Hongik International University
School of Acupuncture and Oriental Medicine

Catalog

January 2, 2012-

December 31, 2013

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REV. 7-23-2012

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LETTER FROM THE FOUNDER

Dear Student,

On behalf of the Board of Directors, administration, faculty, and staff, I would like to welcome you to the Hongik International University School of Acupuncture and Oriental Medicine (HIU). You have made a wise decision to become an Acupuncturist whether you choose HIU or another institution of Oriental medicine.

I have been a professional Acupuncturist in practice for more than 30 years, and have since seen this profession grow and change dramatically. It is clear to me that Oriental medicine will play a vital role in the healing arts of the future, and I am convinced that now, more than ever, we need highly skilled Acupuncturists to meet the coming needs of our current day society.

The University offers the highest quality education by integrating educational experiences both inside and outside the classroom. By bringing the theoretical study and the practical application of the curriculum together, the balanced student becomes the successful Acupuncturist who is of benefit to society.

The school's faculty is composed of experienced Acupuncturists and medical doctors who are committed to helping students create an encouraging and stimulating academic environment. You will find the University a welcoming atmosphere with skilled and caring administrators, and staff members supporting your educational journey here at HIU.

Sun Kil Choi, Ph.D., L.Ac.
Founder/President
Hongik International University
School of Oriental Medicine & Acupuncture

Welcome!

The Board of Directors, administration, faculty, and staff wish to welcome you to Hongik International University School of Acupuncture and Oriental Medicine (HIU). This catalog is provided to help you learn about the school and its policies and procedures. It may not contain answers to all of your questions, but it will serve to orient each student to the available services, activities, and individual responsibilities while at HIU.

Statements in this catalog are applicable during the current academic year. Entering students of HIU should familiarize themselves with the information, requirements, and descriptions provided in this catalog.

While every effort is made to keep the student body informed, the policies, procedures, academic and non-academic requirements, and fees of HIU are subject to change without advance notice. The information contained in this catalog is accurate at the time of printing, but may change as deemed appropriate by the requirements of state boards, federal or state governing bodies, or other regulatory agencies. These changes may also be implemented without prior notice or obligation, and unless specified otherwise, are effective when made. Changes will be communicated to the students via bulletin board posting of notices, our website, information distributed through on-campus publications, verbal announcements at all-school assemblies, and/or registration information packets disseminated at the beginning of each quarter. It is the responsibility of students of HIU to be well acquainted with the rules, regulations, requirements, and responsibilities provided in this handbook, as well as various updates posted throughout the year.

We look forward to working with you as you begin your educational journey!

HISTORY AND MISSION

HONGIK INTERNATIONAL UNIVERSITY (HIU) was established in 2006 and has since been providing a comprehensive program for individuals who wish to become practitioners of acupuncture and Oriental medicine. Our commitment is to help students achieve their highest potential and to enable them to enhance the quality of life in their community.

Mission

The mission of HONGIK INTERNATIONAL UNIVERSITY is to improve the quality of health care by providing graduate education for training practitioner with courses of traditional Oriental medicine integrated with western medical technology through lecture, hands-on laboratory and clinical training. The University is dedicated to enhancing the standard of professionalism in practice and theory in Traditional Oriental Medicine and the fostering of a commitment to pursue lifelong learning. The University is standing in the forefront to carry forward and develop Traditional Oriental Medicine in American health care. Inherent in the school's mission is nurturing and developing professional healing arts practitioners in their own individual style, art and energy through basic and continuing education.

Purpose

The purpose of HONGIK INTERNATIONAL UNIVERSITY (HIU) is to prepare students for a career as healthcare provider and to develop their intellectual and analytical abilities by offering comprehensive education in Traditional Oriental Medicine. It is to provide job opportunities and an academic environment for faculty to further their studies in their respected fields, to and provide an institution of healthcare education and a clinical center to service the community.

Educational Objectives

HONGIK INTERNATIONAL UNIVERSITY's graduates will

- Possess a solid foundation of knowledge of acupuncture and oriental medicine.
- Demonstrate a firm understanding of the etiology of disease from the Oriental medical and biomedical perspectives and apply this understanding by recommending disease prevention strategies.
- Be able to evaluate patients' exhibiting complaints in a manner that indicates cognizance of all relevant Oriental medical diagnostic paradigms.
- Be able to formulate treatment principles for patients that follow logically from the diagnosis to the treatment procedures.
- To expose students to Oriental medicine, its origin, concepts, applications and philosophy as well as western medical sciences and technology.
- Be able to communicate in a professional and knowledgeable manner about Oriental medicine and biomedicine with relevant healthcare professionals.

Hongik International University has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed for a petition within the preceding five years, or has had no 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.). 94909(a)(12).

ACCREDITATION AND APPROVALS

In 2005 HIU received temporary approval by the Bureau for Private Postsecondary Education (BPPVE).

HIU is currently seeking authorization by California Acupuncture Board, 1747 N. Market Blvd. Suite 180 Sacramento, CA 95834; Phone:(916) 515-5200, Fax:(916) 928-2204; acupuncture@dca.ca.gov.

The Master of Science in Acupuncture and Oriental Medicine program of the Hongik International University School of Acupuncture and Oriental Medicine is not accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), which is the recognized accreditation agency for the approval of programs preparing acupuncture and Oriental medicine practitioners. ACAOM is located at 14502 Greenview Drive Suite 300B Laurel, MD, 301/313-0855; fax 301/313-0912.

The Bureau for Private Postsecondary Education (BPPE) was re-established in January of 2010 and as to current Hongik International University School of Acupuncture and Oriental Medicine "private institution" is seeking full-approval.

Although this private institution was approved to operate by the former Bureau for Private Postsecondary and Vocational Education, our pending application for re-approval to operate has not yet been reviewed by the Bureau for Private Postsecondary Education.

Mailing Address:
Bureau for Private Postsecondary Education
P.O. Box 900818
West Sacramento, CA 95798-0818
Phone: (916) 431-6959
Toll Free: (888) 370-7589

Physical Address:
Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento California, 95833
Web site: www.bppe.ca.gov
E-mail: bppe@dca.ca.gov

CALIFORNIA LICENSURE

In California, a Licensed Acupuncturist (L.Ac.) is a primary care practitioner, able to practice independently and to encompass acupuncture, herbal medicine, nutrition, Oriental massage, acupressure, and breathing techniques into their scope of practice. The California Acupuncture Board (CAB) regulates licensure, and can be contacted at 1747 N. Market Blvd. Suite 180, Sacramento, California 95834, Phone:(916) 515-5200, Fax:(916) 928-2204 or via their website at www.acupuncture@dca.ca.gov. Every student preparing to sit for the licensing examination is advised to contact the CAB before applying for specific information about licensure needs. Since licensure requirements may change without notice, every student is advised to request current information prior to application. The University may not always the most recent changes available and may not know how specific changes will affect individual students. The University will recommend courses to be taken and procedures to be followed based on the best information available.

HIU "private, non-profit institution" is not approved by the California Acupuncture Board, however we are currently making every effort in seeking and attaining approval. HIU's application for approval is currently under review by the Board.

California Acupuncture Board licensing requirements: students must successfully complete a master level program in acupuncture which is approved by the Board, successfully complete a background check with the utilization of a bio-scan fingerprinting device with the Department of Justice (DOJ), in addition to fulfilling other requirements specified by the Board, (please refer to www.acupuncture.ca.gov) for further information. HIU students in its current status may not qualify to sit for the licensure exam administered by the California Acupuncture Board. Although, currently students attending HIU may not apply for the licensure exam, HIU heavily prepares students for the licensure examination as well as practical clinical experience by embedding students with an in-depth and thorough knowledge of theory and diagnostic tools creating a solid foundation from which to apply the skills learned. HIU students have the option of attending the institution till which time it receives approval from the relevant state agencies to be eligible to take the licensure examination or may visit admissions offices of other institutions with the appropriate approvals offering similar degrees; keeping in mind the transferability of credits, described below.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION (HONGIK INTERNATIONAL UNIVERSITY)

"The transferability of credits you earn at Hongik International University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Master of Science degree you earn in Acupuncture and Oriental Medicine is also at the complete discretion of the institution to which you may seek to transfer. If the Master of Science in Acupuncture and Oriental Medicine 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 Hongik International University to determine if your Master of Science in Acupuncture and Oriental Medicine will transfer."

LOCATION AND FACILITIES

HIU is conveniently located near the 10 freeway in Los Angeles. The school's clinic has been in operation for over ten years providing healthcare for hundreds of patients. The HIU campus occupies over 2,400 square feet, and accommodates the administrative offices, clinic, classrooms, library, and herbal pharmacy. All aspects of the school including text, other media, models, acupuncture equipment and supplies and etc. are open to students and faculty without reservation. Faculty members engage students' in-class instruction with the utilization of required and supplemental textbooks, classical white boards, diagrams and drawings, acupuncture and anatomical models, computer relayed overhead projectors, and other forms of audible, visual and hands-on approaches. There is ample parking attached to the building and is free of charge for faculty, students and patients.

LIBRARY RESOURCES

HIU has over 112 square foot library with the subdivisions of approximately 1,000 Chinese texts, 800 Korean volumes of acupuncture and Oriental medicine texts, over 200 English texts and many other traditional and non-traditional supplemental texts divided in sections. The HIU Library computer lab holds four computers and two bluetooth enabled printers for student use and has access to various medical libraries and journals around the world. The library is constantly being updated with the latest publications and the most current research. With full Wi-Fi capability the institution encourages students' to utilize web-based information sites (e.g. pubmed, webmd, healthy.net, haniplan.tistory.com, oasis.kion.re.kr). HIU utilizes the "HONOR SYSTEM", students and faculty may freely access the institution's library during the hours of operation to research information on all mediums offered at the institution. Students and faculty may check out text for a period of 15 days (if required further may re-check-out text). To check-out books: the person shall write their name, indicate if they are a student or faculty member (students are required to enter their student ID numbers), contact number, dates it was checked out, and their signature. For other inquiries please refer to our library staff member.
Library Hours: 9:00am-6:00pm Monday-Friday

ADMINISTRATIVE STRUCTURE

The President of HIU is appointed by the Board of Directors to serve as the Chief Executive Officer. He appoints the officers who serve under and report directly to him.

The members of the Board of Directors and Administration of HIU are as follows:

Board of Directors

Chairman:	Jay J. Ryu, M.S., Ph.D., L.Ac.
Vice Chair:	Kyu Yon Kim, M.S., L.Ac.
Treasurer/ Secretary:	Chan OK Hong, PharmD.

Administration

President/Founder:	Sun Kil Choi, Ph.D., L.Ac.
Administrative Dean:	(Scott) Seung Kun Ahn, M.S., L.Ac.
Academic Dean:	(Scott) Seung Kun Ahn, M.S., L.Ac.
Director of Admissions	Pyong Duk Yang, M.S., L.Ac.
Registrar	Cindy Baek, B.S. Biology
Administrative Asst./ Asst. Librarian	James Choe

Clinic Staff

Clinic Director:	Sun Kil Choi, Ph.D., L.Ac.
Clinic Supervisor	(Scott) Seung Kun Ahn , M.S, L.Ac.
Clinic Manager:	Pyong Duk Yang, M.S., L.Ac.

ADMISSION POLICIES

General Guidelines: HIU admits new students in both English and Korean language programs four times per year: October, January, April, and July. All applicants are strongly encouraged to apply at least one month in advance. Upon completion of the appropriate application procedures for the Masters degree, applications are forwarded to the administrative office for consideration for acceptance. An applicant found to have illegally altered any document, or to have misrepresented information, as part of their application will be permanently disqualified from admission to Hongik International University School of

Acupuncture and Oriental Medicine. It is important to read the application requirements for the degree program as detailed in the school catalog.

ADMISSIONS INFORMATION

Nondiscrimination Admissions Standards

The University does not discriminate based on race, color, national origin, gender, age or physical disability in the employment of faculty and staff, the admission of students, or the operation of its educational programs and activities. Such discrimination is prohibited by Title VI of the Civil Rights Act (pertaining to race, color, and national origin, Title IX of the Educational Amendments of 1972 (pertaining gender), Section 504 of the Rehabilitation Act of 1975 (pertaining to handicap), and the Age Discrimination Act of 1975 (pertaining to age).

Application for Admission

HIU accepts new students at the beginning of each quarter.

Applicants are required to submit the following to the Office of Admissions.

- Completed application form and Enrollment agreement
- $50 nonrefundable Application Fee.
- An official transcript of previous education from each School attended.
- Foreign documents should be with notarized English translation/accompanied with professional evaluation of transcript/s from an agency that is recognized by (NACES).
- Completion of a minimum of 60 School semester units or 90 quarter units.
- Personal Statement. (500 word minimum)
- Two letters of recommendation.

English Language Competency

Non-native English speaking students who are seeking admission into the English language program must have scored at least 500 on the Test of English as a Foreign Language (TOEFL) and at least the current mean score on the Test of Spoken English (TSE).

Students seeking admission into the Korean Language program must have a TOEFL score of no less than 450 and a mean score on the TSE, or the applicant must have completed a two-year (60 semester credits or 90 quarter credits) baccalaureate level education in an institution accredited by an agency recognized by the U.S. Secretary of Education or from an equivalent English language institution in another country. Applicants who do not satisfy this requirement are eligible for admission with English as a second language, but they are required to satisfy the proficiency requirement before beginning the clinical phase of education. HIU prefers iBT TOEFL scores. **These services are not provided by the institution, however testing information at other institutions is readily available to students seeking assistance.**

TOEFL & IELTS

HIU requires that students maintain English proficiency for successful didactic and practical clinical training purposes. Students may complete the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System exam (IELTS). HIU requires a TOEFL Web-based test score of 60 for students entering the English program and 44 for students entering the Korean program, with a mean (average) score on the TSE. HIU requires a computer-based test score of at least 173 and the mean (average) score on the TSE for students entering the English program, 133 and the mean (average) score on the TSE for students entering the Korean program.

HIU requires an IELTS test score of 6.5 for students entering the English program and 5.5 for students entering the Korean program. HIU requires that English program applicants meet the TOEFL or IELTS requirements at the time of admission. Korean program applicants who do not satisfy the requirement may be considered for admission with English as a second language but must satisfy the proficiency requirements in English before beginning the clinical experience. A student may be exempt from the

English language assessment exams if he/she has successfully completed a two-year (60 semester credits or 90 quarter credits) baccalaureate level education in an institution accredited by an agency recognized by the U.S. Secretary of Education.

The Registrar receives and processes all applications and the Academic Dean will review the application for final approval and evaluation of any transferable credits. The student will be notified of their admission status once the application file is complete and has been reviewed by the Dean. All admission documents filed to the University become the property of the University and will not be returned to the student.

- To request an Application, phone (323) 732-8984 or go to www.hongik.ca.

International Students

HIU provides visa services for international students and issues I-20 forms to international students.
Mailing Address: Student and Exchange Visitor Program Attn: (Branch Name or Job Title) SEVP MS 5600, DHS/ICE
500 12th Street, SW Washington, D.C. 20536-5600 SEVP Response Center (703) 603-3400

Requirements for Admission to the Master of Science in Acupuncture and Oriental Medicine Program

Consideration for admission into the Master of Science in Oriental Medicine and Acupuncture Program requires that all applicants have satisfactorily completed a minimum of two academic years (60 semester credits or 90 quarter credits) of education at the baccalaureate level that is appropriate preparation for graduate level work, or the equivalent, from a University accredited or approved by an agency recognized by the U.S. Secretary of Education, with an overall GPA of 2.0 or higher. Those students who have attended graduate level education from foreign the universities or Schools must submit an official transcript evaluation of their academic work and performance.

HIU currently does not offer Title IV Federal Financial Aid or student loans.

This policy applies to students enrolled in:

- Master of Science in Acupuncture and Oriental Medicine(MSAOM) program

The minimum time required to complete the acupuncture program is four academic or three calendar years. The maximum time allowed for completion of the program is twenty-four (24) quarters (six academic calendar years). To complete the program within the maximum twenty-four (24) quarters limit, a student must successfully complete an average of six (6) credit hours each quarter. To be considered a full-time student a student must complete at least twelve (12) credit hours a quarter and forty-eight (48) credit hours each academic year (four quarters).

Part-time students are expected to comply with the twenty-four (24) quarter maximum time limit as a requirement for graduation. If a student withdraws from a course, that course will be considered for new hours at the time of re-enrollment. Failure to complete the curriculum within twenty-four (24) quarters from the date of admission will require that the student reapply for admission. The student will be subject to the standards of HIU in effect at the time of reapplication, and must progress through the curriculum as an entering student.

