit • 15 Hours
An introduction to Chinese herbal medicine, this course presents the major herbs and herb groups in Chinese herbology with an overview of their herbal characteristics and therapeutic uses.
Prerequisites: None

HERBAL PHARMACOPOEIA I
HM 110 • 3 Units • 45 Hours
This is the first of a three-part series that examines in detail the herbal characteristics, entering channels, therapeutic actions, clinical indications, contraindications, dosages, preparations and special properties of the major medicinal substances in Chinese herbal medicine. In this module, medicinal substances from the following categories will be studied in detail: herbs that release the exterior, herbs that clear heat, downward draining herbs, herbs that drain damp, aromatic herbs that transform damp, and anti-malarial herbs.
Prerequisites: Satisfactory completion of Fundamentals of Chinese Herbology

HERBAL PHARMACOPOEIA II
HM 120 • 3 Units • 45 Hours
This is the second of a three-part series that examines in detail the herbal characteristics, entering channels, therapeutic actions, clinical indications, contraindications, dosages, preparations and special properties of the major medicinal substances in Chinese herbal medicine. In this module, medicinal substances from the following categories will be studied in detail: herbs that dispel wind-damp, herbs that transform phlegm and stop cough, herbs that relieve food stagnation, digestive, herbs that regulate Qi, herbs that regulate blood and herbs that warm the interior and expel cold.
Prerequisites: Satisfactory completion of Fundamentals of Chinese Herbology

HERBAL PHARMACOPOEIA III
HM 130 • 3 Units • 45 Hours
This is the third of a three-part series that examines in detail the herbal characteristics, entering channels, therapeutic actions, clinical indications, contraindications, dosages, preparations and special properties of the major medicinal substances in Chinese herbal medicine. In this module, medicinal substances from the following categories will be studied in detail: tonifying herbs, substances that calm the spirit, herbs that extinguish wind & stop tremors, herbs that stabilize and bind, aromatic substances that open the orifices, herbs that expel parasites and substances for topical application.
Prerequisites: Satisfactory completion of Fundamentals of Chinese Herbology

HERBAL LAB (3 REQUIRED)
HM 111 • 1 Unit • 15 Hours • 3 REQUIRED (3 Units/45 Hours TOTAL)
This course provides an accessible and interactive environment for students to learn about Chinese herbal medicine in a practical setting to accompany the more didactic Herbal Pharmacopoeia series. Fifteen hours of herb lab are required for each of the three Herbal Pharmacopoeia courses, i.e. a total of three fifteen-hour blocks are required in the entire curriculum (45 hours total).
Prerequisites: Concurrent with Herbal Pharmacopoeia I, II and III
HERBAL FORMULAS I
HM 210 • 3 Units • 45 Hours
The first of a three-part series that analyzes in detail herbal composition, formulation strategies, therapeutic actions, clinical indications / contraindications, dosages, and preparation methods of the major Chinese herbal prescriptions. This module focuses on formulas that release exterior, clear heat, harmonize, drain downward, treat dryness, expel dampness, release interior-exterior excess, and warm interior cold.
Prerequisites: Satisfactory completion of Herbal Pharmacopoeia I, II & III

HERBAL FORMULAS II
HM 220 • 3 Units • 45 Hours
The second of a three-part series that analyzes in detail herbal composition, formulation strategies, therapeutic actions, clinical indications / contraindications, dosages, and preparation methods of the major Chinese herbal prescriptions. This module focuses on formulas that tonify, regulate Qi, and regulate blood.
Prerequisites: Satisfactory completion of Herbal Pharmacopoeia I, II & III

HERBAL FORMULAS III
HM 230 • 3 Units • 45 Hours
The third of a three-part series that analyzes in detail herbal composition, formulation strategies, therapeutic actions, clinical indications / contraindications, dosages, and preparation methods of the major Chinese herbal prescriptions. This module focuses on formulas that stabilize and bind, calm the spirit, open the sensory orifices, expel wind, dispel phlegm, reduce food stagnation and expel parasites.
Prerequisites: Satisfactory completion of Herbal Pharmacopoeia I, II & III

TCM NUTRITION
HM 240 • 2 Units • 30 Hours
This course looks into the nature and functions of food and their practical application as therapeutic and preventive health measures based on theories and principles of Traditional Chinese Medicine.
Prerequisites: Satisfactory completion of Herbal Pharmacopoeia I, II & III; Principles and Theories of TCM I, II & III

HERBAL FORMULATION SKILLS
HM 310 • 2 Units • 30 Hours
This course focuses on the development of herbal formula writing skills. Students will learn the principles and strategies of herbal combinations and apply these skills and strategies in constructing an herbal formula and modifying formulas to suit the individual needs of their patients.
Prerequisites: Satisfactory completion of Herbal Formulas I, II, & III; TCM Diagnosis I & II

HERBAL PATENT AND EXTERNAL MEDICINES
HM 320 • 2 Units • 30 Hours
This course presents a survey of various prepackaged patent and external medicines available in the market and looks into clinical efficacy and the prescription and use of these medicinal herbal products.
Prerequisites: Satisfactory completion of Herbal Formulas I, II, & III

SHANGHANLUN / WENBINING
HM 410 • 3 Units • 45 Hours
The course focuses on the diagnostic modalities and patterns based on the classic texts Shanghanlun (Treatise on Cold Damage) and Wenbing (Febrile Illnesses). Students will study the treatment principles and classical herbal formulas used in the treatment of various infectious diseases and related disorders as described in these texts.
Prerequisites: Satisfactory completion of Herbal Formulas I, II & III; TCM Diagnosis I & II; Acupuncture Point Therapeutics

Preclinical Biomedical Sciences

WESTERN MEDICAL TERMINOLOGY
WM 100 • 2 Units • 30 Hours
This course is designed to provide students with a working knowledge of Western medical terminology and nomenclature, including major roots, prefixes, suffixes and derivatives.
Prerequisites: None

BIOLOGY
WM 110 • 2 Units • 30 Hours
This is an introductory study of life sciences designed as an introduction to the health care sciences.
Prerequisites: None

CHEMISTRY
WM 120 • 2 Units • 30 Hours
This course presents the fundamentals of inorganic chemistry with emphasis on basic chemical principles and their applications to the health care sciences.
Prerequisites: None

BIOCHEMISTRY
WM 130 • 2 Units • 30 Hours
This is an introduction to physiological chemistry, including study of the function and structure of the major groups of biochemical compounds, a survey of the main metabolic pathways and an introduction to the biochemical basis of genetics.
Prerequisites: Satisfactory completion of Chemistry

PHYSICS
WM 140 • 2 Units • 30 Hours
This is an introductory study of the basic principles and concepts in mechanics, electromagnetism, heat and light, and how these physical laws apply to health care sciences.
Prerequisites: None

ANATOMY & PHYSIOLOGY I
WM 151 • 3 Units • 45 Hours
The course provides a detailed study of human anatomy and physiology, including topographical anatomy as well as the organization of the human body and the musculoskeletal, integumentary systems.
Prerequisites: None

ANATOMY & PHYSIOLOGY II
WM 152 • 3 Units • 45 Hours
This course continues the detailed study of human anatomy and physiology, focusing on the nervous, endocrine, digestive, hematological and respiratory systems.
Prerequisites: Satisfactory completion of Anatomy & Physiology I
ANATOMY & PHYSIOLOGY III
WM 153 • 3 Units • 45 Hours
This course continues the detailed study of human anatomy and physiology, focusing on the cardiovascular, lymphatic, immune, urinary and reproductive systems as well as an introductory study of human genetics, growth and development.
Prerequisites: Satisfactory completion of Anatomy & Physiology I

PATHOPHYSIOLOGY I
WM 211 • 3 Units • 45 Hours
This course presents the fundamental mechanisms of disease processes, including cellular and system dysfunctions, inflammation and repair, immune responses and pathological processes in the cardiovascular and respiratory systems.
Prerequisites: Satisfactory completion of Anatomy & Physiology I, II, III; Biochemistry, Western Medical Terminology

PATHOPHYSIOLOGY II
WM 212 • 3 Units • 45 Hours
The pathophysiology series continues with the study of the fundamental mechanisms of disease processes, focusing on disorders of the gastrointestinal, renal, endocrine and neurological systems.
Prerequisites: Satisfactory completion of Pathophysiology I

Western Clinical Sciences

WESTERN NUTRITION
WM 220 • 3 Units • 45 Hours
This course introduces the principles of nutrition and nutritional assessment, and examines the functions and metabolic pathways of major nutrients, vitamins and minerals, and the diseases associated with excess and deficiency of these nutrients. Students will also learn to analyze and evaluate a patient's nutritional intake to identify and treat a variety of commonly encountered conditions.
Prerequisites: Satisfactory completion of Biochemistry, Western Medical Terminology

WESTERN PHYSICAL ASSESSMENT
WM 310 • 3 Units • 45 Hours
This course will provide students training in the proper techniques of Western diagnostic assessment, including history taking, physical examination and clinical charting. Students will learn the basic techniques in examining the head, neck, thorax and abdomen, as well as basic skills in orthopedic and neurological assessments.
Prerequisites: Satisfactory completion of Pathophysiology I & II

WESTERN CLINICAL MEDICINE I
WM 321 • 3 Units • 45 Hours
This course provides a systematic study of common disorders in neurology, rheumatology, dermatology, endocrinology, hematology and immunology. Students will learn the clinical manifestations, etiology, differential diagnosis and diagnostic criteria, as well as basic treatment principles of common diseases in a clinical setting.
Prerequisites: Satisfactory completion of Western Physical Assessment

WESTERN CLINICAL MEDICINE II
WM 322 • 3 Units • 45 Hours
This course continues the systematic study of common disorders, focusing on diseases in the cardiovascular, respiratory, gastrointestinal, hepatobiliary, renal, urogenital and gynecological systems. Students will learn the clinical manifestations, etiology, differential diagnosis and diagnostic criteria, as well as basic treatment principles of common diseases in a clinical setting.
Prerequisites: Satisfactory completion of Western Physical Assessment

RADIOLOGICAL & LABORATORY DIAGNOSIS
WM 330 • 2 Units • 30 Hours
This course provides students with the basic information in interpreting medical imaging data and diagnostic laboratory tests. Students will learn to analyze and correlate radiological and laboratory data with their patients' clinical diagnoses.
Prerequisites: Satisfactory completion of Western Physical Assessment

PSYCHOLOGY OF PATIENT CARE
WM 340 • 2 Units • 30 Hours
This course introduces the student to psychological concepts and basic skills in patient counseling. Students will learn to recognize clinical manifestations of common psychiatric disorders for treatment or for professional referral.
Prerequisites: Satisfactory completion of Western Medical Terminology, at least one Clinical Theater module

SURVEY OF HEALTH PROFESSIONS
WM 350 • 1 Unit • 15 Hours
This course provides an overview of the various medical / health care systems to enable students to understand the nature and scope of practice of other health care practitioners and effectively communicate with patients and other health care providers.
Prerequisites: Satisfactory completion of Western Medical Terminology

WESTERN PHARMACOLOGY
WM 360 • 2 Units • 30 Hours
This course presents the study of the major classes of Western pharmacological substances, their therapeutic actions, clinical indications, safety, and side effects. Students will also learn about drug-herb interaction, the effects of Western pharmacological substances on Chinese herbal medicines and vice versa.
Prerequisites: Satisfactory completion of Western Medical Terminology, Pathophysiology I & II
Practice Management, Public Health & Professional Development

HISTORY OF MEDICINE
WM 230 • 2 Units • 30 Hours
This course provides a survey of the history and development of the Western medical system, as well as acupuncture and Oriental Medicine, including major historical events and their impact on the development of medical paradigms in the East and the West.
Prerequisites: None

BIOMEDICAL ACUPUNCTURE
WM 370 • 1 Unit • 15 Hours
This course introduces students to research and evidence based medicine, knowledge and critique of research methods, knowledge of the academic peer review process and basic skills in biostatistics.
Prerequisites: Satisfactory completion of Western Medical Terminology

CARDIOPULMONARY RESUSCITATION (CPR) AND FIRST AID
WM 381 • 0.5 Units • 7.5 Hours
This is an eight-hour certification course in cardiopulmonary resuscitation (CPR) and first aid at the BLS (Basic Life Support) level, which includes adult, child and infant CPR and first aid. CPR certification is required before a student is allowed to proceed to Clinical Internship training in the Clinic.
Prerequisites: None

CLEAN NEEDLE TECHNIQUE
WM 382 • 0.5 Units • 7.5 Hours
This course provides training in asepsis and clean needle procedures in acupuncture practice. Clean needle technique certification is required before a student is allowed to proceed to Clinical Internship training in the Clinic.
Prerequisites: Satisfactory completion of Acupuncture Techniques I

