



# ACADEMIC CATALOG

&

# STUDENT HANDBOOK

**Wongu University of Oriental Medicine**  
8620 S. Eastern Ave.  
Las Vegas, NV 89123  
(702) 463-2122

# CATALOG RIGHTS

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The Wongu University of Oriental Medicine Academic Catalog & Student Handbook contains policies and requirements which govern academic performance and student conduct. These policies are unique to Wongu University, and are designed to promote standards for academic competency, professional discipline, and personal responsibility. It is the responsibility of all students to be knowledgeable about Wongu University policies. These policies will be applied to all aspects of the student's academic progress and personal conduct for as long as the student is enrolled.

Wongu University reserves the right to make changes at any time in this catalog or in the requirements for admission, graduation, tuition, fees, and any rules or regulations.

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# MESSAGE FROM THE PRESIDENT

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Dear Student,

Welcome to Wongu University of Oriental Medicine! Wongu University is the first and only school of Oriental medicine in the state of Nevada. We are a dynamic community of healers committed to promoting health and well-being through the knowledge and practice of Oriental medicine.

The art and science of healing through Oriental medicine has developed and advanced for over a millennium for countless generations. Wongu University offers a program of study grounded in an understanding of human nature that fosters students' compassion for those who suffer. At Wongu University, we train students on all forms of Oriental medicine, including Korean medicine, as well as Western medicine.

Las Vegas, as an international center for conferences and global engagements, provides an exceptional forum for the advancement of Oriental medicine. Committed to advancing the cooperation of Western and Eastern medicine, faculty, staff, and students work together to that end. Our passion is to promote the health and wellness of people throughout the world through Oriental medicine.

Congratulations on your decision to take on the exciting challenge of becoming a skilled practitioner of Oriental medicine. We wish you all the best for a successful and exciting experience at Wongu University!

Sincerely,

Daniel M. Davies, Ph.D.  
President & CEO

# GENERAL INFORMATION

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## ***THE MEANING OF WONGU***

Wongu (圓球) literally means a “round ball”. It represents all elements that exist in nature and suggests the harmony that exists within them and between all people. By extension, it also refers to the origin of life as well as the seeds of Oriental medicine. As is true of all things that are at one with nature, a healer’s journey involves achieving balance and harmony in the lives of patients as well as the healer. Coupled with the meaning of Wongu, the University’s logo of the three circles represent the traditional *Sam Taegeuk* (three Taiji), a Korean symbol representing heaven, human, and earth. The logo aims to present how the three work together in harmony.

## ***MISSION, GOALS, AND OBJECTIVES***

### **MISSION STATEMENT**

The mission of Wongu University of Oriental Medicine is to educate students to become skilled Oriental medicine practitioners who possess compassion and integrity.

### **PROGRAMMATIC GOALS**

1. Further the understanding regarding Oriental medicine with other healthcare communities and the public at large.
2. Provide students with a thorough understanding of the theories and systems of traditional Oriental medicine and knowledge of the historical roots.
3. Train students in the clinical skills required to apply that knowledge in the safe and effective treatment of patients.
4. Enable graduates to function collaboratively as a healthcare provider in the modern healthcare system.
5. Train competent practitioners, advocates, and leaders of Oriental medicine.

### **PROGRAM EDUCATIONAL OBJECTIVES**

Graduates of the Wongu University’s Master of Science in Oriental Medicine program will be able to:

1. Demonstrate a thorough knowledge of traditional Oriental medicine theory and practices in the areas of acupuncture, Oriental herbal medicine, Korean traditional medicine, qi cultivation, and Oriental bodywork.
2. Demonstrate knowledge of biomedical clinical sciences, including diagnosis, physical examination, laboratory tests, and procedures.
3. Collect the necessary information using traditional Oriental medicine diagnostic methods to formulate a proper Oriental medical diagnosis.
4. Create treatment strategies based on the diagnosis and administer treatment plans with appropriate modalities and techniques.
5. Plan and execute an effective herbal treatment and understand professional issues related to appropriate herbal management, herb-drug interactions, and consultation.
6. Effectively guide patients in a healthy lifestyle, including nutrition and exercise.
7. Assess effectiveness and modify treatments according to changes in the patient's presentation.
8. Recognize signs and symptoms necessitating referrals to appropriate complementary healthcare providers in the biomedical community.
9. Understand and comply with professional, legal, and ethical standards and practices as established by the profession.
10. Understand best practices in successful clinic management.
11. Participate in community services and incorporate healthy lifestyle and behaviors in their personal lives.



## ***ACCREDITATION, LICENSING, AND APPROVALS***

### **Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM)**

Wongu University of Oriental Medicine has been granted a one-year extension of Pre-Accreditation status for institutional accreditation by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM).

The Master's' degree – Oriental Medicine program in English of the Wongu University of Oriental Medicine has been granted a one-year extension of Pre-Accreditation status by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM)

ACAOM is the recognized accrediting agency for programs preparing acupuncture and Oriental medicine practitioners.

ACAOM is located at:

8941 Aztec Drive,  
Eden Prairie, MN 55347.

Phone: (952) 212-2434.

Fax: (952) 657-7068.

[www.acaom.org](http://www.acaom.org)

### **State of Nevada Board of Oriental Medicine**

Wongu University has been approved by the Nevada State Board of Oriental Medicine as the only higher education institution to offer the Master of Science degree program in Oriental Medicine. For questions, please contact:

Nevada State Board of Oriental Medicine

3191 E. Warm Springs Road

Las Vegas, NV 89120

Phone: (702) 675-5326

Fax: (702) 989-8584

<http://orientalmedicine.nv.gov/>

### **Commission on Postsecondary Education (CPE)**

Wongu University is licensed to operate in the State of Nevada by the Nevada Commission on Postsecondary Education.

Commission on Postsecondary Education

8778 S. Maryland Pkwy, Suite 115

Las Vegas, NV 89123

Tel: (702) 486-7330

Fax: (702) 486-7340

[www.cpe.state.nv.us](http://www.cpe.state.nv.us).

### **Nevada Senate Bill 393 (SB393)**

In 2015, Nevada Senate Bill 393 was passed, which allows non-Nevada licensed practitioners to teach and supervise at a school of Oriental medicine in Nevada. The Oriental medicine school should have at least candidacy status for institutional accreditation from ACAOM or its successor organization. SB393, therefore, allows Wongu University to have access not only to local OMDs, but also to senior faculty from nearby cities, such as Los Angeles and San Diego. Nevada Senate Bill 393 information can be found at <https://legiscan.com/NV/text/SB393/2015>

### **Department of Education – Federal Student Aid**

Wongu University's Master of Science in Oriental Medicine degree program is provisionally certified by the U.S. Department of Education to participate in the Title IV Federal Student Aid program through September 30, 2018. Wongu University will be eligible to apply for full certification on June 30, 2018.

### **Department of Homeland Security – International Recruitment**

Wongu University is a SEVP (Student and Exchange Visitor Program) certified school under the U.S. Department of Homeland Security and is authorized to accept and enroll nonimmigrant students by issuing Forms I-20. Wongu University is also authorized to assist students with an F-1 Visa to transfer in or out of Wongu University.

## ***ORGANIZATIONAL STATUS***

### **Nonprofit Status**

Wongu University is a post-secondary education institution founded under the laws of the State of Nevada. It is also recognized by the Internal Revenue Service of the U.S. Department of the Treasury as an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code. Donations to Wongu University are, therefore, tax deductible.

## ***LOCATION AND ENVIRONMENT***

### **State of Nevada**

In 1973, Nevada became the first state in the United States to grant licenses to practitioners of Oriental medicine. Among California and 20 other states with schools of Oriental medicine, Nevada stands out as one among only three states recognizing doctors in Oriental medicine (OMDs) as distinguished from licensed acupuncturists. Wongu University, located in this historic state, will emerge as a leader in the advancement of traditional Oriental medicine.

### **City of Las Vegas**

Las Vegas is a place of global attraction, hosting a variety of international conventions, including world-class exhibitions and conferences for medical professionals on a yearly basis. It provides a myriad of hotel and convention center choices for the gathering of leading practitioners and researchers with convenient distance to the airport. Las Vegas visitors and residents, together with the Wongu University community, can mutually benefit from opportunities arising out of such global assemblies and the exchange of wider knowledge. Easy access to such abundant resources qualifies this city as a premier location for a school of Oriental medicine.

### **Wongu University's Facilities**

Wongu University has over 12,000 sq. feet in two adjacent buildings to meet the needs of both didactic and clinical education. The two buildings house spacious classrooms, administrative offices, a library, student and faculty lounge areas, kitchens, and the Wongu Health Center. All facilities are conveniently located on 8620 and 8630 S. Eastern Ave, Las Vegas, Nevada, 89123; allowing for students and faculty to use the 110 bus line to travel to campus. In addition, Wongu provides roughly 65 parking spaces for students, faculty, and staff.

Wongu University's structures have been newly renovated. The Wongu Health Center, the only teaching community Oriental medicine clinic in Nevada, has a beautiful meditation room, a patient lounge, an herbal dispensary, administrative and practitioner offices, an intern lounge, and nine professional treatment rooms. Classrooms are fully equipped with teaching aids, including white boards, charts, overhead projectors and screens, anatomical models, and other teaching aids. The classroom used for practicum classes is equipped with 10 treatment tables.

Wireless Internet access is available for use with laptops, along with a copier/printer. Students also have access to and frequently use top-of-the-range clinical equipment in their classes and clinical rotations, including acupuncture beds, e-stimulators, disposable needles, battlefield needles, ear seeds, and moxa.

Wongu University's library offers services to students by providing the most current news and information on Oriental medical. Students are responsible for remaining current on library policies, hours of operations, check-out policies, fines for overdue books, and returning books by deadlines.

Wongu University's business hours are Monday-Friday, 8:30 a.m. to 5:30 p.m. Classes and clinic shifts are available during mornings, afternoons, and in the evenings; for both part-time and full-time students.

While Wongu University does not provide on-campus housing, there are many affordable housing options in the



# WONGU COMMUNITY

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Wongu University is a close-knit school, staffed by dedicated, reputable, and compassionate professionals. Most of Wongu's faculty members have been in practice for over five years, and are well-known professionals in their own fields of practice. Our caring and dedicated professors and staff work diligently to promote a successful student-centered learning experience in both the classrooms and clinic. The professors also actively engage with students to nurture best practices and learning.

## ***FOUNDING PRESIDENT***

### **Jungsoon Cho, BA**

Rev. Cho is the Founding President of Wongu University of Oriental Medicine and has brought years of administrative leadership experience to Wongu University. He has a Bachelor of Arts in Pastoral Theology from Sun Moon University in Korea, and served as a pastor in Korea. In 2002, he founded the Peace World Medical Company in Korea. From 2005 to 2008, he was the president for both the New Hope Education Foundation and the Ilshim Hospital Foundation in Brazil.

## ***BOARD OF DIRECTORS***

### **Board Chair: Ki Hoon Kim, DivM, ThD (Hon)**

Bishop Kim is the Regional President of the Universal Peace Federation and Archbishop of the Family Federation for World Peace Unification (FFWPU). Dr. Kim earned his Masters of Divinity degree from the Unification Theological Seminary in New York and received an Honorary Doctor of Theology from Sun Moon University in Korea. He has served as the Bishop of Chicago, where he also founded the Korean Broadcasting Company and became the publisher of the Segye Times weekly Korean newspaper. Bishop Kim has worked tirelessly in leadership and administrative positions for intra- and inter-FFWPU organizations.

### **Secretary: Michael C. Smith**

Mr. Smith brings his considerable experience and expertise in business, marketing, and public relations to Wongu University of Oriental Medicine. As former President of Baker and Smith Advertising, Michael partnered with one of Madison Avenue's most celebrated creative minds and art directors, Stephen Baker, the author of America's longest running ad campaign, "Let your fingers do the walking", for AT&T. Mr. Smith was also the Partner and President of the public relations and advertising agency Global Image Associates of Washington DC and co-executive producer of several documentaries, including *El Salvador Revolution and Romance* and *One Incoming*, narrated by Charlton Heston. Mr. Smith also lends his expertise in nonprofit corporate development and management as former President of two nonprofits, Freedom Leadership Foundation and the American Constitution Committee. Both nonprofits were devoted to improving the human condition through the advancement of freedom and human rights for all people. Mr. Smith is recognized as an award-winning realtor in the RE/MAX Hall of Fame, and is currently the President of a new non-profit project, the American Leadership Alliance.

### **Treasurer: Katherine Duncan, BS**

Ms. Duncan earned her Bachelor of Science in Business Administration with a major in Management from the University of Las Vegas, Nevada, Lee Business School in 1989. Ms. Duncan has a distinguished career in Las Vegas politics, community service, and business. She has boundless energy, a commitment to quality education, and a passion to improve the quality of life for all people. A resident of Las Vegas, Katherine has been a leading force in developing business opportunities as the founder and president of the Las Vegas Ward 5 Chamber of Commerce. She ran an energetic campaign for Mayor of Las Vegas, losing to Mayor Carolyn Goodman. At an event in 2015, Katherine introduced Mayor Goodman, who commented on Ms. Duncan's ability as a leader whom she respects. Ms. Duncan also possesses exceptional abilities as a leader promoting historic preservation in the African-American community, as well as serving as a leader in the environmental movement.

### **Samia Burton, MD**

Dr. Burton earned her Medical Degree from Damascus University, Faculty of Medicine, and graduated with honors in 1986. She is licensed as an Internal Medicine Specialist with over 20 years of experience in several states in the United States, including Indiana, Virginia, Maryland, and Washington DC. Dr. Burton is a former chairman of the Internal Medicine Department at Riverview Hospital, and the Medical Director of Geist Primary Care, Urgent Care Center in Indianapolis,

Indiana. She resides in Indianapolis and Washington, DC. She is married to U.S. Congressman Dan Burton. In Indiana, she is currently on the medical staff at Riverview Health Hospital, Community Health Network, and Hancock Physicians Network. She practices as a specialist in Internal Medicine and Woman's Health at Riverview Health Hospital. In Washington, DC, she is an Assistant Clinical Professor of Medicine at George Washington University School of Medicine and Health Sciences, since 2013. She has also served as a volunteer faculty member with the George Washington Medical faculty associates.

**Fredrick L. Jackson, Ph.D.**

Dr. Jackson earned his Ph.D. in Biomedical Science in 1982 from the University of Texas, Houston. For the last 32 years, Dr. Jackson has been vitally involved in teaching, research, and academic administration. In the 2000-2001 academic year, he was the elected representative of the faculty to the Administration and the Board of Regents for the State of Nevada. His constituencies were the 500 faculty and 40,000 students of the College of Southern Nevada, Las Vegas, NV (CSN). From July 2007 to June 2013, Dr. Jackson served as the Chair of the CSN Biological Sciences Department, which was comprised of 25 full-time and 60 part-time faculty members. He was also responsible for managing its departmental annual budget of about \$4 million dollars. The department served approximately 3,500 students each semester during Dr. Jackson's period of chairmanship.

**Fiona Kelley, MSOM, BA, OMD**

Dr. Kelley received her Master of Science in Oriental Medicine from Southwest Acupuncture College in Santa Fe, New Mexico, and is a senior practitioner of acupuncture and Oriental medicine. Her specialties include stress reduction, treatments for anxiety and depression, infertility, pain, sports injuries, digestive disorders, and many more. In addition, Dr. Kelley maintains the following specialties and credentials: National Diplomat in Oriental Medicine, training in Medical Qigong at Xian Hospital in Beijing, and Certification in Advanced Acupuncture from the International Acupuncture Training Center in Beijing. As an active advocate of acupuncture and Oriental medicine, she has served as a member of the Acupuncture and Oriental Medicine Alliance and Acupuncturists Without Borders (AWB), and as former Vice President of the Nevada Oriental Medicine Association. In addition, as a past board member and Vice President of the Nevada State Board of Oriental Medicine, Dr. Kelley has continued her efforts to support the acupuncture profession to further advance acupuncture and Oriental medicine in the State of Nevada.

**President & CEO: Daniel Davies, Ph.D.**

Dr. Davies received his Bachelor of Arts from the University of Washington, Masters degrees from both Southern Methodist University and Drew University, and a Doctorate from the Theological Seminary at Drew University. Dr. Davies is the author of a book and numerous peer-reviewed journal articles, and is a frequent presenter at academic conferences. His book, *The Life and Thought of Henry G. Appenzeller: Missionary to Korea: 1852-1902* (Edwin Mellen Press, 1987), is considered a major contribution to the study of mission work in Korea and the development of Korean society. He served as a tenured Associate Professor of Religious Studies and Director of the International Department at Sun Moon University (Korea) and, later, served on the Executive Development Committee at Cheongshim International Academy (Korea). Having lived many years in Korea, he has been a strong advocate of the benefits of traditional Oriental medicine and is an ex-officio member of the board.

***FOUNDING ACADEMIC DIRECTOR***

**Yeaji Suh, Ph.D., MSOM, OMD, L.Ac (California)**

Dr. Suh is the Founding Academic Director of Wongu University. She received her MA and PhD from UCLA prior to obtaining her MSOM degree from Samra University of Oriental Medicine. She has taught and lectured at numerous universities, including UCLA and USC, and has an extensive list of publications on research and translation. As an experienced administrator, Dr. Suh has also held numerous administrative and academic posts at regionally accredited universities as well as Oriental medicine schools. She has represented Oriental medicine schools in various capacities and has worked with both intra and inter Oriental medicine organizations. Dr. Suh teaches courses in Oriental medicine, Acupuncture, and Herbology. She currently serves as the Director of Research.

