



Kingston University

2016-2017 General Catalog

Effective September 1, 2016 through August 31, 2017

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Welcome to Kingston University

A Message from the President



Welcome students and supporters of Kingston University. We are committed to academic excellence and fostering a meaningful vision of who we are as human beings. We do this by providing interested students with quality education in the field of Traditional Oriental Medicine and Acupuncture, Business Administration, Massage Therapy and English language training. Our goal is to provide a solid intellectual foundation as well as an extraordinary opportunity for personal growth and deep experience of the subject matter.

Our Traditional Oriental Medicine is multidisciplinary in design. Students will master thousands years old proven healing arts employed by the Oriental Medicine as well as become knowledgeable in key Western clinical science. With the broadening recognition and appreciation of Traditional Oriental Medicine in the natural health care industry and insurance industry, graduates from our Master of Science in Oriental Medicine will become valuable contributors to the constant efforts dedicated to the sustained health of our community living.

In the Business Administration training, we focus on cultivating business professional competencies in emerging business patterns and management trends for today and the future. With our curriculum characterized by multicultural dynamics of global business and our multicultural learning environment, students will master the business management leadership necessary for successful entrepreneurs with global vision.

We all know that the success of medical practices involves cooperative team works from multilevel expertise. Kingston University offers comprehensive programs in Massage Therapy to prepare students for careers and licensing and to facilitate the process of administering health care and treatment to the community.

For our international students, Kingston University provides an English as a Second Language program to prepare them for their future pursuit of careers and/or further education in the U.S. We give international students guidance in appreciating a different life in the new environment and cultures.

We at Kingston University are dedicated to the values of excellence and professionalism that will make the academic experience both a rewarding personal and professional advance milestone. I am sure your experience at Kingston University will open the mind to a whole different level of understanding in the micro-university of human being and to more options for career development.

I sincerely welcome each and every one of you to participating in our educational venture, and invest your best efforts to pursue the career degrees leading you to bountiful success and personal gratification.

Richard H. Gayer, Ph. D
President

ABOUT THE CATALOG OF CLASSES, SCHEDULES AND POLICIES

Kingston University has prepared and produced this catalog, including revisions and/or addendums, to assist the enrolled as well as the prospective student to make decisions regarding the fulfillment of their scholastic and academic goals. The catalog in no way constitutes, establishes or creates a contract, but instead serves as an announcement of current classes, schedules and policies of Kingston University. Within, however, every enrolled students matriculation plan, there are a set of rules and regulations which Kingston University may modify or alter at any time, to reflect its educational responsibility. Although every effort has been taken to ensure the accuracy of the information contained within this catalog, students, enrolled or prospective, are advised that all information is subject to change without notice thus the appropriate instructional departments, Deans, or Kingston University administration should be consulted for updates and catalog supplements, revisions and addendums.

This catalog remains available at the Kingston University library for reference. Additional copies are available on our web site. Hard copies can be obtained at the administration office accordingly, this publication is effective as printed as of September 01, 2016.

PROGRAM REQUIREMENT CONFIRMATION BASED ON THE CATALOG OF RECORD

Prior to graduation, Kingston University will confirm that the student [graduate candidate] has satisfied all subject matter requirements in accordance with the subject matter undertaken as stated within the Catalog of Record effective at the time of matriculation. In the instance a material change occurred within the subject matter requirement which subjects the graduate candidate to additional course work, it is the intent of Kingston University to keep any such additional course work to a minimum. Kingston University will make every effort to balance subject matter and required credits with the availability of specific courses to formulate an acceptable program within the pertinent total unit guidelines.

CUSTODIAN OF RECORDS

Kingston University maintains all student records in accordance with the Bureau of Private Postsecondary Education in the State of California. (BPPE) The Registrar of Kingston University acts as the Custodian of Records. Student records such as personal information, financial records, and transcripts are maintained by the Custodian in a locked, fireproof cabinet. Note that academic records are kept for an indefinite period of time but other files may be purged after five (5) years.

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ACADEMIC CALENDAR 2016-2017^{1,2}

BUSINESS ADMINISTRATION PROGRAMS

Fall Semester, 2016

First day of classes, instruction begins	Aug 22
Academic Holiday – Labor Day	Sep 05
Last day to add/drop class or register late	Sep 09
Student registration/orientation for Spring 2017	Nov 16 – Dec. 16
Academic Holiday – Thanksgiving Day	Nov. 24 - 25
Final examination	Nov. 28 - Dec. 02
Last day of classes	Dec.02
All grades report due to Registrar	Dec. 09
University Closed	Dec. 24 - 26, 31 Jan. 1, 2017

Spring Semester, 2017

First day of classes, Instruction begins	Jan 17
Last day to add/drop class or register late	Jan 31
Academic Holiday – President’s Day	Feb 20
Student registration/orientation for Summer 2016	Apr 04 –24
Final examination	May 2- May 08
Last day of classes	May 08
All grades report due to Registrar	May 12

Summer Semester, 2017

First day of classes, Instruction begins	May 22
Academic Holiday – Memorial Day	May 29
Last day to add/drop class or register late	June 02
Academic Holiday – Independence Day	July 04
Student registration/orientation for Fall 2016	Jul 10 – Aug 04
Final examination	Jul 31- Aug 04
Last day of classes	Aug 04
All grades report due to Registrar	Aug 11

Note:

1. For purposes of degree evaluation, the academic year is defined as: Fall, Spring and Summer Semester. This is not to be construed as an employee work calendar
2. The Calendar Dates are subject to change. Please refer to the Schedule of Classes of the current semester for recent changes related to holiday observances and registration deadlines.

ACADEMIC CALENDAR 2016-2017^{1,2}

MASTER OF SCIENCE IN ORIENTAL MEDICINE PROGRAM ENGLISH AS SECOND LANGUAGE PROGRAM MASSAGE THERAPY TRAINING PROGRAM³

Fall Quarter, 2016

First day of classes, Instruction begins	Sep. 28
Last day to add/drop class or register late	Oct. 09
Registration for Winter 2016	Nov 16– Dec 14
Academic Holiday – Thanksgiving Day	Nov. 26 & 27
Final examination	Dec. 7 - Dec. 11
Last day of classes	Dec. 11
All grades report due to Registrar	Dec. 16
University Closed	Dec. 24 - 25, 31 Jan. 1, 2017

Spring Quarter, 2017

First day of classes, Instruction begins	Apr. 03
Last day to add/drop class or register late	Apr. 14
Registration for Summer 2016	May 08 –Jun 09
Academic Holiday – Memorial day	May 29
Final examination	Jun 12- Jun 16
Last day of classes	Jun 16
All grades report due to Registrar	Jun 23
Spring Quarter Break	Jun 19 – Jul 02

Winter Quarter, 2017

First day of classes, Instruction begins	Jan. 03
Last day to add/drop class or register late	Jan. 13
Academic Holiday – Presidents' Day	Feb. 20
Registration for Spring 2016	Feb 27 – Mar 17
Final examination	Mar. 14- Mar 20
Last day of classes	Mar. 20
All grades report due to Registrar	Mar. 24
Winter Quarter Break	Mar 21 – Apr 02

Summer Quarter, 2017

First day of classes, Instruction begins	Jul. 03
Last day to add/drop class or register late	July 14
Registration for Fall 2016	Aug 07 – Sep 08
Academic Holiday – Labor day	Sep 04
Final examination	Sep. 11- Sep. 15
Last day of classes	Sep. 15
All grades report due to Registrar	Sep. 22
Summer Quarter Break	Sep 16 – Oct 01

Note:

1. For purposes of degree evaluation, the academic year is defined as: Fall, Winter, Spring and Summer Quarter. This is not to be construed as an employee work calendar
2. The Calendar Dates are subject to change. Please refer to the Schedule of Classes of the current quarter for recent changes related to holiday observances and registration deadlines.
3. The final exam dates for Massage Therapy/Technician programs are subject to adjustment by instructors.

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MISSION STATEMENT

Kingston University fosters a career establishing and supporting quality education for local and global students alike. From studies of Oriental Medicine, Advance massage techniques and through our Business Administration programs, our mission focuses on cultivating business professionals who play crucial roles in their chosen fields, with high ethical and professional standards. Ultimately, a Kingston University education provides the keys to the door upon which opportunity knocks!

EDUCATIONAL OBJECTIVES

Healthcare Programs

Upon successful completion of our healthcare program, students graduating from Kingston University will be prepared to:

- Competently apply state-of-art health care practices learned from their respective education programs within the scope of practice defined by the local, state and/or national authority.
- Promptly determine and formulate an effective health care program by employing theories and principles learned from the respective health care education programs.
- Effectively communicate with other healthcare professionals so that an appropriate and informed referral of the patient to other healthcare professionals can be made promptly when necessary.
- Perform and display the highest ethical standard and professional conduct in their career practice.
- Appreciate and practice humility by treating all life with respect, compassion and dignity at all times.
- Promptly enhance the wellbeing of the community with quality care service both clinically and educationally.
- Persistently continue professional education development and practice enhancement as a lifelong career commitment.

Business Administration Programs

Upon successful completion of our programs, Kingston University graduates will be able to:

- Competently apply state-of-art business practices learned from our business education programs with high ethical and professional standards.
- Promptly develop creative business solutions and effectively communicate with other business professionals to achieve business goals.
- Persistently continue professional education development and practice enhancement as a lifelong career commitment.

ACCREDITATION AND APPROVALS

Kingston University is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award certificates, bachelor's and master's degrees. ACICS is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation (CHEA). ACICS address is as follows:

Accrediting Council for Independent Colleges and Schools (ACICS)
750 First Street, NE, Suite 980
Washington, DC 20002-4241
(202) 336-6780

Kingston University is a private institution approved to operate by the Bureau for Private Postsecondary Education (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.

Student may access the Bureau's internet web site for Kingston University's approval at <https://app.dca.ca.gov/bppe/view-voc-names.asp?schlname=Kingston+University&Submit=Search>.

The programs Kingston University is approved to operate by BPPE include the Bachelor of Science in Business Administration, Master of Business Administration, Master of Science in Oriental Medicine, Massage Therapy 600-Hour and 1000-Hour Program, and English as Second Language. The listing of programs approved can be found at <https://app.dca.ca.gov/bppe/view-school.asp?schlcode=1941731>."

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education
Physical Address: 2535 Capitol Oaks Drive, Suite 400
Sacramento California, 95833
Mailing Address: P.O. Box 980818
West Sacramento, CA 95798-0818
Phone: (916) 431-6959, (888) 370-7589
Main Fax: (916) 263-1897
Web site: www.bppe.ca.gov
E-mail: bppe@dca.ca.gov

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

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free 1-888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

PROGRAM APPROVALS

1. Master of Science in Oriental Medicine

The Master of Science in Oriental Medicine offered by Kingston University is approved by the Acupuncture Board, State of California. Students graduated from the Master of Science in Oriental Medicine will be eligible to sit for the California Acupuncture Licensure Exam. Contact information of the Acupuncture Boards is as follows:

Acupuncture Board

1747 N. Market Blvd, Suite 180
Sacramento, CA 95834
Main Phone: (916) 515-5200
Fax: (916) 928-2204
Website: www.acupuncture.ca.gov
Email: acupuncture@dca.ca.gov

2. Massage Therapy Programs

California Massage Therapy Council certified graduates of Kingston University who completed massage therapy training programs of 600 hours or higher as Certified Massage Therapist since September 2009. The University has been maintaining a good standing by complying with all applicable laws and regulations and is currently seeking approval by CAMTC under the Massage Therapy Act approved in September 2014. The University will disclose its new CAMTC School Approval Code once available. The contact information of the Council is as follows:

California Massage Therapy Council

One Capitol Mall, Suite 320
Sacramento, CA 95814
Phone: (916) 669-5336
Fax: (916) 444-7462
Website: www.camtc.org

Kingston University is an Assigned School (Code: 490019-05) by the National Certification Board for Therapeutic Massage and Bodyworks (NCBTMB). Graduates of the Massage Technician 1000-hour Training Program will be eligible to sit for the Board Certification Exam. Further information can be obtained by contacting NCBTMB listed below:

National Certification Board for Therapeutic Massage and Bodyworks

1901 South Meyers Road, Suite 240
Oakbrook Terrace, IL 60181
Phone: (630) 627-8000
Website: www.ncbtmb.org
Email: info@ncbtmb.org

PROFESSIONAL ASSOCIATIONS

The University is affiliated with American Massage Association (AMTA) as a member of its Council of Schools (COS) and adheres to AMTA's national standards for Massage Therapists established by the association. AMTA's contact information is as follows:

American Massage Therapy Association

500 Davis Street
Evanston, IL 60201
Phone: 1-877-905-0577
Website: www.amtamassage.org

STATEMENT OF OWNERSHIP

Kingston University was incorporated as a for-profit private corporation under the laws of the State of California. The governing Board of Directors consists of Dr. Hui Hong Hsieh, President, Secretary and Treasurer. The University has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.)

UNIVERSITY HISTORY

In 2002, Kingston University was established in Los Angeles County after receiving conditional approval from the Bureau for Private Postsecondary and Vocational Education as a degree granting postsecondary educational institution.

In 2006, the University received full institutional approval from the Bureau for Private Postsecondary and Vocational Education. Programs approved included Masters of Science in Oriental Medicine, Massage Therapy training programs and English as Second Language. The University subsequently expanded its educational programs to include Masters of Business Administration Bachelor of Science in Business Administration, both of which were approved by the Bureau in 2007 and 2011, respectively.

Kingston University was incorporated as a for-profit private corporation under the laws of the State of California in October, 2008.

The Master of Science in Oriental Medicine program was approved by the Acupuncture Board, State of California in 2009. It is a major milestone to qualify graduates of Kingston University's Master of Science in Oriental Medicine to become licensed acupuncturists in the state of California.

From our inception, we have worked to improve our programs and instructors to further enhance the learning experience for our students. Celebrating 10 years of providing quality education, Kingston University attained the accreditation by the Accrediting Council for Independent Colleges and Schools. Our commitment to grow our school under a methodical and well thought out plan allows Kingston to keep our mission statement promise of providing our students the keys to the door upon which opportunity knocks.

STATEMENT OF ACADEMIC FREEDOM

Kingston University adheres to an academic freedom policy that allows professors to teach any viewpoint in their class so long as it is supported by reasonable and accurate findings within the general academic field. Viewpoints that have no basis in credibility will be scrutinized by the institution's administration and if found to be in violation of credible evidence and findings could be subject to censure and faculty dismissal. Faculty is free to express political views of their choosing as long as those views are not contradictory of the institution's mission and objectives. Faculty is encouraged to engage in dialogue and discussion with colleagues and students as long as it is respectful and tolerant. Faculty must provide instruction to meeting institution and course objectives at all times.

CAMPUS AND FACILITIES

The University is conveniently situated on a quiet campus with facilities and appropriate resources, along with well trained, talented, friendly and experienced professors, instructors, administration and staff.

Location & Environment

Class sessions are held at the University campus which is located at 12100 Imperial Hwy, Norwalk, California. The University is considered at the geographical center of Greater Los Angeles, or 17 miles southeast of downtown Los Angeles. The campus is only 200 yards from the Los Angeles County Clerk Building. It can be easily accessed by driving directly or through public transportation. Norwalk Transit Bus line 2 and 4 as well as the Metro Bus Line 221, 362 stop at the front gate of the University campus. The bus stop of Norwalk Transit line 1 stops only a half block to the east of the campus at Norwalk Boulevard/Imperial Highway. The end terminal of Metro Rail Green Line eastbound is approximately two miles west of the University campus.

The community environment is rich in both western and eastern culture. Shops, restaurants, US Post Office, banks, movie theaters and even a court house are all within short walking distance to aid student's living convenience.

More information about Norwalk found in the Appendix section of this catalog.

Teaching Facilities and Equipment

All classrooms are equipped with computer projector, white board, and laptop. Students and faculty members can check out computer laptops from the front office with a valid photo IDs and proof of current enrollment/teaching status. The University acquires and maintain equipments designed for teaching and training hand manipulation skills to students enrolled in the Oriental Medicine and Massage therapy programs such as health check up tables, portable massage tables, portable chairs designed for chair massage, human body anatomical models and charts, autoclave for sterilization of equipments, hydrocollator, herb samples and cookers, just to name a few .

Teaching Clinic

The University has an on-campus teaching clinic that offers clinical opportunities for students, faculty and practitioners. Students in clinical trainings are supervised by clinical faculty to ensure the quality and suitability of treatments students administer to patients. The clinic serves the local communities with acupuncture, massage therapy, and oriental herbs. The clinic is operated daily from morning hours through early evening hours at a low cost rate schedule. Students and their family are privileged to enjoy clinic services at discount rates.

Herb Pharmacy

The University's herbal pharmacy has a great variety of Chinese herbs and many commonly used herbal formulas. A California licensed acupuncturist and experienced herbalist supervises student interns in preparing formulas for patients and assists student interns to become proficient in the use of herbs and herbal formulas. Students and their family are privileged to enjoy discount rates for purchasing herbs from the herb pharmacy.

Library

The University library provides resources for teaching and learning effectiveness. In an effort to keep students and faculty updated with the latest knowledge of related study areas, the University subscribes to

the on-line library provider LIRN which gives students and faculty access to multiple databases, including 22,181 full text titles. The University acquires newly released publications, audio/visual collections to enhance academic excellence. The University subscribes to journals, magazines and newspapers related to the programs offered by the University. Students may check with the librarian for the current operation hours, procedure for accessing the library resources and assistance for research.

Students may also find additional resources from the Public Library of Los Angeles County, Norwalk Branch which is only 200 yards east of the campus.

Computer Facilities

The University offers computers and auxiliary facilities on campus for use by the student and faculty. In addition, wireless internet access is provided throughout the entire campus.

ADMINISTRATIVE STAFF

Administration

Dr. Richard Gayer.....Interim President/Chancellor

G. Anthony Sanchez Jr.Vice Chancellor, Dean of Academic Affairs,
Student Affairs

Rosalia Lin-Mei Hsieh.....Administrator
Student Affairs, DSO

G. Anthony Sanchez Jr.....Dean, School of Business

Seong Soo Han.....Dean and Clinical Director, School of Oriental Medicine
Student Affairs

Dr. Hui Hong Hsieh President Emeritus
School of Oriental Medicine Subject Matter Expert

Dr. Richard Gayer School of Business Subject Matter Expert

G. Anthony Sanchez Jr English as Second Language Program
Deborah Ebersold

Ming-Hua Hsiao..... Director, Massage Therapy Training Programs

GOVERNING BOARD MEMBERS

Sanchez, Gilbert A.	Chair, Institution Member,	Vice Chancellor, Kingston University
Lee, Dongsoo (Don), Ph.D.	Public/Vice Chair	Dean, Hancock University, Long Beach Professor, Hanseo University, Korea
Hsieh, Rosalia	Institution/Secretary	Administrator, Kingston University
Chen, Chin Cheng	Alumni	MBA, Kingston University, 2014
Gayer, Richard, Ph.D	Institutional Member,	President, Kingston University
Han, Seong Soo	Institution Member	Dean, School of Oriental Medicine
Jung, Sohui	Public Member	R.N., Oncology & Telemetry Unit, UC Irvine Medical Center
Lee, Kwangho	Public Member	Senior Pastor, SoMyung Church, La Mirada, CA
Wu, Cheng Fan	Alumni	MSOM, Kingston University, 2014

ADMISSION INFORMATION

ADMISSION PHILOSOPHY

The university admits and welcomes students of any race, color, creed, and sex, regardless of national or ethnic origin or physical handicap.

Admission decisions are based upon both objective and subjective criteria. For applications to degreed programs, the applicants' previous academic record is an important predictor of their ability to succeed at the study level. Previous work experience in the selected field of study may also be taken into consideration, however, no credits will be awarded towards graduation requirement or in lieu of admission requirement. Personal and/or professional letters of recommendation are included in the admission process for entrance into the master program. Finally, a personal interview with a college administrator is required of all applicants.

For Certificate & Training programs, applicants are more evaluated on their true interests and understanding of the goal of the programs they wish to enroll.

UNDERGRADUATE ADMISSIONS

- Bachelor of Science in Business Administration

Admission Requirements

Students desiring admission to the Bachelor's program must meet the following requirements:

1. Completed their high school education or G.E.D. with a minimum G.P.A. of 2.3 or better.
2. Completed not less than 45 semester units or the equivalent in General Education courses covering various academic disciplines which must include 6 units of English writing and communication, 6 units of mathematics, 6 units of natural science [geology or biology], 6 units of social science [Sociology or psychology or political science], and 6 units of U.S. History, or be enrolled, concurrently, in General Education courses in the manner and unit count as noted above, and which concurrent General Education courses must be completed prior to the completion of the BSBA program. The minimum G.P.A. attained must be of 2.0 or better.

Admission Procedures

Students applying for admission to the Bachelor of Science in Business Administration program are required to follow the procedures below:

1. Submit a proof of possessing a minimum of a high school diploma, GED, or foreign equivalent
2. Submit an official high school transcripts or G.E.D. or foreign equivalent, and/or if the student has taken course works at baccalaureate level, submit an official transcript(s) from previous baccalaureate college(s) attended.
3. Submit an official transcript(s) from a college(s) currently or previously attended showing completion of a minimum of 45 semester units or its equivalent in General Education courses, or be in compliance with item 2 of Admission Requirements above
4. Submit a completed application form obtained from Kingston University Admission
5. Submit \$100 of non-refundable application fee

Admission Evaluation Process

Once the University receives all required documents and forms, the student's application file will be deemed complete and a decision by the Academic Dean's office will be made concerning the student's admission to the school.

Each potential student's information is evaluated and transfer credit is awarded. If additional documentation is needed, the Admissions Office will contact the potential student. Admission is granted to applicants who demonstrate the ability to undertake the successful study of the intended subject and meet the admissions requirements. Applicants may be asked to supplement with additional evidence of academic proficiency.

Admission decisions will be made within 30 days of receiving all required documentation.

GRADUATE ADMISSIONS

- Master of Business Administration

Admission Requirements

Students desiring admission to the Master of Business Administration program must meet the following requirements:

1. Have completed a bachelor degree related to the business area from a recognized school. Students whose bachelor degrees are non-business related may qualify for admission to the program if they meet one of the following condition:
 - i. Have taken undergraduate introductory or survey courses completed in business management, economics, accounting and business statistics, each with at least 3 semester or equivalent units and earned a minimal grade of C or above
 - ii. Will enroll in Kingston University's MBA pre-requisite courses, refer to "Pre-MBA Courses" section in MBA Program) after they are admitted.
2. Applicants must have a cumulative GPA of at least 2.50 in their undergraduate course work completed.

Admission Procedures

Students applying for admission to the Master of Business Administration program are required to follow the procedures below:

1. Submit a copy of the bachelor degree diploma
2. Submit a sealed official transcript(s) for all undergraduate course works completed directly from the corresponding undergraduate institution(s) to Kingston University Admissions Office.
3. Submit a completed application form obtained from Kingston University Admission Office
4. Submit at least one letter of recommendation. Applicants may also use the Recommendation Form provided by the Admission Office
5. Submit \$100 of non-refundable application fee

The GRE or GMAT is not required for admission to Kingston University. Students are conditionally admitted to the graduate program as "probationary students" upon completion of all admission requirements. Students are advanced to candidacy status after successfully completing 9 credit hours of graduate credit with grade point average of B (3.0) or better. A student who receives one F or two C's before advancement to candidacy will be dismissed. After advancement to candidacy, graduate students must maintain a B (3.0) grade point average.

Admission Evaluation Process

Once the University receives all required documents and forms, the student's application file will be deemed complete and a decision by the Academic Dean's office will be made concerning the student's admission to the school.

Each potential student's information is evaluated and transfer credit is awarded. If additional documentation is needed, the Admissions Office will contact the potential student. Admission is granted to applicants who demonstrate the ability to undertake the successful study of the intended subject and meet the admissions requirements. Applicants may be asked to supplement with additional evidence of academic proficiency.

Admission decisions will be made within 30 days of receiving all required documentation.

Students admitted to the Master's degree program will be required to pay a matriculation fee of \$300 to reserve their enrollment in the school. Admission is granted for a period of one year.

- Master of Science in Oriental Medicine

Admission Requirements

Students desiring admission to the Master of Science in Oriental Medicine program must meet the following requirements:

1. Have completed at least 90 quarter or 60 semester units of undergraduate course work from an approved or accredited institution, or an equivalent foreign academic institution.
2. The undergraduate course work completed must have a cumulative GPA of at least 2.50

Admission Procedures

Students applying for admission to the Master of Business Administration program are required to follow the procedures below:

1. Submit a sealed official transcript(s) from previous college(s) attended showing completion of a minimum of 90 quarter or 60 semester units of undergraduate course work
2. Submit a completed application form obtained from Kingston University Admission Office
3. Submit at least one letter of recommendation. Applicants may also use the Recommendation Form provided by the Admission Office
4. Submit \$100 of non-refundable application fee

Admission Evaluation Process

Once the University receives all required documents and forms, the student's application file will be deemed complete and a decision by the Academic Dean's office will be made concerning the student's admission to the school.

Each potential student's information is evaluated and transfer credit is awarded. If additional documentation is needed, the Admissions Office will contact the potential student. Admission is granted to applicants who demonstrate the ability to undertake the successful study of the intended subject and meet the admissions requirements. Applicants may be asked to supplement with additional evidence of academic proficiency.

Admission decisions will be made within 30 days of receiving all required documentation.

Students admitted to the Master's degree program will be required to pay a matriculation fee of \$300 to reserve their enrollment in the school. Admission is granted for a period of one year.

CERTIFICATE AND TRAINING PROGRAM ADMISSIONS

- English as Second Language Program

Admission Requirements

Students desiring admission to English as Second Language programs must meet the following requirements:

1. Possession of a high school diploma or education background equivalent to postsecondary level or above.
2. Applicants must be 18 years of age or older.

Admission Procedures

Students applying for admission to the English as Second Language programs are required to follow the procedures below:

1. Submit a completed application form obtained from Kingston University Admission
2. Submit a copy of Driver's License or valid government issued ID
3. Submit a proof of possessing a minimum of a high school diploma, GED or foreign equivalent
4. Submit \$100 of non-refundable application fee.

Admission Evaluation Process

Once the University receives all required documents and forms, the student's application file will be deemed complete and a decision by the Academic Dean's office will be made concerning the student's admission to the school.

Admission is granted to applicants on an individual basis. Applicants may be asked to supplement with additional evidence of academic proficiency.

Admission decisions will be made within 10 days of receiving all required documentation.

- Massage Therapy Program

Admission Requirements

Students desiring admission to Massage Therapy programs must meet the following requirements:

1. Possession of a high school diploma or education background equivalent to postsecondary level or above.
2. Applicants must be 18 years of age or older.
3. Proof of English proficiency (see English Proficiency Requirement below)

Admission Procedures

Students applying for admission to the Massage Therapy programs are required to follow the procedures below:

1. Submit a completed application form obtained from Kingston University Admission
2. Submit a copy of Driver's License or valid government issued ID
3. Submit a proof of possessing a minimum of a high school diploma, GED or foreign equivalent
4. Submit \$100 of non-refundable application fee.

Admission Evaluation Process

Once the University receives all required documents and forms, the student's application file will be deemed complete and a decision by the Academic Dean's office will be made concerning the student's admission to the school.

Admission is granted to applicants who demonstrate true interest, understanding of the goals of the training, and the ability to undertake the successful training and study, while meeting the admissions requirements. Applicants may be asked to supplement with additional evidence of academic proficiency.

Admission decisions will be made within 10 days of receiving all required documentation.

FOREIGN CREDENTIAL EVALUATION

For non-U.S. institution transcripts, the transcripts are sent to an outside evaluating agency that has expertise in evaluating international transcripts. The agency completes the translation and sends the translated document to the admissions office along with the equivalent courses completed in U.S. colleges. This procedure allows the admissions office and the registrar to evaluate the transcripts in a clear and precise manner as they do with transcripts from American universities and colleges. Kingston University utilizes the services of academic credential evaluators that are recognized by the US Department of Education and a member of National Association of Credential Evaluation Services (NACES). Students may inquire the Admission Office for foreign transcript evaluation assistance. Fees required for evaluation are indicated in the Financial Information section of the catalog.

INTERNATIONAL STUDENT ADMISSION

International students wishing to pursue education in the United States must obtain and maintain a valid foreign student status. Kingston University is authorized under the Federal Law to enroll nonimmigrant students and issue Certificate of Eligibility (Form I-20) to international students who meet the Students and Exchange Visitors Program (SEVP) and the University's admission requirements. International students may subsequently obtain a student visa, F-1 or M-1, to enter the US for study.

International students are welcome to contact Kingston University's Admission staff for information and questions related to applying for Form I-20 from the University.

Form I-20 Application Procedures

In addition to satisfying the admission requirements and procedures for the program desired for admission, international students requiring I-20 must follow the procedures below:

1. Submit photocopies of a valid passport, I-94 card and US visa, if any
2. Submit an Affidavit of Financial Support signed by a guarantor
3. A bank letter proving sufficient funding is available for supporting the applicant's living expense and tuition and fee required for studying one year at Kingston University.
4. Applicants who are currently foreign students at other educational institutions should also fill out Transfer I-20 Form and submit copies of their visa and the last I-20 issued by the last school attended
5. Submit evidence of English proficiency meeting the requirement of the program desiring for admission (refer to English Proficiency Requirement section below), which may be ONE of the followings:
 - i. A TOEFL score report
 - ii. A TOEIC score report
 - iii. A IELTS score report
 - iv. Official transcript(s) of at least 2 years of education in a program where English was the language of instruction, or

- v. Proof of concurrent enrolment in an ESL program at Kingston to improve English competency level and pass TOEFL, TOEIC or IELTS with a minimum score as required by the program desired for admission

6. Photocopy of dependent's passport, if dependent I-20 is required

Application Schedule

Applicants who require an F-1 visa are suggested to submit all documents at least six weeks before scheduled program starting date as shown in the following schedule:

Program	Session	Submit by
Master of Science in Oriental Medicine	Fall Quarter Winter Quarter Spring Quarter Summer Quarter	August 15 November 15 January 15 May 15
Master of Business Administration	Fall Semester Spring Semester Summer Semester	June 15 November 15 March 15
Bachelor of Science in Business Administration	Fall Semester Spring Semester Summer Semester	June 15 November 15 March 15
Massage Therapy Training Program	Fall Quarter Winter Quarter Spring Quarter Summer Quarter	August 15 November 15 January 15 May 15
English as Second Language	Fall Quarter Winter Quarter Spring Quarter Summer Quarter	August 15 November 15 January 15 May 15

Residency Requirements

International students are expected to comply with the regulations of the U.S. Immigration and Naturalization Service (INS) and policies of Kingston University.

Upon arriving in the US with the support of Form I-20 issued by Kingston University, students must report to Kingston in person within seven (7) days or the I-20 will be void. F-1 students must satisfy the residency requirement by maintaining full-time attendance at Kingston University for a minimum of two quarters or one semester before transferring to another school. A student wishing to transfer at the end of the residency term must apply during that term since the USCIS requires sixty (60) days approval before the transfer.

English Proficiency Requirement

Unless a graduate from a US high school, or having taken at least 2 years of education in a college program where English was the language of instruction evidenced by an official transcript, an applicant whose native language is not English must satisfy English proficiency requirement for admission to the academic program desired:

1. BSBA Program

Applicants may submit either ONE of the following:

- (i) A TOEFL score of at least 450 PBT, 133 CBT, or 45 iBT,
- (ii) A TOEIC score of 480
- (iii) A IELTS score of 4
- (iv) Proof of concurrent enrolment in an ESL program at Kingston to improve English competency level and pass TOEFL, TOEIC or IELTS with a minimum score stated in (i), (ii) or (iii), respectively

2. MBA Program

Applicants may submit either ONE of the following

- (i) A TOEFL score of at least 500 PBT, 173 CBT, or 61 iBT,
- (ii) A TOEIC score of 600
- (iii) A IELTS score of 5
- (iv) concurrent enrolment in an ESL program at Kingston to improve English competency level and pass TOEFL, TOEIC or IELTS with a minimum score stated in (i), (ii) or (iii), respectively

3. MSOM Program

Applicants may submit either ONE of the following:

- (i) A TOEFL score of at least 45 iBT, 450 PBT or 133 CBT,
- (ii) concurrent enrolment in an ESL program at Kingston to improve English competency level and pass TOEFL with a minimum score stated in (i) before enrolling in the clinical training courses

4. Massage Therapy Program

Applicants may submit either ONE of the following:

- (i) A TOEFL score of at least 26 iBT, 380 PBT or 83 CBT,
- (ii) concurrent enrolment in an ESL program at Kingston to improve English competency level

Applicants wishing to enroll in English as Second Language Program are not required to meet English Proficiency Requirement

TRANSFER STUDENT ADMISSIONS

Students wish to transfer from other higher education institutions are required to file application for admission as described for the desired program above. Upon admission, the credits students earned from other institution previously attended will be evaluated. Appropriate credits will be granted if they are equivalent to courses offered at Kingston University. For detail information on transferring credits from other higher education institutions, applicants are referred to review Transfer Credit Policy section in the Academic Policy.

