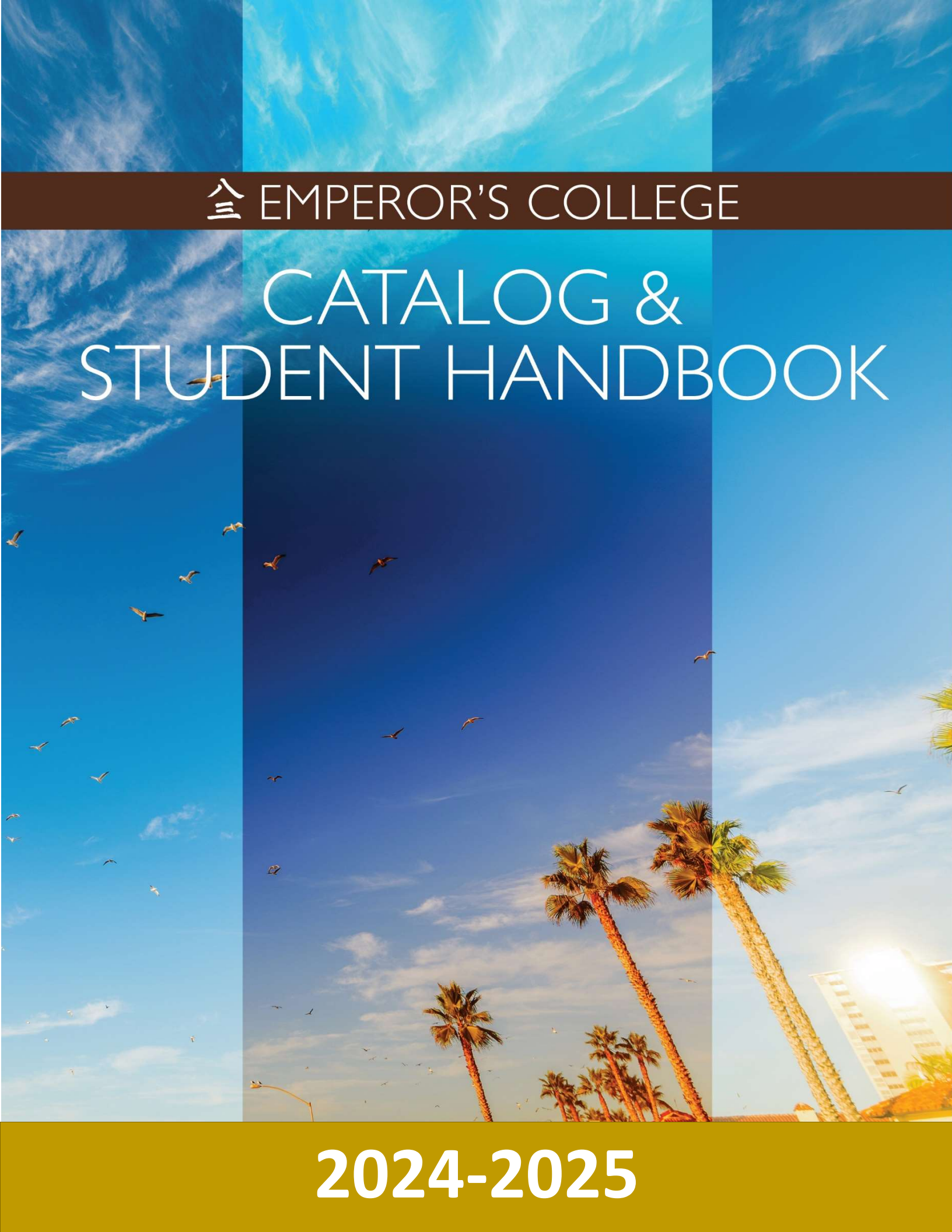


The background of the entire page is a vibrant blue sky. In the lower portion, several tall palm trees are visible, and numerous birds are seen in flight across the sky. A dark brown horizontal band is positioned across the upper third of the image, containing the college's name. The bottom of the page features a solid yellow band with the academic year.

EMPEROR'S COLLEGE

CATALOG & STUDENT HANDBOOK

2024-2025

Emperor's College
200 Corporate Pointe, Suite 150A,
Culver City, CA, 90230
310.453.8300

This catalog/student handbook is for November 4, 2024 through December 31, 2025. This catalog is updated annually. The information contained herein was **last updated on November 4, 2024**. All content is subject to change by the college without notice. The most recent version can be found at www.emperors.edu/publications/

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

The catalog/student handbook is the primary source of information about academic policies. Prospective students are encouraged to review this handbook prior to signing an enrollment agreement.

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

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Mission • Vision • Core Values

MISSION STATEMENT

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

VISION STATEMENT

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

CORE VALUES

Emperor's College values

Quality Education

We will excel in guiding students through the acquisition and personal elaboration of values, knowledge, skills and capacities needed to be effective and successful East Asian Medicine practitioners.

Honesty and Integrity

We will maintain ethical standards and be trustworthy.

Excellence

We will achieve and demonstrate excellence by setting high standards and striving to exceed them through ongoing learning and continuous improvement.

Professionalism

We will maintain high standards and be reliable, consistent and respectful. We will be flexible and accountable for our actions, individually and collectively.

Diversity/Equity/Inclusion

We embrace equity and strive to create a safe, welcoming and affirming environment for ALL members of the community.

Health Education/Access/Advocacy

We are committed to the health and welfare of our entire community. We will advocate for access for everyone, including for under-served and under-resourced communities.

Leadership in Traditional East Asian Medicine

We will lead by example, fostering excellence regarding all aspects of Traditional East Asian Medicine (TEAM) through scholarship, innovation, and collaborating in research.

Integration of Eastern and Western Medicine

We will promote the symbiotic benefits of integrating TEAM's patient centered approach with Western Medicine for the benefit of patients and to further TEAM's recognition in the healthcare paradigm

Governance & Administration

FOUNDER

Bong Dal Kim, OMD, LAC

BOARD OF DIRECTORS

Albert Setton, MBA (Chair)
Rick P. Csintalan, MD (Vice-Chair)
Michele Pearson, BA (Secretary)
James Vasquez, MBA (Treasurer)
Ding-Jo Currie, PhD

Rufus Fuller, DAOM, LAC
Amber Johnson, DAOM, LAC
Patrizia Paiar, MTOM, MS, LAC
Margaret E. Phillips, PhD (Director Emerita)
Eugene Kim, PhD (Director Emeritus)

ADMINISTRATION

President

Yun Kim, EdD, LAC
310.453.8300 x118 • president@emperors.edu

Chief Operating Officer

George Park, MBA
310.453.8300 x110 • george@emperors.edu

College Reception and Registrar

Marcia Hirsh
310.453.8300 x106 • marcia@emperors.edu

Financial Aid Director

Farida Lugembe
310.453.8300 • farida@emperors.edu

Accounts Manager

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

Admissions Department

310.469.1615 • admissions@emperors.edu

Academic Dean

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

Dean of Clinical Education

Elizabeth Fine, DAOM, MSW, LAC
310.453.8300 x105 • efine@emperors.edu

Associate Dean, DAOM Program

Chris Ruth, DAOM, LAC
310.453.8300 • cruth@emperors.edu

Associate Dean, Master's Program

Bruce Gustafson, DAOM, LAC
310.453.8300 x120 • bgustafson@emperors.edu

Assistant Clinic Manager

Jaimee DeCastro
310.453.8300 x103 • jaimee.decastro@emperors.edu

Librarian

Krystin Mast, MTOM, MDiv
310.453.8300 • kmast@emperors.edu

Herbal Dispensary Manager

Alexis Noel, DAOM, LAC
310.453.8300 x104 • dispensary@emperors.edu

Accreditation, Licensure and Disclosures

Institutional and Programmatic Accreditation

Emperor's College its following programs are accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM):

Master of Acupuncture and Herbal Medicine

Doctor of Acupuncture and Oriental Medicine

ACAHM does not accredit any programs at the undergraduate/bachelor level. Accreditation status and notes may be viewed on the [ACAHM Directory](#). ACAHM is recognized by the United States Department of Education as the specialized accreditation agency for institutions/programs preparing acupuncture practitioners. ACAHM is located at 500 Lake Street, Suite 204, Excelsior, Minnesota 55331; phone 952/212-2434; <https://acahm.org>
Public Disclosure Statement Effective as of 9 August 2023.

California Acupuncture Board

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

California Acupuncture Board
1625 North Market Blvd, Suite N-219
Sacramento, CA 95834
(916)515-5200
www.acupuncture.ca.gov

National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM)

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

NCCAOM
2001 K Street, NW, 3rd Floor North
Washington, DC. 20006
www.nccaom.org

Disclosure of Licensure Information by State

The master's program curriculum meets the requirements for licensure or certification in the following states: CA, AK, AR, AZ, CO, CT, DC, DE, GA, HI, ID, IL, IN, IA, KS, KY, LA, ME, MD, MA, MI, MN, MS, MO, MT, NE, NH, NJ, NM, NY, NC, ND, OH, OR, PA, RI, SC, TN, TX, UT, VT, VA, WV, WI, WY.

Emperor's College has determined that its master's program curriculum does not meet the state educational requirements for licensure or certification in the following states: FL, NV, WA.

Emperor's College has not made a determination that its master's program curriculum meets the state's educational requirements for licensure or certification in the following states, as the following states do not have an acupuncture practice act: AL, OK, SD.

The National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) maintains an interactive map of state licensure requirements. <https://www.nccaom.org/state-licensure/>

Licensure requirements vary from state to state, and students are advised to contact the appropriate agency in the state they intend to practice for information on specific licensure or certification requirements.

Placement Services

Emperor's College does not provide placement services.

Statement on Pending Bankruptcy

This institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or 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.

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

The transferability of credits you earn at Emperor's College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of any coursework you earn in the program is also at the complete discretion of the institution to which you may seek to transfer. If the coursework that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Emperor's College to determine if your coursework will transfer.

Ability to Benefit Students

California Education Code (CEC) §94811 defines an ability-to-benefit (ATB) student as a student who does not have a certificate of graduation from a school providing secondary education, or a recognized equivalent of that certificate. Under CEC §94904(a) an institution is required, prior to executing an enrollment agreement with an ATB student, to have the student take and pass an independently administered examination from the list of examinations prescribed by the United States Department of Education (USDE). This school accepts Wonderlic Basic Skills Test (WBST) Verbal forms VS-1 & VS-2, Quantitative Forms QS-1 & QS-2 with a passing score of Verbal – 200 and Quantitative – 210.

Policy on Prior Experiential Learning

Emperors' College does not award credit for prior experiential learning.

English Language Services

English language services, including instructions such as ESL, are not provided.

Bureau for Private Postsecondary Education (BPPE)

Emperor's College is a private institution that is approved to operate by the BPPE. Approval to operate means the institution is compliant with the standards contained in the California Private Post-Secondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Education.

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

1747 N. Market Blvd, Suite 225,
Sacramento, CA 95834
Phone: (916) 574-8900
Fax: (916) 263-1897
Website: www.bppe.ca.gov

As a prospective student you are encouraged to review this catalogue prior to signing an enrollment agreement. You are also encouraged to review the school performance fact sheet, which must be provided to you prior to signing an enrollment agreement.

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

Cancellation of Enrollment Agreement

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00.

Cancellation of Enrollment - Refunds

When the student cancels their enrollment, the student will be refunded all charges except for registration and administration fees not to exceed \$250.00 (application fee, registration fee and transfer credit and processing fee)

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Student Tuition Recovery Fund (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

- However, no claim can be paid to any student without a social security number or a taxpayer identification number.

The Office of Student Assistance and Relief

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888)370-7589 or by visiting (www.bppe.ca.gov)

Your Information

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Family Education Rights and Privacy Act (FERPA) of 1974, as amended (the “Act”), is a federal law. Emperor’s College will maintain the confidentiality of educational records in accordance with the provisions of the Act and will accord all the rights under the Act to eligible students who are or have been in attendance at Emperor’s College.

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

- ❖ Right of Inspection: To inspect and review their record.
- ❖ The right to request and amend their record to ensure that they are not inaccurate, misleading, or otherwise in violation of their privacy or other rights.
- ❖ The right to disclose only with student consent of personally identifiable information contained in their records, except to the extent that the Act authorizes disclosure without consent.
- ❖ The right to file with the US Department of Education a complaint regarding the school to comply with the requirements of the Act. The address to file a complaint is:
Family Policy Compliance Office
US Department of Education
400 Maryland Avenue SW
Washington, DC 20202
- ❖ The right to obtain a copy of the college’s educational records.
- ❖ Students who wish to review their academic record must schedule an appointment with the Academic Dean. If they wish to obtain copies of their student records, there is a \$10.00 administrative fee and a 10 cents per page fee. Once the fee has been paid, the student will receive the copies within 45 business days.

Registered Sex Offenders

The College discloses, without student consent or notification, information about a student who is required to register as a sex offender under the Wetterling Act.

