



ACADEMIC CATALOG
&
STUDENT HANDBOOK
2026-2027

Wongu University of Oriental Medicine

8620 S. Eastern Ave.

Las Vegas, NV 89123

Campus: (702) 463-2122 | Clinic: (702) 852-1280

start@wongu.edu | <https://wongu.edu/>

Business Hours (University administration): Monday - Friday 9:00 am - 5:00 pm PST

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

Effective Date: January 1, 2026 - December 31, 2027

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.

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MESSAGE FROM THE PRESIDENT

Welcome to Wongu University of Oriental Medicine!

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



John Park, PhD
President

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 Acupuncture and Herbal Medicine practitioners who possess compassion and integrity.

MSAHM 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.

MSAHM 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.

MSAHM Program Educational Objectives

Graduates of the Wongu University’s Master of Science In Acupuncture and Herbal 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 following programs are accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM):

- (1) Master of Science in Acupuncture and Herbal Medicine

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The program listed above may offer courses via distance education.

ACAHM does not accredit any programs at the undergraduate/bachelor level.

Accreditation status and notes may be viewed on the [ACAHM Directory](#).

ACAHM is recognized by the United States Department of Education as the specialized accreditation agency for institutions/programs preparing acupuncture practitioners. ACAHM is located at 500 Lake Street, Suite 204, Excelsior, Minnesota 55331; phone 952/212-2434; <https://acahm.org>

Public Disclosure Statement Effective as of 14 August 2024

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
3431 E. Sunset Road,
Bldg. C, Suite 21
Las Vegas, NV 89120
Phone: (702) 675-5326
<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 Acupuncture and Herbal 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>.

California Acupuncture Board

Wongu University's Master of Science In Acupuncture and Herbal Medicine (MSAHM) program has been approved by the California Acupuncture Board to be listed as a board-approved training program. This means that Wongu students are now qualified to sit for the California Acupuncture Licensing Exam (CALE). Unlike most other states, the California Acupuncture Board only allows students who graduated from an approved program to sit for the CALE. A program can be approved if it meets certain requirements, such as being accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM) and offering at least 3,000 hours of

GENERAL INFORMATION

education and training. With this new approval, Wongu students have the option to become licensed in California if they choose to do so.

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

NATIONAL CERTIFICATION AND STATE LICENSURE

OMD License in the State of Nevada

Graduates from Wongu MSAHM program are 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

LICENSURE DISCLOSURE

Wongu University is licensed to operate in the State of Nevada by the Nevada Commission on Postsecondary Education (CPE). The National Certification Commission for Acupuncture, and Oriental Medicine (NCCAOM) certification is one of the requirements for the practice of

acupuncture and East Asian medicine in Nevada and other states that regulate acupuncture and East Asian medicine except for California, while California Acupuncture Board (CAB) licensure is required for the practice of acupuncture and East Asian medicine in California. The curriculum provided by Wongu University is approved by the Nevada State Board of Oriental Medicine and the CAB to prepare graduates to sit for the exams of California board and all NCCAOM certification modules after successful completion of the degree program.

Although the program curriculum offered by Wongu University meets the educational requirements for licensure or certification for Nevada, California, and a few other states, there may be additional licensure requirements mandated by other states. Students are advised to contact the appropriate agency in the state they intend to practice for information on specific licensure or certification requirements.

Most states require applicants to have completed a program accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM). The states of Alabama, Oklahoma, and South Dakota currently do not have an established statutory act for practicing acupuncture and East Asian medicine. As such, the degree may not qualify for practicing acupuncture and East Asian medicine, or the practice would be unregulated or regulated under another board or agency in these three states.

Below is a summary of the states where the program meets or is not yet determined to meet the educational requirements for professional licensure. This list is updated yearly or as needed. Please be aware that state requirements may change at any time.

Confirmed to meet	NV, CA, WA, OR
Undetermined - Requirements vary	AK, AR, AS, AZ, CO, CT, DC, DE, FL, GA, GU, HI, IA, ID, IL, IN, KS, KY, LA, MA, MD, ME, MI, MN, MO, MP, MS, MT, NC, ND, NE, NH, NJ, NM, NY, OH, PA, RI, SC, TN, TX, UT, VA, VT, WI, WV, WY
Undetermined - No statutory act	AL, OK, SD

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, 9:00 a.m. to 5:00 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). Detailed 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 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

Mr. Cho is the Founding President of Wongu University of Oriental Medicine and has brought years of administrative leadership experience to Wongu University. 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: Tetsuo Omorai

Mr. Omorai is a technology executive and entrepreneur with extensive experience in AI solutions, digital transformation, and global business development. He serves as CEO of No.1 Solutions Inc., a Tokyo-based company specializing in generative AI, blockchain, and Web3-enabled systems aimed at addressing complex societal challenges and advancing technological innovation. Under his leadership, the company has grown to support projects across Asia, the Middle East, and Africa and emphasizes the integration of AI and emerging technologies to create sustainable and impactful solutions.

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 Women'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.

CORPORATE OFFICERS

Chairman: Tetsuo Omorai

See bio under the previous 'Board of Directors' section

President: John Park, PhD

Dr. Park has an international background in higher education, research, and executive leadership in science and technology. His career includes service as a Professor at Kyonggi University in Korea, as well as leadership roles in academic and industry organizations in the United States, Japan, and Europe. He has served as CEO and President of Interlinear Technology (USA/Japan) and BioArts International (USA), President of IMATIX (Belgium), and Founder and CEO of the World Research Institute for Science and Technology (USA). His work has focused on supporting research activities, interdisciplinary collaboration, and institutional development across academic and applied settings.

Treasurer & Secretary: Katherine Duncan, BS

See bio under the previous 'Board of Directors' section

KEY ADMINISTRATION

Eunhee Yu, MOM, LAc (CA), Clinic Director
eunyu@wongu.edu

Yanny Tanumidjojo, BS, CA, Director of Admissions
start@wongu.edu

Ngoc-Chau Nguyen, Registrar and Financial Aid Director
registrar@wongu.edu, finaid@wongu.edu

Joshua Lorenzana, MRE, Director of Student Services, International Student Advisor
studentservices@wongu.edu

Nathan Yanai, AA, Facilities Manager
tnyanai@wongu.edu

Soohyun Lo, Clinic Front Desk Manager
clinicfrontmanager@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 two groups of faculties for its program:

- Core Faculty
- Faculty

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.