PROFESSIONAL DEVELOPMENT
WM 410 • 1 Unit • 15 Hours (NON-TUITION)
This course consists of a series of community service projects/assignments. The objective is to prepare students with the necessary skills to communicate effectively with their patients and the general public and to possess the necessary skills to continue to expand their knowledge as licensed practitioners.
Prerequisites: Concurrent with Clinical Internship

PUBLIC HEALTH IN TCM
WM 420 • 2 Units • 30 Hours
This course provides training in the principles of public health, including public and community health and disease prevention, public health education, public health alert and a survey of communicable diseases, disease epidemiology and treatment of chemical dependency.
Prerequisites: Satisfactory completion of one Clinical Theater; Pathophysiology I & II

LAWS, ETHICS & PRACTICE MANAGEMENT
WM 430 • 3 Units • 45 Hours
This course presents the legal and ethical issues of the health practitioner, with special emphasis on the laws and regulations governing the practice of acupuncture in California, including the relevant OSHA and HIPAA requirements. The course will also present a study of the business aspects of a healthcare practice, including marketing and advertising, strategic and financial planning, maintenance of records, billing procedures, legal responsibilities and related topics.
Prerequisites: Satisfactory completion of one Clinical Theater
Taoist Studies

TAOISM I – FUNDAMENTALS OF TAOISM
TC 101 • 1 Unit • 15 Hours
This course introduces the Taoist philosophical principles that are the essence of Traditional Chinese Medicine, emphasizing the Taoist approaches to the cultivation of the mind, body and spirit. Prerequisites: None

TAOISM II – FUNDAMENTALS OF NATURAL HEALING
TC 102 • 1 Unit • 15 Hours
This course explores the Taoist principles governing natural health and healing. Students will learn and be knowledgeable in the Taoist practices that enhance cultivation of mind, body and spirit. Prerequisites: Satisfactory completion of Fundamentals of Taoism I, Principles and Theories of TCM I, II & III

TAOISM III – FUNDAMENTALS OF THE HEALTH PRACTITIONER
TC 103 • 1 Unit • 15 Hours
This course continues the interactive training in the cultivation of attitudes, strategies and skills essential to becoming an exceptional practitioner of Traditional Chinese Medicine. This course examines the Taoist perspectives of self-discipline, practitioner-patient communication, problem solving and patient management. Prerequisites: Satisfactory completion of Fundamentals of Taoism II, at least one Clinical Theater

Qi Cultivation
A total of 12 units of Qi Cultivation courses are required for successful completion of the MATCM program.

FOUNDATION GROUP
The Foundation Group consists of the following core courses:
- Self-Healing Qigong (QC 110), Eight Treasures I (QC 120), Harmony Tai Chi Chuan Level I (QC 130), Infinichi Qigong Level I (QC 140) and Dao-In Qigong Level I (QC 150). Students must complete at least three of the foundational courses before progressing to advanced Qi cultivation courses.

SELF-HEALING QIGONG
QC 110 • 1 Unit • 15 Hours
This course establishes the groundwork for TCM movement practices and Taoist Self cultivation, bringing to life the Five Element theory component of the academic curriculum in self-healing exercises. Students begin learning related Yo San family tradition basic practices and Five Element work immediately applicable to healing self while also key to later clinical therapeutics. Prerequisites: None

EIGHT TREASURES I
QC 120 • 1 Unit • 15 Hours
Unique to the Yo San heritage, the Eight Treasures is a Qigong form that builds a strong movement 'vocabulary' for Qi cultivation, as well as providing an experiential connection to the study and understanding of acupuncture channels and the circulation of the eight extraordinary vessels. This course, also known as the 'Little Eight Treasures', includes coordinated movement and breathing sequences from each of the eight long-form segments of Parts II and III. Prerequisites: None

HARMONY TAI CHI CHUAN LEVEL I (SHORT FORM)
QC 130 • 2 Units • 30 Hours
Tai Chi Chuan is an ancient moving meditation practice with many mind, body, and spiritual benefits. This course covers the 18-Step Harmony Tai Chi Chuan Short Form, comprised of movements taken from the Harmony Tai Chi Chuan Long Form in the Yo San Heritage. Prerequisites: None

INFINICHI QIGONG LEVEL I
QC 140 • 1 Unit • 15 Hours
This is the introductory course in a complete system of medical Qigong, designed to train students developing the energetic abilities of a Qi healing therapist. Using the Yo San family materials, along with standard texts in Traditional Chinese Medicine, Qigong and Chinese body work, it features a progressive, systematic program that nurtures understanding, facilitates skill development, and promotes self-growth. Prerequisites: None

DAO-IN QIGONG LEVEL I
QC 150 • 1 Unit • 15 Hours
Dao-In Qigong is a thorough system of body tuning and adjustment accomplished through movement and meditation postures performed while in seated and lying positions. Dao-In Qigong emphasizes moving through rather than holding individual postures. This practice stretches and strengthens the body, balances internal systems and adjusts energy. This is the foundational set of movements and practices drawn from the advanced Dao-In Qigong taught in Levels II and III. Prerequisites: None

Advanced Studies in Qi Cultivation

EIGHT TREASURES II and III
QC 221 and QC 222 • 2 Units Each • 30 Hours Each
Eight Treasures II provides study of the Eight Treasures Long Form, incorporating portions of the 'Little Eight Treasures' into the study and practice of the first four of the eight 'Treasures' of the long form. Students continue incorporating knowledge of meridians and extraordinary vessels as well as acupoints into qigong practice. Eight Treasures III focuses on the latter four of the 'Treasures' of the long form. Prerequisites: Satisfactory completion of the Foundation Group, including Eight Treasures I

HARMONY TAI CHI CHUAN LEVEL II (INTERMEDIATE FORM)
QC 231 • 1 Unit • 15 Hours
Harmony Tai Chi Chuan balances the energy of the three energy centers of the body. This course covers the 28 Step Harmony Tai Chi Chuan intermediate form, comprised of the first 18 movements of the short form (Level I) plus 10 additional movements (including some basic kicks) taken mostly from the first part (Yin Section) of the Harmony Tai Chi Chuan long form (Level III). Prerequisite: Satisfactory completion of the Foundation Group, including Harmony Tai Chi Chuan Level I
HARMONY TAI CHI CHUAN LEVEL III (LONG FORM) and LEVEL IV (ADVANCED FORM)
QC 232 and QC 233 • 2 Units Each • 30 Hours Each
The series of Harmony Tai Chi Chuan Level III and Level IV together presents the philosophy and practice of the Harmony Tai Chi Chuan long form that is part of the Yo San heritage. Level III covers the 58-step Yin Section or first part of the long form which includes movements that are more contracted. Level IV covers the 50-step Yang Section or second part of the long form which includes movements that are more expansive. Harmony Tai Chi Chuan is a style that embodies principles of the Tao Te Ching. Mastery of this form helps one to gain balance, harmony, and an enhanced sensing of Qi that is essential to the medical practitioner.
Prerequisites: Satisfactory completion of the Foundation Group, including Harmony Tai Chi Chuan Level I

INFINICHI QIGONG IIA and IIB
QC 241 and QC 242 • 1 Unit Each • 15 Hours Each
Infinichi Qigong trains students in developing the energetic healing abilities of a medical qigong therapist. Using Yo San family books and standard texts for Traditional Chinese Medicine, Qigong and Chinese body work, this sequential program features progressive, systematic approaches that nurture understanding, facilitate skill development, and promote self-growth.
Prerequisites: Satisfactory completion of the Foundation Group, including Infinichi I, plus Infinichi IIA is prerequisite to Infinichi IIB

DAO-IN QIGONG LEVEL II and III
QC 251 and QC 252 • 1 Unit Each • 15 Hours Each
These courses include the 44 movements and 14 meditation postures (in addition to and building upon that in Level I) from the Dao-In system. Each movement, such as “Bamboo Bending in the Wind,” “Bird Washing Its Wing,” and “Dragon Dance,” coordinates breathing with gentle motion in order to adjust the energy of the body. Dao-In Qigong is an ancient practice which helps reduce stress, enhance youthfulness and increase longevity.
Prerequisites: Satisfactory completion of the Foundation Group, including Dao-In Qigong Level I

TAI CHI CHUAN STRAIGHT SWORD LEVEL I (SHORT FORM)
QC 261 • 1 Unit • 15 Hours
The Tai Chi Chuan Straight Sword short form is the first 16 movements of the Tai Chi Chuan Straight Sword long form, an integral part of the Harmony Tai Chi Chuan heritage of the Yo San family. The sword is an instrument of spiritual cultivation that equips practitioners to learn to refine and master their energy and project their Qi.
Prerequisites: Satisfactory completion of the Foundation Group, including Harmony Tai Chi Chuan Level I

TAI CHI CHUAN STRAIGHT SWORD LEVEL II (LONG FORM)
QC 262 • 1 Unit • 15 Hours
This course covers the 33-step Tai Chi Chuan Straight Sword long form. This form adds an additional 17 movements to the 16-step short form (see above) to complete the long form. Spiritual swordsmanship, using the sword as an instrument of cultivation and refinement, including sword meditation, is covered in this course.
Prerequisites: Satisfactory completion of the Foundation Group, including Harmony Tai Chi Chuan Level I

TAI CHI FAN I
QC 263 • 1 Unit • 15 Hours Each
For advanced students of Harmony Tai Chi Chuan, the Tai Chi fan course further develops principles and experiential understanding of yin and yang in motion, using the Tai Chi fan as an aid to further sharpen the focus and coordination of the practitioner.
Prerequisites: Satisfactory completion of the Foundation Group, including Harmony Tai Chi Chuan Level I

TAOIST MEDITATION
QC 280 • 1 Unit • 15 Hours
Students learn meditative techniques and practices drawn from ancient Taoist principles of gathering and focusing psycho-spiritual resources. This course is relevant not only to strengthen self-cultivation, but also to equip participants with clinical tools and insights.
Prerequisites: Satisfactory completion of the Foundation Group

CRANE STYLE QIGONG
QC 290 • 1 Unit • 15 Hours
This course presents standing movement exercises patterned on the graceful, harmonious movements of the crane. While practicing the form, the concentration on moving Qi to various acupoints helps to activate Qi and strengthen vitality. Crane Style provides a contemporary application of qigong for immune health.
Prerequisites: Satisfactory completion of the Foundation Group

QI CULTIVATION REVIEW & CLINICAL APPLICATION
QC 300 • 1 Unit • 15 Hours
This course provides a cumulative review of the various Qigong cultivation forms and practices offered in the Qi Cultivation program. Students will review application of Qi cultivation practices for health/wellness, as well as identify and apply Qi cultivation practices appropriate for a variety of commonly encountered clinical situations.
Prerequisites: Satisfactory completion of 8 units of Qi cultivation courses (including the mandatory Foundation Group); Clinic Management

Clinical Education

CLINICAL MANAGEMENT
CL 300 • 2 Units • 30 Hours
Students will learn legal, ethical and practical procedures which will prepare them for their clinical internship as well as their future practice as a licensed acupuncturist. At the end of the class, students will understand their duties and responsibilities as acupuncture interns and be able to successfully discharge these duties and responsibility during their internship.
Prerequisites: Satisfactory completion of TCM Diagnosis I

CLINICAL THEATER
CL 310 • 1 Unit • 30 Hours • 2 Units Required
This series of clinical observation offers students exposure to acupuncture and Oriental Medicine in a clinical setting. Students will have the opportunity to see how TCM theories and diagnostic principles are integrated into clinical practice by observing the entire diagnostic and treatment procedure conducted by experienced, licensed practitioners/faculty. There will also be ample opportunity for review and discussions of cases to further enhance the learning experience.
Prerequisites: Satisfactory completion of Clinical Management
CLINICAL OBSERVATION
CL 400 • 1 Unit • 30 Hours • 3 Units Required
In this section of the observation curriculum, students will be assigned to work with clinic supervisors, and will be directly observing senior practice interns as well as licensed practitioners in the clinic. Students will acquire the necessary skills and knowledge to begin working directly with patients in the next level of clinical training.
Prerequisites: Satisfactory completion of 2 Units of Clinical Theater; Clinical Management; TCM Diagnosis I & II

CLINICAL CASE STUDY (3 REQUIRED)
CL 510 • 1 Unit • 15 Hours • 3 Required
During these case studies sessions, interns will present and discuss cases with fellow interns and a member of the clinical faculty. From these discussions and analyses, interns will develop further skills in managing more complex and difficult cases encountered in their clinical practice.
Prerequisites: Concurrent with Clinical Internship

INTEGRATIVE CLINICAL CASE STUDY
CL 520 • 1 Unit • 15 Hours
In these case study sessions, the focus will be on integrative approach to clinical diagnosis and management of patients. This will be an opportunity for interns to engage in discussions on integrating TCM with Western medical modalities.
Prerequisites: Concurrent with Clinical Internship

