California University

SILICON VALLEY

CATALOG
2026

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EFFECTIVE TIME OF THIS CATALOG

JANUARY 01, 2026, THRU DECEMBER 31, 2026

The catalog of California University – Silicon Valley, which is pursuant to section 71810(a) of the California Education Code, is updated annually. Annual updates may be made using 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 shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

WELCOME

Welcome to California University – Silicon Valley. We welcome students seeking to become TCM practitioners both home and abroad. We attract students who want to pursue degree in Oriental Medicine from very beginning in the United States. We also welcome international students who have a desire to study TCM in the U.S. Our student body includes those currently studying at another TCM school who wish to transfer to our university, and non-degree seeking students who belong to the category of tutorial and want to take some course in our university, and those who are interested in studying Acupuncture and Chinese herbal medicine for the enhancement of their personal health and well-being.

Thank you for your interest in California University – Silicon Valley!

STATEMENT OF NOTIFICATION REGARDING THE CATALOG

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

To obtain the school catalog, a prospective student or the public can request the school catalog, which can be found on our website (http://www.cusv.edu/about/disclosure/) or ask an institutional representative.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at: Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834

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

Web site Address: www.bppe.ca.gov

Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897

(916) 574-8900 or by fax (916) 263-1897

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

SPECIAL NOTICE OF FINANCIAL STATUS

This institution does not have a pending petition in bankruptcy and 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.

APPROVALS & ACCREDITATION CALIFORNIA UNIVERSITY – SILICON VALLEY OBTAINED

California University – Silicon Valley (CUSV) is a private not-for-profit institution legally incorporated in the State of California whose predecessor is Nine Star University of Health Sciences.

CA - BPPE APPROVAL

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education (CA-BPPE). 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. CA-BPPE is located at 1747 North Market Blvd., Suite 225, Sacramento, CA 95834. Phone: (916) 574-8900, Toll Free: (888) 370-7589. Website: www.bppe.ca.gov.

The Office of Student Assistance and Relief

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting https://www.osar.bppe.ca.gov/ .

CAB APPROVAL

Both the Master of Acupuncture with a Chinese herbal medicine specialization program (MAcCHM), and the Doctor of Acupuncture with a Chinese herbal medicine specialization program (DAcCHM) of California University – Silicon Valley are approved by the California Acupuncture Board (CAB). CUSV Students who have successfully completed the MAcCHM or DAcCHM are qualified to sit for California Acupuncture Licensing Examination (CALE). The Acupuncture Board is located at 1747 N. Market Blvd. Ste 225, Sacramento, California 95814-0226 Tel: (916) 445-3021, Fax: (916) 445-3015, Website: www.acupuncture.ca.gov.

ACAHM ACCREDITATION

Public Disclosure Statement

At its 17-19 August 2026 meeting, the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM or Commission) conducted a comprehensive review, under applicable ACAHM accreditation standards, for continuing accreditation of California University - Silicon Valley (CUSV or Institution) and its Master of Acupuncture with a Chinese herbal medicine specialization program. ACAHM imposed a Probation sanction on CUSV and its programs for a period of one (1) year.

Probation reflects the Commission's findings that CUSV and its program fail to meet several of ACAHM's Standards and Criteria for Accreditation, including but not limited to legal and regulatory requirements, recordkeeping, assessment and evaluation practices, and institutional financial stability. Probation is notice to CUSV that, if it does not substantially correct the deficiencies noted by the Commission by the end of the probationary period, accreditation status will be withdrawn. The accredited status of the institution and program continues during the Probation period.

California University - Silicon Valley and its following programs are accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM):

(1) Master of Acupuncture with a Chinese herbal medicine specialization

The program listed above may offer courses via distance education.

ACAHM's accreditation does not include participation by the institution in Title IV, HEA federal student financial aid programs, and the institution does not currently participate in Title IV, HEA federal student financial aid programs.

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

The Doctor of Acupuncture with a Chinese herbal medicine specialization offered by CUSV is approved to begin enrolling students but is not accredited by ACAHM. This program is eligible for ACAHM accreditation, and CUSV is currently in the process of seeking ACAHM accreditation for the program. However, CUSV can provide no assurance that accreditation will be granted by ACAHM. Graduates of an unaccredited program are not considered to have graduated from an ACAHM-accredited program and may not rely on ACAHM accreditation for professional licensure or other purposes.

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

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

Public Disclosure Statement Effective as of 7 October 2026

THE U.S. IMMIGRATION AND NATURALIZATION SERVICE AUTHORIZATION

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

QUALIFICATION FOR GRADUATES TO SIT FOR NCCAOM CERTIFICATION EXAMINATIONS

CUSV Students who have successfully completed the Master of Acupuncture with a Chinese herbal medicine specialization (MAcCHM) are qualified to sit for the National Commission for the Certification of Acupuncture and Oriental Medicine (NCCAOM) certification examinations. Passage of the NCCAOM exam or NCCAOM certification is required in all states outside of California that require a license to practice acupuncture. For information concerning the national licensing exam and licensure in other states contact NCCAOM: 2001 K Street, NW, 3rd Floor North, Washington, D.C. 20006. Phone: (888) 381-1140 (toll-free number) (202) 381-1140 (direct phone number), Fax: (202) 381-1141 website: www.nccaom.org.

DISCLOSURE OF LICENSURE INFORMATION BY STATE

CUSV's curriculum of Master of Acupuncture with a Chinese herbal medicine specialization program (MAcCHM), and/or the curriculum of Doctor of Acupuncture with a Chinese herbal medicine specialization program (DAcCHM) meet the requirements for licensure or certification in the following states: CA, AK, AR, AZ, CO, CT, DC, DE, GA, HI, ID, IL, IN, IA, KS, KY, LA, ME, MD, MA, MI, MN, MS, MO, MT, NE, NH, NJ, NM, NY, NC, ND, OH, OR, PA, RI, SC, TN, TX, UT, VT, VA, WV, WI, WY.

CUSV has determined that its curriculum of Master of Acupuncture with a Chinese herbal medicine specialization program (MAcCHM) and/or the curriculum of Doctor of Acupuncture with a Chinese herbal medicine specialization program (DAcCHM) does not meet the state educational requirements for licensure or certification in the following states: FL, NV, WA.

CUSV has not decided that its curriculum of Master of Acupuncture with a Chinese herbal medicine specialization program (MAcCHM) and/or the curriculum of Doctor of Acupuncture with a Chinese herbal medicine specialization program (DAcCHM) meets the state's educational requirements for licensure or certification in the following states, as the following states do not have an acupuncture practice act: AL, OK, SD.

The National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) maintains an interactive map of state licensure requirements. https://www.nccaom.org/state-licensure/

Licensure requirements vary from state to state, and students are advised to contact the appropriate agency in the state they intend to practice for information on specific licensure or certification requirements.

INSTITUTIONAL MISSION

The mission (statement of purpose) of California University – Silicon Valley (CUSV) is to provide a comprehensive curriculum in Acupuncture and Oriental Medicine ("AOM") while preserving the wisdom of Traditional Chinese Medicine and maintaining the highest standards of education and ethical behavior.

GOVERNANCE STRUCTURE

BOARD OF DIRECTORS

Board Chair:

Ratinder Ahuja

Ph.D. of Computer Engineering. CEO Shield X Networks Inc.

Board Members:

Philip Yang

Doctor of Oriental Medicine. L.Ac., President of CUSV.

Louis Tang

MBA in finance, Senior vice president of CTBC Bank.

Brent Solvason

Doctor of Philosophy in Cellular and Molecular Biology Program, Department of Microbiology, University of Alabama at Birmingham, Birmingham AL.

Hao Liu

Doctor of Oriental Medicine, L.Ac.

Peiju Chang

Doctor of Education in Educational Leadership, specialized in Language Acquisition and Teaching Pedagogy, California. Associate Professor in Chinese Department

Yang Michelle Sun

MD, Senior Primary Care physician of Kaiser Permanente, CA. Associate Clinical Professor of School of Medicine, Drexel University.

ADMINISTRATIVE LEADERSHIP

The chief administrative officer of California University – Silicon Valley is the President. He is responsible to the Board of Directors for the implementation of board decisions and actions.

KEY MEMBERS OF ADMINISTRATIVE STAFF

Philip Yang

President, Doctor of Oriental Medicine. L.Ac.

Cynthia Ma

Academic Dean, Doctor of Education

Ivie Chen

Director of Administrative Affairs, Master of Art in Education

KEY MEMBERS OF ACADEMIC LEADERSHIP

Philip Yang
resident, Doctor of Oriental Medicine. L.Ac.
Cynthia Ma
Academic Dean, Doctor of Education
Xingquan Dai
Clinic Director, Doctor of Oriental Medicine, L.Ac.

ACADEMIC CALENDAR 2026

Spring 2026 Term (Jan. 5 - Apr. 19)

Date	Event
Dec. 31, 2025	New Student Orientation
Jan. 5	Spring Term and Classes Begin
Jan. 5-18	-Late registration -Add/Drop Class
Jan. 11	Tuition Payment Due
Jan. 19	Martin Luther King Day, campus closed
Feb. 17	Chinese New Year, campus closed
Feb. 16-22	Mid-term exams
Feb. 22	Application for Summer 2026 term begins
Mar. 9-15	Last week of 10-week course
Apr. 13-19	Course evaluation and final exams
Apr. 19	- Spring term ends - Summer term registration ends for current students

Summer 2026 Term (May. 4- Aug. 16)

Date	Event
Apr. 30	New Student Orientation
May. 4	Summer Term and Classes Begin
May. 5-17	-Late registration -Add/Drop Class

May. 10	Tuition Payment Due
May. 25	Memorial Day Holiday, campus closed
Jun. 5	Comprehensive/ Graduation Exam
Jun. 15-21	Mid-term exams
Jun. 21	Application for Fall 2026 term begins
Jul. 4	Independence Day, campus closed
Jul. 6-12	Last week of 10-week course
Aug. 10-16	Course evaluation and final exams
Aug. 16	- Summer term ends - Fall term registration ends for current students

Fall 2026 Term (Sep. 1 - Dec. 14)

Date	Event
Aug. 30	New Student Orientation
Sep. 1	Fall Term and Classes begin
Sep. 7	Labor Day Holiday, campus closed
Sep. 1-14	-Late registration -Add/Drop Class
Sep. 7	Tuition Payment Due
Oct. 13-19	Mid-term exams
Oct. 19	Application for Spring 2027 term begins
Nov. 3-9	Last week of 10-week course
Nov. 26	Thanksgiving Holiday, campus closed
Dec. 8-14	Course evaluation and final exams
Dec. 14	- Fall term ends - Spring 2027 term registration ends for current students
Dec. 15	Comprehensive/ Graduation Exam
Dec. 25	Christmas Holiday, campus closed
Jan. 4, 2027	- Spring 2027 Term and Classes Begin

RESERVATION OF RIGHTS TO INCREASE UNITS / HOURS

California University – Silicon Valley 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 California University – Silicon Valley.

The affairs of California University – Silicon Valley are managed by the Board of Directors. The Board receives recommendations from the University President and Executive Council, on which the President sits, and includes the Academic Dean, the Director of Administrative Affairs, and the Clinic Director.

Students participate in the decision-making process by completing course evaluations at the end of each academic term and periodic program surveys. Students may also speak to members of the faculty and/or administration about individual concerns or suggestions for the program.

MODES OF INSTRUCTION

CUSV offers its programs through three primary modes of instruction: On-site Instruction, Distance Education Teaching Modules, and Clinical Training. All modes are designed to ensure academic quality, student engagement, and compliance with ACAHM standards and state regulatory requirements.

1. On-site Instruction

On-site instruction is delivered face-to-face in classrooms, and other campus facilities. Students benefit from direct interaction with faculty and peers. Courses delivered on-site emphasize active participation, collaborative learning, and direct access to campus resources.

2. Distance Education Teaching Modules

CUSV delivers certain courses and learning experiences through Distance Education Teaching Modules. These modules may include synchronous online instruction, asynchronous learning activities, or hybrid delivery that combines on-campus and online components. The use of distance education is consistent with ACAHM standards and approved by relevant state agencies.

Distance education modules require students to have reliable internet access and a computer with audio-visual capabilities. Course syllabi indicate the method of delivery.

3. Clinical Training

Clinical training is an essential component of CUSV's programs, conducted primarily in the University's on-site teaching clinic. Students receive hands-on experience treating patients under the supervision of licensed clinicians. Clinical education is staged to build competencies progressively, from observation to supervised practice to independent clinical decision-making.

In addition, certain components of clinical training may be delivered through distance modalities, ensuring students develop competencies in providing care in both in-person and remote healthcare environments. Clinical training follows ACAHM standards, California Acupuncture Board requirements, and all applicable state regulations.

LEARNING AND OTHER PHYSICAL RESOURCES

CAMPUS

California University – Silicon Valley

441 De Guigne Dr, Sunnyvale, CA 94085
Tel: 408-532-5567
Fax: 408-733-3610
info@cusv.edu
www.cusv.edu

All didactic instructions are held on Campus which is located at 441 De Guigne Dr, Sunnyvale, CA 94085. The 20,000 square foot campus located in a two-story building that is safe, accessible, functional, appropriately maintained, and sufficient for current needs. CUSV's two-story campus has the capacity to accommodate up to 300 students. Appropriate teaching equipment is provided in every classroom, to include tables and chairs for students, white boards, computers and projectors, anatomical models, acupuncture charts, and treatment tables for clinic training demonstrations.

CUSV operates a fully equipped teaching clinic facility that includes a clinic reception/waiting area and a secured file room where all clinical patient records are stored. The clinic space also includes ten treatment rooms, one of which is ventilated for moxibustion therapy and two of which are used for Tui Na. Each treatment room is equipped with a treatment table, containers for sharps and biohazard disposal, interviewing area, individual counters with a sink and ample cabinet space. All treatment rooms are equipped with shelves for needles, an aluminum wheeled cart for the clean field, alcohol, cotton, moxa, and a waste container for sharps. A container for non-sharps, a wastebasket on the floor, and wall charts illustrating acupuncture points and meridians; some have western charts of muscles, bones, etc. Each room contains a sink with hot and cold running water.

The CUSV's herbal dispensary is of modest size but is more than adequate for the current

patient population and educational objectives. The clinic herbal dispensary includes 350 raw herbs as well as patent medicines, herb granules, powders, and herb dispensing equipment. The dispensary area is able to meet the requirements of filling herbal prescriptions and meeting the herbal medicine training needs of CUSV student interns.

TEACHING EQUIPMENT AND MATERIALS

Teaching Equipment is provided in classrooms, fully equipped with tables and chairs, white boards, computer and projectors, anatomical models, acupuncture charts, and treatment tables for clinic training demonstrations. Classrooms used for clinical training are supplied with necessary acupuncture supplies such as treatment tables, sterile disposable acupuncture needles, and heat lamps. There is an herbal dispensary in the clinic area. In addition, CUSV provides Internet wireless access to enrolled students. Proper maintenance and respect of the equipment is expected.

LIBRARY

CUSV has a library where all students have access to the books and materials related to their educational needs. Library is open during school office hour. Students can access the library and check out books and journals.

The University Library serves the university community for scholarly study and research endeavors. The library facilities offer individual study carrels, and a student conference room. Total book volumes number approximately 3,500, Reflecting the curricula of the University, the library holdings can be used to reinforce and support students' academic success.

CUSV's library is accessible to students, staff and faculty. The library aims to support CUSV's mission and program educational objectives. The contents of the library include the following categories:

- Materials on Chinese Herbal Medicine & Acupuncture
- Materials on Western biomedical Sciences
- Materials on Health Care /Cancer & Others
- Materials on Professionalism/Ethics & Practice Management
- Materials on ESL learning

CUSV's Library is located on the second floor of the school building. CUSV students can access the library and check out books and materials during normal office hours of Monday to Saturday, 10 am to 5 pm. CUSV's published Library Policies and Procedures stipulate the rules for checking out books and materials.

Library Access Procedures

1. Students may access the library during posted operating hours.

2. Students must present a valid CUSV student identification card or other approved identification upon request.
3. Students are responsible for maintaining a quiet and respectful learning environment.
4. Food, beverages, and disruptive behavior may be restricted in designated library areas.
5. Students may use library computers and internet resources solely for educational and research purposes.

STUDY AREAS

The student lounge and classroom may be used for study groups. CUSV library and several small carrels available for student study.

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, a refrigerator, two microwave ovens, and a washbasin to facilitate preparation of meals. There is also a limited amount space where personal utensils can be kept.

ACADEMIC SUPPORT

All disability-related problems must be arranged through Student Disability Services.
Workshops about learning and studying at CUSV are available and are particularly suited to First Year students in the fall academic term. Support in the form of intern clinic and peer supports.
Academic Deans, faculty, and other professional staff can help students with problems in academic and career developments.

STUDENT ADVISING AND COUNSELING

The President, Academic Dean, Director of Student Affairs, and faculty are available to assist students with all aspects of life at California University – Silicon Valley, whether it is related to academic or nonacademic matters. CUSV also provides academic counseling at least once each academic term during registration periods for determination of Satisfactory Academic Progress. Faculty members and senior students are also available to help student with academic problems.

ACADEMIC/ADMINISTRATIVE OFFICE

Academic/Administrative Office is responsible for course registration and maintenance of all official records related to student enrollment. This includes recording course registration and final grades, monitoring students' graduation requirements, and issuing CUSV transcripts. The Academic/Administrative Office also coordinates course, and final examination schedules and maintains the content of the Catalog. The Director of Student Affairs serves as the FERPA officer for the university.

STUDENT ASSOCIATION

The University encourages all students to be actively involved with the Student Association. The leaders of Student Association of CUSV are selected based on voluntary application and are voted by all the students of CUSV. It is a student-governing organization. Its aim is to serve as a bridge between the students and the faculty, administration of the university to better help the students in their study and campus life.

CAMPUS COMMUNICATIONS

On-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 by posting on the bulletin boards or are dispatched directly by the administrative staff. There are several bulletin boards located throughout the campus where students will find the important announcements, and other relevant information.

STUDENT HEALTHCARE SERVICES

The Internship Clinic of California University – Silicon Valley offers healthcare services to students and their family members at substantially discounted rates for treatments and some herbal prescriptions.

STUDENT DISABILITY SERVICES

CUSV welcomes students with disabilities to participate fully in all aspects of the university life. Our purpose is to ensure that students with physical, learning, or psychological disabilities, or chronic medical conditions are provided with equal access to the program, activities, and services. The academic and administrative staff will review students' clinical and educational documentation, and collaborates with students, faculty, and staff to arrange reasonable measures that support students' individual needs. Students are encouraged to connect with Student Disability Services as early as possible.

ALUMNI

Future CUSV 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 learning methods, 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 California University – Silicon Valley.

LIVING AND HOUSING

(a) California University – Silicon Valley 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 $900-$1,5

00 monthly 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 Director of Administrative Affairs 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 several other residential communities including Los Altos, Saratoga, Campbell, San Jose, Milpitas and Fremont.

JOB OPPORTUNITIES

CUSV 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. CUSV provides counseling in assisting students with resume and cover letter writing.

The job classification(s) each program prepares its graduates for using the United States Department of Labor's Standard Occupational Classification codes, at the Detailed Occupation (six-digit) level.

1. Job Classifications for Master of Acupuncture with a Chinese herbal medicine specialization
   Profession/ Acupuncturist - SOC Code/29-1291

*These SOC codes are available at https://www.bls.gov/soc/classification.htm

STUDENT RIGHTS, PRIVILEGES AND RESPONSIBILITIES

CUSV students have the following rights:

- Receive administrative and academic support from CUSV faculty and staff, including such areas as clarification of CUSV policies and procedures.
- File a complaint or grievance with CUSV or other relevant authorities. Full instructions for how to do so are outlined in the Complaint and Grievance portion of CUSV Catalog.
- Request an amendment or revision to their student records to ensure their accuracy and ensure they are not in violation of the right to privacy.

- Prohibit or restrict disclosure of their information to other individuals or entities
- Inspect and review their CUSV transcripts.

CUSV students have the following privileges:

- Freedom from harassment and discrimination: CUSV students may pursue their educational opportunities free from harassment, including physical abuse, threats, or intimidation. CUSV provides equal educational opportunities to its students without regard to age, race, color, creed, religion, sex, sexual orientation, gender identity, national or ethnic origin, ancestry, genetic information, disability, or military or veteran status. CUSV prohibits discrimination on any of these bases and will take steps necessary to remedy any instances of such discrimination.
- Freedom of speech: Students may express their beliefs, feelings, and opinions so long as the manner of expression does not violate another student's rights. For specific examples of such violations, please see our Student Code of Conduct.

All CUSV students are subject to local, state, and federal laws. Additionally, CUSV students have the following general responsibilities:

- Provide accurate and complete documentation of academic history to CUSV by the given deadline.
- Know and comply with program requirements and expectations.
- Initiate requests regarding dissemination of information, filing of grievances, or other areas of academic or administrative support.
- Communicate with fellow students and CUSV staff in a professional, polite manner.
- Refrain from deliberately violating the privileges of any other member, and to consider all actions carefully to ensure that they do not unintentionally violate others' privileges. All CUSV students are responsible for their own actions.
- When necessary, report to the proper authorities any non-academic conduct that violates the privileges of others.

Make Use of 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. The administrative office responsible for providing facilities and services will, upon request, furnish guidelines for their use.

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.

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.

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 Administrative Office.

A. In the Classroom

1. Student Rights

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

- To know from the instructor, the goals and content of the course
- To know from the beginning, the instructor's expectations and grading methods
- To evaluate on the materials of the course and not on extraneous matters
- To consult with the instructor outside the classroom on matters related to the course

2. Student Responsibilities

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 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 help if students appear to need it.

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.

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 Administrative Office.

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 Administrative Office.

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 California University - Silicon Valley, 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 Administrative Office. Other opportunities for involvement in academic and student affairs areas may also be found in the Administrative Office. Having become involved in institutional governance, students are responsible for fulfilling the obligations they have undertaken.

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.

UNIVERSITY POLICY AND PROCEDURES

INTRODUCTION AND PURPOSE

The students of CUSV are responsible for complying with policies, standards, rules, and requirements for academic and social behavior formulated for the maintenance of an orderly and responsible functioning of the university community. Students enrolled at the university's campus 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 president shall generally review and/or investigate student behavioral problems put forward by university community members, or which otherwise come to the attention of the president through the administrative office or other official university reports. The 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 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.

CUSV 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.

CUSV 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.

RULES AND REGULATIONS FOR STUDENT 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 un-administered test or information about an un-administered test;
6. Bribing any other person to obtain an un-administered test or information about an un-administered 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 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 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 that 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 California University - Silicon Valley 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.

NON-DISCRIMINATION POLICY

California University - Silicon Valley does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. The policy applies to all students, faculty and staff for issues involving other employees, students, and/or third parties with contractual relationships with the college.

California University - Silicon Valley is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in admission of students, education policies and other conditions of employment against any students, faculty and staff on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

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.

DISABILITIES POLICY

California University - Silicon Valley is committed to complying with all the mandates set forth in Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. California University - Silicon Valley facilitates access to university programs, activities, and services for students with disabilities.

Utilizing documentation of disability and information obtained in consultation with the student, CUSV staff assesses the effects of a student's disability on his/her ability to access the educational process and identifies reasonable academic adjustments. In addition, CUSV 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.

The first floor of the University building 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.

SEXUAL HARASSMENT POLICY

California University - Silicon Valley 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. California University - Silicon Valley 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 California University - Silicon Valley 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 California University - Silicon Valley. 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.