Eunhee Yu, MOM, LAc (CA)
MOM, Life University; Bachelor's in TCM, Yanbian University (China)
Teaching Expertise: Acupuncture, Oriental Medicine, Herbology, Clinic supervisor

Faculty

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

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

Nancy Brandt, BA, MSOM, DVM, OMD (NV)
BA, Biomedical Science, St Cloud University, MN; MSOM, Wongu University of Oriental Medicine; DVM, University of Minnesota Veterinary Medical School
Teaching Expertise: Basic Sciences, Western Medicine, Acupuncture, Oriental Medicine, Herbology

Yong Chen, MSTCM, OMD (NV)
MSTCM, University of East-West Medicine
Teaching Expertise: Acupuncture, Oriental Medicine, Herbology

Tae Cheong Choo, PhD (Korea), MKM (Korea), OMD (Korea), OMD (NV)
PhD in Korean Medicine, Master of Korean Medicine, Kyung Hee University (Korea)
Teaching Expertise: Acupuncture, Herbology, Oriental Medicine

Joanne Eng, DACM, OMD (NV)
DACM, MSTCM, California Institute of Integral Studies
Teaching Expertise: Acupuncture, Herbology, Oriental Medicine, Clinic supervisor

John Fang, DAOM, LAc (CA)
DAOM, MSAOM, South Baylo University; MS Administration, Central Michigan University
Teaching Expertise: Oriental Medicine, Herbology

Madison Fish, MSOM
MSOM, Wongu University of Oriental Medicine
Teaching Expertise: Qigong, Taiji

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

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

Jun Woo Kim, MSAOM, DAChM, LAc
MSAOM, DAChM, South Baylo University
Teaching Expertise: Acupuncture, Herbology, Oriental
Medicine

Anita Lanier, MTOM, OMD (NV), LAc (CA)
MTOM, Emperor's College; MA, Education, SF State
University
Teaching Expertise: Acupuncture

Keita Sekine, MSOM, OMD (NV)
MSOM, Wongu University of Oriental Medicine
Teaching Expertise: Acupuncture, Herbology, Oriental
Medicine, Clinic supervisor

Catalina Munoz-Silva, DACM, MAOM, LAc (TX)
DACM, MAOM, American College of Acupuncture and
Oriental Medicine
Teaching expertise: Acupuncture, Oriental Medicine,
Herbology

Yuanlin Piao, PhD, LAc
PhD, Clinical Integration of Traditional Chinese Medicine
and Western Medicine, Peking Union Medical College;
Master's in Clinical Discipline of Chinese and Western
Integrative Medicine, Norman Bethune University of
Medical Science; Bachelor's in TCM, Changchun
University of Chinese Medicine
Teaching Expertise: Acupuncture, Oriental Medicine,
Herbology

Jami Rose, OMD (NV)
MSTCM, California Institute of Integral Studies
Teaching Expertise: Acupuncture, Herbology, Oriental
Medicine, Clinic supervisor

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

Adrianus Wong, MD (Indonesia), DAOM, LAc (CA), OMD
(NV)
MD, Trisakti University (Indonesia); DAOM, Dongguk
University; Dipl OM (NCCAOM)
Teaching expertise: Acupuncture Orthopedics, OM
Fundamentals, Meridians, Western Medicine, Clinic
supervisor

Frederic Wong, MSAOM, LAc (CA)
MSAOM, South Baylo University
Teaching Expertise: Acupuncture, Herbology, Oriental
Medicine

Nipaphan Yingyoud, MSOM, OMD (NV)
MSOM, Wongu University of Oriental Medicine
Teaching Expertise: Acupuncture

ADMISSIONS

APPLYING TO WONGU UNIVERSITY

Wongu University operates on a quarterly academic term system and accepts applications on a rolling basis. 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

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), or Educational Records Evaluation Services (www.eres.com). A list of approved agencies can be found on the National Association of Credential Evaluation Services website: 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://www.acahm.org/comp-standards-5/>

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.

Note to Applicants:

- All forms may be downloaded from Wongu University's official website: <https://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.

Conditional Admissions

A prospective applicant may be admitted with a "Conditional Admissions" status when the applicant has demonstrated that the applicant is admissible, even though all the necessary documentation has not been provided, such as when an international student requires extra time to obtain official transcripts from a foreign institution. The prospective applicant will have no more than 90 days, or one academic term, to provide the missing documentation. Upon receipt and review of the missing documentation, full admission will only be granted after review and approval by the Academic Dean.

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

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

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 a student is being sponsored, an Affidavit Form must be submitted from the student's sponsor(s).
4. Submit a copy of the passport of the 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 students 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 the 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 the new school.
4. Provide Wongu with a copy of the official acceptance letter to the new school.
5. Visit the 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) or Educational Records Evaluation Services (www.eres.com). A list of approved agencies can be found on the National Association of Credential Evaluation Services website: 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 MSAHM 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/ProgramsServices/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.
7. Courses taken from foreign educational institutions must be evaluated by a credential evaluation agency, which is a member of the National Association of Credential Evaluation Services (NACES), prior to granting transfer credit. Transfer credits of Oriental medicine and acupuncture courses will only be accepted for courses taken at ACAHM-accredited institutions or the equivalent. If a course was completed more than five (5) years prior to the date of matriculation into the program, the student must repeat the course (exceptions to this policy may be made for practitioners with appropriate licenses).

Transfer Credit Policy for Medical Professionals

Advanced Standing is available for medical professionals with a Bachelor’s degree minimum whose significant medical practice will supersede the five-year limitation for Western science transfer credits. Credits earned more than 5 years prior to admission may only be accepted for

transfer after validating and documenting that the student has retained the content knowledge and competencies of the respective course(s) for which transfer credits are being assessed due to continuing or current employment in the related field. The school has the discretion to approve on a strict case-by-case basis. (MD, ND, DC, DO, nurse, allied medical science, dietician, pharmacist)

Transfer Credit Policy for Employment Experience

Applicants who have the Western medicine courses that completed more than five (5) years of matriculation into the program and taken from an institution accredited by an agency recognized by the U.S. Secretary of Education, or ACAOM-accredited institutions can transfer their credit if they have employment experiences.

To be considered for transfer credit based on employment experiences, the applicant must be actively practicing the related subject for at least 6 years to the time of matriculation into Wongu MSAHM degree program. Applicants need to be detailed in describing their duties and functions at work as they relate to the subjects on Wongu University’s degree programs which are considered to be transferred. Descriptions have to be written with company letterhead.

Challenge Exams

The University reserves the right to require challenge examinations in the evaluation of all transfer credits. The request for the Challenge Examinations will be reviewed on a case-by-case basis by the Academic Standards Committee. The student must take a separate examination for each course challenged. The student must achieve a minimum score of at least 70% on each exam taken and the Challenge exams may not be repeated.

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 this Enrollment Agreement no later than 72 hours from the time of signing this enrollment agreement to obtain a 100% refund. The student must submit a written notice to Wongu University's Registrar before the end of the 72 hours period. 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.