CLINICAL INTERNSHIP – LEVEL IA
CL 601 • 4 Units • 120 Hours
(2 Blocks of 60 Hours Each Required)
At Level IA clinical internship, student interns will be working in pairs under the close supervision of a clinical faculty member to develop the students’ confidence and competence in diagnosing and implementing treatments. Working collaboratively with a fellow Level One intern provides a unique opportunity for students to strengthen their collaborative interaction and professional communication skills.
Prerequisites: Pass the Pre-Clinical Examination; complete all clinical theater and clinical observation hours (150 hours); and satisfactory completion of Clinical Management; TCM Diagnosis I & II; Herbal Formulas I, II & III; Acupuncture Techniques I & II; Pathophysiology I & II; Western Physical Assessment; CPR & First Aid; CNT certification

CLINICAL INTERNSHIP – LEVEL IB
CL 602 • 6 Units • 180 Hours
(3 Blocks of 60 Hours Each Required)
At Level I-B clinical internship, student interns will begin to assuming individual responsibility for patients. The patient treatment protocol remains the same as in Level I-A described above, with the intern involved in history taking, physical examination, diagnosis and carrying out supervisor approved treatment. As with Level I-A, clinical supervisors will be closely monitoring the intern throughout the entire process.
Prerequisites: Pass the Pre-Clinical Examination; complete all clinical theater and clinical observation hours (150 hours); and satisfactory completion of Clinical Management; TCM Diagnosis I & II; Herbal Formulas I, II & III; Acupuncture Techniques I & II; Pathophysiology I & II; Western Physical Assessment; CPR & First Aid; CNT certification

CLINICAL INTERNSHIP – LEVEL II
CL 700 • 10 Units • 300 Hours
(5 Blocks of 60 Hours Each Required)
Students will continue to work with patients under direct supervision of the clinical faculty. Students will further develop their clinical assessment, diagnose patients and consult with clinic supervisors in developing an approved treatment and follow-up plan. Students will be supervised by the clinical faculty in the treatment of all patients.
Prerequisites: Satisfactory completion of Clinical Internship – Levels IA & IB

CLINICAL INTERNSHIP— LEVEL III
CL 800 • 8 Units • 240 Hours
(4 Blocks of 60 Hours Each Required)
Students will continue to work with patients under minimum supervision from the clinical faculty. Students will independently carry out the entire history intake, clinical assessment and diagnosis process and develop an appropriate treatment and follow-up plan for approval by the clinical faculty. Students will also be expected to instruct patients on appropriate lifestyle modifications and post-treatment care. Students will be supervised by the clinical faculty in the treatment of all patients. Students also have the opportunity to participate at one of our many off-site clinical training programs with organizations such as the Children’s Hospital Los Angeles, Venice Family Clinic, Simm/Mann Health & Wellness Center, Being Alive Los Angeles, Wise & Healthy Aging etc.
Prerequisites: Satisfactory completion of Clinical Internship – Level II

Elective Courses
Various elective courses that are of relevance to the curriculum and meet the mission and objectives of university are scheduled each trimester to enhance the diversity of the MATCM program’s course offerings. Examples of recent elective courses include:

- TCM Dermatology
- TCM Gynecology
- TCM Psychiatry
- TCM Pediatrics
- TCM Cosmetology
- TCM Shen disharmonies
- Acupuncture & pain management
- Master Tung’s acupuncture
- Recognizing medical emergencies
- Orthopedic evaluation and assessment
- Advanced practice management
- Yang-style Taijiqian – Basic & Advanced
- Yang-style Taiji Sword & Tai Chi Fan
- Chen-style Taijiqian – Basic & Advanced
- Chen-style Taiji Sword & Tai Chi Fan
- I-Ching – Basic & Advanced
- Medical I-Ching
- Pre-Clinical review course
The University Clinic

The Yo San University Community Clinic is the on-site teaching facility at Yo San University and provides the professional setting in which students and interns complete the clinical portion of their Master of Acupuncture & Traditional Chinese Medicine (MATCM) degree program.

The University Clinic also offers TCM and acupuncture services by licensed practitioners who are also members of the faculty.

CLINIC TREATMENT
At the Yo San University Community Clinic, we provide TCM treatment for a variety of conditions. Interns will experience and directly participate in providing acupuncture and TCM care for a wide spectrum of ailments. The following is a sample of disease conditions that are commonly treated with TCM:

- Respiratory: common cold, cough, allergic rhinitis, and asthma
- Gastrointestinal: diarrhea, constipation, indigestion, irritable bowel syndrome and peptic ulcer diseases
- Cardiovascular: hypotension
- Gynecological: menstrual and premenstrual disorders, infertility, menopause
- Urogenital: urinary tract infections, bladder and prostate disorders
- Immune Deficiency: chronic fatigue, HIV/AIDS, fibromyalgia
- Clinical Oncology: adjunct support for chemotherapy and radiation therapy; cancer pain management
- Mental Health: depression, anxiety, insomnia, and stress
- Musculoskeletal: neck/back pain, sciatica, joint pain and various arthritic conditions (osteoarthritis, rheumatoid arthritis, gouty arthritis), tendonitis, sports injuries, whiplash injuries
- Neurological: headaches and migraines, neuropathies, chronic pain syndromes, Bell’s palsy; rehabilitative management for strokes
- Dermatological: acne, facial rejuvenation
- Others: obesity, alcohol and tobacco dependency

GENERAL CLINIC REQUIREMENTS
Students in the MATCM program will be required to complete 150 hours of Clinical Observation and 840 hours of Clinical Internship training prior to graduation.

Clinical Observation begins toward the end of the second year of the program and consists of Clinical Theater sessions and structured Clinical Observation.

Upon successful completion of Clinical Observation and passing the Pre-Clinical Exam, students will advance to Clinical Internship, the final stage of training in the MATCM program. Students will begin working with patients under direct supervision of the clinical faculty, refining their clinical skills in patient assessment, diagnosis and case management using acupuncture and other appropriate TCM modalities.

In addition, there are specific assignment requirements for Observation Interns and patient treatment requirements for Practice Interns. Please refer to the current Clinic Handbook for more information. A copy of the Clinic Handbook is available to all students.

THE HERBAL DISPENSARY
The Herbal Dispensary in the Yo San University Community Clinic is a unique and valuable resource for both clinical education and the TCM Herbal Medicine program. It provides the environment and tools for students and interns to receive hands-on experience formulating, and compounding custom herbal preparations to meet patients’ individual needs. The Herbal Dispensary carries over 600 herbal products, including processed (uncooked) herbs, concentrated herbal granules, herbal ointments and creams, herbal patches and ready made herbal pills/formulas.

The Herbal Dispensary serves as a learning center for the Herb Lab portion of the Herbal Pharmacoepoeia curriculum. A total of three 15-hour blocks (45 hours total) are required. Students enrolled in Herbal Pharmacoepoeia courses will be given specific guidelines on fulfillment of Herb Lab requirements.

PRE-CLINICAL EXAMINATION
All students are required to pass the Pre-Clinical examination prior to commencing the Clinical Internship. The examination is offered once every trimester. A supplementary exam is also offered every trimester (only available to students who have failed their prior Pre-Clinical examination). Dates are posted on the YSU academic calendar. This examination consists of written theory and practical point location. A passing grade in both sections is required.

Each student will be allowed a total of four (4) attempts at the Pre-Clinical examination. Students failing the exam a second time will be required to receive mandatory academic tutoring and other remedial courses as deemed necessary by the Dean of Academic Affairs. They will be allowed a third attempt only if they satisfactorily complete all prescribed remedial activities. Students failing the exam the fourth time may be subject to academic dismissal from the University.

STUDENT ACUPUNCTURE SERVICES AT THE CLINIC
Enrolled students enjoy discounted acupuncture services at the Yo San University Community Clinic. Please check with the clinic for a current fee schedule.

CALIFORNIA STATE LAW AND UNIVERSITY POLICY ON NEEDLING
Under current California State Laws and Yo San University policies, needling can only be performed:
- By (California) licensed acupuncturists
- By students at acupuncture schools/clinics under direct supervision of a licensed acupuncturist

Violations of this state law and University policy constitute “unlawful practice” and may lead to discipline, up to and including dismissal from the University and/or legal action taken by the California Acupuncture Board. Violators may also be barred from sitting for the California Acupuncture Licensing Examination.

In compliance with the above mentioned regulations and policies, all acupuncture and needling must be performed in the clinic or designated classrooms with appropriate supervision. Appropriate foot wear must be worn at all times on campus.
Faculty Listing

Marilyn Allen, MS
MS, Pepperdine University

John Barber, MS, MATCM, L.Ac
MS, Georgia Institute of Technology
MATCM, Yo San University of Traditional Chinese Medicine

Nausicaa C. Bosneanu-De Souza, MATCM, L.Ac
MATCM, Yo San University of Traditional Chinese Medicine

Carine Camara, MSTCM, L.Ac
MSTCM, American College of Traditional Chinese Medicine

Curtis Callison
Certified Eight-Treasures Qigong Instructor

Julie Chambers, MATCM, L.Ac
MATCM, Yo San University of Traditional Chinese Medicine

Yamin Chehin, MATCM, L.Ac
MATCM, Yo San University of Traditional Chinese Medicine

John Chen, PharmD, PhD, L.Ac
PharmD, University of Southern California, School of Pharmacy
PhD, South Baylo University

Meng Chen, MS, MATCM, L.Ac
MS, University of California, Los Angeles
MATCM, Yo San University of Traditional Chinese Medicine

Yu-Hong Chen, BMed, MSOM, L.Ac
BMed, Chengdu University of Traditional Chinese Medicine
MSOM, Samra University of Oriental Medicine

Brady Chin, MSOM, L.Ac
MSOM, Samra University of Oriental Medicine

Carolyn Cohen, MTOM, L.Ac
MTOM, Emperor's College of Traditional Oriental Medicine

David Cohen, MFA, L.Ac
MFA, San Francisco State College
Acupuncture Certificate, California Acupuncture College

Laraine Crampton, MPW, MLA, MATCM, L.Ac
MPW, University of Southern California
MLA (Liberal Arts), University of Southern California
MATCM, Yo San University of Traditional Chinese Medicine

Margo DeLeaver, MD, FAAP
MD, SUNY (Buffalo) School of Medicine
Fellow of the American Academy of Pediatricians

Paul Des Rosiers, MATCM, L.Ac
MATCM, Yo San University of Traditional Chinese Medicine

Wing-Benn Deng, MATCM, L.Ac
MATCM, Yo San University of Traditional Chinese Medicine

Alison Doherty, MATCM, L.Ac
MATCM, Yo San University of Traditional Chinese Medicine

Douglas Eisenstark, MFA, MTOM, L.Ac
MFA, Art Institute of Chicago
MTOM, Emperor's College of Traditional Oriental Medicine

Cormac Ferguson, MTOM, L.Ac
MTOM, Emperor's College of Traditional Oriental Medicine

Elaina Greenberg, MSAOM, L.Ac
MSAOM, Bastyr University

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Lori Karny, MSW, LCSW
MSW, University of Southern California

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MSTOM, Pacific College of Oriental Medicine, San Diego
Jamal Kord, MATCM, L.Ac
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James Langford, DC
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Christopher Ruth, MTOM, L.Ac
MTOM, Emperor's College of Traditional Oriental Medicine

Edmund Shaheen, MD
MD, Tulane University School of Medicine
Diplomate of the American Board of Family Medicine
Diplomate of the American Board of Medical Acupuncture

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BA, Northern Illinois University
MA, Northwestern University

James Tuggle, JD
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Admissions

ACADEMIC YEAR
Yo San University operates on a 15-week trimester system. Please refer to the Academic Calendar for application deadlines.
• FALL TRIMESTER – September through mid-December
• SPRING TRIMESTER – January through mid-April
• SUMMER TRIMESTER – May through mid-August

ADMISSIONS REQUIREMENTS –
DOMESTIC AND INTERNATIONAL APPLICANTS
• The satisfactory completion of at least two academic years (60 semester/90 quarter units) of education at the baccalaureate level from an institution accredited by an agency recognized by ACAOM and the U.S. Secretary of Education.
• A minimum 2.5 GPA

In order to be considered for admission:

DOMESTIC APPLICANTS MUST SUBMIT:
• A completed application form
• Application fee
• Official transcripts from every school listed on the application
• Two letters of professional or academic recommendation on official letterhead
• A 500-word statement of purpose
• A personal interview with the Director of Admissions
• A current résumé
• Two passport-style photographs (approximately 2x2 inches) to be used for student identification cards

INTERNATIONAL APPLICANTS MUST SUBMIT:
• A completed application form
• Application fee
• Official transcripts evaluated by an independent, accredited evaluation agency (for example: World Education Services, www.wes.org) to coincide with the US grading system
• Two letters of professional or academic recommendation on official letterhead
• A 500-word statement of purpose
• A personal interview with the Director of Admissions
• A current résumé
• Official TOEFL scores (minimum score of 61 on the Internet-Based Test)
• Financial statement (see Admissions Staff for details)
• Two passport-style photographs (approximately 2x2 inches) to be used for student identification cards

TRANSFER STUDENTS
Applicants who have been enrolled at another accredited acupuncture school must follow the application procedures listed above. Transfer credit is determined on an individual basis at the time of admission to Yo San University.