READMISSION/RE-ENTRY

If an applicant does not accept their admission or fails to matriculate after one year of acceptance, the applicant must go through the admission process again as a new student. This means that the applicant must submit a new non-refundable registration fee and an application including all required documentation, forms and information required for admission to their selected program. Previous admission does not guarantee readmission [see also REPEATED COURSES].

Students fully admitted and matriculating within their given program that leave the program prior to graduation and wish to return, shall have up to 10 years to reengage in the same program or, use credits and grades obtained prior to leaving from the previous program to a new program [if applicable] shall be subject to the readmission protocol explained above. After the 10 year limit, credits earned without conferment of a degree or certificate, whichever applies to the chosen program, shall extinguish.

ADMISSION FOR NON-DEGREE SEEKING (NDS) APPLICANTS

Kingston University encourages any students who have genuine interest of learning to participate in the course and training offered by the University. The University will consider applicants who are not seeking a degree, but require course works to meet an educational objective other than a higher education degree. These students may be admitted under a non-degree seeking (NDS) status by meeting the admission requirements for the program they desire for enrollment and obtain approval for admission by completing all necessary admission procedures as described for regular degree seeking applicants.

NDS applicants who are medical doctors, dentists or other healthcare professionals, licensed acupuncturists who have participated or are currently participating in the tutorial programs approved by the California Acupuncture Board or have genuine interest in learning acupuncture, oriental medicine and herbology without seeking a degree from the University may be approved for enrolling in courses offered by the Master of Science in Oriental Medicine.

NDS students should note that the University reserves the priority of registration to degree seeking students at registration. Placement of NDS students will be granted only on a space-available basis. NDS students do not receive a degree from Kingston University but are issued an official transcript showing coursework(s) that has been successfully completed. NDS students may take up to 60% of the degree program courses before electing to become full-time degree seeking students. Upon approval of the program Dean, NDS students will be granted a degree seeking student status and apply coursework they have successfully completed towards the degree.

FINANCIAL INFORMATION

(subject to annual revision)

TUITION AND FEE SCHEDULE

All tuition and fees must be paid in U.S. dollars (\$).

Program	Tuition Unit Cost	Estimated Charges for a Term ¹	Estimated Total Charges for Entire Program ¹
Bachelor of Science in Business Administration	\$275.00 per semester unit	\$3,800.00 per semester	\$23,750.00
Master of Business Administration	\$480.00 per semester unit	\$4,720.00 per semester	\$18,880.00
Master of Science in Oriental Medicine			\$40,760.00 for the entire MSOM program
- Didactic courses	\$130.00 per quarter unit	\$1,800.00 per quarter	\$32,210.00
- Clinical Training	\$9.00 per hour	Min. \$180.00 For one clinical training course	\$8,550.00
English as Second Language	\$3,000.00 per semester	\$3,300.00 per semester	\$9,900.00
Massage Technician 600-Hour Program	\$8,000.00	\$8,300.00	\$8,300.00 ²
Massage Technician 1000-Hour Program	\$12,000.00	\$12,500.00	\$12,500.00 ²

¹Includes estimated textbook and material cost

²Excludes licensing and related cost

Non-Refundable Fees

Application Fee	\$100
Transfer Credit Evaluation/Processing Fee	\$ 50
Registration Fee (Per Quarter)	
U.S. Resident	\$ 30
Non U.S. Resident	\$ 45
Student ID Fee:	\$12.00
Transcript Fee (per original copy)	\$10.00
Certificate of Enrollment fee: single issue	\$10.00
(complimentary for the first issuance of each academic year enrolled)	
Foreign Credential Evaluation - General Evaluation	\$156.00
- Course-by-Course Evaluation	\$256.00
- Rush orders available upon request at additional cost	
Returned Check Fee:	\$25.00
Diploma Replacement Fee:	\$100.00
Course Drop/Add/Change Fee	\$20.00
Late Registration Fee:	\$50.00

Auditing Course (not for credit) per unit	50% of regular tuition
Malpractice Insurance (per Quarter) when enrolled in clinical training courses	\$ 50
Graduation fee:	\$250

*Students enrolled in MSOM and Massage Technician program are responsible for individual licensing costs.

Foreign Students Only (non-refundable)

Foreign Student Fee (one-time charge due with admission application fee)	\$150.00
Re-issuance of Form I-20 – defer attendance within 5 months of initial approval	\$20.00
Re-issuance of Form I-20 - re-admission within 12 months of initial approval	\$100.00
Form I-20 for each dependent	\$20.00
Form I-20 for each dependent – re-issuance	\$20.00

Tuition Payment Policy

Tuition is due and payable IN FULL at the time of registration. A student's registration is finalized by the payment of tuition. Tuition is paid on a quarterly basis for degree program students and at the beginning of the training program for diploma & training program students. Tuition paid during late registration will include a late registration charge of \$50.00.

Students may arrange a payment scheme with a committed installment schedule with the Administrator prior to the registration.

FEDERAL AND STATE FINANCIAL AID PROGRAMS

Kingston University does not currently participate in any federal or state financial assistance programs. The University does not provide financial aid to students.

STUDENT'S RIGHT TO CANCEL

Students have the right to cancel their enrollment in a course of instruction and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled course instruction in the current payment period in your program through the last day of attendance.

Students are required to provide a written notice to the Registrar at 12100 Imperial Hwy, Suite 101, Norwalk, CA 90650 by hand delivery or mail for cancelling their enrollment and requesting for a refund. The written notice of cancellation sent by mail is effective when deposited in the mail properly addressed with postage prepaid. No verbal or phone requests will be accepted. When the student cancels the Enrollment Agreement, the University will refund any money that student paid, less any deduction for equipment not timely returned in good condition, within thirty days after the Notice of Cancellation is received from the student.

Students should take note that all other fees and charges designated as "non-refundable" in the school catalog such as Application Fee, Late Registration Fee, Returned Check Charge, etc., will not be refunded by the school once paid. No refund will be issued unless the student's account has credit balance.

Tuition and Fee Refund Policy

Students may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled instruction of the course(s) in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for three (3) consecutive weeks.
- The student fails to return from a leave of absence.

Students who are dropped by the instructor from the class or dismissed by the school during a school term are not entitled to a refund of the tuition paid for the class.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance.

The refund shall be the amount of tuition paid multiplied by a fraction, the numerator of which is the number of class hours of instruction (credit units X number of weeks remaining in the term) which the student has not received but paid for, and the denominator of which is the total number of class hours of instruction (credit units X total weeks in the term) for which the student has paid.

For example, if the student completes only 15 hours of a 3 unit (45 hours) course in the Bachelor of Science in Business Administration program and paid \$750.00 tuition, the student would receive a refund of \$550.

$$\$825 - (\$825 \times \frac{15 \text{ hours (hours of instruction received)}}{45 \text{ hours (total hours of instruction paid)}})$$

For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of three (3) consecutive weeks. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

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 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. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

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 AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY FOR IT.

Students should take note that all fees charged and paid for to the University are non-refundable in the event of registration cancellation and dropping of classes and clinical trainings. Non-refundable fees include Application Fee, Registration Fee, Transcript fee, Certificate fee, Student ID Card fee, Graduation fee, Course Drop/Add/Change fee, Late Registration Fee, Diploma Replacement Fee, and all fees related to Foreign Students. The Matriculation Fee is not refundable for students who fail to matriculate after one year of admission acceptance.

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. If the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

Student Tuition Recovery Fund Rights

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if he/she prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment.

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

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

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

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program, attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

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

Effective January 1, 2015, the STRF assessment rate will be zero (\$0) per \$1,000.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary and Vocational Education, P.O. Box 980818, West Sacramento, CA 95798-0818; website: www.bppe.ca.gov; phone number: (916) 431-6959 and fax number: (916) 263-1897.

STUDENT RIGHTS

CLASSROOM RIGHTS AND PRIVILEGES

The classroom (including laboratories, field trips, independent study, etc.) is an essential part of any university where freedom to learn should flourish. The instructor has the responsibility for the manner of instruction and the conduct of the classroom. The instructor should not act in any way that denies the rights of students as set forth below:

Students are free to take reasoned exception to the data or views offered in courses. It is the responsibility of the instructor to take every precaution to ensure that what is presented is factual. If the instructor's presentation is in the area of opinion, belief, or debatable fact, it is the instructor's responsibility to make this clear to the students. Students may be required to know thoroughly the particulars set forth by the instructor, but they are free to reserve personal judgment as to that which is presented in the classroom.

The student has the right to substantial presentations appropriate to the course. Unjustified failure of the instructor to meet or prepare for classes, which results in incompetent performance, is a legitimate ground for student complaints against the instructor.

The student has the right to a statement at the beginning of each quarter providing: instructor's name, office location, office telephone number, and office hours; texts and supplementary materials required for the course; purpose of the course; prerequisites; requirements for grading; frequency and types of tests; and other information to assure student's understanding of the nature and requirement of the course.

NON-DISCRIMINATION POLICY

Kingston University does not discriminate on the basis of race, color, age, gender, creed, marital status, sexual preference, regardless of national or ethnic origin or physical disability or any other legally protected status in the administration of its educational programs, admission policies, or any other programs and activities administered by the University.

RIGHT TO APPEAL

Kingston University has created and implemented procedures for appeals by students with the intent of assuring fairness and objectivity.

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

- 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.

Students should note that extenuating circumstances must be beyond your 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.

The purpose of appeal procedure is to provide a system that will represent "fairness and the absence of arbitrariness." Kingston University makes every effort to assure that the appeal procedures are clear to students and are not burdensome.

An appeal may be granted if one or more of the following applies:

1. Additional information is submitted which was unknown or unavailable at the time the disciplinary action was imposed and would alter the facts of the case.
2. A substantial procedural error was committed.
3. A reasonable claim is made and supported that the sanction imposed was unjust.

If the appeal is granted by the University, the following actions are available:

1. Uphold the decision including the sanctions imposed.
2. Uphold the decision, but impose different sanctions.
3. Resubmit the case for further consideration based on the new facts or substantial procedural error for a new hearing or with specific instructions. This option may be used in cases involving a procedural error or when additional information has become available.
4. Reverse the decision.

The University will, in writing, inform the parties involved of the appeal decision within ten (10) working days of receiving the appeal.

Any sanction will not take effect until after the appeal is heard, unless it is determined by university Officials that the student's presence on campus poses a threat of danger to persons or property or is an ongoing threat to the academic process or the safety of the university.

STUDENT RECORD POLICY

– Family Educational Rights and Privacy Act (FERPA)

All information regarding student records will be protected under the Federal Right to Privacy Act. The University's policy is to maintain the confidentiality of student academic records. No one outside of the institution shall have access to, nor will the University disclose, any information from a student's academic records without the written consent of the student except: University personnel, officials of other institutions in which the student seeks to enroll, persons or organizations providing student financial aid, accrediting agencies, in compliance with a judicial order or in an emergency in order to protect the health or safety of a student or other persons.

The student's academic file is the sole property of the University. The University commits to full compliance with regulations set by the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment) and will not release copies of documents of course work from other institutions attended.

Students may refer to Appendix I of the Catalog for more information on FERPA.

– Right to Access

With a few exceptions provided by law, students at Kingston University may review their educational records within 15 working days after a written request from the student is received by the Registrar's office. Students also have the right to challenge the contents of their educational records and to enter their viewpoints in the records under established procedures.

– I-20 Exceptions for FERPA/File Access and Release of Student Information

In accordance with the I-20 documentation, item 11 and under the "Authority for Collection", as supported by 8 U.S.C. 1101 and 1184, each I-20 student has irrevocably granted Kingston University the authority to release information upon request or as otherwise required, to the United States Immigration & Naturalization Service regarding immigration status, name, country of birth, current address and any other information on a regular basis or upon request. "Other" information includes but may not be limited to, item 12 of the I-20 document which states in pertinent part; "to maintain ... student status, you must be enrolled as a full-time...."

FOR ADDITIONAL INFORMATION REGARDING FERPA, PLEASE SEE THE APPENDIX I

RIGHT TO FILE A COMPLAINT

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
Phone: (202) 260-3887

DISABILITIES POLICY

Kingston University is committed to complying with all the mandates set forth in Section 504 of the Rehabilitation Act and Americans with Disabilities Act. Upon presenting medical certification of their disability, disabled students may make any request for reasonable accommodations to the Academic Dean and for early registration.

ACADEMIC GRIEVANCES

Students have a right to submit grievances and complaints any time they desire and to submit them to any administrative, staff person or faculty member at any time. Students who have a complaint are encouraged to talk to any member of the institutions administrative staff. If a complaint/ grievance is submitted in writing, it must be submitted to the President's office and the President's office will respond in writing within 10 days concerning the complaint or how the complaint will be addressed.

If a student has a grievance concerning their grades, the student is required to comply with the following policy:

1. First, the student must address the dispute or grievance with the appropriate instructor no later than 3 weeks after grades are posted concerning a final grade or within 3 days after a student receives a grade for an exam or term paper or assignment. If the student is not satisfied with the instructor's resolution of their grade, the student has a right to submit a written request concerning the grade to the Academic Dean's office.
2. The submission of a grievance concerning a grade must be in writing to the Academic Dean's office. The Academic Dean will review the grievance and investigate the grievance using their discretion to interview sources as needed. The Academic Dean will notify the student within 10 days concerning the disposition of the grievance.
3. If the student is not satisfied, the student can request an interview with the Dean and the instructor within 7 days. Any decision resulting from this interview shall be deemed as final.
4. The student will be notified again of their right to file a grievance with the BPPE.

All other grievances shall be handled as follows:

1. If the student wishes to file a formal grievance for any matter, excluding grades, the student must file a written grievance with the Academic Dean's office within 10 days of being notified by the school of any action taken against the student.
2. The Academic Dean shall review the grievance and notify the student of a decision within 7 days.

3. If the student is not satisfied, the student can request an interview with the Academic Dean and a faculty/administrator of their choice within 10 days. Any decision resulting from this interview shall be deemed as final. The student will be reminded of their right to file a grievance with the BPPE.

Any questions or problems concerning this procedure which have not been satisfactorily answered or resolved by the University should be directed to the Bureau for Private Postsecondary Education :

Bureau for Private Postsecondary Education (BPPE)
P.O. Box 980818,
West Sacramento, CA 95798-0818
Contact Phone: 916-431-6959

STUDENT EVALUATION

Kingston University values students' comments as an important element in maintaining a high quality education. The University invites students' feedback of class they are enrolled and the respective instructors. Towards the end of each term, the Administration office distributes evaluation forms to students. Students are expected to complete the evaluation forms anonymously, return the forms to a designated student who in turn submits all forms collected to the Administration office. Student evaluations are tabulated by the University, and the results are analyzed by the Academic Dean and distributed to the individual instructors. Overall summaries of student evaluations are also presented at faculty meetings.

GENERAL DEFINITION OF SEXUAL HARASSMENT

Sexual harassment is an unwelcome sexual advance, requests for sexual favors, verbal or physical conduct of a sexual nature directed towards a student, employee, or applicant seeking to join Kingston University. When an individual is in a position to influence the education, employment, or participation in a University 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 a term or condition, either explicitly or implicitly, of a person's status or acceptance in a program, study group, within an academic decision, for employment, or admission.
- 2.Submission to or rejection of such conduct is used as the basis for a group, scholastic or academic decision or employment decision.
- 3.Such conduct has the purpose or effect of "unreasonable interfering" with a student or employee's study or work or a student's academic performance or creating an intimidating, hostile, coercive or 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 actions by supervisors or co-workers, but can include actions by instructors, professors, students.

STUDENT RESPONSIBILITIES AND CODE OF CONDUCT

CHEATING AND PLAGIARISM POLICIES

A student may be failed or dismissed for academic dishonesty, or for acts or inattention that violate general, personable or professional ethics. At the discretion of the Academic Standards Committee, a student may be dismissed from the University for behavior disruptive to the educational mission of the University, such as, but not limited to, those stated below:

- * Cheating, bribery, or plagiarism including copyright infringement, in connection with any Kingston University program;
- * Forgery, alteration or misuse of University documents, records or identification, or knowingly furnishing false information to the University;
- * Misrepresentation of oneself or of an organization to be an agent of the University;
- * Obstruction or disruption on or off-campus property, of the campus educational process administrative process, or other campus function;
- * Physical, mental or verbal abuse, on or off campus property, of the person or property of any member of the campus community, or members of his/her family or the threat of such physical, mental or verbal abuse;
- * Theft of or non-accidental damage to University property or property in the possession of or owned by a member of the University community;
- * Unauthorized entry into, unauthorized use, or misuse of University property;
- * Sale or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics, also known as controlled substances, as those terms are used in California statutes and Federal laws, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction or analysis;
- * Lewd, indecent, or obscene behavior on University property or at a University function;
- * Abusive behavior directed toward a member of the University community;
- * Violation of any order of the University President, notice of which has been given prior to such violation and during the academic term in which the violation occurs, either by publication or by posting on an official bulletin board designed for this purpose, and which order is not inconsistent with any of the other provisions of this section;
- * Soliciting or assisting another to do any act that would subject a student to dismissal, suspension, or probation pursuant to this section;
- * Practicing acupuncture without a license. The administration will refer any indication of such activity to the California Acupuncture Board for investigation and, if substantiated, for prosecution.

The President of the University, at his discretion and prior to recommendations or actions of the Academic Standards Committee, in the interests of the University may place on probation, suspend or dismiss a student for one or more of the causes enumerated above. Any adjustment of fees or tuition shall be those required by law.

SEXUAL HARASSMENT AND ASSAULT POLICY

Sexual harassment, assault, sexual assault or battery of any type will not be tolerated by the University. Any person who perceives that they have been a victim of sexual harassment, assault, sexual assault or battery, must contact the Academic Dean's office. The Academic Dean will investigate the allegations and take appropriate action to first protect the person who has claimed victim status and to then to discipline the

offender where proven. Offenders will be terminated from employment if an employee, dropped or dismissed from school if a student, replaced if a faculty member.

WEAPON-FREE, DRUG-FREE, ALCOHOL-FREE POLICY

KINGSTON University has a strict Weapons, Drugs and Alcohol free campus policy in accordance with local, state and federal laws and guidelines. Employees and students are expressly prohibited from carrying, any weapons and from selling, possessing or using controlled substances unless for appropriate medicinal use as prescribed by authorized medical practitioners, or as related to any weapon, exception is made for any duly sworn police officer attending enrolled as a student here at Kingston University. Further, no person shall enter or remain on campus while impaired or otherwise under the influence of any controlled substance, duly prescribed or otherwise. The sale of any controlled substance on campus or at any University function by a student is strictly prohibited.

It is the policy of the school that the learning environment be free of addictive substances. Specifically, all members of the University community, which includes administrators, faculty, staff, students and guests, will abstain from the consumption or use of alcohol, narcotics, and /or misuse of prescription drugs while on University property and on any trips or projects sponsored by the school.

The specific rules and guidelines are:

1. All employees and students are forbidden to use, possess, transfer or sell illegal drugs or alcohol beverages on school premises or during any such time while on school-sponsored field trips or projects.
2. All employees and students are prohibited from being under the influence of any drug or alcohol while on school premises. If an employee or student is taking a prescription or non-prescription drug that may affect job performance and/or safety, the administrator, or any person in charge, may make transportation available for the employee or student to his/her home or the home of a relative at the expense of the person under said influence.
3. Any off duty employee or student who is arrested and charged with the possession, use, or being under the influence of or selling illegal drugs will be suspended pending the outcome of the judicial proceedings. The employee or student will be discharged or dis-enrolled if subsequently convicted of a drug-related crime.
4. Illegal use and /or possession of drugs are subject to criminal legal sanctions under local, state and federal law. Such use or possession is not welcome on campus or at any University function.

STUDENT SERVICES

STUDENT ACADEMIC ADVISING AND COUNSELING SERVICES

Kingston University provides students with a broad range of advising and academic counseling assistance, including career advising. Students may arrange appointments with faculty during their regular business hours for consultation on the followings:

- Determining the most suitable educational program for the student based on the student's personal interests, background training and future career goal
- Developing an academic plan that integrates both the needs of program requirements and personal non-academic considerations
- Planning a career pathway with suggested milestone achievement
- Choosing courses and suggesting extracurricular activities that maximize opportunities and student potential
- Suggestions and guidance for succeeding college life

NEW STUDENT ORIENTATION

Kingston University provides orientation services to first-time students and those transferring from other institutions before they start the first term of study at the University. Students will be acquainted with school policies and procedures, educational opportunities on campus, campus facilities, faculty, administrators and staff. The orientation may be offered to the student on an individual basis during the admissions process or arranged in a session to a group of students with a prior announcement of schedule.

STUDY AREAS AND LAB PRACTICE

Students may use the library and any classrooms when they are not in class session as study areas and for study groups. Students of the Massage Therapy and Technician programs are encouraged to team up with other students in pairs or by group for practicing skills learned from the supervised lab practice classes. Students may arrange with the Administrator office for using the laboratory practice rooms while the rooms are not in use by a class.

LIVING AND HOUSING

The University does not own or manage dormitory facilities, or offer on-campus housing. The city of Norwalk and the neighboring communities of Downey, Bellflower, Cerritos, Artesia and Whittier have rental apartments and housing in various price ranges, from \$450 per month for a room shared in a single family house to \$1,200 for a one-bedroom apartment. The University has no responsibility to find or assist a student in finding housing.

STUDENT HEALTHCARE SERVICES

The Kingston University Alternative Medical Center offers healthcare services to students and their family members at substantially discounted rates for treatment and herbal prescriptions.

INTERNATIONAL STUDENT SERVICES

With faculty consisting of diversified cultural and language backgrounds, international students will be provided with advice on adjusting to the local culture to help them appreciate a rewarding living experience while staying in the United States.

- **International Student Visa Application Assistance**

Kingston University is authorized under the Federal Law to enroll nonimmigrant students and issue I-20 to international students who meet the Students and Exchange Visitors Program (SEVP) and the University's admission requirements. International students may refer to International Student Admission section for detail information on applying for the I-20 or contact the University's Admission Office for more assistance.

ENGLISH ASSISTANCE

The University welcomes students of different cultural and language backgrounds. The University's faculty and staff are friendly and enthusiastic in assisting students of various academic and living needs. Students whose native language is not English may seek English assistance at the office of Student Affairs. Charges may be required for elaborate services such as translation of documents.

CAREER PLACEMENT ASSISTANCE

Kingston University offers placement assistance to students both within the University and through its networking with alumni, professional practitioners, firms and organizations in various industries. Job opportunities are posted on the bulletin board promptly to ensure equal access to update information by all interested students. Opportunities of interview for prospective job offerings may be arranged on campus.

The University also provides students assistance in preparing a resume and job interviews upon student request. Alumni and students may also provide their resumes to the University for career or job referral.

LIBRARY and LIBRARY RESEARCH

The University provides research assistance to students, faculty and staff. Lists of website addresses related to courses and topics of class interests are available to aid on-line researches through the University's free wireless internet services.

The University's e-library provides resources for teaching and learning effectiveness. In an effort to keep students and faculty updated with the latest knowledge of related study areas, the University maintains access by students to newly released publications through the web which enhances academic excellence. In addition to the University e-library, Kingston also carries various hard bound book items and audio/visual collections, and the University subscribes to journals, magazines and newspapers related to the programs offered by the University.

Students are also required to obtain a Library card for our local city library. These cards are available for free and include web access to many services through the City of Norwalk. Students may also find additional resources from the Public Library of Norwalk City which is only 200 yards east of the campus.

COMPUTER FACILITIES

The University offers computers and auxiliary facilities on campus for use by the student and faculty. Students, faculty and staff are provided with free wireless internet access throughout the University campus.

ACADEMIC POLICIES

POLICY AND UPDATES

Kingston University complies with laws and regulations promulgated by the Bureau for Private Post Secondary Education (BPPE) at all time. When BPPE implements new policies and procedures, the University makes every effort to inform and update students of such new changes through the following ways:

- updating university catalog
- posting such announcements on the bulletin boards
- printing of flyer announcements available for students' pick up at the Administration office
- announcement by instructors or administrative staff to students in classes when necessary
- the University's website

CLASSIFICATION OF STUDENTS

Degree:

Seeking a Bachelor or Masters degree upon completion of a study program enrolled at the institution.

Degree Program:

Full-time: a student is considered a full-time status if he/she is enrolled for:

- (i) 12 or more semester units at undergraduate level each semester
- (ii) 9 semester units at graduate level each semester
- (iii) 8 quarter units at graduate level each quarter

Part-time: a student enrolls for less than any of the above full-time unit criteria

Certificate & Training Program: not seeking a degree but for vocational training, such as Message Therapy, and English as Second Language (ESL) programs.

ENROLLMENT AND REGISTRATION

Kingston University admits students each term the programs are offered. Students are recommended to meet with their academic advisor before they register for classes each term. Students should also note that registration for classes are required in order to keep up with their academic plan for which they were approved for enrollment and meet prerequisite requirements. Students may obtain registration forms and information at the Registrar's office.

Enrollment Agreement

The University makes all efforts to encourage students to visit the University prior to enrolling in any classes for a tour of the campus and facilities, and clarifying any questions they may have. Upon confirming their understanding of the program, the University's performance and other relevant information, students are required to sign an Enrollment Agreement with the University. The Enrollment Agreement is a written contract between a student and the University concerning an educational program the student desires to study and complete. After the agreement is signed, both the student and the University keep one original copy for record.

Add and Drop Policy

Students may add or drop classes at no charge during the registration period of each term. After the normal registration period, students are required to submit an Add/Drop form for any changes to their schedule and are subjected to Add/Drop charge as listed in the current Tuition and Fee schedule.

Students may add classes by the end of the first week of instruction of each quarter or the end of the second week if the program is operated in the semester system. Any Adds made after the Add/Drop period must be approved by the instructor and the Academic Dean. An Add application cannot be completed until the required charge(s) are paid.

Drop applications must be filed with the Registrar prior to the 7th week of the quarter or the 10th week of the semester. Prorated refunds for dropped classes will be calculated from the date of the request.

Add and Drop Policy is not applicable to students enrolled in Diploma & Training Programs.

Attendance

Students of Kingston University are expected to attend all scheduled class sessions, and are required to arrive on time, and to stay for the entire scheduled class. To receive credit for any single course, the student must attend no less than 90% of the objective lecture hours unless excused. The instructor may assign extra work, require special examinations, or refuse to grant credit for a course if the number of absences is excessive. Unless excused by the instructor, any student arriving twenty (20) minutes after the scheduled class start time may be subjected to a deduction in class time credit. Unexcused tardy arrival sixty (60) minutes after scheduled class start time will be treated as an absence.

Students should ascertain the exact policy of each faculty member at the beginning of each course. Students must attend the first class meeting or they may be unofficially dropped by the instructor, resulting in a failing grade. Only registered students, University faculty and administrators, and guests invited by the instructor may attend classes. All others will be asked to leave.

Absences

Absences may be excused for childbirth, documented illness, injury, death in the family, or other emergency situations acceptable to the Academic Standards Committee. Students should call the Registrar or a Dean as soon as possible when they are certain of imminent absence, and give an estimate of the duration of the absence. Excessive absence will adversely affect class credit hours.

All work missed due to absence or lateness must be made up to the satisfaction of the instructor in order to receive credit for the course.

Instructors may, at their own option, arrange for made-up examinations, in cases of excused absence (see section on make-up examinations for details). Instructors are not required to provide make-ups for examinations missed due to unexcused absence or lateness, and will normally assign a failing grade for that examination.

Excessive absence is defined as absence in excess of 20% of scheduled classroom hours in didactic courses, or absence in excess of 10% of scheduled clinic training course hours. Instructors will report excessive absences to the Registrar. The student may be asked to appear before the Academic Standards Committee and the instructor. Failure to appear at the meeting may result in a failing grade, and may also result in suspension or dismissal.

If the excessive absences are classified as excused, the Committee may recommend to the instructor that make-up work be arranged, or that the student be suspended from the class with no penalty grade assigned.

If the excessive absences are not classified as excused, the Committee may:

1. Place the student on probation, giving provisions for return to good standing;
2. Suspend the student for the remainder of the class meetings with no penalty grade assigned. Any tuition refund due shall be that provided for in the university's refund policies. The date of notice of termination of study, as required for all tuition refunds, shall be the date of the Committee's decision.
3. Suspend the student for the remainder of the class meetings with a failing grade assigned.
4. Recommend to the President that the student be dismissed from the university.

Students enrolled in the Master of Science in Oriental Medicine must also observe the Absence in Clinical Training requirements (see Master of Science in Oriental Medicine program for information)

Audit Courses

Students who wish to audit a class may do so if they have previously taken and passed a course at KINGSTON. Audit and other non-credit courses are not included in fulfilling the requirements for Satisfactory Academic Progress (SAP). Students are required to pay 50% of the course tuition, registration fee and material fee. An AU, Audit Grade, will be recorded in the student's official transcript.

Class Schedule

Class schedules are filed with the Registrar's office and available to students in time for student registration before the beginning of each term. The schedule may be revised after the term has begun before the Add/Drop deadline and such changes are filed with the Registrar's office. Both the initial class schedule and revisions are approved by the Academic Dean.

Refusal of Service

The University may refuse any type of service to students who have an unpaid tuition and/or fees balance. The University may refuse a student who has left matriculation with financial obligations uncleared.

MAINTAINING SATISFACTORY ACADEMIC PROGRESS (SAP) FOR DEGREED PROGRAM STUDENTS

In addition to completing all courses successfully as required by the degree programs in which the students are enrolled, degreed program students at Kingston University must meet the minimum Satisfactory Academic Progress (SAP) policy while enrolled at Kingston University.

Kingston University's Satisfactory Academic Progress is consisted of three elements, (a) the minimum GPA allowable; (b) the minimum successful units completed (% of courses attempted) and; (c) the percentage of Maximum Program Completion Time Frame allowable. Students are evaluated semiannually based on the SAP policy established for the individual program described below.

Grading System

Instructors of Kingston University may give grades based on various evaluation components such as class attendance, quizzes, tests, oral or written projects, reports and standardized tests. Instructors will inform

students of the class requirements and the grading procedures at the beginning of the course. At the end of each term, the University posts students' grades for every course undertaken.

Standard letter grades (A, B, C, D, and F) are used for both undergraduate and graduate degree programs. Instructors may use plus (+) or minus (-) which are also accounted for in computing grade point averages (GPA). Both the letter grades and GPA are shown on students' transcript.

Students of the English as a Second Language (ESL) program courses will receive letter grades which are not included in the GPA calculation. Students enrolled in massage therapy programs will receive only P (pass) or NP (no pass) as the evaluation result for each course of works.

The conversion equivalents of the University grades are shown in the following table:

<u>Grade</u>	<u>Description</u>	<u>Grade Point</u>	<u>Grade Point Average</u>
A	Excellent	94% +	4.00
A-		90 – 93%	3.70
B+		87 – 89%	3.30
B	Good	83 – 86%	3.00
B-		80 – 82%	2.70
C+		77 – 79%	2.30
C	Average	73 – 76%	2.00
C-		70 – 72%	1.70
D+		67 – 69%	1.30
D	Below Average	63 – 66%	1.00
D-		60 – 62%	0.70
F	Failure	0 – 59%	0.00
I*	Incomplete	-	0.00
CR*	Credit	-	0.00
NC*	No Credit	-	0.00
W*	Withdrawal	-	0.00
P*	Pass	-	0.00
NP*	No Pass	-	0.00
R*	Repeated	-	0.00
AU*	Audit	-	0.00

*Grades not included in the calculation of the student's GPA

Any student receiving an incomplete grade will be given up to six weeks to complete the assignment. Any student receiving a "D" grade or below, is responsible for arranging with the instructor a plan for improving his/her grade. Student performance is evaluated by examination, attendance, classroom participation, special projects, seminars, and research work

Unit of Credit

Kingston University programs are operated in two credit unit systems. The School of Business programs are offered in the semester system, the Spring and Fall Semester, with Summer session being optional. One semester unit is defined as the satisfactory completion of fifteen (15) clock hours of didactic works (lecture hours). One (1) clock hour equals 50-60 minutes.

The School of Oriental Medicine academic work is established by quarters. A quarter credit hour earned is defined as the satisfactory completion of: at least ten (10) clock hours of didactic work (lecture hours); or at

least twenty (20) clock hours of laboratory or supervised work as determined by the University. One (1) clock hour equals 50-60 minutes.

Certificate and Training programs are credited by contact hours only. One (1) clock hour equals 50-60 minutes.

Incomplete Grade (I)

An incomplete must be converted to a passing grade in the next term or it will be converted to a failure (F) which will result in that particular course being counted as a "course attempted" but recorded as a course that was not completed. This will result in the minimum successful course completion rate being lowered which may result in the student not reaching the minimum successful course completion requirement.

Credit (CR)

The grade of CR is used to denote "pass with credit" when no letter grade is given. This grade is assigned to a grade of C or better for undergraduates and a grade of B or better for graduate students. The CR grade is not included in the GPA.

No Credit (NC)

"NC" is used to denote "no credit" when no letter grade is given. NC grades are not included in the calculation of the GPA.

Repeated Course (R)

Student and repeat any course only once. If a higher grade is earned in the repeated course, the lower grade will be recorded as "R" in the official transcript. Only the higher grade is included in the GPA. A student who is required to repeat a course must complete it within the maximum time frame and is charged tuition at the current published rate. All course repetitions count as courses attempted for purposes of determining satisfactory academic progress.