Duration Of Non-Matriculated Status

Non-Matriculated students may retain their status for a maximum duration of one year or until 36 credits have been earned, whichever comes first. After this period, the students must matriculate to continue taking courses.

Exemption for Licensed Practitioners Seeking Licensure in Nevada

Those who are licensed outside of Nevada and are enrolling as Non-Matriculated students to fulfill additional hours to meet Nevada state requirements are exempt from the above maximum duration. These practitioners may continue to enroll in courses as needed until they meet the licensure requirements of the Nevada Oriental Medicine Board.

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
Institutional Examination I-III Fee (including retake)	\$25.00
Institutional Examination IV Fee (including retake)	\$50.00
International Student Fee	\$100.00 per term

Miscellaneous Fees:

Return Check Fee	\$35.00
Duplicate ID Fee	\$10.00
Audit Fee:	
Didactic	\$90.00 per credit/unit
Clinic	\$180.00 per credit/unit
Late Registration Fee (including institutional	\$50.00

exams)

Late Tuition Payment Fee	\$100.00
Late Payment Plan Fee	\$20.00
Transcript Fee*	\$10.00
Challenge Exam Fee	\$25.00 per course (\$180.00 - \$270.00 per course transfer)
Transfer Credit Evaluation Fee	\$90.00 per evaluation

Total Estimated Program Cost

(excluding books and supplies) **\$65,550.00**

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

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

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 through a payment plan must complete the Wongu University Tuition Payment

Plan Agreement and submit it to the Finance Office no later than the Tuition Payment Due Date.

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

- 1st Payment: 40% of tuition and 100% of fees 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 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 obligations to the institution due to the delayed disbursement funding from VA Benefits under Chapter 31 or 33.

Institutional Refund Policy

Tuition rates are approved by the Wongu University Board of Directors, while tuition refund policies are governed by NRS 394.449. 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. Each postsecondary educational institution shall have a policy for refunds which at least provides:
 - (a) That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid.

- (b) That if a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less, and that if the institution is accredited by a regional accrediting agency recognized by the United States Department of Education, the institution may also retain any amount paid as a nonrefundable deposit to secure a position in the program upon acceptance so long as the institution clearly disclosed to the applicant that the deposit was nonrefundable before the deposit was paid.
- (c) That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.
- (d) That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.

2. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:
 - (a) Date of cancellation by a student of his or her enrollment;
 - (b) Date of termination by the institution of the enrollment of a student;
 - (c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
 - (d) Last day of attendance of a student, whichever is applicable.
3. Books, educational supplies or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the

Administrator for refunds required by this subsection on a case-by-case basis.

4. For the purposes of this section:
 - (a) The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.
 - (b) The period of time for a training program is the period set forth in the enrollment agreement.
 - (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.
5. As used in this section, "substantially failed to furnish" includes cancelling or changing a training program agreed upon in the enrollment agreement without:
 - (a) Offering the student a fair chance to complete the same program or another program with a demonstrated possibility of placement equal to or higher than the possibility of placement of the program in which the student is enrolled within approximately the same period at no additional cost; or
 - (b) Obtaining the written agreement of the student to the specified changes and a statement that the student is not being coerced or forced into accepting the changes, unless the cancellation or change of a program is in response to a change in the requirements to enter an occupation.

(Added to NRS by 1985, 989; A 1989, 1460; 1995, 325; 2005, 635; 2015, 341; 2021, 517)

Course Completion Determination

- Course completion is determined by the total number of scheduled instructional hours that have elapsed, regardless of student attendance. Instructional time includes discussions, in-class assessments, presentations, and in-class breaks. Makeup sessions and any officially approved alternative instructional activities also count toward course completion.
- The first day of instruction is the scheduled first session of a course in a given term.
- A standard three-credit course consists of three instructional hours per week for 10 weeks.

- Non-standard or intensive courses may start at any point in the term and follow their designated schedule.
- A student officially withdraws by submitting an Add/Drop Form, Leave of Absence Form, or Student Withdrawal Form.

Didactic Courses

Completion is determined by the total scheduled instructional hours elapsed from the first session to the most recent session held (including makeup sessions) prior to withdrawal, regardless of absences. Completion is measured in one-hour increments.

Clinic Courses

Completion is measured in four-hour shift increments. If a student withdraws after a shift has started but before its conclusion, the shift is considered completed for refund eligibility calculations only.

Intensive or Non-Standard Schedule Courses

Completion is determined by the total scheduled instructional hours elapsed at the time of withdrawal, as determined by the University's academic department.

Refund Amount Determination

- Full Refund: A student who withdraws before 10% of the scheduled course hours have elapsed is entitled to a full refund.
- Pro-Rated Refund: A student who withdraws after 10% but before 60% of the scheduled course hours is eligible for a pro-rata refund.
- The refund amount is based on the percentage of remaining scheduled course hours, minus the lesser of 10% of tuition or \$150, as per NRS 394.449.
- No Refund: If 60% or more of the course has elapsed, no refund is available.
- If a student withdraws after 60% of the course has elapsed, they will receive a grade of "WF" (Withdrawal Fail).

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 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 Acupuncture and Herbal Medicine program is 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 with, 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.
- 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 Acupuncture and Herbal 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 <https://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 <https://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/>

- Wongu University of Oriental Medicine Federal School ID Number: 042488
- You will be required to create a Federal Student Aid ID, which has replaced the Federal Student Aid PIN.

After the FAFSA

- Once your FAFSA is processed, the Federal Processor will send you a Student Aid Report (SAR). Review your SAR carefully. If you need to

make changes or corrections, please follow the instructions on your SAR.

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

Disbursement of Financial Aid Funds

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

Return of Federal Title IV Funds

The Return of Title IV Funds Policy applies to all students who withdraw from Wongu University, and who have or could have received federal student aid disbursements. In accordance with federal regulations, when a student withdraws from Wongu University, the student is required to return unearned portions of Title IV federal financial aid. The amount of funds that must be returned is based upon the percentage of time the student was in attendance for the term before withdrawing. The percentage is determined by dividing the number of days in the term prior to the student's withdrawal divided by the total number of days in the term. This percentage is then multiplied by the total amount of federal funds that were received or could have been received for the term, resulting in the funds "earned" by the student; remaining "unearned" funds must be returned to the U.S. Department of Education. If a student withdraws after 60 percent of the term has been completed, all funds are considered earned

and no return of funds is required, according to federal regulations.

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

1. Unsubsidized Direct Loan
2. Graduate PLUS Loan

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

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

Satisfactory Academic Progress (SAP)

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.

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.

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 <https://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.

