



# **University of East-West Medicine**

A Leader in Traditional Chinese and Integrative Medicine  
for a Happy and Healthy World

## **Catalog 2023-2024**

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# **Chapter One – Mission Statement and Competencies**

## **Welcome to the University of East-West Medicine**

### **A Message from the President**

Welcome to the University of East-West Medicine! I am excited about our programs and what we have to offer you as a student of Traditional Chinese Medicine. We offer the Master of Acupuncture with a Chinese Herbal Medicine Specialization, which prepares you for the California Acupuncture Board License. Our passing rate is one of the highest among all the colleges that qualify for the examination. Our Master of Acupuncture with a Chinese Herbal Medicine Specializations offered in English and Mandarin.

More people in the US have become aware of the benefits of Traditional Chinese Medicine and prefer Chinese Medicine as their main healthcare source. Our programs apply treasures from 23 centuries of practice in China as well as from modern Western medical sciences. The curriculum of the University integrates traditional and modern medicine as well as the modern developments in Chinese Medicine, with a balance between theory and practice through TCM, Tai Chi or Asian Body Work. We encourage you to become a well-respected, highly in-demand healthcare practitioner in the Traditional Chinese Medical fields.

Our campus is housed in a beautiful, modern building in the heart of Silicon Valley, right off highway 101 and Lawrence Expressway. The University also includes a highly regarded Chinese Medicine clinic for student interns and outstanding licensed acupuncturists to treat patients.

Come join us in the famous Silicon Valley where the college experience is enhanced by the presence of one of the most innovative communities in the world. Come talk to us, and you will expand the possibilities for your future.

President

Yingqiu Wang

University of East-West Medicine

## **The profession of acupuncture and oriental medicine**

If you are considering attending UEWM and beginning a career in traditional Chinese medicine, there has never been a better time to pursue your dream. As a destination for dream seekers, California has inherited the treasures of many cultures including Oriental medicine. Predictably, the government is occasionally required to arbitrate, even regulate, how some traditions and practices are used in the public interest. Such is the case of acupuncture and Oriental medicine, a healing art with ancient roots and modern branches. In 30 years, the State has evolved a full-scale professional regulatory scheme that licenses more than one in four acupuncturists in the United States. The following examples from professional journals and other sources are proof of the assured success of acupuncture in this country.

## **Most-referred complementary medicine by physicians**

A recent academic and clinical review article published in the “Annals of Internal Medicine” stated that acupuncture holds the most credibility in the medical community among all the complementary medicine modalities. When medical practitioners refer patients to a complementary or integrative medicine provider, acupuncture is the first choice.

## **Most-funded complementary medicine research by NIH**

A conference on acupuncture convened by the National Institutes of Health (NIH) concluded its panel report with the endorsement: “there is sufficient evidence of acupuncture’s value to expand its use into conventional medicine and to encourage further studies of its physiology and clinical value.” NIH currently sponsors more than fifty research projects on acupuncture.

## **Increased coverage by insurance companies**

Several factors are forcing health insurance companies to cover acupuncture or to seriously consider covering acupuncture: increasing demands for coverage from policyholders; the amazing history of acupuncture’s effectiveness; and the substantial and mounting clinical evidence of acupuncture’s clinical efficacy. Because insurance companies need scientific data to justify their coverage decisions, the NIH Consensus Statement was a significant step, and ongoing NCCAM-sponsored research is essential.

## **Recognized alternative medical system by NIH**

The National Center for Complementary and Alternative Medicine (NCCAM) categorized all the therapies it studies into five “domains”: biologically based practices; energy medicine; manipulative and body-based practices; mind-body medicine; and whole medical systems. Based on NCCAM standards, acupuncture and traditional Chinese medicine are recognized as “alternative medical systems.”

## **Ongoing breakthroughs in scientific research**

With the discoveries that serotonin and endorphins are the two main neurochemical substances mediating the acupuncture analgesic effect; that low-frequency electro-acupuncture activates the release of B-endorphin and met-enkephalin in the central nervous system; and that

high-frequency electro-acupuncture accelerates the release of dynorphin in the spinal cord, clinical research scientists in physiology have been using fMRI technology to correlate acupuncture points with cerebral cortex activity. Clinical research scientists have also found that acupuncture can improve fertility rates and relieve joint pain.

### **The established educational system in acupuncture**

In the United States, professional education in acupuncture has been developed into an instructional system like other medical professions in a remarkably short time. Accreditation and curriculum requirements are structured in a nationally coordinated system. Forty-three states now license the professional practice of acupuncture. More of the established acupuncture programs are going beyond their current master's degree programs and granting doctoral degrees

## **Mission Statement and Competencies**

### **The University Mission Statement**

The University of East-West Medicine is a graduate school of Integrative Health and Medicine, which includes Traditional Chinese Medicine and western medicine.

*The mission of the University of East-West Medicine is to educate leaders and practitioners to improve human wellness through innovation, education, and the delivery of outstanding patient-centered care.*

### **University Graduate Core Competencies**

The Institutional Core Competency statements are a commitment to the students and the public that the faculty and staff will work with students so that their certificate or degree from the University of East-West Medicine will represent knowledge, skills, and attitudes reflected in the core competency areas. The Core competencies are outcomes that, when fulfilled, will lead to the realization of the institution's mission.

### **Demonstrate Subject-Matter Expertise**

Students will demonstrate acquisition of knowledge and skills in their chosen field of study, appropriate to their degree or certificate, at a level that prepares them to enter employment or enhances their professional knowledge, skills, and abilities. Measurement: Employment data

### **Think Critically**

Students will analyze and solve problems, evaluate ideas and methods, estimate and predict outcomes based on underlying principles relative to a field of study; and at advanced degree levels, students will interpret scientific studies, verify the reasonableness of conclusions, explore alternatives, acknowledging differing perspectives, and adapt ideas and methods to new situations. Measurement: Successful completion of courses and/or clinic with case studies and

problem-solving exercises.

**Communicate Effectively**

Students will express themselves clearly and thoughtfully in discussion with clients or patients, colleagues, and other health professionals. Measurement: Successful completion of courses and clinic.

**Practice Life-Long Learning**

Students will demonstrate an appreciation for life-long learning by identifying and availing themselves of resources and opportunities for employment or professional enhancement. Measurement: Self reports from students; attendance at UEWM events; continuing to DAOM program

**Express Global Awareness**

Students will recognize they are members of a local and global community. They will respect and adapt to the social, linguistic, and cultural diversity of colleagues, patients, or clients. Measurement: successful completion of clinic and adaptation to UEWM environment

**Behave Responsibly and Ethically**

Students will choose behaviors and make decisions in a manner that reflects their appreciation and understanding of their legal and ethical responsibilities in a professional environment. Measurement: successful completion of the clinic.

## **History of the University**

In October of 1997, the University of East-West Medicine (UEWM) was founded in Sunnyvale, California.

In 1999 the California Bureau licensed the University of East-West Medicine for Private and Postsecondary and Vocational Education (BPPVE) to offer a Master of Acupuncture with a Chinese Herbal Medicine Specialization. This was the first TCM program approved in Silicon Valley.

In 2000, the California Acupuncture Board approved the University's Master of Acupuncture with a Chinese Herbal Medicine Specialization (MAcCHM). Students who complete the MAcCHM program at the University of East-West Medicine are eligible to take the California Licensing Exam.

In 2001 the President and staff decided it was time to seek accreditation for the school's program to receive due recognition for the hard work of the instructional staff and dedication of our students. In June of 2003, the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM, now ACAHM) granted the University candidate status. In June of 2005, the University was granted full accreditation.

In 2003 the University of East-West Medicine was approved by the Department of Homeland Security to oversee and approve foreign students attending UEWM's MAcCHM program by issuing the I-20 Visa.

In 2003 the University became the first TCM program in Silicon Valley to be recognized by the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM), which allows the University of East-West Medicine's students to take the national certification exams.

In 2003 the University was licensed by BPPE and approved by ACAHM to open our new and innovative three-level Massage Programs.

In October 2005 the US Department of Education granted the University the right to administer Title 4 funding. Under the Higher Education Act of 1965, the University is able to help students receive Federal Student Aid, thus allowing students that might not be able to afford to attend the University the opportunity to succeed.

In 2007 BPPE and ACAOM (now ACAHM) licensed UEWM's new Master of Tai Chi program that prepares people to teach Tai Chi at schools and colleges as well as administering major sports events. The BPPE licensed the University to offer a Doctor of Acupuncture and Oriental Medicine Degree.

In March 2011 UEWM moved to its new building on Lawrence Expressway in Sunnyvale California.

In September 2021, ACAOM (now ACAHM) renewed the accreditation of UEWM to August 2028.

The University of East-West Medicine is a private for-profit institution of higher education and is licensed by BPPE.



## **Accreditation and Authorization**

### **Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM)**

University of East-West Medicine and its following program are accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM):

Master of Acupuncture with a Chinese herbal medicine specialization (offered in English and Mandarin) [Former named Master of Acupuncture with a Chinese Herbal Medicine Specialization (MSTCM)]

Accreditation status and notes may be viewed on the ACAHM Directory.

<http://acaahm.org/directory-menu/directory/>

ACAHM is recognized by the United States Department of Education as the specialized accreditation agency for institutions/programs preparing acupuncture practitioners. ACAHM does not accredit any programs at the undergraduate/bachelor level. ACAHM is located at 500 Lake Street, Suite 204, Excelsior, Minnesota 55331; phone 952-212-2434; [www.acahm.org](http://www.acahm.org)

### **California Acupuncture Board (CAB)**

In California, a Licensed Acupuncturist (L.Ac.) is an independent primary care practitioner whose practice encompasses acupuncture, herbal medicine, nutrition, Oriental massage, acupressure, and breathing techniques. The California Acupuncture Board approves the University of East-West Medicine. Graduates of the UEWM are eligible to sit for the California Acupuncture Licensing Examination. The California Acupuncture Board is located at California Acupuncture Board, 1747 N. Market Blvd, Suite 180, Sacramento, CA 95834; phone 916-515-5200 FAX: 916-928-2204.

### **Fulfilling States' Requirement of Certification**

UEWM's MAcCHM program is designed to fulfill the requirements of certification in the State of California. UEWM has not determined if the MAcCHM program fulfills other states' requirements. Applicants and students are encouraged to carefully review state certification requirements and contact information for the regulatory agency for acupuncture and Traditional Chinese Medicine at <http://www.acupuncture.com/statelaws/statelaw.htm>.

### **U.S. Citizenship and Immigration Services (USCIS)**

The University of East-West Medicine is a Student and Exchange Visitor Program (SEVP)-certified school. The school's designated school official (DSO) can issue a Form I-20, "Certificate of Eligibility for Nonimmigrant Student Status" to a qualified student.

### **The Bureau for Private Postsecondary Education (BPPE)**

The University of East-West Medicine (UEWM) issues a degree of Master of Acupuncture with a Chinese Herbal Medicine Specialization. The University was approved to provide this degree program by the authority of the California Bureau for Private Postsecondary Education (BPPE) in accordance with the provisions of California Education Codes 94900 and 94915. UEWM's BPPE School Code is 4306581. In 1999 the California Bureau approved the University of East-West Medicine for Private and Postsecondary and Vocational Education (BPPVE) to offer a Master of Acupuncture with a Chinese Herbal Medicine Specialization. UEWM has been maintaining its approval by BPPE (by means of accreditation) since then. UEWM provides annual reports to BPPE and regularly interacts with BPPE to assure approval status.

### **National Certification Commission of Acupuncture and Oriental Medicine (NCCAOM)**

The National Certification Commission of Acupuncture and Oriental Medicine's (NCCAOM) goal is to promote nationally recognized standards of excellence to ensure public safety. The NCCAOM examinations are used by many state agencies as a part of their licensing requirements. Graduates at the University of East-West Medicine are eligible to sit for the National Certification Examinations. In 2021, NCCAOM also approved UEWM to offer Professional Development Activities (PDA - Continuing Education Units).

### **Federal Student Aid**

Title IV of the Higher Education Act (HEA; P.L. 89-329), as amended, authorizes programs that provide financial assistance to students to attend certain institutions of higher education (IHEs). The University of East-West Medicine is certified to participate in Title IV by the Department of Education (ED). UEWM, as an FSA-participating school, can administrate Direct Unsubsidized Loans under Title IV of the HEA for the MAcCHM program. Federal Student Aid is only available to students who are qualified.

### **Academic Calendar 2023-2024**

Please refer to the bulletin board for updates, calendar details, and class schedules for the latest information. Please note that UEWM defines an academic year as from September (the beginning of the Fall semester) to August (the end of the summer semester)

<b>Semester</b>	<b>Start Date</b>	<b>End Date</b>
Summer 2023	May 8, 2023	August 20, 2023
Fall 2023	September 4, 2023	December 17, 2023
Spring 2024	January 8, 2024	April 21, 2024
Summer 2024	May 6, 2024	August 18, 2024
Fall 2024	September 2, 2024	December 15, 2024

## **University Finances**

UEWM does NOT have a pending petition in bankruptcy, is NOT operating as a debtor in possession, has NOT filed a petition within the preceding five years, or has NOT had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

## **Facilities**

A serene atmosphere, and easily accessible, modern facilities, are essential for an effective educational environment. The University of East-West Medicine is proud to offer these and much more to our students. Many of the classrooms are equipped with audio-video equipment. UEWM provides the campus community with wired and wireless access to the university's network, as well as the external Internet.

## **Classrooms**

Classrooms are facilitated with a LAN and Wireless network. The classrooms can be equipped with a projector, pull-down projection screens, PCs, and access to high-speed Internet. Our experienced IT support staff can set up the classroom before it starts. Our campus has classrooms to accommodate up to 40 students per class, and rooms with PC and video projectors. The large assembly room is used for presentations and activity-based classes, such as Tai Chi and Qigong.

## **Lunch & Recreation Room**

The university has a break room (student lounge) equipped with a refrigerator and two microwave ovens. You can also find an outdoor basketball hoop right next to the school building.

## **Teaching Clinic**

The Teaching Clinic offers an array of clinical opportunities for students, faculty and practitioners. The UEWM Teaching Clinic serves the population of the South Bay area. Clinical services include acupuncture, tuina (medical massage), herbal preparations, cupping, and moxibustion. The UEWM Teaching Clinic operates seven days a week, including some evenings. Clinic fees are kept low to attract a broad cross-section of the community and increase the educational opportunities for our students. UEWM students receive care at a discounted rate. The clinic has 11 treatment rooms and 4 diagnosis rooms. There are student and supervisor discussion rooms for focused medical exchanges to develop a diagnosis or specialized treatments for their patients.

## **Herbal Dispensary**

The herbal dispensary stocks about 300 Chinese herbs and many commonly used herbal formulas. During clinical training, students learn to prepare herbal formulas for patients and, at the same time, become proficient in the use of herbs and herbal formulas.

## **UEWM Library**

The library is located on the second floor of the building. There is an Internet public computer connection with a printer and one copy machine in the library for students and/or faculty, one catalog station for the Intranet Catalog from the Librarika Library Catalog, and study tables. In addition, the library provides free campus Wi-Fi, so that patrons can bring their individual laptops to help achieve their learning objectives.

The library is staffed with a librarian who provides access services, cataloging, reference services, information resource instruction, library development, and management. In addition, the library provides services by email to assist students when they are not able to visit the library. All students enrolled in the university can use the library's collections, onsite and remote services, and electronic databases. Students have access to the online databases 24 hours a day. Numerous acupuncture human models are available for detailed study of anatomy and point locations. The library contains hard copies of reading materials and textbooks in English, Chinese, and Korean concerning the disciplines of Acupuncture, Herbology, and Traditional Chinese Medicine, as well as Western Medicine and associated health care fields. A collection of periodicals, professional journals, magazines, and software is also located in the library, as well as new book arrivals. Some of the library's resources are available through online databases, accessible on campus, and at home through a password that is distributed by the library staff to students.

## **Two Local Public Libraries and the San Jose State University Library**

Local students can use the Sunnyvale Public Library and the San Jose Public Library (Dr. Martin Luther King, Jr. Library), which includes the San Jose State University Library.

Online Full-Text journals, books, and other resources are available at the UEWM Library (note: some of these sources and databases are subject to change—check with the librarian). Students may get login and passwords from the librarian to access databases from home.

## **American Family Physician**

The bulk of the online archives for American Family Physician (AFP) and Family Practice Management (FPM) are open to all. Online access to content in new issues is restricted to AAFP members and paid subscribers. Free full text is available for selected items. All content of each issue is made freely available about one year after publication.

## **American Journal of Chinese Medicine**

The American Journal of Chinese Medicine, which is defined in its broadest sense possible, publishes original articles and essays relating to traditional or ethnomedicine of all cultures. Areas of particular interest include basic scientific and clinical research in indigenous medical techniques, therapeutic procedures, medicinal plants, and traditional medical theories and concepts; multidisciplinary study of medical practice and health care, especially from historical, cultural, public health, and socioeconomic perspectives; international policy implications of comparative studies of medicine in all cultures, including such issues as health in developing countries, affordability and transferability of health-care techniques and concepts; translating scholarly ancient texts, or modern publications on ethnomedicine.

## **BioMed Central -- Open Access Publisher**

Articles published by BioMed Central are accessible online immediately upon publication. It includes but is not limited to over 130 peer-reviewed journals ranging from AID to Virology.

## **Breast Cancer Searchable Information Center**

The selection features a range of authoritative fact sheets, posters, and other materials from a number of government agencies including the National Cancer Institute, National Breast Cancer Coalition Fund, Centers for Disease Control and Prevention (U.S.), Agency for Healthcare Research and Quality, U.S. Preventive Services Task Force, United States Food and Drug Administration, Office of Women's Health, and other authoritative sources.

## **Free Medical Journals – Promoting free access**

Links to medical journals that provide free full-text access. Access to free scientific knowledge will have a major impact on medical practice and attract Internet visitors to these journals.

## **MedlinePlus**

Was founded in 1998 in order to provide free consumer health information for patients, families, and health care providers online. The site contains information from the United States National

Library of Medicine, the National Institutes of Health (NIH), other U.S. government agencies, and health-related organizations. The U.S. The National Library of Medicine produces and maintains the site.

### **MedlinePlus Easy-to-read**

Uses simple languages with clear health information from various reading levels, from 3rd-grade level up to high school level, being published by many organizations for all kinds of health issues.

### **PubMed Central**

PubMed Central (PMC) is a digital archive of life sciences journal literature that includes more than two million articles, including final, peer-reviewed author manuscripts by scientists and others who receive research funding from NIH and other funding agencies. For information on submission for NIH-funded manuscripts, please visit the NIH Manuscript Submission System homepage. PMC provides free access to articles from journals that deposit their content in the archive. Although the articles are free, they are still protected by copyright. (See PMC Copyright Information for more information.)

PMC is not a publisher and does not publish journal articles itself. (Find out how journal publishers can participate in PMC). PMC is managed by the National Center for Biotechnology Information (NCBI) at the U.S. National Library of Medicine (NLM).