## ***ADMINISTRATION***

**Daniel Davies, Ph.D.**

President & CEO  
president@wongu.org

**Chalaiporn Iamsirithaworn, MD (Thailand), MAOM, LAc**

Academic Dean  
chalai@wongu.org

**Vim Osathanugrah, MS, MA, DAOM, OMD**

Clinic Dean  
vimo@wongu.org

**Lisa Sequera, MAEd**

Director of Admissions & Marketing  
Human Resources  
Student Services  
lsequera@wongu.org

**Carolyn Yanai, BS**

Chief Financial Officer  
accounting@wongu.org

**Dominique Macalinao, BA**

Associate Academic Dean  
Library Coordinator  
dmacalinao@wongu.org

**Chau Nguyen**

Registrar  
Financial Aid Officer  
cnguyen@wongu.org

**Takanori Nathan Yanai, BA**

Facilities Manager  
tnyanai@wongu.org

**Josh Yanai, BS**

IT & Communications Officer  
Financial Assistant  
tjyanai@wongu.org

**Deborah Fiala, BA**

Admissions Coordinator  
International Student Coordinator  
djfiala@wongu.org

**Sunhee Davies, D.Min**

Office Manager  
Community Outreach Coordinator  
smoon@wongu.org

**Lorna Gadon-Todd**  
Clinic Manager  
ltodd@wongu.org

**Yeaji Suh, Ph.D., MSOM, OMD, LAc (California)**  
Director of Research  
ysuh@wongu.org

## ***FACULTY***

**Nancy Brandt, DVM, CVC, CVA**  
DVM, University of Minnesota Veterinary Medical School  
CVA, Certified Veterinary Assistant, Nevada

- **Teaches courses in:** Acupuncture, Western Medicine

**Hyung-Bong Cha, MSOM, LAc (California)**  
MSOM, Southern California University of Acupuncture and Oriental Medicine  
LAc, California

- **Teaches courses in:** Acupuncture, Herbology, Oriental Medicine
- **Practices in the clinic**

**Michelle Dahan, MS, LMFT**  
MS, Counseling, University of Phoenix  
LMFT, Licensed Marriage and Family Therapist, Nevada

- **Teaches courses in:** Western Medicine

**Daniel Davies, Ph.D.**  
Ph.D., Theological Seminary, Drew University

- **Teaches courses in:** Oriental Medicine Philosophy

**Desta Dibaba, MS**  
MS, Applied Physics, Punjabi University, India

- **Teaches courses in:** Western Medicine

**Michael Ferris, MSTOM, OMD, LAc (California)**  
MSTOM, Pacific College of Oriental Medicine  
OMD, Nevada  
LAc, California

- **Teaches courses in:** Acupuncture, Oriental Medicine

**Chalaiporn Iamsirithaworn, MD (Thailand), MSAOM, LAc**  
MD, Mahidol University, Thailand  
MSAOM, South Baylo University  
LAc, California

- **Teaches courses in:** Acupuncture, Herbology, Oriental Medicine, Western Medicine
- **Practices in the clinic**

**Doris Johnson, MS, MA, LAc (California)**  
MSTCM, Yo San University  
MA, African Area Studies, University of California  
LAc, California  
Dipl Ac (NCCAOM)

Dipl CH (NCCAOM)

- **Teaches courses in:** Acupuncture, Herbology, Oriental Medicine
- **Practices in the clinic**

**Rachel Kohl, MSTOM, OMD, LAc (California)**

MSTOM, Pacific College of Oriental Medicine

OMD, Nevada

LAc, California

- **Teaches courses in:** Acupuncture, Oriental Medicine

**Anita Lanier, MA, MTOM, OMD, LAc (California)**

MA, Education (ITEC), San Francisco State University

MTOM, Emperor's College of Oriental Medicine

OMD, Nevada

LAc, California

Dipl OM (NCCAOM)

Dipl ABT (NCCAOM)

- **Teaches courses in:** Acupuncture, Herbology, Oriental Medicine

**Yoojin Lee-Sedera, ND, MSOM, OMD**

ND, National College of Natural Medicine

MSOM, Wongsu University of Oriental Medicine

OMD, Nevada

- **Teaches courses in:** Oriental Medicine

**Pasanan Marinpong, DVM (Thailand), MSAOM, LAc**

DVM, Chulalongkorn University, Thailand

MSAOM, South Baylo University

LAc, California

- **Teaches courses in:** Acupuncture, Herbology, Oriental Medicine

**Jin-Hong Ngan, MSOM, LAc (Illinois)**

MSOM, Midwest College of Oriental Medicine

LAc, Illinois

- **Teaches courses in:** Acupuncture, Herbology, Oriental Medicine
- **Practices in the clinic**

**Chau Nguyen**

Shaolin Tai Chi Cultural Center

ICMAC, Taiji Women's Hands and Weapons Division (2011, 2012, 2015)

Shaolin Cultural Festival, Women's Taiji/Kungfu Division (2013)

- **Teaches courses in:** Taiji, Qigong

**Vim Osathanugrah, MS, MA, DAOM, OMD, LAc**

MATCM, Yo San University

MS, Environmental Science, Chulalongkorn University, Thailand

MA, Education Administration, California State University of Los Angeles

DAOM, Emperor's College of Traditional Oriental Medicine

OMD, Nevada

LAc, California

- **Teaches courses in:** Acupuncture, Oriental Medicine
- **Practices in the clinic**



**Soonju Park, DAOM, LAc**

DAOM, South Baylo University  
MSAOM, South Baylo University  
LAc, California

- **Teaches courses in:** Acupuncture

**Nicole Phillips, MSN, RN**

MSN, Nursing Education, Ferris State University  
RN, Registered Nurse, Nevada

- **Teaches courses in:** Western Medicine

**Shannon Purtell, MSAOM, LAc**

MSAOM, Bastyr University  
LAc, California

- **Teaches courses in:** Oriental Medicine
- **Practices in the clinic**

**Matthew Roderick, MSTOM, OMD, LAc**

MSTOM, Pacific College of Oriental Medicine  
OMD, Nevada  
LAc, California

- **Teaches courses in:** Oriental Medicine

**Susie Rosenberger, MSTOM, OMD, LAc**

MSTOM, Pacific College of Oriental Medicine  
OMD, Nevada  
LAc, California

- **Teaches courses in:** Herbology, Oriental Medicine

**DuWayne Steele, MSOM, OMD**

MSOM, Wongu University of Oriental Medicine  
OMD, Nevada

- **Teaches courses in:** Acupuncture

**Angela Stueber, MSAOM, OMD**

MSAOM, Bastyr University  
OMD, Nevada  
Dipl Ac (NCCAOM)  
Dipl CH (NCCAOM)

- **Teaches courses in:** Acupuncture, Herbology, Oriental Medicine
- **Practices in the clinic**

**Douglas Walton, MS**

MS, Biochemistry, University of Nevada, Reno

- **Teaches courses in:** Western Medicine

**Hongpeng Wang**

33rd Generation Shaolin Master, Songshan Shaolin Temple, China  
Zhenglei Chen Taiji School, China  
Dan 6, 6th Degree Black Belt  
Golden State International Wushu Champion (2011)  
CPAA International Arts Festival (2006)  
The Second World Traditional Wushu Championships (2006)

- **Teaches courses in:** Taiji, Qigong

# ADMISSIONS

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## *APPLYING TO WONGU UNIVERSITY*

Wongu University operates on a quarterly academic term system and accepts applications on a rolling basis. New students are encouraged to apply during the Fall and Spring terms as introductory courses in Oriental medicine, acupuncture, and herbology are offered during those terms. The admissions committee reviews and renders decisions as applications are submitted. Wongu encourages applicants to submit the required applications materials as soon as possible and at least 30 days prior to the start date of a new term. Wongu University's academic calendar is included in this handbook.

Wongu will accept the completed application form and all supporting materials from candidates by mail, e-mail, or in person. Letters of recommendation, TOEFL scores, and official transcripts must be sealed and sent by the issuing individual or institution directly to Wongu. The application fee is \$100.00, payable in check to Wongu University. Applicants are encouraged to confirm receipt of application materials by contacting the Admissions Office.

Wongu University Admissions  
Phone: (702) 463-2122  
Email: [start@wongu.org](mailto:start@wongu.org)

## ADMISSIONS REQUIREMENTS

1. A four-year bachelor's degree from an institution accredited by an agency recognized by the U.S. Secretary of Education.
2. A cumulative grade point average of 2.75 or above on a 4.0 scale.
3. Students who were educated outside the United States must meet the same admissions requirements as U.S.-educated applicants. Credentials must be equivalent to those of U.S.-trained applicants and will need to be formally evaluated by an independent credentials evaluation agency before the application can be formally considered. International institutions' transcripts must be submitted with the appropriate translation and equivalency analysis from a recognized agency that is a member of The National Association of Credential Evaluation Services (NACES), such as World Education Services ([www.wes.org](http://www.wes.org)), or Educational Records Evaluation Services ([www.eres.com](http://www.eres.com)). A list of approved agencies can be found on the National Association of Credential Evaluation Services website: [www.naces.org](http://www.naces.org).
4. Students who were educated outside the United States in a program conducted in a language other than English must successfully demonstrate written and oral competency in English. Please see requirements below.

## ENGLISH LANGUAGE COMPETENCY REQUIREMENTS

Before applying for admissions into the program, students are required to have taken the Test of English as a Foreign Language (TOEFL) and provide documentation of their test scores. The student must score at least 61 on the TOEFL internet-based test (iBT), which also requires a minimum speaking exam score of 26 and a minimum listening exam score of 22, or a level 6 on the International English Language Testing Systems (IELTS) exam.

## APPLICATION CHECKLIST

1. An official transcript from each college/university previously attended. Academic transcripts must be sent directly from the institution to the attention of the Admissions Office.
2. Two letters of recommendation. At least one letter should be from an academic professional. They should list the student's strengths and character traits and why they recommend the student's admission to the University. Recommendation letters must be sent directly from the individual to the Admissions Office.
3. Personal statement (500 words minimum) describing the path that led the student to choose Oriental medicine as a profession, including the student's philosophy and goal as a healthcare professional.

4. Resume or Curriculum Vitae (CV).

#### **Note to Applicants:**

- All forms must be downloaded from Wongu University's official website: [www.wongu.org](http://www.wongu.org).
- All documents must be sent together, except the official transcript(s) and the recommendation letters, which must be sent to Wongu University directly from the issuing institution or individual.
- Information submitted by the applicant for admission to Wongu University must be complete and accurate.
- Information submitted by the applicant will be considered and treated as strictly confidential.
- Application instructions not present in this document will be made available online at [www.wongu.org](http://www.wongu.org).
- Any questions regarding the application process should be directed to: [start@wongu.org](mailto:start@wongu.org).

## **ADMISSIONS PROCEDURES**

### **1. Application Review**

In evaluating applicants, many factors are taken into consideration, including prior academic achievement, professional experience, recommendations, other noteworthy accomplishments, personal character, and future potential.

### **2. Admissions Interview**

After Wongu has received the prospective student's application, the Admissions Office will contact the student to schedule an admissions interview. The interview may take place in person, by phone, or via the Internet. The admissions interview allows the student to acquire additional information about Wongu University and gives the Admissions Office the chance to get to know the applicant.

### **3. Admissions Decision**

The student will be notified in writing of the University's decision within two (2) weeks of the interview.

## **CONDITIONAL ADMISSIONS**

A prospective applicant may be admitted with a "Conditional Admissions" status when the applicant has demonstrated that the applicant is admissible, even though all the necessary documentation has not been provided, such as when an international student requires extra time to obtain official transcripts from a foreign institution. The prospective applicant will have no more than 180 days, or two academic terms, to provide the missing documentation. Upon receipt and review of the missing documentation, full admission will only be granted after review and approval by the Academic Dean.

An applicant may also be admitted with a "Conditional Admissions" status if the applicant has not met the required cumulative grade point average of 2.75. The applicant must have at least a 2.0 GPA to be considered as a conditional applicant. Once the applicant has been accepted conditionally due to academic reasons, the applicant must receive a cumulative GPA of 2.75 or above during their first term to remain in the program. By the end of the first term, if the conditionally admitted student has not met the GPA requirement of 2.75 or above requirement, the student may be dismissed from the program.

If all outstanding conditions for admission are not met by the end of the second term of enrollment, the student may be deemed ineligible for admission. The prospective applicant may reapply for admission once the necessary requirements have been met.

## **INTERNATIONAL STUDENTS ADMISSIONS**

Wongu University has been approved by the Department of Homeland Security to issue I-20 forms to international students. To begin the process, each prospective international student must contact the Admissions Office regarding preparation of the student VISA.

Once admitted, international applicants must:

1. Submit a completed Wongu University I-20 Request Form.
2. Submit evidence of possessing financial resources to complete the first year of the academic program which is estimated to be \$30,000.00. This estimated amount accounts for tuition, fees, and living expenses. Financial evidence includes bank balance statements and/or an official letter from the bank stating financial guarantee. Financial verification documents must have been issued within the last six months to be valid.
3. If student is being sponsored, an Affidavit Form must be submitted from the student's sponsor(s).
4. Submit a copy of passport of student and any dependents.
5. Comply with laws, rules and regulations of the United States Citizenship and Immigration Services (USCIS).

If an international student is accepted in the Master's Degree program, an I-20 will be issued to assist the student in obtaining an F-1 student visa. No fee is charged for issuing the I-20 for the first time. It is the student's obligation to inform the University of address changes since the University must be able to contact the student at any time; otherwise, the enrollment of student will be suspended as required by Federal law.

## ***F-1 STUDENT VISAS***

### **TRANSFER-IN**

Accepted students who are currently studying in the United States with an F-1 Visa and are transferring to Wongu University of Oriental Medicine must do the following:

1. Submit completed Wongu I-20 Request Form.
2. Provide Wongu with the contact information of the DSO at previous school.
3. Provide current Form I-20 and Form I-94, "Arrival/Departure Record," to Wongu DSO.
4. Report to Wongu's DSO within 15 days of Transfer.

### **TRANSFER-OUT**

International students currently enrolled at Wongu University with an F-1 Visa and are transferring to another education institution in the United States must do the following:

1. Obtain admission at the new school.
2. Submit completed Wongu SEVIS Transfer-Out Form.
3. Provide Wongu with the contact information of the DSO at new school.
4. Provide Wongu with a copy of the official acceptance letter to new school.
5. Visit new school's International Student Office to complete the transfer. The transfer must be completed no later than 15 days from the start date of the new school.

## ***TRANSFER CREDIT POLICY***

### **TRANSFER STUDENTS**

Wongu accepts transfer students in good standing (a minimum cumulative GPA of 2.75) who meet Wongu University's admissions requirements. Transfer students must follow the same application and admissions procedures as required of new students. In addition, they must complete a minimum of 120 units/credits and 100 percent of their clinical training at Wongu University.

Transfer students from foreign institutions must have their educational credentials evaluated by a credential evaluation agency that is a member of The National Association of Credential Services (NACES), such as World Education Services

([www.wes.org](http://www.wes.org)) or Educational Records Evaluation Services ([www.eres.com](http://www.eres.com)). A list of approved agencies can be found on the National Association of Credential Evaluation Services website: [www.naces.org](http://www.naces.org). All transfer credits are subject to review and must be approved by the Academic Department.

All transcripts for undergraduate and graduate work must be submitted directly from all institutions attended by the transferring student. Additionally, transfer students may also be required to submit further items such as documentation of clinical training hours, course syllabi, and/or course descriptions to ensure proper analysis of transfer credit.

No credit is given for “life experience” or “experiential learning”. Likewise, no credit is granted for military or corporate training, nor through portfolio assessment. Woung University accepts only transfer credits judged to be equivalent in content and quality to the University’s graduation requirements.

Transfer credits that are awarded will reduce the graduation requirement by the equivalent number of credits, and thereby will reduce the overall length and cost of the program accordingly.

## **TRANSFER CREDIT EVALUATION**

Once a student has enrolled in the program, the student may request transfer credit for specific classes that are essentially similar in description, content, level, and credit/hours and were taken at an accredited college or university. Students must fill out a Transfer Credit Evaluation Request Form and submit catalogs and syllabi to ascertain the alignment of course content.

The Academic Department will inform the student in writing of any award of transfer credits. The Registrar will maintain records of transfer credits granted in the student’s file. The evaluation of transfer credits shall be completed within the term that the official transcript and Transfer Credit Evaluation Request Form were received. If, after receiving transfer credit verification, a student still feels that additional transfer credits should be granted, the student must appeal in writing to the Academic Dean.

### **Evaluation Guidelines:**

1. The student must have been fully accepted.
2. Official transcript(s) from all previously attended colleges or universities must be received.
3. Transfer Credit Evaluation Request Form, available in the Academic Department, must be completed.
4. Transfer credit is awarded for courses completed at an accredited college or university with a grade of “C” or higher.
5. Western medicine courses must have been completed within eight (8) years of matriculation into the program (exceptions to this policy may be made for actively practicing medical professionals). Western medicine courses are transferable only from an institution accredited by an agency recognized by the U.S. Secretary of Education, or ACAOM-accredited institutions. Natural science credits from non-accredited or vocational schools are non-transferable.
6. Transfer credits of Oriental medicine and acupuncture courses will only be offered for courses taken at ACAOM-accredited institutions. If the course was completed more than eight (8) years prior to the date of matriculation into the program, the student must repeat the course (exceptions to this policy may be made for practitioners with appropriate licensures).

## **ADVANCED STANDING**

Advanced Standing is available for individuals with medical doctorates (MD, ND, DC, DO), and in some cases for nurse practitioners, whose significant Western science transfer credits allow for a reduced total amount of tuition and fees.

## ***NON-MATRICULATED STUDENTS***

Wongu University will consider applicants who are not seeking a degree, but who require coursework to meet an educational objective other than a University's degree, which includes students participating in the Nevada Board of Oriental Medicine licensure application, licensed acupuncturists, medical doctors, and other health professionals. Non-matriculated students register on a course-by-course basis, and their registration will be granted only on a space-available basis. Non-matriculated students must meet all admissions requirements of the University, and may participate in a selected number of classes, including OM311 (Taiji), OM312 (Qigong) and OM301 (OM Fundamentals). Additional courses may be taken on a case-by-case basis, if the non-matriculated student has met the required prerequisites. Non-matriculated students are charged a \$15.00 application fee.

# FINANCE

## ***TUITION AND FEES***

All fees, except for tuition and other associated fees as stated in the Refund Policy, are non-refundable. All fees are subject to change annually by the Wongu University's Board of Directors, and other costs may increase due to economic conditions.

### **Tuition:**

Didactic (classroom) Instruction	\$180.00 per credit/unit
Clinical Instruction	\$360.00 per credit/unit (\$18.00 per clinical hour)

### **Mandatory Fees:**

Application Fee	\$100.00
Application Fee (non-matriculating student)	\$15.00
Registration Fee (non-refundable)	\$100.00 per term
Malpractice Insurance	\$45.00 per term (as needed)
Graduation Examination Fee	\$50.00

### **Miscellaneous Fees:**

Return Check Fee	\$35.00
Duplicate ID Fee	\$10.00
Audit Fee (didactic only)	\$90.00 per credit/unit
Late Registration Fee (including institutional exams)	\$50.00
Late Tuition Payment Fee	\$100.00
Payment Plan Fee	\$50.00
Late Installment Payment Fee	\$20.00
Institutional Exam Retake Fee	\$50.00
Intern Business Cards	\$25.00
Transcript Fee*	\$10.00

\*Please allow five business days for processing after payment has been made before your transcript is sent to your designated recipient. You will be notified by the Registrar once it has been mailed.

The student is responsible for additional costs such as transportation, and room and board, etc., that are not stated herein. The student is also responsible for purchasing books and supplies (approximately \$800.00-\$1,200.00 per year).

<b>Total Estimated Program Cost</b>	<b>\$65,550.00</b> (excluding books and supplies)
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## ***FINANCE POLICIES***

### **TUITION PAYMENT POLICY**

The Tuition Payment Due Date for any given term is the first business day of the third week of that term. All tuition and fees invoiced before the Tuition Payment Due Date are due by the Tuition Payment Due Date unless the student has submitted a Wongu University Tuition Payment Plan Agreement. All tuition and fees invoiced after the Tuition Payment Due Date of a term are due immediately.

A Late Tuition Payment Fee of \$100.00 shall be assessed if tuition and/or fees are not paid in full, or if the student has not submitted a Wongu University Tuition Payment Plan Agreement, by the Tuition Payment Due Date.

Students choosing to pay their tuition in installments must complete the Wongu University Tuition Payment Plan Agreement, sign the Promissory Note and submit it to the Finance Office no later than the Tuition Payment Due Date.

The Wongu University Tuition Payment Plan Agreement installment payments shall adhere to following schedule:

- 1st Payment: 40% of tuition, 100% of fees, and \$50.00 payment plan fee are due by the Tuition Payment Due Date.
- 2nd Payment: 30% of tuition is due by the first business day of the fifth week.
- 3rd Payment: 30% of tuition or remaining balance is due by the first business day of the eighth week.
- Late Payment Plan Fee: A late fee of \$20.00 shall be assessed for each late installment payment.

Students who do not pay tuition as agreed, or who have an outstanding balance at the end of the term, will not be allowed to register for classes for subsequent terms until their outstanding balance is paid in full.

## **INSTITUTIONAL REFUND POLICY**

The Wongu University Board of Directors approves all policies related to tuition, fees and refunds. Wongu University's Refund Policy and other important statements of student and University rights and responsibilities are set forth in the Student Enrollment Agreement. The following provisions pertain to all refund policies applied by Wongu University, unless specifically stated otherwise. This policy applies to both partial and total withdrawals.