POLICIES ON RETENTION OF STUDENT RECORDS

Student files will be retained for a period of five (5) years after the student’s date of separation from the college. Emperor’s College will maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following:

- The degree or certificate granted and the date on which that degree or certificate was granted.
- The courses and units on which the certificate or degree was based.
- The grades earned by the student in each of those courses.

CHANGE OF CONTACT INFORMATION

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

BULLETIN BOARDS

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

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

POPULI (ectom.populiweb.com)

Emperor's College provides Populi, an on-line college management system, which includes Bulletin Boards, which the College uses to communicate information about campus events and activities. The Bulletin Boards and their posting are designed to contribute to the enhancement of currently enrolled students' educational experience at Emperor's College and the Bulletin Boards are managed by Emperor's College. As such, all postings on the Bulletin Boards are limited to matters of an educational nature related to students' campus life, College activities and curriculum. All postings are reviewed by Emperor's College to ensure compliance with this policy and Emperor's College will remove postings that violate this policy.

Populi access is for currently enrolled students or students who are on an approved quarterly withdrawal/leave of absence. Students who graduate or withdraw from the program will no longer have access to Populi including its bulletin boards.

EMPEROR'S COLLEGE WEBSITE

www.emperors.edu

The "Current Students" navigation item provides access to college calendars, course syllabi, academic forms, an online bookstore, links to resources and other information.

SOCIAL MEDIA

Emperor's College maintains an active Instagram (@emperorscollege) and Facebook pages (Facebook.com/EmperorsCollege) that shares a variety of information including information for students and alumni.

Facility

The facility is 13,566 sq. ft. with 14 clinic rooms, an herbal dispensary, and 4 classrooms. Classrooms are equipped with tables and chairs, glass boards, and projectors. Classroom used for hands-on training is equipped with treatment tables, towels, and linens.

Location of Classes

All classes will be held at 200 Corporate Pointe Suite 150 A, Culver City, CA, 90230.

Housing Statement

Emperor's College does not have dormitory facilities under its control and we do not provide assistance to the student in finding housing. The average cost of a home in Los Angeles is approximately \$750,000 and rent for a 1-bedroom apartment is approximately \$2,349 a month in the Culver City area.

United States Department of Labor's Standard Occupational Classification Code

Emperor's College prepares its students to become acupuncturists, SOC code 29-1291.

Student/Campus Resources

LIBRARY AND RESOURCES

The library holds a comprehensive collection of Traditional Asian Medicine books for students. It also contains books and periodicals pertaining to Western medicine. The library also has a bookstore which sells textbooks and medical supplies to students. More information about the library, including hours, holdings, equipment and resources, and borrowing privileges can be found on the college website at: www.emperors.edu/masters-program/student-life/acupuncture-school-library/

CAMPUS SECURITY ACT

Since 1990, the college has been collecting data for reports required to be in conformity with the Crime Awareness and Campus Security Act. This annual report is available on the college website at www.emperors.edu/about/annual-security-report/. Any crime occurring on campus or the block immediately surrounding the campus must be reported to the Chief Operating Officer. A report and name will be taken and submitted to the local authorities for follow up.

Evacuation and Emergency Action Plan

All faculty, students and staff should act calmly in an emergency. Evacuation routes are posted in the classrooms and clinic. The staging area is the north parking lot. All faculty, students and staff must check with the emergency coordinators or their designee before leaving the premise.

Classrooms

- Exit at the closest and safest exit.
- Classroom instructors must take the roster for the class as they exit the building.
- Proceed to the East parking lot at 100 Corporate Pointe.
- Do not leave the parking lot until the classroom instructor has checked the roster.
- Once all the students are accounted, each instructor hand carries the attendance roster to the Academic or Associate Dean.

Clinic

- All who are working with patients must enter the patients' room and calmly remove all needles.
- Unplug all electrical equipment and extinguish all moxa or candles.
- Help the patient remain calm while they redress and prepare to evacuate.
- Exit at the closest and safest exit.
- Proceed to the East parking lot at 100 Corporate Pointe.
- Do not leave the parking lot until the Dean of Clinical Education, Clinic Manager or other front office staff have accounted for everyone.

Library / Student Lounge

- Exit at the closest exit.
- Proceed to the East parking lot at 100 Corporate Pointe.

Administrative Office

- Exit at the closest exit.
- Proceed to the East parking lot at 100 Corporate Pointe.

EMERGENCY COORDINATORS

George Park, COO	310.453.8300 x110
Jacques MoraMarco, Academic Dean	310.453.8300 x108
Elizabeth Fine, Dean of Clinical Education	310.453.8300 x105

International Students

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

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

MAINTAIN F-1 VISA STATUS

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

Federal Financial Aid

FINANCIAL AID SERVICES

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

- Stafford Unsubsidized Loan.
- Grad Plus Loan.

DIRECT LOAN PROGRAM

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

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

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

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

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

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

The Cost of Attendance is established each year by the Financial Aid Office and includes allowances for tuition, fees, books, room, board, transportation and miscellaneous expenses. (Check <https://www.emperors.edu/masters-program/tuition/> or <https://www.emperors.edu/daom/daom-program-tuition-and-fees/>)

ELIGIBILITY REQUIREMENTS FOR FINANCIAL AID

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

MAINTAINING FINANCIAL AID ELIGIBILITY

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

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

HOW TO APPLY FOR FINANCIAL AID

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

If you are a current student and wish to begin receiving aid once the quarter has begun, the Financial Aid department will be happy to assist you. farida@emperors.edu

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

DISBURSEMENT OF TITLE IV FUNDS

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

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

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

REDUCTION OR DENIAL OF DIRECT LOANS

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

VETERANS BENEFITS

Emperor's College participates in the Veterans Administration's Educational Benefits Program under Title 38, U.S. Code and is approved by the California State Approving Agency to enroll veterans and other eligible persons.

A student using Vocational Rehabilitation and Employment benefits (CH. 31) or Post-9/11 G.I. Bill® (CH. 33) will be allowed to enroll in and attend courses and access campus facilities while the campus awaits payment for tuition and fees from the VA. While awaiting receipt of funds from the VA, Emperor's College will not impose any penalty, charge late fees or require an eligible student to borrow additional funds to cover tuition or fees. This waiting period begins the date the student provides appropriate documentation and continues either until funds are received from the VA or until 90 days after the School Certifying Official has certified the student's enrollment for tuition and fees.

To demonstrate current eligibility and intent to use Chapter 31 or 33 benefits, a student must provide the following documents:

- VA Form 28-1905 (Authorization and Certification of Entrance or Reentrance into Rehabilitation and Certification of Status); **or**
- Certificate of Eligibility (COE) or Education Enrollment Status form (printed from the VA website). **And**
- Any additional information requested by the School Certifying Official to properly certify enrollment to the VA.
 - Please see Admissions Requirements
 - Registration Invoice
 - Reimbursement Receipts

For more information regarding this policy, contact the Veteran's Liaison, Farida Lugembe at farida@emperors.edu or (310)453-8300 x123.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

RETURN OF TITLE IV FUNDS

Purpose

This is information regarding the RETURN OF TITLE IV AID policies that apply to any student who is a Title IV aid recipient and withdraws or is dismissed from Emperor's College during a quarter. The policy will apply to students who discontinue enrollment in ALL classes on or after the first day of the quarter.

This policy does not apply to students who cancel their registration prior to the first day of classes or to students who drop some but not all of their classes. However, students should notify the Financial Aid Office of any changes they made because their continued eligibility may be affected.

Title IV (Federal) funds are awarded to students under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws from all courses, for any reason including medical withdrawals, the student may no longer be eligible for the full amount of Title IV funds originally scheduled to receive.

Determining the Withdrawal Date

For an official withdrawal, the effective withdrawal date is the first date of notification by the student to the Registrar or other designated official offices. For an unofficial withdrawal, it is the date the institution becomes aware that the student is no longer attending the institution.

When a student withdraws, two separate calculations must be determined:

- RETURN OF THE TITLE IV AID;
- REFUND OF FEES;

Return of Title IV Aid Calculation

When the student withdraws from all courses prior to completing at least 60% of the quarter, repayment may be required for a portion of the federal financial aid received for that quarter. A pro rata schedule is used to determine the amount of federal student aid funds earned at the time of withdrawal.

The return of funds is based upon the concept that students earn their financial aid in proportion to the amount of time in which they are enrolled. Under this reasoning, a student who withdraws in the second week of classes earned less of their financial aid than a student who withdraws in the seventh week. Once 60% of the quarter is completed, the student is considered to have earned all financial aid and will not be required to return any funds.

In general, Emperor's College will determine the total number of days in a quarter (including weekends) and subtract any breaks of five days or longer. Emperor's College will then take the date of withdrawal of the student and determine the number of days that the student attended in a quarter. The number of days attended is divided by the number of days in the quarter and the resulting percentage is used to determine the amount of Title IV aid earned in a quarter.

For example, if a quarter is 111 days in length and a student withdraws after 8 days, the resulting percentage is 7.2%. The student will have earned 7.2% of their Title IV financial aid. This percentage is multiplied by the amount of Title IV aid disbursed as of the date of withdrawal in a quarter to determine the total amount of Title IV aid earned.

This law also specifies the order of the return of the Title IV funds to programs from which they were awarded. If a student withdraws from Emperor's College, Title IV funds must be returned in the following order: Federal Unsubsidized Direct Loan, Direct Graduate PLUS Loan Programs.

In some cases, a student may be eligible to receive a "post withdrawal" disbursement after the student completely withdraws from the college when the amount of aid disbursed is less than that of the amount of aid earned. In such cases, the Financial Aid office will notify the student of the "post-withdrawal" disbursement. The post-withdrawal disbursement must be paid within 30 days of the student's withdrawal. These funds will be used to first pay for the tuition and fee balance. If there is a credit balance, it will be issued to the student within 14 days of

the R2T4 calculation. The student is required to confirm acceptance of funds to the Financial Aid office within fourteen (14) days or the “post-withdrawal” disbursement will be cancelled.

Refund of fees

The requirements for Title IV aid when students withdraw are separate from the Emperor’s Colleges’ Tuition and Fee Adjustment policy. Therefore, students may owe funds to Emperor’s College to cover unpaid institutional charges. The college may also charge a student for any Title IV aid that the college is required to return. Emperor’s College must return the amount of Title IV funds for which it is responsible no later than 45 days after the determination of the student's withdrawal. The student will be notified if they owe a repayment via email.

Upon Completion or withdrawal from the program, a student must complete the Exit Counseling at <https://studentaid.gov/exit-counseling/>.

STUDENT’S OBLIGATION

A student’s financial obligations to Emperor’s College must be paid in full before a degree, transcript or diploma is issued or conferred. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Academic & Professional Conduct

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

GENERAL REGULATIONS

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

COPYRIGHT AND PLAGIARISM POLICY

Copyright: Emperor's College takes seriously the importance of maintaining academic integrity and honoring copyrights. To that end, we seek to educate faculty and students about copyright laws in the United States and have implemented policies and procedures to ensure that copyright is upheld. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, is a violation of Emperor's College policy and may subject the students, faculty and/or staff to civil and criminal liabilities. Emperor's College will cooperate fully with any investigation by public authorities related to the unauthorized distribution of copyrighted material. Students, faculty and/or staff found guilty will be subject to the full extent of fines and penalties imposed, as well as facing disciplinary action from the school.

It is the intent of Emperor's College that all members adhere to the provisions of the United States Copyright Law. To avoid copyright infringement, users must obtain permission from authors, artists, or other sources before using or distributing materials. Emperor's College will not duplicate or distribute any material that is known or suspected not to meet with requirements of copyright law. Members of the College who willfully disregard the copyright law do so at their own risk and assume all liability.

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

Some of the best information on copyright laws as they relate to academic work may be found at Columbia University. Please review these web pages.

- Copyright Basics:
https://copyright.columbia.edu/basics.html#layout_par_main_1_pagetitle_v2
- Copyright for Faculty
<https://copyright.columbia.edu/faculty.html>
- Copyright for Students
<https://copyright.columbia.edu/students.html>

For more help on understanding what copyright is and how it works in greater detail, you may refer to such publications as *The Copyright Handbook: What Every Writer Needs to Know*, available in the library.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at (www.copyright.gov).

Plagiarism may be defined as misrepresenting any amount of your work as your own, and original to the current assignment, when it is not. Whether this misrepresentation is accidental or purposeful is irrelevant; therefore, utmost care must be taken to uphold academic integrity.

The Office of Research Integrity within the US Department of Health and Human Services offers “28 Guidelines at a Glance on Avoiding Plagiarism” (<https://ori.hhs.gov/plagiarism-0>). Students are encouraged to read and follow these guidelines.

Examples of plagiarism include the following.

