

# Academic Catalog & Student Handbook 2018-2019

Doctoral Degree  
in Acupuncture and  
Oriental Medicine

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# President's Welcome

At Yo San University (YSU), our vision is to “inspire the next generation of healthcare.” We invite you to join us in shaping our ever-evolving field and influencing healthcare services to be more holistic, integrative and patient-focused.

As we look towards the future, YSU deeply respects and builds on the concepts, methods and successes of Traditional Chinese Medicine (TCM) that have developed through centuries. We place particular emphasis on our Taoist heritage and the added value brought to the medicine by the unbroken 38-generation legacy of our founders. The Taoist principles of harmony and balance are held to be the foundation of our physical, mental, emotional, and psychological well-being. At the core of TCM is a fundamental understanding that the body, mind and human spirit are integrally connected, and maintaining energetic balance is essential to health and wellness. Our students do not only learn and practice the medicine. They are living examples of the medicine. They ‘Become the Medicine’.

At the same time, the University is dedicated to the integration of proven TCM methods with Western medicine practices. We believe that an integrative approach offers the best of both medicines for our patients. Yo San University is a leader in advocating for 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. You can be a part of the rapidly emerging integrative medical model.

Taken together, the legacy of our founders and our commitment to integrative health and wellness have defined YSU's educational objectives, curriculum, and clinical experiences to inspire a new generation of TCM practitioners.

Earning the Doctor of Acupuncture and Oriental Medicine Degree fully prepares you for the delivery of specialized patient care, and offers you an unique opportunity to shape the profession through education, research advocacy, and innovation, becoming leaders in the next generation of integrative healthcare.

This catalog provides details of our DAOM Degree Program curriculum and admission requirements, as well as summaries of the academic and administrative services that will support your success, both at Yo San University and along your professional career path after graduation.

We welcome you to explore what Yo San University has to offer.

Our alumni are the 39th Generation of the Yo San legacy. Preparing you for a fulfilling career and the achievement of your personal development objectives is our primary and ultimate purpose. We are firmly committed to your success as a student, a valued colleague, and a well-rounded individual. We are inspiring the next generation of healthcare. Become part of that new generation. Become the medicine.

Sincerely,



**LAWRENCE LAU**, *President*

# Approval & Accreditation

## APPROVAL

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)  
Yo San University of Traditional Chinese Medicine (YSU) is a private institution licensed to operate by the Bureau for Private Postsecondary Education (BPPE) under Section 94897 (l) of the State of California Education Code.

Any questions students may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Bureau for Private Postsecondary Education (BPPE)  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
Tel: (888) 370-7589, Fax: (916) 263-1897  
Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet website at [www.bppe.ca.gov](http://www.bppe.ca.gov)

Yo San University has no pending petition in bankruptcy, and is not operating as a debtor in possession; the University has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

## CALIFORNIA ACUPUNCTURE BOARD

Yo San University of Traditional Chinese Medicine is approved by the California Acupuncture Board to allow graduates of the University's Master's program to sit for the California Acupuncture Licensing Examination (CALE). Acupuncturists are licensed in California by the California Acupuncture Board. Please contact this agency for further licensing information:

California Acupuncture Board  
1747 N. Market Blvd., Suite 180  
Sacramento, CA 95834  
Tel: (916) 515-5200  
Fax: (916) 929-2204  
Website: [acupuncture.ca.gov](http://acupuncture.ca.gov)

The California Acupuncture Board also approves YSU as a provider of continuing education courses for licensed acupuncturists.

## ACCREDITATION

ACCREDITATION COMMISSION FOR  
ACUPUNCTURE AND ORIENTAL MEDICINE (ACAOM)  
The Doctor of Acupuncture and Oriental Medicine (DAOM) program at Yo San University of Traditional Chinese Medicine is accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), which is the accrediting agency recognized by the U.S. Department of Education for the approval of programs preparing acupuncture and Oriental medicine practitioners. ACAOM can be contacted at:

Accreditation Commission for Acupuncture  
and Oriental Medicine (ACAOM)  
8941 Aztec Drive,  
Eden Prairie, MN 55347  
Tel: (952) 212-2434,  
Fax: (952) 657-7068  
Website: [www.acaom.org](http://www.acaom.org)

## Non-profit Status

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

## Accuracy Statement

Yo San University makes every reasonable effort to ensure accuracy and completeness of information, policies and procedures 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, with or without notice, subject to changes in accreditation requirements and/or state and federal laws and regulations. The University further reserves the right to add, amend or repeal any of its rules, regulations, policies and procedures consistent with applicable laws and regulations.

The Doctor of Acupuncture & Oriental Medicine (DAOM) Program  
Prospective students are encouraged to review this catalog prior to signing an Enrollment Agreement. Students are also encouraged to review the School Performance Fact Sheet, which must be provided to students prior to signing an Enrollment Agreement.

All course instruction is in English. The University does not offer course instruction in any other language.

The University does not offer distance education courses or course modules by distance learning.

All class sessions, unless otherwise noted, are held on campus at 13315 W. Washington Blvd., Los Angeles, CA 90066.

Yo San University does not provide placement services for graduates of the DAOM program. However, the University will inform graduates of appropriate job opportunities through our alumni network when such job opportunities present.

## Effective Date

This catalog is effective January 1, 2018 and supersedes all previous catalog editions. It will remain in effect through December 31, 2019 or until a new edition of the DAOM catalog is published, whichever is earlier.



# About Yo San University

## 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

## VISION STATEMENT

Inspiring the next generation of healthcare.

## YO SAN UNIVERSITY HISTORY

Yo San University was founded in 1989 by brothers Dr. Daoshing Ni and Dr. Mao Shing Ni, who named the University after their grandfather, Yo San Ni, a healer and teacher in the Taoist tradition. The Ni family enjoys a rare, unbroken lineage of 38 generations of healers practicing Traditional Chinese Medicine (TCM). The University continues to honor this legacy through our Mission and Vision, and we perpetuate it by inspiring the 39th Generation: our students and alumni.

From modest beginnings with eight students in our first class, the University serves some 200 students from around the globe in our master's and doctoral degree programs. Our students and faculty bring a richness of experience and perspective to every class. The Yo San University Blount Community Clinic not only serves as a clinical education center for future practitioners, it also provides residents of the West LA area with affordable acupuncture and TCM services.

The teachings and values cultivated over 38 generations of our founders' legacy permeate the University's degree programs and clinical training, preparing students to become exceptional practitioners of acupuncture and TCM.

YSU's degree of Doctor of Acupuncture and Oriental Medicine gained accreditation candidacy status with ACAOM in August of 2011 and was fully accredited in August of 2013.

## 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*

Healing is an art of love, an act of universal benevolence. Studying Traditional Chinese Medicine at Yo San University, you will deepen and expand your spiritual growth. As you begin to live the Tao — a truthful, natural way of life — you will learn to heal the whole person, not just the symptom or the disease. This is what makes the Yo San educational experience unique.

One may wonder how it is possible to foresee and treat an illness before it happens. Because TCM is rooted 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.

We benefit from these practical, simple teachings. 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.

## OUR CAMPUS

Yo San University (YSU) is located mere blocks away from historic Venice Boardwalk and nestled near the vibrant West Los Angeles communities of Marina Del Rey, Playa Vista, Venice, Santa Monica, and Culver City. YSU students, faculty and staff enjoy all the advantages of outstanding weather, cultural diversity, and a vibrant business climate in which to live, work, and play!

Los Angeles is leading the way in the 21st century as our country increasingly looks across the Pacific for business and cultural exchange. Los Angeles is a multicultural city, boasting a wonderfully diverse range of ethnicities. This is reflected in its local cuisine, the visual and performing arts, and community organizations.

There are plenty of sunny days when you can venture from the Yo San campus to the beach in Venice or Marina Del Rey to study, bike, stroll, enjoy the street performers, the fresh ocean breezes, or catch a sunset.

Yo San University is housed in a modern, three-story building designed in accordance with the principles of Feng Shui and the Five Element Theory. With easy access to both the Interstate 405 (San Diego) and Interstate 10 (Santa Monica) Freeways, we are conveniently located near many desirable neighborhoods. The campus is also easily accessible by public transportation, with bus stops on our corner of Washington Blvd. and Redwood Ave. With the expansion of the LA subway/light rail system through West LA and to LAX, getting around is becoming easier than ever.

## ADMINISTRATION OFFICE HOURS

The University administrative office hours are Monday through Friday 9:00 am to 5:30 pm. The Administration office is closed on major US holidays. A list of these holidays is posted on the YSU Academic Calendar.

# The Doctor of Acupuncture & Oriental Medicine (DAOM) Program

## STATEMENT OF PURPOSE

The purpose of Yo San University's Doctor of Acupuncture & Oriental Medicine (DAOM) program is to broaden and deepen the knowledge and skills of our students in Oriental Medicine by way of instruction, scholarly activity, research, clinical specialization and practice, resulting in enhanced competencies in patient assessment, diagnosis, treatment intervention and integrative patient-centered care.

Doctoral candidates are encouraged to embrace their core knowledge, expand their understanding and active practice of all aspects of Oriental Medicine including acupuncture, herbal medicine, Qi cultivation and nutrition. The DAOM program at Yo San University also seeks to strengthen candidates' understanding of biomedical sciences while assisting candidates to develop relationships with other healthcare providers for professional collaboration and scholarly endeavors. By imparting and supporting critical thinking and habits of lifelong learning, the DAOM program at Yo San University aims to cultivate superior practitioners, scholars, teachers and leaders in the field of acupuncture and Oriental Medicine.

## EDUCATIONAL OBJECTIVES

Graduates of Yo San University's Doctor of Acupuncture & Oriental Medicine program are able to:

- Demonstrate advanced knowledge in all aspects of Oriental Medicine including acupuncture, Chinese herbal medicine, Qi cultivation and nutrition
- Demonstrate advanced knowledge of biomedical sciences relevant to their chosen clinical specialty and practice
- Apply critical thinking and advanced clinical reasoning in patient assessment, diagnosis and treatment intervention within their chosen specialty
- Integrate evidence-based biomedicine to acupuncture and Oriental Medicine practice to provide holistic patient-centered care
- Demonstrate ability to work collaboratively with other healthcare providers in multi-disciplinary settings
- Apply principles of scientific inquiry to research and scholarly activities
- Demonstrate leadership skills in the acupuncture and Oriental Medicine profession
- Show evidence of life-long learning through professional growth and the continued pursuit of excellence.

## PROGRAM OF STUDY

The two-year DAOM program in Integrative Medicine at Yo San University is designed for acupuncturists who are interested in advancing their Traditional Chinese Medicine (TCM) knowledge and skills, learning the intricacies of a clinical specialization, and developing the skills needed to conduct research and participate in research studies. Doctoral candidates have a unique opportunity to study with expert faculty in their chosen clinical specialty. The University's innovative DAOM program emphasizes collaboration in clinical settings by providing rigorous training in advanced



concepts of TCM and biomedicine and promoting a dynamic, interactive, relationship between the two. By this integration, the program aims to produce extraordinary practitioners, scholars, teachers and leaders in the field.

The YSU DAOM program is 1,220 hours in length, comprising of 570 didactic hours and 650 clinical hours. DAOM courses are offered once per month, through three-day weekend intensive residencies, with a flexible clinical training schedule. This allows practitioners to earn a doctoral degree in twenty-four months while maintaining their private practices.

The program features two specialty areas of study:

- **Healthy Aging & Integrative Internal Medicine:** An in-depth focus on longevity, healthy aging through preventative care, and health cultivation
- **Women's Health & Integrative Reproductive Medicine:** The nation's first two-year specialty program integrating TCM and biomedical sciences in managing health, wellness and reproductive function in women

### **CORE CURRICULUM COURSES**

Core curriculum courses are designed to equip doctoral candidates with information, processes, research tools, and perspectives to enrich their specialization studies, to aid in professional development, and to enhance confidence and competence in professional relationships.

### **SPECIALTY CURRICULUM**

Specialty courses provide doctoral candidates the opportunity to acquire advanced knowledge in their chosen clinical specialty over the full two years of the DAOM program. By participating in advanced coursework in TCM and biomedicine, doctoral candidates apply increasingly complex approaches to their specialty study through the integration of specialized curriculum, research findings and clinical experience. Classes meet during a three-day weekend every month, for three full days of classroom work the first three months, with twenty-one subsequent months comprising 2.5 days of classroom lectures and a half day of clinical training.

The YSU DAOM program presently offers two (2) specialization options: Healthy Aging & Integrative Internal Medicine and/or Women's Health & Integrative Reproductive Medicine. Potential DAOM candidates will be required to select their desired clinical specialty at the time of application for admission to the DAOM program.

Specialization curricula are offered based on the interest expressed from program applicants. If sufficient interest for both specialties is expressed from applicants, the University may offer both specialties for an entry cohort of the same admission year.

### **ADVANCED CLINICAL EDUCATION**

DAOM clinical residents receive advanced clinical training in their area of specialty by attending the program's specialty-focused clinics, and by developing individual plans for their clinical training experiences.

Opportunities for externships, mentorships and preceptorships to fulfill Clinical Education requirements include (but are not

limited to) the following:

- Specialty grand rounds
- Clinical internships at Yo San University Blount Community Clinic
- Clinical externships at specialized clinics and hospitals in the local area Mentorship programs with experienced senior practitioners and faculty in the field
- Preceptorships programs with focus on education or academic administration
- China externships at universities and hospitals in China

### **CAPSTONE RESEARCH PROJECT**

The Capstone Research Project is an integral component of the YSU DAOM program. Each doctoral candidate is required to complete a Capstone Research Project, which is presented at the annual Dissertation Conference. Students are introduced to evidence-based medicine and current TCM research, and participate in critical review of select current TCM and biomedical research.