## University Location

The UEWM campus is located in Sunnyvale, California in the heart of Silicon Valley. The campus is located close to shops, restaurants, and parks. Situated in an affluent part of Sunnyvale at the corner of Lawrence Expressway and Duane Avenue, the University is conveniently located on a public bus and Cal Train lines and can be reached conveniently from highways 101, 85, 237, and 280. Public transportation stops next to the UEWM campus. The weather is mild and sunny all year.

### Location and Driving Directions:

The UEWM campus is located at:

595 Lawrence Expressway

Sunnyvale, CA 94085

www.uewm.edu E-mail: info@uewm.edu Tel: (408)-733-1878

### **The UEWM campus can be reached conveniently from highways 101, 85, 237 and 280.**

1. 101 from San Jose: Take 101 North to the Lawrence Expressway exit; go South on Lawrence Expressway and pass Duane Ave. The campus will be on your right.
2. 101 from San Francisco: Take 101 South to the Lawrence Expressway exit; go South on Lawrence Expressway and pass Duane Ave. The campus will be on your right.
3. 237 from Milpitas: Take 237 West to the Lawrence Expressway exit; go South on Lawrence Expressway and pass Duane Ave. The campus will be on your right.
4. 85 from Gilroy: Take 85 North to the Saratoga Ave exit; go North on Saratoga Ave and turn left at Lawrence Expressway. Go North on Lawrence Expressway for about 8 miles and come to Duane Ave. Make a U-Turn at Duane Ave, and the campus will be on your right.
5. 280 from San Francisco: Take 280 South to the Stevens Creek Blvd exit and then turn left at Stevens Creek Blvd; turn left at Lawrence Expressway; go North on Lawrence Expressway for about 3-4 miles and come to Duane Ave. Make a U-Turn at Duane Ave, and the campus will be on your right.
6. 280 from San Jose: Take 280 North; take Lawrence Expressway exit; go North on Lawrence Expressway for about 3-4 miles and come to Duane Ave. Make a U-Turn at Duane Ave, and the campus will be on your right.
7. 880 and 680 from Fremont: Take 880 or 680 South to the 237 West exit; take the Lawrence Expressway exit; go South on Lawrence Expressway and pass Duane Ave. The campus will be on your right.
8. 580 from Oakland: Take 580 to 880 South towards San Jose; take the 237 West exit; take the Lawrence Expressway exit; go South on Lawrence Expressway and pass Duane Ave. The campus will be on your right.



# Chapter Two – Admissions & Requirements

## Master of Acupuncture with a Chinese Herbal Medicine Specialization Program

### Open House

Open Houses are held several times every semester. The University provides opportunities for prospective students to become acquainted with the programs, UEWM campus and facilities, the students, the faculty and staff, administration, and other aspects of the University. In addition, prospective students are invited to attend various academic and social activities at the UEWM. For inquiries about Open House dates, please contact the Admissions Office or visit [uewm.edu](http://uewm.edu).

### Pre-Application Recommendations

Before you decide which TCM institution to attend, we encourage you to visit the UEWM. The decision to select the best TCM institution for your professional TCM education is very important. For this purpose, we suggest you do the following prior to making your decision:

- Schedule a pre-application appointment with the Admissions Office and arrange for a tour of the campus.
- Schedule a visit to the campus during the semester and sit in on a class so that you may experience for yourself the joy and excitement of attending classes at the UEWM.

Email [admissions@uewm.edu](mailto:admissions@uewm.edu) or call (408) 733-1878 for further information.

### REVIEW DOCUMENTS

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

### General Admissions

Note: Please review the desired program section of the Catalog for complete admission requirements. The University of East-West Medicine is an equal opportunity university. Any applicant who meets the admissions criteria is given an opportunity to study.

Important: All documents submitted to UEWM as part of the application become the property of the university. This is a common practice among schools in the U.S. Students should always request more than one set of their transcripts for other future needs.

Any questions about application dates or any other part of the admissions process should be directed to the Admissions Office.

Please Send Official Documents via mail or email to:

Admissions Office

University of East-West Medicine

595 Lawrence Expressway, Sunnyvale, CA 94085  
Phone: 408-636-7093 (English) 408-738-8889 (Chinese)

Email: [admissions@uewm.edu](mailto:admissions@uewm.edu)

### **English Language Requirements**

International applicants whose native language is not English are required to provide proof of English proficiency for admission to degree, certificate, and non-degree graduate programs. This must be demonstrated by one of the following means:

1. The applicant must have completed one of the following: a) four years at a U.S. high school demonstrably delivered in English; b) 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; c) at least two-years (60 semester credits or 90 quarter credits) of undergraduate or graduate-level education demonstrably delivered in English; d) 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 following countries or territories: American Samoa; Anguilla; Antigua & Barbuda; Australia; Bahamas; Barbados; Belize; Bermuda; Botswana; British Virgin Islands; Cameroon; Canada (except Quebec); Cayman Islands; Christmas Island; Cook Islands; Dominica; Federated States of Micronesia; Fiji; The Gambia; Ghana; Gibraltar; Grenada; Guam; Guyana; Ireland; Isle of Man; Jamaica; Kenya; Lesotho; Liberia; Malawi; Montserrat; Namibia; New Zealand; Nigeria; Norfolk Island; Papua New Guinea; Philippines; Pitcairn Islands; Sierra Leone; Singapore; South Africa; South Sudan; St. Helena; St. Kitts & Nevis; St. Lucia; St. Vincent & the Grenadines; Swaziland; Tanzania; Trinidad and Tobago; Turks and Caicos Islands; United Kingdom; U.S. Virgin Islands; Uganda; Zambia; Zimbabwe.

i. In all cases, English must have been both the language of instruction and the language of the curriculum used.

OR

2. The applicant must have completed one of the following assessments at the required level:

#### **ASSESSMENT TOOL ACCEPTABLE SCORE:**

- Test of English as a Foreign Language Internet-Based Test (TOEFL® iBT) Total: 61 International English Language Testing System (IELTS), Academic Format Overall band: 6
- Duolingo English Test 90
- China Standard of English Language (CSE) CSE 6
- Cambridge First Certificate in English (FCE) C
- Cambridge English Advanced (CAE) C
- Common European Framework Reference (CEFR) B2
- Occupational English Test (OET) 250, C
- Pearson Test of English (PTE), Academic Overall: 45

For more details on the TOEFL exam, visit <http://www.ets.org/toefl>.

For more details on the IELTS exam, visit <http://www.ielts.org/en-us>.

**NOTE:** Official transcripts are required for any credits applied to UEWM as required for admissions, or any credits transferred from another college.

**Key point:**

Acceptable scores are identical across all ACAHM graduate-level degree programs and are consistent with comparable health professions under the Federal Student and Exchange Visitor Program (SEVP).

### **Master of Acupuncture with a Chinese Herbal Medicine Specialization Degree Program**

Applicants must have completed at least two years of baccalaureate-level education, comprising 60-semester credits (90 quarter credits), at an institution recognized by the U.S. Secretary of Education or the equivalent at a foreign university, in order to qualify for admission to the Master's of Science in Traditional Chinese Medicine degree program at UEWM. Applicants who have a bachelor's degree or higher from a recognized US institution or the equivalent will have met the unit requirements for admissions. A medical background is not necessary for admission but is helpful. All applicants are encouraged to read the School Performance Fact Sheet and catalog, prior to signing the enrollment agreement. All applicants must have a prior Cumulative Grade Point Average (CGPA) of 2.0 minimum, in order to enroll. All documents are required to be in English and submitted within 2 weeks prior to the start of the semester or within 2 weeks of your application, with the exception of the Foreign Official Transcript which should be submitted no later than the end of the first semester.

- Application Form (Form is available online)
- Non-refundable Application Fee: Resident \$60 / International Student \$100
- Official Transcript(s)\* (In your native language and, or English)  
*(Foreign transcripts need to be evaluated and submitted no later than the end of the first semester)\**
- Copy of a Proof of Residency (e.g. Passport, Permanent Resident Card etc.)  
(Students with F-1 visa also submit: the copies of all Form I-20, Form I-94 and Visa)
- Digital photo (with white background, similar to a passport photo, for Student ID)
- Current Resume
- Two Letters of Recommendation (Form is available online) (No medical background is required for the writers)
- 500 word Statement of Purpose to study TCM (Form is available online)
- English Evaluation (The students' native language is not English and prior education was not conducted in English)
- Certificate of Bank Statement indicating minimum balance of \$15,000 (**International Student Only**)
- Financial Support Certificate-Form is available online or Notarized Form I-134 (**International Student Only**)
- Official TOEFL score or Official IELTS score or CSE score (**International Student Only**)\*\*
- Signed Student Enrollment Agreement Packet (when a student registers for classes)

FEDERAL FINANCIAL AID Students will not be able to request Federal Financial Aid until all required admission documents are submitted.

\*Official transcripts must be submitted with the original envelopes in which they were sent or emailed from the educational institution to our Admissions Office directly. Transcripts from colleges/universities outside of the U.S. must be evaluated for a degree, course by course, and GPA by a U.S.-based official evaluation organization that is NACES Certified. A list of current NACES members is available at <http://www.naces.org/members.html>

## **Non-Degree Program Requirements:**

Applicants must have completed at least two years of baccalaureate-level education, comprising 60-semester credits (90 quarter credits), at an institution accredited by the U.S. Secretary of Education or at an approved foreign university, or have a bachelor's degree or higher from a recognized institution. A minimum overall grade point average of 2.0 is required.

All documents are required to be in English and submitted within 2 weeks prior to the start of the semester or within 2 weeks of your application, with the exception of the Foreign Official Transcript which should be submitted no later than the end of the first semester.

- Online Application Form
- Fee \$60 (non-refundable)
- Non-Matriculant Plan
- Copy of a Proof of Residency (e.g. Passport, Permanent Resident Card etc.)
- Official Transcript(s)\* (In your native language and, or English)  
*(Foreign transcripts need to be evaluated and submitted no later than the end of the first semester)\**
- Student Handbook Contract (Signed & Dated)
- English Evaluation **\*\***(Only apply to the students who enroll in the English program and whose native language is not English and prior education was not conducted in English)  
\*Official transcripts must be submitted with the original envelopes in which they were sent or emailed from the educational institution to our Admissions Office directly. Transcripts from colleges/universities outside of the U.S. must be evaluated for a degree, course by course, and GPA by a U.S.-based official evaluation organization that is NACES Certified. A list of current NACES members is available at <http://www.naces.org/members.html>

### **\*\*\*\*Open Classes Program (under Non-Degree Program)**

The Open Classes program at UEWM of MAcCHM is open to everyone with two years of baccalaureate-level education, comprising 60-semester credits (90 quarter credits), at an institution accredited by the U.S. Secretary of Education or at an approved foreign university, or have a bachelor's degree or higher from a recognized institution. A minimum overall grade point average of 2.0 is required. The Open Classes may help with self-enrichment or may prepare you to advance your knowledge for a future health program you may be interested in. For any applicant whose undergraduate education was not received in the English language, English proficiency will be evaluated by the MAcCHM Program's Dean prior to being admitted to the English language program.

UEWM Open Classes program has the following features:

- Streamlined enrollment
- Same rewarding learning experience as regular students - the Open Classes students have the

same rights and responsibilities in classes and will be graded as regular students. Same registration, tuition, and other academic policies apply.

- The classes are taught in English. Other language translation and transcription are provided as a supplement as needed.
- Students who receive a 3.0 GPA in the Open Classes courses will have priority admission if they decide to apply to UEWM's master program later.
- Students can transfer up to 80 credits of the Open Classes courses to the UEWM MAcCHM program if admitted. If they do transfer more than 60 credits of the courses taught in English, they'll have fulfilled the English proficiency requirement.

The transferability of credits you earn at UEWM is at the complete discretion of an institution to which you may seek to transfer. If the credits that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending UEWM to determine if your credits will transfer. Note: Since the UEWM Open Classes program is a non-degree program, I-20, financial aid, and graduation ceremony are not provided.

All documents are required to be in English and submitted within 2 weeks prior to the start of the semester or within 2 weeks of your application, with the exception of the Foreign Official Transcript which should be submitted no later than the end of the first semester.

- Online Application Form
- Fee \$60 (non-refundable)
- Copy of a Proof of Residency (e.g. Passport, Permanent Resident Card etc.)
- Official Transcript(s)\* (In your native language and, or English) (Foreign transcripts need to be evaluated and submitted no later than the end of the first semester)\*
- English proficiency was evaluated by MAcCHM Program's Dean prior to being admitted to the English-language program.

\*Official transcripts must be submitted with the original envelopes in which they were sent or emailed from the educational institution to our Admissions Office directly. Transcripts from colleges/universities outside of the U.S. must be evaluated for the degree, course by course, and GPA by a U.S.-based official evaluation organization that is NACES Certified. A list of current NACES members is available at <http://www.naces.org/members.html>

Any questions about application dates or any other part of the admissions process should be directed to University of East-West Medicine Office of Admissions 595 Lawrence Expressway, Sunnyvale, CA 94085 Tel: (408) 733-1878 Email: [admissions@uewm.edu](mailto:admissions@uewm.edu)

## **International Students (I-20)**

UEWM is currently authorized under Federal law to enroll non-immigrant foreign students for the MAcCHM Program only.

All international students are required to submit the following documents or meet these requirements:

1. Financial Support Document:

To verify international students have adequate resources to pay for their living expenses (tuition, food, lodging, books, travel, and incidentals) for the length of the program, a financial support document in the form of either the applicant's bank statement or a certified affidavit of support (form I-134 or equivalent) from a financial sponsor indicating a minimum amount of \$15,000 is available for the applicant to pursue his/her study in the first academic year at the University of East-West Medicine.

2. Formal Evaluation of Foreign Transcripts:

\* Official transcripts must be submitted with the original envelopes in which they were sent or emailed from the educational institution to our Admissions Office directly. Transcripts from colleges/universities outside of the U.S. must be evaluated for a **degree, course by course, and GPA** by a U.S.-based official evaluation organization that is NACES Certified. A list of current NACES members is available at <http://www.naces.org/members.html>

Please contact the UEWM admissions office for further information regarding the formal evaluation of foreign transcripts by an accepted agency.

3. Proof of English Proficiency:

Please refer to the **English Language Requirements** stated in the previous section.

4. Copy of the I-20 Form, I-94, Visa, and Passport:

Upon arrival at the UEWM, an international student must provide the Designated School Official (DSO) in the Registration Office with a copy of his/her I-20 form, I-94, visa, and passport.

5. (For Transfer International Students) Previous I-20 Form and Transfer Request Form:

A transfer international student (from a U.S. institution) is required to submit photocopy of his/her all previous I-20 form, a Transfer Request Form completed by the school's International Student Advisor and conduct the required SEVIS transfer process. Upon the receipt of all legal documents, a student's I-20 visa can be issued.

6. Satisfactory Academic Progress (SAP):

The United States Immigration and Naturalization Service requires that all international students maintain a full-time program of study at the UEWM, attend classes regularly, and maintain satisfactory academic progress towards completion of the degree or diploma objective.

7. Proof of Health Insurance Coverage:

Health-insurance coverage is mandatory for all international students. Proof of insurance must be provided each semester by the students.

The Certificate of Eligibility for Nonimmigrant Student (I-20) will be prepared for and issued to the student after the application and all necessary documents have been received, and thoroughly reviewed, and the Office of Admissions has decided to accept the applicant as an UEWM student.

Questions regarding visa status, accommodations, etc., should be directed to the Admissions Office. Please review the Student Handbook on the University website.

### **Admission-Readmission/Postponed**

Applicants who wish to postpone admission to the upcoming semester need to send a postponed admission request to the Admissions Office during his/her accepted degree program semester with no additional fee. An applicant is allowed to postpone admission no more than three times. The prospective student's application records are kept on file for a period of six months from the semester start date. If an applicant is accepted into a degree program for a given semester, without submitting a postponed admission request and does not begin classes in that semester, admission will automatically be canceled. If the applicant wishes to be considered for readmission in a later semester without prior approval, he/she will be required to resubmit a new Application Form and pay a readmission fee. A reevaluation of admission will be made for the applicant. When a former UEWM student returns to continue his/her study in an unfinished program after making a longer-than-one-semester absence, the returning student is required to follow the current catalog.

### **Admissions Exceptions**

In a unique case beyond the uniform minimum requirements for admission, the department may choose any criteria that are appropriate as a basis for its evaluation. This includes but is not limited to undergraduate and graduate grade point averages, professional experience, test scores, letters of recommendation, and evidence of past achievements. Admissions exceptions recommended by the departments are submitted to the Exceptions Committee for final decision. The Exception Committee will be called with the program dean, faculties and academic leadership. Minutes should be kept in the student file for the record.

### **Transcripts from Outside the USA**

The University recognizes that the receipt of official college transcripts from outside the USA may require extra time to secure, interpret, translate and evaluate for equivalency. Those students who are unable to furnish complete documentation and/or educational transcripts before the beginning of classes in their first semester of study will be given a time limit of one semester during which the student must furnish all required official documents. Students requiring this extra time to supply an official transcript enroll at their own risk; if the documentation, when received, does not qualify them for admission, they must leave the program and reapply once the necessary requirements have been met. Grade reports and transcripts will be withheld and registration for subsequent semesters will be denied until the official documents can be secured and their claims of credits and degree(s) are met.

### **Transferability of Credits**

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION" "The transferability of credits you earn at another institution is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn at another institution is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer to determine if your (credits or degree, diploma or certificate) will transfer."

## **Transfer Agreements**

UEWM has no transfer agreements with other US colleges. Other TCM accredited and unaccredited colleges do regularly accept UEWM credits. As stated in the paragraph above, students need to check any college they might transfer to and inquire if they will accept UEWM credits if planning to transfer.

## **Transfer Credit Policy and Procedures**

Students who believe they have credits to transfer have to submit an official transcript and may also require the following: 1) a catalog of the school where they studied and a page stating the school's accreditation status, 2) a course description for each course they wish to transfer (outlining the course content). Students must complete a UEWM Transfer Credit Request Form within the first semester. Students with foreign transcripts may complete the UEWM Transfer Credit Request Form within the first two semesters if needed due to the evaluation process of their transcript.

UEWM may grant transfer credits on a course-by-course basis for courses taken previously at other schools, provided:

Courses transferred into the program must have a grade of C or better. Up to 100% of the transfer credits may be awarded towards didactic courses for coursework completed successfully at an institution accredited by an agency recognized by the U.S. Secretary of Education or their US equivalent. The formula for calculating quarter units to semester units and vice versa is:  
One semester credit is equal to 1.5 quarter-credit and 1.2 trimester-credit.

Credits earned more than five (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.

Total courses transferred into the program including Basic Sciences, Western Medicine and TCM coursework may not exceed 50% of the entire program (90 credits) and/or 25% of clinical credit (8 units). This means that if a student transfers in 8 credits of clinical courses, they may transfer up to 82 credits of didactic courses. With this said certain courses must be taken at UEWM, including AC621 Acupuncture V, AC731 Acupuncture VI, CL1 Theater, and CL2 Clinic Observer. When transferring in credit for the Clinical Courses, credits will be applied to CL3 and CL4.

