



# ACADEMIC CATALOG & STUDENT HANDBOOK 2022-2024

---

Wongu University of Oriental Medicine  
8620 S. Eastern Ave.  
Las Vegas, NV 89123  
Campus: (702) 463-2122 | Clinic: (702) 852-1280  
start@wongu.edu | www.wongu.edu  
Business Hours (University administration): Monday - Friday 8:30 am - 5:30 pm PST  
Business Hours (Clinic): Monday - Saturday 8 am - 5 pm PST & by appointment

---

Effective Date: January 1, 2023 - December 31, 2024

Copyright© 2022 Wongu University of Oriental Medicine. All Rights Reserved.





## CATALOG RIGHTS

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.





# TABLE OF CONTENTS

<b>MESSAGE FROM THE PRESIDENT</b> .....	<b>5</b>	<b>ACADEMIC PROGRAM</b> .....	<b>25</b>
<b>GENERAL INFORMATION</b> .....	<b>6</b>	Program Overview: Master of Science in Oriental Medicine .....	26
The Meaning of Wongu .....	7	Complete Course List .....	27
Mission, Purposes, Goals, and Objectives .....	7	Didactic Course Descriptions .....	29
Accreditation, Licensing, and Approvals .....	7	Oriental Medicine .....	29
Location and Environment.....	9	Acupuncture .....	32
Organizational Status.....	9	Herbal Medicine .....	36
<b>WONGU COMMUNITY</b> .....	<b>10</b>	Basic Science and Biomedicine.....	39
Founding President.....	11	Electives .....	45
Board of Directors .....	11	Clinical Training .....	47
Key Administration .....	12	Clinic Course Descriptions .....	48
Faculty .....	12	Institutional Exams.....	52
<b>ADMISSIONS</b> .....	<b>14</b>	Institutional Exam I.....	52
Applying to Wongu University .....	15	Institutional Exam II .....	52
Admissions Requirements.....	15	Institutional Exam III .....	52
English Language Competency Requirements.....	15	Comprehensive Graduation Exam .....	52
Application Checklist.....	15	Institutional Exam Retakes .....	52
Admissions Procedures .....	15	<b>ACADEMIC POLICIES</b> .....	<b>53</b>
International Students Admissions .....	15	Registration and Enrollment.....	54
F-1 Student Visas.....	15	Registering for Didactic and Clinic Courses .....	54
Transfer Credit Policy.....	16	Special Requests .....	54
Non-Matriculated Students.....	17	Add / Drop .....	54
<b>FINANCE</b> .....	<b>18</b>	Enrollment Status .....	54
Tuition and Fees.....	19	Course Cancellation.....	54
Finance Policies .....	19	Attendance .....	54
Institutional Refund Policy .....	20	Didactic Class Attendance .....	55
1098-T Information.....	20	Intensive Class Attendance .....	55
Financial Aid .....	21	Clinic Course Attendance.....	55
Satisfactory Academic Progress (SAP) .....	22	Excused Absences .....	55
Title IV Code of Conduct .....	23		





# TABLE OF CONTENTS

Unexcused Absences .....	56	<b>CAMPUS SAFETY .....</b>	<b>71</b>
Consecutive Absence Policy .....	56	Campus Safety & Security -Clery Act .....	72
Grading System.....	56	Drug and Alcohol-Free Campus .....	72
Units of Credit.....	56	Firearm Policy .....	72
Cumulative Grade Point Average (GPA).....	56	Emergency Action and Fire Prevention Plan.....	72
Withdrawal (W).....	57	Unaccompanied Minors .....	73
Incomplete Grade (I).....	57	<b>ACADEMIC CALENDAR .....</b>	<b>74</b>
Satisfactory Academic Progress (SAP).....	57		
Academic Appeals.....	58		
Withdrawals and Dismissals .....	59		
Readmission .....	59		
Leave of Absence .....	59		
Graduation Requirements.....	60		
Licensure Requirements .....	61		
Transcripts .....	61		
<b>STUDENT POLICIES .....</b>	<b>62</b>		
Student Records Policy .....	63		
Student Code of Conduct.....	64		
Disciplinary Procedure .....	66		
Grievance Procedure .....	67		
Non-Discrimination Policy.....	67		
Diversity Policy .....	67		
Copyright Infringement Policies and Sanctions.....	67		
<b>STUDENT LIFE .....</b>	<b>68</b>		
Wongu University Campus.....	69		
Accessibility Services .....	69		
Student Services And Advising.....	70		
Career and Alumni Services .....	70		





# MESSAGE FROM THE PRESIDENT

**W**elcome 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 and our faculty seeks to work together with the students to learn, research and further develop the contribution of Oriental medical science. Our faculty and students are expanding and developing our engagement with the community here in Las Vegas and connecting our healing mission to serving the world.

The art and science of healing through Oriental medicine has developed and advanced for over a millennium using insights of the human connection to nature and environment. It is a rich and valuable resource for the optimal wellness of individuals and families upon which Wongu University continues to develop and expand. Our program of study, research, service and clinical practice fosters an understanding of human nature and compassion for suffering to restore optimal health and fitness to each individual. At Wongu University, we train students to use and integrate all forms of Oriental medicine, including Korean medicine, and seek to understand and work with the best practices of Western medicine.

Las Vegas is an international center for conferences and is a central hub to allow global engagement. Our central location provides an exceptional opportunity for the advancement of Oriental medicine. Our central vision and mission is to advance the knowledge and understanding of Eastern traditions of medicine and promote cooperation between Western and Eastern medicine. Our 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,

Sang Hyun Lee, DAOM, OMD (NV)  
President





# GENERAL INFORMATION





# GENERAL INFORMATION

## THE MEANING OF WONGU

Wongu (圓球) literally means “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, PURPOSES, 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 PURPOSES

Wongu will lead in the education and clinical training of health professionals that use evidence-based alternative treatment options integrating western biomedicine and Oriental medicine.

Wongu’s emphasis on outreach to underserved communities will promote public health opportunities for healthcare providers to work in a variety of settings in cooperation amongst the broader medical community for patient care.

### PROGRAMMATIC GOALS

1. Advance the practice of Oriental medicine by increasing the number of competent, licensed, OMD practitioners.
2. Provide students with a historical and modern OM curriculum and a thorough experience in the clinical skills required in the safe and effective treatment of patients.
3. Serve the community with access to OM healing therapies at the Health Clinic and conduct educational programs for greater awareness of OM.

## 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 Herbal Medicine (ACAHM)

Wongu University of Oriental Medicine and its master’s-level program in Oriental medicine (MSOM) are accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM). Institution/program accreditation history, notes, and dates of review may be viewed at: <http://acaom.org/directory-menu/directory/>



# GENERAL INFORMATION

ACAHM is recognized by the United States Department of Education as the specialized accreditation agency for institutions/programs preparing acupuncture and Oriental medicine practitioners. ACAHM is located at 500 Lake Street, Suite 204, Excelsior, MN 55331; phone 952/212-2434; fax 952/657-7068; <http://www.acahm.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 2800 E.  
St. Louis  
Las Vegas, NV 89104  
Tel: (702) 486-7330 / Fax: (702) 486-7340  
<https://cpe.nv.gov>

## Department of Veterans Affairs (VA)

Wongu University is approved for veteran students to enroll and be certified to receive VA education benefits.

## 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.

## Department of Education - Federal Student Aid

Wongu University's Master of Science in Oriental Medicine degree program is certified by the U.S. Department of Education to participate in the Title IV Federal Student Aid program through June 30, 2028.

## 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.

## Nevada Senate Bill 393 (SB393)

In 2015, Nevada Senate Bill 393 authorized non-Nevada licensed practitioners to teach and supervise at schools of Oriental medicine in Nevada. Therefore, Wongu University brings highly experienced faculty from nearby cities and states to teach in its program. Nevada Senate Bill 393 information can be found at: <https://legiscan.com/NV/text/SB393/2015>

# NATIONAL CERTIFICATION AND STATE LICENSURE

## OMD License in the State of Nevada

Graduates from Wongu MSOM program is eligible to submit their application for the Nevada state licensure examination for Oriental Medicine Doctor (OMD) with the Nevada State Board of Oriental Medicine assuming that they have met all the requirements set forth by Nevada State Board of Oriental Medicine regarding licensure application. Further information can be found at: <https://orientalmedicine.nv.gov/Licensing/>

## National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM)

NCCAOM is a non-profit 501(c)(6) organization established in 1982. The NCCAOM is the only national organization that validates entry-level competency in the practice of acupuncture and oriental medicine through professional certification. NCCAOM certification or passing score on the NCCAOM certification examinations are documentation of competency for licensure as an acupuncturist by 43 states plus the District of Columbia which represents 98% of the states that regulate acupuncture.

2001 K Street, NW, 3rd floor  
North | Washington DC 20006  
Tel: (888) 381-1140, [www.nccaom.org](http://www.nccaom.org)





# GENERAL INFORMATION

## 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.

### City of Las Vegas

Las Vegas is an international center for conferences and global engagements that provides an exceptional forum for exchange and integration of medical and health care practices and innovations. As the only Oriental medicine university in Nevada, Wongu has an important educational role in Las Vegas.

### 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 academic building houses three spacious classrooms, administrative offices, a library, and student and faculty lounge areas. 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. The second building, the Wongu Health Center, has a serene meditation room, a patient lounge, an herbal dispensary, administrative and practitioner offices, an intern lounge, and nine professional treatment rooms. Students have access to and frequently use clinical equipment in their clinical rotations, including acupuncture beds, e-stimulators, disposable needles, battlefield needles, ear seeds, and moxa.

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 library offers services to students by providing current news and information on Oriental medicine. 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 are available during mornings, afternoons, and in the evenings; for both part-time and full-time students. Clinic shifts are available in the mornings and afternoons 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 area.

### Job Placement Disclaimer

The Master's program prepares the students to be employed as Acupuncturist (Standard Occupational Code (SOC) for Acupuncturists from the U.S. Bureau of Labor Statistics (BLS) as SOC - 29-1291). Detail information about the Standard Occupational Code (SOC) can be looked at: <https://www.bls.gov/oes/current/oes291291.htm>

Wongu University and the Wongu Health Center conduct varied programs in community service, outreach to varied institutions in health care and network with practicing alumni and other medical institutions. Enrolled students are encouraged to become familiar with these activities toward building an understanding of Oriental medicine practice. Wongu University does not guarantee or make any representations regarding job placement for its graduates upon program completion or upon graduation.

---

## 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.





# WONGU COMMUNITY





# WONGU COMMUNITY

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

## 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: Sang Kyun Kim, D.D.S. (Korea), Ph.D. (Korea)

Dr. Kim is the Chair of the HJ Magnolia Global Medicine Foundation in South Korea, a global holding company. Its International Medical Center in Gyeonggi-do province combines the technological developments of western medicine with traditional oriental medicine. Former dentist at the National Hospital in Mogpo and pharmaceutical researcher at Seoul National University, Dr. Kim also serves as the CEO of Il Hwa, a healthcare corporation manufacturing food products, ginseng, and pharmaceuticals.

### 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.

### 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.

### Ki Hoon Kim, DivM, ThD (Hon)

Bishop Kim is the Regional President of the Universal Peace Federation. 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.

### Hyung Jung Kwon, CPA

Mr. Kwon graduated summa cum laude from Rutgers University, New Jersey, earning a B.S. in Accounting. Following experience at Ernst & Young, Deloitte Anjin, Samil PWC, Mr. Kwon received his Certificate in Public Accounting. Currently, Mr. Kwon is an internal auditor for Il Hwa Corporation, a health and pharmaceutical company in South Korea.





# WONGU COMMUNITY

## Sharon Roth, OMD (NV)

Dr. Roth earned her Master of Traditional Oriental Medicine from Pacific College of Oriental Medicine in San Diego in 1997 and graduated with the highest honors. During her studies, she worked as a research clinician for an NIH Study of Premenstrual Syndrome and Oriental Medicine and as an acupuncture assistant at various San Diego clinics. Dr. Roth has been a private practitioner of Oriental medicine since 1997. While in San Diego, she was a member of the San Diego Association of Acupuncturists and the California Society of Oriental Medicine. In 2001, she received licensure as a Doctor of Oriental Medicine in Nevada and also served as a member of the Nevada State Board of Oriental Medicine until 2005. Dr. Roth maintains membership with the American Acupuncture Council, Phi Beta Kappa, Golden Key National Honor Society and the Quill and Scroll Society.

## CORPORATE OFFICERS

### Chairman: Sang Kyun Kim, DDS (Korea), PhD (Korea)

Dr. Kim is the Chair of the HJ Magnolia Global Medicine Foundation in South Korea, a global holding company. Its International Medical Center in Gyeonggi-do province combines the technological developments of western medicine with traditional oriental medicine. Former dentist at the National Hospital in Mogpo and pharmaceutical researcher at Seoul National University, Dr. Kim also serves as the CEO of Il Hwa, a healthcare corporation manufacturing food products, ginseng, and pharmaceuticals.

### President: Sang Hyun Lee, DAOM, OMD (NV) (Ex-Officio non-voting member)

Dr. Lee earned his MS from South Baylo University and his DAOM from Emperor’s College. He is licensed in both Nevada and California as an acupuncturist. He has previously worked at a psychiatric clinic in West Hollywood and taught at Yuin University in California. Dr. Lee has presented at numerous seminars and conferences.

### 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. Ms. Duncan has been a leading force in developing business opportunities as the founder and president of the Las Vegas Ward 5 Chamber of Commerce.

## KEY ADMINISTRATION

**Sang Hyun Lee, DAOM, OMD (NV)** President/Chief Executive Officer (CEO) / Academic Dean [sanglee@wongu.edu](mailto:sanglee@wongu.edu), [dean@wongu.edu](mailto:dean@wongu.edu)

**Seungtae Kim, MSOM, OMD (NV)** Clinic Director [stkim@wongu.edu](mailto:stkim@wongu.edu)

**Susan R. Wellman, MTCM, OMD (NV)**, Associate Academic Dean [swellman@wongu.edu](mailto:swellman@wongu.edu)

**Yanny Tanumidjojo BS CA**, Director of Admissions [ytan@wongu.edu](mailto:ytan@wongu.edu)

**Ngoc-Chau Nguyen**, Registrar and Financial Aid Director [cnguyen@wongu.edu](mailto:cnguyen@wongu.edu), [registrar@wongu.edu](mailto:registrar@wongu.edu)

**Joshua Lorenzana, MRE**, Director of Student Services, International Student Advisor [jlorenzana@wongu.edu](mailto:jlorenzana@wongu.edu)

**Aeja Kim, MSOM, OMD (NV)**, Clinic Manager and Herbal Dispensary Manager [akim@wongu.edu](mailto:akim@wongu.edu)

**Josh Yanai, BS**, Chief Information Officer [tjyanai@wongu.edu](mailto:tjyanai@wongu.edu)

**Carolyn Yanai, BS, ThM**, Chief Financial Officer [cryanai@wongu.edu](mailto:cryanai@wongu.edu)

**Nathan Yanai, AA**, Facilities Manager [tnyanai@wongu.edu](mailto:tnyanai@wongu.edu)

**Alyssa Grieco, MLIS**, Librarian [library@wongu.edu](mailto:library@wongu.edu)

## FACULTY

Wongu University faculty consists of all individuals employed by Wongu who are engaged in scholarly and professional instruction, or academic services. These activities include lab and class instruction, didactic and clinical program courses and curriculum development and research, participation in student academic advising, and service to the profession. At Wongu, the faculty members have been carefully selected based on their exceptional achievement, knowledge, and clinical practice in their area of expertise and for their skills as instructors. Wongu faculty members have excellent multi-disciplinary experiences, knowledge, skills, and competency. Many have provided input to the development of the program.