### **Wongu University's Refund Policy is in accordance with NRS 394.449, and is as follows:**

1. Refunds are calculated based on the academic term in which the withdrawal or cancellation occurred.
  - (a) If Wongu University substantially fails to furnish a course, Wongu University shall refund to the student all the money the student has paid for that course.
  - (b) If a student cancels his or her enrollment before the start of the term, Wongu University shall refund to the student all the money the student has paid towards tuition for that term.
  - (c) That if a student withdraws or is expelled by Wongu University after the start of the term and before the completion of more than 60 percent of the term, Wongu University shall refund to the student a pro rata amount of the tuition for that term, minus 10 percent of the tuition or \$150.00, whichever is less.
  - (d) That if a student withdraws or is expelled by Wongu University after completion of more than 60 percent of the term, Wongu University is not required to refund the student any money and may charge the student the entire cost of the tuition for that term.
2. If a refund is owed, Wongu University shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:
  - (a) Date of cancellation by a student of his or her enrollment;
  - (b) Date of termination by Wongu University of the enrollment of the student;
  - (c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
  - (d) Last day of attendance of a student, whichever is applicable.
3. Books, educational supplies or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund may be paid by Wongu University to the student if those items were not used by the student. Disputes must be resolved by the Finance Office for refunds required by this subsection on a strict case-by-case basis.
4. For the purposes of this section:



(a) The period of a student's attendance for any given term shall be measured from the first day of that term through the date of the student's written notice of drop/withdrawal from class(es) in that term, regardless of absences or actual days that the class meets.

(b) Refunds are calculated based on the academic term in which the withdrawal or cancellation occurred.

(c) Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.

### **Weekend Intensive Courses**

Students must email [accounting@wongu.org](mailto:accounting@wongu.org) by midnight of the first day of a weekend intensive course to be eligible for a full refund. Students who elect to drop a weekend intensive course after this deadline will be subject to the Institutional Refund Policy in accordance with NRS 394.449.

## **DISBURSEMENT OF TUITION REFUNDS**

All tuition refunds will be disbursed through the Finance Office. The student is responsible for ensuring the Finance Office has the correct mailing address to which the refund is being mailed. The refund amount will reflect the appropriate prorated amount, including outstanding balances, if any. If any portion of tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount will be paid to the student.

## **1098-T INFORMATION**

Form 1098-T (Tuition Payments Statement) is the information return that colleges and universities are required to issue for the purposes of determining a student's eligibility for education tax credits. The Finance Office distributes Form 1098-T for the previous year's tuition before January 31<sup>st</sup> of each year. To receive Form 1098-T in a timely manner, students must inform the Registrar of any address changes.

## ***FINANCIAL AID***

Wongu University's Master of Science in Oriental Medicine program is provisionally certified by the U.S. Department of Education to participate in the Title IV Federal Student Aid Program. Graduate students at Wongu University may be eligible for Federal Direct Unsubsidized Loans and Federal Direct Graduate PLUS Loans. To remain as limited indebtedness as possible, Wongu University encourages students to budget carefully and borrow conservatively, as well as investigate private resources for possible grants and scholarships. Private resources include religious organizations, professional associations, and other organizations which students or family members are currently affiliated, as well as scholarship search sites.

## **STUDENT ELIGIBILITY**

To receive aid from the Federal programs discussed in this catalog, applicants must:

- Be a citizen or eligible noncitizen of the United States.
- Have a valid Social Security Number.
- Be enrolled as a regular student seeking a degree.
- Maintain satisfactory academic progress.
- Not be in default on any educational loan or owe a refund on a federal grant made under Title IV Program.
- Register with the Selective Service, which is applicable to male students only.
- Must not have a drug conviction for an offense that occurred while they were receiving federal student aid (scholarships, grants, loans, or work-study).

## **TYPES OF FINANCIAL AID**

### **Federal Direct Unsubsidized Loans**

Direct Unsubsidized Loans are funded and guaranteed by the federal government. Typically, students will enter repayment six months after the student graduates or drops below six credits in a degree-seeking program, such as the Master of Science in Oriental Medicine. Direct Unsubsidized Loans are not based on financial need. Interest accrues during all periods, even during the time a student is in school and during grace and deferment periods. Graduate students are not eligible to receive Direct Subsidized Loans, as per federal regulations that went into effect July 1, 2012. Interest rates and origination fees are set by the federal government and are subject to change. This information can be found at [www.wongu.org](http://www.wongu.org).

### **Federal Direct Graduate Plus Loans**

The Graduate PLUS Loan is a federally-sponsored education loan for graduate students. Graduate PLUS Loans help pay for education expenses up to the cost of attendance minus all other financial assistance. Interest accrues during all periods. A credit check is required for all Graduate PLUS borrowers. If you are not eligible based on your own credit rating, you may become eligible if you obtain an endorser for the loan. Interest rates and origination fees are set by the federal government and are subject to change. This information can be found at [www.wongu.org](http://www.wongu.org).

## **HOW TO APPLY**

### **File a FAFSA**

- The Free Application for Federal Student Aid (FAFSA) can be used to determine if graduate students in the U.S. are eligible for financial aid. Completing the FAFSA is the first step in a student being considered for federal aid programs. To complete the FAFSA online, you may go to the FAFSA website at: <http://fafsa.gov/>
  - Wongu University of Oriental Medicine Federal School ID Number: 042488
  - You will be required to create a Federal Student Aid ID, which has replaced the Federal Student Aid PIN.

### **After the FAFSA**

- Once your FAFSA is processed, the Federal Processor will send you a Student Aid Report (SAR). Review your SAR carefully. If you need to make changes or corrections, please follow the instructions on your SAR.
- To process your financial aid, you must have applied to Wongu University of Oriental Medicine and provided your social security number on your admissions application. If you are eligible for financial aid, you will be able to meet with a Financial Aid Officer during the admissions process.
- Your Financial Aid Officer will discuss the next steps in the process, including completing a Master Promissory Note, Entrance Counseling, and other financial aid paperwork as needed.
- If the U.S. Department of Education selects your file for verification, the information on your FAFSA must be verified with the documents you submitted to the Financial Aid Office. Your file will be reviewed by a Financial Aid Officer. If the information on the documents you provided is inconsistent with the information you reported on your FAFSA, you may receive a follow-up letter informing you of the steps you will need to take for the awarding process to continue.

## **DISBURSEMENT OF FINANCIAL AID FUNDS**

Financial Aid disbursements will first pay any outstanding tuition and fees for the term and any remaining funds will be provided to the student as a refund to be used for education related expenses. Refunds are made available to the student within fourteen days of funds being disbursed to the student's tuition account each term.

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

The Return of Title IV Funds Policy applies to all students who withdraw from Wongu University, and who have or could have received federal student aid disbursements. In accordance with federal regulations, when a student withdraws from

Wongu University, the student is required to return unearned portions of Title IV federal financial aid. The amount of funds that must be returned is based upon the percentage of time the student was in attendance for the term before withdrawing. The percentage is determined by dividing the number of days in the term prior to the student's withdrawal divided by the total number of days in the term. This percentage is then multiplied by the total amount of federal funds that were received or could have been received for the term, resulting in the funds "earned" by the student; remaining "unearned" funds must be returned to the U.S. Department of Education. If a student withdraws after 60 percent of the term has been completed, all funds are considered earned and no return of funds is required, according to federal regulations.

Federal refund calculations are separate from Wongu University's institutional tuition refund policy. Therefore, a student may still owe funds to the University to cover unpaid institutional charges. Wongu University will also charge the student for any Title IV program funds that the University was required to return. Federal Title IV funds are always returned in the order mandated by the U.S. Department of Education. That order is:

1. Unsubsidized Direct Loan
2. Graduate PLUS Loan

Any amount returned by the school for the loan program(s) above will be credited to a student's loan(s) awarded and disbursed for the term, thereby reducing the student's loan indebtedness. Additional loan funds which have been released to the student for indirect educational expenses may be considered unearned according to the Return of Title IV Funds calculation; the student is required to repay these funds under the original terms and conditions of the Direct Loan programs.

Note: The Federal Title IV Refund Calculations only apply to withdrawals from all classes. However, if a student changes enrollment status, and if there is an adjustment made to the tuition charge, the Financial Aid Office may recalculate the student Cost of Attendance Budget to see if the aid eligibility has changed.

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

Federal regulations require Wongu University to establish standards of academic progress for students who are the recipients of federal student aid. Satisfactory Academic Progress (SAP) ensures students can complete their academic program in a timely manner while achieving and maintaining compliance with minimum academic standards. Students must conform to SAP standards as they work towards a degree for them to qualify to receive financial assistance through Title IV federal financial aid program.

Students receiving Title IV aid are held to the same SAP standards as students that are not receiving Title IV aid:

- All students in attendance must maintain a minimum cumulative GPA of 2.5.
- All students must successfully complete at least 67% of the credits attempted during a quarter to maintain satisfactory pace.
- All students must complete the program within the maximum time frame. Students must complete the Master of Science in Oriental Medicine program (4 years) within 8 calendar years.

Wongu University's SAP Policy, as well as the academic and financial aid standings associated with SAP, are discussed in detail in the Academic Policies section of this handbook.

## **TITLE IV CODE OF CONDUCT**

The Higher Education Opportunity Act (HEOA) requires educational institutions to develop and comply with a Code of Conduct. The code defines and prohibits conflicts of interest for financial aid personnel. Our financial aid officers, who have responsibilities with respect to student educational loans, are bound by and must comply with this Code of Conduct.

The staff of Wongu University of Oriental Medicine are committed to the highest standards of professional conduct and are expected to always maintain exemplary standards of professional conduct in all aspects of carrying out his or her responsibilities, including all dealings with any entities involved in any manner of student financial aid.

Our staff will refrain from taking any action he or she believes is contrary to law, regulation, or the best interests of the students that he or she serves. The financial aid staff's number one priority is to serve and act in the best interest of Wongu University's students. In pursuing this goal, employees and agents must remain cognizant of all federal and state regulations and institutional policies and remain in compliance with such regulations and policies, without limitation. The Code of Conduct also confirms that Wongu University of Oriental Medicine does not have preferred lender arrangements of any kind or a preferred lender list.

**Wongu University and its employees certify the following:**

1. We will not enter into any revenue-sharing arrangement with any lender.
2. No officer or employee of Wongu University of Oriental Medicine's Financial Aid Office or any employee or agent who has responsibilities with respect to educational loans shall solicit or accept any gift from any lender, guarantor or servicer of educational loans.
3. No officer or employee of Wongu University of Oriental Medicine's Financial Aid Office or any employee or agent who has responsibilities with respect to educational loans shall accept any fee, payment, or other financial benefit as compensation from any lender or lender affiliate for any type of consulting arrangement or other contract to provide services to or on behalf of a lender relating to educational loans.
4. The Institution will not steer any borrowers, including first-time borrowers, to particular lenders nor assign any borrower a lender through award packaging or other methods. The Institution will not refuse to certify or delay certification based on the borrower's selection of a particular lender or guaranty agency.
5. The Institution will not request or accept any offer of funds for a private loan, including funds for an opportunity pool loan, to students in exchange for providing concessions or promises to the lender for a specified number of loans made, insured, or guaranteed, a specified loan volume, or a preferred lender arrangement.
6. The Institution will not request or accept from any lender any assistance with call center staffing or financial aid office staffing.
7. No officer or employee of Wongu University of Oriental Medicine's Financial Aid Office, or any employee or agent who otherwise has responsibilities with respect to educational loans, and who serves on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors will receive anything of value from the lender, guarantor or group except for reimbursement of reasonable expenses incurred by serving on the board, commission, or group.

**ADMISSIONS DISCLOSURE**

We are required by federal law to advise you that, except in the case of a loan made or originated by the institution, your dissatisfaction with or non-receipt of the educational services being offered by this institution does not excuse you (the borrower) from repayment of any Federal Student Loan made to you (the borrower) for enrollment at this institution.

**TITLE IV POLICIES AND PROCEDURES**

Wongu University's complete Title IV Policies and Procedures can be found at [www.wongu.org](http://www.wongu.org). A copy may also be obtained at the campus from the Financial Aid Director, upon request.

**STAFF SUPPORT**

Inquiries regarding financial aid should be directed to [finaid@wongu.org](mailto:finaid@wongu.org).

# PROGRAM

## ***PROGRAM OVERVIEW: MASTER OF SCIENCE IN ORIENTAL MEDICINE***

Wongu University of Oriental Medicine offers a Master of Science degree in Oriental Medicine. The program consists of 2,500 hours of didactic instruction and 1,000 hours of clinical training, for a total of 3,500 hours (300 credits) and may be completed in as little as 48 months (4 calendar years). Most of the courses are devoted to the study and practice of acupuncture and Chinese herbal medicine, integrated with courses in Western medical sciences and practice management.

The curriculum is arranged sequentially so that knowledge acquired in one term is fundamental to the understanding of courses in the following term(s). The courses are designed to integrate Western medicine with Traditional Chinese Medicine (TCM) theory, acupuncture, Chinese herbal medicine, Tuina, Taiji, and Qigong, to provide a comprehensive understanding of Oriental medicine.

After developing a solid foundation, students move on to study more advanced materials such as Traditional Chinese Internal Medicine, TCM Pediatrics, TCM Gynecology, TCM Dermatology, etc. The Chinese medical classics such as Huangdi Neijing, Shang Han Lun, and Wen Bing are also covered.

Traditional Chinese Medicine is based upon the study of the theories of Yin and Yang, Five Elements, and Eight Principles. A TCM practitioner is able to determine the condition of a patient's health by feeling and studying the pulse, observing the tongue, and asking specific questions.

The Clinical Internship program provides 1,000 hours of training, in which the intern will have participated in at least 350 patient visits. With a total of 1,000 hours of clinical training, students develop acupuncture techniques, evaluation and diagnosis skills, herb and formula preparation knowledge, professional conduct, and confidence in practice.

## **CREDITS AND HOURS**

Oriental Medicine	51 credits	510 hours	<i>Didactic Total is 250 credits and 2,500 hours</i>
Acupuncture	49 credits	490 hours	
Herbal Medicine	51 credits	510 hours	
Western Medicine	72 credits	720 hours	
Counseling and Communication	3 credits	30 hours	
Ethics	3 credits	30 hours	
Practice Management	6 credits	60 hours	
Elective	15 credits	150 hours	
Clinical Internship	50 credits	1,000 hours	
<b>TOTAL</b>	<b>300 credits</b>	<b>3,500 hours</b>	

## **REQUIREMENT OF THE NEVADA STATE BOARD OF ORIENTAL MEDICINE**

### **Program Length**

NAC 634A.080 4.(b)(2): Nevada Oriental Medicine Board regulation requires the completion of at least 3,000 hours of instruction, including no less than 2,500 didactic hours, for a student to graduate on or after November 25, 2002.

**Program Subject**

NAC 634A.080 4.(a): The program of study includes training or instruction in the subjects of acupuncture, moxibustion, herbology, Oriental physiology, Oriental pathology, Oriental diagnosis, Tuina, biology, physics, chemistry, biochemistry, anatomy, Western physiology, Western pathology, Western diagnosis, pharmacology, laboratory and radiology.

Our program satisfies the program length and subjects required by the Nevada State Board of Oriental Medicine.

## **COMPLETE COURSE LIST**

### **ORIENTAL MEDICINE**

<b>Course Code</b>	<b>Title</b>	<b>Credits</b>	<b>Hours</b>
OM300	Oriental Medical Terminology	3	30
OM301	Oriental Medicine Fundamentals I	3	30
OM302	Oriental Medicine Fundamentals II	3	30
OM305	History of Oriental Medicine	3	30
OM307	Oriental Medical Philosophy	3	30
OM311	Taiji	3	30
OM312	Qigong	3	30
OM401	Oriental Medicine Diagnosis I	3	30
OM402	Oriental Medicine Diagnosis II	3	30
OM450	Oriental Medicine Diagnosis III	3	30
OM470	Classical Oriental Medicine Texts	3	30
OM501	Oriental Internal Medicine I	3	30
OM502	Oriental Internal Medicine II	3	30
OM503	Oriental Internal Medicine III	3	30
OM504	Oriental Internal Medicine IV	3	30
OM601	Clinical Case Studies	3	30
OM650	Oriental Medicine Review	3	30
<b>TOTAL</b>		<b>51</b>	<b>510</b>

### **ACUPUNCTURE**

<b>Course Code</b>	<b>Title</b>	<b>Credits</b>	<b>Hours</b>
AC300	Introduction to Meridians	3	30
AC301	Meridians I	3	30
AC302	Meridians II	3	30
AC311	Tuina	2	20
AC312	Acupressure	2	20
AC350	Acupuncture Anatomy	3	30
AC370	Acupuncture Energetics I	3	30
AC375	Acupuncture Energetics II	3	30
AC401	Acupuncture Techniques I	3	30
AC402	Acupuncture Techniques II	3	30
AC403	Acupuncture Techniques III	3	30
AC470	Acupuncture Energetics III	3	30

AC511	Microsystems	3	30
AC512	Secondary Vessels	3	30
AC550	Acupuncture Orthopedics	3	30
AC601	Advanced Acupuncture Therapeutics I	3	30
AC602	Advanced Acupuncture Therapeutics II	3	30
<b>TOTAL</b>		<b>49</b>	<b>490</b>

## HERBAL MEDICINE

Course Code	Title	Credits	Hours
HB300	Introduction to Herbology	3	30
HB301	Herbology I	3	30
HB302	Herbology II	3	30
HB303	Herbology III	3	30
HB304	Herbology IV	3	30
HB321	Nutrition in Oriental Medicine	3	30
HB350	Herb Review	3	30
HB370	Dui Yao	3	30
HB401	Herbal Prescription I	3	30
HB402	Herbal Prescription II	3	30
HB403	Herbal Prescription III	3	30
HB404	Herbal Prescription IV	3	30
HB410	Prepared Medicine	3	30
HB450	Formula Writing/Review	3	30
HB501	Clinical Application of Formulas	3	30
HB601	Herbal Classics I	3	30
HB602	Herbal Classics II	3	30
<b>TOTAL</b>		<b>51</b>	<b>510</b>

## WESTERN MEDICINE

Course Code	Title	Credits	Hours
WM201	Biology	3	30
WM202	Chemistry	3	30
WM203	Physics	3	30
WM204	Psychology	3	30
WM212	Organic and Biological Chemistry	3	30
WM300	Western Medical Terminology	3	30
WM301	Anatomy and Physiology I	3	30
WM302	Anatomy and Physiology II	3	30
WM303	Anatomy and Physiology III	3	30
WM304	Anatomy and Physiology IV	3	30
WM321	Western Nutrition	3	30
WM330	Research Methodology	3	30
WM340	Western Pharmacology	3	30

WM350	Laboratory and Imaging	3	30
WM401	Pathophysiology I	3	30
WM402	Pathophysiology II	3	30
WM403	Pathophysiology III	3	30
WM404	Pathophysiology IV	3	30
WM411	Public Health	3	30
WM450	Western Physical Assessment	3	30
WM501	Western Clinical Medicine I	3	30
WM502	Western Clinical Medicine II	3	30
WM503	Western Clinical Medicine III	3	30
WM601	Biomedical Review	3	30
	<b>TOTAL</b>	<b>72</b>	<b>720</b>

### COUNSELING AND COMMUNICATION

Course Code	Title	Credits	Hours
WM315	Counseling and Communication	3	30
	<b>TOTAL</b>	<b>3</b>	<b>30</b>

### ETHICS

Course Code	Title	Credits	Hours
WM550	Ethics	3	30
	<b>TOTAL</b>	<b>3</b>	<b>30</b>

### PRACTICE MANAGEMENT

Course Code	Title	Credits	Hours
WM511	Practice Management I	3	30
WM512	Practice Management II	3	30
	<b>TOTAL</b>	<b>6</b>	<b>60</b>

### ELECTIVES

Course Code	Title	Credits	Hours
EL350	Preclinic Preparation	3	30
EL411	Taiji II	3	30
EL412	Tuina II	3	30
EL501	Advanced Tongue and Pulse Diagnosis	3	30
EL505	Topics in Herbs and Formulas	3	30
EL601A	Topics in Oriental Medicine	3	30
EL601B	Topics in Oriental Medicine	3	30
EL602	Topics in Microsystems	3	30
EL605	Topics in Classical Herbs and Formulas	3	30



EL610	Acupuncture Orthopedics II	3	30
EL620	Topics in Classical Acupuncture	3	30
EL650	Topics in Integrative Medicine	3	30
EL701	Advanced Clinical Training A	2	40
EL702	Advanced Clinical Training B	2	40
EL703	Advanced Clinical Training C	2	40
EL704	Advanced Clinical Training D	2	40
<b>MUST COMPLETE A TOTAL OF</b>		<b>15</b>	<b>150</b>

## CLINICAL TRAINING

Course Code	Title	Credits	Hours
CP301	Introduction to Clinical Internship	2	40
CP305	Herbal Dispensary	2	40
CP311	Clinic Observation I	2	40
CP312	Clinic Observation II	2	40
CP313	Clinic Observation III	2	40
CP411	Intern Level 1A	4	80
CP412	Intern Level 1B	4	80
CP413	Intern Level 1C	4	80
CP414	Intern Level 1D	4	80
CP511	Intern Level 2A	4	80
CP512	Intern Level 2B	4	80
CP513	Intern Level 2C	4	80
CP514	Intern Level 2D	4	80
CP611	Intern Level 3A	4	80
CP612	Intern Level 3B	4	80
<b>TOTAL</b>		<b>50</b>	<b>1000</b>

## *Didactic Course Descriptions*

### ORIENTAL MEDICINE

#### **OM300 Oriental Medicine Terminology**

*3 Units/30 Hours*

*Prerequisites:* None

This course is an overview of Oriental Medicine concepts and terminology. This course introduces basic Oriental medicine concepts and Chinese characters; which are useful in understanding Oriental Medicine theory, zangfu, the twelve officials, acupuncture, herbology, and diagnosis. Students will also learn how to pronounce and understand basic Chinese terms, using the standard system of transliteration known as *pinyin*.