NOTIFICATION OF ADMISSIONS
Applicants will be notified in writing of the Admissions Committee’s decision within 30 days of the receipt of their completed application, or as soon thereafter as is reasonably practicable.

YO SAN SCHOLARSHIPS AND AWARDS
Various scholarships and awards are available to matriculating students. These scholarships and awards vary from trimester to trimester. For more information, please contact our Financial Aid Coordinator or the Dean of Administration and Student Affairs.

Financial Aid

Financial assistance is available through Federal Aid Student programs for students needing assistance in paying their educational costs.

There are two types of aid:
1. “Non-need” programs including the Direct Loan Program’s Unsubsidized Loan and the Grad Plus Loan.
2. “Need-Based” programs include the Federal Work-Study Program.

To qualify for the “Non-need” programs you must:
1. Be a U.S. Citizen or registered alien
2. Be enrolled at least half-time which is defined as eight units, exclusive of audited and elective courses
3. Not be in default on a student loan or owe a refund on any state or federal educational grant
4. Possess a valid Social Security number
5. Have completed the Selective Service registration requirements
6. Must be making satisfactory academic progress

To qualify for the Federal Work Study program, you must satisfy 1 through 6 above and meet the “needs” test. The amount of need is the difference between the ‘Cost of Attendance’ and the ‘Expected Family Contribution’ including other student aid such as scholarships. The Cost of Attendance is established each year by the Financial Aid Office and includes allowances for tuition, fees, books, room, board, transportation and miscellaneous expenses.

The Expected Family Contribution is calculated by the U.S. Department of Education based on information submitted on the Free Application for Federal Student Aid (FAFSA), which must be submitted annually.

DIRECT LOAN PROGRAM
Under the Direct Loan program, the student borrows from the U.S. Government. A student applies by completing a FAFSA annually and in their first year, a MPN (Master Promissory Note) and Entrance Interview. Funds received through the Direct Loan Program must be repaid starting six months after leaving school. Students can borrow an aggregate maximum of $138,500 including amounts outstanding from loans borrowed at other schools. University policy limits the maximum Direct Loan per academic year to $18,500. An academic year for Financial Aid is defined as two trimesters. Loans for less than a full academic year are prorated accordingly.

UNSUBSIDIZED – Interest on an unsubsidized loan is not paid by the Federal Government and therefore, interest will accumulate on the loan while the student is in school. Unless the student makes payment on the interest while in school, the interest will be capitalized or added to the principal when the loan goes into repayment. The interest on this loan is fixed for the life of the loan at the time of its origination. University policy limits the maximum Unsubsidized loan per academic year to $18,500. The Unsubsidized Loan is not “Need-Based.” Students in their final academic year, with remaining aggregate borrowing eligibility, may borrow up to a maximum of $20,500.

GRADPLUS LOAN – Students may borrow up to the Cost of Attendance (see above) less the amount of other student loans, scholarships and other federal student aid. The interest on this loan is fixed for the life of the loan at the time of its origination. The borrower must have a good credit history to qualify.
DISBURSEMENT OF FEDERAL STUDENT LOAN PROCEEDS
When the following conditions are true fifteen days prior to the beginning of the term, Federal Student Loan proceeds are disbursed on Tuesday of week three of the trimester:
• You have completed the year appropriate FAFSA. The Financial Aid Office will notify you when a FAFSA is needed.
• You have completed a Master Promissory Note (The MPN needs to be completed one time and is valid for ten years).
• You have completed Entrance Counseling. Entrance Counseling maybe done separately or at the same time for Stafford Loans and GradPlus loans.
• You have returned a signed award letter when requested.

A check for the difference between the amount borrowed and the amount of your University charges will be available on Tuesday of week three of the trimester in the Bursar’s Office unless otherwise notified.” Checks that are not picked up within 21 calendar days of the disbursement date or the date of notification are returned to the lender.

When the above conditions are not true, the Bursar’s office will notify you of your refund check availability.

CANCELLING YOUR LOAN DISBURSEMENT
Within 30 calendar days of the disbursement date or notification date that your refund check is available for pickup, you can request that all or part of your disbursement be cancelled and the loan proceeds returned to the lender. After 30 days, you can return the funds directly. If you return the funds between 30 and 120 days after the disbursement date, the interest and fees are cancelled. Call (800-557-7394) the Direct Loan Common Origination and Disbursement Center for instructions.

TREATMENT OF FEDERAL STUDENT LOANS
WHEN A STUDENT WITHDRAWS
If a student drops below half time status and is a Federal Loan recipient, tuition refund processing follows Federal regulations. Refund calculations are made on a prorated basis according to the number of days remaining in the trimester until 75% of the course has been completed. The ‘withdrawal date’ is used to calculate the amount of the refund and is defined as the last date the student attended a class, lab, exam or clinic shift. These refunds are returned to the Federal Direct Loan Program within 45 days of the withdrawal date. Students may notify the Administration Office of their intentions during normal business hours via phone, email, letter or in person. Before the refund will be processed, the student must complete a ‘Drop Form’ in case of a course load reduction or ‘Withdrawal Form’ when cancelling an enrollment before classes have started or fully withdrawing from the program after classes have started. Drop and Withdrawal Forms are available in the Administration Office and can be requested by email at info@yosan.edu.

SATISFACTORY ACADEMIC PROGRESS DEFINITIONS:
Full Time is defined as borrowing $8000 or greater through the Federal Student Loan programs and averaging at least 13 earned units per trimester. The maximum time frame for completing the program as a full time financial aid student is 15 trimesters.

Half Time is defined as borrowing less than $8000 through the Federal Student Loan programs and averaging at least 6.5 earned units per trimester. The maximum time frame for completing the program as a half time financial aid student is 24 trimesters.

Repeats: Courses repeated more than once may not count toward fulltime or half time status.

Units Attempted: Units from enrolled courses are added to total attempted units when the letter grade is A, A-, B+, B, B-, C+, C, C-, W, WF and I. Units from courses with a grade of WX are not added to units attempted.

Transfer Units: Transfer units from another school are added to total units earned and attempted.

WORK-STUDY
“Work-Study” is part-time work for the University that allows students to contribute to the operation of the University and earn a modest income to help defray the expenses of study. Work-Study positions may be available in the Library and Administration Office. Please inquire in the Administration Office about Work-Study positions, or look for posted notices.

VETERANS’ BENEFITS
YSU participates in the Veterans Administration’s Chapters 33 and 38 Educational Benefits Program. Contact the Financial Aid Coordinator for more information or call the Veterans Administration for details.

INSTALLMENT PAYMENT PLAN
YSU offers students short-term loans in the form of an Installment Payment Plan. Under this plan, students pay tuition expenses in three (3) equal monthly installments, with the first payment being made at the time of registration. There is no interest or service charge to participate in the Installment Payment Plan except for a late fee in the event payments are not made on time. All students registered in the Master’s program with a minimum financial obligation of $1500 are eligible for the installment payment plan. Students may make arrangements at the time of registration. Due dates are printed clearly on all registration forms.
**Student Services and Facilities**

**LEARNING RESOURCE CENTER (LIBRARY) HOURS**
The Learning Resource Center is generally open Monday through Thursday from 8:00 am to 8:00 pm, Friday from 10:00 am to 4:00 pm, and Saturday from 10:00 am to 2:00 pm, excluding University holidays and breaks. During trimester breaks, the Learning Resource Center is open Monday through Thursday from 10:00 am to 2:00 pm.

**THE UNIVERSITY BOOKSTORE**
The Yo San University Bookstore is the source for most recommended textbooks for your classes. The bookstore also features heritage materials from the Yo San family collection, a wide variety of TCM supplies (needles, moxa, dots, etc.), and specialty products from the Tao of Wellness in Santa Monica. Students will also find Yo San apparel, a variety of interesting gifts and greeting cards, and snacks. The bookstore is open Monday through Thursday from 8:30 am to 6:00 pm, and Friday from 8:30 am to 5:00 pm, excluding University holidays and breaks. Browsers are always welcome. The bookstore staff can be reached at (310) 577-3000 ext.119.

**STUDENT LOUNGE**
The Student Lounge is located on the second floor of the building. The lounge, which is open Monday through Friday from 8:00 am to 9:00 pm, is available for students to rest, relax, study, and eat. Individual student mailboxes, assigned at the beginning of each term, are located in the hallway near the Student Lounge. Small lockers, assigned by request, are located just inside the Lounge. Students are asked to provide their own padlocks, and each locker is shared by two students. Refrigerators, microwaves, teapots, and various kitchen utensils are all available for students. We ask students to make every effort to keep the sinks and eating areas clean, and to use the lounge furniture with care. The Student Lounge is open to all registered students and YSU alumni. Access to the Lounge by other individuals must be officially requested and approved of at the Administration Office.

**BULLETIN BOARDS**
The Student Bulletin Boards are located in the Student Lounge. They are available for posting items, including study information, available housing, and employment opportunities. Items posted on the Student Bulletin Board require approval from the Office Manager before posting. The Administration Bulletin Board, located just outside the Student Lounge, contains official notices about changes in policies and procedures, schedules, legislative updates, tutoring information, examination schedules, responses to suggestions, and special news; please check it weekly. The Administration Bulletin Boards may not be used for items of general interest or other non-University related material.

**STUDENT ASSOCIATION**
The Yo San University Student Association (YSUSA) provides a platform for students to formulate and initiate projects internal and external to the University. Officers of the YSUSA, elected annually, communicate with the Administration as the voice of the student body. The Student Association also elects one student representative to the Board of Trustees as a non-voting Board member with limited privileges. Days and times for Student Association meetings are posted on the Student Association Bulletin Board in the Student Lounge. Questions and comments for the YSUSA representatives can be left in the YSUSA mailbox in the Student Lounge. The Student Association has set a fee of $10 per student per trimester, applicable to all members of the student body.

**BRIDGE COMMITTEE**
Input from students is essential to Yo San's growth and development. To foster communication between the student body and Administration, we have created The Yo San Bridge Committee. The group is composed of three student representatives and three representatives of the Administration. The Student Services Coordinator is the primary administrative representative to the Bridge Committee. Student representation varies (determined by the student body president), but typically includes elected members of the Yo San Student Association. Student representatives request meetings as necessary, and present an agenda that represents the voices of the student body.

**ADMINISTRATIVE MEETINGS**
The Student Services Coordinator may also request, on a semi-annual basis, a one-on-one meeting with each member of the Yo San student body. These meetings are requested to discuss issues such as registration, immigration status (if applicable), financial concerns, and special situations that affect a student's career at Yo San.

**CAMPUS ACCESS**
Yo San University is open to students from 7:30 am to 9:30 pm, Monday through Friday, and from 7:30 am to 5:30 pm Saturdays and Sundays. Key card or use of video I.D. system is required to gain access to the building. Students are asked not to occupy the university premises outside of these published hours unless they are accompanied by instructors or staff members.

**CAMPUS SECURITY**
Yo San University has direct access to the Culver City Police & Fire Departments. We do recommend that students be careful and mindful of their surroundings and personal property. While on campus, students are advised to keep their belongings in their possession or in a secure place. Unattended items will be brought to the Lost & Found in the Administration Office. Personal safety is a priority and students should report any emergencies to the police immediately (Phone 911). Students should also immediately report any concerns or emergencies to the Administration Office. If deemed necessary, the police will be notified from this office. A public log of all crimes reported to the University is maintained in the Administration Office, and is accessible to all Yo San students. Any crime that represents a threat to the safety of students or employees at YSU will be reported to students and employees in a timely manner. An annual campus security report, including campus crime statistics, safety and security measures, crime-prevention programs, and important crime-related procedures, is available and published through the Administration Office.

**CAMPUS EMERGENCY RESPONSE AND EVACUATION PROCEDURES**
Building evacuation maps, Emergency Action Plan Handbook and emergency phones are posted in every classroom and in the clinic. Exit signs are posted throughout the building. Clearly marked exit doors are located on the South side, East side, and Northwest corner (stairwell) of the building. Alarm pulls are located in the central lobby areas. If an alarm is triggered, or a practice drill is announced, everyone will be asked to immediately evacuate the building and follow the instructions of our evacuation team. In the event of a fire or earthquake, please do not use the elevator for any reason. Emergency earthquake supplies (flashlights, radios, batteries, water, first-aid kits, snack food) are located in the Yo San Clinic, Yo San Bookstore and Yo San Administration Office.