ACADEMIC PROGRAM

PROGRAM OVERVIEW: Master of Science in Acupuncture and Herbal Medicine

Wongu University of Oriental Medicine offers a Master of Science degree in Acupuncture and Herbal 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 has different sets of courses that are meant to be taken one after the other, but most courses in a series can be taken in any order, upon completing course prerequisite(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
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TOTAL	300 credits	3,500 hours
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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 MSAHM 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 MSAHM program satisfies the program length and subjects required by the Nevada State Board of Oriental Medicine.

Distance Education

Wongu University recognizes the value of Distance Education as a means to furthering its achievement in the Institutional missions and reaching a diverse population of learners with a wide range of needs. All Distance Education courses must provide academic rigor, quality, and assessment of student learning outcomes consistent with in-person (face-to-face) onsite courses offered by Wongu University. Several of the courses offered within the MSAHM program will be offered via Distance Education and/or hybrid (Distance Education combined with in-person on-site instruction). All courses that are hands-on in nature and clinical training are typically conducted in-person on-site instruction. Further information regarding Distance Education policy and procedures is available in Wongu Populi (Files Section) or

by inquiry to the Office of Student Services
(studentservices@wongu.edu).

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 (IP)	3	30
OM312	Qigong (IP)	3	30
OM401	Oriental Medicine Diagnosis I (IP)	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

Acupuncture

Course Code	Title	Credits	Hours
AC300	Introduction to Meridians (IP)	3	30

AC301	Meridians I (IP)	3	30
AC302	Meridians II (IP)	3	30
AC311	Tuina (IP)	2	20
AC312	Acupressure (IP)	2	20
AC350	Acupuncture Anatomy (IP)	3	30
AC370	Acupuncture Energetics I	3	30
AC375	Acupuncture Energetics II	3	30
AC401	Acupuncture Techniques I (IP)	3	30
AC402	Acupuncture Techniques II (IP)	3	30
AC403	Acupuncture Techniques III (IP)	3	30
AC470	Acupuncture Energetics III	3	30
AC511	Microsystems (IP)	3	30
AC512	Secondary Vessels	3	30
AC550	Acupuncture Orthopedics (IP)	3	30
AC601	Advanced Acupuncture Therapeutics I	3	30
AC602	Advanced Acupuncture Therapeutics II	3	30

TOTAL **49** **490**

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

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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	3	30
HB501	Clinical Application of Formulas	3	30
HB601	Herbal Classics I	3	30
HB602	Herbal Classics II	3	30
TOTAL		51	510

Basic Science and Biomedicine

Course Code	Title	Credits	Hours
WM201	Biology	3	30
WM202	Chemistry	3	30
WM203	Physics	3	30
WM204	Psychology	3	30
WM212	Organic and Biological Chemistry	3	30
WM300	Western Medical Terminology	3	30
WM301	Anatomy and Physiology I	3	30
WM302	Anatomy and Physiology II	3	30
WM303	Anatomy and Physiology III	3	30
WM304	Anatomy and Physiology IV	3	30
WM321	Western Nutrition	3	30
WM330	Research Methodology	3	30
WM340	Western Pharmacology	3	30
WM350	Laboratory and Imaging	3	30
WM401	Pathophysiology I	3	30
WM402	Pathophysiology II	3	30
WM403	Pathophysiology III	3	30
WM404	Pathophysiology IV	3	30

WM411	Public Health	3	30
WM450	Western Physical Assessment (IP)	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
TOTAL		72	720

Counseling and Communication

Course Code	Title	Credits	Hours
WM315	Counseling and Communication	3	30
TOTAL		3	30

Ethics

Course Code	Title	Credits	Hours
WM550	Ethics	3	30
TOTAL		3	30

Practice Management

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

Electives

Course Code	Title	Credits	Hours
EL350	Preclinical Exam Preparation	3	30
EL400	Oriental Medicine Terminology	3	30

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EL405	Herbal Dispensary II (IP)	3	30	CP512	Intern Level 2B	4	80
EL411	Taiji II (IP)	3	30	CP513	Intern Level 2C	4	80
EL412	Tuina II (IP)	3	30	CP514	Intern Level 2D	4	80
EL420	Acupuncture Point Injection Therapy (IP)	3	30	CP611	Intern Level 3A	4	80
EL501	Advanced Tongue and Pulse Diagnosis (IP)	3	30	CP612	Intern Level 3B	4	80
TOTAL						50	1000
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 (IP)	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				
MUST COMPLETE A TOTAL OF		15	150				

Clinical Training (IP)

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

DIDACTIC COURSE DESCRIPTIONS

Oriental Medicine

OM300 OM 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 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 Medical Philosophy

3 units / 30 hours

Prerequisite: None

This course explores 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

Prerequisite: 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

Prerequisite: 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

Prerequisites: 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 clinical reasoning and problem-solving skills on the foundational levels focusing on four pillars of diagnosis skills.

OM402 Oriental Medicine Diagnosis II

3 units / 30 hours

Prerequisites: OM300, OM301, OM302, OM401

This course is part 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 of diagnosis, Qi-Blood-Body Fluids diagnosis, 4-levels of disease in accordance with Wen Bing, 6-stages of disease in accordance with Shang Han Lun, as well as Earth school theories, San Jiao theories. This course prepares one of the critical skills in Acupuncture and Oriental Medicine diagnosis. The courses also prepare students with integrated Acupuncture and Oriental Medicine diagnostic and treatment procedures. Students will learn clinical reasoning and problem-solving skills from building up patterns of disharmony as Oriental Medicine diagnosis model.

OM450 Oriental Medicine Diagnosis III

3 units / 30 hours

Prerequisites: OM300, OM301, OM302, OM401

This course is part 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 skills in Acupuncture and Oriental Medicine diagnosis. The courses also prepare students with

integrated Acupuncture and Oriental Medicine diagnostic and treatment procedures. Students will learn clinical reasoning and problem-solving skills from building up patterns of disharmony as Oriental Medicine diagnosis model.

OM470 Classical 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 part of a four-course series in Oriental Internal Medicine. The course will focus on the clinical application of Oriental Medicine into 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 palpitations and insomnia).

OM502 Oriental Internal Medicine II

3 units / 30 hours

Prerequisites: OM401, OM402, OM450

This course is part of a four-course series in Oriental Internal Medicine. The course will focus on the clinical application of Oriental Medicine into 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).

OM503 Oriental Internal Medicine III

3 units / 30 hours

Prerequisites: OM401, OM402, OM450

This course is part of a four-course series in Oriental Internal Medicine. The course will focus on the clinical application of Oriental Medicine into 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.

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 part of a four-course series in Oriental Internal Medicine. The course will focus on the clinical application of Oriental Medicine into 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 course 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.