### **OM301 Oriental Medicine Fundamentals I**

*3 Units/30 Hours*

*Prerequisites: None*

This is the first of a two-part introductory course to Oriental Medicine. Students are given a detailed overview of the various fundamental theories of Oriental Medicine; highlighting the concepts of Yin and Yang, the Theory of Five Elements, the expressions of Qi, the Vital Substances, the functions of the Zang-Fu Organ, and the influence of such theories on Oriental medicine.

### **OM302 Oriental Medicine Fundamentals II**

*3 Units/30 Hours*

*Prerequisites: OM301*

This is the second half of a two-part introductory course to Oriental Medicine. It will cover introductory topics of Oriental medicine, including the causes of disease, pattern identifications, pathogenesis of diseases, as well as TCM diagnosis and treatment methodology.

### **OM305 History of Oriental Medicine**

*3 Units/30 Hours*

*Prerequisites: None*

This class is an introductory course to the history and development of Eastern and Western medicine with reference to the traditional Chinese literary classics. The traditional medicine of Japan, Korea, and Vietnam will also be introduced. The history and development of East Asian Medicine in the West will be discussed.

### **OM307 Oriental Medicine Philosophy**

*3 Units/30 Hours*

*Prerequisites: None*

This course will examine the theories, philosophical concepts, and core origins of Oriental medicine. It will discuss Oriental philosophy with respect to the Three Treasures (Shen, Qi, Jing), which are theoretical cornerstones in modern Chinese Medicine. The course will also explore the major philosophies of the East (Confucianism, Taoism, and Buddhism) and their vital contributions to the development and growth of Oriental medicine.

### **OM311 Taiji**

*3 Units/30 Hours*

*Prerequisites: None*

This course introduces the fundamentals and basic principles of Taiji, which is moving, breathing and meditating in a subtle way to promote smooth flow of Qi in the body. Taiji is viewed as the exercise for an alternative medical practice. This course will practice 24 Taiji forms, as well as incorporate foundations of Taiji's steps, postures and movement, qigong warm ups, and drills in relation to the form.

### **OM312 Qigong**

*3 Units/30 Hours*

*Prerequisites: None*

This course introduces the fundamentals of the art of Qigong, which is breathing and meditating in a subtle way to bring balance to your Qi energy and to reach higher levels of awareness. Qigong is viewed as exercise by some or as an alternative medical practice by others. The healing practice of Qigong will also be discussed.

### **OM401 Oriental Medicine Diagnosis I**

*3 Units/30 Hours*

*Prerequisites: OM302*

This course is the first of a three-part series in Oriental medicine diagnosis. This course is an introduction to the basic skills and theories of Oriental medicine diagnosis, using the Four Pillars of diagnosis: Observation, Auscultation/Olfaction, Inquiry, and Palpation. Students will be exposed to the traditional oriental medicine 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.

### **OM402 Oriental Medicine Diagnosis II**

*3 Units/30 Hours*

*Prerequisites:* OM401

This course is the second of a three-part series in Oriental medicine diagnosis. This course introduces students with an in-depth study of the etiology, pathology, prevention and treatment principles of diseases, as well as common methods of syndrome differentiation according to the TCM model of internal medicine. Class topics will include eight different types of pattern identification, the basic signs and symptoms for identifying the Qi, Blood and Body patterns, Channel pathways and pathologies. In addition, students will learn the etiology, pathology, prevention and treatment principles of Zang Fu patterns.

### **OM450 Oriental Medicine Diagnosis III**

*3 Units/30 Hours*

*Prerequisites:* OM402

This course is the final presentation of the three-part series in Oriental medicine diagnosis. Advanced diagnosis patterns will be introduced, including Eight Principles Pattern differentiation, Six Channel differentiation, Four levels and Three Burners differentiation, Five Phases differentiation, the Twelve Meridians and Extra Meridians differentiation, as well as advanced case studies and treatment strategies for these patterns.

### **OM470 Classic Oriental Medicine Texts**

*3 Units/30 Hours*

*Prerequisites:* OM450, one of HB401-404

This course is an advanced studies of classical Oriental Medicine texts, including the *Neijing*, *Shanghan Lun*, *Nan Jing*, and *Wen Bing*. Additional texts may include *Jing Gui Yao Lue*, *Zhen Jiu Da Cheng*, and *Ben Cao*.

### **OM501 Oriental Internal Medicine I**

*3 Units/30 Hours*

*Prerequisites:* OM450, AC370 & AC375, one of HB401-404

This course is the first of a four-course series in Oriental Internal Medicine. It will provide an overview of the etiology, pathogenesis, diagnosis, and treatment of common disorders affecting the internal organ systems in Oriental internal medicine. There will be a focus on lower jiao (lower abdomen) pathologies, which could include urinary tract infection, back pain, and gynecological syndromes. Treatments like acupuncture, herbal medicine, or other Oriental medicine treatment methods will be discussed to address these disorders.

### **OM502 Oriental Internal Medicine II**

*3 Units/30 Hours*

*Prerequisites:* OM450, AC370 & AC375, one of HB401-404

This is the second of a four-course series in Oriental Internal Medicine. Students will continue to deepen their understanding of concepts taught in Oriental Internal Medicine I, but will focus on specific disorders of the upper jiao (upper body), which could include breathing issues, stroke, dizziness, and multiple sclerosis.

### **OM503 Oriental Internal Medicine III**

*3 Units/30 Hours*

*Prerequisites:* OM450, AC370 & AC375, one of HB401-404

This is the third of a four-course series in Oriental Internal Medicine. Students will continue to deepen their understanding of concepts taught in Oriental Internal Medicine I and II, but will focus on specific disorders of the digestive system, which could include constipation, diarrhea, IBS, and diabetes.

### **OM504 Oriental Internal Medicine IV**

*3 Units/30 Hours*

*Prerequisites:* OM450, AC370 & AC375, one of HB401-404

This is the final course of a four-course series in Oriental Internal Medicine. Students will continue to deepen their understanding of concepts taught in the previous three classes, but will focus on specific syndromes of the respiratory system which could include disorders of the lungs such as asthma, influenza, and allergic rhinitis.

### **OM601 Clinical Case Studies**

*3 Units/30 Hours*

*Prerequisites: CP411*

A presentation and an in-depth study of cases attended by interns. This course provides interns an opportunity to meet and discuss patient cases with fellow clinical interns and faculty with an emphasis on diagnosis, integrated analysis of clinical experiences, and clinical options as well as outcomes. Review of cases includes discussion of diagnostic and treatment decisions. Additional topics include relevant contraindications, complications (including drug and herb interactions), continuity of care, referral, collaboration, follow-up care, final review, prognosis as well as future medical care recommendations.

### **OM650 Oriental Medicine Review**

*3 Units/30 Hours*

*Prerequisites: OM501-504*

This course presents a comprehensive review of Oriental medicine to prepare students for the Graduation Exam as well as the national and state exams. Topics include differential diagnosis of Chinese Medicine patterns, point prescriptions, commonly used herbal formulas, and case studies. Best practices for test taking strategies will also be discussed.

## **ACUPUNCTURE**

### **AC300 Introduction to Meridians**

*3 Units/30 Hours*

*Prerequisites: None*

This course offers an introduction to the meridian system of acupuncture in Oriental medicine. Topics of study will include a general overview of the history of acupuncture, point classification, systems of nomenclature, and the functions of the channel pathways and collaterals.

### **AC301 Meridians I**

*3 Units/30 Hours*

*Prerequisites: AC300*

This course is the first of a two-part course on acupuncture points. It will provide a thorough study of the acupuncture points. Students will learn the proper methods of identifying and locating acupuncture points based on their anatomical locations and proportionate body measurements. This course covers all the points on the lung, large intestine, stomach, spleen, heart, small intestine, urinary bladder, and kidney channels.

### **AC302 Meridians II**

*3 Units/30 Hours*

*Prerequisites: AC300*

This course is the second of a two-part course on acupuncture points. It will provide a thorough study of the acupuncture points. Students will learn the proper methods of identifying and locating acupuncture points based on their anatomical locations and proportionate body measurements. This course will cover all the points on the pericardium, san jiao, gallbladder, liver, ren and du channels, and extra points

### **AC311 Tuina**

*2 Units/20 Hours*

*Prerequisites: AC301-AC302*

This course will introduce the principles and hand manipulations techniques of Tuina, a form of oriental medicine manipulative therapy that treats musculoskeletal and non-musculoskeletal problems. This course will cover basic hand manipulation techniques including pushing, rolling, kneading, rubbing, scrubbing, grasping, and pressing.

**AC312 Acupressure**

2 Units/20 Hours

*Prerequisites:* AC301-AC302

This course will introduce the principles and techniques of acupressure, a therapeutic modality of Oriental medicine. This course will cover points palpation, basic manipulations, supplementary manipulation, routine techniques on different area on the body, and common acupoints for common symptoms.

**AC350 Acupuncture Anatomy**

3 Units/30 Hours

*Prerequisites:* AC301-AC302, WM301

This course offers an in-depth study of acupuncture points and primary channel pathways in relation to their anatomical locations in the body as well as their distance or proximity to muscles, nerves, and vessels. It also covers the cautions and contraindications of the acupoints based on their underlying anatomical structure.

**AC370 Acupuncture Energetics I**

3 Units/30 Hours

*Prerequisites:* AC301

This is the first of a three-part course in Acupuncture Energetics. It will introduce acupuncture point therapy, including meridian theory, group point energetic as well as individual acupuncture point energetics and point qualities with clinical relevance. This course will explore on point energetics of the meridians including lung, large intestine, stomach, spleen, heart, and small intestine. The point categories that are covered in this course are shu points, front mu, back shu, confluent, influential, window of the sky, and group luo points.

**AC375 Acupuncture Energetics II**

3 Units/30 Hours

*Prerequisites:* AC302

This course is the second of a three-part course in Acupuncture Energetics series. It is the continuation of Acupuncture Energetics I. This course will focus on point energetics of the meridians including urinary bladder, kidney, pericardium, san jiao, gall bladder, liver, du, ren as well as extra points.

**AC401 Acupuncture Techniques I**

3 Units/30 Hours

*Prerequisites:* AC370 & AC375

This course is the first of a three-part course in Acupuncture Techniques. It will familiarize students with regular acupuncture treatment modalities. This course will emphasize proper hygiene, clean needle techniques, equipment maintenance, accident prevention techniques, as well as an overview of the rules and regulations of the Nevada State Board of Oriental Medicine. This course will cover needling techniques of the meridians including lung, large intestine, spleen, stomach, heart, small intestine, urinary bladder, and kidney.

**AC402 Acupuncture Techniques II**

3 Units/30 Hours

*Prerequisites:* AC401

This course is the second of a three-part course in Acupuncture Techniques. It is a continued study of the methods and theories of regular acupuncture treatments. It will review proper hygiene, clean needle techniques, equipment maintenance, accident prevention techniques as well as the rules and regulations of the Nevada State Board of Oriental Medicine. This course will cover needling techniques of the meridians including pericardium, san jiao, gallbladder, liver, ren, du, and extra points.

### **AC403 Acupuncture Techniques III**

*3 Units/30 Hours*

*Prerequisites: AC402*

This course is the final of a three-part course in Acupuncture Techniques. It is a continuation of Acupuncture Techniques II. It will review proper hygiene, clean needle techniques, equipment maintenance, accident prevention techniques as well as the rules and regulations of the Nevada State Board of Oriental Medicine. This course will cover advanced needling techniques for difficult points, as well as other acupuncture treatment protocols such as moxibustion and cupping, electro-stimulation, ear seeds, gua-sha, seven-star needles, and application of external liniments.

### **AC470 Acupuncture Energetics III**

*3 Units/30 Hours*

*Prerequisites: AC370 & AC375*

This course is the final of a three-part course in Acupuncture Energetics series. It will review the etiology, mechanism, differentiation, strategy, and principles of treatment of certain diseases. Oriental medicine framework and principles will also be discussed. Various acupuncture point prescriptions used for specific pathologies, including empirical points commonly used in acupuncture treatments, will be presented. The course will cover selected treatment strategies for systems, such as respiratory, cardiovascular, endocrine, reproductive, urinary, nervous, and muscular-skeletal.

### **AC511 Microsystems**

*3 Units/30 Hours*

*Prerequisites: AC401*

This course will explore the microsystems as a separate or additional therapy to normal body acupuncture. The course will examine the historical roots of auricular points in Europe, scalp acupuncture points in modern Chinese Medicine as well as palm and foot microsystems. The course will be covered on point locating and needling techniques of microsystem points.

### **AC512 Secondary Vessels**

*3 Units/30 Hours*

*Prerequisites: AC375*

This course will explore the secondary vessels of acupuncture and their energies, meridians, and control points. The course will examine on the eight extraordinary vessels, luo collaterals, sinew channels, and tendino-muscular meridians. It will also cover the connections between the meridian systems and associated disease patterns for diagnostic purposes.

### **AC550 Acupuncture Orthopedics**

*3 Units/30 Hours*

*Prerequisites: AC403, WM450*

This course is an introduction to acupuncture orthopedic assessment techniques and treatment. It will examine the twelve traditional muscle channels, mechanism of acupuncture in pain and muscular dysfunction, trigger points and referred pain, and skills related to functional assessment and treatment. The discussions regarding the use of X-rays and other relevant diagnostic images, recognition of the need for surgical intervention, and post-surgical management and recovery will be presented.

### **AC601 Advanced Acupuncture Therapeutics I**

*3 Units/30 Hours*

*Prerequisites: AC403, AC470*

This course introduces students to the foundations of Korean traditional acupuncture techniques, including Korean Meridian Theory and Saam, the Korean Four Needle Technique. This course covers the basic theories of Saam differentiations and the methodology of classifications.

## **AC602 Advanced Acupuncture Therapeutics II**

*3 Units/30 Hours*

*Prerequisites: AC601*

*Corequisite: Internship Level I*

This course is a continuation of AC601 Advanced Acupuncture Therapeutics I, and explores advanced Traditional Korean Medicine diagnosis, differentiation, and treatment applications.

## **HERBAL MEDICINE**

### **HB300 Introduction to Herbology**

*3 Units/30 Hours*

*Corequisites: OM301*

This course will introduce the medicinal use of Oriental medicine herbs, including a basic study of plant life, plant morphology, history of Oriental herbal medicine, and the classification and basic properties of Chinese herbs. Basic principles of herbs such as color, taste, prescription, and preparation for medicine will also be presented.

### **HB301 Herbology I**

*3 Units/30 Hours*

*Prerequisites: HB300*

This is the first of a four-course series on Herbology. Students will systematically analyze many of the commonly used herbs, such as herbs that release the exterior, herbs that clear heat, and downward-draining herbs, along with their tastes, medical uses, entering channels, indications, and contraindications.

### **HB302 Herbology II**

*3 Units/30 Hours*

*Prerequisites: HB300*

This is the second of four courses in the Herbology series. This course analyzes the taste, temperature, meridians, dosage, contraindications, identification and clinical usage of principal medicinals used in Oriental medicine. Herbology II covers the following categories: herbs that drain damp, herbs that dispel wind-dampness, herbs that transform phlegm and stop coughing, aromatic herbs that transform dampness, herbs that relieve food stagnation, and aromatic substances that open the orifices.

### **HB303 Herbology III**

*3 Units/30 Hours*

*Prerequisites: HB300*

This is the third of four courses in the Herbology series. This course analyzes the taste, temperature, meridians, dosage, contraindications, identification and clinical usage of principal medicinals used in Oriental medicine. Herbology III covers herbs in the following categories: herbs that regulate Qi, herbs that regulate the blood, herbs that warm the interior and expel cold, and tonifying herbs.

### **HB304 Herbology IV**

*3 Units/30 Hours*

*Prerequisites: HB300*

This is the fourth and final course in the four course Herbology series. This course analyzes the taste, temperature, meridians, dosage, contraindications, identification and clinical usage of principal medicinals used in Oriental medicine. Herbology IV covers herbs in the following categories: herbs that stabilize and bind, substances that calm the spirit, aromatic substances that open the orifices, substances that extinguish wind and stop tremors, herbs that expel parasites, substances for topical application, and obsolete substances.

### **HB321 Nutrition in Oriental Medicine**

*3 Units/30 Hours*

*Prerequisites:* HB300, OM301

This course discusses the essential role nutrition plays in maintaining and preventing diseases with emphasis on Oriental medicine. Students will learn the fundamentals of nutrition, similarities and differences between Oriental and Western nutrition, and functions of specific foods. Practical skills will be developed such as viewing patient's food journals and offering patient-tailored nutritional advice.

### **HB350 Herbs Review**

*3 Units/30 Hours*

*Prerequisites:* HB301-304

This course is a comprehensive review of all the herbs in the required national and state board formulas.

### **HB370 Dui Yao**

*3 Units/30 Hours*

*Prerequisites:* HB301-304, OM401-402

Detailed study of commonly used coupled herbs (Dui Yao), herbs used together in prescriptions. The coupled herbs' taste, properties, entering channels, active indications, contraindications and preparations are studied.

### **HB401 Herbal Prescription I**

*3 Units/30 Hours*

*Prerequisites:* HB301-304, OM450

This is the first of four courses in the Herbal Prescription series. The Herbal Prescription series analyzes the functions, ingredients, and properties of 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 Herbal Prescription I include the Release the Exterior, Drain Downwards, Clear Heat, Harmonizing, and Dispel Summer Heat.

### **HB402 Herbal Prescription II**

*3 Units/30 Hours*

*Prerequisites:* HB301-304, OM450

This is the second of a four-course series in herbal prescription. The course will offer students a comprehensive guide to a variety of different herbal formulas by studying their ingredients, properties, functions, and treatment measures. Students will analyze and discuss classical herbal formulas that Warm Interior Cold, Release Exterior-Interior Excess, Tonify, Stabilize and Bind, and Calm the Spirit.