**STUDENT RESOURCES**
The following student information resources and policy guidelines are filed in binders in the Administrative Office. These binders are available for viewing and photocopying on a walk-in basis during the hours of 9:00 am to 5:30 pm, Monday through Friday: YSU Drug-Free Policy • F.E.R.P.A. (Family Educational Rights and Privacy Act) Guidelines • Alumni Opportunities • Campus Safety and Security (including Crime Statistics & Clery Act) • YSU Harassment Policy • H1N1 Response Protocol • A.D.A. (Americans with Disabilities Act) Information • YSU Campus Lockdown Protocol • Fire & Earthquake Handbook with Protocol • Miscellaneous Student Services
Academic Policies

All currently enrolled students must abide by the following academic policies:

ATTENDANCE
Attendance is a critical component in medical education. Attendance is taken in every class, and absence from more than four meetings of a fifteen week course will result in a failing grade. In an eight week course more than two absences will result in a failing grade. Instructors may count excessive tardiness as an absence. As a guideline, arriving more than 15 minutes late for a class will result in an absence count. Instructors may also require higher attendance standards than those published here, as long as such increased standards are specified on course syllabi distributed at the first course meeting.

AUDITING CLASSES
YSU students and alumni may audit courses they have taken before and completed with passing grades. There is a fee for every course audited (see current Tuition/Fee Schedule). Auditing students are expected to complete all course assignments and meet all attendance requirements.

CLASSROOM ETIQUETTE
Talking inappropriately while class is in session or any other activity that disrupts class is cause for dismissal from the class meeting at the discretion of the instructor. Consuming food in classrooms is disruptive and unprofessional. Students who are repeatedly disruptive will be referred to the academic administration for further disciplinary action. Cell phone use in the classrooms is also considered disruptive and unprofessional and is not permitted. Cell phone use is restricted to the lobby areas, away from the classrooms and library. Usage is also permitted in the student lounge. All students are asked to be considerate of their fellow students.

Guests may not sit in on classes without prior written authorization from the Dean of Administration and the instructor. Children may not accompany students to classes, to the Clinic, or to Clinical Internships. General permission for children in class can not be granted.

Smoking, alcohol consumption, use of illegal drugs, or being under the influence of alcohol and/or illegal drugs is not permitted at any time inside University buildings or on University-sponsored field trips.

POLICY ON ANIMALS IN THE CLASSROOMS AND BUILDING
Guide dogs and therapy dogs are allowed access to the classrooms, hallways and Clinic, though written permission may be required from the Disabilities Resource Coordinator. Aside from these exceptions, animals may not be brought into the building. Currently the YSU Student Services Coordinator serves as the Disabilities Resource Coordinator.

PHOTOGRAPHY & VIDEO RECORDING IN CLASSROOMS & CLINIC
Yo San University reserves the right to all educational activities, didactic and clinical, on campus that are part of the MATCM or DAOM programs. Photography & video recording of activities in the classroom and clinic are generally not allowed.

In special circumstances where photography or video recording is educationally justified and strongly recommended by the course instructor, students/faculty may photograph or video record the required / appropriate segments of a class. All such photography and video recordings must be approved in advance by the MATCM Academic Dean or DAOM Program Director, and consent must be obtained from all persons photographed or video recorded. All material photographed or video recorded are strictly for personal educational use only; under no circumstances should this material be shared via social media such as personal blogs, YouTube, Facebook, Instagram or the likes.

ACADEMIC ADVISING
Academic advising is an important part of the program at YSU. Prior to beginning the program, students participate in an initial academic counseling session. Every year thereafter, to ensure everyone is making satisfactory progress, students are required to schedule one academic counseling session with the academic administration. Scheduling these appointments is the responsibility of each student.

Additional counseling is available to all students and can be scheduled with the academic administration at any time. After mid-term examinations, the progress of all students will be briefly reviewed by the academic administration. Students who do not pass their exams may be required to participate in no-cost tutorials to support their efforts to return to satisfactory academic status. All students required to participate in the tutoring program must do so through the remainder of the trimester, unless otherwise instructed by the academic administration.

TUTORIALS
No-cost tutors are available to all currently enrolled Master’s degree students, at every class level, who wish to strengthen their academic understanding and performance. Names of student tutors are posted on the official Administration Bulletin Board. Qualified students who are interested in becoming tutors are encouraged to contact the Dean of Academic Affairs. “Special” students are not eligible for this free service.

TRANSFER CREDIT
Transfer credit may be granted for coursework and clinical training completed successfully at another approved/accredited institution, provided these courses are equivalent in content and credit hours to the corresponding courses in the MATCM program at Yo San University.

Transfer credit is subject to regulations by the Bureau of Private Postsecondary Education, which state that, no more than 20% of graduate semester units or the equivalent in other units awarded by another institution may be transferred for credit towards a Master degree.

Additionally, Master degree transfer credit is also subject to the following California Acupuncture Board (CAB) regulations:
(1) 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 CAB.
(2) Up to 100% transfer credit may be awarded for courses in basic sciences and Western clinical sciences completed successfully at an institution 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.
(3) Credit for clinical coursework and instruction in traditional Chinese medicine, Acupuncture, and Herbology completed successfully at an accredited school which is not approved by the CAB may be awarded, provided that at least 50% of the course hours in these subject areas are completed successfully at Yo San University.
(4) Where the coursework and clinical instruction were completed at an accredited acupuncture school not approved by the CAB, evaluation of such course work shall include an examination administered by the school in the subject area(s) in which transfer credit may be awarded.
Transfer credit may be granted from foreign institutions that have approval or accreditation comparable to regional accreditation in the U.S., and provided the courses are documented by official transcripts. Transcripts from foreign institutions must be translated into English and evaluated by a recognized credentials evaluation service. For a list of companies that provide this service, please contact the Academic Administration.

Courses completed more than 10 years prior to the date of admission may not be transferable unless the student demonstrates proficiency in the subject matter, or shows proof that he/she has been in a profession directly relevant to these courses.

A student must have earned a passing grade of “C” or better for any course to be considered for transfer credit.

Regardless of the provisions cited above, transfer students are required to complete at least one academic year of the MATCM program or 48 units in residence, and all of their clinical Internship training (with the exception of Clinical Observation) at YSU to graduate with the MATCM degree from Yo San University.

All decisions regarding credit transfers are made by the Dean of Academic Affairs.

All transfer credit requests must be submitted, complete with all official documents and appropriate fees, during the first semester of attendance. Course work taken at another institution after admission to Yo San University is not transferable unless approved in writing and in advance by the Dean of Academic Affairs.

CHALLENGE EXAMINATIONS
Students who have completed coursework that are not eligible for transfer may request to take a Challenge Examination for the equivalent course at Yo San University for which transfer credit is being sought. Students must provide documented verification of prior academic coursework, and/or clinical training in the same subject matter, and obtain written approval from the Dean of Academic Affairs to take a challenge examination.

There is a fee charged for each Challenge Examination and a passing score of 70% is required for credit. The Challenge Exam fee is based on 50% of the tuition for that course. If a student fails the challenge exam, he/she will be required to enroll in the challenged course. A $100 administrative fee will be retained and the remainder of the Challenge Exam fee paid will be applied towards tuition for the course challenged. The Dean of Academic Affairs may recommend the waiver of Challenge Exam fees for newly matriculated students if the Challenge Exam is requested and completed prior to enrolling in the MATCM program.

If a student passes the challenge exam, a “Pass” grade will be enter on the student’s educational transcript; there will not be a alphanumeric grade for Challenge Exams.

QI CULTIVATION CURRICULUM POLICIES
The Qi Cultivation curriculum is an unique component of the MATCM program and a keystone in the university’s mission of educating students to become exceptional practitioners of Traditional Chinese Medicine and the Taoist Healing Arts.

Qi Cultivation courses are structured into two tiers: a foundational level and an advanced practice level. A total of 12 units of Qi Cultivation credits are required in the MATCM curriculum. Students will meet the Foundational Qi Cultivation course requirement by first completing three of the current series of five foundational Qi courses. Generally, students will enroll in not more than two Qi Cultivation courses per trimester, in order to maximize learning and practical application of the content of each course prior to proceeding to further studies.

Students will generally be allowed to take an advanced practice (Level 2 and above) course as long as the appropriate foundational (Level 1) pre-requisite(s) have been successfully completed. Eight (8) Qi Cultivation units, including the required three (3) foundational courses, must be completed prior to the student’s commencing Practice Internship in the clinic. Students may petition for up to 3 units of transfer credit for Qi Cultivation courses taken at an approved/accredited institution outside Yo San University, and affirmed by an official transcript and, as needed, by other documentation(s). These transfer credits will count towards fulfilling the 12 Qi Cultivation units required in the MATCM curriculum, but will not count towards fulfilling the Foundational Qi Cultivation course requirement.

Up to 3 unit credits of elective Qi Cultivation courses offered at Yo San University may be counted towards fulfilling the 12 Qi Cultivation units required for graduation. (Elective Qi Cultivation courses at YSU are defined as Qi Cultivation courses that are not part of the Yo San / Ni-family heritage.) Students who have Qi cultivation transfer units may not be eligible for including elective Qi Cultivation course credits towards fulfilling the 12-unit Qi Cultivation requirement. The combined transfer and elective Qi cultivation units may not exceed 3 units.

Some new students arrive at Yo San already possessing a rich history of dedicated Qi cultivation. Typically they have a history of study and daily practice with the same Taichi or Qigong Master for at least five years. Some already teach Taichi, qigong for many years. These new students may be eligible for “appropriate placement” into an advanced track of our Qi cultivation program. Students who feel they may qualify are required to assemble a full portfolio documenting their studies and their teaching history. Formal studies with supporting academic transcripts are especially valuable. At least three letters of recommendation pertaining to these studies and teaching experience are also required. The portfolio will be assessed by our Dean of Academic Affairs and the chair of the Qi Cultivation department in the MATCM program to determine eligibility for appropriate placement into advanced courses. Placement is not guaranteed.

STUDENT EVALUATIONS
Student evaluations of courses and faculty are one of the most important tools available to the University to maintain quality teaching and improve curriculum. This enables students to constructively express feedback on faculty member performance and presentations. They also provide the Administration with a view of classroom instruction through the students’ eyes. All student input is strictly confidential.

GRADES
Grades are assigned by the faculty for the purpose of accessing students’ work. Grading standards are:

A = 4.0 95–100% Excellent
A- = 3.7 90–94%
B+ = 3.3 87–89%
B = 3.0 83–86% Good
B- = 2.7 80–82%
C+ = 2.3 77–79%
C = 2.0 70–76% Average
F = Failure
P = Pass (with a grade of C or better)
I = Incomplete
W = Withdrawn* (an administrative entry, not available to instructors)
WF = Withdrawal, Failing (see Adding & Dropping Classes)
WX = Withdrawal during week one
CPL = Cancelled Registration (see Adding & Dropping Classes)
A grade of "F" or "WF" must be remedied by repeating the course. All grades are final with the exception of errors in the calculation of grades by instructors or Administration, and will remain as reported on a student's transcript. A student requesting a change of grade must notify the Administration in writing within 30 days of the end of the trimester.

GRADE POINT AVERAGE (GPA)
A student's grade point average is determined by dividing the number of quality points earned by the number of units of enrollment (Pass/Fail courses with Pass grades are not included in the calculation). For example, if a student enrolled in four, 4-unit courses received grades of A-, B+, C+, and P, the GPA would be calculated as follows: Grade Points x Units = Quality Points

\[
\begin{align*}
A- &= 3.7 \times 4 = 14.8 \\
B+ &= 2.7 \times 4 = 10.8 \\
C+ &= 2.3 \times 4 = 9.2 \\
P &= - \times 4 = - \\
16 \text{ units} &= 34.8 \text{ quality points} \\
34.8/12 &= 2.9 (B-)
\end{align*}
\]

This student's transcript shows 16 units completed with a GPA of 2.9. Grades are recorded in official student transcripts. Grade reports are sent by mail to all students approximately two weeks after the final examinations each trimester. Students must keep their current address on file in Administration.

INCOMPLETE GRADES AND MAKE-UP EXAMS
An Incomplete "I" grade for a course may be requested in writing by a student who, because of unforeseen emergencies (such as severe illness, or a death in the immediate family), cannot attend the final exam or cannot complete the full required course. A student with an "I" grade must fully resolve the incomplete by completing all the required coursework/make-up exam(s) by the last day of the following trimester, beyond which the "I" grade will convert the Fail "F" grade.

Make-up of a missed examination is subject to approval by the faculty member involved. Make-up exam fees are applicable (See current fee schedule). Faculty members are under no obligation to excuse a student from an exam and may assign a failing or lower grade to a missed exam. Excessive use of the make-up exam policy may require meeting with the Dean of Academic Affairs.