Audit (AU)

The grade of AU is awarded for courses taken for audit. Audit grades are not awarded unless the student is registered for audit. AU grades are not included in the calculation of the GPA.

Withdrawal (W)

Students may withdraw from courses during the first two weeks after classes begin without affecting their grade point average. If done timely, there is no effect to their grade point average or SAP. Students thereafter are required to obtain a permit from the Academic Dean to withdraw. Withdrawal from enrolled classes after the first two weeks with the proper withdrawal procedure will result in a "W" grade recorded in the official transcript. No withdrawals are permitted during the final three weeks of instruction except in cases such as accident or serious illness. A grade of "F" will be automatically entered in the grade report if the student does not attend final three weeks of class without being excused. Withdrawal grades are not included in the GPA, nor are they counted against the minimum successful course completion rate. Refund of Tuition, if any, will be made in accordance with the Refund of Tuition and Fees regulation.

Examinations

Requirements for midterms and other examinations during the term (written and oral), term papers, reports, projects and other student activities are assigned by each instructor. Make-up examinations, re-tests, late submission of reports or other special arrangements are made only by the instructor, and only at the instructor's option. Either the instructor or the University can administer a make-up examination or re-test, after the student has received approval from the Academic Standards Committee.

No instructor is required to offer make-ups, re-tests, or to accept late submissions of work. It is fully within the instructor's authority to give a failing grade for any examination a student does not take on time, or for any report or other assignment a student fails to submit on time.

i. Failing an Examination

An instructor may recommend that a re-test be permitted. The instructor must indicate, in writing, on the Grade Report to the Academic Standards Committee, that a re-test is recommended based on compelling evidence that the student failed the examination due to extenuating circumstances. The re-test, if approved by the Academic Standards Committee, shall be scheduled in agreement with, and at the convenience of, the instructor. The Registrar will notify the student in writing of the decisions of the Academic Standards Committee. The examination must be completed before the end of the fourth week of the next quarter.

In the interim, a grade of Incomplete (I) will be recorded for the course. The student must take the test as scheduled on the re-test. If a student fails to appear for the examination on time, the right to retest will be forfeited. The student may reapply for permission to be re-tested.

ii. Failure to Attend an Examination

Without prior authorization by the Academic Standards Committee or without an excuse approved by the Committee, failing to attend any examination shall result in a failing grade. No make-up examination can be authorized. The student must repeat the course, paying full tuition.

A student may be excused from taking an examination as scheduled by reason of childbirth, documented illness or injury, death in the immediate family, or other emergency situations acceptable to the Academic Standards Committee. Students must apply for a make-up examination on an EXAMINATION REQUEST FORM.

The request must be endorsed by the instructor and approved by the Committee. The student will usually be required to submit acceptable proof of inability to attend the examination.

Grade Report

At the end of each quarter, notification of the student's academic standing and report of grades achieved while in attendance at the university are mailed or otherwise delivered to each student. Grades are normally provided within one week following the last day of the term. If there are any unpaid charges or other penalties on record against a student, request for transcripts and class grades will be withheld until arrangements have been made in advance with the administration.

Grades submitted by instructors after completion of courses are considered final. Any petition for grade changes due to special circumstances must come from instructors and will be considered on case-by-case basis by the Academic Standards Committee. Completion of coursework and payment of fees does not guarantee graduation from the University.

Maximum Program Completion Time Frame

Students must progress through the program at a pace that will ensure successful completion within one-and a-half (1.5) times the program length as measured in academic years. The Maximum Program Completion Time Frame for degree programs are summarized below:

Program	Units Required for Completion	Maximum Program Completion Time Frame
Bachelor of Science in Business Administration	75 semester units	4.5 years
Master of Business Administration	36 semester units	3 years
Master of Science in Oriental Medicine	268 quarter units	6 years

If a student cannot complete the program within the Maximum Program Completion Time Frame, the student will be dismissed. Student who complete their programs in a shorter time frame are subject to the same criteria based on the percentages of Maximum Program Complete Time Frame.

Evaluation and Minimum Academic Achievement

Students enrolled in degree programs at Kingston University are evaluated semiannually. The following SAP tables can be used as reference for evaluation:

(a) Bachelor's Degree Program

Percentage of Maximum Program Completion Time Frame Attempted	Minimum Cumulative GPA (CGPA)	Minimum Successful Course Completion (% of Course Attempted)	Maximum Program Completion Time Frame (1.5 times the standard program length)
25%	2.00	55%	4.5 years
50%	2.00	60%	4.5 years
100%	2.00	-	4.5 years

Students enrolled in the bachelor's degree program must achieve a cumulative grade point average (CGPA) of 2.00 at 25%, 50% and 100% of the Maximum Program Completion Time Frame.

A student whose CGPA is below 2.00 at 50% of the Maximum Program Completion Time Frame will not be allowed for probation and will be suspended for one semester. Failure to maintain a GPA of 2.0 for any semester will subject the student to academic probation.

(b) Master of Business Administration Program

Percentage of Maximum Program Completion Time Frame Attempted	Minimum Cumulative GPA	Minimum Successful Course Completion (% of Course Attempted)	Maximum Program Completion Time Frame (1.5 times the standard program length)
25%	3.00	55%	3 years
50%	3.00	60%	3 years
100%	3.00	-	3 years

Students enrolled in the Master of Business Administration degree program must achieve a cumulative grade point average (CGPA) of 3.00 throughout the program leading up to the Maximum Program Completion Time Frame.

Failure to maintain a GPA of 3.0 for any semester will be placed on academic probation.

(c) Master of Science in Oriental Medicine Program

Percentage of Maximum Program Completion Time Frame Attempted	Minimum Cumulative GPA	Minimum Successful Course Completion (% of Course Attempted)	Maximum Program Completion Time Frame (1.5 times the standard program length)
25%	3.00	55%	6 years
50%	3.00	60%	6 years
100%	3.00	-	6 years

Full time students enrolled in the MSOM program must enroll in at least eleven (11) academic units per quarter for twenty-four quarters or six (6) calendar years in order to complete the MSOM program within the Maximum Program Completion Time Frame.

A student whose CGPA is below 3.0 at 50% of the Maximum Program Completion Time Frame will not be allowed for probation and will be suspended for one quarter. Failure to maintain a GPA of 3.0 for any semester will be placed on academic probation.

Appeal

When disagree with the application of these standards of satisfactory progress, the student must first discuss the problem with the appropriate instructors. If the student is still unsatisfied, he/she may then appeal to the Academic Dean. The decision of the Dean is final and may not be further appealed.

GRADUATION WITH HONORS

Candidates for graduation whose work has been of superior quality are honored at the commencement exercise as indicated below:

With Honor

For candidates who have an average of 3.00 to 3.49

With Salutatorian Honor

For candidates who have an average of 3.50 to 3.79

With Valedictorian Honor

For candidates who have an average of 3.80 to 4.00

TRANSFER OF CREDIT POLICY

Transfer credits may be awarded upon review by the Academic Dean based on the official transcript(s) received at Kingston University. Transfer credits, once awarded, will be counted towards the Maximum Program Completion Time Frame of the program. Twelve (12) semester units for the Bachelor's degree, nine (9) semester units for the Master of Business Administration degree and nine (9) quarter units for the Master of Science in Oriental Medicine degree shall constitute one (1) semester or one (1) quarter to be used in the determination of time limitations for graduation.

Transfer credit appears on a student's academic record, and the hours are included in the student's cumulative earned hours. Grades associated with the transfer credits are transferred and will appear on the student's record. Transfer credit is not calculated in the student's cumulative grade point average.

1. Bachelor of Science in Business Administration

Students may transfer a maximum of 15 semester units. Only courses with G.P.A. of 2.0 or better can be evaluated for transfer. Units must be earned from an approved or accredited institution that has been accredited by an accrediting agency recognized by the US Department of Education.

For units earned at institutions outside of the U.S., the student must submit an official transcript from the previous school attended for evaluation by an evaluation agency recognized and approved by the US Department of Education (see International Student section above). Units must be equivalent to units offered at Kingston.

To receive credit for previous learning, the student must submit an official copy of their transcript(s) of all previous graduate level work to the Academic Dean. Copies of catalogs will also be requested for schools attended if at the discretion of the Academic Dean, the catalog is needed to determine equivalency of graduate level course work. Only those courses for which learning goals and contents are similar to courses offered by Kingston will be considered for transfer. Only units earned within the previous 5 years will be considered for transfer. After submission of all transcripts and supporting documentation, the Academic Dean will determine the units to be awarded.

In order to receive credit for previous training, the student must maintain a minimum G.P.A. of 2.0 in all course work taken at Kingston.

2. Master in Business Administration

Applicants may transfer up to six (6) semester units to Kingston University's MBA program if the credits were earned from a MBA program offered by a state-approved or regionally or nationally accredited institution that has been accredited by an accrediting agency recognized by the US Department of Education.

For units earned at institutions outside of the U.S., the student must submit an official transcript for evaluation by an evaluation agency recognized and approved by the US Department of Education (see International Student Admission section above). Units must be equivalent to units offered at Kingston.

To receive credit for previous learning, the student must arrange official sealed copy of their transcript(s) of all previous graduate level work sent directly from the issuing institution(s) to the Academic Dean. Copies of catalogs will also be requested for schools attended if, at the discretion of the Academic Dean, the catalog is needed to determine equivalency of graduate level course work. Only those grades for which a student has earned a B- or better will be considered for transfer to the university. Only those courses for which learning goals and contents are similar to courses offered by Kingston will be considered for transfer. Only units earned within the previous 5 years will be considered for transfer. After submission of all transcripts and supporting documentation, the Academic Dean will determine the units to be awarded.

3. Master of Science in Oriental Medicine program

Students may transfer coursework and clinical instruction completed successfully in other schools into MSOM program at KINGSTON as stated in the following:

1. For coursework completed successfully at other acupuncture school or college which is approved by California Acupuncture Board or under Article 4 (commencing with Section 94760) of Chapter 7 or

Part 59 of the Education Code or by an accrediting agency recognized by the U.S. Department of Education.

- (i) Up to 100% transfer credit may be awarded for courses completed successfully in General Sciences, Practice Management and Clinical Science.
 - (ii) For courses in Acupuncture, Oriental Medicine, Herbology and Clinical Training, the evaluation of the transfer credits may require students taking an examination administered and retained by KINGSTON in the subject(s) in which transfer credit may be awarded.
2. For coursework and clinical instruction completed successfully at other acupuncture school or college which is not approved by California Acupuncture Board or under Article 4 (commencing with Section 94760) of Chapter 7 or Part 59 of the Education Code or by an accrediting agency recognized by the U.S. Department of Education.
- (i) For coursework and clinical instruction completed successfully at other acupuncture school or college which is not approved by the Board, students are required to take an examination administered and retained by Kingston in the subject(s) in which transfer credit may be awarded.
 - (ii) Up to 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 which is not approved by the board may be awarded, provided that at least 50% of the course hours in individual subjects are completed successfully at a school approved by the Board.
3. For units earned at institutions outside of the U.S., the student must submit an official transcript for evaluation by an evaluation agency recognized and approved by the US Department of Education (see International Student Admission section). Units must be equivalent to units offered at Kingston. The transfer of credits for coursework and clinical instruction shall follow the procedures in 2 above.

To receive credit for previous learning, the student must arrange official sealed copy of their transcript(s) of all previous graduate level work be sent directly from the issuing institution(s) to the Academic Dean. Copies of Academic Policies of catalogs will also be requested for schools attended if, at the discretion of the Academic Dean, the catalog is needed to determine equivalency of graduate level course work. Only those grades for which a student has earned a B- or better will be considered for transfer to the university. Only those courses for which learning goals are similar to courses offered by KINGSTON will be considered for transfer. Only units earned within the previous 5 years will be considered for transfer. After submission of all transcripts and supporting documentation, the Academic Dean will determine the units to be awarded.

In order to receive credit for previous training, the student must maintain a minimum GPA of 3.0 in all course work taken at Kingston.

Credit Transferability

Students may transfer from one program to another within Kingston upon approval of the Academic Dean who may approve credits transferred from the previous program to the new one.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT KINGSTON UNIVERSITY

The transferability of credits you earned at Kingston University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in any of Kingston University programs is also at the complete discretion of the institution to which you may seek to

transfer. If the credits, degree, diploma or certificate that you earn at Kingston University 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 Kingston University will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Kingston University to determine if your credits or degree, diploma or certificate will transfer.

Kingston University makes no representation whatsoever concerning the transferability of any credits earned at Kingston to any institution other than those with whom Kingston maintain valid articulation agreements. The University currently has not entered into an articulation or transfer agreement with any other college or university.

It is therefore the student's responsibility to verify transferability of credits earned at Kingston by contacting the desired receiving school's Registrar.

CHANGE OF ACADEMIC PROGRAMS

All students applying for a change of program within Kingston University, should do so only at the end of their first year of study within their original program. Accordingly, students applying to change programs can do so only during the application period applicable only to international students, other students may apply any time after the current term is completed but three weeks prior to the next term start date. No applications for internal transfer will be reviewed mid-way through any term.

A student requesting a change of study program must articulate his/her reason for the change in a statement submitted with said request. A student requesting the change in his/her program must be in satisfactory academic standing. Failure in one program is not an acceptable reason for a change in program request. The credits earned with a grade of "C" and higher in the current undergraduate program or "B" and higher in the graduate program which are relevant to the student's new program will be considered for transfer to the new program.

Students changing programs must follow the procedures below:

- a. Submit the Request for Change of Program to the Registrar
- b. Consult with Academic Dean or Program Director.
- c. Request a review of transfer credits if needed.

- Transfer of Credits/Grades

- For change of program involving program with common Year 1 courses, all common Year 1 courses taken previously including the grade obtained (Letter/Pass/Fail) will automatically be transferred and will affect the student's GPA going forward in the new program once approval for the change of program is given.
- For other programs, a student who wishes to match his courses to read equivalent courses in the new program must submit an application to the School of the new program for transfer of credits by the 3rd week of the first semester in the new program. Late requests for transfer of credits will not be considered. The School shall decide which courses (and the respective course type) may be used to satisfy the relevant graduation requirements. This could equate to some or none of the students existing credits or courses being so transferred.

Note: For transfer of course credits within the University, both the academic units and grades (including P, F, or letter grades) of the subject courses will be counted towards the fulfillment of the degree requirements and used in the computation of the GPA.

- Repetition of Courses

Students who have changed programs are not allowed to repeat a course which they have passed in the previous program.

ADDITION OF AN ACADEMIC PROGRAM

Kingston University welcomes its alumni return to the University for pursuing additional credential. A student applying for a new program after successful completion of a program at Kingston University should undertake the same application procedures for the program as new students do. In addition, the applicant should attach a statement of purpose to the application, describing the reason for the application. Once the student is admitted to the new program, the transferable courses and units from the program attended earlier will be based on the Transfer Credit policy of Kingston University, as described in the catalog.

ACADEMIC PROBATION AND SUSPENSION

Scholastic probation is an identification of students whose scholastic performance is below university standards. Academic suspension is an identification of students whose scholastic performance remains below university standards for two consecutive terms. Below is a general classification of students based on credit hours with the standard grade point average of the quarter indicated.

1. A student who is identified as being one that has fallen below the SAP standard will receive a warning from the instructor and/or University, which shall include methods that if followed and completed would improve their standing. The length of the warning status shall expire at the end of the scheduled term from which the warning was issued. If the warning is issued at the end of a scheduled term, the warning shall expire at the end of the subsequent term. The terms to reestablish SAP require the student to perform at least to the minimum standards required by the University
2. After a warning has been issued, a student who fails to meet these minimum standards for the subsequent term is placed on academic probation.
3. Students that fail to meet these minimum standards for two consecutive terms will be placed on academic suspension.

On Academic Probation:

A student may continue at the University pending improvement in his/her academic standing.

On Academic Suspension:

A student is required to remain out of university for one regular quarter. His/her record will be stamped academic suspension.

Expulsion:

Any student that fails to meet the requirements to overcome Academic Suspension within 2 weeks of the term suspended for, or for a period of 61 days, may be expelled from Kingston University. Expelled students are barred and therefore not eligible to return to Kingston University and their record shall be stamped as "Expelled".

Dismissal and Extended Enrollment

Students who have been dismissed due to their failure to maintain the academic minimums outlined above may apply to continue their studies at Kingston University under an extended enrollment status. However, any such extended enrollment status period will be valid for only one term. The procedure for reestablishment of a student's SAP, during the extended enrollment status time, requires that student must improve the deficient areas that led to the dismissal by taking appropriate courses as discussed with the University Administrator or Dean of Academics, or by re-taking their failed courses, or by practicing previously learned skills in order to re-establish satisfactory progress. Students will be responsible for all costs associated with and incurred by them during the extended enrollment term.

At the completion of the extended enrollment term, students who have established satisfactory progress as noted in the tables above, may re-apply to the administration to return to regular student status. A meeting will be scheduled between the Academic Dean and the student applying for such reinstatement to determine whether the student has the academic ability and desire to successfully continue in the program. If reinstated, the student will be placed on probation for a period of one term.

All credits attempted during the extended enrollment period will count toward the maximum 150% program length. If the attempted courses were "repeats" of courses the student had previously taken but failed, the failure grades will be replaced according to grade change policy of the University, as described in the Catalog. Under no circumstances and in no case can a student exceed the 150% maximum time frame of the program length.

ACADEMIC DISHONESTY

Individual instructors, in cases of academic dishonesty in class, may fail a student for that examination, activity or course. The instructor may refer the circumstance to the Academic Standards Committee for review and further action. The President may fail a student in a test, fail a student in a course, or expel a student for cheating or plagiarism. Cheating includes, but is not limited to, looking at another's examination paper, using unauthorized notes in an exam, going to a restroom during an exam and consulting notes or references. Cheating includes plagiarism.

Plagiarism is the presentation or representation of another's work as one's own, such as presenting ideas or words of a source without documenting the source. Cheating is inconsistent with the academic excellence Kingston University represents and will be dealt with vigorously.

INTERIM SUSPENSION

The President may immediately impose an interim suspension in all cases in which there is reasonable cause to believe that such an immediate suspension is required in order to protect lives or property and to ensure the maintenance of order. A student so placed on interim suspension shall be given prompt notice of charges and the opportunity for an academic hearing within ten (10) days of the imposition of interim suspension. During the period of interim suspension, the student shall not, without prior written permission of the President or designated representative, enter the campus, other than to attend the hearing. Violation of any condition of interim suspension shall be grounds for dismissal.

APPROVED LEAVE OF ABSENCE

A leave of absence may be granted for personal emergencies and other circumstances that require a temporary interruption in attendance. Students taking a leave of absence must submit a signed leave of absence form to the Registrar's office prior to taking the leave. If a leave of absence is unavoidable, it is best to finish the current quarter before starting a leave. Students who begin a leave of absence during a quarter will be assigned a grade of "W" for any coursework that cannot be assigned a final grade. Leave of absences may not be granted during a student's first quarter. Normally, only one Leave of Absence may be granted in any one academic year. A leave of absence has no effect on satisfactory academic progress if no credits are attempted during the leave period.

WITHDRAWAL WITHOUT APPROVED LEAVE OF ABSENCE

Students who wish to withdraw or take a leave of absence must complete a Leave of Absence/Withdrawal Request Form. Students who withdraw from the University, or discontinue their studies without filing a Leave of Absence/Withdrawal Request shall receive a grade of "F" in each course not completed, and they may be required to re-apply for admissions before being allowed to return to the program. Re-admission applications are subject to the terms of admission and graduation requirements as stated in the catalog current at the time of re-admission.

CLEARANCE FOR GRADUATION

Prospective graduates must complete an Application for Graduation from the Administration Office and submit the application to the Registrar during the registration period of the last study term before graduation. The Application for Graduation will be reviewed by the Academic Dean of the program to determine if the prospective graduates' class schedule meets all graduation requirements for their degree program or the requirements for certificate program completion.

All fees and tuition debts must be paid in full sixty (60) days prior to graduation, and all graduating students must pay the graduation fees.

Prospective graduates must return materials and equipments checked out from the University before they are granted for graduation.

ACADEMIC PROGRAMS

UNDERGRADUATE PROGRAMS

SCHOOL OF BUSINESS

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

The Bachelor of Science in Business Administration program at Kingston University is designed to provide students with a diverse learning environment and to equip students with the basic knowledge and skills necessary for succeeding in the business community. The program also develops students' potential to become future leaders and managers in a dynamic, globally integrated business world.

Program Objectives:

Upon completion of the program, the student should be able to:

1. understand fundamental business theories and models;
2. develop skills for leadership and management within business environments;
3. develop a system of ethics for business leadership;
4. develop the ability to articulate business theories and models within various cultural and international environments.

Admission Requirements

Students desiring admission to the Bachelor's program must meet the following requirements:

1. Completed their high school education or G.E.D. with a minimum G.P.A. of 2.3 or better.
2. Completed not less than 45 semester units or the equivalent in General Education courses covering various academic disciplines which must include 6 units of English writing and communication, 6 units of mathematics, 6 units of natural science [geology or biology], 6 units of social science [Sociology or psychology or political science], and 6 units of U.S. History, or be enrolled, concurrently, in General Education courses in the manner and unit count as noted above, and which concurrent General Education courses must be completed prior to the completion of the BSBA program. The minimum G.P.A. attained must be of 2.0 or better.

Admission Procedures

Students applying for admission to the Bachelor of Science in Business Administration program are required to follow the procedures below:

1. Submit their copy of high school diploma
2. Submit their official high school transcripts or G.E.D.
3. Submit their official transcript(s) from previous college(s) attended showing completion of a minimum of 45 semester units or its equivalent in General Education courses, or be in compliance with item 2 of Admission Requirements above
4. Submit their completed application form obtained from Kingston University Admission
5. Submit \$100 of non-refundable application fee

Admission Evaluation Process

Once the University receives all required documents and forms, the student's application file will be deemed complete and a decision by the Academic Dean's office will be made concerning the student's admission to the school.

Each potential student's information is evaluated and transfer credit is awarded. If additional documentation is needed, the Admissions Office will contact the potential student. Admission is granted to applicants who demonstrate the ability to undertake the successful study of the intended subject and meet the admissions requirements. Applicants may be asked to supplement with additional evidence of academic proficiency.

Admission decisions will be made within 30 days of receiving all required documentation.

Transfer Credit Policy

Students may transfer a maximum of 15 semester units. Only courses with G.P.A. of 2.0 or better can be evaluated for transfer. Units must be earned from an approved or accredited institution that has been accredited by an accrediting agency recognized by the US Department of Education.

For units earned at institutions outside of the U.S., the student must submit an official transcript from the previous school attended for evaluation by an evaluation agency recognized and approved by the US Department of Education (see International Student section above). Units must be equivalent to units offered at Kingston.

To receive credit for previous learning, the student must submit an official copy of their transcript(s) of all previous graduate level work to the Academic Dean. Copies of catalogs will also be requested for schools attended if at the discretion of the Academic Dean, the catalog is needed to determine equivalency of graduate level course work. Only those courses for which learning goals and contents are similar to courses offered by Kingston will be considered for transfer. Only units earned within the previous 5 years will be considered for transfer. After submission of all transcripts and supporting documentation, the Academic Dean will determine the units to be awarded.

In order to receive credit for previous training, the student must maintain a minimum G.P.A. of 2.0 in all course work taken at Kingston.

Graduation Requirement

To receive the Bachelor of Science in Business Administration, students must meet the following academic requirements:

- completed 45 units in General Education Courses
- completed 57 units in Business Foundation and Core Courses
- completed 18 units in elective courses
- maintained a minimum G.P.A. of 2.0 or better

CURRICULUM

Students may be admitted to the BSBA program after they have completed General Education courses or be enrolled, concurrently, in General Education courses, which must be completed prior to completion of the BSBA program, and with a minimum G.P.A. attained must be of 2.0 or better. General Education courses are designed to give each student a breadth of experience in various academic disciplines. These learning experiences provide an introductory base to different fields of study and discuss how each discipline conducts its research, thus adding to general knowledge. GE courses are offered at community/city colleges.

To meet the graduation unit requirements, students are required to complete 45 units in General Education Courses, 57 units in Business Foundation and Core Courses and 18 units in elective courses. Students may choose to concentrate on one of the three emphases, Entrepreneurship Scheme, Marketing Scheme and Finance Scheme, or combinations of elective courses meeting their career interest.

The courses are listed below:

General Education Courses: 45 units

Students must complete at least 6 units of courses from each of the following General Education categories:

Category	Minimum Requirement	Examples of Subject Area
English & Communication	2 courses or 6 semester units	College English*
		Communication
		Speech
Humanities	2 courses or 6 semester units	US History*
		Critical Thinking
		Foreign Languages
Mathematics	2 courses or 6 semester units	College Algebra
		Statistics
		Calculus
Social Science	2 courses or 6 semester units	Sociology
		Political Science
		Psychology
Science & Technology	2 courses or 6 semester units	Biology
		Chemistry
		General Physics
		Nutrition
		Computer Science

*Required course

Business Foundation and Core Courses Required: 57 Semester Units

Foundation Courses: 21 Semester Units

<u>Course No.</u>	<u>Course Title</u>	<u>TOTAL CONTACT HOURS</u>	<u>TOTAL CREDIT HOURS</u>
BU 2000	Introduction to Business Management	45	3
EC 2410	Principles of Microeconomics	45	3
EC 2420	Principles of Macroeconomics	45	3
BU 2400	Business Statistics	45	3
BU 2050	Business Law	45	3
AT 2110	Accounting Principles I	45	3
AT 2120	Accounting Principles II	45	3
TOTAL		315	21

Required Core Courses: 36 Semester Units

<u>Course No.</u>	<u>Course Title</u>	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
BU 2010	Computer Information Systems	45	3
BU 3010	Business Communication	45	3
BU 3000	Management Theory and Practice	45	3
AT 3100	Fundamentals of Managerial Accounting	45	3
FN 3300	Introduction to Finance	45	3
MK 3200	Principles of Marketing	45	3
BU 3600	Organizational Behavior	45	3
BU 3050	Business Ethics	45	3
BU 3020	Human Resources Management	45	3
FN 3330	Money & Banking	45	3
BU 4010	Operations Management	45	3
BU 4500	Organizational Leadership	45	3
TOTAL		540	36

Electives: 18 Semester Units

i) Entrepreneurship Scheme

<u>Course No.</u>	<u>Course Title</u>	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
BU 3040	Small Business Management	45	3
BU 3220	E-commerce Business Fundamentals	45	3
MK 4200	Marketing Research	45	3
MK 4220	Sales Management	45	3
BU 3025	Human Relations for Business	45	3
FN 4410	Investments	45	3
Total of 6 Electives Required		270	18

ii) Marketing Scheme

<u>Course No.</u>	<u>Course Title</u>	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
BU 3030	Survey of International Business	45	3
BU 3040	Small Business Management	45	3
BU 3220	E-commerce Business Fundamentals	45	3
MK 4200	Marketing Research	45	3
MK 4220	Sales Management	45	3
BU 3025	Human Relations for Business	45	3
Total of 6 Electives Required		270	18

iii) Finance Scheme

<u>Course No.</u>	<u>Course Title</u>	<u>TOTAL CONTACT HOURS</u>	<u>TOTAL CREDIT HOURS</u>
FN 3310	Principles of Finance Management	45	3
FN 3350	Financial Institutions	45	3
FN 4310	International Finance	45	3
FN 4410	Investments	45	3
FN 4420	Introduction to Investment Banking	45	3
EC 4400	Managerial Economics	45	3
Total of 6 Electives Required		270	18

Total Program Requirements:

	<u>TOTAL CONTACT HOURS</u>	<u>TOTAL CREDIT HOURS</u>
General Education Requirements	675	45
Total Core Course Requirements	855	57
Total Elective Course Requirements	270	18
TOTAL	1800	120

COURSE DESCRIPTION

Course Numbering System in School of Business Administration

- Course Code Identification System

Code	Course Classification
AT	Accounting
BU	Business
EC	Economics
FN	Finance
HC	Healthcare
MK	Marketing

- Course Numbering System

Course Number	Description
0010–0990	Non-credit and/or institutional credit courses
1000–2990	Introductory courses
3000–3990	Advanced courses
4000–4990	Intermediate courses

5000–6990	Graduate courses
7000–9990	Doctoral courses

– First Digit Denotation

Number	Level
1	Freshman Level
2	Sophomore Level
3	Junior Level
4	Senior Level
5 - 6	Graduate Level
7 - 9	Doctoral Level

UNDERGRADUATE COURSES

AT 2110 Accounting Principles I – 3 units

This course covers the traditional methods of accounting according to the U.S. Generally Accepted Accounting Practices standard. Students learn the principles of double entry bookkeeping, the accounting cycle, financial statements, internal controls, business organization and ethics.

Pre-requisite: College Algebra, mathematics for business or equivalent

AT 2120 Accounting Principles II - 3 units

This course expands upon the basic accounting principles and methods developed in the previous course. Students learn financial statement analysis, managerial accounting, cost accounting, profitability analysis, performance evaluation, and capital investment planning.

Pre-requisite: AT 2110

AT 3100 Fundamentals of Managerial Accounting – 3 units

This course develops the use of the accounting model to monitor and control all types of operations for all kinds of businesses. Primary emphasis is given to cost analysis and budget preparation. The course also introduces net present value calculations and several case studies to illustrate applications of the whole system of analysis.

Pre-requisite: AT2110 and AT2120.

BU 2000 Introduction of Business Management – 3 units

This course introduces students to the principles and practices of business management. In addition to the basic topics of planning, organizing, controlling and communicating, this course also covers ethics and corporate responsibility and entrepreneurial management topics.

Pre-requisite: none.

BU 2010 Computer Information System – 3 units

This course is an examination of Computer Information Systems and organizational performance in relation to organizational structures on contemporary business. This course explores the components of computer information systems. It also introduces students to the basics of critical thinking and problem solving in resolving management information systems challenges.

Pre-requisite: none

BU 2050 Business Law – 3 units

This course provides the basic theories and principals of business law and the rules that cover and govern the actors and parties engaged in business. From the DBA to the corporate entity, from guests to business invitees. Students will also learn to evaluate common types of contracts. The course also addresses common business, corporate and contract nomenclature and concludes with a focus on common work place torts including harassment.

Pre-requisite: none.

BU 2400 Business Statistics – 3 units

This course covers the common uses of statistical analysis in business. It introduces correlation and regression analysis, forecasting, analysis of variance, and applications to quality management practices. All fundamental mathematical formulae used in statistical analysis of business are taught in this course.

Pre-requisite: none

BU 3000 Management Theory and Practice – 3 units

This course introduces students to the development of theories of management through analysis and integration of fundamental relationships and principles; current and past practice analyzed in planning, organizing, directing and controlling.

Pre-requisite: BU 2000

BU 3010 Business Communication – 3 units

This course provides the student with the basics of effective business writing and speaking communication skills. Students will learn to communicate concisely and quickly under various business situations and will become familiar with the tools of general visual, verbal and written business communication. This course teaches the student to use communication as a tool to achieve business success in promoting, funding, marketing or defending their business image. Topics may include but are not limited to visual, written and verbal communication including public speaking.

Pre-requisite: College English Writing

BU 3020 Human Resource Management – 3 units

This course is an examination of Human Resource Management and organizational performance in relation to organizational structures on contemporary business. This course explores the components of Human Resources and managing human resources in the operations of businesses. It also introduces students to the basics of critical thinking and problem solving in resolving Human resource challenges and strategies to implement high-performance systems.

Pre-requisite: none.

BU 3025 Human Relations for Business – 3 units

This course applies modern psychology to business relations. Human relations will be demonstrated and illustrated in classroom enactments, group activities and discussions. Inductive learning will be emphasized in this course.

Pre-requisite: none

BU 3030 Survey of International Business – 3 units

This course is a study of international management focusing on the role of executive, middle, and front-line management in directing and improving organizational performance in a global environment. Major topics include strategic, cultural, behavioral, legal, socio-ethical issues, and functional aspects of international management. Concepts covered include the management of various types of international risk, strategic planning, operations, communications, negotiations, legal and socio-ethical issues facing modern institutions. Development of management systems, as well as, the functions, strategies, and structures of management will be discussed. This course will, integrate the management of the international firm with the implications of international business.

Additionally, the functional areas of international business such as human resources, manufacturing, marketing, finance, and management information systems (MIS) will be examined from a managerial perspective. This principles and functions of management will be integrated, resulting in a model for developing and building businesses in the global community. Students will be exposed to the tools of management used in the international environment - techniques that will be further developed through the balance of the core curriculum.

Pre-requisite: none.

BU 3040 Small Business Management – 3 units

The course is designed to help students understand the basics and some specifics about developing, owning and running a small business. In the class setting, the students will work individually or in teams, and work on developing business concepts of their own up to a short business plan level. Creating “a marketplace of ideas”, students can explore their own ideas and present to the class. During the course, students will build their idea into a business opportunity using the tools found in each chapter, and will give a short progress report in which the other students can ask questions.

Pre-requisite: BU 3000.

