

2014
NSUHS



Nine Star University
of Health Sciences

441 De Guigne Dr Sunnyvale, CA 94085
Tel: 408-532-5567 Fax: 408-733-3610
www.nsuhs.org

TABLE OF CONTENTS

MESSAGE FROM THE PRESIDENT.....	3-4
NSUHS MISSION & OBJECTIVES	4
EDUCATIONAL OBJECTIVES	5-6
INTRODUCTION	7
Location and Environment	7
Campus Facilities	7
Parking	7
Library	7
ADMISSIONS PROCEDURES	8-11
A. CAMPUS PREVIEW DAY	8
General Admissions	8
Submitting applications	8
Admission Requirements	8-9
Required Application Documents	8
Transfer Credit.....	9
Evaluation Process	9
Conditional Admission	9
B. ACADEMIC POLICIES	9
Full-Time & Part-Time Students	9
Registration	10
Adding or Dropping a Course	10
Challenge Examinations	10
Attendance	10
Absences and Tardiness	11
Unsatisfactory Attendance	11
Make-up work	11
Leave of Absence	11
C. REQUESTING A LEAVE OF ABSENCE, RULES AND FORM.....	11
D. READMISSION OF MILITARY PERSONNEL AND VETERANS	12
E. TRANSFER CREDIT POLICY	12
Transfer/Re-admit Students.....	12-13
F. INTERNATIONAL STUDENTS	14
G. ACADEMIC POLICIES & PROCEDURES	15
Unit / Clock Hour Conversion	15-16
Examinations	16
Grading Scales	15
Withdrawal from the University	17
Policy on Finishing Incomplete Didactic Courses	17
Student Conduct	18
Disciplinary Procedures	18
Findings, Hearings, and Appeals	19

Policy Concerning Appropriate Attire	20
Academic Probation and Dismissal	20
Student Records	20
Confidentiality of records	20
Transcripts	21
Teaching Clinic	21
H. INTERNSHIP LEVELS	21
Clinic Requirements	21
Protection Against Improper Disclosure	21
STUDENT RIGHTS, RESPONSIBILITIES, AND PRIVILEGES	22
A. SECTION ONE	21-25
Preamble	22
Access to NSU	22
Student, faculty, staff relationship	23
Student records	24
Student life	24
Student conduct	25
B. SECTION TWO	25
General Policy	25
Proscribed Conduct	26
Initiation, Investigation, and Disposition of Complaints	28
Disciplinary Sanctions	29
C. GRIEVANCE PROCEDURES	30-32
D. GRADUATION REQUIREMENTS	32
E. HONORS LIST	32
F. INDEPENDENT STUDY	32
G. SATISFACTORY ACADEMIC PROGRESS	32
H. STUDENT SERVICES	33-34
Student Healthcare Services	33
Student Advising	33
Living and Housing	33
Student Lounge	33
Campus Communications	33
Associated Student Body	34
Study Areas	34
Computers Lab & Internet	34
Job Opportunities	34
I. FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974	34
J. THE CLERY ACT	36
K. DRUG FREE AMERICA ACT	37
L. AMERICANS WITH DEISABILITY ACT	37
M. HARASSMENT PREVENTION POLICY	38
N. ALUMNI	39
O. STUDENT'S RIGHT-TO-KNOW DISCLOSURE	39
P. STUDENT RIGHTS RESPONSIBILITYES AND PRIVILEGES	39

Freedom of Access	39
Classroom rights and Privileges	39
Retention of Student Records	40
Right to file and Complaint Policy	40
Disabilities Policy.....	40
Sexual Harassment Policy	41
General Definition of Sexual Harassment	41
Personal Conduct	41
Code of Conduct	42
University Catalog	43
Classroom Conduct	43
Drug, Alcohol and Smoking Policies	43
Campus Security	43
Q. FINANCIAL INFORMATION & POLICIES	44
Tuition & Fees	44
Payment Policies	45
Cash Payment Option	46
Refund Policy	46-49
R. FINANCIAL AID PROGRAMS	49
S. PROGRAMS & DETAILED COURSE DESCRIPTION FINANCIAL ..	50-60
PROGRAMS & DETAILED COURSE DESCRIPTION	50-60
The Programs	50-52
Detailed Course Descriptions	52-60
FACULTY	60-62
Biography of Our Faculties	60-62
DRIVING DIRECTIONS	62-63

Effective Dates of this Catalog

January 01, 2014 thru December 31st, 2014

This catalog pursuant to section 94909 of the California Education Code, shall be updated annually. Annual updates will be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes will be reflected at the time they are made in supplements and posted bulletins and inserts accompanying the catalog.

Nine Star University Approvals

Nine Star University of Health Sciences is a 'not-for-profit,' privately owned institution legally incorporated in the State of California.

Nine Star University of Health Sciences is granted candidacy status for institutional accreditation by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), which is the recognized accrediting agency for freestanding institutions and colleges of acupuncture or Oriental medicine that offer such programs. ACAOM is located at 8941 Aztec Drive, Eden Prairie, Minnesota 55347; phone 952/212-2434; fax 301/313-0912.

The Masters' degree – Traditional Chinese Medicine program of the Nine Star University of Health Sciences has been granted Candidacy status by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), which is the recognized accrediting agency for programs preparing acupuncture and Oriental medicine practitioners. ACAOM is located at 8941 Aztec Drive, Eden Prairie, Minnesota 55347; phone 952/212-2434; fax 301/313-0912.

"This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations."

The Nine Star University of Health Sciences Master of Science in Traditional Chinese Medicine is approved by the California Acupuncture Board. The Acupuncture Board is located at 444 North 3rd Street, Suite 260, Sacramento, California 95814-0226 Tel: (916) 445-3021, Fax: (916) 445-3015, Website: www.acupuncture.ca.gov.

The University is authorized by the U.S. Immigration and Naturalization Service to process Form 1-20, enabling prospective international students to apply for an F1 Student Visa.

"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370- 7589 toll- free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov." Bureau for Private Postsecondary Education (BPPE) 2535 Capitol Oak Drive Suite 400, Sacramento, CA 95833 Internet website address: www.bppe.ca.gov Telephone: (916) 431-6959, Fax number: (916) 263-1897

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement either in hard copy or at the NSUHS web site. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

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 2535 Capitol Oaks Drive, Suite

400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370- 7589 or by fax (916) 263-1897"

The Nine Star University of Health Sciences (NSU) Master' of Science in Traditional Chinese Medicine degree program consists of 2,205 hours (147 semester units) of academic course work and 960 hours (32 units) of clinical internship at the University's Health Center totaling 3,165 hours. Course work includes studies in Oriental medicine theory, acupuncture, herbology & herbal formulas, Western medicine & science, Tui-na (traditional Chinese massage therapy), and practice management & ethical practices, in addition to the clinical internship. More specifically, NSUHS's academic program consists of the following:

1. Basic, Applied science and Western medicine:	615 hours.
2. Oriental medicine, Acupuncture & Tui-na:	780 hours.
3. Herbology & Formulas:	480 hours.
4. Practice Management:	75 hours.
5. Public Health:	45 hours.
6. Case management:	90 hours.
7. Professional Development:	45 hours.
8. Clinic Internship:	960 hours

Master of Science in Traditional Chinese Medicine and Licensure

Upon the successful completion of the MSTCM program, students will have satisfied the California Acupuncture Board minimum licensing requirements and are eligible to sit for the California Acupuncture Licensing examination given by the California Acupuncture Board. Students who have successfully completed the NSUHS Master of Science in Traditional Chinese Medicine are also qualified to sit for the National Commission for the Certification of Acupuncture and Oriental Medicine (NCCAOM) certification examinations.

SPECIAL NOTICE OF FINANCIAL STATUS

This institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the last five years. It has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.

RESERVATION OF RIGHTS TO INCREASE UNITS / HOURS

Nine Star University of Health Sciences herewith expressly reserves the right to increase didactic unit/hour requirements and/or clinical hour requirements in compliance with the mandates of the State of California, the United States of America, any applicable private regulatory body, any applicable quasi-public regulatory body, or as deemed appropriate by Nine Star University of Health Sciences.

The affairs of Nine Star University of Health Sciences are managed by the Board of Directors. The Board receives recommendations from the University President and Executive Council, on which the President sits, and also includes the Office of the Academic Dean and Admissions, the NSUHS Administrative Committee, and the Director of the Oriental Medical Center. The Executive Council regularly reviews the University's administrative procedures and provides recommendations to the Board on various relevant matters, including the implementation of state and federal educational requirements in such areas as tuition and fees, refund policies, personnel qualifications, institutional facilities, and immigration regulations, to name a few.

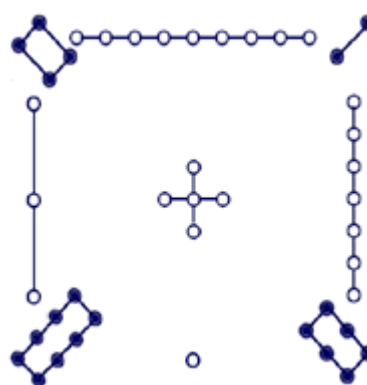
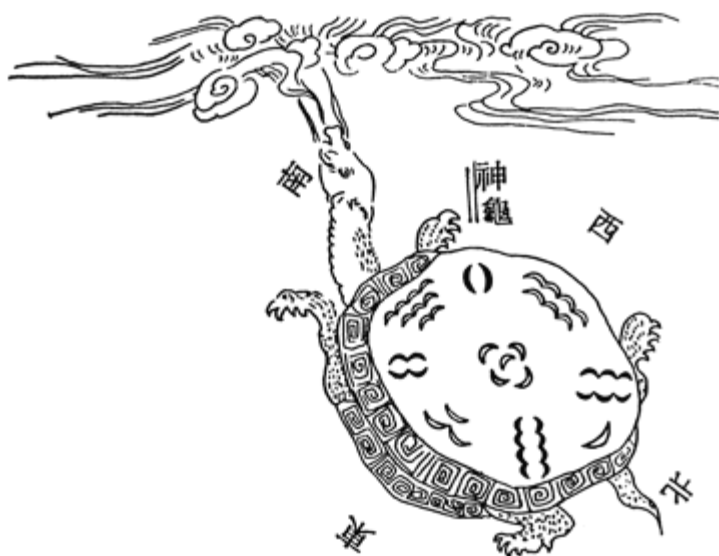
Individual students and informal student groups participate in the decision-making process by completing course evaluations at the end of each semester and periodic program surveys. Students may also speak to members of the faculty and/or administration about individual concerns or suggestions for the program. are invited to attend Administrative Committee as well.



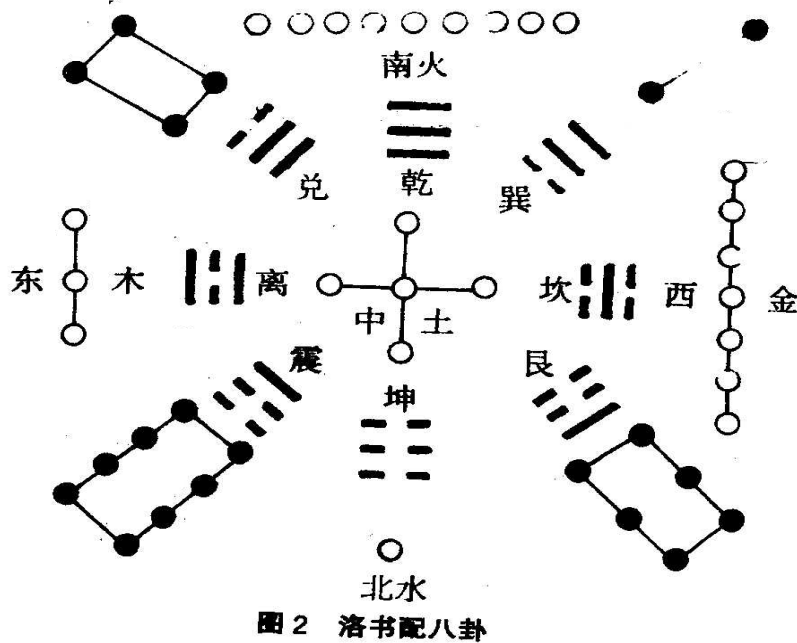
MESSAGE FROM THE PRESIDENT

Dr. Philip Yang founded NSUHS out of his rich and progressive clinical experiences, which successfully treated a large variety of chronic diseases. He found the key of his successful experiences included a strong personal and professional philosophy as well as well founded teachings and clinical training. NSUHS is very confident in that providing a strong and well founded academic underpinning while assisting in the development of your personal philosophies will lead to exceptional practitioners of Traditional Chinese Medicine.

河图(Drawing inscribed on the Dragon-horse, discovered by FU-XI, the legendary version of ADAM of China, also known as the most ancient practitioner of Chinese medicine.)



洛书 (LUO SHU, The book of river LUO)



LUO-SHU and BA-GUA

NSUHS MISSION & OBJECTIVES

The central mission of Nine Star University of Health Science is the development of human beings and society as a whole through the cultivation and enrichment of the human mind and spirit. The first priority of NSUHS is to promote and provide excellence in education and training in Oriental medicine with respect to disease prevention, life long health and wellness using the body's natural healing mechanisms. This will be achieved through both Eastern and Western medical paradigms in an environment that is supportive, nurturing and conducive in allowing students to attain their highest level of academic achievement.

NSUHS anticipates that the scholarship and collegiality it fosters in its faculty and students will lead them in their later lives to advanced knowledge in Oriental medicine, excellence in research and to provide the highest level of excellence in patient care.

- The educational objectives of Nine Star University of Health Science are:
- To provide students a comprehensive curriculum in Oriental medicine enabling them to comprehend Oriental medicine theory and competently perform; an Oriental medicine diagnosis, an Acupuncture treatment, Moxibustion, and Cupping; gain a wide breadth in Herbal knowledge and in prescribing Herbal formula; how to apply Tui-na therapy; health preservation (Tai-chi and Qi-Gong); achieve a competent level of knowledge in Western medicine and the ability to integrate these modalities in treating patients within an Oriental Medical clinic setting;
- To ensure that students are conversant in the philosophy and vocabulary of Western medicine and able to communicate with and refer appropriately to other health care practitioners.

- To provide students with an above average clinical experience that provides opportunities to learn and practice the skills and abilities needed to conduct patient intakes, perform physical assessments, render differential diagnoses, and prepare appropriate treatment plans involving both acupuncture point locations, herbal formulas and other modalities as indicated, in an integrated medical environment;
- To expose students to the social, economic, ethical, legal and historical contexts within which Oriental medicine is practiced in the United States and how to implement this information within the context of a successful practice;
- To engender in its students a compassion for their patients and to instill a desire for life-long learning and development in Eastern and Western medical arts and sciences;
- To promote academic advancement and scholarship in the field of Oriental medicine to students, alumni, and practitioners at large;
- To provide high quality health care at an affordable cost to the community in an professional environment provided by competent and skilled clinicians at the Nine Star University of Health Science Oriental Medical Center and off-campus sites;
- To actively provide the global community at large with informational programs designed to inform and familiarize the public with the philosophy and practice of Oriental Medicine.

EDUCATIONAL OBJECTIVES

1. Graduates of NSU will be fully qualified to meet the challenges of membership in the modern health care system, as evidenced by:
2. A systematic knowledge of traditional Chinese medicine theories, philosophy, and practices, including an extensive grounding in the Chinese medical classics;
3. The skills to assess patients and make an accurate TCM diagnosis;
4. The ability to formulate and skillfully implement an effective application of acupuncture and herbs based upon the total assessment;
5. The skill to communicate with other health care providers and appropriately refer patients to them; and the ability to deal with insurance carriers.
6. Conduct in accordance with generally-accepted standards of professionalism and ethics in communication and relationships with patients and the public.

BOARD OF DIRECTORS

Ratinder Ahuja	Ph. D of computer sciences	Chairman
Ying Ying Guy	Bachelor of Chemical engineering	Secretary
Philip Yang	L.A.c President of NSU	Board Member
Darrell Corben	M.D., FACP	Board Member
Shirley Chen	Ph. D of Chemistry	Board Member

ADVISORY BOARD

Ronald Sokolsky Ph.D., L.Ac. Dipl. Ac. & C.H.	Board Member
Robert Rustad Attorney	Board Member

Allen Liu
Charles Kuo

Insurance agent
Insurance agent

Board Member
Board Member

ACADEMIC CALENDAR 2014

Spring Trimester 2014

Applications/Documents due (new students) December 2013,
Registration due (current students) December 31, 2013
January 6--- April 20, 2014

Summer Trimester 2014

Applications/Documentation due (new students) April 2014,
Registration due (current students) April 30, 2014
May 5 --- August 17, 2014

Fall Trimester 2014

Applications/Documents due (new students) August 2014,
Registration due (current students) August 31, 2014
September 2 --- December 14, 2014

INTRODUCTION

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

LOCATION AND ENVIRONMENT

NSU is located in Sunnyvale, California. Sunnyvale has a mild, temperate climate and, as can be inferred from the name, is quite bright even on overcast days. Average daytime summer temperatures hover between 85 °F (29 °C) and 95 °F (35 °C), and during the winter, average daytime temperatures rarely go below 45 °F (7 °C). The City of Sunnyvale ranked fifth-safest city in America in its population group of 100,000 to 499,999 in the 11th annual Morgan Quitno Safest Cities in America awards. 2004 represents the ninth consecutive year in which Sunnyvale ranked in the top ten. The campus setting is serene and quiet, only a few blocks away south of the north-southbound highway 101's exit at Lawrence Expressway.

CAMPUS FACILITIES

The facility is a two-story building, total 17,500 sqf. with eight teaching clinic rooms, four big and medium classrooms, a large Auditorium (NSU Science Center), conference room, and six well lighted, comfortable and spacious classrooms with white boards. In addition, each room acupuncture manikins, class related posters and are equipped for overhead projection and wifi accessible.

Each class room contains The Campus is well landscaped with tall palm trees, lawns and plum trees, the enjoyable views please one's spirit, also brings fresh icons to rejuvenate the body. Standing in the campus, facing the building, look up the top, you will be enchanted with the colorful scenery with the blue sky as background, brightened with California sunshine.

PARKING

The university has more than ample parking spaces with no charge to students. Many are shaded by tall pine and plum trees. Handicapped spaces and ramps are also available.