The Capstone Research Projects develop out of each student's chosen field of specialization. The project demonstrates the doctoral candidate's mastery and synthesis of knowledge and skills in critical thinking, scientific inquiry, clinical practice, and research. By the end of the second trimester of the program, candidates submit a written proposal outlining their research plan to Yo San University's Institutional Review Board (IRB) for review and approval. DAOM candidates may only continue with their research project after their proposal is approved by the IRB. At the end of the program, doctoral candidates present and defend their Capstone Research Projects. This presentation is made to a panel of faculty, visiting specialists and peers in their DAOM cohort, at the Dissertation Conference at Yo San University.

During the Dissertation Conference, DAOM candidates not only present and discuss their original research, but also address questions raised by the dissertation panel. This allows each candidate to demonstrate their understanding and mastery of their selected research topic, research methodology, supporting scientific evidence and literature, and the implications of their findings in these Capstone Research Projects.

### **THE FIRST ACADEMIC YEAR**

In the first academic year, DAOM candidates begin their studies in core curriculum content such as research, professional development, advanced diagnosis and treatment, and in courses focused on their chosen specialty. Candidates develop their Capstone Research Project proposals and pursue IRB approval, as well as beginning their clinical training in the Yo San Blount Community Clinic and other approved mentorship sites.

### **THE SECOND ACADEMIC YEAR**

DAOM candidates continue their studies with a focus on advanced specialty area concentrations and advanced clinical training. They complete Capstone Research Reports, and submit and defend these projects at the Dissertation Conference. Successful candidates graduate with the Doctor of Acupuncture and Oriental Medicine degree.

# 2018 / 2019 Curriculum

## CO-REQUISITE (OPTIONAL)

Course No.	Course Name	Hours	
DOM 100	Introductory Western Biomedicine Module	3	45
<b>TOTAL</b>		<b>3</b>	<b>45</b>

## CORE CURRICULUM

Course No.	Course Name	Hours	
DCR 111	Research Methodology I	1	15
DCR 112	Research Methodology II	1	15
DCR 113	Research Methodology III	1	15
DCR 114	Research Methodology IV	1	15
DCR 120	Scientific Foundations of Acupuncture	1	15
DCR 131	Professional Development & Leadership I: Advanced Practice Management	1	15
DCR 132	Professional Development & Leadership II: TCM Academia & Research	1	15
DCR 133	Professional Development & Leadership III: Integrative Patient Care & Collaboration	1	15
DCR 134	Professional Development & Leadership IV: Capstone Research Project & Dissertation Conference	1	15
DCR 141	Advanced Patient Assessment & Diagnosis I: Acupuncture	2	30
DCR 142	Advanced Patient Assessment & Diagnosis II: Western Biomedicine	1	15
DCR 151	Advanced Clinical Intervention I: Acupuncture	1	15
DCR 152	Advanced Clinical Intervention II: TCM Herbal Medicine	1	15
DCR 153	Advanced Clinical Intervention III: Clinical Nutrition & Functional Medicine	1	15
DCR 154	Advanced Clinical Intervention IV: TCM Classics	1	15
DCR 155	Advanced Clinical Intervention V: Herb-Drug Interaction & Management	1	15
DCR 160	Integrative Clinical Case Review & Presentation	1	15
DXP 500	Capstone Research Project Presentation & Dissertation Conference	N/A	N/A
<b>TOTAL</b>		<b>18</b>	<b>270</b>

## INTEGRATIVE SPECIALTY: WOMEN'S HEALTH & REPRODUCTIVE MEDICINE

Course No.	Course Name	Hours	
DRM 211	Western Reproductive Medicine I	1	15
DRM 212	Western Reproductive Medicine II	1	15
DRM 213	Western Reproductive Medicine III	1	15
DRM 214	Western Reproductive Medicine IV	1	15
DRM 215	Western Reproductive Medicine V	1	15
DRM 221	TCM Gynecology	1	15
DRM 222	TCM Reproductive Medicine	1	15
DRM 231	Integrative Gynecology & Women's Health I	1	15
DRM 232	Integrative Gynecology & Women's Health II	1	15
DRM 233	Integrative Reproductive Medicine I	1	15
DRM 234	Integrative Reproductive Medicine II	1	15
DRM 235	Integrative Obstetrics & Postnatal Care	1	15
DRM 236	Integrative Andrology	2	30
DRM 237	Integrative Women's Wellness & Preventive Care	1	15
DRM 238	Metabolic Syndrome & Reproductive Health	1	15
DRM 240	Nutrition & Functional Medicine	2	30
DRM 251	Psychoneuroimmunology: Mind-Body Wellness	1	15
DRM 252	Clinical Psychology & Patient Care	1	15
<b>TOTAL</b>		<b>20</b>	<b>300</b>

**INTEGRATIVE SPECIALTY: HEALTHY AGING & INTERNAL MEDICINE**

<b>Course No.</b>	<b>Course Name</b>	<b>Hours</b>	
DIM 210	TCM Health Cultivation	1	15
DIM 221	Longevity Studies I: Biomedical Aspects of Aging	1	15
DIM 222	Longevity Studies II: Public Health & Aging	1	15
DIM 223	Nutrition & Longevity: The Aging Process	1	15
DIM 224	Pharmacology & Aging	1	15
	Integrative System Aging: Internal Medicine		
DIM 231	Neurology I	1	15
DIM 232	Neurology II	1	15
DIM 233	Musculoskeletal Disorders	1	15
DIM 234	Dermatology	1	15
DIM 235	Gynecology & Women's Health	1	15
DIM 236	Urology	1	15
DIM 237	Gastrointestinal Disorders	1	15
DIM 238	Cardiovascular Diseases	1	15
DIM 239	Respiratory & Hematological Disorders	1	15
DIM 240	Endocrine & Metabolic Disorders	1	15
DIM 241	Oncology	1	15
DIM 242	Geriatric Medicine I	1	15
DIM 243	Geriatric Medicine II	1	15
DIM 251	Psychoneuroimmunology: Mind-Body Wellness	1	15
DIM 252	Clinical Psychology & Patient Care	1	15
<b>TOTAL</b>		<b>20</b>	<b>300</b>

**ADVANCED CLINICAL TRAINING**

<b>Course No.</b>	<b>Course Name</b>	<b>Hours</b>	
DCL 110	Specialty Grand Rounds (Residency weekends)	50	
DCL 121	YSU Specialty Clinic (Residency weekends)	100	
DCL 122	Specialty Clinic (Non-residency weekends)	100	
DCL 140	Clinical Specialty Mentorships	200	
DCL 150	Clinical Selectives	200	
<b>TOTAL</b>		<b>650</b>	

# Course Descriptions

## CO-REQUISITE

### INTRODUCTORY WESTERN MEDICINE MODULE (OPTIONAL)

DOM 1000 • 3 Units • 45 Hours

This 45-hour intensive class supplements biomedical knowledge necessary to participate in integrative and biomedical clinical settings. The course addresses major areas of disease pattern diagnosis and will include lecture, guided readings, written projects and examinations. A review of pertinent laboratory and imaging studies is included as an introduction to biomedical diagnostic tools.

## CORE CURRICULUM

### RESEARCH METHODOLOGY I

DCR 111 • 1 Unit • 15 Hours

The first of a two-part series that provides a comprehensive introduction to research proposal writing, research methodology and the foundational research theories and protocols. This course focuses on understanding basic research concepts and designs, and acquiring the skills to assess and critically evaluate quantitative and qualitative research data in biomedicine, as well as in Traditional Chinese Medicine (TCM) research. Research ethics and protocols involving human and animal subjects, and the Institutional Review Board (IRB) process are examined and discussed. *Prerequisite: None*

### RESEARCH METHODOLOGY II

DCR 112 • 1 Unit • 15 Hours

The second of a two-part series, this course continues with accessing research literature and data, library resources and electronic literature searches. Database retrieval programs with contemporary clinical findings are examined for use in systematic reviews of texts and journal publications in both biomedicine and TCM. Emphasis is on identifying and framing a research topic, organizing a literature review, and selecting appropriate research designs and methodologies. *Prerequisite: DCR 111*

### RESEARCH METHODOLOGY III

DCR 113 • 1 Unit • 15 Hours

This course focuses on providing the research design and methodology background to prepare students for capstone research. Content and activities teach students how to work collaboratively with a faculty advisor on the Capstone Research Project. IRB research proposals are submitted and evaluated for approval. *Prerequisite: DCR 111 and DCR 112*

### RESEARCH METHODOLOGY IV

DCR 114 • 1 Unit • 15 Hours

This course further equips students with the relevant knowledge and skills in research methodology for the final Capstone Research Project. The focus here is on accurately collecting, analyzing and reporting data, as well as the actual writing and formatting of the Capstone Research Project, and preparation for the presentation of the individual student's capstone at the Dissertation Conference. *Prerequisite: DCR 113*

### SCIENTIFIC FOUNDATIONS OF ACUPUNCTURE

DCR 120 • 1 Unit • 15 Hours

This course introduces current biomedical research findings on acupuncture, and the concept of evidence-based medicine.

It provides scientific bases for students to examine and discuss the various hypotheses and theories on acupuncture meridians and points, and how the insertion and manipulation of the acupuncture needle affects the human body.

*Prerequisite: DCR 111 and DCR 112*

### PROFESSIONAL DEVELOPMENT & LEADERSHIP I: ADVANCED PRACTICE MANAGEMENT

DCR 131 • 1 Unit • 15 Hours

This course enhances student understanding of the concepts and role of professionalism and business in a successful practice. Topics include issues related to professional ethics and behavior, as well as business aspects of healthcare in general and acupuncture/TCM practices in particular. *Prerequisite: None*

### PROFESSIONAL DEVELOPMENT & LEADERSHIP II: TCM ACADEMIA & RESEARCH

DCR 132 • 1 Unit • 15 Hours

This course introduces students to professional opportunities in the field of TCM academia, research and clinical/professional writing. Topics include the historical development of training in the health professions; the issues, challenges, and opportunities for faculty in research and academic medicine; and the competencies needed for success in academia, research and administration. Content includes discussion of fundamentals of curriculum development, Bloom's taxonomy, and methods of developing and evaluating academic and clinical competencies. Further exploration includes clinical and professional writing skills and protocols, and approaches to publication. *Prerequisite: None*

### PROFESSIONAL DEVELOPMENT & LEADERSHIP III: INTEGRATIVE PATIENT CARE & COLLABORATION

DCR 133 • 1 Unit • 15 Hours

This course focuses on concepts and practice of integrative patient care. The course introduces students to principles of collaborative care; describes, compares and contrasts various medical and allied health practices; and explores the prevailing and emerging organization, structure and responsibilities of a collaborative healthcare team. Content addresses the role of medical and interpersonal communications in collaborative care in a multi-disciplinary clinical setting, as well as an integrative approach to acute and critical care. *Prerequisite: None*

### PROFESSIONAL DEVELOPMENT & LEADERSHIP IV: CAPSTONE RESEARCH PROJECT PRESENTATION & DISSERTATION CONFERENCE

DCR 134 • 1 Unit • 15 Hours

Required for program completion and graduation

The DAOM program culminates in a Dissertation Conference in which students apply their scholarship and leadership skills by presenting and defending their Capstone Research Project thesis before a panel of faculty reviewers, DAOM program peers and other attendees, and by responding appropriately to comments and questions from the panel. *Prerequisite: Submission and Approval of Capstone Research Project*

### ADVANCED PATIENT ASSESSMENT & DIAGNOSIS I: ACUPUNCTURE

DCR 141 • 2 Units • 30 Hours

This course presents advanced assessment and diagnostic methods in acupuncture/Oriental Medicine, and is intended to strengthen students' ability to assess and differentiate various clinical syndromes, and establish clinical diagnoses based on findings. Assessment and diagnostic methods may include: advanced pulse diagnosis, Extraordinary Channel diagnosis, Japanese Hara (abdominal) diagnosis, Korean Constitutional and Five-Element diagnosis, or other clinical assessment and diagnostic techniques. *Prerequisite: None*

ADVANCED PATIENT ASSESSMENT & DIAGNOSIS II:  
WESTERN BIOMEDICINE

DCR 142 • 1 Unit • 15 Hours

Topics in advanced biomedical clinical assessment and diagnostic methods are essential to strengthen practitioner ability to understand and apply these tools in clinical practice. Skills and approaches include both general and advanced orthopedic and neurological assessments. *Prerequisite: None*

ADVANCED CLINICAL INTERVENTION I: ACUPUNCTURE

DCR 151 • 1 Unit • 15 Hours

This course provides students with advanced acupuncture techniques that may be applied in their clinical practice. Topics may include Master Tung's acupuncture, scalp acupuncture, and other advanced acupuncture techniques. *Prerequisite: None*

ADVANCED CLINICAL INTERVENTION II: TCM HERBAL MEDICINE

DCR 152 • 1 Unit • 15 Hours

Cultivation of herbal formula-writing competencies is done through in-depth discussion of herbal formula construction, examining the merits of specific herb choices and combinations, along with modifications, indications, precautions and clinical applications of selected herbal formulas. Development of TCM herbal competencies is reinforced by analyzing classical and contemporary TCM herbal formulas, and their relevance to the present-day practice of TCM. *Prerequisite: None*

ADVANCED CLINICAL INTERVENTION III:  
CLINICAL NUTRITION & FUNCTIONAL MEDICINE

DCR 153 • 1 Unit • 15 Hours

This course presents core principles of functional medicine, and examines the relationship between an individual's health and the dynamic balance of their internal physiology and various external factors. Topics include functional biochemistry, evidence-based nutrition, nutritional epidemiology, whole food nutrition and supplementation, and an overview of the impact of gastrointestinal, hormonal, metabolic, immune, neurochemical and other regulatory imbalances on health, including contemporary developments in understanding the microbiome. *Prerequisite: None*