Wongu maintains three groups of faculties for its program:

- Core Faculty
- Faculty
- Guest Faculty





# WONGU COMMUNITY

## CORE FACULTY

Core faculty participate and provide leadership in the overall assessment process to ensure the institution is achieving its mission and objectives, as well as overseeing the process of achievement of competencies for students

### **Sanghyun Lee, DAOM, OMD (NV)**

DAOM, Emperor's College, CA; MSOM, South Baylo University, CA  
Teaching Expertise: Acupuncture Energetics, Herbology, and Oriental Medicine Terminology, Meridians, Supervises in the clinic

### **Bruna Polonia, MD (Brazil), MSOM, Acupuncturist (WI)**

MSOM, Woung University of Oriental Medicine: MD, Fundacao Tecnico-Educacional Souza Marques (Brazil)  
Teaching Expertise: Western Clinical Medicine, Public Health, Ethics, Pathophysiology

### **Adrianus Wong, MD (Indonesia), DAOM, LAc (CA), OMD (NV)**

MD, Trisakti University (Indonesia); DAOM, Dongguk University, LAc (California), Dipl OM (NCCAOM)  
Teaches courses in: Acupuncture Orthopedics, OM Fundamentals, Meridians, Western Medicine, Supervises in the clinic

### **Susan Wellman, MTCM, OMD (NV)**

MTCM, National Institute of Acupuncture and Oriental Medicine, WA  
Teaching Expertise: Acupuncture, Herbology, Oriental Medicine Supervises in the clinic

### **Seungtae Kim, MSOM, OMD (NV)**

MSOM, South Baylo University, CA; BS, Physics Education, Daegu University (Korea)  
Teaching Expertise: Acupuncture Techniques, OM Fundamentals, Supervises in the clinic

## FACULTY

All other faculty who are responsible for student learning and assessment activities

### **Angela Nation, MAOM, OMD (NV)**

MAOM, Bastyr University, WA  
Teaching Expertise: OM, Acupuncture, Herbs, Practice Management

### **Anita Lanier, MTOM, OMD (NV), LAc (CA)**

MTOM, Emperor's College, CA; MA, Education, SF State University, CA  
Teaching Expertise: Meridian, Tuina, Acupressure, Acu Energetics

### **Daniel Davies, Ph.D.**

Ph.D., History and Religion, Drew University, NJ; MA, Psychology and Religion, Drew University, NJ  
Teaching Expertise: Philosophy, Psychology

### **Doris Johnson, MA, MSTCM**

MSTCM, Yo San University, CA; MA, African Area Studies, University of California; LAc (CA)  
Teaching Expertise: Acupuncture, Herbology, Oriental Medicine

### **Frederic Wong, MD (Philippines), MSAOM, LAc (CA)**

MD, Lyceum Northwestern College of Medicine (Philippines); MSAOM, South Baylo University, CA; LAc (CA)  
Teaching Expertise: Acupuncture Energetics, Western Medicine

### **Hyeran Ihm, PhD**

PhD, Chemistry, University of Texas; BS, Chemistry, Sogang University, Korea, Dahn Yoga and Tai-chi Training, AZ  
Teaching Expertise: Taiji, Qigong

### **Jeannie Wong, DAOM, LAc (CA)**

MSAOM, South Baylo University, CA; DAOM, Emperor's College, CA  
Teaching Expertise: OM Philosophy

### **John Fang, DAOM, LAc (CA)**

DAOM, South Baylo University, CA; MSAOM, South Baylo University, CA; MS Administration, Central Michigan University, MI  
Teaching Expertise: Herbology

### **Joseph Rothstein, DACM**

DACM, MAOM, Daoist Traditions College of Chinese Medical Arts  
Teaching Expertise: OM Terminology, Herbs Prescription, Dui Yao, Secondary Vessels

### **Joshua Park, BA, DSOM, Acupuncturist (FL)**

BA, Philosophy, St. Mary's College of California; MSOM and DSOM, National University of Natural Medicine, OR  
Teaching Expertise: Oriental Medicine, Acupuncture, Herbology

### **Karina Gedgudas, MSN, RN**

BS, Nursing, Regis University, CO; MSN, Nursing Education, Grand Canyon University, AZ  
Teaching Expertise: Western Medicine

### **Nancy Brandt, BA, DVM**

BA, Biomedical Science, St. Cloud University, MN; DVM, University of Minnesota Veterinary Medical School  
Teaching Expertise: Western Medicine and Basic Sciences

### **Tae Cheong Choo, MKM (Korea), OMD (Korea), PhD (Korea), OMD (NV)**

OMD, Kyung Hee University, Korea; MKM, Master of Korean Medicine, Kyung Hee University, Korea; PhD, Korean Medicine, Kyung Hee University, Korea  
Teaching Expertise: Acupuncture, Herbology, Oriental Medicine

### **Tarman Aziz, MD**

BS, Molecule and Cell Biology, UC Berkeley, CA; MD, St. George's University School of Medicine, NY  
Teaching Expertises: Western Medicine, Basic Sciences, Research Methodology, Public Health

## GUEST FACULTY

Often, subject area experts and guest faculty are invited to teach a course usually taught by designated faculty or core faculty





# ADMISSIONS





# ADMISSIONS

## 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 for 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 application materials as soon as possible and at least two weeks prior to the start date of a new term.

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.edu](mailto:start@wongu.edu)

## 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).

## ENGLISH LANGUAGE COMPETENCY REQUIREMENTS

English language competency is required of all students seeking admission. Competency can be demonstrated by one of the following methods:

1. 4 years at a U.S. high school demonstrably delivered in English;
2. At least two-years (60 semester credits or 90 quarter credits) of undergraduate or graduate-level education in an institution accredited by an agency recognized by the U.S. Secretary of Education;
3. At least two-years (60 semester credits or 90 quarter credits) of undergraduate or graduate-level education demonstrably delivered in English;
4. High school or two-years (60 semester credits or 90 quarter credits) of undergraduate- or graduate-level education in an institution in one of the countries or territories as set forth under Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM) current standards and criteria in criterion 5.02. In all cases, English must have been both the language of instruction and the language of the curriculum used.
5. Test of English as a Foreign Language Internet-Based Test (TOEFL IBT) with minimum of total score as 61.
6. International English Language Testing System (IELTS), Academic Format, overall band score 6.
7. Completed one of the other English language proficiency assessment tools with acceptable score as set forth under ACAHM criterion 5.02.

ACAHM Criterion 5.02 Admissions can be read in: <https://acaahm.org/wp-content/uploads/2022/03/220121-Standard-5.pdf>

## 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 from professional or academic sources (i.e. managers, teachers, business partners, employers). Recommendation letters should include name, contact information, and the role played in understanding the applicant and must be sent directly from the individual to the Admissions office. They should list the student's strengths and character traits and why they recommend the student's admission to the University.
3. Personal statement (500-750 words) 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, why Wongu University is a good fit for the student, and describe how the student's academic or employment background will contribute to the Wongu program.
4. Resume or Curriculum Vitae (CV).
5. Hepatitis B vaccination or waiver.





# ADMISSIONS

## Note to Applicants:

- All forms may be downloaded from Wongu University’s official website: [www.wongu.edu](http://www.wongu.edu).
- 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.
- Any questions regarding the application process should be directed to: [start@wongu.edu](mailto:start@wongu.edu).

## 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.

## 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.





# ADMISSIONS

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". Wongu 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 prospective student has submitted all academic transcripts from previously attended colleges, including any

applicable military transcripts, a Transfer Evaluation will be conducted to determine which courses and credits will be awarded toward the MSOM program. Transfer credits are awarded credit for courses that are similar in description, content, level, and credit/hours and were completed at an accredited college or university or part of any applicable military transcripts.

The Admissions Office will inform the student of the results of the Transfer Evaluation. Once admitted and enrolled, the Registrar will record the transfer credits to the student's academic record.

### Evaluation Guidelines:

1. The student must provide all official transcripts of colleges or universities previously attended, including any applicable military transcripts.
2. Military transcripts will be evaluated based on the American Council on Education (ACE) guide recommendations. Information on the ACE Military Guide can be found at: <https://www.acentet.edu/Programs-Services/Pages/Credit-Transcripts/Military-Guide-Online.aspx>
3. Transfer credit is awarded for courses completed at an accredited college or university with a grade of "C" or higher.
4. Western medicine courses must have been completed within five (5) years of matriculation into the program (exceptions to this policy may be made for actively practicing medical professionals—see Advanced Standing). Western medicine courses are transferable only from an institution accredited by an agency recognized by the U.S. Secretary of Education, ACAHM-accredited institutions, as well as relevant military experience recommended from the American Council on Education (ACE).
5. Natural science credits from non-accredited or vocational schools are non-transferable.
6. Transfer credits of Oriental medicine and acupuncture courses will only be awarded for courses completed at ACAHM-accredited institutions within five (5) years of matriculation in the program.

### ADVANCED STANDING

Advanced Standing is available for individuals with medical





# ADMISSIONS

doctorates (MD, ND, DC, DO), and in some cases for nurse practitioners, whose significant medical practice will supersede the five-year limitation for Western science transfer credits.

## NON-MATRICULATED STUDENTS

A Non-Matriculated student is permitted to take select courses for credit on a part-time basis, as a non-degree candidate, as long as the student can demonstrate academic preparedness and has met any prerequisites for the course. A Non-Matriculated student may become a matriculated student if the appropriate requirements for admission are satisfied. Non-matriculated students may enroll in select courses if the following conditions are met:

- There is space available in the class.
- Students have successfully completed prerequisites for the course at an accredited college or university and attained a C grade or better or have Academic Dean permission.
- Students have submitted a Non-Matriculated Student Application form.

## AFTER ACCEPTANCE

Once the decision to admit the student is made, the student must sign and submit paperwork to complete their file, including but not limited to, FERPA Acknowledgement, NCCAOM Release, Photo Consent Release, Internet Release, and the Enrollment Agreement. After completing their file, the accepted student will receive an Acceptance Letter.

The accepted student must attend the New Student Orientation which will take place within the 2 weeks before the start of their first quarter. During the New Student Orientation, the student will meet with core staff members, learn how to navigate the student portal, and take photos for their student IDs. New students will receive their student IDs within the first week of the quarter.

## RIGHT TO CANCEL

The student has the right to cancel the Student Enrollment Agreement either within three (3) days or at any time prior to the start of the term and obtain a 100% refund (minus any non-refundable fees). The student must submit a written notice to Wongu University's Registrar by midnight of the day before the first day of instruction for the first of one or more classes in which the student is enrolled. The notice may take any form as long as it is in writing and states that the student no longer wishes to be bound by this agreement.





# FINANCE





# 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

### Mandatory Fees (non-refundable):

Application Fee	\$100.00
Non-Matriculated Student Application Fee	\$15.00
Re-admission Fee	\$100.00
Registration Fee	\$100.00 per term
Student Association Fee	\$30.00 per term
Malpractice Insurance (as needed)	\$45.00 per term
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 Fee	\$25.00
Intern Business Cards	\$25.00
Transcript Fee*	\$10.00

<b>Total Estimated Program Cost (excluding books and supplies)</b>	<b>\$65,550.00</b>
--	--------------------

\*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).

## 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.

### Veterans Education Benefits Payment Policy

As required by Title 38 USC 367(e), once a student who is using VA Education Benefits to pay for their education has submitted a copy of his/her Certificate of Eligibility (COE) for VA funding, Wongu University will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a covered individual borrow additional funds because of the individual's inability to meet his or her financial





# FINANCE

obligations to the institution due to the delayed disbursement funding from VA Benefits under Chapter 31 or 33.

## INSTITUTIONAL REFUND POLICY

The Wongu University Board of Directors approves all policies related to tuition, fees and refunds. 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 cancels a course, Wongu University shall refund to the student 100% of the tuition 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 100% of the tuition paid for that term.
  - c) 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) 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 tuition 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 student 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 refund policy. Wongu University may refund these expenses provided the items were not used by the student.
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 the Finance office ([accounting@wongu.edu](mailto:accounting@wongu.edu)) 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 within 15 calendar days following the date of the withdrawal.

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





# FINANCE

1098-T for the previous year's tuition before January 31st 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.edu](http://www.wongu.edu).

### 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.edu](http://www.wongu.edu).

## 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/>
  - o Wongu University of Oriental Medicine Federal School ID Number: 042488
  - o 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,





# FINANCE

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)

Wongu University uses academic standards to monitor student academic progress that are cumulative and include all periods of a student's enrollment. Students attending Wongu University are required to maintain a standard of progress throughout 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.





# FINANCE

## TITLE IV CODE OF CONDUCT

The Higher Education Opportunity Act (HEOA) requires educational institutions to develop and comply with a Code of Conduct. Wongu University's Code of Conduct defines and prohibits conflicts of interest for financial aid personnel. The University's 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 at 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.

Wongu employees will refrain from taking any action that is contrary to law, regulation, or the best interests of the students. The financial aid officer's number one priority is to serve and act in the best interest of Wongu University students. Aligned with this priority, University employees and agents will remain cognizant of all federal and state regulations and institutional policies and ensure 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.





# FINANCE

## 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.edu](http://www.wongu.edu). 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.edu](mailto:finaid@wongu.edu).





# ACADEMIC PROGRAM





# ACADEMIC 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 within 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.

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
Acupuncture	49 credits	490 hours
Herbal Medicine	51 credits	510 hours
Basic Science and Biomedicine	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

*Didactic Total is 250 credits and 2,500 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 MSOM 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.

The Wongu MSOM program satisfies the program length and subjects required by the Nevada State Board of Oriental Medicine.





# ACADEMIC PROGRAM

## COMPLETE COURSE LIST

### ORIENTAL MEDICINE

Course Code	Title	Credits	Hours
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

**TOTAL 51 510**

### 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

**TOTAL 51 510**

### ACUPUNCTURE

Course Code	Title	Credits	Hours
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

**TOTAL 49 490**

### BASIC SCIENCE AND 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





# ACADEMIC PROGRAM

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	Preclinical Exam Preparation	3	30
EL400	Oriental Medicine Terminology	3	30
EL405	Herbal Dispensary II	3	30
EL411	Taiji II	3	30
EL412	Tuina II	3	30
EL420	Acupuncture Point Injection Therapy	3	30
EL501	Advanced Tongue and Pulse Dx	3	30
EL505	Topics in Herbs and Formulas	3	30
EL601	Topics in Oriental Medicine	3	30
EL602	Topics in Microsystems	3	30
EL605	Advanced Topics in Herbs and Formula: Pharmacognosy	3	30
EL610	Advanced Acupuncture Orthopedics	3	30
EL620	Topics in Classical Acupuncture	3	30
EL650	Topics in Integrative Medicine	3	30
EL701-704	Advanced Clinical Training A-D	8	160
<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>





# ACADEMIC PROGRAM – COURSE DESCRIPTIONS

## DIDACTIC COURSE DESCRIPTIONS

### Oriental Medicine

**OM300 Oriental Medicine Terminology** 3-Units/30 Hours  
Prerequisite: *None*

This course is part of a series of courses that introduces Oriental Medicine Principles and Theory. It provides an overview of Oriental Medicine concepts, terminology and Chinese characters; which are useful in understanding Oriental Medicine theory, Zang Fu, 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  
Prerequisite: *None*

This course is part of a series of courses that introduces Oriental Medicine Principles and Theory. 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 Vital Substances (Qi, Blood, Body Fluids, Shen and Jing) and 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  
Prerequisite: *None*

This course is part of a series of courses that introduces Oriental Medicine Principles and Theory. Students are given a detailed overview of introductory 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  
Prerequisite: *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 classical acupuncture and Oriental medicine literature, including Nei Jing, Shang Han, Jin Gui and Wen Bing will be introduced. The history and development of East Asian Medicine in the West will be discussed.