LIBRARY

Nine Star University has a lending library where students have the opportunity to reference various books and materials related to their educational needs.

The University Library serves the university community for scholarly study and research endeavors. The library facilities offer reading rooms, individual study carrels, and a student conference room. Total book volumes number approximately 2,000, and the current reference collection comprises over 300 journals, periodicals, and magazines. Reflecting the curricula of the University, Chinese and English language instructional holdings have been acquired to reinforce and support such specialized programs.

ADMISSIONS PROCEDURES

CAMPUS PREVIEW DAY

Prospective students and their families are encouraged to attend an NSUHS Campus Preview Day. During the Campus Preview Day, faculty, current students and staffs avail themselves to interact with prospective students to answer questions related to all aspects of campus life and the education offered at NSUHS. For information or to reserve your space at an upcoming Campus Preview Day Administration Office, call the Office of Admissions 408-532-5567 or visit our website: www.nsuhs.org

General Admissions

NSUHS cares. We believe all applicants should have a sincere commitment and compassion in wanting to serve an underserved population in need of affordable and effective healthcare. If you share our enthusiasm and commitment to providing health care to the global community, then Acupuncture and Traditional Chinese medicine is the right choice for you. The most important thing in choosing a school is the philosophy, curriculum, faculty and administration. Choose wisely.

Prior to your applying, we strongly suggest you:

1. Attend a scheduled Campus Preview Day, or;
2. Schedule an appointment with the Admissions Office and arrange for a tour of the campus. Call (408)532-5567 for further information or make an appointment.

Submitting Applications

Nine Star University uses a “Rolling Admissions” policy, which allows for the submission of an application at any time. Trimesters start in January, May and September and prospective students are encouraged to apply for admission well in advance of their anticipated entrance date.

Admission Requirements

All applicants to NSUHS’s Master of Science Program must have successfully completed a minimum two academic years (60 semester/90 semester units) of baccalaureate level coursework from an institution that is accredited by any accrediting agency recognized by the U.S. Department of Education, or in the case of International students, recognized by the appropriate agency in that country. Although a baccalaureate degree is not required for admission, NSUHS does look more favorably on prospective students who have completed a bachelor’s degree or higher.

The applicant must satisfy this requirement before NSUHS will consider his/her application for admission. Prospective applicants who have not satisfied the minimum eligibility requirements are encouraged during their interview, to complete studies in general education, including courses in English, Mathematics, Social Science, Biological and Physical Sciences, and to concentrate on completing a bachelor's degree.

Required Application Documents:

1. A completed Application for Admission along with a US\$100.00 non-refundable application fee.
2. Two (2) Letters of Recommendation
3. Official Academic Transcripts and Transcript Evaluations* (if necessary) from each college or university attended. These Official Transcripts must be sent directly from the sending institution directly to the NSUHS Office of Admission. If the transcripts are from a country where English is not the primary language, if necessary, they must be translated and course by course evaluated by an approved evaluation service member of NACES such as World Education Service (WES). All domestic official transcripts must be received no later than the first day of class of the entering semester. Official foreign transcripts and evaluations may be accepted prior to the end of the first semester of enrollment; however, an unofficial transcript must be received prior to the first day of class.
4. Two Passport-size color photographs
5. Resume or curriculum vitae listing previous occupations, positions held, previous education, with start and finish dates
6. Personal essay 1 page in length detailing your desire to be a Traditional Chinese medical practitioner
7. Interview with the Academic Dean and/or Program Director. If a personal interview is not possible, a telephonic interview or an interview with an alumnus of NSUHS may be arranged.

INTERNATIONAL STUDENTS

Nine Star University of Health Sciences is authorized under federal law to enroll non-immigrant alien students who meet our general admissions requirements and to comply with all federal guidelines under the United States Immigration and Naturalization Service

International Student Admissions Procedure

Applicants must meet all general admission requirements in addition to the general admission requirements; the International Applicants must provide the Admission Office with the following;

1. NSUHS Application Form with Applicant's Signature
2. A non-refundable Mailing Fee: \$50 for domestic or \$100 for international (for I-20 to be mailed out)
This fee can be charged according to the destination of delivery
3. A non-refundable \$100 Application Fee, \$250 for international students application Fee (sent with the application form)
4. A non-refundable \$330 Foreign Transcript Evaluation Fee (if applicable)
5. Official transcripts from all colleges/universities attended sent directly to:
Admissions Office Nine Star University of Health Sciences
441 De Guigne Dr. #201, Sunnyvale, CA 94805
6. Affidavit of Financial Support: evidence of possessing financial resources to complete the academic program including mandatory bank balance statements.
7. Submit proof of English language proficiency. Please review English language requirements.
8. I-20 Request Form (download I-20 request form)
9. Copy of Passport (copy of spouse/child passport when applying for dependent(s), if applicable).
10. Two letters of recommendation.

All accepted applicants must comply with laws, rules and regulations of the U. S. Citizen and Immigration Services (CIS). If an applicant of foreign nationality is accepted to a degree program offered by the University, an I-20 will be issued to assist the student to obtain an F-1 Student VISA. It is the applicant's responsibility and obligation to inform the University of Address Changes immediately since the University must be able to

contact the student at any time: otherwise the enrollment of the student will be suspended, as required by Federal law.

NOTE: All applications and supporting documents submitted to and received by Nine Star University of Health Sciences shall become its property.

All applicable fees must accompany applications, which may be in the form of a check or money order in U. S. dollars payable to Nine Star University of Health Sciences.

Upon receipt of the I-20 form, the international student must pay the US immigration SEVIS fee of USD \$200.00 (I-901 fee) before the interview at the US Embassy. Further information can be found at www.uscis.gov.

International Student Advisor Contact Information

Phone: 408-532-5567

Fax: 408-733-3610

Mail: Office of International Student Advisor

Nine Star University of Health

441 De Guigne Dr. #201, Sunnyvale, CA 94805

English Language

a) English language competency is required of all students seeking admission to the program taught in English. This may be satisfied by scoring at least 61 on the Test of English as a Foreign Language (TOEFL) internet based test (iBT) which also requires a minimum speaking exam score of 26 and a minimum listening exam score of 22, or a level 6 on the International English Language Testing System (IELTS) exam;

(b) for those who shall complete the program in another language, a TOEFL iBT score of at least 45 must be obtained with a minimum speaking exam score of 18 and a minimum listening exam score of 15, or the student 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 may be considered for admission with English as a second language, but they must satisfy the proficiency requirement in English before beginning the clinical experience. “

Testing information on TOEFL or TSE may be obtained at www.toefl.org or by writing to TOEFL, Box 899, Princeton, NJ 08504.

All inquiries about the application or admissions process should be directed to:

Nine Star University of Health Science; Office of Admissions

441 De Guigne Dr. #201, Sunnyvale, CA 94085 Tel: (408)532-5567

Transfer Credit

For evaluation of transfer credit, applicants must provide official transcripts sent directly from their school to the NSUHS Office of Admissions. Some applicants may also be asked to provide course syllabi. Transcripts from foreign countries must be translated into English and evaluated by an approved credentials evaluation service that is a member in good standing with the National Association of Credential Evaluation Services (NACES).

Evaluation Process

The Registrar and Vice President evaluate transcripts for any applicable transfer of credit. A course under consideration is evaluated for equivalency to the comparable NSU course.

Factors considered in determining equivalency are as follows:

- I. Equivalency of core subject matter.
- II. Equivalency of course hours. Transfer credit for courses that contained 90% or more of the course hours of instruction required for the comparable NSU course may be transferred without additional testing or tutoring.

CONDITIONAL ADMISSION

In rare cases, "Conditional Admissions" may occur. Such an acceptance will be granted only in exceptional circumstances, such as a foreign student needing more time to secure an official transcript from his/her home country. In such a case, the Admissions Committee will only grant admission after a careful review of all documents and deem the application as "Conditional". If all requisite admissions requirements are not met by the end of the second semester of enrollment, the student may be suspended until all required documents are received by NSUHS.

ACADEMIC POLICIES

FULL-TIME AND PART-TIME STUDENTS

To be considered a full-time student, a student must enroll for a minimum of 12 units per trimester. A student may not enroll in more than 21 units in any trimester without the prior approval of the Vice President. Students who enroll in 6 to 11 units per trimester are considered part-time students. All students must complete the program in no more than eight years.

REGISTRATION

Registration for each trimester starts two weeks prior to the end of each preceding trimester. The dates and times of registration will be posted throughout the university on bulletin boards and in the Office of Admissions. A late fee of \$25 is charged when students who do not register by the posted registration deadline. Registration of new and continuing students will be by appointment.

All students who wish to register must complete the registration form available from the Office of Admissions.

ADDING OR DROPPING A COURSE

Students may add or drop courses during the first two weeks of each trimester until the business day on the following Sunday of the second week without incurring additional fees.

When adding or dropping courses, students must fill out an Add/Drop Form (available in the Office of Admissions) and submit the completed form to the Registrar for processing.

After the "add/drop" period, classes that are dropped are considered withdrawals and will be recorded in the student's transcript as a grade of "W." Tuition will be charged according to the refund schedule. For example, classes dropped in the second week of the trimester are subject to tuition in the amount of 20% of total tuition for each class for the entire trimester. Tuition is refunded pro rata based on the number of weeks of class completed in the trimester. Classes dropped from the seventh week through the end of the trimester will be recorded as "WF" (Withdraw/Fail). All add and drops can be done electronically at NSUHS. Although not a prerequisite for adding and dropping courses, students are encouraged to consult with a Program Director prior to adding or dropping classes to ensure satisfactory academic progress, course and graduation scheduling, etc.

CHALLENGE EXAMINATIONS

Students may obtain credit for requisite course work that has been previously completed at an institution other than NSUHS, by passing the relevant Challenge Examination for each challenged course, with the approval of the Academic Dean and/or Program Director. Challenge Examinations are subject to the following restrictions:

1. The student must take a separate examination for each course challenged.
2. The student must score 70% or better to pass.
3. All challenge examinations must be taken by the end of the second trimester of enrollment.

4. All challenge examinations are subject to a charge of 50% of current tuition for that course.

ATTENDANCE

Students are encouraged to attend all scheduled class meetings in order to achieve the best learning outcomes. Most classes meet for three hours, once a week for 15 weeks, with a final examination during the 15th week of each semester. Instructors are required to take accurate attendance for each class, and students who miss more than three class sessions, or 20% of the lectures, will receive an F (fail) for the course. Students who are no more than 15 minutes late for the start of class will be considered tardy, two tardies in any given class will be recorded as an absence in that class.

Absences and Tardiness

It is the policy of the University to automatically give any student who has missed more than two class meetings a grade of "F" for that particular class. Three marks of tardiness will count as one absence and result in a grade of "F".

Attendance is mandatory in the clinical internship. Students with excused absences may be allowed to perform make-up hours at the discretion of the OMC Director. All student interns must verify attendance through daily time cards. Any intentional misrepresentation of clinic hours performed by an intern may subject the intern to disciplinary sanctions including but not limited to disqualification and ineligibility from receiving current or future scholarship awards.

Absences are considered excused under the following circumstances: illness, death or birth in the immediate family, and other valid reasons substantiated in writing, and approved by the Vice President. There are no exceptions for this policy. Students are strongly urged to attend all classes unless they have good reason to be absent. Roll is taken at the start of each class hour. Students are responsible for the consequences of any absences, whether excused or unexcused, and are therefore responsible to make up any work missed. Students are solely responsible for the required documentation of any excused absences.

Tardiness disrupts any learning environment and is strongly discouraged. Tardiness is defined as being up to 15 minutes late for the beginning of any class hour or leaving class 15 minutes early. Two incidents of tardiness without legitimate reason for the same class will be considered an unexcused absence.

Unsatisfactory Attendance

Students missing 20% of class hours in any class will have their course grade lowered by one letter. No student who has missed 50% of the scheduled classes will be allowed to take the final exam. Unsatisfactory attendance may lead to written notification of academic probation.

Make-up Work

Make-up work may be required for any absence; however, hours of make-up work cannot be accepted as hours of class attendance. It is the student's responsibility to obtain make-up work assignments from their appropriate instructor.

Leave of Absence

Students intending to take a leave of absence must complete and submit to the Registrar a Leave of Absence request form. This form includes the anticipated day the leave will start and the expected date of return. Students returning from extended leaves of absence may be subject to readmission requirements. International students must coordinate with the International Student Advisor to make sure they maintain their status.

REQUESTING A LEAVE OF ABSENCE, RULES AND FORM

In accordance with both established University Regulations and Federal Title IV Student Financial Aid requirements, a student may request a leave of absence for the following reasons and lengths of time.

1. A student who requests a Leave of Absence from the University and wishes to maintain his/her enrollment status may do so under the following conditions:
2. File a request for a Leave of Absence. The student must sign and date the form prior to the leave of absence, unless unforeseen circumstances prevent the student from doing so. In such a case, the student is still obligated to communicate with the Vice President to provide the requisite information regarding the Leave of Absence.
3. Receive approval for the leave of Absence request by the Registrar and by the Financial Aid Officer (if receiving Title IV Financial Aid) or by the Foreign Student Advisor (if F-1 visa student).
- 4.

READMISSION OF MILITARY PERSONNEL AND VETERANS

A student who has to take a Leave of Absence because of active duty service for more than 30 days is entitled to readmission, with the same academic status, if all of the following criteria exist:

- Advance notice is provided
- The cumulative absence is not longer than five years
- The University is notified of the intent to re-enroll within three years, or two years after the end of recovery from injury
- The student was not dishonorably discharged

TRANSFER CREDIT POLICY

Nine Star University of Health Sciences does not currently have an articulation or transfer agreement with any other college or university.

Transfer credit requests are reviewed by the Registrar and approved by the Vice President. The guidelines for transfer credits are as follows:

Credit shall be awarded only for actual coursework at the **graduate level** completed in the specified area of the curriculum.

The credit hours of the completed course must be equal to or greater than the credit hours of the course for which transfer credit is granted. The outcome of the prior education and experience must be equivalent to that of an average student who has completed the same subject(s) at the university and must meet the curricular standards and graduation requirements of the NSU.

The final grade in the transferred course must be not less than “C” (2.0 on a 4.0 scale).

The entire evaluation record and award of transfer credit is included in the student's academic file. For each credit reviewed and approved for transfer, a \$15.00/credit fee will apply, up to a maximum of \$100.00.

In order for transfer credit to be awarded, the student must request a transcript review in writing. Request forms are available from the Registrar.

Transfer/Re-admit Students: NSUHS accepts students in good standing (a minimum cumulative GPA of 2.25), who wish to transfer from other schools of Oriental medicine. They must meet the current admission standards, follow the same application procedures, and are required to meet the graduation requirements at the time of admission. NSUHS requires the submission of undergraduate and Master’s degree transcripts from all

institutions attended by the transferring student. Additionally, transfer students may also be required to submit further items such as documentation of clinic training hours, course syllabi and/or course descriptions for the arrangement of transfer credit. Transfer students normally meet with the Academic Dean and/or Program Director prior to or at the time of submitting their application. NSUHS considers that transferring from another institution is an important decision and makes every effort to ensure the student is fully informed of all issues to make an informed decision.

Nine Star University of Health Sciences may accept credit for prior learning experience under the following guidelines;

- A. A maximum of 20 semester units of a candidates pre-professional academic requirements may be acquired through one or a combination of the following ways if they appear in the transcript of a regionally accredited institution or other acceptable document such as an official score record from CLEP:
 1. College Level Entrance Examination Program (CLEP). Biology, Chemistry, and Physics may not be satisfied by this route.
 2. American College Testing (PEP).
 3. Defense Activity for Non-Traditional Educational Support (DANTES)
- B. Nine Star University of Health Sciences does not grant credit for military training, experiential learning, corporate training, or portfolio assessment. As of yet, Nine Star University of Health Sciences has not admitted students under this guideline.
- C. The Nine Star University of Health Sciences Oriental Medicine program accepts transfer students and credits towards its professional program that it judges to be equivalent in content and quality to its requirements for graduation. Students seeking admission from another like program must meet the following NSUHS requirements;
 1. A minimum of one (1) academic year must be spent in the program as a full time matriculated student.
 2. Before transfer credit will be awarded, all Official Transcripts containing the course work that the prospective student seeks credit for, must be received by the Office of Admission and the following guidelines will be followed;
 - a. Up to 100% transfer credit for actual coursework successfully completed in biology, chemistry, physics, psychology, anatomy, physiology, pathology, nutrition and vitamins, history of medicine, medical terminology, clinical science, clinical medicine, western pharmacology, practice management, ethics, and cardiopulmonary resuscitation at a college or university accredited by an agency recognized by the U. S. Secretary of Education or, in the case of foreign institutions, recognized by the appropriate governmental agency.
 - b. Up to 100% transfer credit for actual coursework and clinical instruction in traditional Oriental medicine, acupuncture anatomy and physiology, acupuncture techniques, acupressure, breathing techniques, traditional Oriental exercise, and traditional Oriental herbology, provided the coursework to be transferred has been completed successfully and is equivalent to the relevant coursework and hours required at NSUHS, and completed at a school approved by the California Acupuncture Board.
 - c. For candidates applying from institutions not approved by the California Acupuncture Board but are approved or accredited by an agency recognized by the U. S. Secretary of Education or the appropriate governmental agency, the following guidelines will be applied;
 - d. Up to 100% transfer credit for actual Western medical coursework hours that have been successfully completed at an institution accredited by an agency recognized by the U. S. Secretary of Education, or in the case of foreign institutions, approved by the appropriate

- governmental agency, providing the coursework is equivalent to the relevant coursework and hours required at NSUHS.
- e. Actual acupuncture and Oriental medicine coursework that has been successfully completed at an institution accredited or approved by an agency recognized by the U. S. Secretary of Education, or in the case of foreign candidates, the appropriate governmental agency, up to 50% transfer credit may be awarded in relevant subject matter areas. In addition, NSUHS may require the student to take an examination in the subject areas to demonstrate a level of knowledge comparable to that achieved by a Nine Star University of Health Sciences student in these same subject areas before credit is awarded.
- 3. A maximum of 50% of the actual clinical coursework and instruction required at Nine Star University of Health Sciences may be awarded if the clinical coursework to be transferred has been completed at an institution accredited or approved by an agency recognized by the U. S. Secretary of Education or the appropriate governmental agency if from a country outside of the United States.
 - 4. No credit will awarded for Western medical internship or residency training toward the actual clinical coursework and instruction required at Nine Star University of Health Sciences.
- D. Transfer students are required to successfully complete a minimum one (1) academic year of the program as a full time student (48 units) in residence to graduate from NSUHS.
 - E. Course work taken at another institution after admission to NSUHS is not transferable unless approved in advance in writing by the Academic Dean. Students may not be concurrently enrolled in another Oriental Medicine program.
 - F. Courses completed over ten years ago cannot be transferred unless the student currently works in a field relevant to the courses.
 - G. In some special conditions, if courses completed over ten years ago, students maybe able to take challenge exam upon the approval of Academic Dean.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS

EARNED AT OUR INSTITUTION: The transferability of credits you earn at Nine Star University of Health Sciences is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits, degree, diploma, or certificate you earn in the Master of Science in Traditional Chinese Medicine is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all 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 Nine Sgar University of Health Sciences to determine if your credits or degree, diploma or certificate will transfer.”