In addition to the hour requirements for satisfactory academic progress, a student must also maintain minimum quarter and cumulative grade point averages of 2.00. A student is placed on Academic Probation if the student's quarter grade point average falls below a 2.00 or if the cumulative grade point average falls below 2.00. If, at the end of the quarter on Academic Probation, the student does not raise the grade point averages to 2.00, then the student is brought up for Academic Review. A student is not allowed to receive any federal financial aid while on Academic Probation. A student who fails to be removed from Academic Probation by raising the grade point averages to above 2.00 is subject to counseling and may be required to audit courses for review purposes at the student’s expense. Transfer students will be evaluated individually by the Academic Dean according to the above standards of academic progress.

The Academic Dean reviews the academic standing of each student at the end of the quarter. Special schedules are generated for students who deviate from the regular schedule. A student must complete thirty-six units per academic year to progress to the next grade level and maintain INS eligibility if the student is under I-20 (foreign students).

TRANSFER CREDIT POLICIES

The institution has not entered into an articulation or transfer agreement with any other college or university. 94909(a)(8)(A)

1. To request credit for previous coursework, submit official documentation during the Admissions process. A $50 Pre-enrollment Transfer Evaluation fee must accompany the request for transfer credit. After admission into the Master's Program, a $50 Transfer Credit Processing fee is assessed to finalize the transfer of coursework into student records.
   (This fee is refunded after successful completion of first quarter at HIU).
2. Transfer credit may be granted for coursework outside an Oriental Medicine curriculum from an accredited institution provided it is documented by official transcripts. Transfer courses must be equivalent to courses offered at HIU. Course work must have received a passing grade of "C" (2.0 GPA) or better in order to be considered for transfer credit.
3. Transferable courses must have the same content as HIU courses for which transfer credit is being applied. The Academic Dean will determine if this is the case.
4. No more than 20% of graduate semester units/ 30% of graduate quarter units or the equivalent in other units awarded by another institution may be transferred for credit toward a Master's degree. An institution may accept transfer credits only from the institutions of higher learning that are approved by the Bureau, public or private institutions of higher learning accredited by an accrediting association recognized by the U. S. Department of Education, or any institution of higher learning, including foreign institutions, if the institution offering the undergraduate program documents that the institution of higher learning at which the units were earned offers degree programs equivalent to degree programs approved by the Bureau or accredited by an accrediting association recognized by the U.S. Department of Education.
5. Regardless of the conditions cited above, transfer students are required to complete one year of the program (45 didactic quarterly units) to graduate from HIU.
6. Coursework taken at another institution after admission to HIU is not transferable unless approved in advance in writing by the Academic Dean.
7. Students who have completed coursework at a non-accredited institution may request to take a challenge examination for the equivalent course at HIU for which credit is being sought. There is a $100 charge for each challenge examination and a passing score of 70% is required. Only one challenge exam is permitted per subject.
8. HIU does not award credit for prior experiential learning.
9. Courses completed more than 10 years before the date of admission cannot be transferred unless the student currently works in a field relevant to the course.
10. Credits used to satisfy the minimum prerequisites for admission cannot be used for transfer credit.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION (HONGIK INTERNATIONAL UNIVERSITY)

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All foreign transcripts utilized for initial admissions and/or transfer credits must be evaluated from an evaluation agency recognized by the United States Department of Education (DOE). HIU utilizes two recognized agencies:

International Education Research Foundation (IERF) Credentials Evaluation Service

Regular Mail: International Education Research Foundation, Inc. Post Office Box 3665 Culver City, CA 90231-3665
Courier Service: International Education Research Foundation, Inc.6133 Bristol Parkway, Suite 300 Culver City, CA 90230
Phone: 310.258.9451 Fax: 310.342.7086 Website: www.ierf.org

World Education Service (WES) International intelligence Service

Main Office: Phone: 212-966-6311 Toll Free: 866-343-0070 Fax: 212-739-6100 www.wes.org/ca
Postal address: Bowling Green Station P.O. Box 5087 New York, NY 10274-5087
Courier Address: 64 Beaver St, #146 New York, NY 10004

Foreign Transfer Students

HIU may accept units of study completed at foreign acupuncture Schools that do not have status with the Accreditation Commission for Acupuncture and Oriental Medicine. Such transfer students must meet the current requirements that are in effect.
The applicant:

- Must meet the current prerequisites at HIU at the time the student originally enrolled at the health profession program or institution from which the transfer is being made.
- Must have a completed admissions file with all required documents from the transferring institution.

Non-clinically-related academic courses may only be awarded transfer credit in the program if they were taken at the master's degree level or higher.

A student transferring from another acupuncture school must be in good academic standing at that institution. Requests for transfer credit must be submitted within 30 days after matriculation.

A student may be required to demonstrate proficiency via written and/or practical examination in any or all coursework for which transfer credit is sought. Challenge examinations must be completed prior to the quarter in which the course would normally be taken. A student may be required to audit any course for which transfer credit is awarded.

In all cases of transfer credit requests, the Academic Dean may make exceptions to this policy on a case-by-case basis, and her decisions are final.

STATEMENT OF NON-DISCRIMINATION

HIU believes in the principle and practice of equal employment opportunity and equal educational opportunity. HIU does not discriminate on the basis of race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status in its admission, treatment, and evaluation of students or in its hiring, supervision, evaluation, placement, training, or promotion of employees. Other personnel actions such as compensation, benefits, transfers, social and recreation programs, demotion, discipline, and termination are also administered in a non-discriminatory manner.

HIU ensures that personnel and student-related actions are administered in compliance with federal, state, and local laws prohibiting discrimination on the basis of race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status. Preventing discrimination is the responsibility of every student.

Certain physical qualifications are required in the acupuncture profession and in the classroom, laboratory, and clinic activities. These qualifications include: (1) the coordination and ability to use both upper extremities in the performance of common acupuncture procedures and techniques; (2) the manual dexterity to perform in clinical settings without posing a threat to the safety and well- being of one's self, fellow students, or patients; (3) the necessary tactile sense as it relates to the diagnosis and treatment of patients; and (4) visual and hearing senses; to record patient histories; to provide routine patient services safely.

HIU provides reasonable accommodations to qualified individuals with known disabilities to enable them to: (1) apply for admission to HIU; (2) participate or benefit from the services of HIU; and (3) enjoy the other terms, conditions, and privileges of attending HIU.

ACCOMODATIONS FOR STUDENTS WITH DISABILITES

It is the policy of HIU to provide reasonable accommodations for students with disabilities, including learning disabled students and those with health impairments, as well as those with other disabilities. Students, whose disabilities may require some type of accommodation, including course load modification or exam-testing accommodation are encouraged to discuss these with the , as early as possible. Suitable adjustments and accommodations will be worked out on a case-by-case basis between the administrator and the student. It is acceptable for the school to require documentation of disabilities when the disability is in issue.

When medical/physical disabilities are at issue, a doctor's statement will usually be enough, so long as that statement describes both the disability and the limits the disability poses for that student. However, students are advised that there is therefore no promise, representation or assurance by the HIU that the accommodations made or offered to any individual will be offered to anyone else even with a similar situation.

Drug-Free Campus

The Drug-Free Schools and Communities Act Amendments of 1989 require notice to each student of campus standards of conduct on the abuse of alcohol and illegal drugs, the legal sanctions which apply, possible health risks, and available counseling and support programs.

Under this law, the HIU is committed to upholding a drug-free-working environment, one conducive to promote wellness and positive self-development of all members of its community. In keeping with this objective, the HIU will ensure that all of its workplaces are safe and free from the problems and risks associated with the unauthorized use and abuse of alcohol and the illegal use and abuse of drugs.

1) Standards of Conduct

On students' fitness for health care professionals, the unlawful possession, use, or distribution of illegal drugs or alcohol by student are prohibited. The HIU also reserves the right to discipline students for off-campus conduct not in keeping with these standards should if affect their performance in the workplace or classroom.

2) Available Support

HIU will keep a listing of substance abuse and emergency phone numbers in the school clinic or student lounge.

3) Disciplinary & Legal Sanctions

Violations by students of standards of conduct may result in probation, suspension or expulsion from the HIU. In addition, violations of law committed on campus property, or at a HIU event, will be subject to prosecution by federal, state and local government agencies. Penalties for violations may include imprisonment, fines or both. Incidents on the HIU campus or incidents involving members of the HIU community may be reported to civil authorities for legal action.

NONDISCRIMINATION / ANTI-HARASSMENT POLICY

I. Policy of Nondiscrimination

It is the policy of HIU not to discriminate against any student on the basis of race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status protected by the law.

II. Definition of Unwelcome Harassment

As part of its policy of nondiscrimination, HIU prohibits unwelcome harassment and discrimination in all of its employment and academic programs, all HIU extracurricular activities, and all HIU-sponsored events, including events held off campus. "Unwelcome harassment" is verbal or physical conduct by any individual (including employees, students, or third parties) that denigrates or shows hostility or aversion toward a person because of that person's race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status, and that:

(A) has the purpose or effect of creating an intimidating, hostile, abusive, or offensive environment;

(B) with regard to students, has the purpose or effect of unreasonably interfering with an individual's ability to participate in or benefit from an educational program or activity.
(C) otherwise adversely affects an individual's work or learning opportunities.

This includes acts that are intended to be "jokes" or "pranks" but that are hostile or demeaning with regard to race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status.

III. Policy Prohibiting Sexual Harassment

As part of the above-stated nondiscrimination/anti-harassment policy, no student, employee, or any other individual may sexually harass any other individual on HIU property, or in connection with any activity associated with or sponsored by HIU. Students and employees of HIU have the responsibility of ensuring that no student, employee, or third party is subjected to harassment or discrimination by students, employees, or third parties. When harassment occurs and is reported, HIU will initiate appropriate corrective action up to and including removal of the offending party from HIU.

Sexual harassment includes unwelcome sexual advances, sexual jokes or comments, requests for sexual favors or other unwelcome verbal or physical conduct of a sexual nature. This policy is violated when:

With Regard to Students,

(1) such conduct is made either explicitly or implicitly a condition of obtaining an education, a grade, or completion of an academic or clinical requirement;
(2) rejection of such conduct is used as a basis for academic- related decisions such as grading and other performance evaluation, discipline, assignments, or any other condition of studies or academic or career development; or
(3) such conduct interferes with student performance or creates an intimidating, abusive, and offensive environment, even if it leads to no adverse consequences.

IV. Reporting Discrimination and Harassment and Prohibition Against Retaliation

Student Reports

Any student who has a question, concern, or complaint of discrimination, including harassment based on race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status is encouraged to bring the matter to the immediate attention of the Administrative Office.

Administrative Office
Hongik International University School of Acupuncture and Oriental Medicine
4077 W. Pico Boulevard, Los Angeles, California 90019; (323) 732-8984
Any student or employee of HIU who witnesses or receives a report of prohibited discrimination or harassment from another student, employee, or third party is encouraged to report the matter to the appropriate Dean, who may be contacted at the address and phone number indicated above.

Policy Prohibiting Retaliation

HIU prohibits retaliation against anyone for reporting discrimination/harassment, assisting in making a discrimination or harassment complaint, or cooperating in a discrimination or harassment investigation. Retaliation can include any disparaging comments, uncivil behavior, or any other negative treatment of a student by other students, employees, or members of HIU that result from the individual's making a discrimination or harassment complaint or cooperating in an investigation. Any student who believes he or she has experienced or witnessed retaliation should immediately notify an Administrator of the program, at the address and phone number indicated above.

Investigation of all reports of Discrimination/Harassment and Potential Consequences

All reports of discrimination, harassment, or inappropriate conduct will be promptly and thoroughly investigated. HIU will act to ensure that any improper conduct ceases immediately and corrective action is taken to prevent a recurrence. Any student, employee (whether supervisory, non-supervisory or a member of management), or third party who violates this policy will be subject to the full range of

corrective action up to and including suspension/dismissal or termination of employment. HIU will inform the complaining student of the resolution of the complaint as appropriate.
All complaints will be treated confidentially to the extent practicable for an effective resolution. No individual will suffer adverse employment or educational consequences as a result of making a good-faith complaint or taking part in the investigation of a complaint. An individual who knowingly alleges a false claim against another will be subject to the full range of corrective action, up to and including suspension or termination of employment from HIU.

GRIEVANCE PROCEDURES FOR ALLEGATIONS OF DISCRIMINATION AND HARASSMENT

Reports of Alleged Discrimination

All students are encouraged to report alleged discrimination based on race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status. Students and employees may make a report of alleged discrimination or harassment to the following:

- Student Reports: The Administrative Office at the address indicated above.

Students may submit reports of harassment or discrimination verbally or in writing. However, in order to initiate a formal grievance procedure a student or employee must provide or complete a written report. The Grievance Form may be used as a Discrimination/Harassment Report Form which may be found in the Administrative Office.

Informal Resolution

Any student who has a question, concern, or complaint of discrimination, including harassment based on race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status is encouraged to bring the matter to the immediate attention of the Administration at the address and phone number indicated above.

It may be possible to resolve a complaint against a student through a voluntary conversation between the complaining student and the alleged harasser that is facilitated by one of the designated harassment complaint officials indicated above. However, any complaint against an employee will be handled through the formal procedure.
In order to initiate an informal resolution, the complaining party must notify the appropriate employee and submit a report of the incident either orally or by filling out a Discrimination/Harassment Report Form, available at the Administrative Office.

If the complaining party and the alleged harasser feel that a resolution has been achieved through the informal process, then the conversation may remain confidential and no further action needs to be taken. The results of an informal resolution will be reported by the facilitator, in writing, to the Administration.

If the complaining party, the alleged harasser, or HIU employee harassment complaint official chooses not to utilize the informal procedure, or feels that the informal procedure is inadequate or has been unsuccessful, he or she may proceed to the formal procedure.

Formal Resolution

I. Inquiries, Concerns, and Reports of Discrimination and Harassment

Any student who has a question, concern, or complaint of discrimination, including harassment based on race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status is encouraged to bring the matter to the immediate attention of the Administration at the address and phone number previously indicated.

II. Initiating the Formal Grievance Procedure

HIU investigates all reports of discrimination, harassment, and inappropriate conduct. In order to initiate a formal grievance procedure, the complaining employee or student must submit a detailed, written account of the incident. The complaining party may fill out a Discrimination/Harassment Report Form or other similar report. Discrimination/Harassment Report Forms are available at the Administrative Office.

Complaints by students should be submitted to the Administration at the address and phone number previously indicated.

III. Confidentiality and Non-Retaliation Policies

All complaints will be treated confidentially to the extent practicable for an effective resolution. No individual will suffer adverse employment or educational consequences as a result of making a good-faith complaint or taking part in the investigation of a complaint. Any individual who knowingly alleges a false claim against another will be subject to the full range of corrective action, up to and including suspension or termination from HIU.

HIU prohibits retaliation against anyone for reporting acts of discrimination and harassment, or assistance in making a discrimination/harassment complaint, or cooperating in a discrimination and harassment investigation. Retaliation can include any disparaging comments, uncivil behavior, or any other negative treatment of an employee or student by other employees, students, or members of HIU that result from the individual's making a harassment complaint or cooperating in a harassment investigation. Any student or employee who believes he or she has experienced or witnessed retaliation should immediately notify the Administration at the address and phone number previously indicated.

IV. Investigations of Alleged Discrimination/Harassment and Procedures

All reports of discrimination, harassment, and inappropriate conduct will be promptly and thoroughly investigated. The Administration will be responsible for initiating investigations of student complaints. If an incident involves allegations about two or more persons, HIU has the discretion to investigate and decide those matters jointly or separately.

During the investigation, the complaining party and the accused party will have the right to be personally interviewed by the investigator and to refer the investigator to witnesses and evidence.

Following the investigation, a report regarding the alleged discrimination/harassment will be submitted to the Executive Committee (EC) whom will make a decision regarding the disposition of the matter.

The complaining party and the alleged party will be notified in writing regarding the outcome of the investigation and the decision of the Executive Committee (EC).

V. Consequences for Violation of Nondiscrimination/Harassment Policies

HIU will act to ensure that any improper conduct ceases immediately and corrective action is taken to prevent a recurrence. Any student who violates this policy will be subject to the full range of corrective action, up to and including termination of employment or dismissal/suspension from HIU.

VI. Right to Appeal

If the investigation determines that no discrimination or harassment has occurred, the complaining party has a right to appeal. If the decision of the Executive Committee (EC) includes disciplinary action against the accused party, that person has a right to appeal. The appealing party has five working days from the time of notice of the decision to lodge an appeal with the Executive Committee (EC). If an appeal involves allegations against two or more persons, HIU has the discretion to hear the appeal regarding the accused parties separately or jointly.