- Using a direct quote from a source and not using quotation marks around the quotation, not providing a citation, and/or not including the source in the reference section of the paper.
- Paraphrasing a source and not citing it and/or including it in the reference section of the paper.
- Citing a source with fabricated bibliographic information.
- Using an image, audio, video, spreadsheet, PowerPoint presentation, etc., without proper citation and reference.
- Submitting any assignments or exams that were completed by someone else (in whole or in part) or asking another person to complete an assignment for you.
- Completing an assignment or exam for another student.
- Submitting part or all of an assignment that you submitted for another class without requesting and receiving prior written permission from your instructor.
- Sharing assignments or exams with another student without explicit approval by the instructor.
- Collaborating with others on an assignment without prior written faculty consent.
- Writing an assignment in one language, having someone else translate it into another language, and presenting the translation as your original work.
- Using materials from or giving materials to entities that buy or sell course work.

For written work, Emperor's College requires that its students adhere to the American Medical Association style. The *AMA Manual of Style: A Guide for Authors and Editors* is available in the library or may be purchased. While quick-reference guides are available online and in hard copy,* it is possible that such guides will present discrepancies with the *AMA Manual of Style*. Students should note that they are responsible for adhering to the guidelines found in the *AMA Manual of Style*, regardless of a quick-reference guide's errors.

A student with questions about whether something constitutes plagiarism should ask his or her professor or advisor for clarification.

Disciplinary Procedures

Students are responsible for educating themselves on how to avoid plagiarism and how to cite properly any works consulted for an assignment, especially the doctoral capstone project. Ignorance is not an acceptable excuse for plagiarism. Instructors and/or advisors may review a particular instance of plagiarism to determine if it was the result of insufficient citation skills or an intentional misrepresentation of source material. In the case of such an isolated incident, the instructor/advisor may allow the student to correct the citation for the final submission of the assignment.

Plagiarism discovered within a minor assignment will result in a score of zero for the assignment and a possible failing grade for the course. Plagiarism discovered within a major assignment will result in a failing grade for the course and the incident will be referred to the Academic Dean for further disciplinary action.

Review and Update

Information in any Emperor's College handbooks and websites related to copyright will be reviewed by the Library Committee in the fall quarter every three years to ensure that it is up to date and appropriate.

Clinic Code of Conduct

Failure to adhere to these requirements may result in disciplinary procedures. Please see the Clinic Manual for more detailed information.

- **ID Badges:** All interns and observers must wear their student ID while in the clinic. These IDs must be clearly visible and without markings or defacement. Failure to bring the ID two times may result in a warning for professional conduct.
- **Personal Hygiene:** Clean hair, nails and clothing are basic and very important in the health care setting. Long hair must be tied back. All students should employ appropriate use of cosmetics and deodorant such that all involved are comfortable. Fingernails must be clean, neatly trimmed and be no longer than the tip of the fingers. Nail polish and gel that is unchipped and in neutral or light colors are acceptable.
- **Lab Coat:** Student interns must provide their own white long-sleeve lab coat. Students may also wear plain colored medical scrubs instead of a lab coat. If the intern is wearing scrubs, they may be worn without a lab coat, or may wear a lab coat over their scrubs. If the intern does not have on scrubs, a lab coat must be worn at all times while attending and working in the various clinical settings. Students are responsible for cleaning and maintaining their lab coat and scrubs in a professional manner. Interns, observers, dispensary staff, lab students or clinic supervisors cannot work in the clinic without a lab coat or scrubs. Lab coats should not be worn in bathrooms, kitchen, or anywhere outside the clinic, according to OSHA regulation.
- **Footwear:** Shoes must be closed-toed according to OSHA regulations and have a professional and conservative appearance. Athletic style running shoes are OK if they are clean and are being worn exclusively for the Clinic. You will be sent home if they are inappropriate based on the Dean's discretion.
- **Dress code:** Please insure that your appearance and dress are professional and are not a distraction or offensive to clinic patients or professionals with whom you interact. All dress must suggest a professional demeanor. Clean, well fitting, wrinkle-free clothing is required. See the Pre-Internship course handout, Clinic Manual, or the Dean of Clinical Education for a complete list of specifics. The Dean of Clinical Education has the final word regarding any discrepancies regarding appropriate attire. Students who arrive at the clinic inappropriately attired will be asked to leave by their supervisor, clinic manager, or the Dean of Clinical Education until appropriate adjustments are made.
- **Minimum standards:** Professional appearing pants, blouses, dress slacks and dress shirts. Skirts must be only two inches above the knee and require stockings. Clean dress shoes only, no flip-flops or sandals. Boots are permitted if the entire portion of the boot above the ankle is completely and permanently covered. No scarves, jeans, miniskirts, shorts, tank tops, tai chi/workout/yoga attire, or sweat suits. No long fingernails, excessive cologne, aftershave or perfume. No political or advertising buttons.
- **Bedside Manner:** Interns are involved in the treatment of patients. Patients deserve courteous, respectful consideration of their needs. Treatment procedures are to be clearly explained. The supervisor should be informed immediately should problems or questions arise that the intern cannot resolve.
- **Time Management:** Interns must arrive before their patients. Interns must finish the treatments on time. If an intern is running late, it is the intern's responsibility to notify the intern's next patient of any delay.
- **Candles and Incense:** Candles and incense are not allowed in the clinic at any time. Although essential oils and aromatherapy are an excellent addition to some treatments, some patients are sensitive to essential oils, keep in mind that you only have one treatment room available for patients and use them sparingly.

Students with Disabilities

Emperor's College is committed to making its access to educational opportunities accessible to qualified individuals with disabilities under Federal and State laws. Emperor's College does not discriminate against individuals on the basis disability and it is the policy of the college to offer assistance to qualified individuals with a disability in need of reasonable accommodation. Students requesting accommodations must contact the Associate Dean – Master's Program, Bruce Gustafson, bgustafson@emperors.edu and Associate Dean – Doctoral Program, Chris Ruth, cruth@emperors.edu. Emperor's College may request the student to submit medical documentation in support of the request for accommodation.

Students with a disability who need a service animals may use a service animal (including a service animal in training) on College property. The following are guidelines for the service animal:

1. Students that wish to bring a service animal are requested to register the animal with Clinic Manager/Assistant Clinic Manager. This allows the College to know there is a service animal on campus.
2. The student must submit proof of all required vaccinations. All vaccinations must be current. Culver City require dogs to have proof of the rabies vaccine.
3. All service animals shall be appropriately licensed to the extent required by law.
4. The service animal must be on a leash at all times.
5. The student is responsible for the service animal at all times.
6. The student is responsible for cleaning up after the animal. The student must always have equipment sufficient to clean up animal's feces whenever the animal is at the College.
7. Service animals that interfere or disrupt the learning environment may be excluded from the College.
8. The service animal must be in good health with no skin, eye, ear or nose irritation, infection, or discharge, unless the animals has a document from the veterinarian showing the animal is free of any health risks to the public.

Removing a Service Animal:

The College reserves the right to ask the student to remove an animal from College property whenever the animal becomes unruly or disruptive. If the unruly or disruptive behavior continues, the College may ask the student to not bring the animal onto the College until the student takes significant steps to correct the behavior.

DRUG FREE POLICY

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

The Drug Free Policy is included the Annual Security Report posted on the College website at www.emperors.edu/about/annual-security-report/

NON-DISCRIMINATION POLICY

Emperor's College is committed to providing an environment free of harassment, discrimination, retaliation, and disrespectful or other unprofessional conduct based on:

- Race
- Religion (including religious dress and grooming practices)
- Color
- Sex/gender (including pregnancy, childbirth, breastfeeding or related medical conditions), sex stereotype, gender identity/gender expression/transgender (including whether or not you are transitioning or have transitioned) and sexual orientation
- Reproductive health decisions

- National origin
- Ancestry
- Physical or mental disability
- Medical condition
- Genetic information/characteristics
- Marital status/registered domestic partner status
- Age (40 and over)
- Sexual orientation
- Military or veteran status
- Any other basis protected by federal, state or local law or ordinance or regulation

Emperor's College also prohibits discrimination, harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics.

In addition, Emperor's College prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations.

All such conduct violates Emperor's College policy.

Notice of Non-Discrimination

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

Emperor's College does not discriminate on the basis of sex in its education programs and activities.

SEXUAL MISCONDUCT POLICIES AND PROCEDURES

Emperor's College is committed to providing a learning environment that is free of discrimination, harassment, and retaliation. Sexual misconduct policies and procedures involving students are outlined on the College website at www.emperors.edu/about/sexual-misconduct-policies-and-procedures/

DISMISSAL, SUSPENSION AND PROBATION

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

- Cheating, plagiarism, or forgery of college documents, course or program requirements.
- Sharing or possession of college and/or course exam questions.
- Furnishing false information.
- Obstruction, disruption, insubordination, physical abuse, misuse, unauthorized entry, or threat of same to campus property, processes, or members of the college community.
- Theft of college property.
- Sale, possession, or use of alcohol, illegal drugs or narcotics on college premises.
- Being under the influence of alcohol, illegal drugs or narcotics on college premises.
- Possession or use of explosives, dangerous chemicals or deadly weapons.
- Engaging in lewd, indecent or obscene behavior.
- Abusive behavior or hazing of a member of the college community.
- Violation of any order of the President.
- Practicing acupuncture without a California license, unless under the formal supervision at the college.
- Excessive absences.
- Failure to meet the standards for professional requirements in the clinic.

- Soliciting or assisting another for actions mentioned above.
- Violations of any policies described within any handbooks from the college.
- Abuse of Financial Aid program.
- Additional policies may apply.

DISCIPLINARY PROCEDURES

The following is Emperor's College Discipline Policy:

1. Any member of the faculty, staff, or students may submit a complaint regarding a currently enrolled student of an alleged violation of the College's rules, regulations, policies, and/or Code of Conduct. All complaints must be submitted to the Academic Dean or the Dean of Clinical Education. Depending on the circumstances and the severity of the allegations, the Dean may conduct a formal investigation or choose to respond to the complaint without an investigation.
2. Should the Dean start a formal investigation, the Dean or his/her designee will review all relevant information, including interviewing witnesses and may interview the student alleged to have engaged in the violation. The Dean will make a factual determination regarding the alleged violation and final determination. The Dean will provide the student with a written Notice of Intended Discipline for discipline in the form of a suspension or greater. The student can accept the discipline or request a disciplinary proceeding.
3. The following are possible disciplinary outcomes:
 - a) A letter of reprimand or warning
 - b) A referral of the student for remedial work or other areas of improvement. This may include, but is not limited to, counseling, tutoring, meeting with an advisor or mentor, repeating coursework, or restricted enrollment in certain courses.
 - c) Restitution
 - d) Community service or educational programming
 - e) Disciplinary probation for behavior reasons. For this level of discipline, there must be a finding that the student does not demonstrate appropriate behaviors, attitudes, skills or knowledge required for a particular program. A student placed on disciplinary probation for behavioral reasons may be required to perform remedial work, which may alter his/her course of study. Students on probation may continue to attend classes.
 - f) Suspension. Students that are suspended may not, without prior written permission from the President, enter the College. Violation of any condition of suspension is grounds for expulsion. No fees or tuition paid by the student for the quarter in which the student is suspended will be refunded.
 - g) Expulsion. The student is removed from the program. The student may not reapply for admission. No fees or tuition paid by the student for the quarter in which he/she has been dismissed shall be refunded.

All reports and decisions by the Dean or the President will be maintained in the student's file. Code of Conduct reports do not affect a student's academic record unless the outcome is suspension or expulsion from the College.

DISCIPLINARY PROCEEDINGS

The following procedures shall be used to ensure students are afforded an opportunity to be heard before any discipline of a suspension or greater is imposed.

The College will provide the student with a written Notice of Intended Discipline. The Notice will state the violation and the facts supporting the violation and intended discipline. The student has 10 calendar days to file a Request to be Heard before a panel of three administrators/faculty appointed by the President of the College. The student may bring a representative to the meeting.

The College will set a meeting within 14 calendar days to allow the student to present his/her position to the panel. The student is afforded the right to provide any facts to mitigate against the intended discipline. The 14 calendar day deadline may be continued for reasonable cause.

The panel will consider the student's position, and any additional facts presented by the student. The panel will deliberate and make a recommendation on the intended discipline within 14 calendar days to the President of the College. The panel may recommend modifying, reversing, or not imposing discipline but in no event shall the panel increase the intended discipline. The panel may extend the 14-day deadline for reasonable cause.

The President of the College will review the panel's recommendation and make the final decision. The President will issue the Notice of Discipline within 14 calendar days upon receiving the panel's recommendation. The President's decision shall be final.

GRIEVANCE POLICY

Due Process

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

How to File a Grievance

A student who wishes to file a grievance should write a letter to the Academic Dean or to the Dean of Clinical Education. The College seeks to resolve all complaints in a timely manner. In general, an investigation of a complaint may last up to 30 days of receipt of the written grievance. The time frame may be extended for good cause as necessary to ensure the integrity and completeness of the investigation, accommodate delays by parties, account for school breaks or vacations, or address other legitimate reasons. The Academic Dean or the Dean of Clinical Education will mail a written response to the student after the completion of the investigation.