Fees

All applicable fees must accompany applications, which may be in the form of a check or money order in U. S. dollars payable to Nine Star University of Health Sciences.

Upon receipt of the I-20 form, the international student must pay the US immigration SEVIS fee of USD \$200.00 (1-901 fee) before the interview at the US Embassy. Further information can be found at www.uscis.gov.

ACADEMIC POLICIES & PROCEDURES

UNIT / CLOCK HOUR CONVERSION

One unit is equivalent to one hour of didactic instruction per week for a 15-week term (15 hours per unit). Students will receive one unit credit for each 30 hours of clinical instruction; and for 45 hours of independent study or externship.

The accelerated academic program is presented over a total of 9 consecutive terms, consisting of three 15-week trimesters each calendar year. All credits earned are awarded in terms of trimester units.

EXAMINATIONS

Final examinations, or the equivalent, are required for each course. Mid-term examinations, as well as quizzes and/or other classroom assignments, are administered at the discretion of the instructor. Students must take and pass each Clinic Level Entrance Examination, among other requirements including Equipment Safety, Clean Needle Technique (CNT), and Cardio-Pulmonary Resuscitation (CPR) and First Aid certifications, before being admitted to each clinical internship level. Students will be tested at various stages of their clinical internship experience to evaluate their progress, competencies, and skills, including Internship Level Examinations before moving on to each of the last two of the three Clinical Internship levels. For further details on the Clinical Internship, please see Course Descriptions, and Oriental Medical Center, below.

All students must pass a Comprehensive Graduation Examination (CGE) with a score of 70% or higher. Students may sit for the CGE after completion of their level II internship as a matriculated student, and have successfully completed 150 units of graduation requirements (students entering NSUHS before January 2009) or successfully completed 160 units of graduation requirements (students entering NSUHS after January 2009) (see student handbook), and have successfully completed Level I and Level II of clinical instruction. Students who fail the Comprehensive Graduation Examination may repeat the CGE the following quarter. The CGE will be given once a quarter and students may take the CGE a total of three times, if necessary.

SECOND YEAR COMPREHENSIVE EXAM

At the end of their second year of study or sixth consecutive trimester of enrollment, all students are required to take a series of written and practical exams that are designed to evaluate their readiness to begin the third year of instruction. The academic department uses the exam results to assess students' readiness for the state and national certification exams. All components of these exams must be passed with marks of 70% or higher in order for the student to continue in the program and be eligible to participate in the state and national examinations. The fee for the Second Year Comprehensive Exam is \$50.00.

COMPREHENSIVE EXAMS

Comprehensive Exam I. To advance into the 3rd year of the program, Comprehensive Exam I is administered. A passing grade leads the way to the entry to clinical internship. Students failed Comprehensive Exam I may re-take it after 2 weeks time.

Graduation Exam. It is designed to evaluate a student's academic standing for graduation and to confirm the student's readiness for the California State Licensure examination and the national certification. A student who fails the graduation exam twice is recommended to meet with an officer of the Academic Affairs for necessary academic counseling and advisement. Student who fails the exam twice must wait until the next term for the re-taking.

GRADING SCALES

The grade for individual courses in the curriculum will be determined according to the following formula:

Grades on tests/examinations	70%
Class preparation/participation	20%
Class attendance/punctuality	10%

Student performance in our courses is evaluated according to the following scale:

	Letter Grade	GPA	Numeric Value
Superior	A	4.0	95 – 100
	A-	3.7	90 - 94.5
Above Average	B+	3.5	86 – 89.5
	B	3.0	83 – 85.5
	B-	2.7	80 – 82.5
Satisfactory	C+	2.5	75 – 79.5
	C	2.0	70 – 74.5
Failure	F	0.0	Below 70
Incomplete	I		
Audit	AU		
Withdraw	W		
Withdraw Fail	WF		
P	Pass		

W is given to those students who withdraw from a course after the Add/Drop period, but before the 7th week of class. *No academic penalty is attached to a grade of “W”.*

WF is given to those students who withdraw from a course from the seventh week forward. *A “WF” grade is computed into the student’s CGPA.*

I (Incomplete) is given to those who fail to complete all the requirements of the course, because of prolonged illness or because of some other serious circumstance beyond the students control. A fee must be paid by the student and an Incomplete Form must be completed by the student and the instructor and returned to the Registrar. All course requirements must be completed by the end of the following quarter, or the “I” grade will automatically change to a grade of “F”.

Pass/Fail Grade Policy

All required courses must be taken for a letter grade, except for the following, which may be taken Pass/Fail: Qi Gong, Tai Chi, Tui-na, CNT and Equipment & Safety, Survey of Clinical Medicine, Management, Ethics, and CPR/First Aid. Electives that are taken in addition to required courses may be taken P/F.

WITHDRAWAL FROM THE UNIVERSITY

A student who fails to register for two (2) consecutive trimesters without the Dean’s approval will be considered as withdrawn from the University. Such students must apply for re-admission if they wish to complete their program of study at NSU and pay ALL the associated fees. Nonattendance of classes or stopping a check for payment does not constitute withdrawal from the University. Notification must be in writing. Students who withdraw from the University, or discontinue their studies without filing a Withdrawal form shall receive a grade of “F” in each course not completed. The following must take place for any student to officially withdraw from the University:

1. Notify the Dean of Academic Affairs or Registrar of intent to withdraw by completing a Withdrawal Notice form
2. Clear all outstanding debt with the University
3. Return all books, materials or equipment owned by the University
4. Meet with the Federal Student Aid Officer if the student has applied for Federal Student Aid and comply with all Federal requirements including repayment of unearned funds.

POLICY ON FINISHING INCOMPLETE DIDACTIC COURSES

If didactic coursework has not been completed due to illness, family emergency, unsatisfactory attendance or other event determined by the course instructor to constitute an excusable absence, an “Incomplete” (“I”) will be issued for that course by the instructor. The student has until the end of the trimester in which that course is next offered to complete the required coursework. If the student fails to complete the coursework in that period of time the “I” grade will be converted to an “AW,” Administrative Withdrawal. Students who are withdrawn from courses by the administration will be required to register for, pay for and take the course again in order to receive a valid grade.

The grade average required for satisfactory completion of a course is a passing grade of 70. Students will receive formal grade reports at the end of each trimester.

The student’s request for an appeal of a grade should be sent to the Academic Dean, who will forward a copy to the instructor. The Academic Dean will arrange a conference with the instructor and the student in order to discuss the assessment of the final grade. A student who is not satisfied by the outcome may proceed to the Grievance Procedure outlined later in this handbook.

Disputes regarding clinic hours must be discussed with the registrar within 30 days of the posting of the clinic hours. A student who is not satisfied by the outcome may proceed to the Grievance Procedure outlined later in this handbook.

AUDIT POLICY

Currently enrolled NSUHS students may register to audit a class when they have completed all of the course prerequisites for the class they are seeking to audit. All audits are subject to availability and must be approved by the Dean of Academic Affairs. Availability is limited since credit-earning students are a priority. Auditing students cannot take up the time of the teacher or distract credit-earning students from their education. Students auditing classes must abide by all the pertinent rules and regulations such as rules on attendance, academic policies, etc. Students will not be able to take mid-term and final examinations. Failure to abide by the relevant rules will be deemed student misconduct. No Federal Student Aid is available for audited classes.

STUDENT CONDUCT

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

At the discretion of the Academic Dean, students may be dismissed from the University for behavior disruptive to the educational mission of the University, continual violations of the policy of the University, for academic dishonesty, for any conduct or carelessness that endangers life, and of acts or inattention which violate the Physician-patient relationship. The following is a listing of such, but not limited to those as stated below:

- Excessive unexcused absences or tardiness
- Unauthorized possession, use or consumption of alcoholic beverages or illegal drugs while on the NSU premises or at a NSU-sponsored event
- Intoxication, dishonesty, altercation, stealing
- Possession, use or abuse of a weapon, dangerous material, or unlawful substance
- Disruptive behavior in class or the clinic
- Dominating classroom discussions to the exclusion of others
- Intent to undermine the goals of the institution
- Grave personal misconduct
- Misuse, unauthorized use of, or damage to NSU property
- Engaging in competition with NSU or converting business opportunities of NSU to personal gain
- Sexual or Physical assault on-campus
- Unlawful harassment of an employee, student or other person
- Failure to meet financial obligations or commitments to NSU
- Unauthorized release of confidential information about NSU employees, faculty, alumni, students or patients

- Violation of general NSU rules and regulations
- Unauthorized removal of library materials
- Cheating or the compromise of test materials

The President of NSU may place on probation, suspend or expel students for one or more of the causes enumerated above. No fees or tuition paid by or for such students for the term in which they are suspended or expelled shall be refunded. Any probation, suspension or expulsion will be indicated on the transcript. Students in this situation may be required to repay Federal Student Aid and may lose their Federal Student Aid for the time period in question.

DISCIPLINARY PROCEDURES

Notices to a student required under disciplinary proceedings shall be hand-delivered or mailed by certified mail.

Any student, faculty or staff member of Nine Star University may present a written allegation to the Academic Dean that a student has been engaged in prohibited conduct, as soon as possible after the incident has occurred. The student will be notified of the allegation(s) within a reasonable time thereafter. The University will investigate the facts underlying the allegation. The investigation shall allow the student to present written and/or oral explanation of the facts and circumstances underlying the alleged conduct. All physical evidence, written statements, and notes of oral statements taken in an investigation shall be kept in a case file relevant to the matter.

If the Academic Dean does not believe that conduct constituting a violation of this code has occurred, the charge shall be dismissed. A written finding of this dismissal of charges shall be placed in the case files, with copies of the final results delivered to the student accused in the allegation.

FINDINGS, HEARINGS, AND APPEALS

If the Academic Dean (AD) believes there has been a violation of the Code of Conduct, she/he will conduct an appropriate investigation.

If the AD decides the outcome is a minor violation, he/she will arrange a one-on-one meeting with the student to discuss these findings. Following this meeting, the AD may decide to impose any of the following sanctions: counseling, guidance, oral reprimand and/or written reprimand.

The AD will deliver the findings, in writing, to the student. If a violation is found and a sanction proposed by the AD, the student will have ten calendar days from receipt of the written finding to appeal the finding and sanction to the Administrative team. This appeal must be in writing. Appeals are limited to: a) the showing of new evidence that was unknown at the time of the decision, b) sanction that is not supported by the evidence, or c) bias or other unfair prejudice in the decision or procedure.

A meeting of the Administrative team (the University President, the Academic Dean of and the Clinic Director) will be arranged within ten calendar days of receipt of the written appeal. Student may attend this meeting but is not obligated to attend. The student may elect to be accompanied by an advisor of their choice, provided that the advisor is a member of the University community and does not act as legal counsel.

The decision of the Administrative team regarding the appeal is final. The AD shall then record and file all results of both the preliminary and subsequent investigations in the student's academic records file.

More serious violations of the Code of Conduct may require a formal hearing, as determined by the Dean of Student Affairs. For the purposes of a formal hearing, the Administrative team consists of the University President, the Academic Dean and the Clinic Director. The following procedure applies:

1. If the AD believes that a more serious sanction may be warranted, she/he will refer the case to the Administrative team for a formal hearing, and will submit all relevant documents and records. The AD will not be involved in the determination of any Administrative team sanction.

The student will be notified in writing of the hearing time and date, and the charges against him. The student has the right to examine the evidence against him/her prior to the hearing and to respond, in writing, to the allegations no less than ten calendar days prior to the hearing. The hearing shall be arranged by the AD. At the hearing, the Administrative team will review and consider all materials appropriately submitted by the AD and the student who has been charged. The Administrative team will deliberate and deliver their decision to the student within ten calendar days of completion of the hearing, or as soon thereafter as is reasonably practicable given the nature and circumstances of the case.

2. Following receipt of this decision, the student will have an additional ten calendar days in which to appeal sanctioned decisions arrived at by the Administrative team. This appeal must be directed to the University President. Such appeals must be in writing and presented to the President via certified mail postmarked within ten calendar days of receipt of the committee's decision. Appeals are limited to the following circumstances: a) the showing of new evidence that was unknown at the time of the decision, b) sanction that is not supported by the evidence, or c) bias or other unfair prejudice in the decision or procedure.

POLICY CONCERNING APPROPRIATE ATTIRE

All students entering the University to attend class, study, work, or visit are asked to be mindful of the professional environment of this medical institution. Students are expected to dress and act respectfully of patients, visitors, employees, and other students in the building. All students must wear shoes at all times, unless otherwise instructed by their professor for educational purposes. Inappropriate, excessively revealing, intentionally provocative, or excessively casual (e.g., bathing attire, pajamas, etc.) clothing is not considered acceptable.

Students working in, or conducting their internship at Nine Star University Clinic must fully comply with the guidelines established in the Clinic Handbook (received by all students working or practicing inside the Clinic and on file in the Clinic Manager's office).

ACADEMIC PROBATION AND DISMISSAL

It is expected that students have to maintain good academic standing with a minimum grade point average (GPA) of 2.3 each trimester. GPA falls below 2.3 will lead to academic probation for a period of two trimester. The students' GPA must be maintained at 2.3 or higher during the probationary period. Probationary status will be removed and student will be considered to be in good academic standing after satisfactory probation period ends. Students who do not clear probation may be dismissed from the university and lose their financial aid (when applicable). An academic notice will be given when a student have failed a course twice. NSU may dismiss students who failed on his/hers third attempt in securing a passing grade of such course.

All students on academic probation will have to consult with the Academic Dean to determine their course load. Students on academic probation are advised to meet with the Academic Dean for academic counseling to avoid automatic dismissal. Financial aid (when applicable) may continue during these two trimesters of probation. However, if the deficiency is not corrected by the end of the second trimester of probation, the student's financial aid eligibility will be terminated.

STUDENT RECORDS

Nine Star University of Health Sciences recognizes and acts in full compliance with regulations set by the Family Educational Rights and Privacy Act of 1974 (FERPA) (the Buckley Amendment). Students may have access to all records about them maintained by the University except for those considered confidential under the

Act. Students wishing to review records or to appeal for a change in those records should contact the Office of the Academic Dean and Admissions. The University, at its discretion, may release certain information classified as directory information unless a student indicates that such information should not be released. Requests to withhold this information from the general public must be made in writing and submitted to the Registrar.

Current records and transcripts are stored in written fashion for ten years on campus in locking metal file cabinets, and will be stored for up to fifty years off campus. Academic records of each student are maintained in a computer database and a back-up copy is stored in Compact-Disk form off campus.

CONFIDENTIALITY OF RECORDS

The confidentiality of student and patient records is protected by law. Information contained in a student or patient file may not be released to a third party without written permission of the student or patient, subject to the Family Rights and Education Act of 1974. This written permission must be a part of the file. Student interns and student employees may sometimes have access to confidential information regarding the University, its patients, suppliers, and fellow students. It is the student's responsibility to not reveal or divulge any such information unless instructed to do so by a member of the Administration. A student may be expelled for a breach of confidentiality and legal action may be taken by the University.

OFFICIAL/UNOFFICIAL STUDENT ACADEMIC TRANSCRIPTS

Upon written request, official copies of student academic records will be forwarded to either the student or to a designated addressee. Unofficial copies of student academic transcripts will only be provided to the student, unless exceptional circumstances warrant otherwise. Requests for academic transcripts may be obtained at the NSUHS Business Office. Processing of academic transcript requests will be withheld if the student has failed to submit required documents or other items, or has an unpaid balance of fees or other charges owed to the University.

TEACHING CLINIC

Clinical training is one of the important procedures of study in the school, this will determine if he can serve the patients well or not, and as a business, this will determine if he can survive or not in the competitive society. NSU has the particular teaching professors and teaching models:

- 1) Enlightening teaching give you the way of correct TCM thinking, instead of imitating;
- 2) Titanium scanner is an most advanced laser scanner in the world, which provides clear anatomic images of the human body, comes with the energy analysis, enabling the students understand the correlation between illness and symptoms, so that he can make correct diagnosis.
- 3) Special needing skills which are not in the traditional text books will be applied in the teaching.
- 4) Special classical and experienced formulae sharing will be added in the teaching.

INTERNSHIP LEVELS

150 hours	Clinic Observer
300 hours	Pre - Intern
510 hours	Internship

CLINIC REQUIREMENTS

An approved course in cardio-pulmonary resuscitation (CPR) is required prior to the entry-level clinical training. A health examination certificate, a recent (within 12 prior months) tuberculosis (TB) test or chest x-ray are also required before enrolling in the Clinic training courses. Further inquiries on entrance requirements for the Teaching Clinic should be directed to the office of academics affairs.

PROTECTION AGAINST IMPROPER DISCLOSURE

1. Information. About student's views, beliefs, and political associations which University employees acquire privately in the course of their work as instructors, advisors, and counselors shall be considered confidential. Since improper disclosure of this information could have a damaging effect to the environment of free inquiry and expression necessary to quality higher education, protection against improper disclosure of confidential information regarding students is a professional obligation of faculty members and administrative staff.
2. Student records. Records will be released only under legal compulsion or the written request of the student involved. If records are subpoenaed, the student shall receive the same information and the name of the subpoenaing agency.
3. Information from student educational records will be considered confidential in accordance with the Family Educational Rights and Privacy Act.
4. When a student has been found responsible for a violation of University standards through Judicial Affairs, a disciplinary record (separate from the student's academic record) will be maintained in a confidential file in the Dean of Students Office, Judicial Affairs, for a minimum of seven years. If a student is suspended or expelled from the University, the file shall be kept permanently. Probation and suspension are noted on the student's academic record during the term of the probation or suspension. A permanent notation will be made on the student's academic record if he or she is expelled from the University. If a student is found not responsible, all files will be purged. Disciplinary records are considered education records under the Family Educational Rights and Privacy Act and as such can only be released in accordance with those regulations.