The Executive Committee (EC) has the discretion to stay any disciplinary action pending appeal. An Appeal Committee will hear appeals regarding alleged incidents of discrimination/harassment. Membership of the committee will be at the discretion of the President.

APPEAL PROCESS:

1. The party initiating the appeal has five working days from the time of notice of the decision in which to lodge a written appeal of the decision with the Executive Committee (EC).
2. No appeals are considered after the deadline has passed.
3. If an appeal is made, the Appeal Committee will be assigned to hear the appeal. This Committee will be comprised of faculty members/employees and students, who will be neutral parties not involved in the alleged incident.
4. This Committee will first meet without the party initiating the appeal present to establish a date and time for a hearing of the appeal. The hearing will normally begin no later than ten working days from the date that the

appeal was submitted. The party will be notified, in writing, by the Committee of the date and time of the hearing no later than three working days prior to its occurrence. The party will also be provided a copy of all written evidence and documentation the Committee has in its possession at approximately the same time. These time frames are for guidance only, and may not be adhered to in all circumstances.

5. Pending the hearing, the party initiating the appeal may remain enrolled or employed at the discretion of the President.
6. Hearing proceedings will be closed to HIU community.
7. In cases where more than one party is involved, the appeals will be heard separately by the Committee, whose findings for each appeal will be dependent of the other(s). There is no requirement that the Committee arrives at identical decisions or imposes identical sanctions for each person involved. Hearing proceedings will not be construed as judicial trials, and as such, legal rules of evidence and civil or criminal rules of procedure need not be followed. The Committee chairperson will determine procedural questions that arise during the hearing and are not covered by the general guidelines described here. The chairperson's ruling will be final and all participants will abide by his/her decision in these situations.

HIU retains the discretion to shorten or lengthen all time frames relating to this hearing process.

- In situations where the party initiating the appeal fails to appear for the hearing, the Committee will meet and determine the matter in his/her absence.
- At the hearing, the party is allowed to appear and give information in support of his/her perception of the incident, see and/or hear all information presented against his/her (unless a witness has been promised anonymity, in which case the Committee will provide a summary), present witnesses or written statements on his/her behalf, question any statements given by witnesses, and be informed in writing of the findings of the Committee.
- At the hearing, the Committee is allowed to determine the order in which witnesses may make statements, determine which person(s) may be present at each stage of the hearing process, question witnesses and/or receive written statements from those who cannot attend the hearing, and dismiss any person, including the accused person, who is obstructing the proceedings. Subsequent to the hearing, the Committee will make its decision in closed session with Committee members only. In all cases, the decision of the Committee will be final and binding.
- The Committee is charged with the responsibility of finding two decisions:
    - Whether the alleged offense did occur, and if so, whether it violated HIU policies, rules, or regulations as stated in official publications (i.e. Catalog, Faculty Handbook, Student Handbook, Clinic Manual)
    - Appropriate actions to be taken.
- The Committee's decision will be communicated in writing to the party initiating the appeal as soon as practical, normally within five working days of completion of the hearing.
- Records of the hearing will be kept in the office of the President, for a period of five years from the date of the hearing, and copies will be available to the party initiating the appeal at his/her request and expense. The preliminary and deliberative meetings of the Committee are not part of the hearing records.

EXTERNAL GRIEVANCE PROCEDURE

Persons having issues directly with the president of the school should contact the Board of Directors. Issues that have not been resolved through the school's administration and/or the Board of Directors should be notified to The Bureau for Private Postsecondary Education (BPPE)

Mailing Address:
Bureau for Private Postsecondary Education
P.O. Box 900818
West Sacramento, CA 95798-0818

Physical Address:
Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento California, 95833

Phone: (916) 431-6959
Toll Free: (888) 370-7589
Web site: www.bppe.ca.gov
E-mail: bppe@dca.ca.gov

Please refer to the school's website for additional information: www.hongik.ca .
Persons may contact the Assistant Secretary for Civil Rights, U.S. Department of Education, in Washington D.C. This policy applies in all matters, including admission and education of students, availability of student loans, grants, scholarships, and job opportunities, employment and promotion of teaching and non-teaching personnel, and students and faculty housing situated on premises that is owned or occupied by HIU.

Time line for institutional responses and actions
The Executive Committee (EC) will initiate an institutional response within five working days from the date the grievance was submitted. The EC will take action within thirty days of the institutional response. The appealing party has five working days to appeal the institutional response.

GRADING SCALE.
This policy applies to students enrolled in:
Master of Science in Acupuncture and Oriental Medicine(MSAOM)

Grade	G.P.A.	Interpretation
A	4.00	Excellent
B	3.00	Above Average
C	2.00	Acceptable
F	0.00	Failure
I	0.00	Incomplete Work
NC	0.00	No Credit
TC	0.00	Transfer Credit
W	0.00	Withdrawal
AU	0.00	Audit
CE	0.00	Challenge Exam

Faculty adhere to the following standardized scale for awarding grades for
Graduation Honors:
Candidates graduating with the following grade point averages are awarded honors at graduation:

- Valedictorian (graduating with the highest cumulative GPA in that commencement class)
- Summa Cum Laude (with highest honor) 3.90 GPA
- Magna Cum Laude (with great honor) 3.7 to 3.89 GPA
- Cum Laude (with honor) 3.5 to 3.69 GPA

The honor is noted appropriately on the diploma.
The grade point average computation is based on all academic coursework at Hongik International University School of Acupuncture and Oriental Medicine, with a minimum residence requirement to graduate from HIU is 45-quarter units (one academic year) for didactic courses.

The academic program for the Master of Science Program in Acupuncture and Oriental Medicine is a minimum 120-week and four academic years. This can be completed, with full-time study, in 36 months. The academic year is based on a quarterly system having 10 weeks per quarter. Students receive 10 hours per credit/unit for didactic training and 20 hours per credit/unit for clinical training. Students will complete a total of 3,400 hours (240-quarter units/2,400 clock hours for classroom instruction courses and 50 quarter units/1000 clock hours for internships. Elective course are optional and are not required for graduation.

GRADE APPEALS

A student is responsible for meeting the standards of academic performance established by HIU and the instructor for each course in which the student is enrolled. A student may appeal a grade only if it was allegedly awarded in an erroneous, arbitrary, capricious, or discriminatory manner. The burden of proof resides with the student.

Erroneous, arbitrary, capricious, or discriminatory grading is defined as:

1. Incorrectly evaluating, calculating, or recording an examination, assignment, or course grade
2. Assigning a grade on some basis other than performance of course assignments, examinations, or class attendance
3. Assigning a grade based on standards that are a significant departure from previously announced standards
4. Assigning a grade based on standards that differ from those used for other students in the course.

Disputes related to grades other than the final grade must be directed to the instructor of the course, whose decision is final. The following procedure is applicable to the final course grade only. Should a student wish to appeal a final course grade, the following procedures are to be followed:

1. The student must meet with the course instructor and attempt to resolve the issue. If the course instructor is part-time, the student may go directly to the instructor's immediate supervisor to resolve the matter, and the supervisor (Academic Dean) will communicate with the course instructor.
2. If the matter cannot be resolved with the course instructor to the satisfaction of the student, then a final written appeal may be directed to the instructor's immediate supervisor. This final written appeal must be submitted within five (5) business days of the beginning of the following quarter. The Academic Dean will hear the appeal, and his/her decision is final. This decision must be reached within one week following submission of the appeal to the supervisor.
3. It is the responsibility of the Academic Dean to notify the student and the course instructor in writing of his/her decision, and to submit all documents used in making the decision to the Office of the Registrar the day after the decision is reached. If a grade change is involved, the supervisor must also submit a grade change form to the Office of the Registrar the day after the decision is reached.

CURRICULUM

DIDACTIC TRAINING (2,400 HOURS)

WESTERN MEDICINE & CLINICAL SCIENCE

Total: 60 units / 600 hours (3 units/30 clock hours for classroom lectures for each subject)

WM 200	HUMAN BIOLOGY
WM 202	CHEMISTRY
WM 204	PHYSICS
WM 206	PSYCHOLOGY & COUNSELING
WM 300	ANATOMY AND PHYSIOLOGY I
WM 302	ANATOMY AND PHYSIOLOGY II
WM 304	ANATOMY AND PHYSIOLOGY III
WM 306	ANATOMY AND PHYSIOLOGY IV
WM 308	WESTERN MEDICAL TERMINOLOGY
WM 400	SURVEY OF WESTERN MEDICINE I
WM 402	SURVEY OF WESTERN MEDICINE II
WM 404	PATHOLOGY I
WM 406	PATHOLOGY II
WM 408	PATHOLOGY III
WM 410	WESTERN PHARMACOLOGY
WM 412	WESTERN CLINICAL PRACTICE I
WM 414	WESTERN CLINICAL PRACTICE II
WM 416	WESTERN PHYSICAL ASSESSMENT
WM 426	BIONUTRITION
WM 430	MEDICAL RESEARCH METHODOLOGY

ORIENTAL MEDICINE THEORY, HISTORY AND PRACTICE

Total: 66 units / 660 hours (3 units/30 clock hours for classroom lectures for each subject)

OM 300	INTRODUCTION TO ORIENTAL MEDICINE I
OM 302	INTRODUCTION TO ORIENTAL MEDICINE II
OM 304	ASIAN MEDICAL TERMINOLOGY
OM 306	ZANG-FU 1
OM 308	ZANG-FU-2
OM 310	FIVE ELEMENTS
OM 312	HISTORY OF ORIENTAL MEDICINE
OM 314	DIAGNOSIS OF ORIENTAL MEDICINE I
OM 316	DIAGNOSIS OF ORIENTAL MEDICINE II
OM 318	DIAGNOSIS OF ORIENTAL MEDICINE III
OM 322	SURVEY OF SYNDROMES
OM 400	O.M. INTERNAL MEDICINE I
OM 402	O.M. INTERNAL MEDICINE II
OM 404	O.M. INTERNAL MEDICINE III
OM 406	O.M. INTERNAL MEDICINE IV
OM 408	O.M. GYNECOLOGY
OM 410	MEN'S HEALTH AND UROLOGY
OM 412	HUANG DI NEI JING
OM 444	CASE SEMINAR I
OM 446	CASE SEMINAR II
OM 448	CASE SEMINAR III
OM 504	LANGUAGE OF MEDICINE

ACUPUNCTURE THEORY AND PRACTICE

Total: 60 units / 600 hours (All courses are 3 units/30 clock hours classroom lectures)

AC 300	INTRODUCTION TO ACUPUNCTURE
AC 302	ACUPUNCTUREI
AC 304	ACUPUNCTUREII
AC 306	ACUPUNCTURE ANATOMY
AC 308	ACUPUNCTURE ENERGETICS
AC 310	SURVEY OF MERIDIAN THEORY
AC 312	QI GONG
AC 314	TAI CHI
AC 400	ACUPUNCTURE TECHNIQUES I
AC 402	ACUPUNCTURE TECHNIQUES II
AC 404	ACUPUNCTURE THERAPEUTICS I
AC 406	ACUPUNCTURE THERAPEUTICS II
AC 408	CLINICAL POINT SELECTION
AC 410	TUINA I
AC 412	TUINA II
AC 414	REFLEXOLOGY
AC 422	CLINICAL ACUPUNCTURE I
AC 424	CLINICAL ACUPUNCTURE II
AC 436	MICROSYSTEMS
AC 506	MODERN ACUPUNCTURE

HERBOLOGY

Total: 45 units / 450 hours (3 units/30 clock hours for classroom lectures for each subject)

HB 300	INTRODUCTION TO HERBOLOGY
HB 302	HERBOLOGY I
HB 304	HERBOLOGY II
HB 306	HERBOLOGY III
HB 308	HERBOLOGY IV
HB 310	SURVEY OF HERBOLOGY
HB 400	HERB FORMULA I
HB 402	HERB FORMULA II
HB 404	HERB FORMULA III
HB 406	HERB FORMULA IV
HB 408	SURVEY OF FORMULAS
HB 410	ADVANCED HERBAL FORMULAS
HB 500	SHANG HAN LUN/WEN BING XUE I
HB 502	SHANG HAN LUN/WEN BING XUE II
HB 504	FORMULA WRITING

PRACTICE MANAGEMENT

Total: 9 units/ 90 hours (3 units/30 clock hours for classroom lectures for each subject)

PM 500	CLINIC MANAGEMENT & PUBLIC HEALTH I/CPR
PM 502	CLINIC MANAGEMENT & PUBLIC HEALTH II
PM 504	CLINIC MANAGEMENT & PUBLIC HEALTH III

CURRICULUM OF CLINICAL TRAINING

- Prerequisites for Clinical Training: Students must pass the Level 1 Clinical examination covering basic AC and HB courses.

		Units	Hours
HP 1	HERBAL PHARMACY	2	40 (Internship)
HP 2	HERBAL PHARMACY	2	40 (Internship)
			=80 hours
CO 1	CLINIC OBSERVATION (LEVEL 1)	2	40 (Internship)
CO 2	CLINIC OBSERVATION	2	40 (Internship)
CO 3	CLINIC OBSERVATION	2	40 (Internship)
CO 4	CLINIC OBSERVATION	2	40 (Internship)
CO 5	CLINIC OBSERVATION	2	40 (Internship)
	Clinic Observation Internship Total	= 10 units	= 200 hours
	Supervised Practice and Diagnosis and Evaluation		
CI 1	CLINICAL INTERNSHIP (LEVEL 2)	2	40 (Internship)
CI 2	CLINICAL INTERNSHIP	2	40 (Internship)
CI 3	CLINICAL INTERNSHIP	2	40 (Internship)
CI 4	CLINICAL INTERNSHIP	2	40 (Internship)
CI 5	CLINICAL INTERNSHIP	2	40 (Internship)
CI 6	CLINICAL INTERNSHIP	2	40 (Internship)
CI 7	CLINICAL INTERNSHIP	2	40 (Internship)
	Supervised Practice and Diagnosis and Evaluation		
CI 8	CLINICAL INTERNSHIP (LEVEL 3)	2	40 (Internship)
CI 9	CLINICAL INTERNSHIP	2	40 (Internship)
CI 10	CLINICAL INTERNSHIP	2	40 (Internship)
CI 11	CLINICAL INTERNSHIP	2	40 (Internship)
CI 12	CLINICAL INTERNSHIP	2	40 (Internship)
CI 13	CLINICAL INTERNSHIP	2	40 (Internship)
CI 14	CLINICAL INTERNSHIP	2	40 (Internship)
CI 15	CLINICAL INTERNSHIP	2	40 (Internship)
CI 16	CLINICAL INTERNSHIP	2	40 (Internship)
CI 17	CLINICAL INTERNSHIP	2	40 (Internship)
CI 18	CLINICAL INTERNSHIP	2	40 (Internship)
	Clinical Supervised Practice Internship Total	= 36units	= 720 hours
		Total Clinic Hours	= 1000

*Currently HIU does not offer the clinical portion of study at the institution for reasons under: **State of California Business and Professions Code Section 4935**. However, once HIU has obtained the approval of the California Acupuncture Board to operate, HIU will commence its operation of the institution's clinic and will allow acupuncture students/interns to fulfill their clinical requirements.*

COURSE DESCRIPTIONS

WESTERN MEDICINE & CLINICAL SCIENCE

WM 200 HUMAN BIOLOGY (3 units/ 30 hours)
No Pre-requisite
An introduction to a general study of life systems, including biological concepts and processes, metabolism, response and reproduction system, designed as an introduction to the health care science.

WM 202 CHEMISTRY (3 units/ 30 hours)
No Pre-requisite
The fundamentals of organic chemistry, with an introduction to organic chemistry and biochemistry, including metabolism, the structure and function of carbohydrates, lipids, proteins and nucleic acids basic to the study of nutrition.

WM 204 PHYSICS (3 units/30 hours)
No Pre-requisite
Basic principles of general physics and biophysics, including general mechanics, electromagnetism, basic optics, introductory modern physics, and its application to the area of acupuncture.

WM 206 PSYCHOLOGY & COUNSELING (3units/30 hours)
No Pre-requisite
An introduction to basic principles of psychology with an emphasis on relationships between patients and therapists. This course also deals with personal understanding, self-actualization, communication, and some basic counseling skills for a therapist.

WM 300 ANATOMY AND PHYSIOLOGY I (3 units/30 hours)
PREREQUISITE: WM 200, WM 202
A study of human surface anatomy, including those landmarks important to the location of acupuncture meridians and points as well as basic study of human anatomy and physiology including the organization of the body and the skeletal and muscular systems.