STUDENT 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.

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 two terms after the dismissal.

DRUG, ALCOHOL AND SMOKING POLICIES

Conforming to federal law, California University - Silicon Valley does not permit the use of alcoholic beverages on campus and does not tolerate the use of illegal substances on campus. California University - Silicon Valley 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.

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 CUSV 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 Administrative Affairs who will immediately notify appropriate local law enforcement agency. In the absence of the Director of Administrative Affairs and other officials, the individual should directly notify the local law enforcement agency.

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.

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 always wear shoes, 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 CUSV Clinic must fully comply with the guidelines established in the Clinic Handbook (received by all students working or practicing inside the Clinic).

ACADEMIC PROBATION AND DISMISSAL

It is expected that students maintain good academic standing with a minimum grade point average (GPA) of 2.3 each academic term. GPA falls below 2.3 will lead to academic probation for a period of two academic terms. 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. An academic notice will be given if a student fails a course twice. CUSV may dismiss students who failed on his/her 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.

STUDENT RECORDS

California University – Silicon Valley 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 Academic Dean. 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 public must be made in writing and submitted to the Registrar.

CUSV will maintain records of the name, address, email address, and telephone number of each enrolled student, degree or certificate granted to be directory information under FERPA and, as such, may be disclosed, without consent, to a third party upon request. Student transcripts and degree or certificate are maintained indefinitely and all other maintained for 5 years. CUSV will maintain permanent record of all of the following:
(1) The degree or certificate granted and the date on which that degree or certificate was granted.
(2) The courses and units on which the certificate or degree was based.
(3) The grades earned by the student in each of those courses.

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.

PROTECTION AGAINST IMPROPER DISCLOSURE

1. Information. Students' 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 Administrative Office 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 academic term.

STUDENT DISCIPLINARY POLICIES AND PROCEDURES

A. Philosophy

The Problem-Solving Team deals with student behaviors which constitute violations of this code. 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 President for Academic and Student Life.

Official proceedings in the 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 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 President.

1. A complaint alleging misconduct against any student at the university may be filed by anyone at the Administrative Office. 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 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 president or designee.

d. Inform the student that failure to appear at the appointed time at the president's office may subject the student to suspension from the university.

3. When president meets with the student, the 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 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 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 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

DISCIPLINARY SANCTIONS

The following may be the sanctions imposed by the President for 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 will specify 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 CUSV campus, including restricted access to any university building. The conditions specified may be in effect for a limited period 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 academic term 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 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.

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 California University – Silicon Valley 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 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, the Dean of Students, and the Director of Administrative Affairs) will be arranged within ten calendar days of receipt of the written appeal. Students may attend this meeting but is not obligated to attend. The student may elect to be accompanied by an advisor of their choice if 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 Academic Dean. For the purposes of a formal hearing, the administrative team consists of the University President, the Academic Dean, the Dean of Students, and the Director of Administrative Affairs. 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.

2. 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.

3. 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 AND PROCEDURES OF STUDENT COMPLAINTS AND GRIEVANCE

Introduction

Consistent with its commitment to students first, California University - Silicon Valley has adopted this policy to assist students, faculty, and staff in the resolution of student concerns and complaints and grievance constructively, quickly, and fairly.

Where minor concerns arise, students are encouraged to make an appointment with the instructor or staff member who is directly involved with the concern. Usually, the concern can be resolved satisfactorily through honest and open communication with the faculty or staff member. Meeting with the instructor or staff member should be the first step in resolving the concern.

However, where informal discussions have not yielded a satisfactory resolution, or where the matter is more serious, the following policy provides for a more formal process to be pursued.

Complaints made under this policy will be monitored and reviewed to enable the university to continually improve processes and services in support of student learning.

Policy

A. Definitions

In this policy:

Complaint is an allegation by a student that there has been, in an individual case, an arbitrary or discriminatory application of, or failure to act pursuant to, the policies of California

University - Silicon Valley in relation to students. The complaint should be a written statement submitted by a student about a matter that requires formal consideration and resolution by the university in the terms set out in this policy.

Fair play means the right to have a decision made by an unbiased decision maker who observes fair and impartial procedures.

B. Application and scope

1) This policy applies to student complaints about any aspect of the teaching and learning process and the broad provision made by the university to support that process.

2) This policy may not be used:

a. where the complaint can be dealt with under: The Student Government Association Constitution, the Student Conduct Policy, the Grade Appeal Process or the general work of the Student Rights Committee, the Sexual Assault Policy, and the Sexual Harassment Policy, or other general policies that provide a specific process for resolution of complaints.

b. to challenge the academic judgment of faculty.

3) No action will be taken on malicious or anonymous complaints.

4) A complainant must be able to demonstrate that the complaint is brought without malice and is based on evidence that the complainant honestly and reasonably believes to be substantially true. Those responsible for resolving complaints under this policy must take all reasonable steps to ensure that the complainant is protected against any subsequent recrimination or victimization.

5) Students and staff involved in the consideration and resolution of concerns and complaints have various rights and responsibilities, which are outlined in the appendix to the policy.

C. Informal resolution of concerns

1) Before making formal written complaints, students are encouraged to seek resolution to any concerns by raising and discussing them informally with the relevant faculty or staff member who is most directly associated with the matter. **Usually, the concern can be resolved satisfactorily through honest and open communication with the faculty or staff member.**

2) A staff member with whom a concern is raised by a student is expected to deal with the matter in an open and professional manner and to take reasonable and prompt action to try to resolve it informally.

3) If the concern has not been addressed satisfactorily by meeting with the faculty or staff member, the student should bring the concern to the Director of Student Affairs, S/he will often be able to resolve the concern satisfactorily.

4) A student who is uncertain about how to seek informal resolution of a concern is encouraged to seek advice from the Director of Student Affairs.

D. Formal complaint procedure

1) If after visiting with the staff or faculty member and the Director of student Affairs it has not been possible to resolve the concern informally, a student may make a formal complaint.

2) A student who wishes to make a formal complaint must submit it in writing on the prescribed form, to the Director of Student Affairs who is responsible for the action or matter that has given rise to the complaint.

3) The written complaint must be submitted within one month after the occurrence of the action or matter that has given rise to the complaint unless the Director of Student Affairs agrees to receive it beyond this time frame.

5) If a complaint involves the Director of Student Affairs, it should be directed to the President.

6) The Director of Student Affairs or the President who receives a student complaint must acknowledge it in writing within three working days. He or she must also lodge the complaint in the relevant division and must maintain a file of all documentation in relation to the consideration of the complaint.

7) The Director of Student Affairs must ensure that any staff member named in the complaint receives a copy as soon as practical.

8) The Director of Student Affairs must consider the complaint in accordance with the principles of fair play and must ensure that all parties to the complaint are accorded the full benefit of those principles.

9) The process may include meetings with relevant staff and/or the complainant. Where meetings are held, the parties may, if they wish, be accompanied by a peer support person.

E. Resolution of complaints

1) The Director of Student Affairs must decide in relation to the complaint and must communicate his or her decision to the parties, in writing, within 28 days of receiving the complaint.

2) If the complaint involves a university policy or procedure and if, in the opinion of the Director of Student Affairs, the complaint has substance, Director of Student Affairs must arrange for the relevant policy or procedure to be reviewed, with a view to preventing a recurrence and ensuring continued improvement.

3) If the resolution of the complaint involves potential disciplinary action for an employee, the Director of Student Affairs must follow the appropriate procedures outlined in the Faculty

Handbook. If the Director of Student Affairs does not have authority over the employee, then they may forward a recommendation for disciplinary action to the President

F. Appeals

1) Any party to a student complaint who is dissatisfied with a decision by the Director of Student Affairs under this policy may appeal to the President for the area most directly related to the complaint.

2) The appeal must be submitted in writing within two weeks of the letter communicating the decision.

3) The President will consider the relevant documentation and may, at his or her discretion, consult the Director of Student Affairs who made the decision. The President may also interview any parties to the complaint.

4) If he or she determines that the complaint process has been conducted in accordance with this policy and the outcome is appropriate, the President may dismiss the appeal. Otherwise, he will decide the appeal in consultation with the Director of Student Affairs and any other parties. Subject to subsections (6) and (7), the decision of the President under this section is final.

5) The President will communicate his or her appeal decision in writing to the parties.

6) The President will also inform any staff members who are dissatisfied with a student complaint process.

7) If the original complaint was addressed to the President under section 4(4), any appeal must be made to the President. That appeal will be considered and decided, in accordance with appeal processes consistent with those set out in this policy, by the President or a nominee of the President.

G. Confidentiality

All students related information will be considered confidential and protected under FERPA (Family Educational Rights & Privacy Act). Records relating to employees and other records that do not include student information are not confidential.

H. Report to the Student Complaint Log

All employees who receive a complaint must submit a report to the Student Complaint Log, including an overview of the student complaint and decisions made regarding the complaint. Complaint logs are in the Academic/Administrative Office.

Rights and Responsibilities of Parties to a Student Complaint

Parties to a student complaint have the right to

1. be treated with courtesy at all times
2. a fair and timely investigation process
3. express their points of view without fear of recrimination
4. receive full information at all stages of the complaint process
5. be advised in writing of all decisions made in relation to the complaint
6. appeal the outcome as outlined in this policy

Parties to a student complaint have a responsibility to

1. treat all parties with courtesy at all times
2. respect the points of view of others
3. respect the rights of all parties to the complaint with respect to confidentiality
4. in the case of the complainant, ensure that the complaint is made in good faith and complies with the requirements of the Student Complaint Policy
5. provide full and accurate information to the person investigating the complaint
6. not take any action that may prejudice the situation or be regarded as an act of recrimination against any other party.

If students who have complaints or feel aggrieved do not satisfied with the final decision made by the President or a nominee of the President may file a complaint about this institution to:

1. the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free or by completing a complaint form, which is available on the bureau's internet website www.bppe.ca.gov. Bureau for Private Postsecondary Education (BPPE) is at 2535 Capitol Oak Drive Suite 400, Sacramento, CA 95833. Internet website address is www.bppe.ca.gov. Telephone: (916) 431-6959, Fax number: (916) 263-1897.
2. The Accreditation Commission for Acupuncture and Oriental Medicine (ACAHM) at 8941 Aztec Drive, Eden Prairie, Minnesota 55347; phone 952/212-2434; fax 952/657-7068; www.ACAHM.org

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.

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

For Resolution of Discrimination and Sexual Harassment Complaints
Any applicant for admission, enrolled student, applicant for employment, or employee of California University – Silicon Valley who believes she/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 -- 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 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 Director of Student Affairs.
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 unfavorable.

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 Academic Dean, who will act as mediator to resolve the grievance.

Step 3. If a 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 CUSV 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:

Any questions or problem which have not been satisfactorily answered or resolved by the University may be directed to:

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

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. California University – Silicon Valley (CUSV) 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 that are normally revealed to anyone else except a temporary substitute (e.g., temporary

reminder notes).

FERPA stipulates those 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 CUSV 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, California University – Silicon Valley (CUSV) 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 CUSV office can release any information. If you call a CUSV office you will not be provided any information over the phone. CUSV employees will only be able to respond, "We do not have any information available". In addition, if you make the CUSV 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 Administration 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 Administration 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 (CUSV). Copies will be made at the student's expense at prevailing rates, which are listed in the Administration office.

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 California University – Silicon Valley. 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/fpco/)

STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURE

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

Effective April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate will change from two dollars and fifty cents ($2.50) per one thousand dollars ($1,000) of institutional charges to zero dollar ($0.00) per one thousand dollars ($1,000) of institutional charges. (5, CCR section 76120).

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of no collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Sections 94923, 94924 and 94925, Education Code.

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 CUSV 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 CUSV.

CASH PAYMENT OPTION

Students who have selected the Cash Payment Option, or have defaulted on the Cash Payment Option, are required to pay all tuition and fees in full when they register for courses. At CUSV, 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.

EQUITABLE REFUND POLICIES

Students have a right to a full refund of all charges, less the $45 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, whichever is later. The amount retained by the school will not exceed the $45 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.**

CUSV will refund money collected from a third party on the student's behalf if CUSV 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 academic term 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 academic term 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 CUSV Front Office receives the completed withdrawal notice from the student as follows:

Student Charges:

1st Week:	No Charge, 100% Refund
2nd Week:	10% Charged, 90% Refund
3rd Week:	20% Charged, 80% Refund
4th Week:	30% Charged, 70% Refund
5th Week:	40% Charged, 60% Refund
6th Week:	50% Charged, 50% Refund
7th Week	No Refund

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan.

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 CUSV 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 within any academic term will not receive a refund and will be charged one hundred percent (100%) of the tuition and fees for that academic term.

Student Charges:

1st Week: No Charge, 100% Refund
2nd Week: 10% Charged, 90% Refund
3rd Week: 20% Charged, 80% Refund
4th Week: 30% Charged, 70% Refund
5th Week: 40% Charged, 60% Refund
6th Week: 50% Charged, 50% Refund
7th Week No Refund

DROPPING CLINIC HOURS

Students who drop clinic hours prior to the end of business hours of the day before the first week of the academic term 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 CUSV Academic and Ad

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.

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 $15.00) = $ 14,400.00)
Divide total clinical tuition by number of clinical hours (14,400.00/960) = $ 15.00 [This number (the quotient) represents the hourly charge for the clinical aspect of the program.]

Amount owed by student:
Hourly charge ($15.00) X total hours in session at time withdrawal (12) = $ 180.00

Amount paid by student (40 hours X $15.00 per unit) = $ 600.00
Amount of Clinical Tuition Refund (amount paid minus amount owed - $600.00 minus $ 180.00) = $ 420.00

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

All tuition refunds will be disbursed through the CUSV 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.

PROCEDURES TO CANCEL THE ENROLLMENT AGREEMENT OR WITHDRAW FROM THE INSTITUTION

Students have the right to cancel their enrollment agreement for a program of instruction or withdraw from the institution. Cancellation or withdraw may occur when the student provides a written notice of cancellation or withdraw at the following address: California University – Silicon Valley, 441 De Guigne Dr, Sunnyvale, CA 94085. This can be done by mail or by hand delivery.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.

The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

If the Enrollment Agreement is cancelled, the school will refund the student any money he/she paid, except for a registration or administration fee not to exceed $250.00, within 45 days after the notice of cancellation is received.

CONSUMER LOAN AGREEMENTS

CUSV does not loan students' funds to attend school. Students may voluntarily choose a third-party private lending institution to receive a loan to pay for the cost of A.C.B.S Programs. The third-party lender is responsible to provide all disclosures to students according to the truth in lending act of title 15 of the Unit

ed States code.

If you get a student loan, you are responsible for repaying the loan amount plus any interest, less the amount of any refund. If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any

refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

FINANCIAL CHARGES GRIEVANCE

CUSV 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 CUSV. 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, CUSV reserves the rights to refuse any type of service, including release of grades and documents.

FINANCIAL AID PROGRAMS

CUSV does not participate in federal and state financial aid programs.

ACADEMIC POLICIES

PROGRAM LENGTH, CREDITS AND HOURS

CUSV's Master of Acupuncture with a Chinese herbal medicine specialization degree program (MAcCHM) is composed of 2145 didactic clock-hours and 960 clinical clock-hours, totaling 3105 clock-hours in length, equaling 175 semester credits. CUSV's Doctor of Acupuncture with a Chinese Herbal Medicine Specialization (DAcCHM) degree program contains all the master's competencies with additional doctoral level work. It consists of 2445 didactic clock-hours (163 semester units) of academic course work and 1110 clock hours (37 semester credits) of clinical training, totaling 3555 clock-hours in length, equaling 200 semester credits.

Both of the programs are conducted in residence at the university's instructional facility and Intern Clinic. They each take a minimum of 4 academic years to complete, may be completed in a maximum of 8 academic years. An academic year is defined as at least 30 instructional weeks. There are 45 instructional weeks per calendar year, which is divided into 3 academic terms or 135 instructional weeks in total.

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.

FULL-TIME AND PART-TIME STUDENTS

To be considered as a full-time student, a student must enroll for a minimum of 9 units per academic term. A student may not enroll in more than 21 units in any academic term without the prior approval of the academic dean. Students who enroll in 6 to 8 units per academic term are considered as part-time students. All students must complete the program in no more than eight academic years or 16 academic terms.

REGISTRATION

Registration for each academic term starts two weeks prior to the end of each preceding academic term. 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 academic term 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 academic term are subject to tuition in the amount of 20% of total tuition for each class for the entire academic term. Tuition is refunded pro rata based on the number of weeks of class completed in the academic term. Classes dropped from the seventh week through the end of the academic term will be recorded as "WF" (Withdraw/Fail). All add and drops can be done electronically at CUSV. Although not a prerequisite for adding and dropping courses, students are encouraged to consult with the academic officer 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 CUSV, by passing the relevant Challenge Examination for each challenged course, with the approval of the Academic Dean and/or academic officer. 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 academic term of enrollment.
4. All challenge examinations are subject to a charge of 50% of current tuition for that course.

ATTENDANCE POLICY

Students are encouraged to attend all scheduled class sessions in order to achieve the best learning outcomes. Most class sessions last for three hours, once a week for 15 weeks, with a final examination during the 15th week of each academic term. Instructors are required to take accurate attendance for each class, and those 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, three tardiness 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 three class sessions a grade of "F" for that 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 Clinic Director. All student interns must verify attendance through daily timecards. 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 Academic Dean. There are no exceptions for this policy. Students are strongly required 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. Three 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 more than 20% 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. 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:

1. 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 Academic Dean to provide the requisite information regarding the Leave of Absence.
2. Receive approval for the leave of Absence request by the Registrar or by the International Student Advisor (if F-1 visa student).

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 no 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

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 Phase and/or Level 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 phase. Students will be tested at various stages of their clinical internship experience to evaluate their progress, competencies, and skills, including Internship Phase Examinations before moving on to each of the Clinical Internship phases. For further details on the Clinical Internship, please see Clinic Handbook.

PRE-CLINIC COMPREHENSIVE EXAM

All students except those in the Completion Track of DAcCHM program are required to take the pre-clinic comprehensive exam that is designed to evaluate their readiness to begin the clinical Practice. This exam must be passed with marks of 70% or higher overall and for each of the individual topic area domains for the student to be eligible to begin the clinical Practice. Students who fail this exam may re-take it.

COMPREHENSIVE GRADUATION EXAM

All students must pass a Comprehensive Graduation Examination (CGE) with a score of 70% or higher. Students may sit for the CGE after they complete all the didactic courses, and have successfully achieved the graduation requirements, and have successfully completed the clinical practice. Students who fail the Comprehensive Graduation Examination may re-take it. The CGE will be given every academic term based on students' need, and students may take the CGE a total of three times, if necessary. CGE 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.

GRADING POLICY

Below are some considerations for certain grades, grading options, and notations that are a part of the general University Grading System. The general University grading system is applicable to all classes at CUSV Student performance in our courses is evaluated per the following scale:

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".*

	Letter Grade	GPA	Numeric Value
Superior	A	4.0	94 – 100
	A-	3.7	90 – 93
Above Average	B+	3.3	87 – 89

	B B-	3.0 2.7	83 – 86 80 – 82
Satisfactory	C+ C C-	2.3 2.0 1.7	77 – 79 73 – 76 70 – 72
Less than adequate	D+ D D-	1.3 1.0 0.7	67 – 69 63 – 66 60 – 62
Failure	F	0.0	0 – 59
Incomplete	I		
Audit	AU		
Withdraw	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 academic term, 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, and Ethics. 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 academic terms without the Academic 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 CUSV and pay ALL the associated fees. Nonattendanc

e 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 Academic Dean 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.

SATISFACTORY PERFORMANCE REQUIREMENTS

In order to remain in good standing in California University -Silicon Valley, students must meet the following requirements.

1. Maintain an academic term and cumulative grade point average (GPA) of 2.3 or higher.
2. Earn a grade of 2.3 or higher in the core course of the program. Please note that core courses must be taken sequence.
3. Maintain student status via enrollment or approved on-leave status.

GRADUATION/COMPLETION REQUIREMENTS

All graduate candidates must satisfy all graduation requirements that are in effect at the time of their admission to the University unless 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 CUSV
- A grade of C or better for all required classes and clinic course works.
- A GPA of 2.30 or better

The following requirements apply to all graduate candidates of MAcCHM program:

- Completion of the required courses for the MAcCHM program
- Fulfillment of all required clinical training hours
- Pass the graduation exam

The following requirements apply to all graduate candidates of DAcCHM program:

- Completion of the required courses for the DAcCHM program
- Fulfillment of all required clinical training hours
- Pass the graduation exam
- Completion of a scholarly dissertation

The following requirements apply to all graduate candidates of the Completion Track of DAcCHM program:

- Completion of the required courses for the DAcCHM program
- Fulfillment of all required clinical training hours
- Pass the graduation exam
- Completion of a scholarly dissertation

INDEPENDENT STUDY

The Academic Dean may permit students to complete course requirements by means of Independent Study if a course is needed to graduate in a timely manner and that course is not offered during the last academic term for which the student is planned to graduate. Independent Study requires approval by the Academic Dean 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.

ACADEMIC PROGRESS POLICY

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 academic terms with a minimum GPA of 2.3 to maintain their satisfactory academic progress. Students not meeting this requirement are placed on "academic probation." For a student to maintain their SAP, they must successfully come off academic probation within two academic terms. Students not meeting this requirement must meet with the Academic Dean. 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 program no more than eight academic years (16 academic term) to maintain SAP.

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
should retake the course when offered next time. If the student fails to do so without sound reasons, 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 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 academic term.

The student's request for an appeal of a grade should be sent to the Academic Officer, who will forward a copy to the instructor. The Academic Officer will arrange a conference with the instructor and the student to discuss the assessment of the final grade. A student who is not

satisfied with the outcome may proceed to the Grievance Procedure outlined later in this catalog.

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 with the outcome may proceed to the Grievance Procedure outlined later in this catalog.

AUDIT POLICY

Currently enrolled CUSV students may register to audit a course when they have taken and passed the course before they are seeking to audit. All audits are subject to availability and must be approved by the Academic/Administration Office. Availability is limited since credit-earning students are a priority. Auditing students cannot take up the time of the instructor 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.

TRANSCRIPT

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 CUSV Administrative 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 University. CUSV has the particular teaching procedures and teaching models:

1) Enlightening teaching can help to develop students' correct TCM thinking instead of imitating;
2) Special needing skills not found in the traditional textbooks are taught in clinical training.
3) Special classical and experienced formulae sharing are introduced in clinical training.

REQUIREMENTS FOR BEGINNING CLINICAL INTERNSHIP

I. For the MAcCHM and DAcCHM Programs

Students enrolled in the Master of Acupuncture with a Chinese Herbal Medicine Specialization (MAcCHM) and Doctor of Acupuncture with a Chinese Herbal Medicine Specialization (DAcCHM)

programs must fulfill the following clinic training requirements before beginning their entry-level clinical training:

1. Health and Safety Requirements

Prior to enrolling in clinical training courses, students must provide:

- Proof of completion of an approved course in Cardiopulmonary Resuscitation (CPR).
- A valid health examination certificate.
- A recent Tuberculosis (TB) test or chest X-ray (within the last 12 months).
- A valid Clean Needle Technique (CNT) Certificate.
- Successful completion of the Pre-clinic Comprehensive Exam.