All courses transferred must have similar course titles and/or course descriptions to replace UEWM courses. When filling out the MACCHM Online Class Registration form, they must check the box for transfer credit showing how many credits they have to apply towards their payment.

The Course Transfer Request Form is to be completed by the end of the first semester (for students with local US-based transcripts) and the second semester (by students with foreign transcripts that require evaluation).

Up to 19 units of Basic Sciences (Psychology-2 units, Biology-2 units, Chemistry-3 units, W.



Medical Terminology-2 units, Physics-2 units, Anatomy-4 units, Physiology-4 units) may be transferred into the program, but are not required. Chemistry requires 3 sections (General, Organic and Biochem earning 1 unit of transfer for each section). No transfer fee for Basic Science course transfer; **however, these Basic Sciences may only be transferred into the program if the Basic Science units are above and beyond the 60 semester units (90 quarter units) used to qualify for admission to the program. For example, if a student wishes to transfer all the Basic Sciences into the program, they must have at least 79 semester units or 118.5 quarter units before they can transfer in the Basic Sciences. If they wish to only transfer in one or two of the Basic Sciences, then they would need the appropriate number of units at time of admission.**

Courses taken at non-accredited institutions are non-transferable. These will be evaluated by the UEWM Academic department and determined on a course-by-course or class-by-class basis. Massage therapy and Tuina/Acupressure programs may transfer in 2 units of credit towards CM114 Tuina/Acupressure.

When a student receives partial credit for a course, this saves them money but not time. They are required to attend the entire course just like every other student and take all exams and do all homework assignments to achieve their grade. They will only need to pay for the remaining tuition. An example of this is if the student receives 3 units towards a 4 unit course, they pay for 1 unit to take the course.

## Chapter Three – Tuition and Fees

Tuition and Fees do not include materials fees for each class, uniforms, equipment or supplies. The cost of these items varies from month to month and program-to-program based on student choices.

<b>Master of Acupuncture with a Chinese Herbal Medicine Specialization Degree Program (MAcCHM)</b> <ul style="list-style-type: none"> <li>● <b>9 semesters up to 6 years (18 semesters)</b></li> <li>● <b>129 Didactic credits (1935 hours), 32 Clinical Training credits (960 hours), and 19 credits Basic Sciences (285 hours)</b></li> </ul>			
Didactic Courses (1 unit = 15 hours)	\$249/unit	129 credits	\$32,121
Clinic Courses (1 unit = 30 hours)	\$498/unit (\$16.6/hour)	32 credits/ (960 Clinic hours)	\$15,936
Basic Sciences	\$249/unit	19 credits	\$4,731
Audit (1 unit = 15 hours)	\$110/unit		
	Total without Fees		\$52,788
	Estimated Minimum Non-Refundable Fees**		\$1,770
	Total Cost of Tuition* & Fees**		<b>\$54,588</b>
Estimated Cost per Semester (Based on an MAcCHM student taking 12 <u>Didactic</u> credits per semester)	\$249/unit	12 credits per semester	\$2,988

\*All Tuition and fees are subject to change.

\*\*Non-Refundable Fees / See Fee Schedule

Groups or families may qualify for a discount of 5% on Didactic Courses – see Admissions Office for details

The cost for any of the programs is based on the required semesters or hours to graduate not including the additional expenses to be incurred by students for books, any health insurance, housing, food, transportation, and miscellaneous personal expenses or new increased tuition or new fees. Total costs for the first semester and total costs of the program are listed above for each program.

**NOTE: Students can pay for it all at once if they desire, by proportion, by the month, semester, or unit. Financial Aid students must pay by the semester and by the number of credits.**

**Non-Refundable Fees as of March 2023:**

Application	\$60
International Student Application Fee	\$100
Registration Fee	\$25/semester/9/\$225
Instructional Resource Fee	\$80 per semester/9/ \$720
Installment Payment Fee	\$50
Graduation (for Graduate Programs, Includes ceremony and diploma)	\$250
Add/Drop Course	\$50/ one time
Transfer in Credit	\$30/course
Returned Check	\$20/check
Clinic Malpractice Insurance	\$50 per Level (Clinical Levels 2-7)
Comprehensive Exams	\$100/exam/2/\$200
Retake English Proficiency Test (Section 1 or Section 2)	\$50 /test
Retake Comprehensive Exams	\$75
Replacement/Duplicate Diploma	\$75
Student ID Card	\$5 each
Replacement for Student ID	\$20
Int'l Student Transfer-Out Fee	\$150

International students are required to purchase and maintain a health insurance plan.	
Late Registration	\$50/semester
Official Transcript	\$10/copy
Re-enrollment after Leave approved or not but before the maximum time limit for the program	\$150
Student Tuition Recovery Fund	\$0.50/\$1000
Pay by a credit card with a convenience fee	3% of the charge
<b>Copy of Official Transcript Sent by USPS:</b>	
Priority Domestic Mail	\$60 per copy
Priority International Mail	\$85 per copy
<b>Estimated TOTAL nonrefundable Fees by program</b>	<b>\$1,770</b>

**All Tuition and fees are subject to change.**

Please observe deadlines to avoid late fee charges. All late fees are \$50 except if otherwise specified. All International students are required to purchase and maintain a health insurance plan. International students' special service fees are specified on request forms.

Textbooks are estimated at \$60-\$120 per book. Notice: All students must pay the University the applicable costs associated with school attendance (i.e., semester tuition, other required fees) at the time of registration. Students whose accounts are more than seven days past due are automatically dropped from classes. Students who fail to fulfill the financial arrangements agreed upon are suspended from the University and may re-enter only upon full payment of the delinquent portion of their account plus fees/fine unless the University has agreed in writing to a different payment arrangement. No grades or documents will be released if there is an outstanding balance. The University may refuse any type of service to students who have an outstanding balance. (See Title 5, California Administrative Code, Sections 42380 and 42381). A monthly \$50 late fee will be charged to the student until his/her financial obligation is fulfilled.

The University may also refuse re-admission to a student who has left the University with an outstanding balance.

## **Student Tuition Recovery Fund (STRF)**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

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

To qualify for STRF reimbursement, the application must be received within four (4) years from the

date of the action or event that made the student eligible for recovery from STRF.

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

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



## Refund Policy

Students have the right to cancel their enrollment and obtain a refund by providing written notice to the Finance Department. The effective date of termination is either the postmarked date if applied for by US mail or the date established by the signature of the Finance Department. Verbal or phone requests will not be honored.

Students have the right to a full refund of all charges (except for the application fee, registration fees, and other non-refundable charges as indicated on the Tuition and Fee chart), if they cancel the agreement prior to, or on, the first day of instruction or the seventh day after enrollment whichever is later. Students dropping a course after classes have begun but before 60% of instruction will receive a prorated refund for the unused portion of the tuition and other refundable charges. Students who drop a class after the ninth meeting or 60% of instruction of the class will not be eligible for any tuition refund. An additional 3% deduction will be applied to refunds for tuition/fees paid by credit cards. Books, textbooks and other materials purchased by the student at the University's Bookstore are the property of that student. The University will neither accept the return of purchased materials or make refunds for services.

Students will receive a full refund of any course that has been canceled by the UEWM. Refunds will be paid within 30 days of cancellation or withdrawal. Any Federal Student Aid disbursed to the student will need to be returned in full.

There is no refund after 60% of instruction. No refunds may be dispersed to a student until the Financial Aid Program has been repaid. The University is obligated to repay the following funds: Title IV Sources: Unsubsidized Direct Loans, Subsidized Federal Direct Loans and Scholarships. Refunds will be determined by the percentage of tuition contributed by that source. The exact terms and conditions are set forth in the enrollment agreement.

For students receiving financial aid, any tuition refund will be made first to the Unsubsidized Direct Loan up to the net amount dispersed from each source.

### Refund Chart

<b>Date of Withdrawal</b>	<b>% of Tuition Refundable</b>
W/D on 1st Day of Class	100%
Day two of class through Week One	90%

Beginning of Week Two	80%
Beginning of Week Three	70%
Beginning of Week Four	60%
Beginning of Week Five	50%
Beginning of Week Six	40%
Beginning of Week Seven	30%
Beginning of Week Eight	20%
Beginning of Week Nine	10%
Week Ten	0%

### **Unanswered Questions**

If you have any unanswered questions the school cannot answer or will not answer you may contact the Bureau for Private Postsecondary Education (BPPE), P.O. Box 980818, West Sacramento, CA 95798-0818 Or Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225 Sacramento, CA 95834

Toll Free: (888) 370-7589, Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov) E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

## Financial Aid (Federal Student Aid)

Qualified students who are enrolled at least half-time in the MAcCHM program are eligible to borrow graduate-level Direct Unsubsidized Loans. The annual loan limit is \$20,500 per academic year. The maximum graduate aggregate limit for federal loan is \$138,500 (this may include the total amount that students may have borrowed from any previous institutions.)

For academic purposes, the University's academic year consists of three, 15-week terms, beginning each year in September with the fall term. For the purpose of Federal Student Aid Direct Unsubsidized Loan annual loan limit determination, the University uses Borrower-Based Academic Year (BBAY), which makes an academic year consisting of two, 15-week terms. Unlike a Scheduled Academic Year, a BBAY is not a fixed period that begins and ends at about the same time each year. Instead, a BBAY's beginning and ending dates depend on the individual student's enrollment. MAcCHM program students must maintain a 2.3 cumulative GPA, a cumulative pace evaluation rate of 67%, and must be enrolled no less than 6 units to continue to receive Federal Student Aid.

### Federal Student Aid's basic eligibility requirements are that you must

1. be a U.S. citizen or an eligible non-citizen with a valid Green Card/Permanent Resident Card (I-551);
2. have a valid Social Security number;
3. be registered with Selective Service, if you're a male (you must register between the ages of 18 and 25);
4. be enrolled or accepted for enrollment as a regular student;
5. be enrolled at least half-time (6 credits for the MAcCHM program)
6. maintain satisfactory academic progress;
7. sign the certification statement on the Free Application for Federal Student Aid (FAFSA®) a form stating that you are not in default on a federal student loan, you do not owe money on a federal student grant, and you will use federal student aid only for educational purposes;
8. have a valid email address; and
9. have a valid high school diploma or a verified Bachelor's degree.

**Please Note:** All students are responsible to pay their tuition and fees regardless of their aid status. Late fees may be charged if you do not pay your tuition on time, even if you are applying for aid. Your diploma will be withheld when you are defaulted on a Title IV loan or fail to complete an Exit Counseling. The University may also refuse re-admission to a student who has left the University with one of the above situations.

### Financial Need

The amount of financial aid a student is entitled to receive depends on financial need. Financial need is the difference between the cost of education and the student's expected family contribution (EFC) as determined by the formula established by the US Department of Education. Costs include tuition, non-refundable fees, transportation, books, supplies, room and board, and some miscellaneous personal expenses. The sum of these costs constitutes the educational budget.

### How to Apply

The U.S. Department of Education's Office of Federal Student Aid (FSA) requests you to fill out the

FAFSA (<https://studentaid.gov>). UEWM's Federal School Code is 039953. The University requests you to fill out UEWM's "*Student Financial Aid Application Form*." You can find the form on UEWM's website.

Before you can receive your loan funds, you will be required to complete entrance counseling, a tool to ensure you understand your obligation to repay the loan; and sign a Master Promissory Note, agreeing to the terms of the loan.

### **Academic/Financial Aid Warning Status**

Students who do not meet the minimum SAP requirements are placed on Warning for the following semester of enrollment. The Warning Status is for a period no longer than one (1) semester. Students placed on Warning are notified in writing, which will include the reason for the Warning Status, an explanation of the SAP requirements, and the terms of their warning status. Financial Aid recipients may receive financial aid during the Warning semester. A student on Warning who brings their CGPA and completion rate up to SAP standards by the end of the Warning semester is removed from Warning. A student who fails to establish SAP by the end of the Warning semester will be withdrawn.

### **Academic/Financial Aid Probation, Appeals, and Academic Plan**

(Please refer to the "Satisfactory Academic Progress (SAP)" section for the details.)

A student on Warning or Probation who brings their CGPA and completion rate up to SAP standard by the end of the next semester is removed from Warning/Probation.

### **Requesting a Leave of Absence**

Students may be granted one Leave of Absence, for one semester, in a 12-month period. LOA requests must be filed in advance of the semester the student is requesting to be approved for an LOA.

Students receiving Financial Aid Title IV loans who fail to return to the University from an approved Leave of Absence will be considered as withdrawn and will be reported to the Federal Direct Loan Agency or the lending institution by the University. The student's withdrawal date and the beginning of the student's grace period for loan repayment will be reported as the date the student was scheduled to return from the approved LOA. Consequently, his/her loan deferment will be affected, and his/her repayment schedule may be affected causing repayment to be reflected retroactively.

### **Exit Counseling**

If you have received a Financial Aid Direct Loan, you must complete exit counseling each time you:

- Drop below half-time enrollment
- Graduate
- Leave school

# Chapter Four – Academic Policies

## Registration

The registration calendar may be listed in this catalog but the most up-to-date calendar is on the UEWM website. Registration for the following semester begins prior to the end of the current semester. The dates and times of registration will be announced through the Academic Office and posted on the website. A late fee is charged to those students who do not register by the posted registration deadline. Tuition and fees are due and payable in full at the time of registration.

Academic advising is available to students to help with course selections. Registration is complete when all fees are paid. All students who wish to register must complete the Registration Form available on the UEWM website from the Registrar's Office and process it with the Finance Office in a timely manner.

## Full-time Students

- Master of Acupuncture with a Chinese Herbal Medicine Specialization program students who are taking 12 or more credits per semester are considered full-time students. **NOTE:** No more than 22 credits (including the clinic courses) can be taken in any semester without the program's dean's approval.
- A student needs to take 2 consecutive semesters each year in order to be considered full-time.
- The maximum amount of time allowed by the accreditor for a student to finish the MAcCHM program is 6 years (18 semesters), whether a full or part-time student. For more information, please see your financial aid adviser.

MAcCHM International students must be enrolled as full-time students to maintain good academic standing. An international student on academic probation is not allowed to take a semester break.

## Part-time Students

- Master of Acupuncture with a Chinese Herbal Medicine Specialization program students taking less than 12 credits per semester are considered part-time students.
- The maximum amount of time allowed by the accreditor for a student to finish the MAcCHM program is 6 years (18 semesters), whether a full or part-time student. For more information, please see our Financial Aid Director.

## Non-Degree-Seeking Applicants

The UEWM will consider non-degree-seeking applicants who require coursework to meet an educational objective other than the UEWM degree. These include students participating in California Acupuncture Board-approved tutorial programs, licensed acupuncturists, medical doctors, and other health professionals seeking information for self-improvement. Non-degree-seeking students must meet the prerequisite requirements for each intended course. Non-degree seeking students must meet the admission requirements for the program.

Students participating in California Acupuncture Board-approved tutorial programs, licensed acupuncturists, medical doctors, and other health professionals desiring to take clinic courses must

meet all clinic requirements. In the event that the student later decides to apply for degree study at UEWM, he/she must go through the regular degree program application procedures. 100% of earned credits in non-degree status at the UEWM may be applied to the degree requirements, up to 60% of the total program requirement. Non-degree students receive grades, and their transcripts will be stamped "Non-degree." Non-degree-seeking students are not eligible for Federal Student Aid.

### **Academic Advising**

Academic advising is an essential element of the educational process and may be provided by faculty, staff, or Deans.

### **Official Academic Transcript**

Upon written request, official and unofficial copies of a student's UEWM academic records may be forwarded either to the student or to a designated addressee. Requests for transcripts are submitted to the Registrar's Office. Academic grades are withheld if the student has failed to submit required administrative documents or if the student has an unpaid balance of fees or charges due to the University.

### **Adding or Dropping a Course**

Students may add or drop courses before the beginning of classes without incurring additional fees or grade penalties. When adding or dropping courses, students must fill out an Add/Drop Form, available on the UEWM website, and submit the completed form to the Registrar for processing. When adding a class during the official add-drop period, the student must have approval from the professor(s) teaching the courses, and the student must do any make-up work missed at the start of the course.

A grade of “W” will be issued to students who drop classes after the 2nd week and before the twelfth week of the semester. Withdrawals are not permitted during the final three (3) weeks of instruction except in cases of serious accident, illness or another extreme situation. The Refund Policy has to be in compliance with BPPE Regulation (Code: 5,CCR, 71750). A \$late add/drop fee will be charged for each course added or dropped after the first two weeks of classes. Financial aid recipients may be required to pay the unearned funds back to the Federal Government.

## Grading System

The University of East-West Medicine uses the following standard academic grading system in assessing student progress in course work, examinations, and course evaluations:

<b>Grade*</b>	<b>Points per Unit</b>	<b>Percentage</b>
A	4.0	94-100%
A-	3.7	90-93%
B+	3.3	87-89%
B	3.0	83-86%
B-	2.7	80-82%

C+	2.3	77-79%
C	2.0	73-76%
C-	1.7	70-72%
D+	1.3	67-69%
D	1.0	63-66%
D-	0.7	60-62%
F	0.0	0-59%



## Explanation of Grading Marks

The following symbols shall be used in evaluating student performance. The symbols reflect the quality of the student's accomplishments relative to the standards set for each course.

A	The highest level, showing excellence
B	Performance is good, but not at the highest level
C	Performance is adequate
D	Performance is less than adequate - course should be repeated
F	Course requirements have not been met - no credit earned
I	Incomplete - Performance is incomplete due to circumstances beyond the student's control. Work was passing at the time.
IP	In progress - Performance was satisfactory but a final grade is not yet assigned
W	Withdrawal - Student was permitted to drop a course after the 2nd week/before 12th week - Thereafter it becomes an NP.
Pass	Not reflected in GPA (credit granted for grade C or above)
NP	Not passing - Not reflected in GPA (no credit granted)
CP	Credit - Passing on examination. Grade equal to C or better
NC	No Credit
TR	Transfer Credit

AU	Audit - The student has enrolled on a non-credit basis
RP	The course has been repeated

**Note: Some graduate programs may only post C or F grades and not post C- thru D- grades. Check the specific graduate program section of the Catalog for details.**

### Incomplete Grade/ In Progress

In circumstances where a student is unable to complete the coursework required prior to the end of the semester, the student may, with the instructor's permission and the responsible Records officer's approval, file a petition to receive a grade of IP. Students with an "Incomplete" grade must arrange

with the instructor to complete the necessary make-up work after the final class meeting, with a specified date of completion. This incomplete grade agreement must be submitted in writing to the Registrar's Office. Converting an incomplete may be subject to a grade reduction of one letter grade in fairness to the graded students. Students who fail to convert their "I" (Incomplete) within 2 weeks following the semester end date, or "IP" In Progress grade by the end of the next semester will receive an "F" (Fail) grade for the course and will be required to retake and pay for retaking the course.