ADVANCED CLINICAL INTERVENTION IV: TCM CLASSICS

DCR 154 • 1 Unit • 15 Hours

The course examines and discusses the application of select doctrines and concepts from various TCM Classics and schools of thoughts to a clinical practice setting. Key TCM concepts from the Classics including the *Yi Jing* (I-Ching), *Huang Di Nei Jing* (Yellow Emperor's Classics), *Shang Han Lun* (Treatise on Cold Injury), *Jin Gui Yao Lue* (Essentials from the Golden Cabinet). Various classics from the *Tang*, *Song*, *Jin*, *Yuan* and *Ming* dynasties, as well as doctrines from various schools of thoughts including *Jing Fang* (Canonical) Doctrine, *Yi Shui* Doctrine, *Dan Xi* Doctrine, *He Jian* Doctrine, and *Wen Bu* (Warm Tonification) Doctrines will be discussed, and their respective application to modern clinical TCM practice examined. *Prerequisite: None*

ADVANCED CLINICAL INTERVENTION V:  
HERB-DRUG INTERACTION & MANAGEMENT

DCR 155 • 1 Unit • 15 Hours

This course examines and discusses potential interactions between Chinese herbs/formulas and pharmaceuticals. Topics include herbal toxicity from a TCM perspective, the pharmacological properties of herbs/herbal formulas, and potential pharmacological interactions between medicinal herbs and pharmaceutical drugs. Dynamic management of potential interactions is discussed. *Prerequisite: None*

INTEGRATIVE CLINICAL CASE REVIEW & PRESENTATION

DCR 160 • 1 Unit • 15 Hours

Course emphasis is development of expertise in clinical case report writing and presentation skills. Activities focus on preparation, presentation and review of clinical case reports from students' clinical practice. Case presentations incorporate in-depth discussion of both TCM and biomedical aspects of the cases selected. DAOM faculty and cohort peers discuss and evaluate the presentations; feedback for revision and enhancement is given to each student presenter. Exceptional case presentations may be selected for publication and/or presentation outside of the DAOM course. *Prerequisite: None*

**INTEGRATIVE SPECIALTY:  
WOMEN'S HEALTH & REPRODUCTIVE MEDICINE**

WESTERN REPRODUCTIVE MEDICINE I

DRM 211 • 1 Unit • 15 Hours

This course examines and discusses reproductive anatomy and physiology, focusing specifically on reproductive neuroendocrinology, regulation of the menstrual cycle, mechanisms of fertilization and the endocrinology of pregnancy. *Prerequisite: None*

WESTERN REPRODUCTIVE MEDICINE II

DRM 212 • 1 Unit • 15 Hours

Topics address normal and abnormal growth and development, pubertal and sexual development. In addition, the course provides an overview of human genetics and embryology, focusing on transmission genetics, embryonic development, fetal growth and the teratogenic effects of environmental factors on fetal growth and development. *Prerequisite: None*

WESTERN REPRODUCTIVE MEDICINE III

DRM 213 • 1 Unit • 15 Hours

This course presents a comprehensive analysis and discussion of male and female infertility. Topics include epidemiology and etiologies of infertility, proper diagnosis and interpretation of findings, and a survey of treatment modalities and options. Principles and practice of contraception are discussed. *Prerequisite: DRM 211*

WESTERN REPRODUCTIVE MEDICINE IV

DRM 214 • 1 Unit • 15 Hours

This course examines and discusses Assisted Reproductive Technologies (ART) and fertility preservation. ART procedures and related complications, including ovarian hyperstimulation syndrome, higher-order multiple gestations, and birth anomalies, are explored. Concerns of fertility preservation are studied, as well as onco-fertility issues for men and women. *Prerequisite: DRM 211*

WESTERN REPRODUCTIVE MEDICINE V

DRM 215 • 1 Unit • 15 Hours

This course focuses on antepartum and intrapartum issues including prenatal maternal health, pregnancy and postnatal care. Topics include prenatal health and genetic screening, ectopic pregnancy, and common maternal complications in pregnancy such as hyperemesis gravidarum, gestational diabetes, preeclampsia, anemia, thyroid dysfunction, gestational weight gain, infection, bleeding and threatened pregnancy loss. Maternal nutrition during pregnancy, adverse environmental exposure, and vaccines and immunizations are also presented. *Prerequisite: DRM 211*

## TCM GYNECOLOGY

DRM 221 • 1 Unit • 15 Hours

This course details TCM perspectives on common gynecological conditions. Study covers the clinical presentations, assessment, diagnosis, and treatment plans for common gynecological conditions. Students will be able to apply appropriate acupuncture and herbal treatments for these conditions. Topics include the application of TCM *Fu Ke* concepts and principles to the assessment, syndrome differentiation, and diagnosis of common gynecological conditions. *Prerequisite: None*

## TCM REPRODUCTIVE MEDICINE

DRM 222 • 1 Unit • 15 Hours

This course examines and discusses infertility and reproductive medicine from a TCM perspective. Students apply TCM diagnostic and pattern differentiation principles to the analysis of infertility, and the application of TCM therapeutic modalities to management of various causes of infertility. Other topics include menopause and related conditions, and disorders related to pregnancy and childbirth. *Prerequisite: None*

## INTEGRATIVE GYNECOLOGY & WOMEN'S HEALTH I

DRM 231 • 1 Unit • 15 Hours

This is the first of a two-part series that examines and discusses common gynecological conditions from both biomedical and TCM perspectives. This module focuses on breast diseases, menstrual disorders and gynecological malignancies.

*Prerequisite: DRM 211 and DRM 221*

## INTEGRATIVE GYNECOLOGY & WOMEN'S HEALTH II

DRM 232 • 1 Unit • 15 Hours

This second in a two-part series examines and discusses common gynecological conditions from both biomedical and TCM perspectives, and focuses on menopause and related disorders. Post-menopausal hormonal replacement therapy is discussed.

*Prerequisite: DRM 211 and DRM 221*

## INTEGRATIVE REPRODUCTIVE MEDICINE I

DRM 233 • 1 Unit • 15 Hours

This course presents an integrative approach to recurrent pregnancy loss, miscarriage and ectopic pregnancy. Topics include the role of TCM therapeutic intervention in in-vitro fertilization (IVF) cycles, the influence of dietary and lifestyle factors on ovarian function, and common first trimester pregnancy conditions and complications.

*Prerequisite: DRM 213 and DRM 222*

## INTEGRATIVE REPRODUCTIVE MEDICINE II

DRM 234 • 1 Unit • 15 Hours

This course applies TCM channel theories of the 8 Extra Meridians and Luo-connecting Channels to the diagnosis and treatment of gynecological and female reproductive disorders.

*Prerequisite: DRM 221 and DRM 222*

## INTEGRATIVE OBSTETRICS & POSTNATAL CARE

DRM 235 • 1 Unit • 15 Hours

Both TCM and biomedical perspectives are focused on childbirth and postpartum care. Topics include prenatal maternal and fetal care, labor preparation, abnormal fetal presentation, complications of delivery and birth, lactation and postnatal care for mother and infant. *Prerequisite: DRM 215 and DRM 222*

## INTEGRATIVE ANDROLOGY

DRM 236 • 2 Units • 30 Hours

Male reproductive anatomy, physiology, health and wellness, and male infertility are examined from an integrative perspective.

Topics include spermatogenesis, pathogenesis of male reproductive disorders, and an integrative approach to the assessment and treatment of male fertility, erectile dysfunction and the psychosocial factors associated with these disorders.

*Prerequisite: DRM 213*

## INTEGRATIVE WOMEN'S WELLNESS & PREVENTIVE CARE

DRM 237 • 1 Unit • 15 Hours

This course integrates and applies current TCM, biomedical and other therapeutic approaches to the cultivation of health and wellness, and preventive care for women. Topics include lifestyle choices, medical screenings, age-appropriate nutritional requirements, exercise, and patient education. *Prerequisite: None*

## METABOLIC SYNDROME & REPRODUCTIVE HEALTH

DRM 238 • 1 Unit • 15 Hours

This course examines and discusses the complex Metabolic Syndrome and various clinical conditions associated with this multifaceted disorder. Links between Metabolic Syndrome, reproductive health, and conditions such as Polycystic Ovarian Syndrome are also explored. *Prerequisite: DRM 211*

## NUTRITION & FUNCTIONAL MEDICINE

DRM 240 • 2 Units • 30 Hours

This course explores fundamentals of nutrition in reproductive health, pathophysiology of nutritional disorders, and identification of common nutritional deficiencies related to reproductive disorders. Advanced concepts of functional medicine and TCM nutrition are presented and discussed. *Prerequisite: DCR 253*

## PSYCHONEUROIMMUNOLOGY: MIND-BODY WELLNESS

DRM 251 • 1 Unit • 15 Hours

This course discusses the interactions between brain and body, specifically the relationship between psychological processes and the nervous and immune systems in the body. It examines the role of psychological well-being in health cultivation and in recovery from illness, and the translation of such knowledge into effective behavioral strategies that prevent disease, promote healing and enhance well-being across the life span. *Prerequisite: None*

## CLINICAL PSYCHOLOGY & PATIENT CARE

DRM 252 • 1 Unit • 15 Hours

Infertility presents emotional and spiritual challenges for individuals and couples, as does pregnancy loss. With an overview of human behavior and psychotherapy techniques, the course identifies societal patterns and cultural influences that may affect how one deals with infertility. Differing perspectives of men and women, and the challenges for couples dealing with infertility, are also addressed. *Prerequisite: None*

## INTEGRATIVE SPECIALTY:

### HEALTHY AGING & INTERNAL MEDICINE SPECIALTY

#### TCM HEALTH CULTIVATION

DIM 210 • 1 Unit • 15 Hours

This course presents and examines TCM principles of health cultivation, tracing the development of health preservation and preventive medicine in the history of TCM. Relevant applications of acupuncture, Chinese herbal medicine, medicinal diet, Qigong practice and lifestyle and environmental factors in health cultivation are also presented. *Prerequisite: None*



## LONGEVITY STUDIES I: BIOMEDICAL ASPECTS OF AGING

DIM 221 • 1 Unit • 15 Hours

This course presents an overview of the cradle-to-grave aging process from a biomedical perspective, focusing on the effects of growth and aging on the anatomy and physiology of body systems. Instruction and discussion may also focus on hot topics of contemporary anti-aging medicine, including developments in understandings of the microbiome. *Prerequisite: None*

## LONGEVITY STUDIES II: PUBLIC HEALTH & AGING

DIM 222 • 1 Unit • 15 Hours

Life stages and aging populations have impact on medico-social, epidemiological and public health policies, population health and disparities in healthcare delivery. This course examines systems needed to care for an aging population, including lifestyle and levels of support up to and including hospice and palliative care. Relevant topics in anti-aging medicine are examined and discussed. *Prerequisite: None*

## NUTRITION & LONGEVITY: THE AGING PROCESS

DIM 223 • 1 Unit • 15 Hours

Nutritional requirements change throughout stages of life. This course discusses common nutritional problems and deficiencies associated with growth and aging, and examines strategies in optimizing nutritional status, including for the elderly.

*Prerequisite: None*

## PHARMACOLOGY & AGING

DIM 224 • 1 Unit • 15 Hours

Issues of pharmacokinetics and drug interactions throughout life comprise course material, focusing finally on age-related physiologic changes affecting drug absorption, metabolism and elimination. Also included: epidemiology of pharmacotherapy and polypharmacy in the elderly, a review of adverse drug reactions in the elderly, and precautions to note in prescribing herbal formulas for elderly patients. *Prerequisite: DCR 155*

## INTEGRATIVE SYSTEMS AGING COURSES

### NEUROLOGY I

DIM 231 • 1 Unit • 15 Hours

The first of a two-part series that examines neurological disorders associated with aging from both TCM and biomedical aspects, this course focuses on normal cognitive aging and the assessment, diagnosis, neuropsychology and management of dementia and other clinical conditions with impairment of cognitive function.

*Prerequisite: DIM 221 and DIM 222*

### NEUROLOGY II

DIM 232 • 1 Unit • 15 Hours

The second of a two-part series that examines neurological disorders associated with aging from both TCM and biomedical aspects, this course focuses on an integrative approach to the assessment, diagnosis and management of stroke, Parkinson's disease and other movement disorders, neuromuscular disorders, intracranial tumors, headaches, management of pain, opioid dependence, and other conditions commonly associated with aging. *Prerequisite: DIM 221 and DIM 222*

### MUSCULOSKELETAL DISORDERS

DIM 233 • 1 Unit • 15 Hours

This course examines musculoskeletal disorders associated with living long lives, from both TCM and biomedical aspects, focusing on arthritis and connective tissue disorders associated

with aging, as well as muscular atrophy, fractures and musculoskeletal pain in the elderly.

*Prerequisite: DIM 221 and DIM 222*

### DERMATOLOGY

DIM 234 • 1 Unit • 15 Hours

This course presents both TCM and biomedical perspectives on common dermatological conditions, as well as those specifically associated with aging and the elderly.

*Prerequisite: DIM 221 and DIM 222*

### GYNECOLOGY & WOMEN'S HEALTH

DIM 235 • 1 Unit • 15 Hours

This course examines common gynecological disorders associated with growth and aging from both TCM and biomedical aspects.

Topics will also include sexuality in aging, gynecological malignancies, and breast cancer. *Prerequisite: DIM 221 and DIM 222*

### UROLOGY

DIM 236 • 1 Unit • 15 Hours

This course presents an integrative review of common urological conditions associated with growth and aging. Topics include diseases of the kidney and lower urinary tract, water and electrolyte homeostasis, and prostate health in men.