2. Pre-clinic Comprehensive Exam Prerequisites

To be eligible to take the Pre-clinic Comprehensive Exam, students must have successfully completed at least 60 units of specific didactic coursework. The following courses are required unless an exception is granted by the Academic Dean and Clinic Director:

Course Code	**Course Title**
BS102	Chemistry
BS105	Anatomy
BS106	Physiology
OM101	Foundation of TCM I
OM102	Foundation of TCM II
HM100	Introduction to Herbology
HM102	Herbology I
HM103	Herbology II
AC101	Acupuncture I
AC102	Acupuncture II
OM103	TCM Diagnosis I
PM101	Practice Management
PM104	Medical Ethics
PH101	Public Health

3. Further Inquiries

For any questions regarding entrance requirements for the Teaching Clinic, students should contact the Office of Academic Affairs.

II. For the Program of DAcCHM Completion Track

Students enrolled in the Doctor of Acupuncture with a Chinese Herbal Medicine Specialization (DAcCHM) Completion Track must fulfill the following requirements before beginning their clinical training:

1. Health and Safety Requirements

Prior to enrolling in clinical training courses, students must provide:

- Proof of completion of an approved course in Cardiopulmonary Resuscitation (CPR).
- A valid health examination certificate.
- A recent Tuberculosis (TB) test or chest X-ray (within the last 12 months).
- A valid Clean Needle Technique (CNT) Certificate.

These Requirements ensure that students are adequately prepared for hands-on clinical training while maintaining safety and compliance with professional healthcare standards.

MALPRACTICE INSURANCE

CUSV provides the malpractice insurance coverage with American Acupuncture Council for all students.

ADMISSION POLICY

I. Overview

CUSV is committed to admitting qualified students who demonstrate the academic preparation, professional experience, and commitment necessary for successful completion of its programs. The university selects students who exhibit the aptitude to successfully complete their studies and contribute meaningfully to the field of Acupuncture and Oriental Medicine.

II. Admission Requirements

1. English Proficiency Requirements

A. Master of Acupuncture with a Chinese Herbal Medicine Specialization (MAcCHM) Program

Applicants seeking admission to the MAcCHM program must meet the following criteria:

1. Educational Requirements
    - Completion of at least two (2) years of undergraduate education (60 semester credits or 90 quarter credits) from an institution accredited by an agency recognized by the U.S. Secretary of Education.

- For applicants with foreign education, credits must be validated by a recognized educational credentials evaluation service.
- Up to 30 semester credits (or 50%) of the prerequisite education may be earned through prior learning assessment via:
  - Credit by examination from recognized standardized tests.
  - Credit for military and corporate training based on American Council on Education recommendations.

2. English Proficiency Requirements
   - International applicants whose native language is not English must demonstrate proficiency through one of the following:
     - TOEFL iBT: Minimum score of 61
     - IELTS (Academic): Overall band 6.0
     - Duolingo English Test: Minimum score 90
     - Other equivalent assessments as accepted by the university.

B. Doctor of Acupuncture with a Chinese Herbal Medicine Specialization (DAcCHM) Program

Applicants seeking admission to the DAcCHM program must meet the following criteria:

1. Educational Requirements
   - Completion of at least three (3) years of undergraduate education (90 semester credits or 135 quarter credits) from an institution accredited by an agency recognized by the U.S. Secretary of Education.
   - Foreign education must be validated by a recognized educational credentials evaluation service.
   - Up to 30 semester credits of the prerequisite education may be earned through prior learning assessment via:
     - Credit by examination from recognized standardized tests.
     - Credit for military and corporate training based on American Council on Education recommendations.
   - Required coursework includes Chemistry, Biology, and Psychology. CUSV offers professional-level courses in these subjects as an alternative.
2. Master's Degree within the DAcCHM Program
   - A Master's degree is conferred as part of the DAcCHM program.
   - Students must execute separate enrollment agreements for both MAcCHM and DAcCHM programs at the time of initial enrollment.
   - Students must be informed of conditions for receiving a Master's degree if they do not complete the full doctoral program.
3. English Proficiency Requirements
   - International applicants whose native language is not English must demonstrate proficiency through one of the following:
     - TOEFL iBT: Minimum score of 61
     - IELTS (Academic): Overall band 6.0
     - Duolingo English Test: Minimum score 90

- Other equivalent assessments as accepted by the university.

C. Doctor of Acupuncture with a Chinese Herbal Medicine Specialization (DAcCHM) Completion Track

This track is for licensed acupuncturists who have completed a master's-level acupuncture program accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM).

1. Academic Requirements
    - Completion of an ACAHM-accredited Master's in Acupuncture or Acupuncture with a Chinese Herbal Medicine Specialization.
    - Foreign education must be validated to be equivalent to a U.S. master's degree.
2. Transfer Credit Requirements
    - Courses completed more than five (5) years before admission may require validation.
    - A maximum of six (6) doctoral-level credits may be transferred from another accredited doctoral program.
3. Professional Requirements
    - Must hold current and unrestricted acupuncture licensure or registration in the practicing jurisdiction.
4. Application Materials
    - Completed application form.
    - Official transcripts.
    - Proof of acupuncture licensure.
    - Personal statement outlining professional goals.
    - Two letters of recommendation.
    - Current resume or CV.

III. English language services, including instruction such as ESL, are provided and, if so, the nature of the service and its cost.

III. Application Process

A. Required Application Documents

All applicants must submit:

1. A completed Application for Admission and a non-refundable application fee.
2. Two (2) Letters of Recommendation.
3. Official transcripts from each college/university attended, sent directly to the Admissions Office.

4. Two passport-size color photographs.
5. Resume or Curriculum Vitae listing prior education and work experience.
6. Personal Essay explaining the applicant's interest in Traditional Chinese Medicine.
7. Admissions Interview with the Academic Dean or designated faculty member.

B. Admission Decisions

Admission decisions are based on:

- Academic qualifications and prerequisite coursework.
- Overall readiness for the program.
- Statement of purpose and recommendation letters.

C. Rolling Admissions Policy

CUSV follows a rolling admissions policy. Applicants may submit their applications at any time, but they are encouraged to apply well in advance of their intended start date. Academic terms begin in January, May, and September.

IV. Special Admissions Policies

A. International Student Admissions

CUSV is authorized to enroll nonimmigrant students and complies with all federal immigration guidelines.

1. English Proficiency Requirements
    - Must provide proof of English proficiency as outlined in the admission requirements.
2. Additional Requirements
    - CUSV Application Form with the applicant's signature.
    - Non-refundable mailing and application fees.
    - International transcript evaluation fee (if applicable).
    - Affidavit of Financial Support demonstrating financial resources.
    - I-20 Request Form and passport copy.
    - Compliance with U.S. Citizenship and Immigration Services (USCIS) laws and regulations.

B. Transfer Student Admissions

Transfer students may receive up to 50% of total program credits as transfer credit, with no more than 25% of clinical training requirements accepted as transfer credit.

C. Non-Degree Seeking Students

Non-degree-seeking applicants, such as licensed acupuncturists or medical doctors, may enroll in courses without pursuing a full degree. They must:

1. Complete an application form.
2. Submit proof of identity (passport or resident card).
3. Pay a non-refundable $100 application fee.

V. Orientation and Registration

All new students must attend a New Student Orientation one week before the academic term begins. Orientation covers:

- Registration procedures.
- Institutional policies.
- Program expectations.

VI. Non-Discrimination Policy

CUSV admits students regardless of race, color, national origin, gender, age, disability, religion, or sexual orientation. Admission is based solely on qualifications and programmatic requirements.

VII. Contact Information

All inquiries about the application or admissions process should be directed to:
California University – Silicon Valley; Office of Admissions
441 De Guigne Dr. #201, Sunnyvale, CA 94085
Tel: (408)532-5567
Email: info@cusv.edu
Website: www.cusv.edu

TRANSFER CREDIT POLICY

California University – Silicon Valley (CUSV) recognizes the value of prior learning and allows the transfer of academic credits in accordance with ACAHM standards, California state regulations, and CAB requirements. The following policy outlines the criteria and procedures for accepting transfer credits for CUSV's programs of MAcCHM and DAcCHM.

I. ELIGIBILITY AND EQUIVALENCY OF TRANSFER CREDITS

A. Transfer students must meet the program admissions requirements in effect at the time of their official matriculation.
B. Credits accepted for transfer must be equivalent to published program degree requirements in content, rigor, and credit hour requirements.

C. Credits accepted for transfer into the program must have been earned at a post-secondary institution accredited or pre-accredited by an agency recognized by the U.S. Secretary of Education. Credits earned at a foreign educational institution must be validated by a recognized educational credentials evaluation service.
D. An official transcript must be received by the institution for transfer credits to be considered.
E. Credits earned more than five (5) years prior to admission may only be accepted for transfer after validating and documenting that the student has retained the content knowledge and competencies of the respective course(s) for which transfer credits are being assessed.
F. Credit shall be awarded only for actual coursework at the graduate level completed in the specified area of the curriculum.
G. Students must be in good standing (a minimum cumulative GPA of 2.3), who wish to transfer from other schools of Acupuncture and Oriental medicine. They must meet the current admission standards, follow the same application procedures, and meet the graduation requirements at the time of admission.
H. The final grade in the transferred course must be no less than "C" (2.0 on a 4.0 scale).

II. COURSEWORK AND CLINICAL TRAINING TRANSFER CREDIT PROVISIONS

A. Credit shall only be awarded for actual coursework.
B. If coursework and clinical instruction were completed at an acupuncture school not approved by California Acupuncture Board (CAB), the evaluation shall include an examination administered and retained CUSV in the subject area(s) in which transfer credit may be awarded.
C. Up to 100% transfer credit may be awarded for coursework and clinical instruction successfully completed at another acupuncture school or college approved by CAB.
D. Up to 100% transfer credit may be awarded for courses successfully completed in basic sciences, clinical medicine, case management, practice management, public health, and professional development at a school approved by CAB and pre-accredited or pre-accredited by an agency recognized by the U.S. Secretary of Education.
E. Up to fifty percent (50%) credit, by transfer or challenge exam, for clinical practice coursework and instruction in acupuncture and Oriental medicine principles, theories, and treatment procedures completed successfully at a school not approved by CAB may be awarded.
F. The entire record of the evaluation and award of the student's transfer credit shall be included in the student's academic file and shall be made an official part of the student's transcript.

III. EVALUATION AND APPROVAL PROCESS

A. For transfer credit to be awarded, the student must request a transcript review in writing. Request forms are available from the Academic/Administrative Office.
B. Transfer credit requests must be submitted at the time of application for admission.

C. For evaluation of transfer credit, applicants must provide official transcripts sent directly from their school to the CUSV Academic/Administrative Office. Some applicants may also be asked to provide course syllabi.
D. The Academic Office or designated faculty committee will review and approve transfer credit applications based on established criteria.
E. Transfer credits will be documented in the student's academic record upon approval. The entire evaluation record and award of transfer credit is included in the student's academic file.
F. A course under consideration is evaluated for equivalency to the comparable CUSV course. Factors considered in determining equivalency are as follows:

    a) Equivalency of core subject matter.
    b) Equivalency of course hours. Transfer credit for courses that contained 90% or more of the course hours of instruction required for the comparable CUSV course may be transferred without additional testing or tutoring.

    CUSV may require the student to take an examination in the subject areas to demonstrate a level of knowledge comparable to that achieved by a California University - Silicon Valley student in these same subject areas before credit is awarded.

G. CUSV does not accept credit through prior learning assessment using either or a combination of the following assessment techniques:

    (1) Credit by examination using standardized tests. Credit by examination can be earned through successful testing and the recommended college credit equivalencies of the College Scholarship Service's AP (Advanced Placement) examinations, the College Scholarship Service's CLEP (College Level Examination Program) examinations, the American College Testing PEP (Proficiency Examination Program) examinations, PONSI (N.Y. State Department of Education Program on Non-collegiate Sponsored Instruction), the USAFI (U.S. Armed Forces Institute) program, and the DANTES (Defense Activity for Non-Traditional Education Support) tests.

    (2) Assignment of credit for military and corporate training based on recommendations established by the American Council on Education. Credit for military and corporate training may be assigned according to the recommendations established by the American Council on Education in The National Guide to Educational Credit for Training Programs and the Guide to the Evaluation of Educational Experience in the Armed Services.

H. CUSV does not currently have an articulation or transfer agreement with any other college or university.

IV. LIMITATIONS AND EXCLUSIONS

A. Applicants may receive transfer credit for up to 50% of the total program credit requirements. Of that 50%, no more than 25% of the program clinical training requirements may be accepted as transfer credit. A maximum of six (6) doctoral-level credits may be transferred from another accredited doctoral program, subject to review and approval.
B. Clinical training coursework must be substantially equivalent and meet competency-based standards before being considered for transfer.
C. The institution reserves the right to require challenge exams or additional assessments to validate the competency of transferred coursework.
D. Coursework taken at another institution after admission to CUSV is not transferable unless approved in advance in writing by the Academic Dean. Students may not be concurrently enrolled in another Oriental Medicine program.
E. Currently enrolled students who want to take courses at another institution and transfer the credits to CUSV must submit written application together with course descriptions to the Academic/Administrative Office and get approval from the Academic Dean prior to registration at the other institution. After completing external coursework, students are responsible for submitting an official transcript to the Academic/Administrative Office. Only grades of "C" or higher may be transferred. Accepted transfer credits are not included in the CUSV grade point average and appear as a "T" on the CUSV transcript. Courses taken under other credit systems will be converted to U.S. semester hour credits. A $100 transfer processing fee, for each academic term is applied to the student's financial account once the credits are posted to the student's record.

V. PROCEDURES & DOCUMENTS REQUIRED

A. CUSV requires the submission of Master's or Doctor'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 clinical training hours, course syllabi and/or course descriptions for the arrangement of transfer credit.
B. All transfer credit is granted by the end of the first year of enrollment in the program.

VI. TRANSFER CREDIT FEE

A. For each credit reviewed and approved for transfer, a $15.00/credit fee will apply.

The following notice is also included in the enrollment agreement:

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at California University – Silicon Valley is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in the Master degree of Acupuncture with herbal medicine specialization (MAcCHM) and/or the Doctor degree of Acupuncture with herbal medicine specialization (DAcCHM) is also at the complete discretion of the institution to which you may seek to transfer. If the degree that you earn at this institution are not accepted at the institution to which you

seek to transfer, you may be required to repeat some or all of your 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 California University – Silicon Valley to determine if your degree will transfer.

MASTER OF ACUPUNCTURE WITH CHINIESE HERBAL MEDICINE SPECIALIZAION (MACCHM) PROGRAM

OVERVIEW OF THE PROGRAM OF MACCHM

California University – Silicon Valley (CUSV) Master of Acupuncture with a Chinese herbal medicine specialization degree program (MAcCHM) consists of 2,145 didactic clock-hours (143 semester units) of academic course work and 960 clock-hours (32 semester credits) of clinical internship at the University's Intern Clinic totaling 3,105 clock-hours (175 semester credits).

Course work of CUSV's MAcCHM program includes studies in Oriental medicine theory, acupuncture, herbology & herbal formulas, Western medicine & science, Tui Na (traditional Chinese massage therapy), and practice management & ethical practices, and clinical internship. More specifically, CUSV's academic program consists of the following:

(a) 1,311 Hours clock hours of instruction in Oriental medical theory, diagnosis and treatment techniques in acupuncture, and related studies including 450 clock hours of instruction in didactic Oriental herbal studies.
(b) 960 clock hours of instruction in integrated acupuncture and herbal clinical training, including at least 150 hours in clinical observation and 810 clock hours of instruction in clinical internship.
(c) 540 clock hours of instruction in biomedical clinical sciences.
(d) 100 clock hours of instruction in counseling, communication, ethics, and practice management.

The entire program is conducted in residence at the university's instructional facility and Intern Clinic.

PURPOSE STATEMENT OF THE MACCHM PROGRAM

The purpose of CUSV'S Master of Acupuncture with a Chinese herbal medicine specialization program is to train students to become AOM professionals, with the ability to practice as independent health care providers in a variety of settings.

GOALS/OBJECTIVES OF THE MACCHM PROGRAM

The educational goals/objectives of CUSV'S Master of Acupuncture with a Chinese herbal medicine specialization program are:

1. To master the Oriental medical theory, diagnosis and treatment techniques in acupuncture, and related studies.
2. To master the required knowledge in herbs, formulas, and the application of the Oriental herbal therapy.
3. To master the required knowledge in biomedicine and Western medicine diagnosis.
4. To master the required knowledge in counseling, communication, ethics, and practice management.
5. To exercise appropriate clinical judgment about patient assessment, diagnosis and decisions respecting therapeutic modalities, and prognosis.
6. To meet the requirements of the California Board of Acupuncture and the National Commission for Certification of Acupuncture and Oriental Medicine (NCCAOM) including the ability to pass the State and national acupuncture and herbal certification examinations.
7. To demonstrate compassion for patients, and a passion to serve the community and public.

LEARNING OUTCOMES OF THE MACCHM PROGRAM

To realize the mission, aim and objectives, the graduates of CUSV's Master of Acupuncture with a Chinese herbal medicine specialization program will achieve the following professional competencies/ educational learning outcomes:

- Collect thorough patient data through patient inquiry; visual and olfactory observation, and palpation to make an accurate diagnosis.
- Formulate a diagnosis by identifying nature of the dysfunction, according to TCM theories of: Yin-Yang, Channel, Five Phases, Organ, and Triple Warmer.
- Determine an effective treatment strategy based on the diagnosis and the biomedical clinical process including history taking, laboratory and diagnostic tests and procedures, as well as biomedical physical examination findings, pharmacological concepts, human anatomy, and physiological processes.
- Select the appropriate treatment modalities including acupuncture, herbs, oriental manual therapy, exercise, and biomedical considerations.
- Plan and execute an herbal treatment including effective strategies for herbal formulation, composition, preparation, and biomedical interaction consistent with
- Assess the effectiveness of the treatment strategy and execution by re-examination and modification, if required, based upon that assessment.
- Comply with established professional best practices in Oriental Medicine including: responsible record keeping and patient confidentiality; ethical prescribing and selling herbs; consultation and referral with appropriate biomedical or allied health

practitioners; recognition of emergency care situations; and continued cultivation of compassion.

ADMISSIONS REQUIREMENTS FOR THE PROGRAM OF MACCHM

All applicants to CUSV's Master Program of Traditional Chinese Medicine must be at least 18 years old and able to demonstrate competency in comprehending, speaking, reading, and writing in English. Prospective students must meet the programmatic admissions requirements in effect at the time of their official matriculation.

1. The admissions criteria for the master's program must include the satisfactory completion of at least two (2) years of undergraduate-level education (60 semester credits or 90 quarter credits) from an institution accredited by an agency recognized by the U.S. Secretary of Education. In considering the acceptance of education and training obtained in foreign countries, credits earned at a foreign educational institution must be validated by a recognized, educational credentials, evaluation service.

2. A maximum of 30 semester credits (or 50%) of the prerequisite two-year education requirement may be earned through prior learning assessment using either, or a combination, of the following assessment techniques: (1) credit by examination using standardized tests and/or (2) assignment of credit for military and corporate training based on recommendations established by the American Council on Education.

3. Pre-requisite and co-requisite credits must not be counted towards degree completion credits.

ENGLISH PROFICIENCY REQUIREMENTS FOR THE PROGRAM OF MACCHM

FOR US CITIZENS OR LAWFUL PERMANENT RESIDENTS

US Citizens or Lawful Permanent Residents whose native language is not English and prior education was not conducted in English the applicant may provide evidence of having completed one of the following assessments at the required level:

ASSESSMENT TOOL	ACCEPTABLE SCORE
Test of English as a Foreign Language Internet-Based Test (TOEFL® iBT)	Total: 61
International English Language Testing System (IELTS), Academic Format	Overall band: 6
Duolingo English Test	90
China Standard of English Language (CSE)	CSE 6
Cambridge First Certificate in English (FCE)	C

Cambridge English Advanced (CAE)	C
Common European Framework Reference (CEFR)	B2
Occupational English Test (OET)	250, C
Pearson Test of English (PTE), Academic	Overall: 45

Otherwise, the applicant must pass an English proficiency evaluation test conducted by CUSV to enter the program of MAcCHM.

ENGLISH PROFICIENCY EVALUATION TEST

CUSV's English proficiency evaluation test includes four sections: reading; writing; listening and speaking, which resemble TOEFL. Students are required to score over 61 for admission.

FOR INTERNATIONAL APPLICANTS

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

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

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

OR

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

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

LENGTH OF THE PROGRAM OF MACCHM

The standard completion time for students enrolled in full time in CUSV's MAcCHM program is 4 academic years or 8 academic terms. One academic term includes instruction of 15 weeks. This is the minimum time for completion of the program.

MAXIMUM TIME FOR COMPLETION OF THE PROGRAM OF MACCHM

The maximum time allowed for completion of the program of MAcCHM is 8 academic years or 16 academic terms from the date of matriculation. Students that exceed the 8 academic years will be automatically dismissed.

GRADUATION REQUIREMENTS FOR THE PROGRAM OF MACCHM

The above curriculum requirements must be satisfactorily completed to petition for graduation from the MAcCHM program at California University – Silicon Valley. Total number of hours include:

143 Units, 2145 Hours didactic education
32 Units 960 Hours clinical training
Total 175 Units / 3105 Hours

TUITION AND FEE STRUCTURES FOR THE PROGRAM OF MACCHM

All fees are subject to change from time to time, without notice. Total Charges for a period of attendance and an estimated schedule of total charges for the entire educational program are the same.