BU 3050 Business Ethics – 3 units

This course is designed to lead the student to understanding ethical decision making and the consequences of following or ignoring corporate ethical behavior as well as the effect on personal ethical decision making. Students will also learn how to identify ethical issues in business, how to analyze ethical issues using moral principles, and how to make recommendations to resolve the issues.

Pre-requisite: none

BU 3220 E-Commerce Business Fundamentals – 3 units

Survey of business stressing fundamental concepts in the areas of marketing, advertising, and Decision making relating to E-Commerce. Principles and applications of rules of law relating to business organizations are also covered.

Pre-requisite: MK 3200.

BU 3600 Organizational Behavior – 3 units

This course is an examination of human relations theory and individual group, and organizational performance in relation to organizational structures and problem solving within a contemporary business setting.

Pre-requisite: none

BU 4010 Operations Management – 3 units

This course covers management of the entire supply flow, from the sources of the firm, through the value-added processes of the firm, and on to the customers of the firm. It provides a well-balanced coverage of managing people and applying sophisticated technology to operations and supply chain management.

Pre-requisite: BU 3000.

BU 4500 Organizational Leadership- 3 units

This course prepares students to become agents of change within the organizational structure of businesses. It addresses issues such as why organizations change, mandated pressures and growth pressures, downsizing, technological change, and mergers and acquisitions.

Pre-requisite: BU 3600.

EC 2410 Principles of Microeconomics – 3 units

Students are introduced to price analysis, income distribution, comparative economic systems, international trade and economic problems of public utilities, transportation and agriculture.

Pre-requisite: none.

EC 2420 Principles of Macroeconomics – 3 units

This course covers macroeconomic theory and policy issues, including classical and Keynesian theories of the macro economy. Students are introduced to a comprehensive overview of the U.S. economy, including consumers, businesses, governments, and international trade. A brief treatment of money and banking issues is included.

Pre-requisite: none.

EC 4400 Managerial Economics – 3 units

This course applies accepted microeconomic theory to managerial decision making. It explores the internal decision making process for business managers as well as the rationale for government regulation of business by using neoclassical economics.

Pre-requisite: EC 2410, EC 2420.

FN 3300 Introduction to Finance – 3 units

This course covers the three main methods of valuing businesses: discounted cash flow, price multiple, and liquidation. It also covers descriptions of financial ratios and analysis of financial information. Discounted cash flows are introduced and extensive calculator practice provided. Students study several cases that provide practice at application of the methods taught.

Pre-requisite: none

FN 3310 Principles of Finance Management – 3 units

This course examines the acquisition and use of financial capital in corporate enterprise. The analysis focuses on common stock and bond issues. Capital budgeting and capital cost calculations are covered. A review of accounting methods is included.

Pre-requisite: AT2110 and AT2120.

FN 3330 Money and Banking – 3 units

Students will be introduced to money functions, financial intermediaries, structure of the commercial banking system; bank management, reserves and liquidity; Federal Reserve system, treasury market operations and international monetary system.

Pre-requisite: FN 3300.

FN 3350 Financial Institutions – 3 units

This course focuses on risk management strategies for bank and non-bank institutions. Attention is given to credit risk, operational risk, market risk and model risk. The new regulatory environment is presented and analyzed.

Pre-requisite: none

FN 4310 International Finance – 3 units

International Financial Management consists of two distinct parts: emphasis on the basics and emphasis on a managerial perspective. As capital markets of the world become more integrated, a solid understanding of international finance has become essential for astute corporate decision making. The decision-making process is presented with the goal of teaching students how to make informed managerial decisions in an evolving global financial landscape.

Pre-requisite: none

FN 4410 Investments – 3 units

Topics to be covered include principles of investments; types of investment programs and securities; analysis of financial statements.

Pre-requisite: FN 3310.

FN 4420 Introduction to Investment Banking – 3 units

This course is designed to teach the modern practice of investment banking in a seminar type setting, where the students are responsible to read and discuss the topics assigned by the professor. Students will be expected to present their researches in mini lectures during class, utilizing any media that they prefer.

Pre-requisite: AT 2110, AT 2120, EC 2410, EC 2420 and at least one upper division finance class.

MK 3200 Principles of Marketing – 3 units

This course presents a value-based approach to marketing communications. Value creation, capture, delivery, and communication are developed as complete topics.

Pre-requisite: none

MK 4200 Marketing Research – 3 units

This course is an examination of Qualitative Evaluation Methods in research, strategic themes that define qualitative inquiry, different qualitative approaches, design and data gathering, sampling, field work, observation, analyzing qualitative data, and judging the quality of qualitative studies.

Pre-requisite: none

MK 4210 International Marketing – 3 units

This course will equip students with the tools and terminology to explore and understand marketing practices in a global environment. Putting yourself as an international marketing manager, you will learn the scope and challenge of international marketing, the dynamic environment of international trade, the culture, political, legal, and business systems of global markets, the global market opportunities and finally, the ways to develop global marketing strategies. Student will also learn to develop a formal analytic framework of decision-making based on recent developments in the field of international marketing through the group project and case studies. This course is designed to provide students with the latest understanding of global issues, disciplines, competitions and the necessary skills in making strategic decisions based on a global perspective.

Pre-requisite: MK 3200

MK 4220 Sales Management – 3 units

This course covers sales management from conducting the sales meeting to collecting and analyzing the correct sales metrics. We use two separate textbooks to prepare the students for the real world of sales management. To become a master salesman takes a lifetime, but to become a successful sales manager can be taught in this course. Topics include essential sales principles, sales reps' frequently asked questions, tips for preparing your training session or next sales meeting, suggestions for visual materials, time-tested sales tools, the five critical processes that drive sales performance, how to choose the right processes for your own team, the three levels of sales metrics you must collect, which metrics you can “manage” and which ones you can’t, how to prioritize conflicting sales objectives, how to align seller activities with business results, how to use CRM to improve the impact of coaching.

The course employs reading and discussion lead by a tutor/coach rather than lectures as in traditional classroom treatment of this truly hands on subject. Onus is on students to prepare for each class by reading up on topic from both texts and from other material supplied by instructor.

Pre-requisite: none.

FACULTY

Atchley, Stephen

MA, Economics, University of Southern California, Los Angeles, CA

BA Economics, *magna cum laude*, University of La Verne, La Verne, CA.

Teaching Area: Accounting Business Administration, Business Management, Business Policy and Strategy, Business Statistics, Economics, Entrepreneurship, Finance and Financial Management, Investment, International Business Management, Money and Banking, Operations Management, Small Business Management

Davidson, Joshua

MBA, University of Phoenix, Phoenix, AZ,

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Gayer, Richard, Ph.D

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MPA in Planning and Pub Admin, Pepperdine University, Malibu, CA

Bachelor, General Studies/History, Chaminade College of Honolulu, Honolulu, Hawaii,

Dip., Dept of Defense, Defense Systems Management College, Ft. Belvoir, VA

Dip., US Marine Corps Command and Staff College, Quantico, VA

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Franco, Joseph

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Kingsley, Anthory R.

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Teaching Area: Accounting, Managerial Accounting, Business Administration, Business Management, Finance and Financial Management, Investment, Business Statistics, Auditing, Tax Accounting, Budgeting

Langvardt, Guy, Ph.D.

Ph.D. in Organization and Management, Minneapolis, MN

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BA in Psychology, Valparaiso University, Valparaiso, IN

Teaching Area: Business Administration, Business Management, Marketing, Business Research, Business Communication, Entrepreneurship, International Business Management, Management Information System, Leadership, Operations Management

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MBA, Southern California University of Professional Studies, Santa Ana, AZ
BBA, Southern California University of Professional Studies, Santa Ana, AZ

Teaching Area: Business Administration, Business Management, Marketing, Business Research, Management Information System, Leadership, Operations Management

Natividad, Lee

MBA, Global Management, University of Phoenix, Phoenix, AZ
BS in Business Administration, San Francisco State University, San Francisco, CA

Teaching Area: Business Administration, Business Management, Marketing, Business Research, Human Resource Management, Human Relationship, International Business Management, Management Information System, Organizational Behavior, Operations Management

Sanchez, G. Anthony Jr.

Juris Doctorate, Irvine University College of Law, Cerritos, CA
Bachelor in Law, Irvine University College of Law, Westminster, CA

United States Army Volunteer Award in support of service men and women - legal issues.

Teaching Area: Business Administration, Business Management, Business Communication, Business Law, Business Contract, Ethics, Decision Making, Legal Issues, Business Policy and Strategy Entrepreneurship, Healthcare Ethics and Law, Human Resources Management, Leadership, Organizational Behavior and Management, Operations Management, Small Business Management

Young, Stephen, Ph.D.

Ph.D. in Applied Management and Decision Sciences, Walden University, Minneapolis, MN
MBA, West Coast University, Los Angeles, CA
BS Engineering, Western Michigan University, Kalamazoo, MI

Teaching Area: Business Administration, Business Management, Business Research, Entrepreneurship, Organizational Behavior and Management, Business Policy and Strategy Decision Making, Human Resources Management, Leadership, Healthcare Management and Leadership, Healthcare Policy and Managed Care, Healthcare Strategic Management and Policy

GRADUATE SCHOOL PROGRAMS

SCHOOL OF BUSINESS

MASTER OF BUSINESS ADMINISTRATION

The Master's Degree program prepares students with the necessary skills and knowledge to understand, manage or create financial, business and leadership careers at the mid to upper level of management. Students with background trainings from various fields and disciplines are highly welcome to join the MBA program at Kingston University to enhance their management skills and knowledge.

The program provides the tools for career success, for business and leadership professionals to develop knowledge, attitudes and skill sets that will equip them to perform effectively, ethically and creatively in the corporate or entrepreneurial environment. Students may choose to concentrate on one of the three emphases, Entrepreneurship Schema, International Business Schema and Healthcare Management Schema, or combinations of elective courses meeting their career interest.

Program Objectives:

Upon completion of the program, students should be able to:

1. Demonstrate competence in applying business knowledge and skills in a real-life business setting;
2. Analyze business environments and determine effective solutions to related problems;
3. Apply personal development skills to the arena of leadership development and management behavior;
4. Articulate and implement ethical solutions to business ethics environments;
5. Provide clear and specific leadership direction to a variety of business environments.

Admission Requirements

Students desiring admission to the Master of Business Administration program must meet the following requirements:

1. Have completed a bachelor degree related to the business area from a recognized school. Students whose bachelor degrees are non-business related may qualify for admission to the program if they meet one of the following condition:
 - i. Have taken undergraduate introductory or survey courses completed in business management, economics, accounting and business statistics, each with at least 3 semester or equivalent units and earned a minimal grade of C or above
 - ii. Will enroll in Kingston University's MBA pre-requisite courses, referred to "Pre-MBA Courses", after they are admitted.
2. Applicants must have a cumulative GPA of at least 2.50 in their undergraduate course work completed

Admission Procedures

Students applying for admission to the Master of Business Administration program are required to follow the procedures below:

1. Submit a copy of the bachelor degree diploma
2. Submit a sealed official transcript(s) for all undergraduate course works completed directly from the corresponding undergraduate institution(s) to Kingston University Admissions Office.
3. Submit a completed application form obtained from Kingston University Admission Office

4. Submit at least one letter of recommendation. Applicants may also use the Recommendation Form provided by the Admission Office
5. Submit \$100 of non-refundable application fee

The GRE or GMAT is not required for admission to Kingston University. Students are conditionally admitted to the graduate program as "probationary students" upon completion of all admission requirements. Students are advanced to candidacy status after successfully completing 9 credit hours of graduate credit with grade point average of B (3.0) or better. A student who receives one F or two C's before advancement to candidacy will be dismissed. After advancement to candidacy, graduate students must maintain a B (3.0) grade point average

Admission Evaluation Process

Once the University receives all required documents and forms, the student's application file will be deemed complete and a decision by the Academic Dean's office will be made concerning the student's admission to the school.

Each potential student's information is evaluated and transfer credit is awarded. If additional documentation is needed, the Admissions Office will contact the potential student. Admission is granted to applicants who demonstrate the ability to undertake the successful study of the intended subject and meet the admissions requirements. Applicants may be asked to supplement with additional evidence of academic proficiency.

Admission decisions will be made within 30 days of receiving all required documentation.

Students admitted to the Master's degree program will be required to pay a matriculation fee of \$300 to reserve their enrollment in the school. Admission is granted for a period of one year.

Transfer Credit Policy

Applicants may transfer up to six (6) semester units to Kingston University's MBA program if the credits were earned from a MBA program offered by a state-approved or regionally or nationally accredited institution that has been accredited by an accrediting agency recognized by the US Department of Education.

For units earned at institutions outside of the U.S., the student must submit an official transcript for evaluation by an evaluation agency recognized and approved by the US Department of Education (see International Student Admission section above). Units must be equivalent to units offered at Kingston.

To receive credit for previous learning, the student must arrange official sealed copy of their transcript(s) of all previous graduate level work sent directly from the issuing institution(s) to the Academic Dean. Copies of catalogs will also be requested for schools attended if, at the discretion of the Academic Dean, the catalog is needed to determine equivalency of graduate level course work. Only those grades for which a student has earned a B- or better will be considered for transfer to the university. Only those courses for which learning goals and contents are similar to courses offered by Kingston will be considered for transfer. Only units earned within the previous 5 years will be considered for transfer. After submission of all transcripts and supporting documentation, the Academic Dean will determine the units to be awarded.

Graduation Requirements:

The student must complete the degree program with minimum GPA of 3.0 and must also satisfy all tuition obligations prior to graduation. Students must complete a total of 36 semester units of course study, including 24 semester units in core courses and 12 units of elective courses, in order to fulfill the graduation requirements.

Although the GRE or GMAT is not required for admission to MBA program, students are only advanced to candidacy status after successfully completing 9 credit hours of graduate credit with grade point average of B (3.0) or better. A student who receives one F or two C's before advancement to candidacy will be dismissed. After advancement to candidacy, graduate students must maintain a B (3.0) grade point average

Curriculum

The Master of Business Administration program is delivered as a Hybrid in which students take courses in a combination of in-resident and online mode. Students have the advantage of both online flexibility and live interaction with classmates and faculty. The in-residence portion meets one time per week at the University's campus for three hours. Students are required to spend an additional five hours per course online.

To meet the graduation unit requirements, students are required to complete 24 units in core courses and 12 units in elective courses, which may be from either one of the three emphases, Entrepreneurship Scheme, International Business Scheme or Healthcare Management Scheme, or a combination of elective courses meeting their career interest.

- Pre-MBA Courses

Students who have had no prior academic training in accounting, finance, marketing, economics or general management theories are required to enroll in pre-MBA survey courses to help them gain an overview of the subject(s) in which the students are inadequate. By completing the pre-MBA course(s), which are one credit unit each, students will be equipped with essential basic concepts that are required to comprehend the graduate level of the subject course(s). Pre-MBA course(s) are recommended to students by the department advisor upon admission evaluation. These courses can be taken concurrently so long as they do not compete with the Core course, i.e. Survey of Accounting vs Managerial Accounting (see Page 58)

The MBA courses are listed below:

Core Courses Required: 24 Semester Units

<u>Course No.</u>	<u>Course Title</u>	<u>TOTAL CONTACT HOURS</u>	<u>TOTAL CREDIT HOURS</u>
AT 5100	Managerial Accounting	45	3
BU 5000	Operations Management	45	3
BU 5010	Management Information Systems	45	3
BU 5020	Human Resources Management	45	3
BU 5040	Managerial Communication	45	3
BU 5050	Business Law and Contracts	45	3
BU 5060	Organizational Behavior	45	3
MK 5200	Marketing Management and Planning	45	3
TOTAL		360	24

Elective Courses: 12 Semester Units to be selected from the following courses

i) Entrepreneurship Scheme

<u>Course No.</u>	<u>Course Title</u>	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
BU 5500	Leadership Theories and Concepts	45	3
BU 5550	Integrated Decision Making	45	3
BU 5600	Entrepreneurship	45	3
FN 5300	Managerial Finance	45	3
Total of 4 Electives Required		180	12

ii) International Business Scheme

<u>Course No.</u>	<u>Course Title</u>	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
MK 5210	International Marketing	45	3
BU 5030	International Business Management	45	3
FN 5310	International Finance	45	3
BU 5055	International Business Law/Contracts	45	3
Total of 4 Electives Required		180	12

iii) Healthcare Management Scheme

<u>Course No.</u>	<u>Course Title</u>	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
HC 5500	Management and Leadership in Healthcare Services	45	3
HC 5051	Healthcare Ethics and Law	45	3
HC 5551	Healthcare Policy and Managed Care	45	3
HC 5552	Healthcare Strategic Management and Policy	45	3
Total of 4 Electives Required		180	12

Total Program Requirement: 36 semester units

	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
Total Core Course Requirements	360	24
Total Elective Course Requirements	180	12
Total Program Requirement	540	36

COURSE DESCRIPTION

Course Numbering System in School of Business Administration

- Course Code Identification System

Code	Course Classification
AT	Accounting
BU	Business
EC	Economics
FN	Finance
HC	Healthcare
MK	Marketing

- Course Numbering System

Course Number	Description
0010–0990	Non-credit and/or institutional credit courses
1000–2990	Introductory courses
3000–3990	Advanced courses
4000–4990	Intermediate courses
5000–6990	Graduate courses
7000–9990	Doctoral courses

- First Digit Denotation

Number	Level
1	Freshman Level
2	Sophomore Level
3	Junior Level
4	Senior Level
5 - 6	Graduate Level
7 - 9	Doctoral Level

PRE-MBA COURSES

AT 4101 Survey of Accounting – 1 credit unit (Pre-MBA Course)

This course provides non accounting majors a basic introduction to the principals and methods of accounting with emphasis on reading and interpreting financial statements.

Prerequisite: none.

BU 4001 Survey of Management – 1 credit unit (Pre-MBA course)

This course provides students with a comprehensive knowledge and understanding of the dynamics involved in managing in the modern organization. The history of management and its impact on the modern manager

will be explored. In addition, the functions and elements of management will be examined, along with such issues as motivation, diversity, quality, ethics and the global environment.

Prerequisite: none.

FN 4301 Survey of Finance – 1 credit unit (Pre-MBA course)

This course provides non finance majors a basic introduction to the principals and methods of business finance with emphasis on reading and interpreting financial statements.

Prerequisite: none.

MK 4201 Survey of Marketing - 1 credit unit (Pre-MBA course)

This course presents a comprehensive introduction to the concepts and techniques of modern-day marketing. It explores the importance of marketing in the economy and in business management as the student is introduced to key elements of marketing, such as product, place, price and promotion.

EC 4401 Survey of Economics – 1 credit unit (Pre-MBA course)

This course provides non economics majors a basic introduction to the principals and methods of economics with emphasis on true cost/benefit analysis.

Prerequisite: none.

BU 4501 Program Completion Strategies – 3 credit unit (Pre-MBA course)

This course assists students to develop and use effective and efficient study strategies on a consistent basis. Students will examine their academic goals and implement study strategies to help achieve those goals. Topics included are goal-setting and self-monitoring, learning styles, test preparation and test-taking, lecture and textbook note taking, time management and concentration, and general strategies for learning.

GRADUATE COURSES

AT 5100 Managerial Accounting - 3 credit hours

This course is specifically designed for non-accounting majors. It drops the emphasis on debit and credit recording and analysis and focuses on planning, control and decision making. Topics covered include cost analysis, flexible budgeting, capital budgeting and performance measurement.

Prerequisite: College level Accounting course or AT4101

BU 5000 Operations Management - 3 credit hours

This course presents an introduction to the design, planning and operation of a business organization. Operations management programs typically include instruction in principles of general management, manufacturing and production systems, plant management, equipment maintenance management, production control, industrial labor relations and skilled trades supervision, strategic manufacturing policy, systems analysis, productivity analysis and cost control, and materials planning. This is a core course for all MBA students. As an alternative, students may elect to earn credit for this course by undertaking a guided internship program with a local area employer who can offer a wide array of hands on experience corresponding to the subject matters covered in the classroom course. The time on job and class hours for the internship program shall equal or exceed 45 hours.

Prerequisite: AT 5100 and college level business management course or BU 4001

BU 5010 Management Information Systems – 3 credit units

This course is an examination of Management Information Systems and organizational performance in relation to organizational structures on contemporary business.

Pre-requisite: none.

BU 5020 Human Resource Management – 3 credit units

This course examines culture diversity in the global workforce. It is designed to provide the knowledge, skills, and attitudes managers and human resource managers need for success in their international, multinational, and global environment.

Pre-requisite: none

BU 5030 International Business Management – 3 credit units

This course is a study of international management focusing on the role of executive, middle, and front-line management in directing and improving organizational performance in a global environment. Major topics include strategic, cultural, behavioral, legal, socio-ethical issues, and functional aspects of international management. Concepts covered include the management of various types of international risk, strategic planning, operations, communications, negotiations, legal and socio-ethical issues facing modern institutions. Development of management systems, as well as, the functions, strategies, and structures of management will be discussed. This course will, integrate the management of the international firm with the implications of international business.

Additionally, the functional areas of international business such as human resources, manufacturing, marketing, finance, and management information systems (MIS) will be examined from a managerial perspective. This principles and functions of management will be integrated, resulting in a model for developing and building businesses in the global community. Students will be exposed to the tools of management used in the international environment - techniques that will be further developed through the balance of the core curriculum.

Pre-requisite: none.

BU 5040 Managerial Communication – 3 credit units

This course provides the student with the basics of effective business writing and speaking communication skills. Students will learn to communicate concisely and quickly under various business situations and will become familiar with the tools of general visual, verbal and written business communication. This course teaches the student to use communication as a tool to achieve business success in promoting, funding, marketing or defending their business image. Topics may include but are not limited to visual, written and verbal communication including public speaking.

Pre-requisite: none.

BU 5050 Business Law and Contracts – 3 credit units

This course provides the basic theory of contracts and the law that covers and governs the actors and parties to a contract. From the offeree to the offeror. Students will learn to evaluate common types of contracts, and will become familiar with the concept of verbal and written contract rules and damages due to breach. The course also addresses common contract nomenclature and concludes with a focus on the student's ability to read and decipher not only the validity of a contract, but its value as it relates to business progress.

Pre-requisite: none

BU 5055 International Business Law/Contracts– 3 credit units

International Law and Contracts presents through a well-organized textbook with coverage of all aspects of international law. The course will focus on Contract law in the USA and internationally, and will provide a balanced approach or other areas of international business and legal concerns. The required text includes access to a companion website with direct access to court cases, study and discussion questions. The course includes discussion of the efficacy of international law and the philosophical origins of international law; diplomacy and arms limitations; international crimes; human rights; environmental considerations; and

reflections on the future of international law ending with international law's relationship, interdependency and the effects of world politics.

Prerequisite: BU 5050

BU 5060 Organizational Behavior - 3 credit hours

This course is an examination of human relations theory and individual group, and organizational performance in relation to organizational structures and problem solving within a contemporary business setting.

Prerequisite: none

BU 5500 Leadership Theories and Concepts – 3 credit units

This course introduces the MBA student to the organizational leadership program. It discusses models of leadership applicable to business organizations. Students will have the opportunity to explore their own leadership styles in the light of this model as well as other leadership theories, styles, and concepts to lead individuals and groups. Through their studies, students will be able to assess, understand, and improve their own approach to leading, as well as their ability to select and evaluate leaders.

Prerequisites: none

BU 5550 Integrated Decision Making – 3 credit units

This course teaches the student to use tools to achieve sound successful business results based on sound decision-making processes. An introduction to managerial decision theory and analysis is provided through reading and dissecting simulations to gain insight on how to manage under uncertainty. Topics may include but are not limited to structuring decisions, evaluating alternatives, and making tradeoffs.

Pre-requisite: none.

BU 5600 Entrepreneurship – 3 credit units

This course focuses on the development of a strategic business plan applicable for the needs of entrepreneurial venture. This will include a strategic application of financial planning, capital management, marketing, people management, and leadership. Special emphasis is placed on adapting the business plan to the realistic needs of a small business owner and entrepreneur.

Prerequisites: College level Accounting course or AT4101; college level finance courses or FN 4301; and college level business management course or BU 4001

FN 5300 Managerial Finance – 3 credit units

The student examines the general nature of financial management, the American financial system, taxes, and the major financial decision of corporations. Specific attention is given to present value and capital budgeting; risk and asset pricing; financial analysis and forecasting; financial decision and market efficiency; and capital structure. Problem-solving methodology is used to illustrate the theories and tools in financial decision-making.

Prerequisite: College level finance course or FN 4301.

FN 5310 International Finance – 3 credit units

This course explores international exchange rates, balance of payments and the international monetary system. Students are introduced to international portfolio management and international capital budgeting. The emphasis is on management planning, control and decision making in the ever increasingly intricate world of international financial markets.

Prerequisite: none.

HC 5500 Management and Leadership in Healthcare Services - 3 credit units

This course focuses on the adaptation of organizational management to evolving health systems. Students will examine organizational theory, organizational performance, structure, change management, and human resource management. Students apply various organizational theories to contemporary issues.

Prerequisite: none

HC 5051 Healthcare Ethics and Law- 3 credit units

This course analyzes the ethical issues of health policy and health services within a global perspective. The global perspective is both comparative and transnational. Applying a comparative, or multicultural, approach, the course compares and contrasts different perspectives on ethical issues in various countries and cultures, such as different views about informed consent, withholding or withdrawing treatment, reproductive health issues, research with human subjects, the right to health care, rationing of limited resources, and health system reform. Applying a transnational, or cross-border, approach, the course analyzes ethical issues that arise from the movement of patients and health professionals across national borders, considering such matters as medical tourism and transplant tourism, ethical obligations to provide care for undocumented aliens. Other medical ethical dilemmas may be discussed.

Prerequisite: none

HC 5551 Healthcare Policy and Managed Care - 3 credit units

This course examines the complexities and multiple issues involved in health care policies in organizations. Students will examine the strategic role of policies in response to changes in the health care industry. In addition, issues such as recruitment, retention, performance management, organizational development, and employee relations are examined. Federal, state, and professional regulatory requirements specific to health care are emphasized.

Prerequisite: none

HC 5552 Healthcare Strategic Management and Policy– 3 credit units

The course explores fundamental concepts of management theory as applied to health care. Students will examine the organizational structure of the health care delivery system and administrative processes such as planning, problem solving, decision making, and quality productivity improvement. Emphasis will also be placed on the major issues and problem areas confronting health service administrators.

Prerequisite: none

MK 5200 Marketing Management – 3 credit units

This course guides students through the various marketing plan processes by developing a marketing strategy, step by step, for a fictional product or service. Students will operate in teams to develop and present their plans in concert with the textbook presentation of ideas and concepts.

Prerequisite: none

MK 5210 International Marketing – 3 credit units

This course will provide thorough coverage of international marketing, with a strong subject emphasis on the planning and strategic problems confronting companies that market across cultural boundaries. The use of the Internet will be stressed throughout the entire course because of its importance to global marketers when penetrating and exploring new markets. Finally, the course will discuss international marketing from a global perspective, with real-life examples to illustrate salient issues that will be continually discussed within and outside of the text.

Prerequisite: MK 5200

FACULTY

Atchley, Stephen

MA, Economics, University of Southern California, Los Angeles, CA

BA Economics, *magna cum laude*, University of La Verne, La Verne, CA.

Teaching Area: Accounting Business Administration, Business Management, Business Policy and Strategy, Business Statistics, Economics, Entrepreneurship, Finance and Financial Management, Investment, International Business Management, Money and Banking, Operations Management, Small Business Management

Davidson, Joshua

MBA, University of Phoenix, Phoenix, AZ,

BA in Communication/Journalism, Harding University, Searcy, AR

Teaching Area: Business Administration, Business Management, Marketing, Business Communication

Gayer, Richard, Ph.D

Ph.D. in Organization and Management, Capella University, Minneapolis, MN,

MBA in Financial Management, National University, La Jolla, CA

MPA in Planning and Pub Admin, Pepperdine University, Malibu, CA

Bachelor, General Studies/History, Chaminade College of Honolulu, Honolulu, Hawaii,

Dip., Dept of Defense, Defense Systems Management College, Ft. Belvoir, VA

Dip., US Marine Corps Command and Staff College, Quantico, VA

Teaching Area: Business Management, Finance and Financial Management, Financial Institutions, International Business Management, Investments, Money and Banking, Managerial Accounting, Leadership Organizational Behavior and Management

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Langvardt, Guy, Ph.D.

Ph.D. in Organization and Management, Minneapolis, MN

MBA, International Management, School of Global Management, Thunderbird, Glendale, AZ

BA in Psychology, Valparaiso University, Valparaiso, IN

Teaching Area: Business Administration, Business Management, Marketing, Business Research, Business Communication, Entrepreneurship, International Business Management, Management Information System, Leadership, Operations Management

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Teaching Area: Business Administration, Business Management, Marketing, Business Research, Management Information System, Leadership, Operations Management

Natividad, Lee

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Teaching Area: Business Administration, Business Management, Marketing, Business Research, Human Resource Management, Human Relationship, International Business Management, Management Information System, Organizational Behavior, Operations Management

Sanchez, G. Anthony Jr.

Juris Doctorate, Irvine University College of Law, Cerritos, CA
Bachelor in Law, Irvine University College of Law, Westminster, CA

United States Army Volunteer Award in support of service men and women - legal issues.

Teaching Area: Business Administration, Business Management, Business Communication, Business Law, Business Contract, Ethics, Decision Making, Legal Issues, Business Policy and Strategy Entrepreneurship, Healthcare Ethics and Law, Human Resources Management, Leadership, Organizational Behavior and Management, Operations Management, Small Business Management

Young, Stephen, Ph.D.

Ph.D. in Applied Management and Decision Sciences, Walden University, Minneapolis, MN
MBA, West Coast University, Los Angeles, CA
BS Engineering, Western Michigan University, Kalamazoo, MI

Teaching Area: Business Administration, Business Management, Business Research, Entrepreneurship, Organizational Behavior and Management, Business Policy and Strategy Decision Making, Human Resources Management, Leadership, Healthcare Management and Leadership, Healthcare Policy and Managed Care, Healthcare Strategic Management and Policy

SCHOOL OF ORIENTAL MEDICINE

MASTER OF SCIENCE IN ORIENTAL MEDICINE

Program Mission

The mission of Kingston University's Master of Science in Oriental Medicine Program is to cultivate acupuncture and Oriental medicine professionals with high ethical and professional standards through quality education and training to benefit patients with the Traditional Chinese Medicine practice and ultimately promote the field of acupuncture and Oriental medicine.

Program Purpose

The purpose of Kingston University's Master of Science in Oriental Medicine Program is to provide students who plan to develop careers in acupuncture and Oriental medicine with a strong background in the theories, applications and techniques of acupuncture, Oriental medicine and Oriental herbology, biomedicine sciences, and management skills with high ethics and professional standards; prepare those students who successfully complete the program to sit for the California Acupuncture Licensure Exam (CALE) and become a professional practitioner in the acupuncture and Oriental medicine field; and build the foundation for students advancing to a doctoral degree program in acupuncture and Oriental medicine.

Program Goal

Kingston University's Master of Science in Oriental Medicine Program aims to cultivate quality acupuncture and Oriental medicine professionals with high ethical and professional standards, pass the California Acupuncture Licensure Exam (CALE) and engage in life-long professional development.

Program Objectives:

Students graduating from the MSOM program at Kingston University will be prepared to:

- Competently apply state-of-art medical practices developed and based on Traditional Oriental Medicine philosophy and thousands of years of successful and modern clinical applications within the scope of practice for a Licensed Acupuncturist in California.
- Determine an appropriate diagnosis by employing theories and principles of Traditional Oriental Medicine and promptly formulate an effective treatment program.
- Integrate biomedicine knowledge and skill in performing patient care within the scope of professional acupuncture and Oriental medicine practice
- Understand and communicate with other healthcare professionals so that an appropriate and informed referral of patients to other healthcare professionals can be made promptly when necessary.
- Perform professional acupuncture and Oriental medicine practice with respect to safety and to the highest ethical standards and professional conduct.
- Treat patients with respect, compassion and dignity and observe strict patient confidentiality at all time.
- Explain and educate patients and the public in a professional and friendly language and gesture manner in order to effectively enhance community wellbeing with a high standard of quality and care services.
- Continuing professional education development and practice enhancement as a lifelong career commitment

Admission Requirements

Students desiring admission to the Master of Science in Oriental Medicine program must meet the following requirements:

1. Have completed at least 90 quarter or 60 semester units of undergraduate course work from an approved or accredited institution, or an equivalent foreign academic institution.
2. The undergraduate course work completed must have a cumulative GPA of at least 2.50

Admission Procedures

Students applying for admission to the Master of Business Administration program are required to follow the procedures below:

1. Submit a sealed official transcript(s) from previous college(s) attended showing completion of a minimum of 90 quarter or 60 semester units of undergraduate course work
2. Submit a completed application form obtained from Kingston University Admission Office
3. Submit at least one letter of recommendation. Applicants may also use the Recommendation Form provided by the Admission Office
4. Submit \$100 of non-refundable application fee

Admission Evaluation Process

Once the University receives all required documents and forms, the student's application file will be deemed complete and a decision by the Academic Dean's office will be made concerning the student's admission to the school.