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 part of a two-part-series 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 part of a two-part series 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 Tuina 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, Gua Sha 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

Prerequisite: 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.

AC370 Acupuncture Energetics I

3 units / 30 hours

Prerequisites: AC300, AC301, AC302, OM301, OM302

This course in the Acupuncture Energetics series introduces 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 in the Acupuncture Energetics series introduces 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 part of a three-part series 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 latest “Clean Needle Technique Manual”, 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.

This course 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 part of a three-part series 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 latest “Clean Needle Technique Manual”, 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.

This course focuses on the needling techniques of the primary channels of Kidney, Pericardium, San Jiao, Gallbladder, Liver, DU Mai, REN Mai, extra and ashi points.

AC403 Acupuncture Techniques III

3 units / 30 hours

Prerequisites: AC300, AC301, AC302

This course is part of a three-part series 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 latest “Clean Needle Technique Manual”, 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.

This course 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.

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.

This 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.

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

Herbology

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 part 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 part 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. 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 part 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 part 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 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.

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, OM401, OM402, OM450

This is part of a four-course 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, OM401, OM402, OM450

This is part of a four-course 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, OM401, OM402, OM450

This is part of a four-course 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, OM401, OM402, OM450

This is part of a four-course 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.

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 formulas 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.

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.

WM301 Anatomy and Physiology I

3 units / 30 hours

Prerequisite: None

This four-part introduction to human anatomy and physiology 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 four-part introduction to human anatomy and physiology 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 four-part introduction to human anatomy and physiology 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 four-part introduction to human anatomy and physiology 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.

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 the 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 four-part series in pathology and pathophysiology presents 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.

WM402 Pathophysiology II

3 units / 30 hours

Prerequisites: WM301, WM302, WM303, WM304

This four-part series in pathology and pathophysiology presents 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 four-part series in pathology and pathophysiology presents 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 four-part series in pathology and pathophysiology presents 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.

WM501 Western Clinical Medicine I

3 units / 30 hours

Prerequisites: WM401, WM402, WM403, WM404

This three-part series in Western Clinical Medicine 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 three-part series in Western Clinical Medicine 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 three-part series in Western Clinical Medicine 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.

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.

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: To be determined by instructor

This course engages the students with an in-depth study of Herbology that has 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

Prerequisites: To be determined by instructor

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

EL602 Topics in Microsystems

3 units / 30 hours

Prerequisites: To be determined by instructor

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. The topics related to the Microsystem will be varied.

**EL605 Advanced Topics in Herbs and Formulas:
Pharmacognosy**

3 units / 30 hours

Prerequisites: HB401-404

This course offers 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 Orthopedic Acupuncture

3 units / 30 hours

Prerequisite: 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: To be determined by instructor

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

EL650 Topics in Integrative Medicine

3 units / 30 hours

Prerequisites: To be determined by instructor

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 Integrative Medicine will be varied.

EL701-704 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.

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:

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

Wongu University's clinical training program is based on competency levels, and each level has specific prerequisites and performance requirements which must be met through institutional exams and 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 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 Colleges of Acupuncture and Herbal Medicine ([information available here](#)) Note that at least one from AC401, AC402 and AC403 is needed for the CNT exam.

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
- 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

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.

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 closely monitor each intern's ability to conduct a patient history and intake, formulate a diagnosis and treatment plan, and deliver appropriate care. Clinical training at this level emphasizes interviewing patients, proper examination, developing diagnosis and treatment plans, point location, needling technique, and the preparation of herbal prescriptions. Emphasis is placed on building confidence and accuracy with regards to diagnosis, point location and needle technique. 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. 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. 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.

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
- Prerequisites:
 - Completion of CP301, CP311, CP312
 - Completion of 50 units, including AC300, AC301-302, AC370, AC375, HB300, HB301-304, OM301-302, OM401-402, WM300, WM301-304
 - Completion of CPR/AED/First Aid/ BLS Adult and Pediatric certification from AHA or American Red Cross
 - Completion of Clean Needle Techniques (CNT) certification from Council of Colleges of Acupuncture and Herbal Medicine (At least one from AC401, AC402 and AC403 is needed for the CNT exam.)

Institutional Exam II

- Passage required to begin CP511 Internship
- 50 multiple choice questions covering OM, Acupuncture, Herbs, Biomedicine, CNT safety law and regulations.
- Prerequisites:
 - Completion of CP411, CP412, CP413
 - Completion of 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.
- Prerequisites:
 - Completion of CP511, CP512, CP513
 - Completion of OM401-402, OM450, AC401-403, HB401-404, WM401-404, WM315, WM340, WM350, WM450

Institutional Exam IV (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 of 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 Institutional Examination Guidelines on Populi for more information.

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.

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. Please refer to the Institutional Refund Policy.

Intensive or Non-standard Courses

Students must enroll in intensive or non-standard courses by the announced deadline. The deadline to drop is before the completion of 10% of the total course instruction hours. After 10% to 60% of the course, a drop is considered a withdrawal and will be recorded in the student's transcript as a grade of "W" (Withdraw). A drop after 60% through the end of the course will be recorded as "WF" (Withdraw/Fail). Please refer to the Institutional Refund Policy.

Directed Study

Directed Study permits a student to complete the learning outcomes of a required didactic course under direct faculty supervision when completion through the standard course schedule is not reasonably available. It is approved only in exceptional academic circumstances and is not intended to replace regularly scheduled instruction.

Eligibility is limited to students in good academic standing who demonstrate a legitimate academic need, such as when a required course is unavailable in time for graduation or when an approved academic circumstance prevents completion through the regular schedule after all reasonable alternatives have been explored. Directed Study is generally limited to students in their final academic year or final terms and requires approval by the Academic Office.

Directed Study is not approved for personal convenience, work or scheduling conflicts, financial reasons, or internship conflicts. It is not permitted for clinical, in-person, or skills-based courses requiring direct participation or supervised practice. Elective courses are not eligible unless explicitly approved by the Academic Dean.

Directed Study is limited in scope and credit. Typically, no more than one Directed Study course may be approved in a single academic term, and all Directed Study courses must correspond to an existing approved course syllabus. Directed Study may not be used to create a new course or substitute curricular content.

Each Directed Study must be faculty-directed and conducted under a written Directed Study Plan approved by the Academic Dean prior to registration. The plan must be based on the approved course syllabus and include

learning objectives, instructional activities, faculty interaction, assignments, assessments, grading criteria, and a defined completion timeline. Synchronous faculty interaction is required and must demonstrate compliance with institutional credit-hour standards.

Students must submit a Special Academic Request for Directed Study. Approval is required from the supervising instructor, Academic Dean, and Registrar. Directed Study must be completed within the registered academic term. All instructional records and assessments must be maintained in accordance with institutional recordkeeping requirements, and Directed Study courses appear on the transcript in the same manner as regularly offered courses.