	Total Units	Tuition Per Semester Credit (1 credit = 15 contact hours)	Registration Fee	Total Program Tuition	Estimated Cost of Books & Materials	Estimated Total Program Charges
MAcCHM	175 units / 3,105 hours	$255.00	$45 (per academic term)	$53, 745	Approximately $360/academic term or more	$55,450

Application for Admission Fee (domestic student)	$150.00	Non-Refundable
Application for Admission Fee (international student)	$300.00	Non-Refundable
International Student Fee	$1,500.00	
Tuition	$53, 545	
Registration Fee (per trimester)	$45.00	
Clinical Training	$18.00 per clinical hour	
Lab/Clinic supplies and/or Kits	$250.00	
Clinic Uniforms	$100.00	
Late Registration Fee	$50.00	
Late Payment Fee Per Week	$60.00	
Returned Check Fee	$25.00	
Student I.D. Card remake	$5.00/per remake	
Transcript Fee	$10.00	
Graduation Examination	$100.00	
Pre-clinic Comprehensive Examination	$100.00	
Retake exam in a required time	$200.00	
Tutoring	No Charge	
Transfer Credit Fee (Per Credit)	$15.00	no maximum
Assessment Fee for Transfer of Credits	$ 25.00 (per course, not to exceed $500 in total)	
Graduation Fee (Including Diploma. Official Transcript and Commencement)	$200.00	
In-Resident Housing (Not available)	N/A	
Textbooks, or Other Learning Media;	Approximately $360/term or more	
Malpractice Insurance for internship	$150.00	
Student Tuition Recovery Fund Fee	$0.00 per thousand	

CURRICULUM OF THE PROGRAM OF MACCHM

Basic Sciences			
BS-101	General Biology	3	45
BS-102	Chemistry	3	45
BS-103	General Physics	2	30
BS-104	General Psychology	2	30
BS-105	Anatomy	4	60
BS-106	Physiology	4	60
BS-107	Pathology & Pathophysiology	4	60
BS-108	Nutrition and Vitamins	2	30
Total Units/ Hours of Basic Sciences		**24**	**360**

Oriental Medicine			
OM-101	Foundation of TCM I	3	45
OM-102	Foundation of TCM II	3	45
OM-103	TCM Diagnosis I	3	45
OM-104	TCM Diagnosis II	3	45
OM-105	TCM Internal Medicine I	3	45
OM-106	TCM Internal Medicine II	3	45
OM-100	TCM External Medicine	2	30
OM-108	TCM Pediatrics	2	30
OM-109	TCM Gynecology & Obstetrics	2	30
OM-110	TCM Traumatology	2	30
OM-111	Clinical Psychology	1	15
OM-112	Tui Na I	3	45
OM-113	Medical Qigong I	2	30
OM-114	Tai Chi	2	30
OM-115	TCM Classics	2	30
OM-116	TCM Ophthalmology & Otorhinolaryngology	2	30
OM-117	TCM Modern Literature	1	15
OM-118	TCM Terminology	1	15
Total Units/ Hours of Oriental Medicine		**40**	**600**

Acupuncture & Moxibustion			
AC-101	Acupuncture I	3	45
AC-102	Acupuncture II	3	45
AC-103	Acupuncture III	3	45
AC-104	Acupuncture IV	3	45
AC-105	Acupuncture V	3	45
AC-106	Acupuncture VI	3	45

AC-107	Holographic Acupuncture Techniques	2	30
Total Units/ Hours of Acupuncture & Moxibustion		**20**	**300**

Herbology & Formulas			
HM-100	Introduction to Herbology	1	15
HM-102	Herbology I	3	45
HM-103	Herbology II	3	45
HM-104	Herbology III	3	45
HM-105	Herbology IV	3	45
HM-106	Herbal Formulas I	3	45
HM-107	Herbal Formulas II	3	45
HM-108	Herbal Formulas III	3	45
HM-109	Herbal Formulas IV	3	45
HM-110	Herbal Formulas V	3	45
HM-112	Clinical Nutrition	3	45
Total Units/ Hours of Herbology		**31**	**465**

Western Medicine			
WM-101	Medical Terminology	2	30
WM-102	Western Pharmacology	3	45
WM-103	Physical Examination & Lab Diagnosis	3	45
WM-104	Western Medical Sciences I	3	45
WM-105	Western Medical Science II	3	45
Total Units/ Hours of Western Medicine		**14**	**210**
Case Management			
CM-101	Case Management I	3	45
CM-102	Case Management II	3	45
Total Units/ Hours of Case Management		**6**	**90**
	Practice Management		
PM-101	Practice Management	2	30
PM-104	Medical Ethics	1	15
Total Units/ Hours of Practice Management		**3**	**45**
	Public Health		
PH-100	Public Health	3	45

Total Units/ Hours of Public Health		**3**	**45**
	Professional Development		
PD-101	Research Methodology	1	15
PD-102	History of Medicine	1	15
Total Units/ Hours of Professional Development		**2**	**30**
Total Course of Didactic Units/ Hours		**143**	**2145**
	Clinical Practice		
CP-101	Practice Observation	5	150
CP-102	Diagnosis and Evaluation	10	300
CP-103	Supervised Practice	17	510
Total Units/ Hours of Clinical Practice		**32**	**960**
SUBTOTAL		**175**	**3105**

Electives	Elective Courses		
EL-101	Spinal Diagnosis	2	30
EL-103	Tui Na II	2	30
EL-104	Medical Qigong II	2	30
EL-110	Moxibustion	2	30
EL-111	TCM Clinical Inquiries I	3	45
EL-112	TCM Clinical Inquiries II	3	45
Total Units/ Hours of Elective Courses		**16**	**240**

SCHEDULE OF COURSE OFFERINGS BY ACADEMIC TERM

The First School Year

Fall (September)

Course #	Course Title	Units	Hours
OM-101	Foundation of TCM I	3	45
BS-106	Physiology	4	60
BS-103	General Physics	2	30
BS-101	General Biology	3	45

HM-100	Introduction to Herbology	1	15
PM-104	Medical Ethics	1	15
PM-101	Practice Management	2	30

Spring (January)

Course #	Course Title	Units	Hours
OM-102	Foundation of TCM II	3	45
BS-105	Human Anatomy	4	60
BS-102	Chemistry	3	45
BS-104	General Psychology	2	30
HM-102	Herbology I	3	45
AC-101	Acupuncture I	3	45

Summer (May)

Course #	Course Title	Units	Hours
OM-103	TCM Diagnosis I	3	45
BS-107	Pathology & Pathophysiology	4	60
BS-108	Nutrition & Vitamins	2	30
HM-103	Herbology II	3	45
AC-102	Acupuncture II	3	45
OM-111	Clinical Psychology	1	15

The Second School Year

Fall (September)

Course #	Course Title	Units	Hours
OM-104	TCM Diagnosis II	3	45

WM-101	Medical Terminology	2	30
HM-104	Herbology III	3	45
PH-100	Public Health	3	45
AC-103	Acupuncture III	3	45
OM-118	TCM Terminology	1	15

Spring (January)

Course #	Course Title	Units	Hours
OM-115	TCM Classics	2	30
WM-102	Western Pharmacology	3	45
HM-105	Herbology IV	3	45
AC-104	Acupuncture IV	3	45
OM-105	TCM Internal Medicine I	3	45

Summer (May)

Course #	Course Title	Units	Hours
WM-103	Physical Examination & Lab Diagnosis	3	45
HM-106	Herbal Formulas I	3	45
PD-102	History of Medicine	1	15
AC-105	Acupuncture V	3	45
OM-106	TCM Internal Medicine II	3	45
CE	Pre-Clinic Comprehensive Exam		

The Third School Year

Fall (September)

Course #	Course Title	Units	Hours

WM-104	Western Clinical Medicine I	3	45
HM-107	Herbal Formulas II	3	45
OM-117	TCM Modern Literature	1	15
AC-106	Acupuncture VI	3	45
OM-100	TCM External Medicine	2	30
CP-101	Practice Observation (150 hrs)		

Spring (January)

Course #	Course Title	Units	Hours
WM-105	Western Clinical Medicine II	3	45
HM-108	Herbal Formulas III	3	45
OM-114	Tai Chi	2	30
AC-107	Holographic Acupuncture Techniques	2	30
OM-109	TCM Gynecology & Obstetrics	2	30
CP-102	Diagnosis and Evaluation (150 hrs)		

Summer (May)

Course #	Course Title	Units	Hours
HM-112	Clinic Nutrition	3	45
HM-109	Herbal Formulas IV	3	45
OM-113	Medical Qigong I	2	30
OM-112	Tui Na I	3	45
OM-108	TCM Pediatrics	2	30
CP-102	Diagnosis and Evaluation (150 hrs)		

The Fourth School Year

Fall (September)			
Course #	**Course Title**	**Units**	**Hours**
CM-101	Case Management I	3	45
HM-110	Herbal Formulas V	3	45
OM-110	TCM Traumatology	2	30
CP-103	Supervised Practice (180 hrs)		

Spring (January)

Course #	Course Title	Units	Hours
CM-102	Case Management II	3	45
PD-101	Research Methodology	1	15
OM-116	TCM Ophthalmology & Otorhinolaryngology	2	30
CP-103	Supervised Practice (180 hrs)		

Summer (May)

Course #	Course Title	Units	Hours
CP-103	Supervised Practice (150 hrs)		
GE	Graduation Exam		

QUALIFICATIONS FOR GRADUATES OF MACCHM PROGRAM TO SIT FOR PROFESSIONAL LICENSURE OR CERTIFICATION EXAMS

Completion of CUSV's MAcCHM program would be sufficient to meet the requirements for sitting for California Acupuncturist Licensure Exam (CALE) and the National Commission for the Certification of Acupuncture and Oriental Medicine (NCCAOM) certification examinations. Passage of the NCCAOM exam or NCCAOM certification is required in all states outside of California that require a license to practice acupuncture.

INFORMATION REGARDING WHETHER COMPLETION OF THE PROGRAM WOULD BE SUFFICIENT TO MEET THE REQUIREMENTS FOR PROFESSIONAL LICENSURE OR CERTIFICATION

The table below provides information regarding whether completion of the program would be sufficient to meet the requirements for professional licensure or certification, including:

a) a list of all states for which the institution has determined that its curriculum meets the state educational requirements for licensure or certification;

b) a list of all states for which the institution has determined that its curriculum does not meet the state educational requirements for licensure or certification; and

c) a list of all states for which the institution has not made a determination that its curriculum meets the state educational requirements for licensure or certification.

Meets	**Does Not Meet**	**A Determination Has Not Been Made**
California		Alabama Alaska Arizona Arkansas Colorado Connecticut Delaware Florida Georgia Hawaii Idaho Illinois Indiana Iowa Kansas Kentucky

		Louisiana Maine Maryland Massachusetts Michigan Minnesota Mississippi Missouri Montana Nebraska Nevada New Hampshire New Jersey New Mexico New York North Carolina North Dakota Ohio Oklahoma Oregon Pennsylvania Rhode Island South Carolina South Dakota Tennessee Texas Utah

		Vermont Virginia Washington

Licensure requirements are subject to change. Students should do their own due diligence and determine the appropriate pathway and license type for themselves.

DETAILED COURSE DESCRIPTION FOR THE PROGRAM OF MACCHM

Basic Sciences

BS-101 General Biology 3 units

Prerequisite: None

The educational objectives of the course are to teach students the knowledge of general Biology including molecular basis of life, cell, cell membrane, intracellular membrane organelles, mitochondrial, cell skeleton, cell nucleus. It also covers ribosome and protein synthesis, cell division and proliferation, cell differentiation and degeneration, genetics chromosome abnormalities, single gene disease, mitochondrial genetics, etc.

BS-102 Chemistry 3 units

Prerequisite: None

The educational objectives of the course are to teach students the concept of both inorganic and organic chemistry, biochemistry, classification, structure and character of saccharides, classification, structure and character of lipids, protein and amino acids, the base, character and function of enzyme, bio-respiration and energy, vitamin, and enzyme. It also introduces the metabolism of saccharides, lipids, amino acids and protein, the structure, classification, and metabolism of nucleic acids.

BS-103 General Physics 2 units

Prerequisite: None

The educational objectives of the course are to teach students the knowledge of the general physical including a general survey of biophysics. It covers the knowledge of physics history, measurements, vectors and scalar revisit, velocity and acceleration in one dimension, gravity and freefalling objects, motions, energy and momentum, simple harmonic oscillation. It also consists of the instruction of biophysics such as electrical properties of cells, the Hodgkin Huxley model of action potentials, etc.

BS-104 General Psychology 2 units

Prerequisite: None

The educational objectives of the course are to teach students the knowledge of general psychology including counseling skills. It covers modern approaches to psychology, the basic

knowledge of psychology such as perception, learning, memory, intelligence, thought, and language, motivation and emotion, personality, stress and health, disorders, and therapies. It also covers the counseling skills such as empathy, listening skills, social and communication skills, boundary setting, and critical thinking.

BS-105 Anatomy 4 units

Prerequisite: None

The educational objectives of the course are to teach students the knowledge of microscopic anatomy, gross anatomy and neuroanatomy. It includes such important information as the cellular level of organization, the tissue level of organization, the integumentary system, osseous tissue and skeletal structure, the reproductive system, etc. This is a foundation to study human physiology, pathology (pathological anatomy and pathophysiology). surface markers related to acupuncture points' location are emphasized.

BS-106 Physiology 4 units

Prerequisite: BS-105

Course Description/ Educational Objectives of the Course

The educational objectives of the course are to teach students the knowledge of basic physiology including neurophysiology, endocrinology, and neurochemistry. It introduces the essential concepts of physiology and mechanisms of body function at various levels of organization, ranging from cellular and molecular to tissue and organ system levels. Emphasis is placed on understanding the integrated regulation of various body processes among the major systems (nervous, endocrine, cardiovascular, respiratory, gastrointestinal, urinary, reproductive system).

BS-107 Pathology & Pathophysiology 4 units

Prerequisite: None

The educational objectives of the course are to teach students the knowledge of the nature of disease and illness, including microbiology, immunology, psychopathology, and epidemiology. It introduces the knowledge of cell and tissue function, cell injury and cellular adaptations, structure of immune system, epidemiology and prevention, biological bases of psychopathology, psychological assessment, and clinical judgment.

BS-108 Nutrition and Vitamins 2 units

Prerequisite: None

The educational objectives of the course are to teach students the knowledge of principles of nutrition, vitamins, 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 are also included.

Oriental Medicine Principles, Theories and Treatment

OM-101 Foundation of TCM I 3 units

Prerequisite: None

This is one of the series of two courses of the Foundation of TCM. The Purpose of these two courses is to teach students the knowledge of Oriental medicine principles and theory. It includes TCM fundamental concept: Yin/Yang, five elements, organ theory. It covers the instruction of the vital substances, the concept and transformation of Qi, the functions of the Yin organs and the Yang organs, the causes of diseases, pathogenesis, prevention, and therapeutic principles. This course focuses on Yin-Yang and the five elements, Viscera and their manifestations, Qi, blood and body fluid, the meridians, and collaterals.

OM-102 Foundation of TCM II 3 units

Prerequisite: OM-101

This course is a continuation of OM 101 Foundation of TCM. The educational objectives of the course are to teach students the knowledge of causes of disease, pathogenesis, prevention, and therapeutic principles based on the theories of traditional Chinese medicine.

OM-103 TCM Diagnosis I 3 units

Prerequisite: OM-102

The educational objectives of the course are to teach students the knowledge of acupuncture and Oriental medicine diagnosis. It mainly covers the examination methods, pattern identification comprehensive application of pattern identification methods, outlining of diagnostic principles of clinical departments. This course introduces integrated acupuncture and Oriental medicine diagnostic and treatment procedures, comprehensive history taking as well.

OM-104 TCM Diagnosis II 3 units

Prerequisite: OM-103

The educational objectives of the course are to teach students the knowledge of acupuncture and Oriental medicine diagnosis. It mainly covers the knowledge of diagnosis of commonly seen clinical symptoms such as fever, abnormal sweating, headache, cough, panting, chest pain, heart palpitation, insomnia, spirit-mind abnormalities, bleeding thirst, torpid intake, etc. It also includes Clinical impressions and the formation of a working diagnosis, including acupuncture and Oriental medicine diagnoses, and the World Health Organization's international classification of diseases (ICD9)

OM-105 TCM Internal Medicine I 3 units

Prerequisite: OM-104

The is the first of two courses in Chinese Internal Medicine. The educational objectives of the course are to teach the students the knowledge of the etiology, pathology, differentiation, and

treatment of specific syndromes of the internal organ systems. Students will learn to identify specific patterns and symptoms associated with the pathologies, along with the treatment protocols and recommendations for treatment utilizing acupuncture, herbal medicine, and other TCM modalities. Chinese Internal Medicine I covers such topics concerned syndrome patterns of the lung, heart, the spleen and the stomach, and the liver and gallbladder.

OM-106 Internal Medicine II 3 units

Prerequisite: OM-104

The is the second of two courses in Chinese Internal Medicine. The educational objectives of the course are to teach the students the knowledge of identifying specific patterns and symptoms associated with the pathologies, along with the treatment protocols and recommendations for treatment utilizing acupuncture, herbal medicine, and other TCM modalities. Chinese Internal Medicine II covers such topics concerned the syndrome patterns of the kidney, general diseases and acropathy, syndrome patterns of Qi, blood and body fluid, and other diseases. It also introduces the knowledge of Acupuncture and Oriental Medicine Specialties, including geriatrics, family medicine, and emergency care.

OM-100 TCM External Medicine 2 units

Prerequisite: OM-104

The educational objectives of this course are to teach the students the basic theories, knowledge and the treatment for TCM surgery. It includes the etiology and pathology, differentiation, treatment, and rehabilitation and nursing principles of TCM surgical diseases. It also includes many different kinds of surgical diseases such as sore and ulcer, breast diseases, goiter, tumor and rock, dermatologic diseases, sexually transmitted diseases, anorectal diseases, urinary male reproductive system diseases, peripheral vascular diseases, and other surgical diseases.

OM-108 TCM Pediatrics 2 units

Prerequisite: OM-104

This is a clinic course in the study of Traditional Chinese Medical diagnosis methods and treatment strategies for children's diseases. This course presents concepts in the compatibility of physiology and pathology in children and its clinical application and provides students with the understanding of the special considerations needed for the diagnosis and treatment of children's diseases.

OM-109 TCM Gynecology 2 units

Prerequisite: OM-104

The educational objectives of this course are to teach the students the knowledge of the diagnosis and treatment of abnormal menstruation, pregnancy complications, sterility, fibroid tumors and vaginal discharge, and presents case studies for discussion. Chinese medical gynecology is introduced. The menstrual cycle is described in order to optimize treatment

based on differentiation of the phases of ovulation and menstruation. Disorders of the female reproductive system are described as well as Chinese medical treatment. Assessment and therapeutics are described in terms of qi, blood and body fluids, extraordinary channels, as well as Zang Fu organ differentiation. Pathologies are differentiated in terms of etiology, pattern of disharmony, treatment principle and acupuncture and herbal treatment.

OM-110 TCM Traumatology 2 units

Prerequisite: OM-104

The educational objectives of this course are to teach the students the knowledge of the basic content of traumatology including the etiology, pathology, diagnosis, and treatment of orthopedic and traumatological diseases. The teaching will focus on the commonly encountered diseases in clinical practice of orthopedics and traumatology such as fracture, dislocation, injury of muscle and tendon, internal traumatic syndrome, and osteopathy.

OM-111 Clinical Psychology 1 unit

Prerequisite: BS-104

This course introduces the knowledge of foundations of clinical psychology, clinical assessment, and clinical interventions. It also covers the knowledge of patient/practitioner rapport, communication skills, multicultural sensitivity, lifestyle counseling, and selfcare recommendations.

OM-112 Tui Na I 2 units

Prerequisite: BS-105

The Purpose of the course is to teach students the knowledge of Oriental Tui Na principles and theory, acupressure and other techniques utilizing manual therapy and mechanical devices. It includes the practice of basic Acupressure and Tui Na in treating commonly diseases.

OM-113 Medical Qigong I 2 units

Prerequisite: None

This course introduces 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.

OM-114 Tai Chi 3 units

Prerequisite: None

This course introduces the rudimentary knowledge and experience with the health and longevity promoting exercises of Tai Chi Chuan, Qi Gong and Breathing. It covers the 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 instructions are also included.

OM-115 TCM Classics 2 units

Prerequisite: None

This course introduces how to approach the TCM classics. It discusses selections from Nei Jing, Shang Han, Jin Gui, and Wen Bing. The instructor will briefly introduce the historical and philosophical background of the text. The focus will be placed on reading and interpreting key passages of the TCM classics text and on how these ancient concepts are applied in the modern medical setting.

OM-116 TCM Ophthalmology & Otorhinolaryngology 2 units

Prerequisite: OM-104

This is a clinic course in the study of Traditional Chinese Medical diagnosis methods and treatment strategies for ophthalmology & otorhinolaryngology. The ophthalmology part introduces the relationship between the eyes and the viscera, treatments to specific eye diseases such as eyelid disorders, diseases of canthi, etc. The otorhinolaryngology part introduces the basic theories of TCM otorhinolaryngology and the therapeutic methods of the commonly seen diseases of the ear, nose and throat.

OM-117 TCM Modern Literature 1 units

Prerequisite: OM-104, AC-102, HM-110

The educational objectives of this course are to teach students the knowledge of TCM modern literature. It focuses on modern acupuncture literature, and modern oriental medicine literature. This course involves the combination of TCM with modern scientific system, and the current research trends in Oriental medicine.

OM-118 TCM Terminology 1 unit

Prerequisite: OM-101, OM-102

The educational objectives of this course are designed for students who already have a basic knowledge of Traditional Chinese medicine. In this course, students will learn terminology of Traditional Chinese medicine, including words, phrases, compound terms, and definitions. After taking this course, students will be able to demonstrate the use of the pinyin system of romanization in writing and spelling commonly used TCM terminology such as acupuncture point names, Chinese herbal names, diagnostic vocabulary, and treatment vocabulary; demonstrate the reading and communication of basic TCM terminology; demonstrate the ability to recognize, write and understand the meaning of commonly used TCM terminology; and demonstrate the ability to use a Chinese-English dictionary to find basic TCM terminology.

Acupuncture & Moxibustion

AC-101 Acupuncture I 3 units

Prerequisite: None

The educational objectives of the course are to teach students the knowledge of the acupuncture principles and theory. It covers a brief history of acupuncture and Moxibustion, the knowledge of Yin-Yang, the Five Elements, the Zhang-Fu organs, Qi, blood and body fluid, the basic concepts of channels, collaterals, and acupuncture points. This course also covers the standards of the WHO.

AC-102 Acupuncture II 3 units

Prerequisite: AC-101

The educational objectives of the course are to teach students the knowledge of the acupuncture principles and theory. It covers the knowledge of 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-103 Acupuncture III 3 units

Prerequisite: AC-102

The educational objectives of the course are to teach students the knowledge of the theory of channel systems covering the pericardium, triple energizer, gallbladder, and liver. This course will also include the governor vessels and the conception vessels, 40 extra points and the twelve Primary Channels and introduce its association to governor vessels and the conception vessels.

AC-104 Acupuncture IV 3 units

Prerequisite: AC-103

The educational objectives of the course are to teach students the knowledge of acupuncture techniques, aetiology and pathogenesis, diagnostic methods, differentiation of syndromes, acupuncture treatment, and CNT related requirements and regulations.

AC-105 Acupuncture V 3 units

Prerequisite: AC-104

The educational objectives of the course are to teach students the knowledge of the categories of acupuncture points and their applications, surgical techniques, magnet and beats therapy, microsystems acupuncture, electrostimulation, cold and heat therapy, including moxibustion, cupping, Gua Sha Scraping technique, and ultrasound therapy. It also introduces adjunctive acupuncture procedures, including bleeding, cupping, dermal tacks, acupuncture micro therapies, including auricular and scalp therapy.

AC-106 Acupuncture VI 3 units

Prerequisite: AC-105

The educational objectives of the course are to teach students 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 the treatment of internal diseases, external diseases, gynecological diseases, pediatric diseases, psychological diseases, diseases of eyes, ears, nose and throat, and the knowledge of emergency care, family medicine.

AC-107 Holographic Acupuncture Techniques 2 units

Prerequisite: AC-106

The educational objectives of this course are to teach students the philosophy of hologram, and how to apply the concept to clinical practice. The course focuses on holographic acupuncture techniques to treat commonly encountered diseases, such as acute bronchitis, edema of the lower limbs, palpitation, hemorrhoids, insomnia, hypertension, etc.

Herbology & Formulas

HM-100 Introduction to Herbology 1 unit

Prerequisite: None

This course consists of general concept of relevant botany concepts such as the morphology and physiology of plants, nomenclature of Chinese herbs, classification of Chinese herbs, the characteristics of Chinese herbal medicine, the clinical application of Chinese herbal medicine, and the concurrent use of herbal medicine and pharmaceuticals. It covers the herbal prescription, counseling and preparation as well.

HM-102 TCM Herbology I 3 units

Prerequisite: HM-101

The educational objectives of the course are to teach students the basic knowledge of Chinese herbal medicine principles and theory, especially the characters and functions of the most commonly used herbs, and their actions and indications, commentary, mechanisms of selected combinations, traditional contraindications, toxicity, nomenclature and preparation. This course shall also include some kinds of substances that release the exterior, clear heat, drain dampness, dispel winddampness, and herbs that transform phlegm and stop coughing.