### **HB403 Herbal Prescription III**

*3 Units/30 Hours*

*Prerequisites:* HB301-304, OM450

This is the third of a four-course series in herbal prescription. The course will offer students a comprehensive guide to a variety of herbal formulas by studying their ingredients, properties, functions, and treatment measures. Students will analyze and discuss classical herbal formulas that Open the Sensory Orifices, Regulate the Qi, Regulate the Blood, Expel Wind, Treat Dryness, and formulas for External Application.

### **HB404 Herbal Prescription IV**

*3 Units/30 Hours*

*Prerequisites:* HB301-304, OM450

This is the last of a four-course series in herbal prescription. The course will offer students a comprehensive guide to a variety of herbal formulas by studying their ingredients, properties, functions, and indications. Students will analyze and discuss classical herbal formulas that Expel Dampness, Dispel Phlegm, Reduce Food Stagnation, Expel Parasites, Treat Abscesses and Sores, and formulas for External Application.



### **HB410 Prepared Medicine**

3 Units/30 Hours

*Prerequisites:* Two of HB401-404

This course provides an overview of how to combine and prescribe formulas using tea pills and prepared powders with an emphasis on the traditional formulae from which today's modern patents are derived, and ancient and modern modification trends. Students will be exposed to the different ways of extracting the formulae (i.e. powder form, tincture, capsules, etc.), as well as introduced to the various herbal companies that make them. Throughout the course, guest speakers from the various herbal companies may present their product lines, if available.

### **HB450 Formula Writing/Review**

3 Units/30 Hours

*Prerequisites:* HB401-404

Review and synthesis of the classical formulae required by the national and the state exams and commonly used in traditional and modern practice.

### **HB501 Clinical Application of Formulas**

3 Units/30 Hours

*Prerequisites:* Two of HB401-404

This course presents a detailed analysis of some of the more commonly used Oriental medicine formulas and their applications and treatment strategies according to the Eight Principles. Class topics include an overview of principles of herbology and herbal formulas, practical applications of ben (root) and biao (manifestation), analyses, a comprehensive discussion of traditional and modern usage, as well as cautions and contraindications. A discussion of the classical herb pairs (dui yao) as the building blocks of applied herbal medicine are also presented, including examples of clinical cases and new applications of formulas. The course serves as a practical application guide for patient care and a fundamental understanding of commonly used Oriental medicine formulas.

### **HB601 Herbal Classics I**

3 Units/30 Hours

*Prerequisites:* OM450, HB501

An in-depth study of the signs, symptoms and syndromes relating to the differentiation of disease according to *Shanghan Lun* (Treatise on Cold Damage) and *Wen Bing* (Febrile Diseases), as well as in *Jin Gui Yao Lue* (Treasures from the Golden Cabinet) with appropriate herbal modalities. It is designed to present specific protocols for the diagnosis and treatment for externally contracted cold damage disorders, warm diseases, as well as those presentations in *Jin Gui Yao Lue*.

### **HB602 Herbal Classics II**

3 Units/30 Hours

*Prerequisites:* OM450, HB501

A study of internal medicine from the perspective of Traditional Korean Medicine classics, such as *Dongui Bogam* (Treasures of Eastern Medicine) and *Dongui Suse Bowon* (Longevity & Life Preservation in Oriental Medicine). This course introduces the basic differentiations and methodology of classifications of Traditional Korean medicine, including Korean constitutional medicine and herbs.

## **WESTERN MEDICINE**

### **WM201 Biology**

3 Units/30 Hours

*Prerequisites:* None

This course will introduce the basic information of human biology as a foundational subject for Oriental medical practice. It will examine the biological concepts, fundamentals of living systems, cellular structure and function, metabolisms, evolutionary biology, and reproduction among many other topics.

**WM202 Chemistry**

3 Units/30 Hours

Prerequisites: None

This course will introduce the basic information of general chemistry through the examination of chemical elements and compounds. This course will include the properties of matter, the periodic table, atom/molecules and their structures, chemical bonds, solutions, and phase states and their properties.

**WM203 Physics**

3 Units/30 Hours

Prerequisites: None

This course will introduce the basic principles of physics and its application on function of human body and on acupuncture treatment protocols. This course will examine specific laws of physics on human physiology, sound therapy, hot/cold therapy, acupuncture treatment protocols, electroacupuncture, brainwave and meditation as well as the role of modern physics on Oriental medicine philosophy.

**WM204 Psychology**

3 Units/30 Hours

Prerequisites: None

This course is a general introduction to major theories of the major schools of psychology as they conceptualize and influence the understanding of patients at various stages of development. This course will examine the meaning for health promotion and education, as well as clinical patient interactions.

**WM212 Organic Chemistry and Biochemistry**

3 Units/30 Hours

Prerequisites: WM201-202

This course is a general introduction of organic compounds and chemical structures of organic compounds and biochemical reactions in living systems. This course will examine basic cellular biology, metabolism, and the structure and function of carbohydrates, lipids, proteins, and nucleic acids that are essential to understanding of the chemical dynamics of physiology, and nutrition; pharmacology and herbology are also discussed.

**WM300 Western Medical Terminology**

3 Units/30 Hours

Prerequisites: None

This course will introduce basic Western medical terminology, including the definitions, roots, prefixes, suffixes, and proper pronunciation of terms. This course will examine the medical terminology for various diseases, body parts, and medical procedures. This course will emphasize the clinical context in which these words tend to arise as well as the importance of these words for proper communication with other healthcare professionals.

**WM301 Anatomy and Physiology I**

3 Units/30 Hours

Prerequisites: None

This is an introductory course in human anatomy and the first of the four Anatomy and Physiology courses. This course will provide an overview of the structure of the human body and its organs. This course examines the normal structure and function of the human integumentary and musculoskeletal systems at the gross and infrastructural levels. A detailed analysis of muscle actions, innervations, and clinically relevant origins and insertions are included in the course.

**WM302 Anatomy and Physiology II**

3 Units/30 Hours

Prerequisites: None

This course is the second of the four Anatomy and Physiology courses. This course examines the normal physical structures and functions of the pulmonary, cardiovascular, lymphatic and immune systems, genetics and their clinical correlations. At the end of the course, students should be able to understand the interrelationships in the principles of anatomy.

### **WM303 Anatomy and Physiology III**

*3 Units/30 Hours*

*Prerequisites: None*

This course is the third of four Anatomy & Physiology courses. This course examines the normal anatomy, physiology, and clinical correlations of the digestive system, nutrition and metabolism, urinary system, reproductive and growth and development.

### **WM304 Anatomy and Physiology IV**

*3 Units/30 Hours*

*Prerequisites: None*

This course is the final of four Anatomy & Physiology courses. This course examines the normal structure, function, and clinical correlations of the endocrine systems, the central and peripheral nervous systems, the autonomic nervous system, the general and special senses and clinical correlations.

### **WM321 Western Nutrition**

*3 Units/30 Hours*

*Prerequisites: WM212*

This course will explore the science of nutrition principles in preventing disease and maintaining good health. This course will examine the essential elements in nutritional physiology including their sources of diet and the specific role of vitamins and minerals in health maintenance. It will also provide an investigation of various diseases and disorders of nutritional causes as well as discuss the application of nutrition in health care.

### **WM330 Research Methodology**

*3 Units/30 Hours*

*Prerequisites: OM450, WM301-304*

This course introduces research principles, methodologies, instrumentation, statistics, and computer-based searches. Students will learn about empirical research through evidence-based medical practice, medical statistics, and the academic peer review process.

### **WM340 Western Pharmacology**

*3 Units/30 Hours*

*Prerequisites: WM212, two from WM401-404*

This course will introduce the basic concepts and pharmacological principles of Western pharmaceuticals and their major categories. This course will examine pharmacological distribution, metabolism, excretion, and the mechanisms of drugs therapeutic effects on human body. This course will emphasize general principles that can be applied broadly to groups or categories of medications.

### **WM350 Laboratory and Imaging**

*3 Units/30 Hours*

*Prerequisites: WM401-404*

This course provides the basic understanding of medical imaging, clinical laboratory and diagnostic tests. This course will examine blood, urine, stool tests, and microbiological studies. Overview of normal radiographic anatomy, common pathologies, X-Ray, CT, MRI, PET, and Ultrasound and Nuclear Medicine will be covered.

### **WM401 Pathophysiology I**

*3 Units/30 Hours*

*Prerequisites: WM301-304*

This course is the first of four pathology course series that present the fundamentals of bio-physiological processes that relate to development of diseases and their manifestations. This will examine cellular dynamics, inflammation and repair, fluid and electrolyte balance, acid/base and blood gas regulation, hemodynamics, and immunity.

### **WM402 Pathophysiology II**

*3 Units/30 Hours*

*Prerequisites:* WM301-304

This course is the second of four pathology course series. This course will examine the etiologies, pathogenesis, and mechanisms of common disorders of the infection, inflammation and immunity system; cardiovascular system; and respiratory system.

### **WM403 Pathophysiology III**

*3 Units/30 Hours*

*Prerequisites:* WM301-304

This course is the third of four pathology course series. This course will examine the etiologies, pathogenesis, and mechanisms of common disorders of the renal system, function and fluids and electrolytes, gastrointestinal system, and endocrine system.

### **WM404 Pathophysiology IV**

*3 Units/30 Hours*

*Prerequisites:* WM301-304

This course is the final of four pathology course series. This course will examine the etiologies, pathogenesis, and mechanisms of common disorders of the genitourinary and reproductive function, neural function, sensory function, musculoskeletal and integumentary function.

### **WM411 Public Health**

*3 Units/30 Hours*

*Prerequisites:* two from WM401-404

This course is a general introduction to public health and epidemiology concepts. It examines the importance of community health, disease prevention through education, various diseases communicability, biostatistics, environmental health, community health, behavioral health, and occupational health. Public health issues that related to TCM practitioner will also be covered.

### **WM450 Western Physical Assessment**

*3 Units/30 Hours*

*Prerequisites:* WM301-304

This course provides training in the techniques of history-taking and a detailed study of western physical diagnostic processes, emphasizing three clinical skills: history taking, physical examination, and logical thinking. There will be emphasis on hands-on training to prepare students to be able to perform the procedures of the physical examination with a high degree of comfort and skill. Students will become familiar with physical examinations of the skin, head, sense organs, chest, abdomen, as well as basic orthopedic and neurological tests.

### **WM501 Western Clinical Medicine I**

*3 Units/30 Hours*

*Prerequisites:* WM340, WM350, WM401-404, WM450

This course is the first of three Western Clinical Medicine courses and is a prerequisite for the remaining courses in the series. This course presents an overview of selected common diseases observed and treated in biomedicine. This course examines etiology, pathogenesis, differential diagnosis and treatment principles of infectious disease, sexually transmitted disease, gastrointestinal disease, hematological disease, liver - biliary tract and pancreatic disease, malignant disease, and rheumatology and bone disease.

### **WM502 Western Clinical Medicine II**

*3 Units/30 Hours*

*Prerequisites: WM501*

This course is the second of three Western Clinical Medicine courses and is a prerequisite for the remaining courses in the series. This course presents an overview of selected common diseases observed and treated in biomedicine. This course examines etiology, pathogenesis, differential diagnosis and treatment principles of renal and urinary tract disease, electrolytes and acid-base balance, cardiovascular disease, and respiratory disease. Critical care medicine, environmental medicine, and poisoning will also be covered.

### **WM503 Western Clinical Medicine III**

*3 Units/30 Hours*

*Prerequisites WM501*

This course is the last of three Western Clinical Medicine courses. This course presents an overview of selected common diseases observed and treated in biomedicine. This course examines etiology, pathogenesis, differential diagnosis and treatment principles of endocrine disease, diabetes mellitus, metabolism disease, neurological disease, psychological disease and skin disease.

### **WM601 Biomedical Review**

*3 Units/30 Hours*

*Prerequisites: WM501-503*

This course is a comprehensive review of Western medicine, including differential diagnosis, red flag signs and symptoms, referrals, labs and diagnostic imaging, and biomedical standards of care. This course also prepares students for the Graduation Exam as well as national and state licensing exams.

## **COUNSELING AND COMMUNICATION**

### **WM315 Counseling and Communication**

*3 Units/30 Hours*

*Prerequisites: WM204*

This course focuses on developing interpersonal and counseling skills relevant for primary care, with a focus on the whole person and interpersonal relationship as the foundation of medicine. Clinical signs and symptoms of major psychological disorders listed in the current Diagnostic and Statistical Manual (DSM) for treatment or for professional referrals are presented. Additional topics include patient/practitioner rapport, communication skills, and multicultural sensitivity.

## **ETHICS**

### **WM550 Ethics**

*3 Units/30 Hours*

*Corequisites: CP301*

This course will examine the standards of medical ethics and jurisprudence associated with the practice of acupuncture and Oriental medicine. Topics of study include scope of practice, risk management, and professionalism. Laws governing the practice of Oriental medicine in Nevada, per the Nevada State Board of Oriental Medicine, will be emphasized.

## **PRACTICE MANAGEMENT**

### **WM511 Practice Management I**

*3 Units/30 Hours*

*Prerequisites: CP411*

This course will provide an overview of basic daily clinic management skills to establish a successful clinical practice, including topics on ethics, legal responsibilities, record-keeping, billing procedures, reimbursement, lease agreements, risk management, licensing, permits, and professional liability insurance.

## **WM512 Practice Management II**

*3 Units/30 Hours*

*Prerequisites:* WM511

This course is a continuation of Practice Management I and integrates information obtained from Practice Management I. This course will discuss topics including budget management, financial planning, inventory, front office procedures, and marketing plans. Self-promotion skills, including writing, public speaking, and networking, will be covered, as well as on-and-offline advertising.

## **ELECTIVES**

### **EL350 Preclinical Exam Preparation**

*3 Units/30 Hours*

*Prerequisites:* Two of WM301-304, OM401, three of HB301-304, AC370

This course is a comprehensive review of fundamental courses in Oriental medicine theory, acupuncture, herbology, and western medicine in preparation for the Clinic Entrance Exam.

### **EL411 Taiji II**

*3 Units/30 Hours*

*Prerequisites:* OM311

Students will continue to deepen their understanding of Taiji. This course explores the advanced principles of the Oriental martial art, Taiji. This Chinese system of movement and meditation, used as a means of achieving longevity and promoting Qi flow within the body, will be taught both verbally and practically. Special breathing exercises and the control of Qi flow are essential techniques learned in this course. The five major styles of Taiji will also be discussed.

### **EL412 Tuina II**

*3 Units/30 Hours*

*Prerequisites:* AC311

Students will continue to deepen their understanding of the fundamentals of Tuina therapy, a traditional hands-on body treatment that treats both musculoskeletal and non-musculoskeletal conditions through the delicate balance of the eight principles of Oriental medicine.

### **EL501 Advanced Tongue and Pulse Diagnosis**

*3 Units/30 Hours*

*Prerequisites:* OM402

This course will focus on increasing the diagnostic skills and techniques of tongue and pulse reading in Oriental medicine. The physical characteristics of the tongue, including color, shape, moisture, and coating will be studied as useful indications of the health state of the internal organs. The pulse and its usefulness in assessing the body's Qi energy will also be discussed. Clinical applications and pattern identification will be emphasized.

### **EL505 Topics in Herbs and Formulas**

*3 Units/30 Hours*

*Prerequisites:* HB401-404

A presentation of topics on the principles of herbology and herbal prescription. Topics include pediatrics, gynecology, dermatology, and pharmacognosy. Direct comparisons will be made between differences in physiology, anatomy, etiology, and pathology, while emphasizing the difference in treatment measures for Herbal prescriptions through diagnosis, combination, and herbal prescription. This course may be repeated with different topics.

### **EL601A Topics in Oriental Medicine**

3 Units/30 Hours

Prerequisites: OM470

This course engages the students with an in-depth study of Oriental medicine classics that have fundamentally influenced modern oriental medicine, including *Huang Di Nei Jing*, *Shang Han Lun*, *Nanjin*, and *Maijing*. Theoretical foundations, efficacy, acupuncture and herbal theories as they relate to classical Korean medicine may also be discussed. This course may be repeated with different topics.

### **EL601B Topics in Oriental Medicine**

3 Units/30 Hours

Prerequisites: OM470

Continuation of concepts covered in EL601B. This course engages the students with an in-depth study of Oriental medicine classics that have fundamentally influenced modern oriental medicine, including *Huang Di Nei Jing*, *Shang Han Lun*, *Nanjin*, and *Maijing*. Theoretical foundations, efficacy, acupuncture and herbal theories as they relate to classical Korean medicine may also be discussed. This course may be repeated with different topics.

### **EL602 Topics in Microsystems**

3 Units/30 Hours

Prerequisites: AC511

This course will explore various modalities advanced microsystems, such as an in-depth analysis and application of auricular acupuncture, Korean hand acupuncture, scalp acupuncture, and so forth. Diagnostic applications, contraindications, health and safety precautions, and related disorders will also be discussed. This course may be repeated with different topics.

### **EL605 Advanced Topics in Herbs and Formulas**

3 Units/30 Hours

Prerequisites: HB401-404, Two of OM501-504

This course will further explore advanced topics on herbs and formulas, including classical formulas, Korean herbal medicinal classics, as well as modern applications of advanced formula theories and constructs, including Pharmacognosy. Students will be engaged in advanced analyses and practical application of herbs and formulas in modern settings. This course may be repeated with different topics.

### **EL610 Acupuncture Orthopedics II**

3 Units/30 Hours

Prerequisites: AC550

This course is advanced Acupuncture Orthopedics, and will continue to examine acupuncture orthopedic assessment techniques and treatment, including diagnosing and treating cases related to orthopedics, pain management, and traumatic injury. Specific emphasis will be placed on the neuro-musculoskeletal system, its components, disorders, and acupuncture treatment modalities.

### **EL620 Topics in Classical Acupuncture**

3 Units/30 Hours

Prerequisites: AC511, HB401-404, Two of OM501-504, Intern Level I

This course examines theoretical foundations, efficacy, acupuncture and herbal theories as they related to various topics in Oriental Medicine, including an in-depth study of ancient classical methodology from the *Huang Di Nei Jing*. This course may be repeated with different topics.

### **EL650 Topics in Integrative Medicine**

3 Units/30 Hours

Corequisite: Intern Level I

This course and topics provide a solid foundation for the integration of Eastern and Western medical sciences to facilitate the development of fluency in both medical paradigms. Topics may include integrative herbal medicine and integrative internal medicine. This course may be repeated with different topics.

**EL701 Advanced Clinical Training A***2 Units/40 Hours**Prerequisites: CP612*

A continuation of Clinical Internship training with advanced responsibilities for patient care having the minimum amount of supervision as required by law.

**EL702 Advanced Clinical Training B***2 Units/40 Hours**Prerequisites: EL701*

A continuation of Clinical Internship training with advanced responsibilities for patient care having the minimum amount of supervision as required by law.

**EL703 Advanced Clinical Training C***2 Units/40 Hours**Prerequisites: EL702*

A continuation of Clinical Internship training with advanced responsibilities for patient care having the minimum amount of supervision as required by law.

**EL704 Advanced Clinical Training D***2 Units/40 Hours**Prerequisites: EL703*

A continuation of Clinical Internship training with advanced responsibilities for patient care having the minimum amount of supervision as required by law.

## ***CLINICAL TRAINING***

The Wongu Health Center is the only Oriental medicine teaching clinic in the state of Nevada. It stands to provide unique experiences and opportunities for the students, including community leadership and advocacy, and serving community needs by providing the public with access to affordable quality health care. At the same time, Wongu interns learn to apply what they have learned about the practice management aspects of operating a clinic.