**OM307 Oriental Medicine Philosophy** 3-Units/30 Hours

Prerequisite: *None*

This course explores the modern acupuncture and Oriental Medicine literature. It examines 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.

**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 exercise associated to form of treatment in Oriental Medicine. Qigong is viewed as exercise by some or as an alternative medical practice by others. The healing practice of Qigong will also be discussed. In this course, lifestyle counseling and self-care recommendations associated with acupuncture and oriental medicine treatment will also be covered.

**OM401 Oriental Medicine Diagnosis I** 3-Units/30 Hours

Prerequisite: *OM300, OM301, 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 Acupuncture and Oriental medicine diagnosis, using the Four Pillars of diagnosis: Observation, Auscultation/Olfaction, Inquiry, and Palpation. Including visual examinations of the face and body. The diagnostic examination skill correlates to the critical foundational skill on Acupuncture and Oriental Medicine diagnosis. The courses also prepare students with integrated Acupuncture and Oriental Medicine diagnostic and treatment procedures. Students will learn to clinical reasoning and problem-solving skill on the foundational levels focusing on four pillar of diagnosis skills.





# ACADEMIC PROGRAM – COURSE DESCRIPTIONS

## **Oriental Medicine**

**OM402 Oriental Medicine Diagnosis II** 3-Units/30 Hours  
Prerequisite: *OM300, OM301, OM302, OM401*

This course is the second of a three-part series in Oriental Medicine diagnosis. In this course, students will comprehensively use their fundamental skills and theories of Acupuncture and Oriental Medicine diagnosis to explore different theories of disease differentiation. Students will focus their learning into the concept of building a pattern of disharmony as an Oriental Medicine diagnosis model. The course emphasizes the learning on eight principles diagnosis, Qi-Blood-Body Fluids diagnosis, 4-levels of disease in accordance to Wen Bing, 6-stages of disease in accordance to Shang Han Lun, as well as Earth school theories, San Jiao theories. This course prepares one of the critical skill in Acupuncture and Oriental Medicine diagnosis. The courses also prepare students with integrated Acupuncture and Oriental Medicine diagnostic and treatment procedures. Students will learn to clinical reasoning and problem-solving skill from building up pattern of disharmony as Oriental Medicine diagnosis model.

**OM450 Oriental Medicine Diagnosis III** 3-Units/30 Hours  
Prerequisite: *OM300, OM301, OM302, OM401*

This course is the third of a three-part series in Oriental Medicine diagnosis. In this course, students will comprehensively use their fundamental skills and theories of Acupuncture and Oriental Medicine diagnosis to explore different diagnosis differentiation. Students will focus their learning into the concept of building a pattern of disharmony as an Oriental Medicine diagnosis model. The course emphasizes the learning on identification of patterns of five phases, 12 channels and 8 extraordinary vessels, Zang Fu patterns. This course prepares one of the critical skill in Acupuncture and Oriental Medicine diagnosis. The courses also prepare students with integrated Acupuncture and Oriental Medicine diagnostic and treatment procedures. Students will learn to clinical reasoning and problem-solving skill from building up pattern of disharmony as Oriental Medicine diagnosis model.

**OM470 Classic Oriental Medicine Texts** 3-Units/30 Hours  
Prerequisites: *OM300, OM301, OM302*

This course is an advanced study of classical acupuncture and Oriental Medicine literatures, including the Neijing, Shanghan Lun, Jin Gui Yao Lue, and Wen Bing.

**OM501 Oriental Internal Medicine I** 3-Units/30 Hours  
Prerequisites: *OM401, OM402, OM450*

This course is the first of a four-course series in Oriental Internal Medicine. The course will focus on the clinical application of Oriental Medicine into the problem based learning. It will emphasize on the clinical impressions and the formation of a working diagnosis, including acupuncture and Oriental medicine diagnoses, and the World Health Organization's International Classification of Diseases (ICD-11), treatment including treatment planning, contraindications and complications, drug-herbs interaction, continuity of care, referral, collaboration, follow-up care, final review, functional outcome measurements, prognosis and future medical care. The four-course series of Oriental Internal Medicine covers the clinical case from Acupuncture and Oriental Medicine specialties, including Family Medicine, Internal Medicine, Pediatrics, Geriatrics, Dermatology, Ophthalmology, Obstetrics and Gynecology, Orthopedics, Traumatology and Emergency Care. OM501 focuses on Family Medicine (respiratory or lung diseases, and external diseases, headache, tinnitus, dizziness, hypertension, gastrointestinal disorders, for example, epigastric pain, nausea, vomiting, constipation, hypochondriac pain, accumulation and aggregation disorders, ascites and edema), and Internal Medicine and Geriatrics (cardiovascular disorders such as palpitation and insomnia).

**OM502 Oriental Internal Medicine II** 3-Units/30 Hours  
Prerequisites: *OM401, OM402, OM450*

This course is the second of a four-course series in Oriental Internal Medicine. The course will focus on the clinical application of Oriental Medicine into the problem based learning. It will emphasize on the clinical impressions and the formation of a working diagnosis, including acupuncture and Oriental medicine diagnoses, and the World Health Organization's International Classification of Diseases (ICD-11), treatment including treatment planning, contraindications and complications, drug-herbs interaction, continuity of care, referral, collaboration, follow-up care, final review, functional outcome measurements, prognosis and future medical care. The four-course series of Oriental Internal Medicine covers the clinical case from Acupuncture and Oriental Medicine specialties, including Family Medicine, Internal Medicine, Pediatrics, Geriatrics, Dermatology, Ophthalmology, Obstetrics and Gynecology, Orthopedics, Traumatology and Emergency Care. OM502 focuses on Traumatology and Emergency Care (bleeding disorders), Internal Medicine and Geriatrics (Windstroke, Wei syndrome, Epilepsy, Parkinson's Yu syndrome, Xiong Bi and Mental emotional related disorders).





# ACADEMIC PROGRAM – COURSE DESCRIPTIONS

## **Oriental Medicine**

**OM503 Oriental Internal Medicine III** 3-Units/30 Hours  
Prerequisites: *OM401, OM402, OM450*

This course is the third of a four-course series in Oriental Internal Medicine. The course will focus on the clinical application of Oriental Medicine into the problem based learning. It will emphasize on the clinical impressions and the formation of a working diagnosis, including acupuncture and Oriental medicine and diagnoses, the World Health Organization's International Classification of Diseases (ICD-11), treatment including treatment planning, contraindications and complications, drug-herbs interaction, continuity of care, referral, collaboration, follow-up care, final review, functional outcome measurements, prognosis and future medical care. The four-course series of Oriental Internal Medicine covers the clinical case from Acupuncture and Oriental Medicine specialties, including Family Medicine, Internal Medicine, Pediatrics, Geriatrics, Dermatology, Ophthalmology, Obstetrics and Gynecology, Orthopedics, Traumatology and Emergency Care. OM503 focuses on Internal Medicine and Geriatrics (Urinary related diseases, men's health related diseases), and Family Medicine (Fibromyalgia, fatigue and tiredness, Xiao Ke and thyroid disorders).

**OM504 Oriental Internal Medicine IV** 3-Units/30 Hours  
Prerequisites: *OM401, OM402, OM450*

This course is the fourth of a four-course series in Oriental Internal Medicine. The course will focus on the clinical application of Oriental Medicine into the problem based learning. It will emphasize on the clinical impressions and the formation of a working diagnosis, including acupuncture and Oriental medicine diagnoses, and the World Health Organization's International Classification of Diseases (ICD-11), treatment including treatment planning, contraindications and complications, drug-herbs interaction, continuity of care, referral, collaboration, follow-up care, final review, functional outcome measurements, prognosis and future medical care. The four-course series of Oriental Internal Medicine covers the clinical case from Acupuncture and Oriental Medicine specialties, including Family Medicine,

Internal Medicine, Pediatrics, Geriatrics, Dermatology, Ophthalmology, Obstetrics and Gynecology, Orthopedics, Traumatology and Emergency Care. OM504 focuses on Dermatology related diseases, Obstetrics and Gynecology related issues, Pediatrics related issues, Orthopedics and Ophthalmology related issues.

**OM601 Clinical Case Studies** 3-Units/30 Hours  
Prerequisites: *OM501, OM502, OM503, OM504*

A case based learning courses where students were focusing on clinical case discussion and problem solving. The discussions involve modern acupuncture and oriental medicine literature, primary care responsibilities, secondary and specialty care responsibilities. Not only emphasizing on system based practice, the course also focuses on the clinical 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, OM502, OM503, OM504*

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 focusing on secondary and specialty care responsibilities, special care and/or seriously ill patients.





# ACADEMIC PROGRAM – COURSE DESCRIPTIONS

## Acupuncture

### **AC300 Introduction to Meridians 3-units / 30 hours**

Prerequisite: *None*

This course is an introduction to the acupuncture principles and theory focusing on the meridian system of acupuncture in Oriental medicine. Topics of study will include a general overview of the history of acupuncture, the channels and collaterals including their pathways, function and clinical indication. The course also gives an introduction to the acupuncture point classification, systems of nomenclature, methods of locating acupuncture points, acupuncture points categories, techniques and adjunct modalities as well as basic concepts of microsystems in acupuncture.

### **AC301 Meridians I 3-units / 30 hours**

Prerequisite: *None*

This course is the first of a two-part course on acupuncture principles and the theory of Acupuncture Points. It will provide a thorough study of the Acupuncture Points on the covered channels as well as review of the channels and their subcategory pathways and correlation to the clinical indication. Students will learn the proper methods of identifying and locating acupuncture points based on their anatomical locations and proportionate body measurements. Part 1 covers all of the points on the Lung, Large Intestine, Stomach, Spleen, Heart, Small Intestine and Urinary Bladder.

### **AC302 Meridians II 3-units / 30 hours**

Prerequisite: *None*

This course is the second of a two-part course on acupuncture principles and the theory of Acupuncture Points. It will provide a thorough study of the Acupuncture Points on the covered channels as well as review of the channels and their subcategory pathways and correlation to the clinical indication. Students will learn the proper methods of identifying and locating acupuncture points based on their anatomical locations and proportionate body measurements.

Part 2 covers all of the points on the Kidneys, Pericardium, San Jiao, Gallbladder, Liver, DU Mai, Ren Mai and extra points.

### **AC311 Tuina 2-units / 20 hours**

Prerequisite: *None*

This course introduces the oriental massage principles and therapy on the hand manipulations techniques of Tuina, a form of oriental medicine manipulative therapy that treats musculoskeletal and non-musculoskeletal conditions. This course will cover the basic hand manipulation techniques of pushing, rolling, kneading, rubbing, scrubbing, grasping, and pressing. Students will recognize the proper indications and contraindications of applying Tui Na based on the mechanism of action of each manipulation technique covered. Students will be able to describe the benefits of each of the covered. TuiNa manipulation techniques and be able to correlate them with the appropriate anatomy and physiology of the area worked on in order to further understand each technique's clinical indications. Students will perform the different Tuina techniques covered precisely and effectively. Students will perform and be able to give instruction on the techniques of manual therapy (TuiNa) and on the use of mechanical devices such as Laser, GuaSha and Chi Machines.

### **AC312 Acupressure 2-units / 20 hours**

Prerequisite: *AC301-AC302*

This course will introduce the principles and techniques of acupressure, a therapeutic modality of Oriental medicine. This course will introduce the Oriental massage technique of Shiatsu. This course will cover point palpation, basic manipulations, supplementary manipulations, and routine techniques on different areas on the body, and common acupoints for common symptoms. This course will include both manual "hands-on" therapy and the use of mechanical devices used to maintain health.

### **AC350 Acupuncture Anatomy 3-Units/30 Hours**

Prerequisites: *None*

This course provides the acupuncture principles and theory where it offers an in-depth study of acupuncture points and primary channel pathways and their relationship to their anatomical locations on the body and their distance or proximity to muscles, nerves, organs, and blood vessels. It covers in-depth the cautions and contraindications of the acupoints covered in this course based on their underlying anatomical structure and identifies the muscles, nerves, organs, blood vessels, and dermatomes related to the acupoints anatomical location in order to improve clinical safety and outcomes.





# ACADEMIC PROGRAM – COURSE DESCRIPTIONS

## Acupuncture

**AC370 Acupuncture Energetics I** 3-units / 30 hours  
Prerequisites: *AC300, AC301, AC302, OM301, OM302*

This is the first of a three-part course in the Acupuncture Energetics series. It will introduce acupuncture principles and the theory of point therapy, including meridian theory, group point energetics as well as individual acupuncture point energetics and point qualities within clinical relevance. This course will explore the point energetics of the following meridians: lung, large intestine, stomach, spleen, heart, small intestine and urinary bladder. The point categories that are covered in this course are the five shu-points, luo-connecting points, yuan source points, xi-cleft points, back-shu points, front-mu points, confluent points, influential points, window of sky points, sea points, lower he sea points, ashi points.

**AC375 Acupuncture Energetics II** 3-units / 30 hours  
Prerequisites: *AC300, AC301, AC302, OM301, OM302*

This course is the second of a three-part course in the Acupuncture Energetics series. It will introduce acupuncture principles and the theory of point therapy, including meridian theory, group point energetics as well as individual acupuncture point energetics and point qualities within clinical relevance. This course will explore the point energetics of the following meridians: kidney, pericardium, san jiao, gallbladder, liver, du, and ren as well as extra points. The point categories that are covered in this course are the five shu-points, luo-connecting points, yuan source points, xi-cleft points, back-shu points, front-mu points, confluent points, influential points, window of sky points, sea points, lower he sea points, ashi points.

**AC401 Acupuncture Techniques I** 3-units / 30 hours  
Prerequisites: *AC300, AC301, AC302*

This course is the first of a three-part course in Acupuncture Techniques. It will familiarize students with acupuncture techniques and treatment procedures, needling skills and manipulations, various adjunctive treatment modalities used in acupuncture including electroacupuncture, moxibustion, cupping, guasha, etc. Acupuncture principles and theory will also be discussed.

This course will emphasize proper standards on 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. The clean needle technique portion of this subject shall use the “Clean Needle Technique Manual 7th edition (latest revision 2/20)”, published by the Council of Colleges of Acupuncture and Herbal Medicine (CCAAM). Students are required to pass hygienic standards practical prior to performing any supervised needling techniques on human beings.