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 are subject to cancellation. Students enrolled in a course that is cancelled will be notified via email and every effort will be made to accommodate students affected by a cancelled course.

ATTENDANCE

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

Didactic Class Attendance

To earn credit for a didactic course, students are required to attend a minimum 80% of classes. Arriving late—defined as being 15 minutes or more late, or up to 30

minutes including after breaks—will result in a tardy mark. If a student is late for more than 30 minutes, they will be marked absent. Notably, three tardy occurrences will count as one absence. Students who leave 30 minutes or more before class ends without the instructor's consent will also be marked absent. It is the student's responsibility to complete all course work, including any material covered during their absences. Make-up work is subject to the instructor's discretion. Additionally, a canceled class due to the instructor's absence will not be counted against the student's attendance record. This represents the minimum requirements for courses at Wongu University; however, professors have the authority to communicate and enforce additional class rules and expectations.

Intensive or Non-Standard Class Attendance

Students must attend a minimum 80% of the course to receive credit. Students absent more than 20% will receive an "F" grade. Arriving late—defined as being 15 minutes or more late, or up to 30 minutes including after breaks—will result in a tardy mark. If a student is late for more than 30 minutes, they will be marked absent. Notably, three tardy occurrences will count as one absence. Students who leave 30 minutes or more before class ends without the instructor's consent will also be marked absent. It is the student's responsibility to complete all course work, including any material covered during their absences. Make-up work is subject to the instructor's discretion. Additionally, a canceled class due to the instructor's absence will not be counted against the student's attendance record. This attendance requirement represents the minimum standard for courses at Wongu University.

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 Intern Coordinator and Clinic Manager via email and clinic absence/make-up form at least 48 hours before his/her scheduled hours. All absences must be made up **prior to the beginning of the following quarter**.

It is the student's responsibility to notify the Intern Coordinator and Clinic Manager via email and clinic absence/make-up form 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. More than two unexcused absences will result in an "F" grade for the shift hence no hours will be earned. Please note that two instances of tardiness are regarded as one **unexcused absence**.

Tardiness for Clinic Courses

Clinic students are expected to have full and prompt attendance in the clinic whether or not they have patients scheduled throughout their entire shift. All students must arrive 10 minutes prior to their shift time and stay until the end of the shift.

Tardiness of 1-30 minutes will be considered as a 60-minute absence and a one-hour make-up is required. Tardiness of 31 minutes or more will be considered as an absence of the full shift and one shift make-up is required. A make-up request must follow make-up shift regulations. If the student does not show up on time, scheduled patients may be assigned to another intern. Two instances of tardiness will be counted as one unexcused absence. Five instances of tardiness will result in automatic failure of the clinic shift. Students can make-up hours to fulfill the clinic hours, but the record of tardiness will still stand. Excessive tardiness is subject to disciplinary action, including but not limited to being put on probation.

Makeup Shifts for Clinic Courses

If a student is to miss a shift, he/she must inform the Intern Coordinator and Clinic Manager via email and clinic absence/make-up form at least 48 hours before his/her scheduled hours. All absences must be made up **prior to the beginning of the following quarter**.

Requests for make-up shifts must be received 2 weeks before the intended scheduled hours in order to ensure patient booking. Make-up shifts are best completed during

the 11th week or 13th week. Additional requests for other make-up days must be approved by the Clinic Director.

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 course faculty. For clinic courses, the request for an excused absence should be made to the Intern Coordinator and must be approved by the Clinic Director. For clinic courses, more than 2 requests for excused absences may be denied and may result in failure of the shift. In some instances, documentation may be required.

Student Illness

A student who is unable to take a scheduled assessment or participate in class due to illness, must make an effort to notify the course faculty prior to the time of the class/assessment. 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 prior to return to class or missed assessment. 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 faculty or Clinic Intern Coordinator reserves the right to require the student to provide additional information and/or documentation beyond that listed above if deemed pertinent in determining whether an absence should be approved.

Personal or Family Emergency

Should a student experience an emergency personally or in his/her immediate family ("immediate family" is defined as parent/guardian, spouse, child, or sibling) that would preclude him/her from attending a class or assessment, the student should notify the course faculty or Clinic Intern Coordinator as soon as possible following the event. "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 course faculty or Clinic Intern Coordinator. The course faculty or Clinic Intern Coordinator 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 a class or assessment 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 class/assessment. The student must notify the course faculty or Clinic Intern Coordinator at least one business day prior to the requested absence. The course faculty or Clinic Intern Coordinator 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. Three unexcused absences will result in an “F” grade. 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 withheld until the financial obligations are met. Students who are in a clinic shift will not be allowed to attend or complete the clinic shift. Any make-up work is done solely at the discretion of the instructor or for clinic courses, the Clinic Intern Coordinator and Clinic Director.

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.

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

GRADING SYSTEM

Student achievement is evaluated in all courses. Information regarding the methods of evaluation such as

Withdrawal (W)

A grade of “W” (Withdrawal) is earned by those students that drop a course after the Add/Drop period but within 60% of the course. 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 after 60% of the course instruction is completed. A student that earns a grade of “F” or “WF” will be required to register for and retake that course in its entirety, within 2 retakes. 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.

- If a student fails a class after the second attempt, they must contact Student Services to meet with the Academic Dean for advice prior to moving forward in the program.

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 request must be sent to the course faculty by the last day of the 11th week of the term in which the course was taken. The course requirements must be completed within the first two weeks of the following term. 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.
- 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 Woungu 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

Acupuncture and Herbal 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.

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:

- Voluntarily Withdrawn
- Out of Attendance
- Involuntarily Withdrawn/Dismissal

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

All students granted readmission will be enrolled for a probationary period of up to 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.

Furthermore, students who have been out of attendance or voluntarily withdrawn for over 1 year and wish to resume their studies must meet the following requirements:

- The cumulative duration within the program, including periods of non-attendance, must not surpass eight (8) calendar years from the initial date of enrollment. The period of time during a leave of absence shall not be counted against the student's maximum time frame for degree completion.
- The student must possess the capacity to fulfill the remaining program requirements as a minimum full-time student within the prescribed time frame.
- The student must retake and pass the corresponding institutional exam for the level they will be entering prior to continuing clinical training.

Students who have been out of attendance or voluntarily withdrawn for over 1 year and are unable to meet the above requirements will not qualify for readmission. These students must start a new student application and will receive a new 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 who have been academically dismissed and cannot meet the above requirements will have their status

as academically dismissed made permanent and will no longer be eligible to apply for readmission.

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 previously eligible for certain institutional scholarships are not guaranteed continued eligibility upon readmission.