Each potential student's information is evaluated and transfer credit is awarded. If additional documentation is needed, the Admissions Office will contact the potential student. Admission is granted to applicants who demonstrate the ability to undertake the successful study of the intended subject and meet the admissions requirements. Applicants may be asked to supplement with additional evidence of academic proficiency.

Admission decisions will be made within 30 days of receiving all required documentation.

Students admitted to the Master's degree program will be required to pay a matriculation fee of \$300 to reserve their enrollment in the school. Admission is granted for a period of one year.

Transfer Credit Policy

Students may transfer coursework and clinical instruction completed successfully in other schools into MSOM program at KINGSTON as stated in the following:

1. For coursework completed successfully at other acupuncture school or college which is approved by California Acupuncture Board or under Article 4 (commencing with Section 94760) of Chapter 7 or Part 59 of the Education Code or by an accrediting agency recognized by the U.S. Department of Education.
 - (iii) Up to 100% transfer credit may be awarded for courses completed successfully in General Sciences, Practice Management and Clinical Science.
 - (iv) For courses in Acupuncture, Oriental Medicine, Herbology and Clinical Training, the evaluation of the transfer credits may require students taking an examination administered and retained by KINGSTON in the subject(s) in which transfer credit may be awarded.
2. For coursework and clinical instruction completed successfully at other acupuncture school or college which is not approved by California Acupuncture Board or under Article 4 (commencing with Section 94760) of Chapter 7 or Part 59 of the Education Code or by an accrediting agency recognized by the U.S. Department of Education.

- (iii) For coursework and clinical instruction completed successfully at other acupuncture school or college which is not approved by the Board, students are required to take an examination administered and retained by Kingston in the subject(s) in which transfer credit may be awarded.
 - (iv) Up to 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 which is not approved by the board may be awarded, provided that at least 50% of the course hours in individual subjects are completed successfully at a school approved by the Board.
3. For units earned at institutions outside of the U.S., the student must submit an official transcript for evaluation by an evaluation agency recognized and approved by the US Department of Education (see International Student Admission section). Units must be equivalent to units offered at Kingston. The transfer of credits for coursework and clinical instruction shall follow the procedures in 2 above.

To receive credit for previous learning, the student must arrange official sealed copy of their transcript(s) of all previous graduate level work be sent directly from the issuing institution(s) to the Academic Dean. Copies of Academic Policies or catalogs will also be requested for schools attended if, at the discretion of the Academic Dean, the catalog is needed to determine equivalency of graduate level course work. Only those grades for which a student has earned a B- or better will be considered for transfer to the university. Only those courses for which learning goals are similar to courses offered by KINGSTON will be considered for transfer. Only units earned within the previous 5 years will be considered for transfer. After submission of all transcripts and supporting documentation, the Academic Dean will determine the units to be awarded.

In order to receive credit for previous training, the student must maintain a minimum GPA of 3.0 in all course work taken at Kingston.

Graduation Requirements:

Students must fulfill the following graduation requirements in order to be awarded the Master of Science in Oriental Medicine degree:

- (1) complete the didactic courses and clinical internship hours prescribed by the curriculum by either ONE of the following:
 - (i) as a full-time residency student, completed full curriculum of 268 Quarter Units, which includes 2170 hours of didactic course works and 950 hours of clinical training, within a minimum of 4 academic years (12 quarters), or
 - (ii) as a student who have completed and transferred previous course works in acupuncture/Oriental Medicine programs at another approved educational institution, satisfying the Residency Requirement for MSOM Program, which requires the completion of a minimum of 45 quarter units within three quarters or one academic year, as described below
- (2) complete the program with a minimum CGPA of 3.0
- (3) pass the Comprehensive Examination with a minimum score of 70%, and
- (4) satisfy all tuition obligations prior to graduation.

- Residency Requirements for MSOM Program

To receive the MSOM degree from Kingston University, a student must fulfill the following residency requirements at the University:

- 1) Enroll for a minimum time period of three (3) quarters or one (1) academic year at the University
- 2) Successfully complete a minimum of forty-five (45) didactic quarter units at the University

Clinical internship hours and clinical qualitative and quantitative requirements may also be required in addition to didactic requirements.

Attendance Requirement for Clinical Training Courses

Students enrolled in clinical training courses must attend all training hours. Absences may be excused for childbirth, documented illness, injury, death in the family, or other emergency situations acceptable to the Academic Standards Committee. Students should call the Registrar or a Dean as soon as possible when they are certain of imminent absence, and give an estimate of the duration of the absence.

Unexcused absence from, or lateness to, a scheduled clinic observation session or a scheduled internship session is considered to be a serious breach of professionalism.

1. Trainees must be aware that patients come to our clinic expecting to be examined and treated in a timely and courteous manner. Lateness and absence are discourtesies to patients, fellow trainees, and the clinic staff. All students with unexcused clinic absences will be required to meet with the Academic Dean or with the Program Director before returning to clinic duty. The clinic office should be notified as soon as possible after a student realizes that she/he will not be at the clinic at the scheduled time. A telephone answering machine will take calls before the office opens.
2. Students are reminded that all clinical training is enrolled by specific course registration, for a specific number of academic units, and not, as in some trade and technical schools, by the clock hour.
3. Time missed due to an excused absence may be rescheduled at the convenience of the clinic by the Dean of Clinical Education. No tuition penalty shall be applied.
4. Time missed due to unexcused absences up to 10% of the hours assigned to that course may be rescheduled at the convenience and availability of the clinic by the Dean of Clinical Education. No tuition penalty shall be applied, but the faculty will consider the absences in assigning a final grade to the course.
5. Time missed due to unexcused absences in excess of 10% of the hours assigned to the course may be rescheduled with the approval of the Academic Standards Committee, and at the convenience of the clinic by the Academic Dean. The Committee may take those same actions as are provided for as stated above excessive classroom course absences or late arrivals.
6. Excessive late arrival to the clinic, whether at the beginning of the day or after a break, shall be dealt with the same as unexcused absences. The third unexcused lateness shall be considered to be excessive.
7. All make-up time must be completed before the first day of the following quarter, unless another date has been set by the Academic Standards Committee. Make-ups may be scheduled during the week of final examinations and recess.

Failure to complete the make-up clinic hours as scheduled may result in the following penalties to be determined by the Academic Standards Committee:

- A. Credit towards licensure only for hours actually completed, with a grade of Incomplete for the course.
- B. No hours of clinic credit to be reported for that course, with a failing course grade.

Additional policies and procedures are covered in the CLINICAL TRAINING STUDENT MANUAL. A copy is given to each student during CT6021 Clinical Observation. Interim changes will be posted on the clinic bulletin boards and discussed during clinic registration period of each quarter. All students are subject to all policies, regulations and procedures contained in the MANUAL.

Licensing Requirement

California Acupuncture Board Examination

According to California Acupuncture Board requirements, individuals wishing to practice acupuncture in California must first obtain a state license, which requires qualifying for and passing California's written examination administered by the Acupuncture Board.

In order to obtain a license to practice acupuncture in California, one must qualify for and then take a written examination administered by the Board. Exam applicants may qualify to take the acupuncture examination by satisfying ONE of the following:

- Complete a minimum of 3,000 hours of theoretical and clinical training at an approved acupuncture and Oriental medicine training program pursuant to [California Code of Regulations, section 1399.434](#).
- Complete a tutorial program approved by the Board (consisting of a minimum of 2,850 hours of theoretical and clinical training), which is approved by the Board per [Business and Professions Code section 4938\(b\)\(2\)](#) and [California Code of Regulations, section 1399.420-432](#);
- Completed education and training outside the United States and Canada, documented educational training and clinical experience that meets the standards established pursuant to [Business and Professions Code sections 4939 and 4941](#).

The Acupuncture Board administers the [California Acupuncture Licensing Examination \(CALE\)](#) and offers the examination in Mandarin, Korean and English. The CALE is based on and validated by an occupational analysis. The passing score on the examination is determined by subject matter experts (SMEs) who use a criterion-referenced scoring method.

Applications for examination must be received in the Sacramento office at least 120 days prior to the date of the examination for which the application is made. The application requires personal and demographic information, including relevant transcripts/diplomas, be submitted to the Board's office. Diplomas and transcripts must be original documents. All foreign language documents must be accompanied by an English translation certified by a translator who can attest to the accuracy. All original documents will be returned upon submitting a "Request for Return of Original Documents" and payment of the required fee.

California does not recognize out-of-state licensing for practice in this state. Licensees from out-of-state may not practice in California until they have taken and passed the California exam and received their California license. Therefore, licensees from other states or those individuals who have passed NCCAOM's examination (administered by the [National Certification Commission for Acupuncture and Oriental Medicine \(NCCAOM\)](#)), may not practice until they have qualified for, taken and passed the California examination.

Individuals may obtain further information by contacting California Acupuncture Board through the following means:

Acupuncture Board
1747 N. Market Blvd, Suite 180
Sacramento, CA 95834
Website: www.acupuncture.ca.gov
Email: acupuncture@dca.ca.gov
Main Phone: (916) 515-5200
Fax: **916-928-2204**

CURRICULUM OF MSOM PROGRAM

I. MSOM course numbering system:

1. Courses Department designation is identified by the first two capital letters.

AC	Department of Acupuncture,
BS	Department of Basic Science,
CS	Department of Clinical Science and Clinical Medicine
CT	Department of Clinical Practice Training
HB	Department of Herbology,
OM	Department of Oriental Medicine.

2. The first digit after the 2 capital letters indicates the term in which the course is offered in the representative program schedule model.
3. The second digit indicates the courses requirement of the Acupuncture licensing program designate by California Acupuncture Board 2004.
4. The last two digits indicate the course sequence in each courses department.

II. Departmental Curriculum Structure of MSOM Program

A. Basic Science – Total 37 Quarter Units / 370 Credit hours

<u>Course No.</u>	<u>Course Title</u>	<u>Units</u>	<u>Hour</u>	<u>Prerequisite</u>
BS1111	Human Biology	3	30	-
BS1131	Chemistry/Organic and Biochemistry	3*	30	-
BS3151	Introductory Microbiology/Immunology	3	30	BS1111
BS2121	General Physics	3*	30	-
BS5161	Psychology in Primary Care	3	30	
BS1171	Topographic Anatomy	2	20	-
BS2181	Anatomy and Physiology I	3	30	BS1111, BS1171
BS3182	Anatomy and Physiology II	3	30	BS2181
BS4183	Anatomy and Physiology III	3	30	BS3182
BS6191	Patho-physiology I	3	30	BS3182
BS7192	Patho-physiology II	3	30	BS6191
BS8193	Patho-physiology III	3	30	BS7192
BS8141	Nutrition in Primary Care	2	20	BS1111, BS1131

* Basic Science course, maybe taken at other institutions for transfer credit

**B. Acupuncture and Oriental Medicine Principles, Theories and Treatment
- Total 132 Quarter Units/ 1,320 Credits hours**

i). Department of Acupuncture – 36 Quarter Units / 360 Credit hours

<u>Course No.</u>	<u>Course Title</u>	<u>Units</u>	<u>Hour</u>	<u>Prerequisite</u>
AC1221	Introduction to Acupuncture I	3	30	BS1111
AC2222	Introduction to Acupuncture II	3	30	BS1111
AC1223	Acupuncture Anatomy/Physiology	3	30	-
AC3231	Dynamics of Acupuncture Points	3	30	AC1221
AC4281	Acupuncture Techniques I	3	30	AC1221,AC2222
AC5282	Acupuncture Techniques II	3	30	AC1221,AC2222
AC6261	Acupuncture Therapeutics I	3	30	AC4281,AC5282
AC7262	Acupuncture Therapeutics II	3	30	AC4281,AC5282
AC7272	Microtherapy of Acupuncture/Auricular & Scalp Therapy	3	30	AC4281
AC8211	Acupuncture Meridian Theories	2	20	-
AC8291	Public Hygiene/ Clean Needle Technique	1	10	-
AC8284	Acupuncture Orthopedics/Traumatology	3	30	AC5282
AC0291	Acupressure & Tuina Therapy	3	30	-

ii). Department of Oriental Medicine – 50 Quarter Units / 500 Credit hours

<u>Course No</u>	<u>Course Title</u>	<u>Units</u>	<u>Hour</u>	<u>Prerequisite</u>
OM1351	Fundamental Theories of Chinese Medicine I	3	30	-
OM2352	Fundamental Theories of Chinese Med II	2	20	-
OM2321	Qi Gong Theory and Technique	2	20	-
OM2341	Chinese Medical Terminology/Literature	2	20	-
OM2373	Chinese Medical Diagnosis	3	30	OM1351,OM2352
OM3311	History & Philosophy of Oriental Medicine	2	20	-
OM3322	Tai Chi Exercise	2	20	-
OM3371	Zangfu Syndromes I	3	30	OM2373
OM4372	Zangfu Syndromes II	3	30	OM2373
OM3381	Chinese Internal Medicine I	3	30	OM3371,OM4372
OM4382	Chinese Internal Medicine II	3	30	OM3371,OM4372
OM5383	Chinese Internal Medicine III	3	30	OM3371,OM4372
OM5352	Chinese Medical Classics I Nei Jing	2	20	OM1351,OM2352
OM6381	Treatise of Shang Han Lun	3	30	HB5431~HB8434
OM7384	Family Medicine & Emergency Care in OM	2	20	HB5431~HB8434
OM7385	Gynecology / Obstetrics in OM	3	30	HB5431~HB8434
OM8283	Ophthalmology/Otolaryngology in OM	2	20	HB5431~HB8434
OM8286	Pediatrics in OM	2	20	HB5431~HB8434
OM8386	Syndromes of Wen Bing	2	20	HB5431~HB8434
OM9382	Synopsis of Jin Gui	3	30	HB5431~HB8434

iii). Department of Herbology – 46 Quarter Units / 460 Credit hours

<u>Course No</u>	<u>Course Title</u>	<u>Units</u>	<u>Hour</u>	<u>Prerequisite</u>
HB1411	Botany and Introduction to Herbology	3	30	-
HB2421	Chinese Herbology I	4	40	HB1411
HB3422	Chinese Herbology II	4	40	HB1411
HB4423	Chinese Herbology III	4	40	HB1411
HB5424	Chinese Herbology IV	4	40	HB1411
HB9431	Herbal Nutrition & Geriatrics	4	40	HB1411
HB9461	Herbal Pharmacy	3	30	HB1411
HB5431	Herbal Prescriptions I	4	40	HB2421, HB3422
HB6432	Herbal Prescriptions II	4	40	C.Herbology I~IV
HB7433	Herbal Prescriptions III	4	40	C.Herbology I~IV
HB8434	Herbal Prescriptions IV	4	40	C.Herbology I~IV
HB9435	Herbal Formulas Compound and Synthesis	2	20	C.Herbology I~IV
HB0535	Herbal Dermatology & Topical Formulae	2	20	HB5431, HB6432

C. Department of Clinical Medicine and Patient Assessment – 26 Quarter Units / 260 Credit hours

<u>Course No.</u>	<u>Course Title</u>	<u>Units</u>	<u>Hour</u>	<u>Prerequisite</u>
CS1511	Western Medical Terminology	2	20	-
CS1531	Pharmacology	3	30	BS1131, C.HerbI~IV
CS3541	Survey of Clinical Medicine	3	30	BS1111
CS4521	Medical Assessment/Physical Examination	3	30	BS1111, CS1511
CS5561	Clinical Aspects of Western Medicine I	3	30	BS6191, CS3541
CS6562	Clinical Aspects of Western Medicine II	3	30	BS6191, CS3541
CS7563	Clinical Aspects of Western Medicine III	3	30	BS8193, CS3541
CS8564	Clinical Aspects of Western Medicine IV	3	30	BS8193, CS3541
CS0571	Diagnostic Imaging & Laboratory Data	3	30	BS8193

D Case Management – 9 Quarter Units – 90 Credit hours

<u>Course No</u>	<u>Course Title</u>	<u>Units</u>	<u>Hour</u>	<u>Prerequisite</u>
PM2631	Evaluation of Signs and Symptoms /ICD-9	3	30	CS5561~8564
PM0611	Case Management I	3	30	-
PM0612	Case Management II	3	30	PM0611

E. Practice Management – 6 Quarter Units / 60 Credit hours

<u>Course No</u>	<u>Course Title</u>	<u>Units</u>	<u>Hour</u>	<u>Prerequisite</u>
PM9721	Management for Clinic Practice I	2	20	-
PM0722	Management for Clinic Practice II	2	20	PM9721
PM9723	Ethics and Legal Professional Issues	2	20	-

F. Public Health – 4 Quarter Units / 40 Credit hours

<u>Course No</u>	<u>Course Title</u>	<u>Units</u>	<u>Hour</u>	<u>Prerequisite</u>
PM1811	Public Health	3	30	-
PM1821	CPR	1	10	-

G. Professional Development – 3 Quarter Units / 30 Credit Units

<u>Course No</u>	<u>Course Title</u>	<u>Units</u>	<u>Hour</u>	<u>Prerequisite</u>
PM1911	World History of Medicine and Professional Development	3	30	-

H. Department of Clinical Practice – 51 Quarter Units / 950 Credit hours

<u>Course No</u>	<u>Course Title</u>	<u>Units</u>	<u>Hour</u>	<u>Prerequisite</u>
CT1011	Herbal Pharmacy Lab.	2	40	HB2421 – 5424 Conc with HB9461
CT6021	Clinical Observation I	2	40	Passing COQT*I
CT7022	Clinical Observation I:	2	40	CT6021
CT8031	Clinical Observation IIA	2	40	CT7022
CT9032	Clinical Observation IIB	2	40	Passing COQT*II CT8031
CT9041	Clinical Internship: Phase IA	4	80	CT9032, AC5282 Passing CIQT**I
CT0042	Clinical Internship: Phase IB	4	80	CT9041
CT0043	Clinical Seminar: Phase I	2	20	CT9041
CT1151	Clinical Internship: Phase IIA	4	80	CT0042, CT0043 Passing CIQT**II
CT2252	Clinical Internship: Phase IIB	4	80	CT1151
CT2253	Clinical Seminar: Phase II	2	20	CT1151
CT3061	Supervised Practice: Phase IIIA	4	80	CT2252, CT2253 Passing SPQT***
CT3062	Supervised Practice: Phase IIIB	4	80	CT3061
CT3063	Clinical Seminar: Phase III	3	30	CT3061
CT4071	Supervised Practice: Phase IVA	4	80	CT3063
CT4072	Supervised Practice: Phase IVB	4	80	CT4071
CT4081	Supervised Practice Evaluation	2	40	CT4071

* Clinical Observation Qualification Test

** Clinical Internship Qualification Test

***Supervised Practice Qualification Test

II. Quarterly Curriculum Structure for MSOM Program – Normal Progress Sample

<u>Quarter</u>	<u>Course No.</u>	<u>Course Title</u>	<u>Quarter Units</u>	<u>Contact Hour</u>
1	AC8211	Acupuncture Meridian Theories	2	20
	BS1111	Human Biology*	3	30
	BS1131	Chemistry/Organic and Biochemistry *	3	30
	CS1511	Western Medical Terminology	2	20
	HB1411	Botany and Introduction to Herbology	3	30
	OM1351	Fundamental Theories of Chinese Medicine I	3	30
	OM2341	Chinese Medical Terminology/Literature	2	20
Subtotal			18	180
2	AC1221	Introduction to Acupuncture I	3	30
	OM2352	Fundamental Theories of Chinese Medicine II	2	20
	OM3311	History & Philosophy of Oriental Medicine	2	20
	OM2373	Chinese Medical Diagnosis	3	30
	HB2421	Chinese Herbology I	4	40
	BS1171	Topographic Anatomy	2	20
	BS2121	General Physics *	3	30
Subtotal			19	190
3	AC2222	Introduction to Acupuncture II	3	30
	OM3371	Zangfu Syndromes I	3	30
	HB3422	Chinese Herbology II	4	40
	BS3151	Introductory Microbiology/Immunology	3	30
	BS2181	Anatomy and Physiology I	3	30
	CS3541	Survey of Clinical Medicine	3	30
Subtotal			19	190
4	AC3231	Dynamics of Acupuncture Points	3	30
	AC4281	Acupuncture Techniques I	3	30
	OM4372	Zangfu Syndromes II	3	30
	HB4423	Chinese Herbology III	4	40
	BS3182	Anatomy and Physiology II	3	30
	CS4521	Medical Assessment/Physical Examination	3	30
Subtotal			19	190
5	AC5282	Acupuncture Techniques II	3	30
	AC8291	Public Hygiene/Clean Needle Technique	1	10
	BS4183	Anatomy and Physiology III	3	30
	HB5424	Chinese Herbology IV	4	40
	OM3322	Tai Chi Exercise	2	20
	OM2321	Qi Gong Theory and Technique	2	20
	CT6021	Clinical Observation I	2	40
Subtotal			17	190

<u>Quarter</u>	<u>Course No.</u>	<u>Course Title</u>	<u>Quarter Units</u>	<u>Contact Hour</u>
6	AC1223	Acupuncture Anatomy/Physiology	3	30
	BS5161	Psychology in Primary Care	3	30
	BS6191	Pathophysiology I	3	30
	HB5431	Herbal Prescription I	4	40
	PM1911	World History of Medicine & Prof Development	3	30
	CT7022	Clinical Observation I : Procedure	2	40
		Subtotal	18	200
7	AC6261	Acupuncture Therapeutics I	3	30
	AC0291	Acupressure & Tuina Therapy	3	30
	AC7272	Microsystem of Acupuncture /Auricular & Scalp Therapy	3	30
	BS7192	Pathophysiology II	3	30
	HB6432	Herbal Prescriptions II	4	40
	CT8031	Clinical Observation II A	2	40
		Subtotal	18	200
8	AC7262	Acupuncture Therapeutics II	3	30
	AC8284	Acupuncture Orthopedics/Traumatology	3	30
	HB7433	Herbal Prescriptions III	4	40
	BS8141	Nutrition in Primary Care	2	20
	BS8193	Pathophysiology III	3	30
	PM1821	CPR	1	10
	CT9032	Clinical Observation IIB	2	40
		Subtotal	18	200
9	CS5561	Clinical Aspects of Western Medicine I	3	30
	HB8434	Herbal Prescriptions IV	4	40
	CS0571	Diagnostic Imaging & Laboratory Data	3	30
	PM9723	Ethics and Legal Professional Issues	2	20
	CT9041	Clinical Internship Phase IA	4	80
		Subtotal	16	200
10	CS6562	Clinical Aspects of Western Medicine II	3	30
	OM3381	Chinese Internal Medicine I	3	30
	CS1531	Pharmacology	3	30
	CT0042	Clinical Internship Phase IB	4	80
	CT0043	Clinical Seminar Phase I	2	20
		Subtotal	15	190

<u>Quarter</u>	<u>Course No.</u>	<u>Course Title</u>	<u>Quarter Units</u>	<u>Contact Hour</u>
11	CS7563	Clinical Aspects of Western Medicine III	3	30
	HB9461	Herbal Pharmacy	3	30
	OM4382	Chinese Internal Medicine II	3	30
	CT1011	Herbal Pharmacy Lab.	2	40
	CT1151	Clinical Internship Phase IIA	4	80
	Subtotal		15	210
12	CS8564	Clinical Aspects of Western Medicine IV	3	30
	HB0535	Herbal Dermatology & Topical Formulae	2	20
	OM5383	Chinese Internal Medicine III	3	30
	PM2631	Evaluation of Signs and Symptoms and ICD-9 Coding	3	30
	CT2252	Clinical Internship: Phase IIB	4	80
	CT2253	Clinical Seminar: Phase II	2	20
	Subtotal		17	210
13	HB9431	Herbal Nutrition & Geriatrics	4	40
	OM9382	Synopsis of Jin Gui	3	30
	OM6381	Treatise of Shang Han Lun	3	30
	PM9721	Management for Clinic Practice I	2	20
	CT3061	Supervised Practice: Phase IIIA	4	80
	Subtotal		16	200
14	PM0611	Case Management I	3	30
	PM0722	Management for Clinic Practice II	2	20
	PM1811	Public Health	3	30
	OM7384	Family Medicine & Emergency Care in OM	2	20
	CT3062	Supervised Practice: Phase IIIB	4	80
	CT3063	Clinical Seminar: Phase III	3	30
	Subtotal		17	210
15	HB9435	Herbal Formulae Compound and Synthesis	2	20
	OM8286	Pediatrics in OM	2	20
	OM8386	Syndromes of Wen Bing (Febrile Diseases)	2	20
	OM7385	Gynecology/Obstetrics in OM	3	30
	PM0612	Case Management II	3	30
	CT4071	Supervised Practice: Phase IVA	4	80
	Subtotal		16	200
16	OM8283	Ophthalmology/Otolaryngology in OM	2	20
	OM5352	Chinese Medical Classics: Nei Jing	2	20
	CT4072	Supervised Practice: Phase IVB	4	80
	CT4081	Supervised Practice Evaluation	2	40
	Subtotal		10	160
Total Quarter Units/Hours			268	3120

COURSE DESCRIPTIONS

Department of Acupuncture

AC1221 Introduction of Acupuncture I – 3 credits

This course will introduce students to the ancient acupuncture study including the history and tradition of Acupuncture and development, respect for different traditions, systematical composition of the Twelve Meridians and Eight Extra Meridians, their collaterals and related Acupoints. Students will learn the systems of nomenclature, which is the Standard International Acupuncture nomenclature adopted by the WHO in 1991; Chinese anatomical, proportional measurement by palpation such as cun, location of acupuncture points along the Meridian, their function, indication, contraindication, study methods of locating points in the Meridians of Lung, Large Intestine, Stomach, Spleen, Heart, Small Intestine, Urinary Bladder and Kidney.

Prerequisite: BS1111

AC2222 Introduction to Acupuncture II – 3 credits

This course will introduce students to the ancient acupuncture study including the history and tradition of Acupuncture and development, respect for different traditions, systematical composition of the Twelve Meridians and Eight Extra Meridians, their collaterals and related Acupoints. Students will learn the systems of nomenclature, which is the Standard International Acupuncture nomenclature adopted by the WHO in 1991; Chinese anatomical, proportional measurement by palpation such as cun, location of acupuncture points along the Meridian, their function, indication, contraindication, study methods of locating points in the Meridians of pericardium, Triple Energizer(San Jiao), Gallbladder and Liver. The course also covered methods of locating points in the Eight Extra Meridians.

Prerequisite: BS1111

AC1223 Acupuncture Anatomy/Physiology – 3 credits

A detailed study of Meridian pathway and regional anatomical distinction of the points on the Twelve Meridians and Eight Extra Vessels Acupuncture points, methods and caution of its anatomical locating and depth, relationship with bone, tendon, ligaments and muscle, nerves and blood vessels, and physiological function with Meridian and ZangFu, Qi Xue theories, along with an emphasis on Oriental medical channel and collateral theories and principles of treatment.

Prerequisite: none

AC 3231 Dynamics of Acupuncture Points – 3 credits

This course will study energetic and pathophysiological functions of the acupuncture points and extra-points, their interaction with the Twelve Meridians and the Eight Extra; Governor and Conception Vessels, various essential function of acupoints, five Shu, Back Shu and Parent-Son points, in relation with the Qi of the Zang-Fu organs through meridians, understand the energetic force of needling or Moxa application on Acupoint to promote Qi through Meridians, therapeutic strategies of enhancing body energy, improves homeostasis and treatment of disorders in acupuncture medicine. Student will learn special groupings of acupuncture points and other recognized acupuncture point combination.

Prerequisite: AC 1221

AC 4281 Acupuncture Techniques I – 3 credits

The first of a two-course series, Acupuncture Techniques I includes lecture and demonstrations with practice sessions to learn practical acupuncture techniques. Students will learn acupuncture procedure, insertion and removal of needles on sheets of papers or a cotton cushion with various manipulation techniques including reinforcing and reducing methods, Qi promotion, and clean needle sterile technique, use of disposable

needles, various forms of clinical use of needles and managing emergency situations. The course will introduce non-invasive therapy, including moxibustion, ultrasound and infrared heater. Student will know adjunctive acupuncture procedures, including bleeding, cupping, guasha and dermal tacks; adjunctive acupoints stimulation devices, including magnets and beads. Maintenance of equipment including infrared heater, electroacupuncture and ultrasound is introduced. Lectures will also emphasize safe needling practices and clean needle techniques, as prescribed by the Laws and Regulations published by the California Acupuncture Board (CAB).

This course covers the points along the Lung, Large Intestine, Stomach, Spleen, Heart, Small Intestine and Urinary Bladder channels.

Prerequisite: AC1221, AC2222

AC 5282 Acupuncture Techniques II – 3 credits

The second of a two-course series. Acupuncture Techniques II, this course includes clean needle techniques, management of possible accidents in acupuncture techniques and demonstrations with practice sessions to learn practical acupuncture techniques. Students will learn acupuncture procedure, insertion and removal of needles on sheets of papers or a cotton cushion with various manipulation techniques including reinforcing and reducing methods, Qi promotion, and clean needle sterile technique, use of disposable needles, various forms of clinical use of needles and managing emergency situations. The course will introduce non-invasive therapy, including moxibustion, ultrasound and infrared heater. Student will know adjunctive acupuncture procedures, including bleeding, cupping, guasha and dermal tacks; adjunctive acupoints stimulation devices, including magnets and beads. Maintenance of equipment including infrared heater, electroacupuncture and ultrasound is introduced. Lectures will also emphasize safe needling practices and clean needle techniques, as prescribed by the Laws and Regulations published by the California Acupuncture Board (CAB).

This course covers the points along the five channels (Kidney, Pericardium, Triple Energizer, Gallbladder, Liver) and Governor Vessel, Conception Vessel and the extraordinary points.

Prerequisite: AC1221, AC2222

AC6261 Acupuncture Therapeutics I – 3 credits

This two-course series in Acupuncture Therapeutics cover the study of general principles of acupuncture prescription and treatment method of internal diseases according to etiology, pathology, differentiation, signs and symptoms. Students will learn acupuncture treatment planning, the use of various acupuncture treatment points including auricular, scalp, hand, and A-shi points and special grouping of acupuncture treatment, and their manipulation techniques, assessment, therapeutic indications and contraindications, consideration of special needs and potential risks, and acupuncture counseling, referral and safety. The course will also discuss the application of Oriental body work therapy such as Tuina and acupressure, non-invasive therapy, cold and heat therapy including moxibustion and ultrasound; adjunctive acupuncture procedures, including bleeding, cupping, guasha, dermal tacks, and seven-star needle; adjunctive acupoint stimulation devices including electroacupuncture. Discussion on internal diseases are covered in this Part-I course.

Prerequisite: AC4281, AC 5282

AC7262 Acupuncture Therapeutics II – 3 credits

This two-course series in Acupuncture Therapeutics cover the study of general principles of acupuncture prescription and treatment method of internal diseases according to etiology, pathology, differentiation, signs and symptoms. Students will learn acupuncture treatment planning, the use of various acupuncture treatment points including auricular, scalp, hand, and A-shi points and special grouping of acupuncture treatment, and their manipulation techniques, assessment, therapeutic indications and contraindications, consideration of special needs and potential risks, and acupuncture counseling, referral and safety. The course will also discuss the application of Oriental body work therapy such as Tuina and acupressure, non-invasive therapy, cold and heat therapy including moxibustion and ultrasound; adjunctive acupuncture procedures, including bleeding, cupping, guasha, dermal tacks, and seven-star needle; adjunctive acupoint stimulation devices

including electroacupuncture. Discussion on internal diseases and gynecological and other diseases are covered in this Part II course.

Prerequisite: AC4281, AC 5282

AC7272 Microtherapy of Acupuncture/Auricular & Scalp Therapy – 3 credits

This course introduces acupuncture micro therapies including auricular acupoints, scalp points needling and hand therapy. Students will learn the anatomical location of scalp acupoints, pathological relationship with nervous systems, and neuromuscular syndromes, manipulation techniques of scalp needling, facial therapy, indication, diagnostic, treatment procedures and precautions, management of possible accidents.

Prerequisite: AC1221, AC2222

AC8211 Acupuncture Meridian Theories – 2 credits

Students are introduced to acupuncture classic theories and philosophy of traditional meridians; origin of meridians, formation and development, pathway and composition of the Twelve meridians and Eight Extra meridians, their collaterals, distribution of muscular and cutaneous regions.

Prerequisite: None

AC8284 Acupuncture Orthopedics & Traumatology – 3 credits

This course includes lectures and demonstrations on concept of assessment and TCM therapeutic techniques in orthopedic injury and external disorders. Students will learn kinesiology and differentiation of various musculoskeletal disorders, skins and nervous system, and sports injury; enhance acupuncture treatment in pain rehabilitation and post strokes disorders. Students will also learn the use of various acupuncture treatment points and their manipulation techniques, diagnostic, treatment procedures, physical examination, assessment, therapeutic indications and contraindications. Ethics, safety, complications, acupuncture counseling and referral are also covered. The course will also discuss application of non-invasive therapy, electroacupuncture, guasha, moxibustion, and cupping techniques.

Prerequisite: AC4281, AC 5282

AC 8291 Public Hygiene and Clean Needle Technique – 1 credits

This course will train students to understanding hygienic principles and standards, disinfection and sterilization methods as applied to the practice of acupuncture. Students will be given an overview of infectious diseases, transmission, passage of infection and contamination. Emphases are placed on training students practicing disinfection, sterilization, clean field, and clean needle techniques and guidelines of CDC, OSHA, and HIPPA for hand hygiene, laws and device disinfection in healthcare practice.