Requests for make-up exams must be submitted in writing to the Dean of Academic Affairs for approval no later than one week after the missed exam, accompanied by the prescribed make-up exam fee. Supporting documentation (such as a physician/doctor's note) may be requested and should be provided where applicable. If approved, the make-up exam must be scheduled and completed within four weeks of the missed exam, unless the student has approval in writing by the Dean to take the make-up exam at a later time. It is the decision of each instructor whether make-up quizzes and class assignments will be allowed. The make-up of quizzes and class assignments, if permitted, is administrated wholly by the respective course instructor.

When a student fails a degree-applicable course, the student will be required to re-take the failed course at a subsequent trimester.

COMPREHENSIVE EXAMINATIONS
Comprehensive examinations are important milestones in a student's academic progress. These exams help students keep their studies focused, and help the administration and faculty assist students in reaching their academic goals.

FIRST COMPREHENSIVE EXAMINATION
This exam is designed to help students gauge their comprehension of the foundation material covered in their first two years of study. By measuring progress at this point, students can identify strengths and weaknesses before moving further forward in their academic career. It also helps students prepare for future comprehensive examinations by providing an opportunity to use this exam as a practice test.

Students may take the First Comprehensive Exam once they have satisfactorily completed all of the following courses: Principles and Theories of TCM I, II & III; Herbal Pharmacopoeia I, II & III; Anatomy and Physiology I, II & III; and Acupuncture Anatomy and Energetics I, II & III. The First Comprehensive Exam is given once every trimester.

Specific dates are posted on the Academic Calendar. A passing grade on this exam is not a requirement, though students are required to take the First Comprehensive Exam before taking the Pre-Clinical Exam.

PRE-CLINICAL EXAMINATION
The Pre-Clinical Examination is usually taken towards the end of the 3rd year of study at the University. It serves a dual role as a check-point on a student's academic progress in the program, as well as a gate-keeping role to ensure a student has acquired the necessary academic knowledge and skills for clinical internship.

The exam consists of a written section and a practical point location section. The written portion of the examination comprises the material covered in the first eight trimesters (2.5 yrs) of the program and includes subjects such as TCM theories and diagnosis, acupuncture point location and needling techniques, TCM herbal pharmacopoeia and formulas, basic biomedical sciences, physical examination of patients and clean needle techniques. Passing the Pre-Clinical Examination is a prerequisite for clinical internship. A pass is required in both the written and practical portions. The exam is offered once every trimester, with a separate 'supplementary' exam available only to those failing their prior Pre-Clinical Examination—also offered once every trimester.

Each student will be allowed a total of four (4) attempts at the Pre-Clinical examination. Students failing the exam a second time will be required to receive mandatory academic tutoring and other remedial courses as deemed necessary by the Dean of Academic Affairs. They will be allowed a third attempt only if they satisfactorily complete all prescribed remedial activities. Students failing the exam the fourth time may be subject to academic dismissal from the University.

A study guide to the Pre-Clinical Examination is available from the academic administration. To further prepare students for this examination, the University offers a free 10-week Pre-Clinical Exam Review Course every trimester. Attendance is strongly encouraged.

GRADUATION EXAMINATION
Passing the Graduation Exam is a requirement for graduation. The exam is given three times each year in the second week of each trimester. Passing the graduation exam is also a requirement to sit for the California Acupuncture Licensing Exam and the NCCAOM Certifications Examinations.

Students are eligible to sit for the Graduation Exam when they have completed 300 approved hours (Level I) of Clinical Internship. Exam study guides are available from the academic administration. Students are allowed four attempts to pass the Graduation Exam. Students who do not pass the exam on their first or second attempt will not be allowed a third attempt until they have satisfactorily completed a tutorial/remedial program approved by the Administration. Students failing the exam a fourth time may be subject to dismissal from the University.

Registration deadlines are posted in the YSU Academic Calendar. The Graduation Exam form and fee must be submitted to the
Registrar when registering for the exam. To reschedule or cancel an examination and receive a full refund, a student must give the Dean of Administration a written request five business days prior to the date of the examination. Otherwise, the fee is forfeited.

PROFESSIONAL DEVELOPMENT
Every student must complete fifteen hours of Professional Development as part of the required curriculum. This is accomplished by participating in Community Service outreach events such as health fairs, college fairs and public lectures. Specific event participation must be approved by the Academic administration.

ACADEMIC PROBATION
A student will be placed on Academic Probation if:
• His/Her cumulative grade-point average falls below 2.0.
• His/Her GPA earned in a trimester is below 2.0.
• He/She does not successfully complete at least a minimum of eight (8) units per trimester.

Upon notification of probation, a student must meet with the Dean of Academic Affairs to discuss his/her academic status. Tutoring may be recommended at this time. While on probation, a student may not enroll in more than 12 units. Probation terminates at the end of the trimester when both trimester and cumulative GPA rise to 2.0 and a minimum of 8 units have been successfully completed.

ACADEMIC DISMISSAL
Students are subject to Academic Dismissal from the University under any of the following conditions:
• Remaining on Academic Probation for more than two consecutive trimesters.
• Failing the Pre-Clinical Examination four times.
• Failing the Graduation Examination four times.
• Any other circumstance in which the University determines that the student cannot satisfactorily complete the requirements for graduation.

Subsequent to Academic Dismissal, student transcripts carry the notation "Academic Dismissal."

READMISSION AFTER ACADEMIC DISMISSAL
To be considered for readmission following Academic Dismissal, a student must meet with the Dean of Academic Affairs to present their case for reinstatement. A student must wait two full trimesters before applying for reinstatement. The Dean of Academic Affairs will require that the student:
• Explain and submit in writing the steps that have been taken to resolve all circumstances contributing to the student’s dismissal.
• Provide transcripts of any coursework taken elsewhere to improve academic standing.
• Show that all remedial procedures outlined at the mandatory counseling session have been completed.

After the first meeting, a committee consisting of the Dean of Academic Affairs, Director of Admissions, and one other administration member will then establish additional steps (if any) required for readmission. The Committee will notify the student, in writing, of their decision. If the Committee has approved the request for readmission, the student must submit the appropriate Application and Initial Registration Fees for the first trimester of re-enrollment.

GRADUATION REQUIREMENTS
In order to be eligible for graduation, a student must:
• Successfully complete all required courses with a minimum grade of a “C” in each course.
• Complete all clinical training to the satisfaction of the Dean of Clinical Education.
• Fulfill the Professional Development requirements.
• Pass the Graduation Examination.
• Clear all accounts with the University, including administration, clinic and library, and return all borrowed library books.

Students preparing to graduate must submit an “Application for Graduation” to the Registrar when they register for their final trimester. This gives the Administration time to verify that all requirements will be met before the end of the trimester.

GRADUATION CEREMONY
A Graduation Ceremony is held once a year. In order to participate in the ceremony, students must be scheduled to complete all course requirements and clinic requirements by the end of the Spring trimester of their graduation year.

Passing the Graduation Exam is not a requirement to participate in the graduation ceremony. However, students will not officially graduate nor will they be eligible to receive their diploma until they have passed the Graduation Exam.

There is a one-time graduation fee which covers costs associated with the ceremony such as cap and gown, diploma, completion transcripts, etc. All graduating students must pay the graduation fee whether or not they choose to participate in the ceremony.

AWARDS AND SCHOLARSHIPS

DEAN’S LIST & DEAN’S PRIZE
Every student achieving a term GPA of 3.8 or higher in a given trimester on a course load of no less than 12 units will be placed on the Dean’s List for that trimester in recognition of their academic achievement. Members of the Dean’s List will be notified by mail.

The Dean’s Award is a $150 cash award granted to the individual who earned the highest score (above 80%, first time test takers only) on the Graduation Exam in a given trimester. The award is presented three times a year.

BOARD OF TRUSTEE’S MERITORIOUS PRIZE (CLASS VALEDICTORIAN)
The Board of Trustees Meritorious Award is a $300 cash prize, together with a Certificate of Merit, presented annually to the graduating student with the highest final cumulative grade point average (above 3.75). This award is presented at the annual commencement ceremony.

Additional awards, including the Distinguished Community Service Award, may also be presented at the Graduation Ceremony. Various scholarships and awards are available to matriculating students. These scholarships and awards vary from trimester to trimester. For more information, please contact our Financial Aid office.

Yo San University reserves the right to adjust the criteria for all scholarships and awards and to discontinue them at any time.

TIME LIMIT FOR DEGREE COMPLETION
The California Acupuncture Board requires that this Master’s Degree program be completed (including passing of the Graduation Exam) within eight calendar years (96 months) from the first date of enrollment. The University may require changes in the student curriculum when:
• Regulatory and/or licensing requirements significantly change.
• Courses have been modified or replaced with different or additional classes. In unusual cases, courses will have to be repeated.
• In its sole discretion, such changes are necessary to support the mission and objectives of the University.

No student may complete the program in less than 36 months unless appropriate transfer credits have been awarded. (see Transfer Credit Policies.)
Administrative Policies

The Yo San University Catalog incorporates the Student Handbook, the Academic Catalog, and official policies and regulations. Catalogs, Clinic Handbooks, and Regulation and Policy Manuals are all subject to change throughout your stay at YSU, subject to the University’s discretion. Changes will be publicized. Students are responsible for reviewing and abiding by these changes.

REGISTRATION
A student is considered fully registered for courses only when all registration forms have been completed and tuition has been paid. Credit will not be given for attendance in classes unless the student is fully and properly registered. Students are expected to update their contact information whenever a change is made.

Payment options and schedules are presented fully on every registration form. Any student who is not current with his/her financial obligations by week 10 of any given trimester may be administratively withdrawn.

New students are required to meet with the Assistant Academic Dean for academic advisement prior to their initial registration. New students may register from the beginning of the regular registration period until the first week of the trimester. They are required to pay the new student registration fee at the time of registration.

Continuing students may register online, in person, by email scan, or by mail (no faxes accepted) from approximately the 13th week of the prior trimester until the end of the scheduled registration period. These dates are subject to change. Please check the current academic calendar for exact dates. A late registration fee will apply for returning students registering after the final date for registration.

All fees must be paid on time. Continuing students may not enroll unless their fees from the previous trimester, including library and clinic fees, are paid in full; final grades and/or transcript will not be issued until all fees have been paid.

Tuition and fee balances that have not been paid are subject to the continuing aggregation of penalties according to the timeframe printed on the Registration Form students submit every trimester of their enrollment.

STUDENT CLASSIFICATION
- FULL-TIME STUDENT: Enrolled in 12 or more units (including clinic units).
- HALF-TIME STUDENT: Enrolled in 8 to 11 units.
- LESS THAN HALF-TIME STUDENT: Enrolled in less than 8 units. Probationary status only; financial aid not applicable. Written permission from the Administration is required.
- SPECIAL STUDENT: Non-degree student taking classes at YSU. This category of student status is designed to offer prospective MATCM students the opportunity to enroll in and experience select introductory courses in the program prior to committing to full matriculation in the MATCM program.

Students must complete the Master of Acupuncture and Traditional Chinese Medicine program at YSU in a maximum of 8 years.

ADDING AND DROPPING CLASSES
If you want to add or drop a class, please make an appointment with the Assistant Academic Dean. Students must notify the Administration office of their decision to add or drop a course by completing the necessary forms and submitting them before the established deadline. There is a fee for each add and drop transaction occurring beyond the second week of the trimester. If a student drops below half-time, tuition refunds for students receiving financial aid will be forwarded to the lender and their enrollment status reported as less than half-time. The Student Loan repayment requirement will begin if a student remains at less than half-time for 180 days. Direct student refunds will not be processed until the completion of the add/drop period.

DEADLINES TO ADD AND DROP CLASSES:

ADDING A CLASS: By the 3rd class of a 15-week class or by the 2nd class of an 8-week class. Check with Administration for adding classes scheduled with fewer than eight weeks. Students who enroll late are still subject to a maximum of four (4) absences, (unless otherwise stated in the course syllabus), with classes missed prior to scheduling counting towards this maximum.

DROPPING A CLASS WITH A “WX” (Withdraw-Cancelled Registration): Before the third meeting of the class in either an 8-week or 15-week course. There is no fee for dropping a class during this period, and full tuition refunds for the “WX” course will be issued in the 4th week of class. Courses shorter than eight weeks must be dropped prior to the first meeting to be eligible for any tuition refund.

DROPPING A CLASS WITH A “W” (Withdraw): By the 6th class of a 15-week class or by the 3rd class of an 8-week class, once the WX period has expired. A grade of “W” is a simple withdrawal, with no academic penalty other than the loss of these units, provided the student is still enrolled in a minimum of eight units. A “W” has no effect on the GPA. Prorated tuition refunds, where applicable, are issued at the end of the 6th week of class and once again at the end of the trimester. Please check with the Administration about withdrawing from courses scheduled for fewer than eight weeks.