LEAVE OF ABSENCE

A matriculated student who chooses to interrupt their attendance but intends to return and continue their 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 mainly on the personal needs of the student and the timing of the leave within the academic program. Typically, a LOA should be requested before the start of the academic term in which the student plans not to attend. However, a student may request a LOA mid-term if extenuating circumstances arise. 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).

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 its impact on their academic progress. The Academic Dean's decision is reached after careful consideration of 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 the final tuition, fees, and financial aid eligibility.

3. The student must submit the request for LOA form to the Registrar. Students must indicate the reason(s) for an LOA extension.
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 one extension to his or her approved LOA, provided that the period of time has not expired and does not exceed a total of one year. Extension requests must adhere to the aforementioned general procedure of the initial LOA request. The student shall be responsible for contacting their Academic Dean or Registrar at least one-month before the expiration of a LOA to plan their re-entry into the program. If the approved leave period has not expired, their re-enrollment will be approved. Failure to return as scheduled from a LOA will result in an administrative withdrawal of the student from the University.

The above policy relates to an academic leave of absence. Students who receive financial aid are also subject to guidelines established by the federal government. If a student's leave extends beyond 180 days in a 12-month period, their financial aid status will be converted to "withdrawn" and repayment will begin. Additionally, the financial aid office may be required to return Title IV funds, (Stafford loans), to the federal government. Please consult the Office of Financial Aid for specific information.

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 submitted 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.
 - Must have started a needling techniques course no later than the start date of their CCAHM CNT course.
 - Refer to the CCAHM website for all other information and requirements.

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). 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-andapplications/>.

Wongu has generated a list of information that can be helpful regarding information whether completion of the MSAHM 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 MSAHM 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 RECORDS POLICY

Family Educational Rights and Privacy Act (FERPA)

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

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

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Wongu University in an administrative, supervisory, academic, research, or

support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Wongu University who provides an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Wongu University.

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

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

FERPA permits the disclosure of designated "directory information" without a student's written consent, unless a student provides written notification to the Registrar that he or she does not want "directory information" released. Wongu

University designates the following as public or “directory information”: student’s name, campus, enrollment status, class level, enrollment dates, and degree received.

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Wongu University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Retention of Student Records

Wongu University maintains a thorough and accurate system for entering, storing, updating, reporting, and securing data on student records. Each student’s progress is carefully updated to ensure that an accurate and complete record of their academic program becomes a part of their permanent record. Current student records and transcripts are stored 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. 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. Physical and verbal abuse includes but is not limited to acts of harassing, labeling, insulting, scolding, rebuking, yelling, or any deliberate act that inflicts harm or trauma on another individual through physical or verbal contact.
12. Obscene, lewd, or indecent behavior on campus or at a University sponsored function.
13. Possessing, distributing, manufacturing, or using illegal drugs or misusing legal pharmaceutical drugs on University property or at University sponsored student events.

14. Possessing, distributing, manufacturing, or using alcohol on University property.
15. Vandalism or defacing University buildings or property.
16. Falsely using parking spaces designated for persons who are disabled.
17. Obstruction of University buildings, building entrances, or school vehicles.
18. Unaccompanied minors on the University campus and/or in the Health Center.
19. 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.
20. Failure to comply with the University rules, regulations, or policies.
21. Failure to comply with the lawful directions of University officials.

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.

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.

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 occurrence
- 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. If the grievance is regarding the President, students may file a written grievance to the Student Services.

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 the Academic Standards Committee and/or the campus leadership team, and make a decision within ten business days. The Academic Standards Committee and/or the campus leadership team, at their discretion, may extend up to ten business days to review all of the evidence and make a decision.

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

SARA Complaint Procedure

This policy applies to all complaints alleging violations of SARA policies or applicable laws, standards, or regulations by the university. The policy covers distance education and activities conducted under SARA provisions and is designed to ensure a fair, transparent, and timely process for addressing complaints. All complaints will be handled with confidentiality and impartiality to protect the interests of all parties involved.

Complainants are encouraged to first seek resolution informally with the relevant department or individual within the university. If the issue remains unresolved, the complainant may submit a formal complaint to the university's designated complaint officer. Details on filing a formal complaint can be found in the Grievance Procedures section of the Academic Catalog and Student Handbook.

If the complainant is not satisfied with the outcome, they may escalate the issue to the [SARA State Portal Entity \(SPE\)](#).

State Portal Entity Contact:

Terina Caserto
Senior Analyst, Academic and Student Affairs
775.784.3442
tcaserto@nshe.nevada.edu
[State SARA website](#)

Nevada System of Higher Education
2601 Enterprise Rd
Reno, NV 89512

The university is committed to complying with SARA policies regarding program quality, financial stability, and consumer protection. The institution agrees to work collaboratively with Nevada's SARA Portal Entity to resolve any complaints arising in SARA member states and will abide by the decisions of that entity regarding the resolution of such complaints.

The university maintains records of all complaints and resolutions and reports complaint data annually to the SARA State Portal Entity, as required. This policy is reviewed annually and updated as necessary to ensure compliance with SARA standards and institutional best practices.

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

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 the library or Wongu staff. The Clark County Health Science Library is also available through LVCCCLD.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.

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.
- 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 Student Accessibility Service Request Form. Please consult the Registrar's Office at 702-463-2122 or by email at 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. Students 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 & 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 <https://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 are 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 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 these 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

Winter 2026

Jan 01	New Year's Day (school closed)
Jan 05	Classes begin
Jan 11	Last day to add/drop without fees
Jan 19	Martin Luther King, Jr. Day (school closed)
Jan 20	Tuition payments due
Feb 13	Last day to withdraw
Feb 23 - Mar 06	Registration period for Spring Term
Mar 16 - 22	Final Exams

Spring 2026

Apr 06	Classes begin
Apr 12	Last day to add/drop without fees
Apr 20	Tuition payments due
May 15	Last day to withdraw
May 25 - Jun 05	Registration period for Summer Term
May 25	Memorial Day (school closed)
Jun 15 - 21	Final Exams

Summer 2026

Jul 04	Independence Day (school closed)
Jul 06	Classes begin
Jul 12	Last day to add/drop without fees
Jul 20	Tuition payments due
Aug 14	Last day to withdraw
Aug 24 - Sep 04	Registration period for Fall Term
Sep 07	Labor Day (school closed)
Sep 14 - 20	Final Exams
Sep 17	Constitution Day

Fall 2026

Oct 05	Classes begin
Oct 11	Last day to add/drop without fees
Oct 19	Tuition payments due
Oct 30	Nevada Day (school closed)
Nov 13	Last day to withdraw
Nov 11	Veteran's Day (school closed)
Nov 23 - Dec 04	Registration period for Winter Term
Nov 25 - 27	Thanksgiving Break (school closed)
Dec 14 - 20	Final Exams
Dec 24 - 25	Christmas (school closed)