Wongu University's clinical program aims to provide optimal care for each patient, while developing the skills and confidence of each intern to become competent and compassionate practitioners of Oriental medicine through direct patient care. While students receive instruction in the classroom, the clinic is where students develop into quality health care providers, including filling herbal prescriptions at the herbal dispensary, writing case histories, keeping patient records, participating in patient and clinic management, and conducting outreach activities that will allow them to provide information and services regarding Oriental medicine to neighboring communities. Close attention is given to each intern in all aspects of Oriental Medicine through demonstration and practice.

Clinical training at Wongu University consists of a minimum of 1,000 hours of clinical training with four levels of increasing degrees of independence and competencies:

Observation	160 hours of observing interns and clinicians
Herbal Dispensary	40 hours of herbal dispensary training
Level I	320 hours of patient care under complete supervision
Level II	320 hours of patient care under close supervision
Level III	160 hours of patient care under moderate supervision

Wongu University's clinical training program is based on competency levels, and each level has specific prerequisites and performance requirements which must be met through institutional exams and completion of the clinic workbook at each level of clinic training.



## **CLINIC OBSERVATION**

**CP301; 40 hours**

**CP311-313; 120 hours**

Students must complete 50 units of didactic courses, plus specific prerequisite courses, to be able to begin the observation series. This ensures that students have attained a thorough understanding of the Western and Oriental medicine basics.

During clinical observation, students prepare themselves for entry into clinical training in many ways. Clinical observation hours will prepare students to understand basic clinic procedures, including observer and intern responsibilities, clean needle technique, herbal dispensary procedures, and clinic exams. Clinical observation courses serve to orient each student to the general procedures of the Wongu Health Center, as well as to their particular clinical responsibilities.

Once students have completed the clinical observation component of the clinical training, students must pass a written and practical Clinic Entrance Exam before beginning their internship. Students usually sit for the Clinic Entrance Exam during the 7th or 8th term. The purpose of the Clinic Entrance Exam is to ensure that each intern has a strong foundation in the fundamental principles of Oriental medicine, acupuncture, herbology, and the biomedical sciences before being permitted to begin patient care.

## **CLINIC INTERNSHIP**

**Level I: CP411-414; 320 hours**

**Level II: CP511-514; 320 hours**

**Level III: CP611-612; 160 hours**

During Level I, interns are supervised closely in all aspects of their clinical responsibilities. The intern follows the clinical faculty's diagnosis, treatment plan and treatment method. Supervisors closely monitor each intern's ability to conduct a patient history and intake, formulate a diagnosis and treatment plan, and deliver appropriate care. Emphasis is placed on building confidence and accuracy with regards to diagnosis, point location, and needle technique.

As interns progress to Level II, greater responsibility is gradually shifted to the intern to perform all aspects of patient care, including the formulation of herbal prescriptions. In Level II, interns assume responsibility for monitoring their patients' progress and developing and modifying treatment plans. The interns formulate diagnoses, treatment plans, and treatment methods with the assistance of clinical faculty. Throughout this process, supervisors are required to see each patient and to make or confirm each diagnosis and treatment plan. Patient's charts are signed by the supervisor after the intern has completed recording the diagnosis and treatment. Attention to charting ensures that each supervisor and intern communicate clearly in diagnosis and treatment of each patient.

During Level III, the highest level of internship training, the interns are afforded the most degree of responsibility by supervisors. Interns master their skills in diagnosis and developing treatment plans that include all OM modalities, including modification of acupuncture and herb formulas. Supervision is mainly for the approval of diagnostic accuracy and safety. This process builds an intern's ability and confidence and successfully provides him or her with the necessary skills and support to make independent clinical judgments.

Throughout the clinic training, students apply the theoretical knowledge gained in the classroom to a wide variety of clinical situations. Interns interview, diagnose, and treat patients according to the principles of Oriental medicine, acupuncture, and herbal treatment under the supervision of highly experienced clinical faculty.

## ***CLINIC COURSE DESCRIPTIONS***

### **CP301 Introduction to Clinical Internship**

*2 Units/40 Hours*

*Prerequisites:* Completion 50 units, including AC300-302; HB300; two (6 units) of HB301-304; OM301-302; OM401; WM300; and two (6 units) of WM301-304. Remaining units may be from transfer credit units.

This first clinical course is an introduction to clinic that includes practical preparatory information of the Health Center for observers. Classroom sessions include discussions of basic clinic procedures, observer and intern responsibilities, basic doctor-patient protocols, and discussions of basic diagnostic protocols. In addition, basic information regarding patient, reception, record keeping, examination, treatment methods, and herbal prescriptions are provided. In addition, students observe senior practitioners as they treat patients in a classroom setting.

### **CP305 Herbal Dispensary**

*2 Units/40 Hours*

*Prerequisites:* CP301

This course is a supervised practical experience in the herbal dispensary, including basic practices and management of herbal dispensary, and selecting, weighing and preparing appropriate herbal formulas as requested. In addition, students will be gaining knowledge and familiarity with herb categories and identification, preparation of powder formulas and patent pills, conversion to/from raw formula dosages, as well as modification of powder formulas. When appropriate, the students will prepare raw herb formulas for dispensing to patients, and participate in patient education on the use of herbal formulas. In addition, this practical course will give students the opportunity to learn aspects of running an herbal dispensary, including learning how to set up and clean preparation areas, and storage of herbs and equipment. Student will have the opportunity to learn inventory procedure, and cataloging and restocking, as students will be asked to assist when new inventory arrives.

### **CP311 Clinic Observation I**

*2 Units/40 Hours*

*Prerequisites:* CP301

Under the guidance of clinic faculty, students observe supervisors as they treat patients. Students participate and assist senior practitioners with patient care, including history taking, examination, diagnosis, and treatment. With an emphasis on medical record keeping, students continue to observe and discuss all aspects of clinical practice including point location, needling and palpation techniques, moxibustion, and Tuina.

### **CP312 Clinic Observation II**

*2 Units/ 40 Hours*

*Prerequisites:* CP311 or co-requisite

A continuation of CP311 Clinic Observation I, with emphasis on incorporating diagnostic skills into a cohesive clinical procedure.

### **CP313 Clinic Observation III**

*2 Units/40 Hours*

*Prerequisites:* CP312 or co-requisite

A continuation of CP312 Clinic Observation II.

### **CP411 Intern Level 1A**

*4 Units/80 Hours*

*Prerequisites:* CP313; AC370, AC375, AC401-402; One (3 units) of HB 401-404; OM401-402; WM450; one (3 units) from WM401-404; Co: WM315; Passing the Clinic Entrance Exam. CPR Certificate. Additional information available in the Wongu Clinic Student Handbook

Practical experiences in the clinic, at progressive levels of responsibility, under the supervision of clinic faculty. The intern follows the clinical faculty's diagnosis, treatment plan and treatment method. Supervisors closely monitor each intern's ability to conduct a patient history and intake, formulate a diagnosis and treatment plan, and deliver appropriate care. Clinical training at this level emphasizes interviewing patients, proper examination, developing diagnosis and treatment plans, point

location, needling technique, and the preparation of herbal prescriptions. Emphasis is placed on building confidence and accuracy with regards to diagnosis, point location and needle technique.

**CP412 Intern Level 1B**

*4 Units/80 Hours*

*Prerequisites:* CP411 or co-requisite

A continuation of CP411.

**CP413 Intern Level 1C**

*4 Units/80 Hours*

*Prerequisites:* CP412 or co-requisite

A continuation of CP412

**CP414 Intern Level 1D**

*4 Units/80 Hours*

*Prerequisites:* CP413 or co-requisite

A continuation of CP413.

**CP511 Intern Level 2A**

*4 Units/80 Hours*

*Prerequisites:* CP414; AC403, AC470; HB401-404; Two (6 units) of OM501-504; WM350, WM401-404. Passage of Level 1 Clinic Exam.

Practical experiences in the clinic, at progressive levels of responsibility, under the supervision of clinic faculty. In Level II, interns assume responsibility for monitoring their patients' progress, developing and modifying treatment plans, including formulation of herbal prescriptions. Interns formulate diagnoses, treatment plans, and treatment methods with the assistance of clinical faculty. Throughout this process, supervisors are required to see each patient and to make or confirm each diagnosis and treatment plan. Patients' charts are signed by the supervisor after the intern has completed recording the diagnosis and treatment. Attention to charting ensures that each supervisor and intern communicate clearly in diagnosis and treatment of each patient.

**CP512 Intern Level 2B**

*4 Units/80 Hours*

*Prerequisites:* CP511 or co-requisite

A continuation of CP511.

**CP513 Intern Level 2C**

*4 Units/80 Hours*

*Prerequisites:* CP512 or co-requisite.

**CP514 Intern Level 2D**

*4 Units/80 Hours*

*Prerequisites:* CP513 or co-requisite

A continuation of CP513.

**CP611 Intern Level 3A**

*4 Units/80 Hours*

*Prerequisites:* CP514; AC511-512; HB401-404; OM501-504; WM501-503. Passage of the Level 2 Clinic Exam.

In this advanced stage of clinical education, interns continue hands-on patient care. Interns function semi-independently with the most degree of responsibility by supervisors. Interns master their skills in diagnosis, developing treatment plans to include all Oriental medicine modalities, including modification of acupuncture and herb formulas. Supervision at this level is mainly for the approval of diagnostic accuracy and safety.

### **CP612 Intern Level 3B**

*4 Units/80 Hours*

*Prerequisites:* CP611 or co-requisite

A continuation of CP611.

## ***INSTITUTIONAL EXAMS***

### **CLINIC ENTRANCE EXAM – WRITTEN & PRACTICAL**

- Passage required to become Level 1 Interns.
- Students sit for the Clinic Entrance Exam prior to entering the clinic as an intern.
- Usually taken during the 7<sup>th</sup> or the 8<sup>th</sup> term.
- The exam consists of written and practical sections (both must be passed).
- The exams are offered quarterly, typically during the fourth week of the term.
- Effective Fall 2017, the student must begin their internship within one year of passing the CEE.

### **CLINICAL LEVEL 1 EXAM**

- Passage required to advance to Level 2 Clinical Internship
- 50 questions
- Based on Level 1 Clinical Competencies
- Co-requisite: CP413

### **CLINICAL LEVEL 2 EXAM**

- Passage required to advance to Level 3 Clinical Internship
- 50 questions
- Based on Level 2 Clinical Competencies
- Co-requisite: CP513

\*For comprehensive information regarding clinic requirements and clinic exams, please refer to Wongu Clinic Student Handbook as well as the “Clinic Entrance Exam Guideline” document available in the Academic Department.

### **COMPREHENSIVE GRADUATION EXAM**

- Passage required for Graduation.
- The exam is typically given biennially in the fourth week of the Winter and Summer term.
- The exam consists of four sections, which are representative of the four NCCAOM Modules, as well as Wongu University’s curriculum:
  - Oriental Medicine: 50 questions
  - Acupuncture: 50 questions
  - Herbology: 50 questions
  - Bio- Medicine: 50 questions
- Students are eligible to sit for the Comprehensive Graduation Exam upon completion of CP611 and have a GPA of 2.5 or higher.

### **INSTITUTIONAL EXAM RETAKES**

If a student does not pass an institutional exam on the first try, they may retake the exam at a later date. There is a \$50.00 institutional exam retake fee that must also be paid. The student will be offered tutoring to improve their skills, if available.

# ACADEMIC POLICIES

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## **REGISTRATION AND ENROLLMENT**

### **REGISTERING FOR DIDACTIC AND CLINIC COURSES**

Registration takes place after selected courses have been approved by the Academic Dean. Students may register for didactic classes through their online Student Portal. To register for clinic internship, students must first plan their internship shift schedules. Clinic interns must also fulfill all requirements outlined in the Wongu Health Center Handbook prior to registering for clinic shifts. New students and those who would like help can request such from the Registrar and/or the Academic Dean. Official registration usually begins every 8th week of the term for the subsequent term of study. Registration for a subsequent term ends on the last day of the registration period. A late registration fee is charged for students who register after the registration period.

### **SPECIAL REQUESTS**

Wongu University students have the right to submit a Special Request form to the Registrar for permission to register for a course for which they do not meet all required prerequisites. Their request will be reviewed at the next scheduled Academic Standards Committee meeting, and a decision will be provided to the student. Special Requests are approved on a strict case-by-case basis. Various factors are taken into consideration, which include, but are not limited to: the specific prerequisites missing; the student's academic and attendance history; input from instructors about the student's abilities in the classroom or clinic; and extenuating scheduling limitations. The denial of a Special Request may not be appealed.

### **ADD / DROP**

Students may add or drop classes during the 1st week of each quarter until the 1st business day of the 2nd week. After the add/drop period, classes that are dropped are considered withdrawals and will be recorded in the student's transcript as a grade of "W." Tuition will be charged according to the refund schedule. For example, classes dropped in the 2nd week of the term are subject to tuition in the amount of 20% of total tuition for each class for the entire term. Tuition refunds are prorated based on the number of weeks of class completed in the term. Classes dropped from the 7th week through the end of the quarter will be recorded as "WF" (Withdraw/Fail). Although not a requirement for adding and dropping courses, students are encouraged to consult with a member of the academic team prior to adding or dropping classes. Student using financial aid are strongly urged to meet with the Financial Aid Director prior to adding or dropping classes.

### **Weekend Intensive Courses**

Students must email [accounting@wongu.org](mailto:accounting@wongu.org) by midnight of the first day of a weekend intensive course to be eligible for a full refund. Students who elect to drop a weekend intensive course after this deadline will be subject to the Institutional Refund Policy in accordance with NRS 394.449.

### **ENROLLMENT STATUS**

#### **Full-Time Enrollment**

To be enrolled full-time, students must enroll for and satisfactorily complete a minimum of 12 units, but not more than 24 units, in any one term of study. Student using financial aid must be enroll and satisfactorily complete a minimum of 12 units to remain eligible for the maximum award amount for the payment period.

#### **Part-Time Enrollment**

To be enrolled part-time, students must enroll for and satisfactorily complete a minimum of 6 units in any one term of study.

## **COURSE CANCELLATION**

Courses that do not meet the minimum enrollment qualifications may be cancelled. Students enrolled in a course that is cancelled will be notified via email and every effort will be made to accommodate students affected by a cancelled course.

## ***ATTENDANCE***

Attendance is required for all students, and is recorded from the first date of each term. Each student is expected to attend all lectures, laboratories, and other activities associated with the total completion of a given course.

### **DIDACTIC CLASS ATTENDANCE**

Students must attend 80% of all didactic course hours to receive credit for the course. Students coming to class late (defined as 15 minutes or more) will receive a tardy mark in the record. Three instances of tardiness are regarded as one absence. Students finding it necessary to drop a course or withdraw from school must file intent to drop or withdraw form with the Registrar. Students are responsible for all course work, including material covered during absences. Any make-up work is done at the discretion of the instructor. If a class is cancelled due to the absence of the instructor, this will not be counted as an absence for the student.

The above requirement is the minimum for classes at Woung University. Faculty members reserve the right to establish a stricter standard regarding attendance.

### **INTENSIVE CLASS ATTENDANCE**

For intensive classes, only four total hours of absence for the entire class is allowed. Student absent more than 4 hours will receive an "F" grade. Student coming to class late (defined as 15 minutes or more) will receive a tardy mark on the record. Three instances of tardiness are regarded as one absence.

The above requirement is the minimum for classes at Woung University. Faculty members reserve the right to establish a stricter standard regarding attendance.

### **CLINIC COURSE ATTENDANCE**

All students must attend 100% of registered observation or clinical hours during the quarter in which the course is offered to receive credit. Students finding it necessary to drop a course or withdraw from school must file intent to drop or withdraw form with the Registrar.

Clinic shifts that fall on a scheduled holiday will not meet on that day, and is not counted as an absence. Students who are scheduled for a clinic shift that falls on a holiday are required to do a make-up shift. Students must complete all required hours of a shift to receive credit for the shift.

Students sign in and out of the clinic. When signing in and out, students must indicate their actual arrival and departure time as well as the number of patients they have seen on that shift. Falsifying hours or clinic attendance is a serious infraction and will result in disciplinary action. Clinic students must obtain their supervisor's signature for the shift to be valid. Shifts without signatures are invalid and voided. Clinic students must sign out when going to lunch or dinner and returning for the next rotation. Lunch or dinner is not considered clinic hours.

If a student is to miss a shift, he/she must inform the Clinic Dean at least 48 hours before his/her scheduled hours. All absences must be made up prior to the beginning of the next term

In case of Excused Absences, it is the intern's responsibility to inform the Clinic Dean at the beginning of the day. Lack of attendance on a scheduled day without a phone call is an unexcused absence. Unexpected and excessive absences and lack of punctuality are factors included in the performance evaluation of each intern. Two unexcused absences will result in an "F" grade for the shift hence no hours will be given. Please note that being tardy twice will also be considered as an absence.

Students who have not completed the required number of shifts will automatically receive a grade of Incomplete (I). If excused absences (more than one, and not exceeding three, in a given clinic course) are not made up prior to the beginning of the next quarter, the Incomplete grade (I) will convert to a Failure (F). It is the student's responsibility to monitor their progress in this area.

## **EXCUSED ABSENCES**

### **For both Didactic and Clinic courses:**

- Religious obligations
- Serious injury or illness of a student or a member of the immediate family
- A death in the immediate family
- Special circumstances will be reviewed on a case-by-case basis.

If a student is absent for above reasons that would prevent him or her from taking scheduled assessments or completing assignments, the student must request an excused absence. The request for an excused absence should be made to the Academic Dean. Falsification of documentation is considered a violation of Woung University's Standards of Professional Conduct and will result in disciplinary action up to and including termination.

### **Student Illness**

If a student is unable to take a scheduled assessment/reassessment due to illness, the student must notify the Academic Dean no later than 1:00 pm on the day of the scheduled assessment/reassessment. Acceptable methods of notification include telephone or e-mail. For an excused absence to be considered, a note, signed and dated by a licensed physician, must be received no later than one business day following the missed assessment/reassessment. The physician cannot be an immediate family member of the student in question, and must have been involved in the provision of care for the illness. The physician's note may be faxed, or electronic copies sent to the school, provided that the original copy is received within one week. The Academic Dean reserves the right to require the student to provide additional information and/or documentation beyond that listed above if deemed pertinent in determining whether an absence should be approved.

### **Personal or Family Emergency**

Should a student experience an emergency personally or in his/her immediate family ("immediate family" is defined as parent/guardian, spouse, child, or sibling) that would preclude him/her from attending a scheduled assessment/reassessment, the student should notify the Academic Dean as soon as possible following the event, but no later than 1:00 pm on the day of the scheduled assessment/reassessment. "Emergency" situations include, but may not be limited, to hospitalization, death, or other unforeseen, debilitating events. Acceptable forms of notification are telephone or e-mail. Whether a request for an excused absence due to personal or family emergency is granted is the sole discretion of the Academic Dean. The Academic Dean may request that the student provide documentation of the emergency to determine if granting an excused absence is warranted.

### **Bereavement**

A student may request an excused absence from an assessment/reassessment to attend scheduled funeral services for a close friend or family member. For an excused absence to be considered, the funeral service must be scheduled within two calendar days of the date of the assessment/reassessment. The student must notify the Academic Dean at least one business day prior to the requested absence. The Academic Dean may request documentation in the form of a death certificate, funeral program and/or an obituary for the excused absence to be approved.

## **UNEXCUSED ABSENCES**

All other reasons for absences are considered unexcused absences. In addition, if a student is prohibited from taking an assessment because of failing to meet financial obligations to Woung University, it will be considered an unexcused absence. If a student has completed the assessment, the results will be invalidated. Students who are in a clinic shift will not be allowed to attend or complete the clinic shift.

## CONSECUTIVE ABSENCE POLICY

Students who have missed 14 consecutive days of attendance, didactic or clinic, will be at risk of being dismissed from the program. The consecutive days for this policy include weekends and excused absences, but excludes any scheduled breaks (including holidays). After 14 consecutive days, the student must meet with a member of the Academic department to complete an Academic Appeal form within 19 days of the last date of recorded attendance to prevent dismissal from the University.