*Prerequisite: DIM 221 and DIM 222*

### GASTROINTESTINAL DISORDERS

DIM 237 • 1 Unit • 15 Hours

This course presents an integrative review of gastrointestinal health, including the microbiome, and GI conditions associated with aging. Topics include digestive disorders, diseases of the upper gastrointestinal tract, hepatobiliary and pancreatic disorders, diseases of the small intestine, colorectal disorders, and malignancies in the gastrointestinal tract. *Prerequisite: DIM 221 and DIM 222*

### CARDIOVASCULAR DISORDERS

DIM 238 • 1 Unit • 15 Hours

This course presents both the TCM and biomedical perspective of common cardiovascular conditions associated with aging. Topics include coronary vascular diseases, hypertension, cardiac failure, cardiac arrhythmias, as well as preventive measures in maintaining coronary health. *Prerequisite: DIM 221 and DIM 222*

### RESPIRATORY & HEMATOLOGICAL DISORDERS

DIM 239 • 1 Unit • 15 Hours

This course presents an integrative review of respiratory health and conditions associated with aging, including chronic and obstructive lung diseases, pneumonia and respiratory insufficiency. The course also examines and discusses integrative perspectives on common age-related hematological conditions, including anemia, hematological malignancies and other blood disorders.

*Prerequisite: DIM 221 and DIM 222*

### ENDOCRINE & METABOLIC DISORDERS

DIM 240 • 1 Unit • 15 Hours

This course presents both the TCM and biomedical perspective of common endocrine and metabolic conditions associated with aging. Topics include diabetes mellitus, adrenal and pituitary disorders, thyroid and parathyroid diseases, and age-related obesity. *Prerequisite: DIM 221 and DIM 222*

## ONCOLOGY

DIM 241 • 1 Unit • 15 Hours

The course examines cancer and aging from both a TCM and biomedical perspective, and presents a systematic review of common malignancies and their clinical presentation, diagnosis, staging and treatment. Topics include review and contemporary developments in cancer screening, early detection and prevention, and provides an overview to the integrative management and care of cancer patients. *Prerequisite: DIM 221 and DIM 222*

## GERIATRIC MEDICINE I

DIM 242 • 1 Unit • 15 Hours

An integrative approach to problem-based Geriatric Medicine. Topics of multidimensional geriatric assessment and intervention, health promotion for older adults, preventive and anticipatory care including exercise and fall prevention, with focus on orthopedic realities in assessing mobility, injuries, and rehabilitation in older adults. Other topics may include supportive care around hygiene, sleep, elimination and skin concerns. Focus targets pain in older adults, issues of cognitive and mental wellness, and palliative care, as well as ethical issues in Geriatric Medicine.

*Prerequisite: DIM 221 and DIM 222*

## GERIATRIC MEDICINE II

DIM 243 • 1 Unit • 15 Hours

Integrative approaches to problem-based Geriatric Medicine includes special senses such as vision and hearing, and topics of immunology, rheumatology, and related disorders in aging.

*Prerequisite: DIM 221 and DIM 222*

## PSYCHONEUROIMMUNOLOGY: MIND-BODY WELLNESS

DIM 251 • 1 Unit • 15 Hours

This course discusses interactions between the brain and the body, specifically the relationship between psychological processes and the nervous and immune systems in the body. It examines the role of psychological well-being in health cultivation and recovery from illness, and the translation of such knowledge into effective behavioral strategies that prevent disease, promote healing and enhance well-being across the life span. *Prerequisite: DIM 221 and DIM 222*

## CLINICAL PSYCHOLOGY & PATIENT CARE

DIM 252 • 1 Unit • 15 Hours

This course discusses psychological aspects of health and wellness with aging, examining the normal aging process and life tasks from a psychological perspective. Topics explore psychological interventions that address problems that arise from moving through life stages. Mental health needs of older adults are examined, with the objective of helping older persons and their families overcome problems, enhance well-being, and achieve maximum potential during later life. *Prerequisite: DIM 221 and DIM 222*

## CLINICAL EDUCATION PROGRAM

The DAOM program at Yo San University includes a total of 650 hours of clinical training, comprised of a combination of the following components:

Course No.	Course Name	Hours
DCL 110	Specialty Grand Rounds (Residency weekends)	50
DCL 121	YSU Specialty Clinic (Residency weekends)	100
DCL 122	Specialty Clinic (Non-residency weekends)	100
DCL 140	Clinical Specialty Mentorship	200
DCL 150	Clinical Selectives	200
<b>TOTAL</b>		<b>650</b>

The program's clinical training component is designed to accommodate the schedules of doctoral students in a monthly residency program model. Students consult with the DAOM Program Dean to develop a plan to complete the required 650 hours of clinical training, including individually-chosen combinations of the following components:

- Direct patient treatment and care at the Yo San University Blount Community Clinic on residency and non-residency weekends (DCL 121, DCL 122)
- Direct patient treatment and care at approved clinics and medical centers (DCL 140)
- Clinical specialty mentorships with approved experienced TCM or Western medical practitioners. A maximum of 200 hours of the required clinical hours may be completed under this category. (DCL 140)
- Preceptorship programs involving working with master's level students in acupuncture/Oriental Medicine programs at an approved TCM/AOM school. These experiences may include teaching, clinical supervision or other educational instructional activities intended to facilitate development of the candidate's teaching skills. (DCL 150)
- Other Clinical Selectives programs. (DCL 150: see Clinical Selectives section, below)

### SPECIALTY GRAND ROUNDS (Residency Weekends)

DCL 110 • 50 hours required

Under the guidance of Senior Clinical Faculty, DAOM Residents present and discuss integrative case reports, including assessment, diagnosis, treatment, outcomes and integrative collaboration.

### YSU SPECIALTY CLINIC (Residency Weekends)

DCL 121 • 100 hours required

Residents provide direct patient care in the YSU Blount Community Clinic. Senior Clinical Faculty provide guidance to enhance and elevate clinical thinking and decision making as well as strategies for delivery of expert care.

### YSU SPECIALTY CLINIC (Non-Residency Weekends)

DCL 122 • 100 hours required

As in DCL 121, but 1-2 non-residency clinics per month at YSU Blount Community Clinic, by advance scheduled shifts.

### CLINICAL SPECIALTY MENTORSHIPS

DCL 140 • 200 hours required

In Clinical Specialty Mentorships, doctoral residents receive specialty clinical training in an approved clinic, hospital or private practice with senior practitioners (aka, specialty mentors). All specialty mentors and mentorship plans must be approved by the DAOM Program Dean via an application and verification process, prior to commencing the specialty mentorship. In addition to specified requirements, the doctoral resident's specialty mentor submits a written evaluation of the resident's performance at the end of the mentorship training. A maximum of 200 hours may be obtained under the Clinical Specialty Mentorship program.

## CLINICAL SELECTIVES

DCL 150 • 200 hours required

The Clinical Selectives are comprised of the following clinical and education activities:

- Clinical preceptorship (AOM-related academic instruction, clinical supervision or other educational activities)
- Additional advanced clinical specialty clinic through YSU Blount Community Clinic or approved affiliated clinics or medical centers
- Other non-AOM academic teaching/instruction
- Other non-AOM clinical supervision/instruction
- Research activities (separate from DAOM Capstone Research Project)
- Writing and publications (separate from DAOM Capstone Research Project)
- Attendance at approved workshops, seminars, conferences and continuing education activities (up to 100 hours)
- China externship (up to 80 hours)

Clinical Selectives are intended to offer doctoral residents a broad spectrum of clinical training opportunities, both within their selected specialty, and in other areas pertinent to the individual resident's education and professional interests. In consultation with the DAOM Program Dean, residents develop a plan to complete the appropriate activities and training hours under this category; where needed, approval from the DAOM Program Dean must be requested in writing. A maximum of 200 hours may be obtained under the Clinical Selectives.

### GUIDELINES FOR CLINICAL EDUCATION HOURS

Clinical hours may be completed with a variety of combinations that suit the needs, interests and resources of doctoral residents. Clinical education hours must meet the following guidelines:

- A minimum of 500 hours must be engaged with direct clinical patient treatment and care;
- A minimum of 325 hours must be completed in the doctoral resident's selected area of specialization. The remaining hours may be outside of the resident's selected area of specialization, but must be confined to clinical experience within TCM or Western Medicine;
- Hours required within a particular course of clinical training must be satisfied within that description. Residents who have unavoidable absences at DCL 110, 121 or 122 levels will consult with the DAOM Dean regarding acceptable completion plans within the particular level.

## Yo San University Blount Community Clinic

The Yo San University Blount Community Clinic (Clinic) is the on-site clinical teaching facility at Yo San University. It provides the professional setting in which doctoral residents complete some aspects of the clinical portion of the Doctor of Acupuncture and Oriental Medicine (DAOM) degree program.

The Clinic offers TCM and acupuncture services by licensed practitioners who are members of the faculty, by YSU post-graduate Fellows, and supervised treatment sessions by interns in the University's master's degree program and doctoral residents from the DAOM program.

In addition to general acupuncture and TCM services, the Clinic offers several specialty clinics where DAOM residents receive integrative clinical training in their selected area of specialization. The specialty clinics include clinical sessions in Women's Health & Reproductive Medicine, Healthy Aging & Internal Medicine, Pediatrics, and Acupuncture Orthopedics & Pain Management.

Dedicated specialty clinical training sessions during DAOM residency weekends also include grand-round discussions among DAOM residents and clinical faculty on select clinical cases or topics at the end of each clinical session.

### THE HERBAL DISPENSARY

The Herbal Dispensary in the Clinic is an unique and valuable resource for both clinical education and relevant TCM Herbal Medicine components of the DAOM program. It provides the environment and tools for DAOM residents and MATCM interns to receive hands-on experience formulating and compounding custom herbal preparations to meet individual patient needs. The Herbal Dispensary carries over 450 herbal products, including uncooked, processed, herbs, concentrated herbal granules, herbal ointments and creams, herbal patches and ready-made herbal pills/formulas.

### STUDENT ACUPUNCTURE SERVICES AT THE BLOUNT COMMUNITY CLINIC

Enrolled students enjoy discounted acupuncture services at the Clinic.

### 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. If applicable, 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 in designated classrooms with appropriate levels of supervision. Appropriate footwear must be worn at all times on campus.

# Admissions

## ACADEMIC YEAR

The DAOM Program Academic Year at Yo San University is from May through April.

Yo San University operates on a 15-week trimester system. The three (3) trimesters in a DAOM calendar year are:

SUMMER TRIMESTER – May through mid-August

FALL TRIMESTER – September through mid-December

SPRING TRIMESTER – January through mid-April

Please refer to the Academic Calendar (available at [www.yosan.edu](http://www.yosan.edu)) for the start and end dates of each trimester, as well as important dates and deadlines.

## ADMISSIONS REQUIREMENTS

All applicants must meet the following admissions requirements for the DAOM program:

- Successful completion of a Master's Degree Program in Acupuncture and Oriental Medicine, at an institution accredited by an agency recognized by the U.S. Secretary of Education; or from an equivalent English language institution in another country.
- Applicants whose master's-level education was not in English may be considered for admission with English as a second language, but they must satisfy the proficiency requirement in English before matriculation.
- A grade point average (GPA) of not less than 3.0

## DOMESTIC APPLICANTS

To apply, domestic applicants must submit or complete:

- A completed DAOM application
- Application fee
- Official transcripts from all previously attended colleges/universities
- Two letters of professional or academic recommendation on official letterhead
- A 500-word statement of purpose
- A current résumé or academic curriculum vitae
- Two passport-size photographs
- Copy of state or national licensure
- Admissions interviews

## INTERNATIONAL APPLICANTS

Yo San University is authorized by federal laws to enroll non-resident alien students who meet the admissions requirements for the DAOM program, and comply with the laws and regulations set out by the U.S. Immigration and Customs Enforcement and the United States Department of Homeland Security.

In addition to the above standard admissions requirements and application process, international applicants must submit:

- Official foreign educational transcripts translated into English (where applicable) by an official translation agency
- Official foreign educational transcripts evaluated by an independent academic accredited evaluation agency that is a member of the National Association of Credential Evaluation Services, Inc. (NACES). Transcripts need to be evaluated on a course-by-course basis. The evaluation, containing the total number of earned credits and cumulative GPA, should be sent directly to Yo San University by the evaluating agency.
- Demonstration of English language competency by at least one of the following two means:
  - o Scoring at least 80 on the Test of English as a Foreign Language (TOEFL) internet based test (iBT), with a minimum speaking exam score of 26 and a minimum listening exam score of 22; or a level 6 on the International English Language Testing System (IELTS) exam; OR
  - o Successful completion of at least three years of undergraduate or graduate level education in an institution accredited by an agency recognized by the U.S. Secretary of Education or from an equivalent English language institution in another country. Applicant who do not satisfy this requirement may be considered for admission with English as a second language, but they must satisfy the proficiency requirement in English before beginning the clinical experience.

In addition, English-language oral competency will be assessed through the admission interview and related communications, while written competency will be assessed through the application essay and related communications.

- Letters of recommendation will also be reviewed with regard to the applicant's proficiency in English-language oral and written communications.
- Evidence of financial resources (\$42,000) sufficient to cover at least one academic year of tuition/education costs (\$15,000) and living expenses (\$27,000)
- An I-20 application together with a photocopy of the photo page of the applicant's passport.

## INTERNATIONAL STUDENT (F-1) VISA

International students are expected to comply with all laws and regulations set out by the U.S. Immigration and Customs Enforcement, in addition to Yo San University policies and regulations.

On being accepted into the DAOM program, an international applicant must commit to full-time enrollment in the program by submitting a non-refundable deposit of \$2,000 (in U.S. dollars), which will be applied to the first trimester tuition. The deposit must be received within thirty (30) days of notification of acceptance into the DAOM program.