HM-103 TCM Herbology II 3 units

Prerequisite: HM-101

The educational objectives of the course are to teach students the basic knowledge of Chinese herbal medicine principles and theory, especially the characters and functions of the most commonly used herbs, and their actions and indications, commentary, mechanisms of selected combinations, traditional contraindications, toxicity, nomenclature and preparation. This course shall include aromatic herbs that transform dampness, herbs that relieve food

stagnation, herbs that regulate the Qi, herbs that regulate the blood, herbs that warm the interior and expel cold, and tonifying herbs.

HM-104 TCM Herbology III 3 units

Prerequisite: HM-101

The educational objectives of the course are to teach students the basic knowledge of Chinese herbal medicine principles and theory, especially the characters and functions of the most commonly used herbs, and their actions and indications, commentary, mechanisms of selected combinations, traditional contraindications, toxicity, nomenclature and preparation. This course shall include herbs that tonify the Yang, herbs that tonify the Yin, herbs that stabilize and bind, substances that calm the spirit, aromatic substances that open the orifices, substances that extinguish wind and stop tremors, herbs that expel parasites, substances for topical application and obsolete substances.

HM-105 TCM Herbology IV 3 units

Prerequisite: HM-101

The educational objectives of the course are to teach students to have indepth understanding of how each individual herb functions within Chinese herbal formulas. The course include introduction of such knowledge of classification of herbs, clinical applications of herbal medicine, and herb monographs. Chinese therapeutic actions, dosage, cautions/contraindications, chemical composition, pharmacological effects, clinical studies and research are introduced to the most commonly used herbs.

HM-106 TCM Formulas I 3 units

Prerequisite: HM-105

The educational objectives of Herbal Formula I II & III are to teach the students the knowledge of Chinese herbal formulas, herbal prescription, counseling and preparation for various clinical applications. This course 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-107 TCM Formulas II 3 units

Prerequisite: HM-105

The educational objectives of TCM Herbal Formula I & II are to teach the students the knowledge of Chinese herbal formulas, herbal prescription, counseling and preparation for various clinical applications. This course 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. It will also include herbal prescription and preparation.

HM-108 TCM Formulas III (Shang Han Lun) 3 units

Prerequisite: HM-105

The educational objectives of this course are to teach the students the knowledge of classic theories of infectious diseases caused by exogenous wind and cold factors. It includes the etiology, clinical manifestations, pulse and tongue signs and complications at different stages of each infectious disease. This course also covers basic therapeutic herbal formulas applicable to different diagnoses of syndrome and different stages of disease progression.

HM-109 TCM Formulas IV (Jingui Yaolue) 3 units

Prerequisite: HM-105

The educational objectives of this course are to teach the students the knowledge of the main critical concepts and herbal prescriptions of the major diseases in Jingui Yaolue as they apply to clinical use. It covers the different diseases in internal medicine, ferial diseases and gynecology that was mentioned in this book, and how to diagnose and treat many cases clinicians encounter daily as well.

HM-110 TCM Formulas V (Wen Bing) 3 units

Prerequisite: HM-105

The educational objectives of this course are to teach the students the knowledge of different infectious syndromes caused by exogenous heat or warm factors. It focuses on how to diagnose, set treatment principles, and select the correct herbal formulas.

HM-112 Clinical Nutrition 3 units

Prerequisite: HM-105

The educational objectives of this course are to teach students the knowledge of herbal prescription, herbal counseling and herbal preparation. It also covers the knowledge of Oriental and Western clinical and medical nutrition, dietary and supplement prescription and counseling. It introduces nutrition foundations and principles, and nutrition assessment as well.

Western Medicine

WM-101 Medical Terminology 2 units

Prerequisite: None

The educational objectives of this course are to teach students the foundation for the understanding of medical terms. It is designed to present the basic root language foundation that underlines the construction of medical scientific words and their meaning. It includes 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. It will prepare the students for further understanding of necessary information present in the Acupuncture and OM curriculum.

A good understanding of medical words will serve as a foundation for their use in medical and OM clinical practice.

WM-102 Western Pharmacology 3 units

Prerequisite: None

The educational objectives of this course are to teach students the basic concepts and pharmacological principles of western pharmaceuticals and their major categories. Topics include pharmacological distribution, metabolism, and excretion, and the mechanisms by which drugs produce their therapeutic effects. Course emphasis is on general principles that can be applied broadly to groups or categories of medications. Students learn the knowledge of pharmacological assessment, emphasizing side-effects and herb-drug interactions.

WM-103 Physical Examination & Lab 3 units

Prerequisite: BS-106, BS-105, BS-107, WM-101

The educational objectives of this course are to teach students the techniques of history-taking and physical assessment according to the western clinical paradigm. This course covers the review of Clinical Sciences including internal medicine, pharmacology, neurology, surgery, obstetrics/ gynecology, urology, radiology, nutrition and public health, comprehensive history taking. It covers the complete physical examinations of the skin, head, sense organs, chest, abdomen, as well as basic orthopedic and neurological tests. It also includes the knowledge of diagnostic imaging, radiological, and laboratory tests and incorporating the resulting data and reports.

WM-104 Western Medical Sciences I 3 units

Prerequisite: BS-106, BS-105, BS-107, WM-101

The educational objectives of this course and WM-105 Western Clinical Medicine II are to present an overview of selected common diseases observed and treated in biomedicine. The etiology, pathogenesis, differential diagnosis and first line of allopathic treatment will be presented and discussed with the emphasis on the clinical manifestations of the diseases. These two courses include a survey of various clinical practices of medicine that include osteopathy, dentistry, psychology, nursing, chiropractic, podiatry, naturopathy, and homeopathy to familiarize practitioners with the practices of other health care providers. This course focuses on a survey of the clinical practice of medicine, nutritional disorders, introduction to musculoskeletal & connective tissue disorders, osteopathy, chiropractic, podiatry, dermatologic disorders, clinical psychology, psychiatric disorders, neurologic disorders, dentistry, eye disorders, ear, nose, and throat disorders.

WM-105 Western Medical Sciences II 3 units

Prerequisite: WM-104

The educational objectives of this course and WM-104 Western Clinical Medicine I are to present an overview of selected common diseases observed and treated in biomedicine. The

etiology, pathogenesis, differential diagnosis and first line of allopathic treatment will be presented and discussed with the emphasis on the clinical manifestations of the diseases. These two courses include a survey of various clinical practices of medicine that include osteopathy, dentistry, psychology, nursing, chiropractic, podiatry, naturopathy, and homeopathy to familiarize practitioners with the practices of other health care providers. This course focuses on gastrointestinal disorders, hepatic & biliary disorders, endocrine & metabolic disorders, hematology & oncology, immunology, allergic disorders, pulmonary disorders, cardiovascular disorders, genitourinary disorders, gynecology & obstetrics, pediatrics, geriatrics, naturopathy, homeopathy, and nursing.

Case Management

CM-101 Case Management I 3 units

Prerequisite: OM-101, OM-102, OM-103, OM-104

The educational objectives of this course are to teach students the following subjects: the primary care responsibilities, secondary and specialty care responsibilities, psychosocial assessment, treatment contraindications and complications, including drug and herb interactions, treatment planning, continuity of care, referral, and collaboration, follow-up care, final review, and functional outcome measurements.

CM-102 Case Management II 3 units

Prerequisite: OM-101, OM-102, OM-103, OM-104

The educational objectives of this course are to teach students the coding procedures for current procedural codes, including CPT and ICD10 diagnoses, medical-legal writing, expert medical testimony, and independent medical review, special care to seriously ill patients, emergency procedures, emergency procedures, prognosis and future medical care. It also introduces integrated case management of some commonly seen diseases

Practice Management

PM-101 Practice Management 2 units

Prerequisite: None

The educational objectives of this course are to teach students the business and management aspects of practicing acupuncture and Oriental Medicine in clinic establishments. It includes record keeping, insurance billing and collection, business written communication, front office procedures, planning and establishing a professional office, practice growth and development, ability to practice in interdisciplinary medical settings including hospitals, risk management and insurance issues, and Knowledge of regulatory compliance and jurisprudence (municipal, California, and federal laws, including OSHA, Labor Code, Health Insurance Portability and Accountability Act of 1996 (HIPPA).

PM-104 Medical Ethics 1 units

Prerequisite: None

The educational objectives of this course are to teach students the ethical and legal aspects in acupuncture and oriental medicine. It introduces code of ethics for acupuncturists, steps in making ethical decisions, ethics and peer review, and laws and regulations relating to the practice of acupuncture.

Public Health

PH-100 Public Health 3 units

Prerequisite: obtain the certificate of first aid and CPR

The educational objectives of this course are to teach students the knowledge of the public and community health and disease prevention, communicable disease, public health alerts, and epidemiology, treatment of chemical dependency, knowledge of first aid and the review of adult/child cardiopulmonary resuscitation (CPR) and public health education.

Professional Development

PD-101 Research Methodology 1 units

Prerequisite: None

The educational objectives of this course are to teach students the knowledge and critique of research methods, knowledge of academic peer review process, research and evidence based medicine, The focus is gaining knowledge in research methods to apply later in a research project of one's own design and understand evidence based medicine to determine efficacy of treatment and determine when treatments are not appropriate.

PD-102 History of Medicine 1 units

Prerequisite: None

The educational objectives of this course are to teach students the knowledge of the history of Medicine in the world, and the history of Traditional Chinese Medicine (TCM) including the origin of TCM, the development of TCM in the Han dynasty, the North South division epoch, the Tang Dynasty, The Song Dynasty, the Jin Yuan dynasty, the Ming dynasty, the Qing dynasty, and the recent status of TCM in both China and the world. This course shall also introduce modern acupuncture and Oriental medicine literature and the current research areas in TCM.

Clinical Practice

CP-101 Practice Observation 5 units/150 hours

Prerequisite:

60 units of specific didactic learning are required. The preclinic comprehensive exam is required to pass with 70% correct answers. The following courses must be completed prior to the start

of practice observation unless otherwise approved by the Academic Dean and Internship Clinic Director.
OM-101, OM-102, BS-102, BS-106, HM-102, AC-101, PM-101, OM-103, PM-103, PM-104, PH-101

This course covers supervised observation of the clinical practice of acupuncture and Oriental medicine with case presentations and discussion. It focuses mainly on general professionalism, patient and practitioner communication and safety, time management, and intake skills. Interns should identify herbs and fill herbal prescriptions, know how to take patient history & vital signs.

CP-102 Diagnosis and Evaluation 10 units/300 hours
Prerequisite:
100 units of specific didactic learning and 150 hours of phase I practice observation must be completed prior to applying for this course. The following courses must be completed prior to the start of practice observation unless otherwise approved by the Academic Dean and Internship Clinic Director.
HM-102, AC-102, AC-103, BS-107, OM-104, WM-102, BS-106, BS-105, BS-101, BS-109

This course covers the application of Eastern and Western diagnostic procedures in evaluating patients with the direct supervision of the clinic supervisors. In this course, the supervisor shall be always physically present during the diagnosis and treatment of the patient, guiding and teaching the interns the correct and most appropriate way of diagnosis and treatment. The supervisor shall teach interns through case analysis and demonstration. They will continue helping interns to develop efficiency while maintaining a high level of professionalism and safety. Interns are expected to complete patient intakes in a more efficient manner and take initiative in creating a diagnosis and determining possible treatment protocols for the case. The intern should have a comprehensive understanding of eight principals, basic and advanced Zang Fu diagnostic methods, as well as the six exogenous factors, seven emotional factors, and clear differentiation of syndromes according to the theory of Wei, Qi, Ying, and Xue, point combinations and functions, patent herbal formulas, and the basic pathophysiology of the patient's condition. The intern continues to advance in didactic classes and clinical experience, applying accumulated knowledge to already existing skill set. Supervisor guidance is focused on ensuring a comprehensive understanding of diagnostic methods, point prescriptions, herbal formulas, and needle techniques.

CP-103 Supervised Practice 17 units/510 hours
Prerequisite:
150 units of specific didactic learning and 150 hours of Phase I Practice Observation, and 300 hours of phase II Diagnosis and Evaluation must be completed prior to applying for this course. The following didactic courses must have been completed prior to the start of practice observation unless otherwise approved by the Academic Dean and Internship Clinic Director:

WM-104, AC-104, AC-105, BS-108, HM-101, HM-102 HM-103, HM-104, HM-106, HM-107
This course covers the clinical treatment of patients with acupuncture and oriental medicine treatment modalities listed in the Business and Professions Code section. In this course, interns begin to assume the role of a quasi-independent healthcare provider while still under supervision of a licensed practitioner, and maintain a high level of professionalism and safety, and require little to no prompting or guidance from supervisors. Integrating and refining advanced skills from didactic classes and clinical experience should be the focus. Intakes should be efficient, thorough, concise, and well-documented. Supervisors should feel confident in the intern's ability to diagnose and treat a patient using a variety of modalities including but not limited to acupuncture, herbal medicine, orthopedic examinations, cupping, moxabustion, etc. Interns should display a comprehensive understanding of the eight principals, Zang Fu patterns, the six exogenous factors, seven emotional factors, and differentiation of syndromes according to the theory of Wei, Qi, Ying, and Xue, point combinations and functions, patent herbal formulas and formula writing, pathophysiology, and internal medicine. Emphasis of learning should be on advanced needling skills, formula writing, and refining previously learned skills.

Elective Courses

EL-101 Spinal Diagnosis

Prerequisite: BS-105, OM-101, OM-102
This course teaches the students how to grasp the skills of making diagnosis through touching spine with fingers to find the root cause of diseases so that they can treat the disease fundamentally and efficiently.

EL-103 Tui Na II 2 units

Prerequisite: OM-112
This course continues with the instruction of the Oriental massage principles and theory. It covers the advanced soft tissue techniques of Tui Na and techniques and procedures for use in the treatment of certain common diseases. It also covers special manipulative procedures of Child Tui Na, and the use of mechanical devices for Tui Na.

EL-104 Medical Qi Gong II 2 units

Prerequisite: OM-113
This course introduces the application of medical Qi Gong. It covers the knowledge of minding over the Qi, sensing the Qi field of human beings, sensing other's Qi, the techniques to manipulate Qi. It also includes mind control system, body motion control system, respiratory control system, holographic control system, and the motion techniques which can be used for guiding patients with their rehabilitation exercises.

EL-105 Nei Jin 3 units

Prerequisite: None

This course introduces the essential concepts of the *Nei Jing* (*The Cannon of Internal Medicine*). The instructor will briefly introduce the historical and philosophical background of the text. The focus will be placed on reading and interpreting key passages of the text and on how these ancient concepts are applied in the modern medical setting.

EL-110 Moxibustion 2 units

Prerequisite: OM 101, OM 102, BS 105, BS 106

This course includes direct and indirect moxibustion, warm needle, medicinal application moxibustion, pressing moxibustion and suspended moxibustion. It also includes the functions, safety, and nourishing life with moxibustion, and the many techniques, including making moxa cones, moxa sticks, and moxa floss.

EL-111 TCM Clinical Inquiries I 3 units

Prerequisite: None

The Purpose of the course together with EL112 is to help students majoring in Acupuncture and Oriental Medicine who are not English native speakers and who have to use English to conduct inquiries of patients in acupuncture clinical setting in the future and cultivate communication abilities with other medical practitioners. This course mainly teaches students the inquiries concerning Chief Complaints of the present disorders such as pain, fever, abnormal sweating as well as head, body, chest and abdomen complaints.

EL-112 TCM Clinical Inquiries II 3 units

Prerequisite: None

The Purpose of the course together with EL111 is to help students majoring in Acupuncture and Oriental Medicine who are not English native speakers and who have to use English to conduct inquiries of patients in acupuncture clinical setting in the future and cultivate communication abilities with other medical practitioners. This course mainly teaches students the inquiries concerning changes in appetite and abnormal taste in the mouth, sleep disorders and mental impairments, constipation, diarrhea and urination complaints etc.

LICENSURE OPPORTUNITIES

Students wishing to practice acupuncture in California must first obtain a state license, which requires qualifying for and passing California's written examination. To qualify for California's examination, students must successfully complete one of the following:

- An educational and training program approved by the Board,
- A tutorial program in the practice of acupuncture approved by the Board,
- A foreign education training program that is equivalent to the curriculum required at a CAB approved school.

LICENSURE ELIGIBILITY

The Master's degree program in Acupuncture with specialization in Chinese herbal medicine (MAcCHM program) of California University – Silicon Valley is approved by the California Acupuncture Board. MAcCHM program leads to the qualification to sit in California Acupuncture Licensing Examination and NCCAOM Certification Examination, and the career opportunities available in the field.

QUALIFIED TO SIT FOR CALIFORNIA ACUPUNCURE LICENSING EXAMINATION (CALE)

Upon the successful completion of the MAcCHM program, students will have met the California Acupuncture Board minimum licensing requirements and will be eligible to sit for the California Acupuncture Licensing examination given by the California Acupuncture Board. California Acupuncturists are licensed under the State Department of Consumer Affairs, Medical Board of California, and Acupuncture Board at 1747 N. Market Blvd, Suite 180; Sacramento, CA 95834. Phone: 9165155200; Fax: 9169282204. website: https://www.acupuncture.ca.gov/. Initial Licensing Application is provided upon passing the California Acupuncture Licensing Exam (CALE). Please contact the Board directly at AcuExamUnit@dca.ca.gov or call (916) 5155200.

QUALIFIED TO SIT FOR NATIONAL COMMISSION FOR THE CERTIFICATION OF ACUPUNCTURE AND ORIENTAL MEDICINE CERTIFICATION EXAMINATIONS (NCCAOM)

Upon the successful completion of the MAcCHM program, students will also be qualified to sit for the National Commission for the Certification of Acupuncture and Oriental Medicine (NCCAOM) certification examinations. Passage of the NCCAOM exam or NCCAOM certification is required in all states outside of California that require a license to practice acupuncture.

The eligibility for NCCAOM certification is determined by Eligibility Route:

Route 1 – Formal Education: United States Applicant

Route 2 – Formal Education: International Applicant

Route 3 – Apprenticeship Applicant

Route 4 – Combination of Formal Education & Apprenticeship Applicant

Route 5 – Converting to an NCCAOM Oriental Medicine Certification Applicant

Route 6 – Reinstatement to Active NCCAOM Status Applicant

For information concerning the national licensing exam and licensure in other states contact NCCAOM, 76 South Laura Street, Suite 1290, Jacksonville, FL 32202; phone: (904) 5981005; fax: (904) 5985001; website: www.nccaom.org.

EMPLOYMENT, CAREER OPPORTUNITIES FOR GRADUATES

Licensed acupuncturists are trained to provide a broad range of healthcare services, including internal, as well as addiction treatment, pain management and rehabilitation assistance. They may work in private practices, multidisciplinary clinic settings or hospitals. Other career options include teaching, research and writing.

Unlike conventional Western medical practice, acupuncturists are trained to treat the entire individual rather than the specific illness or condition. They take into account a patient's physical, mental and emotional condition in order to determine the proper course of treatment. In addition to providing acupuncture therapy, practitioners help their patients achieve balance and wellness in their everyday lives.

Career Requirements

Degree Level	Master's degrees or postbaccalaureate certificates from schools accredited by the Accreditation Commission for Acupuncture and Oriental Medicine; some states require acupuncturists to be physicians, osteopaths, or chiropractors
Degree Field(s)	Acupuncture
Licensure/Certification	Most states have licensing requirements
Job Outlook (20182028)*	11% or higher growth
Mean Annual Salary (2019)*	$75,640

*Source: U.S. Bureau of Labor Statistics, *O*net Online*

Acupuncture regulations vary state by state, according to the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) (www.nccaom.org). Most states have licensing or continuing education requirements, including certification by the National Certification Commission for Acupuncture and Oriental Medicine.

DOCTOR OF ACUPUNCTURE WITH A CHINESE HERBAL MEDICINE SPECIALIZATION PROGRAM (DACCHM)

CUSV offers the program of Doctor of Acupuncture with a Chinese Herbal Medicine Specialization (DAcCHM). This program contains all of the master’s competencies with additional doctoral level work.

OVERVIEW OF THE PROGRAM OF DACCHM

This program builds on the MAcCHM program with additional courses in Radiology and Laboratory Testing, Acupuncture and Moxibustion Techniques, TCM Science of Epidemic

Diseases, Treatment of Pain with TCM, courses in Encephalopathy including Anatomy of the Human Brain, TCM Encephalopathy, and TCM Encephalopathy Therapeutics, Doctoral Research Project I, and Doctoral Research Project II, and Advanced Practice.

The program of DAcCHM consists of 200 Units/3555 hours including 2445 didactic clock hours (163 semester units) of academic course work and 1110 clock hours (37 semester credits) of clinical training.

For didactic courses, one unit is earned by performing one hour of in class work per one semester, and an additional two hours of out of class preparation and review are required for each hour of lecture/one unit of credit. For clinical courses, one unit is earned by performing fifteen hours of clinical training per one academic term.

Assessment instruments in curriculum courses may include written and/or practical quizzes, exams, midterms and/or final examinations, presentations, case studies, and/or written research papers. Students must receive a passing score on each phase of clinical comprehensive examination in order to advance to the next phase in clinical internship. Graduation requirements include successful completion of the doctoral research project and doctoral dissertation.

The entire program is conducted in residence at the university's instructional facility and Intern Clinic. The program takes a minimum of 4 academic years to complete, may be completed in a maximum of eight calendar years. There are 45 instructional weeks per calendar year, which is divided into 3 terms or 180 instructional weeks in total.

Course work of CUSV's DAcCHM program includes studies in Oriental medicine theory, acupuncture, herbology & herbal formulas, Western medicine & science, TuiNa, and practice management & ethical practices, and clinical internship. More specifically, CUSV's academic program consists of the following:

1. be at least four (4) academic years in length
2. be a minimum of 200 semester credits of instruction, including at least:
   - 1080 clock hours of instruction in Oriental medical theory, diagnosis and treatment techniques in acupuncture, and related studies. 47 units
   - 465 clock hours of instruction in didactic AOM-related herbal studies. 30 units
   - 1,110 clock hours of instruction in integrated acupuncture and herbal clinical training, comprised of at least 150 hours in clinical observation and 700 clock hours of instruction in clinical internship. 33.33 units
   - 510 clock hours of instruction in biomedical clinical sciences. 34 units
   - 105 clock hours of instruction in counseling, communication, ethics, and practice management. 6 units

PURPOSE STATEMENT OF DACCHM

The purpose of CUSV's Doctor of Acupuncture with a Chinese Herbal Medicine Specialization program (DAcCHM) is to cultivate students to acquire the necessary competencies for qualified acupuncturists and herbalists, instructors, and researchers in the field of acupuncture and Chinese herbal medicine.

EDUCATIONAL OBJECTIVES/GOALS OF DACCHM PROGRAM

The educational objectives/goals of CUSV'S Doctor of Acupuncture with a Chinese Herbal Medicine Specialization (DAcCHM) are:

1. Mastery of Oriental Medicine:
   Equip students with advanced knowledge of Oriental medical theory, diagnosis, and treatment techniques in acupuncture and related studies.
2. Herbal Medicine Expertise:
   Foster comprehensive understanding of Oriental herbal therapy, including the knowledge and application of herbs and formulas.
3. Integration of Biomedicine:
   Provide students with essential knowledge of biomedicine and Western medical diagnostics to enable integrative and collaborative care.
4. Ethical and Professional Skills:
   Develop students' proficiency in counseling, communication, ethics, and practice management, essential for effective and professional healthcare delivery.
5. Clinical Judgment and Decision-Making:
   Strengthen students' ability to exercise sound clinical judgment in patient assessment, diagnosis, therapeutic decisions, and prognosis.
6. Certification Readiness:
   Prepare students to meet the requirements of the California Board of Acupuncture and the National Commission for Certification of Acupuncture and Oriental Medicine (NCCAOM), including successful completion of state and national certification examinations.
7. Community Service and Compassion:
   Cultivate a compassionate attitude toward patient care and inspire a commitment to serving the community and public health needs.
8. Specialty Area Mastery:
   Advance students' knowledge and skills in specialized areas such as encephalopathy therapeutics, epidemic diseases, and pain treatment, ensuring their competence in addressing complex conditions.
9. Research and Scholarship:
   Enable students to conduct research and utilize scientific and scholarly literature to enhance professional practice and contribute to the field of Acupuncture and Oriental Medicine.
10. Core Education and Clinical Training:
    Provide a robust education in core didactic and clinical areas, with a focus on clinical assessment, diagnosis, intervention, and treatment planning.