Prerequisite: None

AC0291 Acupressure & Tuina – 3 credits

This course will train students in the traditional healing arts of Asian massage, acupressure and tuina techniques. Students will learn to master basic techniques by using hands, fist, elbows and body strokes applied to acupoints and lesions; application of meridian and meditation; inducing Qi promotion to acupoints to alleviate pain syndromes or neuromusculoskeletal disorders, sports injuries, to relieve tensions and improve somatic-visceral health. The course will also discuss applications of non-invasive therapy, guasha and cupping techniques.

Prerequisite: None

Department of Basic Sciences

BS1111 Human Biology - 3 credits

This course provides a concepts in human biology, overviews the basics of life, cell structure and function, the molecular basis of heredity, the formation of species and evolutionary change, population ecology,

evolution of cells, the nature of microorganism and the animal kingdom, enhances on nutrition, body's control mechanisms and immunity, the human reproduction and sexuality spectrum, applications of biotechnology.

Prerequisite: None

BS1131 Chemistry/Organic and Biochemistry - 3 credits

This course covers the overview of inorganic chemistry and organic chemistry and an introduction to physiological chemistry including basic cellular biology, metabolism, and the structure and function of carbohydrates, lipids, proteins and nucleic acids. Emphases are placed on basic knowledge of chemistry for the study of the Alternative medicine and nutrition.

Prerequisites: None

BS1171 Topographic Anatomy - 2 credits

This course provides an overview of the topographic human anatomy, including skeleton, covering nomenclature of bones and joints, the muscular system, range of motion, and surface anatomical landmarks for the location of internal organs.

Prerequisite: None

BS2121 General Physics - 3 credits

This course will provide students with the basic physics concepts including a general survey of biophysics and a coherent description of natural phenomenon, matter energy, space. Emphases are placed on analytical and interest generating treatment of measurements, motion, static equilibrium and vector development, kinematics energy, momentum and impulse, Thermodynamics, Electromagnetic waves, Reflection and refraction of Light, Fluid mechanics, particles and waves, and Nucleus physics and radioactivity.

Prerequisite: None

BS2181 Anatomy and Physiology I - 3 credits

This course is part of the 3-course series that introduce students to the human body system, relationship between physiology and anatomy, interrelations among the organ systems and homeostasis. Topics covered in this part-1 course include the growth and development, the structure and function and homeostasis of cells, tissues and membranes, integumentary system, musculo-skeletal systems including joints and kinesiology.

Prerequisite: BS1111, BS1171

BS3151 Introductory Microbiology/Immunology -3 credits

This course covers the important medical aspects of microbiology and immunology, characteristics of major bacteria, fungi, protozoa and viral pathogens in the environment and diseases, concepts of immunity, anti microbial drugs and vaccines.

Prerequisite: BS1111

BS3182 Anatomy and Physiology II - 3 credits

This course is part of the 3-course series that introduce students to the human body system, relationship between physiology and anatomy, interrelations among the organ systems and homeostasis. Topics covered in this part-2 course include the nervous system, sensory, motor and the neuro-physiology and integrative system, special sensory organs, cardiovascular system and blood disorders, and endocrine glands.

Prerequisite: BS2181

BS4183 Anatomy and Physiology III - 3 credits

This course is part of the 3-course series that introduce students to the human body system, relationship between physiology and anatomy, interrelations among the organ systems and homeostasis. Topics covered in this part-3 course include the Cardiovascular system; Lymphatic system; Respiratory system; and Digestive system; fluid and electrolyte balance, and metabolism, also overview the genitourinary system.

Prerequisite: BS3182.

BS5161 Psychology in Primary Care- 3 credits

This course covers the behavioral science, and mental process, motivation and emotion, human development and personality across the life span, methods to improve the critical thinking, physiologic psychological research methods, emphasis on modalities of psychological disorders and psychotherapy, counseling skills, relationships between patients and therapists.

Prerequisite: None

BS6191 Pathophysiology I - 3 credits

This 3-course series in pathophysiology bridge basic science and clinical practice with an emphasis on integrated mechanistic understanding of structural and functional alterations in cells, tissues and organ systems that focuses on concepts of the disorders of human body systems, introducing students to clinical medicine with introductory pathologic basis of the symptoms and signs of common diseases. Emphasis is placed on the correlations between normal physiology and pathophysiology, anatomical and pathological homeostasis. This part-1 course covers disorders of the cell and tissue function, neoplasia, integrative body functions, and hematopoietic disorders, mechanisms of infectious and immune response, disorders of the cardiovascular function and respiratory tract disorders, and mechanisms underlying common diseases

Prerequisites: BS3182

BS7192 Pathophysiology II - 3 credits

This 3-course series in pathophysiology bridge basic science and clinical practice with an emphasis on integrated mechanistic understanding of structural and functional alterations in cells, tissues and organ systems that focuses on concepts of the disorders of human body systems, introducing students to clinical medicine with introductory pathologic basis of the symptoms and signs of common diseases. Emphasis is placed on the correlations between normal physiology and pathophysiology, anatomical and pathological homeostasis. This part-2 course covers disorders of the kidney and urinary tract function, disorders of gastrointestinal and hepatobiliary tract, hormonal secretory, exocrine pancreas and microflora function, disorders of endocrine system, metabolic syndrome, disorders of the nervous system, autonomic nervous system, pain and alteration in pain sensitivity, pain in children and older adults, and mechanisms underlying common diseases.

Prerequisites: BS6191

BS8193 Pathophysiology III - 3 credits

This 3-course series in pathophysiology bridge basic science and clinical practice with an emphasis on integrated mechanistic understanding of structural and functional alterations in cells, tissues and organ systems that focuses on concepts of the disorders of human body systems, introducing students to clinical medicine with introductory pathologic basis of the symptoms and signs of common diseases. Emphasis is placed on the correlations between normal physiology and pathophysiology, anatomical and pathological homeostasis. This part-3 course covers disorders of the nervous system, motor neuron disease, spinal muscular atrophies, disorders of brain function, disorders of special sensory function, vision, hearing and vestibular disorders, disorders of genitourinary system, sexually transmitted infectious disease, disorders of musculoskeletal system and disorders of skin integrity and function, designed to highlighting the clinical relevance of the student's basic science courses, provide their knowledge of mechanisms underlying common diseases.

Prerequisites: BS7192

BS8141 Nutrition in Primary Care - 2 credits

This course is designed to give students an overview of the concept of nutrition, the role of the CAM practitioner's assessment, counseling in the nutrition, information and classification of the nutrients

including carbohydrates, fats, proteins and amino acids, vitamins and minerals; clinical approach to nutrition therapy; nutrition management for primary care practitioners, with focus on the nutrition from life span, clinical care settings ranging from cardiology, endocrinology, gastroenterology, urology to oncology. Emphases are placed on managing and treatment of nutrition in relation to health condition, promotion of nutritional health, oriental and western clinical and medical nutrition, dietary and supplement prescription and counseling.

Prerequisite: BS1111, BS1131

Department of Clinical Sciences

CS1511 Western Medical Terminology - 2 credits

This course emphasizes on components of the medical vocabulary presented in Anatomy and physiology, pathology and diagnosis, health care and disease, common signs and symptoms. Overview the prefixes and suffixes with word roots and combining forms of vocabulary: in the immunology, microbiology, include signs and symptoms in respiratory system, cardiovascular system, digestive disorders, liver and biliary tract, pancreas disorders, Integumentary system, neurology, musculoskeletal system, genitourinary system disorders, endocrinology, oncology, radiology and nuclear medicine.

Prerequisite: None.

CS1531 Pharmacology - 3 credits

This course is designed to introduce to students the commonly used drugs in body systems, drugs classification and terminology in clinical pharmacology. Enhances the uses of drugs, general drug actions and general adverse reactions with their contraindications, precautions, side-effects and interactions for the drugs. The course will discuss preadministration and ongoing assessment and how to manage adverse reactions and important points of patient education and administration.

Prerequisite: HB2421, HB3422, HB4423, HB5424

CS3541 Survey of Clinical Medicine - 3 credits

This course is designed to overview the Clinical medicine in current health care systems in U.S., that enable the acupuncturist to effective communication with other primary care practitioners, including imaging and medical lab., osteopathy, dentistry, psychology, nursing, chiropractic, podiatry, naturopathy, and homeopathy, focuses to familiarize practitioners with current other health care clinical procedures, for the future referral and collaboration.

Prerequisite: BS1111

CS4521 Medical Assessment / Physical Examination - 3 credits

This course provides an overview of the biomedical assessment, medical history taking, skills for interview and physical examination. Students will learn the biomedical techniques of regional physical examination through noting symptoms of mental behavior, head, neck, chest and abdomen, upper and lower extremities; biomedical assessment of cardiovascular, respiratory system, neuromuscular system, gastrointestinal system, men and female genitalia, understand their normal and abnormal finding. Students will perform biomedical physical assessment, charting and writing an accurate SOAP note, and apply critical thinking in clinical reasoning to evaluate biomedical evidence. Students will learn and become aware of at-risk populations, including, including gender, age, indigent, and disease specific patients, making appropriate referral to other healthcare professionals. Students will also note multicultural sensitivity during patient communication to ensure professional patient/practitioner rapport. Prerequisites: BS1111, CS1511

CS5561 Clinical Aspects of Western Medicine I - 3 credits

This course covers the general approach to the clinical medicine, signs and symptoms, diagnosis and current therapy in common diseases. The course provides the overview of the epidemiology, etiology and

pathogenesis, clinical findings and treatment in the molecular basis of human disease, enhances Cardiology and Respiratory systems, renal diseases, evaluation of their clinical features and disease management.

Prerequisite: BS6191, CS3541

CS6562 Clinical Aspects of Western Medicine II - 3 credits

This course covers the general approach to the clinical medicine, signs and symptoms, diagnosis and current therapy in common diseases. The course provides the overview of the epidemiology, etiology and pathogenesis, clinical findings and treatment in gastrointestinal diseases, disease of pancreas and disorders of the liver and biliary system, hematologic disease, disorders of lymphocytes, and Oncologic disease, with emphases on the diagnostic evaluation of the diseases and discussion on laboratory data.

Prerequisite: BS6191, CS3541

CS7563 Clinical Aspects of Western Medicine III - 3 credits

This course covers the general approach to the clinical medicine, signs and symptoms, diagnosis and current therapy in common diseases. The course provides an overview of the epidemiology, etiology and pathogenesis, clinical findings and treatment in Metabolic disorders, Endocrine disease, women's health and men's health, disease of bones and bone mineral metabolism, musculoskeletal disorders, and connective tissue disease, with emphases on their diagnostic evaluation, and discuss laboratory data and diseases management.

Prerequisite: BS8193, CS3541

CS8564 Clinical Aspects of Western Medicine IV - 3 credits

This course covers the general approach to the clinical medicine, signs and symptoms, diagnosis and current therapy in common diseases. The course covers the epidemiology, etiology and pathogenesis, clinical findings in Neurologic disease, psychiatry and geriatrics disorders, overview of the obstetrics / gynecology, and introduction of general surgery, with emphases on the clinical feature, assessment and care management.

Prerequisite: BS8193, CS3541

CS0571 Diagnostic Imaging and Laboratory Data - 3 credits

This course covers the most common laboratory tests and diagnostic modalities, basic knowledge in reading diagnostic report and approach to interpreting medical images including X-ray, CT scan, MRI imaging and diagnostic ultrasound. Enhances in interpretation of clinical data on common laboratory diagnostic tests. Knowledge of referral and collaboration with Imaging Radiologist and or Laboratory Department.

Prerequisites: BS 8193

Department of Herbology

HB1411 Botany and Introduction to Herbology - 3 credits

Introduction to the study of plant life, including plant morphology, the classification, and basic properties and actions. Student will learn the four natures and five flavors, the energetic action of Chinese medicinal herbs, corresponding tropism relationship with meridians; history of the development of oriental medicine in the USA; legal and ethical considerations of herbal medicine.

Prerequisite: None

HB2421 Chinese Herbology I - 4 credits

Students will learn the four natures and five flavors, the energetic action of Chinese medicinal herbs, corresponding tropism relationship with meridians. Emphasis is placed on Chinese herbs, classification, Taxonomy and nomenclature, taste, properties, entering channels, actions, and indications, contraindications and preparation. Chinese Herbal categories to be covered includes: Warm Acrid Herbs that Release the

Exterior, Cool Acrid Herbs that Release the Exterior, Herbs that Clear Heat, and Down-ward Draining Herbs.

Prerequisites: HB 1411

HB3422 Chinese Herbology II - 4 credits

Students will learn the four natures and five flavors, the energetic action of Chinese medicinal herbs, corresponding tropism relationship with meridians. Emphasis is placed on Chinese herbs, classification, Taxonomy and nomenclature, taste, properties, entering channels, actions, and indications, contraindications and preparation. Emphasis are placed on Herbs that Drain Dampness, Herbs that Expel Wind-Dampness, Herbs that Cool and Transform Phlegm Heat, Warm Herbs that Transform Phlegm-Cold, Herbs that Relieve Coughing and Wheezing, Herbs that Expel Phlegm by Inducing Vomiting, Aromatic Herbs that Transform Dampness, Herbs that Relieve Food Stagnation, Herbs that regulate the Qi sequence.

Prerequisites: HB 1411

HB4423 Chinese Herbology III - 4 credits

Students will learn the four natures and five flavors, the energetic action of Chinese medicinal herbs, corresponding tropism relationship with meridians. Emphasis is placed on Chinese herbs, classification, Taxonomy and nomenclature, taste, properties, entering channels, actions, and indications, contraindications and preparation. Students continue to learn the four natures and five flavors, the energetic action of Chinese medicinal herbs, corresponding tropism relationship with meridians. This course covers: Herbs that Stop Bleeding, Herbs that Invigorate the Blood, herbs that Warm the Interior and Expel the Cold, Herbs that Tonicity the Qi, Herbs that improve the Blood, Herbs that advance the Yang.

Prerequisites: HB 1411

HB5424 Chinese Herbology IV - 4 credits

Students will learn the four natures and five flavors, the energetic action of Chinese medicinal herbs, corresponding tropism relationship with meridians. Emphasis is placed on Chinese herbs, classification, Taxonomy and nomenclature, taste, properties, entering channels, actions, and indications, contraindications and preparation. This course covers: Herbs that Tonicity 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, and Herbs for External Application.

Prerequisites: HB 1411

HB5431 Herbal Prescriptions I - 4 credits

This four-course series in Herbal Prescriptions introduce students to the eight treatment methods, modification methods, draws an outline of herbal prescriptions and research of current formula development. Students will understand ingredients, actions, functions, indications, the hierarchy of ingredients by modification or ingredients or dosage, applications, contraindications and drug-herb interactions of formula. Students will also learn how to apply the formulas practically and appropriately in the clinic and counseling application. Formula covered in this Part I course include those that Warm Acrid Herbs that Release the Exterior, Cool Acrid Herbs that Release the Exterior, Herbs that Clear Heat, and Down-ward Draining Herbs.

Prerequisites: HB2421, HB 3422

HB6432 Herbal Prescription II-4 credits

This four-course series in Herbal Prescriptions introduces students to the eight treatment methods, modification methods, draws an outline of herbal prescriptions and research of current formula development. Students will understand ingredients, actions, functions, indications, the hierarchy of ingredients by modification or ingredients or dosage, applications, contraindications and drug-herb interactions of formula.

Students will also learn how to apply the formulas practically and appropriately in the clinic and counseling application. The Part II course covers formulas that warm interior cold, formulas that release exterior-interior excess, formulas that tonify, formulas that stabilize and bind, formulas that calm the spirit, and formulas that open the sensory orifices

Prerequisites: HB2421, HB3422, HB4423, HB5424

HB7433 Herbal Prescriptions III - 4 credits

This four-course series in Herbal Prescriptions introduces students to the eight treatment methods, modification methods, draws an outline of herbal prescriptions and research of current formula development. Students will understand ingredients, actions, functions, indications, the hierarchy of ingredients by modification or ingredients or dosage, applications, contraindications and drug-herb interactions of formula. Students will also learn how to apply the formulas practically and appropriately in the clinic and counseling application. The Part II course covers formulas that regulate the Qi, regulate the Blood, expel wind, treat dryness, and expel dampness.

Prerequisites: HB2421, HB3422, HB4423, HB5424

HB8434 Herbal Prescriptions IV - 4 credits

This four-course series in Herbal Prescriptions introduces students to the eight treatment methods, modification methods, draws an outline of herbal prescriptions and research of current formula development. Students will understand ingredients, actions, functions, indications, the hierarchy of ingredients by modification or ingredients or dosage, applications, contraindications and drug-herb interactions of formula. Students will also learn how to apply the formulas practically and appropriately in the clinic and counseling application. This Part IV course covers formulas that dispel phlegm, formulas that reduce food stagnation, formulas that expel parasites, formulas that treat abscesses and sores, and formulas for external application.

Prerequisites: HB2421, HB3422, HB4423, HB5424

HB9431 Herbal Nutrition & Geriatrics - 4 credits

This course covers Chinese herbal products for health supplement to improve of health, dietary target in Oriental medicine, specific herbs for nutritional improvement in various syndromes and diseases, counseling including lifestyle and self-care recommendation, safety and allergy reactions and drug interaction. Students will learn common herbal formulae eliciting diet effects. Student will learn the purpose, basic concept and principle of life cultivation and rehabilitation.

Prerequisite: HB2421, HB3422, HB4423, HB5424

HB9435 Herbal Formulas Compound and Synthesis - 2 credits

Students will learn the structure and configuration of herbal formulae, composition and strategy of how to combine or synthesis for appropriate herbs. Students will gain knowledge of making all forms of formulas such as decoction, powders, pills (Wan/ Dan), ointments and plasters the methods of herbal processing, preparation of patent herbal products; study the sequence of herbal processing, storage and administration, introduce processing equipment and devices. Introduce new development and current developments in formula research.

HB9461 Herbal Pharmacy – 3 credits

This course trains students with cultivation, collection and processing of Chinese medicinal herbs, Western science for herbal and horticulture and Biochemical components of herbs and natural substances, considerations of pharmaceutical interactions with reference to current texts. Students will learn how to differentiate and distinguish Chinese herbs by geographic, characteristics, and morphological aspects. In addition, this course provides students detail information of dosage, drug interactions, contraindication, toxicities which is unacceptable and substances that endangered and banned in practically uses.

Prerequisite: HB1411

HB0535 Herbal Dermatology & Topical Formulae – 2 credits

This course introduces the principles of traditional Chinese dermatology, principal types and function of skin lesion, principles of topical dermatologic herbal therapy, and common disorders of the skin. Students will also learn identify name of diseases in Oriental medicine and in western medicine, differential diagnosis, herbal therapy for allergic response and management, life style counseling and self-care recommendation.

Prerequisite: HB2421, HB3422, HB4423, HB5424

Department of Oriental Medicine**OM1351 Fundamental Theories of Chinese Medicine I- 3 credits**

The Fundamental Theories of Chinese Medicine provides the essential and most important foundation for students upon which their knowledge and skills in the Oriental Medicine is built. Students will learn basic theories, history and philosophy of Traditional Chinese Medicine including relationship, laws and cycles of Daoism, Yin-Yang, Five elements (Wu Xing), Qi, Blood(Xue), Body fluids(Jin Ye), Essence(Jing), Spirit(Shen) and Zang-Fu (internal organs) with 12 officials (ShiErGuan) in the part-I course. Students continue to study characteristics, relationship, cycle, and function of meridians and collaterals in the Part-II course. The lecture will be given to students on topics including physiology (Sheng Li), etiology (Bing Yin) with BaGang, and pathological (Bing Ji) that creates harmony of spirit, Yin Yan with Five elements and fundamental body substances (Qi, Blood, Body fluids and Essence) through tonification and sedation.

Prerequisite: None

OM2352 Fundamental Theories of Chinese Medicine II - 2 credits

The Fundamental Theories of Chinese Medicine provides the essential and most important foundation for students upon which their knowledge and skills in the Oriental Medicine is built. Students will learn basic theories, history and philosophy of Traditional Chinese Medicine including relationship, laws and cycles of Daoism, Yin-Yang, Five elements (Wu Xing), Qi, Blood(Xue), Body fluids(Jin Ye), Essence(Jing), Spirit(Shen) and Zang-Fu (internal organs) with 12 officials (ShiErGuan) in the part-I course. Students continue to study characteristics, relationship, cycle, and function of meridians and collaterals in the Part-II course. The lecture will be given to students on topics including physiology (Sheng Li), etiology (Bing Yin) with BaGang, and pathological (Bing Ji) that creates harmony of spirit, Yin Yan with Five elements and fundamental body substances (Qi, Blood, Body fluids and Essence) through tonification and sedation.

Prerequisite: None

OM2321 Qi Gong Theory and Technique – 2 credits

Students learn and practice of the unique pattern of Asian breathing exercise and spirit meditation with specific Chinese holistic breathing techniques, guiding with emphasis on Chinese philosophy and Qi promoting techniques, including external and internal Daoism and Yin-Yang aspects for enhancing physical and mental health activity and increase in energy and Qi circulation to promote somatic-visceral health.

Prerequisite: None

OM2341 Chinese Medical Terminology/Literature - 2 credits

This course covers Chinese medical terms, including acupuncture symptoms and signs in Chinese medical text. The lectures will also cover Chinese nomenclature and basic pronunciation symbols, comprehensive meanings and philosophic expression in Asian medical terms, and Chinese herbal and acupuncture canon terminology. Selective readings in the classic medicine and modern acupuncture literature are also discussed.

Prerequisite: none

OM2373 Chinese Medical Diagnosis-3 credits

This course includes students to the diagnosis in Oriental Medicine. It covers the history, techniques of four diagnostic methods, the observing, asking, palpating, and listening-smelling, and the physiological and pathological aspect of diseases and symptoms.

Prerequisite: OM 1351

OM3311 History and Philosophy of Oriental Medicine– 2 credits

This is a study of the history and philosophy of Oriental Medicine, origin and development of healing arts in Asian countries and the U.S. with emphases on fundamental classic theories and doctrine, traditional TCM health behaviors and modern development of Oriental medicine in western countries; relationship of life in the universe environment and human life cultivation; herbal medicine science.

Prerequisite: None

OM3322 Tai Chi Exercise- 2 credits

Students will learn the pattern of essential physical exercise with specific Chinese classic holistic meditation, guiding with emphasis on meridian theories and Chinese philosophy of Qi promoting body movement, including practice of self defense, subtle body energy, experiencing various styles of soft and powerful martial arts in Daoism performance, and the promoting effect of Tai Chi exercise on somatic-visceral health life and longevity. Students are introduced to training and practice of the unique pattern and spirit meditation with specific Chinese holistic breathing techniques.

Prerequisite: none

OM3371 Zangfu Syndromes I - 3 credits

This course provides an in-depth study of syndrome differentiation with the Eight principles (Ba Gang), syndrome differentiation of Qi, Blood and Body Fluids (Qi, Xue, Jin, Ye), syndrome differentiation of organs (Zang Fu). Learning and discussing the general etiology, pathology, signs and symptoms of each organ according to exterior-interior organs relationship, Yin-Yang relationship, and Qi-Blood-Body fluids relationship. Student will learn integrated acupuncture and Oriental medicine diagnostic procedures and treatment principles.

Prerequisite: OM1351, OM2352

OM4372 Zangfu Syndromes II - 3 credits

This course covers identification of patterns of pathogenic factors, six stages, four levels, three burners, 12 channels(Jing Luo), eight extraordinary vessels(Qi Jing Ba Mai), and five elements(Wu Xing). Students will learn etiology, pathology, diseases manifestations, signs and symptoms for appropriate diagnosis and differentiation of diseases. Student will learn integrated acupuncture and Oriental medicine diagnostic procedures and treatment principles.

Prerequisite: OM1351, OM2352

OM3381 Chinese Internal Medicine I - 3 credits

This course includes the study of clinical Oriental Medicine which is informed of diagnosis and treatment. It covers assessment, etiology, pathology, identification, differentiate, diagnosis, treatment protocol of formula and acupuncture points of each internal disease in Oriental medicine. The diseases learning in these classes will be Common cold and influenza, Allergic rhinitis, Cough, Breathlessness and wheezing, Tan syndromes, Anxiety, Chest painful obstruction syndrome, Insomnia, Wind-stroke, and XiaoKe.

Prerequisites: OM3371 and OM4372

OM4382 Chinese Internal Medicine II - 3 credits

This course includes the study of clinical Oriental Medicine which is informed of diagnosis and treatment. It covers assessment, etiology, pathology, identification, differentiate, diagnosis, treatment protocol of formula and acupuncture points of each internal disease in Oriental medicine. The diseases learning in this classes

will be Epigastric pain, Hiccup, Nausea and Vomiting, Diarrhea and Dysentery, Abdominal pain, Constipation, Hypochondrial pain and Jaundice, Edema and Lin syndrome, Enuresis and Incontinence, Urinary retention, Intestinal cystitis, Impotence, XuLao.

Prerequisites: OM 3371 and OM4372

OM5383 Chinese Internal Medicine III - 3 credits

This course includes the study of clinical Oriental Medicine which is informed of diagnosis and treatment. It covers assessment, etiology, pathology, identification, differentiate, diagnosis, treatment protocol of formula and acupuncture points of each internal disease in Oriental medicine. The diseases learning in this classes will be Headache, Tinnitus, Dizziness(Vertigo), Bleeding, Sweating, Depression, Syncope, Bi syndrome, Atrophy syndrome, Lower backache and Sciatica, and fever due to internal disorder.

Prerequisites: OM3371 and OM 4372

OM5352 Chinese Medicine Classics I: Nei Jing- 2 credits

This course will study *The Yellow Emperor's Classic of Medicine* (Huang Di Nei Jing), covering etiology, classic physiology, syndromes and diagnosis, appropriate therapeutic methods and prevention of diseases. Discussion is also given on the philosophical and psychological bases of health and diseases, concepts of lifestyle and natural rules, relationship of Universe and Human-being.

Prerequisite: OM 1351, OM2352

OM6381 Treatise of Shang Han Lun - 3 credits

A classic of traditional oriental medicine text written by Zhang Zhongjing consists of an analysis of the signs, symptoms and syndromes of febrile diseases caused by Cold pathogenic factors relating to the Six-Channel differentiation of disease. The course emphasis is on herbal preparation and clinical application in the six stages of disease development.

Prerequisite: HB5431, HB6432, HB7433, HB8434

OM7384 Family Medicine & Emergency Care in OM - 2 credits

This course will provide an overview of assessment and treatment in common disorders in daily practice, including disorders in pulmonary, cardiovascular, digestive, endocrine, renal and urinary, musculoskeletal and neurologic symptoms and psychosocial problems. Criteria for professional care and ethical practice are also covered. Emphases are given on integrative critical cares, OM medicine in pain clinic, elder life cultivation, critical values of laboratory tests, referral procedure, emergency procedures, family counseling including lifestyle and self-care recommendation, drugs and herbal interaction.

Prerequisites: HB5431, HB6432, HB7433, HB8434

OM7385 Gynecology / Obstetrics in OM – 3 credits

This course covers comprehensive gynecological diseases, which is integrative differentiation of disorders of female reproductive systems and obstetric problems. Students will learn etiology, pathology, signs and symptoms, proper diagnosis, therapeutic principles, formulas and acupuncture, referrals, prognosis, prevention and recommend proper diet and lifestyle of gynecological and obstetric problems.

Prerequisites: HB5431, HB6432, HB7433, HB8434

OM8283 Ophthalmology / Otolaryngology in OM – 2 credits

This course includes the study of clinical Ophthalmology and Otorhinolaryngology in Oriental Medicine which is informed of diagnosis and treatment. Students will learn etiology, pathology, signs and symptoms, proper diagnosis, therapeutic principles, formulas and acupuncture, referrals, prognosis, prevention and recommend proper diet and lifestyle of Ophthalmology and Otorhinolaryngology.

Prerequisites: HB5431, HB6432, HB7433, HB8434

OM8286 Pediatrics in OM - 2 credits

This course includes the study of clinical pediatric Oriental Medicine which is informed of diagnosis and treatment. Students will learn etiology, pathology, signs and symptoms, proper diagnosis, therapeutic principles, formulas and acupuncture, Tuina, referrals, prognosis, prevention and recommend proper diet and lifestyle.

Prerequisite: HB5431, HB6432, HB7433, HB8434

OM8386 Syndromes of Wen Bing – 2 credits

A classic of traditional Oriental medicine text Wen Bing (Four Level Differentiation) treatise on febrile diseases, consists of an analysis of the signs, symptoms and syndromes of febrile diseases pathogenic factors and transmission of diseases of the Channels relating San Jiao differentiation, along with appropriate herbal formulas treatment modalities.

Prerequisites: HB5431, HB6432, HB7433, HB8434.

OM9382 Synopsis of Jin Gui – 3 credits

This is the lecture of the classic patho-physiology and herbal treatment of over seventy diseases in TCM recorded in the Essentials of the Golden Cabinet or Jin Gui Yaolue. In this course the original text are discussed, the student will gain an ultimate and conclusive insight into the recalcitrant and debilitating syndromes with the herbal formulae in the Jin Gui, including thirty six women's common disorders of the obstetrics and gynecology, dietary rules and differential Chinese medicine diagnosis, with in-depth discusses of the formulae as practiced by Zhang ZhongJing.

Prerequisite: HB5431, HB6432, HB7433, HB8434

Department of Practice Management**PM1811 Pubic Health - 3 credits**

This course introduces students to the concept of public health, with emphasis on epidemiology of communicable diseases, financing and delivery of health services and public health systems in the United States, Public health law, the public health workforce development, environmental and occupational health, chemical dependency, the treatment of drug abuser and perception of reality, resource of public health organization, enhances on value of public health, disease prevention, control and health services, include public and community participation in public health, health education and training

Prerequisite: none

PM1821 Cardio-Pulmonary Resuscitation - 1 credit

This is a certification course in cardio-pulmonary resuscitation (CPR) and First Aid with Automated External Defibrillator (AED) for primary health care professionals, BLS for Healthcare Provider, from the American Red Cross, American Heart Association. The training includes adults, infants and children and knowledge of various types of emergency and first aid measures.

Prerequisite: None

PM1911 World History of Medicine and Professional Development- 3 credits

This course covers the world history of medicine in various cultures and the divergence of professional development, focuses system of the Asian healing arts and integrative research methodology, delivering evidence based medicine, the role of academic peer review process, the various types of health services professionals, practice requirements and settings.

Prerequisite: None

PM2631 Evaluation of Signs and Symptoms and ICD-9/ICD-10 Coding - 3 credits

This course is designed to provide the students of alternative medicine an overview of the clinical manifestation of the signs and symptoms. Discuss the clinical picture of the patient and trends analysis the disorders of body systems, enhances evaluation of significance of signs and symptoms to help the students undertake critical thinking of diseases assessment and perform differential diagnosis.

Students are introduced to ICD9-CM and ICD10-CM coding and the concept of indexing International Classification of diseases, definition and operation, understanding medical procedure for the medical records and retrieval of diagnosis data, and writing of legal medical report with Current Medical Coding.

Prerequisite: CS5561, CS6562, CS7563, CS8564

PM9721 Management for Clinic Practice I - 2 credits

This course covers the management challenge of delivering value in health care, basic organization of the medical office and clinic, complexity of the U.S. health care system, professional organization and management theory, basic accounting and finance, governance of the administration, medical staff and the board, managing complexity, record keeping, insurance billing and collection, risk management, knowledge of regulatory compliance and jurisprudence, ethics and peer review.

Students will learn and understand business written communications, front office procedures, planning and establishing a professional office. Prerequisite: none

PM0722 Management for Clinic Practice II - 2 credits

This course covers the management challenge of delivering value in health care, basic organization of the medical office and clinic, complexity of the U.S. health care system, professional organization and management theory, basic accounting and finance, governance of the administration, medical staff and the board, managing complexity, record keeping, insurance billing issues and collection, risk management, knowledge of regulatory compliance and jurisprudence (municipal, California, and federal laws, including OSHA, Labor Code, Health Insurance Portability and Accountability Act of 1996 HIPAA), ethics and peer review. Students will learn and understanding practice growth, development and practice in interdisciplinary medical settings including hospitals.

Prerequisite: PM9721

PM9723 Ethics and Legal and Professional Issues - 2 credit

This course will provide overview to the healthcare ethics and theories and Acupuncture Board guidelines for Acupuncture practice, Enhances knowledge of academic peer review procedure, professional liability, confidentiality, justice and fairness, the principle of beneficence and principle of justice, including HIPAA Privacy and Security Rule, and Breach notification Rules. Focuses on informed Consent, confidentiality, negligibility and unprofessional practice, and promoting Acupuncture professional healthcare practice.