## GRADING SYSTEM

Student achievement is evaluated in all courses. Information regarding the methods of evaluation such as testing, reports, attendance, and required work assignments is available at the start of each term. Final examinations, or the equivalent, are required for each course. Mid-term examinations, as well as quizzes and/or other classroom assignments, are administered at the discretion of the instructor. Most required didactic courses are taken for a letter grade. Certain elective classes are taken as Pass/Fail. Clinic courses are offered as Pass/Fail.

## UNITS OF CREDIT

The standard unit represents one (1) didactic hour for ten (10) weeks of instruction and two (2) hours of clinic internship for ten (10) weeks.

## CUMULATIVE GRADE POINT AVERAGE (GPA)

The cumulative grade point average (GPA) is determined by dividing the number of points earned by the number of courses attempted. Transfer credits are not included in this computation. Term GPA is calculated only using the points and courses of one term.

Grades earned by students are submitted to the Registrar utilizing the following designations. Grades are on a four (4) point scale with an "A" or 4 quality points being the highest grade attainable.

### Grading standards are:

Grade	Meaning	Percent Grade	Points
A	Very Good to Excellent	90-100%	4
B	Average to Good	80-89%	3
C	Below Average, but Acceptable	70-79%	2
F	Fail	69% and Below	0
P	Pass – Clinic Courses Only		4
	Transfer Credit		N/A
W	Withdrawal		N/A
WF	Withdrawal/Fail		0
I	Incomplete		N/A
AUD	Audit		N/A

### Withdrawal (W)

Withdrawal, "W", is given to those students who withdraw from a course after the Add/Drop period but before the 7th week of class. Withdrawal grades are not included in the cumulative GPA. However, "W" grades are used when calculating the required completion rate within that term.



### **Fail (F) and Withdrawal/Fail (WF)**

Any student with a grade of “F” or “WF” will be required to register for and retake that course in its entirety when the course is regularly scheduled. Any student with a grade of “F” or “WF” will not be eligible to register for courses for which that course is a prerequisite. “WF” is given to those students who withdraw from a course during or after the 7th week. A “WF” grade is computed into the student’s GPA and is used when calculating a student’s completion rate within that term. If the student passes a failed course on the second attempt, both grades will appear on the student’s transcript, but only the second grade will be calculated into the GPA.

### **Incomplete Grades (I)**

An Incomplete (I) for a course may be requested in writing by a student who, for a justifiable excuse such as severe illness, or a birth or a death in the immediate family, cannot complete the academic work. The course requirements must be completed within the first two weeks of the following term, unless other arrangements are made with either the faculty member or the Academic Dean prior to the end of the term in which the course was taken. Upon completion of the course requirements, the faculty will submit the earned grade. Failure by the student to complete the requirements in two weeks from the first day of the next term will result in the grade of “I” being converted to a grade of “F”.

### **Audit (AUD)**

Wongu students may audit courses they have previously taken and completed with passing grades. There is an audit fee for courses audited. Audited classes are recorded in University official transcripts as “AUD”, but they are not incorporated in the calculation of the GPA. Students may audit courses for no credit upon payment of the audit fee. Students may participate in classroom discussions as permitted by the instructor, but do not participate in test-taking or in other assessment processes. Audited classes are not covered by financial aid.

### **Repeat Courses**

A student may repeat a course to replace a grade if the first attempt resulted in a grade of “C” or lower. The grade and units earned in a second attempt will be used in the cumulative GPA calculation, even if the second attempt results in a lower grade. The cost of courses repeated for a third time will not be included in a financial aid participant’s cost of attendance budget, nor will the number of credits be calculated into that participant’s full or part-time enrollment status.

## **DISPUTING A GRADE**

Students who believe that there has been an error in calculating a grade for a course, or wish to request reconsideration of a grade on a quiz, exam, and/or other assignment, must first talk with the faculty member who assigned the grade to better understand the rationale for the grade within seven days of the date that the grade was posted. If the student is not satisfied with the course faculty’s decision and/or explanation, the student may submit a grade appeal in writing to the Academic Dean. The Academic Dean will meet and discuss with the faculty member and Academic Standards Committee, if needed, and will communicate a final decision to the student within three business days.

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

Wongu University uses academic standards to monitor academic progress, and these standards must be cumulative and must include all periods of student’s enrollment. Students attending Wongu University are required to maintain a standard of progress through the program. The SAP Standards are the same for students who receive Title IV aid and for those who do not. SAP is evaluated at the end of each term for which the student is in attendance. For the purposes of determining satisfactory progress, an evaluation period equals one term.

### **Wongu University SAP Standards:**

- All students in attendance must maintain a minimum cumulative GPA of 2.5.
- All students must successfully complete at least 67% of the credits attempted during a term to maintain satisfactory pace.
- All students must complete the program within the maximum time frame defined by the University. Students must complete the Master of Science in Oriental Medicine program (4 calendar years) within 8 calendar years.

NOTE: The 150% maximum time frame does not apply to graduate programs.

Students who meet these standards are considered in good standing, and are meeting the SAP standards set forth by Woung University. Failure to meet these standards will result in the following academic (and financial aid, if applicable) standings. Each standing after “SAP Met” has specific consequences, and requires specific actions that must be taken by the student.

<b>Academic Standing</b>	<b>Financial Aid Standing (If Applicable)</b>	<b>Definition</b>	<b>Action</b>
SAP Met	SAP Met	Student record demonstrates a satisfactory cumulative GPA, a satisfactory completion rate, and has not exceeded the maximum timeframe.	No action required.
Academic Warning	Financial Aid Warning. <i>The student will still be eligible to receive Financial Aid.</i>	Student has failed to meet at least one SAP Standard. Student will remain in this status for one full term following the term in which the SAP violation occurred.	Student must meet with the Academic Dean, or a designee, to complete Academic Advising.
Academic Probation	Financial Aid Probation. <i>If the student’s appeal is approved (see Action), they will still be eligible to receive Financial Aid.</i>	Student has failed to meet at least one SAP Standard for two terms in a row. Students will remain in this status for one full term following the term in which the repeated SAP violation occurred.	Student must meet with the Academic Dean, or a designee, to complete an Academic Appeal to remain in the program and continue to receive Financial Aid (if applicable).
Academic Dismissal	Ineligible for Financial Aid	Student has failed to meet at least one SAP Standard for three terms in a row.	Student will be academically disqualified and will be dismissed from the University.

**Maximum Time Frame Violation**

Students who do not earn their degree within the specified maximum time frame of 8 calendar years will be dismissed from the University upon reaching the 8-year threshold.

**Attempted Units**

To meet the minimum completion rate per term, the student must successfully complete at least 67% of the credits attempted in that term. For the purposes of this calculation, attempted credits include:

- All units for courses in which a student enrolled as of the add/drop deadline.
- All units for courses in which the student enrolled, but subsequently drops or fails
- Units for repeated courses

### **Registration and Academic Standings**

If enrolled for a future term, a student's schedule is subject to administrative changes if a student's academic standing is updated to Academic Warning or Academic Probation. The student may be dropped from ineligible courses due to failed prerequisites. Required courses, if available, may be added to the student's schedule in place of administratively dropped courses.

## ***ACADEMIC APPEALS***

An Academic Appeal must be completed by the student, in writing, to remedy the following situations:

- Student has violated the 14-day consecutive absence policy. The appeal must be completed prior to or on the 19<sup>th</sup> day from their last date of attendance.
- Student continued to violate SAP policies and has been placed in an Academic Probation (and Financial Aid Probation, if applicable) academic standing.

Academic Appeals may be based on the following:

- A death in the immediate family
- Serious injury or illness of a student or a member of the immediate family
- Personal emergency
- Economic hardship
- Military training or obligations

Additionally, the University reserves the right to require third-party documentation to support any of the reasons listed above. Special circumstances that are not included on the list above will be reviewed on a case-by-case basis. The Academic Dean also retains the right require the student's attendance at an Academic Standards Committee meeting to discuss their appeal.

## ***WITHDRAWALS AND DISMISSALS***

Circumstances that could result in dismissal from Wongu University have been noted in the Attendance and Satisfactory Academic Progress (SAP) policies. This section serves to provide more detail of the processes and classifications associated with Withdrawals and Dismissals. Any students who withdraw or are dismissed from Wongu University are strongly advised to read the Refund Policy and the policy for Return of Federal Title IV Funds (if applicable) in the Finance section of this catalog. Students who are receiving financial aid funds are strongly urged to meet with the Financial Aid Director prior to voluntarily withdrawing to discuss how withdrawing will affect their aid package.

### **VOLUNTARY WITHDRAWAL**

Students who must withdraw from Wongu University during the term must do so in writing. Students may fill out a Student Withdrawal Form in person with the assistance of the Registrar or send written notice of withdrawal to:

Academic Department  
Wongu University of Oriental Medicine  
8620 S. Eastern Ave  
Las Vegas, NV 89123

### **INVOLUNTARY WITHDRAWAL / DISMISSAL**

Wongu University may withdraw a student under any of the following circumstances:

- Student violates the attendance policy by missing 14 consecutive days of class/clinic and fails to make an appeal within the University's timeframe (19 days from the last date of attendance).

- Student fails to reconcile accounts in a timely manner.
- Student fails to comply with SAP Standards for three terms in a row, or has reached the maximum time frame.
- Student violates the Student Code of Conduct to an extent that would warrant dismissal (see Student Policies for more information about Woung University's Disciplinary Procedures).
- Student fails to return from a Leave of Absence as scheduled.

## ***READMISSION***

Students who have voluntarily withdrawn and have been out of attendance for over one year must reapply for admission as new students under the current existing admissions requirements. Students who have voluntarily withdrawn and have been out of attendance for less than one year must contact the Academic Dean to be considered for readmission. In addition, readmitted students must comply with all current Woung policies and regulations and are subjected to tuition and fees and curriculum requirements at the time of re-enrollment. Students shall retain their original student identification number.

Students who have been dismissed from the University may only be readmitted by special action, and will only be considered when sufficient evidence is available to show the likelihood of future success in the program. Students granted reinstatement after being academically disqualified will be enrolled for a probationary period upon re-entry. If a student's GPA falls below 2.5 during this probationary period, or they do not successfully complete 67% of the credits attempted during their re-entry term, then the student will be permanently dismissed from the University.

Students disqualified for failure to meet the conduct standards set forth by the University must wait one year before being eligible to reapply. The student may be subject a meeting with the Academic Standards Committee to be considered for re-entry.

Any student, withdrawn voluntarily or involuntarily, must have their account reconciled prior to readmission. Former students who were previously eligible for certain institutional scholarships are not guaranteed continued eligibility upon readmission.

## ***LEAVE OF ABSENCE***

A matriculated student who chooses to interrupt his or her attendance, but intends to return and continue his or her program, must submit to the Registrar a completed Leave of Absence (LOA) request form. An LOA may be authorized only by the Academic Dean, or a designee. The period of time shall not be counted against the student's maximum time of degree completion. The amount of leave time granted depends largely on the personal needs of the student and the timing of the leave within the academic program. Normally, an LOA should be requested before the start of the first term in which the student plans not to attend. However, if extenuating circumstances arise, a student may request an LOA mid-term. These circumstances include, but are not limited to: short or long-term personal illness, military training or obligations, jury duty, maternity/paternity leave, and critical illness or death of an immediate family member. A student whose LOA is approved, and who is registered for courses at the point of approval, is automatically withdrawn from all courses. Any tuition charged or refunded will be in accordance with the Institutional Refund Policy (in the Finance section of this catalog). The LOA must not exceed a total of 180 calendar days in any 12-month period. Students who exceed a total of 180 calendar days will be withdrawn from the University. Students who are recipients of Title IV financial aid funds must meet with the Financial Aid Director prior to requesting an LOA. A student requesting an LOA for any reason shall adhere to the following general procedure:

1. The student must meet personally with the Academic Dean to discuss the reason(s) for the leave and the effects on his or her academic progress. The Academic Dean's decision is reached after careful consideration is given to personal and professional circumstances.
2. The student must meet personally with the Financial Aid Director (if applicable) and the Finance Office to discuss potential financial obligations to the University. Closing financial obligations to the University will not be finalized until the LOA request form has been fully processed and the Financial Aid and Finance offices have calculated final tuition, fees, and financial aid eligibility.

3. The student must submit the request for LOA form to the Registrar.
4. The Academic Dean, or a designee, will send an official communication to the student indicating whether the LOA is approved or denied.

Provided that the leave is approved, the official start date of the LOA will be the start date indicated on the student's completed LOA form. A student may request up to one extension to his or her approved LOA, provided that the period of time has not expired. Extension requests must adhere to the aforementioned general procedure of the initial LOA request. It shall be the responsibility of the student to contact their Academic Dean or Registrar at least one-month prior to the expiration of an LOA to plan their re-entry into the program. Failure to return as scheduled from an LOA will result in an administrative withdrawal of the student from the University.

A student who has been denied an LOA request may appeal to their Academic Dean within three business days following the notification of the decision. The appeal must be in writing and include all facts that substantiate the appeal. The Academic Dean will consider the student's written appeal and the student's file and determine whether to uphold or modify the decision.

### **International Students**

Foreign students may apply for a limited LOA as long as they are in compliance with all governmental and University requirements and regulations.

## ***GRADUATION REQUIREMENTS***

The Master of Science degree in Oriental Medicine is conferred upon those who have fulfilled the following requirements:

1. Complete didactic and clinic hours in the curriculum (or their equivalent) as a matriculated student at Wongu University according to established policies.
2. Achieve a minimum 2.5 cumulative Grade Point Average (GPA) for all courses taken at Wongu.
3. Pass all sections of the Graduation Exam.
4. Clear all indebtedness and other obligations to the University.
5. Complete an exit interview conducted by the President or the Academic Dean.
6. Complete and pass CCAOM's Clean Needle Technique (CNT) exam: <http://www.ccaom.org/cntschedule.asp>
  - o Must have started a needling techniques course no later than the start date of their CCAOM CNT course.
  - o Refer to the CCAOM website for all other information and requirements.

## ***LICENSURE REQUIREMENTS***

The Master of Science degree in Oriental Medicine program at Wongu University of Oriental Medicine, has candidacy status with the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM). Wongu University prepares its students to meet the professional requirements for Nevada Licensure (<http://orientalmedicine.nv.gov/>).

A graduate of the University or a current student may be eligible to sit for the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) modules ([nccaom.org](http://nccaom.org)). Once the graduate has passed the required NCCAOM modules (currently Acupuncture with Point Location and Chinese Herbology), the student qualifies to sit for the Licensure exam conducted by the Nevada State Oriental Medicine Board. For other states, a graduate should contact the appropriate state licensing agency for specific licensing requirements.

Please refer to the complete NCCAOM applicant handbook for detailed information as well as the application process: <http://www.nccaom.org/applicants/handbook-and-applications/>

## ***TRANSCRIPTS***

Official copies of student academic records will be forwarded to either the student or to a designated addressee upon written request. Unofficial copies of student academic transcripts will only be provided to the student, unless exceptional circumstances warrant otherwise. Requests for academic transcripts may be obtained from the Registrar. Processing of transcript requests will be withheld if the student has failed to submit required documents or other items, has not paid the transcript fee (\$10.00), or has a tuition balance, ancillary fees or other charges owed to the University. Transcripts are sent to the student or the student's designated recipient within five business days after payment has been made. The student will be notified by the Registrar's office once it has been mailed.

## **ACCOUNT FOR STUDENT INDEMNIFICATION**

**In an event of school discontinued operation or a violation by the institution per NRS 394.383 to NAC 394.560, an account for student indemnification may be used to indemnify a student or enrollee who has suffered damage as a result of: discontinuance of operation or violation by such institution of any provision of NRS 394.383 to 394.560.**

# STUDENT POLICIES

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## *STUDENT RECORDS POLICY*

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

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day Wongu University of Oriental Medicine receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Students may ask Wongu University to amend a record that they believe is inaccurate or misleading. They should write Wongu University's official who is responsible for the record, clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading. If Wongu University decides not to amend the record as requested by the student, Wongu University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for the amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the university discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Wongu University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Wongu University who provides an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Wongu University.

Wongu University may also disclose students' education records, without the consent of the student, in certain other circumstances, including:

- to comply with a judicial order or a lawfully issued subpoena;
- to appropriate officials in connection with a health or safety emergency;
- to officials of another school, upon request, in which a student seeks or intends to enroll;
- in connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid;
- to certain officials of the U.S. Department of Education, the Comptroller General, to state and local educational authorities, in connection with certain state or federally supported education programs;
- to accrediting organizations to carry out their functions;
- to organizations conducting certain studies for or on behalf of Wongu University;
- to the U.S. Department of Homeland Security.

- Information the school has designated as “directory information”.

FERPA permits the disclosure of designated “directory information” without a student’s written consent, unless a student provides written notification to the Registrar that he or she does not want “directory information” released. Wongu University designates the following as public or “directory information”: student’s name, campus, enrollment status, class level, enrollment dates, and degree received.

A student who wishes to allow another person, such as a parent or spouse, to have continuous access to the student’s educational records must make written notification to the Registrar. Once filed, this request becomes a permanent part of the student’s record until the student instructs Wongu University, in writing, to have the request removed.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Wongu University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

## **RETENTION OF STUDENT RECORDS**

Wongu University maintains a thorough and accurate system for entering, storing, updating, reporting, and securing data on student records. Each student’s progress is carefully updated to ensure that an accurate and complete record of their academic program becomes a part of their permanent record. Current student records and transcripts are stored in written fashion for ten years on campus in locking metal filing cabinets. Academic records for each student are also maintained in a computer database.

## ***STUDENT CODE OF CONDUCT***

Students must conduct themselves in a manner that upholds the University’s student code of professional and academic conduct. Students are expected to conduct themselves in a responsible and mature manner, and to abide by the policies of the University. All students should understand that they are training to be skilled health professionals, and as such will be held to a high standard of responsibility. Students who act in a manner that violates this code will be subject to disciplinary actions.

Enrollment in a class may be terminated due to unsatisfactory student conduct, undue disrespect toward an instructor or administrator, or academic dishonesty. Each student is responsible for maintaining standards of academic performance established for each course in which the student is enrolled.

## **PROHIBITED CONDUCT**

1. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other university activities.
2. All forms of academic misconduct including, but not limited to, cheating, fabrication, plagiarism, or facilitating academic dishonesty.
3. Theft, conversion of, destruction of, or damage to any property of the university, or any property of others while on university premises, or possession of any property when the student had knowledge or reasonably should have had knowledge that it was stolen.
4. Unlawful practice of acupuncture and healing arts, except under supervision by an OMD in Wongu University classes and clinics.
5. Unauthorized entry to, possession of, receipt of, or use of any university services; equipment; resources; or properties, including the university’s name, insignia, or seal.
6. Forgery, alteration, or misuse of any university document, record, key, electronic device, or identification.
7. Unlawful conduct involving moral turpitude.



8. Use of university computer and electronic communications facilities, systems, or services in any manner that violates other university policies or regulations.
9. Violation of policies, regulations, or rules governing university owned, operated, or leased facilities.
10. Physical or verbal abuse or sexual harassment, including but not limited to rape, sexual assault, sex offenses, and other physical assault; threats of violence; or other conduct that threatens the health or safety of any person. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature constitute sexual harassment.
11. Obscene, lewd, or indecent behavior on campus or at a University sponsored function.
12. Possessing, distributing, manufacturing, or using illegal drugs or misusing legal pharmaceutical drugs on University property or at University sponsored student events.
13. Possessing, distributing, manufacturing, or using alcohol on University property.
14. Vandalism or defacing University buildings or property.
15. Falsely using parking spaces designated for persons who are disabled.
16. Obstruction of University buildings, building entrances, or school vehicles.
17. Refusal to follow instructions given by University personnel that results or may result in bodily harm to oneself, other students, faculty, or staff; including but not limited to emergency evacuation and requests to disassemble and vacate premises.
18. Failure to comply with the University rules, regulations, or policies.
19. Failure to comply with the lawful directions of University officials.