### **Late Examination**

Course examinations that are taken late, or taken at an irregular time, may be subject to a grade reduction of one letter grade to be fair to those who took the test on time. The instructor will make the final determination on a case-by-case basis. A late exam fee will be charged. All late fees are payable in advance to the UEWM Finance Office and not to the individual instructor. The MAcCHM program has additional requirements. Please see the academic section on MAcCHM.

### **Repeat Courses**

Students may repeat a course due to several reasons:

1. Meet the graduation requirements
2. Earn a better grade
3. Gain a better understanding of the subject

A student with a grade of F or NP must repeat that class in its entirety. For any repeat courses, the original grade and the new grade are averaged for the cumulative GPA. Multiple failure grades may result in academic probation and/or academic dismissal. Tuition is charged for each repeated course. However, financial aid for each repeated course will be available for only one time. Depending on a Student's GPA, this also can affect a student's Satisfactory Academic Progress (SAP) and may result in disqualification of Federal Student Aid until their GPA is raised, or they have fulfilled their requirements for academic probation. Repeating courses for a higher grade is fundable for Federal Student Aid only one time.

## **Grade Appeal**

Grades, which are given at the discretion of faculty, reflect the academic achievement of the student. Any student wishing to appeal a grade awarded must initiate the appeal in writing and submit the appeal to the instructor concerned. If the student is not satisfied with the instructor's explanation or action, the appeal may be presented to the Dean, who will then render a final decision. Final grades are the sole responsibility of the instructor of the course. The Dean or anyone else at the school cannot change the grade without instructor approval. (CEC 94897 (j)).

## **Unit/Clock Hour Conversion**

One unit is equivalent to one hour of didactic (lecture) instruction per week for a 15-week semester (15 hours per unit). Students will receive one unit credit for every 30 hours of clinical or laboratory courses, 45 hours of work in a practical setting or research. All credits earned are awarded in semester credits.

## **Audit Policy**

Students may register to audit a class. All audits are subject to availability and must be approved by the Dean. Availability is limited since credit-earning students are a priority. Auditing students cannot take up the time of the teacher or distract credit-earning students from their education. Students auditing classes must abide by all the pertinent rules and regulations such as rules on attendance, academic policies, etc. Failure to abide by the relevant rules will be considered student misconduct. An "AU" on the student's transcript will indicate a course, which is audited. No Federal Student Aid is available for audited classes.

## **Attendance**

Attendance is mandatory for all courses. Inconsistent attendance is a matter of serious concern as it jeopardizes the educational process. Students are expected to attend all scheduled classes for which they are registered. Faculty members are required to record student attendance. See each program section of the Catalog for specific attendance requirements by program. Minimum MAcCHM attendance is 80%. Absences may be excused for childbirth, a documented illness, an injury, and death in the family, or other emergency situation acceptable to the Academic Committee. Students should call the Registrar or the Dean as soon as practical on the first day of absence and give an estimate of the duration of the absence. Special arrangements must be made to make up all missed classes regardless of the reason for the absence. Students that miss more than 20% or are tardy more than 40% in any one course will be put on financial aid probation and will lose their Federal Student Aid if they do not complete instructor-approved make-up work.

Any student who does not demonstrate attendance for 14 calendar days will be withdrawn unless the student notifies the school on or before the 14th absence that there is an extraordinary circumstance and states he/she will return within the week. If after 21 calendar days of absence the student still has not attended class, he/she will be withdrawn from the school, even if the student contacts the school or attempts to attend class after that date. Students withdrawn for excessive absences, who believe their absence record to be in error, may appeal the decision by the grievance process. Attendance data as reported in the learning management system and reported by faculty is aggregated by the registrar. The date of determination for a student withdrawal who does not return to school after 14

calendar days, shall be the 14<sup>th</sup> calendar day.

### **Student Conduct -- Probation/Dismissal**

UEWM expects a high standard of honesty and integrity from all members of its community. UEWM seeks students who are knowledgeable, forthright, and honest.

Students may be dismissed from the University or placed on probation for behavior disruptive to the educational mission of the University, continual violations of the policy of the University, academic dishonesty, and for any disruptive or disrespectful conduct or carelessness that endangers life. **If a student is not satisfied with the outcome of a decision regarding their school status, the student has the right to file an appeal through the Grievance Procedure outlined in this catalog.**

The following is a listing of such, but not limited to those as stated below:

- Excessive unexcused absences or tardiness
- Intoxication, unauthorized possession, use or consumption of alcoholic beverages or legal intoxicants, illegal drugs while on the UEWM premises or at a UEWM-sponsored event
- Dishonesty, altercation, stealing, lying
- Possession use or abuse of a weapon, dangerous material, or an unlawful substance
- Disruptive behavior in class or the library
- Dominating classroom discussions to the exclusion of others with the intent to undermine the goals of the institution
- Grave personal misconduct
- Misuse, unauthorized use of, or damage to the UEWM property
- Engaging in competition with UEWM or converting business opportunities of UEWM into personal gain
- Sexual or physical assault on-campus
- Unlawful harassment of an employee, student or another person
- Failure to meet financial obligations or commitments to UEWM
- Unauthorized release of confidential information about the UEWM employees, faculty, alumni, students or patients
- Violation of the general UEWM rules and regulations
- Unauthorized removal of library books or materials
- Cheating or the compromise of test materials
- Use of the Internet the University finds inappropriate
- Reporting inflated hours in the clinic

The president, in consultation with the Academic Committee of UEWM, may place on probation, suspend or dismiss students for one or more of the causes enumerated above. The refund policy will be followed for any tuition and fees due. Students in this situation will be required to repay Federal Student Aid and will lose their Federal Student Aid for the time period in question and will be required to repay any aid unearned.

## Satisfactory Academic Progress (SAP)

The Satisfactory Academic Progress (SAP) standards are published in the University catalog and on the University website. These standards are applied equally to all students regardless of their program or financial aid status.

Academic Progress is monitored after each payment period (Fall, Spring, and Summer semesters). Progress is monitored using qualitative (Cumulative GPA) and quantitative (Cumulative Pace) measurements. If at any point it is clear the student will not be able to meet qualitative and/or quantitative standards for timely completion of their program, the student becomes ineligible for aid and may be dismissed from the University.

### Qualitative Measure:

- Progress is measured on a 4.0 scale.
- Maintain a Cumulative GPA per program standards.
- Pass all courses.
- All course grades are used except Withdrawal (W) or Incomplete (I)

### Quantitative Measure:

- Maintain a cumulative pace evaluation rate of 67%.
- Cumulative number of successfully completed credits / cumulative number of attempted credits.
- Evaluation period is one semester.

### Maximum Timeframe

- MAcCHM – 6 years (18 semesters)

### Minimum Satisfactory Academic Progress Requirements of MAcCHM Programs

Program	GPA	Pace	Evaluation Period	Max Time Frame*
MAcCHM	2.3	67%	Every semester	261 credits attempted

To compute the GPA, divide the total number of grade points assigned to each grade as found in the Catalog by the total number of credits attempted in courses receiving letter grades. To compute the Pace, divide the cumulative number of credits completed by the cumulative number of attempted credits. \*The maximum time frame is the maximum amount of time allowed to complete the program. Students in the MAcCHM program are required to complete within 6 years (18 semesters) regardless of their enrollment status.

### **Academic/Financial Aid Warning Status**

Students who do not meet the minimum SAP requirements are placed on Warning for the following semester of enrollment. The Warning Status is for a period no longer than one (1) semester. Students placed on Warning are notified in writing, which will include the reason for the Warning Status, an explanation of the SAP requirements and the terms of their warning status. Financial Aid recipients may receive financial aid during the Warning semester. A student on Warning who brings their CGPA and completion rate up to SAP standards by the end of the Warning semester is removed from Warning. A student who fails to establish SAP by the end of the Warning semester will be withdrawn.

### **Academic/Financial Aid Probation, Appeals, and Academic Plan**

A student may appeal the decision that they are to be withdrawn for failing to make SAP to the Dean based upon extenuating circumstances that prevented compliance with the SAP policy (i.e. death of a relative, and injury or illness). An appeal must explain what has changed in the student's situation and the precise steps the student will take or is taking to gain good academic standing. Supporting documentation should be submitted if possible. The appeal must be received on or before the first week of the new semester.

The Dean will review the information submitted in the context of the student's entire academic record and will notify the student of the decision within 24 hours. This decision is final.

The Dean will notify the student, if approved, will outline the requirements of an Academic Plan the student must follow if the appeal is granted. An Academic Plan is an agreement between the student and University. The conditions of the Academic Plan must ensure the student will be able to complete the program within the maximum time frame. If the student agrees to the Academic Plan, the student is placed on probation and allowed to continue in school. A financial aid recipient will be allowed to receive financial aid only if their appeal is granted.

At the end of the probationary period, the student's progress will be evaluated based on the academic plan. If the student is meeting the SAP standards, or he/she has met the requirements of the academic plan, the student will be eligible to remain in school. In all subsequent semesters, the student must again meet the SAP standards or the academic plan to remain in school.

If the student fails to meet the expectations of the academic plan at the end of the probationary period(s), the student is terminated. Second appeals in this situation will only be granted at the discretion of the President and are based upon very exceptional circumstances.

***It should be noted that students are expected to complete the requirements for their program in the scheduled time frame, in no case should the time for credits attempted to exceed 1.5 times the hours to complete the program.***

### **Re-Establishment of Satisfactory Academic Progress at the University**

Students who have been terminated from the UEWM for failure to achieve Satisfactory Academic Progress may, after one semester, petition for readmission. Students accepted for enrollment will be placed on an Academic Plan and will be required to meet the conditions of the plan until SAP is reestablished.

A student on Warning or Probation who brings their CGPA and completion rate up to SAP standards by the end of the next semester is removed from Warning/Probation.

### **The Effect on SAP for “W” Withdraw and “I” Incomplete Grades**

All courses for which students receive a grade, whether passing or failing, a withdrawal (W), or an incomplete (I), are counted in determining hours attempted for the purposes of establishing Satisfactory Academic Progress under the Maximum Timeframe criterion. All courses, for which students receive a grade will be included when calculating students' GPA, except that a withdrawal (W), or an incomplete (I), **will not** be included in determining students' cumulative GPA.

### **The effect on SAP for Repeated Courses**

Both the grade for the failed course and the repeated course will appear on the transcript. The original course and repeated course credits are included in the maximum timeframe calculation.

### **The effect on SAP for Non-punitive grades and Non-credit or remedial courses**

An “IP” grade assignment does not impact the student's CGPA, but the credits attempted are included in the quantitative evaluation for SAP. The University does not offer non-punitive graded tests/exams nor non-credit or remedial courses.

### **The effect on SAP when a student seeks to earn an additional credential**

If a student seeks an additional credential, the College will include in the determination of a student's satisfactory academic progress standing the credits attempted and the grades earned that count toward the student's additional credential.

### **The effect on SAP for Extended-Enrollment Status**

The University does not offer extended enrollment status.

**The effect on SAP when a student transfers to the College from another postsecondary institution** If a student transfers to the College from another postsecondary institution, the credits that were accepted by the UEWM will count as credits attempted and completed for purposes of calculating the student's quantitative progress. The corresponding grades will not count toward the student's qualitative progress (CGPA).

**The effect on SAP When Student Changes Programs or seeks to earn an additional credential** If a student is re-admitted into the UEWM, changes the program of study, or seeks to earn an additional credential, the credits that are applicable to the student's current program of study will be included in determining the student's satisfactory academic progress, both quantitative and qualitative.

SAP Notification students are notified in writing when Satisfactory Academic Progress is not being made. The notification includes a detail of how SAP was calculated and what caused the student to fail to make SAP for the semester as well as cumulatively. The student is also informed of their right to appeal with instructions regarding the appeal process. A copy of this notification is maintained in the student's academic file.



## Effect of Grades on Satisfactory Academic Progress

The following chart demonstrates how these course actions and grades affect SAP:

<b>Grade or Action</b>	<b>Effect</b>
Grades A, B, C, D, F	Count toward GPA and PACE
Incomplete Grades and IP	Course not completed within stated time: F; GPA & PACE recalculated
Repeat Courses	The latest grade used & calculated into GPA & all courses used for PACE
Credit / No Credit (P, NP)	Not calculated into GPA; Calculated into PACE
Challenge (CP, NC)	Not calculated into GPA or PACE
Non-Credit & Remedial Courses	Not offered at UEWM
Transfer Credits	Not calculated into GPA; Calculated into PACE
Withdrawal	Removed from the transcript; not counted in GPA or PACE (official WD)

## **Withdrawal from the University**

A student is considered withdrawing from the UEWM when either of the following occurs:

- A student who fails to register for classes without the academic office approval will be considered as withdrawn from the University.
- A student submits a written request for withdrawal from UEWM.
- A student who drops/withdraws from all courses enrolled in a semester when the student is required to remain enrolled to maintain his/her academic status.
- A student is terminated due to disciplinary issues, unsatisfactory academic performance/progress, or violation of regulations required for international students.

Such students must apply for re-admission if they wish to complete their program of study at the University of East-West Medicine and pay ALL the associated fees. Nonattendance of classes or stopping a check for payment does not constitute withdrawal from the University.

Students who withdraw from the University or discontinue their studies without submitting a letter of withdrawal may receive a grade of “F” in each course not completed.

The following must take place for any student to officially withdraw from the University:

1. Notify the Registrar’s Office of intent to withdraw by submitting a letter of withdrawal (no emails or telephone calls);
2. Clear all outstanding debt with the University;
3. Return all books, materials, or equipment owned by the University.
4. Meet with the Federal Student Aid Officer if the student has applied for Federal Student Aid and comply with all Federal requirements including repayment of unearned funds.

*Note: Any outstanding fees owed to the University by the student will be deducted from the tuition refund.*

## Requesting a Leave of Absence

Students may be granted one Leave of Absence, for one semester in a 12-month period, LOA requests must be filed in advance of the semester the student is requesting to be approved for an LOA. LOAs requested during the current semester are rarely approved, and if requested, must include the unexpected and serious circumstances with supporting documentation, resulting in the request. The total number of days a student is on an approved LOA may not exceed 180 days in any given 12-month period. The 12-month period begins on the 1st day of the student's Leave of Absence. The effective date of LOA is the date that the student begins an approved LOA. The approved Leave of Absence time will not be counted against the student's expected "time of completion" for Title IV Financial Aid purposes but will count towards the maximum 6 years (18 semesters) completion policy.

One leave of absence subsequent to a leave of absence may be granted if the subsequent leave of absence does not exceed 30 days and the university determines that the subsequent leave of absence is necessary due to unforeseen circumstances; and the student can provide the documents that the leaves of absence is requested for jury duty, military reasons, or circumstances covered under the Family and Medical Leave.

Students receiving Financial Aid and/or Title IV loans who fail to return to the University from an approved Leave of Absence will be considered as withdrawn and will be reported to the Federal Direct Loan Agency or the lending institution by the University. The student's withdrawal date and the beginning of the student's grace period for loan repayment will be reported as the date the student was scheduled to return from the approved LOA and failed to do so. Consequently, his/her loan deferment will be affected, and his/her repayment schedule may be affected causing repayment to be reflected retroactively.

International students must speak with the PDSO if they wish to go on leave. Requesting a break for international students involves completing the break request form from the registrar's office. Students who meet the requirement of SEVIS and are in good academic standing will likely receive approval. There may be other limitations.

**To Request an LOA:** Complete the Leave of Absence form, found on the UEWM website, complete it in advance or as close to the situation as possible, explain the circumstances, provide documentation, and provide a date of return. Obtain approval from the dean and the Registrar.

NOTE: Withdrawals and LOAs longer than one semester, require a fee to be paid before being admitted back into the program.

## **Practicum**

The UEWM encourages its students to find work experiences to practice their theoretical knowledge through a cooperative university-employer partnership. The “Practicum” for international students on CPT must be approved by the Academic Dean to check the practical experience as it relates to the program objectives and to make sure it meets all legal requirements.

The Practicum is a supervised practical experience that is the application of previously or concurrently studied theory. Normally, three hours of work in a practical setting equals one hour credit of a classroom lecture. Under the supervision of a faculty or staff member, an agreement shall be developed that outlines the arrangement between the institution and the practicum site, including specific learning objectives, course requirements, and evaluation criteria.

## **Graduation Requirements**

The UEWM catalog serves as the school's only contract with the students for graduation. Therefore, students fall under the graduation requirements written in the catalog used at the time of students' entering the program as degree-seeking students, as long as the student maintains their enrollment in good standing with the school and there is no break or change in their enrollment status. The section on Academic Policies describes the rules for the student to follow for the graduation requirements. All students will be responsible for satisfying all graduation requirements that are in effect at the time of their admission to the University unless a regulating agency requires compliance to new rules or requirements, and if they maintain their enrollment status in good standing with the school. It is the student's responsibility to monitor his/ her own progress toward graduation and to take all appropriate required courses each semester.

To graduate from the program, a student must:

- Complete all classes required by the program (please see detailed requirements under each program)
- Maintain at minimum GPA required by the program (please see detailed requirements under each program)
- Submit a Graduation Request Form one semester in advance
- Clear all financial obligations, including mandatory graduation fees
- Return all library loaned materials to UEWM
- All past and present Financial Aid Students must complete the required Exit Counseling

Students are responsible for compliance with the announcements and regulations specified in the UEWM catalog and with all policies, rules, and regulations of the school. Upon completion of their study programs and fulfilling their financial obligations to the UEWM, students are granted degrees/certificates and receive diplomas. Students may pick up their diplomas at the University approximately 60 days after graduation and after they have cleared their accounts. Having diplomas mailed is an extra expense. Please see the fees chart in this catalog.

The graduation date will be on Sunday following three weeks of the end date of each semester.

## **Educational Records**

Current records are stored in written form for a period of five years after completion or withdrawal. Transcripts of each student are permanently stored. In the event of school closure, the permanent academic records will be transferred to another school or to the state agency regulating post-secondary schools at that time.

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the University protects the privacy of student records, including address, e-mail address, phone number, grades, financial information, and attendance dates. A copy of the University's FERPA policy is available from the Registrar. The Act provides each current and former student with the right to inspect and review the information contained in his/her academic file. A student interested in reviewing his/her file must submit a request in writing to the Registrar. A time will be scheduled for the student to review his/her file. Students have the right to copies of their records. The student may be charged for this service, but the amount cannot exceed the actual cost of producing them including labor costs. A student also has the right to submit written requests for amendments to his/her academic record on the grounds that they are inaccurate, misleading, or in violation of their right of privacy. Compliance with Public Law 93-380, Section 438 (The Buckley Amendment), student grades, records, or personal information may not be given to third persons including parents without the written consent of the student. Permission must be given by the student in order for the information in his/her file to be used as reference checks for credit or employment evaluation by third parties, and the student must file a written declaration to this effect, which will be kept in the student's file(s). The declaration can be all-inclusive or on a case-by-case access basis. (The provision to release financial aid data to authorized agencies is not a violation of the Buckley Amendment.)