In accordance with the U.S. Department of Homeland Security's Student and Exchange Visitor Program (SEVP) regulations, newly-admitted students who are not citizens or residents of the U.S. seeking F-1 (Student) Visa status must request a Yo San University Form I-20 (Certificate of Eligibility for Non-Immigrant F-1 Student

Status), and apply for an F-1 Visa at a U.S. Embassy or Consulate, before traveling to the U.S. to begin the DAOM program.

The I-20 Certification of Eligibility for an F-1 Student Visa will be issued to the international applicant on receipt of the commitment deposit, from students accepted into the DAOM program. U.S. Immigration and Customs Enforcement requires that all students on F-1 Student Visa maintain a full-time program of study.

The prospective international student is responsible for all fees associated with the student visa application and SEVP registration processes.

### **TRANSFER STUDENTS**

Applicants who have been enrolled in a compatible program 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 the DAOM program at Yo San University. Please refer to the policies on Transfer Credits in the Academic Policies section of this catalog.

### **NON-MATRICULATED STUDENTS**

The DAOM program at Yo San University does not admit non-matriculating students.

### **APPLICATION DEADLINES**

Students are admitted to the DAOM program once each year, for the summer trimester. Applications are accepted and reviewed continually throughout the year. Prospective students are encouraged to apply for admission well in advance of the anticipated start date of the program.

### **NOTIFICATION OF ADMISSION**

Applicants will be notified in writing of the Admissions Committee's decision within thirty (30) days of receipt of their completed application.

### **YO SAN SCHOLARSHIPS AND AWARDS**

Various scholarships and awards may be available to matriculating students. Availability of scholarships and awards may vary from trimester to trimester. For more information, please contact the DAOM Dean, or visit the YSU Scholarship page on our website at [www.yosan.edu](http://www.yosan.edu).

## **Financial Aid**

Financial assistance is available through the Federal Aid Stafford Loan and GradPlus Loan programs for students needing assistance in paying their educational costs.

To qualify for a Federal Aid program, the borrower must:

1. Be a U.S. Citizen or registered alien
2. Be enrolled at least half-time
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 (if applicable)
6. Be making satisfactory academic progress

Eligibility for Federal Student Loans is the difference between

- 1) the 'Cost of Attendance' and
- 2) 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.

### **FEDERAL FINANCIAL AID STATEMENT**

Under the Direct Stafford Loan program, students who obtain loans are required to repay the full amount of the loan plus interest, less the amount of any refund. If students receive federal financial aid funds, they are entitled to a refund of the money not paid from federal financial aid funds.

Students must apply for federal financial aid by completing a FAFSA (Free Application for Federal Student Aid) annually. They must sign a Master Promissory Note (MPN) and complete Entrance Counseling prior to the first fund disbursement. Funds received through the Direct Loan Program must be repaid starting six (6) months after leaving school. Loans for less than a full academic year are pro-rated accordingly. A Direct Loan will be either unsubsidized, GradPlus, or a combination of both.

**UNSUBSIDIZED** – Interest on an unsubsidized loan is not paid by the Federal Government and therefore, interest will accumulate on the loan while students are in school. Unless students make payment on the interest while in school, the interest will be capitalized or added to the principle when the loan goes into repayment. The interest rate is set every July 1st. Once originated, the interest is fixed for the life of the loan. Students may borrow an aggregate maximum of \$138,500 including amounts outstanding from loans borrowed at other schools. Students may borrow a maximum of \$20,500 per academic year (defined as two trimesters).

**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 is fixed for the life of the loan at the time of origination. The interest rate is set every year on July 1st. The borrower must have a good credit history to qualify.

## **DISBURSEMENT OF FEDERAL STUDENT LOAN PROCEEDS**

When the following conditions are true fifteen (15) days prior to the beginning of the term, Federal Student Loan proceeds are disbursed on Sunday of the first weekend residency in the trimester:

- Student has completed the year-appropriate FAFSA. The Financial Aid Office will notify students when a FAFSA is needed.
- Student has completed a Master Promissory Note. (A MPN needs to be completed one time and is valid for ten years).
- Student has completed Entrance Counseling. Entrance Counseling may be done separately or at the same time for Stafford Loans and GradPlus loans.
- Students have returned a signed award letter.

A check for the difference between the amount borrowed and the amount of University charges will be available on Sunday of the first residency weekend of the trimester, unless otherwise notified. Checks that are not picked up within twenty-one (21) calendar days of the disbursement date or the date of notification will be returned to the lender.

For individuals who do not achieve the above requirements prior to the beginning of the term, when eligibility is established, the Bursar's Office will notify students of their refund check availability.

## **CANCELING LOAN DISBURSEMENTS**

Within thirty (30) calendar days of the disbursement date or notification date that refund checks are available for pickup, students can request that all or part of a disbursement be canceled and the loan proceeds be returned to the lender. After thirty (30) days, students can return the funds directly. If students or the University return the funds between thirty (30) and one hundred and twenty (120) days after the disbursement date, the interest and fees will be canceled.

For instructions, please call the Direct Loan Common Origination and Disbursement Center at (800) 557-7394.

## **TREATMENT OF FEDERAL STUDENT LOANS WITH STUDENT WITHDRAWALS**

If a student withdraws from the program 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 or participated in a YSU Blount Community Clinic shift.

These refunds are returned to the Federal Direct Loan Program within forty-five (45) days of the withdrawal date.

Students may notify the DAOM Program Dean or Program Manager 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 Withdrawal Form when canceling enrollment before classes have started, or fully withdrawing from the program after classes have started. Withdrawal Forms are available in the office of the Registrar.

## **SATISFACTORY ACADEMIC PROGRESS**

To remain eligible for Federal Financial Aid, students must make Satisfactory Academic Progress toward the completion of the doctoral program. Yo San University measures Satisfactory

Academic Progress in three ways at the end of the second, fourth and sixth trimesters:

1. assessment that students have received a grade of "Pass" on all required assignments and coursework,
2. completion of 80% of the clinic residency or non-residency hours (and/or mentorship/preceptorship hours) required or expected for the period, and
3. submission of documentation to demonstrate timely progress on research, writing and review deadlines for the Capstone Research Project, as measured by the DAOM Capstone Deadlines published to each cohort.

Students who fail to make Satisfactory Academic Progress are placed on Financial Aid Warning for one trimester from the date of notice, and may be referred to the DAOM Academic Advisor for required coaching. If at the end of the trimester, Satisfactory Academic Progress standards are still not met, students are ineligible for Federal Student Aid. A detailed statement on DAOM Satisfactory Academic Progress assessment is available upon request.

Students may appeal the results of the above assessments to the Financial Aid Coordinator. Appeals must explain why satisfactory progress standards were not met and what has changed that will allow standards to be met by the next evaluation period. The appeal must also include an Academic Progress Course Plan approved by the DAOM Dean. The plan must ensure that the student meet standards within a specific time frame. When the appeal is granted by the Financial Aid Office, eligibility is re-instated and the student is placed on Financial Aid Probation for one (1) trimester. If the Academic Progress Course Plan is not followed, the student is ineligible for Federal Student Aid. The student may make a second appeal. If the appeal is not successful, eligibility is not reinstated until after the student has met all Satisfactory Academic Progress standards.

## **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, YSU Blount Community Clinic, Student Life Center, and Administration Suite. Please inquire in the Administration Suite about Work-Study positions, or look for posted notices.

## **VETERANS' BENEFITS**

The University 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 doctoral program with a minimum financial obligation of \$1,500 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

Yo San University student services are designed to facilitate student enculturation and degree persistence, and ensure that graduates are fully prepared for their careers, not only in terms of their academic and clinical competencies, but also their personal and professional development. Cultivation of oneself is a philosophical underpinning of the University's Taoist roots. Through self-cultivation students are encouraged to grow as well-rounded individuals, to 'become the medicine' and be role models for their patients.

## NEW STUDENT ORIENTATION

For DAOM students at Yo San University (YSU), enculturation begins with a full- or three-quarter-day Orientation and class session scheduled on the Thursday preceding the first residency weekend. During Orientation, students have an opportunity to meet others in their cohort and become acquainted with Yo San administration and faculty members. They learn about the University's legacy and future direction, and gain essential knowledge regarding how to navigate University systems and processes. All students receive a University email address and ID; training in accessing Google classroom documents; presentations from key staff; and a chance to meet over lunch with staff, faculty and current students. The Registrar is available to answer questions regarding the student Enrollment Agreement. Orientation includes a full initial session of the Professional Development I course sequence that is completed in the first residency weekend.

## ACADEMIC ADVISING

Timely student progress towards their goals is fundamental to the University's institutional mission and legacy. Academic advising begins upon acceptance to the program. Prior to matriculation, students meet with the DAOM Dean to review program requirements. Additional advising may occur throughout the two-year program, assessing progress towards completion of didactic assignments, clinic hours and capstone research projects. At any time during the program, the Dean may direct individuals to consult with the DAOM Academic Advisor for coaching or remediation of specific academic challenges. Faculty may also request additional advising sessions due to grades or other concerns.

## YO SAN UNIVERSITY LIBRARY:

### THE LAWRENCE J. RYAN LEARNING RESOURCE CENTER

The Lawrence J. Ryan Learning Resource Center carries a variety of resources related directly to the YSU DAOM curriculum and in the general areas of Chinese and Western Medicines. It collects all texts used by the California Acupuncture Board and by the American Board of Oriental Reproductive Medicine (ABORM), as well as all texts used in all courses for all degree programs at the University. There are multiple copies for many of the most frequently-used books. The library also houses a growing collection of audiovisual materials (CD, DVD), related to meditation and spiritual areas, including Qi, and basic sciences, such as biology, anatomy, and physiology. The reference collection includes handbooks, manuals, directories, encyclopedias, medical dictionaries, copies of the current Physician's Desk Reference (PDR), as well as a selection of important publications. The collection provides students with information and resources to support their didactic and clinical work, as well as the Capstone Research Project. The majority of holdings are in English. The University has recently also established a collection of East Asian-language materials, thanks to gifts and contributions of various texts.

To support student research, twelve print journals are available in the areas of Western and Integrative Medicine, as well as subscriptions to online journal databases and a comprehensive list of Internet resources relating to Traditional Chinese Medicine, Chinese Herbal Medicine, and Western Biomedicine that can be accessed onsite or remotely. A collection of journals no longer in publication also is available. YSU students, faculty and staff have full borrowing privileges of library materials and may request Interlibrary Loan from the Library Manager. In addition, YSU's library contains six Internet-enabled computer work stations with word processing and printing capabilities, and three printer/copiers. Wireless access to the Internet is also provided throughout the University. The Library sells new and used course texts as well as school supplies.

The Lawrence J. Ryan Learning Resource Center is open Monday through Thursday from 8:00 am to 8:00 pm, Friday from 8:00 am to 6:00 pm, and Saturday from 10:00 am to 2:00 pm, excluding University holidays and breaks. During trimester breaks, the library is open Monday through Thursday from 10:00 am to 2:00 pm. The Library Manager can be reached at [library@yosan.edu](mailto:library@yosan.edu) or (310) 577-3000 ext. 112, for research assistance or other library-related inquiries.

## THE YO SAN UNIVERSITY STUDENT LIFE CENTER

The Yo San University Student Life Center (SLC) is a hub of University activity. Located immediately outside of the clinic in the heart of the second floor, the SLC is devoted to creating a greater sense of pride, unity, and home by localizing informational resources. It is also meant for all to share a tranquil place that captures the unique essence of the University. The SLC also offers a variety of YSU memorabilia and spirit items, along with healthy vending options.

## STUDENT LOUNGE

The YSU Student Lounge, on the second floor of the University building, is an attractively-appointed space including areas for casual reading or conversation, as well as a kitchen (equipped with refrigerators, toaster ovens and microwaves), study and dining tables, and lockers. An active Student Bulletin Board, described below, is regularly updated. Small lockers, assigned by request, are located just inside the lounge. Students are asked to provide their own padlocks, and each locker is usually shared by two students. 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 by YSU Administration. The lounge, which is open Monday through Friday, from 8:00 am to 9:00 pm, is maintained by the YSU Student Association.

## BULLETIN BOARDS

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 pre-approval from Administration before posting.

The Administration and DAOM Program Bulletin Boards, located just outside the Student Lounge, contain official notices about changes in policies and procedures, schedules, legislative updates, and special news; please check weekly. The Administration and DAOM Program Bulletin Boards may not be used for items of general interest or other non-University-related material.

## YSU 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. YSUSA Officers, elected annually, communicate with the Administration as the voice of the student body. The DAOM Program has an elected representative to YSUSA. The Student Association annually elects a 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 \$15 per student per trimester, applicable to all members of the student body.

## TAO OF WELLNESS FELLOWSHIP

Each year, exceptional graduating students may compete to become a Tao of Wellness (TOW) Fellow, an exclusive opportunity for YSU alumni. The Tao of Wellness is one of the nation's premier centers for Traditional Chinese Medicine, established by Yo San University founders, Dr. Daoshing Ni and Dr. Mao Shing Ni. Through the TOW Fellowship, YSU graduates have an opportunity to continue their learning in TCM, and in how to build and market a successful practice.

## CAMPUS ACCESS

Yo San University is open to DAOM students from 7:30 am to 9:30 pm, Monday through Friday, 7:30 am to 7:30 pm of residential weekends, and from 7:30 am to 5:30 pm of non-residency 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 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 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 Suite.

Personal safety is a priority: students should report any emergencies to the police immediately (Phone 9-1-1). Students should also immediately report any concerns or emergencies to the Administration Suite; 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 Suite, and is accessible to all YSU 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 in the Administration Suite.

## CAMPUS EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Building evacuation maps, an 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 on campus.