## **DESCRIPTIONS OF KEY CONDUCT POLICIES**

### **Academic Honesty**

Wongu University, in order to fulfill its purposes, must maintain high standards of academic honesty and model clear standards of professional behavior for its students. All members of Wongu University are expected to exhibit honesty in their academic work. The principle of academic honesty is understood to include the writing of papers, reports, quizzes, and examinations. Students are expected to participate fully in their academic studies by contributing their own ideas and understanding to each assignment. Students may not resubmit work created for previous or concurrent courses taken at Wongu University or any other institution unless permission is given by the instructor. Wongu University addresses violations of this academic honesty policy on an individual basis. Academic honesty violations may be grounds for suspension or dismissal.

### **Plagiarism**

All written work must be the original work of the student and a result of their independent effort. Any work previously created by the student for another project and/or purpose may not be reused and claimed as original work. Any quotations, paraphrases, or direct appropriation of imagery or ideas from source material must be properly cited. Any student who plagiarizes will receive a grade of "F" for that assignment, project, or project or assignment step, with no opportunity to do the assignment again. All plagiarism offenses will be reported to the Academic Dean. Multiple instances of plagiarism in a single class will result in a final course grade of "F". Plagiarism is a violation of Wongu University's Academic Honesty Policy and may be grounds for suspension or dismissal. This policy constitutes an official warning to each student.

### **Cheating**

Cheating is defined as accepting or giving aid to another during a written exam or for a written report unless authorized by the instructor. This includes representing another person's work as one's own, or buying or selling written work to be turned in for a class. Cheating also includes possession of tests or other materials before such materials have been distributed by the instructor, unless prior permission is granted; failing to abide by the instructions of the instructor with respect to test-taking procedures; influencing or attempting to influence any University official, faculty member, or employee responsible for processing grades, evaluation students, or for maintaining academic records through the use of bribery, threats, or any other means of coercion in order to affect a student's grade or evaluation; alteration or misuse of University documents pertaining to academic records.

### **Harassment**

It is the policy of Wongu University to promote a learning and working environment free from harassment of any kind, including sexual harassment. Harassment is considered intolerable behavior and complaints will be investigated and acted upon promptly. Students who have any questions regarding this policy, or wish to complain of harassment, or any Wongu University personnel who have been informed of harassment involving a student, should contact the Academic Dean. Complaints alleging harassment will be maintained as confidential and private. Any member of the University found to have engaged in harassment may be dismissed from the University.

### **Malicious or Frivolous Allegations**

Wongu University recognizes that allegations of harassment can cause serious damage to the personal reputation and career of accused. If it is determined that a harassment allegation is malicious or frivolous in nature, the complainant may be subject to disciplinary action.

## ***DISCIPLINARY PROCEDURE***

### **GUIDELINES**

The Academic Dean, or a designee from the campus management team, may conduct investigations or intervene in a disciplinary incident. These bodies may elicit the guidance and support of anyone they deem necessary to understand the scope of the alleged violation and/or to explore appropriate responses to said violation.

Student behavior found to be in violation of any published Wongu University policy, rule, or regulation, including the Student Code of Conduct, will result in disciplinary action, up to and including dismissal from the University. Disciplinary sanctions can be imposed on applicants, enrolled students, students between academic terms, and graduates awaiting degrees.

### **PROCESS**

Alleged violations of the Student Code of Conduct may be reported to any campus manager by an instructor, staff member, or student and the incident/behavior will be officially documented. If the matter in question constitutes a potential violation of the Code of Conduct the student will be asked to meet with the Academic Dean, or a designee, for a conduct meeting. The Academic Dean, or a designee, will conduct an investigation and determine the appropriate action to be taken. After meeting with the Academic Dean, or a designee, the student may be found not responsible for the incident/behavior in question, informal action may be taken, or formal action may be taken. Should formal action be taken, the student will be notified in writing of sanctions imposed.

### **SANCTIONS**

During the disciplinary process, every attempt will be made to foster student learning through a system of appropriate and escalating consequences. Students may be subject to the following sanctions and penalties as part of the University disciplinary process:

- Verbal Warning: Documentation of the verbal warning will be placed in the student's file.
- Written Warning: Students will be placed on behavioral probation. Violation of behavioral probation will result in immediate suspension.
- Suspension: Termination of student status for a specified period of time, including an academic term or terms with reinstatement subject to specified conditions; further violations of school policies of violation of suspension may be cause for further disciplinary action, normally in the form of dismissal.
- Dismissal: Termination of student status at the University.
- Restitution: For certain situations, reimbursement for damage to or misappropriation of school University, or private property may be imposed exclusively or in combination with other disciplinary actions. Such reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages.

## **APPEALS**

A student has the right to appeal the decision of the Academic Dean to the President if additional relevant information has become available since the initial decision that is sufficient to alter said decision. The appeal must be submitted in writing, with supporting evidence (if applicable). The student will be notified in writing of the final decision

## ***GRIEVANCE PROCEDURE***

Students with a grievance regarding a specific issue or with a fellow student, staff or faculty member are asked to first attempt to resolve the situation informally with the other individual(s) concerned. If this is not possible, the student may file a written grievance, within thirty days of the incident, to the Academic Dean, the complaint designee; or, if the grievance is regarding the Academic Dean, to the President.

A response will be forwarded to the student within ten business days of the receipt of the grievance. If the grievance is not resolved satisfactorily at this stage, the student may write a letter to the Academic Dean outlining the problem and proposed solutions. The Academic Dean will review the written grievance, meet with the Academic Standards Committee and/or the campus leadership team, and make a decision within ten business days.

Once the matter is final, written notice of the decision will be transmitted within a reasonable time not to exceed 30 days to the reporting student and any other appropriate parties. The matter shall, however, remain a private one and no publication of the matter shall be made. Should the reporting student, or any other affected party remain displeased with the outcome of the matter, they may choose to contact Woung University's accrediting agency, ACAOM, through the contact information below.

Accreditation Commission for Acupuncture and Oriental Medicine  
8941 Aztec Drive  
Eden Prairie, MN 55347  
Phone: (952) 212-2434  
Fax: (952) 657-7068

## ***NON-DISCRIMINATION POLICY***

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, the University does not discriminate on the basis of race, color, national origin, religion, sex, gender, sexual orientation, disability, or age in any of its policies, procedures, or practices. This nondiscrimination policy covers admissions, financial aid, and employment policies of the University, as well as access to and treatment in University programs, activities and facilities. Students may freely complain of any action which they believe discriminates against them on any of the foregoing grounds.

## ***DIVERSITY POLICY***

The Woung community values diversity, which is an essential component of its excellence and success. Woung University is committed to the pursuit of excellence by being inclusive of individuals irrespective of race/color, ethnicity, age, sex, sexual orientation, gender, gender identity/gender expression, religion, belief system, physical or mental disability, or national origin. The University is committed to ensuring that all members of the Woung community are welcome through our practice of valuing the varied experiences and worldviews of those we serve.

## **COPYRIGHT INFRINGEMENT POLICIES AND SANCTIONS**

Any sharing of copyrighted material without proper licensing or permission from the owner/author/software manufacturer is prohibited by law, and is not condoned by Woung University. Any students accused of copyright violation or infringement will be required to resolve matters on their own without involvement from the University. Additionally, all students are subject to disciplinary action should those policies be violated.

### **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 \$750.00 and not more than \$30,000.00 per work infringed. For "willful" infringement, a court may award up to \$150,000.00 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 \$250,000.00 per offense.

This policy includes computer use and file sharing.

# STUDENT LIFE

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## *WONGU UNIVERSITY CAMPUS*

### **Library**

The Library houses 2,000+ volumes of books and journals on Oriental medicine, acupuncture, herbology, Western medicine, and nutrition. Students also have access, by request, to approximately 1,000 books in the Special Collections section in the Academic Office. Students are responsible for remaining current on hours of operations, check-out policies, fines for overdue books, etc. The library is open during regular business hours. Students may check out books with library or Wongu staff. The Clark County Health Science Library is also available through [LVCCLD.org](http://LVCCLD.org). The county has an extensive holding of medical, health, and science resources in part due to their official status to support the Health Science offerings at CSN (College of Southern Nevada). After signing up for a free library card, students may gain access to medical research databases, medical journals, as well as Alt Health Watch.

### **Books and Supplies**

Students may order books and supplies directly from outside distributors. The Registrar sends out the book list for a each term during the registration period for that term.

### **Student Lounge**

The student lounge is open during regular business hours as well as when classes are in session, and is available for students to study and relax.

### **Bulletin Boards**

The student bulletin boards are located in the Student Lounge. They are available for posting items, including study information, administrative announcements, and so forth. The administrative bulletin board is located outside the library, and contains schedules, curriculum information, and special news.

### **Student Health Services**

The Wongu Health Center offers healthcare services to students at substantially discounted rates for treatments and some herbal prescriptions.

### **Student Government**

The Wongu Student Association (WSA) is administered by students elected annually by their peers and serves as the formal student voice in institutional governance. Elected representatives lead the student body in a number of ways. They provide direction and guidance for less experienced students, and act as liaisons between Wongu administration and the student body. The WSA focuses on addressing the concerns of current students, as well as fosters community through social gatherings and events.

## *DISABILITY SERVICES*

Wongu University is committed to providing reasonable accommodations to students with documented disabilities. Students with a disability will not, on the basis of that disability, be denied full and equal access to academic and co-curricular programs or activities or otherwise be subjected to discrimination under program offered by the University. Students who require accommodations are encouraged to request them prior to the start of a term, but can do so at any time.

Disabled students' rights are protected under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and the Americans with Disabilities Amendments Act of 2008. It is the policy of Wongu University to

ensure that no qualified student with a disability is excluded from participation in or subjected to discrimination in, any University program, activity, or event. ADA requests or inquiries should be made to the Registrar.

If a student feels he or she has been discriminated against because of a disability by another student or by University personnel, he or she has the right to request an investigation into such a matter.

## ***STUDENT SERVICES AND ADVISING***

The Academic team is available to counsel and advise students in academic and non-academic matters. Students meet regularly with the Academic team to ensure satisfactory academic progress. The Academic team can help students with organizing and planning their schedules, and can work with students to improve their study skills (time management, project planning, etc.). The Academic team can also connect students looking for additional support to campus and community resources. One-on-one coaching and academic counseling is available to all students. Scheduling an appointment is recommended.

### **Wongu Student Services Objectives:**

1. Students successfully navigate the course sequences and graduate on time through academic degree advising.
2. Student who are at-risk of academic failure successfully return to good academic standing and complete the program.
3. Students with learning disabilities and special needs overcome barriers and achieve retention to graduation equal to the student body as a whole.
4. Students have the skills to manage life crises in order to successfully complete their program.
5. Students participate in campus organizations and community events.

## ***CAREER AND ALUMNI SERVICES***

Students at Wongu University receive general career planning from the Admissions Counselors or the Academic Office prior to entrance. Additional guidance from the Academic Office is encouraged whenever the student feels the need during their program of study. The Academic Office can provide help with assessing career goals, evaluating resumes, increasing marketability, building networking and interviewing techniques. While employment cannot be guaranteed, the Academic Office will continue to work with students after graduation. The level of career services offered to international students and alumni varies and depends on federal, state, and local restrictions. Specific career planning also takes place in the Practice Management courses, where the opportunities and challenges of each student's upcoming professional career are examined.

### **Placement Assistance**

The University offers the following services to support graduates in obtaining employment and/or establishing a private practice:

#### *Practice Building Classes and Continuing Education (CEU) Seminars*

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- Beginning 2019, the university will offer free or low-cost seminars for graduates at least once each year.
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#### *Additional Services that Support Graduate Success*

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- The University leads and organizes many outreach initiatives for students and alumni to serve and make connections in the local community.
- Job development is accomplished by the university's cultivation and maintenance of relationships with existing health clinics, sports medicine facilities, hospitals, doctors, chiropractors, and other OMDs who currently hire OMDs, or have interest in expanding their services.
- The Academic Office is available to coach graduates on marketing, practice building and promotion ideas, including resume assistance, peruse sample cover letters and network with professional networking associations.

- The University facilitates nationwide press releases and public relations campaigns to bring awareness to the field of Oriental medicine.
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Though the college supports graduates in the ways listed above, it makes no guarantee of employment or referral.

## **CAMPUS SAFETY**

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### ***CAMPUS SAFETY & SECURITY - CLERY ACT***

The Annual Campus Safety and Fire Safety Report is filed and made available to students as required by the federal “Crime Awareness and Campus Security Act” (Public Law 102-26). The purpose of this report is to provide faculty, staff, and students with campus safety information including crime statistics and procedures to follow to report a crime. This report is available electronically at [www.wongu.org](http://www.wongu.org). This report may also be obtained by contacting the Financial Aid Director at (702) 463-2122. Please indicate that you are requesting a copy of Wongu University’s Annual Campus Safety and Campus Fire Safety Report.

### ***DRUG AND ALCOHOL-FREE CAMPUS***

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

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

This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction.

The possession, use, sale, manufacture, or distribution of illegal or controlled substances or alcohol is a violation of school policy. Furthermore, a student is in violation of these regulations if:

- he or she is knowingly present where illegal substances are kept or deposited, or
- he or she is in the company of any person, knowing that the person is in possession of an illegal or controlled substance.

If reasonable suspicion of controlled substance or drug paraphernalia activity exists, School staff retains the right to inspect student property as necessary. Reasonable suspicion may be generated by observable (seeing, smelling, etc.) drugs or drug paraphernalia and/or other physical or behavioral evidence of drug usage, and may result in confiscation of such materials. School Administration maintains the right to require drug toxicology testing if reasonable suspicion of the use of an illegal or controlled substance(s) exists. The administration may require drug toxicology testing in certain situations (e.g. any violent and/or antisocial behavior, damage to personal or school property, etc.) Refusal of students to abide by the request for drug toxicology testing will result in immediate, automatic suspension from the University for no less than one quarter, with additional stipulations. The cost associated with the testing is the responsibility of the student.

## **FIREARM POLICY**

No firearms, ammunition, explosive devices or other weapons may be carried (concealed or otherwise) by a student on institutional property. Violators of this policy are considered to be a threat to the academic environment of the institution and are subject to immediate suspension or dismissal from the University.

## ***EMERGENCY ACTION AND FIRE PREVENTION PLAN***

In the event of fire or emergency evacuation, everyone must proceed immediately to the nearest exit. A Wongu staff member will be designated to ensure that everyone in the facility has been evacuated. Students must follow directions given by this designee, and should not re-entry the building until instructed to do so.

Wongu University maintains a full Emergency Action and Fire Prevention Plan in compliance with 29 CFR 1910.38. The plan in its entirety is made public at the Wongu University campus and can be obtained by contacting the campus at (702) 463-2122.



# ACADEMIC CALENDAR

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## Spring Term 2018

April 2	Classes begin
April 9	Last day to add/drop without fees
April 16	Tuition payments due
April 27	Institutional Exams (tentative)
May 11	Last day to withdraw
May 21 – June 1	Registration period for Summer Term
May 28	Memorial Day (school closed)
June 11 - June 15	Final Exams

## Summer Term 2018

July 2	Classes begin
July 4	Independence Day (school closed)
July 9	Last day to add/drop without fees
July 16	Tuition payments due
July 27	Institutional Exams (tentative)
August 10	Last day to withdraw
Aug 20 - Aug 31	Registration period for Fall Term
September 3	Labor Day (school closed)
Sept 10 - Sept 14	Final Exams
September 17	Constitution Day

## Fall Term 2018

October 1	Classes begin
October 8	Last day to add/drop without fees
October 15	Tuition payments due
October 26	Nevada Day (school closed)
November 2	Institutional Exams (tentative)
November 9	Last day to withdraw
November 12	Veteran's Day (school closed)
Nov 19 - Nov 30	Registration period for Winter Term
Nov 22 - Nov. 25	Thanksgiving Break (school closed)
Dec 10 - Dec 14	Final Exams
December 25	Christmas (school closed)

## Winter Term 2019

December 31	Classes begin
January 1	New Year's Day (school closed)
January 7	Last day to add/drop without fees
January 14	Tuition payments due
January 21	Martin Luther King, Jr. Day (school closed)
January 25	Institutional Exams (tentative)
February 8	Last day to withdraw
February 18	President's Day (school closed)
Feb 19 - March 4	Registration period for Spring Term
March 11 - March 15	Final Exams

## Spring Term 2019

April 1	Classes begin
April 8	Last day to add/drop without fees
April 15	Tuition payments due
April 26	Institutional Exams (tentative)
May 10	Last day to withdraw
May 20 - May 31	Registration period for Summer Term
May 27	Memorial Day (school closed)
June 10 - June 14	Final Exams

## Summer Term 2019

July 1	Classes begin
July 4	Independence Day (school closed)
July 8	Last day to add/drop without fees
July 15	Tuition payments due
July 26	Institutional Exams (tentative)
August 9	Last day to withdraw
Aug 19 - Aug 30	Registration period for Fall Term
September 2	Labor Day (school closed)
Sept 9 - Sept 13	Final Exams
September 17	Constitution Day

## Fall Term 2019

September 30	Classes begin
October 7	Last day to add/drop without fees
October 14	Tuition payments due
October 25	Nevada Day (school closed)
November 1	Institutional Exams (tentative)
November 8	Last day to withdraw
November 11	Veteran's Day (school closed)
Nov 18 - Dec 2	Registration period for Winter Term
Nov 28 - Dec 1	Thanksgiving Break (school closed)
Dec 9 - Dec 13	Final Exams
December 25	Christmas (school closed)

## Winter Term 2020

December 30	Classes begin
January 1	New Year's Day (school closed)
January 6	Last day to add/drop without fees
January 13	Tuition payments due
January 20	Martin Luther King, Jr. Day (school closed)
January 24	Institutional Exams (tentative)
February 7	Last day to withdraw
February 17	President's Day (school closed)
Feb 18 - March 2	Registration period for Spring Term
March 9 - March 13	Final Exams

## Spring Term 2020

March 30	Classes begin
April 6	Last day to add/drop without fees
April 13	Tuition payments due
April 24	Institutional Exams (tentative)

May 8	Last day to withdraw
May 18 – May 29	Registration period for Summer Term
May 25	Memorial Day (school closed)
June 8 - June 12	Final Exams

### **Summer Term 2020**

June 29	Classes begin
July 3	Independence Day (school closed)
July 6	Last day to add/drop without fees
July 13	Tuition payments due
July 24	Institutional Exams (tentative)
August 7	Last day to withdraw
Aug 17 - Aug 28	Registration period for Fall Term
September 7	Labor Day (school closed)
Sept 8 - Sept 14	Final Exams
September 17	Constitution Day

### **Fall Term 2020**

September 28	Classes begin
October 5	Last day to add/drop without fees
October 12	Tuition payments due
October 23	Institutional Exams (tentative)
October 30	Nevada Day (school closed)
November 6	Last day to withdraw
November 11	Veteran's Day (school closed)
Nov 16 - Nov 30	Registration period for Winter Term
Nov 26 - Nov. 29	Thanksgiving Break (school closed)
Dec 7 - Dec 11	Final Exams
December 25	Christmas (school closed)

**Wongu University of Oriental Medicine**

8620 S. Eastern Avenue

Las Vegas, NV 89123

Campus: (702) 463-2122

Clinic: (702) 852-1280

[www.wongu.org](http://www.wongu.org)

[start@wongu.org](mailto:start@wongu.org)