Note: All admission documents become the property of the UEWM and will not be returned to the student. The UEWM may destroy records that are no longer useful or pertinent to the students' circumstances when they are five years or older.

## **Access by Officials**

The University may release student information without the written consent of the students to:

- UEWM officials who have a legitimate educational need.
- Other schools where students have applied for admission.
- Parents of students who are their dependents for purposes of the Internal Revenue Code. However, the school is not required to release such records.
- Courts in compliance with a court order or subpoena, provided that a reasonable attempt is made to notify the student prior to compliance.
- Authorized representatives of the Department of Education or the Comptroller General of the United States.
- State and local authorities where required.
- Appropriate persons or agencies in connection with student applications for or receipt of financial aid.

- Appropriate persons or agencies in the event of a health or safety emergency, where such release without consent is necessary under certain circumstances.
- Accrediting organizations.
- Organizations conducting studies to develop, validate, and administer predictive tests, to administer student aid programs, or improve instruction.
- Audits by Educational, Financial, or State Agencies.
- In all other cases, the school shall obtain the written consent of the students prior to releasing such information to any person or organization.

## **Exemptions**

The following items are exempt from the Family Educational Rights and Privacy Act of 1974:

- Parent's confidential statement, financial need analysis report, and the Pell Grant A.D. report.
- Records about students made by teachers or administrators that are maintained by and accessible only to the teachers or administrators.
- Confidential letters and recommendations are written prior to January 1, 1975.
- Confidential letters and recommendations for which a waiver of rights to access has been assigned, provided the student is given the names of those writing letters (there are three areas in which a waiver may be signed – admissions, employment, and honors)
- School security records.
- Employment records for school employees who are also current or former students.
- Records compiled or maintained by physicians, psychiatrists, psychologists, or other recognized professionals or paraprofessionals acting or assisting in such capacities, for treatment purposes, and which are available only to persons providing the treatment.

## **Personal Integrity**

Any evidence of improper communication, use of books, notes, writing/visual display equipment, electronic equipment, the Internet, cell phones or other nefarious action in the classrooms during examinations will be the sufficient basis for an instructor or proctor to take the examination paper from the student and dismiss the student from the room with an automatic “F” grade for that test and course. Any cheating discovered by other students or the instructor on student assignments or student attendance is not acceptable. Such offenses customarily result in a grade of “F” for that course and students being placed on academic probation. Additionally, the student may be expelled and be subject to repaying Federal Student Aid and the loss of future Federal Student Aid.

Faculty, staff, and students are required to report all instances of cheating to the Dean of the program they are attending. When reported by the proctor or instructor, the Dean Academic Affairs and the University’s administration will handle cheating offenses like any other offenses within the University community.

## **Student’s Right-to-Know Disclosure**

The Student Right-to-Know Act requires schools to disclose the completion or graduation rates for a specific cohort of the general student body as determined by the school. This cohort is made up of degree-seeking, full-time, first-time graduate students. Since the rate of graduation changes from one semester to another, please see the Director of Academic Affairs for the information, if you are interested.

## **Sexual Assault and Harassment**

It is the policy of the UEWM to provide an educational, employment, and business environment free of sexual harassment or any other verbal or physical conduct or communication constituting sexual harassment as defined and prohibited by state and federal regulations. If you believe you have been assaulted or sexually harassed by any member of the UEWM community, or while participating in a UEWM sponsored activity, you are urged to bring the matter to the immediate attention of UEWM officials. Any harassment, threat, or offer by any employee of the university to condition any aspect of a student's academic performance, reputation, or standing upon the provision of sexual favors is prohibited. Any other harassment of any member of the campus community by any other member resulting in the creation of an offensive, intimidating, or hostile academic or employment environment is similarly prohibited.

Harassment is always unwanted, unwelcomed, and uninvited behavior that demeans, threatens, or offends the victim and results in a hostile environment for the victim. Examples of harassment include either (a) communicates with a person, anonymously or otherwise, by telephone, or any form of written communication, in a manner likely to cause annoyance or alarm; or (b) causes a communication to be initiated by mechanical or electronic means or otherwise with a person, anonymously or otherwise, by telephone, by mail or any other form of written communication, in a manner likely to cause annoyance or alarm; or makes a telephone call, whether or not a conversation ensues, with no purpose of legitimate communication. If there is prima facie evidence of harassment of any kind of a teacher by a student, the Vice President of Academic Affairs may suspend, expel, or discipline the student involved unilaterally.

## **Nondiscriminatory 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, University of East-West Medicine does not discriminate in its educational programs, employment, or any other activities on the basis of race, sex, color, national origin, ancestry, religion, creed or disability.

Students may complain of any action that they believe discriminates against them on the grounds of race, color, national origin, religion, sex, sexual orientation, disability or age. For more information and procedures, please contact the Vice President or Dean for the program they are attending.

## **Grievance Procedures**

UEWM has designed the following Grievance Protocol so that appropriate and fair channels exist for students to address their concerns regarding the UEWM policies, procedures, working conditions, supervisory discipline, dismissal, or other actions. UEWM's Grievance Procedures provide students with a fair, impartial method for presenting and resolving a grievance as soon as possible at the lowest possible level. No retaliation or reprisals will be taken because a student has initiated the grievance process.



## **Student Grievance Policy and Procedures are as follows:**

The student attempts to resolve the grievance informally by discussing it with the instructional or administrative staff members involved within ten (10) working days from the date of the event, which led to the grievance.

If the grievance is not satisfactorily resolved informally, the student should present the original grievance in writing to the Dean of the program. The material submitted must include the following: a historical account of the grievance, the specific policy, procedure, agreement, or law alleged to have been violated; any relevant supporting documentation, and the desired resolution.

The Dean may invite the student and the instructor or administrative staff involved to a meeting/conference. If a mutually agreeable solution is not achieved, the grievance officer is informed and must convene the Grievance Committee within ten (10) working days of the conference and/or written complaint.

The Grievance Committee consists of three (3) administrative staff chosen by the President.

The committee elects a chairperson. The individual against whom the grievance was made will be notified within ten (10) days by the chairperson to provide the following information to the Grievance Committee: written response to each issue raised in the written grievance received including all supporting documentation concerning the written grievance received.

The Chair of the Grievance Committee will set a date and a time for a hearing and the student and individual against whom the grievance was made will be notified in writing about the hearing. The Committee will seek to obtain all relevant and reliable evidence pertaining to the grievance before convening, to assure that the hearing is conducted in a complete and unbiased manner consistent with the grievance policies and procedures.

Both parties are entitled to call witnesses. After the hearing, the Committee will present its findings and recommendations, in writing, for a satisfactory resolution to the President. The President will have fifteen-(15) working days in which to provide all concerned parties with a decision in writing. By initiating this procedure, it is agreed by the UEWM Administration and the parties involved that the decision of the President will be binding and final. If the Grievance is about the President, the Committee's written decision is to go to the Board Chairman for consideration and final decision.

Failure by the student to comply with time limits and procedures set forth in the notification may result in the withdrawal and/or waiver of grievance. The time limits and provisions set forth in this section may be extended or waived by a mutual written agreement of both parties. In the event that a student is unable to contact the appropriate individual(s), he/she may extend the grievance by providing written notice to the administration within the applicable time limitations.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling this toll-free telephone number, 1-888-370-7589, or by completing a complaint form, which can be obtained on the bureau's Internet Web site, [www.bppe.ca.gov](http://www.bppe.ca.gov)." See more specific contact information on the next page..

Accrediting Commission on Acupuncture and Herbal Medicine (ACAHM)

500 Lake Street, Suite 204, Excelsior, MN 55331  
Phone: 952-212-2434, Fax: 301-313-0912  
[www.acahm.org](http://www.acahm.org) or Bureau for Private Postsecondary Education  
1747 North Market Blvd., Suite 225  
Sacramento, CA 95834  
Phone: (916) 574-8900 or (888) 370-7589  
Main Fax: (916) 263-1897

# Chapter Five – Student Services

## University Orientation

All new students are encouraged to attend the orientation workshop offered at the beginning of each semester. On Orientation Day, information packets are distributed; administrative staff members and representatives from the faculty and the student body welcome the new students; presentations and hands-on workshops are conducted to inform and to make a connection. New students are introduced to the administrative departments and services, facility and learning resources are shared, and important policies are explained. Students who have not registered can receive academic advising and register for classes on the same day.

## Campus Communications

The administration regularly posts important dates, official announcements, California Acupuncture Board, and California Massage Therapy Council news releases, the scheduling of academic activities, and seminars by guest speakers on various topics. Other University communications can be found through bulletin boards, campus TVs, social media posts, and the University website.

## Student Health, Safety, and Housing

All International students are required to have their own health insurance coverage for the USA. The UEWM does not offer on-campus housing. The City of Sunnyvale and the neighboring communities of Santa Clara, Cupertino, and Mountain View have extensive rental apartments and housing in all price ranges (from \$600/mo. to \$3,000/mo. depending on the number of students living with each other). The University is also within commuting distance from several other residential communities including Los Altos, Saratoga, Campbell, San Jose, Milpitas, and Fremont.

While direct housing assistance is not provided by the University, the Financial Aid Office is available to provide resources to help students find housing. However, it is the responsibility of the student to find acceptable housing within their own financial situation and needs. The University takes no responsibility to find actual housing for any student, international or otherwise. The Student Handbook located on the University Website has listings of housing and other resources in the community available for students. There is a hotel adjacent to the campus. There is no campus dormitory facility.

## Academic Advising

The Dean and other designated staff can provide academic advising to students. Faculty members and senior students are also available to help students with academic problems.

## Non-Academic Counseling

The Student Handbook on the University website includes many community Counseling and therapeutic resources to assist students with their non-academic concerns, including counseling for culture shock, emotional crisis (depression, anger, stress, and interpersonal issues), substance abuse, and conflict resolution, as well as referrals to housing services, health services and legal services.

## Career Placement

The University maintains close contact with alumni and various healthcare practitioners in the Bay Area. Known job vacancies are posted on the University Bulletin Board. Follow-up of student employment is a function of the Registrar and career services offices for reporting purposes. However, the University of East-West Medicine does not make any guarantee of employment nor does it offer placement services.

### **Student Lounge**

Students are welcome to use the student lounge during class breaks and between classes. The student lounge may be used for social interactions, eating, resting, or studying. The kitchen is equipped with wireless Internet access, a refrigerator, filtered water dispenser, microwave ovens, and a washbasin to facilitate the preparation of meals.

### **Student Organizations**

Students at the UEWM are free to organize clubs and to join associations whose stated purpose is consistent with the University's mission. All student organizations seeking UEWM support must be approved by and registered with the University. Because most of the student body is composed of working adults, traditional student organizations are not a priority for students.

### **Associated Student Body**

There is no formal associated student body. However, students are free to organize a student government group if they desire. Town Hall Meetings can be requested by students or administration on topics of general concern for a public forum.

### **Smoking Control Policy**

Students, faculty, and all staff need to exhibit a lifestyle of health. Therefore, smoking (including e-cigarette) is prohibited in all areas within the UEWM Building and in the parking lots.

### **Lost and Found**

Items found on campus will be turned in to the Facilities Office. To inquire about any lost or misplaced items, please contact the Facilities Office on the first floor.

### **Alumni Association**

Graduates from the UEWM are important to the continued growth and development of the institution. Alumni interactions enhance the sharing of experiences between the current students and other graduates. Alumni support the University by contributing by participating in University events, by tutoring students for the California acupuncture licensing exam and other exams, and by serving as mentors to new students and recent graduates. Alumni also receive discounts for Continuing Education Units (CEU) offered at the University of East-West Medicine. Alumni can stay connected to the program on the University's Facebook site and through program-sponsored LinkedIn pages.

### **Students with Disabilities and ADA Services**

The University makes every attempt to provide reasonable accommodation to meet the requirements of the Americans with Disability Act (ADA).

UEWM provides reasonable accommodation for students with disabilities, including learning disabilities and those with health impairments. Students are encouraged to meet with the Academic Dean to discuss these issues as early as possible. Suitable adjustments and accommodations will be worked out on a case-by-case basis. The student is required to submit up-to-date documentation of disabilities when the disability is an issue.

When medical/physical disabilities are an issue, a professional evaluation by a recognized medical evaluator in the field is required. The evaluation must describe both the disability and the limits that the disability poses for that student. However, students are advised that there is no promise, representation, or assurance by the college that the accommodations made or offered to any individual will be offered to anyone else even with a similar situation.

The University's teaching clinic and classrooms are wheelchair accessible. Physically challenged students may contact the Administration Office for assistance. The elevator for the second floor is located in the hallway near the double doors on the southeast side of the building.

### **Annual Security Report**

University of East-West Medicine publishes an Annual Security Report in compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (previously named the Student Right-to-Know and Campus Security Act of 1990). This report provides information about campus security regulations and campus crime statistics to current, prospective students. If you would like to review this document, please ask a University administrator for a copy or review the copy on the school website when it becomes available each September. Generally, there are no crimes reported.

### **Student Benefits**

Students enjoy a discounted rate at the UEWM Student Clinic for both acupuncture and herbal treatments. The following discounted schedule applies to all enrolled students, and UEWM Administration Employees:

Intern acupuncture treatment \$18.00

### **Academic Achievement Recognition**

Faculty and student awards are often given annually during commencement ceremonies to recognize the outstanding achievements of faculty, staff, and students.

### **Audio/Video Taping**

Students wishing to make video and/or audio recordings of lectures presented by the UEWM faculty members and/or visiting lecturers must obtain the written consent of the faculty members or lecturers. Students do not own any copyrights, etc., to such recordings.

### **Study Areas**

The library is recommended for studying. Students may also use the student lounge for study groups. Students should not use the classrooms as general study areas as it wastes electricity and energy.

## **Computer Facilities**

Computer stations with Internet access are available in the lobby and library for students and faculty use. Wireless computers, as well as high-speed Internet access, are provided to the students on campus. Students and all staff are expected to use proper netiquette when using University computers. If the University determines their computers and Internet access have been used improperly, staff can be dismissed, and students expelled.

# **Chapter Six – Degree & Certificate Program Requirements**

## **Master of Acupuncture with a Chinese Herbal Medicine Specialization(MAcCHM)**

### **General Description of the MAcCHM**

The University of East-West Medicine offers a Master of Acupuncture with a Chinese Herbal Medicine Specialization. The standard time to complete the MAcCHM program is 3 years (9 semesters). For students who take classes year-round, the degree can be completed in as few as 9 semesters.

The program comprises 2130 hours of didactic instruction and 960 hours of clinical training, for a total of 3090 hours (174 credits). 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.

UEWM operates classes year-round on a semester system with the majority of students enrolled full-time. Students with approved medical backgrounds may complete the program in less than the prescribed time; the maximum time permitted to complete the program is 6 years (18 semesters).

The curriculum is divided into two portions: pre-professional courses and professional/graduate courses in the final calendar years. Comprehensive examinations are administered prior to advancing into the 3<sup>rd</sup> year courses and prior to graduation.

The curriculum is arranged sequentially so that knowledge acquired in one semester is fundamental to the understanding of courses in the following semester. The courses are designed to present TCM theory, acupuncture, Chinese herbal medicine, tuina/acupressure, Tai Ji Quan, Qi Gong, and Western medical science integrated to provide a more comprehensive understanding of Traditional Chinese medicine.

### **Mission Statement and Statement of Purpose**

The mission of the MAcCHM program at UEWM is to prepare and support students throughout their education for a career in Chinese medicine and integrative health; thus enabling graduates to manage their practice while providing excellent treatment for the wellbeing of their patients in a contemporary American healthcare setting.

**The Goals of the MAcCHM are to:**

- a. Prepare students for a career in Chinese medicine and integrative health.
- b. Provide treatments for the wellbeing of patients through supervised clinical training.
- c. Prepare students to become licensed acupuncturists and manage their practice.
- d. Enable graduates to advance their knowledge and contribute to contemporary American health care.

**Program Learning Outcomes**

Graduates of the Master of Science in TCM will be able to demonstrate the following program-related learning outcomes:

1. Articulate and demonstrate professional ethical standards regarding regulations, the scope of practice, treatment of patients, and business operations.
2. Understand the origins and causes of disease from a traditional Chinese and biomedical perspective and apply this understanding through treatment and preventive clinical strategies.
3. Evaluate patient symptoms in a manner that reveals knowledge and application of appropriate diagnostic skills
4. Formulate treatment plans that demonstrate understanding and application of treatment procedures for patients that follow logically from the diagnosis.
5. Explain the rationale for acupuncture, herbal, and supplement clinic treatment plans
6. Deliver a designated treatment plan or use appropriate support personnel.
7. Communicate to patients and colleagues in a professional and knowledgeable manner about TCM and biomedicine.
8. Acquire the knowledge and skills that are preparatory for passing the California Acupuncture License Examination and/or the National Certification Examination.
9. Understand western medical diagnosis as explained by a patient or Western practitioner, and refer patients to Western medical practitioners when the malady requires it.

**We will measure these outcomes through:**

Comprehensive exams, clinic experience, class papers, case discussions, research projects, practical in-class activities, community outreach activities, in-class assignments, tests, clinical experience and evaluation, demonstrations, written reports, community health activities, class presentations, and observations.

**Admissions Requirements**

Applicants must have completed at least two years of baccalaureate-level education, comprising 60-semester credits (90 quarter credits), at an institution accredited by the U.S. Secretary of Education or at an approved foreign university in order to qualify for admission to the Master of Acupuncture with a Chinese Herbal Medicine Specialization degree program. Or if applicants have a bachelor's degree or higher from a recognized institution, then they will have met the unit requirements for admissions. The medical background is not necessary for admission but is helpful. All applicants are encouraged to read the School Performance Fact Sheet and catalog prior to signing



the enrollment agreement. All applicants must have a prior Cumulative Grade Point Average (CGPA) of 2.0 minimum to enroll.

In addition, within two years of study at UEWM, students should have completed Human Anatomy, Human Physiology, General Biology, General Psychology, General Chemistry, General Physics, and Western Medical Terminology. These basic science courses reflect the requirements of the California Acupuncture Board. Basic science courses may be taken concurrently with regular courses. These courses are offered at UEWM; enrolled students may complete these courses while working towards their master's degree. Or, students may complete these basic science courses at another approved educational institution. Transfer credits will be granted for comparable courses satisfactorily completed at an accredited college or university up to the maximum transfer credits allowed.

### **Basic Science Courses Requirements**

The following basic science courses are required:

Psychology	2 credits / 30 hours
Biology	2 credits / 30 hours
Chemistry*	3 credits / 45 hours
Physics	2 credits / 30 hours
Western Medical Terminology	2 credits / 30
hours Human Anatomy	4 credits / 60
hours	
Human Physiology	4 credits / 60 hours
Total:	19 credits / 285 hours

All courses must be passed with a "C" or higher grade to be accepted by UEWM.