Note: All admission documents submitted by students become the property of the University. Students should monitor in a timely manner, his/her own progress toward graduation and to take all appropriate required courses each trimester.

Student Rights, Responsibilities, and Privileges

Section one: Statement of Student Rights, Responsibilities, and Privileges

I. Preamble

Nine Star University of Health Sciences is a community that exists for the generation, acquisition, diffusion, and preservation of knowledge, the growth of all its members, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. All members of the university community are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth in an atmosphere of academic freedom. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom as well as elsewhere on campus. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the university community. The university has developed policies and procedures which provide and safeguard this freedom, within the framework of general standards, and with the broadest possible participation of the members of the university community. This document articulates the general policies that provide for the academic freedom of students in this university community and forms the basis on which more specific policies such as the Student Conduct Code, rules on students' records, etc., have been formulated and adopted.

II. Access to Nine Star University of Health Sciences

A. Admissions, Retention and Graduation

Nine Star University supports equal educational opportunity for all regardless of sex, race, color, creed, national origin, age, sexual orientation, marital status, handicap, religion, disability, or status as a disabled or Vietnam-era veteran. Persons seeking admission to the university have the right to be admitted if they meet the admission standards established for the university by the board directors of Nine Star University. Admission to the university does not automatically admit students to those programs which have special standards for admission or which may restrict admissions on the basis of available resources. To be eligible for continued enrollment in the university and for graduation from the university, students are responsible for meeting the university's published requirements for retention and graduation.

Nine Star University of Health Sciences retention rates:

2010	90%
2011	70%
2012	90%
2013	94%

B. University Facilities and Services

All regular students have the right to make full use of the facilities and services of the university which are generally available to students. There are, however, some limitations on the availability and use of university resources. Students are expected to use university facilities and services responsibly and with consideration for other members of the university community. Offices responsible for providing facilities and services will, upon request, furnish guidelines for their use.

III. Student, Faculty, Staff Relationship

The relationship between students and faculty/staff is one which is based upon mutual respect. Students see faculty and staff in a variety of roles: teachers, counselors, librarians, administrators, advisors, employers, supervisors, colleagues. In those rare instances where a student may wish to pursue a grievance having to do with grades or actions taken by a faculty member or a staff member of an office or department which adversely affected the student's academic progress, the university provides a procedure by which the grievance may be pursued. The rules for the process are contained in the Rules Governing the Operations of the Board of Academic Appeals, copies of which are available in the Office of the Vice President.

A. In the Classroom

1. Student Rights

A student who enrolls in a course has the following rights:

- a. To know from the instructor the goals and content of the course
- b. To know from the beginning the instructor's expectations and grading methods
- c. To be evaluated on the materials of the course and not on extraneous matters
- d. To consult with the instructor outside the classroom on matters related to the course

2. Student Responsibilities

A. Student who enrolls in a course has responsibility to observe the standards of academic performance defined by the instructor and the standards of conduct established by the instructor so as to assure the freedom of the instructor to teach and the freedom of the other students to learn.

B. Outside the Classroom

Students have a right to the services provided by faculty and staff, including such services as academic advising, counseling over a broad range of problem areas, dissemination of information, and clarification of university

policies and procedures, including those involving grievances. Because of the size and complexity of the university, students have the primary responsibility for initiating requests for such services, although faculty and staff are expected to be sensitive to student's needs and to offer assistance if students appear to need it.

IV. Student Records

A. Student Records Rules

The university has adopted rules which govern the form and variety of student records collected and maintained by the university, the nature of information collected, and the way in which student information is recorded, maintained, and eventually disposed of, consistent with federal and state regulations. Copies of the rules (in accordance with Public Law 93-380 the Family Educational Rights and Privacy Act of 1974, i.e., the Buckley Amendment) are available in the Office of the President. Students have a right to expect that information about themselves of a private, personal, or confidential nature which they share with faculty and staff will be disclosed only according to student records rules. Faculty and staff may provide judgments of a student's ability and character to others in appropriate circumstances, normally with the knowledge and consent of the student concerned, and in accordance with the university's rules on student records.

B. Students' Rules

The rules on student records also define the following rights of students with respect to their records and the procedures to be followed to guarantee those rights:

1. The right to inspect and review information contained in their educational records
2. The right to challenge the contents of their educational records
3. The right to submit an explanatory statement for inclusion in the educational record if the outcome of the challenge is unsatisfactory
4. The right to prevent disclosure, with certain exceptions, of personally identifiable information
5. The right to secure a copy of the university rules, which includes the location of all educational records
6. The right to file complaints with the appropriate federal and state agency(ies) concerning alleged failures by the university to comply with applicable laws, rules, and their implementing regulations

C. Students' Responsibilities

Students are responsible for furnishing, completely and accurately, such pertinent information as required by the university so that it may perform its proper function as an educational institution. If students' circumstances change, e.g., name, address, financial situation, etc., they are responsible for seeing that proper university officials are informed of such changed circumstances.

V. Student Life

Student Life encompasses a broad area, including the freedoms to form associations, to inquire and express opinions, and to participate in institutional government.

A. Association

Students have the right to form organizations and to join associations to promote their common interests. In doing so, they have the responsibility to follow university policies and procedures, copies of which are available in the Office of Campus Life.

B. Inquiry and Expression

Students and student organizations have the right to examine and discuss all questions of interest to them, to express opinions publicly and privately, to support causes, and to invite and hear any person of their own choosing. Such activities shall not disrupt the regular and essential operation of the university. Students and student organizations are responsible for following the policies and procedures related to these activities, copies of which are available in the Office of Campus Life.

C. Student Participation in Institutional Government

Students have the right to express their views by lawful procedures on issues of institutional policy and on matters of general interest to the student body, and to participate in the formulation and application of institutional policy affecting academic and student affairs. Student government, the Associated

Students of Nine Star University, is the primary vehicle for student participation in institutional government, and its role is explicitly stated in its constitution and by-laws, copies of which are available in the Office of Campus Life. Other opportunities for involvement in academic and student affairs areas may be found in the various departmental or administrative offices. Having become involved in institutional governance, students are responsible for fulfilling the obligations they have undertaken.

VI. Student Conduct

Students are members of both the university community and the larger community outside the university. As members of the university community, students are guaranteed those rights described in this document. As members of the larger community, students are afforded those rights guaranteed by the state and federal constitutions, the authority of which extends across both communities.

At the same time, both communities have established standards of conduct designed to protect their essential purposes. The university community has defined in its Student Conduct Code that conduct in which its members may not engage without penalty. The larger community has defined such behavior in its laws.

Outlined below are the standards in disciplinary proceedings established by the university with respect to student conduct which violates the norms of either the university or the larger community.

A. The University Community

The Student Conduct Code enumerates proscribed behavior and describes procedures followed in cases where students are alleged to have engaged in such conduct. These procedures guarantee procedural due process to the accused students and are fully described in the Student Conduct Code, copies of which are available in the Office of the Vice President.

B. The Larger Community

If a student's behavior results in charges that both the law of the larger community and the proscriptions of the university's Student Conduct Code have been violated, the university does not waive the right to initiate proceedings in accordance with provisions of the Student Conduct Code.

Section Two

I. General Policy

A. Introduction and Purpose

The students of Nine Star University are responsible for complying with policies, standards, rules, and requirements for academic and social behavior formulated by the for the maintenance of an orderly and responsible functioning of the university community. Students enrolled at any of the university's campuses are expected to uphold these standards both on and off campus. At the same time, students have protection through orderly procedures against arbitrary or capricious actions or decisions by university authorities. Due process is recognized as essential to the proper enforcement of university rules. The purpose of this document is to provide a procedure and rules by which a student will be afforded due process in the matter of alleged violations of university standards, rules, and requirements governing academic and social conduct of students.

The university recognizes a responsibility to resolve behavior problems before they escalate into serious problems requiring the application of these rules. Therefore, the vice president shall generally review and/or investigate student behavioral problems which are referred by university community members or any subsidiary conduct agencies to the Student Conduct Council, or which otherwise come to the attention of the vice president through the office of Public Safety and Police Services or other official university reports. The vice president and the Problem Solving Team shall be as proactive as possible concerning the resolution of student behavioral

problems and use reasonable arbitration and conflict resolution methods in order to prevent such problems from further interfering with the university community or the student's own educational progress.

The vice president shall provide for due process for students throughout the behavioral problem-solving intervention by following the proper steps related to the initiation, investigation, and disposition of complaints against a student as outlined in Section III of this document.

Any student is subject to these rules, independent of any other status the individual may have with the university. Any action taken against a student under these rules shall be independent of other actions taken by virtue of another relationship with the university in addition to that of the student.

B. Cooperation with Law Enforcement Agencies

Nine Star University distinguishes its responsibility for student conduct from the controls imposed by the larger community beyond the university, and of which the university is a part. The university does not have the responsibilities of a parent for the conduct of students. When students are charged with violations of laws of the nation or state, or ordinances of the county or city, the university will neither request nor agree to special consideration for students because of their status as students, but the university will cooperate with law enforcement agencies, courts, and any other agencies in programs for rehabilitation of students.

Nine Star University reserves the right to impose the provisions of this policy and apply further sanctions before or after law enforcement agencies, courts, and other agencies have imposed penalties or otherwise disposed of a case.

II. Proscribed Conduct

A student shall be subject to disciplinary action or sanction upon violation of any of the following conduct proscriptions:

A. Disruptive and disorderly conduct which interferes with the rights and opportunities of other students to pursue their academic studies.

B. Academic dishonesty in all its forms including, but not limited to:

1. Cheating on tests
2. Copying from another student's test paper
3. Using materials during a test not authorized by the person giving the test
4. Collaboration with any other person during a test without authority
5. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of an unadministered test or information about an unadministered test
6. Bribing any other person to obtain an unadministered test or information about an unadministered test
7. Substitution for another student or permitting any other person to substitute for oneself to take a test
8. Plagiarism, which means the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit
9. Collusion, which means the unauthorized collaboration with any other person in preparing work offered for credit

C. Filing a formal complaint with the Office of the Vice President with the intention of falsely accusing another with having violated a provision of this code.

D. Furnishing false information to any university official, especially during the investigation of alleged violations of this code.

- E.** Furnishing false information to the Student Conduct Council with the intent to deceive, the intimidation of witnesses, the destruction of evidence with the intent to deny its presentation to the Student Conduct Council or the vice president when properly notified to appear.
- F.** Intentionally setting off a fire alarm or reporting a fire or other emergency or tampering with fire or emergency equipment except when done with the reasonable belief in the existence of a need therefore.
- G.** Forgery, alteration, or misuse of university documents, records, or identification cards.
- H.** Sexual assault in any form, including acquaintance rape and other forced and/or nonconsensual sexual activity.
- I.** Actual or attempted physical/emotional abuse of any person or conduct which threatens or endangers the health and safety of any person or which intentionally or recklessly causes a reasonable apprehension of harm to any person.
- J.** Harassment of any sort or any malicious act which causes harm to any person's physical or mental well being.
- K.** Recklessly engaging in conduct which creates a substantial risk of physical harm to another person.
- L.** Creating noise in such a way as to interfere with university functions or using sound amplification equipment in a loud and raucous manner.
- M.** Theft or malicious destruction, damage, or misuse of university property, private property of another member of the university community, whether occurring on or off campus; or theft or malicious destruction, damage or misuse on campus of property of a nonmember of the university community.
- N.** Unauthorized seizure or occupation or unauthorized presence in any university building or facility.
- O.** Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other university activities or programs whether occurring on or off campus or of activities or programs authorized or permitted by the university pursuant to the provisions of this document.
- P.** Intentional participation in a demonstration which is in violation of rules and regulations governing demonstrations promulgated by the university pursuant to the provisions of this document.
- Q.** Unauthorized entry upon the property of the university or into a university facility or any portion thereof which has been reserved, restricted in use, or placed off limits; unauthorized presence in any university facility after closing hours; or unauthorized possession or use of a key to any university facility.
- R.** Possession or use on campus of any firearm, dangerous weapon or incendiary device or explosive unless such possession or use has been authorized by the university.
- S.** Possession, use, or distribution on campus of any controlled substance as defined by the laws of the United States or the state of California except as expressly permitted by law.
- T.** Violation of the university policy on alcoholic beverages which states:
 - 1. Persons 21 years of age or older may possess and/or consume alcoholic beverages within the privacy of their residence hall rooms or apartments. California State law provides severe penalties for the possession or consumption of alcoholic beverages by persons under 21 years of age and for persons who furnish alcoholic beverages to minors. All university students should be aware of these laws and the possible consequences of violations
 - 2. The university does not condone the consumption of alcoholic beverages by minors at functions sponsored by Nine Star University organizations. Organizations are held responsible for the conduct of their members at functions sponsored by the organization and for failure to comply with Washington State law
 - 3. The Student Conduct Council may place on probation any organization or prohibit a specific campus social function when the consumption of alcoholic beverages has become a problem of concern to the university
- U.** Conduct which violates the university policies on computer use.
- V.** Violation of clearly stated proscriptions in any published rule or regulation promulgated by any official campus committee, commission, or council acting within the scope of its authority.
- W.** Violation on or off campus of any city, county, state, or federal law while participating in any university-sponsored activity.
- X.** Conspiracy to engage in hazing or participation in hazing of another.

III. Initiation, Investigation, and Disposition of Complaints

A. Philosophy

The Problem Solving Team deals with student behaviors which constitute violations of this code. The Problem Solving Team meets weekly to review Residence Hall Incident Reports filed by resident assistants and building managers, as well as police reports, which deal with both on- and off-campus students. The Problem

Solving Team works together to suggest intervention strategies which are considered to be most appropriate and effective for eliminating specific negative student behaviors.

B. Process

Incidents that come to the attention of the Problem Solving Team may be addressed in one of the following ways:

1. No action.
2. Informal meetings with relevant university officials.
3. Initiate proceedings in the Office of the Vice President for Academic and Student Life. Official proceedings in the vice president's office are conducted when it becomes apparent to the Problem Solving Team that the initial and more informal forms of intervention with a student have been unsuccessful in positively modifying a student's behavior.

C. Investigation and Disposition of Complaints

The following rules will govern the processing of alleged violations of the proscribed conduct listed in the Student Conduct Code, with one exception. Allegations of discrimination, including sexual harassment, will utilize a separate process in order to provide both parties their rights under the law and in accordance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Copies of the Discrimination Grievance Process are available in the Office of the Vice President.

1. A complaint alleging misconduct against any student at the university may be filed by anyone at the Office of Student Life. Students, faculty members, administrators, and other employees of the university shall have concurrent authority to request the commencement of the disciplinary proceedings provided for in this chapter. A person filing a complaint shall be complainant of record.
2. Any student charged in a complaint shall receive written notification from the vice president. Such notice shall:
 - a. Inform the student that a complaint has been filed alleging that the student violated specific provisions of the Student Conduct Code and the date of the violation(s).
 - b. Set forth those provisions allegedly violated.
 - c. Specify a time and date the student is required to meet with the vice president or designee.
 - d. Inform the student that failure to appear at the appointed time at the vice president's office may subject the student to suspension from the university.
3. When the vice president meets with the student, the vice president shall:
 - a. Provide for the student a copy of the Student Conduct Code.
 - b. Review the alleged violation with the student.
 - c. Conduct an investigation into the alleged violation.
4. Upon completion of the review with the student and/or the investigation, the vice president may:
 - a. Drop the charges when they appear to be invalid, without substance or capricious.
 - b. Issue a verbal warning.
 - c. Apply any of the sanctions as outlined in Section IV if such sanction is warranted by the evidence.
 - d. Refer the case to the school board.
 - e. Invoke the summary suspension procedure as outlined in Section VII when deemed appropriate.
5. The vice president shall inform the student that only suspension and expulsion sanctions may be appealed to the Board, and that if an appeal is made, the vice president shall take no action nor make any determination, except for summary suspension, in the matter other than to inform the student of the time, date, and location of the proceeding by the Board

IV. Disciplinary Sanctions

The following may be the sanctions imposed by the Vice President for Academic and school board.

A. Warning

Notice in writing that the student has violated university rules or regulations or has otherwise failed to meet the university's standard of conduct. Such warning will contain the statement that continuation or repetition of the specific conduct involved or other misconduct will normally result in one of the more serious disciplinary actions described below.

B. Disciplinary Probation

Formal action specifying the conditions under which a student may continue to be a student at the university, including limitation of specified activities, movement, or presence on the NSU campus, including restricted access to any university building. The conditions specified may be in effect for a limited period of time or for the duration of the student's attendance at the university.

C. Restitution

An individual student may be required to make restitution for damage or loss to university or other property and for injury to persons. Failure to make restitution will result in suspension until payment is made.

D. Suspension

Dismissal from the university and from status as a student for a stated period. The notice suspending the student will state in writing the term of the suspension and any condition(s) that must be met before readmission is granted. The student so suspended must demonstrate that the conditions for readmission have been met. There is to be no refund of fees for the quarter in which the action is taken, but fees paid in advance for a subsequent quarter are to be refunded.

E. Deferred Suspension

Notice of suspension from the university with the provision that the student may remain enrolled contingent on meeting a specified condition. Not meeting the contingency shall immediately invoke the suspension for the period of time and under the conditions originally imposed.

F. Expulsion

The surrender of all rights and privileges of membership in the university community and exclusion from the campus without any possibility for return.

G. Forfeiture of Entitlements or Awards

For the specific instance of hazing, forfeiture of any entitlement to state-funded grants, scholarships, or awards for a specified period of time.

GRIEVANCE PROCEDURES

Students may file a complaint to an instructor or an administrator in writing. The recipient of the complaint will transmit the complaint to the Academic Dean. Students may also directly speak with the Academic Dean.