WM 302 ANATOMY AND PHYSIOLOGY II (3 units/ 30 hours)
PREREQUISITE WM 200, WM 202
This course details the muscular system, anatomy and physiology of both digestive and respiratory systems, physiology of exercise and energy metabolism

WM 304 ANATOMY AND PHYSIOLOGY III (3 units/ 30 hours)
PREREQUISITE: WM 200, WM 202
A study of the cardiovascular, lymphatic, nervous, endocrine systems, sensory organs, and hormonal organs.

WM 306 ANATOMY AND PHYSIOLOGY IV (3 units/ 30 hours)
PREREQUISITE: WM 200, WM 202
A study of the respiratory, digestive, reproductive and endocrine systems, genetics, heredity, physical growth and development.

WM 308 WESTERN MEDICAL TERMINOLOGY (3 units/ 30 hours)
No Pre-requisite
A study of Western medical terminology and nomenclature, including major prefixes, roots and suffixes.

WM 400 SURVEY OF WESTERN MEDICINE I (3units/ 30hours)
PREREQUISITE: WM 300-308
A survey of internal medicine, pharmacology, neurology, surgery, obstetrics/gynecology, urology, radiology, nutrition and public health.

WM 402 SURVEY OF WESTERN MEDICINE II (3 units/ 30 hours)
PREREQUISITE: WM 300-308
A survey of the clinical practice of medicine, osteopathy, dentistry, psychology, nursing, chiropractic, podiatry, and homeopathy to familiarize practitioners with the practices of other health care practitioner.

WM 404 PATHOLOGY I (3units/ 30 hours)
PREREQUISITE: WM 200, WM 202
This course examines cellular damage, response to injury, inflammation, neoplasia and the healing response.

WM 406 PATHOLOGY II (3units/30 hours)
PREREQUISITE: WM 200, WM 202
This course presents an in-depth study of the pathology of the neurological and endocrine systems.

WM 408 PATHOLOGY III (3units/30 hours)
PREREQUISITE: WM 200, WM 202
This course presents an in-depth study of the pathology of the respiratory and cardiopulmonary systems.

WM 410 WESTERN PHARMACOLOGY (3units/ 30hours)
No Pre-requisite
A survey of Western pharmacology, with emphasis on classification, major actions, and side effects of commonly prescribed medications; including the effects of such drugs on Oriental diagnosis.

WM 412 WESTERN CLINICAL PRACTICE I (3 units/ 30 hours)
PREREQUISITE: WM 308, WM 416
This course will cover western physical diagnostic processes, using the three clinical skills such as history taking, physical examination, and logical thinking. The course will examine conventional treatments for major diseases.

WM 414 WESTERN CLINICAL PRACTICE II (3 units/ 30 hours)
PREREQUISITE: WM 308, WM 416
Continuation of WM 412. The course will cover history taking, physical examination and diagnostic procedures of the head, nervous system, thorax, and abdomen. The course will examine conventional treatments for major diseases.

WM 416 WESTERN PHYSICAL ASSESSMENT (3 units/ 30 hours)
PREREQUISITE: WM 308
This course will cover western physical assessment processes, with its emphasis on three clinical skills such as history taking, physical examination, and logical thinking.

WM 426 BIONUTRITION (3 units/ 30 hours)
PREREQUISITE: WM200, WM202
The study of the clinical aspects of nutrition, including essential nutrients such as carbohydrates, proteins and fats, vitamins, micro and macro nutritional elements. This class also studies diseases resulting from nutritional deficiencies and how they are evaluated.

WM 430 MEDICAL RESEARCH METHODOLOGY (3units/ 30 hours)
PREREQUISITE: WM 200-204, WM 308, WM 410, WM 416, WM 426
This course introduces statistical analysis of medical research, the means by which information is gathered, the formation of a hypothesis and the basic construction of a clinical research trial. Emphasis is placed on how to research and interpret the results of clinical trials for clinical application.

THEORY AND PRACTICE OF ORIENTAL MEDICINE

OM 300 INTRODUCTION TO ORIENTAL MEDICINE I (3units/30 hours)
No Pre-requisite
This course provides student with an introduction to the basic principles and theories of Traditional Chinese Medicine, including Yin-Yang theory, Five Element Theory, Qi and its various energetic expressions, the Vital Substances, and the Function of the Zang-Fu Organs

OM 302 INTRODUCTION TO ORIENTAL MEDICINE II (3units/ 30 hours)
No Pre-requisite
This course is the second part of two classes that provides students with an introduction to the basic principles and theories of Traditional Chinese Medicine, including The Extraordinary Fu Organs, The Etiology and Pathogenesis of Disease, Diagnostic Methodology, and Pattern Identification.

OM 304 ASIAN MEDICAL TERMINOLOGY (3units/ 30 hours)
No Pre-requisite
An introduction to basic Oriental Medical terminology and the Chinese characters that are commonly used in Traditional Chinese Medicine.

OM 306 ZANG-FU THEORY I (3units/ 30 hours)
PREREQUISITE: OM 300, OM 302
This course provides student with a comprehensive introduction to identification of pattern disharmony using Zang-Fu theory.

OM 308 ZANG-FU THEORY 2 (3units/ 30 hours)
PREREQUISITE: OM 300, OM 302
Zang-Fu 2 will continue to build on the knowledge gained from OM 306 Zang-Fu 1 in order to understand complicated syndromes of the Zang-Fu, where two or more organs are diseased at the same time.

OM 310 FIVE ELEMENT THEORY (3units/ 30 hours)
PREREQUISITE: OM 300, OM 302
This course provides the student with a comprehensive introduction to Five Element Theory; its use by the Chinese to understand and predict natural and social phenomena, and it's application when treating disease.

OM 312 HISTORY OF ORIENTAL MEDICINE) (3units/ 30 hours)
No Pre-requisite
This course introduces the student to the historical development of Oriental Medicine by exploring its progress from shamanistic beginnings right up to the present day integration with Western Medicine.

OM 314 DIAGNOSIS OF ORIENTAL MEDICINE I (3units/ 30 hours)
PREREQUISITE: OM 306-310
This course provides students with an in-depth study of the four pillars of Oriental diagnosis: observation, auscultation & olfaction, inquiry, and palpation.

OM 316 DIAGNOSIS OF ORIENTAL MEDICINE II (3units/ 30 hours)
PREREQUISITE: OM 306-310
OM 316, Diagnosis 2, builds on the knowledge gained from the previous course OM 314 and will continue to develop the skills necessary to master the four pillars. Students will also continue to improve their ability to apply the information from signs and symptoms to the diagnosis of case studies. Each week of class will include a practical session.

OM 318 Diagnosis of Oriental Medicine III (3units/ 30 hours)

PREREQUISITE: OM 306-310This course provides students with a comprehensive study of the identification of patterns which indicates the process of identifying the basic disharmony that underlies in all clinical manifestations. This course will handle all the theories of the identification of patterns within the internal organs.

OM 322 SURVEY OF SYNDROMES (3units/30 hours)
PREREQUISITE: OM 314-318
This course reviews all of the basic theory covered so far with the aim of preparing the student for entry into the clinic. The course will focus on preparing the student to pass the clinic intern entrance exam.

OM 400, OM 402, OM 404, OM 406 O.M. INTERNAL MEDICINE I, II, III, IV (3units/ 30 hours each)
PREREQUISITE: OM 314-318
This course provides students with an in-depth study of common disorders in TCM internal medicine, including etiology, pathogeneses, and diagnosis. Students will also learn herbal and acupuncture treatments of syndromes as well as the integration of western medical diagnoses and treatment principles.

OM 408 O.M. GYNECOLOGY AND PEDIATRICS (3 units/30 hours)
PREREQUISITE: OM 314-318
This course will prepare students to apply Traditional Chinese medical diagnosis, differentiation and treatment to Gynecological disorders and Obstetrics in clinical practice.

OM 410 MALE UROLOGY AND MEN'S HEALTH (3units/ 30 hours)
PREREQUISITE: OM 314-318
This course will prepare students to apply Traditional Chinese medical diagnosis, differentiation and treatment plan to disorders of Male Urology in clinical practice.

OM 412 HUANG DI NEI JING (3 units/30 hours)
PREREQUISITE: OM 314-318
An in depth study and interpretation of the "Yellow Emperor's Inner Classic".

OM 444 CASE STUDIES I (3 units/30 hours)
PREREQUISITE: OM 400-406
Through the presentation and discussion of clinical cases students will be asked to make a diagnosis, an acupuncture treatment plan, and herbal prescription using patient files with the names erased. Ethical considerations will also be discussed.

OM 446 CASE STUDIES II (3 units/30 hours)
PREREQUISITE: OM 400-406
Continuation of OM 444. Through the presentation and discussion of clinical cases students will be asked to make a diagnosis, an acupuncture treatment plan, and herbal prescription using patient files with the names erased.

OM 448 CASE STUDIES III (3 units/30 hours)
PREREQUISITE: OM 400-406
Continuation of OM 446. Through the presentation and discussion of clinical cases students will be asked to make a diagnosis, an acupuncture treatment plan, and herbal prescription using patient files with the names erased.

OM 504 No Pre-requisite THE LANGUAGE OF MEDICINE (3 units/30 hours)
This class is will introduce the English speaking student to the Chinese language, with special emphasis on memorizing characters that are relevant to the understanding and translation of Chinese medical texts.

THEORY AND PRACTICE OF ACUPUNCTURE

AC 300 INTRODUCTION TO ACUPUNCTURE (3units/ 30 hours)
No Pre-requisite
This course is a will introduce the student to the meridian system of Traditional Chinese Medicine with an overview of acupuncture point location, channel pathways, nomenclature, and point classification. Class discussion will also include a brief introduction to the history of acupuncture as well as the development of microsystems and scalp acupuncture.

AC 302, AC 304 ACUPUNCTUREI, 2 (3units/ 30 hours each)
No Pre-requisite
These two courses build on the knowledge gained from AC300 with a more detailed study of channel pathways and acupuncture point location of the meridians. Point classification will be revisited along with an introduction to their clinical use.

AC 306 ACUPUNCTURE ANATOMY (3units/ 30 hours)
PREREQUISITE: AC 300
This course is a detailed study of acupuncture point locations and their channel pathways in relation to their anatomical location and their proximity to nerves, tendons, ligaments, blood vessels, and bones.

AC 308 ACUPUNCTURE ENERGETICS (3units/ 30 hours)
PREREQUISITE: AC 302, 304
This course will explore in depth the characteristics and clinical application of all the special categories of acupuncture points. Students will learn which category of acupuncture point is the most appropriate for a variety of clinical situations.

AC 310 SURVEY OF ACUPUNCTURE (3units/ 30 hours)
PREREQUISITE: AC 308
Is an In-depth study of Meridian theory: the distribution of channels, branches, and collaterals in the human body, including their physiological function, pathological changes and interrelationships with all of their related internal organs.

AC 312 QI GONG (3 units/ 30 hours)
No Pre-requisite
The course will cover the basic principles of Qi Gong, and will introduce to the student the importance of breathing and movement as a way to restore and maintain health. This practical class will also teach the student the importance of using Qi gong to cultivate one's Qi in order to become a better doctor.

AC 314 TAI CHI (3 units/ 30hours)
No Pre-requisite
The course covers the Chinese system of movement and meditation known as Tai Chi Chuan, which was designed to maintain good health and longevity. Students will understand how this system can strengthen the body and calm the mind by promoting the free flow of Qi.

AC 400, AC 402 ACUPUNCTURE TECHNIQUES I & 2 (3units/ 30 hours each)
PREREQUISITE: AC 306
This course is a thorough introduction to the use of acupuncture needles. This will include how to treat the different regions of the body with regard to safe insertion, depth, and stimulation. The two classes will also explore how to use electrostimulation, moxibustion, gua sha, and cupping.

AC 404, AC 406 ACUPUNCTURE THERAPEUTICS 1 & 2 (3units/ 30 hours each)
PREREQUISITE: AC 308
This course is a detailed study of therapeutic application of acupuncture points. The student will learn which type of acupuncture points are applied to the different types of pathology such as the six external pathogens, excess of the seven emotions, and Qi and Blood stagnation.

AC 408 CLINICAL POINT SELECTION (3 units/30 hours)
PREREQUISITE: AC 400-406
This course will familiarize the student with the different combination of acupuncture points that are commonly used in the modern clinical setting. The class will be tailored to suit the Western practitioner and reflect the types of problems seen in the typical clinic.

AC 410, 412 TUINA 1 & 2 (3 units/ 30 hours)
No Pre-requisite
This course is an introduction to the system of manual manipulation used in Traditional Chinese Medicine. Students will become familiar with the use of manipulation and massage for the treatment of musculoskeletal problems and internal disease.

AC 414 REFLEXOLOGY (3 units/30 hours)
No Pre-requisite
This course explores the holistic ideology behind the massage techniques associated with modern reflexology. Students will be introduced to the idea of Microsystems and how, using massage technique, this can be applied to treat all forms of disease.

AC 422, 424 CLINICAL ACUPUNCTURE 1 & 2 (3 units/30 hours)
PREREQUISITE: AC 408
This course will build on the information gained in AC 408 and will further explore the use of acupuncture points and their application to disease conditions. Students will continue understand their use by applying their knowledge to case studies that involve problems such as chronic pain, autoimmune disorders, mental emotional issues etc.

AC 436 MICROSYSTEMS (3 units/ 30hours)
PREREQUISITE: AC 300-304
This course explores in depth the use of Microsystems as an independent form of treatment as well as an adjunct therapy to body acupuncture. The class will explore the history of Microsystems, including the origin of ear acupuncture in Europe as well as the use of scalp acupuncture in modern Chinese Medicine.

AC 506 MODERN ACUPUNCTURE (3 units/ 30hours)
PREREQUISITE: AC 310
This course will introduce the student to some of the more modern trends in acupuncture that have occurred in Asia, Europe, and America within the last century. Students will learn about the rise of acupuncture analgesia as a result of the integration of Chinese and Western Medicine, as well as the use of Sasang constitutional therapy, I Ching acupuncture, and the Master Tong system used in Taiwan.

HERBOLOGY

HB 300 BOTANY AND INTRODUCTION TO HERBOLOGY (3 units/ 30 hours)
No Pre-requisite
This course will provide the student with an introduction to the different Herbal Categories contained within the Chinese Herbal Pharmacopoeia. This class will also provide students with an introduction to Chinese Medical Theory and the various methods of syndrome differentiation such as Eight Principles, Zang-Fu, Shan Hun Lun, and Wen Bing theory. Students will also be taught basic preparation and storage methods for Chinese herbs

HB 302 HERBOLOGY I (3 units/ 30 hours)
No Pre-requisite
This course forms the basic body of knowledge required before beginning the study of herbal formulas, and is a detailed study of herbs in the following categories: Herbs that release the exterior, herbs that clear heat, downward-draining herbs, and herbs that drain dampness, with special emphasis on their clinical application as well as classification, taste, temperature, entering channels, and contraindications.

HB 304 HERBOLOGY II (3 units/ 30 hours)
No Pre-requisite
This course forms the basic body of knowledge required before beginning the study of herbal formulas, and is a detailed study of herbs in the following categories: Herbs that dispel wind-dampness, herbs that transform phlegm and stop coughing, aromatic herbs that transform dampness, herbs that relieve food stagnation, and herbs that regulate the qi, with special emphasis on their clinical application as well as classification, taste, temperature, entering channels, and contraindications.

HB 306 HERBOLOGY III (3 units/ 30 hours)
No Pre-requisite
This course forms the basic body of knowledge required before beginning the study of herbal formulas, and is a detailed study of herbs in the following categories: Herbs that regulate the blood, herbs that warm the interior and expel cold, and tonifying herbs, with special emphasis on their clinical application as well as classification, taste, temperature, entering channels, and contraindications.

HB 308 HERBOLOGY IV (3 units/ 30 hours)
No Pre-requisite
This course forms the basic body of knowledge required before beginning the study of herbal formulas, and is a detailed study of herbs in the following categories: Herbs that stabilize and bind, substances that calm the spirit, aromatic substances that open the orifices, substances that extinguish wind and stop tremors, herbs that expel parasites, substances for topical application, and obsolete substances, with special emphasis on their clinical application as well as classification, taste, temperature, entering channels, and contraindications

HB 310 SURVEY OF HERBS (3 units/ 30 hours)
PREREQUISITE: HB 302-308
This course will teach students the art of combining Chinese herbs. The purpose is to bridge the gap between learning the herbs and constructing formulas. Students will more easily understand and remember how formulas are created, and why medicinal combinations are very important when it comes to modifying standard formulas with additions and subtractions. Students will be instructed on Drug/Herb Interactions and why it is critical knowledge when dispersing herbs.