Emperor's College has a separate policy for complaints involving sexual harassment and sexual misconduct. Please refer to the policies and procedures posted on the College's website: <https://www.emperors.edu/about/sexual-misconduct-policies-and-procedures/>

Emperor's College recommends that students use the College's internal process for grievance first. However, this it is not required and they may contact the BPPE at any time.

How to File an Appeal

If a student is not satisfied with the written response of the grievance, an appeal may be submitted. The written appeal should be submitted to the President. The President will convene an appeals committee to review the appeal. The committee may conduct interviews and review additional documentations. The decision of the committee will be provided to the student within 30 days of receipt of the appeal. An extension of the time frame may be necessary to ensure the completeness of the investigation. Any student who remains unsatisfied with the decision of the Appeals Committee may contact ACAHM.

ACAHM
500 Lake Street, Suite 204
Excelsior, MN 55331
(952)212-2434

Record of Complaints

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

Master's Program—Tuition and Fees

Information for the Master's Program tuition and fees can also be found at www.emperors.edu/masters-program/tuition/

The charges below are imposed **after** the student's Right to Cancel Enrollment Agreement period window. (See Cancellation of Enrollment Agreement, page 8)

MAHM Estimated Schedule of Total Charges for the Entire Program	
Tuition (didactic units + clinic observation/internship hours)	\$82,818
Didactic Unit (10 hours per unit)	\$258
Clinic Observation/Internship (per hour)	\$25.80
Quarterly Registration Fee (non-refundable) \$45 per quarter	\$720 total for 16 quarters
Quarterly Student Association Fee (non-refundable) \$20 per quarter	\$320 total for 16 quarters
Quarterly Facility/Infrastructure Fee (non-refundable) \$10 per quarter	\$160 total for 16 quarters
Quarterly Malpractice Insurance (interns only) \$105 per quarter	\$840 total for 8 quarters
Student Tuition Recovery Fund Fee (non-refundable)	\$0
Pre-Clinical Exam – Written	\$100
Pre-Clinical Exam – Practical	\$100
Mid-Clinical Exam	\$100
Comprehensive Exam	\$100
Degree Check Fee (includes transcripts to CALE, NCCAOM and Diploma processing)	\$250
Estimated Program Cost	\$85,508
Estimated total charges for a period of attendance (one quarter)	\$3,687
Tuition for each quarter and year is based on the number of units in which the student enrolls.	

The items listed below may or may not be applicable to you and are not included in the estimated program cost

Other	
Early Consideration Application Fee (non-refundable)	\$60
Standard Application Fee (non-refundable)	\$100
International Application Fee (non-refundable)	\$150
Late Application Fee (non-refundable)	\$50
Late Registration Fee	\$100
Transfer Credit Evaluation and Processing (unlimited courses per evaluation)	\$100
Deposit upon Notification of Acceptance (non-refundable) counts toward 1st quarter tuition	\$100
Audit Unit (repeat didactic coursework only)	\$129
Make-up Exam: Pre-Clinical Written, Pre-Clinical Practical, Mid-Clinical, or Comprehensive Exams	\$100 each
Make-up Exam: Mid-term or Final Exams	\$100 each

Returned Check Fee	\$15
Official Transcript (per copy)	\$10
Unofficial Transcript (per copy)	\$5
Student ID Reprint	\$5

Drop Fees (Didactic/Clinical Courses)	
After Standard Registration	
• Each didactic course	\$10
• Each clinical course	\$50
Start of the Quarter, the Drop Fee Increases	
• Each didactic course	\$25
• Each clinical course	\$100

Doctoral Program—Tuition and Fees

Information for the Doctoral Program tuition and fees can also be found at www.emperors.edu/daom/daom-program-tuition-and-fees/

The charges below are imposed **after** the student's Right to Cancel Enrollment Agreement period window. (See Cancellation of Enrollment Agreement, page 8)

DAOM Estimated Schedule of Total Charges for the Entire Program	
Program Tuition Total	\$29,000
Standard Application Fee (non-refundable)	\$100
International Application Fee (non-refundable)	\$150
Late Application Fee (non-refundable)	\$50
Estimated total charges for the entire program	\$29,100
Total charges for a period of attendance (one quarter)	\$3,625

Tuition and fees, excluding application fee, for international students are the same as for domestic students.

Additional Fees	
Continuous Enrollment Fee (charged each quarter of non-completion beyond the 8 quarter program)	\$500
Late Payment Fee (monthly)	\$100
Quarterly Malpractice Insurance – if needed (clinical interns only)	\$105
Transfer Credit Evaluation	\$50
Official Transcript (per copy)	\$10
Unofficial Transcript (per copy)	\$5
Returned Check Fee (per check)	\$15
Student ID Reprint Fee (per reprint)	\$5

Tuition Due

Tuition is paid quarterly on the first day of each quarter.

Financial Aid is Available

Visit the Financial Aid page for funding options <https://www.emperors.edu/daom/daom-program-financial-assistance/> and [scholarships](#).

Estimated Costs for Text Books

The price of required and recommended text books and course readers can vary, but on average a doctoral fellow can expect to spend approximately \$1,000 on books, readers and materials over the course of the doctoral program.

(Unlikely) Additional Clinical Costs

If permission for clinical supervision to be conducted elsewhere, including mentorships, is given in accordance with college policy, then any direct or indirect costs of such supervision must be borne 100% by the doctoral fellow.

Student's Obligation

A student's financial obligation to Emperor's College must be paid in full before a degree, transcript or diploma is issued.

* Emperor's College maintains the right to change tuition and fees as necessary.

Doctorate of Acupuncture and Oriental Medicine (DAOM) Program

DAOM Program

OVERVIEW

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

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

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

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

EDUCATIONAL OBJECTIVES

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

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

PROGRAM LENGTH

The DAOM program at Emperor's College consists of 1,250 total hours – 600 hours of didactic instruction and 650 hours of advanced clinical training – completed over the course of eight consecutive academic quarters. Classes meet one extended weekend per month. Clinical training is complete in a combination of on campus and off campus activities.

RESIDENCY REQUIREMENTS

All students must complete all of the didactic courses and a minimum of 350 hours of clinical training in the DAOM program. A minimum total of 950 hours of the program will be in residence at Emperor's College.

MAXIMUM TIME FOR PROGRAM COMPLETION

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

TUITION

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

Admissions

Standard Admissions

The admissions requirements are the following:

- Graduation from a master's degree or master's level program in Acupuncture or Oriental medicine from an ACAHM-accredited or candidate institution, or its equivalent.
- Foreign equivalence of ACAHM accreditation is assessed by the Admissions Committee upon receipt of academic transcripts, credential evaluation, and any other supporting documentation requested. In general, the training program must be of similar academic level, length of time, breadth and rigor as ACAHM accredited programs.
- Applicants must document satisfactory completion of a minimum of three (3) semester credits (45 hours) of introductory curriculum in the fundamentals of Chinese herbal medicine.

Special Admissions

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

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

An example of this might be, but is not limited to, an applicant with an ACAHM-accredited, candidate or foreign equivalent master's degree in acupuncture that lacked a thorough study of Chinese herbal medicine. Applicants to the program must document satisfactory completion of a minimum of 45 hours of introductory curriculum in the fundamentals of Chinese herbal medicine as a prerequisite. Examples include completion of an herbal certificate program, professional development (PDA/CEU) coursework in herbs and formulas, or herbal and formula coursework from an accredited program. The doctoral admissions committee will inform the applicant of the educational deficiencies identified and provide recommendations for remediation. The applicant will be required to submit official proof of completion before an admissions decision is granted.

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

- Documentation of at least five years of full-time clinical practice.
- Demonstrate a foundation of knowledge and skills required for doctoral-level studies through an entrance evaluation with the Dean.
- Proof of completion of all identified course work deficiencies or a challenge exam through NCCAOM.

International Applicants

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

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

English Language Competency

All courses are taught in English. English language competency is required of all students seeking admission to the program. This may be demonstrated by **one** of the following means:

- 1) The student must have completed four years at a US high school demonstrably delivered in English.
- 2) the student must have completed high school or a two-year (60 semester credits or 90 quarter credits) baccalaureate – or graduate-level, English-based education in an institution: a) accredited by an agency recognized by the US Secretary of Education, or b) in the United Kingdom, Australia, Canada (Except Quebec), New Zealand, Ireland, and other eligible countries determined by ACAHM. In all cases, English must have been both the language of instruction and the language of the curriculum used;
- 3) Test of English as a Foreign Language Internet-Based Test (TOEFL iBT) total score 61. Emperor's College TOEFL code is 8409.
- 4) International English Language Testing System (IELTS) overall band score 6.

Contact Admissions for other acceptable options that will satisfy English Requirement Proficiency per ACAHM standards.

Transfer Credit Policies and Procedures

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

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

Student status

MATRICULATED STUDENTS

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

FULL-TIME STUDENTS

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

ACADEMIC COUNSELING

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

Separation from the College

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

Withdrawal

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

Leave of Absence (LOA)

Leave of Absence is not available in the DAOM program.

Dismissal

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

Academic Calendar

The DAOM Academic Calendar is viewable at the college website. Navigate to Current Students.

<https://www.emperors.edu/masters-program/current-students/calendars-and-schedules/>

The Grading System

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

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

Incomplete Grades

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

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

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

Correction of Grades

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

Satisfactory Academic Progress (SAP)

In accordance with regulations that govern Federal and State financial aid programs, as well as being in accordance with other National and State AOM College program standards, Emperors College is required to establish, publish, and consistently apply a reasonable standard for measuring a student's academic progress. These guidelines apply to all students, whether full time, part time, as international students, and independent from whether or not a student requests or receives any financial aid. SAP provides qualitative, quantitative and maximum time-frame allowance standards by which the college can determine that students are maintaining SAP with reasonable expectations of academic progress toward a degree. Failure to maintain SAP will result in loss of financial assistance and/or placement of the student into Academic Probation status. There are three requirements to maintain SAP.

- Qualitative - Maintaining a minimum quarterly and cumulative grade point average (GPA).
- Quantitative - Registering and earning a minimum number of units each quarter (Pace).
- Completing the degree objective within a maximum number of quarters enrolled (Maximum Time-Frame Allowance)

Students are evaluated at the end of each term they attend. Individual students will be notified by email should they not meet SAP guidelines.

QUALITATIVE MEASURE - GRADE POINT AVERAGE (GPA) REQUIREMENT

All masters or doctoral students at Emperor's College must maintain a minimum quarterly and cumulative grade point average as listed below to be eligible for Title IV aid. Students who fail to meet this requirement will no longer be eligible for financial aid until they either:

Program	Emperor's College Quarterly GPA (GPA)	Emperor's College Cumulative GPA (CGPA)
Doctorate	3.00	3.00

- Make up their SAP deficiency without financial aid, or
- Submit an appeal that is approved.

Attempted units are counted, irrespective of whether or not financial aid was received. The following grades are counted in calculating grade point averages:

- A, B, C, F
- Inc – Incomplete

Not counted in the GPA calculation:

Transfer coursework (pre and post admissions)

QUANTITATIVE MEASURE – PACE OF PROGRESSION REQUIREMENT

Successful completion of scheduled quarterly program requirements including:

Program	PACE	Minimum Quarter Enrollment & Completions	Published Length	Maximum Time Limit
Doctorate	84%	Fixed Program Schedule Units including - Medical presentations & clinical rounds 50 clinical hours of Mentorship, Preceptorship, or Service Learning	8 quarters or 2 calendar years of FTE enrollment	10 quarters or 2.5 calendar years of FTE enrollment

$$\text{PACE} = \frac{\text{Emperor's College Completed Units} + \text{Accepted Transfer Units}}{\text{Emperor's College Attempted Units} + \text{Accepted Transfer Units}}$$

- Course work that earns a letter grade other than 'P'
- All scheduled Medical Presentations and Clinical Rounds
- A minimum of 50 clinical hours of either Mentorship, Preceptorship, Service Learning
- Timeframe to complete course work that earns a grade of 'P' may be extended with the approval of the Dean. An approved academic plan will be established which will allow the student to remain in good standing for Satisfactory Academic Progress.

Students are required to successfully complete the Capstone Project proposal by the end of 1st calendar year (the end of the 4th quarter from start date).

Any student who does not complete attempted units earning a passing letter of 'A', 'B', or 'C' may lose financial aid eligibility and be withdrawn from the program. The student will be required to meet with the Dean before the start of the next quarter to determine eligibility to remain in the program and maintain financial aid eligibility.

MAXIMUM TIMEFRAME

Students are expected to complete their program within a maximum timeframe as established in the chart above. Pace calculations help assure that students will complete their programs within the maximum time frame.

"Maximum timeframe" (maximum length of time to complete program) and retain financial aid eligibility is two years / 8 quarters. A student's timeframe may be extended for up to two additional quarters with approval from the Dean to be considered maintaining enrolled status, however no additional financial aid may be awarded.

In the event the student requires additional time to complete program requirements beyond the additional two quarters, the student will be considered not maintaining enrolled status and will be reported as withdrawn for financial aid purposes.