The first part of the course series focuses on the needling techniques of the primary channels of Lung, Large Intestine, Spleen, Stomach, Heart, Small Intestine, Urinary Bladder.

**AC402 Acupuncture Techniques II** 3-units / 30 hours  
Prerequisites: *AC300, AC301, AC302*

This course is the second of a three-part course in Acupuncture Techniques. It will familiarize students with acupuncture techniques and treatment procedures, needling skills and manipulations, various adjunctive treatment modalities used in acupuncture including electroacupuncture, moxibustion, cupping, guasha, etc. Acupuncture principles and theory will also be discussed. This course will emphasize proper standards on 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. The clean needle technique portion of this subject shall use the “Clean Needle Technique Manual 7th edition (latest revision 2/20)”, published by the Council of Colleges of Acupuncture and Herbal Medicine (CCAAM). Students are required to pass hygienic standards practical prior to performing any supervised needling techniques on human beings. The second part of the course series focuses on the needling techniques of the primary channels of Kidney, Pericardium, San Jiao, Gallbladder, Liver, DU Mai, REN Mai, extra and ashi points.





# ACADEMIC PROGRAM – COURSE DESCRIPTIONS

## Acupuncture

**AC403 Acupuncture Techniques III** 3-units / 30 hours  
Prerequisites: AC300, AC301, AC302

This course is the third of a three-part course in Acupuncture Techniques. It will familiarize students with acupuncture techniques and treatment procedures, needling skills and manipulations, various adjunctive treatment modalities used in acupuncture including electroacupuncture, moxibustion, cupping, guasha, etc. This course will emphasize proper standards on hygiene, clean needle techniques, equipment maintenance and safety, accident prevention techniques, as well as an overview of the rules and regulations of the Nevada State Board of Oriental Medicine. The clean needle technique portion of this subject shall use the “Clean Needle Technique Manual 7th edition (latest revision 2/20)”, published by the Council of Colleges of Acupuncture and Herbal Medicine (CCAHM). Students are required to pass hygienic standards practical prior to performing any supervised needling techniques on human beings.

The third part of the course series focuses on the skills and techniques of the adjunctive modalities used in acupuncture and oriental medicine treatment (Moxibustion and cold and heat therapy, cupping, adjunctive acupoint stimulation devices including magnets and beads, dermal tacks, ultrasound, ear seeds, gua-sha, seven-star needles, bleeding, and the application of external liniments)

**AC470 Acupuncture Energetics III** 3-units / 30 hours  
Prerequisites: AC300, AC301, AC302, AC370, AC375, OM301, OM302

This course is the third of a three-part course in the Acupuncture Energetics series. It will introduce acupuncture principles and the theory of point therapy, focusing on the introduction of Traditional Korean Medicine, introduction to the Sa-am Acupuncture and Sasang Constitutional Medicine. The concept of the treatment, differentiations, methodologies, classifications and practical application to the clinical indication will be introduced.

**AC511 Microsystems 3-units / 30 hours**  
Prerequisites: AC301, AC302, OM301, OM302

This course explores the various microsystems as a separate or additional therapy to normal body acupuncture. It will cover several acupuncture micro-therapies, including auricular and scalp therapy. 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 cover point location and needling techniques of microsystem points in the auricular, scalp, abdominal, face and nose, palm, and foot microsystems.

**AC512 Secondary Vessels 3-units / 30 hours**  
Prerequisite: AC370, AC375, OM401, OM402, OM450

This course will explore the Integrated acupuncture and Oriental medicine diagnostic and treatment procedures focusing on the secondary vessels. Included are relevant acupuncture points, combinations and energetics, meridians, and control points. The course will examine the eight extraordinary vessels, Luo collaterals, sinew channels, tendino-muscular meridians, and cutaneous regions. It will also cover the connections between the meridian systems and associated disease patterns for diagnostic purposes and treatment procedures.

**AC550 Acupuncture Orthopedics 3-units / 30 hours**  
Prerequisites: AC350, AC370, AC375, AC470

This course focuses on the acupuncture and oriental medicine specialty of acupuncture orthopedics. It includes acupuncture orthopedic assessment techniques and treatment. The course examines the clinical condition related to neuromusculoskeletal system, the mechanism of acupuncture in pain and neuromusculoskeletal system dysfunction, trigger points and referred pain, and teaches the skills related to functional assessment and treatment emphasizing on the tissue based as well as kinetic or motion style of acupuncture treatment. The appropriate use of relevant diagnostic lab and imaging, red flags identification, the recognition of the need for collaborative care, case referral, surgical intervention, post-surgical management, home regimens for rehab exercise and recovery procedures will also be presented and reviewed.





# ACADEMIC PROGRAM – COURSE DESCRIPTIONS

## Acupuncture

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

3-units / 30 hours

Prerequisites: *AC370, AC375, AC470, OM401*

This is a series of two advanced acupuncture therapeutics courses. The courses emphasize on the acupuncture and oriental medicine diagnosis on the various clinical conditions, focusing on understanding the symptomatology of the diseases, pattern identification, diagnosis and analysis; and building the treatment principle, strategy, acupuncture point selection and treatment. Focus on the acupuncture techniques including electroacupuncture and other modalities used in acupuncture and oriental medicine treatment and treatment procedures will also be discussed.

The first course covers general introduction to acupuncture treatment, four needle technique, emergency diseases, exogenous diseases, and a variety of Zang Fu syndromes, diseases of the head, trunk, and lumbar regions.

### **AC602 Advanced Acupuncture Therapeutics II**

3-units / 30 hours

Prerequisites: *AC370, AC375, AC470, OM401*

This is a series of two advanced acupuncture therapeutics courses. The courses emphasize on the acupuncture and oriental medicine diagnosis on the various clinical conditions, focusing on understanding the symptomatology of the diseases, pattern identification, diagnosis and analysis; and building the treatment principle, strategy, acupuncture point selection and treatment. Focus on the acupuncture techniques including electroacupuncture and other modalities used in acupuncture and oriental medicine treatment and treatment procedures will also be discussed.

The second course covers gynecology, pregnancy, postpartum disorders, infantile diseases, diseases of skin, abnormal growths, eyes-ears-nose-throat disorders.





# ACADEMIC PROGRAM – COURSE DESCRIPTIONS

## Herbal Medicine

### **HB300 Introduction to Herbology** 3-units / 30 hours

Prerequisite: *None*

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

### **HB301 Herbology I** 3-units / 30 hours

Prerequisite: *None*

This is the first of a four-course series on Chinese Herbology. The course emphasizes the Chinese herbal medicine principles and theory that includes relevant botany concepts in which students will systematically analyze the commonly used herbs in the *Materia Medica*. Discussion will include identification, processing, combinations, interactions, taste, actions, indications and contraindications, dosage, temperature and channels entered. Review Pinyin, Latin and common names. Herbs in the following categories will be covered and discussed: herbs that release the exterior, herbs that clear heat, and downward-draining herbs.

### **HB302 Herbology II** 3-units / 30 hours

Prerequisite: *None*

This is the second of a four-course series on Chinese Herbology. The course emphasizes the Chinese herbal medicine principles and theory that includes relevant botany concepts in which students will systematically analyze the commonly used herbs in the *Materia Medica*. Discussion will include identification, combinations, processing, interactions, taste, indications and actions, contraindications, dosage, temperature and channels entered. Included is a review of the Pinyin, Latin and common names. Herbs in the following categories will be covered and discussed: 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

Prerequisite: *None*

This is the third of a four-course series on Chinese Herbology. The course emphasizes the Chinese herbal medicine principles and theory that includes relevant botany concepts in which students will systematically analyze the commonly used herbs in the *Materia Medica*. Discussion will include identification, processing, combinations, interactions, taste, actions, indications and contraindications, dosage, temperature and channels entered. Review Pinyin, Latin and common names. Herbs in the following categories will be covered and discussed: 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

Prerequisite: *None*

This is the fourth of a four-course series on Chinese Herbology. The course emphasizes the Chinese herbal medicine principles and theory that includes relevant botany concepts in which that students will systematically analyze the commonly used herbs in the *Materia Medica*. Discussion will include identification, processing, combinations, interactions, taste, actions, indications and contraindications, dosage, temperature and channels entered. Review Pinyin, Latin and common names. Herbs in the following categories will be covered and discussed: herbs that stop bleeding, herbs that stabilize and bind, substances that calm the spirit, 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: *OM301, OM302*

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





# ACADEMIC PROGRAM – COURSE DESCRIPTIONS

## Herbal Medicine

### **HB350 Herbs Review** 3-units / 30 hours

Prerequisites: *HB301, HB302, HB303, HB304*

This course is a comprehensive review of all the herbs that the students must be familiar with in order to successfully pass the required national board exams in Chinese Herbology. The Chinese Herbal Medicine Principles and Theory, including relevant botany concepts will all be reviewed.

### **HB370 Dui Yao** 3-units / 30 hours

Prerequisites: *HB301, HB302, HB303, HB304*

This course explores the Chinese Herbal Medicine Principles and Theory, including relevant botany concepts that emphasize on the detailed study of commonly used paired herbs (Dui Yao), herbs used together in prescriptions. The paired herbs' tastes, properties, channels entered, active indications, contraindications and preparations are studied.

### **HB401 Herbal Prescription I** 3-units / 30 hours

Prerequisites: *HB301, HB302, HB303, HB304*

This is the first of four courses in the Herbal Prescription series. This course emphasizes the Chinese Herbal Medicine principles and theory including relevant botany concepts in a comprehensive guide to a variety of herbal formulas by studying their ingredients, properties, actions or functions, indications, cautions and contraindications, and their modifications. An emphasis is placed on the roles played by the individual herbs in the formula 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, HB302, HB303, HB304*

This is the second of four courses in the Herbal Prescription series. This course emphasizes the Chinese Herbal Medicine principles and theory including relevant botany concepts in a comprehensive guide to a variety of herbal formulas by studying their ingredients, properties, actions or functions, indications, cautions and contraindications, and their

modifications. An emphasis is placed on the roles played by the individual herbs in the formula and the pathology patterns for which each formula is used clinically.

Categories covered in Herbal Prescription II include 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, HB302, HB303, HB304*

This is the third of four courses in the Herbal Prescription series. This course emphasizes the Chinese Herbal Medicine principles and theory including relevant botany concepts in a comprehensive guide to a variety of herbal formulas by studying their ingredients, properties, actions or functions, indications, cautions and contraindications, and their modifications. An emphasis is placed on the roles played by the individual herbs in the formula and the pathology patterns for which each formula is used clinically.

Categories covered in Herbal Prescription III include herbal formulas that Open the Sensory Orifices, Regulate the Qi, Regulate the Blood, Stop Bleeding, Expel Wind and Treat Dryness.

### **HB404 Herbal Prescription IV** 3-units / 30 hours

Prerequisites: *HB301, HB302, HB303, HB304*

This is the fourth of four courses in the Herbal Prescription series. This course emphasizes the Chinese Herbal Medicine principles and theory including relevant botany concepts in a comprehensive guide to a variety of herbal formulas by studying their ingredients, properties, actions or functions, indications, cautions and contraindications, and their modifications. An emphasis is placed on the roles played by the individual herbs in the formula and the pathology patterns for which each formula is used clinically.

Categories covered in Herbal Prescription IV include herbal formulas that Expel Dampness, Dispel Phlegm, Reduce Food Stagnation, Expel Parasites, Treat Abscesses and Sores, and formulas for External Application.





# ACADEMIC PROGRAM – COURSE DESCRIPTIONS

## Herbal Medicine

### **HB410 Prepared Medicine** 3-units / 30 hours

Prerequisites: *HB401, HB402, HB403, HB404, OM401, OM402, OM450*

This course explores the principle and theory of Chinese Herbal Medicine and its relevant botany concepts through the overview of combining and prescribing formulas using tea pills, tablets, capsules, and prepared powders with an emphasis on the traditional formula from which today's modern patents are derived, and ancient and modern modification trends and practices. For each category of herbs, students will learn how to create an herbal prescription, how to counsel the patient on the formula and its use, and how to prepare the formula from raw materials. Students will learn the different ways of extracting the formula (i.e. powder form, tincture, capsules, etc.), and be introduced to the various herbal companies, vendors, and suppliers from which these products are procured. Students gain an understanding of cGMP and QC pertaining to the covered formulas and how this informs the purchase of herbal products.

### **HB450 Formula Writing** 3-units / 30 hours

Prerequisites: *HB401, HB402, HB403, HB404, OM401, OM402, OM450*

In this course, we review and synthesize the classical formula that are required and covered on the national and state exams and that are commonly used in traditional and modern practice. The Chinese Herbal Medicine Principles and Theory, including relevant botany concepts will all be reviewed. The methodology on developing a formula and how to write out a formula for accurate dispensing is covered with special emphasis on clear dispensing instructions for formulas.

### **HB501 Clinical Application of Formulas** 3-units / 30 hours

Prerequisites: *HB401, HB402, HB403, HB404, OM401, OM402, OM450*

This course explores the Chinese Herbal Medicine Principles and Theory, including relevant botany concepts that focus on 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 the

traditional and modern usage of formulas, as well as cautions and contraindications. A discussion of the classical herb pairs (dui yao) as the building blocks of applied herbal medicine is also presented, including examples of clinical cases and new applications of formulas. The course serves as a practical application guide for patient care and provides a fundamental understanding of commonly used Oriental medicine formulas.

### **HB601 Herbal Classics I** 3-units / 30 hours

Prerequisites: *HB401, HB402, HB403, HB404, OM401, OM402, OM450*

This course explores Chinese Herbal Medicine principles and theory including relevant botany concepts by providing an in-depth study of the clinical application and prescription of herbs and formula in accordance to the signs, symptoms and syndromes relating to the differentiation of disease according to Shang Han Lun (Treatise on Cold Damage), Wen Bing (Febrile Diseases), and the Jin Gui Yao Lue (Treasures from the Golden Cabinet). This course presents specific protocols for the diagnosis and herbal treatment for externally contracted cold damage disorders, warm diseases, and those conditions presented in the Jin Gui Yao Lue.

### **HB602 Herbal Classics II** 3-units / 30 hours

Prerequisites: *HB401, HB402, HB403, HB404, OM401, OM402, OM450*

This course explores Chinese Herbal Medicine principles and theory including relevant botany concepts by providing a study of herbal prescription from clinical medicine from the perspective of Traditional Korean Medicine classics, such as Dongui Bogam (Treasures of Eastern Medicine). This course introduces the basic herbal treatment based on the differentiation and methodology of classification of Traditional Korean Medicine.





# ACADEMIC PROGRAM – COURSE DESCRIPTIONS

## Basic Science and Biomedicine

### **WM201 Biology** 3-units / 30 hours

Prerequisite: *None*

This course will introduce the basic information of general biology as a foundational subject for Oriental medical practice. It will examine the basic concepts of biology, such as cell structure and function, basic cellular metabolism, and fundamentals of living systems. This course will focus on selected topics relevant to health sciences including cellular division, genetics, mitosis, homeostasis, taxonomy, evolution and biodiversity, and cellular respiration and photosynthesis.