HB 400 HERB FORMULA I (3units/ 30 hours)
PREREQUISITE: HB 302-308
This course covers herbal formulation and formula categories and their relationships to differentiation of patterns and disease etiologies. The course will cover the classical herbal formulas in the following categories: Formulas that release the exterior, formulas that clear heat, formulas that drain downward, formulas that harmonize, with a detailed analysis of the functions and properties of the formulae,

individual herbs in each formula, the way herbs work in the formula, the clinical applications of each formula, and variations on the basic formula.

HB 402 HERB FORMULA II (3units/ 30 hours)
PREREQUISITE: HB 302-308
This course covers herbal formulation and formula categories and their relationships to differentiation of patterns and disease etiologies. The course will cover the classical herbal formulas in the following categories: Formulas that treat dryness, formulas that expel dampness, formulas that warm interior cold, formulas that tonify the qi, with a detailed analysis of the functions and properties of the formulae, individual herbs in each formula, the way herbs work in the formula, the clinical applications of each formula, and variations on the basic formula.

HB 404 HERB FORMULA III (3units/ 30 hours)
PREREQUISITE: HB 302-308
This course covers herbal formulation and formula categories and their relationships to differentiation of patterns and disease etiologies. The course will cover the classical herbal formulas in the following categories: Formulas that tonify the blood, formulas that regulate the qi, formulas that invigorate the blood, formulas that stop bleeding, formulas that stabilize and bind, with a detailed analysis of the functions and properties of the formulae, individual herbs in each formula, the way herbs work in the formula, the clinical applications of each formula, and variations on the basic formula.

HB 406 HERB FORMULA IV (3units/ 30 hours)
PREREQUISITE: HB 302-308
This course covers herbal formulation and formula categories and their relationships to differentiation of patterns and disease etiologies. The course will cover the classical herbal formulas in the following categories: Formulas that calm the spirit, formulas that expel wind, formulas that open the orifices, formulas that treat phlegm, formulas that reduce food stagnation, and formulas that expel parasites, with a detailed analysis of the functions and properties of the formulae, individual herbs in each formula, the way herbs work in the formula, the clinical applications of each formula, and variations on the basic formula.

HB 408 SURVEY OF HERB FORMULAS (3units/30 hours)
PREREQUISITE: HB 400-406
This course is a review of clinically significant herbs with special emphasis on herbs in the state board formulas. Completion of this class will help reinforce the properties and important clinical functions of the most important and commonly used herbs in the Chinese Herbal Pharmacopoeia. Due to the volume of herbs to be covered, this class will not focus on the more obscure functions. This will increase the student's confidence as an herbalist and serve as a good review for the Comprehensive and State Board Exams.

HB 410 ADVANCED HERB FORMULA (3units/30 hours)
PREREQUISITE: HB 400-406
This course presents a detailed analysis of the most clinically significant formulae and their relationships to differentiation of patterns and disease etiologies. The categories of formulas addressed in this course form the basis for the student's future development as an Herbalist. Understanding these formulas will provide a platform from which to begin formula writing. The course will cover approximately 63 classical herbal formulas, with a detailed analysis of the functions and properties of the formulae, individual herbs in each formula, the way herbs work together in the formula, the clinical applications of each formula, and various ways to modify in response to changes in the patient's disease pattern.

HB 500 SHANG HAN LUN THEORY (3 units/30 hours)
PREREQUISITE: OM 314-318, HB 400-406
This course provides students with an in-depth study of the signs, symptoms, and syndromes relating to the differentiation of disease according to the Shang Han Lun (Six- Channel Differentiation). Discussion of this theory, which was developed to help understand epidemics, will also cover appropriate herbal and acupuncture treatment for each syndrome.

HB 502 SHANG HAN LUN/ WEN BING II AND SAN JIAO THEORY
(3 units/30 hours)
PREREQUISITE: OM 314-318, HB 400-406
This course provides students with an in-depth study of the signs, symptoms and syndromes relating to the differentiation of disease according to the Wen Bing (4 Stage Differentiation), and San Jiao Theory. Discussion of Both of these theories, which were developed to answer the shortfalls of Shun Hun Lun theory, will include appropriate herbal and acupuncture treatment.

HB 504 FORMULA WRITING (3 units/30 hours)
PREREQUISITE: HB 400-406
This course provides students the ability to write formula prescriptions on their own. While embracing the classic formulas students will learn how to formulate and modify previously learned formulas by the use of modules compared to the whole formulas usually used.

PRACTICE MANAGEMENT

PM 500 CLINIC MANAGEMENT AND PUBLIC HEALTH I/CPR (3units/30 hours)
No Pre-requisite
This course will examine all of the technical aspects of treatment with regards to technical guidelines and minimum standards of practice. Upon completion, the student will understand equipment sterilization and disinfection protocols, blood borne pathogen risks, and the technical aspects of electro acupuncture, moxibustion, gua sha, and cupping. They will also know the basic procedures for CPR, CNT and First Aid. They will be introduced to the protocols of state and federal regulations such as OSHA and HIPAA. This course will instruct on how to manage and provide patient care and how to communicate with patients.

PM 502 CLINIC MANAGEMENT AND PUBLIC HEALTH II (3units/30 hours)
No Pre-requisite
This course provides students with the knowledge to create a risk management plan for their clinic enabling them to practice safely in social, legal and medical contexts in America. Upon completion, the student will be able to assess the many dimensions of risk and implement practical strategies for the prevention of harm. This course will also educate students about the legal aspects of treatment including scope of practice, professional duties and liabilities, the role of the primary care physician, liability for negligence in the performance of duties, FDA device standards and how this is applied to acupuncture devices, and FDA dietary supplement regulations. This course will instruct on how to manage and provide patient care and how to communicate with patients.

PM 504 CLINIC MANAGEMENT AND PUBLIC HEALTH III (3units/30 hours)
No Pre-requisite
This course will provide students with the experience of observing many of the private clinics that are thriving. They will learn first-hand from practitioners on what practices they utilize to build up their own clinics. On a week by week basis students will visit different clinics and have an opportunity to ask practitioners the basic fundamentals of sustaining a private clinic and will be presented with information regarding insurance billing and workers compensation. This course will instruct on how to manage and provide patient care and how to communicate with patients.

RECOMMENDED COURSE SEQUENCE

The completion of the Master's program follows a straightforward sequence of required courses. The Academic Dean has different sequence outlines of based on the various needs of the students. The Academic Dean is always available to help students construct their ideal course sequence.

DESCRIPTION OF CLINICAL TRAINING COURSES

(PREREQUISITE) Prior Recommended Courses for the clinic are numerically in order as followed.

HP 1 and HP 2 HERBAL PHARMACY (2 units/ 40 hours each)

These courses provide supervised clinical practice experience in the herbal pharmacy. Students will select, weigh, and compound herbal prescriptions. Students will gain a deeper understanding of how herbs are used in formulas and will be more familiar with the herbs on the state board list. Students will gain the knowledge of identifying the most commonly used raw and prepared substances in the Materia Medica; know their taste, temperature, entering meridians, actions, contraindications, clinical applications and common biomechanical constituents for drug interactions and common dosage guidelines. Students will understand the ethical considerations with respect to prescribing herbs. They will also learn to appropriately manage, care and store herbs and herbal products in consideration to spoilage and the infestation of bugs.

CO 1-5 CLINIC OBSERVATION (LEVEL 1) (2 units/ 40 hours each)

This is the first stage of clinical training and consists of five consecutive 40-hour clinic blocks. Students will gain a practical understanding of previously learned theories and techniques and how they relate to patient management and care by observing and assisting a senior intern who is supervised by a faculty acupuncturist. Observers may not apply acupuncture during this phase of internship. The observer's main objective is to view the acupuncturist and senior intern to increase their own knowledge visually. In this way, the student will gain more knowledge and confidence to work independently with the patients and the clinic front desk.

CI 1-7 CLINICAL INTERNSHIP (LEVEL 2) (2 units/40 hours each)

In this next stage of training, the student will begin the transition from observer to intern, and under the guidance of the Supervisor, will now become more involved in the diagnosis, evaluation, and treatment of patients. Level 2 interns may physically apply acupuncture and in its many other modalities which are within the scope of practice (moxibustion, cupping, tuina, gua sha and etc.). For scope of practice review the California Acupuncture Board and other local agencies for current updates. Student involvement with the patient's treatment is dependent on the Student's knowledge and the Supervisor's evaluation during supervised practice internship. During the level 2 internship (CI1-7) portion of the clinical training interns will be under the constant supervision of a program approved supervisor. Supervisors will assist the intern with every aspect of the diagnosis, evaluation and treatment of the patient. There are seven 40 hours-blocks in the level 2 internship.

CI 8-18 CLINICAL INTERNSHIP (LEVEL 3) (2 units/40 hours each)

The final stage of an intern's training (Level 3) is still conducted under the supervision of clinical supervisor. However, the intern is required to demonstrate a complete and thorough understanding of all elements of clinical diagnosis, evaluation and treatment. CI 8 and CI 9 also relates to clinical case presentations. During this level of internship the intern may apply acupuncture and other modalities with the supervision of a qualified faculty acupuncturist (clinical supervisor). The interns are required to demonstrate their skill and knowledge from patient intake and diagnosis to acupuncture treatment and herbal prescription. Case presentation will also include any ethical considerations whenever this is relevant. At this stage, students are encouraged to present their own treatment modalities for instructor evaluation. This course is intertwined with supervised clinical practice internship and is the next step before graduation, state and national examinations for licensure, licensure and private practice. There are eleven 40 hours-blocks in the level 3 internship.

Currently HIU does not offer the clinical portion of study at the institution for reasons under: ***State of California Business and Professions Code Section 4935****. However, once HIU has obtained the approval of the California Acupuncture Board to operate, HIU will commence its operation of the institution's clinic and will allow acupuncture students/interns to fulfill their clinical requirements.*

AUDITING CLASSES

This policy applies to students enrolled in the MSAOM degree program

1. Only currently enrolled students are eligible to audit courses. A student wishing to voluntarily audit a course must obtain the approval of the Academic Dean and then register in the same manner as for-credit courses. Auditing is a privilege and is only allowed on a space-available basis.
2. A student may only audit courses that have been previously passed satisfactorily. Previously earned credits and grades will remain in force.
3. The audit is documented on the student's transcript with a grade of "AU."
4. A student auditing a course may be required, at the instructor's discretion, to attend and participate in class, complete assignments, and/or take examinations.
5. A student who is required by HIU to audit a course must completely satisfy all course requirements as determined by the course instructor. Failure to do so may result in having to repeat the audit in the next quarter of enrollment, which may compromise anticipated graduation date, scholarship status, and ability to complete the degree program on time.

ATTENDANCE

Successful completion of the educational objectives at HIU requires a significant commitment of time for class work and outside study each day. Attendance is required at all times, as only complete attendance in all coursework will enable a student to benefit fully from instructors' identification of subject matter relevance, classroom information and discussion extending beyond the scope of course texts and, for the MSAOM program, practical clinical experiences.

Each faculty member will establish his/her own policies and procedures dealing with tardiness and absenteeism and will publish these policies and procedures in course syllabi.

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

Leave will be granted for required military duty for up to a maximum of two weeks annually, and it will be considered an excused absence.

Course credit will be given only if the student is present at least eighty percent (80%) of the time and completes the course with a passing grade. Should absences exceed twenty percent (20%) of scheduled class time, the student will be dismissed from the course with a grade of "F." When excessive absences have occurred due to certain extenuating circumstances beyond the student's control, the student may submit a written request to the Academic Dean for reinstatement in the course. Such an appeal must include all documentation that verifies the reasons for the excessive absence. Upon review of this material, the Academic Dean may or may not reinstate the student in that course. The decision of the Academic Dean is final.

ADDING A COURSE

Courses may be added through the end of the second full calendar week of each quarter of the masters program. Thereafter, adding a course is not allowed.

Should a student request to add a course, the following steps are to be followed:

1. Obtain the appropriate form from the Registrar's Office.

2. Complete the form and obtain the necessary signatures.

3. Return the completed, signed form to the Registrar's Office.

A student adding a course is responsible for all course requirements from the beginning of the course.

When a student alters his/her schedule (i.e., adding or dropping a course), his/her future scholarship eligibility, anticipated graduation date, and/or eligibility to complete the degree program within the maximum time period allowed may be compromised.

DROPPING CLASSES

This policy applies to students enrolled in the MSAOM degree program.

A student may withdraw from a course through the end of the fifth week of the quarter. A course from which a student withdraws will appear on the student's transcript with a 'W."

After the withdrawal deadline has passed, withdrawal is not allowed, and the student will remain enrolled in the course through the end of the quarter, unless the student withdraws from HIU completely.

Should a student find it necessary to withdraw from a course, the following steps are to be followed:

1. obtain the appropriate form from the Office of the Registrar.
2. complete the form and obtain the necessary signatures.
3. return the completed, signed form to the Office of the Registrar.

A student pursuing the MSAOM degree may withdraw from a particular course only two times. Thereafter when a student enrolls in a course for the third time from which he/she has withdrawn previously, the student must remain enrolled in the course and receive a grade (other than "W"). If a student is withdrawn from a course by HIU or as a result of an error in registration or course schedule conflicts, then the grade will not be a "W." Complete withdrawal from HIU and a special permission from the Academic Dean will modify this policy.

When a student withdraws from a course, his/her future scholarship eligibility, anticipated graduation date, or ability to complete a degree program within the maximum time period allowed may be compromised.

WITHDRAWAL FROM THE MASTER'S PROGRAM

A student wishing to withdraw from HIU during a quarter must consult the Registrar prior to withdrawal, and must complete and return a Withdrawal form to the Office of the Registrar prior to departure. Signatures are required on HIU Withdrawal Form from the Office of the Registrar, the Academic Dean.

These signatures will indicate that:

1. counseling either has been offered or has occurred,
2. withdrawal from HIU is in the best interest of the student,
3. the student has been made aware of any existing obligations, financial or otherwise, to the institution.

These signatures do not mean that the student is cleared of any outstanding obligations in these areas.

Completion of this process will insure that the student receives a 'W' (withdrawal) for all courses not yet completed. Failure to complete this process will result in the student receiving a grade of "F" in those courses.

When a student withdraws from HIU, his/her future scholarship eligibility, anticipated graduation date, or ability to complete a degree program within the required time frame will be affected.

A student who withdraws from HIU and subsequently wishes to return must apply in writing for re-admission and must receive approval prior to enrollment.

HIU may withdraw a student from HIU for reasons such as:

1. Failure to meet scheduled financial obligations,
2. Health related matters that prevent the student from meeting all course obligations,
3. Other reasons deemed appropriate by HIU.

A student may appeal forceful withdrawal by HIU in writing, with appropriate documentation,

A student may withdraw from or be withdrawn from HIU a maximum of two times. The third withdrawal will result in dismissal from the institution.

If a student believes extenuating circumstances were involved, the student may appeal the dismissal. The appeal must be submitted in writing, with appropriate documentation, to the Academic Dean. The appeal will be heard once, and the decision of the Committee is final.

INCOMPLETE COURSEWORK

An instructor may issue an "I" (incomplete) to a student at the end of a term if that student was performing at an acceptable level in the course, but due to extenuating circumstances was unable to complete all course requirements.

"Performing at an acceptable level" means performance at a passing level ("C" or better). Without a history of acceptable performance in a course, a student is not eligible to receive an "I."

"Extenuating circumstances" means exceptional situations that normally fall into medical, family, or emergency/accident categories. The student must provide prior communication and documentation (except in emergency situations) to the course instructor in a timely manner before consideration is given as to whether or not a circumstance is extenuating. In the absence of extenuating circumstances, a student is not eligible to receive an "I." Poor academic performance is not considered an extenuating circumstance.

A student receiving an "I" for a course must complete all course requirements by the end of the second week of the following quarter or it will automatically become an “F” or the "I" will be changed automatically to a grade of "NC" and the entire course must be repeated, either that term or the next time the course is offered. Should this happen, and should the now failed course be a prerequisite to a course or courses in which the student is currently enrolled, the student will be dropped from that/those course(s).

A course instructor must submit a grade change form to the Office of the Registrar within forty-eight (48) hours of the time a student completes all course requirements to resolve an "I."