Prerequisite: none

PM0611 Case Management I – 3 credits

This course provides overview of the clinical case management, primary care responsibilities, psychosocial assessment, secondary and specialty care responsibilities, treatment contraindications and complications, including safety of patient and practitioner, avoiding harm from typical procedures and critique care for fainting during treatment, identify drug and herb interactions, ICD-9/ICD-10 diagnosis Coding Assessment, treatment planning, continuity of care, referral and collaboration, follow-up care, final review, independent medical review and functional outcome measurements, prognosis and future medical care. Students will learn case management for injured workers and socialized medicine patients, including knowledge of workers compensation/labor codes and qualified medical evaluations, medical-legal report writing, expert medical testimony, and independent medical review, become aware of at-risk populations, including gender, age, indigent, and disease specific patients, and note multicultural sensitivity during patient communication to ensure professional patient/practitioner rapport. Students will be exposed to clinical reasoning and problem solving training.

Prerequisite: none.

PM0612 Case Management II – 3 credits

This course provide comprehensive overview the history and development of the international classification of disease, the diagnostic and procedural coding format and structure, ICD-9, ICD-10- CM and ICD-10-PCS, that is all allied health care providers and related entities will be required to retool their accounting and clinical documentation procedures and software applications to accommodate, the course will training the general guidelines and coding manuals for use of both ICD-10CM and ICD-10-PCS, define and demonstrate the selection of principal diagnosis, enhances acupuncture procedure coding, and knowledge to medical-legal report writing, understanding expert medical testimony and independent medical review.

Students will learn special care, seriously ill patients, emergency procedures and become aware of at-risk populations, including, including gender, age, indigent, and disease specific patients. Students will also note multicultural sensitivity during patient communication to ensure professional patient/practitioner rapport.

Prerequisite: PM0611

Department of Clinical Training

CT1011 Herbal Pharmacy Lab. - 2 credits

This is a course of Clinical training on herbal dispensary, covered selecting and weighing raw herbs, preparation of herbal prescriptions, pharmacy procedure. Student will work on decoction, powdering, pills preparation, sequence of herbal extract, and packaging.

Prerequisite: HB2421, HB3422, HB4423, HB5424, Concurrent with HB9461

CT6021 Clinical Observation I - 2 credits

Students will start experiencing clinical practice of oriental medicine by observing the practice by supervisors. Students will observe and learn preparing patients and treatment rooms, observe effective communication by supervisors with patients, how patient history is taken, including measurement of vital signs, as well as observe performance of clean needle techniques; understand patient's chief complaints, observe the conduct of biomedical assessment, physical examination and diagnosis, clinical practice of needling, including locating acupuncture points and other modalities, the practice of Oriental herbal therapy with herbal formula prescribing and preparation, and referral and counseling recommendation. Students will also learn compliance of OSHA and HIPPA regulations on health and safety, and patient confidentiality. Students will experience patient recruitment by contacting patients for follow-up visits and attending scheduled health fairs, if available.

Prerequisite: passing Clinical Observation Qualification Test (COQT) I

CT7022 Clinical Observation I: Procedures - 2 credits

Students are focused on learning clinic procedure and become familiar with clinic and relevant regulatory policies. Students are involved in preparing patients and treatment rooms; learn to communicate with patients and assist patients in completing necessary clinic forms and to take patient histories including measuring of vital signs; understand patient's chief complaints; understand patient's chief complaints, observe the conduct of biomedical assessment, physical examination and diagnosis, observe performance of clean needles procedures and needling by supervisors, including locating acupuncture points and other modalities, the practice of Oriental herbal therapy with herbal formula prescribing and preparation, and referral and counseling recommendation; learn case presentation and participate in discussions. Students will also learn compliance of OSHA and HIPPA regulations on health and safety, and patient confidentiality. Students will experience patient recruitment by contacting patients for follow-up visits and attending scheduled health fairs, if available.

Prerequisite: CT 6021

CT8031 Clinical Observation IIA - 2 credits

Clinical Observation IIA involves students preparing the patient, assisting patients completing necessary clinic forms, regularly reviewing patient files to ensure complete understanding of the treatment protocol, progress and assessment plan; learning to communicate with patients and take patient histories, including measuring of vital signs, as well as understanding patient's chief complaints; observing clinical practice of clean needles procedures, performance of biomedical assessment and physical examination, Oriental medical diagnosis, clinical practice of needling by supervisors, including locating acupuncture points and other modalities, the practice of Oriental herbal therapy with herbal formula prescribing and preparation, and referral and counseling recommendation; participating in preparing case presentation and discussions. Students will also learn compliance of OSHA and HIPPA regulations on health and safety, and patient confidentiality. Students will experience patient recruitment by contacting patients for follow-up visits and attending scheduled health fairs, if available.

Prerequisite: CT 7022 and passing Clinical Observation Qualification Test II

CT9032 Clinical Observation IIB - 2 credits

Students continue trainings as received in Clinical Observation IIA but with more responsibility in performing clinic routine activities such as preparing patients for treatments, taking patients' measurements of vital signs and ensure completeness of patient files and understanding of treatment, protocol, progress and assessment plan. Students continue to observe the clinical practice of clean needle procedures, performance of biomedical assessment and physical examination, Oriental medical diagnosis, clinical practice of needling by supervisors, including locating acupuncture points and other modalities, the practice of Oriental herbal therapy with herbal formula prescribing and preparation, and referral and counseling recommendation; participating in preparing case presentation and discussions. Students will also learn compliance of OSHA and HIPPA regulations on health and safety, and patient confidentiality. Students will contact patients for follow-up visits and attending scheduled health fairs, if available.

Prerequisite: CT 8031

CT9041 Clinical Internship: Phase IA - 4 credits

Clinical Supervisors shall be physically present at all time during the diagnosis and treatment of the patients. Student interns are responsible for taking patient history, complete a clinical impression and Oriental Medical diagnosis for review and approval by the clinical supervisor. Students will recommend treatment protocol that includes needling treatment, herbal prescriptions and/or other oriental medicine modalities based on the patient's conditions. Treatment protocols must be approved by Clinical Supervisor. Students may recommend other modalities including further laboratory tests and diagnostic imaging. Students continue to learn the clinical practice of clean needle procedures, biomedical assessment and physical examination, acupuncture treatment technique from supervisors, including locating acupuncture points and other modalities, the practice of Oriental herbal therapy with herbal formula prescribing and preparation, and referral and counseling recommendation; participating in preparing case presentation and discussions. Students will also learn compliance of OSHA and HIPPA regulations on health and safety, and patient confidentiality, insurance billing and application of ICD-9/ICD-10 coding. Students will contact patients for follow-up visits and attend scheduled health fairs, if available.

Prerequisite: CT 9032 and AC5282, and passing Clinical Internship Qualification Test I

CT0042 Clinical Internship: Phase IB - 4 credits

Clinical Supervisors shall be physically present at all time during the diagnosis and treatment of the patients. Student interns are responsible for taking patient history, complete a clinical impression and Oriental Medical diagnosis for review and approval by the clinical supervisor. Students will recommend treatment protocol that includes needling treatment, herbal prescriptions and/or other oriental medicine modalities based on the patient's conditions. Treatment protocols must be approved by Clinical Supervisor. Students may recommend other modalities including further laboratory tests and diagnostic imaging. Students continue to learn the clinical practice of clean needle procedures, biomedical assessment and physical examination, acupuncture treatment technique from supervisors, including locating acupuncture points and other modalities, the practice of Oriental herbal therapy with herbal formula prescribing and preparation, and referral and counseling recommendation; participating in preparing case presentation and discussions. Students will also learn compliance of OSHA and HIPPA regulations on health and safety, and patient confidentiality, insurance billing and application of ICD-9/ICD-10 coding. Students will contact patients for follow-up visits and attend scheduled health fairs, if available.

Prerequisite: CT 9041

CT 0043 Clinical Seminar: Phase I - 2 credits

Students will learn to prepare and conduct case presentation, including a review of patient history and assessment, discuss evidenced diagnosis, symptoms and signs in western medicine and appropriate Oriental Medicine, Acupuncture treatment and herbal formulae composition. Students will learn to review progressive responses of patients to treatments, diagnostic imaging and laboratory data report, ICD9/ICD-10 coding, and Cpt coding, the interaction between herbs and prescription drugs taken by the patient with Clinical Director. Students will demonstrate knowledge in HIPPA and OSHA, respect to ethics and professional standards, as well as research skill, and practice peer review and critique.

Prerequisite: CT 9041

CT1151 Clinical Internship: Phase IIA - 4 credits

Clinical Supervisors shall be physically present at all time during the diagnosis and treatment of the patients. Student interns are responsible for taking patient history, complete a clinical impression and Oriental Medical diagnosis for review and approval by the clinical supervisor. Students will perform biomedical assessment and physical examination. Students will recommend treatment protocol that includes needling treatment, herbal prescriptions and/or other oriental medicine modalities based on the patient's conditions with reference to potential drug-herb interaction if patient is under medication and the medication information is provided, diagnostic imaging and laboratory data report presented by the patient. Treatment protocols must be approved by Clinical Supervisor. Students may recommend other modalities including further laboratory tests and diagnostic imaging. Students will perform clean needle procedures, biomedical assessment and physical examination, acupuncture treatment technique from supervisors, including locating acupuncture points and other modalities, the practice of Oriental herbal therapy with herbal formula prescribing and preparation, counseling and recommend life style and health practice to patients, and make referral recommendation; participating in preparing case presentation and discussions. Students will also learn compliance of OSHA and HIPPA regulations on health and safety, and patient confidentiality, insurance billing and application of ICD-9/ICD-10 coding. Students will contact patients for follow-up visits and attend scheduled health fairs, if available.

Prerequisite: CT 0042, CT0043 and passing Clinical Internship Qualification Test II

CT2252 Clinical Internship: Phase IIB - 4 credits

Clinical Supervisors shall be physically present at all time during the diagnosis and treatment of the patients. Student interns are responsible for taking patient history, complete a clinical impression and Oriental Medical diagnosis for review and approval by the clinical supervisor. Students will perform biomedical assessment and physical examination. Students will recommend treatment protocol that includes needling treatment, herbal prescriptions and/or other oriental medicine modalities based on the patient's conditions with reference to potential drug-herb interaction if patient is under medication and the medication information is provided, diagnostic imaging and laboratory data report presented by the patient. Treatment protocols must be approved by Clinical Supervisor. Students may recommend other modalities including further laboratory tests and diagnostic imaging. Students will perform proper hand washing skill, clean needle procedures, acupuncture treatment technique from supervisors, including locating acupuncture points and other modalities, the practice of Oriental herbal therapy with herbal formula prescribing and preparation, counseling and recommend life style and health practice to patients, and make referral recommendation; participating in preparing case presentation and discussions. Students will also learn compliance of OSHA and HIPPA regulations on health and safety, and patient confidentiality, insurance billing and application of ICD-9/ICD-10 coding. Students will contact patients for follow-up visits and attend scheduled health fairs, if available.

Prerequisite: CT 1151

CT2253 Clinical Seminar: Phase II - 2 credits

Students will prepare and conduct case presentation, including review patient history and assessment, discuss evidenced diagnosis, symptoms and signs in western medicine and appropriate Oriental Medicine, Acupuncture treatment, herbal treatment, other treatment modalities, and noting progressive responses of patients to treatments. Student will review diagnostic imaging and laboratory data report, ICD9/ICD-10 coding, and Cpt coding, the

interaction between herbs and the prescription medicine taken by the patient with the clinic supervisor. Students will demonstrate knowledge in HIPPA and OSHA, respect to ethics and professional standards and research skill, and practice peer review and critique.

Prerequisite: CT 1151

CT3061 Supervised Practice: Phase IIIA - 4 credits

Student interns will assume advanced level of responsibility over patient care and management under minimal supervision of Clinical Supervisors, and practice as independent practitioner at Kingston University's clinic. Student interns are responsible for taking patient history, complete a clinical impression and Oriental Medical diagnosis, perform biomedical assessment and physical examination and be competent in developing treatment protocol with reference to potential drug-herb interaction if the patient is under medication and the medication information is provided, diagnostic imaging and laboratory data report presented by the patient. Students will perform proper hand washing skill, clean needle procedures, acupuncture treatment with proper techniques, practice Oriental herbal therapy with herbal formula prescribing and preparation, provide counseling to patients on life style and health practice, and recommend referral or further laboratory tests and diagnostic imaging if necessary based on the patient's conditions. Clinical Supervisors must be in close proximity to treatment site so that student interns may consult with the Clinical supervisor for input at times especially in difficult or complex cases. Students are responsible for completing patient charts with accurate patient intake data and progressive notes, patient responses to treatment, and proper ICD9/ICD-10 and Cpt coding, and demonstrate knowledge in HIPPA and OSHA

Prerequisite: CT 2252, CT 2253 and passing Supervised Practice Qualification Test (SPQT)

CT3062 Supervised Practice: Phase IIIB – 4 credits

Student interns will assume advanced level of responsibility over patient care and management under minimal supervision of Clinical Supervisors, and practice as independent practitioner at Kingston University's clinic. Student interns are responsible for taking patient history, complete a clinical impression and Oriental Medical diagnosis, perform biomedical assessment and physical examination and be competent in developing treatment protocol with reference to potential drug-herb interaction if the patient is under medication and the medication information is provided, diagnostic imaging and laboratory data report presented by the patient. Students will perform proper hand washing skill, clean needle procedures, acupuncture treatment with proper techniques, practice Oriental herbal therapy with herbal formula prescribing and preparation, provide counseling to patients on life style and health practice, and recommend referral or further laboratory tests and diagnostic imaging if necessary based on the patient's conditions. Clinical Supervisors must be in close proximity to treatment site so that student interns may consult with the Clinical supervisor for input at times especially in difficult or complex cases. Students are responsible for completing patient charts with accurate patient intake data and progressive notes, patient responses to treatment, and proper ICD9/ICD-10 and Cpt coding, and demonstrate knowledge in HIPPA and OSHA

Prerequisite: CT 3061

CT3063 Clinical Seminar: Phase III - 3 credits

Students will prepare and conduct case presentation, including review patient history and assessment, discuss evidenced diagnosis, symptoms and signs in western medicine and appropriate Oriental Medicine, Acupuncture treatment, herbal treatment, other treatment modalities, and noting progressive responses of patients to treatments. Student will review diagnostic imaging and laboratory data report, ICD9/ICD-10 coding, and Cpt coding, the interaction between herbs and the prescription medicine taken by the patient with the clinic supervisor. Students will demonstrate knowledge in HIPPA and OSHA, respect to ethics and professional standards and research skill , and practice peer review and critique.

Prerequisite: CT 3061

CT4071 Supervised Practice: Phase IVA - 4 credits

Student interns will assume advanced level of responsibility over patient care and management under minimal supervision of Clinical Supervisors, and practice as independent practitioner at Kingston University's clinic. Student interns are responsible for taking patient history, complete a clinical impression and Oriental Medical

diagnosis, perform biomedical assessment and physical examination and be competent in developing treatment protocol with reference to potential drug-herb interaction if the patient is under medication and the medication information is provided, diagnostic imaging and laboratory data report presented by the patient. Students will perform proper hand washing skill, clean needle procedures, acupuncture treatment with proper techniques, practice Oriental herbal therapy with herbal formula prescribing and preparation, provide counseling to patients on life style and health practice, and recommend referral or further laboratory tests and diagnostic imaging if necessary based on the patient's conditions. Clinical Supervisors must be in close proximity to treatment site so that student interns may consult with the Clinical supervisor for input at times especially in difficult or complex cases. Students are responsible for completing patient charts with accurate patient intake data and progressive notes, patient responses to treatment, and proper ICD9/ICD-10 and Cpt coding, and demonstrate knowledge in HIPPA and OSHA

Prerequisite: CT 3062, CT3063

CT4072 Supervised Practice: Phase IVB - 4 credits

Student interns will assume advanced level of responsibility over patient care and management under minimal supervision of Clinical Supervisors, and practice as independent practitioner at Kingston University's clinic. Student interns are responsible for taking patient history, complete a clinical impression and Oriental Medical diagnosis, perform biomedical assessment and physical examination and be competent in developing treatment protocol with reference to potential drug-herb interaction if the patient is under medication and the medication information is provided, diagnostic imaging and laboratory data report presented by the patient. Students will perform clean needle procedures, acupuncture treatment with proper techniques, practice Oriental herbal therapy with herbal formula prescribing and preparation, provide counseling to patients on life style and health practice, and recommend referral or further laboratory tests and diagnostic imaging if necessary based on the patient's conditions. Clinical Supervisors must be in close proximity to treatment site so that student interns may consult with the Clinical supervisor for input at times especially in difficult or complex cases. Students are responsible for completing patient charts with accurate patient intake data and progressive notes, patient responses to treatment, and proper ICD9/ICD-10 and Cpt coding, and demonstrate knowledge in HIPPA and OSHA

Prerequisite: CT 4071

CT 4081 Supervised Practice Evaluation-2 credits

The clinical supervisor shall conduct overall evaluation of student interns competencies expected for qualified graduates. The student intern will be evaluated on clinical case history, signs and symptoms, western medical and Oriental medical physical findings with respect to student's performance on Oriental Medical diagnosis, biomedical assessment and physical examination and the treatment protocol developed with reference to potential drug-herb interaction if the patient is under medication and the medication information is provided, diagnostic imaging and laboratory data report presented by the patient. Students are also evaluated on performing hand washing skill, clean needle technique, acupuncture treatment, herbal prescription treatment and other treatment modalities, counseling, recommendations, referral, patient follow-up, proper ICD9/ICD-10 and Cpt coding, demonstration of communication skill, knowledge in HIPPA and OSHA and respect to ethics and professional standards.

Prerequisite: CT4072

FACULTY – ACTIVE INSTRUCTOR

Bang, Sunil, L.Ac. (Adjunct Instructor)

M.S. in Acupuncture & Oriental Medicine, South Baylo University, Anaheim, CA
Bachelor of Medicine, Nanjing University of Traditional Chinese Medicine, Nanjing, China
Teaching Area: Fundamental Theories, Acupuncture, Oriental Medicine, Tuina, Herb, Herbal Prescription

Choi, Woo Hee, L.Ac. (Full-Time Instructor)

DAOM, South Baylo University, Anaheim, CA
M.S. in Acupuncture & Oriental Medicine, South Baylo University, Anaheim, CA
Bachelor of Medicine, Beijing University of Traditional Chinese Medicine, Beijing, China
Teaching Area: Fundamental Theories, Acupuncture, Herbs and Prescriptions, Oriental Medicine,
Clinical Training

Han, Seong Soo, L.Ac. (Full-Time Instructor)

M.S. in Acupuncture & Oriental Medicine, South Baylo University of Oriental Medicine, Anaheim, CA
Bachelor in Medicine, Shanghai University of Traditional Chinese Medicine, Shanghai, China
BS, Dae-gu Traditional Korean Medicine University, Dae-Gu, Korea
Teaching Area: Fundamental Theories, Acupuncture, Oriental Medicine, Herbs, Herbal Prescription,
Clinical Training

Hsieh, H. Hong, L.Ac. (Full-Time Instructor)

Doctor of Acupuncture Medicine, Asian American Acupuncture Medical University, San Diego, CA
Doctor in Medicine, Universidad Central del Este, Santo Domingo, Dominican Republic
Bachelor of Science, School of Pharmacy, Taipei Medical University, Taiwan
Military Surgeon, Military Health Service College, Taiwan
Teaching Area: Human Biology, Anatomy and Physiology, Pathophysiology, Clinical Science in
Western Medicine, Pharmacology, Microbiology and Immunology, Nutrition,
Chemistry, Healthcare Management, Healthcare Ethics, Healthcare Professional
Development, History of Medicine, Case Management, Professional Development,
Clinical Internship, Tai Chi, Qigong Exercise

Kim, Myoungsu, L.Ac. (Adjunct Instructor)

M.S. in Acupuncture & Oriental Medicine, South Baylo University of Oriental Medicine, Anaheim, CA
Bachelor in Medicine, Shanghai University of Traditional Chinese Medicine, Shanghai, China
Teaching Area: Acupuncture, Oriental Medicine, Herb, Herbal Prescription, Clinical Training

FACULTY – INSTRUCTOR AVAILABLE UPON REQUEST

Divina, Henry, Phd, NMD.

Doctor of Natural Medicine, So. College of Naturopathic Medicine (Arkansas College), Waldron,
Arkansas
Doctor of Naturopathy, Clayton College of Natural ealth, Birmingham, Alabama
Teaching Area: Nutrition

Dr. Divina is appointed to teach nutrition related courses at Kingston University

Hsieh, Emily Lin-Lan

MPH, Epidemiology, School of Public Health, University of California
B.S. in Biology, California State University, Los Angeles
Teaching Are: Public Health, Healthcare Research, Healthcare Policy

Ko, Jing Lih, L.Ac.

Ph.D. in Oriental Medicine, Yuin University, Compton, CA

M.S, in Oriental Medicine, South Baylo University, California
M.A. in Asian Studies, California State University, Long Beach
Teaching Area: Fundamental Theories, Acupuncture, Oriental Medicine, Herbs, Herbal Prescription,
Clinical Training

Lee, Qiang, L.Ac.

Ph.D in Oriental Medicine, Yuin University
MS in Oriental Medicine, Samra University, California
AATCM in Internal Medicine, GuangZhou Chinese Medicine University, China
Teaching Area: Fundamental Theories, Acupuncture, Oriental Medicine, Herbs, Herbal Prescription,
Clinical Training

Liu, Lin Chih

MS in Psychology, State University of New York at Buffalo, New York
BS n Psychology, State University of New York at Buffalo, New York
AA in English, Wen Tzao Junior College, Kaohsuing, Taiwan
Teaching Area: Psychology in Primary Care

Pon, Cindy, L.Ac.

MS in Oriental Medicine, Samra University of Oriental Medicine, California
BS in Biology, University of California at Irvine
Teaching Area: Fundamental Theories, Acupuncture, Oriental Medicine, Herbs, Herbal Prescription,
Clinical Training

Shu, Abraham

MS in Chemical Engineering, Steven's College,
BS in Chemical Engineering, Taipei Institute of Technology, Taiwan
Teaching Area: Chemistry, Physics

Wang, Andrea, L. Ac.

Ph.D in Oriental Medicine, Samra University, California
MS in Oriental Medicine, Samra University, California
BS in Oriental Medicine, Samra University, California
BS in Pharmacy, Taipei Medical College, Taiwan
Teaching Area: Human Biology, Anatomy and Physiology, Pathophysiology, Clinical Science in
Western Medicine, Pharmacology, Nutrition, Chemistry, Healthcare Management,
Healthcare Ethics, Healthcare Professional Development, History of Medicine, Case
Management, Professional Development, Clinical Internship

Wang, Hong, L.Ac.

MS in Traditional Chinese Medicine, University of Tien Jin, Tien Jin, China
BS in Traditional Chinese Medicine, University of Shaan Xi, Shaan Xi, China
Teaching Area: Fundamental Theories, Acupuncture, Oriental Medicine, Herbs, Herbal Prescription,
Clinical Training

CERTIFICATE AND TRAINING COURSES

ENGLISH AS A SECOND LANGUAGE PROGRAM

English as a Second Language – 1080 Clock Hours

Kingston University presents its' ESL program to enhance the proficiency of individuals that possess pre-existing vocational knowledge, training, or skills, but cannot use that knowledge, training or skill because of an English speaking deficiency. Our program will provide the student with the opportunity to enhance their English skills and facilitate their goals of admission to degree programs. Upon entry to the program and before exit, Kingston University will administer a nationally recognized exam of English comprehension such as a test of English as a Foreign Language or a Test of Spoken English.

Kingston University's program will provide assessment of English skills for non-English speaking students and then place the student into an appropriate level for development of their English abilities. Upon completion of the program the student should be prepared to take a TOEFL exam for admission to their appropriate program for further education. The program will prepare the student to do research, communicate concepts, participate in discussion groups and to achieve a level of English communication skills appropriate to their selected study level.

Upon completion the student should be able to:

1. Demonstrate an ability to do complex research projects using English as their secondary language
2. Demonstrate an ability to use verbal and auditory skills within an American college setting
3. Function within American culture using English as a supportive language to pursue further college or graduate training.
4. Understand areas for further development and refinement of English communication skills.
5. Take and pass a nationally recognized TOEFL exam for admission to their selected college or university.

Program Classes:

4. ESL Level 1- 180 Clock Hours

This beginning level of ESL class is designed for students with little English proficiency. Students will be working on building their vocabulary base and beginning reading, writing, grammar, listening and pronunciation skills leading to daily conversation ability.

5. ESL Level 2 – 180 hours

Students will expand vocabulary and increase conversation practice under a school setting and in the field.

6. ESL Level 3 – 180 hours

Students will continue on reading, writing and oral skill development and begin learning idiomatic expressions. Students will also be exposed to the American culture experience.

7. ESL Level 4 – 180 hours

This class will further develop students' grammar and fluency in various usages while continuing on expanding vocabulary and improving conversational skill. Students will also start preparing for the TOEFL exam.

8. ESL Level 5 – 180 hours

Students will start learning public speaking and writing in a business format while continuing on preparing for the TOEFL exam.

9. ESL Pre-College – 180 hours

This is an ESL level that is designed to help students preparing for college course work including academic lectures and study techniques for research.

FACULTY

Avila, Kat

M.A in Communication, University of California, San Diego, CA
M.A in Interdisciplinary Studies, California State University, Fullerton, CA
B.A. in Communicative Disorders, California State University, Fullerton, CA
Teaching Area: English as Second Language, TOEFL, Communication

Ebersold, Deborah

M.A in TESOL, California State University, Los Angeles, CA
B.A. in Liberal Studies, California State University, Los Angeles, CA
Teaching Area: English as Second Language, TOEFL, College English

Sanchez Jr, G. Anthony

TESOL Instructor Certification, Irvine University College of Liberal Arts, Cerritos, California
Juris Doctorate, Irvine University College of Law, Cerritos, CA
BS in Laws, Irvine University College of Law, Westminster, CA
Teaching Area: English as Second Language, TOEFL, College Writing, Speech

MASSAGE THERAPY PROGRAMS

Kingston University is approved to offer three program options in massage therapy training based on the total number of training clock hours required for completion of the options. There are two program options, Massage Technician 600-Hour Program and Massage Technician 1000-Hour Program. The Massage Technician 600-Hour program prepares students with knowledge and skills to become competent massage therapy professionals in the field. The Massage Technician 1000-hour program upgrades graduates from the 600-Hour program with additional therapeutic massage modules and clinical analysis skills.

Program Objectives

Graduates of the University's Massage Therapy Training Programs will achieve the followings:

- Be able to competently apply state-of-art therapeutic massage modules within the scope of practice defined by local, state or national authority.
- Be capable of designing an effective therapeutic massage program based on indications and contraindications of massage techniques.
- Treat patients with respect, compassion and dignity and observe strict patient confidentiality at all time.
- Explain and educate patients and the public in professional and friendly language and gesture in order to effectively enhance the community wellbeing with quality care and service.
- Understand and communicate with other healthcare professionals so that an appropriate and informed referral of patients to other healthcare professionals can be made promptly when necessary.
- Continuing professional education development and practice enhancement as a lifelong career commitment
- Perform to the highest ethical standards and professional conducts

Career Options

Upon completion of the courses, a student will be prepared to enter the massage therapist job market in the fields of, but not limited to, the following areas: chiropractic, physical therapy, orthopedic rehabilitation clinics, health spas, hotels, beauty salons, medical, private practice/free lancing, sports medicine, or education.

State Licensure Requirement

Students should note the minimum training hours and program content required by each states for licensure.

California Massage Therapy Council (CAMTC)

A new California Massage Law, the Massage Therapy Act (Assembly Bill 1147), has been approved in September 2014 and codified at California Business and Professions Code section 460, 4600-4621 and Government Code section 51034. The Massage Therapy Act, notwithstanding any other law, prohibits a city, county, or city and county from enacting or enforcing an ordinance that conflicts with these provisions or other corresponding specified provisions. The Massage Therapy Act also makes clarifying and conforming changes regarding local regulation of massage establishments or businesses. According to the Act, effective January 1, 2015, the California Massage Therapy Council will only accept Certified Massage Therapist (CMT) applicants who complete a minimum of 500 hours of training from a CAMTC approved school and passed a CAMTC approved exam. **Attendance and /or graduation from a California Massage Therapy**

Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code sections 4600 et.seq.

Currently the following exams are approved by CAMTC:

- the Massage and Bodywork Licensing Exam (MBLEx) and the Board Certification Exam for Therapeutic Massage and Bodywork (BCTMB) if taken at any time; and
- the National Certification Exam for Therapeutic Massage (NCETM) and the National Certification Exam for Therapeutic Massage and Bodywork (NCETMB) if taken on or before February 1, 2015.

Students may visit the official website of CAMTC at www.camtc.org for detail of certification requirements and/or obtain a full text of the Massage Therapy Act approved in September 2014 and codified at California Business and Professions Code section 460, 4600-4621 and Government Code section 51034.

Students should also note CAMTC's Law related to unfair business practices as related to massage:

Pursuant to California Business and Professions Code section 4611, it is an unfair business practice for a person to do any of the following:

- (a) To hold himself or herself out or to use the title of "certified massage therapist" or "certified massage practitioner," or any other term, such as "licensed," "certified," "CMT," or "CMP," in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.
- (b) To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or an other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact **the California Massage Therapy Council** at:

**One Capitol Mall, Suite 320, Sacramento, CA 95814,
www.camtc.org
Tel: (916) 669-5336, Fax: (916) 669-5337**

Program Approval

The Council certified graduates of Kingston University who completed massage therapy training programs of 600 hours or higher as Certified Massage Therapist since September 2009. The University has been maintaining a good standing by complying with all applicable laws and regulations and is currently seeking approval by CAMTC under the Massage Therapy Act approved in September 2014. The University will disclose its new CAMTC School Approval Code once available. The contact information of the Council is indicated above.

Kingston University is an Assigned School (Code: 490019-05) by the National Certification Board for Therapeutic Massage and Bodyworks (NCBTMB). Graduates of the Massage Technician 1000-hour Training Program will be eligible to sit for the Board Certification Exam. Further information can be obtained by contacting NCBTMB listed below:

National Certification Board for Therapeutic Massage and Bodyworks

1901 South Meyers Road, Suite 240
Oakbrook Terrace, IL 60181
Phone: (630) 627-8000
Website: www.ncbtmb.org
Email: info@ncbtmb.org

Hygiene, Dress and Attire Policy

In order to prepare students for a career in Massage Therapy, students enrolled in the Massage Therapy programs are expected to maintain high standards of personal hygiene and cleanliness, both in the classroom and when working with clients.

All students will observe the following requirements for attire and grooming when in class. The overall aim is for students to develop their professional image from the first day of class. Students not adhering to the Kingston University's Hygiene, Dress and Attire policy will be dismissed from class for the day and will be required to make-up missed hours.

- * Students are required to dress cleanly and neatly. Students represent their chosen profession, the University, and their level of regard for their clients through their clothing. They must wear proper uniform as required. **Sneakers, tennis shoes, open-toed shoes, faded blue jeans, T-shirts, sandals, or heavy work boots are not acceptable. No barefoot or wearing only stockings are allowed**
- * Uniform must be clean and well-pressed at all times. The uniform and socks should not have come in contact with any animals/pets since washing. The uniform consists of a pair of black plain yoga pants, top shirt and black soft sole shoes with comfort designed for long standing and exercise.
- * Hair should be clean. Shoulder length hair should be tied back in order to prevent interference when treating a client. Hair should be clean and neatly groomed.
- * Men should be either clean-shaven or have trimmed beard and/or moustache.
- * Bathe or take shower before coming to class or clinic. Perfume or cologne should not be worn.
- * Hand grooming is must and short clean fingernails must be maintained at all time. All cuts, if any, must be covered with appropriate barrier, e.g. band-aid, finger cot, etc.
- * Conscientious oral hygiene should be utilized to prevent objectionable mouth odors.
- * No jewelry on fingers and arms and necklace with pendent hanging over the uniform top shirt are allowed
- * If you or the client (including student client) are ill and if any concern exists that the condition might be contagious, you should refer or reschedule the client until the condition changes
- * Interns should wear Kingston University name badge when greeting to the client prior to beginning the treatment session and seeing the client off after session is completed. Students not wearing a name badge or who are otherwise inappropriately dressed will be asked to leave until such time as they can return appropriately dressed. If they are interns, their clients will be reassigned.

Compliance with OSHA Regulations

All students shall comply with all the rules, regulations, and procedures established by OSHA for the safety of colleagues, clients, interns, employees, and visitors, if any. OSHA rules, regulations, and procedures include, but not limited to the following:

- a) Compliance with Kingston's dress code: clean lab coat and closed toe shoes (no clogs)

- b) Compliance with OSHA procedures for Safety issues with Special Techniques, the use of disinfectants and proper hand-washing.
- c) Compliance with OSHA procedures for the disposal of infectious material
- d) Compliance with OSHA procedures for the disposal of used cotton balls in trash receptacles or Bio-Hazard bags.

Draping Policy

Draping is crucial in maintaining the privacy and sense of security of a client (or your partner, while in class training). It also provides warmth to the client. Respect for the client's personal privacy and boundaries fosters an environment in which the client's welfare is safeguarded.