11. Collaborative Practice:
    Enhance students' ability to engage in interdisciplinary collaborations with acupuncture practitioners and other healthcare professionals for comprehensive patient care.
12. Critical Thinking and Knowledge Synthesis:
    Develop students' critical thinking skills and their ability to synthesize knowledge, apply research findings, and integrate scientific evidence into their professional practice.

These objectives collectively ensure that graduates of the DAcCHM program are highly skilled, ethical, and compassionate practitioners equipped to lead in the field of Acupuncture and

LEARNING OUTCOMES OF DACCHM

Upon successful completion of the DAcCHM program, graduates will be able to:

1. **Apply Oriental Medical Knowledge**:
   Demonstrate mastery of Oriental medical theory, diagnosis, and treatment techniques in acupuncture and related studies, including the ability to formulate individualized treatment plans based on patient assessments.
2. **Utilize Herbal Therapy Competently**:
   Apply advanced knowledge of herbs and formulas to effectively implement Oriental herbal therapies tailored to specific patient conditions.
3. **Integrate Biomedical Knowledge**:
   Incorporate biomedical concepts and Western medical diagnostic techniques to collaborate effectively in integrative healthcare settings.
4. **Exhibit Professional Communication and Ethics**:
   Utilize effective counseling and communication skills, adhere to ethical standards, and demonstrate practice management abilities in clinical and professional settings.
5. **Exercise Clinical Judgment**:
   Assess patients accurately, diagnose conditions appropriately, and make sound decisions regarding therapeutic modalities, prognosis, and patient care.
6. **Demonstrate Certification Readiness**:
   Meet the competencies required to pass the California Acupuncture Licensing Exam (CALE) and the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) exams, ensuring compliance with regulatory standards.
7. **Show Compassion and Community Commitment**:
   Exhibit compassion for patients and a commitment to serving diverse communities while addressing public health needs.
8. **Specialized Competencies in Focus Areas**:
   Demonstrate expertise in specialized areas of study, such as encephalopathy therapeutics, epidemic diseases, and pain management, applying advanced knowledge and skills in these fields.

9. **Conduct Research and Apply Findings**:
   Design, conduct, and critically analyze research in Acupuncture and Oriental Medicine, integrating findings to advance professional practice and contribute to the field.
10. **Master Clinical and Didactic Core Competencies**:
    Perform advanced clinical assessment, diagnosis, treatment planning, and intervention, meeting the competencies outlined in ACAHM accreditation standards.
11. **Collaborate Effectively with Healthcare Professionals**:
    Engage in interdisciplinary collaboration with other healthcare practitioners to provide comprehensive and patient-centered care.
12. **Demonstrate Critical Thinking and Evidence-Based Practice**:
    Apply critical thinking and synthesize knowledge from scientific and scholarly literature to inform evidence-based decisions in clinical practice.

These measurable learning outcomes align with ACAHM's professional competencies and ensure that graduates possess the knowledge, skills, and attitudes necessary for advanced practice and leadership in Acupuncture and Oriental Medicine

ADMISSION REQUIREMENTS OF DACCHM

Prospective students must meet the programmatic admissions requirements in effect at the time of their official matriculation.

1. Satisfactory completion of at least three (3) years of undergraduate-level education (defined as 90 semester credits or 135 quarter credits) from an institution accredited or pre-accredited by an agency recognized by the U.S. Secretary of Education. In considering the acceptance of education and training obtained in foreign countries, credits earned at a foreign educational institution must be validated by a recognized educational credentials evaluation service.

2. A maximum of 30 semester credits of the prerequisite three-year education requirement may be earned through prior learning assessment using either, or a combination, of the following assessment techniques: (1) credit by examination using recognized, independently administered, and validated standardized tests and/or (2) assignment of credit for military and corporate training based on recommendations established by the American Council on Education

3. Prerequisite undergraduate-level education required for admission to the DAcCHM program must include chemistry, biology, and psychology. Institutions may offer professional level programmatic courses in chemistry, biology, and psychology in lieu of program admission prerequisites.

4. The admissions criteria for the doctoral degree completion track must also include the satisfactory completion of a master's-level program in acupuncture or acupuncture with a Chinese herbal medicine specialization from an ACAHM accredited/pre-accredited program or institution. In considering the acceptance of education and training obtained in foreign

countries, credits earned at a foreign educational institution must be validated to be equivalent to a master's degree by a recognized educational credentials evaluation service.

5. Acceptance to an entry-level doctoral degree completion track that includes advanced study or specialty concentrations in herbal medicine is furthered conditioned upon satisfactory completion of ACAHM's masters' core curriculum requirements for herbal training typically evidenced by official transcripts issued by an ACAHM accredited/pre-accredited program or institution.

International applicants whose native language is not English are required to provide proof of English proficiency for admission to degree, certificate, and nondegree graduate programs.

This must be demonstrated by one of the following means:

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

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

OR

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

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

ADMISSION PROCEDURE OF THE DACCHM PROGRAM

The application for admission and all associated documentation should arrive at the University at least 7 days before the first day of class (see Academic Calendar in this catalog). Applicants are considered on the basis of individual merit, without regard to gender, age, religion, creed, race, ethnic origin or disabling conditions. This policy applies to all matters within the University.

Prospective students must submit the following:

1. A completed application form.

2. A copy of applicant's identification card.

3. Copies of official transcript(s);

4. Two full-face, passport-sized photographs.

5. An application fee payable to California University – Silicon Valley. This fee is nonrefundable.

6. A letter of interest from the applicant, explaining why he/she desires to attend California University – Silicon Valley.

7. Telephone or personal interview with the Academic Dean or other official of the University.

8. Two letters of reference.

9. An evaluation of any foreign credentials showing equivalency to the educational system of the United States. All foreign credentials must be evaluated by a credential service that is a member of the National Association of Credential Evaluation Services (NACES). All credentials submitted to the University are retained by the University.

Upon acceptance into the program, the student must sign and return the enrollment agreements and schedule a time for registration, at which time the plan of study will be discussed.

LENGTH OF THE DACCHM PROGRAM

California University – Silicon Valley operates on an academic term system. CUSV's DAcCHM program is designed as a 12-academic term course of study. Students enrolled in full time finish in the minimum of 4 academic years.

MAXIMUM TIME FOR COMPLETION OF THE PROGRAM OF DACCHM

The maximum time allowed for completion of the program of DAcCHM is 8 academic years or 24 academic terms from the date of matriculation. Students that exceed the 8 academic years will be automatically dismissed.

CURRICULUM OF THE DACCHM PROGRAM

Basic Sciences			
BS-101	General Biology	3	45
BS-102	Chemistry	3	45
BS-103	General Physics	2	30
BS-104	General Psychology	2	30
BS-105	Anatomy	4	60
BS-106	Physiology	4	60
BS-107	Pathology & Pathophysiology	4	60
BS-108	Nutrition and Vitamins	2	30
Total Units/ Hours of Basic Sciences		24	360

Oriental Medicine			
OM-101	Foundation of TCM I	3	45
OM-102	Foundation of TCM II	3	45
OM-103	TCM Diagnosis I	3	45
OM-104	TCM Diagnosis II	3	45
OM-105	TCM Internal Medicine I	3	45
OM-106	TCM Internal Medicine II	3	45
OM-100	TCM External Medicine	2	30
OM-108	TCM Pediatrics	2	30
OM-109	TCM Gynecology & Obstetrics	2	30
OM-110	TCM Traumatology	2	30
OM-111	Clinical Psychology	1	15
OM-112	Tui Na I	3	45
OM-113	Medical Qigong I	2	30

OM-114	Tai Chi	2	30
OM-115	TCM Classics	2	30
OM-116	TCM Ophthalmology & Otorhinolaryngology	2	30
OM-117	TCM Modern Literature	1	15
OM-118	TCM Terminology	1	15
OM-119	TCM Encephalopathy	2	30
OM-120	TCM Encephalopathy Therapeutics	2	30
OM-121	TCM Science of Epidemic Diseases	2	30
OM-122	Treatment of Pain with TCM	3	45
Total Units/ Hours of OM		**49**	**735**

Acupuncture & Moxibustion			
AC-101	Acupuncture I	3	45
AC-102	Acupuncture II	3	45
AC-103	Acupuncture III	3	45
AC-104	Acupuncture IV	3	45
AC-105	Acupuncture V	3	45
AC-106	Acupuncture VI	3	45
AC-107	Holographic Acupuncture Techniques	2	30
AC-108	Acupuncture and Moxibustion Techniques	3	45
Total Units/ Hours of Acupuncture & Moxibustion		**23**	**345**

Herbology & Formulas			
HM-100	Introduction to Herbology	1	15
HM-102	Herbology I	3	45
HM-103	Herbology II	3	45
HM-104	Herbology III	3	45
HM-105	Herbology IV	3	45
HM-106	Herbal Formulas I	3	45
HM-107	Herbal Formulas II	3	45
HM-108	Herbal Formulas III	3	45
HM-109	Herbal Formulas IV	3	45
HM-110	Herbal Formulas V	3	45
HM-112	Clinical Nutrition	3	45
Total Units/ Hours of Herbology		**31**	**465**

Western Medicine

WM-101	Medical Terminology	2	30
WM-102	Western Pharmacology	3	45
WM-103	Physical Examination & Lab Diagnosis	3	45
WM-104	Western Medical Sciences I	3	45
WM-105	Western Medical Science II	3	45
WM-106	Radiology and Laboratory Testing	3	45
WM-107	Anatomy of the Human Brain	3	45
Total Units/ Hours of Western Medicine		**20**	**300**
Case Management			
CM-101	Case Management I	3	45
CM-102	Case Management II	3	45
Total Units/ Hours of Case Management		**6**	**90**
	Practice Management		
PM-101	Practice Management	2	30
PM-104	Medical Ethics	1	15
Total Units/ Hours of Practice Management		**3**	**45**
	Public Health		
PH-100	Public Health	3	45
Total Units/ Hours of Public Health		**3**	**45**
	Professional Development		
PD-101	Research Methodology	1	15
PD-102	History of Medicine	1	15
PD-103	Doctoral Research Project I	1	15
PD-104	Doctoral Research Project II	1	15
Total Units/ Hours of Professional Development		**4**	**60**
Total Course Units/ Hours		**163**	**2445**
	Clinical Practice		
CP-101	Practice Observation	5	150
CP-102	Diagnosis and Evaluation	10	300
CP-103	Supervised Practice	17	510
CP-104	Advanced Practice	5	150
Total Units/ Hours of Clinical Practice		**37**	**1110**

SUBTOTAL		**200**	**3555**

Electives	Elective Courses		
EL-101	Spinal Diagnosis	2	30
EL-103	Tui Na II	2	30
EL-104	Medical Qigong II	2	30
EL-110	Moxibustion	2	30
EL-111	TCM Clinical Inquiries I	3	45
EL-112	TCM Clinical Inquiries II	3	45
Total Units/ Hours of Herbology		16	240

GRADUATION REQUIREMENTS FOR THE DACCHM PROGRAM

All candidates for graduation from the DACCHM program must complete their studies, with a GPA of 2.3 or above, within minimum 4 calendar years, and maximum 8 calendar years after their initial program enrollment. The following minimum requirements must be completed in order to petition for graduation from the DACCHM program.

Didactic studies	2445 hours	163 Credits
Clinical studies	1110 Hours	37 Credits
Total	3555 Hours	200 Credits

TUITION AND FEE STRUCTURE S FOR THE DACCHM PROGRAM

All fees are subject to change from time to time, without notice. Total Charges for a period of attendance and an estimated schedule of total charges for the entire educational program are as follows.

PROGRAM NAME	**Total Units**	**Tuition Per Semester Credit (1 credit = 15 contact hours)**	**Clinical Training (Per semester credit = 30 clinical hours)**	**Registration Fee**	**Total Program Tuition**	**Estimated Cost of Books & Materials**	**Total Program Charges**
DAcCHM	200 units / 3,555 hours	$300.00	$20.00 per clinical hour	$45 (per academic term)	$71,100	Approximately $360/academic term or more	$72,605

Application for Admission Fee (domestic student)	$150.00	Non-Refundable
Application for Admission Fee (international student)	$300.00	Non-

		Refundable
International Student Fee	$1500.00	
Tuition	$71,100	
Registration Fee (per academic term)	$45.00	
Clinical Training	$20.00 per clinical hour	
Lab/Clinic supplies and/or Kits	$250.00	
Late Registration Fee	$50.00	
Late Payment Fee Per Week	$60.00	
Returned Check Fee	$25.00	
Student I.D. Card remake	$5.00/per remake	
Transcript Fee	$10.00	
Dissertation proposal	$100	
Dissertation defense	$300	
Graduation Examination	$100.00	
Pre-clinic Comprehensive Examination	$100.00	
Retake exam in a required time	$200.00	
Tutoring	No Charge	
Transfer Credit Fee (Per Credit)	$15.00	no maximum
Graduation Fee (Including Diploma. Official Transcript and Commencement)	$200.00	
Student Tuition Recovery Fund Fee	$2.50 per thousand	
In-Resident Housing (Not available)	N/A	
Textbooks, or Other Learning Media;	Approximately $360/academic term or more	
Malpractice Insurance for internship	$150.00	

DOCTORAL DEGREE COMPLETION TRACK

California University – Silicon Valley provides Doctoral Degree Completion Track program to those applicants who already have Master of Acupuncture with a Chinese herbal medicine specialization MAcCHM training. This program will help these students elevate from the master's to doctoral level. This track has courses and clinic work which bridges the master's competencies to the professional doctoral competencies. DAcCHM Completion Track program consists of 25 Units/450 hours including 20 Units/300 didactic clock hours of academic course work and 5 Units/150 hours of clinical training. Applicants must submit their transcripts for

evaluation and to customize a plan to ensure all competencies are met.

ADMISSION POLICY FOR THE DACCHM COMPLETION TRACK

1. Overview CUSV is committed to admitting qualified students who demonstrate the academic preparation, professional experience, and commitment necessary for successful completion of the Doctor of Acupuncture with a Chinese Herbal Medicine Specialization (DAcCHM) Completion Track. This track is designed for licensed or registered acupuncturists who have completed a master's-level acupuncture and Chinese herbal medicine program accredited/pre-accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM) or an equivalent recognized body.

2. Admissions Requirements To be eligible for admission to the DAcCHM Completion Track, applicants must meet the following criteria:

2.1 Programmatic Standard Admissions Requirements:

- Prospective students must meet all of the programmatic standard admissions requirements outlined in **Criterion 5.02: Admissions** of the ACAHM accreditation standards.

2.2 Academic Requirements:

- Completion of a Master's in Acupuncture or Acupuncture with a Chinese Herbal Medicine Specialization from an ACAHM-accredited or pre-accredited program or institution.
- For applicants with foreign education, credits earned at a foreign educational institution must be validated to be equivalent to a master's degree by a recognized educational credentials evaluation service.

2.3 Comprehensive Admissions Assessment:

- The program will conduct a comprehensive admissions assessment, including transcript analysis, to ensure that all applicable master's-level coursework completed is equivalent to published entry-level doctoral program degree requirements in terms of content, rigor, and the attainment of master's-level professional competencies.

2.4 Transfer Credit Requirements:

- Credits earned more than five (5) years prior to admission may only be accepted for transfer credit after validating that the student has retained the content knowledge and competencies of the respective course(s) for which transfer credits are being assessed.
- A maximum of six (6) doctoral-level credits may be transferred from another accredited doctoral program, subject to review and approval.

2.5 Professional Requirements:

- Current and unrestricted acupuncture licensure or registration in the applicant's practicing jurisdiction.

2.7 Application Materials: Applicants must submit the following documents for admission consideration:

- Completed application form.
- Official transcripts from all previously attended institutions.
- Proof of current acupuncture licensure or registration.
- Personal statement outlining professional goals and how the DAcCHM Completion Track aligns with their career aspirations.
- Two letters of recommendation from licensed healthcare professionals or academic faculty familiar with the applicant's qualifications.
- Current resume or curriculum vitae (CV).

2.8 English Language Proficiency: For applicants whose primary language is not English, proof of English proficiency is required.

3. Admissions Process

1. **Application Submission:** All required documents must be submitted by the published application deadlines.
2. **Review Process:** Applications are reviewed by the Admissions Committee, which assesses academic background, professional experience, and alignment with program objectives.
3. **Comprehensive Assessment:** Transcript analysis and validation of prior coursework will be conducted to ensure equivalency to doctoral-level entry requirements.
4. **Interview:** Qualified candidates may be invited for an admissions interview (in-person or virtual).
5. **Decision Notification:** Applicants will receive formal notification of their admission status within four to six weeks after the interview.
6. **Enrollment and Orientation:** Accepted students must complete enrollment paperwork and attend an orientation session before commencing classes.

4. Non-Discrimination Policy CUSV adheres to a strict non-discrimination policy and evaluates applicants based on their qualifications, without regard to race, color, national origin, gender, age, disability, religion, or sexual orientation.

5. Contact Information For further inquiries regarding the DAcCHM Completion Track admission process, applicants may contact the Admissions Office at:

- Email: office@cusv.edu

- Phone:408-532-5567
- Website: www.cusv.edu

CURRICULUM OF PROFESSIONAL DOCTORAL DEGREE COMPLETION TRACK

1	WM-106	Radiology and Laboratory Testing	3	45
2	WM-107	Anatomy of the Human Brain	3	45
3	OM-119	TCM Encephalopathy	2	30
4	OM-120	TCM Encephalopathy Therapeutics	2	30
5	AC-108	Acupuncture and Moxibustion Techniques	3	45
6	OM-121	TCM Science of Epidemic Diseases	2	30
7	OM-122	Treatment of Pain with TCM	3	45
8	PD-103	Doctoral Research Project I	1	15
9	PD-104	Doctoral Research Project II	1	15
10	CP-104	Advanced Practice	5	150
	Total Course Units/ Hours		25 Units	450 Hours

TUITION AND FEE STRUCTURE FOR DACCHM COMPLETION TRACK

All fees are subject to change from time to time, without notice. Total Charges for a period of attendance and an estimated schedule of total charges for professional doctoral degree competition track are as follows.

PROGRAM NAME	**Total Units**	**Tuition Per Semester Credit (1 credit = 15 contact hours)**	**Clinical Training (Per semester credit = 30 clinical hours)**	**Registration Fee**	**Total Program Tuition**	**Estimated Cost of Books & Materials**	**Total Program Charges**
Professional doctoral degree competition track	25 units / 450 hours	$300.00	$20.00 per clinical hour	$45 (per academic term)	$9,000	Approximately $360/academic term or more	$10,505

Application for Admission Fee (domestic student)	$150.00	Non-Refundable
Application for Admission Fee (international student)	$300.00	Non-Refundable
International Student Fee	$1500.00	Non-Refundable
Tuition	$9,000	

Registration Fee (per academic term)	$45.00	Non-Refundable
Clinical Training	$20.00 per clinical hour	
Lab/Clinic supplies and/or Kits	$250.00	
Late Registration Fee	$50.00	Non-Refundable
Late Payment Fee Per Week	$60.00	Non-Refundable
Returned Check Fee	$25.00	Non-Refundable
Student I.D. Card remake	$5.00/per remake	
Transcript Fee	$10.00	
Dissertation proposal	$100	
Dissertation defense	$300	
Graduation Examination	$100.00	
Pre-clinic Comprehensive Examination	$100.00	
Retake exam in a required time	$200.00	
Tutoring	No Charge	
Transfer Credit Fee (Per Credit)	$15.00	no maximum
Graduation Fee (Including Diploma. Official Transcript and Commencement)	$200.00	
Student Tuition Recovery Fund Fee	$0.5 per thousand	Non-Refundable
In-Resident Housing (Not available)	N/A	
Textbooks, or Other Learning Media;	Approximately $360/academic term or more	
Malpractice Insurance for internship	$150.00	

DETAILED COURSE DESCRIPTIONS FOR THE PROGRAMS OF MACCHM AND DACCHM

Basic Sciences

BS-101 General Biology 3 units

Prerequisite: None

The educational objectives of the course are to teach students the knowledge of general Biology including molecular basis of life, cell, cell membrane, intracellular membrane organelles,

mitochondrial, cell skeleton, cell nucleus. It also covers ribosome and protein synthesis, cell division and proliferation, cell differentiation and degeneration, genetics chromosome abnormalities, single gene disease, mitochondrial genetics, etc.

BS-102 Chemistry 3 units

Prerequisite: None

The educational objectives of the course are to teach students the concept of both inorganic and organic chemistry, biochemistry, classification, structure and character of saccharides, classification, structure and character of lipids, protein and amino acids, the base, character and function of enzyme, bio-respiration and energy, vitamin, and enzyme. It also introduces the metabolism of saccharides, lipids, amino acids and protein, the structure, classification, and metabolism of nucleic acids.

BS-103 General Physics 2 units

Prerequisite: None

The educational objectives of the course are to teach students the knowledge of the general physical including a general survey of biophysics. It covers the knowledge of physics history, measurements, vectors and scalar revisit, velocity and acceleration in one dimension, gravity and freefalling objects, motions, energy and momentum, simple harmonic oscillation. It also consists of the instruction of biophysics such as electrical properties of cells, the Hodgkin Huxley model of action potentials, etc.

BS-104 General Psychology 2 units

Prerequisite: None

The educational objectives of the course are to teach students the knowledge of general psychology including counseling skills. It covers modern approaches to psychology, the basic knowledge of psychology such as perception, learning, memory, intelligence, thought, and language, motivation and emotion, personality, stress and health, disorders, and therapies. It also covers the counseling skills such as empathy, listening skills, social and communication skills, boundary setting, and critical thinking.

BS-105 Anatomy 4 units

Prerequisite: None

The educational objectives of the course are to teach students the knowledge of microscopic anatomy, gross anatomy and neuroanatomy. It includes such important information as the cellular level of organization, the tissue level of organization, the integumentary system, osseous tissue and skeletal structure, the reproductive system, etc. This is a foundation to study human physiology, pathology (pathological anatomy and pathophysiology). surface markers related to acupuncture points' location are emphasized.

BS-106 Physiology 4 units

Prerequisite: BS-105

Course Description/ Educational Objectives of the Course

The educational objectives of the course are to teach students the knowledge of basic physiology including neurophysiology, endocrinology, and neurochemistry. It introduces the essential concepts of physiology and mechanisms of body function at various levels of organization, ranging from cellular and molecular to tissue and organ system levels. Emphasis is placed on understanding the integrated regulation of various body processes among the major systems (nervous, endocrine, cardiovascular, respiratory, gastrointestinal, urinary, reproductive system).