SATISFACTORY ACADEMIC PERFORMANCE

All required coursework must be completed with a grade of "C" or better. A student who fails to meet this grade requirement must repeat the failed course during the next quarter of enrollment. A student who fails a course is not allowed to enroll in any courses for which the failed course is a prerequisite.

A student who fails to pass the repeated course may re-enroll in HIU, but will only be allowed to enroll in the twice-failed course; no new hours will be allowed. Depending upon the individual circumstances, the Academic Dean may also allow the student to audit a course/courses or retake other failed courses. A student who fails a course for the third time will be dismissed from HIU.

When a student fails a course, his/her future scholarship eligibility, anticipated graduation date, and/or eligibility to complete the degree program within the maximum time period allowed may be compromised.

A course failure may be appealed if the student believes the grade was awarded in an erroneous, arbitrary, capricious, or discriminatory manner (see policy on Grade Appeals).

Dismissal may be appealed to the Academic Dean if the student believes there were exceptional circumstances (not related to academic ability). The appeal must be submitted, in writing, with appropriate documentation, by the end of the quarter in which the status was imposed. The appeal will be heard once, and the decision of the Committee is final.

Academic Dean reserves the right to establish the specific schedule of any student enrolled in HIU.

REPEATING A PASSED COURSE

A student requesting to re-enroll in a successfully passed course must petition the Registrar and the Academic Dean. The student must pay the regular tuition. The grade earned for the repeated course will be recorded accordingly in the quarter that the course is repeated, and the transcript will reflect that this is a repeated course. The original grade for the course and grade for the repeated course will both appear on the transcript. The cumulative grade point average will be calculated as in any other case.

ACADEMIC WARNINGS AND ACADEMIC PROBATION

A continuing student is placed on Academic Probation whenever his/her cumulative or quarter grade point average falls below 2.00. To remove Academic Probation status, a student must raise both his/her cumulative and quarter grade point averages to 2.00 or higher.

A student on Academic Probation who fails to raise both his/her cumulative and quarter grade point averages to 2.00 or higher at the end of the quarter on Academic Probation is given Academic Counseling.

A student given Academic Counseling who raises both his/her cumulative and quarter grade point averages to 2.00 or higher at the end of the quarter on Academic Probation is placed on Academic Probation for the next quarter of enrollment. A student on Academic Probation who fails to raise both his/her cumulative and quarter grade point averages to 2.00 or higher may be asked to repeat courses the following quarter for review purposes. The second suspension of a student from the institution for academic reasons results in the student being dismissed from HIU. A student suspended from the institution for academic reasons and subsequently re-admitted will enter on Academic Probation.

If a student believes there were extenuating circumstances that led to Academic Probation, Suspension, or Dismissal, the student may appeal his/her status to the Academic Dean. The appeal must be submitted in writing, with appropriate documentation, no later than the end of the first week of the quarter for which the status is imposed. The appeal will be heard once, and the decision of the Academic Dean is final.

If an appeal from Suspension is granted, the student may re-enroll for one quarter under Academic Probation. If the student fails again, he/she will be permanently dismissed.

HIU reserves the right to establish the specific schedule of any student enrolled in HIU.

SUSPENSION / DISMISSAL FROM HIU

A student failing to remove himself/herself from Academic Probation after Counseling will be suspended from HIU for one quarter. Academic Suspension is a one-quarter event.

A student who does any of the following will be dismissed from HIU and may not re-enroll in the program as either a continuing or new student:

1. Fails to remove himself/herself from Academic Probation a second time.

2. Fails the same course for the third time.
3. Withdraws or is withdrawn from HIU for the third time.

A student may appeal his/her dismissal to the Scholastic Regulations Committee if the student believes there were exceptional circumstances (not related to academic ability). The appeal must be submitted, in writing, with appropriate documentation, by the deadline indicated in the Academic Calendar in the quarter for which the status is imposed. The appeal will be heard once, and the decision of the Committee is final. If the appeal is approved, the Scholastic Regulations Committee may describe specific conditions that may be required for the student to complete prior to returning.

LEAVE OF ABSENCE FROM HIU

Leave of absence from HIU is defined as voluntary non-enrollment for one or more quarters, with the intention of subsequent re-enrollment. It is distinct from withdrawal from HIU, which may occur during a quarter.

A student on a leave of absence must apply in writing to the Academic Dean for re-admission and must receive approval prior to enrollment. If the student was in attendance at another HIU during the Leave of Absence, the Academic Dean will require an official transcript and letter of good standing from that institution before considering the student's request for re-admittance. The maximum period of time for each leave of absence for the MSAOM degree program is four consecutive quarters but no more than six quarters in total. A leave of absence beyond these limits will result in the loss of all academic credits accrued in the program, and an individual wishing to return to HIU must reapply for admission as a new student and must meet all admission requirements in effect at the time of application.

When a student takes a leave of absence from HIU, his/her future scholarship eligibility, anticipated graduation date, and/or eligibility to complete the degree program within the maximum time period allowed may be compromised.

RE-ADMISSION

Candidates for re-admission are those students not currently in continuous attendance but who were previously enrolled at HIU. These students must apply for re-admission.

If a student withdraws for only one quarter, past course credits will be included in the overall transcript without evaluation. If more than one quarter has passed since leaving school, the courses and the student's knowledge will have to be evaluated by the Academic Dean. A special schedule may be necessary.

EXAMINATIONS

During the quarter, examinations are administered at the discretion of the individual instructor. Examinations may be written, oral, or practical. With the exception of a few courses, a final written examination, mid-term, or practical examination maybe required of every student enrolled in a course.

Written and practical final examinations may only be administered at their scheduled times during finals week. An unexcused absence from a final examination will result in an "F" grade for that examination, and the instructor will award a course grade accordingly.

MAKE-UP EXAMINATIONS

A make-up examination is defined as an examination administered subsequent to the regular time because the student failed to take the examination at the regularly scheduled time. Make-up examinations are reserved only for those students with documented emergencies that prevent the student from taking a scheduled examination. The documented emergency must be verifiable. Formats of make-up examinations are not required to be identical to the regularly scheduled examination - such issues are left up to the faculty member's discretion. A make-up exam fee of $50.00 will be assessed in addition to the students final examination grade being dropped by one full grade/ or 10% equivalent.

Retaking Examinations

Retake examinations are defined as examinations offered to eligible students who have failed a course as a result of a failing final examination grade. A student may not take a retake examination and a make-up final examination in the same course in the same quarter. A retake exam fee may be assessed.

The retake examination may only be taken if the student's grade in the course immediately prior to taking the final examination is a “C-“ or better. The student must earn a minimum score of 70% on the retake examination in order to pass the examination. Failure to achieve this score will result in the student being required to repeat the failed course. The maximum grade the student may earn in the course if the retake examination is passed is a "C." A student may only retake a maximum of three exams per term. The retake examination will be partially or substantially different than the original final examination.

Retake examinations will be given only once, on a date, time, and place to be determined by HIU, which may include breaks, weekends, holidays, etc.

Challenge Examinations

Students with prior coursework not directly transferable to HIU may request a Challenge Exam with the approval of the Academic Dean. Challenge Examinations are subject to the following guidelines.

1. The student must take a separate examination for each course challenged.
2. The student must achieve a minimum of 70% on each exam taken.
3. Challenge exams may not be repeated.
4. All challenge exams must be successfully completed by the end of the second quarter of enrollment.
5. All challenge examinations are subject to a charge of $100 plus the current tuition for the course being challenged.

HIU's transfer credit and challenge exam price and policies are also stated in the HIU General Catalog.

TRANSFER OUT

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION. The transferability of credits you earn at HIU is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Master of Science degree in Acupuncture you earn in Master of Science in Acupuncture and Oriental Medicine is also at the discretion of the institution to which you may seek to transfer.

If the credits and/or Master of Science degree 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 course work 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 HIU to determine if your credits and/or Master of Science degree will transfer”.

ACADEMIC POLICIES AND STANDARDS

Academic policies of HIU relate to numerous issues of vital importance to the students. Occasionally the stipulations given in the Catalog and in the Student Handbook require revision to satisfy the requirements of regulatory agencies, directives of the Trustees, or decisions of the faculty; thus, the rules, regulations, and curriculum information may change throughout the students' education. Students will be notified of such changes by various delivery methods (i.e., direct mail, announcements at assemblies, written notices on bulletin boards). It is the students' responsibility to periodically check for such changes and direct any questions to the registrar or other persons with knowledge of these policies. Such changes will also be brought to the attention of students at each registration.

ACADEMIC POLICIES

Scholastic Regulations and Graduation Requirement Attendance Policy
Classroom attendance is not left to the discretion of the students. Attendance is recorded from the first date of each quarter.
A student cannot earn credit in a class if his and her absence exceeds 20%
Students finding it necessary to withdraw from school must file intent to withdraw at the office. Those who fail to follow proper procedures in withdrawing will receive F in the courses the students dropped.

Students coming to class late (two minutes or more) will receive TARDY in the record. Three tardies are regarded as one absence.

Class Registration

Continuing students are required to register for courses for the following quarter by the scheduled deadline. A late registration fee is charged for students who register after the registration period.

The registration process is as follows:

- Completion of the registration form,
- Approval of course selection by the Academic Dean
- Confirmation of registration

Registration is approved when all tuition and fees have been paid and there are no outstanding debts to the University. A student is not counted as present in class until registration has been approved.

Students who have not enrolled for at least four quarters or one calendar year or four quarters should refer to the procedures under Readmission to the University. Students who are readmitted are subject to all of the requirements of the catalog in which they reenrolled.

A student is considered “full-time” when registered for a minimum of 12 academic units. All students are required to enroll for a minimum of 6 academic units per quarter. Students who wish to enroll for fewer than 6 academic units per quarter must receive written permission from the Academic Dean for each quarter in which 6 or fewer academic units are being registered.

Ethical Principles and Practices

Students are to conduct themselves in a responsible and mature manner, and to abide by the policies of the University. It is the responsibility of each student to display academic honesty and integrity, and thus reflect the highest ideals of the University through their conduct and behavior.

Any form of academic dishonesty or inappropriate conduct by students, faculty or staff will be dealt with in an appropriate manner following the procedures of due process.
Due process provides that students be told in writing about the charges against them, that they be given a fair opportunity to refute them, and there be terms of appeal for a decision.

Causes for Disciplinary Actions

Following the procedures consistent with due process, a student may be placed on probation, suspended or dismissed, or given a lesser sanction for any of the following:

- Cheating or plagiarism on the academic program
- Forgery, change of University documents, or knowingly providing false information
- Disruption of the educational or administrative process of the University, by acts of expression
- Physical abuses or destruction of University property; physical abuse or threat of abuse to student, University employees or their families
- All other actions in violation of law or violating the purpose of the University or the rights of those who comprise the University.

Disciplinary actions

Faculty members are responsible for determining the type of disciplinary action in incidents of cheating or plagiarism.

A decision to place a student on probation, suspension, or dismissal is determined by a Hearing Committee in matters of repeated cheating or plagiarism or matters of serious violations in student conduct. If a student believes that he or she has been wrongfully charged or penalized, the student may appeal the decision to the Student Conduct Appeals Committee.

Academic Dishonesty

Any form of academic dishonesty is a gross violation of University policy.
Faculty should make every reasonable effort to foster honest academic conduct. If the faculty member believes there is evidence of academic dishonesty of a student, it is the faculty member's responsibility to take action against the student. Faculty members should notify their classes of the ethical standards needed in their courses and the permissive procedures in class work and examination, preferably in the course outline shared to students.

Academic dishonesty is considered as any form of cheating, plagiarism or attempt to gain credit for academic work through fraudulent, deceptive or dishonest means. The following definitions are not intended to be all-inclusive:

- Cheating:

The intentional use or attempt to use unauthorized materials, information or study aids in any academic exercise, such as: copying from another's test; submitting work previously presented in another course; using sources or materials not allowed by the instructor In an examination; altering grading materials; sitting for an examination by a surrogate or acting as a surrogate; or any act which defrauds the results of the academic process.

- Plagiarism:

Taking the ideas, words, or specific concepts of another and offering them as one's own, without giving credit to the source, such as: the word for word use of another's material without the proper citation of the source; paraphrasing information from another's work without the proper reference.

Hearing Committee

When repeated instances of academic dishonesty are reported or the student is accused of a serious violation of student conduct, the student may be subject to dismissal from the University, or some lesser sanction. Any student so accused is guaranteed an unbiased hearing before disciplinary action is taken and has the right appeal an unfavorable decision.

On Committee Hearing, specific penalties that might be considered are:

- Review - No action
- Warning
- Requirement that the work be repeated
- Reduction of grade on specific work in question
- A failing grade for the work in question, or for the entire course.

CLINICAL EDUCATION POLICIES

A. ATTENDANCE AND SCHEDULE

Attendance and punctuality is essential to keeping a good relationship with the patients. Any inconveniences should immediately be reported to the Clinic Supervisor and the office.

1. The clinic hours are from 9:00 AM to 6:00 PM.
2. It is suggested that interns come early to check that day's activities.
3. Meetings are held at 9:15 AM and 2:15 PM.
4. If an intern arrives 15 to 30 minutes after the meeting starts, a "30 minutes late note" will be placed in the student's file. Arriving late (one hour or more) will result his or her and her clinic shift a "forfeit" for that day. In case of an emergency, on notice and clearance by the Clinic Supervisor or Clinic Director, an intern may leave the clinic before the end of the day.
5. If clinical hours are not completed during the course, make-up hours in one-hour increments can be arranged during vacation time following the end of quarter. Previous written authorization should be approved before making up hours.
6. Any infraction in recording clinic internship hours is a serious matter and will not be tolerated at the HIU Clinic. Any intern caught punching another intern's time card or not punching out their card upon leaving the clinic will be brought before a Council Meeting for proper disciplinary action.
7. No handwriting in the time cards will be recognized unless approved by the Clinic Supervisor.
8. Before leaving the clinic, all-time cards must be signed by the Clinic Supervisor. Past time cards will not be recognized without the Clinic Supervisor's signature.
9. Lunch times should be recorded on the card but will not be counted as clinical time.
10. The clinic office will count only the properly recorded hours and compare those with the patient's chart.
11. Clinical credits are only awarded as clinic hours and not as academic hours.
12. Clinic Orientation is a mandatory meeting and is considered as part of clinical training (10 hours).

All clinical hours are granted after registration, and any hours before or after clinic assistance will not be counted.

B. CODE OF CONDUCT

The following shall be considered but not limited to, serious violations of accepted standards for intern behavior:

Unbecoming, improper or unprofessional conduct while on duty, including the use of or residual effects of alcohol, illegal drugs and the making of false or misleading statements to a patient or attempts to treat or make statements of cure for venereal disease, cancer or sexual malfunction; injury of a patient during any procedure removal of a patient file from the clinic or any illegal act, theft, or willful destruction of HIU property; falsification of clinical records, whether patient or intern records or requirements, including signing in for another intern; falsification of a Supervisor's signature; refusal to treat or otherwise provide assistance to any patient; the use of unauthorized procedures or technique or therapy; moral turpitude; presentation of an intern as a licensed acupuncturist; or persistent violation of HIU clinic dress code.

1. Dress Code:
Interns will conform to a standard outfit to assure that both the individual and the clinics have at all times a professional appearance. All interns shall obtain and wear a long sleeve and knee length white clinic coat, which is to be worn properly buttoned or zipped at all times while in the clinic, whether on or off clinic duty. The white clinic lab coat should be cleaned as needed to reflect a professional look. Male interns shall wear slacks or suit trousers with a dress shirt and tie tied in place; female interns shall wear slacks and blouses with conservative necklines. All interns shall be expected to wear dress shoes with proper socks. Sandals and loafers will be prohibited. Jeans, shorts, skirts above the knees and other non-professional apparel are prohibited during any of internship hours.

2. Grooming:
Students/interns will display good habits of grooming and personal hygiene at all times. Especially, but not limited to the clinic, clothing shall be kept clean and pressed; jewelry shall be minimal; use of cologne or perfume are discouraged because of potential allergic reaction by the patient(s) and other students.