Students should strictly follow Kingston University's draping policy as outlined below:

- All draping material must have been freshly laundered using bleach or other approved solution. If disposable linen is used, the linen must be fresh for each client
- Only the area being massaged is undraped
- The genital area is never undraped.
- The breast area of women is not undraped during routine wellness massage. Specific medical massage under the supervision of a licensed medical professional may require special draping procedures for the breast area in women. However, these methods are out of the scope of practice for the wellness massage practitioner.
- Draping should keep the client covered in all positions, including the seated position
- When the client uses a dressing area away from the massage table, make sure you provide a robe, top sheet, or wrap large enough for the client to cover her/his body for her/him to walk to the massage area or from the massage table to the dressing area.

Student/Faculty Ratio Policy

Kingston University maintains a student-teacher ratio for practical (hands-on) classes not exceeding 14 students to 1 instructor/teaching assistant. The hands-on student-to-instructor/teaching assistant ratio is calculated by dividing the number of students doing hands-on work by the number of instructors and teaching assistants in the classroom. Lecture-only classes maintain a 20:1 student-to-instructor/teaching assistant ratio. Clinic maintains a maximum student to instructor/teaching assistant ratio of 4:1.

Massage Technician 600 Hours Programs

The program provides students with extensive training in a broad spectrum of massage skills and advanced knowledge needed to practice massage in most jurisdictions requiring a minimum of 500 hours of training for licensure as a massage therapist. Upon completion of the program, students will also meet the requirements to become a Certified Massage Therapist by the standard of California Massage Therapy Council, and for taking the National Certification Examination for Therapeutic Massage and Bodywork administered by the National Certification Board for Therapeutic Massage and Bodywork. The student may complete the program in six months.

- Program Outcome

In this program, the student will build professional skills in Swedish Massage, Body Awareness, Sports Massage, Therapeutic Stretching skills, Deep Tissue Massage, Myofascial Trigger Points massage, Rotator Cuff solutions, Chair Massage, Reflexology, Lymph Drainage therapy and Oriental massage techniques. At the completion of the courses, the student should be able to:

1. Understand the human body system with knowledge of anatomy, physiology, kinesiology and pathology.
2. Know benefits of massage, and general massage indications and contraindications.
3. Know body awareness and demonstrate basic skills in a massage practicum.
4. Explain and use skills in Swedish massage, deep tissue massage, lymph drainage therapy and perform a full 60-minute body massage.
5. Perform myofascial release and trigger points technique
6. Know palpitation series
7. Demonstrate therapeutic stretching skills
8. Know rotator cuff solutions
9. Demonstrate skills of chair massage
10. Perform reflexology treatment on the foot
11. Demonstrate application of aromatherapy and chakra
12. Know basic business skills and management and professional ethics and standards.
13. Apply verbal and non-verbal communication skills
14. Know basic hygiene and nutrition
15. Demonstrate CPR and First Aid training
16. Know and perform other non-western massage techniques including acupressure and basic cupping technique

- **Completion Requirement**

1. Course and Training Hour Requirements

<u>Course No.</u>	<u>Course Title</u>	<u>Contact Clock Hour</u>
MT1030	Basic Hygiene and Nutrition	8
MT1040	CPR and First Aid Training*	8
MT1300	Basic Business Management and Ethics	20
MT2000	Human Body System, Anatomy, Physiology and Kinesiology	140
MT2010	Pathology	50
MT2020	Assessment for Bodywork	20
MT2100	Massage Practicum	60
MT2110	Swedish Massage and Lymph Drainage	80
MT2120	Chair Massage	20
MT2130	Sports Massage and Therapeutic Stretching	70
MT2140	Reflexology	20
MT2150	Deep Tissue Massage and Applications	70
MT2180	Aromatherapy and Chakra	10
MT2190	Hydrotherapy and Heat/Cold Therapy	4
MT2200	Acupuncture Meridian Theories and Points	20
	Total	600

*students may choose to take the training at a local chapter of American Red Cross or other training

2. Performance Evaluation Requirements

Students must satisfactorily PASS the following requirements:

- (i) All writing tests as required by the instructors
- (ii) Performance tests to demonstrate competency in each massage skill module training
- (iii) All other assignments and tests as required by the instructors

Massage Technician 1,000-Hour Program

This program will provide training for a student to become an advance massage therapist. The program will provide in-depth training in the human body system, physiology, pathology as well as various advance massage therapy techniques in both western and non-western massage therapy applications. Students will be exposed to extensive clinical studies of individual cases and be able to explain the theories of massage therapy and develop therapy plans tailoring to individual client's needs upon professional assessment of the clients. Students may complete the program in ten months on a full-time study basis.

- Program Outcome

At the completion of the program, the student should be able to demonstrate the followings skills and/or knowledge objectives:

1. Understand the human body system with knowledge of anatomy, physiology, kinesiology and pathology.
2. Know benefits of massage, and general massage indications and contraindications.
3. Know body awareness and demonstrate basic skills in a massage practicum.
4. Explain and use skills in Swedish massage, deep tissue massage, lymph drainage therapy and perform a full 120-minute body massage.
5. Perform myofascial release and trigger points technique
6. Know palpitation series
7. Demonstrate therapeutic stretching skills
8. Know rotator cuff solutions
9. Demonstrate skills of chair massage
10. Perform reflexology treatment on the foot
11. Demonstrate application of aromatherapy and chakra
12. Know basic business skills and management and professional ethics and standards.
13. Apply verbal and non-verbal communication skills
14. Know basic hygiene and nutrition
15. Demonstrate CPR and First Aid training
16. Know and perform other non-western massage techniques including acupressure and basic cupping technique
17. Be able to perform self care exercises for promoting healthy and prolong professional career
18. Know basic business management and professional ethics and standards.
19. Use verbal and non-verbal communication skills.
20. Know basic hygiene and nutrition.
21. Demonstrate CPR and First-Aid skills.
22. Provide a broad scope of massage therapy treatments including palliative care to benefits the needed

23. Perform facial rejuvenating massage
24. Demonstrate skills in performing Oriental massage techniques such as Thai massage, Tuina, and the seven major chakras.
25. Competent in explaining theories of massage therapies and develop therapy plans for clients tailoring to the needs of individual clients.

- **Completion Requirements**

1. Course and Training Hour Requirements

<u>Course No</u>	<u>Course Title</u>	<u>Contact Clock Hour</u>
MT1030	Basic Hygiene and Nutrition	8
MT1040	CPR and First Aid Training*	8
MT2000	Human Body System, Anatomy, Physiology and Kinesiology	140
MT2010	Pathology	50
MT2020	Assessment for Bodywork	20
MT2100	Massage Practicum	60
MT2110	Swedish Massage and Lymph Drainage	80
MT2120	Chair Massage	20
MT2130	Sports Massage and Therapeutic Stretching	70
MT2140	Reflexology	20
MT2150	Deep Tissue Massage and Applications	70
MT2180	Aromatherapy and Chakra	10
MT2190	Hydrotherapy and Heat/Cold Therapy	4
MT2200	Acupuncture Meridian Theories and Points	20
MT1300	Basic Business Management and Ethics	20
MT3110	Facial Rejuvenating Massage	40
MT3120	Herbology and Essential Oils	10
MT3130	Massage for Sports Injury	40
MT3150	Massage for Pregnancy and Baby	30
MT3170	Lomi Lomi Massage	20
MT3210	Acupressure and Tuina	40
MT3220	Energy Work for Massage Therapist	30
MT3230	Thai Massage	40
MT3250	Chakra and Hot Stone Massage	20
MT3300	Massage and Spa Industry	20
MT3140	Massage for Palliative Care	30
MT3100	Advance Massage Practicum	80
Total		1,000

*students may choose to take the training at a local chapter of American Red Cross or other training/education institution

2. Performance Evaluation Requirements

Students must satisfactorily PASS the following requirements:

- (i) All writing tests as required by the instructors
- (ii) Performance tests to demonstrate competency in each massage skill module training
- (iii) All other assignments and tests as required by the instructors

COURSE DESCRIPTIONS

Course Numbering System in Massage Therapy Programs

- Course Code Identification System

Code	Course Classification
MT	Massage Therapy

- Course Numbering System

Course Number	Description
1000–2990	600-Hour Program Courses
3000–3990	1000-Hour Program Courses

MT1030 Basic Hygiene and Nutrition - 8 Hours

This course will train student to understand hygienic standards. Students will also discuss basic elements of nutrition and the digestive system, including an overview of food components, and the impact on and prevention of disease through nutrition.

Prerequisite: none.

MT1300 Basic Business Management and Ethics – 20 Hours

This interactive class covers a wide range of topics including getting licensed, producing advertisements, creating a business plan, developing a business identity, building and maintaining a client base, and guidance for long-range planning for the self-employed. It also covers the practical aspects of bookkeeping, creating a personal and business budget, professionalism, taxes, insurance billing, and the new privacy acts in the health care profession.

Students also learn the professional standards of the field in practice. In Ethics, students will learn legal, ethical, client confidentiality and personal conduct issues connected with massage therapy as a profession while observing professional standards in practice.

Prerequisite: none.

MT2000 Human Body System and Anatomy, Physiology and Kinesiology - 140 Hours

This is a course that covers in-depth anatomy and physiology with detail knowledge in the complete body system, including the Skeletal, Muscular, Nervous, Integument, Circulatory, Respiratory, Endocrine, Immune system, Digestive, Urinary and the Reproductive System. Pathological considerations, interrelationships of systems, pain and injury are also introduced. Students also gain advance knowledge in kinesiology/body mechanics such as the actions of individual muscles/muscle groups, types of muscle contractions, joint movements, movement patterns and proprioception. Students also learn to palpate bones, muscles and ligaments introduced in the course.

Prerequisite: none.

MT2010 Pathology - 50 Hours

Students are introduced to diseases of the body systems medical terminology involved in pathological context, modes of contagious disease transmission, signs and symptoms of disease, psychological and emotional states, effects of life stages, effects of physical and emotional abuse and trauma, factors that aggravate or alleviate disease, physiological healing process, indication and contraindication of massage

therapy related to the pathological symptoms, principles of acute versus chronic conditions, stages/aspects of serious/terminal illness, basic pharmacology concepts, approaches used in Western medicine and Asian medicine by other health professionals. Pathological conditions of human body systems and related indications and contraindications of massage therapy are discussed.

Prerequisite: Concurrent study with MT2000.

MT2020 Assessment for Bodywork – 20 Hours

Students learn assessment methods and areas for assessment as therapeutic massage professionals. Topics of study also include range of motion assessment, somatic holding patterns, posture analysis, structural and functional integration, ergonomic factors, effects of gravity, proprioception of position and movement. Students also learn various ways to keep assessment records including writing SOAP notes.

Prerequisite: none, concurrent study with MT2000 and MT2010.

MT2100 Massage Practicum – 60 Hours

This is a massage internship course which provides students opportunities to apply knowledge they learn from the MT2000's series courses and perform massage skills on customers or patients who visit Kingston University clinic. By exposing to the clinic environment, students get the first hand experience of carrying out the entire routine process in a professional setting, from customer/patient communication and consultation, write up of SOAP notes, performing massage treatment, to keeping clinical records and maintaining treatment room ready for subsequent treatment session.

While enhancing their hands-on massage skills learned from the MT2000's series courses during the practicum training, students also gain experience in working with a variety of body types and physical conditions. Through the entire course of therapy, they build up their confidence and competency in working with the general public.

Supervised practice hours for fulfilling massage practicum training at clinic are unpaid.

Prerequisite: Completed specific skill training module(s) required for performing the massage techniques at the clinic

MT2110 Swedish Massage and Lymph Drainage – 80 Hours

As the first course to start the skill training in the Massage Technician 600-hour program, the class will begin with an introduction to students on the history and benefits of massage therapy as the natural healing technique; contradictions of massage therapy; professional boundary and code of ethics; and communication skill training.

During the skill training, students will start by learning hygiene precautions and technique, self-care warm-up and stretching exercises such as yoga practice, the setup of rooms and table, draping of client during massage; bolstering technique; classic and fundamental strokes in Swedish Massage which covers effleurage, petrissage, friction, tapotement, and vibrations. Students will also learn the functions of the lymphatic and immune systems, and their roles in maintaining optimal health. It will introduce a treatment protocol for the front of the body, starting with hands-on therapy, to enhance the immune system functions, leading to tissue regeneration.

Prerequisite: MT2000 or its equivalent.

MT2120 Chair Massage – 20 hours

In addition to basic chair massage techniques for alleviating counter-productive tension found frequently in office and high stress situations, this class includes discussion of the benefits and the business of chair massage, selection of massage chairs, developing chair massage programs meeting time constraint and budget of clients, and proper body mechanics to satisfy the needs of the client without tiring the therapist.

Prerequisite: MT2000 and MT2010.

MT2130 Sports Massage and Therapeutic Stretching – 70 Hours

Students will learn to use the knowledge and skill of massage therapy to prepare an athlete for competition with invigorating, stimulating massage and stretching techniques, and also to help improving an athlete's performance. Subsequently, students will learn the best methods for jumpstarting the recovery of a post-event athlete, including breaking down lactic acid and cramp release. Techniques to help alleviate pain and discomfort of muscles group in rotator cuff are also covered.

Students will also learn various methods of facilitating stretching and self stretching techniques, assessment of tight muscles and restricting connective tissues. This is gentle, pain relieving work for the body. These stretching techniques may be incorporated in a Swedish/Deep Tissue massage and other massage modules.
Prerequisite: MT2000, MT2110.

MT2140 Reflexology – 20 Hours

This class covers the history, principles and contraindications of Reflexology, and the theory of reflexes and zones. Students will study the anatomy of the foot, and learn thumb and finger techniques. Students will learn a relaxation technique and the practical application of the most important parts of the body found on the feet.

Prerequisite: MT2000 and MT2010.

MT2150 Deep Tissue Massage and Applications – 70 Hours

Students are introduced to massage techniques that work on deeper layers of muscles in this course. Techniques to cover include Deep Tissue Massage, Myofascial Therapy and Trigger Points Release. Students will also learn methods of locating tender spots in tight muscles, which are often reasons related to headaches; aching shoulders, arms and legs; and certain autonomic phenomena so that proper massage techniques can be applied to help alleviate the pain.

Prerequisite: MT2110.

MT2180 Aromatherapy and Chakra – 10 Hours

This is an introductory course on aromatherapy and Chakra. Students will learn the history and production of essential oils, how they are used today, contraindications, buying and storing, and a beginner's guide to selecting and blending. The seven major Chakra will also be introduced in conjunction with application of aromatherapy.

Prerequisite: MT2000 and MT2010.

MT2190 Hydrotherapy and heat/cold therapy – 4 Hours

Water, in its various forms, continues to be employed to enhance the health and well-being of individuals and can be used to add therapeutic value to massage therapy. This course concentrates on the external therapeutic use of water and the application of heated or cooled water for use in specific indications. Contraindications are also introduced in the discussion.

Prerequisite: MT2000 and MT2010.

MT2200 Acupuncture Meridian Theories and Points - 20 Hours

This is an introductory course of theories of Traditional Acupuncture Meridians. Topics cover the origin of Meridians, formation and development, pathway and composition of the Twelve Meridians and Eight Extra Meridians, their collaterals, distribution of muscular and cutaneous regions. Students will understand Asian philosophical Ying-Yang aspects, the Gen Jie, Biao Ben, Qi Jie and Four seasons of Acupuncture Meridians and physiological functions, the principles of application in traditional Acupuncture medicine.

Prerequisite: MT2000 and MT2010.

MT3100 Advance Massage Practicum – 80 Hours

In this advanced level of supervised practice training, students will integrate skills learned in the advanced massage courses in the 300's series in providing massage therapy to clients. Students will be enhanced in skills for developing psychological and physical dynamics of practitioner/client relationship, educating

clients, design and planning of therapy programs involving multiple sessions, communication with other healthcare professionals and business skill practices. Case study approach is integrated in the class along with group review and discussion as part of the training to prepare students for independent research and professional development. Students may also learn additional massage therapy techniques.

Supervised practice hours are unpaid.

Prerequisite: all MT3000's series courses

MT3110 Facial Rejuvenating Massage – 40 Hours

The course introduces students to a precise healthcare modality working systematically on the face by following meridian theory and lymphatic system. The facial rejuvenating massage releases deep tension in the face and free layers of muscles and connective tissue so that there is space for muscles to relax and the microcirculation to be opened, which helps the tissue glide smoothly over deeper layer of muscle. Consequently, it helps prevent new tension lines and wrinkles from appearing, as well as diminishing the existing ones and hence slow down the aging process. With the gentle massage to the face, headache, anxiety, and fatigue are also released.

Students will begin with a review of bones and muscles of the face and functions of facial muscles. Students will learn delicate massage techniques which involve Swedish massage strokes, lymph drainage techniques, acupressure points and meridian knowledge. These techniques will rejuvenate the face with muscle tone and skin complexion, and boost energy. Precaution measures for performing facial massage are also covered in the training.

Prerequisite: MT2000, MT2010, MT2110, MT2200.

MT3120 Herbology and Essential Oils – 10 Hours

Students are introduced to the classification and identification of herbs followed by cultivation and application of herbs in natural healing contexts such as Oriental Medicine and Massage Therapy. This course also introduces students to chemical properties of oils and trains students in techniques of blending essential oils which are selected based on the needs of treatment and chemical characteristics of the oils.

Prerequisite: MT2000 and MT2010.

MT3130 Massage for Sports Injury – 40 Hours

Students will learn to induce a change in the structure and function of the neuromusculoskeletal soft tissue to promote healing of the whole person. Students will understand the structure, function, dysfunction and injury of soft tissues involved in most pain and disability in the body in order to reach specific treatment goals for orthopedic conditions.

Prerequisite: MT2000, MT2010, MT2110, MT2130.

MT3140 Massage for the Palliative Care – 30 Hours

This course is designed with focus on providing massage therapy to people of special needs such as seniors, hospital patients, patients with cancer undergoing medical treatment. Along with traditional therapeutic techniques, students will learn how to incorporate supportive and palliative care for oncology patients into their application of the art and science of massage therapy. Students will learn the skills necessary to discover and maintain their own personal boundaries / comfort zone, communicate effectively with this special population, assess the patient's needs, and apply their skills through hands-on practice with modifications.

Prerequisite: MT2000, MT2010, MT2110, MT2190, MT2200

MT3150 Massage for Pregnancy and Babies – 30 Hours

Massage is a soothing and beneficial therapy during both the prenatal and post delivery period. Students will learn the anatomy and physiology of pregnancy throughout each trimester, pre-cautions, safety issues and contraindications to massage during pregnancy, proper draping and positioning of pregnant client for

comfort and safety, develop a one hour side-lying routine with emphasis on alleviating some minor discomforts of pregnancy, and marketing techniques to attract clientele.

Massage helps women recovering from birth delivery, strengthen the touch sense of the baby and stimulate sense of love. Students are introduced pre-cautions, proper draping and positioning of babies during massage therapy, and application of massage techniques. This course is especially helpful to those who have or prepare to have babies as this massage course helps strengthen the bond between the baby and mother.

Prerequisite: MT2000, MT2010, MT2110.

MT3170 Lomi Lomi – 20 Hours

An ancient Polynesian healing technique covering a broad area of the body and works, Lomi lomi massage is given in fluid, rhythmic motion using the forearms as well as the hands. Some people have described this as feeling like gentle waves moving over the under body and full body strokes also help to free the energy, make the body soft, promoting free and abundant flow of life energy in the recipient. Students will practice its characteristic large and broad strokes, as well as two-handed strokes that enlist the forearms and elbows to encourage the continuous flow of love and harmony. Students will also learn to practice quiet prayers to request effective healing before beginning this Loving Hand Massage technique and incorporate techniques from other massage modalities during the session.

Prerequisite: MT2000, MT2010 and MT2110.

MT3210 Introduction to Tuina – 40 Hours

This course will train basic manual finger, thumb, palm and elbow pressure techniques and oriental medicine therapeutic massage. The manipulation methods applied to pain areas elicit a therapeutic reaction, relieve pain syndromes in disorders of neuromuscular systems and connective tissues which ultimately improve circulation, venous and lymphatic drainage, and help to maintain and improve normal physiological mechanics.

Prerequisite: MT2000, MT2010 and MT2200.

MT3220 Energy Work for Massage Therapist – 30 Hours

Massage therapists are at risk for repetitive motion injuries due to the stress giving massage puts on their bodies. Self care and burnout prevention are the crucial components of sustaining professional career life of massage therapists. Tai Chi exercise is known to promote somatic-visceral health and longevity. Therefore, as part of the self-care training course series which include MT213, therapeutic stretching techniques for pre and post massage session self care, students learn to practice Tai Chi in this energy exercise course to enhance and regulate their Qi (energy) circulation and to ultimately help then maintaining a healthy balance between productivity and their overall health. Topics and exercises to cover include Chinese classic holistic meditation, guiding with emphasis on meridian theories and Chinese philosophy of Qi promoting body movement, practice of self defense and subtle body energy flow. and experiencing the promoting effect of Tai Chi exercise on somatic-visceral health life and longevity.

Prerequisite: none

MT3230 Thai Massage – 40 Hours

Thai Massage is a special massage technique that involves intensive interaction between the therapist and client. It is a fusion of Buddhist spiritual practice and Indian Ayurvedic bodywork. It combines yoga techniques and the spiritual commitment of working with "loving kindness". Working intuitively and without judgment in this way supports our body's natural inclination to heal itself. Thai massage is a powerful form of energy rebalance and physical massage. Students will learn rhythmic pressing and stretching on the client's entire body, including pulling fingers, toes, ears, cracking the knuckles, walking on the recipient's back, and arching the recipient's into cobra position. Students will integrate yoga into the practice of Thai massage and place clients into many yoga-like positions on the floor while performing massage. Students also learn to use their legs and feet to fixate the body or limbs of the client.

Prerequisite: MT2000, MT2010, MT2200, MT2110, MT2120, MT2130, MT2140, MT2150

MT3250 Chakra and Hot Stone Massage – 20 Hours

Students are introduced to the ancient Indian medication and the seven major Chakra. Topics to cover include location of the chakra, its association in emotion control and color. In hot stone massage application, students learn to appreciate the natural energy stones may bring to healing and the use of warm stones to the body, either in a stationary position, or used as “gliding tools” along with oil

Prerequisite: MT2000, MT2010, MT2110

MT3300 Massage and Spa Industry – 20 Hours

SPA is one of the most popular industry where massage therapy is most demanded. In this course, students will gain an insight to SPA concept and design; history and development of SPA; various type of SPA and components and how massage therapy is integrated into the services. Visits to selected SPA operation may be arranged to help students prepare for their career in the field. Other topics to cover include overview of relevant law and regulations; structure and organization including human resource management; customer services and database; SPA promotion and marketing, and SPA services trend.

Prerequisite: MT1300

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Teaching Area: Swedish massage, Deep Tissue massage, Lymph Drainage Technique, Reflexology, Chair massage, Facial massage, Thai massage, Aromatherapy, Stone Massage, Chakra, Lomi Lomi, Thai, Massage, Massage for Palliative Care, Basic Hygiene and Nutrition, Massage Practicum, Spa Management

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APPENDIX I

Family Educational Rights and Privacy Act (FERPA) - Student Records

This document provides a summary of the law in this area and answers questions frequently asked of attorneys in the Office of General Counsel. However, the information presented here is intended for informational purposes only and nothing in this document should be construed or relied upon as legal advice. The Office of General Counsel or legal counsel of your choosing should be consulted regarding the specific facts and circumstances associated with any legal matter that pertains directly to you.

The **Federal Family Educational Rights and Privacy Act** of 1974, known as "FERPA," ([20 U.S.C. § 1232g](#); [34 C.F.R. Part 99](#)) governs access to student education records maintained by educational institutions, including those of the Kingston University System. FERPA's purpose is to protect the privacy of students' education records and to ensure that students have access to their own records. Under FERPA, the presumption is that a student's records are private and not available to the public without the consent of the student. UW System employees responding to requests for student information must be aware of the unique, protected status of such information. Employees must not provide requested information unless the student consents to the release, or the information falls within a specific FERPA provision permitting release without consent. Thus, FERPA analysis is the converse of the usual approach under certain law which presumes records to be open.

To Whom Does FERPA Apply?

FERPA applies to "eligible students." An eligible student is any individual who has been or is "in attendance" at an institution of post-secondary education at any time and about whom the institution maintains records. "In attendance" can include correspondence courses and on-line courses. The age of the student is irrelevant under FERPA.

What Records are Covered by FERPA?

FERPA protects from disclosure "education records," broadly defined to include all records directly related to a student *and* maintained by an educational institution or someone acting on its behalf (*e.g.*, contractors). Records can be in any format, including email messages, other computer records, videos, etc.

However, the definition excludes, among other records:

- campus law enforcement records (if certain criteria are met);
- certain notes made by employees for their own personal use;
- certain employment records;
- certain medical treatment records; and
- alumni records containing information obtained *after* a student's graduation.

NOTE: "Education records" does not include information obtained through personal observation.

Who Has Access to Education Records?

Generally, there are four categories of individuals who can obtain access to education records in the manner defined under FERPA:

1. Students
2. Parents of Students
3. School Officials
4. Others

How is Access Obtained?

- **Students.** Students may have access to their own education records with few exceptions, including parental financial information, confidential letters of recommendation, and portions of their own education records containing information about other students.
- **Parents.** Parents generally have no automatic right of access to the education records of their children. However, access can be obtained in the following ways:
 - With the consent of their child (see below);
 - If the child is identified as a dependent on the parents' tax return;
 - If there is a health and safety emergency involving their child;
 - If their child has been found responsible for a drug or alcohol violation through the campus disciplinary proceedings.
- **School Officials.** School officials who have a legitimate educational need to access students' records may do so.
- **Others.** Members of the public, employees of certain agencies, court officials and others may access education records when the following circumstances apply:
 - The student has given consent (see below);
 - The information has been designated directory information (see below);
 - A health or safety emergency is involved;
 - If the individual is a victim of certain types of violent offenses, s/he may obtain certain information;
 - The recipient is an employee of an institution to which the student is seeking or has transferred;
 - The final results of a disciplinary proceeding involving a crime of violence or non-forcible sex offense, under certain circumstances;
 - Organizations conducting studies on behalf of the institution (if certain criteria are met);
 - To comply with a subpoena or court order;
 - For audit and evaluation by certain state and local officials.

NOTE: FERPA permits, but does not require, these disclosures. When disclosure is contemplated under these provisions of FERPA, it may be appropriate to consult with counsel to apply the balancing and notification requirements of any applicable Law.

What Does it Mean for a Student to Consent?

A student's valid consent means an informed, written consent which:

- specifies the record(s) to be disclosed;
- states the reason for disclosing the records; and
- identifies the person(s) to whom disclosure may be made.

What is “Directory Information”?

“Directory information” is personally-identifiable student information which the U.S. Department of Education has concluded is permissible for institutions to release without a student’s consent. Such information may include the students’:

- Name
- Address
- Telephone number
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Enrollment status
- Participation in activities and sports
- Weight and height of athletes
- Degrees, honors, awards
- Most recent education institution(s) attended
- Photograph

Note: Directory information may *never* include social security number.

What Must an Institution Do Under FERPA?

Annual Notice. Annually, the institution must advise students of:

- Right to inspect and review their own records;
- Right to seek amendment of their records;
- Right to consent to disclosure;
- Right to file a complaint with the Department of Education;
- Right to opt out of directory information (provide a definition of directory information);
- Definition of school officials and legitimate educational interest;
- Records transfer policy.

Record of Disclosures. As part of the education record of each student, each institution must maintain a record of disclosures which contains the following information:

- The names of all individuals, agencies, or organizations that have requested, or obtained, access to the student's records and the legitimate educational interest of those accessing the information; and
- Any disclosures that are made under the health and safety emergency exception, the circumstances surrounding that decision to disclose and to whom disclosures were made.

However, there is no need to record:

- access by the institution's own employees;
- release of "directory information"; or

- release of information with a student's written consent.

Authentication of Requestors. Institutions must use “reasonable methods” to identify and authenticate the identity of those who access records. Such methods may include requesting a combination of some of the following: the requestor’s photo identification; all or part of the student’s ID number; the student’s date of birth; the student’s PIN; a password; a personal security question.

What Other Information is Important to Know Under FERPA?

FERPA Complaints. Students may file a complaint with the U.S. Department of Education. Generally speaking, however, students may not file a lawsuit against the institution for a violation of FERPA.

Penalties for Violation of FERPA. Penalties for uncorrected violations may include a cutoff of federal funding to the institution.

Military Access to Education Records. The Solomon Amendment (10 U.S.C. § 982; [32 C.F.R. 216](#), 65 F.R. 2056) is not a part of FERPA, but it allows military organizations access to information ordinarily restricted under FERPA for the purpose of military recruiting. Specifically, the Solomon Amendment permits Department of Defense entities to physically access institutional facilities to recruit students, and to obtain students' names, addresses, phone numbers, age, class, and degree program once every term. Institutions are exempt from these requirements if they do not collect this information, or if they do not normally provide this information to prospective employers. The Solomon Amendment only applies to enrolled students over age 17.

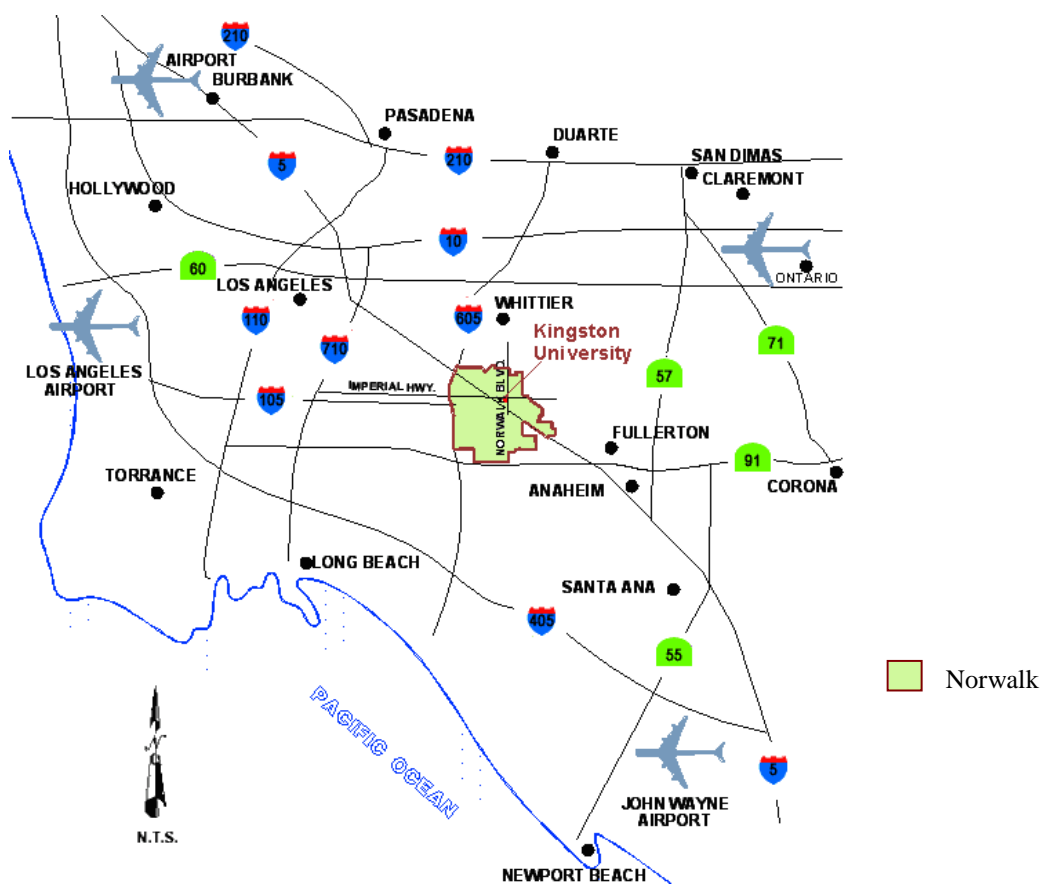
Institutions that violate the Solomon Amendment risk loss of funding from several federal agencies, including the Departments of Defense, Education, Health and Human Services, and Labor. If a component of the institution violates the Solomon Amendment, larger system funding may be affected.

APPENDIX II

Norwalk Home of Kingston University

Norwalk locates in the midst of some of Southern California's most accessible highways in the greater Los Angeles area, and is only 17 miles southeast of Los Angeles. It is 9.35 square miles in area and has an average temperature of 63 degrees, and an estimated 10 inches of rainfall per year. The City of Norwalk is consistently ranked among the safest cities in America. Its population is approaching 110,000.

The City sits at the heart of an expanding regional transportation network which is an outstanding convenience to the public traveling from anywhere in Los Angeles or Orange Counties. The community is served by four freeways: the 91 (Riverside) Freeway borders the city to the south, the 605 (San Gabriel) Freeway is at the city's western border and the Interstate 5 (Santa Ana) Freeway passes through the community and Interstate 105 (Century) Freeway which runs from Norwalk to the Los Angeles International Airport, thereby providing additional access to even more important business and recreational points throughout the state. Two commuter rail lines serve Norwalk: the Metro Green Line, with connections to downtown Los Angeles, Long Beach, and LAX; and the MetroLink system, with connections to Orange, San Bernardino, Ventura, Riverside, San Diego counties, and the Union Station in Los Angeles County. Norwalk's access to regional transportation is unparalleled in Los Angeles County.



Source of
official website of City of Norwalk at www.ic.norwalk.ca.us.

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