\* California Acupuncture Board requires Chemistry to include General Chemistry, Biochemistry, and Organic Chemistry

### **California Acupuncture Board Licensing Requirements**

In order to obtain a license to practice acupuncture in California, one must qualify for and then take a written examination administered by the Board. There are three ways in which an individual may qualify to take the acupuncture examination:

BUSINESS PROFESSIONS CODE - BPC, DIVISION 2. HEALING ARTS, CHAPTER 12. Acupuncture, ARTICLE 2. Certification Requirements, Section 4938.

The board shall issue a license to practice acupuncture to any person who makes an application and meets the following requirements:

1. Is at least 18 years of age.
2. Furnishes satisfactory evidence of completion of one of the following: An educational and

training program approved by the board pursuant to Section 4939; satisfactory completion of a tutorial program in the practice of an acupuncturist which is approved by the board.

3. In the case of an applicant who has completed education and training outside the United States and Canada, documented educational training and clinical experience meet the standards established pursuant to Sections 4939 and 4941.
4. Passes a written examination administered by the board that tests the applicant's ability, competency, and knowledge in the practice of an acupuncturist. The written examination shall be developed by the Office of Professional Examination Services of the Department of Consumer Affairs.
5. Is not subject to denial pursuant to Division 1.5 (commencing with Section 475).
6. Completes a clinical internship training program approved by the board. The Clinical Internship training program shall not exceed nine months in duration and shall be located in a clinic in this state, which is approved by the board pursuant to Section 4939. The length of the clinical internship shall depend upon the grades received in the examination and the clinical training already satisfactorily completed by the individual prior to taking the examination. On and after January 1, 1987, individuals with 800 or more hours of documented clinical training shall be deemed to have met this requirement. The purpose of the clinical internship training program shall be to ensure a minimum level of clinical competence.
7. Each applicant who qualifies for a license shall pay, as a condition precedent to its issuance and in addition to other fees required, the initial licensure fee.

To be considered a full-time student, a student must enroll for a minimum of 12 credits per semester. (Note: an international student may be approved in the MAcCHM program to take 9 credits as a full-time graduate student). A student may not take more than 22 credits (includes clinical courses) in any semester without the prior permission of the program Dean. Students who enroll in fewer than 12 credits per semester are considered part-time students. All students must complete the program within 6 years (18 semesters).

## **Transfer Students**

The MAcCHM program accepts students who wish to transfer from other accredited schools. Transfer students must meet the current admissions requirements of the University and follow the same application procedures as new students. Transfer credits are determined on an individual basis after admission but no more than 50% of the entire program can be transferred to UEWM from other institutions.

## **Transfer Credit Policy and Procedures**

The MAcCHM program only admits transfer students, entering with at least two years of baccalaureate-level education, comprising 60-semester credits (90 quarter credits). Students who believe they have credits to transfer have to submit an official transcript and may also require one of the following: 1) a catalog of the school where they studied and a page stating the school's accreditation status, 2) a course description for each course they wish to transfer (outlining the course content). Students must complete a UEWM Transfer Credit Request Form. A request for transfer credit must be made at the time of enrollment and awarding transfer credit must be completed by the

end of the first semester. Foreign transcripts are accepted only during the first two semesters.

### **Credits Granted on A Course by Course Basis**

The University may grant transfer credits on a course-by-course basis for courses taken previously, provided:

1. The coursework must be completed at an institution accredited by an agency recognized by the U.S. Secretary of Education and approved by the California Acupuncture Board. After December 31, 2016 or approved by the California Acupuncture Board for Foreign institutions. Such coursework may transfer directly to the University of East-West Medicine.
2. If the coursework was completed at a foreign institution; all foreign coursework must be evaluated by an educational evaluation agency in the U.S. to determine its U.S. equivalency at the student's expense.
3. The course name and credits must indicate the coursework is similar in class/contact hours to classes offered at the UEWM. UEWM registrar may request additional descriptive information.
4. Courses taken at non-accredited institutions are generally non-transferable, with the exception of Taiji, Qigong and Tuina/Acupressure courses. These will be evaluated by the UEWM Academic department and determined on a course-by-course or class-by-class basis.
5. Up to 100% transfer credit **may** be awarded for coursework completed successfully in Western biomedical sciences and Western clinical sciences at an institution accredited by an agency recognized by the U.S. Secretary of Education.
6. Credit for didactic TCM courses and clinical coursework completed successfully at an institution that is approved by the California Acupuncture Board and accredited by ACAHM may be awarded up to 100%.
7. Credit for didactic TCM courses and clinical coursework completed successfully at an institution from out of State which is not approved by the California Acupuncture Board but accredited by ACAHM **may** be awarded up to 20% for the master's by establishing residency at UEWM and passing the UEWM Comprehensive Exam II.
8. Applicants who already possess a terminal professional degree such as an M.D. or D.C. and are licensed to practice in the USA in their field may be granted credits based on their general coursework rather than specific courses listed on their transcripts. This option must be approved by the Academic Committee and is evaluated on a case-by-case basis. All transcripts and other documents mentioned above must be acknowledged at the time of enrollment and must be received by the Registrar prior to the end of the first semester of enrollment.
9. Credits earned more than five (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. This may be accomplished by passing a challenge exam or with a reference letter from recent employment in the field of study.

**Note:** No more than 50% of the total credits required to graduate from the MAcCHM program can be granted for transfer credit regardless of how many credits were earned at another ACAHM accredited college or University or their US equivalent. Of that 50%, no more than 25% of the program clinical training requirements may be accepted as transfer credit.

## **Clinic Requirements**

All students are responsible for successfully completing an approved course in Cardio-Pulmonary Resuscitation (CPR) and Clean Needle Technique (CNT) prior to the commencement of their clinic level 3 (CL3) training. Students are also required to submit the results of a health examination, including a recent (within 12 prior months) tuberculosis (TB) test or chest x-ray before enrolling in clinic level 2 (CL2). For more information on entrance requirements for the Teaching Clinic, please refer to the Clinic Handbook.

## **Graduation Requirements**

All students will be responsible for satisfying all graduation requirements that are in effect at the time of their admission to the University unless a regulating agency requires compliance to new rules or requirements.

To graduate from the program, a student must

- Maintain a GPA of at least 2.3 in all graded work
- Pass all comprehensive examinations
- File a Notice of Candidacy for Graduation during the final semester before graduation
- Clear all financial obligations, including mandatory graduation fees
- Return all library loaned materials to UEWM
- (Only applied to Financial Aid students) Obtain a release from the Financial Aid Director

## **Non-Degree-Seeking Applicants**

The University will consider non-degree-seeking applicants who require coursework to meet an educational objective other than the University's degree. These include students participating in California Acupuncture Board-approved tutorial programs, licensed acupuncturists, medical doctors, and other health professionals, and those seeking information for a vocational purposes or for self-improvement. Admission for non-degree-seeking students must be approved through the standard application procedure and must meet all regular admissions requirements. They are welcome to do so under the following policy.

- \$60 Application Fee (non-refundable)
- Proof of citizenship or legal status
- Fulfillment of education requirements for admission to the MAcCHM program (for students participating in California Acupuncture Board-approved tutorial programs, see academic advisor).
- A Non-Matriculate Plan signed by the student and the Academic Dean prior to registration.

Students participating in California Acupuncture Board-approved tutorial programs, licensed acupuncturists, medical doctors, and other health professionals desiring to take clinic courses must meet all clinic requirements. "Non-matrics" must meet the prerequisites for any specific courses they want to take. "Non-matrics" may earn up to 60% of the courses required for the MAcCHM degree; thereafter, they must either discontinue their studies or enroll in the MAcCHM program. Non-matriculating students are subject to the same fee schedule and University policies as matriculating students, and non-matriculation policies. "Nonmatrics" receive grades, and their transcripts will be stamped "Non-matriculating." Non-Matriculating student enrollment is limited in each class and participation in class is limited to not interfere with the learning needs of matriculating students.

## **Foreign Language Courses**

The Master of Acupuncture with a Chinese Herbal Medicine Specialization is offered in the English, and Mandarin languages. Admission into the Mandarin classes is for students who wish to study in their native language or who use this language with demonstrated proficiency. Speaking English with the appropriate TOEFL score must be achieved prior to entering the program.

## **Clinic Levels**

When the students register for the clinic courses, the students should choose the language of the clinic internship, and he/she will be taught by the supervisor according to the language he/she chooses.

- CL 1 30 hours/1 unit Clinic Theater
- CL 2 150 hours/5 credits Clinic Observer
- CL 3 180 hours/6 credits Entry-level Intern
- CL 4 150 hours/5 credits Entry-level Intern
- CL 5 150 hours/5 credits Senior Intern
- CL 6 150 hours/5 credits Senior Intern
- CL 7 150 hours/5 credits Senior Intern

## **Comprehensive Exams**

Comprehensive exams are administered to assess a student's readiness for the next level of training. These exams also serve as assessment tools for the administration to evaluate the success of the University in realizing its academic objectives. The passing grade of all comprehensive examinations is 70% or above.

Comprehensive Exam I is administered prior to advancing to the senior internship. Only students who have passed this exam may apply to advance to Clinic Senior Intern rank. A student who fails the third attempt must meet with the Dean to discuss a remedial plan.

Comprehensive Exam II (the graduation exam) evaluates a student's academic readiness to graduate and provides the student with exposure to an examination process that simulates an examination like the California State Licensure examinations. A student who fails the Graduation exam twice should meet with the Dean for academic advice. If they take additional courses Federal Student Aid is NOT available for this remediation.

## **MAcCHM Course**

### **Descriptions Acupuncture**

#### **AC211 Acupuncture I (4.0 credits)**

Acupuncture, a core part of traditional Chinese medicine, consists of 6 courses and provides students with a thorough theoretical and practical knowledge of meridian theory and modern clinical applications of traditional Chinese acupuncture. The courses comprise an introduction of meridian theory, point location, functions and indications, different types of needle manipulation, therapeutic techniques and equipment, clinical strategies, and methodologies in acupuncture treatment.

Acupuncture I covers the history of acupuncture and moxibustion, meridian theory, basic point theory, point location, functions and indications of the first 8 channels (the lung channel of hand Taiyin, the large intestine channel of hand Yangming, the Ren Vessel, the stomach channel of foot Yangming, the spleen channel of foot Taiyin, the heart channel of hand Shaoyin, the small intestine channel of hand Taiyang and the Du Vessel). Prerequisite: None

### **AC311 Acupuncture II (4.0 credits)**

This course covers point location, functions and indications of the remaining channels (the bladder channel of foot Taiyang, the kidney channel of foot Shaoyin, the pericardium channel of hand Jueyin, the sanjiao channel of hand Shaoyang, the gallbladder channel of foot Shaoyang, and the liver channel of foot Jueyin), as well as the study of major “extra points”. The practice sessions focus on accurate point location of each of the channels and of the extra points.

Prerequisites: AC211; may be taken concurrently with AC211

### **AC421 Acupuncture III (3.0 credits)**

This course covers commonly used acupuncture techniques and TCM modalities that are used in clinical settings, including the various kinds of tonification and sedation needling techniques, bloodletting, seven-star needling, gua sha, moxibustion, cupping, cold therapy, ultrasound, magnets, and beads. Students can practice applying these techniques to points on the body and review point location at the same time. Students will also learn clean needle techniques, management of the various side effects of needling, and emergency procedures. This course also emphasizes safety and precautionary procedures in acupuncture practice. Prerequisites: AC211, AC311; may be taken concurrently with AC311

### **AC521 Acupuncture IV (3.0 credits)**

Acupuncture IV introduces commonly used acupuncture techniques and modalities such as scalp acupuncture, auricular acupuncture, wrist and ankle acupuncture, electro-acupuncture, etc. It also reviews current developments in acupuncture and moxibustion in China and the USA. Students also learn the formulation of acupuncture treatment plans, including general principles of treatment, treatment methods, point combination and selection, and different functions and indications of specific points. Prerequisites: AC211, AC311

### **AC621 Acupuncture V (4.0 credits)**

This course presents the clinical application of acupuncture. Using the prior study of theory, channels and points, and diagnosis, the students are introduced to the integration of all these aspects in approaching the various categories and representative disease conditions, as presented in the major basic texts and case study books. This course begins the study of acupuncture therapeutics in a systematic manner, including lifestyle counseling and self-care recommendations. Prerequisites: AC421, CM 423, AC521

**AC731 Acupuncture VI (4.0 credits)**

This course continues the study of acupuncture therapeutics in a systematic manner, focusing on the clinical application of acupuncture, integrating theories of channels points and diagnosis in approaching various disease conditions, including lifestyle counseling, and self-care recommendations. This course includes diseases in internal medicine, gynecology and pediatrics, EENT, and external medicine. Prerequisites: AC421, CM 423, AC521

**TCM Theory****CM113 Foundation of TCM I (3.0 credits)**

Foundation of TCM is a very important course that forms the basis of the Chinese medicine system. This course is divided into two sections: TCM I and II. Foundation of TCM I introduces students to the classical principles of Yin and Yang, the Five Elements, Zang-Fu, Qi Blood- Fluids and Channel theories. After completing this course, students will have gained knowledge of basic TCM theories, terminology, energetic and physiology. This course forms the basis for the Foundation of TCM II and other TCM courses. Prerequisite: None

**CM114 Tuina / Acupressure (4.0 credits)**

Tuina / Acupressure (also called TCM Massage). Covers basic concepts, the mechanism of TCM Tuina/Acupressure, clinical diagnosis, treatment principles, methods, and indications for Tuina/Acupressure. Successful students are expected to know the basic Tuina/Acupressure manipulation methods, to know how to diagnose and treat patients in a professional way and to know the indications and contraindications of this technique. Prerequisite: None

**CM115 Tai Ji Quan (2.0 credits)**

Tai Ji Quan is a practical health exercise based on Chinese medical philosophy; the daily practice of Tai Ji Quan strengthens and harmonizes the body. This course teaches awareness of energy pathways, flow and enables students to establish a whole-view approach to Chinese medicine. Successful students are expected to master the basic exercise methods and to understand the key steps. Students will also have acquired the skill of teaching patients how to improve their health by practicing Tai Ji Quan exercises. Prerequisite: None

**CM213 Foundation of TCM II (3.0 credits)**

Foundation of TCM II covers the basic TCM theories pertaining to the etiology and pathogenesis of diseases. Students are introduced to the treatment principles of diseases, including preventive measures. After completing this course and Foundation of TCM I, students will have become familiar with the basic theoretical concepts of TCM. This understanding of fundamental theories forms the basis for continued study in other TCM courses. Prerequisite: CM113; may be taken concurrently with CM113

### **CM215 Qigong (2.0 credits)**

Qigong, one of the great legacies in the treasure house of Chinese medicine, has a history extending back three thousand years. It is an effective means of medical treatment as well as health maintenance, with distinctive cultural features. This course introduces students to the rich traditions of Qigong practice, explaining the theories and methods of self-controlled Qigong practice. After completing this course, students will know basic Qigong exercises and how to teach them to their patients. Prerequisite: None

### **CM314 TCM Differential Diagnosis I (4.0 credits)**

TCM Differential Diagnosis prepares students for the clinical portion of their education. It is divided into two courses. TCM Differential Diagnosis I teaches the basic skills of history taking, TCM physical examination and assessment using the Four Methods of Examination (inspection, inquiry, auscultation/olfaction, and palpation). After completing this course, students will know how to elicit and assess signs and symptoms of various common illnesses using basic examination methods. Prerequisite: CM213

### **CM423 TCM Differential Diagnosis II (4.0 credits)**

TCM Differential Diagnosis II introduces the various pattern identifications: Eight-Principles pattern identification (Ba-Gang-Bian Zheng), Qi-Blood-Fluid pattern identification, Zang-Fu pattern identification, Six Channel pattern identification (Liu-Jing-Bian Zheng), Four Levels pattern identification (Wei-Qi-Ying-Xue-Bian-Zheng), and Triple Burner pattern identification (San-Jiao-Bian Zheng). Successful students are expected to establish diagnoses using the four diagnostic methods, to differentiate the syndromes and to understand the various associated treatment principles. Prerequisite: CM314

## **Herbal Medicine**

### **HB212 Herbology I (4.0 credits)**

Chinese Herbology, also called Ben Cao (*Materia Medica*), is divided into two courses. Herbology I introduce the basic theories of Chinese herbal medicine and studies single herbs based on their categories, origin, taste, temperature, entering meridians, preparation, delivery methods, therapeutic functions, and contraindications. Prerequisite: None

### **HB312 Herbology II (4.0 credits)**

Herbology II teaches the remaining single herbs. After completing this course and Herbology I (212), students will have gained a comprehensive knowledge of the basic Chinese herbs, being able to identify all the major single herbs and to describe their origin, category, taste, temperature, entering meridians, preparation and delivery methods, and therapeutic functions and contraindications. Prerequisite: HB 212; may be taken concurrently with HB212

### **HB315 Herbal Pharmacology (2.0 credits)**

This course introduces the pharmacological effects of Chinese herbs on the human body. This course covers the following: morphology of Chinese medicinal herbs, common preparation methods of



Chinese herbs, pharmacological effects of Chinese herbs and herbal formulas. Students are also introduced to modern research on Chinese herbs and herbal formulas. Prerequisite: CM113, may be taken concurrently with CM213, HB212

#### **HB422 Herbal Formulas I (4.0 credits)**

Herbal Formulas, one of the most important fundamental courses in traditional Chinese medicine, introduces the concept of herbal formulas and their clinical action on specific diseases, the selection of the proper herbs to make up a formula and the dosage of herbs in the formulas. Herbal Formulas is divided into two courses. Herbal Formulas I teaches the principles of herbal formulas and offers detailed studies on various classical formulas including their concept, composition, method of use, functions, indications, contraindications, and a detailed explanation of the role for each constituent herb in the formula. Prerequisites: HB212, HB312

#### **HB522 Herbal Formulas II (4.0 credits)**

Herbal Formulas II continues to teach the remaining classical formulas including their concept, composition, method of use, functions, indications, contraindications, and a detailed explanation of the role for each constituent herb in the formula. After completing this course and Herbal Formulas I, students are able to identify all the herbal formulas taught in the two classes and to prescribe and modify formulas to suit an individual patient's needs. Prerequisites: HB212, HB312

### **TCM Clinical Medicine**

#### **CM622 TCM External Medicine (2.0 credits)**

This detailed introduction to TCM external disorders includes the etiology, pathogenesis, differential diagnosis, clinical treatment and prevention of TCM external diseases. After completing this course, students will have gained an overview of TCM external medicine and be familiar with the treatment of common TCM external diseases. Prerequisites: CM423, HB522

#### **CM627 TCM Internal Medicine I (4.0 credits)**

TCM Internal Medicine offers a detailed study of common diseases in TCM Internal Medicine, including the etiology, pathogenesis, differential diagnosis, clinical treatment and prevention of these diseases. TCM Internal Medicine is divided into two courses, I (627) and II (737). TCM Internal Medicine I covers the basic theory of TCM internal medicine and common diseases in TCM Internal Medicine. Prerequisites: HB422, CM423, HB522

#### **CM732 TCM Eye, Ear, Nose, Throat, Mouth (1.0 credits)**

This course, an applied TCM clinical course, introduces the etiology, pathogenesis, differential diagnoses, clinical treatment and prevention of common disorders of the eye, ear, nose, throat and mouth. After completing this course, students will have learned how to treat common eye, ear, nose, throat, and mouth problems. Prerequisites: HB422, CM423, HB522

#### **CM737 TCM Internal Medicine II (4.0 credits)**

This course covers the remaining common diseases in TCM internal medicine, presenting the etiology, pathogenesis, differential diagnosis, clinical treatment and prevention of common diseases

in TCM internal medicine. After completing this course, students have a basic knowledge of differential diagnosis and are able to treat and prevent common internal disorders. Prerequisites: HB422, CM423, HB522

**CM831 TCM Gynecology/Obstetrics (3.0 credits)**

TCM Gynecology/Obstetrics is one of the TCM clinical applied courses. This course covers the anatomy and physiology of the female body, explores the special characteristics of female pathophysiology, principles of TCM diagnosis and the treatment of common gynecological complaints, including diseases of pregnancy and childbirth. After completing this course, students are able to diagnose and treat common obstetrical and gynecological diseases. Prerequisites: HB422, CM423, AC522

**CM833 Classics: Nei Jing, Wen Bing, Jin Kui, Shang Han Lun (4.0 credits)**

*Huang Di Nei Jing* (“Yellow Emperor’s Internal Medicine”) is a major early medical work in the history of Chinese medicine. This course introduces the basic Chinese medical theories as described in the *Huang Di Nei Jing*. Students will better understand the theories and concepts of traditional Chinese medicine, be able to set up a basic core system of differential diagnosis, provide individual treatments and strengthen their clinical practice skills.