3. Presentation:
No student/ intern will represent himself or herself inside and outside the Campus as a Doctor of Acupuncture or a Licensed Acupuncturist, either verbally or on professional cards. Further, the Article 5, Section 1399.456 of the *Standards of Practice in the Laws and Regulations Relating to the Practice of Acupuncture* mandate the following statements:

> Under existing law, CCR Section 1399.456, licensed acupuncturists who have obtained a doctorate degree issued from a school not approved by the California Bureau of Private Postsecondary and Vocational Education and the Acupuncture Board, cannot advertise or use the title "Doctor of Oriental Medicine" or "O.M.D." An opinion from Legislative Counsel dated August 24, 1999, #21895, stated that the first paragraph of Section 1399.456 would be declared invalid by a court as violating the equal protection clauses of the U.S. and California Constitutions (for treating those whose doctorate degrees are from out-of-state differently than those who are similarly situated/qualified but whose doctorate degrees are from California Institutions). The proposed regulatory change would amend this section to allow licensed acupuncturists who have obtained their doctorate degree from an accredited, approved or authorized educational institution outside of California to use the title Doctor of Oriental Medicine.

4. Conversation:
Interns will keep their voices lowered at all times while in the clinic, in consideration of other interns and their patients. Loitering in clinic halls or on stairways is discouraged. The intern room shall be available to interns as a place for study and not for recreation. Interns shall be expected to assist in keeping the room clean and orderly. All clinic personnel shall share responsibility for the appearance and cleanliness of the clinics. Each intern shall be responsible for straightening up any areas, which they have used, including examination rooms, treatment booths, and any devices or equipment.

5. Compliance with OHSA and HIPAA Regulation
All interns and Clinic personnel shall comply with all the Rules, Regulations and Procedures established by OSHA and HIPAA for the safety and privacy of patients, interns, employees and visitors, if any. The OSHA and HIPAA rules, regulations and procedures can include, but are not limited to, the following:

- Full compliance with the HIU dress code and in particularly to the wearing of clean lab coat and closed shoes (no open-toed or clog type shoes).
- Full compliance with OSHA Procedures for Safety Issues with Special Techniques, the use of disinfectants, and proper hand washing.
- Full compliance with OSHA Procedures for the disposal of infectious waste and the disposal of Acupuncture needles after treatments in the "Sharp Containers" (the Bio-Hazardous bags or containers). Used Acupuncture needles cannot be disposed in trashcans or left on the table(s) or treatment room floors.
- Full compliance with OSHA Procedures for cleaning up a needle spill.

- Full compliance with OSHA Procedure for the disposal of used cotton balls in the trashcan or Biohazard bag.
- Full compliance with OSHA Procedure for the disposal of used gloves in the trashcan or Bio-Hazard bag.
- Be knowledgeable and competent in the management of accidents to include the management of inadvertent injury to important organs, the handling of emergency and first aid. In dealing with any emergency, the intern must see the Clinic Supervisor at once and fill out an incident report, if needed. Further, all interns must be proficient in handling all emergency matters.
- Full compliance with HIPAA regulations regarding the privacy act for patients.

The HIU interns, under any circumstances, are not allowed to treat students, other interns, friends or relatives without following the proper clinical procedures established above and found in the HIU Clinic Intern Training Manual.

6. Disciplinary Action
Violations of the clinic Code of Conduct, as outlined in the previous section, will result proper disciplinary measures, including a note on the intern's permanent records and possible suspension from clinic or dismissal from HIU. The Clinic Director will have the authority to suspend or dismiss any intern who has engaged in any activity that can be considered damaging to HIU Clinic program. The Academic Dean will mail notice of official action to the intern. Lesser infractions of policy will be handled by the Clinic Supervisor. The above sanction will be carried out according to procedures in HIU Catalog, under the section, *Sanction*.

> "A decision to place a student on probation, suspension, or dismissal is determined by a Hearing Committee in matters of repeated cheating or plagiarism or matters of serious violations in student conduct. If a student believes that he or she has been wrongfully charged or penalized, the student may appeal the decision to the Student Conduct Appeals Committee."

C. OTHER RULES

If there are no patients during clinic hours, we strongly recommend interns to use the time to review previous charts or ask questions on patient management to their Clinical Supervisor. Any discussions with the Clinic Supervisor should take place in the intern room or at an empty clinic station and keep the front desk area and hallway clear for patient traffic.

(a) All interns' "ins and outs" from clinic should be recorded on an individual time card.
(b) At the end of each day, the Clinical Supervisor should sign all cards.
(c) The Clinical Director or supervisor should validate any written time cards.
(d) Mealtimes (lunch or dinner) should be recorded and will not be added to clinical hours.
(e) The Clinic Office will compare patient's chart with time cards to sum up all hours.
(f) Time cards are personal and any third-party involvement will cause disciplinary actions.
(g) Credit is granted for real clinic time and students should watch their schedule to avoid overlap with academics.
(h) Orientation is mandatory and is included in clinic hours.

HERBAL PHARMACY
HIU's pharmacy utilizes raw, decocted, pill form and powdered herbs and is centrally located within the schools' clinic.

More details are written in the Clinic Training Handbook.

GRADUATION REQUIREMENTS

HIU confers the degree Master of Science in Acupuncture and Oriental Medicine upon individuals who meet the following requirements:

- A minimum of two calendars years (eight quarters) of attendance at HIU.
- Completion of the two calendar years (twenty-four months) of enrollment at HIU.
- Satisfactory completion of all courses and hours required by HIU.
- Satisfactory completion of all clinical requirements, including quantitative and clinical hours, as stated in the Clinic Training Manual.
- A minimum cumulative grade point average of 2.00.
- Recommendation for graduation by the MSAOM program faculty.
- Completion of HIU exit interviews and participation in commencement exercises.
- Completion within a six-calendar year period. A student must graduate no later than six calendar years after matriculation into the program. Transfer students must meet this requirement within an equivalent time frame, deducting the previous academic credit accepted.
- Complete payment of all balances to HIU. (Official transcripts and the diploma will not be released until this occurs.)

Eligibility to participate in all commencement activities related to degree programs requires that a student be officially registered for all final coursework needed for completion of that degree by the last day of registration for the respective term.

BUREAU for PRIVATE POSTSECONDARY EDUCATION (BPPE)

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:

Bureau for Private Postsecondary Education

Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818
Phone Number: (916) 431-6959
Toll Free Number: (888) 370-7589
Fax Number: (916) 263-1897
(website: www.**bppe**.ca.gov)

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.

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

Although this institution was approved to operate by the former Bureau for Private Postsecondary and Vocational Education, our pending application for re-approval to operate has not yet been reviewed by the Bureau for Private Postsecondary Education.

TUITION, FEES AND EXPENSES

In addition to maintaining an appropriate academic record, each student is expected to be financially responsible to HIU in order to remain in good standing.

Tuition must be paid minimum of 1/3 before a student is classified as registered. After the ten day of class, a penalty will be assessed for all payments of tuition and fees, unless an authorized deferment has been made by the Registrar.

Hours and Credits: A clock hour is defined as fifty (50) minutes of attendance in a course. A clock hour is equivalent to a contact hour. Clock hours are monitored because the State of California specify clock or contact hours, rather than credit units as a licensure requirement which is 3,000 hours starting 2005. The credit unit is monitored because it is the standard unit of measurement for educational experience within the educational community. In detail, students receive 10 hours per credit/unit for didactic training and 20 hours for clinical practice. Student will complete a total of 3400 hours (240 quarter units/2400 clock hours for classroom instruction courses and 50 quarter units/1000 clock hours for internships, which are required for graduation from the program.
The following tuition and fees are set effective the date of this publication. HIU reserves the right to alter tuition or fees and the regulations governing them as deemed necessary and without notice.

General Fees	**Non-Refundable=NR**
• Application for admission	$50.00 **NR**
• Registration Fee	$100.00**NR**
• Late Registration	$ 25.00**NR**
• Student Association Quarterly Fees (Optional)	$ 20.00
• Late Tuition Payment	$ 25.00**NR**
• Student Identification Card (per card)	$ 10.00**NR**
• Returned Check Fee	$ 25.00**NR**
• Herb Sample Fee (x4)	$ 25.00**NR**

Documents	
• Official Transcripts	$10.00 **NR**
• Certificate of Attendance	$10.00 **NR**
• Student Records	10 cents per page **NR**

Tuition and Academic Fees	
• Didactic Courses (Classroom instructions)	$ 115.00 per Quarter Unit
• Clinical Training Courses (Internship)	$ 115.00 per Quarter Unit
• Audit Course	$ 60.00 per course
• Foreign Student Application (F-1 Visa Student)	$ 200.00 **NR**
• Malpractice Insurance for Observers and Interns (Subject to change as insurance carrier rates change)	$ 65.00 Per Quarter **NR**
• Installment Plan Surcharge $ 25.00 per payment	($75.00 total/quarter)**NR**
• Pre-enrollment Transfer Evaluation fee	$ 50.00 **NR**
• Transfer Credit Processing fee	$50.00 **NR**
• **STRF (Non-Refundable)**	$87.50 **NR**

Examination Fees	
• Challenge Examination per course	$100.00 (plus regular tuition rate)**NR**
• Intern Level Examination per level (3x)	$ 25.00 **NR**
• Final Comprehensive / Graduation Examination	$150.00**NR**
• FC/GE make-up examination	$ 50.00 **NR**
• Retake examination	$ 50.00 **NR**

Graduation Fee	
• Cap and Gown (Includes transcripts to CAB, NCCAOM and Diploma)	$250.00 **NR**

Approximate Total Cost of Program
(Assessed and calculated by a 4-year enrollment period, costs will vary depending on a shorter or longer enrollment period.)

- Tuition $33,350.00
- Total Education Cost (excluding books and misc.) $35, 552.50 (all institutional fees inclusive)
- Text books, herb samples and clinic supplies $ 1,500.00 approximately

All HIU Fees are subject to change without notice.

TUITION PAYMENT PLANS

A student may make payment arrangements with the Registrar. Tuition may be paid in installments. All fees must be paid at the time of the first tuition installment. A processing fee of $25 per payment will be charged. Installment payments must be made according to the following schedule:

1st Payment: Due at registration of classes
2nd Payment: Due at the beginning of the 1st week of the quarter
3rd Payment: Due at the beginning of the 5th week of the quarter

STUDENTS RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day of enrollment, whichever is later. 94911(e)(1)

REFUND POLICY

Refund Policy for Withdrawal from Course

Cancellation or Withdrawal shall occur when you give written notice of cancellation to the Registrar. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective the date received. You have the right to withdraw from a course of instruction at any time. If you withdraw from the course after the period allowed for cancellation of the Agreement, the refund shall be the amount you paid for the courses multiplied by a fraction, the numerator of which is the total number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of for hours which you have paid. Students completing more than 61 percent of the course of study are not eligible for a prorated refund.

A list of **Non-Refundable Fees** are clearly marked above in **bold**.

If at the time of withdrawal the student's payments for the quarter exceed the amount of liability, the funds will be returned to the source according to regulations. If the student's payments are less than the liability, the balance will be due and payable as of that date.

Percentage of Course Completed	Tuition Refund
10%	90%
20%	80%
30%	70%
40%	60%
50%	50%
60%	40%
61% or greater	no refund

Students shall receive refunds owed to them by the institution no later than 45 days of date of the student's graduation, cancellation or withdrawal for a specific course or the program in its entirety. **94919(d)**

STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND **STRF is a non-refundable fee**

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

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

5 CCR 76215(b)

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

5 CCR 76215(a)

Financial Aid and Student Loans

HIU current does not offer private or Federal student loans and has not acquired the approval to disburse Title IV Federal Financial Student Aid, once HIU acquires eligibility to offer student loans and Federal Financial Aid, relevant information to that it regards will be disclosed and attached as an addendum to this document, the HIU catalog and relevant manuals and handbooks.

Although currently HIU does not offer Federal Financial Aid, HIU is required to disclose the following information: students obtaining a loan to pay for an educational program will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund (94911(f)), and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal aid program funds. 94911(e)(2), 94909(a)(11)

If students eligible for a loan guaranteed by the federal or state government defaults on the loan, both of the following may occur:

The federal or state government or a loan guarantee agency may take action the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. The student may not be eligible for any other federal student financial aid at another institution or government assistance until the loan is repaid. 94911(g)

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended (the "Act"), is a federal law which requires that (a) a written institutional policy must be established and (b) a statement of adopted procedures covering the privacy rights of students must be made available via annual notice in the Catalog to currently enrolled students. HIU will maintain the confidentiality of educational records in accordance with the provisions of the Act and will accord all the rights under the Act to eligible students who are or have been in attendance at HIU.

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

- Rights of Inspection; the right to inspect and review their records.
- The right to request the amendment of their records to ensure that they are not inaccurate, misleading, or otherwise in violation of their privacy or other rights.
- The right to consent to disclosures of personally identifiable information contained in their records, except to the extent that the Act authorizes disclosure without consent.
- The right to file with the U.S. Department of Education a complaint concerning alleged failures by the school to comply with the requirements of the Act.
- The right to obtain a copy of HIU educational records policy (from the Office of the Registrar).

Students wishing to review their records may do so by making a scheduled appointment with the Registrar to ensure that the Registrar is present as this is the sole responsibility of the Office of the Registrar. Students wishing to receive copies of their student records may do so by first filling out the request form located at the Registrars' Office. The Registrar will notify the student of the total copy fee (10 cents per page). Once the fee has been paid the student will receive copies within 45 days from the submission date.

RESERVATION OF RIGHTS

The University reserves the right to change any of its policies (including adjusting tuition and fee schedules) without notice. The University further reserves the right to refuse admission to any applicant at the discretion of the President or the Deans and to disqualify, suspend, or exclude any student at the discretion of the President or the Deans.

This policy updates and changes to catalog are posted on bulletin boards throughout the campus. Where conflict exists between any of these sources, the most recent rule, regulation or policy will be upheld.

MAINTENANCE OF RECORDS

HIU permanently maintains all student transcripts (section 94900(b)), all other records are maintained for a minimum period of five years (section 71920) on hard copies and electronically stored data systems. All institutional records including: student transcripts and financial records are maintained within the administrative offices of the institution in electronic and hard copy forms in a fire safe file cabinet. A second set of copies are stored in electronic form on external hard drives in a security safety deposit box located at the Wilshire State Bank/ Downtown Branch in Los Angeles located at 401 E. 11th St # 211 Los Angeles, CA 90015 (213) 763-1800, which are periodically updated with current information. Requests for records may be directed towards the Office of the Registrar, who is physically present during regular business hours of the institution. Requesters' may be charged a copy fee of 10 cents per page (section 71930 (c)(4)). In the event the institution closes due to financial and/or other reasons; the institution shall provide information for students requiring transcripts and other pertinent records and will be directed to the Custodian of Records for HIU.

ACADEMIC FREEDOM GUARANTEE

As a University training health care practitioners, all faculty members are allowed free expression in their writing, speaking, teaching, and their personal opinions so long as they do not violate any academic, institutional or legal regulations. Faculty members are entitled to full freedom in research and in publishing within their fields of academic competence. Faculty members are free as individuals and as citizens to speak and write about all academic matters, whether they are directly related to the subjects they teach or not. Students are also free to learn and to take their own academic positions.

Faculty members are responsible for safeguarding the academic freedom of their students to learn by encouraging free inquiry into controversial issues, presenting alternative viewpoints, refraining from undue influence of the process of learning, taking dissenting student opinion seriously, and offering a forum for discussion.

DIRECTORY INFORMATION

At its discretion, HIU may disclose, publish, or provide directory information concerning a student without consent or a record of disclosure. Directory information may include: a student's name, address, telephone number, e-mail address, date and place of birth, dates of attendance, class schedule, degrees and awards received, previous institutions attended by the student, and participation in officially recognized activities. Students may withhold directory information by notifying the Office of the Registrar in writing during the normal registration period of each quarter. All written requests for non-disclosure will be honored by HIU for only one (1) quarter, therefore, authorization to withhold directory information must be filed during each quarter of attendance. (Alumni may request non-disclosure of directory information concerning them at any time. Such requests will be honored continuously.)

STUDENT ACTIVITIES AND SERVICES

The Dean of Administration is responsible for student affairs and services. The Dean's office is open to address of their needs and concerns of the students. The Academic Dean, the Registrar, and the Dean of Administration will provide orientation to new students.

Academic Counseling

Those students experiencing academic difficulties may seek counseling from instructors or administrative staff such as the Academic Dean, and the Dean of Administration.

Transportation

Public bus transport as well as Metro Redline is available with stops located close to the campus. The University does not provide any transportation services.

Job Placement Assistance

The University does not provide any job placement support though it does keep a bulletin board of current job openings as they become available.

Study Group

The University encourages students to form a study group for learning purpose and makes the campus available for this purpose. Classrooms are open to students for study group use on weekdays and all day on Saturdays.

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

Since September of 1991, HIU has been collecting data for reports required to be in conformity with the Student Right - To- Know and Campus Security Act.

As the reports are published, copies will be distributed annually to current students and employees, and to prospective students and employees upon request.