A student may be withdrawn when it becomes mathematically impossible for the student to complete required course work within established limits.

Academic Probation

If a student fails to meet the requirements for Satisfactory Academic Progress (SAP), the student will be placed on Academic Probation. Upon notification of probation, the student must meet with the Academic or Associate Dean to discuss his/her academic status. Financial Aid will continue to be awarded as usual during the first quarter of academic probation. Financial Aid will be delayed in the following quarter until course grades are received and the Academic committee has confirmed that SAP has been reestablished. If SAP is not reestablished after one quarter, the student will not be eligible for Financial Aid until SAP has been reestablished, except as noted in the SAP Appeals. Students must satisfy all the requirements listed to reestablish SAP. Additional requirements may be necessary as determined by the Academics committee. If a student does not return to SAP, the student will be considered withdrawn.

Academic Probation Appeal

A student may submit a written appeal, with suitable supporting documentation explaining any mitigating circumstances involved. The student must explain: 1) why they failed to make SAP; 2) provide any relevant and/or medical documentation in support of their appeal; 3) and then must also explain what circumstances or situation has changed that will allow them to meet SAP requirements at the next evaluation. If the appeal is accepted, the student must agree to an academic plan that the College develops with the student that, if followed, will ensure that the student is able to meet the College academic progress standards by a specific point in time. The academic plan will include quarterly goals that must be met to continue to receive Financial Aid, regularly scheduled meetings with Academic or Associate Deans and possible remediation.

Special Circumstances

If a student earns ALL "F" and/or "W" grades in a given quarter, the student will immediately be placed on Academic Probation and will not be eligible for Financial Aid except as noted under the SAP Appeal. If a student earns all "P" grades in a given quarter, the student will have been deemed to have met the GPA requirements of SAP.

Other Mitigating Circumstances/Emergency Provisions

Students will not be held responsible for disruption of their academic schedules due to unavoidable situations affecting the campus such as natural disasters, inclement weather, or other circumstances that result in the late assignment of grades. The College will decide when to invoke this emergency provision. At that time and based on the situation at hand, every effort will be made to determine the progression toward a degree without the availability of grades, so students may proceed with their next quarter of attendance.

Removal of Academic Probation Status

Other than through an approved and granted appeal, a student may re-establish eligibility for satisfactory academic progress through the following means (refer to the full SAP guidelines, above):

- ◆ Qualitative - Maintaining a minimum quarterly and cumulative grade point average (GPA).
- ◆ Quantitative - Registering and earning a minimum number of units each quarter (Pace).
- ◆ Completing the degree objective within a maximum number of quarters enrolled (Maximum Time-Frame Allowance)

Policies and Requirements

Prerequisite Courses

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

Registration

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

Course and Faculty Evaluation

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

Attendance Policy

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

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

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

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

Tardiness Policy

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

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

Course Products

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

Tuition and Fees Policy

Payment of Tuition and Fees

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

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

INSTITUTIONAL REFUND POLICY

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

Tuition Refund Schedule (DAOM)

Minimum Days into Term	Maximum Days into Term	Refund %
0	20	100%
21	45	70%
No refund after 45 days		

Financial Aid Students

Review Return of Title IV Funds under Federal Financial Aid, page 14.

Course Descriptions

All courses are taught on the campus of Emperor's College at 200 Corporate Pointe Suite 150 A, Culver City, CA, 90230, unless otherwise noted.

CURRICULUM OVERVIEW

DC110 Chinese Medical Classics I
DC120 Chinese Medical Classics II

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

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

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

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

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

COURSE DESCRIPTIONS

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

CHINESE MEDICAL CLASSICS

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

DC110 Chinese Medical Classics I (1.2 credits, 12 hours)

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

DC120 Chinese Medical Classics II (1.2 credits, 12 hours)

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

PROFESSIONAL DEVELOPMENT

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

DC210 Professional Development I (0.6 credits, 6 hours)

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

DC220 Professional Development II (1.2 credits, 12 hours)

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

DC230 Professional Development III (0.6 credits, 6 hours)

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

DC240 Professional Development IV (0.6 credits, 6 hours)

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

DC250 Professional Development V (1.2 credits, 12 hours)

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

DC260 Professional Development VI (0.6 credits, 6 hours)

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

SYSTEM-BASED ACUPUNCTURE AND ORIENTAL MEDICINE

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

DC310 Master Tung's Acupuncture (1.2 credits, 12 hours)

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

DC321 Scalp Acupuncture (1.2 credits, 12 hours)

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

DC350 Constitutional Medicine (1.2 credits, 12 hours)

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

DC361 SaAm Acupuncture (1.2 credits, 12 hours)

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

DC370 I-Ching and Eight Trigrams (1.2 credits, 12 hours)

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

BIOLOGICAL BASES OF ACUPUNCTURE AND ORIENTAL MEDICINE

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

DC380 Biological Bases of Acupuncture and Oriental medicine (1.2 credits, 12 hours)

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

DC390 Herb-drug Interactions (1.2 credits, 12 hours)

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

CAPSTONE PROJECT

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

DC510 Capstone Project I (1.2 credits, 12 hours)

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

DC520 Capstone Project II (1.2 credits, 12 hours)

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

DC530 Capstone Project III (1.2 credits, 12 hours)

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

DC540 Capstone Project IV (1.2 credits, 12 hours)

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

SPECIALTIES

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

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

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

DS110 Orthopedics (4.8 credits, 48 hours)

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

DS120 Sports Medicine (4.8 credits, 48 hours)

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

DS130 Rehabilitation (4.8 credits, 48 hours)

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

DS161 Acute Care (4.8 credits, 48 hours)

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

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

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

DS140 Cardiology (4.8 credits, 48 hours)

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

DS151 Immunology (4.8 credits, 48 hours)

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

DS170 Reproductive Medicine (4.8 credits, 48 hours)

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

DS180 Oncology (4.8 credits, 48 hours)

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

CLINICAL TRAINING

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

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

Medical Presentation (100 hours)

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

Doctoral Clinical Rounds (100 hours)

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

Didactic Preceptorship (50 hours recommended)

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

Clinical Preceptorship (50 hours recommended)

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

Service Learning (50 hours recommended)

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

Mentorship (Up to 300 hours)

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

DAOM Faculty

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

Core Faculty

Saadat Bagherigaleh, MD (Iran), MSc, NCCAOM Diplomate

Shahid Beheshti Medical University

Patrick Downie, DC

National University of Health Sciences

Jacques MoraMarco, DAOM, OMD, LAc

Emperor's College

Derek Plonka, DPT, MTOM, PT, LAc

Temple University

Chris Ruth, DAOM, LAc

Emperor's College

Wei Zhou, PhD (Japan)

Okayama University School of Medicine

Faculty

Guest Lecturers

Christine Chang, DAOM, LAc

Emperor's College

Robert Chu, PhD, LAc

Ayurveda Healing Arts Institute

Emily Dashiell, ND

Bastyr University

Gary Jacob, DC, OMD, MPH, LAc

Los Angeles College of Chiropractic

Dong Liu, MD (China), LAc

Beijing University of TCM

Terry Oleson, PhD

University of California, Irvine

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

Pamela Tarlow, Pharm D
University of Southern California

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

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

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

Rachael Garcia, DAOM, LAc
Emperor's College

Ilan Migdali, LAc
Emperor's College

James Gunther, DAOM, LAc
Emperor's College

Richard Lee, MD, FASCO
George Washington University

Amy Truong, DTCM, MPH, LAc
Five Branches University

Mahboubah Hashemi, BS, ND, BCB
Bastyr University

Ariella Morrow, MD, MPH
Northwestern University

Matthew Cavaiola, MS, ND, LAc
Bastyr University

Lorraine Wilcox, PhD, LAc
SAMRA University

Master's in Acupuncture and Herbal Medicine (MAHM) Program

Master's Program Overview

INTRODUCTION

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

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

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

Program Statement of Purpose

The master's program offers a comprehensive education in acupuncture and Traditional East Asian Medicine (TEAM). The program prepares students to become entry level practitioners in TEAM upon completion and to work as independent health care practitioners.

The master's program goals are as follows:

1. Train students to successfully apply Traditional East Asian Medicine to treat within national and California scopes of practice.
2. Prepare students to function effectively within the modern healthcare system.
3. Graduate practitioners of Traditional East Asian Medicine who will advance the field of TEAM.

Learning Outcomes

Students will be:

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

GAINFUL EMPLOYMENT DISCLOSURE

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

www.emperors.edu/masters-program/acupuncture-school-program-overview/program-disclosures/

ADMISSIONS

ADMISSIONS FOR DOMESTIC STUDENTS

Introduction

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

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

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

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

Up to 50% of the educational requirements can be earned through prior learning assessments such as the College Level Examination Program (CLEP), and the Advanced Placement (AP) exams. The minimum scoring standards set by Emperor's College are consistent with recommendations for credit-granting scores by the American Council on Education (ACE). A minimum score of fifty (50) on the CLEP exam in respective subjects is acceptable and will grant three (3) semester credits for each subject. A minimum score of three (3) on the AP exam in respective subjects is acceptable and will grant a minimum of three (3) semester credits.

Admissions Interview

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

ADMISSIONS FOR INTERNATIONAL STUDENTS

Introduction

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

International Applicant Requirements

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

Educational Requirements for International Applicants

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

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

English Language Competency

All courses are taught in English. English language competency is required of all students seeking admission to the program. This may be demonstrated by **one** of the following means:

- 5) The student must have completed four years at a US high school demonstrably delivered in English.
- 6) the student must have completed high school or a two-year (60 semester credits or 90 quarter credits) baccalaureate – or graduate-level, English-based education in an institution: a) accredited by an agency recognized by the US Secretary of Education, or b) in the United Kingdom, Australia, Canada (Except Quebec), New Zealand, Ireland, and other eligible countries determined by ACAHM. In all cases, English must have been both the language of instruction and the language of the curriculum used;
- 7) Test of English as a Foreign Language Internet-Based Test (TOEFL iBT) total score 61. Emperor's College TOEFL code is 8409.
- 8) International English Language Testing System (IELTS) overall band score 6.

Contact Admissions for other acceptable options that will satisfy English Requirement Proficiency per ACAHM's standards.

Admissions for Transfer Students

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

Transfer policies and procedures:

- ◆ Official academic transcripts, submitted directly to the Admissions Department, from all colleges or universities where transfer credit is requested.
- ◆ All transferable coursework must have been completed within 5 years prior to admission (with the exception of current employment in a field relevant to the course).
- ◆ All transferable coursework must have received a grade of "B-" or above.
- ◆ Any coursework which is counted towards the minimum 60 semester unit (90 quarter unit) requirement for admission is ineligible for transfer credit.
- ◆ All Emperor's course requirements must be completed at Emperor's College, unless specific transfer credit for coursework completed prior to matriculation has been granted. Once a student is enrolled at the college, all required classes must be taken at Emperor's College.
- ◆ Transferable courses must have the same content as Emperor's College courses for which transfer credit is being applied. The evaluator will determine if this is the case.
- ◆ Credit may be transferred for up to 50% of Emperor's College requirements in basic sciences, Western Medicine, Acupuncture, Traditional Asian Medicine, and Herbal Medicine from ACAHM accredited programs
- ◆ Of that 50%, credit may be transferred for up to 25% of Emperor's College requirements in Clinical training
- ◆ Regardless of the conditions cited above, all students must complete a minimum of 112 didactic units and 728 clinical hours in no less than one year (4 quarters) in residence to graduate from Emperor's College.

Transfer Credits

All Emperor's course requirements must be completed at Emperor's College, unless specific transfer credit for coursework completed prior to matriculation has been granted. Once a student is enrolled at the college, all required program classes must be taken at Emperor's College.

Courses within the Emperor's College Masters Program which are NOT permitted for transfer credit at time of matriculation include:

- *The CPC (Clinic Pre-Observation) course, if the student is entering the program prior to clinic internship status, and has not completed Clinic Observation program requirements.*
- *ONE of the COR (Clinic Observation Rounds) courses must be completed at Emperor's College prior to a transfer student being eligible for internship status.*
- *Up to two (2) of the COT (Clinic Observation Theater) courses MAY be permitted transfer credit, upon Academic Department approval, if the student has met these course equivalencies at another institution, prior to matriculation into the Emperor's College Program.*
- *The CPI (Clinic Pre-Internship) course is a mandatory requirement and must be completed at Emperor's College prior to any transfer student's enrollment in ANY Clinic Internship Block at Emperor's College).*

International Transfer Students

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

For more information, please contact: **Director of Admissions 310-469-1615**

Admissions Military Veterans

The Montgomery G.I. Bill (Chapter 30), the Post 9/11 G.I. Bill (Chapter 33), and The Vocational Rehabilitation and Employment (VR&E) program (Chapter 31) can be used to pay for your education at Emperor's College. To learn more and how to apply, contact the school's Veterans Liaison at farida@emperors.edu

Admissions Application Deadlines

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

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

For more information please contact:

Director of Admissions 310-469-1615 or admissions@emperors.edu

ARTICULATION AGREEMENTS

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

ACCELERATED PROGRAM

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

How accelerated depends on your educational and professional background, and as such is unique. Please call admissions at 310-469-1615 or admissions@emperors.edu for special consideration.