*Wen Bing* (“Febrile Disease”) is an ancient medical text that studies the theoretical and clinical rules governing the onset, development and treatment of febrile conditions. Students will come to understand the features of febrile diseases, the pathological changes of Wei, Qi, Ying, Xue (blood), the methods of differential diagnosis and treatment, the mechanisms of the main symptoms, and the significance of inspecting the tongue in febrile illnesses.

*Jin Kui Yao Lue* (“Prescriptions from the Golden Cabinet”) is one of the most important TCM classics. It contains many important herbal formulas from the early stages of the development of TCM and exemplifies the treatment of “diseases of miscellaneous origins.” After completing this course, students will have a better understanding of some of the traditional methods of diagnosis and treatment of miscellaneous diseases and may apply this knowledge to their future clinical practice.

*Shang Han Lun* (“Treatise on Exogenous Cold Disease”) is the first Chinese medical text that delineated systematically and completely the definition, etiology, pathogenesis, clinical manifestation, treatment principles, formula analysis and prognosis of disorders caused by exogenous Cold. With the completion of this course, students understand clinical signs and symptoms, differential diagnosis and disease progression, with a viewpoint to integrating herbs and formulas according to principles and guidelines contained in this important text. Prerequisites: HB422, CM 423, HB522

**CM834 TCM Pediatrics (1.0 credits)**

TCM Pediatrics, an applied TCM clinical course, offers a detailed study of the physiology of children and the pathology, differential diagnosis and treatment of children’s diseases. After completing this course, students know how to diagnose and treat common pediatric diseases. Prerequisites: HB422, CM 423, HB522

**CM838 TCM Traumatology & Orthopedics (4.0 credits)**

This TCM application course uses acupuncture and acupressure extensively. It is divided into two sections: injuries of the muscles and ligaments, and injuries of the bone. The basic theories, etiology, pathogenesis, diagnosis, and treatment of various traumatic injuries are presented in this course. After completing this course, students will have gained a basic overview of the elements of TCM traumatology and orthopedics and the knowledge of treatments for common traumatic disorders. Prerequisite: AC421, CM423; CM114, HB422, WM424, HB522 are recommended

**CM931 Clinical Applications of TCM (3.0 credits)**

Clinical Application of TCM approaches the study of TCM through case studies. In this course, students will be presented with clinical cases for discussion and analysis. Using acquired knowledge, through analysis of patients' history, symptoms and signs, students are expected to make correct differential diagnoses as well as treatment plans and prescriptions by using acupuncture, herbs, and other TCM modalities. Students will also acquire knowledge from the case studies to provide guidance to patients regarding herbal preparation, nutrition (Oriental and Western nutrition, dietary and supplements), instruction in the utilization of mechanical devices and counseling. Prerequisites: AC421, HB422, CM423, AC521, HB522; other clinical courses are strongly recommended.

**CM932 Final Review (4.0 credits)**

This course offers an overview for students preparing for graduation exams. It provides comprehensive preparation including in-depth review and exam-taking strategies for the California Acupuncture Licensing Exam and NCCAOM Certificate Exams. It provides a review of the core materials of the whole MAcCHM curriculum: acupuncture, herbology, TCM foundation and diagnosis, various TCM specialties including internal and external medicine, dermatology, traumatology and orthopedics, geriatrics, gynecology and obstetrics, pediatrics, ophthalmology and otolaryngology, family medicine, and emergency care. Prerequisite: AC621, AC731, CM423, HB522, WM624, WM734; may be taken concurrently with WM624, WM734

**Biomedical Sciences****BS101 Psychology (2.0 credits)**

This course is a basic science course of Western Medicine and Chinese Medicine, concerned with the study of brain and biological processes involved in virtually all aspects of human behavior, including sensation, consciousness, hunger, sexual behavior, memory, communication, and mental disorders. This course is designed to focus more on the importance of counseling skills during practice. Students will also learn how to manage any psychological reactions that may arise during the course of treatment. Prerequisite: None

**BS102 Biology (2.0 credits)**

This is a basic science course designed to teach chemistry of life, cytology, general histology, and the principles of human biology, including body structure and function, reproduction, development, heredity, evolution and ecology in order to better understand other Western and Chinese courses. Prerequisite: None

**BS103 Chemistry (3.0 credits)**

This course is a basic science course, within which organic chemistry and biochemistry are closely concerned with medical science. The course is to offer basic principles of organic chemistry and biochemistry, making a basis for other western and Chinese medicine courses. Prerequisite: None

**BS104 Physics (2.0 credits)**

This course offers students the instruction of basic knowledge of physics and a general survey of biophysics. The objective of this course is to enable students to understand the relationship between physics and medical science. Prerequisite: None

**BS105 Western Medical Terminology (2.0 credits)**

This course is a basic course of Western Medicine. This course is to introduce to students the basic word structure of the human body in order to better understand other Western Medicine courses. Prerequisite: None

**BS106 Human Anatomy (4.0 credits)**

This course is a basic course of Western Medicine and Chinese Medicine, introducing to students the normal morphology and structure of tissues, organs, and systems in the human body in order to better understand other Western and Chinese courses. Prerequisite: None

**BS107 Human Physiology (4.0 credits)**

This course is a basic course of Western Medicine and Chinese Medicine, introducing to students how the body and its parts work or function in order to better understand other Western and Chinese courses. Prerequisite: None

**WM214 Nutrition (3.0 credits)**

This course combines Chinese nutrition and Western nutrition and aims to address the functions of diet and nutrition and their relation to health and patient care. This course is divided into two parts: Western nutrition and TCM nutrition. The Western nutrition portion of the course introduces Western nutritional theories and practices, with the relevant clinical applications. It emphasizes the roles of proteins, fats, carbohydrates, vitamins and minerals in health maintenance and as therapeutic supplements. The TCM nutrition portion introduces theories of TCM dietetics and surveys the traditional functions and properties of common food substances; it also examines various dietary programs appropriate for maintaining health and for the treatment of disorders. Prerequisite: None

**WM313 Pathology & Pathophysiology (4.0 credits)**

This course, which introduces pathology from a Western medical perspective, covers the following topics: general pathology, microbiology, immunology, psychopathology, epidemiology, parasitology, and pathophysiology. The objective of this course is to provide students with a better understanding of the pathogenesis of clinical diseases from a Western medical perspective. After completing this course, students will understand the etiologies, pathological changes, clinical manifestations, and outcomes of diseases from a Western medical perspective. Prerequisites: BS106. BS107.

**WM424 Physical Examination & Lab Diagnosis (4.0 credits)**

This course focuses on western medical diagnosis, teaching the basic theories and methods of disease diagnosis, clinical reasoning and problem-solving. These include the mechanisms of diseases

diagnosis, diagnostic methods including patient intake and medical history taking, physical examination (such as neuromusculoskeletal, orthopedic, neurological, abdominal, and ear, nose, and throat examination), laboratory testing, radiological investigations, functional assessment, and other diagnostic modalities. Information will be presented for the procedures for ordering diagnostic imaging, radiological, and laboratory tests and incorporating the resulting data and reports. The students will also learn about communication skills and building rapport with patients including multicultural sensitivities. This course will also teach the World Health Organization's international classification of diseases (ICD-10). Prerequisite: WM313

### **WM523 Western Pharmacology (3.0 credits)**

Western Pharmacology is one of the important basic courses in Western medical sciences. This course teaches the basic theories of Western pharmacology, the different classifications, indications, therapeutic uses, side effects, adverse reactions, and interactions of common western pharmaceutical agents. This course is to familiarize students with the Western medicines in relation to common diseases, which the patients may have when they seek TCM treatment. This knowledge also contributes to the research work on Chinese herbal pharmacology, herb-drug interactions, and the scientific uses of Chinese herbs. Prerequisite: WM313

### **WM624 Western Medical Science I (4.0 credits)**

This course mainly focuses on teaching students Western Internal Medicine. Internal medicine is a vast field that is based on scientific and clinical foundations. This course is to familiarize students with the nature and content of western internal medicine: etiology, pathogenesis, clinical symptoms and signs, diagnosis, treatment, and prognosis of the representative diseases from the western medical science viewpoint. Students will also be presented with a review of the clinical sciences of pharmacology, surgery, obstetrics/gynecology, urology, radiology, nutrition, and public health. In addition, students will learn how and when to make referrals to western physicians. Prerequisites: WM424, WM523

### **WM734 Western Medical Science II (3.0 credits)**

This course offers an introduction to Western external medicine and other medical specialties such as gynecology, obstetrics, pediatrics, etc. It also introduces various medical/healthcare disciplines such as osteopathy, dentistry, nursing, podiatry, homeopathy, public health, chiropractic, etc. Through this course, students understand the nature and content of Western external medicine and other healthcare modalities, and they learn how and when to make referrals to other healthcare providers. Prerequisites: WM424, WM523

## **Professional Education**

### **PD111 History of Medicine and TCM (1.0 credits)**

This course presents the history of the origins and development of TCM in China, the U.S., and other countries. Through this course, students come to understand the origin, development, and progress of TCM under the various Chinese dynasties and in different countries. Students will also be introduced to major Chinese medicine classics such as *Huang Di Nei Jing*, *Wen Bing*, *Ji Kui Yao Lue*, *Shang*

*Han Lun*, etc., and their roles in modern Chinese medicine. Prerequisite: None

**PM112 Medical Ethics (1.0 credits)**

Medical Ethics provides students with an understanding of general medical ethics, and laws and regulations governing TCM practice in municipalities, California and U.S.A. such as HIPAA and OSHA, making students aware of the professional responsibility associated with treating patients. It also includes general medical ethics and peer review. Prerequisite: None

**PD524 Research Methodology (1.0 credits)**

This course introduces the research methods commonly used in western medicine and TCM and teaches students the basic statistical methods in data analysis and evidence-based medicine. This course prepares the student with the skills to continue to expand their knowledge including that in the academic peer review process and critique of research methods. Prerequisite: None

**PH525 Public Health (2.0 credits)**

This course is to introduce students to the principles of public health, including the relationship of human beings and the environment, the influence of the environment on public health, the etiology and prevention of diseases caused by different factors such as: living environment (air, water, soil, food, etc.), occupational environment (chemical, physical, and biological factors), social environment and understanding the importance of public health alert. This course also introduces the epidemiology of communicable diseases (sources of infection, route of transmission, herd susceptibility, control, and prevention), treatment of chemical dependency, and other non-communicable diseases. Prerequisite: None

**PC625 Patient Care I (3.0 credits)**

Patient Care is to prepare students to manage patient care as primary health care professionals. This course is divided into two sections: Patient Care I and Patient Care II.

Patient Care I introduce the primary care responsibilities as well as secondary and specialty care responsibilities for primary health care practitioners. General patient care includes treatment planning, continuity of care, referral and collaboration with other medical professionals, follow-up care, final review, functional outcome measurements, prognosis and future medical care. This course also covers the psychological assessment and proper counseling for patients with mental disorders. Prerequisite: None

**PC735 Patient Care II (3.0 credits)**

Patient Care II teaches students how to write a professional medical legal report and manage expert medical testimony and independent medical review, and also how to care for seriously ill patients and handle patient emergency issues. This course presents detailed case management for workers compensation, car accidents, socialized medicine patients and other special cases. This course also introduces to students the coding procedures for current procedural codes (CPT and ICD-10 diagnosis), the treatment of contra-indications and complications, focusing on drug and herb interactions. Prerequisite: PC625 is strongly recommended

**PM837 Practice Management (4.0 credits)**

Practice Management introduces various aspects of clinic operations, from general clinic transactions such as planning and establishing a professional office, record keeping, insurance billing and collection, written business communication, front office procedures, practice growth and development, risk management, insurance issues, practice in interdisciplinary medical settings, and others. Successful students will be familiar with the routine operation of clinical practice. Prerequisite: None

**PH933 Community Service (1.0 credits)**

This course was designed for students to enhance the university's commitment to providing community services to the public. The purpose is to increase public awareness and understanding of Traditional Chinese Medicine. Students attend and participate in a variety of community outreach projects organized by the university, such as community health fairs and health seminars. Students perform voluntary work for different community groups, such as senior adults, low-income and disadvantaged families. Prerequisite: internship level

**Community Work Experience (2.0 credits)**

*Prerequisite: CPT approval for International Students*

This curricular category is designed for an international student and is required with curricular practical training in the health field. This class does not satisfy any requirement in the MAcCHM program and will not be counted toward graduation, but students will get credit for unit enrollment towards their total semester credits. The credits may be enrolled in repeated times to correspond with approved curricular practical training. Any work done as community service must be relevant to the MAcCHM courses. No student recruiting or advertising can be done to fulfill CPT.

**Department of Clinical Training**

The UEWM Teaching Clinic is located within the UEWM campus, at the corner of Duane Avenue and Stewart Drive in the heart of the City of Sunnyvale, California. The Teaching Clinic provides the South Bay area with professional and affordable traditional Chinese medicine services performed by licensed acupuncturists (Clinic Supervisors) and by qualified, supervised clinic interns (advanced level students).

Students who satisfactorily complete their training requirements at each level will move up through the ranks from Clinic Observer (first 180 hours, including clinical theater), to Entry-level Intern (next 180 hours), to Senior Intern (last 600 hours), for a total of 960 clinic practical hours. This formal, sequential ranking system provides a practical structure within which students are able to develop and hone the clinical skills necessary to engage in the professional practice of TCM. These skills include accurate, complete medical evaluation and diagnosis, proficiency in a variety of TCM treatment modalities, adherence to rigorous treatment hygiene standards, accurate and precise record-keeping, maintenance of patient confidentiality, and the building of a respectful and trusting relationship between the practitioner and the patient.

The Teaching Clinic provides clinical training and observation of patient care in a wide range of clinical conditions. Patient volume in the Clinic is sufficiently high to ensure a clinical experience of sufficient breadth and variety. UEWM has on staff a large number of experienced, licensed clinical supervisors to provide each student with individual attention and evaluation. All Clinic Supervisors are licensed Acupuncturists and are experienced in all aspects of Traditional Chinese Medicine, providing clinical students with useful and important skills in various TCM clinical practice modalities

In the University's teaching clinic, it is important that roles and ranks be clearly defined and observed to ensure the quality of patient care. Regardless of prior training in other states or countries, students are not allowed to perform anything that is beyond the scope of their clinical rank as assigned by the University.

## **Clinic Training**

### **CL1 Theater (1.0 credits)**

This course exposes clinical matters to the students. It studies the general procedure of the school clinic practice including the following: 1) Students are presented with the UEWM Teaching Clinic Handbook. Students are expected to learn the operational procedure of the UEWM Teaching Clinic, which includes clinic requirement protocols, associated paperwork, charting skills, and so on. 2) Students are educated and certified HIPAA and OSHA which are related to the clinic matters. 3) Students are educated CNT (Clean Needle Technique) 4) Students are given opportunities to observe standard patient care procedures performed by licensed clinical supervisors. Students learn how to interview patients and to perform health diagnoses and consultations. This course is to provide students with the necessary knowledge prior to entry to the clinic. Prerequisite: None

### **CL2 Clinic Observer (5.0 credits)**

This is the first phase of clinic training, conducted in the UEWM Teaching Clinic. During the first several hours of the Clinical Observer level, students participate in a group study and discussion session on the "Laws and Regulations Relating to the Practice of Acupuncture", a guideline document issued by the California Acupuncture Board. The Clinic Officer and/or the Clinic Office Manager familiarize new Clinical Observer students with clinic facilities and review Clinic rules with the new students. Clinical Observers participate in all aspects of clinic operations except patient treatment. Clinic Observers are responsible for preparing treatment rooms and may help prepare herbal prescriptions. The clinic Supervisor verifies correct preparation. Clinic Observers are not authorized to dispense treatment, including dietary and/or exercise suggestions. With the completion of this level of training, students become familiar with Clinic rules and regulations, as well as rules and regulations of the State of California and federal laws and regulations governing TCM practice. Students become familiar with all aspects of receiving, interviewing, diagnosing, treating, prescribing, consulting and following up with patients and aseptic procedures.

Prerequisites: CL 1, CM 113, 213, AC 211,311, BS 106, HB 212, HB312 (can be taken concurrently with HB 212, HB312)

### **CL3 (6 credits) CL 4 (5 credits) Entry-Level Intern**

Entry-level Intern is the second level of clinical training. In this phase, students may insert and



remove needles on any acupuncture point of the patient's body and perform moxibustion and cupping with approval from the Clinic Supervisor. Entry-level Intern is not required to prescribe herbal formulas. Responsibilities of Entry-level Intern include organizing the treatment room to ensure patient comfort and safety during treatment, interviewing patients and performing diagnosis and outlining treatment plans, presenting treatment suggestions (such as dietary and exercise) to the supervisor for evaluation and approval prior to recommending them to the patient, administering acupressure / Tuina before or after acupuncture treatment, assisting supervisor to prepare herbs, etc. The Clinic Supervisor is physically present throughout the entire treatment process, and the Clinic Supervisor must approve all treatment plans and modalities prior to administering the treatment. Through this course, students are expected to demonstrate the ability to perform needling to required insertion depths on a patient's body, and to perform moxibustion, cupping, and other approved modalities. Students are also expected to be proficient in conducting the initial and follow-up interviews, formulating an acceptable diagnosis and treatment plan for common diseases, and practice aseptic procedures in accordance with established standards.