The Academic Dean will investigate the complaint thoroughly, including interviewing all pertinent individuals and reviewing all documents that relate or may potentially relate to the complaint. The Academic Dean will then report to the President the nature of the complaint and findings. For more details, please refer to the NSUHS Student Handbook, Grievance Procedures

For Resolution of Discrimination and Sexual Harassment Complaints

Any applicant for admission, enrolled student, applicant for employment, or employee of Nine star University of Health Sciences who believes s/he has been discriminated against (on the basis of such things as race, gender, disability, sexual orientation, or age) or who believes s/he is a victim of sexual harassment may lodge a formal institutional grievance according to the following procedure:

Step 1: Informal Meeting -- In an attempt to informally resolve the concern, the complainant may request a meeting with the individual believed to have committed the discriminatory or sexual harassment act **or** with the appropriate supervisor, as determined by the University administration office. The time period for informal resolution of concerns shall not exceed thirty days from the time the concern is lodged.

Step 2: Official Hearing -- If not satisfied by the results of the informal meeting or if the informal meeting has been waived, the complainant may request in writing a meeting with the dean of academic affairs.

- a. The request for an official hearing must be made in writing and set forth the specific grievance raised by the complainant.
- b. Within thirty calendar days of receiving the written request, the appropriate officer (identified in Step 2) shall arrange a meeting to hear the complaint. It shall be at the discretion of the complainant to determine whether the person to whom the complaint has been directed shall meet with the complainant and officer separately or in a single meeting. If the complainant requests a single meeting, the meeting shall be attended by the complainant, the person to whom the complaint is directed, and the officer, who shall chair the meeting.
- c. Following the hearing and within thirty calendar days of receiving the written request, the officer will report his/her findings in writing to both the complainant and the person to whom the complaint has been directed.

Step 3: Presidential Appeal -- If the complaint is not resolved as a result of the hearing conducted by the officer in Step 2, either the complainant or the person to whom the complaint has been directed may request an appeal to the university president.

- a. The request must be made in writing within ten days after receipt of the written result of the official hearing.
- b. Within fifteen days after receiving the request, the college president or the president's designee will conduct the presidential appeal hearing and report the findings in writing to both the complainant and the person to whom the complaint is directed.
- c. Attendance at the presidential appeal hearing shall be limited to the college president or his/her designee, the officer who conducted the formal hearing, the complainant, and the person to whom the complaint is directed, unless otherwise mutually agreed by the parties. The college president or his/her designee shall preside.
- d. Either the complainant or the person to whom the complaint is directed may call witnesses, at the direction of the person presiding.
- e. The written findings of the presidential appeal will be considered final. No further intra-institutional appeal exists.

If desired, inquiries or appeals beyond the institutional level may be directed to;

Regional Civil Rights Director
Office for Civil Rights, Region IX
U.S. Department of Education
221 Main Street, 10th Floor
San Francisco, California 94105
(415) 227-8020 TTY(415) 227-8124

For Resolution of Academic Complaints

- Step 1. Students with concerns about academics must first submit their concerns directly to the instructor or officer involved.
- Step 2. If there is no satisfactory resolution, the complaint should then be filed in writing to the Dean of academics, who will act as mediator to resolve the grievance.
- Step 3. If an satisfactory resolution cannot be obtained, then, the student may submit an additional written request citing the specific issues. Within in 1 week, the dean will convene a Grievance Committee hearing. The NSU Grievance Committee will consist of two administrative, one faculty, and one student representative with the Dean serving as the chair. The committee will hear the matter and make a decision within 5 working days of the hearing date.
- Step 4. If the Grievance Committee's decision does not produce a satisfactory resolution, a formal appeal for review can be made to the office of the President. All decisions of the President are final. If the Grievance is about the President, the student's written appeal will go to the Board of directors for consideration
- Step 5. If a student is not satisfied with the outcome, the student may contact the following agency:

Bureau for Private Postsecondary Education (BPPE)
P.O. Box 980818 West Sacramento, CA 95798-0818

Physical Address:
2535 Capitol Oaks Drive, Suite 400
Sacramento California, 95833

Phone: (916) 431-6959

California Acupuncture Board (CAB)
1747 N Market Blvd Suite 180
Sacramento, CA 95834
Tel: (916)515-5200, Fax: (916)928-2204

GRADUATION REQUIREMENTS

All graduate candidates have to satisfy all graduation requirements that are in effect at the time of their admission to the University unless a compliance to new rules or requirements imposed by a regulating agency is required.

The following requirements apply to all graduate candidates:

- File a Notice of Candidacy for Graduation during the final term before graduation
- Clear all financial obligations, including mandatory graduation fees
- Return all library loaned materials to NSU
- A grade of C or better for all required classes and clinic course works.
- A CGPA of 2.25 or better
- Pass the graduation exam

HONORS LIST

To graduate with Highest Honors, students must attain a cumulative GPA of 4.0. To graduate with Honors, students must attain a minimum cumulative GPA of 3.70

INDEPENDENT STUDY

The Dean of Academic Affairs may permit students to complete course requirements by means of Independent Study if a particular course is needed to graduate in a timely manner and that course is not offered during the last trimester for which the student is planned to graduate. Independent Study requires approval by the Dean of Academic Affairs and only students with a GPA of 3.0 can apply for this privilege. Independent Study is only allowed for a maximum of two (2) courses. Units for Independent Study are awarded based on forty-five (45) hours per unit of study time. A student on Independent Study must regularly meet with the assigned faculty for

assessment of learning and to take appropriate quizzes or exams. A student seeking Independent Study must submit an Independent Study Request Form and must meet all applicable regulations or restrictions as published in the Student Handbook and pay the appropriate fees.

SATISFACTORY ACADEMIC PROGRESS

Students must maintain satisfactory academic progress (SAP). SAP for all students requires that students must successfully complete 67% of the units they attempt in each consecutive two trimesters with a minimum GPA of 2.3 to maintain their satisfactory academic progress. Students not meeting this requirement are placed on “academic probation.” In order for a student to maintain their SAP, they must successfully come off of academic probation within two trimesters. Students not meeting this requirement must meet with the Dean of Academic Affairs. The student must present strong reasons that contributed to their poor progress or they will be dropped from the program. Students that are dropped from the programs will not receive any refunds. Part-time students must complete the MSTCM in seven and one half years to maintain SAP.

STUDENT SERVICES

STUDENT HEALTHCARE SERVICES

The Nine Star University of Health Sciences, Oriental Medical Center, offers healthcare services to students and their family members at substantially discounted rates for treatments and some herbal prescriptions.

STUDENT ADVISING and COUNSELING

The Vice President, Academic Dean and faculty are available to assist students with all aspects of life at Nine Star University of Health Sciences, whether it is related to academic or nonacademic matters. NSUHS also provides academic Counseling at least once each trimester during registration periods for determination of Satisfactory Academic Progress. Faculty members and senior students are also available to help student with academic problems.

LIVING AND HOUSING

(a) Nine Star University of Health Sciences does not have any type of dormitory facilities under its control.

(b) There is an abundance of varied housing in a wide range of pricing immediately surrounding the campus. The range of housing is usually between \$800-\$1,200 depending on the number of bedrooms and if shared.

(c) The University bears no responsibility in finding or assisting students in finding housing. The University does, however, have a bulletin board for student use to communicate opportunities for shared housing or for other community and professional listings. The Admissions Officer is available to make suggestions and help with resources to find housing, but it is the responsibility of the student to find acceptable housing within their own circumstances and needs.

The city of Sunnyvale and the neighboring communities of Santa Clara, Cupertino and Mountain View have extensive rental apartments and housing in all price ranges. The University is also within commuting distance from a number of other residential communities including Los Altos, Saratoga, Campbell, San Jose, Milpitas and Fremont.

STUDENT LOUNGE

The student lounge is open seven days a week during normal student class and clinic hours. Students are invited to use the student lounge during class breaks, between classes or as a place to just relax. The student lounge may be used for social interactions, eating, resting, or studying. The kitchen is well equipped with wireless Internet access, two refrigerators, a microwave oven, and a washbasin to facilitate preparation of meals. There is also a limited amount space where personal utensils may be kept.

CAMPUS COMMUNICATIONS

On-campus and inter-campus communications, including the posting of important dates, official announcements, Acupuncture State Board and other professional organizations news releases, can be found throughout the campus. Announcement of scheduled academic activities, student council meeting times and locations are disseminated through the University Newsletters and in some cases directly by the administrative staff. There are several bulletin boards located throughout the campus where students will find the University Newsletters, important announcements, and other relevant information.

ASSOCIATED STUDENT BODY

The University encourages all students to be actively involved with the ASB. It provides students to come together during a trimester event called "Student Day". This gathering, with lunch hosted by the Associated Student Body and the University, is well attended and appreciated by students and faculty. During the meeting, Scholarships are awarded and Academic Achievements are recognized, announcements and recent related news is provided to attendees during this event.

STUDY AREAS

The student lounge and library may be used for study groups. There are also several small carrels available for student study.

COMPUTERS LAB & INTERNET

NSU provides a current computer lab and Internet wireless access to enrolled students. Proper maintenance and respect of the equipment is expected. NSU reserves the rights to refuse to provide computer/internet access to anyone deemed unprofessional or with improper conduct.

JOB OPPORTUNITIES

NSU does not provide job placement assistance of any type. The university does post on the student bulletin boards any substantive and relevant employment opportunities that it receives. NSUHS will assist students with resume and cover letter writing.

***FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974* Notice to Students of Privacy Rights**

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law governing access to student education records. FERPA stipulates conditions for release of information from education records and affords students the opportunity to review and seek revision of those records. In addition, the federal law states: (a) that a written institutional policy must be established; and (b) that a statement of adopted procedures covering the privacy rights of students must be made available. The law provides that the institution will maintain the confidentiality of student education records. Nine Star University of Health Sciences (NSU) accords all the rights provided by the law, and reserves for itself the right to use and release student education records under the conditions specified by the law.

Education records, as defined by FERPA, include admission, academic, financial aid, and placement records, and other information directly related to students, with the exception of records created by the university police for the purpose of law enforcement, student health records that are created and used solely in connection with the provision of health care, employment records that relate exclusively to individuals in their capacities as employees, and alumni or other post-attendance records. FERPA regulations apply only to records held for institutional use concerning students who enroll at the university; they do not govern records of applicants who are denied admission or who choose not to attend the university. Nor do they govern records kept by a university official that are the sole possession of the maker and are not normally revealed to anyone else except a temporary substitute (e.g., temporary reminder notes).

FERPA stipulates that institutions may not disclose personally identifiable information contained in education records without a student's written consent, except under conditions specified by FERPA. Information is considered personally identifiable if it contains a student's name or the name of family members, a student's local or family address, an identification number, or descriptions or data sufficient to identify an individual.

FERPA permits access to student education records for school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic, research, or other staff position (including those in law enforcement and health care); a person serving on the Board of Trustees; or an individual or organization with whom the university has contracted to serve as its agent or to provide services in support of its operations (examples include attorneys, auditors, collection agents, and the National Student Clearinghouse). Student employees, students serving on official committees, and students serving in other positions in which they assist a university employee in performing her or his official tasks are also considered school officials. A school official has a legitimate educational interest in a student education record if the official needs to review the record in order to fulfill her or his professional responsibilities or official tasks.

With certain exceptions allowed by the law and listed below, no persons outside the university shall have access to, nor will the institution disclose any information from, a student's education record without the written consent of the student. FERPA permits information to be released from education records without written consent of the student to the following officials and agencies:

- Officials of other institutions to which students are applying to enroll
- Persons or organizations providing financial aid
- Individuals and organizations charged with oversight of the university, or of federal or state programs in which the university participates
- Accrediting agencies
- Parents of any student under the age of 21, regardless of the student's dependency status, in cases where the student has violated laws or university rules governing alcohol or controlled substances
- Persons as directed by a judicial order or lawfully issued subpoena, provided the university makes a reasonable attempt to notify the student in advance of compliance (unless directed by judicial authorities not to disclose the existence of an order or subpoena)
- Any person where there is an articulable and significant threat to the health or safety of a student or other individuals
- The Immigration and Naturalization Service under the terms and provisions of immigration law
- An ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of any offense listed in United States Code (USC) 18-2332 or an act of domestic or international terrorism as defined in USC 18-2331.

With the exception of alcohol and drug violations NSUHS does not release information from student education records to parents without the written consent of students.

FERPA permits the university to release information concerning violent crimes and non-forcible sex offenses (statutory rape or incest) committed by its students. Victims of alleged crimes of violence or non-forcible sex offense may be informed of the final results of university disciplinary hearings concerning the allegation. When a student is an alleged perpetrator of a violent crimes or a non-forcible sex offense and the university concludes with respect to that allegation that the student has violated university rules, the university may release to the public the name of the student, the offense committed, and the sanction the university imposes against the student.

At its discretion, Nine Star University of Health Sciences (NSU) may publish or release **directory information** in accordance with the provisions of FERPA. Directory information includes student name, university and permanent home address and telephone number, , a photograph, , dates of attendance, class, major fields of study, previous institutions attended, awards and honors (including honor roll), degrees conferred (including dates), participation in officially recognized sports and activities, and heights and weights of members of athletic teams.

By selecting the FERPA restriction to Directory Information on your student account, no information can be released regarding your student record. The FERPA restriction takes precedence over any "Release of

Information” forms that you may have submitted. Therefore, if applicable, we will no longer be able to discuss your student records, including account information, with any family member that you may have previously indicated we can release information to.

With the FERPA restriction in force, you must come in person with picture identification before NSU office can release any information. If you call a NSU office you will not be provided any information over the phone. NSU employees will only be able to respond, “We do not have any information available”. In addition, if you make the NSU honor roll, your name cannot be published on the web or in your hometown newspaper.

Students wishing to review their education records should submit a written request, clearly specifying the records of interest, to the official responsible for maintaining those records. The Student Life office will assist in identifying the appropriate official. The responsible official will then make arrangements for the student to inspect the records within forty-five days of the request, and will notify the student of the time and place of inspection. The Student Life office is located in 441 De Guigne Dr Sunnyvale, CA 94085. You may contact them by phone at 408-532-5567.

Students may have copies made of their records with certain exceptions (e.g., students may not have a copy of academic records for which a financial “hold” exists, or a transcript of an original or source document produced by another institution or by a person not employed by (NSU). Copies will be made at the student’s expense at prevailing rates, which are listed in the office of Registrar Services Sunnyvale campus.

Students who believe the adjudications of their challenges were unfair, or not in keeping with the provisions of FERPA, may request the assistance of the Office of the President of Nine Star University of Health Sciences. Students who believe their FERPA rights have been violated may also file complaints with The Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue S.W., Washington, DC 20202-4605 (<http://www.ed.gov/offices/OM/fpc/>).

THE CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal mandate requiring all institutions of higher education (IHEs), including Nine Star University, that participate in the federal student financial aid program to disclose information about crime on their campuses and in the surrounding communities. The Clery Act affects virtually all public and private (IHEs) and is enforced by the U.S. Department of Education. Campuses that fail to comply with the act can be penalized with large fines and may be suspended from participating in the federal financial aid program.

Compliance with the Clery Act

The Clery Act requires Nine Star University (NSU) to provide timely warnings of crimes that represent a threat to the safety of students or employees and to make their campus security policies available to the public. The act also requires NSU to collect, report, and disseminate crime data to everyone on campus and to the Department of Education annually. To be in full compliance with the law, NSU must do the following:

1. Publish and distribute an Annual Campus Security Report to current and prospective students and employees by October 1 of each year. The report must provide crime statistics for the past three years, detail campus and community policies about safety and security measures, describe campus crime prevention programs, and list procedures to be followed in the investigation and prosecution of alleged sex offenses.
2. Provide students and employees with timely warnings of crimes that represent a threat to their safety. NSU police or security departments must also keep a detailed public crime log of all crimes reported to them in the

past 60 days. Crime logs must be kept for seven years, and logs older than 60 days must be made available within two business days upon request.

3. Keep the past three years of crime statistics detailing crimes that have occurred: on campus; in IHE residential facilities; in public areas on or near campus; and in certain non-campus buildings, such as fraternities/sororities and remote classrooms. Schools must also report liquor and drug law violations and illegal weapons possession if they result in a disciplinary referral or arrest.

Nine Star University of Health Sciences was established in 2008. **No** crime has been committed on the campus. Following is crime rate in Santa Clara country:

DRUG FREE AMERICA ACT

Conforming to federal law, Nine Star University does not permit the use of alcoholic beverages on campus and does not tolerate the use of illegal substances on campus. Nine Star University does recognize that occasionally a student may need help in these areas. Students or employees who need help are encouraged to speak to the academic dean, clinic director or other trusted staff member for referral to an appropriate counseling source. Area counseling and referral services are listed in the “Drug Free Campus Policy and Procedures” published for all students and employees.

AMERICANS WITH DEISABILITY ACT

The Nine Star University facilitates access to university programs, activities, and services for students with disabilities. Utilizing documentation of disability and information obtained in consultation with the student, NSUHS staff assesses the affects of a student’s disability on his/her ability to access the educational process and identifies reasonable academic adjustments/accommodations. In addition, NSIHS works to sensitize university faculty and staff to the needs of students with disabilities and helps students obtain the materials, equipment, and assistance necessary to successfully pursue their education.

Appropriate accommodations/academic adjustments are determined for each student on an individual basis. Examples of the types of accommodations available include textbooks and academic materials in accessible formats (digital audio, large print, Braille, electronic text), alternative examination procedures, sign language interpreters, speech-to-text transcription, tape-recorded lectures, note-taking assistance, early registration, priority snow removal, special classroom furniture, access technology, assistance with library research, and temporary disability parking permits.

NSUHS makes every attempt to provide reasonable accommodation to meet the requirements of the Americans with Disability Act (ADA). The University Teaching Clinic and classrooms is wheelchair accessible, but not all the classrooms do. Any of physical, psychological, emotional, and learning disabilities students and patients may contact the Administration Office at (408) 532-5567 for assistance.

HARASSMENT PREVENTION POLICY

The University is committed to providing a learning environment free of any form of harassment. University policy prohibits sexual harassment and harassment or discrimination because of pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin, ancestry, physical or mental disability, medical condition, marital status, sexual orientation, age, gender or any other basis protected by federal, state or local law, ordinance or regulation. All such behavior is unlawful. Our harassment prevention policy applies to all students as well as all persons involved in University operations and prohibits unlawful harassment by any member of the University community, as well as by or of any person doing business with or for the University, including subcontractors, suppliers, patients, and volunteers.