BS-107 Pathology & Pathophysiology 4 units

Prerequisite: None

The educational objectives of the course are to teach students the knowledge of the nature of disease and illness, including microbiology, immunology, psychopathology, and epidemiology. It introduces the knowledge of cell and tissue function, cell injury and cellular adaptations, structure of immune system, epidemiology and prevention, biological bases of psychopathology, psychological assessment, and clinical judgment.

BS-108 Nutrition and Vitamins 2 units

Prerequisite: None

The educational objectives of the course are to teach students the knowledge of principles of nutrition, vitamins, 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 are also included.

Oriental Medicine Principles, Theories and Treatment

OM-101 Foundation of TCM I 3 units

Prerequisite: None

This is one of the series of two courses of the Foundation of TCM. The Purpose of these two courses is to teach students the knowledge of Oriental medicine principles and theory. It includes TCM fundamental concept: Yin/Yang, five elements, organ theory. It covers the instruction of the vital substances, the concept and transformation of Qi, the functions of the Yin organs and the Yang organs, the causes of diseases, pathogenesis, prevention, and therapeutic principles. This course focuses on Yin-Yang and the five elements, Viscera and their manifestations, Qi, blood and body fluid, the meridians, and collaterals.

OM-102 Foundation of TCM II 3 units

Prerequisite: OM-101

This course is a continuation of OM 101 Foundation of TCM. The educational objectives of the course are to teach students the knowledge of causes of disease, pathogenesis, prevention, and therapeutic principles based on the theories of traditional Chinese medicine.

OM-103 TCM Diagnosis I 3 units

Prerequisite: OM-102

The educational objectives of the course are to teach students the knowledge of acupuncture and Oriental medicine diagnosis. It mainly covers the examination methods, pattern identification comprehensive application of pattern identification methods, outlining of diagnostic principles of clinical departments. This course introduces integrated acupuncture and Oriental medicine diagnostic and treatment procedures, comprehensive history taking as well.

OM-104 TCM Diagnosis II 3 units

Prerequisite: OM-103

The educational objectives of the course are to teach students the knowledge of acupuncture and Oriental medicine diagnosis. It mainly covers the knowledge of diagnosis of commonly seen clinical symptoms such as fever, abnormal sweating, headache, cough, panting, chest pain, heart palpitation, insomnia, spirit-mind abnormalities, bleeding thirst, torpid intake, etc. It also includes Clinical impressions and the formation of a working diagnosis, including acupuncture and Oriental medicine diagnoses, and the World Health Organization's international classification of diseases (ICD9)

OM-105 TCM Internal Medicine I 3 units

Prerequisite: OM-104

The is the first of two courses in Chinese Internal Medicine. The educational objectives of the course are to teach the students the knowledge of the etiology, pathology, differentiation, and treatment of specific syndromes of the internal organ systems. Students will learn to identify specific patterns and symptoms associated with the pathologies, along with the treatment protocols and recommendations for treatment utilizing acupuncture, herbal medicine, and other TCM modalities. Chinese Internal Medicine I covers such topics concerned syndrome patterns of the lung, heart, the spleen and the stomach, and the liver and gallbladder.

OM-106 Internal Medicine II 3 units

Prerequisite: OM-104

The is the second of two courses in Chinese Internal Medicine. The educational objectives of the course are to teach the students the knowledge of identifying specific patterns and symptoms associated with the pathologies, along with the treatment protocols and recommendations for treatment utilizing acupuncture, herbal medicine, and other TCM modalities. Chinese Internal Medicine II covers such topics concerned the syndrome patterns of the kidney, general diseases and acropathy, syndrome patterns of Qi, blood and body fluid, and

other diseases. It also introduces the knowledge of Acupuncture and Oriental Medicine Specialties, including geriatrics, family medicine, and emergency care.

OM-100 TCM External Medicine 2 units

Prerequisite: OM-104

The educational objectives of this course are to teach the students the basic theories, knowledge and the treatment for TCM surgery. It includes the etiology and pathology, differentiation, treatment, and rehabilitation and nursing principles of TCM surgical diseases. It also includes many different kinds of surgical diseases such as sore and ulcer, breast diseases, goiter, tumor and rock, dermatologic diseases, sexually transmitted diseases, anorectal diseases, urinary male reproductive system diseases, peripheral vascular diseases, and other surgical diseases.

OM-108 TCM Pediatrics 2 units

Prerequisite: OM-104

This is a clinic course in the study of Traditional Chinese Medical diagnosis methods and treatment strategies for children's diseases. This course presents concepts in the compatibility of physiology and pathology in children and its clinical application and provides students with the understanding of the special considerations needed for the diagnosis and treatment of children's diseases.

OM-109 TCM Gynecology 2 units

Prerequisite: OM-104

The educational objectives of this course are to teach the students the knowledge of the diagnosis and treatment of abnormal menstruation, pregnancy complications, sterility, fibroid tumors and vaginal discharge, and presents case studies for discussion. Chinese medical gynecology is introduced. The menstrual cycle is described in order to optimize treatment based on differentiation of the phases of ovulation and menstruation. Disorders of the female reproductive system are described as well as Chinese medical treatment. Assessment and therapeutics are described in terms of qi, blood and body fluids, extraordinary channels, as well as Zang Fu organ differentiation. Pathologies are differentiated in terms of etiology, pattern of disharmony, treatment principle and acupuncture and herbal treatment.

OM-110 TCM Traumatology 2 units

Prerequisite: OM-104

The educational objectives of this course are to teach the students the knowledge of the basic content of traumatology including the etiology, pathology, diagnosis, and treatment of orthopedic and traumatological diseases. The teaching will focus on the commonly encountered diseases in clinical practice of orthopedics and traumatology such as fracture, dislocation, injury of muscle and tendon, internal traumatic syndrome, and osteopathy.

OM-111 Clinical Psychology 1 unit

Prerequisite: BS-104

This course introduces the knowledge of foundations of clinical psychology, clinical assessment, and clinical interventions. It also covers the knowledge of patient/practitioner rapport, communication skills, multicultural sensitivity, lifestyle counseling, and selfcare recommendations.

OM-112 Tui Na I 2 units

Prerequisite: BS-105

The Purpose of the course is to teach students the knowledge of Oriental Tui Na principles and theory, acupressure and other techniques utilizing manual therapy and mechanical devices. It includes the practice of basic Acupressure and Tui Na in treating commonly diseases.

OM-113 Medical Qigong I 2 units

Prerequisite: None

This course introduces 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.

OM-114 Tai Chi 3 units

Prerequisite: None

This course introduces the rudimentary knowledge and experience with the health and longevity promoting exercises of Tai Chi Chuan, Qi Gong and Breathing. It covers the 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 instructions are also included.

OM-115 TCM Classics 2 units

Prerequisite: None

This course introduces how to approach the TCM classics. It discusses selections from Nei Jing, Shang Han, Jin Gui, and Wen Bing. The instructor will briefly introduce the historical and philosophical background of the text. The focus will be placed on reading and interpreting key passages of the TCM classics text and on how these ancient concepts are applied in the modern medical setting.

OM-116 TCM Ophthalmology & Otorhinolaryngology 2 units

Prerequisite: OM-104

This is a clinic course in the study of Traditional Chinese Medical diagnosis methods and treatment strategies for ophthalmology & otorhinolaryngology. The ophthalmology part introduces the relationship between the eyes and the viscera, treatments to specific eye diseases such as eyelid disorders, diseases of canthi, etc. The otorhinolaryngology part introduces the basic theories of TCM otorhinolaryngology and the therapeutic methods of the commonly seen diseases of the ear, nose and throat.

OM-117 TCM Modern Literature 1 units

Prerequisite: OM-104, AC-102, HM-110

The educational objectives of this course are to teach students the knowledge of TCM modern literature. It focuses on modern acupuncture literature, and modern oriental medicine literature. This course involves the combination of TCM with modern scientific system, and the current research trends in Oriental medicine.

OM-118 TCM Terminology 1 unit

Prerequisite: OM-101, OM-102

The educational objectives of this course are designed for students who already have a basic knowledge of Traditional Chinese medicine. In this course, students will learn terminology of Traditional Chinese medicine, including words, phrases, compound terms, and definitions. After taking this course, students will be able to demonstrate the use of the pinyin system of romanization in writing and spelling commonly used TCM terminology such as acupuncture point names, Chinese herbal names, diagnostic vocabulary, and treatment vocabulary; demonstrate the reading and communication of basic TCM terminology; demonstrate the ability to recognize, write and understand the meaning of commonly used TCM terminology; and demonstrate the ability to use a Chinese-English dictionary to find basic TCM terminology.

OM-119 TCM Encephalopathy 2 units

Prerequisite: OM-102, OM-103

This course is designed to help students understand the basic system of TCM brain pathology theory, its history of the development, the etiology and pathogenesis of encephalopathy, the TCM diagnosis of encephalopathy, and the treatment principle and method of brain diseases. It covers such information as the common symptoms of encephalopathy and their differentiation and treatment, the main pharmacological action of TCM commonly used in encephalopathy, modern research on the prescriptions of encephalopathy, and brain health care.

OM-120 TCM Encephalopathy Therapeutics 2 units

Prerequisite: OM-119

This course is designed to help students master the treatment methods and rehabilitation therapy of encephalopathy with traditional Chinese medicine. It covers the TCM Clinical treatment methods of many brain diseases commonly encountered clinically such as cerebral infarction, cerebral hemorrhage, Alzheimer's, neurasthenia, hysteria, facial neuritis, trigeminal

neuralgia, hemifacial spasm, traumatic brain syndrome, brain arteriosclerosis, atrophy of brain, restless legs syndrome, Meniere's disease, dissociative identity disorder, depression, Parkinson's disease, hydrocephalus in children, infantile cerebral palsy, etc.

OM-121 TCM Science of Epidemic Diseases 2 units

Prerequisite: OM-102, OM-103

This course is designed to help students understand the TCM science of epidemic diseases, the etiology and pathogenesis of epidemic diseases, epidemiology of epidemics, diagnosis of epidemic disease, treatment of epidemic disease, prevention, and nursing of epidemic diseases. It focuses on the treatment methods of respiratory infectious disease, infectious diseases of digestive tract, insect borne infectious disease, zoonotic infectious diseases, helminths infectious diseases, sexually transmitted diseases, and other epidemic diseases. It includes selected literature of epidemic diseases, and selected cases of epidemic diseases as well.

OM-122 Treatment of Pain with TCM 3 units

Prerequisite: OM-102, OM-103

This course is designed to help the students to understand the etiology and pathology of pain, its occurrence, the differentiation of pain, treatment differentiation, and selection and combination of acupuncture points. It covers such information as the differentiation and treatment by using acupuncture and herbal medicine to various kinds of pain frequently encountered in clinic such as pain in the entire body, unilateral pain, pain due to cancer, headache, neck pain, throat pain, painful swallowing, facial pain, eye pain, ear pain, nasal pain, lip pain, tooth pain, tongue pain, chest pain, axillary pain, epigastric pain, hypochondriac pain, abdominal pain, coccyx pain, shoulder pain, elbow pain, wrist pain, hand pain, finger pain, hip pain, knee pain, ankle pain, heel pain, foot pain, toe pain, leg pain, and pain in all four limbs.

Acupuncture & Moxibustion

AC-101 Acupuncture I 3 units

Prerequisite: None

The educational objectives of the course are to teach students the knowledge of the acupuncture principles and theory. It covers a brief history of acupuncture and Moxibustion, the knowledge of Yin-Yang, the Five Elements, the Zhang-Fu organs, Qi, blood and body fluid, the basic concepts of channels, collaterals, and acupuncture points. This course also covers the standards of the WHO.

AC-102 Acupuncture II 3 units

Prerequisite: AC-101

The educational objectives of the course are to teach students the knowledge of the acupuncture principles and theory. It covers the knowledge of 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-103 Acupuncture III 3 units

Prerequisite: AC-102

The educational objectives of the course are to teach students the knowledge of the theory of channel systems covering the pericardium, triple energizer, gallbladder, and liver. This course will also include the governor vessels and the conception vessels, 40 extra points and the twelve Primary Channels and introduce its association to governor vessels and the conception vessels.

AC-104 Acupuncture IV 3 units

Prerequisite: AC-103

The educational objectives of the course are to teach students the knowledge of acupuncture techniques, aetiology and pathogenesis, diagnostic methods, differentiation of syndromes, acupuncture treatment, and CNT related requirements and regulations.

AC-105 Acupuncture V 3 units

Prerequisite: AC-104

The educational objectives of the course are to teach students the knowledge of the categories of acupuncture points and their applications, surgical techniques, magnet and beats therapy, microsystems acupuncture, electrostimulation, cold and heat therapy, including moxibustion, cupping, Gua Sha Scraping technique, and ultrasound therapy. It also introduces adjunctive acupuncture procedures, including bleeding, cupping, dermal tacks, acupuncture micro therapies, including auricular and scalp therapy.

AC-106 Acupuncture VI 3 units

Prerequisite: AC-105

The educational objectives of the course are to teach students 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 the treatment of internal diseases, external diseases, gynecological diseases, pediatric diseases, psychological diseases, diseases of eyes, ears, nose and throat, and the knowledge of emergency care, family medicine.

AC-107 Holographic Acupuncture Techniques 2 units

Prerequisite: AC-106

The educational objectives of this course are to teach students the philosophy of hologram, and how to apply the concept to clinical practice. The course focuses on holographic acupuncture techniques to treat commonly encountered diseases, such as acute bronchitis, edema of the lower limbs, palpitation, hemorrhoids, insomnia, hypertension, etc.

AC-108Acupuncture and Moxibustion Techniques 3 units

Prerequisite: AC-102

The educational objectives of the course are to teach students the knowledge of clean needle technique, acupuncture techniques, acupuncture electro-stimulation, adjunctive acupoint stimulation devices, magnet and beats therapy, warm needle technique, hot needle acupuncture, infrared and ultraviolet therapy, heat therapy, cold therapy, ultrasound therapy etc. This course also covers the teaching of microsystems acupuncture, including auricular and scalp therapy, moxibustion, Gua Sha, cupping etc. and the knowledge of equipment maintenance and safety.

Herbology & Formulas

HM-100 Introduction to Herbology 1 unit

Prerequisite: None

This course consists of general concept of relevant botany concepts such as the morphology and physiology of plants, nomenclature of Chinese herbs, classification of Chinese herbs, the characteristics of Chinese herbal medicine, the clinical application of Chinese herbal medicine, and the concurrent use of herbal medicine and pharmaceuticals. It covers the herbal prescription, counseling and preparation as well.

HM-102 TCM Herbology I 3 units

Prerequisite: HM-101

The educational objectives of the course are to teach students the basic knowledge of Chinese herbal medicine principles and theory, especially the characters and functions of the most commonly used herbs, and their actions and indications, commentary, mechanisms of selected combinations, traditional contraindications, toxicity, nomenclature and preparation. This course shall also include some kinds of substances that release the exterior, clear heat, drain dampness, dispel winddampness, and herbs that transform phlegm and stop coughing.

HM-103 TCM Herbology II 3 units

Prerequisite: HM-101

The educational objectives of the course are to teach students the basic knowledge of Chinese herbal medicine principles and theory, especially the characters and functions of the most commonly used herbs, and their actions and indications, commentary, mechanisms of selected combinations, traditional contraindications, toxicity, nomenclature and preparation. This course shall include aromatic herbs that transform dampness, herbs that relieve food stagnation, herbs that regulate the Qi, herbs that regulate the blood, herbs that warm the interior and expel cold, and tonifying herbs.

HM-104 TCM Herbology III 3 units

Prerequisite: HM-101

The educational objectives of the course are to teach students the basic knowledge of Chinese herbal medicine principles and theory, especially the characters and functions of the most commonly used herbs, and their actions and indications, commentary, mechanisms of selected combinations, traditional contraindications, toxicity, nomenclature and preparation. This course shall include herbs that tonify the Yang, herbs that tonify the Yin, herbs that stabilize and bind, substances that calm the spirit, aromatic substances that open the orifices, substances that extinguish wind and stop tremors, herbs that expel parasites, substances for topical application and obsolete substances.

HM-105 TCM Herbology IV 3 units

Prerequisite: HM-101

The educational objectives of the course are to teach students to have indepth understanding of how each individual herb functions within Chinese herbal formulas. The course include introduction of such knowledge of classification of herbs, clinical applications of herbal medicine, and herb monographs. Chinese therapeutic actions, dosage, cautions/contraindications, chemical composition, pharmacological effects, clinical studies and research are introduced to the most commonly used herbs.

HM-106 TCM Formulas I 3 units

Prerequisite: HM-105

The educational objectives of Herbal Formula I II & III are to teach the students the knowledge of Chinese herbal formulas, herbal prescription, counseling and preparation for various clinical applications. This course 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-107 TCM Formulas II 3 units

Prerequisite: HM-105

The educational objectives of TCM Herbal Formula I & II are to teach the students the knowledge of Chinese herbal formulas, herbal prescription, counseling and preparation for various clinical applications. This course 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. It will also include herbal prescription and preparation.

HM-108 TCM Formulas III (Shang Han Lun) 3 units

Prerequisite: HM-105

The educational objectives of this course are to teach the students the knowledge of classic theories of infectious diseases caused by exogenous wind and cold factors. It includes the etiology, clinical manifestations, pulse and tongue signs and complications at different stages of

each infectious disease. This course also covers basic therapeutic herbal formulas applicable to different diagnoses of syndrome and different stages of disease progression.

HM-109 TCM Formulas IV (Jingui Yaolue) 3 units

Prerequisite: HM-105

The educational objectives of this course are to teach the students the knowledge of the main critical concepts and herbal prescriptions of the major diseases in Jingui Yaolue as they apply to clinical use. It covers the different diseases in internal medicine, ferial diseases and gynecology that was mentioned in this book, and how to diagnose and treat many cases clinicians encounter daily as well.

HM-110 TCM Formulas V (Wen Bing) 3 units

Prerequisite: HM-105

The educational objectives of this course are to teach the students the knowledge of different infectious syndromes caused by exogenous heat or warm factors. It focuses on how to diagnose, set treatment principles, and select the correct herbal formulas.

HM-112 Clinical Nutrition 3 units

Prerequisite: HM-105

The educational objectives of this course are to teach students the knowledge of herbal prescription, herbal counseling and herbal preparation. It also covers the knowledge of Oriental and Western clinical and medical nutrition, dietary and supplement prescription and counseling. It introduces nutrition foundations and principles, and nutrition assessment as well.

Western Medicine

WM-101 Medical Terminology 2 units

Prerequisite: None

The educational objectives of this course are to teach students the foundation for the understanding of medical terms. It is designed to present the basic root language foundation that underlines the construction of medical scientific words and their meaning. It includes 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. It will prepare the students for further understanding of necessary information present in the Acupuncture and OM curriculum. A good understanding of medical words will serve as a foundation for their use in medical and OM clinical practice.

WM-102 Western Pharmacology 3 units

Prerequisite: None

The educational objectives of this course are to teach students the basic concepts and pharmacological principles of western pharmaceuticals and their major categories. Topics include pharmacological distribution, metabolism, and excretion, and the mechanisms by which drugs produce their therapeutic effects. Course emphasis is on general principles that can be applied broadly to groups or categories of medications. Students learn the knowledge of pharmacological assessment, emphasizing side-effects and herb-drug interactions.

WM-103 Physical Examination & Lab 3 units

Prerequisite: BS-106, BS-105, BS-107, WM-101

The educational objectives of this course are to teach students the techniques of history-taking and physical assessment according to the western clinical paradigm. This course covers the review of Clinical Sciences including internal medicine, pharmacology, neurology, surgery, obstetrics/ gynecology, urology, radiology, nutrition and public health, comprehensive history taking. It covers the complete physical examinations of the skin, head, sense organs, chest, abdomen, as well as basic orthopedic and neurological tests. It also includes the knowledge of diagnostic imaging, radiological, and laboratory tests and incorporating the resulting data and reports.

WM-104 Western Medical Sciences I 3 units

Prerequisite: BS-106, BS-105, BS-107, WM-101

The educational objectives of this course and WM-105 Western Clinical Medicine II are to present an overview of selected common diseases observed and treated in biomedicine. The etiology, pathogenesis, differential diagnosis and first line of allopathic treatment will be presented and discussed with the emphasis on the clinical manifestations of the diseases. These two courses include a survey of various clinical practices of medicine that include osteopathy, dentistry, psychology, nursing, chiropractic, podiatry, naturopathy, and homeopathy to familiarize practitioners with the practices of other health care providers. This course focuses on a survey of the clinical practice of medicine, nutritional disorders, introduction to musculoskeletal & connective tissue disorders, osteopathy, chiropractic, podiatry, dermatologic disorders, clinical psychology, psychiatric disorders, neurologic disorders, dentistry, eye disorders, ear, nose, and throat disorders.

WM-105 Western Medical Sciences II 3 units

Prerequisite: WM-104

The educational objectives of this course and WM-104 Western Clinical Medicine I are to present an overview of selected common diseases observed and treated in biomedicine. The etiology, pathogenesis, differential diagnosis and first line of allopathic treatment will be presented and discussed with the emphasis on the clinical manifestations of the diseases. These two courses include a survey of various clinical practices of medicine that include osteopathy, dentistry, psychology, nursing, chiropractic, podiatry, naturopathy, and homeopathy to

familiarize practitioners with the practices of other health care providers. This course focuses on gastrointestinal disorders, hepatic & biliary disorders, endocrine & metabolic disorders, hematology & oncology, immunology, allergic disorders, pulmonary disorders, cardiovascular disorders, genitourinary disorders, gynecology & obstetrics, pediatrics, geriatrics, naturopathy, homeopathy, and nursing.

WM-106 Radiology and Laboratory Testing 3 units

Prerequisite: BS-102, BS-105, BS-106, BS-107

This course provides the student with a basic understanding of radiology and laboratory testing. It covers such information as imaging for patients such as chest, abdomen, musculoskeletal system, brain, head and neck, spine and pelvis, etc. It covers clinical laboratory and diagnostic tests, including blood, urine and stool tests, chemistry and microbiological studies, and an overview of specialized tests as well.

WM-107 Anatomy of the Human Brain 3 units

Prerequisite: BS-105

This course provides the student with the knowledge of anatomy of the human brain. It covers such information as gross anatomy and general organization of the central nervous system, meningeal coverings of the brain and spinal cord, ventricles and cerebrospinal fluid, blood supply of the brain, electrical signaling by neurons, synaptic transmission between neurons, organization of the brainstem, cranial nerves and their nuclei, etc.

Case Management

CM-101 Case Management I 3 units

Prerequisite: OM-101, OM-102, OM-103, OM-104

The educational objectives of this course are to teach students the following subjects: the primary care responsibilities, secondary and specialty care responsibilities, psychosocial assessment, treatment contraindications and complications, including drug and herb interactions, treatment planning, continuity of care, referral, and collaboration, follow-up care, final review, and functional outcome measurements.

CM-102 Case Management II 3 units

Prerequisite: OM-101, OM-102, OM-103, OM-104

The educational objectives of this course are to teach students the coding procedures for current procedural codes, including CPT and ICD10 diagnoses, medical-legal writing, expert medical testimony, and independent medical review, special care to seriously ill patients, emergency procedures, emergency procedures, prognosis and future medical care. It also introduces integrated case management of some commonly seen diseases

Practice Management

PM-101 Practice Management 2 units

Prerequisite: None

The educational objectives of this course are to teach students the business and management aspects of practicing acupuncture and Oriental Medicine in clinic establishments. It includes record keeping, insurance billing and collection, business written communication, front office procedures, planning and establishing a professional office, practice growth and development, ability to practice in interdisciplinary medical settings including hospitals, risk management and insurance issues, and Knowledge of regulatory compliance and jurisprudence (municipal, California, and federal laws, including OSHA, Labor Code, Health Insurance Portability and Accountability Act of 1996 (HIPPA).