Student Status

Matriculated Students

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

Full-Time Students

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

Half-Time Students

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

Separation from the College

SEPARATION FROM THE COLLEGE

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

Withdrawal

A temporary withdrawal from the College may be done at student's option for one quarter only at a time. The student MUST notify the Academic Dean and/or the College Registrar, submit the proper Withdrawal Form, including the basic reason for withdrawal, the intended return date, and then have this approved by the Dean and the other College Departments. If a student wishes to formally withdraw from the entire program completely, the student must also meet with the Academic Dean, indicate that intention, and complete the proper Withdrawal Form.

If a student fails to enroll in courses by the end of the 1st week of the subsequent quarter, and does not communicate with the College, the student will be designated as having withdrawn from the program.

Any student in a temporary withdrawal status must contact the College directly, and indicate their intention to be placed back into enrolled status for the next quarter. Without such direct notification to the Registrar or Academic Dean, a student will NOT automatically be re-enrolled or receive a registration time for the next quarter's courses.

Dismissal

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

Leave of Absence (LOA)

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

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

If a student was scheduled to be on Academic Probation for the quarter the LOA is effective, the conditions of the

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

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

International Students and Leave of Absence

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

Re-Entry to the Program

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

All records over 5 years will be expunged for those students who re-enter the program after a determined period of time (to be determined in a case-by-case basis by the Academic Committee).

Academic Calendar

The MTOM Academic Calendar is viewable at the college website. Navigate to Current Students.
<https://www.emperors.edu/masters-program/current-students/calendars-and-schedules/>

Residency Requirements

All students must complete a minimum of 137 credits at Emperor's College, of which 37.5 credits must come from clinical training.

Clinical Training Timeframe

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

Intern Level	Max Number of Clinical Courses Allowed
1st Qtr Interns	1 Course / Qtr, (maximum of 2 upon Academic approval)
Level 1	3 Courses / Qtr
Level 2	3 Courses / Qtr
Level 3	4 Courses / Qtr
Level 4	4 Courses / Qtr
Note: A 50 hour clinical course is 2.5 academic units	

A maximum of three (3) make-up shifts can be completed per quarter. There is no quarterly limit for banked hours which are completed in the 13th week of each quarter and/or at college-sponsored community outreach events. See the Dean of Clinical Education for details.

Registration

INTRODUCTION

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

- First/Last Day of the quarter
- Intern Registration Begins
- Standard Registration Period
- Standardized Program Exam Dates
- Drop Fee applied for courses dropped

INDIVIDUAL REGISTRATION TIME

Students are assigned a specific registration time where they register for courses by logging into the Populi educational software management system and selecting the registration tab. The registration times are based on student seniority in the program. Students will receive their assigned time to register via an email from the academic department prior to the opening date of registration.

STANDARD REGISTRATION PERIOD

Students may add or drop courses during the standard open registration period without penalty, as long as they have met the required pre-requisites. Courses dropped after the open self-registration date indicated on the Academic Calendar CLOSES will incur a drop fee. No fees are incurred for courses added.

If students are unable to register at their assigned time, the student may still register for courses up until the open self-registration period listed on the Academic Calendar closes.

CLINIC BLOCK SELECTION PERIOD

Current Interns or newly eligible Interns are assigned a specific registration time whereby they register for clinical course block(s) using the Populi software registration system. Clinic registration times are based on student seniority in the program. An Intern may select a particular block if at the time of registration there is an available opening in that block. The Clinic registration period takes place over a consecutive four (4) day period. Each eligible Intern may ONLY register for ONE CLINIC BLOCK PER DAY during the Clinic registration period. The Dean of Clinical Education will automatically remove one of the extra blocks at the Dean's selection, if an Intern fails to adhere to this one-per-each-day clinic block registration policy.

Eligible Interns will receive their assigned time to register via an email from the Clinic Dean or from the Academic department prior to the opening date of Clinic registration.

After the 4-day Clinic registration period closes, additional clinical courses may be added at the discretion of the Clinic Dean, once the Standard Registration period opens.

- It is recommended that 1st quarter interns only register for one (1) clinical block.

INTERN MEETING

Interns must attend one of the two scheduled intern meetings each quarter. These meetings are mandatory and attendance is required. The dates of the Intern Meetings are announced to current and pending student interns by the Dean of Clinical Education after the new schedule of classes and clinic blocks is posted for each quarter.

WAIT LIST

If a course is full, students may add themselves to the Wait List when the waitlists are turned on during standard registration. Students will be contacted by email through Populi if they have been added to a course from the Wait List. Contact the Dean of Clinical Education for more information.

PREREQUISITE COURSES

If a course requires a prerequisite, that prerequisite must be met in order to register for that course. A waiver may be requested and approved by the Academic Dean on a case-by-case basis. A list of all course pre-requisites is located on the www.emperors.edu website, listed under the Calendars and Schedules tab, Pre-requisites List.

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

REGISTRATION PERIOD CLOSED

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

CANCELLATION OF COURSES

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

FACULTY EVALUATION

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

Tuition and Fees

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

All fees and 50% of tuition are due at the time of registration. The full balance of tuition and any outstanding balance is due by the 1st week of the subsequent quarter. The student understands that the balance on the student ledger must be paid in full before a degree is awarded and before transcripts will be issued.

DROP FEE

A drop fee is assessed for each course that is dropped after standard registration and increases once the quarter begins. See the list of fees, see Master's Program – Tuition and Fees.

INSTITUTIONAL REFUND POLICY

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

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

Minimum Days into Term	Maximum Days into Term	Refund %	Grade Assigned
0	7	100%	-
8	14	90%	W
15	21	80%	W
22	28	70%	W
29	35	60%	W
36	42	50%	W
43	49	40%	F
No refund after 49 days			

Financial Aid Students

Review Return of Title IV Funds under Federal Financial Aid, page 14.

Satisfactory Academic Progress

SATISFACTORY ACADEMIC PROGRESS (SAP)

In accordance with regulations that govern Federal and State financial aid programs, as well as being in accordance with other National and State AOM College program standards, Emperors College is required to establish, publish, and consistently apply a reasonable standard for measuring a student's academic progress. These guidelines apply to all students, whether full time, part time, as international students, and independent from whether or not a student requests or receives any financial aid. SAP provides qualitative, quantitative and maximum time-frame allowance standards by which the college can determine that students are maintaining SAP with reasonable expectations of academic progress toward a degree. Failure to maintain SAP will result in loss of financial assistance and/or placement of the student into Academic Probation status. There are three requirements to maintain SAP.

- ◆ Qualitative - Maintaining a minimum quarterly and cumulative grade point average (GPA).
- ◆ Quantitative - Registering and earning a minimum number of units each quarter (Pace).
- ◆ Completing the degree objective within a maximum number of quarters enrolled (Maximum Time-Frame Allowance)

Students are evaluated at the end of each term they attend. Individual students will be notified by email should they not meet SAP guidelines.

QUALITATIVE MEASURE - GRADE POINT AVERAGE (GPA) REQUIREMENT

All masters or doctoral students at Emperor's College must maintain a minimum quarterly and cumulative grade point average as listed below to be eligible for Title IV aid. Students who fail to meet this requirement will no longer be eligible for financial aid until they either:

Program	Emperor's College Quarterly GPA (GPA)	Emperor's College Cumulative GPA (CGPA)
Masters	2.50	2.50

- ◆ Make up their SAP deficiency without financial aid, or
- ◆ Submit an appeal that is approved.

Attempted units are counted, irrespective of whether or not financial aid was received. The following grades are counted in calculating grade point averages:

- ◆ A, B, C, F
- ◆ Inc. – Incomplete

Not counted in the GPA calculation:

- ◆ Transfer coursework (pre and post admissions)

QUANTITATIVE MEASURE – PACE OF PROGRESSION REQUIREMENT

Students are required to complete a minimum number of units each quarter to ensure completion of the degree within the maximum timeframe. See chart below. Students must successfully complete at least 67% of the courses attempted cumulatively. Therefore, students must maintain a cumulative Pace of 0.67 or greater.

Program	PACE	Minimum Quarter Enrollment & Completions	Published Length	Maximum Time Limit
Masters	67%	9 Units	16 quarters or 4 calendar years of FTE enrollment	24 quarters or 6 calendar years of FTE enrollment

$$\text{PACE} = \frac{\text{Emperor's College Completed Units} + \text{Accepted Transfer Units}}{\text{Emperor's College Attempted Units} + \text{Accepted Transfer Units}}$$

- ◆ The number of attempted units counted in the formula reflect the units attempted as they appear on the student's transcript.
- ◆ Emperor's College will count Inc. (incomplete), W (withdraw), F (failure), and Pass in the calculation of Pace.
- ◆ Units for the following grades will not be counted as completed units toward meeting the Pace requirement for students: F (failure), Inc. (incomplete), W (withdraw), Au (Audit).
- ◆ All transfer credits Emperor's College accepts toward a student's program are included in the Pace calculation, both as attempted units as well as completed units. Transfer credits awarded by the college has no effect on Cumulative Grade Point Average (CGPA) calculations for SAP. Transfer Credits are also included in the maximum timeframe calculation.
- ◆ Students are required to pass the Pre-Clinical Examination within 3 years from their start of the program to complete the program at Pace. Transfer credits may reduce the timeframe allowed to pass the Pre-Clinical Examination.

MAXIMUM TIMEFRAME

Year Level at Entrance	Years of Eligibility Used	Years Needed To Complete Degree	Years of Remaining Eligibility (150%)
Units Accepted	Calendar Year Standing		
0 - 30 transfer units	0	4	6 years
31-101 transfer units	1	3	4.5 years
102-136 transfer units	2	2	3 years

Students are expected to complete their program within a maximum timeframe as established in the chart above. Pace calculations help assure that students will complete their programs within the maximum time frame.

All financial aid applicants exceeding the following year limits will be ineligible for financial aid consideration. Students are allowed up to six calendar years of financial aid eligibility, depending on the year level standing when they were admitted. The initial year level is assigned by the Admissions office based on transfer credits accepted, including Credit by Challenge and Credit by Transfer. See chart below.

- ◆ Quarters in which the student did not receive financial aid are counted towards the maximum year limit.
- ◆ Inactive quarters in which a student is not in attendance does not count towards maximum year limit.
- ◆ Any quarter(s) in which the student withdraws, earning grades of 'W' and/or 'F' are counted towards a student's maximum year limit.
- ◆ Maximum Time-frame measure also includes all Pace Requirements.

If at any point in time it is determined that the student cannot complete their course of study within the 150% timeframe they will be immediately disqualified from future financial aid for the remainder of their program, even if currently meeting other SAP standards.

Students who have reached or exceeded the maximum time frame may petition, through the regular appeal process described below, for an extension based on extenuating circumstances which prevented the completion of the degree program within established limits above.

Academic Probation

If a student fails to meet the requirements for Satisfactory Academic Progress (SAP), the student will be placed on Academic Probation. Upon notification of probation, the student must meet with the Academic or Associate Dean to discuss his/her academic status. Tutoring or course remediation may be recommended at this time. While on academic probation, the student must conduct all course registration in consultation with and approval of the Academic or Associate Dean, and may not register for fewer than 9 units. Financial Aid will continue to be awarded as usual during the first quarter of academic probation. Financial Aid will be delayed in the following quarter until course grades are received and the Academic committee has confirmed that SAP has been reestablished. If SAP is not reestablished after one quarter, the student will not be eligible for Financial Aid until SAP has been reestablished, except as noted in the SAP Appeals section. Students must satisfy all the requirements listed to reestablish SAP. Additional requirements may be necessary as determined by the Academics committee. If a student does not return to SAP, the student will be considered withdrawn.

Academic Probation Appeal

A student may submit a written appeal, with suitable supporting documentation explaining any mitigating circumstances involved. The student must explain: 1) why they failed to make SAP; 2) provide any relevant and/or medical documentation in support of their appeal; 3) and then must also explain what circumstances or situation has changed that will allow them to meet SAP requirements at the next evaluation. If the appeal is accepted, the student must agree to an academic plan that the College develops with the student that, if followed, will ensure that the student is able to meet the College academic progress standards by a specific point in time. The academic plan will include quarterly goals that must be met to continue to receive Financial Aid, regularly scheduled meetings with Academic or Associate Deans and possible remediation.

Special Circumstances

If a student earns ALL “F” and/or “W” grades in a given quarter, the student will immediately be placed on Academic Probation and will not be eligible for Financial Aid except as noted under the SAP Appeal. If a student earns all “P” grades in a given quarter, the student will have been deemed to have met the GPA requirements of SAP.

Other Mitigating Circumstances/Emergency Provisions

Students will not be held responsible for disruption of their academic schedules due to unavoidable situations affecting the campus such as natural disasters, inclement weather, or other circumstances that result in the late assignment of grades. The College will decide when to invoke this emergency provision. At that time and based on the situation at hand, every effort will be made to determine the progression toward a degree without the availability of grades, so students may proceed with their next quarter of attendance.