Prohibited unlawful harassment includes, but is not limited to, the following behaviors:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments
- Visual conduct such as derogatory and/or sexually-oriented gestures, posters, photography, cartoons, drawings, e-mail and faxes
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis
- Threats and demands to submit to sexual requests as a condition of continued enrollment, or to avoid some other loss, and offers of any benefits in return for sexual favors
- Retaliation for having reported or threatened to report harassment.

If a student believes that he/she has been unlawfully harassed or discriminated against, he/she must provide a written complaint to the Academic Dean or other University official as soon as possible after the incident. The student's written complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses. The University will strive to protect the student's privacy. However, confidentiality cannot be guaranteed and the University reserves the right to use information disclosed in the complaint to investigate the situation.

Upon receipt of a complaint, the University will undertake a thorough, objective and good-faith investigation of the harassment allegations. If the University determines that harassment or discrimination has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any member of the community determined by the University to be responsible for harassment, discrimination, or retaliation will be subject to appropriate disciplinary action, up to and including termination or expulsion. Failure to comply with a University investigation will also result in discipline, up to and including termination or expulsion.

Students will not be retaliated against for filing a complaint and/or assisting in a complaint or investigation. Further, the University will not tolerate or permit retaliation by any member of the University community against any complainant or anyone assisting in a harassment or discrimination investigation. The University encourages all members of the community to report any incidents of harassment or discrimination forbidden by this policy immediately so the complaints can be quickly and fairly resolved. Students should be aware that the federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment, discrimination, and retaliation. If a student thinks that he/she has been harassed or has been retaliated against for resisting or complaining, he/she may file a complaint with the appropriate agency.

ALUMNI

Future NSU graduates are important to the continued growth and development of the university. Alumni and university interactions enlighten the sharing of experiences between the currently enrolled students and alumni members. Alumni support the University by contributing suggestions for the comprehensive examinations, by participating in University events, by tutoring students for the California acupuncture licensing exam and other licensing examinations, and by serving as mentors to new students and recent graduates. Alumni also receive discounts for Continuing Education Units (CEU) offered at the Nine Star University of Health Sciences.

STUDENT'S RIGHT-TO-KNOW DISCLOSURE

The student Right-to-Know Act requires schools disclose the completion or graduation rates for a specific cohort of the general student body as determined by the school.

This cohort is made up of degree-seeking, full-time, first-time graduate students. Since the rate of graduation changes from one trimester to another, please see the Dean of Academic Affairs for the information, if you are interested.

STUDENT RIGHTS RESPONSIBILITIES AND PRIVILEGES

Nine Star University (NSU) maintains fair and reasonable practices in all matters affecting students such as the delivery of educational programs, provision of support services, and timely resolution of disciplinary matters, as well as the handling of grievances. In addition, the University endorses the basic principles of the codes of ethics issued by the American Association of Collegiate Registrars and Admissions Officers (AACRAO).

Freedom of Access

Nine Star University is open to all qualified applicants according to its published admissions policies and standards. Upon matriculation, each student has access to all NSU services and facilities for which the student is qualified. Access will be denied to persons who are not NSU students.

Classroom Rights and Privileges

Instructors are expected to encourage open discussion and inquiry. Students may take reasoned exception to information offered in any course in the continual search for new understanding. Students' views, political associations, and beliefs which are confided to instructors and advisors during the performance of duties are confidential.

Right to Appeal

The purpose of appeal procedures is to provide a system that will represent "fairness and the absence of arbitrariness." With the intent of assuring fairness and objectivity, the University has created and implemented procedures for appeals by students. The University makes every effort to assure that the appeal procedures are clear to students and are not burdensome.

Students have the right to appeal any academic policy or requirement if either of the following conditions is present:

- Extenuating circumstances make it impossible to comply with the policy or requirement.
- An undue hardship would result from a strict application or interpretation of the policy or requirement.

Please note, however, that extenuating circumstances must be beyond student control and that undue hardship must be a condition far more serious than simple inconvenience. Documentation will be required and the timeliness of the appeal will be taken into consideration. If you appeal an academic policy or requirement, that appeal will be reviewed by the Academic Dean.

Retention of Student Records

A detailed system of records is maintained by the University for each student. Each student's file shall contain application documents, admissions credentials, records of attendance, grades earned, satisfactory academic progress records, written communication with the student, and any disciplinary actions taken. Fireproof storage shall be provided for the safekeeping of student records including records of graduation and degrees granted. Such records shall be considered the permanent property of the University and shall not be available for loan or release to others without the written consent of the appropriate student. Student records shall be retained permanently by the University.

Right to file a Complaint Policy

In case a student, the parent of a student, or any other individual has a complaint that an official of the University is violating FERPA, and the complaint cannot be satisfactorily resolved within the University, that person has the right to file a complaint with the Department of Education by contacting:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Ave., S.W. Washington, D.C. 20202-5920 (202) 260-3887

Disabilities Policy

The University is committed to complying with all the mandates set forth in Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Disabled students may request for reasonable accommodations to

the Academic Dean, and are required to provide medical certification of disability. In certain circumstances, early registration may be available for students with disabilities. *See regulations on Reasonable Accommodations for Disabled Students in the Student Manual.*

Hearing Committee

Academic dishonesty or acts of student conduct that violate University standards and Code of Conduct will subject the student to disciplinary action that may include dismissal from the University. However, in conformance with Due Process and prior to implementing any disciplinary action, the student is given a hearing before an impartial committee. The student is also given an opportunity to appeal any decision that is considered to be unfavorable.

Student Grievance Procedure

Students who feel aggrieved with the University, policies, practices and procedures, or faculty and staff may submit grievances in writing to the Academic Dean who will act upon or direct the complaint to the President for action which may result in an investigatory hearing and appropriate action. A response will be sent as quickly as possible. Due process will be an integral part of all dispute resolutions. *See Regulations on Student Complaint & Formal Grievance Procedures in the Student Manual.* Any questions or problem which have not been satisfactorily answered or resolved by the University may be directed to the:

Bureau for Private Postsecondary Education (BPPE)

P.O. Box 980818, West Sacramento, CA 95798-0818 Telephone: 916-431-6959, Fax: 916-263-1897

Sexual Harassment Policy

Nine Star University strives to provide an environment in which the dignity and worth of the members of the school community are based on mutual respect. Sexual harassment is considered unprofessional conduct by employees and students and is unacceptable behavior. It will not be tolerated. Nine Star University is committed to an employment and academic environment that encourages excellence. This environment includes freedom from all forms of harassment for students, faculty, staff, and applicants who seek to join the University. Sexual harassment violates Nine Star University policies as well as local, state, and federal law. It is a violation of University policy for anyone to retaliate against an employee, student, or applicant who makes a claim of sexual harassment. Any person violating University policy on sexual harassment is subject to disciplinary action such as reprimand, suspension, or termination of employment or enrollment. The type of disciplinary action imposed will depend on the severity of the offense.

General Definition of Sexual Harassment

Sexual harassment is an unwelcome sexual advance, request for sexual favors, verbal or physical conduct of a sexual nature directed towards a student, employee, or applicant seeking to join Nine Star University. When an individual is in a position to influence the education, employment, or participation in a school activity of another person, even apparent consensual sexual relationships often constitute sexual harassment. Sexual harassment occurs when any of the following circumstances exist:

1. Submission to such conduct is made, either explicitly or implicitly as a term or condition of a person's status in a program for academic, employment, or admission decision.
2. Submission to or rejection of such conduct is used as the basis for academic decisions or employment decisions,
- or 3. Such conduct has the purpose or effect of "unreasonable interfering" with an employee's work or student's academic performance or creating an intimidating, hostile, coercive, and offensive work or educational environment. For purposes of this policy, "unreasonable interfering" is defined as improper, unjustifiable behavior going beyond what is appropriate, warranted, or natural.
4. Sexual harassment is not limited to action by a supervisor or instructor but can include conduct by a co-worker or student.

Personal Conduct

Each student is expected to be an example of proper conduct. This includes the student's attitudes, actions,

appearance, and attire. The University's administration has the authority to take appropriate action through the Student Body Association or administrative disciplinary measures if this code of conduct is not adhered to. It is the policy of the University to prohibit smoking except in designated areas and prohibits unlawful possession or use of controlled substances or alcoholic beverages. Firearms possession anywhere on campus is **STRICTLY PROHIBITED**.

Student Right and Responsibilities

Code of Conduct

The disciplinary standards outlined in this catalog include rules and enforcement measures. These are the basic guidelines for conduct on the premises of the University, at any school sponsored activity and, under certain circumstances, behavior in the outside community. At any time, the University reserves the right to exclude students whose conduct is deemed undesirable or prejudicial to the University community's best interests. All amendments of the standards must be approved by the Dean in conjunction with the Executive Council. These standards are subject to amendment at any time with notices being posted on the campus bulletin boards and/or with the amendments prominently displayed in the campus newsletter.

The disciplinary standards described herein afford procedural fairness to the accused student and flexibility for the administration to exercise sanctions based on the individual circumstances of each case. Behavior resulting in disciplinary action may involve, but is not limited to, one or a combination of those listed below:

- Possession of alcoholic beverages on campus or at any school activities at any time • Intoxication of the student • No student will threaten another student, faculty, staff or administrator • Falsification of University documents, records, or identification
- Dishonesty in any form, including plagiarism, illegal copying of software, or knowingly furnishing false information to the University
- Cheating or compromising test materials • Removal of library materials without permission • Disruption of class or academic activities • Usage of abusive language to another student, faculty, staff, or administrator • Theft or damage of University property or fellow student's property • Illegal intoxication with controlled substances physical assault for any reason except clear self-defense • Vandalism of University property • Conviction for a crime beyond normal traffic violations • Aiding and/or abetting in any of the above situations • Possession of firearms or illegal weapons as defined by state and federal guidelines • Violation of any state policies or regulations governing student's relationship with the University

Students accused of improper conduct shall be given adequate notice of the charges and an opportunity to appeal the case to the grievance committee. Written notice of specific charges made against a student shall be given at least 15 (fifteen) days before the student is to appear before the committee. While disciplinary action against a student is pending, the student's status does not change unless it is found that the student poses a significant threat to the University community. Hearings are private. The accused student is afforded the opportunity to rebut all charges. The University establishes the charges by a preponderance of the evidence. The student has the right to appeal the disciplinary actions to the Academic Dean, but on the grounds that fair procedure was not followed by the committee or that the evidence in the record does not justify the decision or the sanction. A record will be kept of the disciplinary action taken and the basis for this decision. The disciplinary action taken may be reflected on the student's permanent record as part of the disciplinary punishment. Disciplinary action invoked by the committee may involve, but is not limited to, one or a combination of the alternatives listed as follows:

Dismissal:

Separation of the student from the University on a permanent basis.

Suspension:

Separation of the student from the University for a Specific Length of time.

Probation:

Status of the student indicating that the relationship with the University is tenuous and that the student's record will be reviewed periodically to determine suitability to remain enrolled.

Specific limitations and restrictions on the student's privileges may accompany probation. University policy stipulates that a student dismissed by disciplinary action, from either the University or a course, will not receive a refund of tuition or other fees. Students dismissed from the University for disciplinary reasons must exclude themselves from the University classes, activities, facilities, and buildings. Any exception must be approved by the President.

A student who is dismissed may reapply for admission after two quarter's from the dismissal.

University Catalog

It is the responsibility of the student to be familiar with the information presented in this catalog and to know and observe all policies and procedures related to the program the student is pursuing. Regulations will not be waived nor exceptions granted because a student pleads ignorance of these policies or procedures. While academic advisors will assist students in every way possible, the responsibility for following all policies, procedures, requirements, and deadlines will rest with the student. A student is expected to satisfy the requirements of the catalog in effect at the time the student is admitted to the University and begins course work in a degree program. However, a student may elect to graduate under the catalog in force at the time of graduation provided the student complies with all requirements of the later catalog.

Classroom Conduct

Instructors are responsible for presenting appropriate material for courses and students are responsible for learning the material. The academic performance of a student is evaluated in the determination of grades; however student conduct is important in the academic setting. Enrollment in a class may be terminated due to unsatisfactory student conduct, undue disrespect toward an instructor or administrator, or academic dishonesty. Each student is responsible for maintaining standards of academic performance established for each course in which the student is enrolled.

Drug, Alcohol and Smoking Policies

It is the policy of the Board of Trustees that the learning environment be free of prohibited or controlled substances. Specifically all members of the University community which includes administration, faculty, staff, students, and guests, must abstain from the consumption of alcohol, narcotics, and/or misuse of prescription drugs while on University property and on any field trip sponsored as part of the instructional program. Violation of this policy may lead to suspension, expulsion, termination, and in the context of criminal activity, referral to law enforcement agencies. Employees and students having difficulties with addictive substances can seek confidential advisement from the Student and Alumni Services Coordinator for referrals to agencies providing assistance with alcohol or drug related problems.

It is the policy of NSU that smoking is prohibited in all University facilities. At the discretion of the administration, an outside area may be set aside within the University facilities to accommodate students, staff members, and faculty who smoke.

Violation of the smoking policy may result in suspension or termination of academic status or employment.

Campus Security

In accordance with the Higher Education Act of 1965 as amended by Public Laws 101- 542, 102-26, 102-325 and 103-208, all related to the Student Right-To-Know and Campus Security Act, the University makes available to current students, prospective students, employees, and prospective employees, information about campus safety policies and procedures and statistics concerning whether certain crimes took place on campus. The latest report will be posted on the campus bulletin board, and is available upon request by contacting the Student and Alumni Services Coordinator or by writing to the administrative office.

Any incidence is a cause of concern to the University. Therefore, students, faculty, and staff are encouraged to report any crimes or suspected crimes to the Director of operations who will immediately notify appropriate local law enforcement agency. In the absence of the Director of operations and other officials, the individual should directly notify the local law enforcement agency.

FINANCIAL INFORMATION & POLICIES

TUITION & FEES (U.S. Dollars)

All fees are subject to change from time to time, without notice.

PROGRAM NAME	Total Units Q or S	Registration Fee	Total Program Tuition	Estimated Cost of Books & Materials	Total Program Charges
Master of Traditional Chinese Medicine	3,165 hours	\$325	\$34,970	\$2,000	\$37,150

Master of Traditional Tuition:

Academic Courses (1 unit = 15 hours)	\$ 180/ unit
Clinic Courses (1 unit = 30 hours)	\$ 11/ hour
Audit (1 unit = 15 hours)	\$ 130/ unit

Admission application (first-time students only)	\$ 100
Foreign Student Application	\$ 250
Foreign Students Reside in the US.	\$ 100
Registration Fee	\$ 25/ trimester
Late Registration Fee (1-15 days: \$25, 16-30 days: \$50, after 30 days, students will be dismissed unless other arrangements are made with the administrator or CEO.	\$ 25/ trimester
Make-up Comprehensive Exams	\$ 100/exam
Retake Comprehensive Exams	\$ 50/exam
Add Fee	\$ 25/course
Drop Fee	\$ 50/course
Student ID Card (Remake)	\$ 5/each
Challenge Examination	\$ 50/exam
Graduation (include ceremony, diploma and process)	\$ 200
Diploma Duplication	\$ 50/each
Returned Check/declined credit cards	\$ 25/ check or card
Official Transcript Requests	\$ 10/each
Estimated Cost of Tuition	\$ 37,150
STRF Fee (California Residents, Non refundable,	.50 per \$1,000

Master of Science in Traditional Chinese Medicine

Total charges for the current period of attendance: \$2,160

Total charges the student is obligated to pay upon enrollment: \$2,260

Estimated total charges for the entire educational program: \$37,150

STRF Disclosure

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 or 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."

"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 programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- The school closed before the course of instruction was completed. 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.
- 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.
- There was a material failure to comply with the Act or this 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.
- An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

FINANCIAL POLICIES & PROCEDURES

PAYMENT POLICIES

All tuition and applicable fees are due and payable as specified by the student's payment option. There will be a late payment fee if payment is not received consistent with the terms of the student's chosen financial option.

Students are required to clear any indebtedness to NSU before grades or transcripts will be issued or the degree awarded. All costs of collection, court fees and reasonable attorney's fees will be added to delinquent accounts collected through third parties.

NOTE: Failure to pay tuition and fees in accordance with the student's chosen financing agreement can result in administrative withdrawal, no course credit, account holds, assessment of late fees, referral to collections and unfavorable credit reference. Failure to comply with terms of the chosen financial option may result in a student being defaulted to the "Cash" option. Further violation of these policies will jeopardize eligibility for deferment and re-entry into NSU.

Cash Payment Option

Students who have selected the Cash Payment Option, or have been defaulted to Cash Payment Option, are required to pay all tuition and fees in full when they register for courses. At NSU, checks, credit cards and cash are all considered as "cash" for purposes of this option. Students who have not paid tuition may not be allowed to attend the course. A fee will be required of students who change the form of payment (see the fee schedule). *Students retain full responsibility for ensuring that all appropriate tuition and fees are paid in a timely manner.*

REFUND POLICY

HYPOTHETICAL REFUND EXAMPLE: Students have a right to a full refund of all charges, less the \$50 registration fee, if the student cancels the enrollment agreement on the first day of class or on the seventh day after enrollment/signing this agreement. The amount retained by the school will not exceed the \$50 (fifty dollar) registration fee.

If a student withdraws from the program after instruction has begun, the student will receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction. The date of withdrawal is the date of cancellation and is determined as the date the student notifies the school of the decision to cancel, or the last date of attendance if the student fails to notify the school. The student will be charged for all hours attended. For example, if the Student completes 50 hours of a 100-hour course and paid \$2,000 for tuition-in-full, the student would receive a refund of \$1,000.

Total Hours Enrolled	Hourly Tuition Charged	Total Tuition Paid By Student	Total Hours Completed	Total Refund Due Student
100	\$20.	\$2,000.	50	\$1,000.

The School will refund money collected from a third party on the student's behalf if the school cancels or discontinues the course in which the student is enrolled, or if the student drops out. If any portion of the tuition was paid from the proceeds of a third party, the refund will be sent to the lender or agency that guaranteed the funds. Any remaining amount will first be used to repay any student financial aid programs from which the student received benefits, in proportion to the benefits received. Any remaining amount of money will be paid to the student. If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. If the student defaults on a federal or state loan, both the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance at another institution until the loan is repaid.