SAFETY AND SECURITY ON CAMPUS

HIU maintains a safe environment, monitored by the Building Safety Committee. This group develops appropriate safety and security policies, addresses the annual reporting requirements of the Student Right - To-Know and Campus Security Act of 1991, and identifies and promotes programs encouraging crime prevention and personal safety policies and procedures regarding campus safety, the reporting of crimes and emergencies, etc., are listed below. Anyone wishing to make suggestions, recommendations, or comments regarding safety or security issues may contact any member of the Building Safety Committee.

CRIME/EMERGENCY REPORTING PROCEDURES

All constituents on campus must familiarize themselves with the following procedures through such avenues as the School Catalog, Faculty Handbook, Employee Handbook, Student Handbook, Clinic Handbook, bulletin board notices, and other methods as are effective

All of the following incidents occurring on campus, or under the jurisdiction of HIU, must be reported according to the procedures listed below: violence against persons (murder, assault, rape); theft (robbery, burglary, vehicular), and vandalism or property damage.

1. All crimes and emergencies should be immediately reported to the main front desk, which will function as the primary referral source for all types of incidents. Campus Incident Report Forms will be distributed, as needed, from the front desk and, upon completion, will be returned to the appropriate administrator for action.

2. Emergency situations that require immediate action will be referred to the liaison. This person will make a determination whether off-campus assistance will be necessary (i.e. local law enforcement, fire department, ambulance). Incidents first requiring outside agency responses must also be reported through the campus report procedure outlined here by completing an Incident Report Form. Emergencies of a health-threatening nature should be referred to the Health Center immediately.

3. Incidents not requiring an emergency response will be recorded on an Incident Report Form and filed with the Registrar, who will do the following two things: 1) determine what, if any, further action is warranted, and 2) record the incident as part of the required annual data collection procedures. Action taken on such incidents will normally include: 1) investigation of incident, 2) report of findings of that investigation, which is filed with the President, and 3) internal disciplinary action taken and/or referral made to the outside agency for action.

PARKING

Parking is readily available for students to the campus. Student parking in campus lot is available on a first- come, first -serve basis. HIU does not assume care, custody or control of vehicles or their contents and is not responsible for fire, theft, damage, or loss.

All HIU parking lots are open on a full-time daily basis between the hours of 8 a.m. and 10 p.m., Monday through Friday. Do not leave your vehicle after 10 p.m.

Parking is restricted to passenger vehicles only; school buses or large trucks are not permitted on campus.

HIU has no dormitory facilities and does not offer housing for students, the program offered is **"non-residential". HIU does not offer assistance in providing to find housing.**

This institution and program does not offer **"Distance Education".**

CONDUCT AND DISCIPLINE

All enrolled students of HIU are expected to possess maturity, intelligence, and concern for the rights of others, and to adhere to the highest professional, ethical, and personal standards of conduct.

HIU has the right and responsibility to determine the appropriateness of student behavior. Students are expected to abide by the following Standards of Student Conduct written in the Catalog. Departure from HIU prescribed Standards of Student Conduct will form the basis of disciplinary action. HIU reserves the right to interpret what is or is not in violation of these Standards. Students are also expected to abide by all federal, state, and local laws and regulations. Suspected violations of those laws will be referred to appropriate outside agencies for disposition.

Hongik International University
School of Acupuncture and Oriental Medicine

We appreciate the time you have taken to review these policies and procedures. They have been written to provide a safe and comfortable learning environment for the entire HIU community. If you have further questions please see the nearest administrator.

Welcome to HIU!

FACULTY (HIU Faculty and Clinic staff members are fluent in both the English and Korean Languages)

AHN, (SCOTT) SEUNG KUN, M.S., L.Ac.
L.Ac. California Licensed Acupuncturist
M.S. in Oriental Medicine, Samra University, Los Angeles
Classes Taught: Practice Management and Oriental Medical theory courses

CHOE, YOUNG JOON, M.S., Ph.D., L.Ac.
L.Ac. California Licensed Acupuncturist
Ph.D. in Oriental Medicine, Yuin University, Los Angeles, CA
M.S. in Oriental Medicine, Dong Guk Royal University, Los Angeles, CA.
Classes Taught: Oriental Medical Theory and Acupuncture courses

CHOI, SUN KIL, M.S., Ph.D., L.Ac.
L.Ac. California Licensed Acupuncturist
Ph.D. in Oriental Medicine, Yuin University, Los Angeles, CA
M.S. in Oriental Medicine, Dong Guk Royal University, Los Angeles, CA.
Classes Taught: Oriental Medical Theory and Acupuncture courses

KIM, (JENNY) HYE JIN, D.A.O.M.,R.N., L.Ac.
L.Ac. California Licensed Acupuncturist
DAOM from Emperor's School, Santa Monica, CA
M.S. in Oriental Medicine, South Baylo, Los Angeles, CA
R.N. Bachelor of Nursing
Classes Taught: Oriental Medical Theory, Herbology and Western Sciences

LIM, CHUN HWAN, M.S.O.M., Ph.D., L.Ac.
L.Ac. California Licensed Acupuncturist
Ph.D. in Electronic Engineering, Chosun University, Korea
M.S. in Oriental Medicine, Southern California University SOMA, Los Angeles, CA.
Classes Taught: CASE SEMINAR

Park, Miguel S., D.C.

Clinical Staff

Clinic Director:
CHOI, SUN KIL, M.S., Ph.D., L.Ac.
L.Ac. California Licensed Acupuncturist
Ph.D. in Oriental Medicine, Yuin University, Los Angeles, CA
M.S. in Oriental Medicine, Dong Guk Royal University, Los Angeles, CA.
Classes Taught: Oriental Medical Theory and Acupuncture courses

Clinic Supervisor
AHN, (SCOTT) SEUNG KUN, M.S., L.Ac.
L.Ac. California Licensed Acupuncturist
M.S. in Oriental Medicine, Samra University, Los Angeles
Classes Taught: Practice Management and Oriental Medical theory courses

Clinic Manager
YANG, PYONG DUK, M.S., L.Ac.
L.Ac. California Licensed Acupuncturist
M.S. in Oriental Medicine, Stanton University, Garden Grove, CA.

2012 Academic Calendar

Monday	January 2, 2012	Classes begin
Saturday	March 10, 2012	Last day of classes
Monday-Saturday	March 12-17, 2012	Exam week
Monday-Saturday	March 17-31, 2012	Classes in recess
Monday	April 2, 2012	Classes begin
Saturday	June 9, 2012	Last day of classes
Monday-Saturday	June 11-16, 2012	Exam week
Monday-Saturday	June 17-30, 2012	Classes in recess
Monday	July 2, 2012	Classes begin
Saturday	September 8, 2012	Last day of classes
Monday-Saturday	September 10-15, 2012	Exam week
Monday-Saturday	September 15-31, 2012	Classes in recess
Monday	October 1, 2012	Classes begin
Saturday	December 8, 2012	Last day of classes
Monday-Saturday	December 10-15, 2012	Exam week
Monday-Saturday	Dec. 15, 2012- Jan. 1, 2013	Classes in recess

Dates are subject to change, Clinic and Internship schedules are posted in the Clinic Office.

Sunday	January 1, 2012	New Years Day
Monday	January 2, 2012	New Years Day' Observed
Monday	May 28, 2012	Memorial Day
Wednesday	July 4, 2012	Independence Day
Monday	September 3, 2012	Labor Day
Thursday	November 22, 2012	Thanksgiving Day
Tuesday	December 25, 2012	Christmas Day
Monday	December 31, 2012	New Years' Eve

The University respects the need for students to observe their religious holidays, but is unable to accommodate all students in the Academic Calendar. Faculty may be able to provide for make-up, remediation or rescheduling if requested well in advance of the holiday dates.

2013 Academic Calendar

Wednesday	January 2, 2013	Classes begin
Saturday	March 9, 2013	Last day of classes
Monday-Saturday	March 11-16, 2013	Exam week
Monday-Saturday	March 17-31, 2013	Classes in recess
Monday	April 1, 2013	Classes begin
Saturday	June 8, 2013	Last day of classes
Monday-Saturday	June 10-15, 2013	Exam week
Monday-Saturday	June 16-30, 2013	Classes in recess
Monday	July 1, 2012	Classes begin
Saturday	September 7, 2013	Last day of classes
Monday-Saturday	September 9-14, 2013	Exam week
Monday-Saturday	September 15-30, 2013	Classes in recess
Tuesday	October 1, 2013	Classes begin
Saturday	December 9, 2013	Last day of classes
Tuesday-Monday	December 10-16, 2013	Exam week
Tuesday-Wednesday	Dec. 17, 2012- Jan. 1, 2014	Classes in recess

Dates are subject to change, Clinic and Internship schedules are posted in the Clinic Office.

Tuesday	January 1, 2013	New Years Day
Monday	May 27, 2013	Memorial Day
Thursday	July 4, 2013	Independence Day
Monday	September 2, 2013	Labor Day
Thursday	November 28, 2013	Thanksgiving Day
Wednesday	December 25, 2013	Christmas Day
Tuesday	December 31, 2013	New Years' Eve

The University respects the need for students to observe their religious holidays, but is unable to accommodate all students in the Academic Calendar. Faculty may be able to provide for make-up, remediation or rescheduling if requested well in advance of the holiday dates.

HIU Recommended Course Sequence

1st Quarter

WM 200	HUMAN BIOLOGY
WM 202	CHEMISTRY
OM 300	INTRODUCTION TO ORIENTAL MEDICINE I
OM 304	ASIAN MEDICAL TERMINOLOGY
AC 300	INTRODUCTION TO ACUPUNCTURE THEORY
AC 302	ACUPUNCTURE THEORY I
HB 300	INTRODUCTION TO HERBOLOGY

2nd Quarter

WM 204	PHYSICS
OM 302	INTRODUCTION TO ORIENTAL MEDICINE II
OM 306	ZANG-FU 1
OM 310	FIVE ELEMENTS
AC 304	ACUPUNCTURE THEORY II
AC 306	ACUPUNCTURE ANATOMY
HB 302	HERBOLOGY I
HB 304	HERBOLOGY II

3rd Quarter

WM 206	PSYCHOLOGY & COUNSELING
WM 300	ANATOMY AND PHYSIOLOGY I
WM 302	ANATOMY AND PHYSIOLOGY II
WM 306	WESTERN MEDICAL TERMINOLOGY
OM 308	ZANG-FU 2
AC 310	SURVEY OF ACUPUNCTURE THEORY
AC 312	QI GONG
HB 306	HERBOLOGY III
HB 308	HERBOLOGY IV

4th Quarter

WM 304	ANATOMY AND PHYSIOLOGY III
WM 308	ANATOMY AND PHYSIOLOGY IV
OM 312	HISTORY OF ORIENTAL MEDICINE
OM 314	DIAGNOSIS OF ORIENTAL MEDICINE I
AC 308	ACUPUNCTURE ENERGETICS
AC 314	TAI CHI
HB 310	SURVEY OF HERBOLOGY
HB 400	HERB FORMULA I

5th Quarter

WM 400	SURVEY OF WESTERN MEDICINE I
OM 316	DIAGNOSIS OF ORIENTAL MEDICINE II
OM 318	DIAGNOSIS OF ORIENTAL MEDICINE III
AC 400	ACUPUNCTURE TECHNIQUES I
AC 402	ACUPUNCTURE TECHNIQUES II
HB 402	HERB FORMULA II
HB 404	HERB FORMULA III
HP 1	HERBAL PHARMACY (40 HRS)
CO 1	CLINIC COSERVATION (40 HRS)
CO 2	CLINIC COSERVATION (40 HRS)

6th Quarter

WM 402	SURVEY OF WESTERN MEDICINE II
WM 404	PATHOLOGY I
OM 322	SURVEY OF SYNDROMES
OM 400	O.M. INTERNAL MEDICINE I
AC 404	ACUPUNCTURE THERAPEUTICS I
AC 406	ACUPUNCTURE THERAPEUTICS II
HB 406	HERB FORMULA IV
HB 408	SURVEY OF FORMULAS
HP 2	HERBAL PHARMACY (40 HRS)
CO 3	CLINIC COSERVATION (40 HRS)
CO 4	CLINIC COSERVATION (40 HRS)
CO 5	CLINIC COSERVATION (40 HRS)

7th Quarter

WM 406	PATHOLOGY II
WM 408	PATHOLOGY III
OM 402	O.M. INTERNAL MEDICINE II
OM 404	O.M. INTERNAL MEDICINE III
AC 408	CLINICAL POINT SELECTION
AC 410	TUINA I
HB 410	ADVANCED HERBAL FORMULAS
HB 500	SHANG HAN LUN/WEN BING XUE I
CI 1	CLINICAL INTERNSHIP (40 HRS)
CI 2	CLINICAL INTERNSHIP (40 HRS)
CI 3	CLINICAL INTERNSHIP (40 HRS)

8th Quarter

WM 410	WESTERN PHARMACOLOGY
WM 412	WESTERN CLINICAL PRACTICE I
OM 406	O.M. INTERNAL MEDICINE IV
OM 408	O.M. GYNECOLOGY
AC 412	TUINA II
AC 414	REFLEXOLOGY
HB 502	SHANG HAN LUN/WEN BING XUE II
HB 504	FORMULA WRITING
CI 4	CLINICAL INTERNSHIP (40 HRS)
CI 5	CLINICAL INTERNSHIP (40 HRS)
CI 6	CLINICAL INTERNSHIP (40 HRS)
CI 7	CLINICAL INTERNSHIP (40 HRS)

9th Quarter

WM 414	WESTERN CLINICAL PRACTICE II
WM 416	WESTERN PHYSICAL ASSESSMENT
OM 410	MEN'S HEALTH AND UROLOGY
AC 422	CLINICAL ACUPUNCTURE I
AC 424	CLINICAL ACUPUNCTURE II
PM 500	CLINIC MANAGEMENT & PUBLIC HEALTH I
CI 8-10	CLINICAL INTERNSHIP (120 HRS)

10th Quarter

WM 426	BIONUTRITION
WM 430	MEDICAL RESEARCH METHODOLOGY
OM 444	CASE STUDIES I
OM 446	CASE STUDIES II
AC 426	MICROSYSTEMS
PM 502	CLINIC MANAGEMENT & PUBLIC HEALTH II
CI 11-13	CLINICAL INTERNSHIP (120 HRS)

11th Quarter

OM 448	CASE STUDIES III
OM 504	LANGUAGE OF MEDICINE
PM 504	CLINIC MANAGEMENT & PUBLIC HEALTH III
CI 14-16	CLINICAL INTERNSHIP (120 HRS)

12th Quarter

OM 412	HUANG DI NEI JING
AC 506	MODERN ACUPUNCTURE
CI 17-18	CLINICAL INTERNSHIP (80 HRS)

Students must understand that this is the schools recommendation for course sequencing, student class schedules may vary depending on the particular students' current situation. For more information and counseling seek the academic dean.

Addendum:
Teaching and Learning Equipment & Resources

The HIU campus continually adds to and improves teaching and learning resources and equipment. In addition to a well-stocked library with multiple computers for student use, the institution has the following equipment to deliver and enhance student learning:

- LCD Projector for classroom use
- Overhead projector, CD players and Television sets available for classroom use
- Massage tables utilized for acupuncture and tuina techniques equipped with privacy screens
- Thai/Shiatsu massage mats, bolsters, kneeling pillows and heat lamps
- Treatment carts stocked with acupuncture, moxibustion, cupping and gua sha equipment
- Teaching charts in each classroom
- Full skeleton and other models of the human body
- Fully equipped clinic for acupuncture treatment
- Wireless access and electricity sources for computer use in classrooms
- Fully stocked clinical herbal pharmacy/dispensary
- Two printers for student use and one industrial size copy machine for the faculty and administration
- Cooking mechanisms and supplies for nutrition classes and herbal decoctions

HIU faculty instructs courses utilizing traditional texts, classical white boards, diagrams and drawings, acupuncture and anatomical models, computer relayed overhead projectors, and other forms of audible, visual and hands-on approaches in conjunction with the equipment described above. Due to its central location, HIU offers students during relevant instruction courses accompanied by instructors to visit Chinese Herbal and acupuncture supply wholesale warehouses which are all generally located minutes away from the main campus. There, students can visually identify various brands of acupuncture equipment and supplies, distinctively identify herbs before and after they are processed for the general market. Aspects such as these, strengthen student knowledge and give a greater in-depth understanding of the medicine that they will be practicing in the near future. HIU pays great attention to detail, and because of these ideals, the institution molds better students, which creates more than competent practitioners of health for the general public.