Removal of Academic Probation Status

Other than through an approved and granted appeal, a student may re-establish eligibility for satisfactory academic progress through the following means (refer to the full SAP guidelines, above):

- ◆ Qualitative - Maintaining a minimum quarterly and cumulative grade point average (GPA).
- ◆ Quantitative - Registering and earning a minimum number of units each quarter (Pace). Passing the standard Pre-Clinical exams within 3-years of entrance date to the Masters Program (Pace).
- ◆ Completing the degree objective within a maximum number of quarters enrolled (Maximum Time-Frame Allowance)

Grading and Attendance

AUDIT COURSES

Students may audit any didactic course that they have successfully completed at Emperor's College or transferred to the college from an outside accredited institution. All transferred courses must meet guidelines outlined in the Transfer Policies and Procedures section of the Student Handbook. Audit courses are not counted in Financial Aid calculations. Audit courses cost 50% of the regular tuition per unit. Students will be added to an audit course as space is available. Students are required to attend 80% of the course meetings, but are not required to sit for course examinations when auditing a class, although it is strongly recommended.

ATTENDANCE POLICY

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

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

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

Tardiness Policy

Two times tardy will equal one absence. Please refer to the respective class syllabi for more information.

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

COURSE EXAMINATIONS

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

CORRECTION OF GRADES

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

INCOMPLETE GRADES AND MAKE-UP EXAMS

If a student is unable to attend the Final Exam or cannot complete the course due to a **documented emergency**, the student must first notify the instructor of that course of their situation immediately after the inability to take the exam is known by the student. The student may then request an Incomplete grade ("INC") with the instructor, then also notify the Academic Dean prior to the exam date. A Petition for Make-Up Exam Form must be submitted in writing to the Academic Dean. The form must be submitted with documentation of the emergency, and the associated make-up exam fee will be assessed and must be paid. Check the syllabus as make-up exams are not applicable for all courses.

For any make-up exam to be taken after the scheduled exam date, it is mandatory that the student follow these procedures:

- 1) Contact the instructor for the course exam they are missing, advise the instructor they will be missing the exam
- 2) Arrange for a SPECIFIC exception exam date and time to be set in Populi (with the course instructor or Academic Dean; either one of these MUST be notified to manually set up this exam in Populi).
- 3) A specific time with an exam proctor must also be arranged during the make-up exam
- 4) The make-up exam fee must be paid. A no-show for a scheduled make-up exam will immediately result in an "F" grade for the exam, and the make-up fees will not be reimbursed.

Students are not to arrange a make-up exam independently with instructors outside of the scheduled time!

A make-up exam fee may be waived by the Academic Dean for an approved documented emergency only.

Any Mid-term exam MUST be taken NO LATER THAN 1 WEEK from the original scheduled date of the exam. Makeup exams must be taken in one sitting and must be completed on the date/time and length of time arranged.

Make-up exam fees and requirements are as follows

- ◆ Mid-term make-up exam— \$100
- ◆ Final exam make-up exam— \$100

A maximum of two such circumstances may be petitioned for each year unless approved by the Academic Deans. Formats of make-up exams are not required to be identical to the regularly scheduled exam – such issues are decided by the Academics department. All courses with an "INC" must be completed prior to the end of the week of the following quarter according to the schedule below:

- ◆ One (1) week for didactic courses
- ◆ Three (3) weeks for clinical courses.

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

THE GRADING SCALE

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

COURSES TAKEN AT OTHER INSTITUTIONS

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

Standardized Program Exams

STANDARDIZED PROGRAM EXAMINATIONS

The college has three (3) standardized program exams: the Pre-Clinical Written Exam, the Pre-Clinical Practical Exam, and the Comprehensive exam. The Pre-Clinical exams must be passed by the student in order to demonstrate readiness to become a clinical intern. The Comprehensive exam must be passed by the student in order to demonstrate an appropriate level of knowledge and understanding of the information and various concepts taught within the totality of the Masters of Acupuncture and Oriental Medicine program.

The exam schedule is published in the Academic Calendar and the schedule of classes each quarter. If a student has met all requirements, students can register for the Pre-Clinical Exams and the Comprehensive Exam during the quarterly registration period.

Additionally, a student may elect to enroll in these exams up until the end of week eight (8) of each quarter, by notifying the Academic Dean or the Registrar. If a student elects to enroll and take these exams after the standard registration period closes and prior to the end of week 8, any exam fees are NOT covered at this point by any Financial Aid and must be paid directly to the College. A student must notify the Academic Dean or Registrar no later than 5PM on the Thursday prior to the exam date if they are opting out of the exam for that quarter. A no-show for any of these exams will not have their exam fees refunded.

Students must satisfy one of the requirements below to pass the exams:

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

Tentative written exam scores can typically be viewed by students after they have completed each exam section in Populi. However, the scores are not final until the Academic Department has completed the exam review.

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

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

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

Pre-Clinical Examination

If a student fails either the Pre-Clinical Practical or Pre-Clinical Written exam two (2) times, the student will have a compulsory meeting with the Academic Dean or Clinical Dean to review results and to make academic recommendations. If a student fails the Pre-Clinical exam, either the practical or written portion, three (3) times, the student will have another compulsory meeting with the Academic Dean or Clinical Dean be placed on Academic Probation. The student will be restricted from taking the Pre-Clinical exam until the student has completed the remediation program designed by the Academic Dean or Clinical Dean.

If a student fails the Pre-Clinical exam, either the practical or written portion, four (4) times, the student will have another compulsory meeting with the Academic Dean or Clinical Dean and will continue on Academic Probation. The student will be restricted from taking the Pre-Clinical exam until the student has completed the additional remediation program designed by the Academic Dean or Clinical Dean.

The student must pass the exam on the fifth (5th) try, or that student will be dismissed from the program.

Comprehensive Examination

If a student fails the Comprehensive exam two (2) times, an academic advisement meeting is highly recommended with the Associate Dean or the Assistant Dean. If a student fails the Comprehensive Exam three (3) times, the student will have a compulsory meeting with the Academic Dean or Associate Dean and be placed on Academic Probation. The student will be restricted from taking the Comprehensive Exam until the student has completed the remediation program designed by the Academic Dean. After a fourth (4th) time without passing, another mandatory review meeting and remediation plan with the Academic Dean or Associate Dean is required before the student can register to take the Comprehensive exam again, and the student will remain on Academic Probation until the Comprehensive exam is passed successfully.

Course Descriptions

DEPARTMENT OF ORIENTAL MEDICINE

Philosophy of Traditional Asian Medicine OM300 (2 units 20 hours)

This introductory course explores the theories and thought processes that form the origin and developmental roots of Traditional Asian medical concepts. It describes the philosophy in terms of the three treasures (shen, qi, jing) and examines how the concepts of Confucianism, Taoism and Buddhism contributed to the development and practice of the medicine. *Normally offered in spring and fall quarters.*

Fundamentals of Oriental Medicine OM315 (4 units 40 hours)

This introductory course provides the foundation for the study and understanding of Traditional Asian medicine. Students are given a detailed overview of the various Traditional Asian medicine theories and practices, highlighting the concepts of yin and yang, the five phases, the five vital substances, the zang fu, jing luo, the causation of disease, as well as the fundamental diagnostic concepts. *Normally offered every quarter.*

Chinese Medical Language OM317 (3 units 30 hours)

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

Zang Fu Syndromes I OM320 (3 units 30 hours)

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

Zang Fu Syndromes II OM325 (3 units 30 hours)

The second in this two course series continues to explore the diagnostic skills and knowledge for identifying complex pathological patterns of TCM internal medicine. Students gain an understanding of the complex patterns in zang fu diagnosis, including differentiation of etiology, root, branch, symptoms and environmental and congenital patterns that involves more than one organ system. Students will also learn how to write and present case studies in a clear, precise, and professional manner. Upon completion of this class, students will be able to identify, differentiate, and diagnose complex patterns of pathology and pathogenesis, in accordance to the zang fu theory. *Normally offered every quarter.*

Oriental Diagnosis OM330 (4 units 40 hours)

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

Intro to Oriental Medicine Research OM340 (2 units 20 hours)

Students are introduced to the basic components and approaches of research in medicine and science. The course focuses on the skills and knowledge required to be an informed consumer of published medical research as it can inform TCM clinical practice. Students will learn the skills and ideas of conducting an online literature review,

developing a well-crafted study question, identifying a population of research interest, selecting a representative sample, ethical issues involved in research, designing an appropriate methodology (study design), and data collection/analysis. This course explores qualitative, quantitative and mixed-method approaches to Traditional Asian medicine research and evaluates the future needs for research within TCM. *Normally offered in summer and winter quarters.*

Tai Chi

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

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

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

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

Yang Style

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

Chen Style

Chen style tai chi is regarded as the oldest of the five major tai chi styles (Chen, Yang, Wu, Hao and Sun). Chen style tai chi is known for its low stance (chan si jin) and bursts of short, fast, explosive power (fa jin). It is more physically demanding than other forms of tai chi and combines athleticism with internal qi cultivation. In this class students gain understanding of the history and theory of Chen style tai chi through the practice of basic principles, breathing techniques, movements, and centering techniques.

Sun Style

Sun style tai chi is considered a “combination style” tai chi, incorporating movements from Hao style tai chi and other forms of internal martial arts, namely ba gua and hsing-si. Sun style is best known for its smooth, flowing movements which omit the more physically vigorous crouching, leaping and striking movements of some other styles. Its gentle postures and high stances make it very suitable for those looking for health benefits and for the senior community. In this class students gain understanding of the history and theory of Sun style tai chi through the practice of basic principles, breathing techniques, movements, and centering techniques. *Normally offered every quarter on a rotating basis.*

Medical Qi Gong OM351 (2 units 20 hours)

Qi gong is a healing art form which utilizes one’s intentions, breathing techniques, and subtle body movements to control the flow of qi in one’s body, or that of a surrounding object. This practical course teaches the fundamentals of qi gong, with an emphasis on its myriad medical uses. Students will learn the various healing qi gong forms, techniques, and vocal sounds that they can use to prescribe to their patients. *Normally offered every quarter.*

Chinese Internal Medicine I OM410 (3 units 30 hours)

The first of four courses in Chinese internal medicine. These classes present an overview of the pathology, diagnosis, etiology, and treatment of specific syndromes of the internal organ systems. Students will learn to identify specific patterns and symptoms associated with the pathologies, along with the treatment protocols and recommendations for treatment utilizing acupuncture, herbal medicine, and other TCM modalities. Chinese Internal Medicine I covers the main lower jiao (lower abdomen) pathologies, including but not limited to gynecological and urological issues, UTI, and lower back pain. *Normally offered in summer and winter quarters.*

Chinese Internal Medicine II OM420 (3 units 30 hours)

The second of four courses in Chinese internal medicine. Chinese Internal Medicine II covers specific syndromes of the upper jiao, or the upper body, including but not limited to respiratory issues, headaches, wind stroke, dizziness, palpitations, and multiple sclerosis. *Normally offered in spring and fall quarters.*

Chinese Internal Medicine III AC430 (3 units 30 hours)

The third of four courses covering Chinese internal medicine. Chinese Internal Medicine III covers specific syndromes of the digestive system, including, but not limited, to constipation, diarrhea, IBS, diabetes, and vomiting/nausea. *Normally offered in summer and winter quarters.*

Chinese Internal Medicine IV OM440 (3 units 30 hours)

The fourth of the series in Chinese internal medicine. Chinese Internal Medicine IV covers specific syndromes of the Lung organ, including but not limited to asthma, influenza, allergic rhinitis, coughing, and breathlessness. *Normally offered in spring and fall quarters.*

TCM Pediatrics OM441 (2 units 20 hours)

This course presents an overview of TCM pathophysiology, diagnosis, and treatment of selected common pediatric diseases. Upon completion of this course, students should have acquired the knowledge of TCM syndrome differentiation and differential treatment of selected common pediatric disorders. *Normally offered in summer and winter quarters.*

TCM Gynecology OM442 (2 units 20 hours)

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

TCM Dermatology OM443 (2 units 20 hours)

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

Oriental Medicine & Chemical Dependency OM520 (2 units 20 hours)

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

Principles of Treatment OM550 (2 units 20 hours)

This course explores the development and relationship among treatment principles and how they drive the process of acupuncture and herbal prescriptions. The course also examines different diagnostic models of traditional Asian medicine examining the virtues of one model over another and how, when, and why to use them. *Normally offered in spring and fall quarters.*

CMR-Case Management and Review (2 units 20 hours)

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

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

DEPARTMENT OF ACUPUNCTURE

Meridians I AC310 (3 units 30 hours)

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

Meridians II AC311 (3 units 30 hours)

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

Acupuncture Energetics AC335 (3 units 30 hours)

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

Acupuncture Anatomy AC350 (4 units 40 hours)