### **WM202 Chemistry** 3-units / 30 hours

Prerequisite: *None*

This course introduces basic general inorganic and organic chemistry through the examination of chemical elements and compounds. Content will include the properties of matter, the periodic table, atoms, molecules, and their structures, chemical bonds, solutions, phase states and their properties, and chemical reactions and catalysis. The course will also introduce the concepts of organic chemistry, carbon and hydrogen and simple molecule structure, both chains and rings that carbon and hydrogen can form. This course will define the basic characteristics of Organic Chemistry, the functional groups and the bonding characteristics of carbon and its relationship to biochemistry. The Biochemistry contents will be more thoroughly explored in WM212.

### **WM203 Physics** 3-units / 30 hours

Prerequisite: *None*

This course introduces the basic principles of general physics and biophysics, and its application to the function of the human body and specifically on acupuncture treatment protocols. This course examines specific laws of physics relating to human physiology, sound therapy, hot/cold therapy, acupuncture treatment protocols, electro-acupuncture, brainwave, and meditation as well as the role of modern physics in oriental medicine theory and philosophy. The general survey of biophysics will also be covered. Students discover the alignment and relationship between Biophysics and Eastern philosophy and gain a deeper understanding of the human body.

### **WM204 Psychology** 3-units / 30 hours

Prerequisite: *None*

This course is a general introduction to the 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 of health promotion and education, as well as clinical patient interactions and counseling skills. Developing counseling skills by role-playing will be emphasized. The focus of this course is on the perspective of a student of Oriental Medicine, and the practical application of the concepts and skills learned for use in a healthcare setting. Students grasp a basic understanding of psychology as taught, practiced, and understood in the West while presenting the concepts of the Eastern understanding of psychology by comparing and contrasting the Western scientific view of the mind and body with the Eastern view of the mind, body, and spirit. Students learn basic psychological tools and develop counseling skills.

### **WM212 Applied Organic and Biochemistry** 3-units/ 30 hours

Prerequisite: *None*

This course builds on the concepts learned in chemistry and biology to examine how cells use simple molecules: the basis of biochemistry. Students gain an understanding of biochemistry, focusing on carbohydrates, lipids, proteins, and nucleic acids and their relationship to the human body. This course examines the biochemistry of macromolecules in the formation of cell structures and in the performance of cellular function and the relationship to human physiology. This course includes a thorough examination of the biochemistry of cellular communication via hormones, transmitters and other signals by which cells control metabolism, gene expression, cellular proliferation and differentiation, and the mechanisms within the human body. These communication mechanisms are important in growth and development, healing, regeneration and aging covered in later courses.

### **WM300 Western Medical Terminology** 3-units / 30 hours

Prerequisite: *None*

This course will introduce the standard medical terminology, including the definitions, roots, prefixes, suffixes, and proper pronunciation of terms. This course will examine the Western Biomedical 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.





# ACADEMIC PROGRAM – COURSE DESCRIPTIONS

## Basic Science and Biomedicine

### **WM301 Anatomy and Physiology I** 3-units / 30 hours

Prerequisite: None

This is an introductory course in human anatomy and physiology and the first course in a series of four courses on anatomy and physiology. This course examines the normal structure, function, and clinical correlations of the integumentary and musculoskeletal systems. Each anatomy system will be reviewed at the gross anatomy, microscopic and neuroanatomy levels. Students gain an anatomical understanding of the various structures and systems followed by a deeper understanding of the relevant physiology and biochemistry of each system. Included in the physiology study of each system, is a survey of basic physiology including neurophysiology, endocrinology, and neurochemistry. The concepts of embryology, cytology, and cellular metabolism are included where relevant to further the understanding of the development of each of the anatomical structures and physiological mechanisms in each system.

### **WM302 Anatomy and Physiology II** 3-units / 30 hours

Prerequisite: None

This is an introductory course in human anatomy and physiology and the second course in a series of four courses on anatomy and physiology. This course examines the normal structure, function, and clinical correlations of the pulmonary, cardiovascular, lymphatic and immune systems, as well as genetics. Each anatomy system will be reviewed at the gross anatomy, microscopic and neuroanatomy levels. Students gain an anatomical understanding of the various structures and systems followed by a deeper understanding of the relevant physiology and biochemistry of each system. Included in the study of each system, is a survey of basic physiology including neurophysiology, endocrinology, and neurochemistry. The concepts of embryology, cytology, and cellular metabolism are included where relevant to further the understanding of the development of each of the anatomical structures and physiological mechanisms in each system.

### **WM303 Anatomy and Physiology III** 3-units / 30 hours

Prerequisite: None

This is an introductory course in human anatomy and physiology and the third course in a series of four courses on anatomy and physiology. This course examines the normal structure, function, and clinical correlations of the digestive system, nutrition and metabolism, the urinary system, and reproduction, growth and development including all relevant structures and their functions. Each anatomy system will be reviewed at the gross anatomy, microscopic and neuroanatomy levels. Students gain an anatomical understanding of the various structures and systems followed by a deeper understanding of the relevant physiology and biochemistry of each system. Included in the study of each system, is a survey of basic physiology including neurophysiology, endocrinology, and neurochemistry. The concepts of embryology, cytology, and cellular metabolism are included where relevant to further the understanding of the development of each of the anatomical structures and physiological mechanisms in each system.

### **WM304 Anatomy and Physiology IV** 3-units / 30 hours

Prerequisite: None

This is an introductory course in human anatomy and physiology and the fourth course in a series of four courses on anatomy and physiology. This course examines the normal structure, function, and clinical correlations of the endocrine system, the central and peripheral nervous systems, the autonomic nervous system, and the general and special senses including their structure and function. Each anatomy system will be reviewed at the gross anatomy, microscopic and neuroanatomy levels. Students gain an anatomical understanding of the various structures and systems followed by a deeper understanding of the relevant physiology and biochemistry of each system. Included in the study of each system, is a survey of basic physiology including neurophysiology, endocrinology, and neurochemistry. The concepts of embryology, cytology, and cellular metabolism are included where relevant to further the understanding of the development of each of the anatomical structures and physiological mechanisms in each system.





# ACADEMIC PROGRAM – COURSE DESCRIPTIONS

## Basic Science and Biomedicine

### **WM315 Counseling & Communications** 3-units / 30 hours

Prerequisite: *None*

This course focuses on developing interpersonal and counseling skills relevant to primary care, with a focus on the patient/practitioner rapport, communication skills, and multicultural sensitivity. Students will gain an awareness of at-risk populations, including gender, age, indigent, and disease-specific patients such as those with Dementia. A working knowledge of a psychosocial assessment will be taught and role-played. Treatment for chemical dependency and other high-risk psycho-emotional diseases will be presented, reviewed, and discussed. The course develops the skills of the primary care provider to focus on the whole person aspect and the interpersonal relationship between the healthcare provider and patient as the foundation of medical practice. 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.

### **WM321 Western Nutrition** 3-units / 30 hours

Prerequisite: *None*

This course will explore the science of nutrition, and the principles involved in preventing disease and maintaining good health. This course will examine the essential elements of nutritional physiology including the nutritional sources in the diet and the specific role of supplements, vitamins, and minerals in promoting and maintaining good health. The class will also provide an investigation into various diseases and disorders related to nutrition: the causes, symptoms, and treatment. The course includes a thorough review of the appropriate application of nutrition in a healthcare setting. A thorough review of the NCCAOM required nutrients and supplements (Appendix B) is included.

### **WM330 Research Methodology** 3-units / 30 hours

Prerequisite: *None*

This course introduces research and evidence based medicine. The research principles, methodologies, instrumentation, statistics, and computer-based searches will be emphasized. In this course, students will learn about the knowledge of academic peer review process and critique skills of the research methods.

### **WM340 Western Pharmacology** 3-units / 30 hours

Prerequisites: *WM301, WM302, WM303, WM304*

This course will introduce the basic concepts and pharmacological principles of western pharmaceuticals and their major categories. This course focuses on pharmacological assessment including the pharmacological distribution, metabolism, excretion, and the mechanisms of a drug's therapeutic effects on the human body. This course will emphasize general principles that can be applied broadly to groups or categories of medications. For all of the medications discussed in this course, the students will be able to interpret their principle of pharmacology, their clinical indications, adverse effects, dosages, and potential herb-drug or drug-herb interactions. Emphasis is on the understanding and identification of side effects and Herb-Drug or drug-herb interactions for each class of drug. The students learn to predict and modify treatment based on possible herb-drug mutual and non-mutual interactions based on each of the covered drug categories.

### **WM350 Laboratory and Imaging** 3-units / 30 hours

Prerequisites: *WM301, WM302, WM303, WM304*

This course provides a basic understanding of medical imaging, clinical laboratory, and diagnostic tests. Through this course, students will learn the procedures for ordering diagnostic imaging, and radiological and laboratory tests. This course will examine how to incorporate the data and reports from each of the tests into clinical records and analysis. This course will examine blood, urine, stool tests, and microbiological studies. An overview of normal radiographic anatomy, common pathologies, X-Ray, CT, MRI, PET, Ultrasound, and Nuclear Medicine will be covered.

### **WM401 Pathophysiology I** 3-units / 30 hours

Prerequisites: *WM301, WM302, WM303, WM304*

This course is the first of four pathology and pathophysiology courses in the series that present the fundamentals of bio-physiological processes related to disease development and their manifestations. An overview of public and community health and disease prevention, in general, will be examined. The nature of disease and illness will be explored with respect to microbiology, immunology, psychopathology, and epidemiology for all systems covered. This course will examine cellular dynamics, inflammation and repair, fluid and electrolyte balance, acid/base and blood gas regulation, hemodynamics, and immunity.





# ACADEMIC PROGRAM – COURSE DESCRIPTIONS

## Basic Science and Biomedicine

**WM402 Pathophysiology II** 3-units / 30 hours  
Prerequisites: WM301, WM302, WM303, WM304

This course is the second of four pathology and pathophysiology courses in the series that present the fundamentals of bio-physiological processes that relate to the development of diseases and their manifestations. The nature of disease and illness will be explored with respect to microbiology, immunology, psychopathology, and epidemiology for all systems covered. This course will cover in detail epidemiology terminology and its function and impacts on health and disease. An overview of public and community health and disease prevention, in general, will be examined. This course will examine the etiologies, pathogenesis, and mechanisms of common disorders of the infection process, inflammation, and the immune system, the cardiovascular system, and the respiratory system.

**WM403 Pathophysiology III** 3-units / 30 hours  
Prerequisites: WM301, WM302, WM303, WM304

This course is the third of four pathology and pathophysiology courses in the series that present the fundamentals of bio-physiological processes that relate to the development of diseases and their manifestations. The nature of disease and illness will be explored with respect to microbiology, immunology, psychopathology, and epidemiology for all systems covered. This course will examine the etiologies, pathogenesis, and mechanisms of common disorders of the renal system, the function of fluids and electrolytes, the gastrointestinal system, and the endocrine system.

**WM404 Pathophysiology IV** 3-units / 30 hours  
Prerequisites: WM301, WM302, WM303, WM304

This course is the fourth of four pathology and pathophysiology courses in a series that present the fundamentals of the bio-physiological processes that inform the development of diseases and how various diseases manifest and affect the function of various systems. The nature of disease and illness will be explored, in relation to the fields of microbiology, immunology, psychopathology and epidemiology for all systems covered in this course. This course will examine the etiology, pathogenesis, and mechanisms of action of common disorders of the genitourinary and reproductive systems, of the neurological system (including psychopathologies), of the sensory organs, and the musculoskeletal and integumentary systems.

**WM411 Public Health** 3-units / 30 hours  
Prerequisite: *None*

This course is a general introduction to public and community health and epidemiology concepts. It examines the importance of community health, disease prevention through public health education, the communicability of various diseases, biostatistics, environmental health, community health, behavioral health, and occupational health. The students will learn to find public health alerts and what measures to take in their individual practices. They will gain an understanding of outreach, including to the homeless and chemical-dependent populations. Public health issues that relate to TCM practitioners will also be covered.

**WM450 Western Physical Assessment** 3-units / 30 hours  
Prerequisites: WM301, WM302, WM303, WM304

This course provides training in the techniques of comprehensive history-taking and a detailed study of western physical diagnostic processes, emphasizing three clinical skills: history-taking, physical examination, and logical thinking. The emphasis is on hands-on training to prepare students to be able to perform the procedures of physical examination with a high degree of comfort and skill. Students will become familiar with physical examinations of the skin, head, sense organs, Ear, nose and throat, chest, and abdomen, as well as basic orthopedic and neurological tests including neuro-musculoskeletal assessment. A full functional assessment will be emphasized and completed for each area studied.





# ACADEMIC PROGRAM – COURSE DESCRIPTIONS

## Basic Science and Biomedicine

**WM501 Western Clinical Medicine I** 3-units / 30 hours

Prerequisites: *WM401, WM402, WM403, WM404*

This course is the first of three Western Clinical Medicine courses. This course presents an overview of selected common diseases observed and treated with biomedicine. This course will emphasize comprehensive history taking. This course will illustrate standard physical examination and assessment procedures, including neuro-musculoskeletal, orthopedic, neurological, abdominal and EENT examinations where indicated. It will focus on the functional assessment of each disease process. The students will learn clinical reasoning and problem-solving for the diseases covered. Focusing on the clinical sciences review of internal medicine, pharmacology, neurology, surgery, obstetrics/gynecology and urology will have their own sections. A clinical sciences review of diagnostic lab and radiology, nutrition and public health implications will be included with each topic discussed. Aspect in the patient-practitioner rapport, communication skills, including multicultural sensitivity will also be included with each topic discussed. This course examines the etiology, pathogenesis, differential diagnosis, and treatment principles of infectious diseases, sexually transmitted diseases, gastrointestinal diseases, hematological diseases, liver-biliary tract and pancreatic diseases, malignant diseases, and rheumatology and bone diseases.

**WM502 Western Clinical Medicine II** 3-units / 30 hours

Prerequisites: *WM401, WM402, WM403, WM404*

This course is the second of three Western Clinical Medicine courses. This course presents an overview of selected common diseases observed and treated with biomedicine. This course will emphasize comprehensive history taking. This course will illustrate standard physical examination and assessment procedures, including neuro-musculoskeletal, orthopedic, neurological, abdominal and EENT examinations where indicated. It will focus on the functional assessment of each disease process. The students will learn clinical reasoning and problem-solving for the diseases covered. Focusing on the clinical sciences review of internal medicine, pharmacology, neurology, surgery, obstetrics/gynecology and urology will have their own sections. A clinical sciences review of diagnostic lab and radiology, nutrition and public health implications will be included with each topic discussed.

Aspect in the patient-practitioner rapport, communication skills, including multicultural sensitivity will also be included with each topic discussed. This course examines the etiology, pathogenesis, differential diagnosis, and treatment principles of urology-renal and urinary tract disease, electrolytes and acid-base balance, obstetrics and gynecology, cardiovascular diseases, ophthalmology, ears, nose, throat and respiratory diseases. Critical care medicine, environmental medicine, and poisoning will also be covered, topics related to the emergency procedures will also be discussed within these areas.