PM-104 Medical Ethics 1 units

Prerequisite: None

The educational objectives of this course are to teach students the ethical and legal aspects in acupuncture and oriental medicine. It introduces code of ethics for acupuncturists, steps in making ethical decisions, ethics and peer review, and laws and regulations relating to the practice of acupuncture.

Public Health

PH-100 Public Health 3 units

Prerequisite: obtain the certificate of first aid and CPR

The educational objectives of this course are to teach students the knowledge of the public and community health and disease prevention, communicable disease, public health alerts, and epidemiology, treatment of chemical dependency, knowledge of first aid and the review of adult/child cardiopulmonary resuscitation (CPR) and public health education.

Professional Development

PD-101 Research Methodology 1 units

Prerequisite: None

The educational objectives of this course are to teach students the knowledge and critique of research methods, knowledge of academic peer review process, research and evidence based medicine, The focus is gaining knowledge in research methods to apply later in a research project of one's own design and understand evidence based medicine to determine efficacy of treatment and determine when treatments are not appropriate.

PD-102 History of Medicine 1 units

Prerequisite: None

The educational objectives of this course are to teach students the knowledge of the history of Medicine in the world, and the history of Traditional Chinese Medicine (TCM) including the origin of TCM, the development of TCM in the Han dynasty, the North South division epoch, the Tang Dynasty, The Song Dynasty, the Jin Yuan dynasty, the Ming dynasty, the Qing dynasty, and the recent status of TCM in both China and the world. This course shall also introduce modern acupuncture and Oriental medicine literature and the current research areas in TCM.

PD-103 Doctoral Research Project I 1 unit

Prerequisite: PD-102

The educational objectives of this course are to teach students the knowledge of developing the problem statement for dissertation proposal, the writing purpose statements, research questions, and hypotheses, writing literature review, research methods such as quantitative research methods, qualitative research methods, and mixed Methods.

PD-104 Doctoral Research Project II 1 unit

Prerequisite: PD-103

The educational objectives of this course are to teach students the knowledge of envisioning the thesis as a whole, planning an integrated thesis, organizing a chapter or paper, and writing clearly, handling attention points such as data, charts and graphics, and finishing a doctoral dissertation.

Clinical Practice

CP-101 Practice Observation 5 units/150 hours

Prerequisite:

60 units of specific didactic learning are required. The preclinic comprehensive exam is required to pass with 70% correct answers. The following courses must be completed prior to the start of practice observation unless otherwise approved by the Academic Dean and Internship Clinic Director.

OM-101, OM-102, BS-102, BS-106, HM-102, AC-101, PM-101, OM-103, PM-103, PM-104, PH-101

This course covers supervised observation of the clinical practice of acupuncture and Oriental medicine with case presentations and discussion. It focuses mainly on general professionalism, patient and practitioner communication and safety, time management, and intake skills. Interns should identify herbs and fill herbal prescriptions, know how to take patient history & vital signs.

CP-102 Diagnosis and Evaluation 10 units/300 hours

Prerequisite:

100 units of specific didactic learning and 150 hours of phase I practice observation must be completed prior to applying for this course. The following courses must be completed prior to

the start of practice observation unless otherwise approved by the Academic Dean and Internship Clinic Director.
HM-102, AC-102, AC-103, BS-107, OM-104, WM-102, BS-106, BS-105, BS-101, BS-109

This course covers the application of Eastern and Western diagnostic procedures in evaluating patients with the direct supervision of the clinic supervisors. In this course, the supervisor shall be always physically present during the diagnosis and treatment of the patient, guiding and teaching the interns the correct and most appropriate way of diagnosis and treatment. The supervisor shall teach interns through case analysis and demonstration. They will continue helping interns to develop efficiency while maintaining a high level of professionalism and safety. Interns are expected to complete patient intakes in a more efficient manner and take initiative in creating a diagnosis and determining possible treatment protocols for the case. The intern should have a comprehensive understanding of eight principals, basic and advanced Zang Fu diagnostic methods, as well as the six exogenous factors, seven emotional factors, and clear differentiation of syndromes according to the theory of Wei, Qi, Ying, and Xue, point combinations and functions, patent herbal formulas, and the basic pathophysiology of the patient's condition. The intern continues to advance in didactic classes and clinical experience, applying accumulated knowledge to already existing skill set. Supervisor guidance is focused on ensuring a comprehensive understanding of diagnostic methods, point prescriptions, herbal formulas, and needle techniques.

CP-103 Supervised Practice 17 units/510 hours
Prerequisite:
120 units of specific didactic learning and 150 hours of Phase I Practice Observation, and 300 hours of phase II Diagnosis and Evaluation must be completed prior to applying for this course. The following didactic courses must have been completed prior to the start of practice observation unless otherwise approved by the Academic Dean and Internship Clinic Director:
WM-104, AC-104, AC-105, BS-108, HM-101, HM-102 HM-103, HM-104, HM-106, HM-107
This course covers the clinical treatment of patients with acupuncture and oriental medicine treatment modalities listed in the Business and Professions Code section. In this course, interns begin to assume the role of a quasi-independent healthcare provider while still under supervision of a licensed practitioner, and maintain a high level of professionalism and safety, and require little to no prompting or guidance from supervisors. Integrating and refining advanced skills from didactic classes and clinical experience should be the focus. Intakes should be efficient, thorough, concise, and well-documented. Supervisors should feel confident in the intern's ability to diagnose and treat a patient using a variety of modalities including but not limited to acupuncture, herbal medicine, orthopedic examinations, cupping, moxabustion, etc. Interns should display a comprehensive understanding of the eight principals, Zang Fu patterns, the six exogenous factors, seven emotional factors, and differentiation of syndromes according to the theory of Wei, Qi, Ying, and Xue, point combinations and functions, patent herbal

formulas and formula writing, pathophysiology, and internal medicine. Emphasis of learning should be on advanced needling skills, formula writing, and refining previously learned skills.

CP-104 Advanced Practice 5 units

Prerequisite for Enrolling in the Course:

143 units of specific didactic learning and 960 hours of Phase I to III clinical practice must be completed prior to applying for this course.

This 150-hour Phase IV internship provides advanced clinical training in acupuncture and Chinese herbal medicine, emphasizing the integration of these modalities into a broader healthcare setting. Interns refine their diagnostic and treatment skills through direct patient care under the supervision of experienced clinicians. This course highlights collaborative interactions with a diverse range of healthcare professionals, including medical doctors (MDs), doctors of chiropractic, physical therapists, and other allied health practitioners. Interns will develop critical thinking, clinical decision-making, and interdisciplinary communication skills as they engage in patient-centered, integrative care. They will learn to formulate and implement comprehensive treatment plans that incorporate evidence-based approaches while ensuring safe, ethical, and effective patient management. Through exposure to real-world clinical scenarios, this course prepares interns to contribute effectively to interdisciplinary healthcare teams and adapt to various professional settings.

Elective Courses

EL-101 Spinal Diagnosis

Prerequisite: BS-105, OM-101, OM-102

This course teaches the students how to grasp the skills of making diagnosis through touching spine with fingers to find the root cause of diseases so that they can treat the disease fundamentally and efficiently.

EL-103 Tui Na II 2 units

Prerequisite: OM-112

This co

urse continues with the instruction of the Oriental massage principles and theory. It covers the advanced soft tissue techniques of Tui Na and techniques and procedures for use in the treatment of certain common diseases. It also covers special manipulative procedures of Child Tui Na, and the use of mechanical devices for Tui Na.

EL-104 Medical Qi Gong II 2 units

Prerequisite: OM-113

This course introduces the application of medical Qi Gong. It covers the knowledge of minding over the Qi, sensing the Qi field of human beings, sensing other's Qi, the techniques to manipulate Qi. It also includes mind control system, body motion control system, respiratory

guiding patients with their rehabilitation exercises.

EL-105 Nei Jin 3 units
Prerequisite: None
This course introduces the essential concepts of the *Nei Jing* (*The Cannon of Internal Medicine*). The instructor will briefly introduce the historical and philosophical background of the text. The focus will be placed on reading and interpreting key passages of the text and on how these ancient concepts are applied in the modern medical setting.

EL-110 Moxibustion 2 units
Prerequisite: OM 101, OM 102, BS 105, BS 106
This course includes direct and indirect moxibustion, warm needle, medicinal application moxibustion, pressing moxibustion and suspended moxibustion. It also includes the functions, safety, and nourishing life with moxibustion, and the many techniques, including making moxa cones, moxa sticks, and moxa floss.

EL-111 TCM Clinical Inquiries I 3 units
Prerequisite: None
The Purpose of the course together with EL112 is to help students majoring in Acupuncture and Oriental Medicine who are not English native speakers and who have to use English to conduct inquiries of patients in acupuncture clinical setting in the future and cultivate communication abilities with other medical practitioners. This course mainly teaches students the inquiries concerning Chief Complaints of the present disorders such as pain, fever, abnormal sweating as well as head, body, chest and abdomen complaints.

EL-112 TCM Clinical Inquiries II 3 units
Prerequisite: None
The Purpose of the course together with EL111 is to help students majoring in Acupuncture and Oriental Medicine who are not English native speakers and who have to use English to conduct inquiries of patients in acupuncture clinical setting in the future and cultivate communication abilities with other medical practitioners. This course mainly teaches students the inquiries concerning changes in appetite and abnormal taste in the mouth, sleep disorders and mental impairments, constipation, diarrhea and urination complaints etc.

LICENSURE OPPORTUNITIES

Students wishing to practice acupuncture in California must first obtain a state license, which requires qualifying for and passing California's written examination. To qualify for California's examination, students must successfully complete one of the following:

- An educational and training program approved by the Board,
- A tutorial program in the practice of acupuncture approved by the Board,

- A foreign education training program that is equivalent to the curriculum required at a CAB approved school.

LICENSURE ELIGIBILITY

The Master's degree program in Acupuncture with specialization in Chinese herbal medicine (MAcCHM) program of California University – Silicon Valley is approved by the California Acupuncture Board. MAcCHM program leads to the qualification to sit in California Acupuncture Licensing Examination and NCCAOM Certification Examination, and the career opportunities available in the field.

QUALIFIED TO SIT FOR CALIFORNIA ACUPUNCURE LICENSING EXAMINATION (CALE)

Upon the successful completion of the MAcCHM program, students will have met the California Acupuncture Board minimum licensing requirements and will be eligible to sit for the California Acupuncture Licensing examination given by the California Acupuncture Board. California Acupuncturists are licensed under the State Department of Consumer Affairs, Medical Board of California, and Acupuncture Board at 1747 N. Market Blvd, Suite 180; Sacramento, CA 95834. Phone: 9165155200; Fax: 9169282204. website: https://www.acupuncture.ca.gov/. Initial Licensing Application is provided upon passing the California Acupuncture Licensing Exam (CALE). Please contact the Board directly at AcuExamUnit@dca.ca.gov or call (916) 5155200.

QUALIFIED TO SIT FOR NATIONAL COMMISSION FOR THE CERTIFICATION OF ACUPUNCTURE AND ORIENTAL MEDICINE CERTIFICATION EXAMINATIONS (NCCAOM)

Upon the successful completion of the MAcCHM program, students will also be qualified to sit for the National Commission for the Certification of Acupuncture and Oriental Medicine (NCCAOM) certification examinations. Passage of the NCCAOM exam or NCCAOM certification is required in all states outside of California that require a license to practice acupuncture.

The eligibility for NCCAOM certification is determined by Eligibility Route:

Route 1 – Formal Education: United States Applicant

Route 2 – Formal Education: International Applicant

Route 3 – Apprenticeship Applicant

Route 4 – Combination of Formal Education & Apprenticeship Applicant

Route 5 – Converting to an NCCAOM Oriental Medicine Certification Applicant

Route 6 – Reinstatement to Active NCCAOM Status Applicant

For information concerning the national licensing exam and licensure in other states contact NCCAOM, 76 South Laura Street, Suite 1290, Jacksonville, FL 32202; phone: (904) 5981005; fax: (904) 5985001; website: www.nccaom.org.

EMPLOYMENT, CAREER OPPORTUNITIES FOR GRADUATES

Licensed acupuncturists are trained to provide a broad range of healthcare services, including internal, as well as addiction treatment, pain management and rehabilitation assistance. They may work in private practices, multidisciplinary clinic settings or hospitals. Other career options include teaching, research and writing.

Unlike conventional Western medical practice, acupuncturists are trained to treat the entire individual rather than the specific illness or condition. They take into account a patient's physical, mental and emotional condition in order to determine the proper course of treatment. In addition to providing acupuncture therapy, practitioners help their patients achieve balance and wellness in their everyday lives.

Career Requirements

Degree Level	Master's degrees or postbaccalaureate certificates from schools accredited by the Accreditation Commission for Acupuncture and Oriental Medicine; some states require acupuncturists to be physicians, osteopaths, or chiropractors
Degree Field(s)	Acupuncture
Licensure/Certification	Most states have licensing requirements
Job Outlook (20182028)*	11% or higher growth
Mean Annual Salary (2019)*	$75,640

*Source: U.S. Bureau of Labor Statistics, *O*net Online*

Acupuncture regulations vary state by state, according to the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) (www.nccaom.org). Most states have licensing or continuing education requirements, including certification by the National Certification Commission for Acupuncture and Oriental Medicine.

INTRODUCTION TO THE ACADEMIC LEADERSHIP AND FACULTY

ACADEMIC LEADERSHIP

Philip Yang, President, Doctor of Oriental Medicine.

Cynthia Ma, Academic Dean, Doctor of Education.

Xingquan Dai, Clinic Director, Doctor of Acupuncture.

CORE FACULTY

Core faculty members in CUSV will conduct administration, community outreach, curriculum development in addition to teaching and healthcare delivery. They contribute substantially to the teaching and clinic activities of the university and its program.

YANG, PHILIP, OMD, L.AC

Dr. Philip Yang got his Doctoral Degree of Oriental Medicine from South Baylo University. He is a licensed acupuncturist. Dr. Yang has rich experience in both clinical training and teaching. He is especially good at spinal diagnosis, pain relief, and health regime of practicing Qigong. He teaches such courses Medical Qigong, Spinal Diagnosis in CUSV.

DAI, XINGQUAN, OMD, L.AC

Dr. Dai got his doctor degree of Acupuncture from University of East West Medicine. He is a licensed Acupuncturist in California. He has the experience of practicing in Japan, and the United States for over 10 years. Dr. Dai published three books: *Medical Herbology Learning Herbs through Organized Charts & Illustration*, *Classification Charts for Herb Study Classification Charts for Herb Study*, and *Chinese Herbal Medicine Formulas Chinese Herbal Medicine Formulas.* Dr. Dai teaches Herbology, and TCM Internal Medicine in CUSV.

DU, JINXING, PHD (CHINA), L.AC

Dr. Du got her Ph.D from Shanghai University of Traditional Chinese Medicine (China). She is a Licensed Acupuncturist in California. She practices in China and U.S. for many years. Her medical specialization is Pain Management, Internal Medicine, Digestive, Obstetrics and Gynecology, and Dermatology. She teaches History of Medicine in CUSV.

YANG YANG, DOCTOR OF CHIROPRACTIC

Dr. Yang received his bachelor's degree in Oriental Medicine from Beijing Union University, and he practiced in China from 1999 to 2014. In December of 2017, Dr. Yang received his Doctor of Chiropractic Degree from Life Chiropractic College West in Hayward, California. Dr. Yang teaches TCM Foundation, TCM Traumatology in CUSV.

FACULTY

CUSV 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.

LYU, RONGMING, PH.D. L.AC

Dr. Lyu earned his Ph.D. in Pharmacology from the UAB School of Medicine, where his research focused on ion exchangers and cellular signaling mechanisms. Over the course of his scientific career, he has led and collaborated on numerous research projects involving peptide biology, neuroendocrinology, and biomarker development, resulting in multiple peer-reviewed publications and patents. Dr. Lyu is a California Licensed Acupuncturist and a Ph.D.-trained biomedical researcher with extensive experience in both clinical practice and molecular science. He currently practices in California and has specialized expertise in clinical acupuncture as well as biomarker research and translational medicine. With a strong background bridging Western biomedical research and Traditional Chinese Medicine, Dr. Lyu brings a unique integrative perspective to patient care, combining scientific rigor with holistic clinical practice.

TANG, CAIPING, PHD (CHINA), L.A.C

Dr. Tang earned her Ph.D. from Guangzhou University of Traditional Chinese Medicine in China, specializing in Endocrinology and Metabolism, following earlier Master's and Medical degrees in TCM. She is a licensed acupuncturist and senior TCM physician with extensive clinical, academic, and research experience in both China and the United States. She is the owner of Tang Acupuncture Clinic and has served numerous academic leadership and clinical supervisory roles. Her research has focused extensively on diabetes and its complications, serving as principal investigator on funded projects and publishing multiple peer-reviewed articles and textbook chapters on TCM treatment of diabetes and related conditions.

ZHANG, LI, OMD, L.AC.

Dr. Zhang got her doctor of Oriental Medicine from University of East West Medicine. Dr. Zhang worked in hospital for many years. She is an experienced acupuncturist. She teaches such courses as TCM Internal Medicine, and TCM diagnosis.

SU, JUNXIA, DACCHM, L.AC

Dr. Su got her DAcCHM from Vitality University. She got her master's degree of Internal Medicine from Lanzhou Medical College (China), and Master of Science in Traditional Chinese Medicine from Whitewater University of California. She worked as a physician in clinical kidney department for 20 years in China. She has more than 16 years' experience in Western Medicine teaching and practice. Dr. Su teaches Western Pharmacology, Western Medicine Sciences, General Biology, General Physiology in CUSV.

WAN, GUOZHI, BACHELOR IN TCM (CHINA), L.AC

Mr. Wan received his bachelor's degree in Traditional Chinese Medicine from Heilongjian University of Chinese Medicine (China). He is a licensed acupuncturist. He has taught in many universities and is regarded as one of the distinguished acupuncture professors in the bay area. He teaches such courses as Acupuncture, Foundation of TCM, and Herbal Formulas.

HAN, ZHE, MACCHM, L.AC.

Ms. Han got her MAcCHM from California University – Silicon Valley, and her bachelor's degree in Oral Medicine from Harbin Medical University in China She is a licensed acupuncturist in California. She has extensive clinical experience and advanced training in both Oral Medicine and Acupuncture and Oriental Medicine. She teaches such courses as Public Health, Physical Examination & Diagnosis.

TIAN, KUN, MASTER OF TRADITIONAL CHINESE MEDICINE, L.AC.

Mr. Tian got his bachelor's degree from Shaanxi University of Traditional Chinese Medicine, and his master degree from Nine Star University of Health Sciences. He is a licensed acupuncturist. He teaches such courses as Herbal Formulas.

YEN, KEVIN, MASTER OF TRADITIONAL CHINESE MEDICINE, L.AC.

Mr. Yen got his Master degree in TCM from Nine Star University of Health Sciences, and M.S. in computer science from University of Texas at Arlington. He is a licensed acupuncturist in California and has practiced for many years, specializing in medical Qigong, and acupuncture treatment of chronic diseases. He teaches such courses as Acupuncture, and clinic training.

PANG, KAI, L.AC.

Mr. Pang completed his postgraduate study in clinical medicine from Harbin Medical University, and his undergraduate study in clinical medicine from Dallian Medical University in China. He is a licensed acupuncturist in California。 He has rich experiences in practicing medicine in China and the United States, and teaching experiences in several universities in the San Francisco Bay areas.

LI, YAN, PHD

Dr. Li got her PhD in Sociology from Stanford University. She has professional knowledge and experience in Chen Style Tai Chi, and she is trained and certified by Grandmaster Chen Qingzhou of Wen County in Henan Province, China. She is Gold Medalist and judge at regional Chinese martial arts competitions. She teaches the course of Tai Chi.

ALLEN, MARILYN

Ms. Allen graduated from Pepperdine University and got her master's degree in the field of management and administration. She has the professional experience of working as a consultant for the National Chiropractic Council & American Acupuncture Council. She teaches the course of Practice Management.

WANG, YOUGEN, BACHELOR IN TCM (CHINA), L.AC.

Ms. Wang received her DAcCHM from Vitality University, and her bachelor's degree in Traditional Chinese Medicine Beijing University of Chinese Medicine (China). She has over 30

years of experiences in practicing TCM and has published several articles on TCM. She has taught in many universities in the Bay Area such as Five Branches University, and University of Herbal Medicine. She teaches such courses as TCM External Medicine, and TCM Pediatrics.

YANG, LIN, DAOM. L.AC

Dr. Yang got her doctor degree of Acupuncture and Oriental Medicine from Five Branches University. She is a licensed Acupuncturist in California and has California State Massage Certificate. She has experience of teaching Medical Terminology, Nutrition, TCM Foundation, Public Health, etc. in Academy of Chinese Culture and Health Sciences. She teaches TCM terminology in CUSV.

MA, BOYA, DAOM. L.AC

Dr. Ma got her doctor degree of DAOM from Five Branches University. She is a California-licensed acupuncturist and nationally certified Diplomate of Oriental Medicine with advanced expertise in pulse diagnosis and Five Yun Six Qi medicine. She has experience in teaching TCM Diagnosis, TCM Classicals, Herbal Formulas, etc.

LIU, XINMING, DAOM. L.AC

Mr. Liu got his Master's degree in Acupuncture and Moxibustion and his Bachelor's degree in Traditional Chinese Medicine from Nanjing University of Chinese Medicine. He is a California-licensed acupuncturist. Mr. Liu has extensive hands-on clinical experience. He has also served in clinical teaching roles, providing bedside instruction in acupuncture and moxibustion to interns and assisting in the development of instructional materials. In addition to his clinical and teaching work, he has participated in clinical research on bloodletting and cupping therapy for acute gouty arthritis, contributing to case collection, experimental design, and statistical analysis.

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) 3707589 toll free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

LOCATION, ENVIRONMENT, AND FACILITIES

CUSV 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 the 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. The campus setting is serene and quiet, only a few blocks away south of the north-south-bound highway 101's exit at Lawrence Expressway.

CAMPUS FACILITIES

The facility is a two-story building, totals 17,500 sqf. with ten teaching clinic rooms, four big and medium classrooms, a large Auditorium (CUSV Science Center), conference room, and six well-lighted, comfortable and spacious classrooms with white boards. In addition, each room is equipped with acupuncture manikins and class related posters. WiFi is accessible all over the Campus.

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, looking 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. Most parts are shaded by tall pine and plum trees. Handicapped spaces and ramps are also available.

LIBRARY

The University has a library where all students have access to the books and materials related to their educational needs. Library is open during school office hour. Students can access the library and check out books and journals.

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 3,500, and the current reference collection comprises over 300 journals, periodicals, and magazines. Reflecting the curricula of the University, Chinese and English language instructional holdings can used to reinforce and support students' academic success.

DRIVING DIRECTIONS

From San Francisco international airport and north: Take 101 south, exit at Lawrence expressway south. Turn right at Arques Ave. 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 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).

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")

STUDENT'S RIGHTTOKNOW 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, fulltime, first-time graduate students. Since the rate of graduation changes from one academic term to another, please visit the Administrative Office for the information, if you are interested.

CUSV 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).

EFFECTIVE DATES OF THIS CATALOG
1/1/2026 to 12/31/2026

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