Winter 2027

Jan 01	New Year's Day (school closed)
Jan 04	Classes begin
Jan 10	Last day to add/drop without fees
Jan 18	Martin Luther King, Jr. Day (school closed)
Jan 19	Tuition payments due
Feb 12	Last day to withdraw
Feb 22 - Mar 05	Registration period for Spring Term
Mar 15 - 21	Final Exams

Spring 2027

Apr 05	Classes begin
Apr 11	Last day to add/drop without fees
Apr 19	Tuition payments due
May 14	Last day to withdraw
May 24 - Jun 04	Registration period for Summer Term
May 31	Memorial Day (school closed)
Jun 14 - 20	Final Exams

Summer 2027

Jul 04	Independence Day (school closed)
Jul 05	Classes begin
Jul 11	Last day to add/drop without fees
Jul 19	Tuition payments due
Aug 13	Last day to withdraw
Aug 23 - Sep 03	Registration period for Fall Term
Sep 06	Labor Day (school closed)
Sep 13 - 19	Final Exams
Sep 17	Constitution Day

Fall 2027

Oct 04	Classes begin
Oct 10	Last day to add/drop without fees
Oct 18	Tuition payments due
Oct 29	Nevada Day (school closed)
Nov 12	Last day to withdraw
Nov 11	Veteran's Day (school closed)
Nov 22 - Dec 03	Registration period for Winter Term
Nov 24 - 26	Thanksgiving Break (school closed)
Dec 13 - 19	Final Exams
Dec 24 - 25	Christmas (school closed)

Winter 2028

Jan 01	New Year's Day (school closed)
Jan 03	Classes begin
Jan 09	Last day to add/drop without fees
Jan 17	Martin Luther King, Jr. Day (school closed)
Jan 18	Tuition payments due
Feb 11	Last day to withdraw
Feb 21 - Mar 03	Registration period for Spring Term
Mar 13- 19	Final Exams

Spring 2028

Apr 03	Classes begin
Apr 09	Last day to add/drop without fees
Apr 17	Tuition payments due
May 12	Last day to withdraw
May 22 - Jun 02	Registration period for Summer Term
May 29	Memorial Day (school closed)
Jun 12 - 18	Final Exams

Summer 2028

Jul 03	Classes begin
Jul 04	Independence Day (school closed)
Jul 09	Last day to add/drop without fees
Jul 17	Tuition payments due
Aug 11	Last day to withdraw
Aug 21 - Sep 01	Registration period for Fall Term
Sep 04	Labor Day (school closed)
Sep 11 - 17	Final Exams
Sep 17	Constitution Day

Fall 2028

Oct 02	Classes begin
Oct 08	Last day to add/drop without fees
Oct 16	Tuition payments due
Oct 27	Nevada Day (school closed)
Nov 10	Last day to withdraw
Nov 11	Veteran's Day (school closed)
Nov 20 - Dec 01	Registration period for Winter Term
Nov 22 - 24	Thanksgiving Break (school closed)
Dec 11 - 17	Final Exams
Dec 24 - 25	Christmas (school closed)

Winter 2029

Jan 01	New Year's Day (school closed)
Jan 02	Classes begin (Tuesday)
Jan 08	Last day to add/drop without fees
Jan 15	Martin Luther King, Jr. Day (school closed)
Jan 16	Tuition payments due
Feb 10	Last day to withdraw
Feb 19 - Mar 02	Registration period for Spring Term
Mar 12 - 18	Final Exams

Spring 2029

Apr 02	Classes begin
Apr 08	Last day to add/drop without fees
Apr 16	Tuition payments due
May 11	Last day to withdraw
May 21 - Jun 01	Registration period for Summer Term
May 28	Memorial Day (school closed)
Jun 11 - 17	Final Exams

Summer 2029

Jul 02	Classes begin
Jul 04	Independence Day (school closed)
Jul 08	Last day to add/drop without fees
Jul 16	Tuition payments due
Aug 10	Last day to withdraw
Aug 20 - Aug 31	Registration period for Fall Term
Sep 03	Labor Day (school closed)
Sep 10 - 16	Final Exams
Sep 17	Constitution Day

Fall 2029

Oct 01	Classes begin
Oct 07	Last day to add/drop without fees
Oct 15	Tuition payments due
Oct 26	Nevada Day (school closed)
Nov 09	Last day to withdraw
Nov 11	Veteran's Day (school closed)
Nov 19 - Nov 30	Registration period for Winter Term
Nov 22 - 24	Thanksgiving Break (school closed)
Dec 10 - 16	Final Exams
Dec 24 - 25	Christmas (school closed)

Winter 2030

Jan 01	New Year's Day (school closed)
Jan 07	Classes begin
Jan 13	Last day to add/drop without fees
Jan 21	Martin Luther King, Jr. Day (school closed)
Jan 22	Tuition payments due
Feb 15	Last day to withdraw
Feb 25 - Mar 08	Registration period for Spring Term
Mar 18 - 24	Final Exams

Spring 2030

Apr 08	Classes begin
Apr 14	Last day to add/drop without fees
Apr 22	Tuition payments due
May 17	Last day to withdraw
May 27 - Jun 07	Registration period for Summer Term
May 27	Memorial Day (school closed)
Jun 17 - 23	Final Exams

Summer 2030

Jul 04	Independence Day (school closed)
Jul 08	Classes begin
Jul 14	Last day to add/drop without fees
Jul 22	Tuition payments due
Aug 16	Last day to withdraw
Aug 26 - Sep 06	Registration period for Fall Term
Sep 02	Labor Day (school closed)
Sep 16 - 22	Final Exams
Sep 17	Constitution Day

Fall 2030

Oct 07	Classes begin
Oct 13	Last day to add/drop without fees
Oct 21	Tuition payments due
Oct 25	Nevada Day (school closed)
Nov 15	Last day to withdraw
Nov 11	Veteran's Day (school closed)
Nov 25 - Dec 06	Registration period for Winter Term
Nov 27 - 29	Thanksgiving Break (school closed)
Dec 16 - 22	Final Exams
Dec 24 - 25	Christmas (school closed)

Wongu University of Oriental Medicine

8620 S. Eastern Avenue

Las Vegas, NV 89123

Campus: (702) 463-2122

Clinic: (702) 852-1280

<https://wongu.edu/>

start@wongu.edu

Business Hours (University administration): Monday - Friday 9:00 am - 5:00 pm PST
Business Hours (Clinic): Monday - Saturday 8:00 am - 5:00 pm PST & by appointment