DROPPING A CLASS WITH A “WF” (Withdraw Failing): After the 6th class of a 15-week course or after the 3rd class of an 8-week course. If a student elects to drop a course after the “WF” window closes, a grade of “WF” will be assigned. “WF” is calculated into the GPA with the same point value as an “F.” Students withdrawing at this time may be entitled to a prorated tuition refund, depending upon the week of the withdrawal. This is explained in detail on every Registration Form. Please check with Administration about withdrawing from courses scheduled for fewer than eight weeks.

TUITION AND FEE INCREASES
Yo San University has a history of wise stewardship of all resources. To that end the University strives to maintain tuition and fees at a level that provides quality education and learning resources for qualified and motivated students who aspire for training and careers in Traditional Chinese Medicine. However, in order to meet its financial obligations, the University reserves the right to raise tuition and fees as necessary. It is the policy and practice of the YSU Board of Trustees to minimize tuition and fee increases. In order to assist students in planning financial arrangements, tuition and fee increases are announced approximately six months before they are implemented.
TUITION REFUND POLICY
Refunds are made in compliance with Accreditation, State and Federal requirements. The refund policy is also included on the Registration Form.

All students are entitled to a full tuition refund if the registration agreement is canceled within the first 2 weeks of the term. Registration fees are non-refundable. Students may receive a prorated refund for the unused portion of the tuition, excluding fees, after the 2nd week of the term. Student may notify the Administration Office of their intentions during normal business hours via phone, email, letter or in person. Before the refund will be processed, the student must complete a ‘Drop Form’ in cases of a course load reduction, or a ‘Withdrawal Form’, when cancelling an enrollment or fully withdrawing from the program. Drop and Withdrawal forms are available in the Administration Office and can be requested by email at registrar@yosan.edu.

The ‘withdrawal date’ is used to calculate the amount of the refund and is determined when a completed ‘Drop Form’ or ‘Withdrawal Form’ is submitted to the Administration Office. The ‘withdrawal date’ is established by the date of postmark on the envelope, by date stamp on email, or by the date forms were submitted to Administration office in person.

Tuition refund calculations are made daily, on a prorated basis and calculated according to number of weeks remaining in the trimester until 75% of the course has been completed. For the purpose of calculation, each school week begins at 8:30 am Monday morning. After the 75% point of course completion, no additional refunds are offered. This refund policy applies to students who voluntarily withdraw as well as those who are dismissed from the program for any reason.

Tuition refunds resulting from dropped classes are calculated and refund checks are prepared the week following the last day to drop classes for the trimester. For students who have chosen installment payments, the Add/Drop fees are equally divided and added to remaining installment date(s). Each transaction of adding/dropping is charged an Add/Drop fee after the first week of the trimester.

When a drop results in an enrollment status of less than half time or full withdrawal and the student is a Federal Loan recipient, refund processing follows Federal regulations. Tuition refund calculations are made on a prorated basis according to the number of days remaining in the trimester until 75% of the course has been completed. The withdrawal date is the last date the student attended a class, lab, exam or clinic shift. These refunds are returned to the Federal Direct Loan Program within 45 days of the withdrawal date.

Other refund policies may apply for short courses, seminars, and CEU courses. Policies will be stated in the enrollment documents.

STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND (STRF)
In compliance with new regulations by the Bureau of Private Post-Secondary Education (BPPE), a small fee known as the Student Tuition Recovery Fund will be collected from all students using the formula established by the BPPE (in accordance with California Education Code 94923). Currently, this formula is $0.50 for every $1,000 of institutional charges per trimester rounded to the nearest $1,000. The STRF fee is charged at registration and is non-refundable unless you cancel registration in its entirety before the trimester begins.

CONFIDENTIALITY OF RECORDS
The confidentiality of student and patient records is protected by law. Information contained in a student or patient file may not be released to a third party without written permission of the student or patient, subject to the Family Education Rights and Privacy Act of 1974. This written permission must be a part of the file. Student interns and student employees may sometimes have access to confidential information regarding the University, its patients, suppliers, and fellow students. It is the student’s responsibility to not reveal or divulge any such information unless instructed to do so by a member of the Administration. A student may be expelled for a breach of confidentiality and legal action may be taken by the University.

STUDENT RECORDS
All materials in a student file are the sole property of Yo San University and may not be returned. The University will provide students with copies of all documents in their files upon written request other than those outlined in the Family Rights and Privacy Act of 1974. A fee will be charged for these copies. Transcripts and other student records will not be released to students whose Bursar accounts are not current.

YSU will not release a student’s academic record without that student’s signed permission, except: to Yo San University personnel, to persons or organizations providing student financial aid, to accrediting agencies, to comply with a judicial order, or to protect the health or safety of a student or other persons in an emergency. Forms are available in the Administrative Office for students to request copies of their transcripts (for themselves or to be sent to licensing agencies, etc.). There is a small processing fee for transcript preparation and mailing.

Students who believe that their education records contain information that is inaccurate or misleading should submit a written complaint, detailing their concerns, to the Administration.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974
The University complies with the Family Education Rights and Privacy Act of 1974 (Buckley Amendment). This Act provides rights regarding educational records, including:
• Students have the right to inspect and review their educational records.
• The Act outlines the procedure for correcting inaccurate information.
• The Act protects the privacy of the student’s records.
• A student’s records will not be released to a third party without the prior written consent of the student.
• Certain types of records are excluded by law from inspection, such as a parent’s financial information, or a student’s psychiatric or medical records.

The Buckley Amendment does permit the University to release basic directory information for any student unless a student requests in writing that directory information be withheld. Yo San University has designated the following as directory information: student’s name, address, telephone number, sex, date and place of birth, major field of study, dates of attendance, degrees and awards received, most recent educational institutions attended, past and present affirmative University activities, sports, accomplishments, and affirmative academic status.

DISABILITY AND HEALTH
Any student unable to normally attend or participate in any class, clinic, education or examination activity for reasons of health or disability, should promptly notify the designated Disability Resource Coordinator (DRC)—(currently the Student Services Coordinator) and the faculty member in charge of the activity. The faculty member will make such accommodation as he or she deems fair and appropriate in the circumstances, as instructed by the DRC. The DRC may require the student to produce clearly documented medical reports or opinions from health professionals specifically recognized by the State of California for this purpose, as a precondition for the accommodation. If the student is dissatisfied with the faculty member’s accom-
modation, he or she may request a review by the Administration. For additional details, copies of the YSU Disability Policy are always available to students in the Administration Office and Clinic.

HARASSMENT PREVENTION POLICY
The University is committed to providing a learning environment free of any form of harassment. University policy prohibits sexual harassment and harassment or discrimination because of pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin, ancestry, physical or mental disability, medical condition, marital status, sexual orientation, age, gender or any other basis protected by federal, state or local law, ordinance or regulation. All such behavior is unlawful. Our harassment prevention policy applies to all students as well as all persons involved in University operations and prohibits unlawful harassment by any member of the University community, as well as by or of any person doing business with or for the University, including subcontractors, suppliers, patients, and volunteers.

Prohibited unlawful harassment includes, but is not limited to, the following behaviors:
• Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments.
• Visual conduct such as derogatory and/or sexually-oriented gestures, posters, photography, cartoons, drawings, e-mail and faxes.
• Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis.
• Threats and demands to submit to sexual requests as a condition of continued enrollment, or to avoid some other loss, and offers of any benefits in return for sexual favors.
• Retaliation for having reported or threatened to report harassment. If a student believes that he/she has been unlawfully harassed or discriminated against, he/she must provide a written complaint to the Dean of Student Affairs or other University Dean as soon as possible after the incident. The student’s written complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses. The University will strive to protect the student’s privacy. However, confidentiality cannot be guaranteed and the University reserves the right to use information disclosed in the complaint to investigate the situation.

Upon receipt of a complaint, the University will undertake a thorough, objective and good-faith investigation of the harassment allegations. If the University determines that harassment or discrimination has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any member of the community determined by the University to be responsible for harassment, discrimination, or retaliation will be subject to appropriate disciplinary action, up to and including termination or expulsion. Failure to comply with a University investigation will also result in discipline, up to and including termination or expulsion.

Students will not be retaliated against for filing a complaint and/or assisting in a complaint or investigation. Further, the University will not tolerate or permit retaliation by any member of the University community against any complainant or anyone assisting in a harassment or discrimination investigation. The University encourages all members of the community to report any incidents of harassment or discrimination forbidden by this policy immediately so the complaints can be quickly and fairly resolved. Students should be aware that the federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment, discrimination, and retaliation. If a student thinks that he/she has been harassed or has been retaliated against for resisting or complaining, he/she may file a complaint with the appropriate agency. The nearest office is listed in the telephone book and/or available online.

CODE OF CONDUCT GENERAL POLICY
All members of the Yo San community are expected to act in ways that foster the University's primary functions of teaching, public service, and research. Yo San has the right and duty to protect its members from conduct that interferes with its primary educational responsibility to ensure all its members have the opportunity to attain their educational objectives, and to maintain professional standards. All Yo San students, faculty and staff are expected to observe national, state, and local laws and ordinances and to refrain from prohibited conduct as described below.

PROHIBITED CONDUCT
The following actions constitute conduct for which students will be subject to disciplinary sanctions, up to and including suspension or expulsion:
• Intentional or reckless obstruction or disruption of teaching, research, administration, the clinic, disciplinary procedures or other University activities, including the University’s public service functions or other authorized activities at the University.
• Theft or malicious damage to University property or the property of any other person when such property is located on University premises.
• Unauthorized entry into or use of the University's facilities, including buildings, desks, files, equipment, etc.
• Illegal or reckless use, possession or distribution of alcohol or drugs on University premises.
• The possession of weapons/firearms on University premises.
• Academic cheating, including plagiarism in any form.
• Knowingly providing false or misleading material information to the University.
• Disruptive use of cell phones, electronic tablets, computers, and other electronic devices.
• Forgery, alteration, or unauthorized use of University documents, records, or identification.
• Unauthorized possession of keys to University facilities including buildings, desks, files, equipment, etc.
• Failure to comply with clinic and academic regulations.
• Failure to comply with dress, appearance and professional standards of behavior as may be set by the University.
• Unlawful conduct involving moral turpitude.
• The illegal practice of any of the healing arts. Students should note that it is a felony in California to practice acupuncture without a license, and that this prohibition is extended to any acupuncture needling outside of the formal, supervised educational format.
• Physical or verbal abuse, intimidation, or personal harassment.
• Deliberate or careless endangerment of others.
• Deliberate incitement of other students to commit serious rule violations or to commit grievous acts.
• Tampering with the building alarm system or any other safety equipment.
• Failure to comply with the lawful directions of University officials.
• Failure to comply with the University rules, regulations, or policies.
• Failure to comply with cell phone, computer, electronic tablets and other device restrictions.
• Failure to comply with privacy laws established by F.E.R.P.A.
• Loitering in areas restricted from student use.
• Loitering in the university building, including the parking structures, when the building is closed to students; using classrooms, offices, bathrooms, or hallways when the building is closed to students.

DISCIPLINARY PROCEDURES
Notices to a student required under disciplinary proceedings shall be hand-delivered or mailed by certified mail.
Any student, faculty or staff member of Yo San University may present a written allegation to the Student Services Coordinator (SSC) that a student has been engaged in prohibited conduct, as soon as possible after the incident has occurred. The student will be notified of the allegation(s) within a reasonable time thereafter. The University will investigate the facts underlying the allegation. The investigation shall allow the student to present written and/or oral explanation of the facts and circumstances underlying the alleged conduct. All physical evidence, written statements, and notes of oral statements taken in an investigation shall be kept in a case file relevant to the matter.

If the SSC does not believe that conduct constituting a violation of this code has occurred, the charge shall be dismissed. A written finding of this dismissal of charges shall be placed in the case files, with copies of the final results delivered to the student accused in the allegation.

FINDINGS, HEARINGS, AND APPEALS
If the Student Services Coordinator (SSC) believes there has been a violation of the Code of Conduct, she/he will conduct an appropriate investigation.

If the SSC decides the outcome is a minor violation, he/she will arrange a one-on-one meeting with the student to discuss these findings. Following this meeting, the SSC may decide to impose any of the following sanctions: counseling, guidance, oral reprimand and/or written reprimand.

The DSA will deliver the findings, in writing, to the student. If a violation is found and a sanction proposed by the SSC, the student will have ten calendar days from receipt of the written finding to appeal the finding and sanction. This appeal must be in writing. Appeals are limited to: (a) the showing of new evidence that was unknown at the time of the decision, b) sanction that is not supported by the evidence, or c) bias or other unfair prejudice in the decision or procedure.

A meeting of the Administrative team (the University President, the Dean of Academic Affairs, and the Student Services Coordinator) will be arranged within ten calendar days of receipt of the written appeal. Student may attend this meeting but is not obligated to attend. The student may elect to be accompanied by an advisor of their choice, provided that the advisor is a member of the University community and does not act as legal counsel.