Cancellation of Registration

A cancellation of Registration cancels all classes a student has registered for. If a Cancellation of Registration is submitted prior to the end of business hours of the day before the first week of the trimester in which the student is enrolled, a full refund of tuition, fees (other than non-refundable fees) shall be granted to the student. Students who submit a cancellation of registration after the 1st week of trimester are not eligible to receive refund of any fees, but are eligible for partial refunds of tuition up to sixty percent (60%) of the course of instruction calculated based on the date of the NSUHS Front Office receives the completed withdrawal notice from the student as follows:

Dropping Classes

Students who drop an individual class or classes during the established Add/Drop period (but remain enrolled in at least one class) will be granted a one hundred percent (100%) refund for dropped classes. Students who drop individual classes after the Add/Drop period are not eligible to receive refunds of any fees, but are eligible to receive partial tuition refunds up to sixty percent (60%) of the course of instruction calculated based on the date the NSUHS Front Office receives the completed withdrawal notice from the student, see refund policy. Students who have been enrolled past the end of the sixth week of instruction with in any trimester will not receive a refund and will be charged one hundred percent (100%) of the tuition and fees for that trimester.

Dropping Clinic Hours

Students who drop clinic hours prior to the end of business hours of the day before the first week of the trimester will receive a full refund. Students who drop clinic hours after the Add/Drop period, but before the end of the sixth week will be charged based on same calculation based on the date of the NSUHS Front Office receives the completed withdrawal notice from the student just as the didactic class drop policy. No refund of fees related to clinic internship will be given unless the student is eligible for full refund of the entire clinic hours registered. Students who drop clinic hours after the end of the sixth week will be charged for the total amount of clinic hours they initially registered for.

Student Charges:

2 nd Week:	20% Charged, 80% Refund
3 rd Week:	30% Charged, 70% Refund
4 th Week:	40% Charged, 60% Refund
5 th Week:	50% Charged, 50% Refund
6 th Week:	60% Charged, 40% Refund

* Students are allowed to withdraw from the Friday evening, Saturday and Sunday classes and interns hours during the next business day, and will be counted as if student withdrew in the previous week rather than the date of withdrawal.

** Another option to withdraw from the weekend class is to fax student's desire to withdraw with all the pertinent information including student's signature before the end of the week. Student who withdraws with this method needs to submit the original document (not the fax) and the confirmation of fax to the front office during business hours in the following week.

THE FOLLOWING ARE EXAMPLES ONLY. ACTUAL REFUND AMOUNTS ARE SUBJECT TO TUITION CHARGES AND UNIT/HOUR REQUIREMENTS IN EFFECT AT THE TIME THE STUDENT REQUESTS A TUITION REFUND.

-----Clinical Tuition Refund --

Student enrolled in 40 clinical hours, withdraws in the third week

Total Tuition charges for 960 clinical hours (960 hours X \$11.00)= \$ 10,560.00)

Divide total clinical tuition by number of clinical hours (10,560.00/960) = \$ 11.00 [This number (the quotient) represents the hourly charge for the clinical aspect of the program.]

Amount owed by student:

Hourly charge (\$11.00) X total hours in session at time withdrawal (12) = \$ 132.00

Amount paid by student (40 hours X \$11.00 per unit) = \$ 440.00

Amount of Clinical Tuition Refund (amount paid minus amount owed - \$440.00 minus \$ 132.00) =
\$ 308.00

This refund schedule is subject to revision, including retroactive revision during the academic year without notice and does not list information regarding didactic (classroom) instruction time frames.

Disbursement of Tuition Refunds

All tuition refunds will be disbursed through the NSUHS administration office, unless the refund recipient requests in writing that it be mailed. In such cases, the recipient must provide in writing a current mailing address or other address to which the refund should be sent.

Financial Charges Grievance

NSU has a responsibility to protect the rights of students and ensure compliance with its nondiscrimination financial policy by providing an appeal process for those who desire to file a grievance against NSU. All disputes relating to charges must be initiated within six (6) weeks from the charge date and must be submitted in writing to the Financial Office.

Financial Disputes

Student disputes or requests for policy exceptions must be submitted in writing and include all relevant. Note: All fees are subject to change. For student(s), currently enrolled or not, who has/have an outstanding balance, NSU reserves the rights to refuse any type of service, including release of grades and documents, may not grant re-admission to.

FINANCIAL AID PROGRAMS

Nine Star University of Health Sciences does not participate in federal and state financial aid programs.

The School will refund money collected from a third party on the student's behalf if the school cancels or discontinues the course in which the student is enrolled, or if the student drops out. If any portion of the tuition was paid from the proceeds of a third party, the refund will be sent to the lender or agency that guaranteed the funds. Any remaining amount will first be used to repay any student financial aid programs from which the student received benefits, in proportion to the benefits received. Any remaining amount of money will be paid to the student.

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

If the student defaults on a federal or state loan, both the following may occur:

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

If you the student obtain a loan to pay for your educational program, you will have the responsibility to repay the full amount of the loan plus any interest, less the amount of the amount of any refund, and that, if you have received federal student financial aid funds, you the student are entitled to a refund of the moneys not paid from federal student financial aid program funds.

If you the student have received federal student financial aid funds, and withdrew from the institution, you the student are entitled to a refund of the money not paid from federal financial aid funds.

NSU Scholarships

NSU offers supplemental scholarships throughout the year based on academic merit, community service, and/or financial need, and/or in acknowledgment of outstanding service to the University community. Scholarships are generally awarded at least once a year as well as at least once a year for outstanding clinical intern.

NSUHS offers a Family Member Scholarship which is designed for directly related family members who concurrently enroll into NSUHS. Please speak with the Program Director or Academic Dean for further information.

PROGRAMS & DETAILED COURSE DESCRIPTION

THE PROGRAM

YEAR: 2014

TERM: First Trimester (Fall)

Course #	Title	Unit	Hour
FD 111	Foundation of TCM I	3	45
AC 101	Acupuncture I	4	60
HM 101	TCM Herbology I	4	60
FD 102	Medical Qigong	2	30
BIO 105	General Biology	3	45
BIO 107	Human Anatomy	4	60
WM 101	Medical Terminology	3	45
PD 100	History of Traditional Chinese Medicine	1	15
Total:		25	375

TERM: Second Trimester (Spring)

Course #	Title	Unit	Hour
FD 112	Foundation of TCM II	3	45
AC 201	Acupuncture II	4	60
HM 102	TCM Herbology II	4	60
BIO 102	Chemistry & Bio-Chemistry	3	45
BIO 104	Physiology	4	60
PM 201	Practice Management	2	30
Total:		20	300

TERM: Third Trimester (Summer)

Course #	Title	Unit	Hour
FD 201	TCM Diagnosis I	4	60
FD 106	Nei Jing	3	45
AC 301	Acupuncture III	3	45
HM 201	TCM Formulas I	4	60
FD 104	Tui Na I	3	45
FD 105	Tai Chi	2	30
BIO 108	Western Pathology & Pathophysiology	4	60
PM 301	Clinic Procedures	1	15
Total:		24	360

TERM: Fourth Trimester (Fall)

Course #	Course	Unit	Hour
FD 202	TCM Diagnosis II	4	60
AC 401	Acupuncture IV	3	45

HM 202	TCM Formulas II	4	60
FD 107	Tui Na II	2	30
WM 301	Western Pharmacology	3	45
PH 401	CPR & First Aid	1	15
CL 2	Clinic Observation (150 hrs)		150

Total: 17 405

TERM: Fifth Trimester (Spring)

Course #	Course	Unit	Hour
AC 501	Acupuncture V	3	45
FD 403	Herbal Pharmacology & Nutrition	2	30
BIO 106	General Physics	2	30
BIO 109	Food, Diet and Vitamins	3	45
WM 302	Physical Examination & Lab Diagnosis	4	60
PH 402	Case Management I	3	45
CL 3	Pre-Internship (150 hrs)		150

Total: 17 405

TERM: Sixth Trimester (Summer)

Course #	Course	Unit	Hour
FD 407	TCM Traumatology	2	30
AC 601	Acupuncture VI	4	60
WM 401	Western Medical Sciences I	3	45
PH 403	Case Management II	3	45
CL 4	Pre-Internship (150 hrs)		150

Total: 12 330

TERM: Seventh Trimester (Fall)

Course #	Course	Unit	Hour
FD 401	Internal Medicine I	3	45
FD 411	Shang Han Lun	2	30
BIO 101	General Psychology	2	30
PD 203	Research Methodology	2	30
WM 402	Western Medical Sciences II	4	60
CL 5	Internship I (180 hrs)		180
Elective		2	30
Total:		15	405

TERM: Eighth Trimester (Spring)

Course #	Course	Unit	Hour
FD 404	Internal Medicine II	3	45
FD 402	TCM External Medicine	2	30
FD 406	TCM Gynecology	3	45

FD 512	Jin Kui	2	30
PM 401	Medical Ethics	1	15
PM 801	Laws & Regulations	1	15
CL 6	Internship II (180 hrs)		180
Total:		12	360

TERM: Ninth Trimester (Summer)

FD 511	Wen Bing	2	30
PH 403	Public Health	2	30
CL 7	Internship III (150 hrs)		150
Elective		2	30
Total:		6	240

Graduation Requirements

The above curriculum requirements must be satisfactorily completed in order to petition for graduation from the Acupuncture and Traditional Chinese Medicine program at Nine Star University of Health Sciences. Total number of hours include:

147 Units, 2250 Hrs didactic education

32 Units 960 Hours clinical training

Total 179 Units / 3165 Hours

DETAILED COURSE DESCRIPTIONS

Acupuncture & Moxibustion

AC 101 Acupuncture I 4 units

Prerequisite: None

This course introduces basic concepts of channels, collaterals, and acupuncture points. This course also covers acupuncture history, classification, systems of nomenclature, knowledge of standards of the WHO, distribution, and functions of the channels and collaterals.

AC 201 Acupuncture II 4 units

Prerequisite: AC 101

The course is designed to introduce students to the first eight of the twelve Primary Acupuncture Meridians. The channels covered will include the Lung, Large Intestine, Stomach, Spleen, Heart, Small Intestine, Urinary Bladder, and Kidney.

AC 301 Acupuncture III 3 units

Prerequisite: AC 201

This course is a detailed introduction to the theory of channel systems covering the Pericardium, Triple Energizer, Gall Bladder, and Liver. This course will also include the Governor Vessel and the Conception Vessel. This course will also include the 40 Extra Points.

AC 401 Acupuncture III 3 units

Prerequisite: AC 301

This course is a detailed introduction to the theory of channel systems covering the Eight Extraordinary Channels, Twelve Divergent Channels, Fifteen Collaterals, Twelve Muscular Regions, and Twelve Cutaneous Regions. This course will introduce the student to CNT and clinic safety

AC 501 Acupuncture V 3 units

Prerequisite: AC 301, AC 401

This course covers the application of various techniques and modalities used in acupuncture point treatments. It will introduce the student to special acupuncture modalities, Cutaneous, Pressure, Intradermal, Three-edged Needle, Warm needle, and Electro Acupuncture. The course also introduces the student to different styles and methods of Moxibustion and Cupping. This course will also review Clean Needle Technique and how to safely perform an acupuncture treatment in a clinical setting.

AC 601 Acupuncture VI 4 units

Prerequisite: AC 501

This advanced Acupuncture course is an in-depth study of the principles of Acupuncture prescription development and treatment from Nei Jing to modern acupuncture and oriental medicine literature. The course includes a detailed study of clinical acupuncture treatment procedures for different specialties including, but not limited to, emergency care, family medicine, internal medicine such as Respiratory, Digestive, Urogenital, and Psychologic diseases.

AC 701 Special Acupuncture Techniques 3 units

Prerequisite: AC 501, AC 601

This course includes two parts. The first part will focus on teaching proper clean technique in treating patients and proper usage of equipment in the clinic. Clean needle technique (CNT), OSHA requirements, and information regarding blood-borne illnesses will be taught. The second part will focus on various acupuncture techniques, including needling techniques, moxibustion, cupping, accident prevention etc.

Traditional Chinese Medicine**FD 111 Foundation of TCM I 3 units**

Prerequisite: Upper Division Standing

This course includes TCM fundamental concept --- Yin/Yang, five elements, organ theory, vital function, etiology, diagnostic method.

FD 112 Foundation of TCM II 3 units

Prerequisite: FD 111

Based on the knowledge of Foundation of TCM I, this course will use “differential analysis” method for further discussion of basic symptoms and sign and therapy. “Eight principles” “Organs” “Six Channels” and “Wei, Qi, Ying, Blood Stages” Differential analysis (Bian Zhen) and TCM therapeutic principle and method.

FD 201 TCM Diagnosis I 4 units

Prerequisite: None

Introduced in this course are four methods of diagnosis in Oriental Medicine with emphasis on tongue observation and pulse diagnosis. Also covered are analyses of symptoms and signs of diseases.

FD 202 TCM Diagnosis II 4 units

Prerequisite: FD 201

This course is a detailed study of the principles of differential diagnoses and clinical syndromes in Oriental Medicine. Eight principles, Qi, Blood, Body Fluid, Etiology, Five Elements, and Channels differentiation are included.

FD 106 Nei Jin 3 units

Prerequisite: None

In this course, the essential concepts of the Nei Jing (The Cannon of Internal Medicine) will be presented from translations of the original articles. Nei Jing is attributed to the legendary Huang Di (Yellow Emperor) and serves as the source for TCM diagnosis and acupuncture theory, covering Yin/Yang, Five Elements, Zang organs and their manifestations, and channels and their networks. The theories of pathogens and clinical diseases and symptoms, diagnostic methods, therapeutic principles and methods, and the theory of health preservation will be reviewed. The teacher and student work together to understand the true meaning of this ancient Chinese medical text.

FD 401 Internal Medicine 3 units

Prerequisite: Upper Division Standing

This is the first of two classes that cover what is probably the most important aspect of TCM. It systematically shows Chinese medicines method of basing Chinese herbal treatment on differentiation of syndromes and patterns. The course will focus on the study of clinical Oriental Medicine dealing with single entities and syndromes of different body systems and integrated acupuncture and oriental medicine diagnostic and treatment procedures. Special consideration is given to etiology and pathogenesis, clinical manifestations, analyses, and treatment plans, including important and necessary acupuncture, herbal treatments, lifestyle counseling, and self-care recommendations. These courses also cover, in detail, methods to add acupuncture points and herbs to the basic treatments according to disease progression and various syndromes.

FD 402 TCM External Medicine 3 units

Prerequisite: Upper Division Standing

This is the third part of the TCM Orthopedics and External Medicine series. This course is to assess the trauma or other orthopedic diseases at lumbar and sacral spine as well as the hip, femur, knee, leg, ankle and feet, including the muscle, tendon, joint, nerves.

FD 404 Internal Medicine II 4 units

Prerequisite: FD 401

In this second course of the series, students will continue to develop their skills and theories in traditional diagnosing using the four examinations. Inquiry and palpation, visual and audio-olfactory examinations. It will continue to develop the student competencies in palpation pulse examination, Qi/Blood/Body Fluid identification. This course continues the discussion on diagnostic theories in terms of cause of diseases, including zang fu, six channel pattern identification and four aspect pattern identification which include a practical component. This course also covers, in detail, methods to add acupuncture points and herbs to the basic treatments according to disease progression and various syndromes.

FD 405 TCM Pediatrics 2 units

Prerequisite: Upper Division Standing

This course focuses on introducing students to the unique physiology and pathology of children in TCM. This establishes the clinical knowledge necessary for students to treat children's diseases with TCM in the clinic. This course presents a comprehensive analysis of Five Zang and Six Fu organ diseases, and their treatment.

FD 406 TCM Gynecology 3 units

Prerequisite: Upper Division Standing

This course covers the normal and pathological pathology of the female organ system according to TCM theory. The proper herbal medicinal formulas that apply to each syndrome are discussed in detail. Clinical cases and the principles used to properly recognize and manage gynecological disease with Chinese herbs are presented.

FD 407 TCM Traumatology 2 units

Prerequisite: Upper Division Standing

To study the concept and principle of trauma and orthopedics of Asian Medicine, the method of its diagnosis and treatment as well as its advanced specialty.

Herbology

HM 101 TCM Herbology I 4 units

Prerequisite: Upper Division Standing

Herbology includes general concept, single herbs and herbal formula three parts. This course will cover general concept and releasing superficial symptoms, anti-wind damp, releasing dampness, clearing heat, respiratory and digestive herbs groups.

HM 102 TCM Herbology II 4 units

Prerequisite: HM 101

Herbology II includes four Tonifying herbs, Regulating blood herbs, Astrigent herbs, Sedative and anti-liver wind herbs, open orifice herbs, clear bowel worms herbs and External herbs.

HM 201 TCM Formulas I 4 units

Prerequisite: FD 201, FD 202, HM 101, HM 102

This is a comprehensive introduction to Chinese herbal formulas for various clinical applications. This section will discuss the formulas used for releasing the exterior, clearing heat, draining down, harmonizing, treating dryness, expelling dampness, as well as warming interior cold.

HM 202 TCM Formulas II 4 units

Prerequisite: HM 201

This is a comprehensive introduction to Chinese herbal formulas for various clinical applications. It is a continuing course of Herbal Formula I. This section will discuss the formulas used for tonifying, regulating the Qi, invigorating the blood, stopping bleeding, stabilizing and binding, tranquilizing, orifice opening, wind expelling, phlegm treating, digesting as well as parasites expelling.

FD 403 Herbal Pharmacology & Nutrition 2 units

Prerequisite: Upper Division Standing

This course deals with therapeutic approaches in Western Medicine. Drugs used in the treatment of disease will be discussed in this course. The mechanisms of action, absorption, excretion, and toxicity of specific drugs will be reviewed. Drugs-Herbs-Nutritional interaction will be discussed.

FD 411 Shang Han Lun 2 units

Prerequisite: Upper Division Standing

This course consists of classic theories of infectious diseases caused by exogenous wind and cold factors. Included are etiology, clinical manifestations, pulse and tongue signs and complications at different stages of each infectious disease. The course also covers basic therapeutic herbal formulas applicable to different diagnoses of syndrome and different stages of disease progression.