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

Acupuncture Therapeutics AC360 (4 units 40 hours)

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

Tui Na AC380 (4 units 40 hours)

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

Acupuncture Techniques I AC401 (3 units 30 hours)

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

In Acupuncture Techniques I, students will learn how to needle acupoints with an emphasis on the proper needling depths and angles, manipulation techniques, safe needling practices and clean needle techniques through in-class demonstrations and practical assignments. This course covers the points along the Lung, Large Intestine, Spleen, Stomach, Heart and Small Intestine channels. *Normally offered every quarter.*

Acupuncture Techniques II AC402 (3 units 30 hours)

The second of a three-course series, Acupuncture Techniques II continues the study of various methods and

theories of acupuncture needling techniques with an emphasis on the proper needling depths and angles, manipulation techniques, safe needling practices and clean needle techniques through in-class demonstrations and practical assignments. This course covers the points along the Urinary Bladder, Kidney, Pericardium, Triple Burner, Gall Bladder, Liver, Ren and Du channels and continues the emphasis on safe needling practices and clean needle techniques, as prescribed by the laws and regulations published by the California Acupuncture Board (CAB). *Normally offered every quarter.*

Advanced Acupuncture Techniques AC403 (3 units 30 hours)

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

Clinical Point Selection AC500 (3 units 30 hours)

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

Microsystems AC510 (2 units 20 hours)

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

Secondary Vessels AC550 (3 units 30 hours)

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

Acupuncture Orthopedics AC560 (3 units 30 hours)

Orthopedics, traumatology and pain management are some of the most common conditions acupuncturists will see as clinical practitioners. In this course, students will learn to diagnose musculoskeletal complaints and treat them using acupuncture, manual therapies, exercise and herbal interventions. *Normally offered in spring and fall quarters.*

DEPARTMENT OF WESTERN MEDICINE

Chemistry WS200 (3 units 30 hours)

This course is designed to teach elementary principles of chemistry and chemical elements and compounds. It includes an investigation of the constituents of matter, electron arrangement, the periodic table, chemical bonds and reactions, phase states, solutions, acids, bases and electrolytes. *Normally offered in summer and winter quarters.*

Anatomy & Physiology I WS205 (3 units 30 hours)

This is one of four anatomy and physiology courses and is the prerequisite for the remaining courses in this series. Anatomy and Physiology I examines the normal structure and function of the human integumentary and musculoskeletal systems at the gross and intrastructural levels. It includes a detailed analysis of muscle actions, innervations, and clinically relevant origins and insertions. *Normally offered every quarter.*

Anatomy & Physiology II WS206 (3 units 30 hours)

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

Anatomy & Physiology III WS207(3 units 30 hours)

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

Anatomy & Physiology IV WS208 (3 units 30 hours)

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

Biochemistry WS210 (3 units 30 hours)

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

Physics WS220 (2 units 20 hours)

This course provides the basic information in the fields of mechanics, heat and sound, as well as light, electricity, magnetism, atoms and modern physics. The fundamental laws of physics are explained and discussed. *Normally offered in summer and winter quarters.*

Biology WS230 (3 units 30 hours)

Biology is a foundational subject for the medical sciences. This course is a study of living systems. It includes an examination of evolution, cellular structure and function, body systems, metabolism, homeostasis, genetics and reproduction. *Normally offered in spring and fall quarters.*

General Psychology WS240 (2 units 20 hours)

This course introduces the major ideas and theories of the various schools of psychology as they conceptualize and influence the understanding and treatment of patients at various stages of development, including their meaning for health promotion and education, as well as clinical patient-practitioner interactions. *Normally offered in summer and winter quarters.*

Psychology of Patient Care WS255 (2 units 20 hours)

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

Basic Nutrition WS260 (2 units 20 hours)

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

Pathophysiology I WS271 (3 units 30 hours)

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

Pathophysiology II WS272 (3 units 30 hours)

This course presents the etiologies, pathogenesis and major disease mechanisms of the circulatory, respiratory and renal systems, as well as the pathologic changes that occur in these disorders. *Normally offered in summer and winter quarters.*

Pathophysiology III WS273 (3 units 30 hours)

This course analyzes the major pathological mechanisms and changes related to disorders of the gastrointestinal, endocrine and nervous systems. *Normally offered in spring and fall quarters.*

Pathophysiology IV WS274 (3 units 30 hours)

This course analyzes the major pathological mechanisms and changes related to disorders of the musculoskeletal and reproductive systems. It also covers functional disease processes. *Normally offered in summer and winter quarters.*

East/West Medical History WS290 (2 units 20 hours)

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

Western Physical Assessment WS301 (4 units 40 hours)

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

Western Medical Terminology WS319 (2 units 20 hours)

This course provides a working familiarity of common medical terminology used in Western medicine, including the definitions, roots, prefixes, suffixes and proper pronunciation of terms, emphasizing their clinical context. This course is foundational for the Western sciences and allows for communication with other health care providers. *Normally offered every quarter.*

Clinical Nutrition WS335 (2 units 20 hours)

This course presents the concepts and applications of Western clinical nutrition for the practicing acupuncturist, including diet modification and nutritional supplementation programs for prevention and treatment of the major diseases. *Normally offered in spring and fall quarters.*

Medical Ethics & Jurisprudence WS400 (2 units 20 hours)

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

Public Health WS430 (2 units 20 hours)

This course presents an introduction to public health and epidemiology, including the distribution and correlates of illness in the population and current efforts to prevent and control risk factors that contribute to morbidity and mortality. Additional topics include public health issues that face the primary care provider including TCM practitioners. *Normally offered in spring and fall quarters.*

Western Clinical Medicine I WS471 (3 units 30 hours)

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

Western Clinical Medicine II WS472 (3 units 30 hours)

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

Western Clinical Medicine III WS473 (3 units 30 hours)

This survey course presents an overview of selected common diseases observed and treated in biomedicine including cardiovascular, respiratory and urinary systems. This course also presents disorders encountered in obstetrics and gynecology. The etiology, pathogenesis, differential diagnosis and first line of allopathic treatment will be presented and discussed with the emphasis on the clinical manifestations of the diseases. *Normally offered in summer and winter quarters.*

Western Pharmacology WS495 (3 units 30 hours)

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

Clinical Diagnosis by Lab Data WS499 (2 units 20 hours)

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

Practice Management WS501 (3 units 30 hours)

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

Practice Management II WS502 (3 units 30 hours)

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

Introduction to Medical Imaging Procedures WS590 (2 units 20 hours)

An introductory imaging course for the TCM student. This course provides an overview of radiation physics and protection, normal radiographic anatomy, common pathologies, radiologist reports and ordering imaging for diagnostic purposes. Areas of discussion include: x-ray, CT, MRI, PET, ultrasound and nuclear medicine. *Normally offered in spring and fall quarters.*

DEPARTMENT OF HERBAL MEDICINE

Introduction to Herbal Medicine HB300 (2 units 20 hours)

This course provides students with an overview of the ideas and concepts they will encounter in their study of Chinese herbal medicine throughout the master's program, as well as the basic concepts in botany and the history of Chinese herbal medicine. *Normally offered every quarter.*

Herb Pharmacopoeia I HB315 (3 units 30 hours)

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

Herb Pharmacopoeia II HB320 (3 units 30 hours)

The second of four courses in the herb pharmacopoeia series. Herb Pharmacopoeia II covers herbs in the Damp Eliminating Aromatic Herbs, Digestive Herbs, Purgatives, Laxatives, Cathartic Herbs, Anti-parasitic Herbs, Aromatic Herbs that Open the Orifices, Interior Warming Herbs, Liver Calming Herbs, and Tranquilizing Herbs categories. *Normally offered in summer and winter quarters.*

Herb Pharmacopoeia III HB330 (3 units 30 hours)

The third of four courses in the herb pharmacopoeia series. Herb Pharmacopoeia III covers herbs in the Diuretics, Anti-rheumatics, Qi Regulating Herbs, Blood Activating, and Stop Bleeding Herbs categories. *Normally offered in spring and fall quarters.*

Herb Pharmacopoeia IV HB340 (3 units, 30 hours)

The fourth course in the herb pharmacopoeia series. Herb Pharmacopoeia IV covers herbs in the Qi Tonics, Blood Tonics, Yang Tonics, Yin Tonics, Stop Diarrhea, Astringe Essence, and External Application categories. *Normally offered in summer and winter quarters.*

Herbal Dispensary Lab A, B

HB360, HB361 (2 units each 20 hours • 4 units total)

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

Herb Formulae I HB410 (3 units 30 hours)

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

Herb Formulae II HB420 (3 units 30 hours)

The second of three courses in the herb formulae series. Categories covered in Formulae II include the Tonify Qi and Blood, Regulate Qi, Invigorate the Blood, Stop Bleeding, Stabilize and Bind, Calm the Spirit, and Open the Orifices formulas. *Normally offered in Summer and Winter quarters.*

Herb Formulae III HB430 (3 units 30 hours)

The third of three courses in the Herb Formulae series. Categories covered in Formulae III include the Expel Wind,

Moisten Dryness, Expel Dampness, Treat Phlegm, Relieve Food Stagnation, Expel Parasites, and Treat Surgical Diseases formulae. *Normally offered in spring and fall quarters.*

Advanced Formulae HB440 (3 units 30 hours)

This review course is an in-depth study of the ingredients, functions, and indications of herbal formulae that are of particular importance in terms of their clinical applications as established by the California Acupuncture Board. It covers the 63 “A” formulae that are emphasized in the California Acupuncture Licensing Exam. *Normally offered in spring and fall quarters.*

Formulae Writing HB445 (3 units 30 hours)

This course focuses on the development of formula writing skills. Students learn how to combine herbal medicines into formulae, how to choose appropriate basic formulae for patients, and how to modify the formulae according to the patient’s chief complaint and diagnostic patterns. *Normally offered in spring and fall quarters.*

Patent Medicines HB460 (2 units 20 hours)

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

Pharmacognosy HB 500 (2 units 20 hours)

Students will be provided with information on cultivation, collection and processing of medicinal plants. Representative drugs from different morphological sources will be discussed including macro- and microscopic characteristics, geographic distribution, cultivation, chemical constituents and their uses. *Normally offered in spring and fall quarters.*

Chinese Nutrition HB520 (2 units 20 hours)

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

Shang Han Lun/Wen Bing HB570 (4 units 40 hours)

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

PRE-OBSERVATION AND PRE-INTERNSHIP

Pre-Observation *CPC (0.6 credits, 6 hours)*

Pre-Internship *CPI (1.4 credits, 14 hours)*

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

CLINICAL TRAINING

Clinical training in the master's program consists of a total of 950 hours as described briefly here and in more detail in the Clinic Manual.

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

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

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

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

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

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

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

of assessment with consistent guidance and input from their technical supervisors and clinic supervisors.

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

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

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

ELECTIVE COURSES

Throughout the curriculum, students are encouraged to explore the wide array of schools of thought within Eastern medicine via elective courses in Classical Chinese Medicine, Five Element Theory, Japanese acupuncture and Korean acupuncture, Nei Gong, East/West Nutrition. These courses provide students the opportunity to master advanced and specialized clinical skills and nurture the development of the versatile clinician. It is the versatility of clinical techniques and comprehensive understanding of Eastern medicine that contributes to the success of our alumni.

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

A partial listing of elective courses from previous years. Refer to the current course schedules for elective offerings.

Art of Meditation

Meridians Palpation

Shiatsu

Jade Goddess Qi Gong

Flying Phoenix Qi Gong

Neigong

Advanced Moxibustion

Korean Acupuncture

Korean 8 Constitutions

Korean Hand Acupuncture

Korean Four Needle Technique

Korean Five Elements

Korean Six Energies

Korean Constitutional Acupuncture

Esoteric Acupuncture

Advanced Clinical Nutrition

East/West Nutrition

Plant Medicines of the West

East/West Spices and Plants

Mind Body Medicine

Jin Gui Yao Lue
Traditional Herbal Preparation
Advanced Pharmacopeia
Chinese Medical Classics
Five Elements
Eight Extra Ordinary Vessels
Advanced Diagnosis
Yang Style Tai Chi Sword
Advanced Anatomy & Physiology
Anatomical Palpation
Ayurvedic Nutrition
Ayurvedic Health
Mind Body Acupuncture
Physiological Basis of Acupuncture
The Emotions in Classical Chinese Medicine
Environmental Toxicology
Acupuncture Point Names
Yi Jing Medicine
Structural and Postural Integration
Yang Shen Nourishing Life
Sports Nutrition
Advanced Anatomical Palpation
Integrative Long Covid
Tonics, Adaptogens & Immunity
Physiological Basis for Acupuncture

Please refer to the current schedule of classes for current elective offerings. The Academic Department is also open for consultations.

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Core Faculty

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Emperor's College

Rachael Garcia, DAOM, MM, LAc, CMT

Emperor's College

Bruce Gustafson, DAOM, LAc

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Jacques MoraMarco, DAOM, OMD, LAc

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Denise Stevens, DAOM, LAc

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