Prerequisite for CL 3: all basic science courses, CM314, HB212, HB312, AC421 (can be taken concurrently), CM423 (can be taken concurrently) AC 521 (can be taken concurrently), any required tests for the corresponding level Prerequisite for CL 4: CL 3, CM423, AC421, AC 521, HB422 (can be taken concurrently), HB522 (can be taken concurrently), any required tests for the corresponding level

### **CL 5, 6, 7 Senior Intern (5 credits each)**

This is the final phase of clinical training. The Senior Intern assumes primary responsibility for the patient and for the treatment room. The Clinic Supervisor is present during all phases of patient care in the first 150 hours of the Senior Intern's clinical training. In the next 300 hours of clinical training, the Clinic Supervisor is present during the administration of acupuncture and is in the clinic and available on-call for all other patient interactions. In the final 150 hours of clinical training, the Clinic Supervisor does not have to be present during the administration of acupuncture but must be in the clinic and available on call. If the patients need herbs, the Senior Intern(s) should submit herbal prescriptions to the Supervisor and prepare the herbs only after approval from the supervisor. Senior Interns are not authorized to dispense treatment, including diet and exercise suggestions unless the Clinic Supervisor has given prior approval. After completing this final phase, students have acquired the proficiency to use all methods of diagnosis to arrive at a correct and complete treatment plan and to utilize different treatment modalities according to the individual patient's needs. Students acquire the skills, ability, and confidence to practice independently and to graduate from UEWM and practice successfully in the future.

Prerequisites for CL 5: CL4, Comprehensive exam I, HB422, WM424, AC521, HB522 Prerequisites for CL 6: CL 5, any required tests for the corresponding level Prerequisites for CL 7: CL 6, any required tests for the corresponding level

*Interns are not authorized to dispense treatment, including diet and exercise suggestions unless the Clinic Supervisor has given prior approval. After completing this final phase, students have acquired the proficiency to use all methods of diagnosis to arrive at a correct and complete treatment plan and to utilize different treatment modalities according to the individual patient's needs. Students acquire the skills, ability, and confidence to practice independently and to graduate from UEWM and practice successfully in the future.*

## **Elective Course**

### **EL 101 Therapeutic Tai Ji Qigong (2 credits)**

The primary aim of this course is to incorporate the traditional Qigong theory with modern knowledge and practice in the treatment of some evidence-approved symptoms. The treatment of the selected conditions will be discussed in terms of the TCM and modern therapeutic theories and methods. A series of holistic and evidence-based treatments, methods, and techniques will be practiced in class. This will include meditation, exercises, manual therapy, and lifestyle change. Prerequisite: None

# MAcCHM Faculty

## Faculty Names and Qualifications:

The quality of education at any institution depends on the dedication, working knowledge, experience, and teaching ability of its faculty. The University of East-West Medicine carefully selects the most expert instructors for its faculty. Our faculty members are genuinely dedicated to assisting students and imparting their knowledge and skills. They are hired for their extensive experience, knowledge of the profession, and the degrees and licenses they need to practice their profession. Please check the semester schedule of classes for which the faculty below are scheduled.

The license can be verified on the California Acupuncture Board website: [Search - DCA](#)

	<b>Professional License (April 2021)</b>	<b>Degrees</b>	<b>Professional Experience</b>	<b>Qualifications to Teach the UEWM Courses</b>
Ying Qiu Wang	California L.Ac. (AC 4341) Sept. 15, 1992 ~ Mar. 31, 2022	DAOM from UEWM	1. UEWM founding president 2. Physician in China for 12 years	Qigong (in Chinese & English) 1. Teaching Qigong for more than 20 years 2. Practicing TCM for decades 3. DAOM
Liezhen Wang	California L.Ac. (AC 4654) Aug. 30, 1993 ~ Feb. 28, 2022	BS from Anhui Chinese Medicine University	1. Physician in China for 6 years 2. TCM teacher at Beijing University of Chinese Medicine for 4 years and another TCM school for 3 years 3. Research Associate at School of Medicine, Washington University for 2 years	TCM Internal Medicine, TCM External Medicine, TCM Traumatology & Orthopedic (in Chinese) 1. Professor at UEWM since 2007 A popular professor 2. Teaching TCM for more than 20 years 3. Practicing TCM for decades
Winston Chung	California L.Ac. (AC 4822) Sep. 6, 1994 ~ Apr. 30, 2022	BA from San Diego State University; Completed Acupuncture tutorial program under Andrew Qi Wu, L.Ac.	1. Owner of Chung's Acupuncture since 1996 2. TCM teacher at a TCM school in Oakland for 5 years	UEWM Clinic Supervisor (in Chinese & English) 1. UEWM Clinic Supervisor since 2005 2. Practicing TCM for decades
Guozhi Wan	California L.Ac. (AC 5326) July 11, 1996 ~ May 31, 2022	BS TCM equivalent (Heilongjiang Traditional Chinese Medicine Institute)	1. Physician of Acupuncture in China for 4 years 2. Teacher at Acupuncture Dept. of Heilongjiang TCM Institute for 12 years	Acupuncture III ~ VI (in Chinese) 1. Professor at UEWM since 1997 A popular professor 2. Teaching Acupuncture for more than 35 years 3. Practicing TCM for decades
Li Zhang	California L.Ac. (AC 7987) Aug. 24, 2001 ~ Dec. 31, 2022	DAOM from UEWM; BS from College of Chinese Medicine and Pharmacology, Beijing Union University	1. Physician in China for 16 years 2. TCM Teacher at Beijing University of Chinese Medicine for 14 years	TCM Foundation, TCM Diagnosis (in Chinese) 1. Professor at UEWM since 2001 2. Teaching TCM for more than 30 years 3. Practicing TCM for decades 4. DAOM

	<b>Professional License (April 2021)</b>	<b>Degrees</b>	<b>Professional Experience</b>	<b>Qualifications to Teach the UEWM Courses</b>
Rui Li	California L.Ac. (AC 8153) Oct. 12, 2001 ~ Mar. 31, 2023	MS from Liaoning University of Traditional Chinese Medicine	1. Physician in China for 4 years 2. TCM Teacher at Liaoning University of TCM for 3 years	Acupuncture I & II (in Chinese) 1. Professor at UEWM since 2009 2. Teaching TCM for more than 10 years 3. Practicing TCM for decades
Baogui Qin	California L.Ac. (AC 8515) Jul. 16, 2002 ~ Apr. 30, 2022	BS from Liaoning University of Traditional Chinese Medicine	1. Physician in China for more than 20 years 2. TCM teacher at Liaoning University of TCM for 13 years	TCM Classics, TCM Internal Medicine, TCM Gynecology & Pediatrics (in Chinese) 1. Professor at UEWM since 2002 A popular professor 2. Teaching TCM for more than 30 years 3. Practicing TCM for decades
Xingquan Dai	California L.Ac. (AC 9831) Sep. 8, 2004 ~ May 31, 2022	DAOM from UEWM; BS from Shanghai University of Traditional Chinese Medicine; BS in Computer Science from Osaka Sangyo University	Owner of several Acupuncture clinics since 2004	Herbology, Herbal Formulas (in Chinese & English) 1. Professor at UEWM since 2004 A popular professor 2. Teaching TCM for more than 15 years 3. Practicing TCM for more than 15 years 4. DAOM
Shanshan Lee	California L.Ac. (AC 12295) Mar. 17, 2008 ~ Mar. 31, 2023	DAOM from UEWM; MSTCM from UEWM MSEE from Ohio State University	1. Owner of LC Acupuncture Center for 7 years 2. Teaching courses at UEWM for 4 years (2013-2014; 2018-) 3. Electrical Engineer for 9 years	TCM Foundation, TCM History, TCM Classics, Acupuncture, TCM Gynecology & Pediatrics, Clinical Applications of TCM 1. Assistant Professor at UEWM for 4 years 2. Practicing TCM for almost 15 years 3. DAOM

	<b>Professional License (April 2021)</b>	<b>Degrees</b>	<b>Professional Experience</b>	<b>Qualifications to Teach the UEWM Courses</b>
Wei-I Tien	California L.Ac. (AC 12381) Mar. 19, 2008 ~ Feb. 28, 2022	DAOM from UEWM; MSTCM from UEWM; MA in Communication Arts from New York Institute of Technology	Owner of Wei-I Tien Acupuncture since 2009	Acupuncture III ~ VI, Research Methodology, Public Health (in Chinese & English) 1. Professor at UEWM since 2012 A popular professor 2. Teaching TCM for almost 10 years 3. Practicing TCM for more than 10 years 4. DAOM
Hongyan Li	California L.Ac. (AC 13447) Mar. 22, 2010 ~ Nov. 30, 2021	DAOM from UEWM; MSTCM from UEWM; MS from University of Qingdao Oceanography	1. Teaching "Nutrition" at UEWM since 2013 2. Practicing Acupuncture at LHY Medical Group since 2010 3. Software Engineer and manager for 11 years	Nutrition (in Chinese & English) 1. Assistant Professor at UEWM since 2013 2. Practicing TCM for more than 10 years 3. DAOM
Jeong Soo Byun (Jason Byun)	California L.Ac. (AC 13824) Sep. 14, 2010 ~ Jul. 31, 2022	MSTCM from UEWM PhD in Engineering from Seoul National University	1. Teaching at UEWM since 2011 2. 30 years' experience in semiconductor industry	Physics, Chemistry, Medical Ethics, Herbal Pharmacology, TCM Foundation (in English) 1. Assistant Professor at UEWM since 2011 2. Practicing TCM for more than 10 years 3. 30 years' experience in semiconductor industry
Sally Sun	California L.Ac. (AC 14211) Mar. 25, 2011 ~ Aug. 31, 2022	DAOM from UEWM; MSTCM from UEWM	1. Licensed Acupuncturist in Singapore for 6 years 2. Licensed Acupuncturist in Canada for 3.5 years 3. Licensed Acupuncturist in California for 10 years	TCM Gynecology & Pediatrics (in Chinese) 1. Professor at UEWM since 2011 2. Teaching TCM for almost 10 years 3. Practicing TCM for almost 20 years 4. DAOM

	<b>Professional License (April 2021)</b>	<b>Degrees</b>	<b>Professional Experience</b>	<b>Qualifications to Teach the UEWM Courses</b>
Ta-Tung Lin	California L.Ac. (AC 14456) Sep. 19, 2011 ~ Jan. 31, 2023	MSTCM from UEWM MSEE from Syracuse University	<ol style="list-style-type: none"> <li>Teaching for UEWM DAOM program in 2016~2020, for the MSTCM program since 2018</li> <li>Co-founder and Chief Medical Officer of Techtem</li> <li>Electrical Engineer for 20 years</li> </ol>	Final Review (in Chinese) <ol style="list-style-type: none"> <li>Professor at UEWM since 2016 A popular professor</li> <li>Co-founder and Chief Medical Officer of Techtem</li> </ol>
Lawrence Mo	California L.Ac. (AC 15174) Mar. 27, 2013 ~ Apr.30, 2022	MSTCM from UEWM; MSEE from University of Southern California	<ol style="list-style-type: none"> <li>Owner of Elegant Wellness Center since 2017</li> <li>30 years' experience in semiconductor and IT industries</li> </ol>	Practice Management, Clinical Applications of TCM (in Chinese & English) <ol style="list-style-type: none"> <li>Assistant Professor at UEWM since 2015</li> <li>Teaching TCM for more than 5 years</li> <li>Practicing TCM for almost 10 years</li> </ol>
Fangshu Yu	California L.Ac. (AC 15321) Apr. 5, 2013 ~ Jun. 30, 2022	MSTCM from UEWM; BS in Medicine from Shanghai Second Medical University; MSEE from University of Florida	<ol style="list-style-type: none"> <li>Assistant Professor at Shanghai Second Medical University for 3 years</li> <li>30 years' experience in Software industry</li> </ol>	History of TCM, Medical Ethics, Herbal Pharmacology, Chemistry (in Chinese) <ol style="list-style-type: none"> <li>Assistant Professor at UEWM since 2016</li> <li>Practicing TCM for almost 10 years</li> </ol>
Xuyang Wang	California L.Ac. (AC 15539) Jun. 24, 2013 ~ Jul. 31, 2022			Tuina (in Chinese) California L.Ac. since 2013
Key Bahk	California L.Ac. (AC 17529) Apr. 28, 2017 ~ Aug. 31, 2022	DAOM from UEWM; MSTCM from UEWM; BSEE from University of Washington	<ol style="list-style-type: none"> <li>Owner of Key's Acupuncture and Herbs since 2017</li> <li>20 years' experience in business management</li> </ol>	Formula, Acupuncture, Final Review (in English) <ol style="list-style-type: none"> <li>Assistant Professor at UEWM since 2019</li> <li>DAOM</li> </ol>

# Chapter Seven – Miscellaneous Information

## The Board of Regents

**The Board of Regents** governs the University of East-West Medicine. Board members consist of community business and professional leaders.

*Amy Yang, LAc, Chairwoman*

*Thomas Liu, Vice Chairman*

*Beverly Kane, MD, Vice Chairwoman*

*John Kapral, JD, CPA, Vice Chairman*

*Michelle Liu, LAc, Treasurer*

*Handong Li, PhD in Organic Chemistry, Secretary*

*David Yao*

## Ownership

*Su Fang Tong*

## Key Administration Staff

**President**, Yingqiu Wang, DAOM, LAc

**Vice President for Academics and Research & Clinic Director**, Bei Liu, Ph.D. (China), LAc

**Vice President for Administrative Affairs & Director of Government Relations / Accreditation / Financial Aid / Human Resources**, Hui-Ping Lo, LAc, PMP

**Dean of MAcCHM Program**, Clark Harris, DAOM, LAc

**Director of Admissions & Marketing**, Jing (James) Chen, Ph.D.

**Director of Admissions**, Viviana Puebla-Santoyo

**Director of Registration & PDSO (Principal Designated School Official)**, Yan Xiao, MS

**Associate Dean of MAcCHM Program & Marketing Manager**, Karina (Chenyang) Bai, LAc

**Marketing Specialist**, Michelle Handoko

**IT / Facilities Manager**, Poi Kuo, MBA, MS

**Finance Manager**, Jing (Joyce) Wang

## Catalog Updates

This Catalog outlines curriculum requirements, faculty information, course descriptions, and policies effective per the date of issuance. The materials presented here constitute the rules and regulations of the University and are intended to be accurate, complete, and binding. However, the University reserves the right to update or change any or all of these regulations to meet with any and all of the above accreditation standards and the University's changing conditions. In such an event, a written notice will be given, and such notice will be in the form of an addendum to the Catalog. All information in this University Catalog is current and correct and is so certified as true by the President of this institution at the time of publication.

## Questions About the Catalog

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

1747 North Market Blvd., Suite 225, Sacramento, CA 95834

P.O. Box 980818, West Sacramento, CA 95798-0818

Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Phone: 888-370-7589 or 916-574-8900

Fax: 916-263-1897

## Other Policies

**Policy on Submission of Fraudulent, Incorrect, or Misleading Information Pertaining to Student Admission** It is expected by the University that all information that is material to the admissions process be accurate and true to the best of the student's or prospective student's knowledge. Any individual found to have submitted fraudulent, incorrect, or misleading information is subject to denial of admission to, or dismissal from the University.

If a University faculty or staff member discovers that this policy has been violated by an applicant for admission, that applicant shall be denied admission by the Director of Admissions.

Any University faculty or staff member who discovers that this policy has been violated by a currently enrolled student shall bring the matter to the attention of the Vice President of Academic & Student Affairs. The student shall be presented with the evidence. In situations where the student pleads "not responsible," the case is handled within the Student Appeal Process (See Student Handbook).

## **Policy on Drug-Free and Alcohol-Free Campus**

The University of East-West Medicine recognizes the health risks and costs associated with the use of illicit and recreational drugs and the abuse of alcohol and marijuana. UEWM is committed to providing a drug-free, marijuana-free and alcohol-free, and any other intoxicant in order to maintain a proper educational environment, which supports the mission of the College. This policy statement is discussed in the Student Handbook, located on the University's webpage.

It is the policy of UEWM that the unlawful manufacture, distribution, dispensation, possession, use of a controlled substance, or the purchase, sale, possession, use, or consumption of alcohol or any other intoxicant is prohibited on College premises. The University President or designee may authorize alcohol service at specific, approved University functions or at functions sponsored by off-campus groups, to those who are legally eligible.

Drug and alcohol policy violations may also constitute violations of laws and students are accountable to both the College and the appropriate law enforcement agency. State and federal laws also prohibit the use and/or possession of illegal drugs and drug paraphernalia.

UEWM reserves the right to notify an appropriate law enforcement agency due to a violation of the alcohol and drug policy, which is also a violation of the law.

Under California law, it is illegal for any person under 21 years of age to purchase or attempt to purchase or otherwise procure, possess, or consume beer, wine, or other alcoholic or intoxicating liquor or marijuana. It is also illegal to sell, serve, give or furnish beer, wine, or other alcoholic or intoxicating liquor, or any other intoxicant to a person underage specified above. It is also illegal for any underage person to falsify a driver's license or other identification document or for any person to lend his/her driver's license or any other identification document by an underage person to purchase alcoholic beverages. Local beverage ordinances, which conform closely to state law, also apply on College premises and are enforced by the appropriate law enforcement agency. UEWM has adopted and implemented an alcohol and drug abuse prevention program for students and employees. That program consists of:

- Educational materials to read
- New Student Orientation review of policy
- Flyers posted on campus reminding students of the policy
- Referrals to community counseling services

UEWM's primary role in dealing with matters involving the use or potential use of drugs or alcohol by its students is that of prevention, counseling, and education.

## **Title IX Statement**

It is the policy of the University of East-West Medicine to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex in the University's educational programs and activities ((including sexual harassment and sexual violence). Title IX also prohibits retaliation for asserting claims of sex discrimination. A person may file a written complaint with the Title IX Coordinator Hui-Ping Lo.



## **Equal Opportunity Employer**

UEWM is an Equal Employment Opportunity Employer. No person will be denied employment, admission, or educational opportunity, or otherwise be discriminated against at UEWM and its programs and activities based on race, color, religion, sex, national origin, age, personal appearance, family responsibilities, or physical or mental disability, political affiliation, status as a veteran or any other group protected by applicable Federal laws. UEWM prohibits sexual discrimination including sexual harassment and does not tolerate sexual assault/violence on campus. UEWM takes affirmative action to recruit qualified women, minorities, veterans, and individuals with disabilities. The Human Resources Director, Hui Ping Lo, reachable by email at [hr@uewm.edu](mailto:hr@uewm.edu), is the designated person to handle inquiries regarding the application of these policies as well as overall campus coordination of Title IX compliance. Inquiries may also be directed to the Office of Civil Rights, United States Department of Education, <http://www.ed.gov/about/offices/list/oct/index.html>.

**END OF THE CATALOG**