## STUDENT RESOURCES

The following student information resources and policy guidelines are filed in binders in the Administration Suite. These binders are available for viewing and/or photocopying on a walk-in basis during the hours of 9:00 am to 5:30 pm, Monday through Friday:

- Yo San University Drug-Free Policy
- F.E.R.P.A. (Family Educational Rights and Privacy Act) Guidelines
- Campus Safety and Security Report (including Crime Statistics reporting under the Clery Act)
- YSU Harassment Prevention Policy
- A.D.A. (Americans with Disabilities Act) Information
- YSU Campus Lockdown Protocol
- Fire & Earthquake Handbook with Protocols
- DAOM Student Resource Binder (in the Dean's office) containing copies of key materials provided at Orientation

## STUDENT HOUSING INFORMATION

Although the University does not provide on-campus housing, the City of Los Angeles and the neighboring communities of Culver City, Mar Vista, West Los Angeles, Marina Del Rey and Venice have extensive rental apartments and housing in all price ranges. YSU is also within commuting distance from a number of other residential communities including Santa Monica, Playa Vista, Westchester, and El Segundo.

The University bears no responsibility for finding, or assisting students in finding, housing. YSU does, however, maintain a bulletin board for students in communicating opportunities for shared housing, community listings, and professional listing sites.

## ADMINISTRATIVE SERVICES

### Student Affairs

The Student Affairs Officer is available to all students in all degree programs who wish to offer suggestions, voice a concern, or seek assistance for a variety of matters. The Student Affairs Officer is the University's designated Title IX Coordinator and manages University issues related to disciplinary actions and grievances.

### Office of the Registrar

The Registrar is the central hub for forms and registration materials. Specifically, the Registrar's Office is responsible for class enrollment and registration, fee assessment, verifying registration and graduation, diplomas and transcripts, preservation and privacy of student records, reserving classrooms, navigating domestic and international residency requirements and status for foreign national students, and assisting special populations such as U.S. veterans



and service members. An online DAOM Tool Kit in the Registrar's menu provides quick links and references for doctoral students.

### **Financial Aid**

Financial aid is monetary assistance from federal and private resources to help students cover the cost of education. Aid takes the form of scholarships, grants and loans. Nearly 70% of Yo San students meet the costs of their education with aid from the Federal Student Loan Program. Graduate students may borrow through the Unsubsidized Stafford and GradPlus programs up to the Cost of Attendance. To ensure student understanding of loan obligations, federal rules require two counseling sessions regarding loans: Entrance Counseling and Exit Counseling.

YSU also offers students short-term tuition 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.

### **Student Emergency Fund**

A small emergency fund is available to assist students with special needs, whether personal or academically related.

### **Veterans**

YSU has been approved by the California State Approving Agency for Veterans Education (CSAAVE), a division of the California Department of Veterans Affairs, to administer educational benefits for veterans and eligible persons. Please contact the Financial Aid Coordinator for more information.

## **AWARDS AND SCHOLARSHIPS**

### **DAOM Distinction Award**

The DAOM Distinction award is a \$300 cash prize presented annually, with a Certificate of Merit, to the graduating student nominated by DAOM faculty. This award is presented at the annual graduation/commencement ceremony.

### **Scholarships**

At YSU, we provide students with a remarkable educational opportunity. In turn, our students bring rich, diverse experiences, adding to the vibrancy of the Yo San Community. It is important to the University and the DAOM Program to seek and deliver scholarship opportunities for the support of our students when possible. Information about scholarship availability will be announced to all accepted and/or matriculated DAOM students in a clear and timely manner, including provision of guidelines, deadlines, or application materials, where appropriate.

## **Academic Policies**

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

### **STATEMENT ON ACADEMIC INTEGRITY**

Yo San University is committed to supporting and promoting academic integrity, embracing the fundamental values of honesty, fairness and responsibility. Respect for these values necessitates appropriate behavior essential to maintaining the University's commitment to academic integrity, educational excellence, and the accomplishment of the University's mission.

It is the University's goal that the highest academic standards are maintained throughout all its programs and activities. Conduct that violates academic integrity includes, but is not limited to:

- Cheating
- Dishonesty
- Plagiarism
- Fabrication of false information/data
- Omission of appropriate scholarly citations
- Unauthorized collaboration
- Conducting human subjects research without IRB approval
- Misrepresentation of scholarship, licensure, academic achievement or performance
- Facilitating violation of academic integrity by another/ other individual(s)

### **ATTENDANCE REQUIREMENTS**

Attendance is a critical component in medical education. DAOM candidates are required to attend all scheduled classes and clinical training in the program. Candidates who miss more than 30% of any given course will fail the course. In addition, all students must attend at least 80% of overall program didactic hours to graduate from the program. Clinical hours require 100% attendance.

Doctoral candidates who miss didactic classes for any reason will be responsible for all material and content of the missed classes and may be required meet with the DAOM Dean or Program Manager to arrange for make-up assignments. For planned absences, candidates are expected to notify the DAOM Dean or Program Manager in advance.

Excessive tardiness may be counted as a class absence. As a guideline, students arriving more than thirty (30) minutes late for a class, or leaving the class thirty (30) minutes early will be marked absent for the entire class. Instructors may also require higher attendance standards than those published in this catalog. Higher attendance requirements will be clearly stated in the course syllabus distributed at the first class session.

Attendance at all clinical sessions is mandatory. Any missed non-residency clinical hours must be made up in full within one (1) trimester of the missed session. Students who miss more than three (3) clinical sessions in a trimester, whether residency or non-residency, are required to meet with the Dean of Clinical Education or the DAOM Dean to develop a plan for completing the program on time.

### **CONTINUED ENROLLMENT**

Continued Enrollment is required when the student has not completed the Capstone Research Project, clinic hours or didactic

work within the initial two-year program period. All coursework, clinical hours and the Capstone Research Project are meant to be completed in two years, and must be completed within three (3) years, of initial enrollment. Candidates who face highly-unusual life circumstances that interfere with completion in the third year may petition the Doctoral Academic Committee for extension to a 4th and final year.

Payment of the Continued Enrollment fee (for each area of academic, clinical or research/Capstone extension) and a completed Registration Form are required by the end of Week One (1) of every extended term. After Week One, a late fee is charged.

The Continued Enrollment fee cannot be paid in installments.

Students who fail to register on time and pay all charges by the end of Week Three are administratively withdrawn from the program. Students who fail to register for Continued Enrollment or are administratively withdrawn must file a formal petition for readmission to the program.

### TRANSFER CREDIT POLICIES

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 DAOM program at Yo San University. A transfer credit request must be submitted, complete with all official documents and appropriate fees, following acceptance and well in advance of the first semester of attendance (see current DAOM Tuition and Fee Schedule).

Coursework taken at another accredited institution before admission to the University may be presented for evaluation for transfer credit. Presentation is by petition, accompanied by the required fees.

Credit for courses within the University's curriculum may be granted for equivalent courses taken at an ACAOM or regionally accredited institution. Courses must have been taken within ten (10) years prior to admission to Yo San University and must be equivalent in hours and content to the course offered at the University.

Any University student who wishes to transfer a course completed more than ten (10) years prior to admission may petition to take a proficiency examination (which is equivalent to the final exam for the course) and if successfully passed with a score of 75% or higher, allowance will be made for transfer credit. One hundred percent (100%) of biomedical science can be transferred if completed at an institution accredited by ACAOM or a regionally accredited institution.

In addition, the acceptance and applicability of transfer credits is subject to the following restrictions:

- Transfer credits cannot be from part of any master's degree program
- CEU hours/credits will not qualify as transfer credits
- Transfer credits cannot exceed thirteen (13) credits

Coursework taken at another institution after admission to Yo San University is not transferable unless approved in writing and in advance of that coursework by the DAOM Dean. Transcripts from countries outside of the United States 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 Registrar.

Transfer credit may be granted from a foreign institution that has approval or accreditation comparable to regionally accreditation in the U.S. and provided the courses are documented by official transcripts. Transfer courses must be comparable to courses offered at Yo San University. A student must have earned a passing grade of "C" or better for any course to be considered for transfer credit.

All decisions regarding credit transfers are made by the DAOM Dean.

### CHALLENGE EXAM CREDIT

A currently enrolled doctoral candidate may petition to take a challenge exam to earn credit for a course or courses for which the student has substantive prior professional training and experience specifically related to the content and learning objectives of a DAOM didactic course. A maximum of thirteen (13) credits may be challenged. Clinical courses may not be challenged. Students who initiate challenge examination petitions must provide the DAOM Dean with documented verification of the prior academic instruction or professional training/experience in the subject matter of the course being challenged, and obtain written approval from the DAOM Dean to take a challenge examination.

The challenge exam will be constructed and evaluated by an appropriate faculty member chosen by the DAOM Program Dean. The challenge exam will be scheduled by the DAOM Program Dean. The challenge exam fee is 50% of the per credit hour tuition for the course to be challenged (see part-time tuition charge in the DAOM Tuition and Fee Schedule). A student who fails the challenge exam will be required to enroll in the challenged course. An administrative fee will be retained and the remainder of the challenge exam fee will be applied toward tuition for the course challenged.

### GRADING & ASSESSMENT

#### CREDIT SYSTEM

Yo San University operates on a 15-week trimester system, with three (3) trimesters in a calendar year. One (1) trimester credit is granted for each fifteen (15) hours of classroom contact plus appropriate outside preparation or the equivalent.

#### GRADING SYSTEM

Grades are assigned by the faculty for the purpose of accessing students' academic performance in a course. The grading system and standards in the DAOM program are:

##### GRADE

P	Pass
F	Fail
I	Incomplete
IP	In Progress
CPL	Complete
AUD	Audit
W	Withdrawal
WF	Withdrawal, Failing
WX	Withdrawal, Cancelled Registration (during week one)

A grade of 'F', 'W' 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 University Administration, and will remain as reported on a student's transcript. A student requesting a change of grade must notify the Registrar in writing within thirty (30) days of receiving the grade.

Failed courses must be repeated at full tuition.

## ASSESSMENT METHODS

An assessment of the candidate's progress in achieving the educational goals of each course according to the syllabus and the policies of the University is achieved by assigning grades of P, F, I, IP, CPL, AUD, W or WF, as indicated above.

The methods of assessing doctoral candidates' academic achievement include:

- Written and oral case study presentations
- Exams
- Written papers
- Completion of the Capstone Research Project
- Exit questionnaire and follow-up evaluation
- Other projects, activities, demonstrations, practicum or documentation as determined by the course instructor to be appropriate to the content and process of each course.

Grade assignments are determined and assigned by the course instructor based on the student's performance on the assessment methods listed above, as well as on the student's participation in class and attendance.

## INCOMPLETE COURSEWORK AND EXAMS

A student may petition for an Incomplete "I" grade for a course if the student, due to extenuating and unforeseen circumstances (such as severe illness, or a death in the immediate family) cannot fully complete the required course, or complete the required course assignment(s) or exam(s) on time. An Incomplete "I" grade for a course must be made in writing on the designated DAOM Assignment Extension and/or Makeup Exam Request Forms. The Incomplete "I" grade indicates that further work in a course must be completed before a passing grade is given. The petition for an Incomplete "I" grade must be filed with DAOM Dean on or before the due date of the assignment or exam date. A course extension fee is applicable (see the DAOM Tuition and Fee Schedule). Students must pay the required assignment extension fee before the assignment can be accepted or the makeup exam scheduled.

If permission is granted for an extension or late completion, the course instructor or DAOM Program Administration will state on the DAOM Assignment Extension and/or Makeup Exam Request Forms the specific requirements and revised deadline for completing the course. If the requirements are not met by the revised deadline, the incomplete course will automatically be assigned a "Fail" grade.

Students who do not pass a class must repeat the class the next time the class is offered (following the completion of their cohort's curriculum cycle), and pay the full course tuition as listed on the DAOM Tuition and Fee Schedule. Classes are scheduled on two-year cycles. Students repeating a class may have to wait more than one

trimester beyond their initial 24 months, for the required class to be offered again. This may delay completion of requirements and formal recognition of graduation, up to two years beyond the end date of the initial 24 months of the DAOM program. Students are responsible for completing all coursework and assignments for every class. Students who fail to complete the required assignments and coursework for a class will receive a "Fail" grade for the class. Successful completion of all classes is required for graduation from the YSU Doctor of Acupuncture and Oriental Medicine degree program.

## ACADEMIC PROGRESS

Maintaining satisfactory academic process is a crucial benchmark for academic success in the DAOM program. To maintain satisfactory academic progress and remain in good academic standing, a student must, at the end of each evaluation period:

- Have received a "Pass" grade on all required assignments and coursework;
- Have completed 80% of clinic Residency hours required or expected for the period; and
- Submitted the pertinent Capstone Research Project progress or completion documentation expected of each evaluation period.

Satisfactory academic progress is measured at the end of the second, fourth, and sixth trimesters. Faculty may alert the DAOM Dean of academic or other concerns for a student's progress, which may trigger assessment in-between the formally-selected trimesters. An extended overview of all of the components of 'Satisfactory Academic Progress' is available from the Dean, upon request.

Students receiving student loans must also fulfill additional 'pace' requirements. Please refer to the specific sections on Financial Aid, or speak with the Financial Aid Coordinator.

## ACADEMIC ADVISING

Academic advising is an important part of the educational process in the DAOM program. Prior to beginning the program, students participate in an initial academic counseling session. At least once a year thereafter, to ensure everyone is making satisfactory progress, students are required to schedule one academic counseling session with the DAOM Dean. Scheduling these appointments is the responsibility of each student.

Additional advising is available to all students and can be scheduled through the DAOM Dean at any time. At the end of every trimester, the progress of all students is reviewed by the DAOM Dean. Students who are placed on academic probation may be required to participate in tutorials and remedial sessions with the DAOM Academic Advisor to support their efforts to return to satisfactory academic status.