**WM503 Western Clinical Medicine III** 3-units / 30 hours

Prerequisites: *WM401, WM402, WM403, WM404*

This course is the third of three Western Clinical Medicine courses. This course presents an overview of selected common diseases observed and treated with biomedicine. This course will emphasize comprehensive history taking. This course will illustrate standard physical examination and assessment procedures, including neuro-musculoskeletal, orthopedic, neurological, abdominal and EENT examinations where indicated. It will focus on the functional assessment of each disease process. The students will learn clinical reasoning and problem-solving for the diseases covered. Focusing on the clinical sciences review of internal medicine, pharmacology, neurology, surgery, obstetrics/gynecology and urology will have their own sections. A clinical sciences review of diagnostic lab and radiology, nutrition and public health implications will be included with each topic discussed. Aspect in the patient-practitioner rapport, communication skills, including multicultural sensitivity will also be included with each topic discussed. This course examines etiology, pathogenesis, differential diagnosis, and treatment principles of endocrine and metabolic disease, neurological disease, surgery focusing on orthopedics and trauma, psychiatric and skin diseases. Topics related to the case management for injured workers and socialized medicine patients, including a knowledge of workers compensation/labor codes and procedures and qualified medical evaluations will also be covered.





# ACADEMIC PROGRAM – COURSE DESCRIPTIONS

## Basic Science and Biomedicine

**WM601 Biomedical Review** 3-units / 30 hours  
Prerequisites: *WM401, WM402, WM403, WM404*

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 for the clinical sciences including internal medicine, pharmacology, neurology, surgery, obstetrics/gynecology, urology, radiology, nutrition and public health. This course focuses on red flags and the development of an awareness of at-risk populations, including gender, age, indigent and disease specific patients. This course will emphasize special care for seriously ill patients, and emergency procedures including 911 and appropriate referral to the ER. The course also includes clinical medicine with emphasis on survey of the clinical practice of medicine, osteopathy, dentistry, psychology, nursing, chiropractic, podiatry, naturopathy, and homeopathy to familiarize practitioners with the practices of other health care practitioners with the practices of other health care practitioners. This course also prepares students for the Graduation Exam as well as national and state licensing exams.

**WM511 Practice Management I** 3-units / 30 hours  
Prerequisite: *None*

This course will provide an overview of basic daily clinic management skills to establish a successful clinical practice. Topics discussed include front office procedures, ethics, legal responsibilities, record keeping, insurance billing and collection procedures, reimbursement and collections, lease agreements, risk management, licensing, and permit and professional liability insurance. This course will demonstrate coding procedures for current procedural and diagnostic codes, including current procedural terminology (CPT) and international classification of diseases (ICD-11) diagnostic codes for record keeping and insurance billing. We will discuss proper business written communications with peers and others. We will learn regulatory compliance and jurisprudence (federal, Nevada and California, municipal laws), including OSHA, labor code, American with Disability Act (ADA), Health Insurance Portability and Accountability Act of 1996 (HIPAA) and human resources.

**WM512 Practice Management II** 3-units / 30 hours  
Prerequisite: *None*

This course will discuss creating a business plan, marketing & advertising for a private practice, and the skills needed to be successful in business. Public speaking and networking skills will also be discussed and developed. Business operation topics including planning and establishing a professional office, will be reviewed. The keys to the analysis of practice growth and development will be identified. Discuss and identify learning to practice in an interdisciplinary medical setting including hospitals and also working with and collaborating with other medical professionals. Students will gain a deeper understanding of risk management and insurance issues, billing and compliance that arise in a private practice setting.

**WM550 Ethics** 3-units / 30 hours  
Prerequisite: *None*

This course examines 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. A thorough study of the laws governing the practice of Oriental medicine in Nevada per the Nevada State Board of Oriental Medicine will be emphasized. This course will examine peer review and medical ethics. We will cover medical-legal report writing, expert medical testimony, and the ethics of an independent medical review.





# ACADEMIC PROGRAM – COURSE DESCRIPTIONS

## Practice Management, Electives

### **EL350 Preclinical Exam Preparation** 3-Units/30 Hours

Prerequisite: *CP301*

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.

### **EL400 Oriental Medicine Terminology II** 3-Units/30 Hours

Prerequisites: *HB301-304, 2 of HB401-404, OM300*

The course is a continuation of OM300 Oriental Medicine Terminology. This course will emphasize the terminology of herbology and herbal formulas. Students will learn how to pronounce, understand the meaning of the Chinese herbs and formulas.

### **EL405 Herbal Dispensary II** 3-Units/30 Hours

Prerequisites: *CP305, HB401-404*

The course is a continuation of CP305 Herbal Dispensary. It 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 gain familiarity with TCM herbs and formulas, review their knowledge of herbs identification and formula actions and indications, practice of preparation of raw formulas and patent pills, conversion to/from raw formula dosages, as well as modification formulas. When appropriate, the students will participate in patient education on how to prepare and consume their herbal formulas. This course will provide the opportunity to practice Good Manufacturing Practice (GMP), inventory procedure, and cataloging and restocking, as students will be asked to assist when new inventory arrives.

### **EL411 Taiji II** 3-Units/30 Hours

Prerequisite: *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 class focuses on the Taiji Chen styles.

### **EL412 Tuina II** 3-Units/30 Hours

Prerequisite: *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.

### **EL420 Acupuncture Point Injection Therapy**

3-Units/30 Hours

Prerequisite: *AC403*

Acu-Point Injection Therapy involves injection of sterile solutions into traditional acupuncture points. This course provides clinical theory, principles and techniques for acupuncture injection therapies including TCM injection methods, Biopuncture, Physiologic Regulating Medicine, and Trigger Point Therapy. Topics of discussion will be the nature, function, channels entered, and contraindications of herbal, homeopathic and nutritional injectables, diseases amenable to treatment with acupuncture injection therapy and the injectables appropriate to treat them, and identification of appropriate points for treatment, including palpatory diagnosis.

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

3-Units/30 Hours

Prerequisite: *OM450*

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: *Varies*

This course engages the students with an in-depth study of Herbology that have fundamentally influenced the practice of oriental medicine. Theoretical foundations, clinical applications and herbal treatment focusing on the herbal prescription and safety will be discussed. In this course, the herbal application will be emphasized on the various clinical specialties and the selected topics will be varied.

### **EL601 Topics in Oriental Medicine** 3-Units/30 Hours

Prerequisite: *Varies*

This course engages the students with an in-depth study of Oriental Medicine that have fundamentally influenced modern oriental medicine. Theoretical foundations, clinical applications and treatment management will be discussed.





# ACADEMIC PROGRAM – COURSE DESCRIPTIONS

## Practice Management, Electives

### **EL602 Topics in Microsystems** 3-Units/30 Hours

Prerequisites: *Varies*

This course engages the students with an in-depth study of Microsystem Acupuncture that have fundamentally influenced modern oriental medicine. Theoretical foundations, clinical applications and microsystem acupuncture treatment will be discussed.

### **EL605 Advanced Topics in Herbs and Formula: Pharmacognosy** 3-Units/30 Hours

Prerequisites: *HB401-404*

This course further explore advanced topics on herbs and formulas and focusing on a study of Pharmacognosy and Phytotherapy in relation to a Western medicinal pharmacological perspective. It also covers the cautions and contraindications of phytomedicine based on chemical structure. It will cover most common Drug-Herb interactions to note.

### **EL610 Advanced Orthopedics Acupuncture**

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. It will examine both motor point and trigger point acupuncture, as well as review orthopedic testing and assessment, manual muscle testing, and proper charting/documentation for orthopedic cases. Specific emphasis will be placed on the neuromusculoskeletal system, its components, disorders, and acupuncture treatment modalities.

### **EL620 Topics in Classical Acupuncture** 3-Units/30 Hours

Prerequisites: *Varies*

This course engages the students with an in-depth study of Acupuncture that have fundamentally influenced modern oriental medicine. Theoretical foundations, clinical applications and acupuncture treatment will be discussed. The topics related to the Acupuncture will be varied.

### **EL650 Topics in Integrative Medicine** 3-Units/30 Hours

Prerequisite: *Varies*

This course engages the students with an in-depth study of topics related to Biomedicine and Integrative Medicine that have fundamentally influenced the modern practice of oriental medicine. Theoretical foundations, clinical applications and treatment management will be discussed. The topics related to the Integrative Medicine will be varied.

### **EL701 Advanced Clinical Training A-D**

EL701 ~ 2-Units/40 Hours

EL702 ~ 2-Units/40 Hours

EL703 ~ 2-Units/40 Hours

EL704 ~ 2-Units/40 Hours

Prerequisite: *CP612*

This elective coursework is a continuation of Clinical Internship training after CP612 coursework with advanced responsibilities for patient care having the minimum amount of supervision as required by law. EL701-704 courseworks are the elective clinical practice experiences in the clinic, at advanced levels of responsibility, under the supervision of the clinic supervisor. Each EL701-704 courseworks are an elective course and optional for students to take. EL701-704 courseworks provide to students who are interested in receiving more hours of clinical practice experience outside of required clinical training hours within the curriculum. This optional clinical training focuses on the application of Eastern and Western diagnostic procedures in evaluating patients and the clinical treatment of patients with acupuncture and oriental medicine treatment modalities including herbal treatment. In EL701-704 courseworks, during the diagnosis, evaluation and clinical practice, the clinic supervisor does not necessarily be physically present at all times however shall be in close proximity to the location at which the patient is being treated during the clinical instruction. Interns continue their practice hands-on for 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. Students are still required to consult with the clinic supervisor before for the approval of the diagnosis and treatment plan, as well as after the treatment for the approval for discharging the patient. Supervision at this level is mainly for the approval of diagnostic accuracy, treatment plan and safety. This is a supervised practice of the clinical treatment of patients with acupuncture and oriental medicine treatment modalities under the Nevada scope of practice.





# ACADEMIC PROGRAM – COURSE DESCRIPTIONS

## 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.

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:

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

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 satisfactory competency evaluation by clinic supervisors.

## 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 CP301 and prerequisite didactic courses, they are eligible to sit for Institutional Exam I. Upon passing this exam, students may begin their internship. The purpose of the Institutional Exam I 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 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





# ACADEMIC PROGRAM – COURSE DESCRIPTIONS

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. 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.

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, AC301-302, AC370, AC375, HB300, HB301-304, OM301-302, OM401-402, WM300, WM301-304
- Completion CPR/AED/First Aid/ BLS Adult and Pediatric certification from AHA or American Red Cross ([information available here](#))
- Completion Clean Needle Techniques (CNT) certification from Council of College of Acupuncture and Herbal Medicine ([information available here](#))

This is the first clinical course for students entering the clinic as Observers. It consists of an introduction to the clinic including practical preparatory information about the Health Center. Students become familiar with basic clinic procedures, patient and doctor interactions, clean needle technique (CNT), herbal dispensary procedures, and diagnosis and treatment planning. Students gain experiences through clinical observation of the patient/practitioner relations, intake procedures, evaluation, treatment plans, treatment procedures, and follow-up care. Observers learn governing regulations (OSHA, HIPAA), scope of practice as governed by the state board regulation, office procedures, clean needle technique, and maintenance of the Herbal Dispensary including storage, ordering, care, inventory, and preparation of herbal formulas.

In this first clinical course, the student will observe and gain knowledge of the clinic procedures, observer and intern responsibilities, basic doctor-patient protocols, diagnostic protocols, as well as CNT, OSHA and HIPAA. The observation also includes an introduction to patient interactions and interviewing, reception and scheduling, record keeping, appropriate custody of protected patient examination, treatment methods, and herbal prescriptions.

This first clinical course of observation is dedicated to the clinic theater portion of the course. Students directly observe the clinical practice of acupuncture and oriental medicine involving diagnosis and treatment on the patient performed exclusively by clinic supervisors. Students will pay particular attention to clinic supervisors in relates to:

- Intake and develop a diagnosis and treatment plan in accordance to the practice of acupuncture and oriental medicine
- Acupuncture needling and adjunct therapies such as cupping, tuina, electro-acupuncture and moxibustion, guasha, etc
- Manage patient flow and time management
- Identify red flag signs/symptoms
- Assess the efficacy of the course of treatment and make appropriate adjustments to the treatment plan during the course of treatment for returning patients
- Differentiate between applicable formulas for a given pattern presentation





# ACADEMIC PROGRAM – COURSE DESCRIPTIONS

## CLINIC COURSE DESCRIPTIONS

- Prescribe herbal formulas
- Provide patient education and any necessary referrals if applied
- Charting and recording

The students will participate in group case presentations and discussions following patient treatments to gain clarity and deepen their understanding of what they observed and what is expected of them when they progress to clinical internship.

### **CP305 Herbal Dispensary 2-Units / 40 hours**

Prerequisite: *CP301 Introduction to Clinical Internship*

This course is a supervised clinical observation in the herbal dispensary focusing on the training experiences in herbal prescription, counseling and preparation. The course includes basic practices and management of the herbal dispensary, such as selecting, weighing and preparing appropriate herbal formulas as requested. In addition, students will gain knowledge and familiarity with herb categories and identification, preparation of powder or granule formulas and patent pills, conversion to/from raw formula dosages, as well as modification of powder or granule formulas. The student will gain an understanding of the relationship between diagnosis and appropriate prescribing and dispensing of formulas. The student will keep a journal of tasks performed. The students will observe the whole process of preparing raw herb formulas for dispensing to patients and observe in patient education on the use of herbal formulas. They will gain experience through direct observation of writing herbal prescriptions, and counseling patients regarding their preparation, dosage, use, possible side effects, caution and contraindication, and answering the patient's questions pertaining to oriental herbal medicine in a competent and professional manner. In addition, this practical course will give students the opportunity to learn aspects of running an herbal dispensary, including learning how to set up, clean, and maintain the preparation areas and the appropriate storage of herbs and equipment. Students will have the opportunity to learn inventory procedures, such as cataloging and restocking, as they will assist Interns and staff when new inventory arrives.

### **CP311 Clinic Observation 1 2-units / 40 hours**

Prerequisite: *CP301 Introduction to Clinical Internship*

Clinical Observation accustoms the student to the settings and routines of the clinical practice, familiarizes them with routine procedures and clinical treatments, and demonstrates professional interactions with patients, peers, and supervisors through the practice of acupuncture and oriental medicine. This course series is built from CP311 - CP313 and is a continuation from CP301.

CP311 coursework is dedicated to the clinic theater portion of the course. Students directly observe the clinical practice of acupuncture and oriental medicine involving diagnosis and treatment on the patient performed exclusively by clinic supervisors.

Students will pay particular attention to clinic supervisors in relates to:

- Intake and develop a diagnosis and treatment plan in accordance to the practice of acupuncture and oriental medicine
- Acupuncture needling and adjunct therapies such as cupping, tuina, electro-acupuncture and moxibustion, guasha, etc
- Manage patient flow and time management
- Identify red flag signs/symptoms
- Assess the efficacy of the course of treatment and make appropriate adjustments to the treatment plan during the course of treatment for returning patients
- Differentiate between applicable formulas for a given pattern presentation
- Prescribe herbal formulas
- Provide patient education and any necessary referrals if applied
- Follow-up assessment and management
- Charting and recording
- Patient and doctor interactions, clean needle technique (CNT), regulations (OSHA, HIPAA), scope of practice as governed by the state board regulation





# ACADEMIC PROGRAM – COURSE DESCRIPTIONS

## CLINIC COURSE DESCRIPTIONS

**CP312 - CP313 Clinic Observation 2 - 3**

**CP312 - 2-units / 40 hours**

**CP313 - 2-units / 40 hours**

Prerequisite: *CP301 Introduction to Clinical Internship*

Clinical Observation accustoms the student to the settings and routines of the clinical practice, familiarizes them with routine procedures and clinical treatments, and demonstrates professional interactions with patients, peers, and supervisors through the practice of acupuncture and oriental medicine. This course series is built from CP311 - CP313 and is a continuation from CP301.