The decision of the Administrative team regarding the appeal is final. The DSA shall then record and file all results of both the preliminary and subsequent investigations in the student's academic records file.

More serious violations of the Code of Conduct may require a formal hearing, as determined by the Student Services Coordinator. For the purposes of a formal hearing, the Administrative team consists of the University President, the Dean of Academic Affairs and the Dean of Clinical Education. The following procedure applies:

1. If the SSC believes that a more serious sanction may be warranted, she/he will refer the case to the Administrative team for a formal hearing, and will submit all relevant documents and records. The SSC will not be involved in the determination of any Administrative team sanction.

The student will be notified in writing of the hearing time and date, and the charges against him/her. The student has the right to examine the evidence against him/her prior to the hearing and to respond, in writing, to the allegations no less than ten calendar days prior to the hearing. The hearing shall be arranged by the SSC. At the hear-

ing, the Administrative team will review and consider all materials appropriately submitted by the SSC and the student who has been charged. The Administrative team will deliberate and deliver their decision to the student within ten calendar days of completion of the hearing, or as soon thereafter as is reasonably practicable given the nature and circumstances of the case.

2. Following receipt of this decision, the student will have an additional ten calendar days in which to appeal sanctioned decisions arrived at by the Administrative team. This appeal must be directed to the University President. Such appeals must be in writing and presented to the President via certified mail postmarked within ten calendar days of receipt of the committee's decision. Appeals are limited to the following circumstances: (a) the showing of new evidence that was unknown at the time of the decision, b) sanction that is not supported by the evidence, or c) bias or other unfair prejudice in the decision or procedure.

The decision of the President is final.

POLICY CONCERNING APPROPRIATE ATTIRE
All students entering the building to attend class, study, work, or visit are asked to be mindful of the professional environment of this medical institution. Students are expected to dress and act respectfully of patients, visitors, employees, and other students in the building. All students must wear shoes at all times, unless otherwise instructed by their professor for educational purposes. Inappropriate, excessively revealing, intentionally provocative, or excessively casual (e.g., bathing attire, pajamas, etc.) clothing is not considered acceptable.

Students working in, or conducting their internship at the Yo San University Clinic must fully comply with the guidelines established in the Clinic Handbook (received by all students working or practicing inside the Clinic and on file in the Clinic Manager's office).

LEAVE OF ABSENCE POLICY
Requests for Leaves of Absence must be made in writing, using the appropriate Leave of Absence Request form, stating a reason for the request and the length of the leave.

A student may be granted one Leave of Absence within any 12-month period, not to exceed 180 calendar days. One subsequent Leave of Absence within that same 12-month period can be granted for unforeseen circumstances, such as jury duty, military duty, and criteria covered under the Family and Medical Leave Act of 1993. Such exceptions must be approved by the Disability Resource Coordinator.

Enrollment status for students on Leave of Absence is reported to the student's lender as less than half-time. Students who do not return to half-time (or greater) status within 180 days of their approved leave of absence initiation date will begin loan repayment on outstanding student loans.

Students who have taken a Leave of Absence should contact the Dean of Academic Affairs prior to their return and registering. It is the student's responsibility to be aware of any policy changes.

A Leave of Absence that exceeds 180 calendar days constitutes an automatic withdrawal from the University. Students who have withdrawn and wish to return to school must submit a new and full application. Re-enrollment is not guaranteed.

WITHDRAWAL FROM THE UNIVERSITY
To withdraw from the University a student must complete and submit an official Withdrawal Request Form. Students are responsible for clearing all outstanding fees at the time of their withdrawal.
The Financial Aid Coordinator will be informed immediately of the withdrawal of any student receiving Federal financial aid.

Under no circumstances does non-attendance constitute a withdrawal with eligibility for partial refunds. All withdrawals and leaves of absence must be submitted in writing at the time of the withdrawal or leave.

READMISSION AFTER WITHDRAWAL
In order to be considered for readmission, a complete application is required, including the admission essay, resume, and references updated to reflect the changes since the previous application. Students approved for readmission are responsible for fulfilling the curriculum requirements current at the time of their readmission.

READMISSION OF MILITARY PERSONNEL AND VETERANS
A student who has to take a Leave of Absence because of active duty service for more than 30 days is entitled to readmission, with the same academic status, if all of the following criteria exist:
• advance notice is provided
• the cumulative absence is not longer than five years
• the University is notified of the intent to re-enroll within three years, or two years after the end of recovery from injury
• the student was not dishonorably discharged

GRIEVANCE PROCEDURES
Students with a grievance regarding a specific issue or with a specific staff or faculty member are asked first to attempt to resolve the situation with the appropriate administrator or with the specific staff or faculty member. If a student believes that his or her grievance was not resolved satisfactorily, the student may report the grievance, in writing, to the Dean of Student Affairs.

The Administration will arrange for the student to have an interview with the Dean of Academic Affairs or the Student Services Coordinator or another appropriate person to evaluate and attempt to resolve the grievance.

If the student is not satisfied with the outcome of this contact, he or she may request a hearing before the Grievance Committee by submitting a written request to the Student Services Coordinator. A hearing shall be held no later than 30 days after the request is received. The Grievance Committee shall consist of one member of the Administration, one faculty member, and one student. The student member of the Grievance Committee shall be appointed by the University President from a panel of students nominated by the Yo San Student Association.

At the hearing, each side of the grievance shall have the opportunity to present their case with supporting documents and/or witnesses, where appropriate. The Grievance Committee shall deliberate and deliver its written decision within seven (7) business days of the conclusion of the hearing, or as soon thereafter as is reasonably practicable given the nature and circumstances of the grievance. If the student is not satisfied, he or she may appeal to the President in writing within three (3) days of receipt of the decision. Appeals are limited to:
- the showing of new evidence that was unknown at the time of the decision,
- sanction that is not supported by the evidence, or
- bias given the nature and circumstances of the grievance. If the student is not satisfied, he or she may appeal to the President in writing within three (3) days of receipt of the decision, b) sanction that is not supported by the evidence, or c) bias

If the student wishes to appeal the President’s decision he or she must seek compulsory, binding, confidential arbitration before the Judicial Arbitration and Mediation Service or the American Arbitration Association. The arbitration shall be held in Los Angeles County.

Except for the student's portion of the initial case management, administration, or application fee, the costs of arbitration will be borne by the University.

If a student is not satisfied that Yo San University has adhered to its policy or been fair in its handling of a grievance, the student may contact the Accreditation Commission for Acupuncture and Oriental Medicine at: ACCREDITATION COMMISSION FOR ACUPUNCTURE AND ORIENTAL MEDICINE (ACAO M)
8941 Aztec Drive, Eden Prairie, MN 55347
Tel: (952)212-2434; Fax: (952)657-7068

DRUG-FREE POLICY
Students are prohibited from possessing, using, or distributing drugs or alcohol on the University premises. If a student is found using, under the influence of, or in possession of alcohol or illicit drugs, on campus, or at official Yo San events, or at externship site, she or he will be suspended from the institution and may be subject to dismissal.

There is a list of local resource centers for the diagnosis and treatment of substance abuse available from both the University Clinic and the school Administration. The Dean of Administration and Student Affairs is available to assist any student in need of these services.

Administrative Staff
Lawrence J. Ryan, Ph.D. – President
Lawrence Lau, MD (Singapore), MSOM, L.Ac – Dean of Academic & Clinical Affairs
Sum-Yee Wang, MA – Chief Financial Officer
Joslyn Williams, BA – Director of Enrollment Management
Andrea Murchison, DAOM, MATCM, L.Ac – Director of Doctoral Program
Mariani Shuilan May – Bursar/Controller
Edward Mervine, MA – Student Services & Financial Aid Coordinator
Megan O’Connor, MATCM, L.Ac – Assistant Academic Dean (MATCM)
Tora Flint, MA – Registrar, Office Manager and Assessment Coordinator
Penny Weinraub, MA – Doctoral Program Assistant
Ann Sorrells Wicke, MLIS – Library Manager
Lois Dunne, BA—Development Coordinator
Jyotika Pratap – Accounting Assistant
Yaneth Moreira, BA – Admissions Counselor
Marguerite A. Dunne – Administrative Assistant

Clinical Staff
Albert Vaca, MATCM, L.Ac – Dean of Clinical Education
Natalia Foster, MSOM, L.Ac – Clinic Manager
Mechelle Greenspan, MATCM, L.Ac – Herbal Dispensary Manager
Yi-Qun Wang – Herbalist
Hui-Ling Wen – Herbalist
Leticia Lopez – Clinic Receptionist
Rebecca Navarro – Clinic Receptionist
Yo San University Board of Trustees

The current Board of Trustees of Yo San University is made up of eleven voting members and four honorary non-voting members. The duties and responsibilities of the Board of Trustees are defined in the YSU bylaws. The Board is charged with establishing global institutional policies, ensuring that the mission of the University is met through proper institutional governance, and overseeing the overall fiscal affairs of the University. The Board is also responsible for appointing the President who serves as a liaison between the Board and the University community.

The Board meets quarterly, with an Annual Strategic Planning Meeting/Retreat held each summer. Board members do not receive any compensation for their Board role in the governance of the institution. The Board of Trustees also includes a faculty representative and student representative, both of whom serve for a one-year term as non-voting members.

Yo San University Board of Trustees

Daoshing Ni, OMD, Ph.D, L.Ac – Co-founder / Institutional Member
Dr. Daoshing Ni was born into a medical family from China that spanned many generations. As the eldest son, he began his study of Chinese medicine at an early age with his father Hua-Ching Ni, a renowned Taoist master, physician of Chinese medicine and noted author. After completing advanced studies in TCM Internal Medicine, Gynecology, and Pediatrics at Beijing University of Traditional Chinese Medicine and Nanjing College of Traditional Chinese Medicine, Dr. Dao went on to earn double doctorates with an emphasis in Gynecology.

In private practice since 1984, Dr. Dao co-founded the Tao of Wellness in Santa Monica, California with his brother and specialized in Women’s Health and Reproductive Medicine. Over the years, Dr. Dao became one of the foremost authorities in TCM Reproductive Medicine in the United States and has lectured at reproductive symposiums and gynecology conferences around the country. He co-founded Yo San University, is a past president and currently serves as its Chancellor. Dr. Dao was an examiner for the California Acupuncture Board and a consultant in the Chinese Herbology Examination development for the National Certification Commission for Acupuncture and Oriental Medicine.

Dr. Dao has been featured on TV shows such as The Today Show, Hour Magazine, The Home Show, Option for Health and The Donny and Marie Show. He is a recipient of the Samta Karma Award for Outstanding Health Professionals and the American Fertility Society Dr. Joyce Vargyas Visionary Award. Among the numerous publications on TCM, reproductive medicine and gynecology, Dr. Dao has contributed to books such as Endometriosis and Endometrium and Overcoming Endometriosis. He is also the author of Crane Style Qigong and The Tao of Fertility. His latest book, Sitting Moon, was published in August 2010.

Mao Shing Ni, OMD, Ph.D, L.Ac – Co-founder / Institutional Member
Dr. Mao Shing Ni is a doctor of Chinese medicine and an authority in the field of Anti-Aging Medicine. A brush with death from an accident as a child left him determined to pursue health and healing. He was taught tai chi and qigong early on to help him rehabilitate and began his medical training with his father, a renowned physician of Chinese medicine and Taoist master. From this passionate youthful beginning, Dr. Mao continued his training in schools of Chinese medicine in the U.S. and China. He eventually became the youngest person to be Board-licensed in acupuncture in the state of California. Dr. Mao went on to receive two doctoral degrees and wrote his Ph.D dissertation on nutrition, also carrying out a study of centenarians in China.

A board certified anti-aging specialist with the American Board of Anti-Aging Health Practitioners, Dr. Mao co-founded the Tao of Wellness, in Santa Monica, California and was awarded the Best Acupuncturists by Los Angeles Magazine and also received the Acupuncturist of the Year Award. In addition to his private practice, Dr. Mao also co-founded and is a past president of Yo San University.

Dr. Mao has lectured internationally on various topics including longevity medicine, diet and nutrition, herbal therapy, stress management, mediation, lifestyle enhancement, integrative cancer care, tai chi, qigong, and spirituality. He continues to conduct health and longevity retreats throughout the world.

Dr. Mao has been featured in numerous programs on public radio, prime time TV shows and major print media such as Dr. Oz, The Doctors, Good Day L.A., Eye on L.A., CBS Evening News, NBC News, Which Way L.A., New York Times and Los Angeles Times. He has authored many books including Secrets of Longevity: Hundreds of Ways to Live to be 100, Secrets of Self-Healing, Chinese Herbology, Yellow Emperor’s Classic of Medicine, Energy Enhancement Exercise: The Eight Treasures, Ageless: Smooth Passages through Menopause, Dr. Mao’s Harmony Tai Chi, and the Tao of Nutrition, a required text for the California Acupuncture Board Licensing Examination.

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