## ACADEMIC PROBATION

Candidates whose progress has been deemed to be unsatisfactory will be placed on academic probation and monitored closely. Candidates on academic probation may be required to participate in monthly academic counseling sessions with the DAOM Academic Advisor during the subsequent six (6) months following academic probation. At the end of the six-month period, if a candidate is able to demonstrate academic progress and maintenance of

progress, the academic probation status will be lifted. If the candidate cannot satisfactorily complete the requirements for graduation, the candidate may be academically dismissed from the DAOM program.

### **ACADEMIC DISMISSAL**

Students are subject to academic dismissal from the DAOM program under any of the following conditions:

- Remaining on academic probation for more than two (2) consecutive trimesters
- Failure to complete all required coursework within four (4) years from the date of initial enrollment in the DAOM program
- Any other circumstance whereby the DAOM Academic Committee determines that the student cannot satisfactorily complete the requirements for graduation

Academic dismissal will be noted on the student's transcript.

### **READMISSION AFTER ACADEMIC DISMISSAL**

To be considered for readmission following academic dismissal, a student must meet with the DAOM Dean to present their case for readmission. A student must wait one (1) full year before applying for reinstatement to the DAOM program.

To be readmitted to the DAOM program, a student is required to:

- Explain and submit in writing the steps that have been taken to resolve all circumstances contributing to the candidate'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.

All applications for readmission will be reviewed by the DAOM Academic Committee. The DAOM Academic Committee may stipulate additional conditions for readmission beyond those listed above. Students are notified in writing of the committee's decision. If the committee approves the request for readmission, students must submit the appropriate Application and Initial Registration Fees (see the DAOM Tuition and Fee Schedule), and complete all required paperwork for re-enrollment into the DAOM program.

### **COURSE EVALUATIONS**

Student evaluation of courses and faculty is an essential process for the DAOM program to maintain quality teaching and improve the curriculum. The evaluation process enables students to constructively express feedback on faculty member performance and presentations. These evaluations also provide the DAOM Program Dean with appropriate data and information on classroom instruction from the student/learner perspective. All student input is strictly confidential.

### **GRADUATION REQUIREMENTS**

To be eligible for graduation, a DAOM candidate must:

- Satisfactorily complete all didactic coursework
- Complete all clinical hours
- Receive passing marks on the Capstone Research Project, as well as on the oral presentation and defense of their research report at the Dissertation Conference
- Clear all outstanding accounts with the University, including administration, clinic, and library accounts, and return all borrowed library books

Students anticipating to graduate must submit an "Application for Graduation" to the Registrar when they register for their final trimester. This allows YSU Administration time to verify that all requirements will be met before the end of the trimester when graduation is expected.

Upon graduation, students will be awarded a Doctor of Acupuncture and Oriental Medicine degree.

### **MINIMUM AND MAXIMUM TIME FOR DEGREE COMPLETION**

No student may complete the DAOM program in less than 24 months. The Yo San University DAOM program must be completed within four (4) calendar years (48 months) from the first date of enrollment.

### **GRADUATION/COMMENCEMENT CEREMONY**

A Graduation Ceremony is held once a year. To be eligible to participate in the ceremony, a student must be scheduled to complete all course and didactic requirements by the end of their sixth trimester, including the submittal of their Capstone Research Project on the assigned due date in January of their sixth trimester in the program.

There is a one-time graduation fee. This fee covers the administrative costs associated with certifying course completions (diplomas, completion transcripts, etc.) and organizing the ceremony (such as cap and gown, event logistics, etc.). All graduating students must pay the graduation fee whether or not they choose to participate in the ceremony.

## **Administrative Policies**

The Yo San University DAOM 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 studies, subject to the University's discretion. Changes will be publicized. Doctoral candidates 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 registered. Students are expected to update their contact information with the Registrar whenever a change is made.

## TUITION PAYMENT & BALANCE

Payment options and schedules are presented on every registration form. All fees must be paid on time. Students who are not current with their financial obligations by end of the third residency weekend of any given trimester may be administratively withdrawn from classes.

Continuing students may not enroll unless their fees and other outstanding balances 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 aggregation of penalties as published on the Registration Form.

## STUDENT ENROLLMENT STATUS CLASSIFICATION

### Full-time Student

Full-time status requires that students be enrolled in all DAOM classes offered each trimester.

### Part-time Student

The DAOM program is designed for full-time enrollment such that the program may be completed within the two-year curriculum timeline. Part-time enrollment is only offered to pre-approved students under extenuating circumstances.

A student, with approval from the DAOM Dean, may elect to drop to less than full-time enrollment status for no more than one (1) trimester. In these circumstances, students need to be aware that the missed course(s) may not be offered again until the following year or for two (2) years. Students considering part-time enrollment status for a trimester should meet with the DAOM Dean for academic advisement to ensure that all degree requirements are completed within the maximum four (4) calendar years (48 months) from the date of initial enrollment in the program.

## TUITION & FEES

Current tuition and fees for the DAOM program are reviewed annually and published in the annual Tuition & Fee Schedule. This schedule is posted in the DAOM Student Toolkit on the [www.yosan.edu](http://www.yosan.edu) website, as well as provided in your registration packet.

## TUITION AND FEE ADJUSTMENTS

Yo San 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. 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 University's Board of Trustees to minimize tuition and fee increases.

Tuition is set for each cohort respectively and all applicants are informed accordingly. In order to assist students in planning for financial arrangements, any fee increases are announced at least six (6) months before they are implemented.

## TUITION REFUND POLICY

Refunds are made in compliance with accreditation, State and Federal requirements. The refund policy is included on the Registration Form.

All students are entitled to a full tuition refund if the registration agreement is cancelled no later than the third day following the first residency weekend. Registration fees are non-refundable.

Students may notify the Registrar of their request for tuition refund during normal business hours via phone, email, letter or in person. Before the refund will be processed, the student must complete a Withdrawal Form, when cancelling an enrollment or fully withdrawing from the program. Withdrawal forms are available from the Registrar.

The "withdrawal date" is used to calculate the amount of the refund and is determined when a completed Withdrawal Form is submitted to the Registrar. The withdrawal date is established by the date of postmark on the envelope, by date stamp on the email, or by the date these forms were submitted to the DAOM Program Manager 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. After the 75% point of course completion, no additional refunds are offered. This refund policy applies to students who voluntarily withdraw, as well as to those who are dismissed from the program for any reason.

When a student who is a Federal Student Loan recipient withdraws, refund processing follows the appropriate 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 forty-five (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.

## STUDENT TUITION RECOVERY FUND (STRF)

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education (BPPE).

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

1. Students in an educational program, who are California residents, or are enrolled in a residency program, and prepay all or part of tuition either by cash, guaranteed student loans, or personal loans, and
2. Total charges are not paid by any third-party payer such as an employer, government program or other payer unless a student has a separate agreement to repay the third party.

Students are not eligible for protection from the STRF and they are not required to pay the STRF assessment if either of the following applies:

1. The student is not a California resident, or is not enrolled in a residency program, or
2. Total charges are paid by a third party, such as an employer, government program or other payer, and a student has no separate agreement to repay the third party.

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

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

However, no claim can be paid to any student without a Social Security number or a taxpayer identification number.

Please refer to the current schedule of applicable tuition and charges for the DAOM program, available from the Registrar.

## **LEAVE OF ABSENCE & WITHDRAWAL POLICIES**

### **LEAVE OF ABSENCE POLICY**

Requests for a Leave 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. Students must meet with the DAOM Program Dean for academic advising prior to taking a Leave of Absence.

Academic and clinical coursework completed and credits received prior to the leave of absence will count toward program completion. Students on a leave of absence may complete outstanding work in any course for which they have been granted extensions by the DAOM Dean.

Students may not fulfill any other degree requirements during the time on leave, such as clinical hours or Capstone Research Project writing. Students who plan to be away from the University to work on a Capstone Research Project or other degree requirements are required to remain enrolled in the program and pay extension fees, if applicable.

A student may be granted one (1) Leave of Absence within any 12-month period, not to exceed 180 calendar days. One (1) subsequent Leave of Absence within that same 12-month period can be granted for unforeseen circumstances, such as jury duty, military duty, and criteria covered under the Family and Medical Leave Act of 1993. Such exceptions must be approved by University Administration.

For students on student loans, enrollment status for the period of the Leave of Absence will be 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 on a Leave of Absence should contact the DAOM Dean or Program Manager prior to their return.

An unauthorized Leave of Absence that exceeds 180 calendar days constitutes an automatic withdrawal from the University. Students who have withdrawn and wish to return to University must submit a new and full application. University acceptance of re-enrollment is not guaranteed. The period of leave of absence will count towards time taken for program completion: the DAOM program must be completed within four (4) years (48 calendar months) from the date of initial enrollment. An extension fee will apply if students extend coursework beyond the initial two (2) years of the DAOM program (see DAOM Tuition and Fee Schedule).

### **WITHDRAWAL FROM THE UNIVERSITY**

To withdraw from the University a student must submit a completed 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 personal statement of purpose, professional resume and references updated to reflect 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 thirty (30) days is entitled to readmission/reinstatement with the same academic status prior to the Leave of Absence if all of the following criteria are met:

- Advance notice of Leave of Absence is provided to the University
- The cumulative absence is no longer than two (2) years
- The University is notified of the intent to re-enroll
- The student was not dishonorably discharged from Military Service

### **STUDENT ACADEMIC 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 documents outlined in the Family Educational Rights and Privacy Act of 1974 (FERPA). A fee is charged for these copies. Transcripts and other student records will not be released to students whose Bursar accounts are not current.

## 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 part of the file. Student interns and student employees may in the course of their studies at Yo San University gain 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 University Administration. A student may be expelled from Yo San University for a breach of confidentiality and legal action may be taken by the University.

Students who believe that their education records contain information that is inaccurate or misleading should submit a written complaint, detailing their concerns, to the DAOM Dean, who will then look into the allegation.

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The University complies with the Family Education Rights and Privacy Act of 1974 (Buckley Amendment). This Act provides eligible students rights regarding educational records, including:

- The opportunity to inspect and review their educational records, and to request copies of these records
- The procedure for amending incorrect and inaccurate information in their educational records
- Protecting the privacy of student records
- Excluding certain types of student records and information from inspection, such as parental financial information, or a student's psychiatric or medical records.

Under FERPA regulations, Yo San University will not release a student's academic record without that student's signed permission, except:

- To Yo San University officials authorized to receive the information for legitimate educational purposes
- To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the U.S. Secretary of Education, and State and local educational authorities for audit or evaluation of Federally-or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements related to those programs
- To organizations conducting studies for or on behalf of the school making the disclosure, for the purposes of administering predictive tests, administering student aid programs, or improving instruction
- To comply with a judicial order or a lawfully-issued subpoena
- To the victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense concerning the final results of a disciplinary hearing with respect to the alleged crime; and
- To any third party the final results of a disciplinary proceeding related to a crime of violence or non-forcible sex offense, if the student who is the alleged perpetrator is found to have violated the school's rules or policies. The disclosure of the final results only includes: the name of the alleged perpetrator,

the violation committed, and any sanction imposed against the alleged perpetrator. The disclosure must not include the name of any other student, including a victim or witness, without the written consent of that other student/victim/witness.

FERPA regulations do permit the University to release basic directory information for any student unless a student requests in writing that such directory information be withheld. Yo San University has designated the following as directory information: student 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.

Forms are available in the Administration Suite for students to request copies of their transcripts for themselves or to be sent to licensing agencies, etc. There is a processing fee for each transcript request.

## RETENTION OF STUDENT RECORDS

All student records are stored on-site at 13315 W. Washington Blvd., Los Angeles, California 90066. Student records of current and active students are stored in fireproof file cabinets in a secured file room within the DAOM Program Suite on the second floor of the building. Academic records of all YSU graduates are kept in fireproof file cabinets in a secured storage room in the basement of the building. Records of students who have withdrawn from the University are kept in a fireproof file cabinet in a locked storage room in the basement. The DAOM Dean, DAOM Program Manager, and Registrar are the administrative officers who maintain keys to the locked cabinets containing student files; they are the only administrators with direct and unrestricted access to stored student records.

The Financial Aid Coordinator maintains separate student records with information strictly confined to matters relating to financial aid. These records are kept in locking file cabinets in the office of the Financial Aid Coordinator. Only the Financial Aid Coordinator and Chief Financial Officer have access to these cabinets.

Academic records pertaining to a student's clinical training are maintained separately in the YSU Blount Community Clinic by the Dean of Clinical Education. The Dean of Clinical Education maintains student records related to the clinical education of the student, including clinic hours, patient log-sheets, CPR certification, Clean Needle Technique certification, vaccination status, vacation and shift-changes requests, etc. These records are kept in locking fireproof cabinets in the Dean of Clinical Education's office.

In the event Yo San University ceases to operate, the University will work with the Department of Education and ACAOM with regard to policies and procedures for closing an institution. In such an event, arrangements have been made for records from Yo San University to be stored at the Tao of Wellness (TOW), located at 2825 Santa Monica Blvd. #300, Santa Monica, California 90404. TOW is the private acupuncture practice owned by the founders of Yo San University, Dr. Daoshing Ni and Dr. Mao Shing Ni.

Students have the right to inspect their own academic records provided the inspection is conducted at the YSU Administrative Office in the presence of the Registrar and the DAOM Dean.

The Registrar is responsible for updating and maintaining computerized student records with the assistance of the Bursar, who maintains the Bursar module, and the Director of Enrollment Management, who maintains the Admissions module.

Academic records of all graduates of the DAOM program, as well as of students who left the program prior to completing the program, are kept for five (5) years after the student graduates or leaves the institution. Academic transcripts are maintained indefinitely.