In CP312 and CP313 courseworks, students directly observe the clinical practice of acupuncture and oriental medicine involving diagnosis and treatment on the patient performed by clinic supervisors and/or higher level interns.

Students will pay particular attention to clinic supervisors and/or higher level interns in the clinical practice in relates to:

- Intake and develop a diagnosis and treatment plan in accordance to the practice of acupuncture and oriental medicine
- Acupuncture needling and adjunct therapies such as cupping, tuina, electro-acupuncture and moxibustion, guasha, etc
- Manage patient flow and time management
- Identify red flag signs/symptoms
- Assess the efficacy of the course of treatment and make appropriate adjustments to the treatment plan during the course of treatment for returning patients
- Differentiate between applicable formulas for a given pattern presentation
- Prescribe herbal formulas
- Provide patient education and any necessary referrals if applied
- Follow-up assessment and management
- Charting and recording
- Patient and doctor interactions, clean needle technique (CNT), regulations (OSHA, HIPAA), scope of practice as governed by the state board regulation

The students will participate in group case presentations and discussions following patient treatments to gain clarity and deepen their understanding of what they observed and what is expected of them when they progress to clinical internship. Observation prepares students to perform their next stage of clinic training: clinical internship. After observing higher-level Interns and how they perform in the clinic, Observers should clearly know their upcoming responsibilities as an Intern.

**CP411 - CP414 Clinical Internship Level 1 A-D**

CP411 Intern Level 1A ~ 4 units / 80 hours

CP412 Intern Level 1B ~ 4 units / 80 hours

CP413 Intern Level 1C ~ 4 units / 80 hours

CP414 Intern Level 1D ~ 4 units / 80 hours

Prerequisites:

- *Complete CP313*
- *Complete OM401 and at least 1 from OM402, OM450*
- *Complete at least 1 of AC401-403*
- *Complete at least 1 of HB401-404*
- *Complete at least 1 of WM401-404*
- *Complete WM315, WM340, WM350, WM450*
- *Pass Institutional Exam I*

CP411-414 coursework series are the clinical practice experiences in the clinic, at progressive levels of responsibility, under the supervision of the clinic supervisor. CP411-414 coursework series in total counts for 16 units (320 hours). CP411-414 coursework series provides the clinical practice experience in the application of Eastern and Western diagnostic procedures in evaluating patients and the clinical treatment of patients with acupuncture and oriental medicine treatment modalities including herbal treatment. In CP411-414 coursework series, during the diagnosis, evaluation and clinical practice, the clinic supervisor shall be physically present at all times during the diagnosis and treatment of the patient. The clinic supervisor shall also be physically present at the needling of the patient.

The intern follows the clinical supervisor's diagnosis, treatment plan and treatment method. Supervisors will be physically present at all times to closely monitor each intern's ability to conduct a patient history and





# ACADEMIC PROGRAM – COURSE DESCRIPTIONS

## CLINIC COURSE DESCRIPTIONS

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. This is a supervised practice of the clinical treatment of patients with acupuncture and oriental medicine treatment modalities under the Nevada scope of practice.

### **CP511 - CP514 Clinical Internship Level 2 A-D**

CP511 Intern Level 2A ~ 4 units / 80 hours

CP512 Intern Level 2B ~ 4 units / 80 hours

CP513 Intern Level 2C ~ 4 units / 80 hours

CP514 Intern Level 2D ~ 4 units / 80 hours

Prerequisites: *Complete CP414, Pass Institutional Exam II*

CP511-514 coursework series are the clinical practice experiences in the clinic, at progressive levels of responsibility, under the supervision of the clinic supervisor. Supervisors are present during all needling. CP511-514 coursework series in total counts for 16 units (320 hours). CP511-514 coursework series provides the clinical practice experience in the application of Eastern and Western diagnostic procedures in evaluating patients and the clinical treatment of patients with acupuncture and oriental medicine treatment modalities including herbal treatment. In CP511-514 coursework series, during the diagnosis, evaluation and clinical practice, the clinic supervisor shall be physically present at all times during the diagnosis and treatment of the patient. The clinic supervisor shall also be physically present at the needling of the patient.

In Level II, interns assume responsibility for monitoring their patients' progress, developing and modifying treatment plans, including formulation of herbal prescriptions. Interns formulate diagnosis, treatment plans, and treatment methods with the assistance of clinic supervisors. Throughout this process, students are required to consult with the clinic supervisor before for the approval of the diagnosis and treatment plan, as well as after the treatment for the approval for discharging the patient. The clinic supervisors are required to see each patient and to make or confirm each diagnosis and treatment plan.

This is a supervised practice of the clinical treatment of patients with acupuncture and oriental medicine treatment modalities under the Nevada scope of practice.

### **CP611 - CP612 Clinical Internship Level 3 A-B**

CP611 Intern Level 2A ~ 4 units / 80 hours

CP612 Intern Level 2B ~ 4 units / 80 hours

Prerequisites: *Complete CP514, Pass Institutional Exam III*

CP611-612 coursework series are the clinical practice experiences in the clinic, at advance levels of responsibility, under the supervision of the clinic supervisor. The supervisor will be in close proximity when the patient is being treated. Student is required to consult the supervisor for approval of diagnosis and treatment plan and for patient discharge. CP611-612 coursework series in total counts for 8 units (160 hours). CP611-612 coursework series provides the clinical practice experience in the application of Eastern and Western diagnostic procedures in evaluating patients and the clinical treatment of patients with acupuncture and oriental medicine treatment modalities including herbal treatment. In CP611-612 coursework series, during the diagnosis, evaluation and clinical practice, the clinic supervisor does not necessarily be physically present at all times however shall be in close proximity to the location at which the patient is being treated during the clinical instruction.

In Level III, interns continue their practice hands-on for 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. Students are still required to consult with the clinic supervisor before for the approval of the diagnosis and treatment plan, as well as after the treatment for the approval for discharging the patient. Supervision at this level is mainly for the approval of diagnostic accuracy, treatment plan and safety. This is a supervised practice of the clinical treatment of patients with acupuncture and oriental medicine treatment modalities under the Nevada scope of practice.





# ACADEMIC PROGRAM – COURSE DESCRIPTIONS

## INSTITUTIONAL EXAMS

### Institutional Exam I

- Passage required to begin CP411 Internship.
- Part 1 - Written Exam: 100 Questions multiple choice questions covering OM, Acupuncture, Herbs, Biomedicine, CNT safety law and regulations.
- Part 2 - Practical Exam: 30 minutes with the following components: Perform and obtain vital signs result (BP, HR, RR, Temperature, Pain status); Perform and obtain OM pulse diagnosis; Identify and locate 14 acupuncture points; Cleaning treatment room
- Prerequisite:
  - Completion of CP301, CP305, CP311, CP312
  - Completion 50 units, including AC300, AC301-302, AC370, AC375, HB300, HB301-304, OM301-302, OM401-402, WM300, WM301-304
  - Completion CPR/AED/First Aid/ BLS Adult and Pediatric certification from AHA or American Red Cross
  - Completion Clean Needle Techniques (CNT) certification from Council of College of Acupuncture and Herbal Medicine

### Institutional Exam II

- Passage required to begin CP511 Internship
- 50 multiple choice questions covering OM, Acupuncture, Herbs, Biomedicine, CNT safety law and regulations.
- Prerequisite:
  - Completion of CP411, CP412, CP413
  - Completion OM401-402 and OM450, AC401-403, HB401-404, WM401-404, WM315, WM340, WM350, WM450

### Institutional Exam III

- Passage required to begin CP611 Internship
- 50 multiple choice questions covering OM, Acupuncture, Herbs, Biomedicine, CNT safety law and regulations.
- Prerequisite:
  - Completion of CP511, CP512, CP513
  - Completion OM401-402, OM450, AC401-403, HB401-404, WM401-404, WM315, WM340, WM350, WM450

### Comprehensive Graduation Exam

- Passage required for graduation.
- 200 multiple choice questions covering OM, Acupuncture, Herbs, Biomedicine, CNT safety law and regulations.
- Prerequisites:
  - Completion of CP611
  - GPA of 2.5 or higher
  - Completion OM501-504, OM470, OM601, AC550, AC601-602, AC511, AC512, HB401-404, HB410, HB450, HB501, WM340, WM350, WM450, WM501-503, WM550, WM511-512

### Institutional Exam Retakes

If a student does not pass an institutional exam on the first attempt, they may retake the exam at a later date. The Institutional Exam I-III retake fee is \$25.00. The Institutional Exam IV retake fee is \$50.00. The results from Institutional examinations I-III are valid one (1) year after the passage of the examination. Refer to the WHC Clinic Student Handbook for institutional examinations guidelines.





# ACADEMIC POLICIES





# ACADEMIC POLICIES

## REGISTRATION AND ENROLLMENT

### REGISTERING FOR DIDACTIC AND CLINIC COURSES

Official course registration usually begins five weeks prior to the term start date, once the schedule has been approved by the Academic Dean. Students may register for didactic classes through the online Student Portal. To register for clinic internship, students plan their internship shift schedules in conjunction with the Clinic Dean.

Clinic interns must satisfy all requirements outlined in the Wongu Health Center Handbook prior to registering for clinic shifts.

Consult the academic calendar for the dates of the registration period and the Add/Drop 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. Each request will be reviewed by the Academic Standards Committee and a decision 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 courses during the Add/Drop period. The Add/Drop period is a seven-day period following the start date of the term. After the Add/Drop period, from the second week until the end of the sixth week, courses that are dropped are considered withdrawals and will be recorded in the student's transcript as a grade of "W" (Withdraw). Classes dropped from the 7th week through the end of the term will be recorded as "WF" (Withdraw/Fail).

Consulting one's academic advisor is encouraged prior to adding or dropping courses. Students using financial aid are strongly urged to meet with the Financial Aid Director prior to

adding or dropping courses.

Tuition will be charged according to the refund schedule. Tuition refunds are prorated based on the number of weeks completed in the term. Please refer to the Institutional Refund Policy.

### Weekend Intensive Courses

Students must enroll in Weekend Intensive Courses by the start date. The deadline to drop is prior to the second day of the course. After the drop period, from the second day until the third, a drop is considered a withdrawal and will be recorded in the student's transcript as a grade of "W" (Withdraw). A drop from the fourth day through the end of the term will be recorded as "WF" (Withdraw/Fail). Please refer to the Institutional Refund Policy.

## 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. Students using financial aid must be enrolled 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.





# ACADEMIC POLICIES

## DIDACTIC CLASS ATTENDANCE

Students must attend 80% of a didactic course to receive credit for that 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 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. This requirement is the minimum for courses at Wongu University.

## INTENSIVE CLASS ATTENDANCE

Students must attend 80% of the course to receive credit for the course. Students absent more than six hours will receive an “F” grade. Arriving late to class (defined as 15 minutes or more) will receive a tardy mark on the record. Three instances of tardiness are regarded as one absence.

## 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 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 Director/Manager at least 48 hours before his/her scheduled hours. All absences must be made up prior to the beginning of the next term.

It is the student's responsibility to notify the Clinic Dean/Manager of any excused absence. Lack of attendance on a scheduled day without notification is an unexcused absence.

Unexpected and excessive absences and lack of punctuality are factors included in the performance evaluation of each student. Two unexcused absences will result in an “F” grade for the shift hence no hours will be earned. 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.

A student absent for any of the above reasons must request an excused absence. The request for an excused absence should be made to the Academic Dean or Clinic Director. In some instances, documentation may be required.

### Student Illness

A student who is unable to take a scheduled assessment/reassessment due to illness, 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.



# ACADEMIC POLICIES

## 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 or course instructor 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 Woungu 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 communicate with the Academic Dean 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 on the course syllabus. 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





# ACADEMIC POLICIES

W	Withdrawal	N/A
WF	Withdrawal/Fail	0
I	Incomplete	N/A
AUD	Audit	N/A

## WITHDRAWAL (W)

A grade of “W” (Withdrawal) is earned by those students that drop a course after the Add/Drop period but prior to the 7th week of the term. 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)

A grade of “WF” is earned by those students who drop a course during or after the 7th week of the term. A student that earns a grade of “F” or “WF” will be required to register for and retake that course in its entirety. A student that earns a grade of “F” or “WF” in a course that is prerequisite to other courses will not be eligible to register for those courses. A grade of “WF” 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 GRADE (I)

An Incomplete (I) for a course must 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 during the term. The course requirements must be completed within the first two weeks of the following term, unless other arrangements are made with 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 course requirements within the two-week period will convert the Incomplete (I) grade to a grade of “F”.

## Audit (AUD)

Wongu students may audit courses they have previously taken and completed with passing grades. Special circumstances for non-matriculated students can be considered on a case-by-case basis. 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 discuss 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 explanation provided by the faculty, 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 seven business days.

## SATISFACTORY ACADEMIC PROGRESS (SAP)

Wongu University evaluates academic progress based on the term grade point average and the cumulative grade point average. All matriculated students attending Wongu University are required to maintain satisfactory academic progress throughout the program.

The SAP Standards are the same for students who receive Title IV aid or VA benefits and for those who do not. SAP is evaluated at the end of each term for which the student is in attendance.

### Wongu University SAP Standards:

- All students in attendance must maintain a minimum cumulative GPA of 2.5.



# ACADEMIC POLICIES

- All students must successfully complete at least 67% of the credits attempted during a term to maintain satisfactory pace.

Students who meet these standards are considered in good standing and satisfy the SAP standards set forth by Wongu University. Failure to maintain the SAP standards will result in several remedial actions designed to restore academic progress as described below:

Academic Standing	Financial Aid Standing (If Applicable)	Definition	Action
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.	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 an SAP Academic Advising form that is submitted to the Registrar prior to registering for the next term.
Academic Probation	Financial Aid Probation - The student may still be eligible to receive Financial Aid.	Student has failed to meet at least one SAP Standard for two terms in a row. Student 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 designee, to complete an Academic Appeal and SAP form to remain in the program and continue receiving Financial Aid (if applicable). The Academic Appeal form is submitted to the Academic Standards Committee for approval.
Academic Dismissal	Financial Aid dismissal - ineligible for financial aid and/or VA benefits	Student has failed to meet at least one SAP Standard for three terms in a row.	Student will be academically ineligible and will be dismissed from the University.

## Maximum Time Frame

All matriculated students (those attempting to complete a degree program) must complete the Master of Science in Oriental Medicine program (4 calendar years) within 8 calendar years. Students who cannot earn the degree within the maximum time frame will be unable to continue in the program.

## Attempted Units

To maintain satisfactory progress, students must successfully complete at least 67% of the units attempted in each 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 a student's academic standing is updated to Academic Warning or Academic Probation at the completion of one term, then the future term in which the student is enrolled will be impacted. A student's schedule will be subject to administrative changes. 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 Form must be submitted by the student to the Academic Dean to remedy the following situations:

- Student has violated the 14-day consecutive absence policy. The appeal must be completed prior to or on the 19th 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
- 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 to require the student's attendance at an Academic Standards Committee meeting to discuss their appeal.