FD 512 Jin Kui 2 units

Prerequisite: Upper Division Standing

This course is the third in a series which reviews important classical literature on Chinese medicine. Jin Gui Yao Lue (The Essential Prescriptions of the Golden Chamber) was written by Zhang Zhong Jing approximately 1700 years ago. Students will learn the main critical concepts and herbal prescriptions of the major diseases in the book as they apply to clinical use.

FD 511 Wen Bing 2 units

Prerequisite: Upper Division Standing

This course reviews one of the important books of classical literature on Chinese medicine. Wen Bing discusses the theory and treatment of diseases that are induced by heat (febrile disease). The concept of febrile disease was first mentioned in Inner Canon, however, for centuries the main focus of diagnosis and treatment was placed on Wind and Cold as the major cause of externally induced diseases. The doctrine of Wen Bing considers heat diseases to embrace all externally contacted febrile and infectious diseases and describes the progression of disease by utilizing the four-aspect pattern of differentiation.

Therapeutic Massage, Qi Gong, TCM Exercise

FD 102 Medical Qigong 2 units

Prerequisite: None

This course will provide students with the rudimentary knowledge and experience with the health and longevity promoting exercises of Qi Gong and Breathing. This course is designed for practical knowledge and experience of such exercises to promote the health and balance of the student/practitioner, increase awareness and concentration, integrate OM principles with kinetic movement, and counsel and instruct patients in terms of exercise, biomechanical alignment, and health. Western anatomical biomechanics, kinesiology, injury prevention and rehabilitation instruction will also be included.

FD 103 Application of Medical Qi Gong 2 units

Prerequisite: FD 102

This course will provide OM students with the rudimentary knowledge and experience with the health and longevity promoting exercises of, Qi Gong and Breathing. This course is designed for practical knowledge and experience of such exercises to promote the health and balance, increase awareness and concentration,, and counsel and instruct patients in terms of exercise, biomechanical alignment, and health.

FD 104 Tui Na I 3 units

Prerequisite: None

This course includes the principles, theory, techniques utilizing manual therapy and mechanical devices and practice of basic Acupressure and Tui Na (Oriental Massage).

FD 105 Tai Chi 2 units

Prerequisite: None

This course will provide OM students with the rudimentary knowledge and experience with the health and longevity promoting exercises of Tai Chi Chuan, Qi Gong and Breathing. This course is designed for practical knowledge and experience of such exercises to promote the health and balance of the student/practitioner, increase awareness and concentration, integrate OM principles with kinetic movement, and counsel and instruct patients in terms of exercise, biomechanical alignment, and health. Western anatomical biomechanics, kinesiology, injury prevention and rehabilitation instruction will also be included.

FD 107 Tui Na II 2 units

Prerequisite: FD 104

This course covers advanced soft tissue techniques of Tui Na and special manipulative procedures of Child Tuina. Students will be trained in these techniques and procedures for use in the treatment of certain common diseases.

Basic Sciences**BIO 101 General Psychology 2 units**

Prerequisite: None

This course will present a history of the development of psychological theory from Freud to the present, encompassing Pavlovian and Skinnerian theories of behavior, and the sorts of maladies which might be termed “psychosomatic.” Modern descriptions of mental illnesses, such as psychoses and neuroses will be explained. Traditional outlooks on mental illnesses are also explored, such as explanations for mental illness. Psychological disorders and therapeutic methods will also be examined for effectiveness in treating mental illness.

BIO 102 Chemistry & Bio-Chemistry 3 units

Prerequisite: None

Chemistry is one of the basic medical sciences in TCM, especial biochemistry that offers the knowledge of normal chemical reaction in human life. It will explain the pathologic mechanism and abnormal metabolism of disease.

BIO 104 Physiology 4 units

Prerequisite: BIO 107

This is a continuation of basic Anatomy/Physiology A with particular emphasis placed on the function of organs and organ systems (Respiratory, Cardiovascular, Gastrointestinal, Urinary, Reproductive System).

BIO 105 General Biology 3 units

Prerequisite: None

This course “set the stage” for study of human anatomy and physiology. It provides the unifying information required to understand the “connectedness” of human structures of a particular size, shape, form, or placement serve unique and specialized functions.

BIO 106 General Physics 2 units

Prerequisite: None

This course will present the Laws governing bodies motion in and at rest (inertia), mass, temperature and pressure changes and the effect on mass, will be presented in a Newtonian context. The fundamentals of electricity, chemistry and its implications effects for on reality . Applications of physics on medical diagnosis will also be discussed.

BIO 107 Human Anatomy 4 units

Prerequisite: None

The objective of this course is to provide students with an understanding of the structures and arrangement of gross surface features of the human body. Slides are used to emphasize areas useful to the acupuncturist. This course pays special attention to the skeletal system, joints, muscular system, and lymphatic system along with basic blood chemistry, blood pH, body fluids and electrolyte balance, and acid-base balance.

BIO 108 Western Pathology & Pathophysiology 4 units

Prerequisite: Upper Division Standing

This course includes two parts;1. Pathology learning A)the general concept and principles of pathology, B) the mechanism of some important common and typical systemic organ disorders. 2. Microbiology bacteriology, virus and few parasites classification and diseases.

BIO 109 Food, Diet and Vitamins 3 units

Prerequisite: None

This is a general nutrition course with an introduction to principles of nutrition and their relationship to health. Major principles, functions and sources of nutrients and disease prevention are discussed. Procedures for patient consultation in commonly seen diseases, nutrition, dietary supplement and prescription counseling.

Clinical (Western) Medicine

WM 101 Medical Terminology 3 units

Prerequisite: None

This course covers Western medical terms used for various diseases, surgical procedures medical procedures and body parts. Such terminology is technically exact vocabulary used by professionals consisting of Greek and Latin roots, combined forms, prefixes, and suffixes. The course also includes Western medical abbreviations, and the formation of singular and plurals.

WM 301 Western Pharmacology 3 units

Prerequisite: None

This subject will includes the following aspects: 1. The basic theory and of pharmacology. 2. Pharmacology of peripheral and central nervous systems. 3. Pharmacology of respiratory, digestive, urinary, cardiovascular and endocrine system. 4. Pharmacology of antibiotics. 5. Chemotherapy of malignant tumors.

WM 302 Physical Examination & Lab 4 units

Prerequisite: None

Presented in this course are standard methods of Physical examination and /or assessment, including neuromusculoskeletal, orthopedic, neurological, abdominal, and ear, nose and throat examinations, with

emphasis on history taking, physical examination and screening tests; understanding the necessity of adjunct diagnostic procedures, laboratory tests and imaging studies of various bodily systems and international classification of diseases (ICD). The course also includes diagnostic clues for disease differentiation of various bodily systems and organs.

WM 401 Western Medical Sciences I 3 units

Prerequisite: BIO 107, BIO 104, WM301, WM 302

This course includes the main principle of surgery, respiratory diseases, cardiovascular diseases, and gastrointestinal disorders.

WM 402 Western Medical Sciences II 4 units

Prerequisite: BIO 107, BIO 104, WM301, WM 302, WM 401

This course includes the main principle of surgery, respiratory diseases, cardiovascular diseases, and gastrointestinal disorders

Professional Development

PD 100 History of Traditional Chinese Medicine 1 units

Prerequisite: None

The History of Medicine, in general, in which the origins of Medical theory, the progress of medical science, and the history and development of Acupuncture and Oriental Medicine in the United States are discussed. Medical conditions and name of tests from famous individuals who discovered them will also be presented.

PD 203 Research Methodology 2 units

Prerequisite: None

This course is designed to introduce basic concepts and techniques of collecting, organizing, and analyzing data (methods of statistical analysis) in order to carry out and research a specific inquiry in Acupuncture and Oriental Medicine and related subjects. The focus is gaining knowledge in research methods and literature evaluation to apply later in a research project of one's own design.

Practice Management

PM 201 Practice Management 2 units

Prerequisite: None

This course covers the business and management aspects of practicing acupuncture and Oriental Medicine in private clinic establishments. The curriculum includes record keeping, insurance billing and collection, California and Federal laws including HIPAA, OSHA, and Labor codes, safety management, running a successful acupuncture clinic, risk management and ethics.

PM 301 Clinic Procedures 1 units

Prerequisite: None

The course content for the purposes of clinical steps, including the first human patients attending the reception and disposal; will be written into the medical diagnostic process; will be written into the medical treatment process ; medical writing relevant legal requirements; clinics during the course of patient care; and acupuncture treatment and other prohibited items.

PM 401 Medical Ethics 1 units

Prerequisite: None

This course covers ethical and legal aspects in acupuncture and oriental medicine.

PM 801 Laws & Regulations 3 units

Prerequisite: None

This course examines the ethical issues surrounding licensed practice in the field of TCM. Course topics include standards of medical ethics, ethical issues, legal issues, and the rules and regulations relating to the practice of acupuncture and Oriental medicine with an emphasis on California Acupuncture Laws.

Public Health

PH 401 CPR & First Aid 1 units

Prerequisite: None

First-Aid and adult/Child cardiopulmonary resuscitation (CPR) class.

PH 403 Public Health 2 units

Prerequisite: None

This course examines the major domains of the public health especially introducing what is public health and to potentially apply public health to dealing with health issues. The content of the course will focus on basic material related to Health Services, Epidemiology, Social/Behavioral Science, Environmental Health and Biostatistics and Chemical Dependency. A review will be integrated to include the biomedical basis for public health, historical developments of public health, the role of health ethics especially in research and the future challenges to public health. This course provides students the opportunity of learning the art and science of public and community health prevention and public health education and communication.

Case Management

PH 402 Case Management I 3 units

Prerequisite: Upper Division Standing

This course is designed to teach students how to competently manage patient care as a primary health care professional. The course offers the knowledge and skills of patient counseling to enhance the mind-body-spirit healing of the patient as well as that of the practitioner. It will provide the tools to assess the patient's disease from psycho-social-cultural-behavioral perspectives while offering a more sensitive communication skill to the needs of patients. This course integrates the Oriental and Biomedicine cases for the diseases of the pulmonary system, cardiovascular system, gastrointestinal system and urinary system with cases. It covers the proper protocol for treatment planning, treatments, contraindications, complications, prognosis and future medical care, including drug and herb interactions. It also covers the continuity of care, referral and collaborative efforts with other primary or secondary healthcare providers, as well as the need for follow-up care, determination of final review, and the selection of functional outcome measures.

PH 404 Case Management II 3 units

Prerequisite: PH 402

This course covers the proper format, reference, and language of medical-legal report writing for private insurance patients, the need to participate in or warrant an expert medical testimony and/or independent medical review will be included. The clinical management of special care and/or seriously ill patients, as well as emergency medicine Procedures is included in this course.

Clinical Practice

CL 2 Clinic Observation 150 hrs

CL 3 & 4 Pre-Internship 300 hrs

CL 5, 6, & 7 Internship 510 hrs

Prerequisite: Upper Division Standing / PH 401

Clinical training is designed to give students practical experience in observing the treatment of patients, participating in the treatment of patients and performing the skills required of a competent TCM practitioner.

FACULTY

NSU has a diverse core faculty who are dedicated, caring, inspiring and knowledgeable instructors from China and the United States. Most are well-recognized professors and each of them is a dedicated educator and

experienced licensed practitioner in their own field of expertise. We emphasize the two abilities of the faculty: successful teaching experiences and successful clinical experiences.

BIOGRAPHY OF OUR FACULTIES

Yeh, John M.D.

M.D. ,California ,1984

M.D. , Shanghai Medical University,1953-1958

Mayo Clinic Cardiothoracic Surgery Fellow ,1982-1985

Organ Health Science Unit Heart Institution,1989-1990

Certificate of American Medical Association,1992

Certificate of Continue Education Course Visiting Clinician Program- Surgery,1982-1985

Faculty, UC San Francisco

Hu, Nai Wen

M.S. , National Taiwan Normal University,1969-1973

Chinese Medical Doctor,1984

Doctor of Shanghai Tong-De-Tang Chinese Medical & Sun Yuan Clinic, since 1986

Instructor of CEU on Acupuncture, CA 1986

Instructor of Chinese Medicine Club of Universities, since 1986

Instructor of Taiwan Native Bu-Luo Community University, since 2005

Instructor of Hsing-Tian-Gong Community University, since 2006

Assistant Researcher on Neuro - Pharmacology, Pharmacology Department, Tri-Service Hospital, 1973-1975

Assistant Researcher on Neuro - Pharmacology, Pharmacology Department, CSIST, 1975-1983

Fellow Researcher on Neuro - Pharmacology, Life Science Department, Stanford Research Institute, (SRI)

International, 1976-1977

Honorary Citizen of Austin City, Taxes, cited 2009

Certificate of Appreciation presented by Rodney Ellis, State Senator of Taxes,2009

Li, Dong Mei OMD, L. Ac.

M.S. , Traditional Chinese Medicine University of Hei Longjiang, Graduated in 1976

L.Ac, Licensed Acupuncturist, CA 1997

Professor in the Department of Gynecology and Obstetrics of University of Chinese Medicine, China 1992-1996

Professor in the University of Eastern Culture and Medicine, USA, 1996-2000

Professor in the College of Traditional Chinese Medical Science, USA, 2001-2005

Professor of the University of International Medicine of America, USA, 2000-2004

Director of Operations of the Department of Gynecology and Obstetrics of UTCM, China 1991-1994

Vice Director of the Heilongjiang Western Eastern Tubercle Research Association , China 1990-1994

Member of the Chinese Medical Study Association, China 1980-1994

Master. Li, Shu Dong

M.A., Louyang Teacher's University (Martial Arts Education)

Zhongmu County Tai Chi Team Training with Grandmaster Li De Yin, China, Study Tai Chi Qigong and Shaolin Qigong

Member of Henan Province Wushu Team – Training in Tai Chi

Member of Louyang Teacher's University Wushu Team – Training in Tai Chi

(9 professional training certifications available in the resume)

Stanford Med Center Tai Chi Research with Lucile Packard Children 's Hospital Motion & Gait Analysis

Laboratory, Director Jessica Rose, PhD., Dennis Grahn, PhD, senior research scientist in biology, radiology,

Scott Atlas , MD, and Gary Glover, PhD.

(3 researches available in the resume)

(15 medals and 34 honors available in the resume)

Ou, Li-Chun OMD, L.Ac

B.S., Traditional Chinese, China Medical College, Taiwan, 1971-1976
M.S., Medicine, Institute of Chinese Medical Science, Taiwan, 1984-1986
M.S., American Institute of Acupuncture Orthopedics & Traumatology, CA 1995-1997
Doctor of Philosophy in Oriental Medicine Research Advancement,
American Global University, Wyoming U.S.A. 1998-2000
Doctor of Oriental Medicine, South Baylor University, CA U.S.A 2004-2006

License:

Modern Pharmacist, TaiWan 1976
Doctor of Chinese Medicine, Tai Wan 1979
L.Ac. ,Licensed Acupuncturist , CA
National Certification of Acupuncturist 1985
OME, Industry Medical Counselor of California 1996

Wan, Guo Zhi OMD, L.Ac

M.S., University of Hei Long Jiang 1973-1976
Director, University of Hei Long Jiang 1984-1994
Professor, University of Hei Long Jiang 1984-1994
Vice President, Society of Acupuncture, Hei Long Jiang Chapter 1985-1994
General Secretary, Academy of Scalp Acupuncture, Bei Jiang, China 1978-1994
L.Ac. ,Licensed Acupuncturist , CA 1997

Wang, Jian Guo (Henry), L.Ac

B.S., Broadcasting & TV University China 1982
M.S., Academy of Chinese Culture and Health Sciences, 2005
Professor, International of Huatuo Traditional Chinese Medicine Inc China 2006-Present
Professor, Academy of Chinese Culture & Health Sciences Oakland, CA 2008-Present
Professor, Nine Star University of Health Sciences 2008-Present
L.Ac. ,Licensed Acupuncturist , CA

. Zhu, HongYan OMD, PhD, L.Ac

B.S., HuBei Province University of TCM, China 1983-1987
B.S., & M. S., BeiJin University of TCM 1998-2002
Doctor of TCM, East West Medicine of University 2010-2012
L.Ac. ,Licensed Acupuncturist , CA 2011

Wang, Xiaoping, OMD, PhD, L.Ac

B.S., The 1st Hospital of Beijing Medical College, Beijing, China 1974-1975
M.S., Academy of Chinese Culture & Health Sciences, Oakland, CA 1988-1992
Doctor of TCM, South Baylo University, Anaheim, CA 2004-2006
L.Ac. ,Licensed Acupuncturist , CA 2006

Wen, Michael, OMD, L.Ac

B.S., University of Southern California, CA 1998
M.S., Academy of Chinese Culture & Health Science, Oakland, CA 2004
L.Ac. ,Licensed Acupuncturist , CA 2005

Philip Yang, OMD, L.Ac

B.S., LuoYang Teaching Institute
M.S., Academy of Chinese Culture & Culture & Health Science, Oakland, CA
1999-2003
Doctor of TCM, South Baylo University 2005-207
L.Ac. ,Licensed Acupuncturist , CA 2007

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

ALL CLASSES ARE HELD AT 441 De Guigne Dr., #201, Sunnyvale, CA 94085

DRIVING DIRECTIONS

From San Francisco international airport and north: Take 101 south, exit at Lawrence expressway south. Turn right at Arques Dr. Approx. 500 yards (3d. traffic light) turn right onto De Guigne Dr., our campus is on your left (4th parking lot).

From south of San Jose: Take 101 north, exit at Lawrence Expressway, turn left from exit ramp's traffic light. Turn right on Arques dr. Approx. 500 yards (3d. traffic light) turn right onto De Guigne Dr., our campus is on your left after 2 small blocks(4th parking lot).

From South San Jose: Take 87 North at end of freeway connects at 101 northbound, exits at Lawrence Expressway, turn left from exit ramp's traffic light. Turn right on Arques Ave. Approx. 500 yards (3d. traffic light) turn right onto De Guigne Dr., our campus is on your left after 2 small blocks(4th parking lot).

*In some maps, "De Guigne" is spelled as one word "DeGuigne")

<p>EFFECTIVE DATES OF THIS CATALOG 1/1/2014 to 12/31/2014</p>

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