## Equity & Diversity

### TITLE IX COMPLIANCE

Title IX of the Education Amendments of 1972 (hereinafter known as Title IX) is a federal law that prohibits discrimination on the basis of sex in federally funded education programs. The objective of Title IX is to ensure that federal money not be used to support sex discrimination in educational programs and provide citizens with effective protections against such practices. Title IX protects students, employees, applicants for admission or employment, and others from all forms of sex discrimination, including discrimination based on gender identity or gender nonconformity.

Yo San University (hereinafter the University) is committed to providing an environment free from all forms of sexual misconduct, including sexual and gender-based harassment, sexual assault, and sexual exploitation. The University does not discriminate on the basis of sexual orientation, gender identity, gender expression, or any other category protected by applicable law, in the administration of its educational policies, admission policies, or employment practices. The University also prohibits retaliation against any individual for reporting conduct prohibited in this policy or for participating in an investigation of an alleged violation of this policy.

The University's Title IX Compliance Policy applies to the entire University community, including students, faculty, clinic staff, administrative staff, and any person employed or contracted by the University. This includes contractors, vendors, and other third parties, as well as visitors or guests of the University. This policy pertains to conduct that occurs on the University premises and/or conduct that occurs in the context of University employment, education, or research.

The Title IX Coordinator (hereinafter the Coordinator) is responsible for monitoring compliance with Title IX; overseeing the implementation and administration of the University's procedures for resolving Title IX complaints; providing education and training to the University community on how to file a complaint; investigating complaints and working with law enforcement when necessary; tracking and reporting annually on all incidents in violation with this policy; and ensuring that all complaints are resolved promptly and appropriately. The Coordinator also manages the University's response to all complaints involving possible sex discrimination to track outcomes, identify patterns, and evaluate effects on the campus climate.

Title IX Coordinator:

Joe DeNeal  
Director of Enrollment Management and Student Affairs  
Yo San University  
13315 W. Washington Blvd., Los Angeles, CA 90066  
T: 310-577-3000 ext. 124, E: jdeneal@yosan.edu

### CONDUCT PROHIBITED UNDER THIS POLICY

Sexual Harassment is any unwelcome conduct of a sexual nature, including sexual advances, requests for sexual favors, or other visual, verbal, or physical conduct of a sexual nature when one or more of the following conditions is present:

- i. Submission to or rejection of such conduct is used as a basis for decisions affecting an individual's employment or advancement in employment, evaluation of academic work or advancement in an academic program, or basis for participation in any aspect of a University activity.
- ii. Such conduct has the effect of unreasonably interfering with an individual's learning, working, or living environment, or creates an intimidating, hostile, or offensive environment.

Gender-Based Harassment includes harassment based on sex, gender, sexual orientation, gender identity, or gender expression, which includes acts of hostility or intimidation, whether visual, verbal, physical, or otherwise.

Sexual Assault is any non-consensual physical contact of a sexual nature perpetrated against a person's will, or when a person is incapable of giving consent (due to the person's age, use of drugs or alcohol, or intellectual or other disability). Sexual contact includes:

- i. Sexual intercourse (anal, oral, or vaginal), including penetration with a body part or an object, or requiring another to penetrate himself or herself with a body part or object
- ii. Sexual touching, including but not limited to, intentional contact with the breasts, buttocks, groin, genitals, or other intimate part of the body

Sexual Exploitation is the purposeful and non-consensual taking sexual advantage of another person. Examples include the following:

- i. Voyeurism, such as watching, taking pictures, or recording another person in a state of undress or engaging in a sexual act without consent
- ii. Disseminating pictures or video of another in a state of undress or of a sexual nature without consent
- iii. Prostituting another individual
- iv. Knowingly exposing another individual to a sexually transmitted disease without the other individual's consent

Stalking is the engaging in a course of conduct directed at a specific person that would cause a reasonable person to suffer substantial emotional distress, or fear for his or her own safety, or the safety of others.

Retaliation is strictly prohibited and is defined as action taken against a participant in the complaint process that negatively affects the individual's employment or academic status, and is motivated in whole or in part by the individual's participation, or lack thereof, in the complaint process.



## Complaint Procedure

Any student, faculty, staff member, or other individual may consult with the Coordinator, or a member of the administrative staff, to discuss issues related to sexual or other misconduct, whether or not misconduct has occurred, or the degree of involvement of the person seeking information. If there is an expressed desire that the consultation be confidential, this can usually be achieved when individuals discuss concerns about misconduct without providing the identities of those involved. The level of confidentiality depends on what legal protections are necessary to preserve the safety of the campus community.

To ensure a prompt and thorough investigation, complainants are asked to provide as much of the following information as possible:

- The name, department, and position of the person(s) allegedly causing the discrimination, harassment, or retaliation
- A description of relevant incident(s), including the date(s), location(s), and the presence of any witnesses
- Any alleged effect of the incident(s) on the complainant's academic standing, educational benefits or opportunities, position of employment, salary, benefits, promotional opportunities, or other conditions of employment

Any person may make an anonymous report regarding an act of sexual misconduct. A person may report the incident without disclosure of his or her name, the respondent's identity, or any request for action. However, depending on the incident and the available information, the University's ability to respond to anonymous reports may be limited.

## NOTICE OF NON-DISCRIMINATION

Yo San University does not discriminate on the basis of race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, military status, veteran status, or other non-merit reasons, in admissions, educational programs or activities and employment, and complies with all applicable federal and state laws regarding nondiscrimination and affirmative action, including Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 and the Elliott-Larsen Civil Rights Act.

## DISABILITY ACCOMMODATION

Under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, Yo San University is committed to providing reasonable accommodations for students, staff, and faculty who have disabilities, to ensure that all are given an equal opportunity for learning and performing the essential functions of their work positions.

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 DAOM Administration, the Students Affairs Officer and the faculty member in charge of the activity. The faculty member will make such accommodation as he/she deems fair and appropriate in the circumstances, as instructed by the Student Affairs Officer. The Student Affairs Officer may require the student to produce clearly documented medical reports or opinions from appropriate qualified health professionals specifically recognized by the State of California for this purpose, as a precondition for the accommodation. If a student is dissatisfied with the faculty member's accommodation, the student may request a review by the Student Affairs Officer.

# Professional Conduct

## 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. The University 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 YSU Blount Community Clinic, disciplinary procedures or other University activities, including the University's public service functions or other authorized activities at the University
- 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.
- Academic cheating, including plagiarism, in any form
- Knowingly providing false or misleading material information to the University
- Forgery, alteration, or unauthorized use of University documents, records, or identification
- Failure to comply with the lawful directions of University officials
- Failure to comply with the University rules, regulations, or policies
- Failure to comply with clinic and academic regulations and policies
- Failure to comply with dress, appearance and professional standards of behavior as may be set by the University
- Failure to comply with privacy laws established by FERPA
- Disruptive use of cell phones, computers, laptops, electronic tablets, and other electronic devices
- Failure to comply with restrictions on use of cell phones, computers, laptops, electronic tablets and other electronic devices
- 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

- Unauthorized possession of keys to University facilities including buildings, desks, files, equipment, etc.
- 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
- Unlawful conduct involving moral turpitude
- 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.

### **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 to all persons involved in University operations. This policy 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, text or other social media messages, and faxes, etc.
- 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 students believe that they have been unlawfully harassed or discriminated against, students must provide a written complaint to the Student Affairs Officer or any senior University administrator 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 from the University. 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 students think that they have been harassed or have been retaliated against for resisting or complaining, students may file a complaint with the appropriate agency.

### **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/higher education institution. Students are expected to dress and act respectfully towards patients, visitors, employees, faculty and staff, 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) clothing is not considered acceptable.

Students working in, or conducting their internship at the Yo San University Blount Community Clinic must fully comply with dress code guidelines established in the Clinic Handbook.

Failure to comply with appropriate attire and/or Clinic dress code guidelines will result in the filing of reports in the student record, and appropriate disciplinary action.

### **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 an externship site, they 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 dependence and/or abuse available from both the YSU Blount Community Clinic and the Administration Suite. The Student Affairs Officer is available to assist any students in need of these services.

## DISCIPLINARY PROCEDURES

Notices required regarding disciplinary proceedings shall be hand-delivered or mailed to the student by certified mail.

Any student, faculty or staff member of Yo San University may present a written allegation to the Student Affairs Officer 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 Student Affairs Officer 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.

In the case of allegations or evidence of violations of academic integrity and/or cheating, the student(s) involved, the reporting faculty or administration member, and the evidence will be reported to the Doctoral Academic Committee for their review and recommendation.

## FINDINGS, HEARINGS & APPEALS

If the Student Affairs Officer believes there has been a violation of the Code of Conduct, s/he will conduct an appropriate investigation.

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

The Student Affairs Officer will deliver the findings, in writing, to the student. If a violation is found and a sanction proposed by the Student Affairs Office, the student will have ten (10) 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 YSU Administrative team (the University President, the DAOM Dean, and the Student Affairs Officer) will be arranged within ten (10) calendar days of receipt of the written appeal. The student may attend this meeting but is not obliged 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 YSU Administrative team regarding the appeal is final. The Student Affairs Officer shall then record and file all results of both 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 Student Affairs Office. For the purposes of a formal hearing, the Administrative team consists of the University President, the Student Affairs Officer, and the DAOM Program Dean. The Dean of Clinical Education may also participate as appropriate to the appeal.

The following procedure applies:

1. If the Student Affairs Officer 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 Student Affairs Officer will not be involved in the determination of any Administrative team sanction.
2. 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 Student Affairs Office. At the hearing, the Administrative team will review and consider all materials appropriately submitted by the Student Affairs Officer and the student who has been charged. The Administrative team will deliberate and deliver their decision to the student within ten (10) calendar days of completion of the hearing, or as soon thereafter as is reasonably practicable given the nature and circumstances of the case.

Following receipt of this decision, the student will have an additional ten (10) calendar days in which to appeal sanctioned decisions arrived at by the Administrative team. This appeal must be directed to the 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.

## 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 Student Affairs Officer.

The University Administration will arrange for the student to have an interview with the Student Affairs Officer 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/she may request a hearing before the Grievance Committee by submitting a written request to the Student Affairs Officer. A hearing shall be held no later than thirty (30) days after the request is received. The Grievance Committee shall consist of one member of the University Administration, one faculty member, and one student. The student member of the Grievance Committee shall be appointed by the 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:

1. The showing of new evidence that was unknown at the time of the decision;
2. Sanction that is not supported by the evidence; or
3. Bias or other unfair prejudice in the decision or procedure.

Within five (5) business days thereafter, the President shall issue his or her written decision, affirming, reversing, or modifying the decision of the Grievance Committee.

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 (ACAOM)  
8941 Aztec Drive  
Eden Prairie, MN 55347  
Tel: (952) 212-2434  
Fax: (952) 657-7068

## DAOM Faculty

### **Marilyn Allen, MS**

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### **Anita Chen Marshall, MSTCM, DAOM, PharmD, L.Ac.**

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DAOM, American College of Traditional Chinese Medicine  
PharmD, University of the Pacific, School of Pharmacy

### **Connie Christie, MATCM, DAOM, L.Ac.**

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DAOM, Oregon College of Oriental Medicine

### **Carolyn Cohen, MTOM, L.Ac.**

MTOM, Emperor's College of Traditional Oriental Medicine

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MFA, San Francisco State College  
Acupuncture Certificate, California Acupuncture College

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MATCM, Yo San University of Traditional Chinese Medicine  
DAOM, Yo San University of Traditional Chinese Medicine

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DAOM, Emperor's College of Traditional Oriental Medicine

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MSOM, Samra University of Oriental Medicine

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MMed, Heilongjiang University of Chinese Medicine, China  
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MMed, Luzhou Medical College, China

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PhD, Columbia University

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MMed, China Academy of Chinese Medical Sciences, China

# Administrative and Clinical Staff

## ADMINISTRATIVE STAFF

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President / Chief Executive Officer

**Sum-Yee Wang, MA**  
Chief Financial Officer

**Brady Chin, MSOM, L.Ac.**  
Dean, MATCM Program

**Laraine Crampton, DAOM, L.Ac.**  
Dean, DAOM Program

**Brandon Blair, BA**  
Director of Development & External Affairs

**Joe DeNeal, BA**  
Director, Enrollment Management & Student Affairs

**Tora Flint, MA**  
Director of Operations/Registrar

**Ashley Wren, MATCM, L.Ac.**  
Assistant Academic Dean (MATCM)

**Sean Gates, MLIS**  
Manager, Library Services

**Mariani May**  
Bursar/Controller

**Edward Mervine, MA**  
Financial Aid Coordinator

**Marguerite A. Dunne**  
Office Manager

**Shannon Lawrence, L.Ac.**  
Admissions Assistant

**Jyotika Pratap**  
Accounts Assistant

## CLINICAL STAFF

**Vickie Rodriguez, BS**  
*Clinic Manager*

**Kat Van Vlack, MATCM, L.Ac.**  
*Herbal Dispensary Manager*

**Yi-Qun Wang**  
*Herbalist*

**Hui-Ling Wen**  
*Herbalist*

**Yu-Hong Chen, L.Ac.**  
*Senior Practitioner*

**Karen Coccozza, MATCM, L.Ac.**  
*Practitioner*

# Yo San University

## BOARD OF TRUSTEES

The current Yo San University Board of Trustees is comprised of thirteen voting members — eight Public and five Institutional members. 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.

The Board of Trustees meets quarterly with an Annual Strategic Planning Retreat held each summer. The YSU Board of Trustees bears ultimate responsibility for and control of the University. Board structure, operations, duties, roles and responsibilities are defined in the YSU Bylaws. Trustees receive no compensation for their role in institutional governance.

## YO SAN UNIVERSITY BOARD OF TRUSTEES

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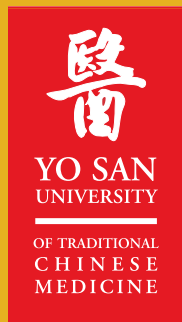
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