# ACADEMIC POLICIES

## 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. 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 Wongu University's Disciplinary Procedures).
- Student fails to return from a Leave of Absence as scheduled.

## READMISSION

Students must submit an Application for Readmission if their attendance has been interrupted for any of the following reasons:

- a) voluntarily withdrawn or out of attendance for over one year,
- b) academic dismissal,
- c) withdrawn due to over-extended Leave of Absence.

Readmitted students must comply with all current Wongu policies, regulations, tuition and curriculum requirements. Students shall retain their original student identification number.

Students who have been academically dismissed from the University must submit a petition to resume study in addition to the Application for Readmission. The petition must document the student's plan to remedy the conditions that impeded academic success and resulted in dismissal. Students granted readmission after being academically dismissed will be enrolled for a probationary period of one year. During this probationary period, the student must maintain a term grade point average of 3.0 or above and successfully complete 67% of the credits attempted each term or the academic dismissal becomes permanent.

Students are not eligible for readmission following disciplinary dismissal.

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 a completed Leave of Absence (LOA) request form to the Registrar. A LOA may be authorized only by the Academic Dean, or a designee.

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, a LOA should be





## ACADEMIC POLICIES

requested before the start of the academic term in which the student plans not to attend. However, if extenuating circumstances arise, a student may request a 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 (2 academic quarters) in any 12-month period. Students who exceed a total of 180 calendar days (2 academic quarters) 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 a LOA. The period of time of the LOA shall not be counted against the student's maximum time of degree completion. Students who are recipients of Title IV financial aid funds must meet with the Financial Aid Director prior to requesting a LOA.

A student requesting a 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 a LOA to plan their re-entry into the program. Failure to return as scheduled from a LOA will result in an administrative withdrawal of the student from the University.

A student who has been denied a 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 student's appeal will be considered by the Academic Standards Committee.

### International Students

International students may apply for a limited LOA as long as they are in compliance with all governmental and University requirements and regulations. International students must meet with the International Student Advisor prior to requesting a LOA to ensure compliance with the requirements.

## 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 CCAHM's Clean Needle Technique (CNT) exam: [https://www.ccahm.org/ccaom/Clean\\_Needle\\_Technique.asp](https://www.ccahm.org/ccaom/Clean_Needle_Technique.asp).
  - o Must have started a needling techniques course no later than the start date of their CCAHM CNT course.
  - o Refer to the CCAHM website for all other information and requirements.





# ACADEMIC POLICIES

## LICENSURE REQUIREMENTS

Wongu University prepares its students to meet the professional requirements for Nevada Licensure (<http://orientalmedicine.nv.gov/>).

A graduate of the University 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, Foundations of Oriental Medicine, Biomedicine, 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/>

Wongu has generated a list of information that can be helpful regarding information whether completion of the MSOM program from Wongu would be sufficient to meet the requirements for professional licensure or certification, including a list of all states for which Wongu has determined that its MSOM curriculum meets, does not meet, or where the determination has not been made regarding the related state educational requirements for licensure or certification. Please inquire to the office of Director of Student Services directly to acquire this list of information.

## 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.





# STUDENT POLICIES





# STUDENT POLICIES

## 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





# STUDENT POLICIES

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 for ten years on campus in secure 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.
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.





# STUDENT POLICIES

16. Obstruction of University buildings, building entrances, or school vehicles.
17. Unaccompanied minors on the University campus and/or in the Health Center.
18. 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.
19. Failure to comply with the University rules, regulations, or policies.
20. Failure to comply with the lawful directions of University officials.

## ACADEMIC INTEGRITY 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, evaluating students, or 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 (dean@wongu.edu). 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. Refer to Wongu Title IX policy for more information.

### Malicious or Frivolous Allegations

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





# STUDENT POLICIES

## DISCIPLINARY PROCEDURE

### GUIDELINES

Whenever a violation of the Code of Conduct is identified, the University will take prompt and appropriate corrective action consistent with its policy. There shall be no retaliation against any member of the university community who expresses a concern under this policy, and confidentiality, to the extent possible, will be maintained. Intentionally false accusations may result in appropriate corrective action by the University.

**Obligation to Report.** Any member of the Wongu community who suspects that a violation of the Code of Conduct has occurred is required to submit electronically to the President/Academic Dean or their designees, the following information for the purposes of administrative review and resolution:

- Date of the alleged incident
- Documentation available to support the allegation
- Name and contact information of the person making the notification

The President/Academic Dean or their designees will provide written notification to the person who is suspected of having committed the violation.

### INVESTIGATION PROCESS

The President/Academic Dean or their designees will conduct an appropriate investigation that will include the opportunity for the student to respond to the alleged violation, either in writing or verbally. In all cases, informal attempts will be made to resolve the issue. Following the investigation, the President/Academic Dean or their designees will make a decision and notify the student in writing of the decision and any sanctions resulting from the findings.

### SANCTIONS

The University takes all violations of the Code of Conduct very seriously and takes actions that are appropriate to the violation. 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 or 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 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.

All disciplinary actions are recorded in the student's file, which remains permanently on record. The existence of a prior violation in a student's file will lead to stronger sanctions for subsequent acts. Students who have been dismissed from the University for violation of the academic integrity conduct policy are not eligible for readmission.

### APPEALS

A student has the right to appeal disciplinary sanctions if additional relevant information has become available that would alter the decision. The appeal must be submitted to the Academic Standards Committee (via the Registrar's Office) in writing within ten (10) days with supporting evidence. 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 (dean@wongu.edu) or 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 to the Academic Dean or President outlining the problem and proposed solutions. The Academic Dean or President will review the written grievance, meet with





# STUDENT POLICIES

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 Wongu University’s accrediting agency, ACAHM, and/or to the State of Nevada Commission on Postsecondary Education (CPE) through the contact information below.

**Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM)**  
500 Lake St, Suite 204  
Excelsior, MN 55331  
Phone: (952) 212-2434  
Fax: (952) 657-7068  
info@acahm.org | <https://acahm.org>

**Commission on Postsecondary Education (CPE)**  
2800 E. St. Louis  
Las Vegas, NV 89104  
Phone: (702) 486-7330  
Fax: (702) 486-7340  
<https://cpe.nv.gov>

## 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 Wongu community values diversity, which is an essential component of its excellence and success. Wongu 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 Wongu 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 Wongu 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





# STUDENT LIFE

## 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 Building. 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 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.

## ACCESSIBILITY SERVICES

Wongu University is committed to providing reasonable accommodations to students with documented disabilities so that they receive access to an equal educational opportunity.

In compliance with Section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act, and Nevada State Laws, Wongu provides reasonable accommodations to reduce the impact of disabilities on academic functioning or other life activities in the University setting.

Student Accessibility Services offers a private and confidential atmosphere for students to talk about their disabilities and accommodations requests. The following services may be available for students with disabilities and medical conditions based on documentation and within the parameters outlined by Section 504 of the Rehabilitation Act of 1973 and the American Disabilities Act of 1990, as amended: <https://www.ada.gov/pubs/adastatute08.pdf>.

Accommodations are adaptations and changes made to elements of a student's academic program that help to compensate for the student's impairment(s) and provide equal access to students with disabilities. Basically:

- Any student with a documented disability may be eligible to receive accommodations and services.
- The purpose of accommodations and modifications is to reduce or eliminate any disadvantages that may exist because of an individual's disability.
- Accommodations are not a guarantee for success, but rather seek to promote non-discrimination and equal access opportunities.
- Accommodations are not student preferences; they are determined through an established review process based on documentation received regarding the student's disability.





# STUDENT LIFE

- The law does not require institutions to waive specific courses or academic requirements considered essential to a program or degree. Rather, they are mandated to modify existing requirements on a case-by-case basis in order to ensure that individuals are not discriminated against on the basis of their disability.

All accommodations are determined on an individual basis. To receive services or accommodations, students are advised to provide appropriate documentation well in advance of the beginning of the term. While every effort will be made to arrange accommodations in a timely fashion, failure to provide advance notice may impede delivery service. In order to access accommodations, students must disclose their disability and/or medical condition to Student Accessibility Services and state their requested accommodations through the Release of Information and Disability Certification Form. Please consult the Registrar's Office at 702-463-2122 or by email at [registrar@wongu.edu](mailto:registrar@wongu.edu).

## STUDENT SERVICES AND ADVISING

The Student Services office is available to counsel and advise students in academic and non-academic matters. Students may meet regularly with the Academic Dean and faculty to ensure satisfactory academic progress. The Student Services office can help students with organizing and planning their schedules and can work with students to improve their study skills (time management, project planning, etc.). Student Services can also connect students looking for additional support to campus and community resources.

### 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. 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:

- The University organizes 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.

Though the college supports graduates in the ways listed above, it makes no guarantee of employment or referral.





# CAMPUS SAFETY





# CAMPUS SAFETY

## 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.edu](http://www.wongu.edu). This report may also be obtained by contacting the Facilities 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-enter the building





# CAMPUS SAFETY

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.

## UNACCOMPANIED MINORS

Due to liability and safety concerns, unaccompanied minors are not allowed on the Wongu University campus and/or in the Health Center.

## ELECTION VOTER REGISTRATION

As a citizen of the United States, you have the privilege to vote on your county, state and national leaders. As part of the Higher Education Act of 1998, Congress directed schools receiving Federal financial aid to assist students who have not yet registered to vote. In essence, if a Title IV (Federal Student Aid) participating school is located in a state that requires voter registration prior to election day and/or does not allow the ability to register at the time of voting, then the school must make a good faith effort to distribute voter registration forms to its federal student aid eligible students. To meet this requirements, federal student aid recipients will receive an annual reminder via bulletin board flyers to complete voter registration. The deadline to register or re-register to vote for any election is 11:59:59 p.m. Pacific Time on the 15th calendar day before that election. If you submit an application after this time, your application will still be processed for future elections. If you recently registered online, please wait at least 24 hours before checking your registration status. To register online you will need your driver license, your last four digits of social security number, your date of birth.

## CONSTITUTION DAY

This day commemorates the September 17, 1787 signing of the United States Constitution. Each educational institution that receives Federal funds for a fiscal year is required to hold an educational program about the U.S. Constitution for its students. The U.S. Department of Education does not mandate or prescribe particular curricula or lesson plans. Wongu posts copies of the US Constitution on a bulletin board on the third week of September every year.





# ACADEMIC CALENDAR





# ACADEMIC CALENDAR

## Fall Term 2022

October 3	Classes begin
October 9	Last day to add/drop without fees
October 17	Tuition payments due
October 28	Nevada Day (school closed)
November 11	Veteran's Day (school closed)
November 14	Last day to withdraw
Nov 21 -Dec 2	Registration period for Winter Term
November 24 -25	Thanksgiving Break (school closed)
December 12 -16	Final Exams
December 24-25	Christmas (school closed)

## Fall Term 2023

October 2	Classes begin
October 8	Last day to add/drop without fees
October 15	Tuition payments due
October 27	Nevada Day (school closed)
November 10	Last day to withdraw
November 10	Veteran's Day (school closed)
Nov 20 -Dec 1	Registration period for Winter Term
November 23 -24	Thanksgiving Break (school closed)
December 11 -15	Final Exams
December 25	Christmas (school closed)

## Winter Term 2023

January 2	Classes begin
January 8	Last day to add/drop without fees
January 16	Martin Luther King, Jr. Day (school closed)
January 17	Tuition payments due
February 10	Last day to withdraw
Feb 20-Mar 3	Registration period for Spring Term
March 13-17	Final Exams

## Winter Term 2024

January 1	New Year's Day (school closed)
January 8	Classes begin
January 14	Last day to add/drop without fees
January 15	Martin Luther King, Jr. Day (school closed)
January 22	Tuition payments due
February 16	Last day to withdraw
Feb 26 -Mar 8	Registration period for Spring Term
March 18-22	Final Exams

## Spring Term 2023

April 3	Classes begin
April 9	Last day to add/drop without fees
April 17	Tuition payments due
May 5	Last day to withdraw
May 22-26	Registration period for Summer Term
May 29	Memorial Day (school closed)
June 12-16	Final Exams

## Spring Term 2024

April 8	Classes begin
April 14	Last day to add/drop without fees
April 22	Tuition payments due
May 17	Last day to withdraw
May 27 -June 7	Registration period for Summer Term
May 27	Memorial Day (school closed)
June 17-21	Final Exams

## Summer Term 2023

July 3	Classes begin
July 4	Independence Day (school closed)
July 9	Last day to add/drop without fees
July 17	Tuition payments due
August 11	Last day to withdraw
Aug 21 -Sep 1	Registration period for Fall Term
September 4	Labor Day (school closed)
September 11 -15	Final Exams
September 17	Constitution Day

## Summer Term 2024

July 4	Independence Day (school closed)
July 8	Classes begin
July 14	Last day to add/drop without fees
July 22	Tuition payments due
August 16	Last day to withdraw
Aug 26 -Sep 6	Registration period for Fall Term
September 2	Labor Day (school closed)
September 16 -20	Final Exams
September 17	Constitution Day





# ACADEMIC CALENDAR

## Fall Term 2024

October 7	Classes begin
October 13	Last day to add/drop without fees
October 21	Tuition payments due
October 25	Nevada Day (school closed)
November 15	Last day to withdraw
November 11	Veteran's Day (school closed)
Nov 26 -Dec 6	Registration period for Winter Term
November 28 -29	Thanksgiving Break (school closed)
December 16 -20	Final Exams
December 24 -25	Christmas (school closed)

## Fall Term 2025

October 6	Classes begin
October 12	Last day to add/drop without fees
October 20	Tuition payments due
October 31	Nevada Day (school closed)
November 11	Veteran's Day (school closed)
November 14	Last day to withdraw
Nov 24 -Dec 5	Registration period for Winter Term
November 27 -28	Thanksgiving Break (school closed)
December 15 -19	Final Exams
December 24 -25	Christmas (school closed)

## Winter Term 2025

January 1	New Year's Day (school closed)
January 6	Classes begin
January 12	Last day to add/drop without fees
January 21	Tuition payments due
January 20	Martin Luther King, Jr. Day (school closed)
February 14	Last day to withdraw
Feb 24-Mar 7	Registration period for Spring Term
March 17 -21	Final Exams

## Spring Term 2025

April 7	Classes begin
April 13	Last day to add/drop without fees
April 21	Tuition payments due
May 16	Last day to withdraw
May 26 -June 6	Registration period for Summer Term
May 26	Memorial Day (school closed)
June 16-20	Final Exams

## Summer Term 2025

July 7	Classes begin
July 4	Independence Day (school closed)
July 13	Last day to add/drop without fees
July 21	Tuition payments due
August 15	Last day to withdraw
Aug 25 -Sep 5	Registration period for Fall Term
September 1	Labor Day (school closed)
September 15 -19	Final Exams
September 17	Constitution Day





---

Wongu University of Oriental Medicine

8620 S. Eastern Avenue

Las Vegas, NV 89123

Campus: (702) 463-2122

Clinic: (702) 852-1280

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

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

Business Hours (University administration): Monday - Friday 9 am - 6 pm PST

Business Hours (Clinic): Monday - Saturday 8 am - 5 pm PST

---

